



Where Friendships Last Forever

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SWARTZ CREEK BOARDS AND COMMISSIONS APPOINTMENT PROCESS

Greetings Potential Boardmember or Commissioner!

If you are interested in serving on a City of Swartz Creek Board or Commission, there are some things to know prior to submitting an application. This guide should help answer any questions you may have. If you prefer, you can speak to myself or another staff member to learn more about the opportunities, process, and commitments by calling the office or sending an email to azettel@cityofswartzcreek.org.

What are the opportunities?

Aside from the elected positions on the City Council, residents can be appointed by the Mayor to various boards and commissions (subject to city council approval). Note that Downtown Development Authority and Park Board have some seats available to non-residents as well, depending on the circumstances. A brief summary of the options is below. Note that full descriptions and expectations are in the attached packet.

Planning Commission: This group generally meets once a month, is a voluntary position, and is generally responsible for hearing zoning cases, reviewing site plans, reviewing special land uses, and providing general planning guidance to the community. Members on this board should be consistently active in ongoing educational opportunities offered by the city. This board helps craft and is expected to abide by the Zoning Ordinance and Swartz Creek Master Plan.

Park Board: This group generally meets once a month, is a voluntary position, and is generally responsible for recommending annual funding priorities for parks, reviewing park donations, and providing general input on matters related to the parks. Members on this board are not expected to actively pursue ongoing education, but it is recommended. This board helps craft and is expected to abide by the Five Year Parks and Recreation Plan.

Zoning Board of Appeals: This group is scheduled to meet monthly, but convenes only when there is business. This position pays a stipend. The ZBA is responsible for hearing zoning related appeals, interpretations, and variances. The ZBA is an adjudicatory body that must be rigorously trained to rule on such matters, with training mandatory. The board is expected to understand and abide by the Swartz Creek Master Plan and zoning ordinance.

Downtown Development Authority: This group generally meets monthly, is a voluntary position, and is generally responsible for making annual funding recommendations to improve the DDA district, oversee special downtown projects, and provide general guidance related to improving the downtown. This body

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Swartz Creek Appointment Guidance

operates under the auspices of the city council in an independent fashion, with its own revenues, subject to the city council budget. Members are expected to pursue some educational opportunities to be proficient in applying tested and true techniques for accomplishing goals. The board is expected to understand and abide by the Swartz Creek Master Plan as well as to craft and abide by the Downtown Development Plan.

Board of Review: This group convenes only a few times a year, is paid a stipend, and is responsible for hearing technical cases related to valuations on the assessment roll. They are also to hear cases related to various exemptions and filings under Michigan Law. This board must undergo specific and rigorous training. The board must abide by state law.

Local Officers Compensation Commission: This group convenes every other year, is voluntary, and is responsible for recommending compensation for the city council.

Temporary Committees of the Council: On rare occasions a temporary committee may be established by the Mayor, and affirmed by council, to explore a very specific issue. For example, in 2024, the council formed a committee to explore the details for design of a structure at Holland Square. These committees are formed with various experts and stakeholders to serve as a steering committee, and they disband upon completion of their duty. Residents can notify the Mayor or the City Clerk if they are interested in serving on such a future committee.

What is the appointment process?

Residents or non-residents (DDA and Park Board only) can submit an application at any time. Applications are available on the website or at city hall and can be submitted digitally to the Clerk or City Manager, or in person to the same. If a vacancy occurs, the city may reach out to the public to solicit interest. The Mayor, upon review of candidates for various positions, is responsible for making appointments. This process requires affirmation of the City Council by resolution at a public hearing. Appointments, terms, duties, and rules are established by various state laws, city charter/laws, or operating rules of procedure. See the details in this packet for more information.

Once appointed, the appointee takes on the status of an 'official' of the city. They are provided with an orientation binder specific to their board or commission. They are also asked to attend a 90 minute orientation at the municipal office. Members are to take an oath, which includes provisions abide by all applicable federal, state, and local laws in the conduct of their duties. They are also asked to read and abide by the Employee Handbook as it applies to 'officials'.

What does service as a commissioner or board member require?

Officials will be added to the electronic distribution list for all city boards and commissions. Hardcopies of these documents are available if the official does not use email or a comparable form of electronic document service. All such packets are posted to the city's website prior to meetings.

Officials are expected to pursue training and engagement in accordance with a personalized engagement plan that is established in the beginning of each calendar year. This process commences with a training and engagement letter that is sent to each official by the City Manager, outlining training and engagement expectations.

Officials are expected to conduct their duties lawfully, ethically, and with competence. The Employee Handbook details expectations.

Swartz Creek Appointment Guidance

The City does encourage and supply training (including registration, lodging, and travel) for its officials. Though the budget is limited, members are encouraged to arrange for training that addresses their core area of competence, as well as to consider taking that widens the knowledge base of the official. This encourages cross training and advancement to other boards, commissions, and/or the city council.

What are next steps for interested persons?

We encourage you to read meeting packets and attend a meeting! Doing so will provide information on current happenings and allow potential officials to see how meetings work and how they can add to this process. Public meetings and their packets are on the homepage of the website www.cityofswartzcreek.org. Such meetings can be attended in person or virtually (note that officials MUST attend in person under state law to participate, except under very limited circumstances).

You can also reach out to the Mayor (see the website to make this contact), or you can reach the City Manager at the city offices. We are happy to discuss vacancies, duties, future needs, and current events. In the meantime, this packet provides more details for each type of position.

Sincerely,



Adam H. Zettel, AICP
City Manager
City of Swartz Creek

APPLICATION FOR APPOINTMENT

City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473
810.635.4464

APPOINTMENT SOUGHT: Planning Commission _____
 Parks & Recreation Advisory Board _____
 Zoning Board of Appeals _____
 Downtown Development Authority _____
 Board of Review _____
 Local Officers Compensation Commission _____
 Other: _____

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

DOWNTOWN PROPERTY INTEREST – DDA ONLY (Property or business ownership):

1. What experience, training, and other qualifications prepare you for this position?

2. What specific contributions do you hope to make conducting service in this appointment?

3. Describe your community service background and involvement.

4. What community topics are a priority for you?

5. Why do you want to be appointed to this position?

6. What current and previous service do you have as any elected or appointed official in local government capacity?

7. Do you plan to change your residency status or business location (DDA only) in the next four years?

8. Do you object to abiding by the Freedom of Information Act, the Open Meetings Act, Roberts Rules of Order, the City Handbook, or any other applicable federal, state, and local statutes, policies, or guidelines, as may be required or expected of the appointment?

Signature of Applicant

Date

City of Swartz Creek
Job Description

Planning Commissioner

REVISED: June 29, 2017

Appointment Type: Mayoral; Qualified Elector Status Required; Three Years; Varies

General Statement of Duties: The Commission makes recommendations to the city council regarding zoning ordinance changes, site plans, special land uses, master plan content, and other general advice.

Meetings: First Tuesday of Month; 7:00 p.m.; Paul D. Bueche Municipal Building; Minimum of Four Meetings Per Year; 60-90 Minute Typical Duration

Compensation: None; Training/Travel Reimbursements Provided; Membership with Michigan Association of Planning Included

Orientation Materials: Open Meetings Act, Freedom of Information Act, Roberts Rules of Order Summary, Employee Handbook, Zoning Enabling Act, Planning Enabling Act, Swartz Creek Master Plan, Swartz Creek City Code of Ordinances, Swartz Creek Park Plan, Downtown Development Authority Plan.

Examples of Work Performed: The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position.

- Read and interpret staff, applicant, and consultant reports and renderings.
- Speak or otherwise communicate with commissioners, staff, applicants, and the public at a public venue.
- Read and interpret plans, ordinances, maps, and other technical data.
- Attend training courses and seminars.

Desirable Knowledge, Abilities, and Skills (Not Required):

- Working knowledge of parliamentary procedure, grammar, business English, correspondence formats and composition.
- Preference for working knowledge of personal computer & email usage.
- Comprehensive ability to accurately compute numerical figures, schematics, and detailed reports.
- Ability to communicate clearly and effectively, orally and in writing, with staff and the general public.
- Ability to listen and maintain professionalism with other commissioners, staff, and the public.

Charter Requirements: None

Statutory Requirements: Planning Enabling Act of 2008; MCL 125.3815; Abridged

(1) In a municipality, the chief elected official shall appoint members of the planning commission, subject to approval by a majority vote of the members of the legislative body elected and serving.

(2) A city, village, or township planning commission shall consist of 5, 7, or 9 members. Members of a planning commission other than ex officio members under subsection (5) shall be appointed for 3-year terms. However, of the members of the planning commission, other than ex officio members, first appointed, a number shall be appointed to 1-year or 2-year terms such that, as nearly as possible, the terms of 1/3 of all the planning commission members will expire each year. If a vacancy occurs on a planning commission, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment. A member shall hold office until his or her successor is appointed.

(3) The membership of a planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of the local unit of government to the extent practicable.

(4) Members of a planning commission shall be qualified electors of the local unit of government.

(5) In a city, village, or county, the chief administrative official or a person designated by the chief administrative official, if any, the chief elected official, 1 or more members of the legislative body, or any combination thereof, may be appointed to the planning commission, as ex officio members, unless prohibited by charter. However, in a city, village, or county, not more than 1/3 of the members of the planning commission may be ex officio members. Except as provided in this subsection, an elected officer or employee of the local unit of government is not eligible to be a member of the planning commission.

The term of an ex officio member of a planning commission shall be as follows:

(a) The term of a chief elected official shall correspond to his or her term as chief elected official.

(b) The term of a chief administrative official shall expire with the term of the chief elected official that appointed him or her as chief administrative official.

(c) The term of a member of the legislative body shall expire with his or her term on the legislative body.

(9) The legislative body may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission. Failure of a member to disclose a potential conflict of interest as required by this subsection constitutes malfeasance in office. Unless the legislative body, by ordinance, defines conflict of interest for the purposes of this subsection, the planning commission shall do so in its bylaws.

(10) An ordinance creating a planning commission may impose additional requirements relevant to the subject matter of, but not inconsistent with, this section.

Ordinance Requirements: Sec. 13-23. - Composition, terms of office, compensation.

(a) The planning commission shall be composed of the mayor, the city manager or a person designated by the manager, a member of the council appointed by the mayor and six qualified electors of the city appointed by the mayor and confirmed by a majority vote of the council. The mayor, manager or manager's designee, and member of the council shall serve as ex officio members of the planning commission.

(b) The term of the mayor shall correspond to his or her term as mayor. The term of the city manager or manager's designee shall expire with the term of the mayor. The term of the member of the council shall expire with his or her term on the council.

(c) The terms of members who are qualified electors shall be for three years. Of those members first appointed, a number shall be appointed to one-year or two-year terms such that, as nearly as possible, the terms of one-third of all the planning commission members will expire each year.

(d) If a vacancy occurs on a planning commission, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment. A member shall hold office until his or her successor is appointed.

Appointment Type: Mayoral; Three Years

General Statement of Duties: The board shall advise and make recommendations to the appropriate city official regarding the planning, maintaining, improving, financing, and supervision of the *parks* and recreation facilities and programs of the city.

Meetings: First Wednesday of Month; 6:00 p.m.; Paul D. Bueche Municipal Building; 60-75 Minute Typical Duration

Compensation: None; Training/Travel Reimbursements Provided;

Orientation Materials: Open Meetings Act, Freedom of Information Act, Roberts Rules of Order Summary, Employee Handbook, Swartz Creek Master Plan, Swartz Creek Park Plan, Downtown Development Authority Plan.

Examples of Work Performed: The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position.

- Read and interpret staff, applicant, and consultant reports and renderings.
- Speak or otherwise communicate with commissioners, staff, applicants, and the public at a public venue.
- Read and interpret plans, maps, and limited technical data.
- Attend public functions and/or fundraising events.
- Participate in limited public improvement/volunteer efforts.

Desirable Knowledge, Abilities, and Skills (Not Required):

- Working knowledge of parliamentary procedure, grammar, business English, correspondence formats and composition.
- Preference for working knowledge of personal computer & email usage.
- Ability to listen and maintain professionalism with other commissioners, staff, and the public.

Charter Requirements: None

Statutory Requirements: None

Ordinance Requirements: Sec. 11-22. - Membership. The city *parks* and recreation *advisory* board shall consist of nine members and, except as otherwise provided for, shall be appointed by the mayor with the concurrence of the council.

Sec. 11-23. - Term of office. The term of office of each member of the board shall be for three years.

Sec. 11-24. - Compensation. The members of the board shall serve without compensation, provided that they may be reimbursed for actual and necessary expenses incurred by attendance at conferences or seminars approved by the city manager.

Sec. 11-25. - Organization. The members of the board shall annually elect a chairman, a vice-chairman, and a secretary and they shall adopt rules for the conduct of their business.

Sec. 11-26. - Vacancies. If there is a vacancy on the board, the mayor, with the concurrence of the city council, shall appoint a person to fill such vacancy for the remainder of the term vacated.

City of Swartz Creek

City of Swartz Creek
Job Description

Zoning Board of Appeals Member

REVISED: June 29, 2017

Appointment Type: Mayoral; Qualified Elector Status Required; Three Years

General Statement of Duties: The Board reviews variance applications, interprets the zoning ordinance, and reviews appeals of zoning decisions in an adjudicatory fashion.

Meetings: Third Wednesday of Month, as needed; 6:00 p.m.; Paul D. Bueche Municipal Building; 60-120 Minute Typical Duration

Compensation: Stipend Set by City Council; Training/Travel Reimbursements Provided; Membership with Michigan Association of Planning Included

Orientation Materials: Open Meetings Act, Freedom of Information Act, Roberts Rules of Order Summary, Employee Handbook, Zoning Enabling Act, Planning Enabling Act, Swartz Creek Master Plan, Swartz Creek City Code of Ordinances.

Examples of Work Performed: The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position.

- Read and interpret staff, applicant, and consultant reports and renderings.
- Speak or otherwise communicate with commissioners, staff, applicants, and the public at a public venue.
- Read and interpret plans, ordinances, maps, legal opinions, and other technical data.
- Attend training courses and seminars.

Desirable Knowledge, Abilities, and Skills (Not Required):

- Working knowledge of parliamentary procedure, grammar, business English, correspondence formats and composition.
- Preference for working knowledge of personal computer & email usage.
- Comprehensive ability to accurately compute numerical figures, schematics, and detailed reports.
- Ability to communicate clearly and effectively, orally and in writing, with staff and the general public.
- Ability to listen and maintain professionalism with other commissioners, staff, and the public.

Charter Requirements: None

Statutory Requirements: Zoning Enabling Act of 2006 MCL 125.3601

Sec. 601. (1) A zoning ordinance shall create a zoning board of appeals. A zoning board of appeals in existence on June 30, 2006 may continue to act as the zoning board of appeals subject to this act.

Subject to subsection (2), members of a zoning board of appeals shall be appointed by majority vote of the members of the legislative body serving.

(2) The legislative body of a city or village may act as a zoning board of appeals and may establish rules to govern its procedure as a zoning board of appeals.

(3) A zoning board of appeals shall be composed of not fewer than 5 members if the local unit of government has a population of 5,000 or more or not fewer than 3 members if the local unit of government has a population of less than 5,000. The number of members of the zoning board of appeals shall be specified in the zoning ordinance.

(4) In a county or township, 1 of the regular members of the zoning board of appeals shall be a member of the zoning commission, or of the planning commission if the planning commission is functioning as the zoning commission. In a city or village, 1 of the regular members of the zoning board of appeals may be a member of the zoning commission, or of the planning commission if the planning commission is functioning as the zoning commission, unless the legislative body acts as the zoning board of appeals under subsection

(2). A decision made by a city or village zoning board of appeals before February 29, 2008 is not invalidated by the failure of the zoning board of appeals to include a member of the city or village zoning commission or planning commission, as was required by this subsection before that date.

(5) The remaining regular members of a zoning board of appeals, and any alternate members under subsection (7), shall be selected from the electors of the local unit of government residing within the zoning jurisdiction of that local unit of government or, in the case of a county, residing within the county but outside of any city or village. The members selected shall be representative of the population distribution and of the various interests present in the local unit of government.

(6) Subject to subsection (2), 1 regular or alternate member of a zoning board of appeals may be a member of the legislative body. Such a member shall not serve as chairperson of the zoning board of appeals. An employee or contractor of the legislative body may not serve as a member of the zoning board of appeals.

(7) The legislative body may appoint to the zoning board of appeals not more than 2 alternate members for the same term as regular members. An alternate member may be called as specified in the zoning ordinance to serve as a member of the zoning board of appeals in the absence of a regular member if the regular member will be unable to attend 1 or more meetings. An alternate member may also be called to serve as a member for the purpose of reaching a decision on a case in which the member has abstained for reasons of conflict of interest. The alternate member appointed shall serve in the case until a final decision is made. An alternate member serving on the zoning board of appeals has the same voting rights as a regular member.

(8) A member of the zoning board of appeals may be paid a reasonable per diem and reimbursed for expenses actually incurred in the discharge of his or her duties.

(9) A member of the zoning board of appeals may be removed by the legislative body for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. A member shall disqualify himself or herself from a vote in which the member has a conflict of interest. Failure of a member to disqualify himself or herself from a vote in which the member has a conflict of interest constitutes malfeasance in office.

(10) The terms of office for an appointed member of the zoning board of appeals shall be 3 years, except for a member serving because of his or her membership on the zoning commission or legislative body, whose term shall be limited to the time he or she is a member of that body. When members are first appointed, appointments may be for less than 3 years to provide for staggered terms. A successor shall be appointed not more than 1 month after the term of the preceding member has expired.

(11) A vacancy on the zoning board of appeals shall be filled for the remainder of the unexpired term in the same manner as the original appointment.

(12) A zoning board of appeals shall not conduct business unless a majority of the regular members of the zoning board of appeals are present.

(13) A member of the zoning board of appeals who is also a member of the zoning commission, the planning commission, or the legislative body shall not participate in a public hearing on or vote on the same matter that the member voted on as a member of the zoning commission, the planning commission, or the legislative body. However, the member may consider and vote on other unrelated matters involving the same property.

Ordinance Requirements: Section 22.01. - Membership.

- A. Base membership: The board shall consist of not less than five members appointed by the city council: the chairman of the *planning commission*, a member of the city council appointed by the city council; and the remaining members appointed by the city council from the electors residing in the city.
- B. Alternates: The city council/township board may appoint not more than two alternate members for the same term as regular members to the zoning board of appeals. The alternate members may be called upon as specified herein to sit as regular members of the zoning board of appeals in the absence of a regular member if the regular member will be unable to attend one or more meetings. An alternate member may also be called to serve in the place of a regular member for the purpose of reaching a decision on a case in which the regular member has abstained for reasons of conflict of interest. The alternate having been appointed shall serve in the case until a final decision has been made. While serving, the alternate member shall have the same voting rights as a regular member of the zoning board of appeals.
- C. Terms of appointment: Appointments shall be for a period of one, two, and three years, respectively, so as nearly as may be to provide for appointment at an equal number each year, thereafter, each member to hold office for the full three-year term; provided, however, that the terms of members serving because of their membership on the *planning commission* or city council shall be limited to the time they are members of those bodies.
- D. Reappointment: Members may be reappointed.
- E. Membership restrictions: An elected officer of the city shall not serve as chairperson of the zoning board of appeals. An employee of the city may not serve as a member of the board.
- F. Removal: Members of the board of appeals shall be removable by the city council for nonfeasance, malfeasance, and misfeasance of office.
- G. Conflict of interest: A member shall disqualify himself or herself from a vote in which the member has a conflict of interest. Failure to do so shall constitute misconduct in office. A member of the zoning board of appeals who is also a member of the *planning commission* or the city council shall not participate in a public hearing on or vote on the same matter that the member voted on as a member of the *planning commission* or the city council. However, the member may consider and vote on other unrelated matters involving the same property.
- H. Compensation: The compensation of the appointed members of the zoning board of appeals may be fixed by the city council.

Appointment Type: Mayoral; One Resident, Mayor, Five+ With an Interest in Downtown Property; Four Years

General Statement of Duties: The Board oversees projects and programming within the DDA district; budgets fund; direct activities of the DDA Director.

Meetings: Second Thursday of Month; 6:00 p.m.; Paul D. Bueche Municipal Building; 60-900 Minute Typical Duration

Compensation: None; Training/Travel Reimbursements Provided

Orientation Materials: Open Meetings Act, Freedom of Information Act, Roberts Rules of Order Summary, Employee Handbook, Swartz Creek Master Plan, Swartz Creek Park Plan, Swartz Creek Downtown Development Authority Plan.

Examples of Work Performed: The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position.

- Read and interpret staff, applicant, and consultant reports and renderings.
- Speak or otherwise communicate with commissioners, staff, applicants, and the public at a public venue.
- Read and interpret plans, maps, and limited technical data.
- Attend training courses and seminars.
- Attend and participate in public functions and/or fundraising

Desirable Knowledge, Abilities, and Skills (Not Required):

- Working knowledge of parliamentary procedure, grammar, business English, correspondence formats and composition.
- Preference for working knowledge of personal computer & email usage.
- Comprehensive ability to accurately compute numerical figures and detailed reports.
- Ability to communicate clearly and effectively, orally and in writing, with staff and the general public.
- Ability to listen and maintain professionalism with other commissioners, staff, and the public.

Charter Requirements: None

Statutory Requirements: Downtown Development Authority Act of 1975 MCL 125.1654

Sec. 4. (1) Except as provided in subsections (7), (8), and (9), an authority shall be under the supervision and control of a board consisting of the chief executive officer of the municipality and not less than 8 or more than 12 members as determined by the governing body of the municipality. Members shall be appointed by the chief executive officer of the municipality, subject to approval by the governing body of the municipality.

Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district, if the downtown district has 100 or more persons residing within it. Of the members first appointed, an equal number of the members, as near as is practicable, shall be appointed for 1 year, 2 years, 3 years, and 4 years. A member shall hold office until the member's successor is appointed. Thereafter, each member shall serve for a term of 4 years. An appointment to fill a vacancy shall be made by the chief executive officer of the municipality for the unexpired term only. Members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses. The chairperson of the board shall be elected by the board.

(2) Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.

(3) The business which the board may perform shall be conducted at a public meeting of the board held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date,

And place of the meeting shall be given in the manner required by the open meetings act, 1976 PA 267, MCL

15.261 to 15.275. The board shall adopt rules consistent with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275, governing its procedure and the holding of regular meetings, subject to the approval of the governing body. Special meetings may be held if called in the manner provided in the rules of the board.

(4) Pursuant to notice and after having been given an opportunity to be heard, a member of the board may be removed for cause by the governing body. Removal of a member is subject to review by the circuit court.

(5) All expense items of the authority shall be publicized monthly and the financial records shall always be open to the public.

(6) In addition to the items and records prescribed in subsection (5), a writing prepared, owned, used, in the possession of, or retained by the board in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(7) By resolution of its governing body, a municipality having more than 1 authority may establish a single board to govern all authorities in the municipality. The governing body may designate the board of an existing authority as the board for all authorities or may establish by resolution a new board in the same manner as provided in subsection (1). A member of a board governing more than 1 authority may be a resident of or have an interest in property in any of the downtown districts controlled by the board in order to meet the requirements of this section.

(8) By ordinance, the governing body of a municipality that has a population of less than 5,000 may have the municipality's planning commission created pursuant to 1931 PA 285, MCL 125.31 to 125.45, serve as the board provided for in subsection (1).

(9) If a municipality enters into an agreement with a qualified township under section 3(7), the membership of the board may be modified by the interlocal agreement described in section 3(7).

Ordinance Requirements: None

Appointment Type: Mayoral; Qualified Elector Status Required; Three Years, beginning July 1st; Alternate/member in training position available

General Statement of Duties: The Board shall hear complaints of all persons considering themselves aggrieved by assessments.

Meetings: First Tuesday following the first Monday and the third Monday in March; Second Monday in March; Tuesday after third Monday in July; Tuesday following second Monday in December; times vary/ Paul D. Bueche Municipal Building

Compensation: Stipend; Training/Travel Reimbursements Provided

Orientation Materials: Open Meetings Act, Freedom of Information Act, Roberts Rules of Order Summary, Employee Handbook, State Tax Commission Board of Review Handbook.

Examples of Work Performed: The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position.

- Read and interpret staff, applicant, and technical reports.
- Speak or otherwise communicate with board members, staff, applicants, and the public at a public venue.
- Read and interpret complex statutory requirements, tax regulations, appraisals, market data, assessing rolls, property cards, sale instruments, and other technical data.
- Attend training courses and seminars.

Desirable Knowledge, Abilities, and Skills (Not Required):

- Working knowledge of parliamentary procedure, grammar, business English, correspondence formats and composition.
- Preference for working knowledge of personal computer & email usage.
- Comprehensive ability to accurately compute numerical figures, state laws, and technical reports.
- Ability to communicate clearly and effectively, orally and in writing, with staff and the general public.
- Ability to listen and maintain professionalism with applicants, other board members, staff, and the public.

Charter Requirements: Section 9.7. - Board of Review.

(a) A Board of Review is hereby created, composed of three members who have the qualifications of holding elective city office as set forth in [Section 4.4](#) of this charter.

(b) The members of the Board of Review shall be appointed by the Council, and may be removed for reasons of nonfeasance or misfeasance by the vote of five members of the Council. The first members shall be appointed during the month of January, 1960, for terms expiring on July 1, 1961, 1962, and 1963. Thereafter one member shall be appointed in the month of May of each year, for a term of three years, commencing on the following July first.

(c) The Board shall, annually, on the first day of its meeting, select one of its members chairman for the ensuing year. The Assessor shall be Clerk of the Board, and shall be entitled to be heard at its sessions, but shall have no vote on any proposition or question.

**Statutory Requirements: General Property Tax Act of 1893; MCL 211.28
Sec. 28.**

(1) Those electors of the township appointed by the township board shall constitute a board of review for the township. At least 2/3 of the members shall be property taxpayers of the township. Members appointed to the board of review shall serve for terms of 2 years beginning at noon on January 1 of each odd-numbered year. Each member of the board of review shall qualify by taking the constitutional oath of office within 10 days after appointment. The township board may fill any vacancy that occurs in the membership of the board of review. A member of the township board is not eligible to serve on the board or to fill any vacancy. A spouse, mother, father, sister, brother, son, or daughter, including an adopted child, of the assessor is not eligible to serve on the board or to fill any vacancy. A majority of the board of review constitutes a quorum for the transaction of business, but a lesser number may adjourn and a majority vote of those present shall decide all questions. At least 2 members of a 3-member board of review shall be present to conduct any business or hearings of the board of review.

(2) The township board may appoint 3, 6, or 9 electors of the township, who shall constitute a board of review for the township. If 6 or 9 members are appointed as provided in this subsection, the membership of the board of review shall be divided into board of review committees consisting of 3 members each for the purpose of hearing and deciding issues protested pursuant to section 30. Two of the 3 members of a board of review committee constitute a quorum for the transaction of the business of the committee. All meetings of the members of the board of review and committees shall be held during the same hours of the same day and at the same location.

(3) A township board may appoint not more than 2 alternate members for the same term as regular members of the board of review. Each alternate member shall be a property taxpayer of the township. Alternate members shall qualify by taking the constitutional oath of office within 10 days after appointment. The township board may fill any vacancy that occurs in the alternate membership of the board of review. A member of the township board is not eligible to serve as an alternate member or to fill any vacancy. A spouse, mother, father, sister, brother, son, or daughter, including an adopted child, of the assessor is not eligible to serve as an alternate member or to fill any vacancy. An alternate member may be called to perform the duties of a regular member of the board of review in the absence of a regular member. An alternate member may also be called to perform the duties of a regular member of the board of review for the purpose of reaching a decision in issues protested in which a regular member has abstained for reasons of conflict of interest.

(4) The size, composition, and manner of appointment of the board of review of a city may be prescribed by the charter of a city. In the absence of or in place of a charter provision, the governing body of the city, by ordinance, may establish the city board of review in the same manner and for the same purposes as provided by this section for townships.

Ordinance Requirements: None

Appointment Type: Mayoral; Qualified Elector Status Required; Five Years

General Statement of Duties: The Commission shall determine the salaries of the local elected officials. Recommendations for compensation of appointed members of the Zoning Board of Appeals and Board of Review may be requested.

Meetings: The Commission shall meet for not more than 15 session days in every odd-numbered year and shall make its determination within 45 calendar days of its first meeting; Days and times vary; Paul D. Bueche Municipal Building; 60 minute duration

Compensation: None; Expense Reimbursements Provided

Orientation Materials: Open Meetings Act, Freedom of Information Act, Roberts Rules of Order Summary, Employee Handbook

Examples of Work Performed: The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position.

- Read and interpret job descriptions and staff reports.
- Speak or otherwise communicate with commissioners, staff, and the public at a public venue.

Desirable Knowledge, Abilities, and Skills (Not Required):

- Working knowledge of parliamentary procedure, grammar, business English, correspondence formats and composition.
- Preference for working knowledge of personal computer & email usage.
- Comprehensive ability to accurately compute numerical figures
- Ability to communicate clearly and effectively, orally and in writing, with staff and the general public.
- Ability to listen and maintain professionalism with applicants, other board members, staff, and the public.

Charter Requirements: None.

Statutory Requirements: None.

Ordinance Requirements: Sec. 2-275. - Membership, eligibility.

(a) The local officers compensation commission shall consist of five members who are registered electors of the city and shall be appointed by the mayor subject to confirmation by a majority of the members elected and serving on the council.

(b) No member or employee of the legislative, judicial or executive branch of any level of government or any members of the immediate family of such member or employee shall be eligible to be a member of the local officers compensation commission.

Sec. 2-276. - Terms.

The terms of office shall be five years, except the members first appointed shall each be individually appointed to the following terms: one for one year, one for two years, one for three years, one for four years, and one for five years.

Sec. 2-277. - Appointment, vacancies.

The members shall be appointed before October first of the year in which the vacancy occurs. When vacancies occur during the term, the appointment shall be for the unexpired term.

City of Swartz Creek