

AGENDA
CHOCOLAY TOWNSHIP SPECIAL BOARD

Township Fire Hall Room
December 11, 2024 – 5:30 P.M.

- I. MEETING CALLED TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL:** Dave Lynch (Supervisor), Max Engle (Clerk), Ben Zybert (Treasurer), Richard Bohjanen, Mark Stonerock, Donald Rhein, Jon LeGalley (Trustees).
- IV. APPROVAL OF AGENDA – Additions/Deletions.**
- V. PUBLIC COMMENT**
- VI. CONSENT AGENDA**
- VII. SUPERVISOR REPORT**
- VIII. CLERK’S REPORT**
- X. PUBLIC HEARING**
- XI. PRESENTATIONS**
- XII. UNFINISHED BUSINESS**
 - A. Township Manager Interviews.
 - 1. Mr. Jeff Thornton – 5:45 pm, remote
 - 2. Mr. Jered Ottenwess – 6:45 pm, in-person
 - 3. Mr. Daniel Sabolsky – 7:45 pm
- XIII. NEW BUSINESS**
- XIV. BOARD MEMBER’S COMMENTS**
- XV. PUBLIC COMMENT**
- XVI. CORRESPONDENCE, MEETING MINUTES AND INFORMATION.**
- XVII. ADJOURNMENT**

Chocolate Candidates' Interview Questions

SUGGESTED INTERVIEW QUESTIONS

OPENING QUESTIONS

Supervisor Lynch---While we have had the opportunity to review your resume, our audience has not. Would you very briefly review your background and what causes you to be interested in the manger position?

BOARD RELATIONSHIP

Trustee---Please tell us what is your understanding of the role of the Township Manager?

Trustee ---Township government is a unique form of government. The Board of Trustees and other elected officials are co-employers which occasionally leads to conflicts. What type of a relationship would you like to establish with the elected officials?

Trustee—Tell us about a complex work situation in which you were involved in and how it was resolved?

MANAGEMENT STYLE

Trustee ---Time management and balancing multiple priorities is an important skill to be effective in this role. How do you make decisions about how you spend your time, and what strategies do you use for balancing multiple priorities?

EMPLOYEE RELATIONSHIPS

Trustee—Please tell us how you would proceed in developing trust and respect with the Department Heads and Township employees?

BUDGET

Trustee –This vacancy is for a Manager with oversight responsibility for the township budget .Describe in detail, your experience with budget development, financial management and developing grant proposals.

LEADERSHIP

Trustee ---What are the three effective leadership qualities you think are *the most* important? How have you demonstrated these qualities in your *past* or current position?

Chocolate Candidates' Interview Questions

JOB EFFECTIVENESS

Trustee –Please tell us about one or two of your proudest professional accomplishments. What types of challenges do you must enjoy tackling?

Trustee---If offered the position, could you please provide us an approximate timeline when you could begin your duties with this Township?

WRAP UP

Supervisor Lynch---We appreciate your interest in the position; thank you for coming. Are there questions that you have for the trustees about the position?

November 27, 2024

Chocolay Township
5010 US 41 South
Marquette, Michigan 49855

Dear Supervisor Bohjanen and Honorable Board Members,

I am writing to express my sincere interest in your Township Manager position. With a proven track record as a local government Manager, I am eager to bring my extensive local government experience and skill set to contribute to the continued success of the Township.

I am in search of an organization offering a stable environment that I would like to work with for the remainder of my career. I am looking for an environment that embraces good morals, ethics, values with pride and respect for one another. And an employer that rises above challenges, adversity and negativity to focus on success, achievement and prosperity. If I have described you and your team in Chocolay Township then we need to talk further.

I believe that with my twenty years of local government experiences that I possess a broad base of skills in complex operations, where I have proven to be a skilled communicator and collaborator, able to listen and accept criticism, while working to resolve problems. I have proven success in keeping up with current trends and bringing innovative ideas forward.

I have performed duties such as zoning manager, planning, human resources, risk management, budgetary development and oversight, project management, safety oversight, strategic planning, program development, economic development, public relations, grant writing and administration, etc. for organizations that provide public services, public safety, fire and EMS services, critical infrastructure, utilities, arts and recreation that is all encompassing of a vibrant, healthy community.

I have been actively involved with MAC (Michigan Association of Counties), MACAO (Michigan Association of Township Administrative Officers), MME (Michigan Municipal Executives) AAME (American Association of Municipal Executives) and held a Board position with the MML (Michigan Municipal League) among other professional organizations, community boards and committees.

I would appreciate the opportunity to sit down with you and discuss the possibility of joining your team.

Respectfully,

A black rectangular redaction box covering the signature of Jeff Thornton.

Jeff Thornton

Jeffrey D. Thornton
6126 100th St. SE
Caledonia, Michigan 49316

EMPLOYMENT OBJECTIVE

To work within an organization where one can develop relationships that promote mutual growth and prosperity for the long term.

PROFESSIONAL EXPERIENCE

Village Manager / Clerk, Village of Caledonia
Caledonia, Michigan
(June 2019 to April 2024)

With a population of nearly 1,600, the Village of Caledonia serves as a bedroom community to the greater Grand Rapids metro region. I also serve as the Village's zoning administrator, street administrator, public services director along with a multitude of other duties like; community planning, human resources, risk management, budgetary development and oversight, project management, safety oversight, strategic planning, program development, economic development and redevelopment, public relations, grant writing and administration, etc. So far during my tenure, the Village has seen growth in service industries with the addition of food and drink establishments, professional offices, healthcare services and 168 residential units, bringing more choices to the community. With the addition of three housing developments the Village is now "built out" and we have one hundred percent occupancy in residences.

Caledonia operates on a two million dollar budget and has recently purchased and remodeled its Village Hall and has also made a substantial reinvestment in the DPW. More importantly this purchase and reinvestment occurred while chopping away at our debt, and I am now proud to say that the community is now not only debt free but now has a generous fund balance.

Took a hiatus from professional responsibilities to provide care and support for ailing family members. During this period, focused on personal and family priorities. Subsequently, re-entered the workforce with a renewed commitment to contributing to organizational success.

City Manager, City of Negaunee
Negaunee, Michigan
(March 2011 to March 2017)

The City of Negaunee has a population of about 4,600 located in the north-central portion of Michigan's Upper Peninsula. It is a "bedroom community" located nine miles west of Marquette on the shores of Lake Superior. I managed the day to day operations of the largest City in the U.P. occupying almost fifteen square miles with almost forty miles of streets, thirteen miles of sidewalk and non-motorized paths and boasting over 61 acres of parks. The City operates not only a full service DPW utilities of water, sewer and electric. Of course, Negaunee also has a library, senior center, public housing, cemetery, police and fire department, which also serves the City's residents and visitors. The City employs approximately fifty-three, full, part-time and seasonal personnel, represented by three collective bargaining units with just over a twelve million dollar annual budget. I was charged with the responsibility for conducting the City's business in all matters on the day to day basis while also representing the City on Federal, State, County, Tribal (KBIC) matters. I was the lead in the City's pursuit in obtaining Redevelopment Ready certification. I also served as the City's Zoning Administrator, Street Administrator along with a multitude of other duties including serving as: Michigan Municipal League-Board of

Trustee Member, Michigan Municipal Executives(former MLGMA)-Member, Upper Peninsula Municipal Managers Association-President, Michigan Department of Transportation, Upper Peninsula Local Bridge Council-Member, Central Upper Peninsula Planning and Development Regional Commission-Board Member, WPPI Energy-Board Member, Upper Peninsula Public Power Agency (UPPPA)-Vice President.

Consultant, M&A Services

Oscoda, Michigan

(November 2009 to February 2011)

Worked with a corporation in developing and implementing a business plan with the goal of marketing the company for the purpose of sale.

Chief Administrative Officer – County Coordinator, County of Alpena

Alpena, Michigan

(August 2005 to November 2009)

Alpena County has a year-round population of approximately 29,000 which grows to more than 35,000 with the influx of snowbirds and tourist, being a popular destination that occupies 1,695 square miles on the picturesque shores of Lake Huron. This rural County is made up of smaller communities with the largest being the City of Alpena with 11,000 residents, which is by far the largest City in the sparsely-populated Northeast Michigan area, serving as its commercial and cultural hub.

Performed as the Chief Administrative Officer in the operations of Alpena County. Provided assistance to the Board and committees of the Board to facilitate action on matters requiring their attention such as policy review, contract review, contract negotiation and liaison with other boards and agencies. Investigated and researched various issues and projects assigned by the Board and reported the results with possible alternatives and recommended courses of action. Supervised appointed managers and functions of departments such as Maintenance, Equalization, Central Dispatch 911, Airport and others as assigned. Responsible for coordinating the process of the hiring of department managers, assigning functions, reviewing and evaluating managerial performance. Responsible for the bargaining and administration of all labor agreements within the County and served as the last step in the grievance process. Worked with legal counsel on litigated matters including arbitration, mediation and State administrative hearings. Maintained fiscal management of the County. Controlled, reviewed and analyzed budgets. Approved major purchases, forecasted financial status, created and implemented related policy. Participated in planning of County infrastructures including facilities, capital outlay, budget and critical long-range needs. Coordinated matters involving outside counsel work and recommends action on matters to the Board. Represented the Board of Commissioners at meetings with local governmental and State officials. Spoke on behalf of the Commission at various meetings, presented the County point of view and served as a resource on existing policies and issues. Served on the County Building Authority. Also served as Special Deputy, interim Airport Manager and 911 Director.

Alpena Regional Airport Manager / Assistant County Coordinator, County of Alpena

Alpena, Michigan

(May 2005 to August 2005)

Managed the day-to-day operations of the Alpena County Regional Airport (APN). Which is a joint use Part 139 (air carrier) / Michigan Air National Guard airport that has almost 15,750 operations per year with a 9,001-foot primary runway and a 5,031-foot crosswind runway. It has passenger service provided by Delta Airlines, three FBO's, two flight schools, two fuel providers, two 135 operators, four freight companies and repair facilities. APN is a 3,000-acre facility that has as its largest tenant / lease holder, a Federal Government Combat Readiness Training Facility. APN's property also entails two designated economic development renaissance zones.

Managing Director, Owosso Community Airport (RNP) / Secretary, Shiawassee County Airport Board,
Owosso, Michigan

(April 2002 to May 2005)

Responsibilities included the daily operations that included; administration of personnel, facilities, equipment, budget management, instructing and overseeing compliance with all local, state and federal laws. Secretarial duties include establishing, with the direction, concurrence and approval of the Shiawassee Airport Board, fiscal and personnel policies governing the operation and management of Owosso Community Airport.

Emergency 911 Dispatch Center, Eaton County. Charlotte, Michigan

(December 2001 to April 2002)

Received request for police, fire and emergency medical assistance from the public. Dispatch and/or relay calls for service to the appropriate police, fire and emergency medical agencies or units. Assists emergency service agencies by collecting, storing, retrieving and disseminating information vital to their operation. Responsible for making effective, immediate decisions regarding life-threatening situations based on highly complex rules, regulations and procedures. State of Michigan LEIN certified.

Appraiser, GMB Appraisal Group. Scottsdale, Arizona

(October 2000 to December 2001)

Performing appraisals with an appropriately supported objective and unbiased opinion of the value, of an adequately and accurately described property. All performed with the highest levels of technical competence, individual responsibility and personal integrity.

President, Kingston Printing Inc. Owosso, Michigan.

(September 1993 to August 1999)

Responsible for all operations of a commercial printing company. Duties included sales, purchasing, customer service, graphic design, production, bookkeeping, marketing, job scheduling, purchasing, computer design, production supervision, training, computer development employee development, employment, benefits, employee scheduling, payroll, terminations, EEO conferences and union contract negotiations. National accounts consisted of such companies as NuVision Optical, Crown Leisure Products, Pearle Vision, Henry Ford Health Systems, General Motors and the State of Michigan.

Projects Manager/Developer, K mart Corporation-Auto Service division, Troy, Michigan.

(May 1987 to September 1993)

Developer-Responsible for the recruitment of qualified mechanics and management positions. Developed and implemented training programs for supervisors, managers and mechanics. Monitored continuing education programs to ensure all personnel maintained the highest level of competence to ensure quality of work and safety.

Projects Manager-Organized and implemented national and local marketing Policy & strategy. Prepared and analyzed tracking reports. Researched, analyzed and monitored market trends and competitive environment. Managed multiple projects aimed at increasing competitive advantage. Negotiated contracts with online and outside advertising agencies. Obtained new product lines and negotiated co-operative advertising agreements. Developed promotional programs utilizing in store, print, radio and television media platforms. I received numerous awards for my accomplishments.

Emergency Medical Technician/ Director, Corunna Area Ambulance Service, Corunna, Michigan
(January 1986 to September 1990)

Provided emergency medical care to patients by providing treatment in a pre-hospital setting. Performed duties as chief medical officer on a basic life support ambulance. Instructed in CPR, advanced first aid, drivers training, dispatching and assisted in emergency medical technician training. Eventually becoming the Director, who managed the daily operations of CAAS by scheduling staff, providing continuing education, ensuring compliance with State of Michigan requirements and reporting directly to the board of directors.

EDUCATION

Disney Institute
Alpena Community College
Michigan State University
Lansing Community College
Corunna High School
ULC- Honorary PhD. Divinity

ACTIVITIES AND ORGANIZATIONS

I held a board position with the GVMC (Grand Valley Metro Council). I am currently a member of MME (Michigan Municipal Executives), KCCA (Kent County Clerks Association), KCTA (Kent County Treasurers Association) and held a Board of Trustees position with the MML (Michigan Municipal League). I also had been actively involved with MAC (Michigan Association of Counties), MACAO (Michigan Association of County Administrative Officers. Ordained Minister, Tech Certified Scuba Diver, Habitual Volunteer, Community Activist, Hobbyist, Father and Husband.



Village of Caledonia

250 South Maple Street SE.
Caledonia, Michigan 49316-9475
616.891.9384
www.villageofcaledonia.org

To whom it may concern,

I am writing to provide my enthusiastic recommendation for Jeff Thornton, who has served as a Village Manager under my supervision for nearly five years. During this time, Mr. Thornton has consistently demonstrated exceptional dedication, professionalism, and leadership in his role.

As a government administrator, Mr. Thornton has been instrumental in working as a team to provide the best services possible to our community. He consistently exhibits strong organizational skills, attention to detail, and an ability to effectively manage multiple tasks and deadlines. He has a thorough understanding of government policies and regulations, and his expertise has been invaluable in navigating complex administrative challenges.

Moreover, Mr. Thornton possesses excellent communication and interpersonal skills, which have enabled him to collaborate effectively with colleagues, stakeholders, and members of the public. He consistently approaches his work with integrity, professionalism, and a commitment to serving the community.

One of Jeff's greatest strengths is his ability to be compassionate, which has made him a trusted and respected member of our team. He consistently goes above and beyond to ensure the success of his projects and initiatives, and his contributions have had a significant positive impact on our organization.

In summary, I wholeheartedly recommend Jeff Thornton for any position or opportunity he may pursue in the future. His outstanding performance, dedication, and professionalism make him an asset to any team or organization. Please feel free to contact me if you require any further information.

Sincerely,

A large black rectangular redaction box covering the signature of the sender.

Jean Soest

Councilperson
Village of Caledonia

A black rectangular redaction box covering contact information, likely a phone number or email address.



CITY OF NEGAUNEE

P.O. Box 70 • Negaunee, Michigan 49866 • Phone (906) 475-7700
Fax (906) 475-0178 • www.cityofnegaunee.com

June 7, 2017

RE: Jeff Thornton Recommendation

To Whom It May Concern:

Jeff Thornton served the City of Negaunee, Michigan as City Manager from March 2011 through March 9, 2017. During his tenure, he focused his time and energies on the needs of the community.

As City Manager, Jeff was instrumental in returning the City of Negaunee to fiscal solvency. During this time, he made many difficult decisions and took on additional responsibilities in his efforts to address the City's finances. He was instrumental in promoting the building of the Teal Lake Assisted Living facility. His professionalism was particularly appreciated during and following his employment transition as he continued to serve the City in a very professional manner by attending meetings and generally being available to field questions.

Jeff Thornton demonstrated dedication and commitment to the City of Negaunee, and I would recommend Jeff Thornton for any position or career he may now choose to pursue.

If you have any additional questions, contact me.

Sincerely,

Don Gladwell
Mayor, City of Negaunee

Michael W. Haines
Mayor City of Negaunee
132 Woodland Drive
Negaunee, Michigan 49866



November 26, 2015

Dear Sir:

I have known Jeff Thornton for the past five years. During that time, Jeff has been the City Manager for the City of Negaunee, Michigan, a city of approximately 5,000 residents. During the same five years I have been a City Councilman for two years and the Mayor of the City of Negaunee for three years. Jeff and I have had a close working relationship and it is my pleasure to give Jeff a strong letter of recommendation.

During those five years, Jeff has completed a 5.4 million dollar wastewater project. He worked with a high degree of skill and competence to accomplish a 1.8 million dollar U.S.D.A. grant for the project and a 3.6 million dollar U.S.D.A. low interest loan. Jeff's skill and leadership in this project brought the complete project to an early and successful conclusion.

During the same period of time, Jeff worked to turn around the City's near financial chaos to Negaunee becoming a leader in the area for a strong financial condition. Negaunee now is in the position of financial strength and all of this was accomplished in time of decreasing statutory revenue sharing in our state.

I have found Jeff to be a very diligent worker with a strong knowledge of both city government issues and financial management matters.

It has been my pleasure to have worked with Jeff during these five years and I am certain he will make a wonderful asset in whatever area he chooses to place his continuing efforts.

Sincerely yours,



Michael W. Haines
Mayor

105 Houghton Street
Negaunee, Michigan 49866

November 8, 2015

To Whom it May Concern:

My name is Diana Menhennick, an elected council woman for the City of Negaunee and I have known Jeff Thornton for five years in the capacity as City Manager for this community. In 2009 the City of Negaunee was in the midst of a major transition and found itself in a very tight fiscal situation in which the city was close to insolvency. This situation required management skills that included leadership, integrity and strong communication skills to clearly explain the seriousness of the situation with many stakeholders that included community members, business leaders, council members and city staff as well as other subnational governments.

During this time Jeff was instrumental in overseeing a large sewer transition project with a nearby community which had already been started before the fiscal crisis. While the state continued to apply policy that consisted of unfunded mandates and revenue sharing cuts Jeff was able to continue to manage the oversight of city services that included innovative and common sense solutions that allowed the city to be in a much healthier fiscal position today.

In summation, due to Jeff's public and private sector experience, his high quality management skills and integrity, Jeff has proven himself to be a strong community minded leader in challenging situations and the City of Negaunee is an example of a successful transition .

Sincerely,



Diana L. Menhennick, Councilwoman

Alpena County Board of Commissioners

720 CHISHOLM STREET SUITE 7
ALPENA MICHIGAN 49707
TELEPHONE (989) 354-9500
FAX (989) 354-9648



November 9, 2009

To Whom It May Concern:

Jeff Thornton has been employed by the County of Alpena, Michigan since May 31, 2005. During this period, he demonstrated qualities that employers seek in searching for a lead administrative position.

As our County Coordinator, Jeff has been progressive in seeking ways to improve operations and in improving the way that we conduct business. He has spearheaded successful cooperative efforts between various units of local government, public institutions and not-for-profit organizations. The commitment and dedication to his community is apparent by his involvement with a wide variety of community efforts and outreach programs aimed at bettering the quality of life of the residents of Alpena County.

It is unfortunate for Alpena County that, due to the economic constraints, we must reorganize our organization and lose valuable employees such as Jeff. I would recommend him for any position or career that he may now choose to pursue.

If you have any additional questions, please don't hesitate to call me.

Sincerely,



Cameron Habermehl, Chairman
Alpena Board of Commissioners

November 20, 2009

To Whom It May Concern:

As a member of the Alpena County Board of Commissioners in May of two thousand and five, I supported hiring Jeff Thornton as our County Coordinator (Chief Administrative Officer). Jeff stood out amongst a field of numerous candidates, possessing the qualities and skills necessary to lead Alpena County into the future. Jeff brings a level of energy, professionalism and dedication to each and every task.

After 6 years as a County Commissioner and one year as Board Chairman, I chose not to seek reelection for 2007 as a result of a family health challenge. In 2009, I ran and successfully earned a seat on the Alpena City Municipal Council.

As a result, I have continued watching Jeff's achievements and supported several resourceful and creative intergovernmental cooperative initiatives he spearheaded. Jeff's ability to create a cooperative environment has altered and improved the way local government in the Alpena area operates.

In closing, I envy any municipality that has the opportunity to add Jeff to their staff. Without hesitation, I would recommend Jeff for any position he aspires.

Please feel free to contact me if you have any questions.

Sincerely,

Michael Nunneley

Councilperson, Alpena City Council
Past Chairman, Alpena County Board of Commissioners


415 S State
Alpena, MI 49707



235 West Chisholm Street . Alpena, MI 49707 . Phone: (989) 354-4181 . Fax: (989) 356-3999

January 12, 2010

To Whom It May Concern,

Jeff Thornton was the County Coordinator of Alpena County before I came into my position. From the day I began my career in Alpena, Jeff was an incredible source of information and help for me and the chamber. For as long as I have known him, Jeff has truly been one of the gems of Alpena.

Jeff was such a great asset to Alpena. He was always happy, informative, and accessible. In addition, Jeff was motivated to do the best for Alpena at all times, making decisions carefully so as to ensure the absolute highest quality of life for citizens in Alpena.

It is unfortunate that the economic circumstances have led to Jeff potentially leaving our area, we will miss Jeff's services tremendously. I highly recommend Jeff to any future employer.

Sincerely,

A solid black rectangular box redacting the signature of Jackle Krawczak.

Jackle Krawczak
Executive Director



Alpena Area Convention and Visitors Bureau
235 W. C. Misholm Street, Alpena, Michigan 49707
Phone: 517-356-4181 Toll Free: 800-4-ALPENA FAX: 517-356-3099
e-mail: alpenacv@northand.lib.mi.us

To Whom It May Concern:

I am very pleased to have the opportunity to recommend Jeff Thornton as a candidate for a position with your organization. By all accounts, Jeff did an excellent job in his position as Alpena County Coordinator and is well regarded as a community member and volunteer. Jeff has excellent communication skills and has fostered partnerships and cooperation between organizations that will have a lasting impact on the Alpena area.

During Jeff's time in Alpena, he has been a tireless promoter of outdoor recreation and tourism. As a volunteer member of the Thunder Bay Underwater Preserve Committee (TBUPC), Jeff coordinated a regular schedule of activities at the county swimming pool for scuba divers and their families. He served on the TBUPC Promotion Committee, which promotes scuba diving in Thunder Bay through familiarization tours, scuba coupons, discounts, events and consumer scuba diving shows. In his travels, Jeff routinely sought out dive shops to drop off materials and promote Thunder Bay.

I have known Jeff for about five years, and can tell you that he worked hard to improve and advance Alpena County. He is known for his progressive attitude and tenacity. Jeff will most certainly be an asset to any community.

Sincerely,



Deborah Pardike
Executive Director

TARGET ALPENA

11/19/09 10:44:30 AM 10/19/09 10:44:30 AM 11/19/09 10:44:30 AM

November 19, 2009

Too Whom It May Concern,

I'm writing this letter in support of Mr. Jeff Thornton. As the economic development agency for Alpena County, I have worked closely with Mr. Thornton for just under three years. Together we have worked on many economic development issues that are specifically related to new business recruitment, land development, loan programs and tax abatements.

Despite his busy schedule, Mr. Thornton was always accessible and spearheaded many positive changes for Alpena County. It is a shame that Mr. Thornton will be leaving our area. He has and will continue to be a tremendous asset for any community and or organization that are lucky enough to hire his services.

Again, I strongly recommend Mr. Thornton, and if you wish to discuss my partnership with Mr. Thornton further, please contact my office.

Sincerely,



Lee J. Shirey, Executive Director
Target Alpena Development Corporation





alpenadowntown.com

January, 2010

To Whom it May Concern:

I am happy to recommend Jeff Thornton for your open position.

I had the pleasure of working with Jeff during his tenure as Alpena County Coordinator. Jeff was organized, efficient, and willing to do whatever was needed to get a particular task finished. Although, as Director of the Alpena Downtown Development Authority, I did not always work directly with Jeff, I served on committees and projects with him over the years, and knew that he was always available to support downtown efforts when needed.

Jeff's role as County Coordinator was very complex, yet he was focused on the issues and aware of and involved in projects relevant to the County. He willingly partnered with other agencies, and made himself available when asked for support. He also found time to volunteer for community projects.

Jeff deserves serious consideration as a potential employee. He would be an asset to any community!

Sincerely,

Lynn Kolasa
Executive Director



Jay Maxwell
Vice President
Automotive Service
International Headquarters
3100 Big Beaver Road
Troy, Michigan 48084
(248) 643-1000

October 20, 1993

To Whom It May Concern:


Jeff Thornton has been an incredible asset to this corporation over the years. He has set and achieved his goals time after time. The profits that this division has received in the last few years has been made in no small part by Jeff's efforts. With his forethoughtfulness and determination he has done great things for this company. I am confident that anything that Jeff does in the future he will do with that same dedication and perseverance that he has done for us.

It has been my pleasure to have had Jeff on my team. I wish him the best.

Sincerely

Jay Maxwell

Jered Ottenwess
120 Ready Street
Ishpeming, MI 49849



November 7, 2024

Chocolay Township Manager's Office
Attn: Chet Janik
5010 US 41 South
Marquette, MI 49855

Re: Township Manager Position

Dear Mr. Janik and Board Members,

I am very excited about the opportunity to pursue this position. I believe my combination of education, background, and experience make me an excellent candidate. I have over 13 years of experience working in local government, about 12 of those as a city manager in Florida and Michigan, including a successful tenure as the City Manager in nearby Ishpeming for several years. I returned to this area because it feels like home to me and I would be honored to be considered for this position. I believe my skillset and background would be a good fit.

I have broad supervisory experience in executive positions; serving as a project manager on large development projects; preparing and overseeing budgets; preparing and updating master plans; and providing staff representation to various boards and committees. I have worked on a range of projects from EPA funded environmental remediation to complex privately-funded redevelopment projects and everything in between. I have been an AICP-certified planner since 2008 and I believe my combination of managerial experience and planning expertise would provide added value to the Township Manager position. I would be able to fulfill the same obligations as your outgoing manager in that respect. Perhaps most importantly, I have a successful management style emphasizing cooperation and engagement while still maintaining a sharp focus on results.

I have been on hiatus from the city management profession for the past few years while I pursued a different career track during the Covid pandemic and following my most recent city manager appointment. I miss working in local government and I believe I have a strong skillset that lends itself most suitably to local management long-term. I am passionate about local government and I have invested many successful years into building a career as a manager. I believe I have a solid understanding and appreciation for the issues faced by the Township and would be effective immediately in the position. Thank you for taking the time to consider my interest in the position and I look forward to hearing back from you.

Sincerely,



Jered Ottenwess

Jered Ottenwess

120 Ready St ~ Ishpeming, Michigan 49849 ~ [REDACTED]

EDUCATION

University of Michigan

Ann Arbor, Michigan

Taubman College of Architecture and Urban Planning

April 2004

- Master of Urban Planning

University of Michigan

Ann Arbor, Michigan

College of Literature, Science and Arts

May 2001

- Bachelor of Arts

Free University of Berlin

Berlin, Germany

- Summer Program

Summer 1999

PROFESSIONAL EXPERIENCE

Direct Home Mortgages

Troy, Michigan

Mortgage Loan Officer

August 2020 – present

- Initiate the mortgage process for potential clients, preparing, analyzing, and verifying mortgage loan applications for the purchase or refinance of real estate.

City of Keego Harbor

Keego Harbor, Michigan

City Manager

February 2019 – February 2020

- Enforce all laws and ordinances under direction of the mayor.
- Manage and supervise all public improvements, works, and undertakings of the city
- Prepare and administer the annual budget under policies formulated by the council and keep the council fully advised at all times as to the financial condition and future needs of the city and make such recommendations as may seem to him advisable.
- Act as the purchasing agent for the city or delegate such duties to some other officer or employee of the city.
- Act as personnel director of all city employees or delegate.
- Member ex officio of all committees of the council.

Ascendant Property Management

Troy, Michigan

Owner/Property Manager

November 2015 – June 2018

- Manage all aspects of 7-unit apartment building and retail commercial building including rent collection and disbursement, tenant recruitment and oversight, compliance with insurance and regulatory requirements, and general maintenance and upkeep.
- Plan and implement construction projects including as liaison with contractors, financing and banking professionals, and owner and owner's agents.

City of Traverse City

Traverse City, Michigan

City Manager

July 2013 – March 2015

- Enforce all City laws and ordinances.
- Supervise all public utilities, improvements, works and undertakings, and the finances of the City.
- Appoint and remove all administrative officers and employees in the administrative service of the City.
- Attend all meetings of the City Commission, and to take part therein, but without vote.
- Prepare annual itemized budget, and keep the Commission fully advised as to the financial condition and needs of the City.
- Purchase all supplies, including insurance, for the City, and approve all vouchers for the payment of same.
- Recommend to the City Commission, for adoption, measures necessary or expedient for City operations;
- Serve as member ex officio of all committees of the Commission.

Jered Ottenwess

120 Ready St ~ Ishpeming, Michigan 49849 ~ [REDACTED]

City of Ishpeming

Ishpeming, Michigan

City Manager

March 2010 – July 2013

- Served as the **Chief Administrative Officer** appointed by the City Council
 - Ensure that all laws and provisions of the City Charter and resolutions of the City Council are faithfully executed;
 - Enforce all City contracts and franchises, works, and undertakings;
 - Supervise all public utilities, improvements, works, and undertakings;
 - Prepare, submit, and administer an annual budget and keep City Council informed as to the financial condition and needs of the City;
 - Administer all procurement and property disposal;
 - Member ex-officio of all commissions and boards of the City;
 - Assume all duties and responsibilities as personnel director of all City employees.
- **DDA Executive Director and ex-officio DDA Board Member.** The DDA implements projects including infrastructure construction, recreation improvements, and streetscaping. The DDA also funds ongoing promotional events and small-scale improvements such as pocket parks.
- **Freedom of Information Act (FOIA) Administrator** in charge of receiving and processing requests in compliance with the Act.

City of Trenton

Trenton, Florida

City Manager

Sept 2005 – February 2010

- **Chief Administrative Officer** appointed by the Board of City Commissioners. Responsible for all personnel, finance, and city clerk responsibilities. Implemented the policies and objectives established by the City Commission and ensures that city services are provided in the most efficient, effective, and fiscally responsible manner possible.
- **Director of Community Redevelopment Area (CRA).** The CRA undertook large-scale projects including downtown redevelopment, streetscaping, park construction, and stormwater management improvements.
- **Land Development Regulations (LDR) Administrator** in charge of interpreting and enforcing the Comprehensive Plan and Land Development Regulations, including site planning, subdivision approval process, zoning changes, and future land use amendments.
- **Floodplain Administrator** responsible for development permitting in flood hazard areas and ensuring conformance with National Flood Insurance Program.
- Represented the City of Trenton as **Secretary/Treasurer** of the Nature Coast Regional Water Authority.

Causseaux & Ellington, Inc. (now Causseaux, Hewitt, & Watpole, Inc.)

Gainesville, Florida

Land Development Planner

June 2004 – Sept 2005

- Project management of development planning including, but not limited to, land use and zoning changes, subdivision approval, fiscal impact modeling, and market analysis.
- Coordinate and conduct community participation and outreach programs such as neighborhood workshops, public hearings, and neighborhood plans.
- Extensive use of GIS for product development, research, analysis, site planning, and plan adoptions and amendments.

City of Ypsilanti

Ypsilanti, Michigan

Planning Assistant

Aug 2003 – April 2004

- Research including, but not limited to, future land use and zoning changes, subdivision approval, legal opinions, and CDBG administration.
- Code enforcement, building code compliance review, public information, and file maintenance.
- Extensive use of GIS for research, analysis, and staff recommendations.
- Building permit and plat research to modernize administration and filing system.

Jered Ottenwess

120 Ready St ~ Ishpeming, Michigan 49849 ~ [REDACTED]

Studies in Urban Security Group

Ann Arbor, Michigan

Graduate Assistant

September 2002 – June 2003

- Conduct extensive research into infrastructure assets, security operations, and disaster preparedness of Detroit Water and Sewerage.
- Utilize disaster modeling software to prepare contingency plans.

PUBLICATIONS

"Case Study: Rural and Urban Distinctions in Florida". Practicing Planner, Volume 6, Issue 3, 2008; American Planning Association.

AFFILIATIONS / CERTIFICATIONS

American Planning Association (APA)

- Member from 2004-present
- American Institute of Certified Planners (AICP) Certification 2008-present

International City Managers Association (ICMA)

- Member from 2005-2019

Michigan Local Government Management Association (MLGMA)

- Member from 2010-2015

Florida City and County Managers Association (FCCMA)

- Member from 2005-2010

November 26, 2024

Administrator Search
Chocolay Township Manager's Office
Attn: Chet Janik
Marquette, MI 49855

Dear Mr. Chet Janik:

It is with great enthusiasm that I submit my resume for the Township Administrator position. Being a frequent visitor to the Marquette area, I am familiar with the Chocolay Township, would welcome the opportunity to be part of the Township's team to preserve and enhance your unique community.

Since the start of my career, I have served in various executive leadership positions, especially in local governments that afforded me with the opportunity to utilize my innovative skillset to preserve, maintain, and/or enhance a variety of communities. Besides the City of Cheboygan, I have provided leadership in fiscal and budget oversight, personnel management, capital project development, and recreational/cultural programming, with the Town of West Yellowstone, City of Sandusky, and Erie County (Ohio).

In addition, I have been responsible for the development and management of diverse assets that included municipal, residential, commercial, industrial, public transit, water/sewer, roadway, and recreational projects and facilities. Over the last three years, under my leadership, the City of Cheboygan has undertaken approximately \$40 million in infrastructure improvements with nearly half being funded by federal/state grants with the remaining balance funded by low-interest private and public sector loans.

Throughout my career, I have been extremely accessible to community residents and staff, very active in the community, and developed successful partnerships with local governments, non-profit organizations, federal governmental agencies, and as well as the business community. Besides being a self-motivated person, I also possess the adaptability and vision that will complement the strong leaders and staff in Chocolay and appreciate all the organization has to offer. For additional information, I can be reached at (██████████) or at

██████████

Sincerely,

Daniel E. Sabolsky

DANIEL E. SABOLSKY

PO Box 5279
Cheboygan, Michigan 497

EDUCATION

Masters in Public Administration Bowling Green State University
Specializations: Management in Small Local Government and Community Development/Planning

Bachelor of Science Bowling Green State University
Major: Biology (Wildlife) Minor: Comprehensive Science

Completed all required coursework and exams for a PhD in Demography at BGSU.

WORK EXPERIENCE

CITY MANAGER

City of Cheboygan, MI. May 2021 to Present.

- Population of approx. 5,000 with tourist season daily average population of 7,500.
- Oversees a combined operational and capital budget of approximately \$17 million – generates revenue projections.
- Leads a staff of 50 employees plus performs all human resource functions including training, development, and union negotiations.
- Conducts all planning, zoning, and community/economic development activities.
- Developed and implemented a Capital Improvements Plan (not done in ten years).
- Oversaw the \$20 million financing and renovation of the City's Wastewater Treatment Plant.
- Secured a USDA Loan (1%) for \$9 million upgrade to the City's Water System including a new water tower.
- Awarded two Michigan RLF grants (\$7.8 million) for additional upgrades in the Water and Wastewater Systems.
- Coordinated the revision of the DDA TIF Plan.
- Purchased key Downtown/Riverfront properties for re-development purposes (Water Street Property).
- Assisted Walstrom Marine with \$6 million expansion.
- Acts as the Zoning Administrator.
- Streamlined the City's permitting process and improved coordinated with other agencies involved with development.
- Updated or created by-laws and procedures for City Boards and Commissions.
- In a week, Raised \$117,000 in donations to purchase a Zamboni.
- Updating Zoning Ordinance, Comprehensive Plan, and Rec Plan.

TOWN MANAGER

Town of West Yellowstone, MT. Jan. 2016 to March 2021.

- Population of approx. 2,000 with tourist season daily average population of 14,000 +.
- Oversaw a combined operational and capital budget of approximately \$15 million – includes revenue projections.

- Led a staff of 40 employees plus performs all human resource functions including training, development, and union negotiations.
- Obtained approval of the Montana State Legislature and Governor to modify existing tax law to increase a local option tax limit (In an anti-tax state). Net gain of \$1.4 million/year in new revenue for the Town.
- Invested \$500,000 in new well and transmission line. Negotiated water rights transfer with DEQ and DNRC.
- Created a public/private partnership to build a state-of-the-art learning center by raising \$650,000 in donations to match a Town investment of \$650,000.
- Entered into a \$2.5 million design and construction management contract for a state-of-the-art wastewater treatment plant (Approx. \$16 million).
- Undertook \$500,000 in emergency renovations to sewer lagoon to increase capacity (finished ahead of schedule and underbudget).
- Purchased 80 acres from National Forest Service using a commercial mortgage secured by Resort Tax revenue.
- Drafted and implemented a new Growth Policy and the site plan for the redevelopment of the Old Airport (80 Acre project).
- Updated the Town's Personnel Policy Manual and Drug Testing Policy.
- Revised the outdated business license and special event permits ordinance.
- Obtained the Town's first DEQ permit for the wastewater system.
- Developed a capital plan for Pioneer Park and invested \$650,000.
- Conducted an analysis of the Town's utility rates and modified them to plan for future capital project needs.
- Wrote job descriptions for all Town employees.
- Conducted a comprehensive wage and benefit study.
- Worked with a developer to construct 180 housing units.
- Issued RFPs/RFQs for legal, engineering, auditing, medical, judicial, and architectural services.

VICE PRESIDENT

Stone Environmental, LLC. Sandusky, OH, Jan. 1990 to Jan. 2016.

- Worked for a variety of governments and non-profits as a contract employee/consultant. Full-time endeavor 2009 -2016.
- Areas of consulting include executive leadership, economic development, planning, zoning, environmental testing, and grant writing and management.
- Provided leadership for Clydescope, Clyde Ohio's economic development and planning agency. Worked on a \$6 million commercial project that included annexation, infrastructure extension, and land acquisition, and structured innovative financing. In a six-month period, recruited a hardware store, two financial intuitions, and manufacturing facility with 100 new jobs.
- Worked with State Paper and Metal to expand their facility onto the former Jeep Plant site in Toledo, OH. Coordinating this \$7 million effort with the City, Lucas County Port Authority, and the State of Ohio.
- Acted as the Executive Director for Direct Action for Central Lorain. See the description below.

- Provided planning/zoning services for Jerusalem Township.
- Obtained and managed the Neighborhood Stabilization Program grants (\$6.0 million HUD program) for the City of East Cleveland.
- Other past clients: City of Lorain, Heidelberg College, Bowling Green State University, Burton Township, City of Pepper Pike, City of Sandusky, Erie County, and the Bunge Corporation.

EXECUTIVE DIRECTOR

Direct Action for Central Lorain, Lorain, Feb. 2002 to Jan. 2009.

- Led community development corporation for 10,000 residents, including full budgetary and personnel responsibilities.
- Enforced neighborhood zoning and property maintenance codes.
- Developed and implemented neighborhood revitalization plans.
- Developed affordable housing projects using HOME and CDBG funds including apartments and single-family homes.
- Constructed and managed commercial and residential construction projects and properties.

COM. DEV. DIRECTOR

City of Sandusky, Sandusky, Ohio, May 2000 to Jan. 2002.

- Managed a staff of 12 full-time, 3 part-time employees, and 40 contractual employees including all personnel functions.
- Led all economic development activities, including the development of a business roundtable, site visit program, and ombudsman programs to focus on business retention and expansion.
- Completed the Paper District Urban Revitalization Plan that started Sandusky's waterfront redevelopment projects.
- Supervised the housing and property maintenance inspectors.
- Coordinated the operation of the County-wide Transit System.
- Updated the comprehensive land use plan and zoning code.
- Negotiated leases and purchase agreements for City property.

EXECUTIVE DIRECTOR

Greater Erie County Marketing Group, Sandusky, Ohio, December 1998 to April 2001.

- Conducted all economic development activities in Erie County, with a population of 78,000.
- Created over 360 industrial jobs with an investment of \$300 million.
- Recruited the Great Bear Waterpark (Now Great Wolf Lodge) that started the Erie County Waterpark Craze.
- Completed financing packages for large scale economic development and housing projects.

OTHER PROFESSIONAL POSITIONS

INSTRUCTOR

Bowling Green State University 1993 to 2016.

Courses included State and Local Government, Planning and Economic Development, Public Administration, Environmental Science, and Political Science.

PROFESSIONAL AWARDS

Ohio CDC of the Year by the Ohio Community Development Association
Ohio CDC Director of the Year by Ohio Community Development Association

REFERENCES

Deputy Mayor Adam Bedwin
Immediate Supervisor (City of Cheboygan)



Craig Wittig
Colleague/Past Employee



Lisa Johnson
Past Co-worker (Town of West Yellowstone)



Greg Forsythe
Past Immediate Supervisor (Councilman – West Yellowstone)



Chris Bauer
Colleague in Economic Development

