

**AGENDA**  
**CHOCOLAY TOWNSHIP SPECIAL BOARD**

Township Fire Hall Room  
January 22, 2025 – 5:30 P.M.

- I. MEETING CALLED TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL:** Dave Lynch (Supervisor), Max Engle (Clerk), Ben Zybert (Treasurer), Richard Bohjanen, Mark Stonerock, Donald Rhein, Jon LeGalley (Trustees).
- IV. APPROVAL OF AGENDA – Additions/Deletions.**
- V. PUBLIC COMMENT**
- VI. CONSENT AGENDA**
- VII. SUPERVISOR REPORT**
- VIII. CLERK’S REPORT**
- X. PUBLIC HEARING**
- XI. PRESENTATIONS**
- XII. UNFINISHED BUSINESS**
  - A. Township Manager Interviews.
    - 1. Mr. Eric Poupore – 5:45 pm, in-person
    - 2. Mr. Steven Mulka – 6:45 pm, in-person
    - 3. Mr. Richard Lock – 7:45 pm, remote
- XIII. NEW BUSINESS**
- XIV. BOARD MEMBER’S COMMENTS**
- XV. PUBLIC COMMENT**
- XVI. CORRESPONDENCE, MEETING MINUTES AND INFORMATION.**
- XVII. ADJOURNMENT**

**Eric Paupore**

---

304 Blemhuber Avenue – Marquette, MI 49855

---

November 10, 2024

Chocolay Charter Township  
5010 US 41 South  
Marquette, Michigan 49855

Dear Chocolay Township Board of Trustees,

As a prior federal law enforcement officer, fire fighter, search and rescue program coordinator and in my currently held 4-year tenure in the Community Development Department with the City of Marquette, I have developed a diverse skillset that allows me to excel in leadership, clear and effective communication, decision making, and problem solving. I have an impeccable record of documentation and representation for each of those complex duties I've performed and therefore, it is my intent to submit my resume for the vacancy of Township Manager.

Enclosed is a copy of my résumé. Key strengths that I may offer include:

- Experienced interpreting, applying, and teaching federal, state, and local law in a variety of applications.
- Highly skilled at conflict management and incident resolution.
- Maintained complicated caseload and documentation as police officer, medical professional, and municipal agent.

Through my current profession, I've developed a strong understanding of municipal operations and how they should be applied for the betterment of a community. I have worked with countless residents to listen to their concerns and help them resolve a wide variety of issues. I have also proven myself to be a strong leader during complicated, stressful, and even dangerous scenarios to effectively resolve conflict. My resume demonstrates further experience and potential that I hope to bring to the Chocolay Charter Township, its residents, and staff. I look forward to an interview and to further discuss what contributions I can offer your community.

Sincerely,



Eric Jeffrey Paupore  
*Enclosure*

## **Eric Paupore**

304 Blemhuber Avenue  
Marquette, MI 49855

[REDACTED]

[REDACTED]

---

### **PROFESSIONAL EXPERIENCE**

#### **City of Marquette**

*Planning/Zoning Specialist*

Marquette, MI

November 2020–Present

- Maintained current and extensive knowledge of local and state laws as they relate to municipal government.
- Enforced violations of the City of Marquette Land Development Code and Code of Ordinances and worked with landowners to reach compliance.
- Routinely collaborated with City Attorney, Department Heads from multiple municipal divisions, and their staff, to accomplish mutual goals.
- Reviewed permits and plans submitted for compliance prior to construction.
- Researched, drafted, and introduced amendments for zoning ordinances based on community needs and national trends.
- Improved permitting process to expand resident options and lowered permit fees by 30%.
- Procured funding to fully fund demolition of private resident's blighted structure.

#### **Pictured Rocks National Lakeshore**

*US Park Ranger*

Munising, MI

May 2016–November 2020

- Served as Search and Rescue Program Coordinator responsible for instructing training, team certification, team and gear management, and maintaining industry standards. Led entire reported National Park Service in SAR responses (2020).
- Conducted and led multi-agency all-hazard incidents to include largescale events, dignitary protection details, medical/trauma injuries, marine and land search and rescue/recovery missions, wildfires, and general public safety.
- Patrolled public lands and waters as conservation officer to enforce state and federal law.
- Made arrests, conducted investigations, issued federal violation notices, and maintained documentation to support cases to be tried in federal court.

#### **Michigan Department of Health and Human Services**

*Services Specialist – Children's Protective Services Investigator*

Marquette, MI

October 2015–April 2016

- Conducted investigations of alleged abuse and neglect against children.
- Maintained detailed documentation of case investigations, interviews conducted, recommendations on behalf of probate court, and the MI DHHS.

#### **Kings Mountain National Military Park / Glen Canyon National Recreation Area / Glacier National Park**

*US Park Ranger (Seasonal)*

Blacksburg, SC / Page, AZ / St. Mary, MT

May 2012–October 2015

- Removed lost, injured, and dangerous individuals from remote wilderness locations.
- Interviewed suspects and victims of crimes.
- Responded to high-risk situations including structural and wildland fires, fatalities, dangerous criminal responses and manhunts, missing persons, and major medical traumas.
- Arrested individuals for crimes against state and federal law.
- Patrolled protected archeological resource sites to maintain cultural and historical artifacts.

---

## **EDUCATION**

**Federal Law Enforcement Training Center (FLECTC)**  
Land Management Police Training Program

Brunswick, GA  
December 2019-July 2019

- “Expert” Marksman award, Physical Efficiency Battery Distinguished Honors award

**Northern Michigan University**  
Bachelor of Science in Criminal Justice

Marquette, MI  
January 2010–December 2010

- Dean’s List
- Nominated for “Outstanding Student of the Year”

**Northern Michigan University**  
Bachelor of Arts in English Literature

Marquette, MI  
August 2003–May 2008

- Dean’s List

---

## **SKILLS & CERTIFICATIONS**

- Seasonal Law Enforcement Training Program, Type II Police Commission, Northern Arizona University +500 hour program (2011, expired)
- Certified by SOLO as Wilderness First Responder (2010-2013, expired)
- Certified by National Registry of Emergency Medical Technician as EMT-B (2012-2022, expired)
- Certified by American Red Cross in CPR/AED (2009-2022, expired)
- Certified Wildland Fire Fighter (2009-2021, expired)
- Held many certifications in police training including impaired driver detection, active shooter response, victim/witness assistance, control tactics, leadership training, annual policy/legal/ethics updates, etc.
- Citizen Community Planner – Michigan State University Extension (2022)

January 17, 2025



Chocolay Township Supervisor and Trustees

I am writing to highly recommend Eric Paupore for the position of Township Manager at Chocolay Township. As the Deputy City Manager of Marquette, I have had the pleasure of working directly with Eric Paupore in his role as Planning/Zoning Specialist for our city, where he has consistently demonstrated exceptional professional capabilities and leadership qualities.

In his current role, Eric Paupore has shown a comprehensive understanding of municipal planning and zoning regulations and city code, while simultaneously displaying an impressive ability to implement innovative solutions that benefit our citizens. His extensive experience in zoning administration has been invaluable to our community, as he has successfully managed complex projects while ensuring compliance with local ordinances and state regulations.

What truly sets Eric Paupore apart is his commitment to going above and beyond his core responsibilities. He has taken the initiative to research and implement new strategies that enhance our citizens' experience with city services. His proactive approach has resulted in several process improvements that have streamlined our operations and improved public access to planning and zoning services.

I am confident that Eric Paupore's combination of technical knowledge, leadership abilities, and dedication to public service would make him an excellent Township Manager. His experience in municipal government, coupled with his proven track record of implementing effective solutions, positions him well to lead Chocolay Township's administrative operations.

Please feel free to contact me with any questions.

Sincerely,

Sean Hobbins  
Deputy City Manager  
City of Marquette

January 19, 2025

To whom it may concern:

I am writing this letter as a reference for Eric Paupore, who has recently applied for a position with Chocolay Township. I supervised Eric for two years when he was a National Park Ranger at Pictured Rocks National Lakeshore. I found Eric to be one of my most trusted and reliable employees during that time. Eric worked well with minimal direction, both independently and as a member of a team.

While he was working for me, the park undertook a project with a goal to improve kayak safety on Lake Superior. Eric was an integral part of the team assigned to this project, offering valuable input and first-hand knowledge of safety issues on the water. He led crews in the installation of safety exhibits and rescue stations, and he maintained specialized water safety equipment for the park. As a result of the work performed by Eric and the team, the annual number of kayak rescues dropped from an average of 12 down to one after the first year the team's plans were implemented. This trend has stayed constant for the last eight years since the team finished their work. The safety team won a national award from the Washington DC office of the National Park Service for excellence in safety leadership, and Eric's participation and enthusiasm were critical to the success of the team.

Eric is an excellent communicator, both internally with coworkers and supervisors as well as external partners. He worked with, and was well respected by all of our cooperating agencies including the county sheriff's office, Michigan State Police, US Coast Guard, US Border Patrol and local fire and rescue agencies.

Eric is very skilled at problem solving. As a law enforcement officer, firefighter and EMT he was required to quickly think on his feet and solve whatever emergency issue he was confronted with, but he also knew how to work through more complex operational issues better than others did. Eric would look at things from many different angles, consult with others to hear differing opinions and use as much information as possible to come to a logical conclusion or decision.

Eric is always eager to learn new things. He is a quick study, and thrives on tackling new challenges. This quality made him my most valued employee to turn to when new issues would arise and I needed to collaborate with someone whom I could trust to provide honest and critical opinions.

For these reasons, I feel that Eric would be an excellent candidate to consider for the position of Township Manager.

Sincerely,

/s/ John Patmore

John Patmore

Chief Ranger, retired

National Park Service

Steven Paul Mulka  
580 N. Riverhills Rd.  
Kingsford, MI 49802

November 27, 2024

Chocolay Township Manager's Office  
Attn: Chet Janik  
5010 US 41 South  
Marquette, MI 49855

I am interested in applying for the advertised Township Manager Position.

I believe I could bring several excellent skills to this position:

- I have worked closely with Administration policies, rules and regulations related to all facets of State and local municipal functions working closely with Boards, Councils and Commissions
- I have developed new programs and services that have better served the public
- I have experience in long range planning with Master Plans and the process of identifying goals and opportunities to help attain those goals.
- I have been awarded and administered grants.
- I have a long history of training and developing personnel.
- I am familiar with General Ledger, Assessing and Building BS&A software modules.

In my career I have been successful in fostering positive public relations, promoting effective communication and increased transparency while attentive to employee morale to provide positive and efficient public service. I am committed to employee development and advancement, recruitment and retention with an open-door policy while stressing team building and accountability.

My wife Wendy and I have raised five boys while always staying involved in our community. We value the importance of civic pride and service. I enjoy my Job and service to Breitung Township but see this as an opportunity to return to my roots on the shores of the Great Lakes. We are empty nesters, and our sons live from Wisconsin to Japan. If I were granted the opportunity to work for Chocolay Township, I know it would entice my family to visit more often, and I would get to live near to the shores that I always start planning to return to the moment my visit is over.

I look forward to your call, and a chance for an interview.

Sincerely,

Steve Mulka



# Steven Paul Mulka

---

## Summary of qualifications

- Extensive experience working for three Municipalities managing personnel and operations.
- Extensive experience with labor relations, contract negotiations and Michigan Civil Service.
- Good working relationship with all branches of local government.
- Success at writing and adopting: Master Plans, Ordinance Amendments and Grants
- Coordination of projects and goals with all Departments and personnel
- Consistent record of reducing costs and increasing efficiency of public services.
- Experienced with: Municipal budget process, open meetings act and Risk Management.

## Education

- 2011 – MSU Planning and Zoning Center Zoning Administrator Certificate Program
- 1990 – Michigan Fire Fighters Training Council Certified Fire Fighter Instructor
- 1985 – 1989 Bay De Noc Community College Escanaba, MI
- Northern Michigan University, Marquette MI
- Northern Michigan University Police Academy

## Professional experience

- July 2019 – Present      Charter Township of Breitung – Superintendent
  - Hired staff to replace all five department heads (4 retired)
  - Revised and restructured the budget, accounting, and policy manuals
  - Staffed and assisted a vacant Assessing Department, retaining our tax roll.
  - Increased services and amenities for our residents (list available)
  - Increased transparency, efficiency and accountability of Township functions
  - Implemented tools and resources for ease of development and permitting
  - Successfully navigated the challenges of COVID- MIOSHA regulations
- 2006 – 2019              City of Iron Mountain Planning – Zoning & Code Administrator
  - Duties of Director of Community Planning and Development
  - Act as advisor to City Council, City Manager, Planning Commission and ZBA
  - Developed and supervise a successful Code enforcement & Rental inspection program
  - Various administrative duties related to: Assessing, Water, Sewer, Street and Fire Departments
  - Access Management Committee Chair of Dickinson County US-2, M-95 corridor
- 2004 – 2019              Zoning & Code Enforcement for Breitung Township (part time)
  - Developed program of Code enforcement.
  - Advisor to Township Board and Superintendent
- 2004 – Present              Owner Operator of Mulka & Sons Contracting (Seasonal part time)
  - Supervised employees, maintained contracts with Arcadis Geraghty & Miller
  - Licensed General Contractor
- 2005 – 2015              Kingsford Civil Service Commissioner (chair 2010 – 2015)
- 1980 - 2005              Kingsford Public Safety Department
  - Sergeant and Incident Commander supervising a wide variety of emergency responses.
  - Department Training Officer / Public relations and outreach coordinator.
  - Certified Instructor for the Michigan Fire Fighters Training council
  - Conducted criminal investigations, and background investigations for new hires.



59460 Albert Lane  
New Hudson, MI 48165

  
November 26, 2024

Supervisor Richard Bohjanen  
Charter Township of Chocolay  
5010 US 41 South  
Marquette, Michigan 49855

Dear Supervisor Bohjanen,

I wish to be considered for the position of Township Manager. I am confident you will find my qualifications will be a good fit for this position. I have a background in municipal management, small business management, economic development, project management, and I have fiscal management experience.

I have twenty years of management experience in both small business and in local government, supervising teams with success. I have a background in project management in water and wastewater operations and worked with city, county, and state officials in resolving community issues. I've worked for six years with the Office of Program Management Assistance, a special projects division of the Detroit Water and Sewerage Department, (DWSD) and reported to the Deputy Director. Working as a team we implemented projects focusing on the Capital Improvements Plan (CIP). With a strong commitment to service, I would manage project teams that required coordination between DWSD, and with communities and partner organizations throughout southeastern Michigan. I worked with community customers implementing storm water management plans. I co-chaired a community economic development board for 10 years and helped apply for and receive state and foundation grants. In addition, I helped raise funds and participated in the Rouge River Cleanup. I have long experience working with Boards and the general public. I am continuing to utilize my skills in budgeting and personnel management in the sports technology field. I can wear many hats.

My accomplishments include: a) administering consulting and construction contracts; b) planning and expediting projects that were time sensitive and critical to operations including renovating a wastewater system; c) meeting budgeting goals at department level; d) working with volunteers in community-wide housing renovation project; e) experience working within a unionized environment; and f) managing teams in coordinated efforts to meet specific goals.

With my team-oriented management and liaison skills, coupled with my knowledge of project management and customer service, I am confident that I would make a major contribution to Charter Township of Chocolay. I have spent over 25 years enjoying vacations and spending time with family in upper Michigan. I would be happy to relocate to the community of Charter Township of Chocolay. You can reach me at the email or phone number above. I look forward to meeting with you. Thank you for your consideration.

Yours truly,



Richard P. Lock

---

**Qualifications:**

- Twenty-five years experience supervising staff, directing projects, and preparing and administering budgets.
- Strong analytic, strategic and problem-solving skills.
- Experience with representing local government to regional and state agencies, community partners and professional groups.
- Prepared written communication, including recommendations to city administration, Board of Commissioners and City Council.
- Implemented plans for operations and capital improvements.
- Strong team building, interpersonal and communication skills.

**Experience:**

**2009-Current**

**Playdata, LLC, Ann Arbor, MI**

**Operations Manager**

- Responsible for day-to-day management of Human Resources, project management and budget.

**1996-2006**

**Vision Solutions, Inc., Ann Arbor, MI**

**Operations Manager**

- Responsible for day-to-day operations, Human Resources, team management and project management.

**1990-1995**

**Detroit Water and Sewerage Department, Detroit, MI**

**Office of Program Management Assistance, (OPMA)**

**Program Manager**

- Coordinated the day-to-day management of the Materials Management Division for three years, including budget and personnel management of 40+ employees. Supervised employees and assigned work.
- Liaison between Department, community partners, and utilities on OPMA projects.
- Administered construction and consulting contracts.
- Prepared recommendations for departmental management, Director and Board of Commissioners.
- Responsible for a cost reduction program for the department resulting in cost savings of approximately \$800,000 in the first year.

1989-1990

**Detroit Water and Sewerage Department, (OPMA)  
Program Coordinator**

- Coordinated systems control center upgrade for water and wastewater, working with consultants and Department Engineering team.
- Assembled and organized Judicial Consent Documentation.

1988-1989

**Detroit Water and Sewerage Department, Contracts Group  
Contract Analyst**

- Responsible for all phases of contract procurement, negotiation, award, invoice monitoring and close out.

1985-1988

**City of Grosse Pointe Farms, Grosse Pointe Farms, MI  
Assistant to the Parks Director**

- Assisted three directors with improving the operations of park services, including security, recreational program development, festival coordination, and buildings, marina and picnic area maintenance and repair.

**Community  
Service:**

**Community Economic Development**

- Wrote and administered state and foundation economic development grants for local community group.
- Co-chaired economic development board of local community group for ten years.

**Education:**

**Adrian College, Adrian, MI**  
Bachelor of Arts -- Economics, 1985

**City of Detroit**

- Training Department, Supervision and Labor Relations Courses