

9.11

# Memo

To: **Township Board**  
From: Paul Pirrone, Supervisor  
CC:  
Date: 11/29/2016  
RE: Hiring Deputy Supervisor

PvP

---

As a result of my election to Supervisor of Bedford Township I determined that the current Assistant the Supervisor is not what I am looking for. It is my desire to hire a Deputy Supervisor which will better serve the community by being able to attend meetings and sit in for me at events when my schedule is full.

I received 27 resumes and applications for then position. I interviewed six (6) applicants and decided Al Prieur, 1167 N. Park Drive, for the position. I have included Al's resume with this Memo. As you can see he has excellent qualifications and is very familiar and well known in Bedford Township.

I would like to start Al at \$42,000 with full benefits afforded to all full-time employees. Please consider my request in starting Al Prieur, Deputy Supervisor on December 7, 2016.



8100 Jackman Road  
 Post Office Box H  
 Temperance, Michigan 48182-0607  
 (734) 847-6791  
 FAX: (734) 847-7809

RECEIVED

NOV 16 2016

Greg Stewart  
*Supervisor*  
 Trudy L. Hershberger  
*Clerk*  
 Paul R. Francis  
*Treasurer*  
 Lawrence R. O'Dell  
 Paul Pirrone  
 Rick Steiner  
 Nancy Tienvieri  
*Trustees*

**Personal Information:**

BEDFORD TOWNSHIP  
 CLERK

Last name	First name	Middle Initial	Date
Prieur	Alfred	P	11/15/16
Address			Social Security #
1167 N. Park Dr.			
City	State	Zip	Driver's License #
Temperance	MI	48182	
Home Phone		Work Phone	
702 610 4768			

**Position Applied For:**

Deputy Township Supervisor

**Available:**

Year-round  Summer only-please specify dates \_\_\_\_\_

**Office Use Only**

If you require any reasonable accommodations to complete this form or any part of the application/selection process, please contact the Personnel Office at (734) 847-6791

Contacted \_\_\_\_\_  
 Interviews \_\_\_\_\_  
 Comments \_\_\_\_\_

Education:	High School	College/University	Post-Grad
School Name City, State	Gabriel Richard Riverview MI	Siena Heights University	Spring Arbor University
Years Completed	4	4	2
Diploma/Degree	Yes	Bachelors of Business Administration	Master of Arts Organizational Management
Describe Course of Study	college preparatory	Business Political Science	
Specialized Training, Skills, Extra-Curricular Activities	Sports	Student Council Tennis	

**Character References:**

Please list three (3) persons not related to you, who have known you for at least six (6) months, and have knowledge of your character, experience and ability.

Name	William Decker Sr.	Occupation	Home Builder/Developer
Home Address	1951 W. Eric Rd	Business Address	2663 Sterns Rd
City, State	Temperance MI 48182	City, State	Lambertville MI 48144
Home Phone	419 392 3849	Business Phone	734 856 2663
Name	Olivia Holden	Occupation	Executive director Assets Toledo
Home Address	3429 Buckeye St	Business Address	2200 Jefferson
City, State	Toledo OH 43608	City, State	Toledo OH
Home Phone	419 251 9870	Business Phone	419 251 9870
Name	Zack Stubbe	Occupation	Estimator/Sales/Project Supervisor
Home Address	164 Benner St	Business Address	9540 Airport Hwy Monclova OH
City, State	Toledo OH 44883	City, State	Monclova OH
Home Phone	513 680 1371	Business Phone	419 866 9844

**Employment Experience:**

Please start with your present or most recent job first.

Employer	Servpro of Richland Hills	Duties Performed
Address	2369 Pecan Ct	Manager of accounts for restoration and construction services.
City, State, Zip	Haltom City Texas 76117	
Job Title	Director of Business Development	Sales representative for commercial accounts. Manager of marketing strategies.
Supervisor	Kristi Stokes	
Reason for Leaving	Return home/family	May we contact this employer for references? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Dates Employed: From	4/1/16 To Present	
Hourly Rate/Salary: Starting	Final 45,000	

Employer	Paul Davis Restoration & Remodeling	Duties Performed
Address	9540 Airport Hwy	Managed construction services department. Responsibilities include job costing, managing contractors, overseeing project budgets, and clients.
City, State, Zip	Mansfield OH	
Job Title	Project Manager	May we contact this employer for references? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Supervisor	Pricilla D'Annaballe	
Reason for Leaving	Better opportunity	
Dates Employed: From	10-2011 To 4-2016	
Hourly Rate/Salary: Starting	Final 40,000	

Employer	GCB	Duties Performed
Address	6455 Dean Martin Rd.	Re-organized business for cabinet distribution company. Set up accounting program. Worked on inventory and sales. Supervised installs of kitchens.
City, State, Zip	Las Vegas	
Job Title	Consultant/Manager	May we contact this employer for references? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Supervisor	Self Independent Contractor	
Reason for Leaving	Return to Temperance	
Dates Employed: From	6-2008 To 10-2012	
Hourly Rate/Salary: Starting	Final 50,000	

Please answer the following questions.

Are you 18 years old or over?	<u>Yes</u>	No
Are you employed now?	<u>Yes</u>	No
Are you on layoff, subject to recall?	Yes	<u>No</u>
Have you been convicted of a felony? If yes, state facts and pen-	Yes	<u>No</u>
Have you been convicted of a misdemeanor? If yes, state facts and penalty	Yes	<u>No</u>
Have you ever been discharged from any position? If yes, state circumstances	Yes	<u>No</u>
Do you have any friends or family who work for the Township of Bedford? If yes, please name them and state relationship.	Yes	<u>No</u>
Is your drivers license valid?	<u>Yes</u>	No
Are you a Veteran of the U.S. Military Service? If yes, what branch What type of discharge?	Yes	<u>No</u>

CERTIFICATIONS AND RELEASE

I certify that I have read and understand this Employment Application in its entirety, including, the applicant note on page one of this Employment Application and that the answers given by me to the foregoing questions and the statements made by me are complete and truthful. I understand that any false information, omissions, or misrepresentations of fact called for and provided by me in this Employment Application may result in rejection of my Employment Application or immediate discharge from employment at any time during my employment. I authorize the Township, and/or its agents, including consumer reporting bureaus, to verify any of the information contained in this completed Employment Application, including, but not limited to, my criminal history and my motor vehicle driving records. I authorize all persons, schools, educational institutions, corporations, entities, local units of government, state governmental agencies, federal governmental agencies, and all law enforcement agencies to release any information concerning my personal history, personal background, employment history, driving record history, and criminal history, and hereby release any said persons, educational institutions, schools, corporations, entities, local units of government, state governmental agencies, federal governmental agencies, and law enforcement authorities from any liability for any damage whatsoever for issuing the information which I have authorized to be released hereunder. I hereby agree to execute any and all necessary additional authorizations to provide the above-identified information to the Township in connection with its consideration of this Employment Application, I also understand, acknowledge and agree that the use of illegal drugs are strictly prohibited during any employment I might obtain with the Township. If Township policy requires, either now or in the future, I hereby agree to submit to random drug screening/testing for the express purpose of the detection of the use of illegal drugs both in connection with the processing of this Employment Application and during any employment I might obtain with the Township.

Dated: 11/16/16 By: Alfred P. Truen

WITNESSETH:

\_\_\_\_\_  
Date: \_\_\_\_\_  
Elizabeth Stanton  
Date: 11-16-16

Dear Hiring Committee,

This letter is to express my special interest in discussing the Deputy Supervisor position posted on your web site. The opportunity presented in this listing is very appealing, and I believe that my experience, education and passion for helping people will make me a competitive candidate for this position.

Although I have been working primarily in marketing and business this experience has led me to acquire multi-dimensional communication skills that would be easily transferred to most positions.

The key strengths that I possess for success in this position include, but are not limited to, the following:

- Provide exceptional contributions to provide a unique customer experience
- Strive for continued excellence.
- Strong communication skills.
- Networker
- Social Media Savoy
- Teaching experience (Assets Toledo)

You will find me to be well-spoken, energetic, confident, and personable, the type of person that people will like and enjoy dealing with. I also have a wide breadth of experience of the type that gives you the versatility to place me in situations where communicating your mission and solving problems is vital. Please see my resume for additional information on my experience.

I hope that you'll find my experience and interests intriguing enough to warrant a face-to-face meeting, as I am confident that I could provide value to you and as a member of your team.

I can be reached anytime via my cell phone, 710-610-4768. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

*AS Priour*

# Alfred (Al) P. Prieur III

---

1167 N. Park • Temperance, MI 48182

Mobile: 702.610.4768

Email: prieuralfred@yahoo.com

## Business Professional

Talented and respected Business professional with proven hands on financial and managerial leadership skills as well. Offering diverse experience in marketing, accounting and client relations. Seeking to leverage management and leadership skills, noteworthy integrity and ethical standards and apply them in a non-profit or public service sector setting. **Areas of expertise:**

- Conflict Resolution
- Accounting
- Manage and use Social Media
- Public Speaker
- Move tasks forward and complete
- Trained on various software applications
- Marketing Strategist
- Strategic Planning
- Project Management
- Construction Management

MA, Organization Management Development • Spring Arbor University, Spring Arbor, MI

BA, Business Administration / Political Science Minor • Siena Heights College, Adrian, MI

Lathrop School of Construction Management Certificate Awarded April 2012

---

## Professional Career

**SERVPRO of North Richland Hills April 2016 to Present**

**Director of Business Development**

Currently manage a staff of four in the development of new commercial accounts for restoration and construction services. Oversee all social media and write monthly newsletter. Manage and development marketing strategies with sales representatives on key commercial accounts. In addition, manage several key accounts directly and interact with project managers on these accounts. Have cleaned up sales data base, developed marketing budget and handle customer service issues when resolution is required. I also attend and participate in several trade organizations and do event planning.

**PAUL DAVIS RESTORATION AND REMODELING October 2011 to April 2016**

**Project Manager**

Managed construction services department. Responsibilities include job costing, managing sub-contractors, overseeing project budgets, recruiting contractors, interact with clients on each project to ensure high level of customer service. Oversee quality assurance program and resolve warranty issues.

**Marketing Director Paul Davis Restoration and Remodeling**

Developed comprehensive marketing plan for 2012-13-14. Interface with project manager to assure quality customer service to improve survey scores. Work with estimators to obtain construction jobs through government agencies, insurance companies, schools and banks. Walk potential jobs and attend bid meetings with estimators. Attend trade shows and meetings representing the company. Monitor financials for marketing department. Teach continuing education for insurance agents. Recruit minority contractors. Call on businesses for disaster services. Have signed on several insurance companies for restoration business. Help to increase sales by 400,000 in 2013.

**CONSULTING, June 2008 to October 2012**

**Self-employed worked on the following:**

**GCB - Las Vegas** - Importer worked on re-organizing business for a cabinet distribution company. Set up accounting program, worked on inventory and sales. Supervised installs of kitchens.

**Critical Path - Goldendale Washington**- Taught customer service class to those on assistance to help them find jobs. **LEI Temperance Michigan** - Wrote marketing plan and ordinance proposal for to launch an inspection program for municipalities.

**Padgett Business Services - Toledo** - Contracted to offer accounting, payroll and small business consulting services to small business owners.

**MAXITROL, Southfield Mi. Nov 2007 to Sept. 2008**

**Product Manager**

Tried to re-launch a gas shut off product intended for new construction. I was hired to launch it a third time and to push it to become code. Called on builders, wholesalers, architects, and building inspectors throughout the United States. Displayed product at several trade shows. After extensive marketing this product had no market for new home construction.

**DECKER HOMES, Lambertville, MI • 1993 - Dec /2007**

*Family owned and operated business specializing in the building of custom residential homes and condominiums. Yearly revenues average \$6-\$8M w*

**Vice - President Finance and Marketing**

Joined business in a Controller's role advancing to executive team role providing key input with regard to business operations, accounting and marketing. Exceptional achievements in adding to the value of the company's balance sheet, reducing costs, negotiating contracts and tax planning.

- **Developed budgets for jobs**
- **Designed and managed cash flow and budgeting systems**
- **Prepared month end and year end financials**
- **Worked on prints with customers**
- **Estimated jobs**
- **Sold new homes in various developments**
- **Reviewed all job costs**
- **Overseen tax filings and government audits**
- **Worked with subcontractors to contain costs**
- **Helped increased gross profit margin from 8% to over 15% during tenure.**
- **Supervised staff accountant**

**FIRST of A MERICA BANK, Kalamazoo, MI • 1992 — 1993**

**Assistant Vice President of Investment & Trust Sales Managed 13 Representatives**

Guided department's daily operations and overseen a budget of 3 million. Trained staff in sales of investment and trust services throughout system that covered SE Michigan. Supervised staff, conducted public seminars and managed bank personnel training on sales methodology. Mentored staff to increase profitable relationships and client services. Performed due diligence of client transactions to insure compliance. Enforced compliance mandates and regulatory requirements. Continually performed risk management researching transactions to limit errors and ensure compliance; resolved service-related and difficult problems. Recruited to join family business and utilize financial and sales expertise.

- **Staff produced more than \$13M in sales; qualified for President's Award and awarded trip.**

**GENERAL MEDICAL, Livonia, MI • 1991 — 1992**

**Sales Representative**

Sold hospital supplies to hospitals and physicians in the Toledo area. Expertly developed territory and key accounts; achieved monthly sales quotas and bonuses Recruited to First of America Bank.

**Pri - Merit Bank \ G.N.A., Las, Vegas, NV • 1991**

**Sales Manager Managed Ten Representatives**

Recruited to manage start-up of new division and supervise a sales staff selling financial services to Pri-Merit Bank customers. Collaborated with bank personnel to obtain leads. Trained in the principals of Edward Deming's quality management.

**MARKETING ONE, Portland, OR • 1987 — 1990**

**National Account Executive, Long Island, NY**

***Fast-track career earmarked by promotions to positions of increased responsibilities for this major provider of bank consulting services.***

Initially hired as an Account Executive and later promoted to serve as a nationwide Training Specialist, and then to a National Account Manager's. Led implementation and management of sales and marketing functions for the Annuity and Investment program as well as services for more than 20 financial institutions throughout the Midwest.



## Assets Toledo Business Design and Management Course

Al Prieur

Financial Reporting & Budgeting (Part II)

Presentation Evaluation Report

2/7/2012

### Response to this class

1-Disappointed

2-Poor

3-OK

4-Good

5-Outstanding

Usefulness or importance of topic

**4.6** (AVERAGE OF CLASS)

Excellence of presentation

**4.6** (AVERAGE OF CLASS)

Challenge or stimulation to me, personally

**4.6** (AVERAGE OF CLASS)

### Benefit to you in this class

1-Not at all

2-Not very much

3-OK

4-Yes

5-Absolutely

I understand the subject

**4.5** (AVERAGE OF CLASS)

I can apply and use material tomorrow

**4.5** (AVERAGE OF CLASS)

### Comments:

#### Strengths:

- Interacting with students. Pamphlets to pass around with good information
- Informative, Interesting, funny, helpful
- The knowledge he gave on how to present the quotes was very helpful
- Very lively and energetic!
- Interpreted terms clearly
- Great experience
- Taking the time out to pass out his business cards
- Informative
- Wonderful speaker very informational
- I appreciate that the instructor encouraged involvement & questions from the class. He was down to earth.
- Experience
- Very engaging and knowledgeable

#### Changes

- N/A
- N/A
- Nothing at all
- (none)
- Nothing
- /
- He's cool so nothing
- N/A

***Additional Comments:***

- N/A
- Thank You!!
- N/A
- /
- This was an interesting subject. It made me think about more things I need to consider for my business.
- N/A

***This report was generated based on the average opinions of the class. GREAT JOB!***