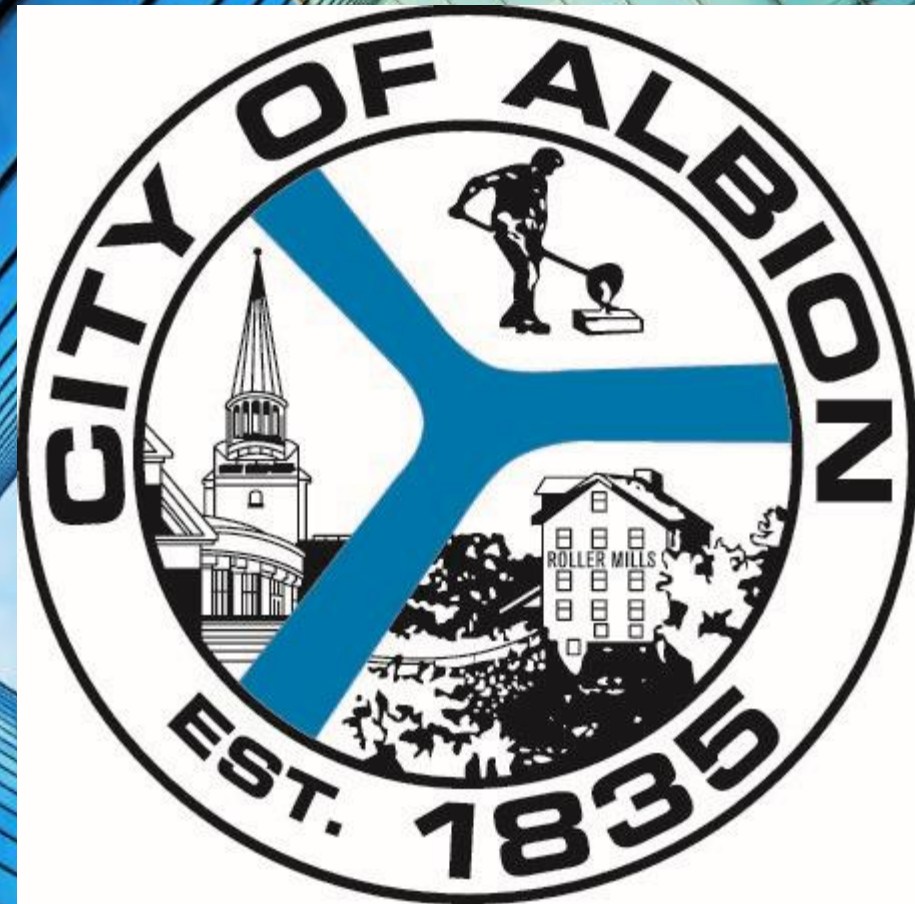


City of Albion

Boards & Commissions

Recruitment,
Application Process,
Orientation, and
Training



City of Albion Boards & Commissions

Labor Relations Committee

Albion Building Authority (ABA)

Albion Trust

Albion Housing Commission

Albion District Library Board of Trustees

Board of Review

Building Board of Appeals

Downtown Development Authority (DDA)

Economic Development Corporation (EDC)

Tax Increment Finance Authority

Brownfield Redevelopment Authority Board

Election Commission

Local Officers Compensation Commission

Planning Commission

Public Safety Pension Board

Zoning Board of Appeals (ZBA)

Function of Boards & Commissions

Labor Relations Committee: To oversee the labor relations process and provide Council input regarding labor relations issues.

Albion Building Authority: The responsibilities of the Authority include, but are not limited to, the acquisition, ownership, maintenance, furnishing, equipping, improving or renovating of an existing building or facility or the construction of a new building or facility. Currently, the Authority manages Maple Grove Apartments, a City-owned housing project for elderly and/or handicapped persons.

Albion Trust: To manage funds generated through the operation of the Maple Grove Apartments.

Function of Boards & Commissions (cont'd.)

Albion Housing Commission: To provide decent, safe and sanitary housing for low to moderate-income housing for residents of the City of Albion.

Albion District Library Board of Trustees: To make rules and regulations as necessary for the proper operation of the Albion District Library.

Board of Review: Revising and correcting property assessments and hearing hardship appeals.

Building Board of Appeals: To consider appeals from the decisions of the officials charged with the enforcement of property maintenance codes and tree appeals.

Function of Boards & Commissions (cont'd.)

Downtown Development Authority: To conduct downtown development activities in accordance with the provisions of PA 197 of 1975, as amended, including, but not limited to, the definition of a development area, the creation and implementation of a development plan, etc. (The power to levy and collect a tax according to Section 12(1) of 1997 is not included.)

Economic Development Corporation: To strengthen and revitalize the local economy by alleviating and preventing conditions of unemployment, ultimate responsibility for attracting, assisting and retaining local industries and commercial enterprises, providing means and methods for encouragement of attracting new and expanding current industries and commercial business.

Function of Boards & Commissions (cont'd.)

Tax Increment Finance Authority: To finance public improvements within a TIFA district by allocation of tax increment revenue, to assist with redevelopment or new development of industrial properties within the district, to sell “tax allocation bonds” as necessary to assist public improvements within the district.

Brownfield Redevelopment Authority Board: To facilitate the implementation of Brownfield Plans relating to the identification and treatment of environmentally distressed (functionally obsolete and/or blighted) areas so as to promote revitalization within the municipal limits of Albion.

Function of Boards & Commissions (cont'd.)

Election Commission: To attend to all matters of the election process as defined by State Law, Federal Law or City Charter. Also, to mitigate conflicts between State Law and City Charter in any case where election procedure is in doubt.

Local Officers Compensation Commission: To determine salaries of all local elected officials.

Planning Commission: Possesses powers and functions required of Planning Commissions under the provisions of PA 285 of 1931, State of Michigan, as amended, including, but not limited to, comprehensive planning, initiating zoning amendments, granting special use permits and planned unit developments (under certain situations), and recommending the Public Improvements Program.

Function of Boards & Commissions (cont'd.)

Public Safety Pension Board: To oversee the State regulations governing Act 345 pensions for the Public Safety Department.

Zoning Board of Appeals: To hear appeals and make decisions necessary for the enforcement of the Zoning Ordinance.

Specific Roles of Boards & Commissions

Advisory:

- Deliberates and makes recommendations to City Council which may or may not be adopted

Administrative:

- Statute or local mandates guide process
- Can make independent decisions which may be appealed to the City Council or Circuit Court

Boards & Commissions

Terms & Residency Requirements

BOARD NAME	TERM OF OFFICE	RESIDENCY
Albion Building Authority	3 years	Except for the member from Maple Grove Apartments, residency is at the discretion of the appointing authority
Albion Trust	5 years	At the discretion of the appointing authority.
Albion Housing Commission	5 years	At the discretion of the appointing authority
Albion District Library Board	4 years	Members appointed must be qualified electors of the participating municipality that makes the appointment
Board of Review	2 years	Must be City resident and taxpayer
Building Board of Appeals	5 years	At the discretion of appointing authority
DDA	4 years	At discretion of appointing authority. Goal is to maintain a majority of residents on the Board
EDC	6 years	At the discretion of appointing authority. Goal is to maintain a majority of residents on the board.
TIFA	6 years	At the discretion of appointing authority. Goal is to maintain a majority of residents on the Board
Brownfield	6 years	At the discretion of appointing authority. Goal is to maintain a majority of residents on the Board
Election Commission	Clerk/City Attorney/Chief of Public Safety	N/A
Local Officers Compensation Commission	5 years	Must be a City resident
Planning Commission	3 years	One member may be a non-resident, with the consent of Council, who possesses an interest in planning in the City of Albion. Except for one member as indicated above, all must be City residents
Public Safety Pension Board	4 years	At large members – at discretion of appointing authority
Zoning Board of Appeals	3 years	At discretion of appointing authority. Goal is to have all members be residents of the City

Boards & Commissions Recruitment

Expectations:

- The Albion City Council requires that every member of a board or commission meet the following qualifications:
 - Appointee is not in default to the City (appointee does not have unpaid water/sewer bills, property taxes, income taxes).
 - For most Boards & Commissions, appointee should be a resident of the City.

Boards & Commissions Application Process

- Applications may be obtained online, in the City Clerk's office, or the office of the City Manager.

Application Link:

http://www.cityofalbionmi.gov/document_center/BoardsCommissions/Rev_Application_CityBoard_Commission_1.doc

- Completed and signed applications shall be submitted to the City Clerk's office.
- A list will be maintained in the City Clerk's office of the applications that have been received.
- A copy of the list of applicants will be provided to the Mayor and City Manager as it is updated.

Boards & Commissions Application Process (cont'd.)

- The City Clerk will provide the notification to the following for background/status checks:
 - Human Resources
 - Water Billing
 - Code Enforcement
 - Income Tax
- The departments are to forward a written communication (email or hard copy) of the background/status results to the City Clerk. The Clerk will complete and attach the checklist in the applicant's file.
- Upon receipt of all of the background/status checks, a hard copy of only the first two (2) pages of application will be provided to the Mayor. Any outstanding issues will be noted in the notice to the Mayor.

Boards & Commissions Appointments

- The Mayor will advise the City Manager of his recommendations for appointment and those names will be placed on the earliest available Council agenda for consideration.
- Upon approval by City Council, the City Clerk will notify the applicant and arrange for them to be sworn in.

Boards & Commissions Appointments

For appointments to open seats, the following are taken into consideration:

- City Charter rules and statutes (e.g., one 1 member of Planning Commission can be a non-resident)
- Representation across precincts
- Balanced demographics
- Skill sets and expertise in areas relevant to specific positions

Newly Appointed Boards & Commissions Members Orientation

Newly appointed board/commission members will be provided a copy of:

- Board/Commission bylaws
- Most recent minutes
- Meeting dates:
http://www.cityofalbionmi.gov/government/city_boards_commissions_and_committees/schedule_of_city_board_and_commission_meetings.php
- List of members and their contact information
- A City precinct map, current zoning map, and future land use map:
[City of Albion Precinct Map - color.pdf](#)
[City of Albion Zoning Ordinance Districts Rev. 08-10-2017.pdf](#)
[Future Land Use Map 08-15-17.pdf](#)
- An updated electronic copy of the City's Comprehensive Plan
http://www.cityofalbionmi.gov/document_center/BoardsCommissions/Comprehensive%20Plan%20Update_Final_Planning%20Commission%20adopted%2011282016.pdf
- Planning Commission Annual Report
http://www.cityofalbionmi.gov/government/city_boards_commissions_and_committees/planning_commission.php
- City Employee Handbook: [City of Albion Policy and Procedure Manual Handbook 2000.pdf](#)
- Appropriate Communications: [Memo - Appropriate Communications.pdf](#)
- Governance & Protocol Policy: [Protocols Policy.pdf](#)

The Clerk will maintain and update the Boards and Commissions Handbook and each January provide a hard and electronic copy to the Mayor, City Council, City Manager, City Attorney, and Human Resources. Updated pages throughout the year will also be provided.

Newly Appointed Boards & Commissions Members Education and Training

Newly appointed board/commission members will be:

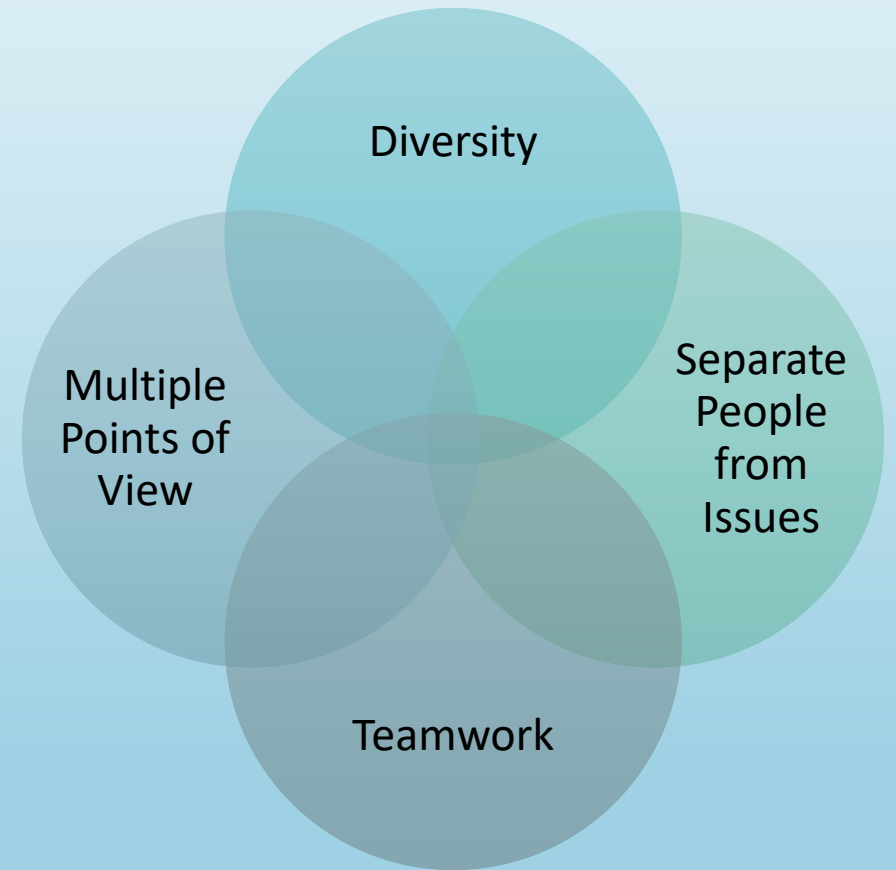
- Able to meet with the Director of Planning, Building, and Code who will review planning, zoning, and development information.
- Invited to participate in collaborative work sessions between boards and commissions, including joint trainings on development topics.
- Provided with Newly Elected or Appointed Officials Training (e.g., MML)
- Notified of additional trainings relevant to accomplishing stated goals and objectives.
- Provided with notes from trainings by a member of their board or commission.
- Able to request additional trainings.

Boards & Commissions Responsibilities

- Regular attendance
- Advanced preparation and review of materials
- Observe and model decorum at all times
- Follow parliamentary procedure to conduct meetings
- Make recommendations to City Council as required by law or upon request
- Refrain from discussion and voting on issues that present a conflict of interest for the board/commission member
- Abide by the requirements of the Open Meetings Act
- A quorum is required to conduct business and is defined as a majority of the members appointed and serving
- Members must either contact the Board Chair and/or staff if they are unable to attend so that the presence of a quorum can be determined

Boards & Commissions

- Diversity on Boards & Commissions ensures that a breadth of community perspectives can be heard
- Thoughtful consideration of all points of view is strongly encouraged
- Separate people from issues when conflict arises
- Teamwork and consensus building are paramount



Boards & Commissions Training

Role of the Chairperson:

- As the presiding officer, the chair is key to the effectiveness of meetings
- The chair must use parliamentary procedure to conduct smooth meetings
- The chair must set the tone by ensuring that all voices are heard and divergent perspectives are given consideration
- The chair must treat the public with courtesy and diplomacy

Boards & Commissions Training

Successful Meetings:

- Public hearings are public meetings...*not meetings of the public*
- Refrain from displaying negative gestures and sounds of disagreement
- Technical jargon should be clarified so all can follow the meeting
- Treat the public with dignity and respect and thank them for their participation

Boards & Commissions Training

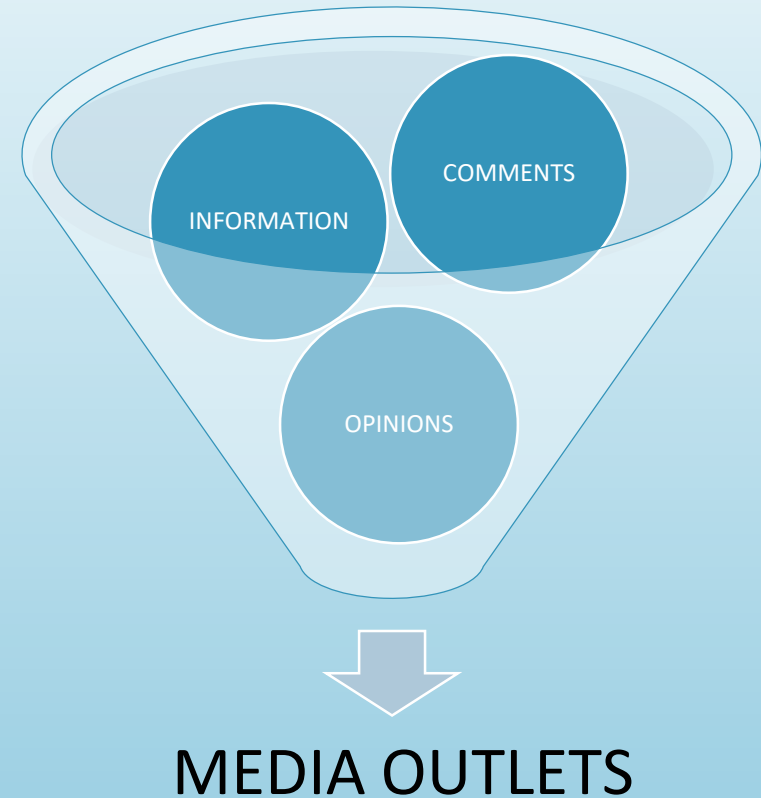
The Challenging Meeting:

- Plan the agenda strategically and carefully
- Convey that you are aware of concerns so that all will remain calm and receptive during deliberations
- Anticipate and prepare in advance, responses to difficult questions that may arise
- Request that the issue(s) be restated so that all are working with the same set of facts
- Explain the rules relative to public comment from the outset of the meeting
- Ensure that all who wish to speak have the opportunity to do so
- Model polite listening behavior
- Apply speaking time limits impartially and consistently

Boards & Commissions Training

Media Relations:

- Albion is covered by all forms of media
- Weigh whether you are the appropriate person to speak with the media on a given topic
- Be mindful of the possibility that the media may misquote or misrepresent your comments
- You have the right to expression as a private citizen, but be sure to clarify with the media that you are expressing your viewpoint and not representing the opinion of others



Boards & Commissions Training

Helpful Resources:

- City of Albion Community Engagement Statement: http://www.cityofalbionmi.gov/document_center/BoardsCommissions/Community%20Engagement%20Statement.pdf
- City of Albion Comprehensive Plan 2017-2021: http://www.cityofalbionmi.gov/document_center/BoardsCommissions/Comprehensive%20Plan%20Update_Final_Planning%20Commission%20adopted%2011282016.pdf
- City of Albion Capital Improvement Plan 2017-2022: http://cityofalbionmi.gov/visitors/2017-2022_capital_improvement_plan.php
- Future Land Use and Zoning Plan: http://www.cityofalbionmi.gov/document_center/BoardsCommissions/FLU_Zoning%20Plan_PlanCommEdits_08152017.pdf
- City of Albion Planning Commission Annual Report: http://www.cityofalbionmi.gov/government/city_boards_commissions_and_committees/planning_commission.php
- City of Albion Planning Commission Meeting Agendas & Minutes: http://www.cityofalbionmi.gov/government/city_boards_commissions_and_committees/plagovernment/city_boards_commissions_and_committees/planning_commission_packets.php
- Michigan Planning Enabling Act: <http://www.legislature.mi.gov/documents/mcl/pdf/mcl-Act-33-of-2008.pdf>
- Michigan Zoning Enabling Act: [http://www.legislature.mi.gov/\(x3eqqx2ix0ez34nsk1zysl45\)/documents/mcl/pdf/mcl-Act-110-of-2006.pdf](http://www.legislature.mi.gov/(x3eqqx2ix0ez34nsk1zysl45)/documents/mcl/pdf/mcl-Act-110-of-2006.pdf)