



Interest Indicator for City of Big Rapids Advisory Boards, Commissions and Committees

The City of Big Rapids has various boards, commissions, and committees to help city government function effectively, with many positions available for individuals willing to serve.

To offer your experience and service to your community, please fill out the information below and check your board, etc. preference on the reverse side. You may bring the completed form to City Hall or send it in the mail to the address below:

CITY OF BIG RAPIDS
City Clerk's Office
226 N. Michigan Ave.
Big Rapids, MI 49307

Thank you for your interest and willingness to serve.

Date _____

NAME _____

ADDRESS _____

TELEPHONE: BUSINESS _____ HOME _____

CELL NO. _____ E-MAIL _____

(Please check preferred method of contact from above)

Please check the boxes that apply:

CITY RESIDENT NON-CITY RESIDENT**

REGISTERED VOTER WITHIN THE CITY LIMITS FOR ONE YEAR

EMPLOYMENT/
POSITION _____

PREVIOUS CIVIC ACTIVITIES AND OFFICES HELD (CLUBS, ORGANIZATIONS, ETC.)

ON THE BACK OF THIS PAGE, PLEASE CHECK THE ADVISORY BOARDS OR COMMISSIONS ON WHICH YOU WOULD BE INTERESTED IN SERVING.

**Most City Boards/Commissions require residency within the City of Big Rapids. There are some exceptions for the DDA and special Commission established boards and committees. Please check with the City Clerk's Office.

- Act 345 Board – Four year terms beginning in July. Meets as needed.** This board is the Policemen and Firemen Retirement Board, which oversees the investments of the Pension Fund. Consists of a representative from the Police Division, Fire Division, and two City residents.
- Assessment Board of Review – Two year terms beginning in January. Meets four days in March and one hour in July and December.** This board consists of five City residents and hears appeals from citizens who own property inside the City limits. The appeals are limited to property assessed value, taxable value, and/or classification.
- Big Rapids Brownfield Redevelopment Authority – Three years terms beginning in January. Meets the third Tuesday at 3:00 p.m. as needed.** The five member board is responsible for the identification and treatment of environmentally distressed, functionally obsolete, blighted areas, and/or historic resources so as to promote revitalization within the municipal limits of Big Rapids pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act.
- Big Rapids Housing Commission – Five year terms beginning in April. Meets second Thursday of each month at 6:30 p.m.** The five member board is responsible for the oversight of the public housing apartments located in Parkview and Evergreen Village and the Nisbett and Fairman Residences/Buildings.
- Compensation Commission – Five year terms beginning in May. Meets not less than one or more than 15 session days each odd-numbered year.** This board shall consist of five members for the purpose of determining the salary of the City's elected officials (Mayor and City Commissioners).
- DART Local Advisory Council – Three year terms beginning in April. Meets the second Tuesday in January, April, July, and October at 9 a.m.** A five-member advisory board to the City Commission on bus system issues. Provides assurance to the MDOT that the senior and disabled are provided transportation service.
- Downtown Development Authority – Four year term. Meets the first Thursday in January, April, July, and October at 8:00 a.m. as needed.** The Downtown Development Authority Board oversees the allocation of funds to be spent in the Downtown area. This includes funding large projects such as streetscapes and the construction of parking areas. It also includes allocation of funds for the DDA Low Interest Loan Program.
- Income Tax Board of Appeals – Three year terms beginning in March. Meets as needed.** Consists of three residents of the City. This board adopts rules governing the procedures and appeals of income tax assessments and rulings, in compliance with State of Michigan Public Act 284.
- Library Board – Five year terms beginning in May. Meets the third Thursday of each month at 3:00 p.m.** The Community Library Board is made up of five appointed citizens, which is a policy making board and is responsible for the operation of the Library. The board is responsible for the operation of the Library, authorized to adopt rules and by-laws for the board's governance, and adopts policies, rules and regulations on the use of the Library.
- Park and Recreation Board – Three year terms beginning in May. Meets the second Thursday of each month at 6:30 p.m.** The nine-member board is an advisory group to the City Commission for the activities/policies involving 15 city parks, recreation program, the community pool, and trees in the street right of way.
- Planning Commission – Three year terms beginning in May. Meets the third Wednesday of each month at 6:30 p.m.** The charge of the Planning Commission is to advise the City Commission on matters pertaining to land use and development. The Planning Commission offers recommendations on such matters as conditional use permits, rezoning requests, zoning ordinance text amendments and right-of-way vacations to the City Commission. The Planning Commission also reviews Site Plans for development throughout the City.
- Property Maintenance Appeals Board – Three year terms beginning in October. Meets the fourth Tuesday as needed at 7:00 p.m.** This five-member board provides an avenue of appeal to Big Rapids property owners who are cited for Property Maintenance Code violations. The Board provides citizens with the ability to seek relief from provisions of the code, which is intended to preserve the exterior appearance and quality of residential properties.
- Zoning Board of Appeals – Three year terms beginning in May. Meets the fourth Thursday as needed at 7:00 p.m.** The five member Big Rapids Zoning Board of Appeals is established to hear requests for Zoning Ordinance variances and to review decisions made by the Zoning Administrator. It conducts fact finding and decision making public hearings, reviewing zoning requests bases on strict interpretation of the Zoning Ordinance.

Election Inspector Board – Works as needed at the City polling places on Election Day. – **PLEASE REQUEST SEPARATE ELECTION INSPECTOR APPLICATION.**