

AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: August 15, 2024
RE: Introduction of New Employees – Water/Wastewater
Andrea Lockwood – Administrative Assistant
Joe Bohnhoff – Water/Wastewater Assistant Superintendent

For the Agenda of August 19, 2024.

Background. Following the recent vacancy of the Administrative Assistant and the upcoming retirement of Tom Quick at the Water & Wastewater Treatment Plant, the City began the search for employees to fill those positions.

After reviewing and interviewing candidates, Andrea Lockwood was selected as the new Administrative Assistant for Water/Wastewater. Andrea is from the Clare area and attended Beaverton High School, then went on to get her Bachelor of Science in Health Administration at the University of Phoenix. Andrea officially started with the City in April of this year; she has proven to be a great asset to the City and the Water/Wastewater Department in her administrative work and with our inspection programs.

After several interviews, Joseph Bohnhoff was selected as the new Water/Wastewater Assistant Superintendent to replace Tom Quick following the announcement of his retirement. Joe started with the City at the end of July; he will work with Tom during the remainder of this month to get up to speed on the activities and processes of the department and learn some of the 35+ years of knowledge that Tom holds. Joe graduated high school from L'anse Creuse North High School in Macomb, MI, and plans to relocate to the Clare area from Algonac, MI. He has spent 10-plus years working for city and township governments in municipal water facilities, and before that, he spent 17 years in the construction lumber industry. He holds both F4 and S3 water licenses and will be working to obtain his Wastewater licensing.

Recommendation. Please help me welcome both Andrea and Joe to the City of Clare. Both of them will be in attendance at the meeting on Monday so you will be able to meet them.