



## **APPLICANTS NEEDED BOARDS and COMMISSIONS VACANCIES**

**BROWNFIELD REDEVELOPMENT AUTHORITY.** One vacancy – term ending 6/30/21. *Applicants must be City residents or persons with interest in property in the City.* Purpose: Promote revitalization of environmentally distressed and functionally obsolete areas.

**COMPENSATION COMMISSION.** One vacancy – term ending 9/30/22. *Applicants must be registered voters in the City.* Purpose: Establish compensation for City Council Members.

**DOWNTOWN DEVELOPMENT AUTHORITY.** One vacancy – term ending 6/30/22. Purpose: Central Business District and Tax Increment Financing Authority.

**HISTORIC DISTRICT COMMISSION.** One vacancy – term ending 2/28/21. *Applicants must be City residents.* Purpose: Historic preservation.

**OIL & GAS INVESTMENT BOARD.** One vacancy – term ending 6/30/22. Purpose: Oversees Investment of Oil & Gas Trust Fund.

**PARKS COMMISSION.** One vacancy – term ending 6/30/21. *Applicants may be non-residents but must own real estate or a business/profession having a licensed business location in the City or have a child attending school within the City.* Purpose: Advisory on parks development, maintenance, improvements.

**PEG COMMISSION.** Three vacancies – (1) term ending 12/31/18, (1) term ending 12/31/19 and (1) term ending 12/31/20. *Applicants must be Manistee County residents.* Purpose: Oversees operation of Manistee Public Access Television.

**ZONING BOARD OF APPEALS.** One vacancy – term ending 5/31/19. Purpose: Hears Appeals to Zoning, Building Issues.

Application forms are available at the City Clerk's office, 70 Maple Street or on the City website at <http://www.manisteemi.gov>. Applications must be returned by Tuesday, July 31, 2018 to be considered for appointment at the August 8, 2018 City Council meeting.

### Parks Commission

**Meetings – 3<sup>rd</sup> Thur., 5:30 pm, City Hall**

*Two members can be non-residents but must own real estate or a business or profession having a licensed business located in the City – 7 members*

The Parks Commission is charged with an advisory role on parks development, maintenance, improvements and identifying planning and implementing public and private beautification projects.

### P.E. G. Commission

**Meetings – 1<sup>st</sup> Mon., 6:30 pm, MHS**

*Up to two members may be appointed by the Charter Township of Filer Board of Trustees. Remaining must be County Residents – 7 members*

The P.E.G (Public, Education and Government) Commission charged with overseeing the operation of Manistee Public Access. It provides a variety of services including the broadcast of City Council meetings and work sessions.

### Planning Commission

**Meetings – 1<sup>st</sup> Thur., 7 pm, City Hall**

*Must be City Resident – 7 members*

The Planning Commission prepares and adopts physical plans for the City and reviews development proposals, both private and public as set forth in the Michigan Zoning Enabling Act, MCL 125.3101 et seq. and the Michigan Planning Enabling Act, MCL 125.3801 et seq. and acts in an advisory capacity for matters referred by the City Council.

### Tree Commission

**Meetings – 1<sup>st</sup> Mon. (Apr – Sept), 5 pm, City Hall 7 members**

The Tree Commission shall promote and protect the public health, safety and general welfare by providing for the regulation of the planting, maintenance and removal of trees in street rights of way within the City.

### Zoning Board of Appeals

**Meetings – as needed, 5:30 pm City Hall**

*Must be a City Resident – 5 members, 1 alternate*

The Zoning Board of Appeals have the power to authorize, upon an appeal, specific variances from requirements such as lot area and width regulations, building height regulations, yard and depth regulations and off-street parking and loading space requirements. The ZBA hears and decides questions that arise in the administration of the zoning ordinance including the interpretation of text and the zoning map.



Are you interested  
in serving on a  
Board or  
Commission?



A Guide to the  
requirements, roles  
and responsibilities for  
serving on a Board,  
Commission, or  
Committee in the City  
of Manistee

Each of these Boards or Commission serves a different role with most being advisory in nature. Some are state-mandated and others are purely a local creation; however they all make significant contributions to the community.

The City is always looking for talented, committed people to serve. If interested please contact the City Clerk's office to fill out an application also available [online](#) at [www.manisteemi.gov](http://www.manisteemi.gov)

### [Board of Review](#)

**Meetings - March, July, December, City Hall**  
*Must be a City taxpaying, registered voter – 3 members, 2 alternates*

The March [Board of Review](#) annually reviews the assessment roll received from the assessor, to determine completion, accuracy, uniformity and validity. This body has the authority to make adjustments to ensure that assessments are lawfully set.

### [Brownfield Redevelopment Authority](#)

**Meetings – 1<sup>st</sup> Tues., 2pm, City Hall** *Must be a City Resident or person with interest in property in City – 5 members*

The [Brownfield Redevelopment Authority](#) was formed to facilitate the sensible redevelopment of numerous underutilized or vacant commercial and industrial properties throughout the city.

### [Compensation Commission](#)

**Meetings – as scheduled, odd # years, City Hall**  
*Must be registered Voter in the City – 5 members*

The Compensation Committee makes recommendations regarding the salaries of the Mayor and City Council members.

### [Harbor Commission](#)

**Meetings – Jan. Apr. Jun. Jul, Aug, Oct , 3<sup>rd</sup> Tues., 1 pm, City Hall** *Two members may be nonresidents – 7 members*

The [Harbor Commission](#) is charged with overseeing in an advisory capacity the marina, boat launch and related waterfront facilities.

### [Historic District Commission](#)

**Meetings -1<sup>st</sup> Thur., 3 pm, City Hall** *Must be a City Resident – 7 members*

The [Historic District Commission](#) is charged with overseeing the city's historic district. The establishment of the Historic District allows property owners with contributing properties the opportunity to apply for tax credits.

### [Housing Commission](#)

**Meetings - 4th Tues., 4pm, Harbor View Apt**  
**Worksessions - 4pm 2<sup>nd</sup> Tues., Housing Commission** *One member shall be a resident of housing provided by the Housing Commission – 5 members*

The [Housing Commission](#) is charged with overseeing senior and low-income housing. It has oversight of the properties owned by the Manistee Housing Commission.

### [Downtown Development Authority](#)

**Meetings – 2<sup>nd</sup> Wed., 12 Noon, City Hall**  
*(5) Members must have an interest in property in the District, (1) member shall be a resident of the district, if 100 or more people reside within it – 9 members*

The [Downtown Development Authority](#) is charged with overseeing the orderly development of the downtown. It is funded by taxpayer dollars through a tax increment financing arrangement.

### [Oil & Gas Investment Board](#)

**Meetings – Quarterly 3<sup>rd</sup>, Fri., 12 noon, City Hall** *Five members (1) Mayor (2) elected or appointed officials (2) not elected or appointed officials – 5 members*

The [Oil and Gas Investment Board](#) is charged with overseeing the investments of the City Oil and Gas Trust Fund. The Oil and Gas Trust Fund was established to accumulate the principal generated from oil and gas royalties received from City-owned mineral rights. Charter Section 2-1(B) protects the principal and royalties of this fund from being spent without a vote of the people

#### **OPEN MEETINGS**

All regular and special meetings of the City Council and the advisory boards and commissions are open to the public. Closed (or executive) sessions may only be held by the City Council for those specific subjects permitted by state law. You are invited to attend and participate in meetings of the Manistee City Council and its boards and commissions.