
City of Traverse City

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Office of the City Manager

COUNSELING MEMO

To: Shawn Winter, Planning Director
From: Elizabeth Vogel, City Manager
Date: August 29, 2024
Subject: Professional Conduct and Expectations

Dear Shawn,

I am writing to memorialize our conversation of August 28, 2024 regarding an incident that occurred during the Traverse City Planning Commission meeting on August 7, 2024. During this meeting, you made a comment referring to the remarks of Commissioner Jackie Anderson as "a joke." While I understand that the comment may have been made in frustration, it was inappropriate and crossed the line of professional conduct.

Please consider this a formal reminder of the expectations for your conduct as a leader within the city. Failure to correct this behavior will result in additional disciplinary action up to and including discharge. With all that said, my office is always open for further discussion concerning the issue. This memo will be placed into your personnel file.

We all face challenging moments, but it is crucial that we navigate them with integrity and composure. I am confident that this notice will be used to raise your awareness of expectation and your ability to make positive steps forward. Administration and Human Resources are here to support you.

Sincerely,

Elizabeth Vogel

By signing below, you acknowledge that you have received this notice.

Employee: _____

Date: _____

City Manager: _____

Date: _____