Commission Application

Applications can be submitted to the City of Bessemer Clerk's Office at 411 S Sophie, Bessemer, MI 49911 or be emailed to Samantha.z@cityofbessemermi.gov. They will be brought to the Council for consideration. Applications will be kept for a period of one (1) year. If appointed, training will be set up with staff.

Recruitment and Application Process:

1. When an opening occurs on a board or commission, a notice will be posted in the newspaper and on the City's Facebook page.
2. Interested applicants will fill out the application and send to the City Manager.
3. The application goes to the city council and the council determines if individuals are to be appointed.
4. If an applicant is appointed, they will be notified in writing within a week.

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Describe any experience that led to your desire to serve the community.

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Provide a brief biography including any skills and expertise that are specifically applicable to this commission.

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Do you agree to attend all meetings to the best of your ability or notify staff if you are unable to do so? _____

Do you agree to abide by the Policies and Procedures Manual for Volunteers available at City Hall? _____

How much time can you set aside for training to better fulfill your role on the Commission over a year period? _____

Please Select which committee you are applying for and indicate relevant experience

- **Downtown Development Authority**

Members must be residents of the city or be associated with a business in the DDA district. Business experience is preferred but not required. Please check below if you have experience in the following:

- New Business Development
- Business Recruitment and Retention
- Marketing and Promotion
- Festival Planning
- Placemaking
- Leadership

- **Parks and Recreation Commission**

Members must be residents of the city. Experience in planning and working with people is preferred but not required. Please check below if you have experience in the following:

- Using parks and recreation
- Planning
- Fundraising

- **Planning Commission**

Members must be qualified electors of the city except for two. Experience in planning and working in construction is preferred but not required. Please check below if you have experience in the following:

- Construction/ Building
- Planning
- Business Development
- Leadership
- Engineering/ Zoning

- **Gogebic Range Water Authority**

Members must be residents of the city. Experience in planning and public works is preferred but not required. Please check below if you have experience in the following:

- Public Works
- Planning
- Construction
- Governmental

- **Sewer Authority**

Members must be residents of the city. Experience in planning is preferred but not required. Please check below if you have experience in the following:

- Public Works
- Environmental issues
- Personnel

- **Library Board**

Members must be residents of the City of Bessemer, Ironwood Township, or Bessemer Township and be in “good standing” with the County (no unpaid back taxes). Please check below if you have experience in the following:

- Using Library
- Planning
- Marketing

- **Housing Commission**

Members must be residents of the city or township. Experience in planning and working with the public is preferred but not required. Please check below if you have experience in the following:

- Planning and Policy Development
- Governmental
- Fiscal Management
- Resident of Housing

Important Public Records Information: All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the Clerk at 906-663-4311 if you have any questions or concerns about the disclosure of specific information.

Truth and Accuracy: I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Signature: _____ Date:_____

Expectations for Commission Members

All Commission Members are required to attend at least 75% of the regularly scheduled meetings. Members are expected to participate in at least 1 hour of training per year with more required for specific commissions (see below). Members must familiarize themselves with the Plan for the commission they are being appointed. Plans will be given during orientation. Please contact City staff to learn more about the specific roles and expectations for each commission beyond what is listed below.

Downtown Development Authority:

- Meetings are the 2nd Wednesday of January, March, May, July, September, and November at 6 PM
- Must read through and understand the Downtown Development and TIF Plan
- Must complete 2 hours of training per year
- Should be able to build relationships with community stakeholders

Parks and Recreation Commission:

- Meetings are every 1st Thursday of the month at 5:30 PM
- Must read through and understand the Recreation Plan
- Should be able to build relationships with community stakeholders

Planning Commission:

- Meetings are the 1st Tuesday of February, April, June, August, October, and December at 4 PM
- Must read through Master Plan and Zoning Ordinance
- Must read assigned training to better understand role as commissioner
- Must complete 2 hours of training per year
- Should be able to build relationships with community stakeholders

Gogebic Range Water Authority:

- Meetings are every 2nd Thursday of the month at 6 PM
- Should be able to build relationships with community stakeholders

Bessemer Area Sewer Authority:

- Meetings are every 2nd Wednesday of the month at 10 AM
- Should be able to build relationships with community stakeholders

Library Board:

- Meetings are every 3rd Wednesday at 4 PM except for July and December
- Should be able to build relationships with community stakeholders

Housing Commission:

- Meetings are every 3rd Tuesday of the month at 8:30 AM
- Must be willing to attend training to understand federal regulations
- Must understand or learn the basic principles of the accounting process
- Should have working knowledge of community’s housing needs
- Should have a willingness to travel both in and out of state
- Should be able to build relationships with community stakeholders