

James Charles Kiessel

(231) 645-9030 -C
(231) 256-2562 -H

695 N. Sylt Rd.
Lake Leelanau, MI 49653

April 5, 2024

Dear Human Resource Director,

I am interested in County Administrator / Chief Financial Officer Position with Leelanau County and would like to submit my resume for your consideration. I feel that my education, background, and experience give me a unique opportunity that would assist me in adapting to this position and fulfilling everything that is being looked for in this position by the Leelanau County Board of Commissioners.

My abilities are very diverse, but are all exceptionally strong. I am very proficient in my communications skills and equally in developing and coordinating special projects. I have a great deal of experience dealing with people during many unusual situations. I maintain a professional demeanor and use listening skills to determine an individual's needs.

One of my greatest assets is my ability to interact with the public. I have always been in service-oriented environments and enjoy this aspect of a job. My experience throughout the years has encompassed interaction with all types of personalities. I support a team approach and work well with others. Be assured that I would always represent the organization to the best of my ability.

I am highly organized in my work and in keeping a productive workplace. It would be a pleasure to meet with you to discuss how my contributions to your organization in a support role could enhance your workplace. Please contact me at your convenience at (231) 645-0390.

Sincerely yours,

James C. Kiessel

James Charles Kiessel

(231) 645-0390 -C

jckiessel@gmail.com

695 N. Sylt Rd.

(231) 256-2562 -H

Lake Leelanau, MI 49653

SUMMARY:

Experienced, self-motivated individual with over 27 years of law enforcement related training, knowledge, and experience. I have loyally served Leelanau Counties population base of over 20,000 citizens, covering 341 square miles for over the last 25 years. I excel in public and client interaction. I always communicate well with others and portray a professional and a positive attitude. I am effective in office procedures and I am quite comfortable balancing multiple tasks at once. I have nearly two decades of supervisory experience that allows me to meet deadlines through strong organizational and planning skills. I achieve productivity in stressful situations through a high energy level, self-motivation, and the ability to be a team player. I believe that my background in several different environments to include leadership and finance has contributed to well-rounded skills in public relations and a keen ability to supervise and take on new challenges.

PROFESSIONAL EXPERIENCE

Deputy Sheriff/Undersheriff, Leelanau County Sheriff's Office, Suttons Bay, MI April 1999-Pres.

I currently work as an M.C.O.L.E.S. licensed Police Officer. As second in Command of the Sheriff's Office 45 assigned personnel, I am required to maintain and oversee the entire agency to ensure that compliance with all rules, regulations, state laws and local ordinances for both the Law Enforcement and Corrections Division. I maintain oversight on all day-to-day operations of both departments within the agency and have the responsibility to complete and conduct any citizen complaint related and/or internal investigations. I am responsible for the oversight and drafting of the Sheriff's Office annual budgets to include the payment of all accounts payable, receiving of all monies acquired through donations. A budget of approximately 5.6 million for 2024. I am responsible for all correspondence with the Board of Commissioners, to include the drafting and completion of any Executive Document Summary Requests. I have full oversight of the entire Sheriff's Office fleet of 25 vehicles and 5 vessels, which includes maintenance, retirement, ordering and outfitting for agency specific purposes. I am responsible for the negotiation and application of several contracts to include existing agreements with Suttons Bay Village, Leelanau Township, Cherryland Humane Society, Grand Traverse Band of Ottawa, and Chippewa Indians, and all five union contracts within the Sheriff's Office that exist between the Fraternal Order of Police Labor Council and the Police Officers Association of Michigan. I have written and maintain the application and oversight for several grants to include the annual Marine Safety grant, Secondary Road Patrol Grant, US DOJ Bullet Proof Vest grant, PA 285 Law Enforcement Distribution grant, Grand Traverse Band 2% Grants, and the Dept. of Homeland Security Port Security Grant. I have vast experience participating in and sitting on several boards to include chair of the 911 board, Leelanau County Fire Chiefs, Leelanau Planning Team, and the Leelanau Emergency Planning Committee.

Quartermaster/Financial Officer, Little Finger VFW Post 7731, Lake Leelanau April 2018-Pres.

I currently as the Quartermaster for the local VFW post in Lake Leelanau. With this position I am the chief financial officer for the organization. My responsibilities include accounts receivable, accounts payable, quarterly, and annual audits, both locally and from a district and state level. All tax and IRS paperwork and accounting for the organization as well as the oversight and upkeep of the organizations financial and investments accounts.

FORMAL EDUCATION

Michigan State University, East Lansing, MI, School of Staff and Command, 400 hour- completion certificate, June 2014

Spring Arbor University, Spring Arbor, MI. Bachelor of Arts Degree - Management and Organizational Development, November 2011.

Northwestern Michigan College Police Academy, Traverse City, MI. M.C.O.L.E.S. licensed, July 1997

Northwestern Michigan College, Traverse City, MI Associate of Arts Degree December 1994

US Army, Combat Engineer, 1989-1992, Honorable Discharge

Suttons Bay High School, Diploma, June 1989

PROFESSIONAL / COMMUNITY ORGANIZATIONS

V.F.W. Post 7731 – Lake Leelanau
Fraternal Order of Police Lodge #122
Leelanau County Prospector's Club
NMUSPC – Veteran Subcommittee

James Charles Kiessel

(231) 645-9030 - C

jckiessel@gmail.com

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(231) 256-2562 - H

Lake Leelanau, MI 49653

References

Hugh Cook Jr.

Fire Chief, Leelanau Township Fire Department

211 Sixth St.

Northport, MI 49670

(231) 386-7232

Greg Mikowski

VFW Post 7731 Commander / Leelanau County Road Commissioner

2850 S. Kohler Rd.

Suttons Bay, MI 49682

231-218-9967

Steve Morgan

Retired, Leelanau County Sheriff's Office, Traverse City Police Department

6681 E. Lincoln Rd.

Cedar, MI 49621

(231) 946-6876

Avery Bunek

Engineer, Consumers Energy

1453 N. Eagle Hwy

Lake Leelanau, MI 48653

231-392-6745

Gary O'Conner

Contractor, D&W Mechanical

10710 S. Blue Ridge Lane

Traverse City, MI 49684

231-463-8837



LEELANAU COUNTY SHERIFF'S OFFICE

MIKE BORKOVICH
Sheriff
JAMES KIESSEL
Undersheriff

8525 E. Government Center Drive
Suttons Bay, Michigan 49682
Office (231) 256-8800 Fax (231) 256-8611
Toll Free 1-877-256-6911

LT. TODD ROUSH
Corrections
LT. DUANE WRIGHT
Law Enforcement

Date: March 29th, 2024

To whom it may concern:

This letter will serve as a personal reference for Leelanau County Sheriff's Office Undersheriff Jim Kiessel. Jim has expressed an interest in applying for the open position as the Leelanau County Administrator. Though it would be very difficult to lose him as our LCSO Undersheriff, I cannot think of anyone who would be able to go into that position and be as effective as our Leelanau County Administrator. He has a multitude of organizational skills as well as the gift of attention to detail that will be necessary to excel in this position. As a dedicated husband and father of four, Undersheriff Jim Kiessel is also a life-long local resident who understands this community as well as the residents we serve.

I first met Jim when he returned as a US Army Veteran of the Iraq War and subsequently enrolled as a recruit at the Northwestern Michigan College Police Academy. I functioned as the Head firearms Instructor for NMC for thirty years and as such knew and helped to instruct him over a two-year period from 1995 – 1997. After graduating from NMC, Jim became a Manistee City Police officer and served there from 1997 until 1999 when he had the opportunity to come begin his work for the Leelanau County Sheriff's Office as a road patrol deputy. Jim was promoted to sergeant in 2005 and functioned in that capacity until 2015. After being elected as Sheriff of Leelanau County in 2012, I had the pleasure of promoting him to road patrol lieutenant in 2015 due to his strong work ethic and overall job performance. In 2021, I promoted Jim to become our Leelanau County Undersheriff where he still functions today. I feel very strongly that he is an outstanding undersheriff and also one who is capable of running all LCSO operations in my absence. As noted before, he has exceptional organizational skills as well as being most capable to provide great attention to detail which is very necessary to perform his duties. He is responsible, organized, timely and sincerely dedicated to serving the citizens of Leelanau County as well as LCSO. I feel very blessed to have him as our Undersheriff.

Please feel free to contact me at any time if you have any questions about Undersheriff Jim Kiessel. I do not believe that you will find anyone to fill this position that would be more qualified or a better fit for Leelanau County.

Sincerely,

Leelanau County Sheriff Mike Borkovich

Our staff is dedicated to making our county a safe place in which to live, work, play and raise our families!



LEELANAU COUNTY PROSECUTING ATTORNEY
Joseph T. Hubbell

8527 East Government Center Drive, Suite 202
Suttons Bay, MI 49682

Office: (231) 256-9872 • Fax: (231) 256-0133

E-mail: prosecutor@leelanau.gov

April 10, 2024

Tristan J. Chamberlain
Chief Assistant Prosecuting Attorney
Daniel L. Short
Assistant Prosecuting Attorney
Laurie LaCross
Crime Victims' Rights Advocate
Stacy Lamb
Administrative Legal Secretary
Nicole Reise
Legal Secretary
Peggy Hanford
Family Support Coordinator

Leelanau County Board of Commissioners
8527 E. Government Center Drive, Suite 101
Suttons Bay, MI 49682

Re: James C. Kiessel

Dear Leelanau County Board of Commissioners:

It is with great pleasure that I write this letter of recommendation for James C. Kiessel for the position of Leelanau County Administrator. Since being elected prosecutor in 2004, I have had the opportunity to interact with Jim Kiessel personally and professionally during his service to Leelanau County as the current undersheriff and previously as a deputy sheriff. I have witnessed Mr. Kiessel's integrity and professionalism.

As a deputy, I knew his investigations were thorough and his testimony was well prepared and reliable. As Jim advanced through the ranks of the Sheriff's Office, he completed the highly regarded leadership and management certificate from Michigan State University's School of Staff and Command. He also earned a degree in Management and Organizational Development. As undersheriff, Jim Kiessel successfully manages the largest organization within the Leelanau County governmental complex; including its largest budget.

Of equal importance is Jim's dedication to our nation and community. He honorably served our country in the first gulf war and continues his service as Quartermaster and Financial Officer for the Little Finger VFW Post 7731. As an honorably discharged veteran of the first gulf war, Mr. Kiessel has earned a preference for employment for this position pursuant to MCL 35.401. Without question, Jim Kiessel has demonstrated not only his unwavering determination to keep our communities safe, but also, his commitment to successfully manage and foster the growth, development and professionalism of the Leelanau County Sheriff's Office.

Jim Kiessel possesses an extremely likable personality and effectively communicates with employees, elected officials and diverse community organizations. These amenable characteristics, professional experience, and education qualify Jim as an outstanding candidate to serve as Leelanau County's next administrator-CFO. I highly recommend he be given serious consideration for this position. Should you have any questions about my recommendation, please feel free to contact me.

Sincerely,

Joseph T. Hubbell
Leelanau County Prosecuting Attorney



LEELANAU COUNTY EQUALIZATION DEPARTMENT

Andrew Giguere
Director

Rob Herman
GIS Analyst

Linda Priest
Technician

Jim Stachnik
Property Appraiser

8527 E. Government Center Dr., Suite #102, Suttons Bay, MI 49682 ▪ 231-256-9823 ▪ 231-256-8159 fax
www.leelanau.gov ▪ agiguere@leelanau.gov

Board of Commissioners
County of Leelanau
8527 E. Government Center Drive
Suttons Bay, MI 49682

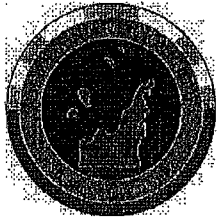
Honorable Members of the Board of Commissioners,

As Leelanau County seeks to identify qualified candidates to fill the position of County Administrator, I would like to extend a recommendation of Undersheriff James Kiessel. The Undersheriff has dedicated many years of service to the county and has always conducted himself with professionalism, competence and diligence when interacting with Equalization Department staff. Undersheriff Kiessel is also a long time Leelanau County resident and a member of the community whose familiarity with the county's history, residents, culture and politics will serve him well in the position of County Administrator.

With regards,

A handwritten signature in cursive script, appearing to read "Andrew Giguere".

Andrew M. Giguere
Equalization Director
Leelanau County
4/3/2024



LEELANAU COUNTY OFFICE OF INFORMATION TECHNOLOGY

Liana Wilson, Director

231-256-8105 • www.leelanau.gov • lwilson@leelanau.gov
8527 E. Government Center Dr., Suite #108, Suttons Bay, MI 49682

To: Leelanau County Board of Commissioners
From: Liana Wilson, IT Director
Date: March 28, 2024
Subject: County Administrator/CFO Letter of Support

I am pleased to be writing this letter of support for Undersheriff James Kiessel for the role of County Administrator/CFO. As you know, Undersheriff Kiessel would come to this role with 25 years of experience working for the County. He worked his way up through the ranks and has proven himself as a competent and valuable leader in the Sheriff's Office. He has earned the respect of his peers in the Sheriff's Office as well as County staff, giving him a great working relationship with everyone. The Undersheriff has a wealth of historical knowledge of this environment and the inner workings of this government entity, giving him a unique perspective for this opportunity.

In the two years I have been supporting the Sheriff's Office in a technical capacity, Undersheriff Kiessel has been helpful, courteous and provided needed information in a timely manner. Which helped me succeed in providing the support the Sheriff's Office needed.

Undersheriff Kiessel is a straight forward, honest, well-respected man of integrity who prides himself on his service to the County and the community. The Board of Commissioners would be lucky to have him lead the County forward as the next Administrator.



County of Leelanau

JOHN A. GALLAGHER III
Leelanau County Treasurer

March 25, 2024

Ty Wessel
Chairman
Leelanau County Board of Commissioners
8527 E Government Center Drive
Suttons Bay, MI 49682

RE: James Kiessel,

Dear Commissioner Wessel,

I am writing to express my support for James, (Jim) Kiessel for County Administrator. As the Treasurer of Leelanau County, I have had the privilege of working closely with Jim and have witnessed firsthand the remarkable contributions and exemplary character that he brings to his professional endeavors. His administrative support knowledge, budget management skills and employee/public relations would be valued as a member of our administrators.

Jim Kiessel has consistently demonstrated an unwavering commitment to excellence in his professional career. His dedication and enthusiasm have significantly contributed to the success of numerous projects both in the Sheriff's Office and the Corrections Facility. Through his very intentional and strategic thinking, his exceptional problem-solving skills, he has been instrumental in overcoming challenges and achieving positive outcomes throughout these past few years as Undersheriff.

Beyond his professional achievements, Jim Kiessel is deeply committed to community service and social responsibility. His involvement on and with the numerous boards and committees reflects his dedication to making a positive impact beyond the workplace and beyond his department.

In conclusion, I recommend Jim Kiessel to be considered with his administrative role for County Administrator. His ethical standards, unwavering professionalism make him a standout candidate.

Please feel free to contact me if you require any further information or clarification.

Sincerely,



John A. Gallagher III
Leelanau County Treasurer



**LEELANAU COUNTY
OFFICE OF EMERGENCY MANAGEMENT/9-1-1**

8525 E. Government Center Drive Sullons Bay, MI 49682 Phone (231) 256-8775 Fax (231) 256-8701

April 3, 2024

Recommendation for James Kiessel

Dear Leelanau County Board of Commissioners,

This is a letter of recommendation for my colleague, James Kiessel. I have been fortunate enough to have worked along side Mr. Kiessel since I hired on with Leelanau County over seventeen years ago. He has always been professional, diplomatic, and helpful to me and my coworkers every step of the way. It is my opinion that James Kiessel has what it takes to be an outstanding County Administrator/CFO.

I have only known James Kiessel to be a leader. When I first met Mr. Kiessel, he was a sergeant with the Leelanau County Sheriff's Office. As a sergeant, Mr. Kiessel was the authority on department policy and procedure as well as an excellent example of character as an administrative extension of the sitting Leelanau County Sheriff. Mr. Kiessel fulfilled his duties effectively and faithfully.

James Kiessel has remained consistent in his performance of duties as his responsibilities grew through promotions to Lieutenant and Undersheriff. He has the strength to remain calm under pressure, relate and connect with those that have differing opinions and outlooks, and achieve goals and objectives that are important to the citizens and employees of Leelanau County.

I have learned a great deal and benefitted immensely from working with Mr. Kiessel. It is no secret that the next County Administrator/CFO will face extremely difficult challenges. I personally believe Mr. Kiessel's best assets for this position will not be captured neatly on paper. Not only does he have the strength and perseverance to be successful in this position, he has a keen eye for a functioning budget and knows how to operate within sanctioned parameters.

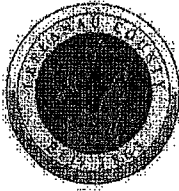
I feel it is also important to note that if Mr. Kiessel is appointed County Administrator/CFO, he and I will not always agree. Nonetheless, I truly believe he is the ideal candidate. He has what it takes to succeed and is selfless enough to sacrifice when it is in the best interests of the citizens of Leelanau County.

Please feel free to contact me if you have any questions or wish to discuss further.

Respectfully,

Matt Ansorge
Director of Emergency Management/9-1-1
Leelanau County

Jennifer L. Grant



Register of Deeds

8527 E. Government Center Drive
Suite 105
Suttons Bay, MI 49682

Phone: 231-256-9682
Fax: 231-256-8149
Email: jgrant@leelanau.gov

April 3, 2024

To whom it may concern,

I am writing to recommend James Kiessel for the position of Leelanau County Administrator/CFO. I have had the pleasure of working for Leelanau County for 14 years. In this tenure, I have witnessed Jim's professionalism and ability in the different positions he has held with the Leelanau County Sheriff's Office. In his current position as Undersheriff, he has effectively and proficiently balanced the county's largest department budget. I have seen Jim think outside the box to come up with better ways to save the county money. For example, exploring the option of leasing out a fleet of vehicles, instead of purchasing.

The Sheriff's Office also has the largest number of employees that needs to be managed. Again, Jim has done an impeccable job of doing this. This includes understanding the policies of the different union contracts. He has worked alongside the deputies to fill in for vacancies. Jim is currently looking into grants to help the county recruit academy students to help alleviate the reduction of the employee pool. He takes pride in staying current and keeping his employees informed by attending all the board meetings and understanding everchanging union contracts.

I believe Jim would be an excellent choice for the Administrator/CFO Position. Along with the experience he has with management, budgets, county government, union contracts, knowledge of policies and board meetings, he knows the departments and employees in both the Sheriff's Office and Government Center. His knowledge would make for an easy transition into this position, and he could hit the ground running.

Please feel free to contact me at the above number if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer L. Grant".

Jennifer L. Grant