



# 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"/> Human Relations Board                   |
| <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"/> Battle Creek TIFA/Brownfield Development Authority | <input type="checkbox"/> License Review Board                    |
| <input type="checkbox"/> Bicycle Advisory Committee                         | <input type="checkbox"/> Local Officers' Compensation Commission |
| <input type="checkbox"/> Board of Appeals                                   | <input type="checkbox"/> Planning Commission                     |
| <input type="checkbox"/> Board of Review (Assessing)                        | <input type="checkbox"/> Sustainable BC Committee                |
| <input type="checkbox"/> City Commission (see description for details)      | <input type="checkbox"/> Special Assessment Review Board         |
| <input type="checkbox"/> Civil Service Commission                           | <input type="checkbox"/> Tree Advisory Council                   |
| <input type="checkbox"/> Dangerous Building Hearings Officer                | <input type="checkbox"/> Youth Advisory Board                    |
| <input type="checkbox"/> Economic Development Corporation                   | <input type="checkbox"/> Zoning Board of Appeals                 |
| <input type="checkbox"/> Goguac Lake Board                                  |  |

Name \_\_\_\_\_  
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? \_\_\_\_\_

Are you at least 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

Current occupation (students, list school activities) \_\_\_\_\_

Employer/work address (students, list school) \_\_\_\_\_

Educational background/degrees (students, list year in school) \_\_\_\_\_

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; students, list school organizations) \_\_\_\_\_

Briefly state why you wish to serve and why you believe that you are qualified for the position. Please be specific (use back of form 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 – Descriptions

**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 bi-monthly.

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. Public housing facilities include scattered site rental housing, home purchase programs and senior residential developments. Meets monthly.

Contact: Community Services Director, 269-966-3387

**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 on the applicant Vehicle Accessibility Plan and annual updates to that 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 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 sub-recipients. Meets Quarterly.

Contact: Battle Creek Transit, 269-966-3474

**Battle Creek TIFA/Brownfield Redevelopment Authority** – Appointing authority: City Manager, with Commission approval.

To halt a decline of property values, increase property tax valuation, eliminate causes of decline in value, and promote growth in the Fort Custer Industrial Park. There must be between nine and 13 members: four city residents; four property owners, business owners, or designees of the TIFA district; City Manager or designee. Terms are four years, but no more than four consecutive terms.

Contact: City Manager, 269-966-3378

**Bicycle Advisory Committee** – Appointing authority: City Manager for city staff members; Mayor and Commission for remaining members.

The League of American Bicyclists has created a framework for communities to use to become Bicycle Friendly Communities, which includes the creation and maintenance of a bicycle advisory committee to assist the city by providing research, community outreach, and policy recommendations to the Commission and city staff. The committee may have up to 15 members: two city commissioners; one Recreation Department staff member; one Engineering Division staff member; one resident from each of the five wards; three representatives from the business community; no more than three other at-large members.

Contact: Recreation Department, 269-966-3431; Engineering Division, 269-966-3343

**Board of Appeals** – Appointing authority: Mayor, with Commission approval.

Hears and decides on appeals made regarding the application or interpretation of the Housing Code and Rental Housing

Code. The HBA also serves in hearing cases and affirming, modifying or reversing the decisions of the Dangerous Buildings Hearing Officer. Five members must be 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 three years. Meets monthly.

Contact: Code Compliance Manager, 269-966-3387

**Board of Review (Assessing)** – Appointing authority: Mayor and Commission.

Members serve for five years and must be city electors and property owners. Composed of five voting members who 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

**City Commission** –

City Commissioners typically serve two-year terms. Those elected in 2017 will serve three-year terms, after the previous commission approved moving city elections from odd to even years. Each November, the mayor and vice mayor are selected by their fellow commissioners to serve one-year terms. The commission is comprised of five ward commissioners, representing geographic wards within the city, and four at-large commissioners.

**All interested City Commission candidates must collect signatures, and submit nominating petitions. See more information about commissioner candidate requirements at [battlecreekmi.gov/elections](http://battlecreekmi.gov/elections).** In the case of a position vacancy, the commission will follow a special process, about which information will be released separately.

Contact: City Manager, 269-966-3378

**Civil Service Commission** – Appointing authority: Mayor and Commission appoint one member, Fire Department appoints one member, and those two members appoint a third member for six-year terms.

Establishes rules applicable to all regular and full-time Fire Department personnel, excluding civilian employees.

Members must be city residents for one year, county residents 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

**Dangerous Building Hearings Officer** – Appointing authority: Mayor, with Commission approval, for an open-ended term.

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 of interest at the address show on the tax records; and shows cause why the structure(s) should not be ordered demolished, otherwise made safe, or properly maintained. Must have expertise in housing matters, including, but not limited to: an engineer, architect, building contractor, building inspector, or member of a community housing organization. Meets monthly.

Contact: Code Compliance Manager, 269-966-3387

**Economic Development Corporation** – Appointing authority: Mayor, with Commission approval.

Alleviates unemployment conditions, assists in industry retention and promotes the general welfare of Battle Creek.

Composed of nine members. No more than three members shall be officers or employees 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 as needed.

Contact: City Manager's Office, 269-966-3378

**Goguac Lake Board** – Appointing authority: Two representatives by the Mayor and City Commission, a county commissioner by the Calhoun County Board of Commissioners chairperson, the county drain commissioner, a

representative of the Michigan Department of Environmental Quality, and a Goguac Lake resident.

Pursuant to Public Act 451 of 1994, as amended by Public Act 59 of 1995, formed to protect the public health, safety and welfare, and conserve the natural resources and preserve property values around Goguac Lake. If the current Goguac Lake Association represents the majority of lakefront property owners, the association may submit three names of residents to the 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-ended, with the exception of the Goguac Lake resident, who has a four-year term. Meets quarterly.

Contact: Utility Administrator, 269-966-3343

**Historic District Commission** – Appointing authority: Mayor, with Commission approval.

Charged under state law and local ordinance with reviewing plans for exterior modifications or demolition of buildings within the federal, state or local historic districts. It is comprised of seven members who live in the city, one of whom is a registered architect. They have three-year terms. Meets monthly.

Contact: Planning Division, 269-966-3320

**Human Relations Board** – Appointing authority: Mayor, with Commission approval.

To increase constructive communication among all people regardless of actual or perceived race, ethnicity, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, gender identity, or socioeconomic status. To also increase construction communication between residents, public officials, and community organizations, thereby promoting harmonious and productive relationships within the community, and equitable access to community resources for all.

There are 12 members with staggered terms of one, two, and three years. Board shall be representative of management and labor, various religions, various races, and others who have an interest in human relations.

Contact: Community Development Division, 269-966-3315

**Income Tax Board of Appeals** – Appointing authority: Mayor, with Commission approval.

Pursuant to State Act 284 of 1964, attempts to settle city income tax disputes. Comprised of three city residents who are not city officials or employees. Terms are for three years. Meets as needed.

Contact: Income Tax Division, 269-966-3345

**International Relations Committee** – Appointing authority: Mayor, with Commission approval.

To foster cultural promotion of the city and provide a positive environment toward foreign industrialists and their families. Meets as needed.

Contact: City Manager's Office, 269-966-3378

**License Review Board** – Appointing authority: Mayor, with Commission approval.

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. Five members, one representing each city ward, for one-year terms. Meets as needed.

Contact: City Clerk, 269-966-3348

**Local Officers' Compensation Commission** – Appointing authority: Mayor, with Commission approval.

Determine salaries of elected officials. Comprised of seven registered electors of the city who are not members or employees of any branch of government, nor the immediate family of a member or employee of any branch of government. Shall meet for at least one, and not more than 15, session days in each odd-numbered year. "Session day" is a calendar day on which the commission meets and for which a quorum is present. Terms are seven years.

Contact: City Clerk, 269-966-3348

**Planning Commission** – Appointing authority: Mayor, with Commission approval.

Charged under state law with the adoption of plans for the city. 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. Comprised of seven community members, one city commissioner and the mayor. Terms are three years. Meets monthly.

Contact: Planning Division, 269-966-3320

**Special Assessment Review Board** – Comprised of five members who review and authorize single-lot assessments for expenses chargeable against such premises and their owners. Terms are two years. Meets semi-annually, as needed, as determined by the finance director.

Contact: City Treasurer, 269-966-3325

**Sustainable BC Committee** – 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 percent by '15 renewable energy policy goal, adopted in March 2007. 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 comprised of up to four city commissioners, two city staff, as well as representation from the community. Community representatives shall live in the city or represent small businesses located in the city; moderate-to-large businesses in the city; conservation; manufacturing; recreation; legal or technical in environmental issues; other interests as determined to be appropriate by the commission. Meets as needed.

Contact: Utility Administrator, 269-966-3343

**Tree Advisory Council** – Appointing authority: Mayor, with Commission approval.

Comprised of five members who serve in an advisory capacity to the Department of Public Works and the City Manager in developing the annual Tree Work Plan and the issuance of rules and regulations supplementary to the city's tree ordinance. Establishment meets a Tree City USA criterion. Meets at least once a year, in September. Terms are three years.

Contact: City Engineer, 269-966-3343

**Youth Advisory Board** – Appointing authority: Mayor and City Commission.

Established by Resolution 117 dated April 1, 2003 to involve young residents in local government policy development and administrative procedures that will improve the leadership development of the community's youth. Has 18 members. Initially, members will serve one- and two-year terms; terms shall be two years thereafter. Members must be between the ages of 14 and 20.

Contact: City Manager's Office, 269-966-3378

**Zoning Board of Appeals** – Considers 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. Comprised of seven members, one of whom must be a Planning Commission member. Meets monthly.

Contact: Planning Division, 269-966-3320