



City of Rochester Hills

CANDIDATE QUESTIONNAIRE

NAME _____

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU WANT TO SERVE (please check the boxes):

Appointed by Mayor, Confirmed by City Council

- Advisory Traffic & Safety (meets monthly)
- Board of Review (meets as needed)
- Brownfield Redevelopment Authority (meets 4 times a year)
- Citizens Pathway (meets as needed)
- Construction/Fire Prevention Board of Appeals* (meets as needed)
- Diversity, Equity & Inclusion Committee (meets as needed)
- Local Development Finance Authority (meets 4 times a year)
- Naming Standing Committee (meets as needed)
- Planning Commission* (meets monthly)
- Rochester Hills Museum Foundation (meets monthly)

Appointed by City Council

- Building Authority (meets 3 times a year)
- Cemetery Citizen Advisory Committee (meets 2-4 times a year)
- Deer Management Advisory Committee (meets 2 times a year)
- Elections Commission (meets prior to each Election)
- Green Space Advisory Board (meets monthly)
- Historic Districts Commission* (meets monthly)
- Historic Districts Study Committee (meets as needed)
- Human Resources Technical Review Committee (meets yearly)
- Liquor License Technical Review Committee (meets as needed)
- Older Persons' Commission (meets monthly)
- Public Safety & Infrastructure Technical Review Committee (meets as needed)
- Retiree Health Care Trust – Board of Trustees (meets as needed)
- Rochester Avon Recreation Authority (meets monthly)
- Rochester Hills Museum Foundation (meets monthly)
- Trailways Commission (meets monthly)
- Water System Advisory Council (meets yearly)
- Zoning/Board of Appeals* (meets monthly)

** Denotes paid positions. Candidates will be required to complete a Form I-9, Employment Eligibility Verification, as required by the Federal Government.*



City of Rochester Hills

CANDIDATE QUESTIONNAIRE

NAME _____ COUNCIL DISTRICT _____

DATE _____ ROCHESTER HILLS RESIDENT FOR _____ YEARS

OCCUPATION _____

INTERESTS/REASONS/QUALIFICATIONS (Specifically list the reasons you are interested in serving on this/these committees and any qualifications you have for being on this/these committees:

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU HAVE or currently SERVE on (List Municipalities and years):

ELECTIVE OFFICES THAT YOU HAVE HELD:

OTHER ORGANIZATIONS you have been or are involved with:

Relevant EDUCATION to the committee(s) you are interested in:

HOBBIES/INTERESTS

ADDITIONAL INFORMATION

In addition, you may attach/email your resume/CV if desired.

SUSAN M. STRUNK

EDUCATION

Wayne State University Law School, Detroit, MI

Juris Doctor, May 2018

GPA 3.6

The Wayne Law Review, Senior Articles Editor

Oakland University, Rochester, MI

Bachelor of Arts in English, *magna cum laude*, May 2015

GPA 3.8

PROFESSIONAL EXPERIENCE

Monaghan, P.C., Bloomfield Hills, MI

Attorney and Special Assistant Attorney General for the State of Michigan, November 2018 – Present

Represents clients in business and real estate transactions and condemnation litigation. Drafts pleadings and motions, contracts and agreements, and legal research memorandums. Drafts estate plans.

Oakland University, Rochester, MI

Professor, November 2020 – August 2021

Taught two semesters of “Introduction to Law and Ethics” to students pursuing a paralegal certificate.

Fink Bressack Law, Bloomfield Hills, MI

Law Clerk, January 2018 – November 2018

Assisted attorneys in municipal, commercial, and antitrust litigation by drafting motions and oral argument outlines. Completed legal research and memoranda on many complex issues involving governmental immunity, constitutional rights, litigation privilege, and county retirement systems.

Transnational Environmental Law Clinic, Detroit, MI

Student Attorney, August 2017 – May 2018

Performed legal research and prepared memoranda regarding drinking water quality, industrial zoning, permit compliance, international bridge construction, and tax issues related to crowdfunding sites dedicated to storm water infrastructure improvements. Participated in weekly telephone meetings briefing attorneys on research status.

Chapman Law Group, Troy, MI

Law Clerk, October 2016 – January 2018

Drafted estate plans. Assisted and interacted with clients during meetings. Drafted Complaint to Quiet Title and several motions regarding real estate and probate matters. Conducted legal research and prepared memoranda on tax planning strategies. Drafted questions and outline for attorney to use in depositions.

U.S. District Court for the Eastern District of Michigan, Detroit, MI

Judicial Intern to Honorable Avern Cohn, Summer 2016

Conducted legal research and prepared bench memoranda on a variety of legal issues, including whether a Motion to Amend Complaint should be granted. Drafted case summaries and confirmed appropriate jurisdiction of new cases. Observed and assisted Judge Cohn in courtroom proceedings and status conferences.

Macomb County Circuit Court, Mount Clemens, MI

Judicial Intern to Honorable Jennifer Faunce, Summer 2016

Observed and assisted Judge Faunce in courtroom proceedings and status conferences in criminal and civil matters.

Dunn Counsel PLC, Troy, MI

Legal Assistant, April 2012 – August 2015

Worked as sole support staff on cases involving civil asset forfeitures, foreign account tax compliance, and civil and criminal tax controversies. Wrote thirty-page procedural manual for all firm employees. Prepared and issued client invoices. Proofread all correspondence and pleadings. Created and maintained firm’s website.

PUBLICATION

Susan M. Strunk, *One Last Request: Understanding Michigan’s Funeral Representative Law*, 63 WAYNE L.R. 729 (2018).