



Applications remain active for one year from the date of submittal.

Name of Boards or Commissions for which you are applying:	
1.	4.
2.	5.
3.	6.
Name:	
Home Address:	Work Address:
Home Phone:	Work Phone:
Cell Phone:	Email:
Please note your preferred method(s) to be contacted: <input type="checkbox"/> Home Phone <input type="checkbox"/> Work Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Email	
Residency is required for most boards and commissions. <input type="checkbox"/> I am a resident. If so, for how many years?	
Registered voter is required for most boards and commissions. <input type="checkbox"/> I am a registered voter in the City of Big Rapids.	

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

Employment: List your most recent employment experiences.

Dates of Employment	Company Name/Location	Position	Job Description

Education: List your most recent educational experiences.

Educational Institution/School	Certificate/Degree Received	Area(s) of Study

Supplemental Information: Please review the attached “Boards and Commissions Application Attachment” for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed below, the community urges you to apply for consideration. The community needs citizens with diverse backgrounds on its boards and commissions.

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 231-592-4020 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.

Applicant’s Signature

Date

Return completed forms to:

Tamyra K. Gillis, Clerk
 City of Big Rapids
 226 N. Michigan Ave
 Big Rapids, MI 49307
 Email: tgillis@cityofbr.org

Boards and Commissions Application Attachment

ACT 345

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. Please check below if you have experience in:

- Commercial Banking
- Banking/Finance

Assessment Board of Review

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. Please check below if you have experience in:

- Banking/Finance
- Property Appraisal/Assessing
- Real Estate/Development/Law (no agents or brokers)

Big Rapids Brownfield Redevelopment Authority

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 municipal limits of Big Rapids pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act. Please check below if you have experience in:

- Chemical Engineering
- Commercial Real Estate/Development/Law
- Economic Development
- Environmental Engineering/Consulting/Law
- Property Appraisal/Assessing
- Land Use Planning
- GIS

Big Rapids Housing Commission

The five-member board is responsible for the oversight of the public housing apartments located in Parkview and Evergreen Villages and the Nisbett and Fairman Residences/Building. Please check below if you have experience in:

- Banking/Finance
- Building Construction/Engineering
- Housing Development/Law
- Property Appraisal/Assessing

Compensation Committee

This board shall consist of five members for the purpose of determining the salary of the City's elected officials (Mayor and City Commissioners. Please check below if you have experience in:

- Commercial Banking
- Banking/Finance
-

DART Local Advisory Board

A five-member advisory board to the City Commission on the bus system issues. Provides assurance to the MDOT that the senior and disabled are provided transportation service. Please check below if you have experience or interest in:

- Interest in public transportation
- Transportation

Downtown Development Authority

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. This also includes allocation of funds for the DDA Low Interest Loan Program. Please check below if you have experience in:

- Economic Development
- Construction Management
- Land Use Planning

Income Tax Board of Appeals

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 the State of Michigan Public Act 284. Please check below if you have experience in:

- Advertising/Marketing/Public Relations
- Architecture
- Building Construction/Engineering
- Disability Issues
- Education
- Event Planning

Library Board

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 authorized to adopt rules and by-laws for the boards governance, and adopts policies, rules and regulations on the use of the Library. Please check below if you have interest in:

- Literacy
- Free Access to Information on Right to Read

Parks and Recreation Advisory Board

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. 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

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. Please check below if you have experience in:

- Architecture
- Building Construction
- Civil Engineering
- Facilities Management
- GIS/AutoCAD
- Historic Preservation
- Land Use Planning
- Landscape Architecture
- Property Maintenance/Management
- Real Estate/Development/Law

Property Maintenance Appeals Board

The 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. Please check below if you have experience in:

- Architecture
- Building Construction
- Facility Management
- Property Maintenance/Management

Zoning Board of Appeals

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 based on strict interpretation of the Zoning Ordinance. Please check below if you have experience in:

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