

DONNA B. VANDERVRIES

7160 Venice
Portage, Michigan 49024
(616) 802-0044

EMPLOYMENT

ASSESSMENT EXPERIENCE:

Muskegon County (January 2008 – Present) - Equalization Director

Supervisor for the preparation of state mandated reports such as the Equalization Report, Interim Report, Headlee Report, and Analysis for Equalized Valuation Report. Responsible for the annual sales and appraisal studies establishing the base starting ratios for the various cities and townships. Property appraisals are completed as needed for defending tax appeals. Performs audit verification for personal property accounts and participates in the appraisal of all types of property subject to the General Property Tax Law for Equalization purposes. Coordinates work effort of 20 department staff responsible for name and address information, parcel identification, GIS mapping, and assessing personnel for eleven units of government in Muskegon County and one in Newaygo County. From 2011-2015, administrator for the Muskegon County Passport Agency. Beginning in 2015 I am also the Equalization Director for Newaygo County under a contract through Muskegon County.

City of Zeeland (Fall 2013 – Present Co-Assessor For Power Plant

Responsible for Assessing the Zeeland Power Plant property for the City of Zeeland and defending the property at the Michigan Tax Tribunal

City of Grand Rapids, Michigan (January 1999- December 2007) - Real Property Appraiser III

Appraise Commercial and Industrial Properties in the City of Grand Rapids; review exemption applications; review and write appraisals for properties under appeal to the Michigan Tax Tribunal; handled Industrial Facilities, and Commercial Facilities Tax Abatements; participated in all aspects of Michigan Tax Tribunal litigation including brief writing; performed numerous other assessment related duties, qualified as expert witness in Michigan Tax Tribunal proceedings.

City of Grand Rapids, Michigan (August 1991 to January 1999) - Personal Property Tax Auditor

Applied the property tax laws of the State of Michigan to personal property in the City of Grand Rapids; reviewed and audited personal property tax filings; assisted in litigation of personal property tax cases before the Michigan Tax Tribunal; authored briefs to Michigan Court of Appeals and the Michigan Tax Tribunal on property tax issues; represented the City of Grand Rapids before the State Tax Commission; reviewed exemption applications; reviewed deed and property transfer affidavits to determine if transfers had occurred.

TEACHING EXPERIENCE:

Davenport College, Aquinas College, Cornerstone College, Grand Rapids CC (1991 - 2008) – Adjunct Professor

Taught college level courses including Contracts and Business Organizations, Business Law I and II, and Income Tax

Grand Rapids Bar Association (1999, 2001, & 2011) - Instructor

Instructor for Grand Rapids Bar Association on Working with the Grand Rapids Assessors Office, Personal Property Multipliers & the Klooster vs. City of Charlevoix case.

State of Michigan, State Assessors Board, State Tax Commission (2008 - Present) - Teacher

I was hired to teach the new State Tax Commission Transition Course to prospective assessors. I also taught classes in the MCAO program. I also teach courses covering Land Values, ECFs, New Loss, Personal Property, and Michigan Tax Tribunal. Beginning in 2008 I have taught the annual Board of Review Classes in Muskegon County and once in Kent County. I have also taught the MCAT class.

LEGAL & ACCOUNTING EXPERIENCE:

Warner, Norcross & Judd, Grand Rapids Michigan (September 1989 - July 1991) - Associate

Researched and performed legal work in tax, trusts and estates, litigation, corporate law, real estate, and environmental law; handled mediation hearings and argued motions; reviewed tax returns for individuals, trusts and corporations and gift tax returns; drafted estate planning documents for simple and complex estate plans; handled probate and estate administration.

Ohio State University Office of Contracts Administration (May 1988 - July 1989) Law Clerk

Reviewed contracts and leases; researched various issues; drafted investigation reports (answers) for Court of Claims cases.

Touche Ross & Company DBA: Deloitte & Touche (1982 - 1984) - Accountant

Worked approximately five years in accounting including approximately two and ½ years with Touche Ross performing audit and review work; primary experience in tax return review and preparation and tax research.

EDUCATION:

Ohio State University - College of Law (1987 - 1989)

Juris Doctor - May 1989. Transferred to Ohio State Fall 1987

Class Rank: 4th in Class; Top 5%, Order of the Coif, Graduated with high honors

100 in Evidence, Real Estate Finance, Secured Transactions, and Estate and Gift Tax

Northern Kentucky University – Salmon P. Chase College of Law (1986 - 1987)

Class Rank: 1st in Class, Book Awards for Property I and Administrative Law

Invited to be on Law Review

University of Cincinnati (1983 - 1985)

Masters of Science, Taxation - 1990

(GPA 3.63 Overall; 3.83 in Tax Courses)

Wright State University (1979 - 1982)

Bachelor of Science – June 1982. Accounting GPA 3.77 - Accomplished while also working 20 to 37 hours per week

Honors: Graduated with high honors; Beta Gamma Sigma Honor Society; Dean’s list every quarter

SPECIAL SKILLS AND HONORS

Assessment & Appraisal Designations	Other Designations and Certifications
Michigan Master Assessing Officer - MMAO Level IV	Attorney
Personal Property Examiner – PPE	Certified Public Accountant – (1982) All Parts Passed 1 st Sitting
CAE (IIAAO)	CTM Award for Toastmasters
IAAO Accredited Member	1995 Employee of the Year - City of Grand Rapids
AAS - Assessment Administration Specialist (IAAO)	ASA – AD VALOREM SPECIALTY (AMERICAN SOCIETY OF APPRAISERS)
Certified General Appraiser	
State of Michigan Limited Appraiser	

MEMBERSHIPS, BOARD APPOINTMENTS & OTHER ACTIVITIES

Michigan Bar Association – Member in Good Standing

Michigan Association of Equalization Directors Board - President

Mid Michigan Association of Assessing Officers Board of Directors – President

Michigan Assessors Association – Executive Board MAED Representative, Member and Committee Member

State Tax Commission and IAAO - Course Program Reviewer

Muskegon County Assessors Association - Member

International Association of Assessing Officers – Former Member Planning and Rules Committee, Member Professional Designations Subcommittee

Grand Rapids Family Credit Union - Board of Directors – Chairman of the Board, Former Chair Personnel Committee

Michigan First Credit Union Board Member

Kent County Assessors Association - Former Chair Legislative Committee - Liaison to the Michigan Assessors

Association Legislative Committee

Kent County Assessors Association – Former Personal Property and Audit Committees

Cannon Township Planning Commission and Cannon Township Zoning Board of Appeals - Former Member and Former Chair ZBA

Toastmasters - Former Vice President of Education & Former Treasurer

Leadership Kalamazoo Graduate and Muskegon in Focus Graduate

Presenter November 2012 on Working with the Michigan Tax Tribunal at the Oakland County Assessors Association
Presenter in Wisconsin on Dark Stores
Performed contracted reviews of assessment records
Portage District Library Board
Appraisal Foundation Appraisal Practices Board Member
Published Articles in Michigan Lawyers Weekly, Grand Rapids Bar Journal, Michigan Probate and Estate Planning Journal, Cannon Township Newsletter

VOLUNTEER WORK:

Volunteer for various Civic Organizations including the Grand Rapids Civic Theatre, Gilda's Club, Grand Rapids Art Museum, Grand Rapids Symphony, Kalamazoo Civic Theatre, GVSU and Broadway Grand Rapids.

REFERENCES:

References are available upon request