**WILLIAM T. COUSINS III**

# 15290 Winchester Circle

**Grand Haven, Michigan 49417**

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EXPERIENCE

## PARK CHARTER TOWNSHIP, MICHIGAN August, 2016 – January, 2017

52 152nd Avenue, Holland, MI 49424 (616) 738-4225

Interim City Manager. Appointed to serve while search for a permanent manager was conducted. Responsible for daily operation of City departments including Department of Public Services and Fire Department. Met with the Supervisor on a regular basis to insure good coordination between the Board and staff. Assisted in the process to hire a new Township Manager.

## CITY OF ITHACA, MICHIGAN June, 2014 – April, 2015

129 W. Emerson Street, Ithaca, MI 48847 (989) 875-3200

Interim City Manager. Appointed after departure of full-time manager. Responsible for daily operation of City departments including Department of Public Works and Fire Department. Met with Mayor regularly to insure good coordination between Council and staff. Oversaw construction of grant-funded projects including a DDA Streetscape improvement, construction of a farm market pavilion and elevator access to the Library. Performed as the City Planner and Zoning Administrator during tenure. Also performed as the rental housing inspector and trained a staff person for the position. Worked closely with the DDA; started the process for the DDA property owners to receive Façade grants and rental rehab grants.

## CASCADE CHARTER TOWNSHIP, MICHIGAN October, 2007 – January, 2013

2865 Thornhills Drive SE, Grand Rapids, MI 49546 (616) 949-1500

Township Manager. Responsible for smooth operation of all township departments. Daily schedule included performing as the Township Finance Officer (10.5 Million Dollar budget), oversight of the work within the Township Office, Planning Department, Construction Inspection Department, Building & Grounds Department and Fire Department (37 full-time, 17 paid-on-call and 4 part-time employees). Adept at use of Microsoft Office Applications, and BSA financial software. Provided regular oral and written communications to the Township Board. Significant time spent on financial administration, problem solving and long range planning.

## VILLAGE OF KALKASKA, MICHIGAN December, 2002 – October, 2007

200 Hyde Street, Kalkaska, MI 49646 (231) 258-9191

Village Manager. Responsible for smooth operation of all village departments. Daily schedule included performing as the Village Finance Officer (2.5 Million Dollar budget), Village Planner, Zoning Administrator, Downtown Development Authority Director, Administrator of the Police Department, Administrator of the Department of Public Works including infrastructure development and oversaw the work within the Village Office (14 full-time & 7 part-time employees). Administrative liaison and member of the Planning Commission and Downtown Development Authority. Administrative liaison to the Zoning Board of Appeals. Adept at use of Microsoft Office Applications, and Civic system financial software. Provided regular oral and written communications to the Village Council. Significant time spent on problem solving and long range planning. Successful at writing grants for Water Treatment plant, Streetscape improvements and recreational trail construction.

## VILLAGE OF HOLLY, MICHIGAN February, 1998 – December, 2002

202 S. Saginaw Street, Holly, MI 48442 (248) 634-9591

Community Development Director. Department head position. Responsible for budget and operation of department. Assisted the Village Manager on a daily basis to find solutions to issues. Functioned as the acting manager in his absence. Daily schedule included performing as the Village Planner, Zoning Administrator, Building Official, Building Inspector, Mechanical Inspector, Code Enforcement Officer and Plan Review Specialist. Administrative Liaison to the Planning Commission, Zoning Board of Appeals and Historical Commission. Successful at writing grants for road widening and train depot restoration. Worked daily with the Downtown Development Authority Director. Certified Building Inspector (ICBO #91405). Michigan Building Inspector Registration #4070.

CITY OF GRAND HAVEN, MICHIGAN July, 1992 – February, 1998 519 Washington St. Grand Haven, MI 49417 (616) 842-3210

Building Official, Building Inspector, Mechanical Inspector, Zoning Administrator and Plan Review Specialist for the City of Grand Haven, Michigan. Full responsibility for all Building Division programs, including budget and operations. Responsible for insuring compliance with the Uniform Building Code concerning all phases of construction, remodeling, rental inspection program and repairs to buildings in the city. Administrative Liaison to the Zoning Board of Appeals, Historical Commission and the Housing Advisory & Appeals Board.

CITY OF NORTON SHORES, MICHIGAN September, 1990 - July, 1992

Building Inspector, Mechanical Inspector and Plan Review Specialist for the City of Norton Shores, Michigan. Responsible for insuring compliance with the Uniform Building Code concerning all phases of construction, remodeling and repairs to buildings in the city.

CITY OF FARMINGTON HILLS, MICHIGAN

September, 1989 - September, 1990

Mechanical Inspector for the City of Farmington Hills, Michigan (Part-time). Responsible for insuring compliance with the Uniform Mechanical Code concerning the installation of all mechanical equipment in the city.

COUSINS HEATING & COOLING, REDFORD, MICHIGAN

April, 1982 - June, 1991

Owner of Cousins Heating & Cooling, 26909 Plymouth Rd., Redford, MI 48239. Managed and operated contracting business. Responsibilities included budgets, payroll, purchasing and labor relations. Supervised the fieldwork of four service and installation personnel, and two office staff. Primary contact with customers for sale of heating and cooling systems. Serviced and installed heating and cooling equipment.

PART-TIME MARINE PATROL DEPUTY May, 1997 – September, 2002

Served Ottawa County Sheriff from 1997-1998 and Oakland County Sheriff from 1999-2002 as a Marine Patrol Deputy. Primary duties included operating various boats on the waters of both counties to provide police and educational services to the public.

VOLUNTEER SERVICE

PLANNING COMMISSION CHAIR September, 2015 - Present

Serve as a Planning Commission chair for Grand Haven Township to review site plans, zoning issues and long term plans for the Township

AMERICAN CANCER SOCIETY April, 2013 - Present

Volunteer driver for American Cancer Society. Drive Cancer patients to and from their cancer-related appointments and treatments in Ottawa & Kent Counties.

MICHIGAN DEPARTMENT OF NATURAL RESOURCES May, 2013 – Present

Volunteer as “Camp Host” at various state parks in Michigan. Assist campers new to camping; provide information about activities in the area; provide craft classes for children; assist park staff to maintain park grounds and buildings.

EDUCATION

GRAND VALLEY STATE UNIVERSITY Sept., 1992 - Dec., 1995

Bachelor of Science Degree in Public Administration with major emphasis in Planning, Management and Computer Science (GPA: 3.46).

MUSKEGON COMMUNITY COLLEGE September, 1991 - June,1992

Associate of Arts Degree (GPA: 3.72).

MILITARY SERVICE

U. S. Navy October, 1965 – October, 1969

Worked as a shift supervisor on computer and radar systems for A-6 and F-8 Naval jet aircraft. Completed two tours to Vietnam on aircraft carriers.

REFERENCES

Tim Palmer, Mayor, City of Ithaca; 129 W. Emerson Street, Ithaca, MI 48847

(517) 875-3200

Robert Beahan, Township Supervisor, Cascade Charter Township; 2865 Thornhills Drive SE, Cascade Township, Michigan 49546 (616) 949-1500

Jerry Hunsburger, Township Supervisor, Park Charter Township; 52 152nd Avenue, Holland, MI 49424 (616) 738-4225

Michael DeVries, Township Supervisor, Grand Rapids Charter Township;

1836 E. Beltline NE, Grand Rapids, Michigan 49425 (616) 361-7391

Jon Weiss, Executive Director, Grand Valley Metropolitan Council; 678 Front Street, Suite 200, Grand Rapids, Michigan 49504 (616) 766-7604

Christine Burns, Village Manager, Village of Spring Lake; 102 W. Savidge St., Spring Lake, MI 49456 (616) 842-1393