

**CITY OF HOWELL**

**NOTICE OF PUBLIC MEETING**

**NOTICE** is hereby given that the **Howell City Council** will hold a special meeting on Monday, **June 14, 2021 at 6:00 p.m.** to conduct interviews and consider the appointment of the City Assessor.

The meeting will be held at Howell City Hall, 611 E. Grand River, Lower Level Council Chambers, Howell, MI 48843, 517-546-3502.

The Regular Meeting of the Howell City Council scheduled for 7:00 p.m. will convene upon conclusion of the Special Meeting.

This notice is given pursuant to Public Act 267 of 1976, the Open Meetings Act.

Angela Guillen, City Clerk

Posted June 11, 2021



**HOWELL CITY COUNCIL  
SPECIAL MEETING AGENDA**  
City Council Chambers, Lower Level – 6:00 P.M.  
611 E. Grand River, Howell, MI 48843

Visit the City of Howell website at [www.cityofhowell.org](http://www.cityofhowell.org)

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**Monday June 14, 2021**

COUNCIL -  
MANAGER  
GOVERNMENT

Council members and  
other officials normally  
in attendance:

1. Dennis L. Perkins  
*City Attorney*
2. Jan Lobur  
*Mayor Pro Tem*
3. Randy Greene  
*Council Member*
4. Nickolas Hertrich  
*Council Member*
5. Erv Suida  
*City Manager*
6. Nick Proctor  
*Mayor*
7. Angela Guillen  
*City Clerk*
8. Jeannette Ambrose  
*Council Member*
9. Bob Ellis  
*Council Member*
10. Steven L. Manor  
*Council Member*

SEATING:

Above list arranged  
according to seating  
order; left to right.

1. Called to Order
2. Interview for the position of Assessor
  - A. 6:00 p.m. – *Jacob Sutton*
3. Discussion/Approval – Assessor Appointment
4. Citizens’ Comments
5. Adjournment

*Visitors are cordially invited to attend all meetings of the Council.  
If you wish to address the Council, you will be recognized by the Mayor.  
Please refer to the printed guidelines on the back of the agenda.*

# NOTES

CITY OF HOWELL  
MEMORANDUM

**TO:** MAYOR & CITY COUNCIL  
**FROM:** ERV SUIDA, CITY MANAGER  
**DATE:** JUNE 11, 2021  
**RE:** CITY ASSESSOR APPOINTMENT

While the City is regrettably accepting the resignation of our current assessor, Ashley Winstead, at the 6.14.2021 regular council meeting, we would like to introduce Mr. Jacob Sutton for consideration as the next assessor. Mr. Sutton was quick to submit his letter of interest, resume and application to the City of Howell for this position. He has worked for the Livingston County Equalization over the past 4 years, is a certified Michigan Advanced Assessing Officer (level 3), and demonstrated through staff interviews, to be a highly motivated, professional, and qualified candidate.

The interview team, comprised of our Human Resource Generalist, Finance Director, Assessor and myself, were very impressed with Mr. Sutton's credentials, knowledge, experience, and personal skills that he displayed. While he doesn't have experience in all the areas, we are confident that he possesses the education and skills to "hit the floor running". Staff would like to recommend Mayor and Council interview Mr. Sutton during this special meeting and consider taking action on his appointment.

Included with this memo is a packet which includes Mr. Jacob Sutton's application, cover letter, resume and a series of interview questions for Council. Staff encourages Mayor and Council to ask follow ups, and have included "guidelines for interviewing" with this packet for reference.

If Council is in agreement and wishes to take action during this special session, they can do so under item 3 with the following requested action.

**ACTION REQUESTED:**

A motion to appoint Jacob Sutton as the City of Howell Assessor upon the successful completion of background checks and compensation negotiations.

# Jacob Sutton

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114 ½ N State Street, Howell, MI 48843 | 810-360-8479 | suttoj14@yahoo.com

**06/04/2021**

Jamie Helman  
HR Director  
City of Howell  
611 E Grand River Rd,  
Howell, MI 48843

**Dear Jamie Helman:**

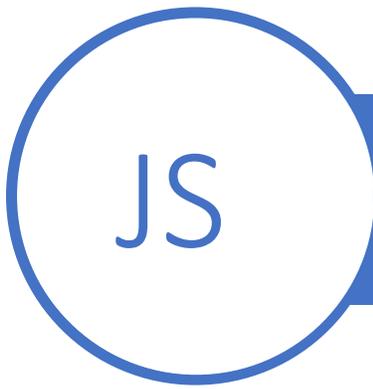
My name is Jacob Sutton and I am a dedicated individual with more than 4 years of appraising experience. As I stated in my resume, I am a certified Michigan Advanced Assessing Officer and possess strong attention to detail, excellent communication skills and an ability to function in a fast pace environment. I have a strong determination to meet and exceed all assigned goals and objectives.

I am confident that my experience and ability to learn quickly would make me an excellent candidate for the Assessor (MAAO) position at the City of Howell.

I have attached my resume for your review. I would appreciate the opportunity to meet with you and further discuss my application your goals. Please contact me at your convenience to schedule an interview.

**Sincerely,**

*Jacob Sutton*



# JACOB SUTTON

MAAO | SENIOR APPRAISER AT LIVINGSTON  
COUNTY EQUALIZATION

## SKILLS

- Apex Software
- Attention to detail
- BS&A
- Collaboration
- Communication
- Customer service
- Decision making
- Multitasking
- Problem-solving
- Self-motivation
- Time management
- Work ethic

## EDUCATION

AAS BUSINESS DEGREE |  
08/2018-06/2021 | GPA 3.9  
SCHOOLCRAFT COLLEGE |  
LIVONIA MI  
HIGH SCHOOL DIPLOMA |  
05/2013  
FLEXTECH HIGH SCHOOL |  
BRIGHTON MI

## EXPERIENCE

MAAO • LIVINGSTON COUNTY EQUALIZATION • APRIL 2017 –  
PRESENT | SUPERVISOR: SUE BOSTWICK | 517-546-4182

- Appraise real estate and personal property for tax purposes, including the appraisals of residential, industrial, personal, and agricultural properties.
- Determine the level of assessment for different classes of property.
- Analyze data, value properties, prepare findings and defend valuations.
- Conduct field inspections to verify sales and/or measure residential, personal, agricultural, and industrial sites, structures and property, and prepare valuation appraisals.
- Verify the accuracy of property descriptions, details on condition of structures, property improvements, and land use.
- Respond to citizen and professional appraiser's questions and concerns regarding the valuation of property.
- Analyze the assessment roll to ensure all tax laws are applied.

WAITER • LYON CANTINA • JANUARY 2015 – APRIL 2017 |  
SUPERVISOR: JENNA HOGAN | 586-292-7315

- Deliver friendly and attentive service.
- Answer questions about the menu.
- Effectively communicate with kitchen staff.
- Anticipate and address customer service needs.

## ***Interview Tips and Techniques***

1. Ask the same set of base questions of all candidates. Follow-up questions based on the candidates responses are encouraged. You may ask about gaps in employment and why the candidate is looking to leave their current employer.
2. Keep careful notes to assist you in making the selection but remember that public entities are required to keep selection files for a period of three years and that these files are subject to disclosure under the Freedom of Information Act.
3. Do not ask any question or make any notes in areas that are considered protected classes under discrimination laws. In Michigan, these include: color, national origin, pregnancy, race, religion, gender, age, height, weight, familial status, marital status and disability. Questions should relate to job performance. Examples of questions that could result in charges of bias and discrimination in hiring include:
  - Affiliations: Do not ask about clubs, social organizations, or union membership; do ask about relevant professional associations.
  - Age: Do not ask a candidate's age or other questions/comments that may reveal age such as when did you graduate high school or do you remember where you were when the US landed on the moon.
  - Culture/Natural Origin: You may ask if the individual can, "upon hire," provide proof of legal right to work in the United States. Commenting on a candidates accent, even if positive, could result in charges of bias and discrimination.
  - Religion/Marital/Familial Status: If required by the position, it is acceptable to ask if the candidate is available to work evenings, weekends and holidays. Questions about whether the candidate has children or attends church on Sunday that might interfere with the ability to work may not be asked.
4. Candidates may volunteer information that is in a protected class. Do not pursue this information, make note of it, or consider it in the selection process.
5. Ask open ended, behavioral and accomplishment oriented questions that elicit more than yes/no responses.
6. Give the candidate an opportunity to ask questions of the board. These questions can provide valuable information on the candidate's knowledge of the job, profession and community as well as the candidate's motivation.
7. Consider non-verbal communication as well. Is the candidate dressed appropriately/professionally? When responding to questions, does the candidate make eye contact. Does the candidate address responses to only the men while ignoring the women?
8. Avoid checking out candidates via social media. While Google and Facebook can provide valuable background information, they can also reveal information in the protected areas. Social media can be a resource during the background check after a conditional offer of employment has been made.



7. What do you see as the issues facing the new Assessor?

8. Is there anything more about your background or interests that you should tell us in order for us to make a fully informed decision?

# NOTES