



City Hall  
208 North First Avenue  
Alpena, Michigan 49707  
[www.alpena.mi.us](http://www.alpena.mi.us)

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## City Boards Recruitment, Appointment, Education Strategy

### General Information

The purpose of this document is to establish an open and consistent process for application, consideration and appointments to development related boards, commissions, and committees (hereinafter referred to as “Boards”) for the City of Alpena. Development related boards for the City include City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, and the Historic District Commission.

All Board members serving the City of Alpena are tasked with supporting or advising community leaders and elected officials on key policies and decisions within the community.

### Skill Sets

Varying skill sets throughout City Boards ensures there are unique perspectives, experiences, knowledge, and education that will allow Board members to advise the City on a range of issues. Perhaps you have experience in architecture or construction and would be interested in reviewing Site Plans for new developments, or perhaps you enjoy perusing the Zoning Ordinance...maybe the Planning Commission is a great fit for you! Do you have a background in history and research? Perhaps a Historic Board may be a good fit. Preferred skill sets include, but are not limited to: being comfortable speaking in public, the ability to articulate your ideas and concerns clearly, self-motivation, desire to learn, desire to listen, analytical thinking, customer service, comfortable utilizing technology, knowledge in public development, and a desire to shape our community for the future.

### Interested in Applying?

All City of Alpena residents are invited to apply for appointments to development related City Boards. The City understands the importance of educating individuals interested in serving during the recruitment process. It is recommended that prospective Board members review each position in addition to reviewing the work responsibilities and time commitment details for the position before applying. Please contact a member of the board directly to help answer any questions you may have about a position on the board prior to applying.

### I'm interested!! What's next?

Applicants interested in applying to a Board may contact City Hall at 989-354-1700 with questions or visit the City of Alpena website. The website contains the list of Boards, general statement of duties, meeting schedule, examples of work performed, current Appointee Names, Terms, and Appointing Authority, as well as a board application. For more information, please see our website <http://alpena.mi.us> and navigate to *Government > City Boards*, or *Government > City Council*.



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## Appointment Process

### Application Process

1. Interested applicants must complete the application form and return to City Hall's Human Resource Director
2. Applicants are encouraged to submit a resume with the application, but it is not required
3. Applications will be kept on file for consideration for the remainder of the calendar year in which the application was submitted, and one full calendar year thereafter.
4. Applicants are encouraged to monitor the City of Alpena website for when vacancies are expected and apply at least 60 days prior to a board member term expiration date. Applications can be submitted at any time in the event a mid-term vacancy occurs.

### Procedure for Expiring Appointments or Mid-Term Vacancies

1. Outreach for Expiring Appointments: Staff outreach to current board members who are eligible for reappointment to see if they are interested in continuing to serve. Staff will report back to City's Human Resource Director.
2. Public notices for vacancies are posted and applications received
3. Vacancies and electronic link to application posted to the City website
4. Review applications: solicit applicants for vacant seats that do not have a pool of applicants
5. For applicants being considered for Boards other than what they applied for, contact to see if interested and if they can commit to that board's specific schedule
6. City Staff will inform appropriate staff liaison(s) of applicants being considered
7. Review recommendations and communicate to City staff
8. Recommendations provided in Board packet
9. Include applications of candidates being recommended and names of all applicants being considered
10. Recommend appointments acted upon by board to City Council
11. Mail letter congratulating applicant on the recent appointment
12. Send email to all applicants considered who were not appointed and indicate an appointment has been made and their application will be kept on file for future consideration
13. Provide orientation information to appointee

## Education Strategy

The City includes in its annual budget money allocated for training for elected or appointed officials, as well as staff. Onboarding training, as well ongoing training, is essential to help all involved make more informed decisions based upon the latest information and promote efficient functioning of the City's development process.

Officials and staff will be given an opportunity to take relevant coursework through the Michigan Municipal League, Michigan Association of Planning, Michigan Economic Development Association, MSU



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Exchange and others as available. Training has been added as an agenda item for appropriate Boards within the By-Laws to encourage training; board members may be requested to complete ongoing training each calendar year. Those who complete training on behalf of the City should make the Board and City staff aware of the training completion and bring any learnings back to the Board for discussion as appropriate.

## Board Member Expectations

1. Attend all regularly scheduled meetings
2. Use parliamentary procedures to conduct and participate in meetings
3. Make recommendations to City Council as required by law or upon request
4. Refrain from any act that constitutes a conflict of interest
5. Follow the operating rules and bylaws the board has established
6. Review all relevant materials and come to the meeting prepared and ready to discuss the topics
7. Work cooperatively with other boards when there are areas of common interest or overlapping responsibilities
8. Abide by the provisions of the Open Meetings Act
9. Understand that the commitment of appointment is an ongoing process that involves a long-range interest in the community, fairness, common sense, honesty, good moral character, and knowledge of the City, its people, its customs, and its ordinances

## Being an Effective Board Member

1. Work within a team framework of thoughtful discussion and exchange
2. Show courteous behavior and respect to other board members, City staff, and members of the public
3. Separate people from the issue when conflict arises
4. Focus on mutual interests and shared goals
5. Look for compromises and work to understand diverse perspectives
6. Strive to problem-solve based on collaboration rather than simply making a decision

