

City of Munising, Michigan

301 E. SUPERIOR STREET. MUNISING, MICHIGAN 49862

CTTY MANAGER PHONE (906) 387-2095 CITY CLERK PHONE (906) 387-2246 FAX (906) 387-4512

Application Process & Expectations

Application Process

Applications for vacancies are obtained from the City Clerk's office or on CityofMunising.org and completed applications are submitted to the City Clerk's office. The completed applications are forwarded to the City Commission in a regular agenda packet. The City Commission may interview applicants at a meeting open to the public. The official appointment of commission members is made at a City Commission meeting.

City Boards, Committees, & Commissions

There are presently boards, committees, and commissions, appointed by the City Commission. They are as follows:

- Planning Commission
- Zoning Board of Appeals
- Board of Review
- Housing Commission
- Parks and Recreation Advisory Board
- Downtown Development Authority
- City Commission (appointments for partial terms)

The bodies are comprised of community members who volunteer for service and are appointed by the City Commission. All committee members serve at the discretion of the City Commission. The primary responsibility of the committees is to implement adopted City policy, and advise and make recommendations to the City Commission. The adoption of policies, the issuance of proclamations, and the approval of agreements and other official acts of the City are the responsibility of the City Commission.

Terms of Office

Board, commission, and committee members generally serve two, three, or four-year overlapping terms, see specific bylaws for each board, committee, or commission. With the exception of the City Commission and Board of Review, there no monetary compensation or benefits provided by the City.

The City may reappoint incumbent members or fill vacancies with new appointees. Members are expected to serve their full terms of office; however, when a member must resign, due to personal or professional circumstances, they should send a letter to the City Commission stating the effective date of the resignation. A member shall be removed from office upon three affirmative votes of the City Commission, based on one of the following grounds:

- At the discretion of the City Commission, with just cause.
- If they are absent from three consecutive meetings, unless permission by a majority vote of the board, committee, or commission had been granted as reflected in the official minutes of the body.

Or by operation of the City Code if:

- If they are convicted of a crime of moral turpitude.
- If they cease to be a qualified board, commission or committee member

General Responsibilities of Boards, Commissions, and Committees

City boards, commissions, and committees shall have the following general powers, duties and responsibilities in addition to those set forth in the City of Munising bylaws and various Resolutions:

- To establish rules and regulations governing the election of their officers, the holding of meetings and the conduct of business.
- To hold official hearings as required by law or requested by the City Commission.
- To advise and recommend on City policies and procedures pertinent to their respective activities and functions.
- To support and adhere to all City policies approved by the City Commission and to establish needed interim policies in the absence of the same.
- To provide information and promote good public relations between the City and the general public.
- To perform related functions as may be assigned to them by the City Commission.

<u>Desirable Characteristics in Applicants for Boards, Commissions, and Committees</u>

While membership on City boards, committees and commissions requires no specific qualifications, with the exception of some seats there are desirable characteristics for which the Commission will be looking as they review applications:

- Familiarity with Community
- The Commission would require appointees to be familiar with the physical, social, and economic make-up of the community.
- Applicants should have demonstrated an active interest and involvement in the community.
- Basic building knowledge
- Computer, skills, oral, & writing communication skills
- Commitment to Serve

When appointed, members are expected to serve their term of office. While personal or professional circumstances might prompt an unexpected resignation, applicants who are aware of any reasons why they may not be able to complete a full term or attend regularly scheduled meetings, should indicate this on the application. While time commitments will vary depending upon schedules and workload, members are expected to attend all scheduled meetings. In addition to attending scheduled meetings, members may be expected to participate in study sessions or serve on subcommittees.

Relationship with the Community

As a member of a City board, committee, or commission, your actions will reflect on the City of Munising, and you are required to relate to the community with impartiality and courtesy.

Commitment to City Policy

The City Commission has adopted ordinances and policies following an appropriate public process. As an appointed board, committee or commission member, your duty is to abide by such policies rather than implement personal preferences.

A separate application is required for each board or commission you wish to join. Applications remain active for one year from the date of submittal. Resumes are encouraged and may be attached to your **completed** application.

| Name of Board or Commission for which you are applying: | | |
|---|---------------|--|
| Name: | | |
| Home Address: | Work Address: | |
| Hama Bhana | Mark Dharra | |
| Home Phone: | Work Phone: | |
| Cell Phone: | Email: | |
| Please note your preferred method(s) to be contacted: Home Phone Work Phone Cell Phone Email | | |
| Residency is required for most boards and commissions. I am a resident. If so, for how many years? | | |
| ☐I am not a resident. I am business owner of (DDA Only) | | |
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| Describe any experiences that led to your desire to serve the community. | | |
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| | g your skills, background and expertise, as well as involvement in the nonprofit organizations that are specifically applicable to this board or |
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| desired qualifications for each board experience or professional credential Some boards and commissions are a general public. Even if you do not have | eview the attached "Boards and Commissions Application Attachment" for the and commission. Check the appropriate box or boxes to indicate whether you have is that may be needed to fill a specific seat. mix of citizens with certain qualifications and others are citizens representing the ve any of the experience or professional background listed below, the community The community needs citizens with diverse backgrounds on its boards and |
| Important Public Records Information disclosure in response to a public rec | on: All information submitted in this application is public information and subject to ords request made pursuant to the Freedom of Information Act. Please contact the ny questions or concerns about the disclosure of specific information. |
| | information contained on this form is accurate and complete to the best of my rmation disclosed on this form will be available to the public as part of a Freedom |
| Applicant's Signatur | e Date |
| Return completed forms to: | Sue Roberts, City Clerk City of Munising 301 E. Superior St. |

(906) 387-2095

Boards and Commissions Application Attachment

| City Commission (Partial Term Appointment) | use planning and/or zoning. Please check below if you |
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| In the event of a vacancy of a City Commission seat | have experience in: |
| during a term, the City Commission shall appointment a | ☐ Architecture |
| resident to fill the seat. The City Charter shall dictate | ☐ Building Construction/Engineering |
| the process of appointment and term. Please check | ☐ Land Use Planning |
| below if you have experience in: | ☐ Real Estate/Development/Law |
| ☐ Planning and Zoning | ☐ Zoning |
| ☐ Public Utilities and Service | · · |
| ☐ Finance/Budgeting | Housing Commission |
| ☐ Public Engagement | Members are appointed by the City Commission. |
| ☐ Public Recreation | Members must be city residents qualified by experience |
| □ Law | and/or training in matters related to the housing |
| ☐ Real Estate/Development/Law | industry. Please check below if you have experience in: |
| | ☐ Banking/Finance |
| Planning Commission | ☐ Building Construction/Engineering |
| Members are appointed by the City Commission. | ☐ Housing Development/Law |
| Members must be city residents qualified by experience | ☐ Property Appraisal/Assessing |
| and/or training in matters related to land use planning. | , , , , , |
| Please check below if you have experience in: | Parks and Recreation Advisory Board |
| ☐ Architecture | Members are appointed by the City Commission. |
| ☐ Building Construction | Members must be registered voters in the city qualified |
| ☐ Civil Engineering | by experience and/or training in a variety of disciplines. |
| ☐ Historic Preservation | Please check below if you have experience in: |
| ☐ Land Use Planning | ☐ Banking/Finance |
| ☐ Landscape Architecture | ☐ Fitness/Recreation |
| ☐ Property Maintenance/Management | ☐ Forestry |
| ☐ Real Estate/Development/Land | ☐ Land Use Planning |
| | ☐ Landscape Architecture |
| Board of Review | ☐ Physical Education |
| Members are appointed by the city Commission. | · |
| Members must be city residents qualified by experience | Downtown Development Authority |
| and/or training in matters related to real estate. Please | Members are appointed by the City Commission. |
| check below if you have experience in: | Members must be residents, members at large, or |
| ☐ Banking/Finance | business owners within the district. Please check below |
| ☐ Property Appraisal/Assessing | if you have experience in: |
| ☐ Real Estate/Development/Law (no agents or brokers) | ☐ Event Planning |
| | ☐ Community Development/Placemaking |
| Board of Zoning Appeals | ☐ Public Relations and Engagement |
| Members are appointed by the City Commission. | ☐ Business Owner within District |
| Members must be city residents qualified by experience | ☐ Bank/Finance |
| and/or training in matters related to construction, land | ☐ Full Time Resident of the District |