
Memorandum

The City of Traverse City



TO: Mayor Jim Carruthers and City Commission **Distributed Electronically**

COPY: Marty Colburn, City Manager
Lauren Tribble-Laucht, City Attorney

FROM: Benjamin Marentette, City Clerk 

DATE: Friday, December 2, 2016

SUBJECT: PROCESS – CITY COMMISSION VACANCY

The purpose of this memo is to propose a more specific process for filling the City Commission vacancy and to outline a protocol for the interviews.

We received 12 applications for the City Commission; one candidate is not eligible as she resides in Garfield Township, meaning there are 11 candidates for your potential consideration. We will final our review of the candidate's qualifications early next week and then I will certify those who are officially eligible; I expect them all to be.

We will provide you with a hard copy of all applications and this memo on your desks Monday evening. We have confirmed with most candidates that they are available for interview on Thursday, December 8, as well as Wednesday, December 14 – but should have complete confirmation by the meeting Monday evening.

The following are questions for the City Commission for Monday night:

- Would you like to interview all candidates on Thursday, December 8, at 7 p.m.?
- Or, would you like to interview some on December 8, at p.m., and some on Wednesday, December 14, at 7 p.m.?
- If you are interviewing the candidates over different days, shall we split them as evenly as possible according to their schedule preference?

This is how the interview process could work:

1. Candidates will be seated alphabetically by last name in front of the City Commission.
2. At the onset of the interviews, we will explain the protocol for the meeting. (We will have also articulated this to the candidate's in advance by email.)

3. We will distribute sheets to the Commission with the question each Commissioner will ask each of the candidates. There will be space for notes.
4. Each candidate will be given up to two minutes to respond to each question. (I will keep time, and will briefly announce when 30 seconds is remaining for each response.)
5. Mayor Carruthers will ask his question first, with the candidate on the far left (beginning of alphabet) answering first, and then each remaining candidate responding.
6. Then, the Commissioner seated to his left will ask their question next, with the candidate seated in the second from the left (second in alphabet) answering, and so on until each Commissioner has asked one question and all of the candidates have been given an opportunity to respond. (The City Manager or I will help facilitate as needed.)
7. The note sheets will be arranged to correspond to the order of the questioner and the candidate.
8. The first round of question and answers will last approximately 2.25 hours, or until approximately 9:15 p.m.
9. At the conclusion of the first round, we will distribute sheets to the Commissioners (with each Commissioner's name indicated), where Commissioners could select their top three candidates, not prioritized. The top three would remain for another round of questions. The candidates not participating in the second round would be excused from the candidate's table but free to remain in the public viewing area.
10. A second round of questions from each Commissioner could be asked of the remaining candidates, in the same fashion as outlined above. This could be done the same evening or on another night. Using this scenario, the second round of question and answers would last approximately 45 minutes, taking us until approximately 10 p.m.
11. If the Commission is ready to make an appointment, the Commission will need to articulate if the appointment is to be made effective immediately.
12. The Mayor could open the floor for nominations; Commissioners wishing to make a nomination would raise their hand; and nominations would be taken from Commissioners in the order they raised their hand. If the Mayor prefers, I could administer this process so he too has an opportunity to make a nomination. Once sufficient time for nominations has elapsed, a vote would be called for nominations in the order they were received; the first candidate to receive four votes would be appointed to the City Commission.

We hope this is of assistance to you; we can discuss the Commission's preference on how to move forward at the meeting on Monday evening. As always, please feel free to contact me if I may be of further assistance to you.

K:\tcclerk\city commission vacancy 2016\applications and process

To: City Commission of the City of Traverse City
From: Tyler Bevier
RE: City Commission Vacancy
Date: 11/22/2016

As a relatively new resident to the Traverse City area, I have become quite accustomed to our governance, and knowledge of local and regional stakeholders. I believe I am good fit for the duties of a City Commission with my knowledge of our stakeholders, governing bodies, Tax-Increment Financing, Brownfield and the roles they play in city, county & regional collaboration. I would like to see our City Commission tackle the elements of investing in "green" infrastructure, creating a city that is affordable to all walks of life, and to bridge our city together by creating more unity.

I moved to Traverse City in May of 2014, after graduating from Wayne State University in Detroit, with a degree in urban planning. During my time as an undergraduate at Wayne State, I was able to start a 501(c)(3) non-profit called the "Michigan Avenue Coalition" that was tasked with cleaning up Michigan Avenue in the Detroit neighborhood of Corktown, near the original Tiger Stadium. I recognized that the City of Detroit did not have the resources to properly empty trash receptacles along the corridor, and often trash would spill onto the sidewalk and into the storm sewers. The coalition lead efforts to organize clean-ups along the corridor and to partner with area churches and non-profits to dispose of the trash.

Our scope then expanded to take on efforts of beautification along the corridor and the neighborhood. We successfully planted 50 trees on Lafayette Avenue, that connected Downtown Detroit through Corktown, to Southwest Detroit. Additionally, we were able to plant pansies and sunflowers in the tree lawns of the neighborhood.

After graduation, I was offered an internship with the Traverse City Downtown Development Authority as their planning intern. During this internship I also was paired with the Traverse City Parking Services & Grand Traverse County Planning & Development department to coordinate community development efforts between the DDA & Grand Travers County Planning department activities. Additionally, I was the marketing intern at the Bay Area Transportation Authority, to help with festival shuttle planning & social media. My time with these entities illustrated the great connectivity between these units of government and their crucial roles they play in our community.

In Fall 2015, I was offered the position as the part-time director for the Bellaire Downtown Development Authority. This position allowed me to become familiar with the Michigan Open Meetings' Act and Freedom of Information Act. Additionally, I became familiar with the role of public meetings and posting requirements. During my time in Bellaire, I was able to write our Tax-Increment Financing plan and Development Plan. I was also able to implement several of our place-making items, including way-finding signage, outdoor seating, and little free libraries.

In July of 2016, I was offered the position as Transportation Planner for the Bay Area Transportation Authority (BATA) to assist with route planning, data analyst, marketing & education of BATA's activities in the counties of Leelanau & Grand Traverse. This position entails working with a diverse set of stakeholders in our region and service area.

I firmly believe our city of 15,000 residents is leading the way in innovative approaches and progressive planning & policies in the State of Michigan. The City of Traverse City is continuing to attract new families, businesses, cuisine and opportunities; and I would be honored to serve on behalf of the citizens of Traverse City.

Sincerely,

Tyler Bevier

Tyler Bevier

1022 Lake Ridge Drive
Apt #3
Traverse City, MI, 49684

Tele: 248-877-1738
Email: tylerbevier@gmail.com

- Profile** I always strive to hold myself to the highest standard for transparency & ethics, and to give a voice to those who feel underrepresented in the decision making process.
- Experience**
- Bay Area Transportation Authority: Transportation Planner: 7/16 - Current**
As BATA's Transportation Planner, I am tasked with creating a more user-friendly transit system for our two counties. This includes necessary route & service level adjustments, improved bus stops & increased mobile friendliness. Additionally, I am tasked with continued education & awareness our system through presentations to regional stakeholders.
- Bellaire Downtown Development Authority Director: 11/15 - 7/16**
As one of Michigan's youngest DDA directors, I crafted the Development Plan & Tax-Increment Financing Plan for the Village of Bellaire. This entailed creating TIF Tables to show what the 30-year TIF Capture will be for participating taxing jurisdictions, and what our planned public improvements are. Additionally, this involved meeting with local, county & regional stakeholders to receive their feedback on our development & TIF Plans.
- Grand Traverse County Planning & Development Contract-Employee —8/14 - 5/16**
Assisted in administering their CDBG MSHDA Homeowner rehabilitation program, helping low-income homeowners with interior & exterior repairs & no-interest loans. Lead a successful crowdfunding committee to raise \$5,000.00 towards downtown Traverse City, with matching funds from MEDC. Helped lead re-branding efforts for the 8th street corridor; partnering with businesses & residents to rename to "North Boardman Lake District". Additionally, assisted greatly in presentations for various staff, and public engagement sessions
- Traverse City Downtown Development Authority— Planning Intern 5/14/14 — 9/14/14**
Prepared presentations for the DDA Board on a parking and TIF District analysis I conducted, as well as assisted in the DDA's event promotions & local block parties
- Michigan Avenue Coalition 501(c)(3), Detroit, Michigan, President**
Started a 501(c) 3 non-profit in Detroit's neighborhood of Corktown. We assisted in planting over 50 trees as well as installing beautification elements on various corridors. Additionally, helped shovel sidewalks in the winter along neighborhood streets.
- Education** **Wayne State University, Detroit, Michigan, Urban Studies & Political Science 3.72 GPA**
- Skills** Community Relations, Strong Interpersonal Skills, Charismatic public skills, Urban Development, Place-making engagement, Microsoft Office, Keynote & Pages

Bryan Boettcher

844 Webster St.
Traverse City, MI 49686
(231) 645-4436
nvboettcher@gmail.com

December 2, 2016

Benjamin Marentette, City Clerk

City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684
tcclerk@traversecitymi.gov

Dear Mr. Marentette,

I write this letter to express my interest in the position of city commissioner made vacant by the recent resignation of Ross Richardson. I realize this is a special opportunity to become a member of this commission by application and interview, and it would be an honor to be able to take part in key decisions that will have a lasting impact on my home town.

I have been a resident of the Traverse City area for 25 years. I did all my public schooling here, as well as two years of community college. I have a strong connection with the members of this community, young and old, through seven years of teaching high school and middle school here. My experiences living outside of this city are also notable as I have been a part of communities in the Western and Southern regions of the country, both rural and urban, and I have seen what made those places great as well as the poor decisions that hurt their potential.

I believe that any decision making body benefits from being able to see the forest from the trees, and to help resolve conflicts before they materialize. As a teacher at The Greenspire School, I successfully implemented innovative teaching practices with my team, and found our success in overcoming obstacles was due to our ability to move forward with a focus on larger goals. I made decisions for our technology infrastructure at Greenspire, and pushed for wi-fi extenders outdoors knowing that we had a desire to use iPads in the woods. I believe it was important for me to know the overall plans before I could make good decisions.

The potential of our region is unmatched by any other region in this state. We have a unique mix of a diverse population, environmental beauty, and professional resources. My hope is that our city can embrace the future and remain open to the long-term goals of the next generations that will help this community thrive. I thank you for your consideration, and I look forward to discussing the opportunity to serve my community.

Sincerely,

Bryan Boettcher

Bryan Boettcher

844 Webster St.
Traverse City, MI 49686
(231) 645-4436
nvboettcher@gmail.com

EXPERIENCE

Math/Physics Teacher, NV, GA, MI

Sept 2005 - June 2014

I taught Middle School and High School. My most recent experience was working with a team developing an innovative whole-school curriculum at The Greenspire School. I implemented technology plans in public, private, and charter schools in the area, while maintaining and managing my math classrooms at a high-standard.

Retail Sales (Verizon), Traverse City, MI

Sept 2014 - August 2016

Maintained sales goals, winner of multiple sales competitions.

MacUpdate, Traverse City, MI

July 2016 - Present

Content editor for MacUpdate.com, recently promoted to sales team.

EDUCATION

NMC/WMU — Bachelor Science, General Mathematics

Sept 1999 - May 2003

Central Michigan University — Teaching Certificate

Dec 2003 - May 2005

Accelerated certification program with a year-long internship at TCAPS as teacher & assistant administrator in the Sci-Ma-Tech program.

Walden University — Masters of Education

May 2006 - Jan 2008

Specialization in Integrating Technology in the Curriculum.

REFERENCES

Terry Starr — *Principal, Elk Rapids MS - (231) 264-8991*

John Di Giacomo — *Lawyer, Revision Legal - (231) 714-0100*

Career Highlights

Technology coordinator for St. Mary's and Greenspire Schools

Presented at Podstock Ed Tech conference 2013 & 2014

Professional development leader for adoption of Google Apps in Elk Rapids Schools

Maintained classroom website for posting online and multimedia rich lessons

Developed multi-grade math curriculum for project-based environmental program

AWARDS

Red Hot Best 2012
2nd place for Best Teacher

GTRCF Grant 2008
Funds for a digital whiteboard/projector for a blended learning math class at TCCHS

MASB Education Excellence
My application earned a TCAPS program statewide recognition and \$2,500.

Janet Freshman

210 E 9th Street • Traverse City, MI 49684
Phone: 231 935-4316 • jrftc@sbcglobal.net

Date: November 30, 2016

Mr Benjamin Marentette
City Clerk
City of Traverse City
400 Boardman Ave
Traverse City, MI 49684

Dear Mr. Marentette:

As a longtime resident of Traverse City, I have always been interested in community affairs, and have participated in public service. I am currently applying for the open position on City Commission created by the resignation of Ross Richardson. I have served on the City of Traverse City Planning Commission for 3 years, and value the work that is done by volunteers, staff, elected officials, and citizens, and the orderly process of government.

In addition to Planning, I have also served as President, and Vice President of the Old Towne Neighborhood Association, and this has given me a front row view of the many changes Traverse City has gone through over the past 20 years. Old Towne is not a "cookie cutter" neighborhood and the people are very diverse. Listening to the residents, and their interaction with the business community, has given me an appreciation of the importance of both. The great experience of living here has let me see first hand the benefits of a functioning, vibrant, downtown, but also the challenges, and opportunities.

While serving as a Planning Commissioner, I completed the Michigan Citizen Planner coursework, and attended workshops and seminars on programs as diverse as community engagement, corridor development, and zoning. Attending these public forums, and listening carefully at public meetings, has highlighted for me the importance of the interaction between the various types of neighborhoods: residential, business, and mixed. Within a small geographical area, we have many wonderful places, businesses and people, all deserving representation. I welcome the opportunity to embrace the future, while respecting our Northern Michigan values.

Sincerely,

Janet Freshman

JANET R. FLESHMAN

210 East 9th Street | Traverse City, MI 49684 | H: 231-935-4316 | C: 231-499-3302 | jrftc@sbcglobal.net

PROFESSIONAL PROFILE

People-oriented, customer-focused individual with problem-solving ability and solid record of providing quality service. Excellent customer relations; recognized often for readiness to go above and beyond to meet end-user needs and provide long-term solutions. Experienced with using relational databases and social media to manage contacts and promote organizations and activities.

Core Competencies

Relationship Development
Community Outreach
Training & Coaching

Outside Sales
Cost Control
Revenue Growth

Focus Groups
Web Research
Social Media

VOLUNTEER & COMMUNITY EXPERIENCE

Planning Commission, City of Traverse City: 2013-present.

Planning Commissioner

Old Towne Neighborhood Association: 2011-2013

President

Schedule meetings and speakers; publish newsletter; recruit and manage block captains. Communicate neighborhood residents' concerns and wishes to city departments and boards by phone, meetings, letters, and public address. Co-chair Streets and Safety Committee. Currently Vice President.

Pathfinder School: 2007-2013

Board of Trustees

Plan strategically for future, working with fellow board members to safeguard school's mission. Set and review budgets. Chaired Mission Statement Committee. Chaired Buildings and Grounds Committee.

Master Gardener, MSU Extension 2008-Present.

COMMERCIAL EXPERIENCE

JoAnn Fabrics 2015-present

Education Coordinator

Manage in-store classroom, including class scheduling, monitoring, and promotion.

Linotype-Hell Company: 10 Years

Sales Representative

Full line of image-setters, computers, and publishing software for graphic arts, corporate, and institutional customers.

- Successfully managed multiple new sales territories, planned and executed local trade shows, including publicity and staffing.
- Managed relational database of over 800 companies for targeted mailing, mass mailing, business correspondence, and planning of sales activities.

A. B. Dick Company: 3 Years

Sales Representative

Opened high volume of new accounts for printing and copying equipment, supplies, and service. Achieved 50% increase in repeat phone-in supply business. Used database for management of contacts.

Research Communications LTD: 2 Years

Contract Position

Moderated focus groups, conducted group interviews, managed cash payments to attendees.

Education

Michigan State University - East Lansing, MI

Bachelor of Arts – Economics

Honors College Member: 4 Years



Tcclerk Mailbox <tcclerk@traversecitymi.gov>

City Commission

Christina Gonzales (Gadd) <gaddcl@gmail.com>
To: tcclerk@traversecitymi.gov

Thu, Dec 1, 2016 at 3:30 PM

Good afternoon Benjamin,

I am interested in the vacant City Commission position.

I have been a resident of the City for 5 years. Since moving to Traverse City I have been active in a number of different groups and in board positions. Currently, I am the Membership and Volunteer Coordinator for the Traverse City Curling Club, the Vice President of the Bay Area Insurance Agents Association, and the Vice Chair of the TCYP Advocacy Steering Committee. I am also active in the community as a member of Kiwanis, the Chamber of Commerce and the Traverse City Young Professionals group including the new L.I.F.E. mentoring program.

I'm very passionate about this city and all it has to offer. I find the growth and development of the area exciting; I would love to be a part of our future here.

I've attached my resume, please let me know if there's any further information you need from me. I look forward to hearing from you.

Thank you,

Chrissie Gonzales
810.923.0468 (cell)

 **Christina Gonzales.pdf**
299K

429 Barlow St.
Traverse City, MI 49686
(810)923-0468
gaddcl@gmail.com

EDUCATION

2010 Graduate

Ferris State University, Big Rapids, MI
Bachelor of Science, Allied Health
Health Care Systems Administration

QUALIFICATIONS

- Outstanding written and verbal communication skills
- Successful experience working in a diverse environment
- Proven skills in sales and customer service
- Solid understanding of Microsoft Suite: Outlook, PowerPoint, Excel and Word
- Strong capability working in teams and independently
- Strong interpersonal skills

EXPERIENCE

Lighthouse Group, Inc.

December 2015-Present

Account Executive, Business Insurance

- Develop and maintain trusting relationships with clients and prospects
- Help assess risk and determine insurance needs to maintain financial health
- Specialize in agribusiness and recreation; recognized as an Exceptional Farm Agent, Hastings Mutual Insurance
- Experienced in cold calling, developing referrals, and networking

PETERSON MCGREGOR & ASSOCIATES

February 2012-December 2015

Account Manager/Executive Assistant

- Employer-employee program development and implementation
- Handle service requests for clients and their employees
- Specialist in billing inquires, claims investigation, benefit questions and HIPAA guidelines
- Provide employee benefit account management through forms processing, data entry, enrollments/changes/terminations management
- Employee benefits plan quoting and proposal development
- Guide clients through PPACA changes and new law requirements

ROSS MEDICAL EDUCATION CENTER

February 2011-February 2012

Career Development Coordinator

- Develop and maintain relationships with health care providers throughout the greater Grand Rapids area
- Secure student externship and monitor student progress throughout externships
- Facilitate placement for graduates
- Teach classes on health care professionalism, externship preparation, and interviewing
- Mentor students and graduates through externships and job searching

UNIVERSITY OF MICHIGAN C.S. MOTT CHILDRENS HOSPITAL

May-November 2010

Mott Administration Intern and Volunteer

- Developed skills petitioning for event donations
- Improved organizational skills
- Worked with event planning
- Volunteered at multiple events
- Created and updated spreadsheets and databases
- Improved creative writing skills
- Created invitations, solicitation letters, event cards and brochures for multiple events

VARSITY LINCOLN MERCURY, Novi, MI

2003-2007

Office Assistant

- Clerical work: filing, handling customer records, customer service, writing invoices, data entry, billing

2 December 2016

Benjamin Marentette, City Clerk
City of Traverse City
400 Boardman Ave.
Traverse City, MI 49684

Via Electronic Mail to:
tcclerk@traversecitymi.gov

Re: Application for Appointment to City Commission of the City of Traverse City

Dear Mr. Marentette,

Please consider this letter and the attached CV as my application for an appointment to the seat on the City Commission recently vacated by former Mayor Pro Tem Ross Richardson. I have been a continuous resident of Traverse City for more than seven years, and to my knowledge I am not past due on any amounts owed to the City at this time.

To provide a bit of background for you, the City Manager, and the current City Commissioners to consider in conjunction with my CV, I am a partner with the law firm of Olson, Bzdok & Howard, and my legal practice focuses primarily on municipal, environmental, and real estate matters. I have been co-counsel to several Grand Traverse County Boards, including the Land Bank Authority, the Brownfield Redevelopment Authority, Economic Development Corporation, and the Board of Public Works, and have also represented and advised a number of smaller municipal entities, including the City of Frankfort, Acme Township, and the Village of Fife Lake. From development proposals and zoning disputes to municipal financing and litigation, I believe that my experience assisting in the resolution of the many complicated issues faced by those municipal boards would be valuable as a member of the City Commission.

As you all know, we are blessed to live in an area with great natural and ecological beauty, and those natural resources benefit everyone who lives here, regardless of age, income, or political preference. If granted the opportunity to serve as a City Commissioner I would bring a strong background in and focus on the conservation and stewardship of our local and regional ecological resources to that role. I originally became interested in the law as an outgrowth of my background in ecology and environmental science. Before law school, I taught as an environmental educator in Michigan and Vermont, before later working for the Audubon Society in southern California on chemical-free ecological habitat restoration. As my time in California coincided with the onset of the state's "energy crisis," I later became involved with a campaign to establish a renewable energy portfolio standard for the state, as well as subsequent campaigns advocating for the protection of wilderness areas and promoting corporate environmental responsibility. Whether it is a decision that affects our local wetlands, forests, rivers, streams, inland lakes, the Great Lakes, or the creatures and people that inhabit them, you can rest assured that I would place a strong emphasis on environmental protection as a member of the City Commission.

In addition to my professional work, I currently volunteer my time with several non-profit entities, including four here in TC. Since 2013 I have been a board member with Conflict Resolution Services, which many of you may know helps provide mediation and dispute resolution services to the community at low or no cost. Early this year I was fortunate to become a member of the Board of Directors of TART Trails as well, which—as an avid-biker (and incredibly slow Iceman racer) and hiker with my family along the VASA trail—is an organization I've held in high esteem since moving here in

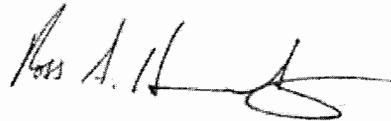
2009. Along with many other attorneys in my office and throughout the region I am also a regular volunteer at our local Legal Aid clinic, and finally I've also volunteered as a soccer coach for one or both of my sons with TBays over the past six years.

I recount these experiences not only to add some context to the contents of my CV, but also to take the opportunity to impress upon you the truly deep importance that I personally place on service to others. To me, serving your neighbor, your community, and your country in whatever role you can is amongst the noblest of pursuits, and, if given the opportunity to serve the citizens of our wonderful city as a City Commissioner, I would undertake that role with the utmost dedication and effort. Since moving to TC, I've been fortunate to meet so many incredible members of this community, and I am constantly amazed and inspired by the spirit of the people of our region. I'd be honored to be given an opportunity to give back to the city that my family and I love and admire so very much.

I look forward to hopefully meeting you all at the interviews for this vacant seat on the City Commission later this month, and if there are any preliminary questions I can answer for you, please don't hesitate to contact me at your convenience.

Thank you for your consideration.

Sincerely,



Ross A. Hammersley
400 Boughey St.
TC, MI 49684
ross_hammersley@hotmail.com

Encl. R. Hammersley CV 2016.pdf

cc: City Manager (via email)
City Commissioners (via email)

Ross A. Hammersley

400 Boughey St. – Traverse City, MI 49684
Telephone: (231) 633-6003 ross.hammersley@gmail.com

CURRENT EXPERIENCE

Olson, Bzdok & Howard, P.C., Traverse City, MI www.envlaw.com
Partner, 2015 to present
Associate Attorney, Sept. 2009 to January 2015
Specializing in municipal, land use and real estate, and environmental law, and representing clients in public meetings, before state agencies, in litigation and dispute resolution matters, as well as in transactional work. Representative clients include the Grand Traverse County Economic Development Corporation, Grand Traverse County Brownfield Redevelopment Authority, Garfield Township, Acme Township, The Minervini Group, and the Neahtawanta Resort Association. Licensed to practice in all state and federal courts of Michigan.

PREVIOUS EXPERIENCE

Frank, Haron, Weiner & Navarro, P.L.C., Troy, MI
Associate Attorney, March 2007 to August 2009
Practiced with boutique litigation firm focusing on real estate transactions, property tax disputes, commercial and general civil litigation at state and federal levels.

Michigan Economic Development Corporation, Lansing, MI
Brownfield Policy Intern, June-August 2005
Conducted legislative analysis and provided summaries of pending and recently enacted regulations impacting Brownfield redevelopment projects and community development block grants. Also assessed the efficacy of tax-increment financing and single-business tax credit policies as applied to redevelopment of Brownfield sites throughout Michigan.

EDUCATION

Michigan State University College of Law, East Lansing, MI
J.D., Cum Laude, May 2006
Editor-in-Chief, MICHIGAN STATE LAW REVIEW (2005-06)

University of Michigan, School of Natural Resources & Environment
B.S., May 1998

PUBLICATIONS

Local Government Regulation of Large-Scale Hydraulic Fracturing Activities and Uses, co-authored with K. Redman, Michigan Bar Journal, June 2014.

Going Local: How the Property Assessed Clean Energy Act and Feed-In-Tariffs Could Decentralize Michigan's Energy Grid, Co-Authored with K. Sundt, Michigan Environmental Law Journal, April 2011.

Where will the Water Go? A Snapshot of Recent Changes in Michigan Water Law, Co-Authored with C. Bzdok, Michigan Real Property Review, December 2006.

COMMUNITY INVOLVEMENT

Council Member, State Bar of Michigan Environmental Law Section (ELS)

Co-Chair, ELS Great Lakes & Inland Waters Committee

Board Member, TART Trails, Inc.

Board Member, Conflict Resolution Services

Volunteer Attorney, Legal Aid Clinic (Traverse City)

Environmental Advisory Committee Member, City of Huntington Woods (2007-2009)

Michele P. Howard

435 West Eleventh St.
Traverse City, MI 49684
(231) 883-1121
e-mail: michelephoward@yahoo.com

Tuesday, November 29, 2016

Benjamin Marentette
City Clerk
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

Dear Mr. Marentette:

I am writing to express my interest in the opening on the City Commission.

My education and background make me uniquely qualified as a candidate for this position. I graduated from Michigan State University with a degree in Political Science. Additionally, I have a Master's Degree in Information and Library Studies from the University of Michigan, and I have been a librarian for over 20 years. My employment and keen interest in research and helping people will translate well in the position of City Commissioner as we work together to find the best solutions for our beautiful region.

My commitment to volunteering within various Traverse City area organizations demonstrates my love for the region and the people in it. Whether it was working with a second grader to paint a pumpkin or planning a world class mountain bike race, my goal is always to help someone else enjoy the place I call home.

Finally, I would be honored and humbled to serve the City as a City Commissioner.

Thank you for your consideration.

Sincerely,

Michele P. Howard

Michele P. Howard

435 West Eleventh St.
Traverse City, MI 49684
(231) 883-1121
e-mail: michelephoward@yahoo.com

EDUCATION:

Masters of Information and Library Studies, University of Michigan, December 1994.

Bachelors of Arts, Michigan State University, June 1992

Major: Political Science, Pre-Law emphasis

EXPERIENCE:

Northwestern Michigan College Osterlin Library Traverse City, MI (Jan 2006-present)
GOVERNMENT DOCUMENTS LIBRARIAN

- Provide reference and research assistance to students, faculty, and public patrons.
- Teach Information Literacy classes for students.
- Conduct faculty training and education.
- Assist with the maintenance and updating of the Library's website, electronic research guides and social media (Facebook and Twitter).
- Plan events with student activities including promotion of library services.
- Supervise student employees.

Bell's Iceman Cometh Challenge Traverse City, MI (Jan 2012 - present)
SOCIAL MEDIA /WEBSITE DIRECTOR

- Responsible for all website content and updating.
- Write and publish news and information to social media including Facebook (7,822 followers), Twitter (1,597 followers) and Instagram (339 followers).

Traverse City Cooperative Preschool Traverse City, MI (Aug 2006 - Aug 2008)
ENRICHMENT TEACHER

- Assisted a class of 15 children in various enrichment activities both indoor and outside.
- Prepared communications to parents and students about the activities.

Traverse Area District Library – Law Library Traverse City, MI (Sept 1999- Sept 2004)
LIBRARIAN

- Provided reference assistance to attorneys, judges, and public patrons.
- Assisted in the creation, writing and planning of various Bar Association functions and publications.
- Assisted with the maintenance and updating of the Library's computers and website.

Michigan State University, College of Law East Lansing, MI (Oct 1997-Jun 1999)
COMPUTER SERVICES LIBRARIAN

- Kept abreast of and made recommendations regarding electronic resources and software for the library, students and faculty.
- Supervisor of the computer lab and its employees.
- Partially responsible for the construction and maintenance of the website.
- Provided reference assistance for faculty, staff, students, alumni and public patrons.

Michigan State University College of Law Detroit, MI (July 1996-Sept 1997)
REFERENCE SERVICES LIBRARIAN

- Provided reference assistance for faculty, staff, students, alumni and public patrons.
- Supervisor of part-time reference staff, filers, and shelvers.
- Partially responsible for the construction and maintenance of the College's website.

Dickinson, Wright PLLC Detroit, MI (Jan 1995-July 1996)
REFERENCE LIBRARIAN

- Provided reference assistance for 240 attorneys using print, online, CD-ROM, and Internet resources.
- Responsible for construction and maintenance of the firm's first website.
- Organized and presented at annual Summer Associate training.
- Actively involved in collection development and technological restructuring of the library.

VOLUNTEER/OTHER:

- Hagerty Cycling** Traverse City, MI (May 2008 - present)
EVENTS PLANNER
Coordinate all aspects of team parties including invitations, food and clean up for up to 130 people.
- M22 Challenge** Traverse City, MI (Apr 2014-April 2015)
SOCIAL MEDIA DIRECTOR
Assist in the schedule and content of the race's social media including Facebook and Twitter.
- North American Vasa Ski Race** Traverse City, MI (May 2013 - Sept 2015)
VICE PRESIDENT and FAT BIKE RACE DIRECTOR
Responsible for organizing of print publications, social media, course design, volunteers, and awards for the fat bike race. Assisted in the website, general social media and racer premiums for all races.
- Central Grade School** Traverse City, MI (May 2009 - May 2013)
PTO PRESIDENT
Responsible for the delegation and organization for all school activities and events for a school of over 600 students including movie nights, festivals, fundraising and gifts/meals to teachers.
- Grace Episcopal Church** Traverse City, MI (Jan 2006- Jan 2009)
VESTRY MEMBER and CLERK
Assisted in the governing of all aspects of church life. Clerk activities included being part of the executive committee, writing correspondence and note taking. Other responsibilities included church website renovation and maintenance, and posts to Facebook.
- Glenn Loomis Grade School** Traverse City, MI (Sept 2004 - June 2008)
MEMBER and VICE PRESIDENT
Assisted in various PTO events such as ice cream socials, dances and meetings.
- Michigan Judicial Institute Conference** Lansing, MI (July and Aug 1998)
FACULTY MEMBER
Presented to almost 300 judges on the basics of conducting legal research over the Internet and using Lexis-Nexis.

PUBLICATIONS:

- Howard, Michele P. *Tell me a Secret*. NMC Magazine, Vol. 30 no. 1. Poetry.
- Bissett and Howard. *Legal Research Skills in the Digital Age*. Michigan Defense Quarterly, Vol. 16 no. 1. page 10
- Howard and Jerry. *Computer Tips*. Michigan Association of Law Libraries Newsletter. October 1999.

INTERESTS:

Cycling, skiing, swimming, gardening, entertaining, cooking, reading, backpacking and traveling.

December 2, 2016

Traverse City Commission

c/o Traverse City Clerk's Office

400 Boardman Avenue

Traverse City, MI 49684

I am writing to express my interest in being appointed to the seat on the Traverse City Commission which was recently vacated by former Commissioner Ross Richardson. My resume is enclosed as requested. I have been a registered voter of the City of Traverse City for more than 30 consecutive days, and am not past due on amounts due to the City.

I feel I am well qualified for this position and would welcome the opportunity to be of service to the residents of Traverse City, and the community in which I reside.

Thank you for your attention to this matter.


Emily E. Jackson

319 Hamilton Street

Traverse City, MI 49686

922-0927

RESUME

EMILY E. JACKSON

319 Hamilton Street

Traverse City, MI 49686

231-922-0927

EDUCATION

Ferris State University through NMC University Center, Traverse City, MI. Hours in Spanish.

Northwestern Michigan College, Traverse City, MI. Hours in French and Spanish.

Thomas Cooley Law School, Lansing, MI. Doctor of Law Degree

Western Michigan University, Kalamazoo, MI. Hours toward M.A. in Teaching of Reading.

Western Michigan University, Kalamazoo, MI. Elementary Teaching Certificate.

Kalamazoo College, Kalamazoo, MI. Elementary Provisional Certificate.

Kalamazoo College, Kalamazoo, MI. B.A. Major – Political Science; minor – English.

EMPLOYMENT HISTORY

9/2006-10/2008 **Legal Secretary**, Muller, Muller, Richmond, Harms, Myers & Sgroi, 314 Munson Avenue, Traverse City, MI 4986 (No longer in operation in this area)

3/2004-2006 **Real Estate Agent**, Real Estate One/Front Street, 511 E. Front Street, Traverse City, MI 49684 231-947-9800.

Summer 2003- **Teacher**, Summer program. Northwestern Michigan Migrant Projects, 7 01 S. Elmwood, Ste. 12, Traverse City, MI 49684. (231) 922-5343.

10/2003-6/2004 **Part-time Sales Clerk**, Nugent's Hallmark, 3349 Airport Rd, Traverse City, MI 49684. Sold to new management.

- 11/86-6/2003 **Case Manager.** Friend of the Court, 13th Circuit Court, 328 Washington Street,
Traverse City, MI 49684. (231) 922-4660.
- 2/86-9/86 **Referee/Judicial Clerk.** Kalamazoo County Probate Court, 1400 Gull Road,
Kalamazoo, MI 4901. (269) 385-6000.
- 1/85-9/86 **Law Clerk.** 55th Circuit Court (Clare, Gladwin Counties), 401 W. Cedar Street,
Gladwin, MI 48864. (989) 426-9637.
- 6/83-12/84 **Temporary employee.** Manpower, 601 N. Capitol Avenue, Lansing, MI 48933.
(517) 372-0880.
- 9/81-11/82 **Mail Team.** Michigan Court of Appeals, 600 Washington Square Building,
Lansing, MI 48933. (517)-373-0786.

Professional Organizations and Activities

Organizations: Michigan Family Support Council; Northern Michigan Family Support Council; Michigan Association of Court Mediators; Grand Traverse Area Counseling Association.

Education: Michigan Judicial Institute Seminars – New Investigator Training; Experienced Investigator Training; Beginning Mediation Training; Advanced Mediation Training; Custody Investigations; Reality Therapy; Dealing with Difficult People, Domestic Abuse. Annual seminars of Michigan Association of Court Mediators, Northern Michigan Family Support Council and Michigan Family Support Council.

COMMUNITY ACTIVITIES

Organizations: Inland Seas Education Association volunteer; American Association of University Women; The Presbyterian Church, Kalamazoo College Alumnae Association.

Personal Interests: Water sports; cross country skiing; walking; gardening; needlework, arts and crafts, cooking, bridge; travel; children; mystery stories.

PERSONAL REFERENCES

Cynthia Turner

2894 Holiday Hills Road

Traverse City, MI 49686

231-620-4688

Bonnie Scheele

4815 Lands End

Traverse City, MI 49686

231-922-4760 (work)

231-499-2033 (home)

Michael Torrance

Sales Manager

ElectroOptics Technology, Inc.

West M72

231-935-5870-home

231-935-4044-work

Thursday, December 1, 2016

Benjamin Marentette, City Clerk
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684
tcclerk@traversecitymi.gov

Dear Mr. Marentette:

I'd like to be considered for the open Traverse City commission seat. My resume is attached.

My family and I moved to Traverse City in 2010 from downstate. I've worked for Munson Healthcare since 2012, first as a Grant Writer, securing funds for programs and equipment that have benefitted the 25 counties served by the hospital, and currently as a Community Health Specialist for Munson's Thomas Judd Care Center. In this position, I am fostering relationships throughout Northern Michigan to ensure those diagnosed with HIV have proper care and resources.

I was the PTO president at Central Grade School for four years while my two boys were students there, and our family volunteers for various organizations in the community. I've worked with committees throughout most of my professional career, and spent years covering city council meetings as a reporter.

My experience lies primarily in communications, marketing, fund raising, and writing, but my interests include many of the things abundant in Traverse City: the arts, beaches, and biking and walking our awesome trail system

I'd be humbled and honored to play a role in ensuring Traverse City remains the vibrant community it has become. Thanks so much for your consideration.

Sincerely,

Heidi Rehak Lovy

HEIDI REHAK LOVY

604 E. State St., Traverse City, MI 49686 | 231.632.2553
hrlovy@gmail.com

WHO I AM

Marketing Communications / PR Strategist • Grant Writer • Event Manager

- Visionary, creative leader with proven expertise in developing key relationships and achieving significant strategic results.
- Extensive writing/editing background, including five years in newspaper reporting/editing and more than 15 years' freelance writing and copy editing.
- Highly motivated, results-driven development executive, communications expert, event manager and grant writing specialist.
- Nearly 10 years' experience planning, organizing and directing major programs, fundraising initiatives and events for nonprofit organizations.
- Collaborative communication style and solid management/team building capabilities brings success in leading teams and campaign volunteers, and outstanding donor relationships.
- Proven success in managing the mergers of major nonprofit organizations, including the strategic planning process and creation of comprehensive development and communications plans.

WHAT I KNOW

Strategic Communications • Grant Writing • Research • Fund Raising • Public & Media Relations • Copywriting & Editing • Event Planning & Management • Volunteer Coordination • Team Leadership • Employee Development • Planned Giving • Client Relations • Strategic Partnerships • Creative Problem Solving

WHERE I'VE WORKED

Munson Healthcare, Traverse City, MI

2012 to Present

The largest nonprofit healthcare system in Northern Michigan, providing direct access to 700 physicians for the population of 24 counties via seven award-winning hospitals.

Community Health Specialist, Thomas Judd Care Center

- Successfully coordinate community health partnerships with outside agencies and providers who may encounter patients with HIV.
- Key member of team that has secured more than \$1 million in grant funding for the program.
- Oversee all outside communication and public relations.
- Administer strategic marketing plan to increase awareness of the program, and awareness of HIV in general among health providers.
- Created and implement major events, including an annual HIV summit and a 5K fun run.

Grant Writer

- Reputation for excellence in grant writing and research prompted invitation to join the largest healthcare system in Northern Michigan. Have researched and written requests for more than \$9 million in grant funding and have been awarded almost \$3 million.
- Have built a public funding program – from the ground up – including a strategic funding plan, funder portfolio, prioritization tools, evaluation methods and relevant forms.
- Served as the team lead in a successful grant which funded a Maternal Telemedicine Clinic in rural Northern Michigan. The clinic connects at-risk expectant mothers with quality medical care.
- Develop departmental infrastructure for grant requests and administration.

HEIDI REHAK LOVY

- Manage relationships with administration, physicians, finance and library staff as related to grant stewardship.

Equality Michigan, Detroit, MI

2009 to 2011

Michigan based nonprofit organization focused on promoting equality and eliminating discrimination related to sexual orientation, gender identity or gender expression.

Fund Development and Communications Director

- Wrote and maintained all grant funding. In less than one year, efforts raised nearly \$400,000 in grant funding for Equality Michigan.
- Developed and oversaw direct mail solicitations, generating more than \$50,000 in funding in less than one year.
- Managed relationships with media. Strong network of Michigan-based and national journalists led to significant results, including frequent placement in The Detroit News and Free Press and several cover stories in Detroit alternative newspapers. Also regular placement in national magazines such as the Advocate and online publications and blogs.
- Oversaw and executed variety of special events, including event sponsorships. Raised more than \$75,000 in event sponsorships for Equality Michigan.
- Implemented new volunteer management system with initial screening, intensive training and frequent communication with database of more than 500 volunteers.

Michigan AIDS Coalition, Ferndale, MI

2008 to 2009

Leading Michigan-based nonprofit organization, dedicated to health promotion, harm and risk reduction, HIV and sexually transmitted disease prevention education, grant making and public policy.

Development Director

- Generated and executed annual campaign. Efforts resulted in overall fundraising generating nearly twice as much as year prior.
- Led all government, state and private foundation grant writing. Received 100 percent of all grant requests over one-year period, a total of \$275,000.
- Oversaw large-scale special events, raising more than \$200,000 from two sold-out events in one year; and community outreach including highly attended town hall conversations with agency leadership.
- Managed relationships with media. Efforts resulted in agency being positioned as the go-to expert in the field; frequent play by health reporters.

Detroit Institute of Arts, Detroit, MI

2006 to 2008

One of the premier art museums in the United States – home to more than 60,000 works that comprise a multicultural survey of human creativity from ancient times through the 21st century.

Grant Writer

- Maintained grant funding for one of the largest art museums in the United States. Achieved more than 90 percent success rate in grant requests including first-time funding from the Knight Foundation and the Andy Warhol Foundation.
- Served on team that wrote successful multimillion-dollar requests to the National Endowment for the Arts and Michigan Council for Arts and Cultural Affairs.
- Researched and identified sources of potential major grants.

Common Ground, Bloomfield Hills, MI

2001 to 2006

Based in Oakland County, Michigan, Common Ground is a 24-hour nonprofit agency dedicated to helping youths, adults and families in crisis.

Special Events Manager

- Oversaw all aspects of primary fundraiser, a 200-artist fine arts fair. Funds raised and media coverage increased each year under my supervision. Over six years, raised approximately \$600,000 from this single event.
 - Wrote press releases, speeches, public service announcements and video scripts.

- Coordinated all media relations, including live broadcast from local major network television affiliates and live radio broadcasts.
- Generated major play in entertainment and arts section of daily and weekly newspapers and local city magazine.
- Tripled corporate sponsorships over six years.

THE EARLY YEARS

- **Jewish Federation of Metropolitan Detroit**, Bloomfield Hills, MI
Senior Communications Associate, 1999-2001
- **C & G Newspapers (weekly community newspaper)**, Warren, MI
Managing Editor, 1995-1999
- **Henry Ford Health System**, Detroit, MI
Public Affairs Writer, 1993-1995

FREELANCE PROJECTS

Ongoing freelance writing, grant writing and development projects (2003 to present)

- Grant writer: Museum of Contemporary Art Detroit (secured grant funding for two major exhibitions in 2010)
- Author: "A Parent's Guide to Southeastern Michigan," 2003, Mars Publishing
- Community profile articles for Journal Communications, Nashville, Tenn.
- Restaurant reviewer/Freelance Correspondent - AOL's DigitalCity Detroit

EDUCATION

Bachelor of Arts, Journalism | **Wayne State University**, Detroit, MI



December 1, 2016

Matthew T. Missias
1015 Lincoln Street
Traverse City, MI 49686

Benjamin Marentette, City Clerk
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

Dear Mr. Marentette:

Please accept this letter as formal application to fill the current vacancy on the City Commission. I have a passion for this city and for providing the highest quality of life to our residents and guests. The vacancy is of particular interest to me because of the significant role that commissioners have in being stewards of our community given the array of challenges and choices that we collectively face in the 21st century. That role closely mirrors my commitment to ensuring that the values and character of Traverse City are ensured for generations to come. It would be an honor to serve in a role that would allow me to bring my skills and dispositions to bear on that considerable responsibility.

You will no doubt note from my enclosed resume that I have extensive experience and expertise in the field of education. However, it is my background in understanding and implementing policy with attention to the implications for those that it affects that would be an ideal skillset to bring to my duties as City Commissioner. I also would like to draw your attention to my previous board experience, having provided leadership on the board of the Great Lakes Children's Museum for over three years and currently as a Trustee on the Board of Education for the Greenspire School. In both of those board experiences I have demonstrated a commitment to organizational security through serving on numerous committees, working with stakeholders, and custodian to the fiduciary accountabilities of Trustees. The experiences I have had there have prepared me for both the responsibilities and the challenges of serving on a public board, as well as for working with colleagues toward a shared vision of supporting the city we call home. These, along with the life experiences that I've had, position me to assume a role as a City Commissioner.

Thank you for your consideration for this unique opportunity. I look forward to meeting with the City Commission for a formal interview, but in the meantime should you have any questions, comments, or should require any other materials, please don't hesitate to reach out to me.

Sincerely,

Matthew T. Missias
President and Owner
Cultivated Learning, LLC

Matthew T. Missias

...dedicated to working with students, educators, parents, and communities to educate all students for success and, in doing so, prepare citizens that effectively participate in a complex and globalized world.

1015 Lincoln, Traverse City, MI 49686

(231) 642-0530

mmissias@cultivatedlearning.com

SKILLS ANALYSIS

- Expert in social education and applied knowledge in its constituent parts: sociology, history, political science, geography, economics, psychology, cultural studies, and the humanities. Deep knowledge of, and highly skilled at teaching, concepts related to the social sciences.
- Applied understanding of emerging educational technologies and their application to real world learning environments.
- Highly skilled educational researcher adept at collecting and analyzing diverse, sometimes inchoate, data and applying findings to address pedagogical and policy gaps in real world settings.
- Applied understanding of the dynamics, complexities, and interconnectedness of ecosystems within the educational arena, including K12 settings, policy environments, schools and districts, classrooms, blended and online learning environments, staff dynamics, internal and external stakeholders, students and their experiences, and higher education.
- Deep pragmatic knowledge of teaching and teacher education and how they inform organizational practices. Provides leadership in these areas in varied environments of academic and policy development and articulates a clear message to multiple stakeholders.
- Expert in pedagogical best practices and curricular standards, as well as their relationship to systems of learning and student understanding. Excels at developing real world applications for implementation in educational settings.
- Leadership among colleagues in developing and articulating vision and policy implementation for organizational goals; management of educational teams in bringing those goals to fruition in efficient and meaningful ways.
- Highly skilled, highly qualified educator with vast experience and expertise teaching at the graduate, undergraduate, life-long learning, and K12 levels.

EDUCATION

Michigan State University

Office of the Registrar: 150 Administration Building, East Lansing, Michigan 48824-0210

(517) 355-3300

Doctor of Philosophy in Curriculum, Teaching, and Educational Policy

2006-2017 (expected)

Dissertation Title: "Yes We Can't: Imagination and the Teacher In-Becoming"

Dissertation Director: Anne-Lise Halvorsen

Additional Expertise: Teaching and Learning, Curriculum Theory, and Social Studies Education

Master of Arts in Curriculum and Teaching

2003-2006

Focus in Curriculum, Social Studies Education, and Interdisciplinary Education

Action Research: Interdisciplinary Teaching Models in a Social Studies Classroom

Bachelor of Arts in Interdisciplinary Social Science – Public Policy Studies

1995-2000

Areas of Concentration: Social Studies Education

Minor: English

PROFESSIONAL EXPERIENCE

Grand Valley State University

Traverse City Extension; Brooks College of Interdisciplinary Studies; Sociology Department

2015-present

Part Time Faculty

(231) 995-1785

Responsible for working with faculty in all facets of developing and teaching courses including the development of curriculum, the teaching of the course, and execution of administrative duties.

Courses Taught:

- LIB 301 Interdisciplinary Research Methods (Fall 2015; Fall 2016)
- SOC 387 Sociology of Childhood (Spring 2016)

Cultivated Learning, LLC2015-present
(231) 492-0551**Owner, President**

Independent Consultant: 2013-2014

Develops and implements day-to-day operations of consulting firm, including financials, policies, and project management. Worked with clients to manage research based analysis of educational issues according to clients' needs. Conducts research and analysis, creates deliverables based on findings, and offers recommendations that align with sound research and practices in the field. Works within methods and procedures appropriate to the field and exercises considerable independent expertise to adapt and apply analysis to educational practices and policy. Expertise of the policies, procedures, laws, and regulations operating within the field of education and an understanding of the impact of those practices in real world settings.

Addis Enterprises**Director of Learning Development**2015-present
(517) 353-5091

Responsible for the development, management, and successful implementation of projects related to education, learning, professional development, and e-learning. Provides client-focused expertise on issues related to education including curriculum, pedagogy, policy, standards alignment, and application of best practices. Contributes to and oversees instructional design integrity through data driven curricular and pedagogical alignment and development. Provides strategic leadership in development of education projects. Works with other members of the leadership team to drive planning and execution of novel and innovative strategies to advance learning, research, and evaluation activities within the organization. Provides high quality research to support project and organizational development.

Michigan State University**College of Education, Department of Teacher Education
Title II Teacher Professional Development Leadership Team**2015-2016
(517) 353-5091

Under the direction of the team leader, responsible for working with leadership team in all facets of developing and executing over 100 hours of professional development for teachers participating in the grant, including the development of curriculum, the facilitation of the professional development, and execution of administrative duties.

Madonna University**College of Education
Coordinator of Directed Teaching, Assistant Professor**2011-2012
(734) 432-5648

Responsible for working with faculty in all facets of developing and teaching courses within the College of Education including the development of curriculum, the teaching of courses, and execution of administrative duties. As Coordinator for Directed Teaching, oversaw the development of student teachers' learning to teach from application process through the completions of the student teaching field experience and ultimately certification. Served in institutional and state-wide committees and organizations designed to bolster teacher education.

Courses Taught:

- EDU 2000 Introduction to Professional Education Experiences (Fall 2011; Winter 2012)
- EDU 2010 Introductory Education Field Experience (Winter 2012)
- EDU 4810 Seminar: Directed Teaching (Fall 2011; Winter 2012)

Administrative Duties:

- EDU 4670-4790 Directed Teaching (Fall 2011; Winter 2012)
- Student Teaching Handbook (updates and revisions (incl. forms))
- Student Teaching Application advising and review
- Work with Placement Coordinator to support student placement in area school districts for student teaching
- Student teaching advising, review, and evaluation (programmatic and individuals)
- Assign and support University Supervisors in working with student teachers
- Work with Certification Officer to support student teaching certification

Michigan State University**College of Education, Department of Teacher Education
Course Instructor**2006-2011
(517) 353-5091

Responsible for working with faculty in all facets of developing and teaching courses within the Department of Teacher Education including the development of curriculum, the teaching of the course, and execution of administrative duties.

Courses Taught:

- TE 873 Literacy Leadership (MACT Online; Spring 2011 – Co-taught course)
- TE 865 Teaching and Learning K-12 Social Studies (MACT Online; Fall 2010)
- TE 810 History of Education (MACT Online; Summer: 2010, 2011)
- TE 804 Reflection and Inquiry in Teaching Practice II – Social Studies (Spring: 2009, 2010)
- TE 802 Reflection and Inquiry in Teaching Practice I – Social Studies (Fall: 2008, 2009)
- TE 408 Crafting Teaching Practices – Secondary Social Studies (Spring: 2007, 2008)

- TE 407 Teaching Subject Matter to Diverse Learners – Secondary Social Studies (Fall: 2006, 2007)

Michigan State University

College of Education, Department of Teacher Education
Field Instructor

2007-2011
(517) 353-5091

Responsible for cultivating relationships with interns, university instructors, university personnel, mentor teachers, and site personnel in order to facilitate interns' learning to teach in the field. Conducted observations of interns over each school year, and provided assessment and constructive feedback of interns. Communicated regularly with interns, mentor teachers, and university representatives to advocate on behalf of interns' learning to teach, as well as developed program plans according to each individual's needs. Developed assessment reports and attended to administrative tasks including the development and presentation of evaluative tools, professional development plans, curriculum and pedagogical strategies, and management interventions.

Michigan Department of Education

Office of Professional Preparation Services
Program Reviewer

2011
(517) 373-6505

Provided qualitative analysis and review of teacher certification programs in Michigan for the subject area of Political Science. Trained on, implemented, and worked as part of a review team to establish whether the structure of the program meets state certification standards and to make recommendations to the Office of Professional Preparation Services based on findings.

Michigan Virtual University (High School)

Social Studies Department
Teacher

2009-2010
(888) 532-5806

Teacher in Social Studies responsible for creating and implementing a diversified curriculum for the purpose of relating and working with major components of national, state and district standards for the classes I taught in an virtual, online environment. Added supplementary curriculum resources as necessary while teaching the subject matter utilizing current pedagogical theory.

Michigan Department of Education

Office of Professional Preparation Services
Independent Consultant

2008-2009
(517) 373-6505

Provided qualitative analysis and alignment of standards and policies in order to inform relevant stakeholders in rewriting and restructuring standards, certifications, endorsements and other relevant policies.

Michigan State University

College of Education, Department of Teacher Education
Accreditation Analyst

2007
(517) 353-5091

Teacher Education Accreditation Council (TEAC) Data Analysis for Social Studies Narrative

Disaggregated and analyzed qualitative and quantitative data based on goals reported to Teacher Education Accreditation Council (TEAC) for accreditation. Prepared reports based on analysis for review by faculty and to be included in accreditation narrative.

Traverse City Area Public Schools

East Junior High School, Central High School
Teacher

2001-2006
(231) 933-1710

Certified Professional Teacher in Social Studies (RX) and English (BA) responsible for creating and implementing a diversified curriculum student success. Includes relating and working with major components of national, state and district standards and differentiating instruction according to the academic needs of students. Added supplementary curriculum resources as necessary while teaching the subject matter utilizing current pedagogical theory.

Traverse City Central High School (2001-2003; 2004-2006) **Classes Taught:** Humanities, Government/Honors Government, Mythology
Traverse City East Junior High School (2003-2004) **Classes Taught:** American Cultural Studies (US History and English Language Arts), Mentoring

YMCA of Lansing – Oak Park Branch

Youth Program Coordinator

1998-2001
(517) 694-3901

Advisor - Leaders Club: responsible for the planning and implementation of activities including training and volunteer opportunities for 12-18 year olds.

Advisor - Youth In Government: directs students the creation of Youth In Government bills, legislative procedures, parliamentary procedure, applicable paperwork, and advisor for fall and spring conferences.

Other Positions Held: Lead Counselor - Teen Camp, Lead Counselor - Explorers Club, advisor/coordinator - Junior Leaders, Building Manager - overnight rentals, Substitute Sports Instructor, Substitute Head Start Instructor, Youth Lobby Attendant, Kid's Gym Attendant, Director/Coordinator youth overnights.

PROFESSIONAL SERVICE

- Trustee of Board of Education of The Greenspire School in Traverse City, Michigan (2016-present)
 - Personnel Committee Chair
 - Curriculum Committee Member
- Trustee of Great Lakes Children's Museum in Traverse City, Michigan (2013-2016)
 - Executive Committee President (01/2014-present)
 - Executive Committee Vice President (07/2013-01/2014)
 - Education Committee Co-Chair (05/2013-06/2015)
 - Executive Director Hiring Committee Chair (01/2014-04/2014)
 - Development and Grants Committee (01/2014-06/2015)
 - Volunteer Committee Chair (05/2013-01/2014)
- Representative for Madonna University at Michigan Directors and Representatives of Teacher Education Programs (2011-2012)
- Madonna University College of Education Teacher Education Committee (2011-2012)
- Madonna University College of Education Curriculum and Research Committee (2011-2012)
- Madonna University College of Education Lesson Planning Methodology Review and Reformation Committee (2011-2012)
- Michigan State University Department of Teacher Education Doctoral Education Committee (2009- 2010)
- Michigan State University Social Studies Teacher Education Reform Committee (2009-2010)
- Michigan State University Department of Teacher Education Chair's Advisory Committee (2007-2009)
- Michigan State University Department of Teacher Education New Student Mentor Program (2007-2009)
- Traverse City Educational Association (TCEA) Building Representative (2005-2006)
- Traverse City Area Public Schools Curriculum Alignment and Assessment Process (CAAP) Review and Analysis for Social Studies (2001-2006)

PUBLICATIONS, PAPERS, AND PRESENTATIONS

Edited Books

Heilman, E. E., R. Amthor, and Missias, M.T., Eds. (2010). *Social Studies and Diversity Education: What We Do and Why We Do It*. New York, Routledge.

Book Chapters

Missias, M.T. and K. Brugar (under review). "Entrepreneurship." In *Keywords in Social Studies*. A. Whitlock, M. Helmsing, D. Krutka (Eds.).

Missias, M. T. and M. Ott (2010). Introduction to History in Social Context. *Social Studies and Diversity Education: What We Do and Why We Do It*. E. E. Heilman, R. Amthor and M. T. Missias (Eds.). New York, Routledge.

Trofanenko, B. and M. T. Missias (2010). Introduction to Evidence and Interpretation in History. *Social Studies and Diversity Education: What We Do and Why We Do It*. E. E. Heilman, R. Amthor and M. T. Missias (Eds.). New York, Routledge.

Conference Papers

Halvorsen, A.L., Harris, L., Doornbos, L., and Missias, M.T. (2016). *Community in Context: Using Local History to Develop Teachers' Historical Inquiry Instructional Skills*. College and University Faculty Assembly of the National Council for Social Studies Annual Meeting, Washington, D.C.

Missias, M. T. (2010). A Phenomenological Investigation of Pre-service Teachers' Imagination. American Educational Research Association Annual Meeting, Denver, CO.

Garrett, H.J., Greenwalt, K.A., Missias, M.T., & Brugar, K.A. (April 2009). Confronting the other: Understanding empathy. American Educational Research Association, Division B. San Diego, CA.

Missias, M. T. and A. Kesler-Lund (2009). Toward a Theory of Student Agency in History Education. American Educational Research Association Annual Meeting. San Diego, CA.

Missias, M.T. and A. Segall (2009). Invoking Imagination in Pre-service Teachers: Defining Boundaries and Opening Possibilities. American Educational Research Association Annual Meeting. San Diego, CA.

Presentations

Missias, M. T. and A. Kesler-Lund (2009). What Happens When They're "Wrong"? Historical Inquiry and Student Perceptions. 54th Annual Michigan Council for Social Studies, Mt. Pleasant, MI.

Missias, M. T. and M. Dailey (2009). Popular Culture and Social Justice: Meeting Students in Their World. 54th Annual Michigan Council for Social Studies, Mt. Pleasant, MI.

Buffa, J., M. T. Missias, et al. (2009). Technology in the Classroom: Creating Meaningful and Interesting Learning Experiences. Michigan Council for Social Studies State Conference, Grand Rapids, MI.

Dailey, M. and M. T. Missias (2009). Studying 9/11 through Personal and Historical Contexts. Michigan Council for Social Studies State Conference, Grand Rapids, MI.

Garrett, H. J., D. Birmingham, et al. (2009). Finding Space in the Content Expectations. Michigan Council for Social Studies State Conference, Grand Rapids, MI.

Missias, M. T. and K. Brugar (2009). Humanizing Historical Inquiry. Michigan Council for Social Studies State Conference, Grand Rapids, MI.

AWARDS AND FELLOWSHIPS

Fellowships

- Dean's Scholar Program Fellowship, Michigan State University College of Education (2006-2010)

MEMBERSHIPS, ENDORSEMENTS, AND TRAININGS

Memberships

- American Educational Research Association
- National Council for the Social Studies
- NCSS College and University Faculty Assembly
- Michigan Council for the Social Studies
- Michigan Directors and Representatives of Teacher Education Programs

Endorsements

- Highly Qualified Michigan Professional Teaching Certification with Endorsements in Social Studies (RX) and English (BA)

Conferences and Trainings

- Michigan Virtual University Online Teacher Training (2009)
- Designing Curriculum for ESL Students (2004; 2005)
- CAAP (district testing) Writing/Scoring (Social Studies and English) (2001-2006)
- 2002, 2003, 2004, 2009 Michigan Council for the Social Studies State Conference
- 2002 International Model Schools Conference
- 2003, 2007 National Council for the Social Studies (NCSS) National Conference
- 2007, 2009 American Education Research Association (AERA) Annual Meeting
- 2007 College and University Faculty Assembly (CUFA) Annual Meeting (division of NCSS)

Rebecca M. Rogan

Rrogantc@gmail.com

109 Fairlane Dr.
Traverse City, MI 49684

Cell Phone: (231) 342-1001

Mayor Jim Carruthers
C/O Benjamin Marentette, City Clerk
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

Via e-mail ONLY to: tcclerk@traversecitymi.gov

RE: Vacant Commission Seat

November 28, 2016

Dear Mayor Carruthers, Mayor Pro Tem Howe, and Commissioners:

Please consider this my application for the vacant commission seat on the Traverse City City Commission. As you can see from my attached resume, I have extensive experience as an Executive Director and trainer for Conflict Resolution Services, a Practice Manager and Supervising Paralegal for a local law firm, and as a Legal Advocate and department level Administrator for the Women's Resource Center. I believe my combined education and leadership skills will be a benefit to the citizens of Traverse City and the City Commission through:

- Proven knowledge and skill associated with communication and goal management.
- Outstanding interpersonal skills with the ability to establish and maintain productive community-based relationships; essential for seamless interactions, positive reputation building, project collaboration and stimulating motivation.
- Dynamic and organized planning and follow-up skills geared toward outlining strategic objectives, advancing public awareness and promoting Traverse City.
- Contagious enthusiasm with the ability to empower others through support and guidance.
- Appreciation of the underlying importance of ethical practice in all encounters and transactions.

The prospect of advancing the goals and dreams of the citizens while working with city employees and following applicable local and state laws is very exciting. Our community is seeing great growth in many areas and being recognized at the state and national levels for many of its natural and handmade wonders. At the same time it is experiencing the associated growth pains and the concerns of the citizenry must be addressed in a way that acknowledges hearing their concerns and frustrations balanced with the needs to continue to allow the community to thrive as it has. I would welcome the possibility of working for the citizens of Traverse City and with the current Traverse City Commissioners.

I am available for further information via the contact information listed above. Thank you in advance for your consideration.

Respectfully,
Rebecca M. Rogan
Rebecca M. Rogan

Attachments: Resume

Rebecca M. Rogan

Rrogantc@gmail.com

109 Fairlane Dr.
Traverse City, MI 49684

Cell Phone: (231) 342-1001

Career Profile

Over twenty years of executive and management experience with specialization in operational leadership and legal applications. Manages by example with emphasis on maintaining the highest levels of personal and professional integrity. Experienced in advocacy work on behalf of vulnerable populations who are dealing with a variety of local, state and federal systems. Active member of the community at the local and state level. Proficient with Microsoft Office Word, Excel, Power Point, QuickBooks, Data Base Management, Electronic Case Filing (ECF), internet research and a variety of electronic mail systems.

Professional Accomplishments

- As Executive Director for a local not-for-profit, performs all functions necessary for the operations of the agency. This includes handling all financials, overseeing all employees and volunteers, grant writing and the requisite fiduciary accountability, overseeing all programs and reviewing new programs for possible inclusion in services. Certified to provide Domestic Relations, General Civil, Child Protection, Adult Guardianship, and Special Education mediations. Approved Michigan State Court Administrative Office of the Domestic Violence Screening Protocol for mediators. Executive Director is directly responsible to a Board of Directors and provides all materials for monthly Board meetings.
- As Practice Manager and Supervising Paralegal for an attorney specializing in family, special education and criminal law, performed intake consultations and made screening recommendations for case acceptance based upon legal merit. Researched legal precedent and orchestrated case management with individuals, other law firms and court personnel. Educated clients regarding the legal process and provided continuous updates and informational services. Fiscal oversight led to a decrease in account payables and an increase in income.
- In 2000, selected by a panel of the GTLA Bar Association as the Liberty Bell Recipient. Recognized as a lay person who was instrumental in promoting better understanding of the rule of law, encouraging a greater respect for law and the courts, stimulating a sense of civic responsibility and contributing to good government in the community through outstanding performance as the Legal Advocate at the Women's Resource Center.
- In 2015, selected by the Grand Traverse Area Legal Professionals as the Legal Professional of the Year. Nominated by the Conflict Resolution Services Board of Directors, this award recognizes an individual who has been active in the legal profession and works to advance the legal profession through advocacy, education, and mentoring.
- Competent public relation representative and spokesperson; communicates organizational mission and objectives clearly and concisely through a variety of media, public speaking engagements, community presentations and networking opportunities.
- Personally dedicated to facilitating a work atmosphere conducive to mentoring and actively supporting the growth potential of all employees. Participative style of management that encourages individual initiative, stimulates continuous learning, and builds morale.

Summary of Qualifications

Organizational Management

- Assessed organizational structure and revised operations of *The Law Office of Thomas Dundon*. Designed and implemented policy and procedures leading to functional transitions and a more fluid and productive work flow.
- Manages operational expenditures including capital improvements and all administrative support supplies and services.
- Researches and identifies potential availability of federal grants and local foundation funds; successful grant writing capability.
- Participated in fund raising campaigns with an aptitude for developing innovative strategies for new and existing programs.
- Performs human resource functions including recruiting, screening, training, scheduling, work delegation, counseling, payroll administration and termination. Also, supervises interns and evaluates and reports to educational institutions as required.
- Observes all local, state and federal laws and regulatory guidelines; flawless documentation and report submission.

Community Relations

- Served on the Board of Directors of the Michigan Coalition to End Domestic and Sexual.
- **Presented**, *Role of Non-Profit Social Service Agencies in Northwest Michigan*, Leadership G.T., Traverse City, Michigan (1998-2007).
- Provides information and training to the agencies service area regarding the agencies services, active listening skills, dealing with conflict. Also provides competent meeting facilitation services.
- Maintains resource contacts with governmental agencies and support organizations throughout the state of Michigan.

Work History

- **Executive Director**, Conflict Resolution Services, Inc., Traverse City, Michigan, (2013-Present).
- **Practice Manager/Supervising Paralegal**, Law Office of Thomas R. Dundon, Traverse City, Michigan, (2007-2012).
- **Legal Client Advocate**, Women's Resource Center, Traverse City, Michigan, (1996-2007).

Education and Community Service

- **M.B.A. Strategic Management**, Davenport University, Traverse City, Michigan, (2009).
- **B.A. Sociology and Criminal Justice**, Adrian College, Adrian, Michigan, (1990).

- **Certification, Drug/Alcohol Prevention and Intervention**, Western Michigan University, Kalamazoo, (2001).
- **Member**, NALS, the association for legal professionals, Tulsa, Oklahoma, (1996-Present).
- **Member**, NALS of Michigan, the association for legal professionals, Lansing, Michigan, (1996-Present).
- **Member**, Grand Traverse Area Legal Professionals, Traverse City, Michigan, (1997-Present).
- **Volunteer Mediator**, CRS, Inc., Traverse City, Michigan, (2009-2013).
- **Board Member**, Michigan Foster Care Review Board #27, Michigan, (2011-2016).

WAYNE L. WORKMAN
815 WASHINGTON STREET
TRAVERSE CITY, MI 49686

RECEIVED

NOV 28 2016

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

November 28, 2016

Benjamin Marentette, City Clerk
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

Dear Mr. Marantette:

Please accept this letter and resume as application for filling the vacant seat on the Traverse City Commission resulting from the resignation of Ross Richardson.

My resume summarizes my career in investment banking and government service. I believe my experience working with state and local governments and non-profit organizations over the last 40 years will provide a solid background for helping craft sound policies and decisions by the City Council.

The City's financial condition is strong with an AA+ bond rating from Standard and Poors rating agency. Challenges going forward include increasing affordable workforce housing, maintaining high quality infrastructure, and a vibrant safe city that residents can rely on. My public finance experience has given me a solid understanding of how to develop strategies for meeting these challenges. And, my background in economic development and managing the Michigan State Housing Development Authority will provide experience to support construction of additional affordable workforce housing.

If I am appointed by the Council and Mayor to fill this vacancy on the City Council, I commit to prioritizing the time needed to participate with the Council, staff, and various stakeholders to make sound decisions to keep Traverse City prosperous and growing. My record will show accomplishments and consensus building to achieve long-term results.

I appreciate your consideration.

Sincerely,



Wayne L. Workman
workmanwayne@gmail.com
(231) 590-0503

RESUME

Wayne L. Workman
815 Washington Street
Traverse City, MI 49686
(231) 590-0503
workmanwayne@gmail.com

CURRENT POSITION

Principal - Strategic Advisors LLC

Current project: Provide financial advisory services to Michigan Economic Development Corporation and other state agencies on various projects and programs.

PRIOR POSITIONS

2013-2016

Deputy State Treasurer, Local Government, State of Michigan
Acting Executive Director, Michigan State Housing
Development Authority - 2014-2015

2002-2013

Managing Director, R.W. Baird and Company

Provide financial advisory and banking services to the State of Michigan, local governments and non-profit organizations.

1980-2002

Managing Director, Tucker Anthony, Boston Massachusetts

Provide financial advisory and banking services to the State of Michigan, local governments and non-profit organizations.

1971-1980

State of Michigan

- Executive Director, Michigan Office of Economic Development - 1976-1980
- Auditor, Michigan Department of Treasury, Municipal Finance Commission - 1972-1976
- Auditor, Michigan Department of Transportation - 1971-1972

1970-1971

Management Assistant, Hardware Distributors
Muskegon, Michigan

COMMUNITY LEADERSHIP AND VOLUNTEER ROLES

2011-PRESENT

Board Member, Treasurer, Safe Passage, Guatemala

Non-profit organization providing education and comprehensive health and social services to children and families living in the neighborhood surrounding the Guatemala City garbage dump.

- 2013-PRESENT** **President Nominee, Rotary Club of Traverse Bay Twilight**
- 2016-PRESENT** **Board Member, Buckets of Rain, Empire Michigan**
Develop urban gardening opportunities for inner city residents in Detroit and Guatemala.
- 2016-PRESENT** **Treasurer, Willow Run Land Management Services LLC**
Non-profit owner of former Willow Run Airport being developed as the American Mobility Center for research and development of self-driving vehicles.

EDUCATION

- 1976-1970** **Western Michigan University, Kalamazoo Michigan**
Bachelor of Arts

REFERENCES

Steve Arwood, Chief Executive Officer, Michigan Economic Development Corporation
(517) 241-1273 evansa@michigan.org

Deb Haase, Executive Director, Father Fred Foundation
(231) 590-0954 dehaas2002@yahoo.com

Randy Kiessel, Managing Director, R.W. Baird & Company
(231) 933-6050 rkiessel@rwbaird.com

Evan Smith, Executive Director of Policy and Outreach, Cherry Capital Foods
(231) 499-1511 evan@cherrycapitalfoods.com