

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

APPLICATION FOR APPOINTMENT TO CITY BOARDS, COMMITTEES, AND COMMISSIONS

AS PROVIDED UNDER THE CHARTER OF THE CITY OF CLARE- CHAPTER 5. GENERAL PROVISIONS
REGARDING OFFICERS AND PERSONNEL OF CITY, SECTION 5.1. ELIGIBILITY FOR OFFICE IN CITY:

No person shall be elected or appointed to any office who is in default to the city, or to any school district, county, or other municipal corporation of the state, now or heretofore existing. The election or appointment of any such defaulter shall be void.

NAME _____ PHONE# _____

ADDRESS _____ CITY _____, MI ZIP _____

EMAIL _____

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):

THE FOLLOWING IS A LIST OF OUR CURRENT BOARDS, COMMITTEES, AND COMMISSIONS. PLEASE NOTE WHICH BOARD, COMMITTEE, OR COMMISSION THAT YOU WOULD BE INTERESTED IN SERVING (PLEASE RATE YOUR SELECTIONS WITH #1 BEING THE BOARD YOU WOULD PREFER TO SERVE ON FIRST).

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| ___ AIRPORT ADVISORY BOARD | ___ INDUSTRIAL DEVELOPMENT CORPORATION |
| ___ BOARD OF REVIEW* | ___ LOCAL DEVELOPMENT FINANCE AUTHORITY |
| ___ BROWNFIELD REDEVELOPMENT AUTHORITY | ___ PARKS & RECREATION |
| ___ CEMETERY ADVISORY BOARD | ___ PLANNING COMMISSION |
| ___ CITY COMMISSION (ONLY IF VACANCY OCCURS)* | ___ TRAFFIC & SAFETY COMMITTEE |
| ___ DEPOT GOVERNING BOARD | ___ TREE ADVOCACY GROUP |
| ___ DOWNTOWN DEVELOPMENT AUTHORITY** | ___ ZONING BOARD OF APPEALS (ZBA) |
| ___ ECONOMIC DEVELOPMENT CORPORATION (EDC) | ___ OTHER: _____ |

*Residency required by Charter (9.6)

AIRPORT ADVISORY BOARD: The Board is charged with proposing and providing recommendations to the City Commission regarding all aspects of present and projected/future management and operations including operating rules, regulations, policies, procedures, and standards of the Clare Municipal Airport developing the five-year plan for the airport. Members serve a three-year term and meet on a monthly basis.

BOARD OF REVIEW: Members, appointed annually, must be electors of the city. Experience and/or training in matters related to real estate is preferred but not required. The State requires training every two years and meeting times/dates are prescribed by Michigan Law. Please check below if you have experience in:

- Banking/Finance
- Property Appraisal/Assessing
- Real Estate/Development/Law

BROWNFIELD REDEVELOPMENT AUTHORITY

The purpose of the Authority 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. This body meets as needed.

CEMETERY ADVISORY BOARD The Board advises the City Commission regarding practices, policies, and procedures to be promulgated for the Cherry Grove Cemetery and to develop and submit any plans deemed necessary and appropriate to promote and ensure the orderly and prosperous future growth of the Cemetery. There is no residency requirement to serve on this board and members serve a three-year term. This body meets as needed.

CLARE RAILROAD DEPOT GOVERNING BOARD There are no residency requirements to serve on this board and membership of the said body is comprised of the President of the Clare County Arts Council or a designated representative; the President of the Clare Area Chamber of Commerce or a designated representative; 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; and other ad hoc members of the city Staff, local organizations, and entities as determined necessary by the chairperson of the Clare Railroad Depot Governing Body. This body meets quarterly.

DOWNTOWN DEVELOPMENT AUTHORITY: A minimum of 50% of the members must consist of commissioners that own or manage commercial property in the downtown and one member who lives within the DDA district. Members serve a three-year term. This body meets monthly. Please check below if you have experience in:

- New Business Development
- Business Recruitment and Retention
- Marketing and Promotion
- Real Estate Development
- Banking/Finance

ECONOMIC DEVELOPMENT CORPORATION 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. This body meets as needed.

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

LOCAL DEVELOPMENT FINANCE AUTHORITY This Authority is charged with supporting economic development, facilitating growth, nurturing existing and new industrial businesses, and financing 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. This body meets twice annually or as needed.

PARKS & RECREATION: Members are appointed by the city council. Members must be registered voters in the city qualified by experience and/or training in a variety of disciplines. This body meets quarterly. Please check below if you have experience in:

- Advertising/Marketing/Public Relations
- Banking/Finance
- Fitness/Recreation
- Forestry
- Land Use Planning
- Landscape Architecture
- Physical Education
- Public Administration

PLANNING COMMISSION: Members shall consist of residents representative of the general population of the City of Clare, its business community, and other special interest groups. Interest in land use related issues is beneficial. This body meets on the second Wednesday of each month. Please check below if you have experience in:

- Architecture/Landscape Architecture
- Building Construction
- Civil Engineering
- Land Use Planning
- Real Estate Development

TRAFFIC & SAFETY COMMITTEE This five-member body meets on an as-needed basis and makes recommendations to the City Planning Commission and City Commission related to all matters regarding traffic and safety matters.

TREE ADVOCACY GROUP assists 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; promoting 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 and serve a three-year term.

ZONING BOARD OF APPEALS: Members must be residents of the City. Interest or knowledge of land use related issues is beneficial. Members that do not serve by position on the Planning Commission or City Commission serve a three-year term. Please check below if you have experience in:

- Architecture
- Building Construction/Engineering
- Land Use Planning
- Real Estate/Development/Law

ARE YOU WILLING TO ATTEND TRAINING SEMINARS, IF NECESSARY? YES NO

AVAILABILITY FOR MEETINGS: (PLEASE CIRCLE) MON TUES WED THURS FRI

TIME OF DAY: (PLEASE MARK) EARLY MORNING DAYTIME EVENING

PRESENT EMPLOYMENT:

Name of Business/Firm/Owner	Title of Position	Type of Business
Number/Street	City/Zip	Telephone

LIST YOUR JOB DUTIES AND RESPONSIBILITIES:

PLEASE LIST COMMUNITY ACTIVITIES AND SPECIAL QUALIFICATIONS:

EDUCATION: (Optional)

PLEASE LIST TWO PERSONAL REFERENCES (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 Street
Clare, MI 48617

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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 give careful consideration to 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