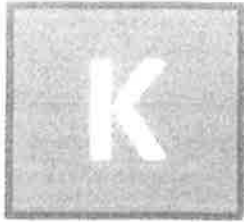


**Millersville Board of Commissioners  
Special Call Commission Meeting  
AGENDA  
Tuesday, May 6th, 2025, at 6:00 PM  
At Millersville City Hall**

- 1. Call to Order**
- 2. Invocation and Pledge of Allegiance**
- 3. Interview Permanent City Manager Finalists:**
  - A. Mr. Kevin Mayhorn**
  - B. Mr. Matthew Trollinger**
  - C. Mr. Michael Housewright**
- 4. Citizens' Comments, Comment Sign-up Sheet Available to Sign Before Meeting**
- 5. Discuss Path Forward for Permanent City Manager.**
- 6. City Manager's Comments**
- 7. Commissioners' Comments**
- 8. Adjournment**





# KEVIN MAYHORN

[REDACTED]

**CAREER PROFILE:** Accomplished and results-oriented professional with a distinguished career covering over two decades in public administration, with a focus on utilities and city government. Proven excellence at directing all aspects of city and department operations including personnel management, program leadership, policy implementation, and financial management. Coordinate with cross-functional teams of internal and external stakeholders to manage programs and development projects. Demonstrated focus on safety and compliance, executing comprehensive operations reviews and instituting appropriate corrective actions.

## CORE COMPETENCIES

- Operations Management
- Program Management
- Project Management
- Budget & Financial Oversight
- Leadership & Collaboration
- Construction Management
- Regulatory Compliance
- Risk Management
- Team Leadership

## PROFESSIONAL EXPERIENCE

CITY OF PARIS, PARIS, KY, JANUARY 2023 TO PRESENT

### ASSISTANT CITY MANAGER

- Spearhead the organization, coordination, and evaluation of day-to-day operations of all City and Combined Utilities departments as well as the development of the City Budget, reporting to the City Manager, Mayor, and Commissioners.
- Travel to Joint Agency meetings with City Government as well as bi-monthly Board of Commissions Meeting to deliver presentations and participate in policy-related discussions.
- Adhere to all relevant Environmental Protection Agency laws and regulations when composing records and reports.
- Appoint and oversee over 130 employees including directors, providing mentorship and coaching with a hands-on leadership approach.
- Procure funding for department and city programs by submitting applications to and meeting with grant agencies and lenders.
- Chair the execution from conception to completion of all capital improvement projects, collaborating with engineers.

WINCHESTER MUNICIPAL UTILITIES, WINCHESTER, KY, MAY 2022 TO JANUARY 2023

### DIRECTOR OF ENGINEERING AND OPERATIONS

- Orchestrated the planning, management, and review of all Municipal Utilities operations and engineering projects.
- Drove completion of projects within designated timelines and budgets by meeting and maintaining communication with engineering firms.
- Protected utility customers and Winchester community by performing water quality tests and repairing or replacing valves, hydrants, pumps, and meters, as well as issuing Boil Water Advisories as needed.
- Cultivated relationships with local municipalities, county departments, and city agencies to facilitate smooth planning and coordination of emergency response.
- Assessed work performance of each employee within department, providing constructive criticism regarding handling of job tasks.
- Ensured compliance of all operations and projects with relevant laws and regulations by partnering with Environmental Protection Agency, as well as managing the implementation of consent decrees.

CITY OF ASHLAND GOVERNMENT, ASHLAND, KY, JULY 2021 TO MAY 2022

### FLEET MAINTENANCE-SOLID WASTE SUPERINTENDENT

- Directed all operations and programs of solid waste department, animal control department, and recycling center, including preparing budgets.
- Led all operations of central garage, supervising the activities of five department supervisors and 10 ASE mechanics in the maintenance of a fleet of police and fire department vehicles, buses, utility vehicles, and dump trucks totaling over 150 in number as well as associated equipment.



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- Oversaw the creation of fully accurate fleet maintenance records and reports in compliance with relevant laws and regulations.
  - Conducted investigations of incidents of injury, work-related illness, workers compensation plans, and property damage to determine facts and liable parties.
  - Chaired the organization, administration, and execution of the City of Ashland's preventative maintenance program.
  - Met weekly with Directors and City Manager to discuss important topics, as well as with City Commission as needed to present new hires for approval.

MOREHEAD UTILITY PLANT BOARD, MOREHEAD, KY, JANUARY 2008 TO MAY 2021

#### **SAFETY DIRECTOR**

- Executed public utility maintenance, potable water operations, and hazard assessments as well as implemented corrective provisions based on findings, leading to measurable improvements in occupational injury and illness costs.
- Guaranteed compliance with local, federal, and state EHS regulations, OSHA and EPA regulations, and utility plant policies by coordinating facility, equipment, and personnel Safety Audits as well as perform minor infrastructure housekeeping.
- Achieved annual loss reduction goals by partnering with internal and external stakeholders including Division Managers, local representatives, and subcontractors to determine appropriate corrective actions and succession plans.
- Identified accuracy and severity of incidents of injury, work-related illness, workers compensation claims, and property damages by investigating and documenting incidents.
- Handled accounting duties including budget request preparation, purchasing log and general ledger management, and verifying third-party financial audit clearance of bids, Accounts Payable, and company bank accounts.
- Facilitated maximum readiness of newly hired team members by administering onboarding and training curricula as well as safety briefings and Natural Gas Exams.
- Filed, organized, and updated personal and medical files, transfers, promotions, write-ups, and terminations for over 50 employees, as well as temporary worker forms and over 19 other documents.
- Wrote agendas for and transcriptions of Board meetings, as well as delivered presentations on environmental reports, business and operating systems, and financial data.

#### PREVIOUS EXPERIENCE

MOUNTAIN WATER DISTRICT, PIKEVILLE, KY, APRIL 2003 TO DECEMBER 2007 | **AREA FOREMAN/EQUIPMENT OPERATOR**

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## **EDUCATION AND CREDENTIALS**

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#### PUBLIC LEADERSHIP CERTIFICATE AND HUMAN RESOURCE MANAGEMENT CERTIFICATION, 2018

*Maysville Community and Technical College, Morehead, KY*

#### HIGH SCHOOL DIPLOMA, 1998

*Matewan High School, Matewan, WV*

#### OTHER CERTIFICATIONS AND TRAINING

- Notary Public State at Large, ICMA-CM (expires September 2026)
- OSHA 30 Certification, OSHA (completed January 2021; no expiration)
- Water Distribution Class III Licenses, Department of Environmental Protection (completed May 2009)
- OSHA 10 Certification, OSHA (completed July 2004; no expiration)

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## **AWARDS AND HONORS**

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- Employee of the Year, Morehead Utility Plant Board (December 2019)
- Rising Star, Morehead Utility Plant Board (December 2018)



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## PROFESSIONAL AFFILIATIONS

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- KY Rural Water Association
- KY Gas Association
- KWWOA
- Society for Human Resource Management
- Rowan County Chamber of Commerce Leadership Academy
- KY City County Managers Association (KCCMA)
- International City County Manager Association (ICMA)

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## VOLUNTEERISM

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- Founder, Rowan365

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## ADDITIONAL INFORMATION

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**Technical Proficiencies:** MS Office Suite, T-Sheets, QuickBooks, Greentree, Utility Star, Ablesoft Solutions, Logic Account, ClearGov, Kronos, LocalGov, Brightly Asset Management

**Interests:** Hunting, Fishing, Baseball, Church, Semi-Pro Sports Photographer



# MATT TROLLINGER

MPA, ICMA-CM

## SUMMARY

Experienced municipal executive and strategic operational leader with extensive leadership experience, including staff development and mentorship. Proven expertise in high-impact project management, operational efficiency, and data analytics. Adept at leveraging technology to streamline operations, drive transparency, and enhance community engagement. Skilled in overseeing cross-functional initiatives and aligning resources to achieve organizational goals.

## EXPERIENCE

### Town Manager

Town of Signal Mountain

Signal Mountain, TN

04/2024 - 11/2024

Progressive residential town of 8,800. The town operates with an annual budget of \$12.2 million, overseeing a range of municipal services including public safety, public works, water utility, parks and recreation, and administrative function.

- Designed and implemented a scoring system for evaluating American Rescue Plan Act (ARPA) projects, aligning allocations with Council priorities and successfully distributing over \$600,000 in unused grant fund before the deadline.
- Spearheaded cross-functional projects, including a \$300,000 emergency infrastructure repair initiative, collaborating with finance, public works, and administrative departments to ensure timely and budgeted project completion.
- Conducted a salary survey and established market-aligned pay scales to retain and attract talent.

### Town Manager

Town of Somerset

Chevy Chase, MD

06/2019 - 04/2024

Residential community with 1,500 residents, several small businesses, and a well-maintained parks system. As Town Manager, I acted as the Chief Executive Officer, overseeing municipal operations, ensured efficient delivery of services, and managed the town's financial and administrative functions.

- Directed the development of a \$2.5 million annual budget and a five-year strategic plan, ensuring resource alignment with town objectives and enhancing financial sustainability, leading to a 35% increase in Rainy Day funds.
- Resolved a \$16,000 payroll retirement compliance issue inherited from prior management by addressing mismanagement of employee contributions, and oversaw 5 consecutive clean audits, restoring financial accountability and trust.
- Developed and implemented the town's first stormwater management ordinance, collaborating with environmental experts and community stakeholders to address flood prevention.
- Led initiatives to improve fiscal transparency, including a comprehensive overhaul of budget reporting systems, streamlining the budget process, and increasing resident participation by over 50%.
- Managed an \$800,000 Town Hall renovation project, including solar panels as part of a broader sustainability and energy efficiency strategy, which reduced monthly energy consumption by 60%.
- Created Deputy Town Manager role, and oversaw hiring process and mentorship, ensuring seamless succession planning and leadership continuity through targeted development and guidance.
- Developed scoring rubric for website redesign RFP and selection process, and oversaw website redesign and AI search function capabilities, increasing website traffic by 30% within six months of redesign.
- Managed the formation of a volunteer-led Diversity, Equity & Inclusion Committee and worked closely with Town Attorney and Council to remove historic racial covenants on all town-owned properties.

### Village Manager

Village of Martin's Additions

Chevy Chase, MD

03/2016 - 05/2019

Incorporated municipality of roughly 1,000 residents and a downtown commercial area along a State Highway. As Village Manager, I led a team of 5 staff members to deliver essential services.

- Served as Chief Administrative and Financial officer, preparing the annual operating budget of \$1.2 million and ensuring fiscal responsibility.
- Annual survey showed year-over-year improvement in response time, efficiency, and resident engagement, and overall trust in town operations.
- Led feasibility assessments and piloted town-wide streetlight conversion, achieving cost reductions of over 70% and improved safety outcomes.
- Managed 2.5-mile sewer and water rehabilitation project, reducing water main breaks by over 75%.
- Developed RFP, oversaw selection process, and managed town-wide road repaving project.
- Provided oversight of staff and contractors, with 8 direct reports. Mentored Assistant Town Manager to take over as Manager for neighboring municipality.



## ADDITIONAL EXPERIENCE

### Paralegal Specialist

US Department of Justice

Washington, DC

12/2014 - 03/2016

Provide guidance and enforcement on antitrust litigation and laws.

- Led a team of six paralegals in supporting a \$50 billion technology merger investigation, managing discovery, conducting market analysis, and assisting with economic data review to ensure compliance with antitrust regulations.
- Drafted and presented policy recommendations on EPA environmental regulations to support litigation and compliance.

### Membership Coordinator

National Rehabilitation Association

Alexandria, VA

05/2014 - 12/2014

Nonprofit that provides training, education, and certification to enhance the quality of life of individuals with disabilities.

- Created and distributed membership reports and newsletters to state divisions and chapters.
- Developed and presided over a certified continuing education workforce program.
- Managed online membership database on Weblinks, processing and logging over \$250,000 in annual subscription payments.
- Administered an online database of over 5,500 members.

### Government Affairs Intern

Dance/USA

Washington, DC

08/2013 - 05/2014

National service organization that advocates, engages, and conducts research for dance companies and artists worldwide.

- Created database for over \$140 million in National Endowment for the Arts grant funding to track impact on organization members for annual report.
- Created a public mapping initiative using GIS, highlighting grant impact on member organizations.
- Led team of 8 volunteers on annual Day of Giving to lobby lawmakers on Capitol Hill.

## VOLUNTEERING

### Vice President

Montgomery Municipal Cable

Kensington, MD

08/2017 - 04/2024

Served on Board of Directors for local access cable channel, helping direct long-term strategy and vision, and fiscal oversight.

- Negotiated \$500,000 agreement with Montgomery County to balance operating budget deficit.

### Representative

Montgomery County, MD Self Insurance Panel

Rockville, MD

03/2019 - 04/2024

Voting member on claims settlement committee for self-insured agencies in Montgomery County, MD.

### Committee Member

International City/County Managers Association (ICMA)

Washington, DC

09/2017 - 09/2018

Organized educational components of the 2018 ICMA Annual Conference in Baltimore, MD.

- Assisted in development of career-specific tracks for over 3,500 attendees.

## EDUCATION

### Master's, Public Administration

American University, 2013

Washington, DC

### Bachelor of Arts, Political Science

University of Vermont, 2010

Burlington, VT

## PROFESSIONAL CERTIFICATIONS

### Founding Member

American Association of Municipal Executives, June 2024

### Excellence in Local Governance

Maryland Municipal League, Nov. 2018

### ICMA-CM (Credentialed Manager)

ICMA, Mar. 2023

### Emerging Leader Graduate

Leadership Montgomery, June 2018



Insightful and astute administrative professional committed to promoting organizational interests, improving operations, and maximizing effectiveness in the delivery of services. Management style is efficiency driven while focused on building positive relationships with communities, partnering agencies, as well as internally. Looking to be part of a team focused on making a clear and lasting impact in a community or organization.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Human resource management
- Team building
- Budget preparation
- Data collection, analysis, and organization
- Excellent communication skills
- Policy writing
- Hiring and termination
- Organizational management
- Personnel management
- Strategic planning
- Excellent analytical skills
- Program evaluation
- Grant writing
- Experience writing, executing, and evaluating contracts
- Excellent research, documentation, and writing skills
- Ability to determine objectives, plan, implement, and evaluate results

### PROFESSIONAL EXPERIENCE:

HR Director: 4/2022 – Present (Salary: \$97,000)      AccuForce Staffing: Kingsport, TN

- Perform all aspects of human resources management including recruitment, selection, placement, promotion, disciplinary action, and termination
- Perform company program evaluation, prepared findings, and present recommendations on issues such as high employee turnover
- Experience with payroll, workers' compensation, drug screening, background checks, etc.

City Manager: 11/2017 – 4/2022 (Salary: \$62,000)      Town of Mount Carmel, TN

- Direct and coordinate the administration of the city government in accordance with the policies and priorities of the City Council
- Serve in senior Human Resources capacity for the City including but not limited to workers' compensation, drug testing, safety officer, training, recruitment, discipline and termination
- Management of the activities, operations, and programs of all city departments, including Administration, Police, Fire, Public Works, etc.
- Prepare annual budget and all relevant budget amendments for city, including estimates, recommendations, and the appropriation ordinance
- Teach personnel and budgeting management skills to department heads
- Identify and address deficiencies in city policies and operations
- Reduced overall costs while increasing operational efficiency and employee take home pay
- Prepare and make recommendations on policies, resolutions, and ordinances to the governing body
- Work with engineers to take corrective action on failing wastewater plant
- Work with staff to establish interdepartmental cooperation and overall culture of accommodation
- Navigate politically volatile culture and issues while increasing public support for professional government



City Recorder: 3/2016 – 11/2017 (Salary: \$55,000)

Town of Unicoi, TN

- Budget development and implementation
- Responsible for a broad range of administrative, accounting, and support services under the general supervision of the mayor and the governing body
- Manage all aspects of municipal workforce including recruitment, selection, promotion, disciplinary action, termination, payroll, and benefits coordination
- Serve as Municipal Finance Officer and manage all municipal accounting operations including bank reconciliation, invoice payment, bank deposits, debt management, etc.
- Serve as the custodian of all public records including the original rolls of ordinance, ordinance books, minutes of the Board of Mayor and Aldermen, contracts, bonds, deeds, certificates, proclamations, and all oaths and affirmations
- Maintain personnel records, insurance records, and serve as the city benefits coordinator
- Special projects management: Mountain Harvest Kitchen construction, Creative Placemaking Grant, Code Camp, Mountain Harvest Metric 100k bike ride, and more

Assistant Director: 9/2014 – 4/2016 (Salary: \$45,000)

AccelNow: Kingsport, TN

- Work alongside AccelNow Director to increase organization's impact in Northeast Tennessee's eight-county region
- Write grant proposals, manage invoicing, budgetary planning, and oversight
- Facilitate and manage all aspects of organizational operations to develop and grow the regional entrepreneurial community
- Develop, implement, and evaluate projects fostering entrepreneurial opportunities and economic development
- Recruit mentors, investors, and technical advisors to match them with clients at various stages in their growth process for the purpose of producing reasonable and sustainable growth
- Plan, coordinate, and host special programming such as "Entrepreneurial Meet and Greet," "Startup Weekends," pitch contests, etc. designed to encourage entrepreneurs to take the first steps toward realizing their dream business

Intern: 4/2014 – 9/2014

MTAS: Johnson City, TN

- Assist in the preparation and presentation of municipal budgets
- Examine, research, and recommend solutions to challenges facing Tennessee cities
- Perform program and fiscal evaluations, as well as present recommendations and/or best practices
- Draft ordinances, personnel policies, and make official MTAS recommendations
- Serve on and coordinate personnel selection committees

## EDUCATION:

Master of Public Administration (2014)  
East Tennessee State University (GPA 4.0)

- President of Public/City Management Association of Graduate Students, 2013-2014
- Tuition Scholar 2013-2014
- Quillen Graduate Scholar 2014

Bachelor of Arts (2010)  
East Tennessee State University (GPA 3.0)

- Major: Political Science
- Minor: Legal Studies
- Honor's College Study Abroad Scholarship Recipient (China), 2010
- Dean's List, 2009, 2010

## PERSONAL INTERESTS:

- Cycling • Hiking • Triathlon • Mountain Biking • Classic Motors • Classic Films • Arts • Live Music