



CITY OF MUNISING, MICHIGAN

301 EAST SUPERIOR STREET • MUNISING, MICHIGAN 49862

CITY MANAGER
PHONE (906) 387-2095

CITY CLERK
PHONE (906) 387-2246

City Board/Commission Application Process & Expectations

Application Process

Applications for vacancies are available on the City website: cityofmunising.org or can be picked up from City Hall. Completed applications should be submitted to the City Clerk's office or via email to clerk@cityofmunising.org. The completed applications are forwarded to the City Commission for review. The City Commission may interview applicants at a meeting open to the public. The official appointment of commission, board, and committee members is made at a City Commission meeting.

City Boards, Committees, & Commissions

The boards, committees, and commissions with positions appointed by the City Commission include:

- 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 and adopt 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, Planning 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 has 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.

Desirable Characteristics in Applicants for Boards, Commissions, and Committees

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 the 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.

**City of Munising Board/Commission Application**

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:
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 a business owner of _____(DDA Only)	

Describe any experiences that led to your desire to serve the community.

Provide a brief biography including your skills, background, and expertise, as well as involvement in the community, professional or other nonprofit organizations that are specifically applicable to this board or commission.

Supplemental Information: Please review the attached “Boards and Commissions Application Attachment” for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed below, the community urges you to apply for consideration. The community needs citizens with diverse backgrounds on its boards and commissions.

Important Public Records Information: All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the Clerk at (906) 387-2095 if you have any questions or concerns about the disclosure of specific information.

Truth and Accuracy: I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Applicant's Signature

Date

Return completed forms to:

City Clerk
301 E. Superior St.
Munising, MI 49862
(906) 387-2095
clerk@cityofmunising.org

Boards and Commissions Application Attachment**City Commission (Partial Term Appointment)**

In the event of a vacancy of a City Commission seat during a term, the City Commission shall appoint a resident to fill the seat. The City Charter shall dictate the process of appointment and term. Please check below if you have experience in:

- ☐ Planning and Zoning
- ☐ Public Utilities and Service
- ☐ Finance/Budgeting
- ☐ Public Engagement
- ☐ Public Recreation
- ☐ Law
- ☐ Real Estate/Development/Law

Planning Commission

Members are appointed by the City Commission. Members must be city residents qualified by experience and/or training in matters related to land use planning. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction
- ☐ Civil Engineering
- ☐ Historic Preservation
- ☐ Land Use Planning
- ☐ Landscape Architecture
- ☐ Property Maintenance/Management
- ☐ Real Estate/Development/Land

Board of Review

Members are appointed by the City Commission. Members must be city residents qualified by experience and/or training in matters related to real estate. Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Property Appraisal/Assessing
- ☐ Real Estate/Development/Law (no agents or brokers)

Board of Zoning Appeals

Members are appointed by the City Commission. Members must be city residents qualified by experience and/or

training in matters related to construction, land use planning and/or zoning. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction/Engineering
- ☐ Land Use Planning
- ☐ Real Estate/Development/Law
- ☐ Zoning

Housing Commission

Members are appointed by the City Commission. Members must be city residents qualified by experience and/or training in matters related to the housing industry. Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Building Construction/Engineering
- ☐ Housing Development/Law
- ☐ Property Appraisal/Assessing

Parks and Recreation Advisory Board

Members are appointed by the City Commission. Members must be registered voters in the city and qualified by experience and/or training in a variety of disciplines. Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Fitness/Recreation
- ☐ Forestry
- ☐ Land Use Planning
- ☐ Landscape Architecture
- ☐ Physical Education

Downtown Development Authority

Members are appointed by the City Commission. Members must be residents, members at large, or business owners within the district. Please check below if you have experience in:

- ☐ Event Planning
- ☐ Community Development/Placemaking
- ☐ Public Relations and Engagement
- ☐ Business Owner within District
- ☐ Bank/Finance
- ☐ Full Time Resident of the District