



# BOARD AND COMMISSION APPLICATION

## CITY OF BATTLE CREEK

10 N. Division Street  
Battle Creek, Michigan 49014-4004  
269.966.3378

**PLEASE CHECK THE BOARD(S) OR COMMISSION(S) ON WHICH YOU ARE INTERESTED IN SERVING**

(This application will remain active for one year from the date of receipt)

- |  |  |
|--|--|
| <input type="checkbox"/> Airport Advisory Committee                        | <input type="checkbox"/> Historic District Commission            |
| <input type="checkbox"/> Battle Creek Housing Commission                   | <input type="checkbox"/> Housing Board of Appeals                |
| <input type="checkbox"/> Battle Creek Transit Local Advisory Council       | <input type="checkbox"/> Income Tax Board of Appeals             |
| <input type="checkbox"/> Battle Creek Transit Local Coordinating Committee | <input type="checkbox"/> International Relations Committee       |
| <input type="checkbox"/> Board of Review (Assessing)                       | <input type="checkbox"/> License Review Board                    |
| <input type="checkbox"/> Board of Canvassers                               | <input type="checkbox"/> Local Officers' Compensation Commission |
| <input type="checkbox"/> Civil Service Commission                          | <input type="checkbox"/> Planning Commission                     |
| <input type="checkbox"/> Community Development Advisory Council            | <input type="checkbox"/> Rental Property Hearing Board           |
| <input type="checkbox"/> Dangerous Building Hearings Officer               | <input type="checkbox"/> Special Assessment Review Board         |
| <input type="checkbox"/> Economic Development Corporation                  | <input type="checkbox"/> Tree Advisory Council                   |
| <input type="checkbox"/> Environmental Policy Study Committee              | <input type="checkbox"/> Youth Advisory Council                  |
| <input type="checkbox"/> Goguac Lake Board                                 | <input type="checkbox"/> Zoning Board of Appeals                 |

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First M.I.

Home Address \_\_\_\_\_ E-mail \_\_\_\_\_

Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Are you are resident of the City of Battle Creek? Yes \_\_\_\_\_ No \_\_\_\_\_ For how long? \_\_\_\_\_

Current Occupation \_\_\_\_\_

Employer and Work Address \_\_\_\_\_

Educational Background/Degrees \_\_\_\_\_

List any appointive positions/boards/commissions or committees on which you have served and year(s) of service \_\_\_\_\_

\_\_\_\_\_

List any organizations to which you belong (professional, technical, community, nonprofit) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Briefly state why you wish to serve and why you believe that you are qualified for the position. Please be specific (use additional paper if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that any or all information on this form may be verified. I consent to the release of this information for publicity purposes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **City of Battle Creek**

### **Boards, Commissions and Committees**

**Airport Advisory Committee** – Appointing authority: Mayor and Commission. Members are appointed for a one-year term. The Committee studies current conditions and future potential development of the Airport, making periodic reports to the City Commission. Meets bimonthly. Contact: W.K. Kellogg Airport – (269) 966-3470.

**Battle Creek Housing Commission** – Appointing authority: Mayor and Commission. Members are appointed for five-year terms and must be City residents for at least two years. Manages all public housing facilities and rental voucher (Section 8) programs in the City of Battle Creek. Public housing facilities include scattered site rental housing, home purchase programs, and senior residential developments. Meets monthly. Contact: Licensing and Compliance Director – (269) 966-3348.

**Battle Creek Transit Local Advisory Council** – Appointing authority: Mayor and Commission. Members serve for two years. Public Act 51 of 1951, as amended, required there to be a Local Advisory Council whose legal function is to review and comment upon the applicant Vehicle Accessibility Plan and annual updates to the Vehicle Accessibility Plan. Meets annually, with special meetings scheduled if necessary. Contact: Battle Creek Transit – (269) 966-3374

**Battle Creek Transit Local Coordinating Committee** - Appointing authority: Mayor and Commission. Public Act 51 of 1951, as amended, required there to be a local coordination of transportation services to the elderly and disabled. Because of this requirement, the Michigan Department of Transportation had directed that each transit agency have a “local coordinating committee” whose legal function is to determine annually how the Specialized Services funds will be allocated among the various subrecipients. Meets Quarterly. Contact: Battle Creek Transit – (269) 966-3374

**Board of Review** – Appointing Authority: Mayor and Commission. Members serve for five years, and must be a City elector and property owner. Composed of five voting members that may correct/amend assessment rolls and increase or decrease taxable property assessment or valuation. Meets for a minimum of five days in March; one day in July; and one day in December. Contact: City Assessor – (269) 966-3369.

**Board of Canvassers** – Appointing authority: Mayor and Commission. Two members from each of the two major political parties serve four-year terms. Meets the first Thursday after each election and publically canvasses the returns, determines the vote upon all offices and questions, and declares what persons have been elected and whether the questions were approved or rejected. Contact: City Clerk – (269) 966-3348.

**Civil Service Commission** – Establishes rules applicable to all regular and full-time persons holding positions in the Fire Department, excluding civilian employees. Mayor and Commission appoint one member, Fire Department appoints one member, and the two previously-mentioned members appoint third member for six-year terms. Members must be a City resident for one year, County resident for three years, and hold no other government office. There may be no more than two members of the same political party. Meets monthly. Contact: City Clerk – (269) 966-3348.

**Community Development Advisory Council** – The Community Development Advisory Council was established as a component of the city’s Community Development Block Grant Program and annually reviews agency applications for funding under this Federal grant program. The recommendations of the CDAC are then forwarded to the City Commission to be acted upon. The membership is composed of 19 members and one “ex-officio” staff member as follows: eight neighborhood Planning Council members; eight at-large members (6 low/moderate-income persons, or residents of low/moderate-income areas, and two other at-large members appointed from philanthropic or nonprofit agencies not seeking CDAC funds); three City Commissioners; and one ex-officio, nonvoting City staff member. Appointments are made to the CDAC by the City Commission, with recommendations from the City Manager. Members serve for three-year terms. The Council meets 4 to 6 times during the three-month period between November 1 and January 31. Contact: Community Development Department – (269) 966-3320.

**Dangerous Building Hearings Officer** – Identifies those structures within the City confines that are considered to be a public nuisance; serves written notice of a hearing to the owner or party in interest at the address shown on the tax records; and shows cause why the structure(s) should not be ordered demolished, otherwise made safe, or properly maintained. Appointed by Mayor, with Commission approval, for an open-end term, and must have expertise in housing matters, including, but not limited to, an engineer, architect, building contractor, building inspector, or members of a community housing organization. Contact: Licensing and Compliance Director – (269) 966-3348.

**Economic Development Corporation** – alleviates unemployment conditions, assists in industry retention, and promotes the general welfare of Battle Creek. Composed of nine members appointed by the Mayor, with Commission approval. No more than three members shall be an officer or employee of the City, and at least two shall be representatives of the neighborhood residents likely to be affected by the activities of the Corporation. Terms are for six years. Meets on an as-needed basis. Contact: Assistant City Manager/Finance Director – (269) 966-3378.

**Environmental Policy Study Committee** - The purpose of the Committee is to increase the City's efforts to incorporate environmentally responsible policies in the management of its facilities and services, including initiatives outlined in the Climate Protection Act Policy adopted in August 2006 and the 15% by 15 renewable energy policy goal adopted in March 2007. The Committee may have up to 19 members and will review and recommend environmental/conservation policy for the City, including recommendations for action to the City Commission. The Committee shall be composed of up to four City Commissioners, two city staff, as well as representatives from the community. Community representatives shall reside in the City of Battle Creek or represent: small business located in the City of Battle Creek; moderate to large business located in Battle Creek; conservation experience; manufacturing experience; recreation experience; legal or technical experience in environmental issues; other interests as determined to be appropriate by the Commission. Meets as needed. Contact: Utilities Director – (269) 966-3343.

**Goguac Lake Board** – Pursuant to Public Act 451 of 1994, as amended by Public Act 59 of 1995, this Board was formed to protect the public health, safety, and welfare, and conserve the natural resources and preserve property values around Goguac Lake. Members are two representatives appointed by the Mayor and City Commission, a County Commissioner appointed by the Chairperson of the County Board of Commissioners, the County Drain Commissioner, a representative of the MDEQ, and a Goguac Lake resident. (If the current Goguac Lake Association represents the majority of lakefront property owners, the Association may submit three names of residents to the Lake Board. The remaining Board members then select from this list. If the Association does not represent the majority, the committee may select a resident from the pool of lakefront property owners.) Terms are open end, with the exception of the Goguac Lake resident who has a four-year term. Meets quarterly. Contact: Utilities Director – (269) 966-3343.

**Historic District Commission** – This Commission is charged under State law and local ordinance with reviewing plans for exterior modification or demolition of buildings within the Federal, State, or local historic districts. It is composed of seven members who reside in the City, one of whom is a registered architect. Members are appointed by the Mayor, with Commission approval, for three-year terms. Meets monthly. Contact: Planning Department – (269) 966-3320

**Housing Board of Appeals** – this Board hears and decides upon appeals made regarding the application or interpretation of the Housing code. The Housing Board of Appeals also serves in hearing cases and affirming, modifying, or reversing the decisions of the Dangerous Buildings hearing Officer. Mayor, with Commission approval, appoints five members as follows: a building contractor; a registered architect or engineer; two members of the general public; and a registered building official, plan reviewer, or inspector who may be a City employee. Terms are for three years. Meets monthly. Contact: Licensing and Compliance Director – (269) 966-3348.

**Income Tax Board of Appeals** – Pursuant to State Act 284 of 1964, this Board attempts to settle City Income Tax Disputes. The Board is comprised of three City residents who are not City officials or employees. Mayor, with Commission approval, appoints members for three-year terms. Meets on an as-needed basis. Contact: Income Tax Department – (269) 966-3345.

**International Relations Committee** – To foster cultural promotion of the City and provide a positive environment toward foreign industrialists and their families. Members are appointed by the Mayor, with Commission approval. Meets on an as-needed basis. Contact: City Manager – (269) 966-3378.

**License Review Board** – this Board provides an opportunity to appeal when an application to operate as a vendor within the City Limits is denied or a current Vendor's License becomes subject to suspension or revocation. The Mayor, with Commission approval, appoints five members, one representing each City Ward, for one-year terms. Meets on an as-needed basis. Contact: City Clerk – (269) 966-3348.

**Local Officers' Compensation Commission** – The purpose of this Commission is to determine salaries of elected officials. It is composed of seven registered electors of the City of Battle Creek who are not members, or employees, or any branch of government, or the immediate family of a member or employee of any branch of government. The Local Officers' Compensation Commission shall meet for at least one and not more than fifteen session days in each odd-numbered year. "Session day" means a calendar day on which the Commission meets and for which a quorum is present. Mayor, with Commission approval, appoints members for seven-year terms. Contact: City Manager's office – (269) 966-3378.

**Planning Commission** – The Planning Commission is charged under State law with the adoption of plans for the City. It also considers requests for zoning classifications and special use permits, and makes recommendations to the City Commission on amendments to the Planning and zoning Code. The Planning Commission is composed of seven members of the community, one City Commissioner (appointed by the Mayor, with Commission approval), and the Mayor. Members serve three-year terms. Meets monthly. Contact: Planning Department – (269) 966-3320.

**Rental Property Hearing Board** – This Board is composed of the Assistant City Manager, two City electors, and one City elector as an alternate, appointed by the Mayor and approved by the City Commission for two-year terms. The Rental Property Hearing Board hears appeals from individuals contesting action by the City in the enforcement of the Rental Housing Ordinance. Meets monthly. Contact: Licensing and Compliance Director – (269) 966-3348.

**Special Assessment Review Board** – this Board is composed of five members that review and authorize single-lot assessments for expenses chargeable against such premises and the owners thereof. Members serve two-year terms. Meetings of the Board are held semiannually, as needed, as determined by the Finance Director. Contact: City Treasurer – (269) 966-3325.

**Tree Advisory Council** - Composed of five members appointed by the Mayor, with Commission approval, who serve in an advisory capacity to the Department of Public Works and the City Manager in the development of the annual Tree Work Plan and the issuance of rules and regulations supplementary to the City's Tree ordinance. In order to be a Tree City USA community, a Tree Advisory Council must be established. The Council meets at least once a year in September. Members serve three-year terms. Contact: City Engineer – (269) 966-3343.

**Youth Advisory Council** – Resolution 117, dated April 1, 2003, established this Council to involve young residents in local government policy development and administrative procedures that will improve the leadership development of our community's youth. Mayor and Commission appoints 18 members. Initially, members will serve one- and two-year terms; terms shall be for two years thereafter. Members must be between the ages of 14 and 20. Currently on hold.

**Zoning Board of Appeals** – This Board meets monthly to consider requests for variances to the requirement of the Planning and zoning Code. Typical variance requests include yard setback reductions and the size of commercial signage. It is composed of seven members, one of whom must be a member of the Planning Commission. Meets monthly. Contact: Planning Department – (269) 966-3320.