

# CITY OF ROGERS CITY

## Boards and commissions

### Recruitment and education plan

#### Introduction

The City of Rogers City features a number of appointed boards and committees. Diversity on those boards and committees can ensure that a wide range of perspectives are considered when decisions on development and financial incentives are made. The City should seek applicants with the skill sets desired for each board and commission and establish expectations prior to new officials and board members becoming active.

Further, the City should encourage and support the ongoing education and training needs of all elected and appointed officials, and staff. These officials will make more informed decisions when they receive adequate training. Turnover in officials and staff can create gaps in knowledge, which makes ongoing training essential to the efficient functioning of the City's development process.

#### Expectations and skillsets

**Planning commission.** Members are appointed to three-year terms by the mayor, approved by City Council. Terms are staggered with some expiring each year on December 31. Members must be city residents, with experience and/or training in any of the following areas a plus: architecture, building construction, civil engineering, facilities management, GIS/AutoCAD, historic preservation, land use planning, landscape architecture, property maintenance/management, real estate, development, and law. The planning commission meets the fourth Thursday of each month at 5 p.m.. Members are expected to attend all meetings, taking the time to prepare by studying the meeting packet in advance, and be well-versed in the City's master plan and zoning ordinance.

**Zoning board of appeals.** The Rogers City Council serves as the City's zoning board of appeals. It is important that in this capacity, council members be well versed in zoning law and the City's zoning ordinance and have an understanding of land-use planning. The zoning board of appeals meets as needed.

**Parks and recreation commission.** Members are appointed to three-year terms by the mayor, approved by City Council. Terms are staggered with some expiring each year in mid-September. All but one member must be city residents. The commission plays an advisory role to the city council on all matters related to parks and recreational activities within the city. Experience and/or training in any of the following areas are a plus: advertising, marketing, public relations, banking/finance, fitness/recreation, forestry, land use planning, landscape architecture, physical education, and public administration. Members of organizations that are major park users/benefactors also are given preference. In addition to the conservation district, these include Little League, the Rogers City Area Schools, the local garden club, local civic organizations, and Carmeuse Lime & Stone, which owns some of the recreational infrastructure within Rogers City. The parks and recreation commission meets the third Thursday of each month at 8 a.m. Members are expected to attend all meetings, taking the time to prepare by studying the meeting packet in advance, and be well-versed in the City's community recreation plan.

**Harbor advisory committee.** Members are appointed to five-year terms by the mayor, approved by City Council. Terms are staggered with some expiring each year in May. There is no residency requirement. The committee plays an advisory role to the city council on all matters related to the municipal marina. Slip-holders and users of the marina, with experience in its operations, are given preference, though others, including the owners of downtown

businesses that depend on boater traffic, could be considered, as could others with expertise beneficial to the operation of the facility and its impact on the community. The harbor advisory committee meets the second Tuesday of each month at 8 a.m. Members are expected to attend all meetings, taking the time to prepare by studying the meeting packet in advance, and be well-versed in that portion of the City's community recreation plan applicable to the marina. Members also may be asked to volunteer for events scheduled at the marina.

**Main Street-Downtown development authority.** Members are appointed to four-year terms by the mayor, approved by City Council. Terms are staggered with some expiring each year in June. There is no residency requirement but a majority of the board membership must be persons having an interest in property located in the Main Street/downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located within the Main Street/downtown district. Experience in advertising, marketing, promotion, banking/finance, and land use planning is a plus. MS-DDA meets the second Wednesday of each month at 7:30 a.m. Members are expected to attend all meetings, taking time to prepare by studying the meeting packet in advance, and be well-versed in the downtown development plan and tax increment financing plan. Members also serve on one or more Main Street committees and may be asked to volunteer for events scheduled within the downtown district.

### Applications

Those wishing to apply to any of the appointed boards or commissions included within this document can request an application at City Hall (193 E. Michigan Ave., Rogers City, MI 49779) or can access the application form online. A separate application is required for each board or commission an applicant wishes to join. Applications remain active for one year from the date they are submitted. The City also may annually publish an advertisement in local media and/or post on its website a request for applications from those interested in sitting on a committee or board.

### Orientation packets

**City council (also acting as zoning board of appeals).** Newly elected city council members may be provided copies of the City's charter, master plan, zoning ordinance, downtown development and tax increment financing plan, community recreation plan, capital improvement plan, public participation plan, board and commission recruitment and education plan, promotional and economic development plans, code of ordinances, minutes of the past 12 months of meetings, and current budget. As all of these documents are available on the City's web site, council members may choose to reference some or all of those documents online instead of receiving paper copies.

**Planning commission.** Newly appointed planning commission members may be provided copies of the City's master plan and zoning ordinance and the planning commission bylaws. As those documents are available on the City's website, members may choose to reference them online instead of receiving paper copies. This is acceptable as long as members can access these documents electronically at meetings via personally-owned devices.

**Parks and recreation commission.** Newly appointed parks and recreation commission members may be provided copies of the City's community recreation plan, its current general fund budget, and the commission bylaws. As most of those documents are available on the City's web site, commission members may choose to reference them online instead of receiving paper copies. This is acceptable as long as members can access these documents electronically at meetings via personally-owned devices.

**Harbor advisory committee.** Newly appointed harbor advisory committee members may be provided copies of that portion of the City's community recreation plan applicable to the marina and the current marina budget. As those documents are available on the City's web site, commission members may choose to reference them online instead

of receiving paper copies. This is acceptable as long as members can access these documents electronically at meetings via personally-owned devices.

**Main Street - Downtown development authority.** Newly appointed MS-DDA members may be provided copies of the downtown development plan, tax increment financing plan, board bylaws, previous 12 months of board minutes, current MS-DDA budget, and Michigan Main Street information. As most of those documents are available on the City's web site, board members may choose to reference them online instead of receiving paper copies. This is acceptable as long as members can access these documents electronically at meetings via personally-owned devices.

### Education and training

**Training budget.** The City should include in its annual budget money allocated for training for elected and appointed officials and staff. Members of the city council (in its capacity as zoning board of appeals and otherwise), planning commission, and downtown development authority, as well as city staff make more informed decisions based upon the latest information when they receive adequate training on land use and development issues. Turnover in officials and staff can create gaps in knowledge, which makes ongoing training essential to efficient functioning of the City's development processes.

**Identification of training needs.** The city council, planning commission, and DDA should annually review with staff training needs during the budget process. Newly elected or appointed members, or staff, would benefit from introductory training provided regionally by groups like the Michigan Municipal League, Michigan Association of Planning, Michigan Economic Development Corporation, and others. Veteran board members and staff could benefit from refresher training, and all could benefit from training that introduces new laws, concepts, or best practices.

**Tracking attendance at training.** Those attending training will be asked to fill out a tracking document that indicates the training topic, the training dates and location, who put on the training, what was learned applicable to the City, and whether the training is recommended by the attendee to other members of elected or appointed officials or staff. These tracking documents will be kept in a training file and used to determine who has attended trainings and who has not.

**Notification of training opportunities.** Staff receives email notification of training opportunities from organizations that include the Michigan Municipal League, Michigan Association of Planning, Michigan Economic Development Association and others. Department heads are instructed to forward such training opportunities to the city manager and city clerk, who then can coordinate providing them by email, or within meeting packets, to the applicable elected or appointed officials.

**Communication about training.** In addition to completing the tracking document, those who attend training on behalf of the City are asked to briefly communicate at the next meeting of the elected or appointed board what they learned at the training and how the training benefits the community. In instances where doing so is beneficial, elected and/or appointed boards can hold joint meetings to discuss important things learned at training and how to implement such. The planning commission shall prepare annually for the city council a report that covers, among other things, the training taken by board members during the previous year.