



Notice

City Commission Organizational Meeting 7:00 pm

Monday, November 11, 2013
Commission Chambers, Governmental Center, 400 Boardman Avenue
Traverse City, MI 49684
Posted and Published: 11-08-13

Meeting informational packet is available for public inspection at the Traverse Area District Library, City Police Station, City Manager's Office and City Clerk's Office.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Makayla Vitous, Assistant to City Manager, 400 Boardman Avenue, Traverse City, Michigan, 49684, 922-4440, TDD: 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator. If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

City Commission
c/o Benjamin C. Marentette, CMC, City Clerk
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
Email: tcclerk@traversecitymi.gov
Web: www.traversecitymi.gov

The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.

Welcome to the Traverse City Commission Organizational Meeting!

Agenda

Any interested person or group may address the City Commission on any agenda item when recognized by the presiding officer or upon request of any Commissioner. Also, any interested person or group may address the City Commission on any matter of City concern during Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer.

City Clerk Benjamin Marentette Presiding

Pledge of Allegiance

City Clerk Benjamin Marentette administers the Oath of Office of City Commissioner to Gary Howe.

City Clerk Benjamin Marentette administers the Oath of Office of City Commissioner to Ross Richardson.

City Clerk Benjamin Marentette administers the Oath of Office of City Commissioner to Tim Werner.

City Clerk Benjamin Marentette administers the Oath of Office of Mayor to Michael Estes.

City Clerk Benjamin Marentette turns the gavel and meeting over to newly-elected and sworn in Mayor Michael Estes.

Mayor Michael Estes Presiding

Roll Call.

1. Selection of the Mayor Pro Tem from the membership of the City Commission to serve until November 10, 2014. (Mayor Michael Estes, Jered Ottenwess, Benjamin Marentette)
2. Consideration of appointment by the City Commission of two of its members to the City Planning Commission. (Jered Ottenwess, Benjamin Marentette)
3. Consideration of appointment by the Mayor with approval of the City Commission of an administrative official to the City Planning Commission. (Mayor Michael Estes, Jered Ottenwess, Benjamin Marentette)
4. Consideration of appointment by the Mayor with approval of the City Commission of four citizen members to the City Planning Commission. (Mayor Michael Estes, Jered Ottenwess, Benjamin Marentette)
5. Consideration of appointment by the Mayor with approval of the City Commission of one of the Commission members to the Grand Traverse County Township Association. (Mayor Michael Estes, Jered Ottenwess, Benjamin Marentette)
6. Consideration of appointment by the Mayor with approval of the City Commission and Grand Traverse County Board of one of the Commission members to the Grand Traverse County Department of Public Works Board. (Mayor Michael Estes, Jered Ottenwess, Benjamin Marentette)
7. Consideration of appointment by the City Commission of two of its members to the Traverse City Light and Power Board. (Jered Ottenwess, Benjamin Marentette)

8. Consideration of appointment by the City Commission of one of its members to serve on the Grand Traverse County Brownfield Redevelopment Authority, with approval of the Grand Traverse County Board. (Jered Ottenwess, Benjamin Marentette)
9. Consideration of appointment by the City Commission of one of its members as a Regular Member and one of its members as an Alternate Member on the Next Michigan Development Corporation Board. (Jered Ottenwess, Benjamin Marentette)
10. Announcements from the City Clerk. (Benjamin Marentette)
11. Public Comment.

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The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING ORGANIZATIONAL MEETING
OF NOVEMBER 11, 2013

DATE: NOVEMBER 8, 2013

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: 2013 ORGANIZATIONAL MEETING

It is a pleasure to welcome the next City Commission to office.

On Monday evening, City Clerk Benjamin Marentette will swear in the newly-elected City Commissioners and Mayor. Pictures will be taken. Attached is the memo previously sent to you by the City Clerk regarding the Swearing-in Ceremony.

For the newly-elected members of the City Commission, please feel free to have any significant others stand with you while you are being sworn in.

Attached is a memo from former City Attorney Karrie Zeits outlining the duties and prerogatives of the Mayor; City Attorney Lauren Tribble-Laucht has reviewed these communications and while some referenced sections of the City Commission Rules have been renumbered, she concurs with their substance so we are simply forwarding them to you.

Lastly, various appointments on Monday evening's agenda are Mayoral appointments; and they are reflected as such on the agenda. All Mayoral appointments require City Commission approval.

JJO/bcm

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Memorandum

The City of Traverse City



Distributed via e-mail

TO: Re-Elected Mayor Michael Estes
Commissioner-Elect Gary Howe
Commissioner-Elect Ross Richardson
Commissioner-Elect Tim Werner

COPY: Commissioner Barbara D. Budros
Commissioner James Carruthers
Commissioner Jeanine Easterday
City Manager Jered Ottenwess
Assistant City Manager Makayla Vitous
City Attorney Lauren Tribble-Laucht
Deputy City Clerk Katie Lowran
Administrative Specialist Kate Stroven

FROM: Benjamin C. Marentette, City Clerk 

DATE: Wednesday, November 6, 2013

SUBJECT: OATH OF OFFICE – FORMAT/PROTOCOL FOR NOVEMBER 11, 2013,
ORGANIZATIONAL MEETING

Congratulations on your election to the City Commission for the City of Traverse City!

At the City Commission Organizational Meeting of November 11, 2013, at 7 p.m., it will be my pleasure to swear you in to your new office as a member of the City Commission. Attached is a media release which was issued last night.

The following are key points of the timeline for your swearing in that we thought you would appreciate knowing:

- Family, significant others and friends are invited to witness your swearing-in; and of course, it is a public meeting
- When you arrive at the meeting, please feel free to take your seat at your designated Commission table; name plates will be in place

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- At 7 p.m., on November 11, 2013, I will call the Organizational Meeting to order; and then we will rise collectively to recite the Pledge of Allegiance
 - Individually, I will invite each newly-elected member of the City Commission to join me at the center of the room to take the Oath of Office – the swearing-in will take place in the following order:
 - 1.) Gary Howe – Office of City Commissioner
 - 2.) Ross Richardson – Office of City Commissioner
 - 3.) Tim Werner – Office of City Commissioner
 - 4.) Michael Estes – Office of Mayor
 - The individual being sworn in will raise their right hand
 - I will state the Oath of Office in short segments; and the Mayor-elect or Commissioner-elect will repeat the Oath of Office in those same short segments
 - The individual who was just sworn in will sign their Oath of Office in the Oath Book; and then I will sign
 - I will shake the newly-sworn individual's hands in congratulations
 - The Mayor or Commissioner can give a few words of acknowledgement from their desk or podium
 - Following the searing-in of Mayor Estes, I will turn the meeting over to the Mayor; and he will then preside over the meeting which will include the City Commission's selection of one of its members as Mayor Pro Tem to serve a one-year term and then the Mayor and Commission will make a variety of appointments. All Mayoral appointments require City Commission approval.

Throughout the swearing-in ceremony, City Clerk's Office Administrative Specialist Kate Stroven will be taking photos of the Mayor or Commissioner taking the Oath of Office.

Again, congratulations! We look forward to working with you.

The City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@traversecitymi.gov



Media Release – for immediate release

Subject: Un-Official Election Results and Swearing-in Ceremony of newly-elected Mayor and City Commissioners

Contact: Benjamin Marentette, CMC, City Clerk
bmarente@traversecitymi.gov
(231) 922-4480

Issued: November 5, 2013

City Clerk Benjamin Marentette will swear in re-elected Mayor Michael Estes, Commissioner-Elect Gary Howe, Commissioner-Elect Ross Richardson and Commissioner-elect Tim Werner at the City Commission's November 11, 2013, Organizational Meeting. The meeting will begin at 7 p.m., and will be held in the Commission Chambers, 2nd Floor, Governmental Center, 400 Boardman Avenue.

Attached are the unofficial vote totals for city races. These totals will remain unofficial until certified by the Grand Traverse County Board of Canvassers.

All four individuals elected will officially assume office at 7 p.m. on Monday, November 11, 2013, once they take the Oath of Office.

Following the swearing-in ceremony, the City Commission will select one of its members to serve as Mayor Pro Tem for a one-year term; and the Mayor and City Commission will make various appointments to boards.

##

November 5, 2013, City General Election

City of Traverse City

Unofficial Totals - For City Races Only

Office of Mayor												Total Votes
Two-Year Term												
		Precinct 1	Precinct 3	Precinct 4 (AV) Ballots Processed in Precinct	Precinct 7	Precinct 8	Precinct 9	Precinct 10	Total			
Michael Estes		363	274	28	140	265	235	101	1,406			2,108
Absentee		149	133		67	135	141	77	702			
Rick Buckhalter		191	166	12	130	175	130	78	882			1,369
Absentee		104	78		91	86	71	57	487			
Write in Candidate		50	37	3	32	43	21	12	198			215
Absentee		2	3		2	4	6	0	17			
<i>May not solely be attributable to John S. Reid</i>												
Office of City Commissioner												
Four-Year Term												
		Precinct 1	Precinct 3	Precinct 4 (AV) Ballots Processed in Precinct	Precinct 7	Precinct 8	Precinct 9	Precinct 10	Total			Total Votes
Jody Bergman		235	158	20	98	154	147	86	898			1,491
Absentee		116	129		94	91	98	65	593			
Gary Howe		352	302	15	156	300	159	98	1,382			1,832
Absentee		101	100		48	85	72	44	450			
Patrick H. McGuire		188	129	8	68	97	132	44	666			1,113
Absentee		101	76		54	69	95	52	447			
John S. Reid		29	34	5	31	32	27	16	174			267
Absentee		20	13		20	17	13	10	93			
Ross Richardson		284	209	20	178	306	180	105	1,282			2,071
Absentee		139	128		121	171	139	91	789			
Jan Warren		232	192	21	120	151	143	79	938			1,500
Absentee		123	110		71	88	111	59	562			
Tim Werner		383	268	13	125	273	210	82	1,354			1,875

Absentee	145	107	44	85	93	47	521		
Voter Turnout									
	Precinct 1	Precinct 3	Precinct 4	Precinct 7	Precinct 8	Precinct 9	Precinct 10	Total	%
Registered Voters	2,525	2,112	197	2,072	2,456	1,465	1,471	12,298	
Total Voting	990	792	47	504	798	679	366	4,176	
Voting Percentage	39.21%	37.50%	23.86%	24.32%	32.49%	46.35%	24.88%		33.96%
<p>12,298 Total Registered Voters reflects the total number of registered voters as of October 7, 2013; the last day to register and be eligible for voting in the November, 2013 Election.</p>									

Memorandum

The City of Traverse City



TO: City Commission and City Manager
FROM: Karrie A. Zeits, City Attorney *[Signature]*
DATE: November 8, 2007
SUBJECT: Duties and Prerogatives of the Mayor

The following is a list of the duties and prerogatives of the Mayor of the City as authorized under City Charter, Ordinance, City Commission Rules and Robert's Rules of Order. This memorandum is an updated version of the former City Attorney's November 30, 1995 memorandum on the same subject. It provides a basic outline of the Mayor's duties and prerogatives and is not intended to be exhaustive on the subject.

I. City Charter and Ordinance.

A. Former Section 22, now §220.03 of Codified Ordinances. Mayor.

1. In so far as required by state law and for all ceremonial purposes, the Mayor is the chief executive officer of the City.
2. The Mayor presides at meetings of the City Commission.
3. The Mayor has a voice and a vote in proceedings of the City Commission.
4. The Mayor has no veto power over actions of the City Commission.
5. The Mayor must authenticate by signature such instruments as the City Commission, Charter and laws require. "Instruments" are generally understood to mean contracts, leases, deeds and bonds.

B. Section 20. City Commission.

1. The Mayor shall be a member of the City Commission.

C. Section 25. Special Meetings.

1. The Mayor may call special meetings upon written request to the City Clerk.

D. Section 26. **Presiding Officer.**

1. The Mayor shall preside at all meetings of the City Commission.
2. The Mayor may speak and vote in such a meeting as any other Commissioner.

E. Section 32. **Ordinance Record.**

1. The Mayor must authenticate the Ordinance Book.

F. Other.

1. Where the Charter designates another official or body to perform an executive function (e.g., City Manager, City Charter Section 36, and purchasing authority, City Charter Section 40) then that duty is by implication not allocated to the Mayor.
2. Nominate persons to sit on or fill vacancies to designated Boards and Commissions subject to approval by the City Commission (e.g. vacancy on the Light and Power Board, City Charter Section 177(c)).

II. City Commission Rules.

A. Rule 5 - Presiding Officer.

1. The Mayor is the presiding officer of the City Commission.
2. The Mayor may express opinion on any subject under debate.

B. Rule 6 - Rules of Order.

1. The Mayor decides all questions arising under the rules and general parliamentary practice subject to appeal decided by a majority vote of City Commissioners present at a meeting.
2. The Mayor must preserve order and decorum and speak to points of order.

C. Rule 8 - Agenda Modification.

1. The Mayor may modify the order of the agenda to expedite City Commission business subject to appeal.

D. Rule 13 - Public Comment at Regular Meetings.

1. The Mayor may recognize members of the public wishing to speak on an agenda item.
 2. The Mayor has authority to limit and terminate any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting.
 3. The Mayor shall control the order and duration of any public comment, subject to appeal.
- E. Rule 15 - Procedure for Calling Study Session.
1. The Mayor may request the City Clerk to call a study session.
 2. The Mayor must notify the City Manager if Commissioners receive requests to attend a meeting called by someone other than the Clerk, Manager, or Mayor.
- F. Rule 16 - Public Comment at Study Session and Special Meetings.
1. The Mayor may recognize members of the public wishing to speak on an agenda item.
 2. The Mayor shall control the order and duration of any public comment.
 3. The Mayor has authority to limit and terminate any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting.

III. Robert's Rules of Order Revised.

- A. Rule 58.
1. The Mayor should call the City Commission to order and announce the business in the order upon which it is to be acted.
 2. The Mayor should recognize members entitled to the floor.
 3. The Mayor should state and put to vote all questions which are properly moved or necessarily arise in the course of the proceedings and announce the result of the vote.
 4. The Mayor should protect the City Commission from annoyance and frivolous motions.

5. The Mayor should expedite business in every way compatible with the rights of the members.
6. The Mayor should restrain members when engaged in debate within the rules of order.
7. The Mayor should decide all questions of order and when in doubt submit the question of order to the City Commission for decision.
8. The Mayor cannot close debate unless 2/3 of the City Commission present vote for closure.

Although there is nothing in the City Charter, Ordinances, or Rules of Order which would prohibit it, I would advise against the Mayor making or seconding a motion. If in some unusual circumstances it is necessary to do this, I would advise the Mayor to relinquish authority as presiding officer for purposes of the motion, discussion and vote.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION ORGANIZATIONAL MEETING OF
NOVEMBER 11, 2013

DATE: NOVEMBER 8, 2013

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: MAYOR PRO TEM SELECTION

Mayor Estes will begin the meeting by accepting nominations for the Office of Mayor Pro Tem; the individual elected by the Commission as Mayor Pro Tem will serve until November 10, 2014.

Attached is a memo from City Clerk Benjamin Marentette outlining the process for Mayor Pro Tem elections.

JJO/bcm

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Memorandum

The City of Traverse City



TO: Jered Ottenwess, City Manager
COPY:
FROM: Benjamin C. Marentette, City Clerk
DATE: Thursday, November 7, 2013
SUBJECT: ELECTION OF MAYOR PRO TEM

Benjamin C. Marentette

The following outlines the process for election of Mayor Pro Tem:

1. Mayor Estes presides over the election of the Mayor Pro Tem
2. Mayor Estes declares that nominations are open for the Office of Mayor Pro Tem
3. Any member of the Commission may nominate – to do so:
 - A.) Members of the Commission should raise their hand if they wish to make a nomination – Mayor Estes should call on Commissioners in the order they raised their hand to ensure proper order of nominations
 - B.) The Commissioner should state their nomination - it does not need to be seconded
4. Close of nominations.
 - A.) After a reasonable period of time, Mayor Estes will then entertain a motion to close nominations
 - B.) The motion to close nominations must be seconded
 - C.) The motion must pass by 2/3 affirmative vote and is not debatable
5. Vote on nominations.
 - A.) Mayor Estes shall call for a vote on nominee(s) individually, in the order that nominations were made
 - B.) The first nominee who receives a majority of votes is elected as Mayor Pro Tem



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION ORGANIZATIONAL MEETING OF
NOVEMBER 11, 2013

DATE: NOVEMBER 8, 2013

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: APPOINTMENTS TO CITY PLANNING COMMISSION –
CITY COMMISSION REPRESENTATIVES

The City Commission needs to appoint two City Commission Representatives to the City Planning Commission. Commissioner Bergman is no longer eligible to serve. Commissioner Easterday currently serves and would be willing to serve again. These are one-year terms.

These are City Commission appointments.

The following motion would be appropriate:

that Commissioner _____ and Commissioner _____ be appointed each to a one-year term expiring November 10, 2014, on the Planning Commission, (seats previously held by Commissioner Bergman and Commissioner Easterday).

JJO/kjl

e copy Russell Soyring, City Planning Director

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CITY PLANNING COMMISSION

	<u>Initial Appt.Date</u>	<u>Termination</u>
Howe, Gary L. 926 Lincoln St., T.C. 49686 715-1017 (Res.) garylhowe@gmail.com	11/12/12	11/9/15 11/9/15
Bergman, Jody A. (City Commission rep.) 110 Boughey St., T.C. 49684 947-6464 jbergman@comstockconstruction.com <i>-Term Expired, No longer eligible to serve, Need CC Representation-</i>	11/13/06	11/11/13 11/10/14
Jaffe, Jennifer 1747 Wayne Street, T.C. 49684 392-3029 (Res.) jdjaffetc@gmail.com	01/07/08	11/11/13 11/14/16
McNally, Cecil 911 S. Union Street, T.C. 49684 933-6114 (Res.) 995-7710 (Bus) crmcnally@chartermi.net	11/8/10	11/11/13 11/14/16
Easterday, Jeanine 141 Rivers Edge Dr., # 400, T.C. 49684 947-0047 (Res.) jeasterday@ci.traverse-city.mi.us <i>-Term Expired, Seeking Reappointment-</i>	05/07/12	11/11/13 11/10/14
Serratelli, John (Vice-Chair) 237 Midtown Drive, T.C. 49684 929-3252 (Res.) 312-882-0060 (Cell) jfskbs@gmail.com	11/10/08	11/10/14
Twietmeyer, William (Administrative Official) 400 Boardman Ave., T.C. 49684 922-4430 (Office)	08/18/08 (eff. 9/2/08)	11/11/13 11/9/15
Warren, Janice 606 West 10 th St., T.C. 49684 946-5819 (Res.) 922-6240 (Bus.) jawarren@nwm.cog.mi.us	12/08/97	11/9/15
Werner, Tim 608 W. 7 th St, T.C. 49684 995-0241 (Res.) 313-6903 (Bus.) werner_tm@yahoo.com	11/10/11	11/10/14 11/10/14
Russell Soyring, City Planning Director – staff		

CITY PLANNING COMMISSION (continued)

The membership of a planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of the local unit of government to the extent practicable.

The Planning Commission shall consist of 9 members; members shall **hold no other municipal office** except that one of the members SHALL be a member of the Board of Zoning Appeals or a joint fire administrative board.

NINE MEMBERS:

Six persons appointed by the Mayor with approval of the City Commission (3-yr terms)

Three ex officio members (with full voting rights) as follows:

- One administrative official selected by the Mayor with approval of the City Commission. (Mayoral term). (2-yr term, expiring at Organizational Meeting)
- Two members of the City Commission selected by that Body (1 yr term).
- Appointments made at the City Commission Organizational Meeting.

Members shall **not be in default** to the City, shall be **adults**, and shall be **residents of the City of Traverse City**.

See: Policy on Appointments and Committees and City Attorney's Opinion dated November 23, 1977.

All terms **expire** and **all appointments shall be made at the organizational meeting in November**. See: TC Code §1220

Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired term by the means originally appointed.

Creation of the City Planning Commission required by City Charter Section 160; provided for by 1931 PA 285 as amended MSA 5.2991 et seq and TC Code §1220.

Purpose: To prepare and adopt master plan for the City; and to review development proposals, both private and public, regarding their consistency with City plans.

Meets the first Tuesday and third Wednesday of each month at 7:00 pm.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION ORGANIZATIONAL MEETING OF
NOVEMBER 11, 2013

DATE: NOVEMBER 8, 2013

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: APPOINTMENT TO CITY PLANNING COMMISSION –
ADMINISTRATIVE OFFICIAL

The City Planning Commission includes an administrative city official. Currently, City Treasurer/Finance Director William Twietmeyer serves in the capacity.

While this is a Mayoral appointment, with City Commission approval, I recommend that Mr. Twietmeyer be reappointed. This is a two-year term.

I recommend the following motion:

that the Mayor's appointment of _____ to a two-year term expiring November 9, 2015, on the City Planning Commission, (seat previously held by William Twietmeyer), be approved.

JJO/kjl

e copy Russell Soyring, City Planning Director

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Russell Soyring, City Planning Director – staff		

CITY PLANNING COMMISSION (continued)

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- Appointments made at the City Commission Organizational Meeting.

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Meets the first Tuesday and third Wednesday of each month at 7:00 pm.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION ORGANIZATIONAL MEETING OF
NOVEMBER 11, 2013

DATE: NOVEMBER 8, 2013

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: APPOINTMENTS TO CITY PLANNING COMMISSION –
AT-LARGE MEMBERS

Mayor-Elect Estes will make recommendation regarding four citizen at-large appointments to the City Planning Commission. The terms of Jennifer Jaffe and Cecil McNally are expiring; Mr. McNally is seeking reappointment. In addition, City Commission-Elects Howe and Werner are no longer eligible to serve in their at-large capacity.

These are Mayoral appointments, with City Commission approval.

I recommend the following motion:

that the Mayor's appointment of _____ and _____ each to two three-year terms, (seats previously held by Jennifer Jaffe and Cecil McNally), expiring on November 14, 2016, on the City Planning Commission and;

that the Mayor's appointment of _____ to one unexpired term, expiring on November 10, 2014, (seat previously held by Tim Werner) and;

that the Mayor's appointment of _____ to one unexpired term, expiring on November 9, 2015, (seat previously held by Gary Howe, be approved.

JJO/kjl

e copy: Russell Soyring, Planning Director
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Memorandum

The City of Traverse City

TO: Jered Ottenwess, City Manager

COPY:

FROM: Katie Lowran, Deputy City Clerk *Katie Lowran*

DATE: Wednesday, November 6, 2013

SUBJECT: CITY PLANNING COMMISSION APPOINTMENTS – AT LARGE MEMBERS

There are four upcoming terms expirations on the Planning Commission for At-Large members (seats previously held by Gary Howe, Jennifer Jaffe, Cecil McNally, and Tim Werner) with various term expirations which are outlined on the attached listing of committee members.

Commissioner-Elects Gary Howe (one unexpired term, expiring November 9, 2015) and Tim Werner (one unexpired term, expiring on November 10, 2014) are no longer eligible to serve in the At-Large capacity which leaves two unexpired term openings.

Incumbent Cecil McNally is seeking reappointment. Jennifer Jaffe is not seeking reappointment. These two positions will be for three-year terms expiring on November 14, 2016.

These are Mayoral appointments with City Commission approval.

The following have volunteered:

Cecil McNally (incumbent, seeking reappointment) Attended 16/20 Meetings in 2012

Bradley Matson

Martin Lomansey

Jody Bergman

As always, please let me know if you have any questions.

The City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@traversecitymi.gov



September 9, 2013

Ms. Jennifer Jaffe
1747 Wayne Street
Traverse City, MI 49684

Dear Ms. Jaffe:

Subject: Term Expiring – City Planning Commission

As you are aware, your appointment to the City Planning Commission expires on November 11, 2013. On behalf of the City Commission, I respectfully request that you sign below to indicate if you wish to be reappointed.

Please allow this to serve as my willingness and desire to be considered as a member on the City Planning Commission.

Signature

Date

It is with regret that I do not wish to be considered for another term on the City Planning Commission.



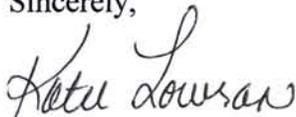
Signature

9/11/13

Date

We will forward your response to the appointing authority for its consideration. On behalf of the City of Traverse City, thank you for your dedicated service to this community; it is greatly appreciated! If I may ever be of assistance, please do not hesitate to contact me.

Sincerely,



Katie Lowran
Deputy City Clerk

copy: Russ Soyring, City Planning Director

RECEIVED

SEP 12 2013

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

The City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@traversecitymi.gov



September 9, 2013

RECEIVED

OCT 08 2013

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

Mr. Cecil McNally
911 S. Union St.
Traverse City, MI 49684

Dear Mr. McNally:

Subject: Term Expiring – City Planning Commission

As you are aware, your appointment to the City Planning Commission expires on November 11, 2013. On behalf of the City Commission, I respectfully request that you sign below to indicate if you wish to be reappointed.

Please allow this to serve as my willingness and desire to be considered as a member on the City Planning Commission.



Signature

10/07/2013
Date

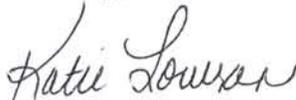
It is with regret that I do not wish to be considered for another term on the City Planning Commission.

Signature

Date

We will forward your response to the appointing authority for its consideration. On behalf of the City of Traverse City, thank you for your dedicated service to this community; it is greatly appreciated! If I may ever be of assistance, please do not hesitate to contact me.

Sincerely,



Katie Lowran
Deputy City Clerk

copy: Russ Soyring, City Planning Director

RECEIVED

JUL 19 2013



City of Traverse City
Application to Become Involved

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

Board(s)/Committee(s) on which you are interested in serving: City Planning

(Please limit to three boards/committees)

Name: Bradley Matson E-Mail Address: bcmatson@gmail.com

Address: 309 E 8th St. Traverse City MI 49684

Occupation: Web Developer (if retired, please provide your career)

Home telephone number: (231) 342 8389 Work telephone number: () same

We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

Are you a registered City voter? yes Do you reside within the city limits? yes
Do you own taxable property within the City? yes Are you a downtown district (DDA) resident? yes
Do you have Aownership interest@ in downtown district (DDA) property? yes Are you in default to the City? no
Are you an officer, member, principal, or employee of a legal entity owning property interest located in the downtown district (DDA)? yes
Are you a resident of a complex operated by the City? no Do you live within the Traverse City Light and Power service area? yes
Are you or are any of your immediate family members employees of any level of the legislative, judicial or executive branch of government? no
Are you or are any of your immediate family members a member of any other City board or Committee? no
If yes, which?

Please attach a brief letter sharing with us the following information:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Any other helpful information relevant to your application.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Signature

7/19/13
Date

Thank you for your application.... volunteers secure our community's beauty and promote its enhancement!
- Benjamin C. Marentette, City Clerk

Please return this application, with your letter, to: City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. Please feel free to contact our office at (231) 922-4480 with any questions.

K:\TCCLERK\FORMS\boardapplication.doc

Why are you applying for a city board or committee seat?

I'd love to see Traverse City become a sustainable example of livability, natural beauty, and forward thinking. This is the type of place I would want my children to grow up in and I think we each play a part in affecting the future of TC. In the short-term this means becoming an educated citizen on the many issues facing our community and also leading the community to discover forward thinking ideas that will benefit TC in the years to come.

How do you believe your appointment would benefit the city?

As a 29 year old raised in Traverse City, I believe that I would bring a unique perspective to the committee and help provide insight into the young professional perspective of the City. I believe that it is in TC's best interest to make the town attractive to young professionals and creative talent that may want to move to here.

Any other helpful information relevant to your application.

I grew up in Traverse City and attended Hope College in Holland, MI. In 2009, I met my wife, Kirsten, at the TCFF. Soon after, we moved to Tucson, AZ to work for a tech company. Upon returning to town in 2012, we founded CoWharf Coworking space on Front St. and have been involved in making Traverse City more livable for young professionals and creative talent with the newly founded ThinkTC group. My wife and I live in the "Red Wedge" on the corner of Midtown and 8th St, where we can be seen walking our two dogs Bailey and Scout.



City of Traverse City Application to Become Involved

Board(s)/Committee(s) on which you are interested in serving: PLANNING COMMISSION,
DOWNTOWN DEVELOPMENT AUTHORITY, LIBRARY BOARD
(Please limit to three boards/committees)

Name: MARTIN LOMASNEY E-Mail Address: MJLOMASNEY@VERIZON.NET

Address: 817 WEBSTER ST., TRAVERSE CITY MI 49686
(Street) (City) (State) (Zip)

Occupation: SALES MANAGEMENT (if retired, please provide your career)

Home telephone number: (231) 421-1702 Work telephone number: (301) 377-8386

We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

Are you a registered City voter? YES Do you reside within the city limits? YES
Do you own taxable property within the City? YES Are you a downtown district (DDA) resident? NO Do you have "ownership interest" in downtown district (DDA) property? NO
Are you in default to the City? NO Are you an officer, member, principal, or employee of a legal entity owning property interest located in the downtown district (DDA)? NO
Are you a resident of a complex operated by the City? NO Do you live within the Traverse City Light and Power service area? YES Are you or are any of your immediate family members employees of any level of the legislative, judicial or executive branch of government? NO
Are you or are any of your immediate family members a member of any other City board or Committee? NO If yes, which? -

Please attach a brief letter sharing with us the following information:

- Why are you applying for a city board or committcc scat?
- How do you believe your appointment would benefit the city?
- Any other helpful information relevant to your application.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Martin Lomasney
Signature

9/20/12
Date

Thank you for your application.... volunteers secure our community's beauty and promote its enhancement! - Benjamin C. Marentette, City Clerk

Please return this application, with your letter, to: City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. Please feel free to contact our office at (231) 922-4480 with any questions.

K:TCCLERK\FORMS\boardapplication.doc

MARTIN LOMASNEY

817 Webster Street
Traverse City, MI 49686

301.377.8386

<http://www.linkedin.com/pub/marty-lomasney>

mjlomasney@verizon.net

EMPLOYMENT OBJECTIVE

To obtain a sales management position in the Grand Traverse area that capitalizes on skills obtained throughout my career

Skills include:

- Presentation / Negotiation
- Strategic Planning
- Customer Relationships
- Program Execution
- Training / Development
- Project Leadership

EXPERIENCE

AMERICAN GREETINGS CORPORATION, Cleveland, OH
Manufacturer and distributor of greetings cards and gift wrap

1996 – Present

Regional Revision Coordinator, Dollar Channel Project, Northeastern United States 2011 - Present

Developed a national organization of 47 Installation Supervisors and crews for the purpose of executing over 7,000 department expansions and remodels in Dollar General and Dollar Tree locations. Coordinated efforts with internal departments, account teams, 23 District Managers and 300 Area Supervisors. This project is expected to net the company over \$20 million in additional annual sales.

- Created and procured all necessary training and job resources for the Installation Supervisors insuring their success in the field. Scheduled and conducted training sessions with 12 Installation Supervisors throughout the North Eastern United States.
- Coordinated logistics of 2800 product and fixture shipments to arrive in each location as scheduled to minimize idle manpower. Communicated on a weekly basis with Area Supervisors, Installation Supervisor, and District Managers the manpower requirements installation and the status of each project.
- Completed all follow up necessary to insure chain satisfaction with the installation including, procuring additional fixture pieces, providing ongoing training, and auditing completed installations.

District Sales Manager, Chesapeake District, Baltimore/ Washington Metropolitan Area 2009 – 2011

Managed 1 Field Manager, 11 Area Supervisors, and over 400 Part Time Merchandisers servicing over 2,000 accounts and generating over \$55 million in annual sales volume. Obtained all assigned sales and budgetary goals.

- Successfully trained district staff in company expectations of call obtainment, budget adherence, in-store execution, and administrative functions resulting in a 5% decrease in hourly labor while increasing service calls to the accounts by 10%.
- Reconciled relationship with assigned district chain by regularly calling on the buyer and following up on requests. Brought all locations up to standard and sold sales promotion program. Implemented test program that is expected to increase profits by 10%.
- Led the district team in the adoption of an e-based field management tool which increased the communication speed and provided timely service metrics and reports, resulting in reduced administrative time and more efficient training sessions with the merchandising staff.
- Reorganized the district through account alignment, service assignments and targeted personnel changes to gain efficiencies. Through this process annual supervision expense was reduced by \$400,000.

Regional Development Director, Northern Region, Cleveland, OH 2005 – 2009

Assisted the Regional Vice President in directing the Northern Region consisting of 13,000 accounts, 12 District Sales Managers, 2 Sales Trainers and \$500 million in annual sales. Led team in execution of all corporate initiatives and projects while controlling regional costs.

- Led a project team that restructured the company's installation and revision team nationwide. The project added a job class that increased the field's ability to react to demanding and unpredictable revision workload.
- Planned and coordinated every detail of district, regional, and national sales meetings from logistics, agenda, and materials. My high level of detail resulted in successful meetings where the participants understood the content and left with a clear understanding of expectations.
- Collaborated with several national account teams including Wal*Mart, Toys R Us, and Dollar General to refine programs and improve implementation at the field level.
- Effectively managed and rolled out multiple team realignments to create operationally efficient districts and territories while reducing overall regional cost 10% each year.

District Sales Manager, Detroit/ Southeast Michigan 2001 - 2005

Managed \$40M Detroit Sales District

- Hired and trained Area Supervisors to successfully manage 9 sales territories of +\$3M with supervision of up to 40 part-time merchandisers.
- Developed and executed sales programs to increase profitable sales volume while maintain corporate and chain operational standards.
- Established strong Account Manager relationships and aligned corporate sales strategies with the retailer (CVS, Rite Aid and Meijer).

Sales Trainer & Recruiter, World Headquarters, Cleveland, OH 2000

Met sales force hiring and training needs. Worked with District Sales Managers in screening, interviewing and selecting qualified sales candidates. Delivered structured sales training programs in classroom as well as one-on-one field training.

Field Manager, Cleveland Sales District 1999

Assisted the District Sales Manager in running the sales district consisting of 10 Area Supervisors and generating \$40 million in annual sales.

- Created and presented product programs to increase sales and profitability of all assigned district chains.
- Developed operational standards that improved in-store execution in the high profile district around the corporate offices. Coached the team of Area Supervisors to accept and embrace these standards and the objectives they were designed to accomplish.

Area Supervisor, Lansing, MI 1996 -1999

Managed \$3.5M territory of 55 accounts and team of 25 – 30 part-time merchandisers.

- Consistently achieved territory sales forecast and merchandiser service budgets.

EDUCATION

BAA, Walsh College, Troy, Michigan

PROFESSIONAL DEVELOPMENT

MBA coursework, Ashland University, Ashland, Ohio

Front Line Leadership, American Greetings

Ms. Katie Lowran

September 20, 2012

Deputy City Clerk

City of Traverse City

200 Boardman Avenue

Traverse City, MI 49684

Ms. Lowran,

Enclosed find my Application to Become Involved along with my resume in response to your posting. Please review these documents and contact me should you require additional information or to schedule a meeting.

While I have only recently moved into Traverse City, my wife grew up here and graduated from "The Senior High". Through her and my in-laws, I have an appreciation for the Traverse City Area and what makes it special. My desire for a board/ committee seat stems from a commitment to preserve our atmosphere while positioning us for the future.

I have held several sales and sales management positions throughout my career. These positions have required working with diverse groups, consensus formulation, negotiation, leadership, and budget control. All of these skills would be beneficial to the city, its residents, and the business community. I have attached my professional resume as a reference.

Thank you for your time and consideration,

Marty Lomasney

RECEIVED

SEP 20 2012

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE



City of Traverse City Application to Become Involved

Board(s)/Committee(s) on which you are interested in serving: Planning Commission

(Please limit to three boards/committees)

Name: Jody Bergman E-Mail Address: jbergman@comstockconstruction.com

Address: 110 Boughey Street Traverse City Michigan 49684
(Street) (City) (State) (Zip)

Occupation: Estimator/Project Manager Construction (if retired, please provide your career)

Home telephone number: (231) 947-6464 Work telephone number: (231) 946-4911

We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

Are you a registered City voter? yes Do you reside within the city limits? yes
Do you own taxable property within the City? yes Are you a downtown district (DDA) resident? no
Do you have Aownership interest@ in downtown district (DDA) property? no Are you in default to the City? no
Are you an officer, member, principal, or employee of a legal entity owning property interest located in the downtown district (DDA)? no
Are you a resident of a complex operated by the City? no Do you live within the Traverse City Light and Power service area? yes
Are you or are any of your immediate family members employees of any level of the legislative, judicial or executive branch of government? no
Are you or are any of your immediate family members a member of any other City board or Committee?

not as of 11-11-2013 If yes, which? _____

Please attach a brief letter sharing with us the following information:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Any other helpful information relevant to your application.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Jody A. Bergman
Signature

November 7, 2013
Date

Thank you for your application.... volunteers secure our community's beauty and promote its enhancement!
- Benjamin C. Marentette, City Clerk

Please return this application, with your letter, to: City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. Please feel free to contact our office at (231) 922-4480 with any questions.

K:\TCCLERK\Forms\boardapplication.doc

CITY PLANNING COMMISSION

	<u>Initial Appt.Date</u>	<u>Termination</u>
Howe, Gary L. 926 Lincoln St., T.C. 49686 715-1017 (Res.) garylhowe@gmail.com <i>-11/5/13 Elected to City Commission, No longer eligible to serve as City Representative-</i>	11/12/12	11/9/15 11/9/15
Bergman, Jody A. (City Commission rep.) 110 Boughey St., T.C. 49684 947-6464 jbergman@comstockconstruction.com	11/13/06	11/11/13 11/10/14
Jaffe, Jennifer 1747 Wayne Street, T.C. 49684 392-3029 (Res.) jdjaffetc@gmail.com <i>-Term Expiring, Not Seeking Reappointment-</i>	01/07/08	11/11/13 11/14/16
McNally, Cecil 911 S. Union Street, T.C. 49684 933-6114 (Res.) 995-7710 (Bus) crmcnally@chartermi.net <i>-Term Expiring, Seeking Reappointment-</i>	11/8/10	11/11/13 11/14/16
Easterday, Jeanine 141 Rivers Edge Dr., # 400, T.C. 49684 947-0047 (Res.) jeasterday@ci.traverse-city.mi.us	05/07/12	11/11/13 11/10/14
Serratelli, John (Vice-Chair) 237 Midtown Drive, T.C. 49684 929-3252 (Res.) 312-882-0060 (Cell) jfskbs@gmail.com	11/10/08	11/10/14
Twietmeyer, William (Administrative Official) 400 Boardman Ave., T.C. 49684 922-4430 (Office)	08/18/08 (eff. 9/2/08)	11/11/13 11/9/15
Warren, Janice 606 West 10 th St., T.C. 49684 946-5819 (Res.) 922-6240 (Bus.) jawarren@nwm.cog.mi.us	12/08/97	11/9/15
Werner, Tim 608 W. 7 th St, T.C. 49684 995-0241 (Res.) 313-6903 (Bus.) werner_tm@yahoo.com <i>-11/5/13 Elected to City Commission, No longer eligible to serve as City Representative-</i>	11/10/11	11/10/14 11/10/14

Russell Soyring, City Planning Director – staff

CITY PLANNING COMMISSION (continued)

The membership of a planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of the local unit of government to the extent practicable.

The Planning Commission shall consist of 9 members; members shall **hold no other municipal office** except that one of the members SHALL be a member of the Board of Zoning Appeals or a joint fire administrative board.

NINE MEMBERS:

Six City Representatives appointed by the Mayor with approval of the City Commission (3-yr terms)

Three ex officio members (with full voting rights) as follows:

- One administrative official selected by the Mayor with approval of the City Commission. (Mayoral term). (2-yr term, expiring at Organizational Meeting)
- Two members of the City Commission selected by that Body (1 yr term).
- Appointments made at the City Commission Organizational Meeting.

Members shall **not be in default** to the City, shall be **adults**, and shall be **residents of the City of Traverse City**.

See: Policy on Appointments and Committees and City Attorney's Opinion dated November 23, 1977.

All terms **expire** and **all appointments shall be made at the organizational meeting in November**. See: TC Code §1220

Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired term by the means originally appointed.

Creation of the City Planning Commission required by City Charter Section 160; provided for by 1931 PA 285 as amended MSA 5.2991 et seq and TC Code §1220.

Purpose: To prepare and adopt master plan for the City; and to review development proposals, both private and public, regarding their consistency with City plans.

Meets the first Tuesday and third Wednesday of each month at 7:00 pm.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION ORGANIZATIONAL MEETING OF
NOVEMBER 11, 2013

DATE: NOVEMBER 8, 2013

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: APPOINTMENT TO GRAND TRAVERSE COUNTY
TOWNSHIP ASSOCIATION – CITY COMMISSION
REPRESENTATIVE

The City Commission needs to appoint a representative to the Grand Traverse County Township Association. Commissioner Budros currently serves and would be willing to serve again if no other Commissioner desires to serve. This is a two-year term.

This appointment is made by the Mayor, with the approval of the City Commission.

The following motion would be appropriate:

that the Mayor's appointment of Commissioner _____ to a two-year term expiring November 9, 2015, (seat previously held by Commissioner Budros), on the Grand Traverse County Township Association, be approved.

JJO/kjl

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GRAND TRAVERSE COUNTY TOWNSHIP ASSOCIATION

	<u>Initial Appt. Date</u>	<u>Termination</u>
Budros, Barbara D. 718 Bloomfield Road Traverse City, MI 49686 929-3438 bbudros@charter.net	11/12/07	11/11/13 11/09/15
<i>-Term Expired, Seeking Reappointment-</i>		

City Commission representative for this County board. Two-year term runs concurrent with the odd-year Organizational Meeting. Appointments are not confirmed by the Grand Traverse County Board of Commissioners.

The primary purpose of this association is for representatives of local governments in Grand Traverse County to discuss common situations and collaborate/network on solutions. This association meets at the Elks Club at Noon once per month, with each meeting lasting 60-75 minutes. (Meetings are not held July through September).

This appointment is made by the Mayor (of course, the Mayor could serve), with the approval of the City Commission.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION ORGANIZATIONAL MEETING OF
NOVEMBER 11, 2013

DATE: NOVEMBER 8, 2013

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: APPOINTMENT TO GRAND TRAVERSE COUNTY
DEPARTMENT OF PUBLIC WORKS BOARD – CITY
COMMISSION REPRESENTATIVE

The City Commission needs to appoint a representative to the Grand Traverse County Department of Public Works Board. Out-going Commissioner Gillman served in this position; therefore, a new appointment is necessary. This is for one unexpired term expiring December 31, 2014.

This is a Mayoral appointment with City Commission approval, and is subject to approval by the Grand Traverse County Board of Commissioners. The Grand Traverse County Board meeting is scheduled for November 27, 2013. Following County Board approval, the newly appointed representative will then be eligible to be seated at the December 12, 2013, Board of Public Works meeting.

The following motion would be appropriate:

that the Mayor's appointment of Commissioner _____ to one unexpired three-year term, expiring December 31, 2014, (seat previously held by Commissioner Gillman) on the Grand Traverse County Department of Public Works Board, be approved.

JJO/kjl

e-copy

Michael Slater, Grand Traverse County Department of Public Works
Director

Christine Cramer, Grand Traverse County Board Administrative
Secretary

COUNTY DEPARTMENT OF PUBLIC WORKS BOARD

Gillman, Michael J.

995 Pine Ridge Drive, T.C. 49686

941-1277 (Res.) mgillman@conklinbenham.com

Expires: ~~12/31/14~~

12/31/14

-Term Expired, Need City Commission Representation-

Three-year term: 9 members (includes county commissioner, city commissioner, and drain commissioner). The Board of Public Works consists of a nine person board which administers the policies of the sewer and water ordinances for Acme, East Bay, Garfield and Elmwood Townships; also oversees the solid waste program

The BPW normally meets the last Monday of each month, 9-11 a.m.

Appointments are made by the Mayor, approved by the City Commission, and confirmed by the Grand Traverse County Board of Commissioners.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION ORGANIZATIONAL MEETING OF
NOVEMBER 11, 2013

DATE: NOVEMBER 8, 2013

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: APPOINTMENT(S) TO TRAVERSE CITY LIGHT AND
POWER BOARD – CITY COMMISSION
REPRESENTATIVES

The City Commission needs to appoint at least one, and up to two Commission representatives to the Traverse City Light and Power Board. The City Charter provides that no less than one and no more than two of these members shall be Commissioners.

Historically, the City Commission has had two Commissioners serve. If both seats are filled by Commission representatives, these are two-year terms. If one seat is filled by a Commission representative, and one seat is filled by an at-large citizen the Commission seat is a two-year term and the at-large citizen seat becomes a five-year term.

Commissioner Carruthers and Commissioner Budros currently serve and are willing to serve again.

These are City Commission appointments.

The following motion would be appropriate:

that Commissioner _____ and Commissioner _____ be appointed each to a two-year term expiring November 9, 2015, (seats previously held by Commissioner Carruthers and Commissioner Budros) on the Traverse City Light and Power Board.

(An alternate motion is on the following page)

Traverse City Light and Power Board – appointments continued

The following alternative motion is recommended in the event only one commissioner is being appointed and the Commission wants to appoint an at-large resident to the other seat.

that Commissioner _____ be appointed to a two-year term expiring November 9, 2015, on the Traverse City Light and Power Board; and that an ad hoc interview committee be appointed to make a recommendation regarding appointment to one five-year term expiring April 2, 2018, on the Traverse City Light and Power Board and that Commissioners _____, _____ and _____ be appointed to such committee with Commissioner _____ to serve as chair.

JJO/kjl

e copy

Tim Arends, Traverse City Light & Power Executive Director

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LIGHT & POWER BOARD

	Initial Appt. Date	Termination
Palisin, Jeff 975 Pine Ridge Drive, Traverse City, MI 49686 929-6666 (Res.) 499-7655 (Bus.) jeffpc@normicind.com	03/18/13 (eff. 4/2/13)	04/02/18
Taylor, John (City resident elector) 617 Washington Street, Traverse City, MI 49686 922-1187 (Res.) 617-532-0944 (Bus) 617-899-1769 (Cell) john.a.taylor@gmail.com	05/3/10	04/06/15
Spence, Bob (City resident elector) 307 W. 11 th St, T.C. 49684 645-4222 (Cell) 947-7824 (Bus)	05/07/12	04/03/17
Geht, Jan (City resident elector) 715 Quail Ridge Dr, T.C. 49686 202-255-1516 (Res.) 941-8048 (Bus.) geht@traverselaw.com	6/17/13	04/07/14
McGuire, Patrick (City resident elector) 308 N Elmwood Ave, T.C. 49684 883-2087 (Cell) 995-7896 (Bus) paddymcguire@me.com	11/10/11	04/04/16
Commissioner Jim Carruthers (ex officio/full voting authority) 218 W. 11 th St., T.C. 49684 922-7768 (Res.) jccaruthers@gmail.com <i>-Term Expiring, Seeking Reappointment-</i>	11/10/08	11/11/13 11/09/15
Budros, Barbara D. 718 Bloomfield Road, T.C. 49686 929-3438 (Res.) bbudros2@ci.traverse-city.mi.us <i>-Term Expiring, Seeking Reappointment-</i>	11/10/11	11/11/13 11/09/15

City Manager, (Ex-officio/no voting authority)

Executive Director and Secretary (Tim Arends – Interim Executive Director) - staff

Non-Commissioner Board members shall be appointed to serve terms of five (5) years from the first Monday of April. The Commission Board members shall be appointed for a two-year term bi-annually at the City Commission organizational meeting.

This Board consists of 7 members nominated and appointed by the City Commission. Unexpired term vacancies shall be filled by the Mayor with approval of the City Commission. Not less than one and no more than two of these members shall be City Commissioners selected by the City Commission and shall be ex-officio members with full voting authority.

LIGHT AND POWER BOARD (continued)

Members must be resident elector of City, except that one member may be non-resident if he resides within current actual service area of the Department (current actual service area is defined as an address that could receive service from TCL&P; it is not required that the address is currently receiving service from TCL&P).

Non-Commission Board Members cannot hold any other City office nor can they be an employee of the City.

The City Manager or the City Manager's designee shall be an ex-officio member without voting authority and shall not be counted for purposes of establishing a quorum.

Purpose: "shall have exclusive jurisdiction, control and management of the Light and Power Department and all its operations and facilities, except as herein provided. Unless specifically allocated to the City Commission or to a City official, the Board shall have all the powers and duties possessed by the City to construct, acquire, expand and operate the Light and Power system, etc., etc.," (See Charter provisions).

Creation of the Light & Power Board required by City Charter.

Meets 2nd and 4th Tuesday of each month at 5:15



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION ORGANIZATIONAL MEETING OF
NOVEMBER 11, 2013

DATE: NOVEMBER 8, 2013

FROM: ³⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: APPOINTMENT TO GRAND TRAVERSE COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (BRA)
BOARD OF DIRECTORS– CITY COMMISSION
REPRESENTATIVE

The City Commission needs to appoint a representative to the Grand Traverse County Brownfield Redevelopment Authority (BRA) Board of Directors. Outgoing Commissioner Gillman served in this position; therefore, a new appointment is necessary. This is a three-year term.

This is a City Commission appointment, subject to approval by the Grand Traverse County Board of Commissioners.

The following is a sample motion:

that Commissioner _____ be appointed to a three-year term, expiring December 31, 2016, (seat previously held by Commissioner Gillman) on the Grand Traverse County Brownfield Redevelopment Authority Board of Directors.

JJO/kjl

e-copy

Christine Cramer, Grand Traverse County Board Administrative
Secretary

Jean Derenzy, Grand Traverse County Planning and Development
Deputy Director

**GRAND TRAVERSE COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
BOARD OF DIRECTORS**

	<u>Appt. Date</u>	<u>Termination</u>
Gillman, Michael J. 995 Pine Ridge Drive, T.C. 49686 941-1277 (Res.) mgillman@conklinbenham.com <i>-Term Expired, Need City Commission Representation-</i>	11/11/11 (Eff. 11/31/11)	12/31/14 12/31/14

Crane, Mark – City at-large representative 721 South Union St., T.C. 49684 947-9039 (Res) 499-9033 (Cell) cranemarkus@yahoo.com	02/19/13	12/31/15
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Joseph, Scott – City At-Large representative 1422 Wayne Street Traverse City, MI 49684 933-4767 (Res) 922-5653 (Bus) smjoseph@charter.net	02/06/12	12/31/14
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The Grand Traverse County Brownfield Redevelopment Authority Board prepares Brownfield plans for concurrence by local governing bodies and approval by the County Board; and oversees administration of brownfield plans and activities.

This is a City Commission appointment, subject to approval by the Grand Traverse County Board of Commissioners. This is a 3-year term.

The composition of this nine-member board is as follows:

- County Treasurer (1)
- County Commissioner (1)
- County Administrator or designee (1)
- City Commissioner representative (1)
- Township Representative (does not have to be elected) (1)
- City citizens at-large (2) – to be appointed by the City Commission, with confirmation by the Grand Traverse County Board
- County citizens at-large (2)

This board typically meets the fourth Wednesday of each month at 8:00 a.m.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION ORGANIZATIONAL MEETING OF
NOVEMBER 11, 2013

DATE: NOVEMBER 8, 2013

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: APPOINTMENTS TO NEXT MICHIGAN CORPORATION
BOARD – CITY COMMISSION REPRESENTATIVE/CITY
COMMISSION ALTERNATE

The City Commission needs to appoint one Commission member as a regular member to the Next Michigan Corporation Board and one Commission member to serve as alternate member. These are one-year terms.

Mayor Estes and Commissioner Easterday currently serve and would be willing to serve again.

These are City Commission appointments.

The following motion would be appropriate:

that Mayor/Commissioner _____ be appointed as a Regular Member and Commissioner _____ be appointed as an Alternate Member, each to a one-year term expiring November 10, 2014, (seats previously held by Mayor Estes and Commissioner Easterday, respectively) on the Next Michigan Corporation Board.

JJO/kjl

e-copy Jean Derenzy, Grand Traverse County Planning and Development
Deputy Director

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NEXT MICHIGAN CORPORATION BOARD
 NEXT Michigan Inter-local Agreement
 (Approved by City Commission on October 3, 2011)

	<u>Initial Appt. Date</u>	<u>Termination</u>
Michael Estes (Regular) Traverse City Commissioner 1023 Nakoma Dr. T.C. 49686 929-0827 (Res) mestes@traversecitymi.gov <i>-Term Expired, Seeking Reappointment-</i>	08/19/13	11/11/13 11/10/14
Jeanine Easterday (Alternate) Traverse City Commissioner 141 Rivers Edge Dr., # 400, T.C. 49684 947-0047 (Res.) jeasterday@ci.traverse-city.mi.us <i>-Term Expired, Seeking Reappointment-</i>	04/02/12	11/11/13 11/10/14
Chuck Korn (Regular) Garfield Township Supervisor 3848 Veterans Drive, T.C. 49684 941-1620 (Bus.) ckorn@garfield-twp.com	03/27/12	12/31/13
Glen K. Lile (Regular) East Bay Township Supervisor 1965 N. Three Mile Rd, T.C. 49696 947-8719 (Bus) glile@eastbaytwp.org	04/09/12	12/31/13
Tracy Bartlett (Alternate) Treasurer at East Bay Charter Township 1965 North Three Mile Road 947-8647 (Bus) tbartlett@eastbaytwp.org	04/09/12	12/31/13
Pat Pahl (Regular) Blair Township Supervisor 2121 County Road 633, Grawn, 49637 276-9263 ext. 3 (Bus) supervisor@blairtownship.org	04/24/12	12/31/13
Herb Lemcool (Regular) Grand Traverse County Commissioner 907 Meadow Drive 943-9040 (Res.) hlemcool@grandtraverse.org	04/02/12	12/31/13

City appointments are for not more than 4 years and will expire at the Organizational Meeting of the City Commission in November.

This Board consists of 5 regular voting members and up to 5 alternate members.

- 1 regular and 1 alternate member by the City of Traverse City
- 1 regular and 1 alternate member by Grand Traverse County
- 1 regular and 1 alternate member by the Charter Township of Garfield
- 1 regular and 1 alternate member by East Bay Charter Township
- 1 regular and 1 alternate member by Blair Township

City appointments are subject to City Commission approval.

Purpose: The purpose of the Corporation shall be to take advantage of the provisions of State Law, now or hereafter enacted, enabling creation and implementation of economic development activities generally, and of Next Michigan Development Corporations in particular, as may be hereafter recognized by statute. Shared powers shall include the coordination of complementary local programs and functions of the Parties.