

January 23, 2025

Village of Northport
Attn: Chet Janik
P.O. Box 336
Northport, MI 49670

Re: Village Manager Position

Confidentiality: I hereby request confidentiality with respect to my application as allowed for and provided by Michigan law.

Dear Village Council 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. I have a strong track record of maintaining fiscal stability and finding innovative solutions to entrenched issues and 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 been an AICP-certified Planner since 2008 and I would bring a high level of planning experience and expertise to the Village. I have worked on a range of projects from EPA funded environmental remediation to complex privately-funded redevelopment projects and everything in between. 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 local government 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 government management long-term. I am passionate about local government and I have invested many successful years into building a career as a manager. I am familiar with Northport and the surrounding area and would love to call it home again. I would be honored to the serve as your next Village Manager.

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

Iered Ottenwess

EDUCATION

University of Michigan

Taubman College of Architecture and Urban Planning

- Master of Urban Planning

Ann Arbor, Michigan

April 2004

University of Michigan

College of Literature, Science and Arts

- Bachelor of Arts

Ann Arbor, Michigan

May 2001

Free University of Berlin

- Summer Program

Berlin, Germany

Summer 1999

PROFESSIONAL EXPERIENCE

Direct Home Mortgages

Mortgage Loan Officer

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

Troy, Michigan

August 2020 – present

City of Keego Harbor

City Manager

- 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.

Keego Harbor, Michigan

February 2019 – February 2020

Ascendant Property Management

Owner/Property Manager

- 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.

Troy, Michigan

November 2015 – June 2018

City of Traverse City

City Manager

- 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.

Traverse City, Michigan

July 2013 – March 2015

Ikerd Ottenwess

City of Ishpeming

City Manager

Ishpeming, Michigan

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

City Manager

Trenton, Florida

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, & Walpole, Inc.)

Land Development Planner

Gainesville, Florida

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

Planning Assistant

Ypsilanti, Michigan

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

Studies in Urban Security Group

Graduate Assistant

Ann Arbor, Michigan

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