



City of Petoskey Volunteer Board and Commission Policy

SUBJECT: Volunteer Board and Commission Policy

PURPOSE:

The City of Petoskey uses several appointed boards and commissions to assist in providing for efficient and effective services and general operations of the City. The members of these boards and commissions are appointed by the Petoskey City Council. City Council recognizes the need for these City-appointed boards and commissions to conduct productive meetings and to interact with members of the Petoskey community in an efficient manner. Clear expectations and an operating framework are needed for effective communication among these appointed boards and commissions, City Council and the staff of the City of Petoskey.

SCOPE:

This policy applies to all appointed boards and commissions of the City of Petoskey.

POLICY:

Role

The primary role of a community member appointed to a board or commission is to act as an ambassador or representative for City residents who have questions, concerns or ideas about specific areas of the community, while providing individual expertise and experience to discuss topics and make recommendations within the board or commission's scope of responsibility.

The City Council is the City of Petoskey's official policy-making body. While most decisions made by boards and commissions are advisory in nature, they can aid in this policy-making process and will serve to inform official City Council action. The boards and commissions, as part of public input and focused discussions in open meetings, may communicate ideas and requests to the City Manager through official correspondence as dictated by the action of the board or commission.

City staff shall be tasked with overseeing the administrative processes related to each board or commission, ensuring timely publication of minutes, calendars, and meeting notices. City staff shall serve as professional support resources for the board and commission, answering questions and seeking follow-up as necessary to provide a channel of communication between the board and commission and City administration.

Boards and commissions should not be involved in administrative or operational matters of the City, and members may not direct City staff to initiate programs or draft and implement policies or ordinances. City Council may take action to request a board or commission to provide a recommendation on a specific topic.

All meetings shall be conducted in compliance with the provisions detailed in the Michigan Open Meetings Act. City staff will ensure that the meeting schedule is made publicly available. All schedule changes and special meetings shall be made in compliance with the Open Meetings Act.

City boards and commissions are public bodies and are subject to the Michigan Freedom of Information Act (FOIA). Any communication involving a board or commission member, including communication amongst members, with City staff, City Manager, City Council, or any other person regarding official City business is subject to FOIA.

Application Process

Individuals interested in serving on a City board or commission must complete the [Application to Serve on a Board or Commission](#), indicating which board or commission that is being applied for. This application can be accessed using the link provided in this section, or can be obtained by contacting the City Clerk's Office and returned upon completion. The application will be filed and considered active for a period of twelve months and will be considered by the Mayor and City Council if an opening in the applicable board or commission occurs during this timeframe.

Eligibility to apply and serve on a City board or commission varies based upon bylaws and authorizing legislation. Most boards and commissions require residency within the City of Petoskey while other board and commission positions may be reserved for township residents or property owners within the City.

Appointment Process

When board or commission terms expire, and/or upon notification of a resignation, openings for the vacated position will be advertised by the City Clerk through the City website and all City social media platforms. The City Clerk will collect and file all applications and forward them to the Mayor. The Mayor will provide feedback and direction to the City Clerk on placing an appointment on an upcoming City Council agenda for consideration.

Terms of Service

Each board and commission will have different terms of service based upon their bylaws and authorizing legislation. Typically boards and commissions will have terms of service from two to five years and may be staggered to facilitate continued service.

Reappointment

All members of boards and commissions whose terms are set to expire must complete an [Application to Serve on a Board or Commission](#) and resubmit this application to the City Clerk. The application will confirm the board or commission member's interest to be considered for reappointment. The Mayor will consider all reappointments and forward on to City Council for consideration. Reappointments are not automatic. Regular attendance is expected and may be a factor in consideration of reappointment. Unless mandated by state law, City Charter, or adopted ordinance, board or commission members shall hold office until such a time as they are reappointed or their successor is duly appointed.

Resignation

Any board or commission member that intends to resign must forward a letter to their board or commission chair or the City Clerk. If a board or commission member resigns before their term expires, a replacement member will be appointed using the process within this policy to serve out the remainder of the term.

CITY OF PETOSKEY

Descriptions of Boards and Commissions

Petoskey boards and commissions are opportunities for residents to serve in local government. These honorable positions involve high public trust. Each requires dedicated time and effort to fulfill their vital functions.

Appointments are made by the Mayor and City Council, as prescribed by state law, the City Charter, and city ordinances. Application forms are available from the City. A table of current members and their terms of office is available from the City.

Board and commission members shall perform the duties required by law. Training or orientation may be provided by the city to help new members fulfill their duties. All boards may receive professional guidance and assistance from City staff.

Planning Commission

The Planning Commission is the body authorized to create and approve a master plan as a guide for community development. The Commission then implements the plan through recommendations on zoning ordinance amendments, development of the capital improvements program, and review of development proposals and creation of sub-area plans. The Commission consists of nine members, and is staffed by the City Planner. The members are appointed for three-year terms and meetings are held at 6:00 P.M., the third Wednesday of each month at City Hall.

Desired Skill Set

- A willingness and ability to read staff reports on applications, zoning amendments, and planning documents. Prior experience reading plans is helpful, but not essential.
- A willingness to attend night meetings on a regular basis and contribute to the discussion.
- The ability to sustain harmonious working relationships with Commission members, the City Council, Staff, residents, and the public.
- An interest in learning and willingness to ask questions to understand the issues.
- Ability to understand and make decisions based upon local subdivision and zoning codes and regulations.

Zoning Board of Appeals

The Zoning Board of Appeals is the body authorized to grant variances, exceptions or special approvals from the Zoning Ordinance, to make interpretations of the Zoning Map, or to hear appeals from the Zoning Ordinance and International Property Maintenance Code. The Board is made up of six members with one alternate, all appointed for three-year terms and meets at 7:00 P.M., the first Tuesday of the month as necessary.

Desired Skill Set

- Willingness to attend and be an engaged and active member at night meetings.
- Ability to evaluate whether a request meets the standards necessary to receive a variance from the ordinance requirements.
- Ability to read and understand ordinances, staff reports, plans and applications

- Willingness and ability to respectfully listen to other Board members, Staff, applicants and the general public.

Board of Review

The Board of Review functions as the City's tax appeals process for property owners, with the most common appeal being the taxable value placed on a parcel by the City Assessor. Activities of the Board are governed by State law, which requires an annual meeting in March to review and change assessments for the upcoming tax year. The Board also meets in July and December to correct qualified errors and to consider appeals related to Principal Residence Exemptions and Poverty Exemptions. The Board meets at City Hall and consists of three members and one alternate who are appointed for three-year terms.

Desired Skill Set

- Ability to work with the City Assessor in fair, just and equitable property tax administration.
- Ability to analyze property tax records and understand basic methodologies associated with determining taxable value.
- Ability to understand and uniformly apply State tax law regarding assessing residential, commercial and industrial properties.
- Must be able to attend long meetings multiple times per year.
- The ability to sustain harmonious working relationships with Commission members, the City Council, residents, and the public.
- An interest in learning and willingness to ask questions to understand the issues.
- Interest in the public good.

Downtown Management Board/Downtown Development Authority

The Downtown Management Board oversees all Downtown Petoskey business activities. The Board consists of a group of nine members who are appointed to a four year term and also serve as Downtown Development Authority members, with staffing provided by the Downtown Director. Activities of the downtown organization include special events, marketing, beautification and maintenance efforts, and economic development projects. This Board also oversees the Downtown Parking Fund and the Parking Management System through its Executive Parking Committee. Volunteer committees that report to the DMB are the Downtown Marketing Committee, the Downtown Design Committee, the Downtown Beautification Committee, the Parking Committee, the Downtown Events Committee and the Organizational Task Force. The City oversees DMB administrative services. The Downtown Management Board is scheduled to meet 6:00 P.M., the third Tuesday of each month, at City Hall.

Desired Skill Set

- A strong passion for downtown Petoskey along with a creative and open mind on how to utilize both private and public resources in the creation of a vibrant, attractive and pedestrian friendly downtown environment.
- A willingness to attend night meetings on a regular basis and contribute to the discussion.
- The ability to sustain harmonious working relationships with Board members, the City Council, Staff, residents, and the public.
- An interest in learning and willingness to ask questions to understand the issues.

- Knowledge of basic government budgeting principles and an ability to prioritize capital improvements within budgetary parameters.

Parks and Recreation Commission

Established by City ordinance, the City's Parks and Recreation Commission consists of seven members, all of whom serve for two-year terms, five are City residents appointed by City Council and two who are each appointed by the Bear Creek Township and Resort Township Boards of Trustees (additionally two ex-officio members, who do not vote, consist of the City Manager and Community Education Director for the Public Schools of Petoskey).

Serving as a planning and advisory body, without executive or administrative authority, the Parks and Recreation Commission oversees development of both short and long-term recreation and sports activity needs of the City and the greater Petoskey community service area. The Commission is staffed by the Director of Parks and Recreation and meets the second Monday of the month at 6:00 P.M. at City Hall.

Desired Skill Set

- Someone who regularly uses the City's parks, trails or recreation services.
- Ability to provide feedback, advice and encouragement to the Director of Parks and Recreation.
- Strong sense of volunteerism and willingness to volunteer time at festivals, special events, etc.
- Individual who is passionate about maintaining a strong quality of life and an environmentally sustainable parks system.
- Someone who is community oriented and dedicated to the betterment of Petoskey's parks and recreation programs.
- A willingness to attend night meetings on a regular basis and contribute to the discussion.
- The ability to sustain harmonious working relationships with Commission members, the City Council, Staff, residents, and the public.
- An interest in learning and willingness to ask questions to understand the issues.
- Ability to stay abreast of developments in the world of parks and recreation as technologies and service models change.

Petoskey District Library Board

The Library Board is made up of five residents of the City of Petoskey appointed to a four year term. The Board is responsible to hire the Director, create policies and oversee the budget. Meetings are monthly at 5:00 P.M., on the fourth Thursday of every month, except for the November meeting which is held on the fourth Tuesday of the month. There is generally not a December meeting. Meetings are held either in the Library meeting room in the lower level or at the Carnegie Building, 451 East Mitchell Street, Petoskey.

Desired Skill Set

- Knowledge of libraries and the services they provide.
- Ability to employ and supervise a qualified library director and periodically evaluate the director's competence.

- Knowledge of basic budgeting and financial reporting.
- Ability to assess and adopt policies that will result in the effective operation of the library, in accordance with state and local laws and with full respect for the Library Bill of Rights.
- Ability to advocate for library's needs with local government, community leadership, and state government.
- Ability to understand and participate in the ongoing process of strategic planning.

Tax Increment Finance Authority Board

The TIFA Board meets on an as-needed basis. Long term capital projects the Board may consider include; Bayfront Park Stair Tower and Magnus Park improvements. The Board is made up of seven members appointed to a four-year term and meets at 6:00 P.M., twice a year in the spring and fall and as necessary.

Desired Skill Set

- Ability to work with City Staff to analyze progress on qualifying TIFA projects and understand basic methodologies associated with tax increment financing.
- Ability to identify and recommend to City Council long range projects that may be funded through TIF.
- A willingness to attend night meetings and contribute to the discussion.
- The ability to sustain harmonious working relationships with Commission members, Staff, the City Council, residents, and the public.
- An interest in learning and willingness to ask questions to understand the issues.

Compensation Commission

The Local Officers Compensation Commission is the body authorized to determine the salaries of all locally elected officials and perform the duties imposed upon it by subsection 5(c) of Act 279 of the Public Acts of 1909, as amended. The Commission is made up of five members who registered electors of the City, all are appointed for five-year terms and meets as necessary.

Desired Skill Set

- Background in Human Resources.
- Ability to identify trends in Consumer Price Index or Inflationary trends and metrics using data from comparable communities.
- A willingness to attend day meetings and contribute to the discussion.
- The ability to sustain harmonious working relationships with Commission members, Staff, the City Council, residents, and the public.
- An interest in learning and willingness to ask questions to understand the issues.

Public Art Commission

The Public Art Commission works with City leadership to develop and support the City's Public Art Plan and public art projects. The Commission oversees the implementation of the City of Petoskey's Public Art Policy, including approving public art projects recommended by Art Selection Committee. Members of the Petoskey Art Commission are appointed by the Mayor with Council approval. The Commission will be comprised of people representing different factions of the community. The Commission is made up of seven members including the Mayor or Councilmember Appointee, Parks and Recreation Staff Member, Downtown Management Board Staff Member and four at-large members with terms of four-years, three-years, and two, two-year terms and meets at 12:00 P.M., the second Thursday of the month as necessary.

Desired Skill Set

- Share a passion for community art in public spaces.
- Ability to determine sites for public art works.
- Ability to regularly monitor and assess public artworks for general upkeep, maintenance, and safety.
- Experience in fundraising and generating ongoing financial support for public art installations.
- A willingness to attend day meetings and contribute to the discussion.