



Coast Guard City Committee



3:00 PM

Thursday, August 4, 2016

Located in: The Second Floor Conference Room

Governmental Center

Traverse City, MI 49684

Posted: July 29, 2016

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.

Traverse City Coast Guard City Committee:

c/o Katie Zeits, CMC, Deputy City Clerk

(231) 922-4480

Email: tcclerk@traversecitymi.gov

Web: www.traversecitymi.gov

400 Boardman Avenue

Traverse City, MI 49684

AGENDA

ROLL CALL

1. Announcements
2. Consideration of approving the minutes from the July 7, 2016, regular meeting.
3. Consideration of approving an amendment to the Committee Bylaws.
4. Discussion regarding grant opportunities.
5. Updates.
 1. Paratus 14.50
 2. Monument Project
 3. Friday Night Live

Office of the City Clerk, 400 Boardman Avenue, Traverse City, MI 49684, (231) 922-4480

6. Public Comment

7. Adjournment

CITY OF TRAVERSE CITY

Minutes

Coast Guard City Committee

July 7, 2016

A Regular Meeting for the Coast Guard City Committee was called to order in the Second Floor Conference Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:05 p.m.

The following were present, constituting a quorum: Stan Simons, Steve Perdue, Greg Matyas, Dan Baker, Marty Colburn, and Polly Cairns.

Also present was Katelyn Zeits, Katy McBenge, and Mark Robowski.

The following was absent: Tom Allard and Dave Barr.

Stan Simons chaired.

Various Announcements were given.

1. First item being "Consideration of approving minutes from the May 5, 2016 regular meeting."

It was moved by Baker, seconded by Cairns to approve the minutes from the May 5, 2016 regular meeting.

AIF/MC (Allard and Barr absent)

2. Next item being "Consideration of selecting a Chairperson and Vice Chairperson."

It was moved by Baker, seconded by Cairns, to reappoint Stan Simons and Steve Perdue and Chairperson and Vice Chairperson, respectively, until July 6, 2017.

AIF/MC (Allard and Barr absent)

3. Next item being "Discussion regarding potential grants."

By consensus, Mr. Colburn will follow up with Traverse City Light and Power, Mr. Perdue will follow up with the Grand Traverse Community Foundation, and Mr. Matyas will follow up with Rotary regarding possible grant opportunities.

4. Next item being "Discussion regarding Committee's involvement in a Coast Guard Centennial Celebration."

Discussion took place. By consensus, Mr. Matyas will bring opportunities to the Committee as they arise.

5. Next item being, "Updates."
 1. Street Banners – Ms. Zeits informed the Committee that the printing of these are in the final stages.
 2. Monument Project – Mr. Simons will continue to work with the Arts Commission on a refined design.
 3. Paratus 14.50 – The move is still in progress.
 4. Friday Night Live – The Committee will participate in the August 12th Friday Night Live – all members are welcome to attend.
6. Next item being "Public Comment."

None.
7. Adjournment.

There being no objection, Chair Stan Simons declared the meeting adjourned at 3:44 p.m.

Katelyn Zeits
Recording Secretary

**TRAVERSE CITY
UNITED STATES COAST GUARD CITY COMMITTEE
BYLAWS**

ARTICLE 1

General

Section 1.01. Name and Address. The name of the body is the “Traverse City ~~United States~~ Coast Guard City Committee” and its principal office is: c/o City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684. (231)922-4480.

Section 1.02.Purpose. Traverse City ~~United States~~ Coast Guard City Committee (hereinafter referred to as the “the Coast Guard City Committee”) was established under the Traverse City Ordinance Chapter 279 Section 279.01 et al. The Ordinance states the purpose of the ~~United States~~ Coast Guard City Committee is to serve in an advisory capacity to the City Commission to make recommendations on matters relating to the operation, development and planning of the United States Coast Guard services, facilities and programs within the City of Traverse City.

Section 1.03.Duties. The powers and duties of the Coast Guard City Committee are as stated in Ordinance Chapter 279 Section 279.01 et al.

ARTICLE 2

Board

Section 2.01.Members. The Board of Directors (hereinafter referred to as the “Board”) consists of eight (8) members, ~~seven (7) with voting authority~~, as provided in Ordinance Chapter 279 Section 279.01 et al.

Section 2.02.Quorum. ~~Five (5)~~ Four (4) voting members shall constitute a quorum. No action shall be taken unless ~~a quorum or more is present.~~ ~~upon concurring vote of five (5) members.~~

ARTICLE 3

Officers

Section 3.01.Election. The Board shall elect a Chairperson and Vice Chairperson annually by a majority vote at the first meeting held in the calendar year.

Section 3.02.Presiding Officer. The Chairperson shall preside at all meetings and in the absence of the Chairperson, the Vice Chairperson shall preside, and if both the Chairperson and the Vice Chairperson are absent, the City Manager shall call the Board to order and shall preside. The presiding officer may express an opinion on any subject under debate without substitution of another presiding officer.

Section 3.03. Recording Secretary. The Board may appoint a Recording Secretary to maintain minutes and records, prepare agendas and communications, publish notices, handle citizen and customer inquiries and provide such other services as the Board may prescribe. **The City Staff person assigned to this board may serve as the Recording Secretary.** The Recording Secretary shall record the minutes of the meetings of the Board. The Recording Secretary shall be custodian of the Coast Guard **City** Committee records and keep an accurate list of the name, post office address, and terms of office of each member. The Recording Secretary shall perform all duties incident to the office and such other duties as from time to time may be assigned by the Board.

Section 3.04. Vacancies. A vacancy of the Chairperson or Vice Chairperson may be filled at any meeting of the unexpired portion of the term of that office.

ARTICLE 4 Meetings

Section 4.01. Regular. Regular meetings shall be held a minimum of once every month at 3:00pm at the City of Traverse City, Governmental Center, 400 Boardman Avenue, or at such other location as designated by the Board. In the event there is no business on the agenda, the Board may cancel a regular meeting. Notice of such cancellation shall be posted.

Section 4.02. Special Meetings. Special meetings may be called by the Recording Secretary at the request of the Chairperson or any three Board members. Notice of such special meetings shall be delivered to all members 18 hours in advance of the meeting.

Section 4.03. Study Sessions. No action may be taken at a study session. Study sessions may be called by the Recording Secretary at the request of the Chairperson or any three Board members. Notice of such study session shall be delivered to all Board members 18 hours in advance of the study session.

Section 4.04. Open Meetings Act. All meetings and study sessions of the Board shall be held in compliance with the Open Meetings Act.

Section 4.05. Parliamentary Authority. The conduct of Board business shall be governed by the most current edition of Robert's Rules of Order Revised unless otherwise modified by law, the Ordinance or Bylaws of the Coast Guard **City** Committee.

ARTICLE 5 Committees

Section 5.01. Appointment. The Board may appoint advisory committees having specific duties and duration.

Section 5.02. Powers not Delegable. The Board may not delegate to any committee the authority or responsibility for management of the Coast Guard **City** Committee:-

Section 5.03.Membership. Committees shall be composed of members of the Board.

ARTICLE 6
Contributions and FOIA

Section 6.01.Gifts. The Board may accept any gift or contribution to the Coast Guard City Committee for its purposes.

Section 6.02.Public Records. The records of the Coast Guard City Committee are subject to the Freedom of Information Act.

ARTICLE 7
Amendment of Bylaws

Section 7.01.Amendment. These Bylaws may be amended upon the vote of a majority of the Board members.

I hereby certify that the above Bylaws were adopted on Thursday, February 2, 2012, and later amended on February 21, 2013 and August 4, 2016, at a regular meeting of the Board of Directors of the Traverse City Coast Guard City Committee.

Stan Simons, Chairperson