

John M. Burt

PROFESSIONAL EXPERIENCE

Town Manager

Groton, CT (Population: 40,000)

July 5, 2017 – Present

Gaylord, Michigan

- Management and preparation oversight of budgets totaling \$120 million
- Supervise appointed managers and functions of various Town Departments including the Police Department, Public Works (including streets, facility maintenance, engineering, and waste water treatment plant), Finance, Human Resources, Emergency Management, 9-1-1 Dispatch, Library, Senior Center, Planning and Development, Parks and Recreation, Information Technology, and Human Services.
- Chair of the Town of Groton Retirement Board
- Board Member for the Southeast Connecticut Council of Governments
- Work closely with the commanding officer for the Naval Submarine Base New London
- Responsible for over 260 Employees

County Administrator

Otsego County, Michigan (Population: 25,000)

Feb. 2006 – July 2017

Gaylord, Michigan

- Management and preparation oversight of budgets totaling \$33 million
- Instrumental in building the fund balances of the County's General Fund and the Budget Stabilization Fund from \$400,000 total in 2006 to over \$4.5 million in 2016 through various revenue-generating, cost-saving measures.
- Supervised appointed managers and functions of various County Departments including the Gaylord Regional Airport, Bus System, Equalization, Animal Control, Land Use Services (Building and Planning & Zoning), Parks and Recreation, Finance, Human Resources, Housing/Veterans/Grants
- Liaison to the Otsego County Library; Otsego County Emergency Management Services; Otsego County Commission on Aging; the Otsego County Sportsplex, and the University Center at Gaylord
- Served as lead negotiator with four collective bargaining units
- Prepared and oversaw numerous county lease agreements for Otsego County facilities
- Oversaw the UCMAN (University Center Metropolitan Area Network) broadband network
- Acted as the Emergency Operation Center Public Information Officer
- Oversaw county construction projects which included a new Airport Terminal; a new Animal Control facility; a large expansion of the Library (in-progress) along with several major renovation projects
- Helped secure the funding for the expansion of the State's Iron Belle Trail through Otsego County.
- Developed and oversaw the first privatization contracts for maintenance services of the Gaylord Regional Airport and Building & Grounds Department
- Was primary contact and chief negotiator for the donation of property and funding for what became the Louis M. Groen Nature Preserve. The Groen property is a tract of land both pasture and wooded with over 765 acres containing two lakes as well as the remains of a logging camp, sawmill, and resort motel. The gift came with a trust fund to pay for all expenditures.
- Worked with community interest groups and designed the strategy that led to the establishment of the county's first drop-off recycling program including the successful passage of a dedicated millage
- Helped establish the Sheriff's Work Camp to help reduce overpopulation in the County Jail
- Responsible for clean-up and demolition of tax-foreclosed properties
- Oversaw the transition of the County's 9-1-1 Dispatch from being a County Department to contracting the services with the State of Michigan
- Former Chairperson to the Otsego County Building Authority
- Long-time Board member for the Otsego County Economic Alliance
- Otsego County Brownfield Authority, Former Board Member
- Former Board member for the Gaylord Downtown Development Authority

Director

Nov. 2003 – Feb. 2006

Berrien County Planning & GIS Mapping (Population: 150,000)

St. Joseph, Michigan

- Lead staff to the Berrien County Planning Commission
- Lead staff to the Berrien County Board of Public Works bonding for local infrastructure projects
- Lead staff to the St. Joseph River Harbor Authority working closely with the Army Corps of Engineers on dredging projects
- Worked with local municipalities to bond and build water and sewer lines
- Liaison and Vice-Chair of the Twin-Cities Area Transportation Authority working with urban road funding
- Assisted in establishing a County farmland preservation program
- Supervised the County's Homeowners Rehabilitation Loan Program
- Supervised the County's rural bus system (BerrienBus)
- Supervised the County's solid waste program including negotiating tipping fees with three commercial landfill facilities
- Supervised the County's Geographic Information System
- Supervised the County's Land Description System
- Worked closely with the county's twenty-two townships, nine cities, and eight villages

GIS Coordinator/Assistant Director

May 1998 – Nov. 2003

Berrien County Planning & GIS Mapping

St. Joseph, Michigan

- Responsible for the implementation and maintenance of Berrien County's Geographic Information System
- Converted the County's hardcopy tax maps into a digital format for 85,000 properties
- Managed Berrien County's Land Description Office including property descriptions and mapping
- Oversaw the daily operations of seven subordinate personnel
- Provided assistance to the director on all aspects of department management including budgeting
- Served as lead staff to the Berrien County Apportionment Commission
- Managed several departmental grants including, the Michigan Coastal Management Program and the County Survey & Remonumentation Program
- Co-wrote the *Berrien County Development Plan, 2003 – 2008*
- Co-wrote a study of the potential effects from an incoming tribal casino

Planner

Jan. 1997 - May 1998

Berrien County Planning & GIS Mapping

St. Joseph, Michigan

- Reviewed changes to local zoning ordinances and Master Plans for the County Planning Commission
- Utilized departmental GIS for applications in planning, zoning, and demographics
- Created the County's digital parcel mapping system
- Co-wrote the County's Solid Waste Plan

Planning/GIS Intern

May. 1996 – Aug. 1996

Department of Planning & Community Development, City of Battle Creek

Battle Creek, Michigan

- Organized and conducted a low-income rental study
- Assisted in organizing a survey of homeless persons

Graduate Teaching Assistant

Jan. 1995 - June 1996

Western Michigan University

Kalamazoo, Michigan

EDUCATION**M.A., Geography with a concentration in Urban Planning**

August 1996

Western Michigan University Kalamazoo, Michigan

B.S., Geography with a concentration in Environmental Analysis and Land Use Planning

May 1994

Central Michigan University Mt. Pleasant, Michigan

ACTIVITIES

ICMA, Credentialed Manager

SOFTWARE KNOWLEDGE

BS&A and Pentamotion Financial Software

Various Microsoft Office products

Geographic Information System Software: ArcGIS, MapInfo
