



**Traverse City United States Coast Guard Committee**  
**\*Special Meeting\***

**3:00 PM**

**Thursday, January 8, 2015**

**Located in: The Second Floor Committee Room**

**Governmental Center**

**Traverse City, MI 49684**

**Posted: Monday, January 05, 2015**

If you are planning to attend the meeting and you have a disability requiring any special assistance at the meeting, please notify the City Clerk, immediately.

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. Penny Hill, Assistant 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.

**AGENDA**

1. ROLL CALL
2. Announcements
3. Consideration of approving minutes from the Regular Meeting of December 4, 2014.
4. Consideration of recommending to the City Commission an Airport Access Road name change.
5. Discussion with the Traverse Area Chamber of Commerce regarding assistance in fundraising.
6. Review of Coast Guard Monument Fundraising Package.
7. Public Comment
8. Adjournment

**CITY OF TRAVERSE CITY**  
**Minutes**  
**United States Coast Guard Committee**  
**December 4, 2014**

A Regular Meeting for the United States Coast Guard Committee was called to order in the Second Floor Conference Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:00 p.m.

The following were present, not constituting a quorum: Stan Simons, Dave Barr, Polly Cairns, Shad Saldo, Rob Richardson, and Dan Baker.

Also present was Kate Stroven.

The following were absent: Jered Ottenwess and Steve Perdue.

Stan Simons chaired.

Various announcements were given.

1. First item being "consideration of approving the minutes from the Regular Meetings of November 6, 2014"

It was moved by Barr and seconded by Cairns that the minutes from the Regular Meeting of November 6, 2014 be approved.

AIF/MC (Ottenwess and Perdue absent)

2. General introductions of new committee members were made.
3. Next item being "consideration of a request from Norman Fred to use the City's Coast Guard City logo."

No action was taken on this item.

4. Next item being "discussion regarding the direction of the next meeting."

Mr. Simons discussed with the committee options regarding fundraising for the monument project as well as next steps in the process for approval.

5. Next item being "Public comment."

None.

6. Adjournment.

There being no objection, Chair Stan Simons declared the meeting adjourned at 3:40 p.m.



Katelyn Stroven  
Recording Secretary

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The City of Traverse City

## Communication to the Coast Guard Committee

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FOR THE COAST GUARD COMMITTEE MEETING OF JANUARY 8, 2015

DATE: JANUARY 5, 2015

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: RENAMING OF AIRPORT ACCESS ROAD

Commander Cross has contacted me in regards to the potential renaming of Airport Access Road to commemorate the late John “Jack” Coppens, a Coast Guard Hero. As many of you know, this road was the only means of gaining access to Cherry Capital Airport until a new terminal was opened, moving the entrance of the airport to South Airport Road.

I have outlined below the steps that need to be completed in order to rename Airport Access Road.

A formal written request should be submitted to the City Clerk’s Office. I think it would be appropriate for this request to originate from the Coast Guard Committee Chairman. The City Clerk’s Office will work with the various City departments to determine whether or not this renaming is reasonable. If all departments support this renaming, all adjacent property owners on the street will be notified of the change and a formal request in resolution form will be sent to the City Commission for adoption. If adopted, the City will change the road name.

If the Coast Guard Committee would like to pursue the renaming of Airport Access Road, a new road name will need to be determined and a written request will need to be submitted to the City Clerk’s Office.

JJO/kes



*Coast Guard City Monument Donation  
Package Proposal*



## *Message from the Chairman*

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Dear Prospective Donor and Partner,

Hello and welcome to the City of Traverse City, a Coast Guard City! First, I would like to thank you personally for allowing us the opportunity to present you with our donation package proposal. The United States Coast Guard and Air Station Traverse City has been in our region since 1946 when it was first commissioned as a one-plane detachment to provide search and rescue to the Great Lakes. Over the years, Air Station Traverse City has evolved and expanded to house 29 officers, 112 listed personnel, and five MH-65 “Dolphin” Short Range Recovery Helicopters.

In 2010, the United States Congress designated the City of Traverse City as a Coast Guard City for its efforts in supporting the United States Coast Guard and the men and woman of Air Station Traverse City. Shortly after this honorable designation, the elected City Commission established and appointed the Traverse City Coast Guard City Committee to further support efforts and build a stronger relationship with men and woman of Air Station Traverse City. It is important to the members of this Committee that the community fully embraces the significance of Air Station Traverse City and what it ensures for the City of Traverse City and the Northern Michigan Region.

I am confident our dedicated committee, backed with the support of the City of Traverse City, will continue to support the United States Coast Guard, Air Station Traverse City and the men and woman serving our local base.

If you have any questions regarding your support or potential donation, please do not hesitate to contact me, or one of the other Traverse City Coast Guard Committee members whose contact information can be found within this package.

In finishing, I would like to extend my sincere thank you for taking the time to read our donation package proposal. We believe our donation package proposal will provide an exciting opportunity for the community to support Air Station Traverse City and the men and woman who serve our region.

Stan Simons  
Chairman

## *Introduction*

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The goals of the Traverse City Coast Guard City Committee are to educate our community on the value of the Coast Guard presence; create opportunities to acknowledge the professional work of the U.S. Coast Guard men and woman assigned to Air Station Traverse City; and establish and organize referrals for Coast Guard personnel and their families for services not provided by the Coast Guard. We have continuously worked towards these goals by establishing and trademarking an official Coast Guard City Logo, facilitating the placement of Coast Guard City signs at key city-limit entrances, participating in Downtown Traverse City Friday Night Live events, and walking in the Cherry Festival Royale Parade holding an official Coast Guard City banner. Further, with efforts of Air Station Traverse City and the Cherry Capital Airport, the placement of a custom Coast Guard City rotorhead and welcome sign were completed in two prominent locations of the airport.



### *Next Steps towards Meeting Our Goals*

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As a Committee, we believe it is imperative to take our efforts to the next level, by installing a monument to honor Air Station Traverse City. This monument would not only signify the community wide support of our local Coast Guard, but would honor those men and woman who have served and currently serve our Traverse City community. *See conceptual designs below*



While Traverse City has an abundance of green-space, the Committee believes this monument should be placed at a prominent location in Mini Park, near the corner of Front Street and Franklin Street. *See map below*



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There is more to this project than installing a Coast Guard Monument. While our top priority is to honor the Coast Guard, the Committee is also dedicated to improving the Traverse City community. *See conceptual designs to improve Mini Park in its entirety below*



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### *What does your Donation mean?*

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The United States Coast Guard, Air Station Traverse City, and the men and woman serving it, play an integral role in your safety. The Guardians of the Great Lakes, these individuals are ready and available to step forward when needed, saving the lives of countless people. By supporting our Committee, the Traverse City Coast Guard City Committee, you are doing your part to honor these brave men and woman who have prepared to step forward when tragedy strikes.

Your donation is important in our journey to honor Air Station Traverse City and the men and woman who serve it!

### *Donation Opportunities*

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All donations are tax deductible.

Gold Donor.....Over \$5,000

- Recognition Plaque/Brick placed in conjunction with the Coast Guard Monument
- Recognition in the local newspaper
- Receive an official Coast Guard City flag
- Receive an official Coast Guard City window decal

Silver Donor.....\$1,000-4,000

- Recognition in the local newspaper
- Receive an official Coast Guard City flag
- Receive an official Coast Guard City window decal

Bronze Donor.....Over \$500

- Receive an official Coast Guard City flag
- Receive an official Coast Guard City window decal

All other Donors will receive an official Coast Guard City window decal.

## *Committee Members*

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Steve Perdue, Vice Chairman  
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