

December 5, 2023

Township Search Committee Members  
Charter Township of Oakland

**Subject: Township Manager Application - Confidentially Requested**

Dear Search Committee Members:

I am writing to apply for the position of Township Manager. I came across the advertisement on the Michigan Municipal League web site.

To begin, I have over 38 years of local government experience; all of it here in the State of Michigan. A large majority of my career has been as a city manager in small to medium-sized communities. The duties included being personnel director, or as it is called now, human resources director. As such, I was responsible for recruitment, selection, contract negotiations, grievance arbitration, etc.

I have extensive experience working with the local Chamber of Commerce and Downtown Development Authority. I served as the city's representative to the Clawson's Chamber of Commerce. In fact, I recommended and was responsible for the Clawson Chamber of Commerce moving its office to inside the city hall, where it is still located. In three of the communities, I worked closely with the Downtown Development Authority. I also re-started the Downtown Development Authority in the City of Clawson after it had been inactive for approximately six years. Recently, I was appointed to a three-year term on the Clawson DDA. In the City of Pleasant Ridge, I created the downtown development authority. With the Village of Fowlerville, I had extensive day-to-day involvement in planning and providing services to the DDA authority. In addition, I was the grant writer for the Michigan Department of Natural Resources grant that was received by the village for the first improvements to the village's 40-acre park.

For the past 9+ years, I have served in multiple roles for the City of Eastpointe. I began as a supervisor in the department of public works. After

serving in that position for six (6) months. Then, the city manager moved me over to the city hall and serve as an administrative and management supervisor in the manager's office. The duties included developing bid specifications, special projects development, management of the city's street light conversion project to LED, responsible for management and administration of the city's Community Development Block Grant (CDBG) program, and extensive resident complaint follow-up. Though a portion of my responsibility had been the over-sight of the city's park system, beginning in June 2020, I began the full-time supervision of the city's eight-park system. My duties include the day-to-day supervision of the city's private contractor, which provides the daily maintenance to the parks, the planning of capital improvements to the parks and to serve as liaison commission. With respect to the planning of capital improvements, I conceived the three (3) recent major park improvements and applied to the Macomb County CDBG program for funding. The city received approximately \$400,000 for these three improvement projects.

Finally, in November 2021, I was elected to the Clawson Charter Revision Committee and worked along with eight other commissioners to prepare the revised charter for presentation to the electorate. The proposed charter was approved by the electorate at the November 2020 city election.

If the members of the committee believe that I posses the skills, ability and experience to meet the requirements of the position, I would be most willing to appear for a job interview.

I look forward to hearing from you.

Sincerely,



Joseph Merucci

Joseph Merucci  
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**Professional Experience:**

January 2015 to  
present

Parks Supervisor, Interim City Manager,  
Administrative & Management Supervisor  
City of Eastpointe, MI, Population 32,000

Appointed in June 2020 as the city's Parks Supervisor. Responsible for the scheduling and supervision of all maintenance performed at the parks by the private maintenance contractor. Responsible for project management of all construction projects at the city parks and several road re-construction projects. Served as interim city manager for a period of six months, until a permanent city manager was appointed. Serve as one of the city's representatives to the Recreation Authority of Roseville & Eastpointe (RARE) Board of Trustees; currently serving as chairperson for approximately three (3) years. Formerly responsible for the city's annual application, selection of the "bricks and mortar" construction projects, implementation and administration of the city's Community Development Block Grant program. Served as the city's liaison and project coordinator to DTE, for the city-wide LED street light conversion project and to the Michigan Department of Transportation for the Gratiot Avenue resurfacing project.



May 2014 to  
September 2014

City Manager  
City of Wayne, MI, Population 17,000

Chief administrative officer for this fully developed community. General fund budget totaled \$23.6 million; combined city budgets totaled \$34.8 million.

Initiated a program for the city to purchase tax reversion properties and to immediately sell them to an investor, with the intent to rehabilitate and sell them to owner-occupants. Recommended to and the city council approved the sale of city owned State Theater, to a private investor. Began the research into the leasing of the city-owned community/recreation center. General Fund budget totaled \$23.6 million; combined city budgets totaled \$34.8 million.

April 2013 to  
May 2014

City Manager  
City of Lincoln Park, MI, Population 38,000

Chief administrative officer for this inner-ring full-service municipality located in Wayne County. Lincoln Park borders the City of Detroit on its northern border and is known as the "Cross Road to Downriver."

Recommended to the city council and served as the spokesperson for a successful, voter approved \$20 million bond debt millage to reconstruct city streets. Served as the city's spokesperson in discussions and negotiations with the Michigan Department of Treasury with the purpose of avoiding a financial emergency. Bid the garbage collection contract for the first time in 21 years and saved the city \$1.2 million over the 5-year term of the new agreement.

Recommended to the city council which was approved, a loan from the Water Fund to the General Fund, to make a required pension fund payment. The General Fund budget totaled \$22.7 million; combined city budgets totaled \$43.4 million.

November 2012 to  
April 2013

Special Projects Coordinator  
City of Eastpointe, MI, Population 32,000

Assisted with the preparation and editing of bid specifications, including banking and investment services, refuse collection/disposal, DPW services and planning services. Provided follow-up research and responses for the city's Public Safety Conversion grant application to the State of Michigan Economic Vitality Incentive Program (EVIP). Planned and implemented the Eastpointe Downtown Development Authority in conducting a downtown electronic recycling event.

December 2005 to  
April 2012

Village Manager/Zoning Administrator  
Village of Fowlerville, MI, Population 3,100

Secured approximately \$2.5 million in CDBG funds to totally reconstruct three village streets and the municipally owned downtown parking lot. Wrote and secured the village's first Michigan Natural Resources Trust Fund grant for the 40-acre Fowlerville Park. Developed and implemented the village's first Capital Improvement Plan for both infrastructure improvement and equipment replacement. The nine combined village budgets,

including both the Fowlerville Downtown Development Authority (FDDA) and the Fowlerville Local Development Finance Authority (FLDFA) budget, totaled approximately \$5.6 million.

November 1998 to  
March 2005

City Manager  
City of Clawson, MI, Population 13,700

Reactivated the Downtown Development Authority after 5 years of being inactivity. Recommended and began the study to place on-street parking in the downtown shopping district. Totally reformatted the city's budget so that it could be used to accurately track expenditures. Created the city's first comprehensive Capital Improvement Plan for infrastructure, equipment replacement and building improvements. Began right-sizing the city organization after revenue sharing decreases caused by the 2001 recession. The seven combined city budgets totaled \$11.9 million.

January 1988 to  
October 1998

City Manager  
City of Pleasant Ridge, MI, Population 3,100

Recommended and created the city's Downtown Development Authority in 1992. Privatized the Department of Public Works at a then (1995) savings of approximately \$150,000 or 10 percent. Served as the chief spokesperson on the successful voter approved millage election for a 20-year, 3 mil road and infrastructure replacement program. Created and implemented the city's first 5-year Capital Improvement Plan. Purchased the first in-area remote reading water meter system. Served as the city's spokesperson and liaison in all meetings with



the Michigan Department of Transportation during the construction of I-696 through the city. The combined city budgets totaled \$4.2 million.

Served as the city's representative to the Southeastern Resource Recovery Authority (SOCRRA) and the Southeastern Oakland County Water Authority (SOCWA), and ultimately served as board chair to these two organizations.

October 1984 to  
December 1987

Administrative Assistant to the City Manager/Deputy  
City Clerk City of Garden City, MI, Pop. 31,000

Served as an assistant to the city manager for this full-service community. Interacted with all operating departments in the course of assigned duties, effectively supporting the city manager in the operation of the City. Performed duties pertaining to labor negotiation support, issue analysis, budget analysis and community development. Also served as deputy city clerk with related responsibilities.

**Education:**

Graduate, Institute for Public Administration, Central Michigan University

Master of Public Administration, Wayne State University

Bachelor of Arts, University of Michigan-Dearborn

**Committee/Board Memberships:**

Clawson Downtown Development Authority  
Board of Trustees, October 2023 -

Clawson Charter Revision Commission  
November 2021 - November 2023

Recreation Authority of Roseville and Eastpointe  
(RARE) Board of Trustees, 2017- present

Michigan Municipal League, Municipal Services  
Committee, 2009-2011

Michigan Municipal Risk Management Authority  
(MMRMA), Administrative Advisory Committee,  
2007-2012

Michigan Local Government Management  
Association (MLGMA), Board Member 2003-2006

George W. Kuhn Drainage District Advisory  
Committee, 1998-2005

**Volunteer Service Organizations:**

Guardian Angels Parents (GAP), Past President and  
Secretary

Fowlerville and Clawson, Rotary Club International