



## Demographics

We request the following Affirmative Action and Equal Opportunity information to help determine whether application information for city boards and commissioners is reaching all parts of the community. Providing the following information is optional, and if you wish to leave this section blank or incomplete, it will not affect your potential membership.

### Race and Hispanic Origin (Select all that apply)

American Indian and Alaska Native

Asian

Black or African American

Native Hawaiian and Other Pacific Islander

White

Two or More Races

Hispanic or Latinx

Not Hispanic or Latinx

### Sexual Orientation

Straight/Heterosexual

Gay or Lesbian

Bisexual

Prefer to self-describe

Prefer not to say

### Gender

Man

Woman

Non-binary or third gender

Prefer to self-describe

Prefer not to say

### Do you have a disability?

Yes

No

Prefer not to respond

## City of Battle Creek Boards, Commissions and Committees – Descriptions

**PLEASE CHECK EXPERIENCE FOR THE (3) BOARD(S) OR COMMISSION(S) ON WHICH YOU ARE INTERESTED IN SERVING**

**Airport Advisory Board** – Appointing authority: Mayor and Commission.

The committee makes policy recommendations regarding airport matters in order to support the continued development of the airport and economic growth of the community, and acts as an advocate for the current and potential future economic value of the airport. Meets quarterly.

Contact: Battle Creek Executive Airport at Kellogg Field, 269-966-3470

Experience:  Airport Operations  Economic Development  Live in city limits

**AMSA Construction Board of Appeals** – Appointing authority: Proposed by AMSA committee, appointed by the Mayor.

This committee hears appeals on building permit denials and from any other decision pursuant or related to. Meets as needed.

Contact: City Clerk, 269-966-3348

Experience:  Architecture  Building Construction  Engineering  Real Estate/Development/Law

**Battle Creek Downtown Development Authority** – Appointing authority: City Manager, with Commission approval.

The Downtown Development Authority, Public Act 57 of 2018, is designed to be a catalyst in the development of the city's downtown district. The DDA provides for a variety of funding options including a tax increment financing mechanism, which can be used to fund public improvements in the downtown district. Meets quarterly.

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

Experience:  Property Owner  Business Representative  Live in city limits

**Battle Creek Housing Commission** – Appointing authority: Mayor and Commission.

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

Experience:  Public Housing  Live in city limits

**Battle Creek Transit Local Advisory Council** – Appointing authority: Mayor and Commission.

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

Experience:  Public Transportation  Live in city limits

**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

Experience:  Public Transportation  Live in city limits

**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. Meets quarterly.

Contact: City Manager, 269-966-3378

Experience:  Property Owner  Business Owner  Live in city limits

**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. Meets monthly.

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

Experience:  Business Representative  Live in city limits

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

Board members hear and decide on appeals concerning the application or interpretation of the provisions and standards of the Building Code, the International Property Maintenance Code and Chapter 842 of these Codified Ordinances, and to hear appeals of decisions of the Dangerous Buildings Hearing Officer. Meets monthly.

Contact: Code Compliance Manager, 269-966-3387

Experience:  Building Construction/Engineering  Zoning  Real Estate/Development/Law  Live in city limits

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

Members serve for five years and must be city electors and property owners. Members 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

Experience:  Banking/Finance  Property Appraisal/Assessing  Real Estate/Development/Law  Live in city limits

**City Commission** – Appointing authority: Elected by City of Battle Creek voters.

City Commissioners serve two-year terms.

City voters elect the mayor as a separate office to serve a two-year term. After an election, the vice mayor is selected by their fellow commissioners to serve a two-year term. 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 Clerk, 269-966-3348

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

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

Members must reside in the city limits for one year, reside within the county 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

Experience:  Live in city limits

**Columbia Avenue Business Improvement District** – Appointing authority: Mayor and City Commission

Undertakes functions, objectives, and powers enumerated in Section 1 of Public Act 49 of the Public Acts of 1999, including the promotion of economic activity in the BID along Columbia Avenue and providing or contracting for the administration, security, and operation of the District, to include physical improvements and joint marketing. Meets quarterly.

Contact: City Manager, 269-966-3378

Experience:  Business Representative  Live in city limits

**Dangerous Building Hearings Officer** – Appointing authority: Mayor, with Commission approval.

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 shown 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

Experience:  Building Construction/Engineering  Real Estate/Development/Law  Housing

**Development Area Citizen's Council** – Appointing authority: City Commission An advisory body to a development authority and, ultimately, the City Commission, related to updates to the authority's development plan. Contact: City Manager, 269-966-3378 Experience:  Lives within authority boundaries

**Dickman Road Business Improvement District** – Appointing authority: City Manager, with Commission approval; City of Springfield

Undertakes functions, objectives, and powers enumerated in Section 1 of Public Act 49 of the Public Acts of 1999, including the promotion of economic activity in the BID along Dickman Road and providing or contracting for the administration, security, and operation of the District, to include physical improvements and joint marketing. Meets quarterly.

Contact: City Manager, 269-966-3378

Experience:  Non-automotive Business Representative  Automotive Business Representative

**Downtown Parking System Advisory Committee** – Appointing authority: Mayor appoints commissioners; City Manager appoints owners and members at large with Commission approval.

Advises city staff and the city's parking administrator on issues related to the municipally-owned and operated parking system. Meets as needed.

Contact: Public Works Director, 269-966-3490

Experience:  Downtown Business/Property Owner  Live in city limits

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

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

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

Experience:  Economic Development  Live in city limits

**Goguac Lake Board** – Appointing authority: Two representatives and a Goguac Lake property owner 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 Environment, Great Lakes, and Energy.

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. Meets quarterly.

Contact: Utility Administrator, 269-966-3343

Experience:  Own property on Goguac Lake

**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. Meets monthly.

Contact: Planning Division, 269-966-3320

Experience:  Construction/Building Trades  History  Architecture  Live in city limits

**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 constructive communication between community members, public officials, and community organizations, thereby promoting harmonious and productive relationships

within the community, and equitable access to community resources for all. Board shall be representative of management and labor, various religions, various races, and others who have an interest in human relations. Meets monthly.

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

Experience:  Live in the metropolitan area

**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. Meets as needed.

Contact: Income Tax Division, 269-966-3345

Experience:  Income Tax/Accounting  Live in city limits

**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

Experience:  Live in city limits

**Lakeview Downtown Development Authority** – Appointing authority: City Manager, with Commission approval.

The LDDA's activities shall include, but are not limited to, the definition of a development area; the origination of a development plan; and the implementation of a development program as provided in Act 197 of PA 1975. Meets bi-annually.

Contact: City Manager, 269-966-3378

Experience:  District Property Owner/Business Representative  Live in city limits

**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. Meets as needed.

Contact: City Clerk, 269-966-3348

Experience:  Live in city limits

**Local Development Financing Authority** – Appointing authority: City Manager, with Commission approval.

To conduct those activities authorized under Act 281, Public Acts of 1986, and as amended from time to time (MCLA Section 125.2151 et seq.; MSA Section 3.540 (351) et seq.), and to otherwise govern the affairs of the I-94 Business Park and Certified Technology Park (SmartZone) established by the City of Battle Creek, Michigan, pursuant to an Agreement (The Battle Creek Aviation and E-Learning SmartZone Agreement) with the Michigan Economic Development Corporation. Meets as needed.

Contact: City Manager, 269-966-3378

Experience:  Live in city limits  Calhoun County Commission/KCC/MEDC appointment

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

Determine salaries of elected officials. 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.

Contact: City Clerk, 269-966-3348

Experience:  Live in city limits

**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. Meets monthly.

Contact: Planning Division, 269-966-3320

Experience:  Civil/Engineering/Landscape Architecture  Land Use Planning  Real Estate/Development  Law

**Police/Fire Retirement System Board** - Appointing authority: Two members by City Commission, one member by Fire Department, one member by Police Department.

Make rules and regulations necessary to properly conduct the business of the police and fire pension system, as directed by law.

Contact: Finance Division, 269-966-3311

Experience:  Finance and/or investing  Live in city limits

**Sustainable BC Committee** – Appointing authority: City staff by City Manager; remaining members by Mayor, with Commission approval.

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. Will review and recommend environmental/conservation policy for the city, including recommendations for action to the City Commission. Meets as needed.

Contact: Utility Administrator, 269-966-3343

Experience:  Environmental  Live in city limits  Business Representative

**Technical Review Committee** – Appointing authority: City staff by City Manager; remaining members by contributing jurisdictions.

Provides review, input, and recommendations to the City and the City Commission regarding various aspects of the Wastewater Treatment system and rates. Meets quarterly.

Contact: Public Works Director, 269-966-3490

Experience:  Engineering  Other Technical Expertise  Industry Representative

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

Members 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.

Contact: City Engineer, 269-966-3343

Experience:  Horticulture  Forestry

**Water System Advisory Council** – Appointing authority: Mayor and Commission.

To advise and assist with the creation of materials and plans to educate the community about the dangers of lead in drinking water, assist with development of public awareness campaign materials, advise and consult on the development of appropriate plans for remediation and public education to be implemented if a lead action level is exceeded, advise and consult on efforts to replace private lead service lines, assist in promoting transparency of data and documents related to lead in drinking water, and collaborate with local community groups to ensure those living in the city have the opportunity to be involved in efforts to educate the community about lead in drinking water. Meets annually.

Contact: Public Works Director, 269-966-3490

Experience:  Interest/knowledge about lead in drinking water and its effects  Live in city limits

**Youth Advisory Board** – Appointing authority: Mayor, with Commission approval.

Established by Resolution 117 dated April 1, 2003 to involve area youth in local government policy development and administrative procedures that will improve the leadership development of the community's youth. Meets monthly.

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

Experience:  Live in city limits  Age 14-20

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

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. Meets monthly.

Contact: Planning Division, 269-966-3320

Experience:  Land Use Planning  Real Estate/Development/Law  Building Construction/Engineering  Live in city limits