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**Mark Simlar**  
Human Resources Director  
[Msimlar@waterfordmi.gov](mailto:Msimlar@waterfordmi.gov)

MEMO: January 5, 2026

TO: The Honorable Township Board

FROM: Mark Simlar, Human Resources Director/Risk Manager  
Anthony M. Bartolotta, Supervisor

RE: Administrative Coordinator

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During the 2026 Budget hearings the Board approved the position of Administrative Coordinator to be shared with the Supervisor's Office and Human Resources.

Supervisor Bartolotta, Deputy Supervisor Shelly Schloss, Arlene Ward and I interviewed Nikki Tippet for the position.

Nikki's qualifications, as outlined in her attached resume, demonstrate an exceptional level of motivation and commitment to the community. Her diverse background in social media, public relations and strong communications skills will have a positive impact on the Township.

It is my recommendation that the Board approved the appointment of Nikki Tippet to the Administrative & Management position of Administrative Coordinator in the Supervisor's/Human Resources Department.

This position is a Grade 3, Step 5 \$64,542/yr.

Please let me know if you have any questions.

**With us there are no boundaries**