

# Boards and Commissions Handbook

## Introduction

Welcome and thank you for becoming a board & commission member to serve as an active leader in our community! Because your appointment to a City of Clare board or commission\* requires no prior experience in public service, City staff have designed this guide to help you navigate your new role. This booklet will introduce you to some of the key information that you will need to serve on your board or commission.

The City of Clare appoints over one hundred civic minded individuals on various boards and commissions to advise and assist in carrying out the functions of local government. These boards and commissions provide a critical reservoir of knowledge and community input that help to inform the City Commission in policy decisions and operations.

The City of Clare is a Council-Manager form of government. Under this system, the City Council (including the Mayor) sets policy, while the City Manager is the chief executive administrator who implements the policies and manages the daily operations of the City. This is analogous to a corporation, which is governed by a board of directors, but managed by a CEO. Over 70 City employees work across over a dozen departments to deliver exceptional services to the residents of Clare.

Most boards and commissions are created by City resolution or ordinance and serve as advisory bodies to the City Council or City Administrator. They provide information, analysis, and recommendations to inform the City Council's and City Administrator's decisions on matters pertaining to the board or commission's specialized knowledge. A few boards and commissions have specific authority to make binding decisions in certain areas, such as the Zoning Board of Appeals, Planning Commission, and the Downtown Development Authority. These bodies generally derive their decision-making authority from state laws.

Regardless of the specific duties, each board and commission play an important part in City government. Appointees to boards and commissions perform a public service to their community and have both an obligation and an opportunity to provide wise input that will help shape their government. This requires a thorough understanding of their board or commission's role as well as a willingness to engage constructively with the public, elected officials, and City staff. Although much of learning how to do this will happen on the job, it is hoped that this handbook will provide useful introductory guidance.

\*There are a variety of names for City-created bodies, such as boards, commissions, committees, authorities, etc. This page uses "boards and/or commissions" to mean any such body.

### **Process for New Appointments**

Appointees who have been confirmed should familiarize themselves with the bylaws of your board or commission and review the upcoming agenda materials. You may also wish to review materials from prior meetings. Contact your board's staff liaison or a member of the City Clerk's staff to access these materials. Your staff liaison should also be able to provide you with a schedule of meetings and any other pertinent information.

### **Qualities of a good board member**

Local governments rely on the expertise and knowledge of business and community professionals—especially board members—to help develop and shape the community. Of course, the primary reason you should serve on a city board is that **you want to make the world a better place and you care about the place where you live, work and play.**

### **There are 5 Essential Qualities of an Effective Board Member**

Dedication and Commitment. ... Ability to lead and influence others. ... Straightforward and impartial. ... Knowledgeable and an insatiable learner. ... Values discretion and confidentiality.

## Duties of Boards and Commissions

### General Duties and Responsibilities of Appointees

In the broadest sense, the role of an individual appointee is to bring their experience and wisdom to the body and deliberate with other members to reach decisions that fulfill the purpose of the particular board or commission. Here are some general tips and expectations for appointees:

- Act courteously during meetings and treat other members of the body, the public, and City staff with respect. Disagreements are inevitable, but appointees should remain civil and focus on issues rather than personal differences.
- Observe good parliamentary practice. The chair's role is to run an efficient meeting while allowing all points of view to be heard and engage in a full discussion. Assist the chair by being concise in making your points and not interrupting others.
- Arrive to meetings on time and let City staff and the chair know if you will be absent. Unexpected absences can cause a meeting to be cancelled if not enough members are present to establish a quorum. If a quorum is not present the commission will be unable to conduct regular business, so as a courtesy to your fellow commissioners and the public, please provide advanced notice of any absences.
- Come prepared. Review proposed minutes, agenda packets, and other information ahead of time to allow for informed deliberation.
- Represent your board or commission appropriately. As an appointee, people may perceive you to speak on behalf of the City or your board or commission. Do not speak for your board or commission unless appropriately authorized to do so. Make clear that you are speaking in your personal capacity if there is any doubt.

### Duties of Specific Members and Information about Member Types:

Enabling legislation and bylaws are important documents that delineate member types, below are short descriptions of the various attendees who regularly participate in meetings other than general members.

#### Officers

Boards and commissions often vote to authorize members appointed to offices to serve as chair, secretary, or vice-chair to carry out specific functions in order to serve the rest of the board or commission. Major systems of parliamentary procedure define some of these functions, such as the duty of the chair to preside over and keep decorum during meetings.

#### Bylaws

Bylaws frequently grant other powers and duties. For example, some bylaws allow the chair to cancel meetings in the event of dangerous weather without consulting any other members. For more information about the powers of elected officers of boards, commissions, or committees, review the relevant bylaws. The bylaws will contain most of the information you need to perform your duties. The City's bylaws are standardized for most boards and commissions, with some specific provisions applicable to each body. The standard bylaws include sections on duties, ethics and conflicts of interest, and procedural matters, including scheduling, noticing, and conducting meetings and preparation of agendas. If, after reviewing the bylaws, you have questions or want clarification, contact City staff. Please note that state law or local nuances regarding the commission you serve can preempt bylaw provisions.

#### Governing Rules

A few key resources provide structure for operating a healthy board and commission. It is important to be knowledgeable about bylaws and other legislation surrounding boards and commissions.

#### Non-Voting Members

Although non-voting members lack the right to vote on a decision, non-voting members retain all other rights of membership, including the right to make motions and join in deliberation. It is important to read the enabling law that created the board or commission to determine who are the non-voting members. Some common examples of non-voting members include members of the City Council, members of the City staff, or youth members.

Being a non-voting member restricts certain other privileges of membership inherently. However, these restrictions stem from the lack of ability to vote and are consistent for voting members and non-voting members under certain circumstances. For example, a non-voting member can never make a motion to reconsider, as a non-voting member

cannot vote on the prevailing side during a motion. However, the lack of authority to make a motion to reconsider is equally restricted from voting members who do not vote with the prevailing side.

#### Non-Member Council Liaisons

The City Council regularly appoints councilmembers as non-member liaisons to City boards and commissions. Council liaisons will not be enumerated in enacting laws or bylaws and have no voting rights or ability to make or second motions, but council liaisons provide a valuable resource to boards and commissions and make insightful contributions to discussions.

#### Other Non-Member Liaisons

Members of the Citystaff or liaisons from other organizations may be appointed to work with your board or commission. If these liaisons are not included in the enabling law for your board or commission, they may only join in the discussion when invited pursuant to the rules your board or commission has adopted.

#### Open Meetings Act

City commissions are expected to conduct themselves according to the procedures contained in the Michigan Open Meetings Act ("OMA"). This means that City commissions should deliberate and make all their decisions during a public meeting, including a full discussion of the reasons for those decisions. Commissioners should avoid emailing, talking, or otherwise communicating with other members outside of a public meeting about how they will vote, reasons for voting a particular way, or the pros and cons of an issue or petition that may come before the commission.

Commissioners should avoid emailing the entire commission (or a quorum of the commission) about commission business. If commissioners have factual information they wish to communicate to the entire body, they should send it to the City Manager and request that it be provided to the body. Commissioners should never "reply to all" if they receive such an email.

Sometimes, discussion between commissioners outside of a public meeting may be necessary (for example, when developing draft policy recommendations for presentation to the full commission). In such cases, the discussions should involve as few commissioners as possible and never involve a quorum. If the matter warrants substantial discussion with multiple commissioners outside of the regular meeting schedule, a subcommittee may be appropriate, the meetings of which would be posted and open to the public.

Basic Rights of the Public during a meeting governed by the Open Meeting Act:

- The public can attend without a requirement to sign in
- The public can record and/or broadcast the proceedings
- The public can get a full picture of the decision-making process
- The public can address the assembly under the rules prescribed for public comment

#### Freedom of Information Act

In general, records of the City are subject to disclosure under the Michigan Freedom of Information Act (FOIA). Email communications about board or commission business are generally considered to be public records subject to disclosure under FOIA. For this reason, email correspondence regarding the board or commission's business should generally copy the FOIA Coordinator (City Clerk) so that the City has a record of the correspondence. Commissioners are otherwise responsible for retaining and producing emails and other records, including text messages related to board or commission business that they have in their possession upon request by the City's FOIA Coordinator or the City Attorney's Office. Note that email addresses used by commissioners may be subject to public disclosure, so commissioners may wish to create a separate email address for commission business if they have privacy concerns.

#### Local Rules Relating to Meeting Documents

##### Meeting Notices

Advanced Public Notice of meetings are provided, at a minimum, by physically posting a notice, listing the meeting on the City Website, and placed on Charter Cable Channel 189. Work with the City Clerk to ensure these notices are provided before any meeting.

There are two types of meetings: regular meetings and special meetings. Boards and commissions schedule regular meetings at the start of each year. When necessary, commissions reschedule regular meeting dates by vote at a meeting throughout the year. Special meetings supplement the regular meeting schedule and often focus on specific topics. The two types of meetings have different deadlines for informing the public, but scheduling each type of meeting includes many common key points.

#### Key Points for Scheduling Meetings:

- Each year City boards and commissions cumulatively hold multiple meetings. With more than a dozen active groups competing for a limited number of meeting venues—it is important to start planning for meetings early and collaborate with your staff liaison to make sure the scheduling process goes smoothly.
- Avoid scheduling meetings for dates identified as City holidays and/or other recommended holiday observances. Advanced notice of meetings is required for all meetings: regular meetings, special meetings, and (sub)committee meetings all require meeting notices. Work with your staff liaison to make sure these are published and distributed appropriately. When planning a special meeting, boards, commissions, and committees must provide at least three full business days' advanced notice to the staff liaison to ensure timely public notification.
- All meetings must be held in a public building, with adequate public space for the public to observe the proceedings and must be ADA accessible. Special accommodations may be arranged by contacting the City Clerk's Office at least two full business days before the date of the meeting.

#### Agendas & Agenda Packets

Agendas are critical documents for keeping meetings on topic and progressing in an orderly manner. With the exception to subcommittee meetings, agendas are required to be posted online for all meetings at least 18 hours ahead of each meeting. Staff liaisons help boards and commissions publish agendas online ahead of meetings and print off enough copies for the public.

Agenda packets support documents relating to items on the agenda and encompass the materials distributed to members for review and action. Under record retention rules, the City keeps all agendas and agenda packets created as a part of the permanent record of each meeting.

#### Meeting Minutes

Staff liaisons prepare minutes, and the proposed draft minutes will be available for public inspection and for review by members of boards and commissions as well as the general public within eight business days after the meeting to which the minutes refer. Boards, commissions, and committees review, correct, and approve the proposed draft minutes at the next regular meeting.

Both regular and special meetings are documented by minutes, whenever a meeting is held. Minutes provide a record of the date, time, place and attendance of members at a meeting along with a record of any decisions made or roll call votes conducted at a meeting. Minutes are not a transcription or a set of notes recording discussions leading up to decisions. Members of boards and commissions are encouraged to bring a notebook to document discussions if a more detailed record is desired, but staff liaisons are directed to take action only minutes, including the information above. Once the board, commission or committee approves a set of minutes, staff liaisons will make approved minutes available for public inspection within five business days after the meeting at which the minutes are approved.

#### Role of City Staff

##### Staff Liaisons

Each board and commission have a staff liaison who provides professional and administrative support. Staff liaisons are the primary conduit for members of boards and commissions to communicate with the City. Your staff liaison should be your first contact if you have any questions related to your board or commission. Staff liaisons perform a variety of roles, including:

- Serving as a channel of communication between the board/commission and other City staff
- Creating meeting notices, preparing minutes, and creating agendas
- Scheduling meetings and booking meeting locations

- Maintaining board/commission records
- Coordinating the collection and distribution of information requested by the board/commission

#### City Clerk's Office

The City Clerk's Office provides a wide range of support and oversight to ensure meetings and records relating to boards and commissions are accurate and meet applicable requirements, including:

- Maintaining rosters by updating as needed with appointments and resignations Reviewing, posting, and mailing out meeting notices prepared by staff liaisons
- Arranging requested accessibility accommodation for public meetings
- Notifying the City Commission of board and committee members whose term is set to expire
- Swearing into office incoming appointees for whom a sworn oath is required
- Coordinating training with the City staff for appointees

#### City Attorney's Office

The City Attorney's Office also provides support for City boards and commissions, including:

- Reviewing and advising on bylaws and ordinances
- Providing guidance on applicable procedural and legal requirements

#### Mayor's Office

The Mayor and City Commission supports the application and appointment process and assists the City staff in the administrative work surrounding appointments.

#### Conclusion

Hopefully, the information on these pages will assist you in preparing to serve on a City board or commission. If you have additional questions, there are many people who can help, including your staff liaison, the City Clerk's Office, and the chair and other members of your board or commission. A listing of Boards, Commissions and Committees and application are attached for your consideration.

---

## **CITY OF CLARE BOARDS AND COMMISSIONS**

Boards, Committees, and Commissions in the City of Clare are comprised of residents and corporate citizens of the community who selflessly give their time to assist all facets of the operation of City government and the Clare community. With exception to the Board of Review, none of the Board, Committee or Commission members receive compensation for the role they serve.

The Boards, Committee, and Commissions members, appointed by the Mayor and/or City Commission, represent over one hundred civic-minded, volunteer individuals who give their time for the betterment of Clare. Some hear and decide appeals from the strict application of Codes and Ordinances; others assist City departments by providing direction and establishing policy; and still others examine a variety of matters and formulate recommendations to the City Commission.

Meetings of public bodies are conducted in accordance with Robert's Rules of Order; comply with all provisions and requirements of the Michigan Open Meetings Act.; are publicly noticed; and are open to the public.

The following alphabetically lists all Boards, Committees and Commissions and provides a summary of their activities.

## **AIRPORT ADVISORY BOARD**

The Airport Advisory Board was established by City Commission on March 10, 1998, with the adoption of Resolution 1998-014, to propose and provide recommendations to the City Commission regarding all aspects of present and projected/future management and operations to include operating rules, regulations, policies, procedures, and standards-of the Clare Municipal Airport. The Board is charged with developing the five-year plan for the airport. Members serve a three-year term.

The composition of the eight-member Airport Advisory Board is as follows:

- a. two voting members who are either airplane owners or pilots, or electors of the City of Clare, who either hangar their airplane(s) at the Clare Municipal Airport if an airplane owner, or utilize the airport as their primary base of operations if a pilot.
- b. two voting members who are electors of the City of Clare and are not either pilots or airplane owners.
- c. one voting member who concurrently serves on the City of Clare Downtown Development Authority.
- d. one voting member who concurrently serves as a member of the Clare Industrial Development Corp.
- e. one voting member who is an airplane owner with an airplane housed in a hangar at the Clare Municipal Airport but is not an elector of the City of Clare..
- f. the Clare Municipal Airport Manager, who is the only non-voting member.

Meetings: The Board meets the first Wednesday of the month in the conference room at the Airport Terminal Building, 10725 S. Eberhart Ave., Clare, MI. Meetings begin at 7:30 p.m. Staff liaison: Gabe Ambrozaitis, Airport Manager, 989-424-4104, [Gambrozaitis@cityofclare.gov](mailto:Gambrozaitis@cityofclare.gov).

## **BOARD OF REVIEW (BOR)**

The Board of Review consists of four city residents, one of which is appointed as an alternate (not required), appointed annually by the City Commission. The Board meets in March to hear specific appeals from the citizens relative to their individual property assessments and to make, if necessary, appropriate adjustments. The July and December Board of Review meetings are special meetings of the board convened by the assessing officer to consider administrative corrections to tax rolls and correct clerical errors or mutual mistake of fact. No valuation appeals are heard at this meeting. The Board of Review must operate within the confines of the City Charter and the Constitution of the State of Michigan, specifically the general property tax laws.

Meetings: The Board of Review meets annually in March, July and December as required by state law at Clare City Hall, 202 West Fifth Street, Clare, MI meetings are posted in compliance with state regulation. Staff liaisons: Terri Blake, City Assessor, 989-424-4066, [assessor@cityofclare.gov](mailto:assessor@cityofclare.gov) & Vicki Corlew, City Treasurer, 989-424-4069, [vcorlew@cityofclare.gov](mailto:vcorlew@cityofclare.gov).

## **BROWNFIELD REDEVELOPMENT AUTHORITY (BRA)**

The Clare Brownfield Redevelopment Authority was created on November 1, 1999, under the authority of Public Act 381 of 1996. The City Commission designated the board of the Clare Industrial Development Corporation as the acting board of the BRA. The purpose of the BRA is to promote the revitalization, redevelopment, and reuse of certain contaminated, blighted or obsolete properties primarily through the use of tax increment financing. The Authority is empowered to establish redevelopment districts within which environmentally blighted properties are located and then collect taxes within that district for improvements to fund redevelopment projects. Members serve a three-year term.

Meetings: The Brownfield Redevelopment Authority meets as necessary and in compliance with State regulations. Staff liaison: Jeremy Howard, City Manager, 989-424-4065, [jhoward@cityofclare.gov](mailto:jhoward@cityofclare.gov).

## **CHERRY GROVE CEMETERY ADVISORY BOARD**

The Clare Cherry Grove Cemetery Advisory Board is a five-member board created on August 21, 2000, to advise the City Commission regarding practices, policies, and procedures to be promulgated for the Cherry Grove Cemetery and to develop and submit to the City Commission for approval any plans deemed necessary and appropriate by said

Board to promote and ensure the orderly and prosperous future growth of the Cherry Grove Cemetery. There are no residency requirements to serve on this board, and members serve a three-year term.

Meetings: The Cherry Grove Cemetery Advisory Board meets every other month or as needed, at Clare City Hall, 202 West Fifth Street, Clare, MI 48617. Staff liaison: Luke Potter, 989-424-4072, lpotter@cityofclare.gov.

### **CLARE CITY COMMISSION**

The Clare City Commission is the legislative body of the city, overseeing and making decisions on all aspects of city business. The City Commission has the power and authority, except as otherwise provided by charter, to exercise all powers conferred upon or possessed by the city, and has the power and authority to adopt laws, ordinances, and resolutions as it deems proper.

Qualified voters of the city elect the five-member city commission, one of whom is elected annually by the commission to serve as mayor for a term expiring at the first commission meeting following the next regular city election. Members of the city commission must be qualified electors of the city who have been residents of the city for at least two years immediately prior to the date of their election and serve a four-year term.

The Mayor is the presiding officer of the commission who is recognized as the head of the city and has an equal voice and vote in the proceedings of the commission but has no veto power. a)

Additionally, the city commission designates the Mayor Pro Tem to perform the duties of the mayor when, because of absence from the city, disability, or otherwise, the mayor is temporarily unable to perform the duties of his office.

Meetings: The Clare City Commission meets on the first and third Monday of the month at Clare City Hall 202 West Fifth Street, Clare, MI 48617. Staff liaisons: Jeremy Howard, City Manager, 989-424-4065, jhoward@cityofclare.gov & Diane Lyon, City Clerk, 989-424-4068, dlyon@cityofclare.gov.

### **CLARE RAILROAD DEPOT GOVERNING BOARD**

The Clare Railroad Depot Governing Board was established on April 2, 2018, to oversee the remaining work that is required to complete the depot rehabilitation project, to include landscaping and the construction of a trailhead, and to concurrently oversee the day-to-day operations of the depot once it is occupied and open to the public. There are no residency requirements to serve on this board and membership of said body is comprised of the President or Chair of the Clare County Arts Council or in his/her absence a representative designated by the President or Chair; the President of the Clare Area Chamber of Commerce or in his/her absence a representative designated by the President; a representative of the local railroad historic group; the Clare City Manager, who serves as chair of the board; the Treasurer/Finance Director of the City of Clare; the Clare City Clerk; the City of Clare Recreation Director who serves as secretary; and other ad hoc members of the City Staff or local organizations or entities as determined necessary by the chair of the Clare Railroad Depot Governing Body.

Meetings: The Clare Railroad Depot Governing Board meets quarterly or as needed at the Clare Depot, 201 W. Fourth St., Clare, MI 48617. Staff liaison: Joy Simmer, Board Secretary, 989-424-4074, jsimmer@cityofclare.gov.

### **DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**

The Downtown Development Authority was established on March 21, 1988, by adoption of Ordinance number 1988-1, under P.A. 197 of 1975, as amended, to halt property value deterioration and increase property tax valuation where possible in its business district, to eliminate the causes of deterioration, and to promote economic growth.

The Authority has broad powers including taxation, bonding, and tax increment financing which are intended to assist development through planning and promotion, housing and public facility development and economic development projects.

The DDA is empowered to tax property owners within a designated tax increment financing commercial district to raise funds to make improvements within the established district. The Authority focuses on the revitalization and development of the "downtown area" generally. As of 2025, the DDA area is described as: "the area bounded by First Street, Beech Street, Third Street, Maple Street, Ann Arbor Railroad Right-of-Way, Fifth Street, Beech Street, Seventh Street, Pine Street, Sixth Street, Hemlock Street, Fourth Street, Pine Street and back to First Street of Sections 34 & 35, City of Clare, including all Lots of Blocks 9 & 10, Lots 8, 9, 10, 11, 12, 13 & 14 of Block 14, all Lots of Blocks 15, 16, 19, 20, 21, 22, 23, 27, 28, 32 & 33, 38 & 39, Original Plat of the Village of Clare; 051-034-406-03: BEG S01 55'E ALG W L OF MCEWAN ST 25.37 FT FROM SE COR OF BLK 28 PLAT OF VILLAGE OF CLARE TH CONT S01 DEG 55'E ALG W L OF MCEWAN ST 77.53 FT TH N71 DEG 43'W = & 20 FT N OF CL OF RR TRACKS 281.05 FT TH NO1 DEG 55'W 21.13 FT TH S80 DEG 35"E 197 FT TH S88 DGE 05'E AT RIGHT ANGLE TO W L OF MCEWAN ST 71 FT BACK TO POB; and 051-034-406-04: T17N R4W SEC 34 201 & 203 W FOURTH ST A PARCEL BOUNDED ON THE N BY S L OF 4TH ST & ON THE E BY W L OF LOT 1 BLK 28 & ON THE S & W BY N L OF R/W PM RR EXC 80 FT ON E SIDE AND COM AT NW COR OF LOT 1 BLK 28 TH W 80 FT TH S TO R/W OF PM RR TH E'LY ALG R/W TO W SIDE OF LOT 1 TH N BK TO POB."

The DDA has a twelve-member board appointed by the Mayor and approved by the City Commission; all members serve 4-yr terms. Members are selected from those who are majority property owners in DDA district, and at least one member is to be a DDA resident for every, one hundred residents in the district. The City Manager serves as a secretary and is a voting member of the DDA.

Meetings: The DDA meets at Clare City Hall, 202 West Fifth Street, Clare, MI, on the second Thursday of each month at 8:00 a.m. Staff liaisons: Jeremy Howard, City Manager, 989-424-4065, jhoward@cityofclare.gov & Vicki Corlew, City Treasurer, 989-424-4069, vcorlew@cityofclare.gov.

### **ECONOMIC DEVELOPMENT CORPORATION (EDC)**

Clare's Economic Development Corporation was established on July 7, 1980, under the EDC Act 338 of 1974, by the Clare County Industrial Development Corporation to expand and strengthen the city's economic base. The EDC, oversees economic development for the City and has the authority to adopt resolutions pertaining to economic development. The board consists of nine members selected by the Mayor and confirmed by the City Commission to serve a six-year term.

Meetings: This autonomous board meets as needed. Staff liaison: Jeremy Howard, City Manager, 989-424-4065, jhoward@cityofclare.gov.

### **ELECTION COMMISSION**

The City's Election Commission, consisting of the City Clerk, the Mayor, and the City Attorney, is governed by city charter Section 4.10 and state statute MCL 168.25. The Clerk serves as chair of the commission. The commission has charge of all activities and duties required of it by state law and the city charter relating to the conduct of elections in the city. In any case where election procedure is in doubt, the election commission is charged with prescribing the procedure to be followed.

Meetings: Meeting dates are held within the parameters as prescribed by state law. Meetings are held at Clare City Hall, 202 West Fifth Street, Clare, MI 48617. Public election ballot and equipment testing is held at both Clare City Hall and the Pere Marquette District Library, 185 East Fourth Street, Clare, MI 48617. Staff liaison: Diane Lyon, City Clerk, 989-424-4068, dlyon@cityofclare.gov.

### **FIRE COUNCIL**

This Fire Council was established on December 17, 2001, by adoption of Resolution 2001-164, to serve in an advisory role to the City Commission in all matters related to fire protection services except such matters as may be specifically reserved for the City Commission, City Manager, or the Fire Chief by the Charter and/or Ordinance Codes of the City of Clare, the By-Laws of the Clare Fire Department, and/or other applicable governing or binding laws or covenants. The primary function of the Council is to formulate and make recommendations related to fiscal expenditures of the Clare Fire Department, to include wages and capital purchases. The Council composition includes the Mayor, the city's Fire Chief, a city firefighter selected by the members of the Clare Fire Department, the Clare City Manager, and representatives from the Fire District which encompass Grant Township, Sheridan Township,

and portions of Vernon Township and Wise Township. Township taxpayers within the Fire District pay 1.1 mils to receive fire services from the Clare City Fire Department.

Meetings: The Fire Council meets monthly or on an as needed basis at the Clare Public Safety Building, 207 West Fifth Street, Clare, MI 48617. Staff liaison Sam Eberhart, Clare Fire Chief, 989-424-4084, [seberhart@cityofclare.gov](mailto:seberhart@cityofclare.gov).

#### **INDUSTRIAL DEVELOPMENT CORPORATION (IDC)**

This autonomous 12-member entity oversees the operations, development, and management of the Clare Industrial Parks.

Meetings: This group meets as needed. Staff liaison: Jeremy Howard, City Manager, 989-424-4065, [jhoward@cityofclare.gov](mailto:jhoward@cityofclare.gov).

#### **LOCAL DEVELOPMENT FINANCE AUTHORITY (LDFA)**

The Clare Local Development Finance Authority was established June 16, 2014 by adoption of Resolution 2014-073, to support economic development, facilitate growth, nurture existing and new industrial businesses, and finance needed development projects within Clare's North Industrial Park. This eleven-member board consists of seven members from the City, two representatives from Clare Public Schools, one representative from Mid-Michigan College, and one member from Clare County. City representatives are appointed by the Mayor and approved by the City Commission to serve four-year terms.

Meetings: This board meets twice annually and on an as needed basis. Staff liaisons: Jeremy Howard, City Manager, 989-424-4065, [jhoward@cityofclare.gov](mailto:jhoward@cityofclare.gov) & Vicki Corlew, City Treasurer, 989-424-4069, [vcorlew@cityofclare.gov](mailto:vcorlew@cityofclare.gov).

#### **PERE MARQUETTE DISTRICT LIBRARY BOARD**

While the Pere Marquette District Library Board is not an entity of the city, the city works hand in hand with the library on many projects and activities, from Parks and Recreation events to hosting the city's polling location for all city elections. The Clare Library Board is an autonomous board consisting of five members. The City's representative is appointed by the Mayor for a one-year term to serve as Trustee. The Trustee is appointed on a rotating basis with the Townships of Vernon and Wise. Board members are residents within the district.

Meetings: This board meets monthly at the Library, 185 East Fourth Street, Clare, MI 48617. Contact Library Director Sheila Bissonnette for more information, 989-386-7576, [sbissonnette@pmdl.org](mailto:sbissonnette@pmdl.org)

#### **PARKS AND RECREATION ADVISORY BOARD**

This seven-member board was established by the Clare City Commission on March 17, 1975. The composition of the board includes six members appointed by the mayor and confirmed by the city commission, and one member appointed by the city school system. The members appointed by the city commission serve a three-year term. The city school system appointee is appointed by the school board on an annual basis, or as the school board otherwise provides. The City Treasurer serves as ex-officio Treasurer. The primary responsibility is to review the activities of the Parks and Recreation Department to ensure diversified programming and quality recreational facilities for the residents of Clare. This appointed board is also responsible for developing the City's Recreation Master Plan, which is five-year recreation development plan that is a component of the City's Comprehensive Master Plan. In concert with the City's Recreation Director, the Board formulates and makes recommendations to the City Commission regarding the City's various recreation programs; annually updates a prioritized, recommended list of needed recreation capital improvements which is then incorporated in the City's annual budget appropriation; and makes recommendations to the City Commission related to the expenditure of ear-marked recreation funds.

Meetings: This board meets on the third Tuesday of the month at 5:30 pm at Clare City Hall, 202 West Fifth Street, Clare, MI 48617. Staff liaison: Joy Simmer, Parks & Recreation Director, 989-424-4074, [jsimmer@cityofclare.gov](mailto:jsimmer@cityofclare.gov).

## **PLANNING COMMISSION**

The City of Clare Planning Commission was established on October 2, 1978, by adoption of Ordinance 28, in accordance with the Municipal Planning Commission Act, PA 285 of 1931, as amended. This nine-member body is appointed by the Mayor, subject to the approval of the Clare City Commission. Members serve a three-year term. The Planning Commission is responsible for developing the City's Comprehensive Master Plan and the Future Land Use Map; is the approval authority for all site plans related to commercial, industrial, and multi-family residential development within the City; is the approval authority of special use permits; and is responsible for reviewing and providing recommendations to the City Commission related to zoning matters of the City.

*Meetings:* This board meets on the second Wednesday of the month at 6:30 pm at Clare City Hall, 202 West Fifth Street, Clare, MI 48617. Staff liaisons: Jeremy Howard, City Manager, 989-424-4065, [jhoward@cityofclare.gov](mailto:jhoward@cityofclare.gov) & Diane Lyon, City Clerk, 989-424-4068, [dlyon@cityofclare.gov](mailto:dlyon@cityofclare.gov).

## **TRAFFIC & SAFETY COMMITTEE**

First established September 29, 1977, this five-member body makes recommendations to the City Planning Commission and City Commission related to all matters regarding traffic and safety matters.

*Meetings:* This committee meets on an as needed basis. Staff liaison: David Saad, Chief of Police, 989-424-4075, [dsaad@cityofclare.gov](mailto:dsaad@cityofclare.gov).

## **TREE ADVOCACY GROUP**

The Clare Tree Advocacy Tree Group was established on February 8, 2008, by adoption of Ordinance 2008-001 to assist the director of public works in the development of a comprehensive plan for the City of Clare, including but not limited to planning, tree planting, and maintenance programs for all public trees; promote the goals of the municipal tree program; participate in and/or coordinate annual Arbor Day celebrations; coordinate with citizens groups—Tree plantings, volunteer efforts to install or maintain plantings or other beautification projects on public land; provide a means to involve the public in a community forestry management plan; and to promote new and existing tree programs by motivating both local government and the public to support community forestry management. The Tree Advocacy Group consists of five members who are citizens, and residents of Clare. Group members are appointed by the mayor with the approval of the city commission. Members serve a three-year term. The Director of Public Works serves as an ex-officio, nonvoting, member. Members come from different interest groups including homeowners, tree professionals, street department, and municipal government.

*Meetings:* The Tree Advocacy Group meets quarterly or on an as needed basis at Clare City Hall, 202 West Fifth Street, Clare, MI 48617. Staff liaison: Luke Potter, Director of Public Works, 989-424-4089, [lpotter@cityofclare.gov](mailto:lpotter@cityofclare.gov).

## **ZONING BOARD OF APPEALS (ZBA)**

The first ZBA members were appointed on June 15, 1959. The Zoning Boards of Appeals is a five-member body with three members being appointed by Mayor and confirmed by the City Commission for three-year terms. The other two members are the Chair of Planning Commission and the Mayor Pro Tem who are designated to serve by the position they serve on each respective board. The Board's primary responsibility is to hear and decide appeals from the public and to grant variances from the Zoning Ordinance where the Board feels the strict application of this Chapter would create an undue hardship or where there is practical difficulty in meeting the Ordinance.

*Meetings:* The ZBA meets on an as needed basis at Clare City Hall, 202 West Fifth Street, Clare, MI 48617. Staff liaisons: Jeremy Howard, City Manager, 989-424-4065, [jhoward@cityofclare.gov](mailto:jhoward@cityofclare.gov) & Diane Lyon, City Clerk, 989-424-4068, [dlyon@cityofclare.gov](mailto:dlyon@cityofclare.gov).

**APPLICATION FOR APPOINTMENT TO THE CLARE CITY COMMISSION**

NAME \_\_\_\_\_

HOME PHONE: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ ALTERNATE PHONE: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CITY RESIDENT: YES  NO  IF YES, HOW LONG? \_\_\_\_\_

DO YOU **PRESENTLY** OR HAVE YOU **PREVIOUSLY** SERVED ON A BOARD, COMMITTEE OR COMMISSION FOR THE CITY OF CLARE? YES  NO

IF YES, PLEASE LIST THE BOARDS, COMMITTEES AND/OR COMMISSIONS AND THE TERM EXPIRATION DATE(S):

\_\_\_\_\_  
\_\_\_\_\_

ARE YOU WILLING TO ATTEND EDUCATIONAL SEMINARS, TRAINING OPPORTUNITIES, AND CITY FUNCTIONS? YES  NO

REGULARLY SCHEDULED CITY COMMISSION MEETINGS ARE HELD THE FIRST AND THIRD MONDAYS OF EACH MONTH AT 6:00 PM. OCCASIONALLY, SPECIAL MEETINGS ARE SCHEDULED TO ACCOMMODATE CHARTER REQUIREMENTS AND DEADLINES. ARE YOU AVAILABLE TO ATTEND THESE MEETINGS? YES  NO

PLEASE TELL US WHY YOU FEEL THAT YOU ARE THE MOST QUALIFIED INDIVIDUAL TO FILL THIS POSITION.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT YOUR TOP THREE GOALS/OBJECTIVES YOU WISH TO ACCOMPLISH AS A MEMBER OF THE CITY COMMISSION?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE LIST ALL CURRENT OR PREVIOUS COMMUNITY ACTIVITIES OR EVENTS WITH WHICH YOU HAVE PARTICIPATED OR VOLUNTEERED.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE LIST ANY OTHER SPECIAL QUALIFICATIONS.

---

---

---

---

EDUCATION: (Optional)

---

---

PLEASE LIST TWO PERSONAL REFERENCES (City of Clare Residents).

1. \_\_\_\_\_  
Name Address Telephone
2. \_\_\_\_\_  
Name Address Telephone

I hereby certify that this form is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature Date

**Please return this application to: City Clerk, 202 W. Fifth St., Clare, MI 48617**

**City of Clare**  
202 W. Fifth Street  
Clare, Michigan 48617

**CODE OF CONDUCT**

**When appointed to a Board, Committee or Commission, you will be required to sign the following Code of Conduct upon Oath of Office:**

When appointed to a Board, Committee, and/or Commission of the City of Clare, I will perform the duties of the office to the best of my ability and in accordance with the City's policies and procedures and the Charter of the City of Clare.

I will do my best to inform myself on matters of concern to the City of Clare and my specific activities of the group. I will try to attend all meetings and consider the business of the board, committee, or commission.

As a member of the board, committee, and/or commission of the City of Clare, I will disclose to the other members any conflict of interest I may have on matters before it.

I will hold in confidence information obtained in my role as a member of a board, committee or commission and will use such information exclusively for City purposes. I will not take advantage of my office in my contacts with representatives of the public or private sector, with other associations or with the City staff.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date