

BOARDS & COMMITTEES OVERVIEW OF DUTIES & QUALIFICATIONS

ARTS & CULTURE ADVISORY COMMITTEE

Mission: The Arts and Culture Advisory Committee advises the City Commission in its effort to support, facilitate and grow an empowered and vital arts, cultural and creative community.

Meetings Held: The first Tuesday of each month (unless otherwise specified) at 5:30 p.m. in the Arts & Culture Center.

General Responsibilities: The Arts and Culture Advisory Committee advises the City Commission in its effort to support, facilitate and grow an empowered and vital arts, cultural and creative community.

Preferred Qualifications: Members should have an interest in art appreciation or demonstrated experience in the creation of and/or management of physical arts.

BOARD OF REVIEW

Meetings Held: The Board meets on three separate days in March in the City Commission Chambers to review the assessment roll and to hear complaints. A one-day session is held as needed each July and December to correct clerical errors.

General Responsibilities: Members review the assessment roll on behalf of City of Marquette residents and property owners and hear taxpayer appeals.

Preferred Qualifications: Members should have an interest in or demonstrated experience in banking, finance, property appraisal, assessing, real estate, or development law.

BOARD OF ZONING APPEALS

Meetings Held: The first Thursday of the month at 7:00 p.m. in Commission Chambers.

General Responsibilities: The Board of Zoning Appeals is responsible for overseeing interpretations of the zoning code, appeals of decisions by staff, the planning commission, and city council, as well as variances.

Preferred Qualifications: Members should have an interest in or demonstrated experience in architecture, building construction, engineering, land use planning, real estate, or development law.

BROWNFIELD REDEVELOPMENT AUTHORITY

Meetings Held: The Authority meets the fourth Thursday of each month at 8 a.m. in the conference room on the second floor of the Marquette Service Center.

General Responsibilities: The purpose of the Brownfield Redevelopment Authority is to redevelop contaminated and obsolete sites within the city. Members also serve on the local development finance authority which was created with the intention of eliminating the causes of unemployment, underemployment, and

joblessness by promoting and overseeing programs which create economic growth and development.

Preferred Qualifications: Members should have an interest in or demonstrated experience in real estate, finance, economic development, public health, environment, or land use planning

DOWNTOWN DEVELOPMENT AUTHORITY

Meetings Held: The DDA meets the second Thursday of each month at 8:00 a.m. at the Marquette Commons, 112 S. Third Street

General Responsibilities: The DDA is responsible for the planning and implementation of economic development, historic preservation, and prevention of deterioration in the downtown business district. State law sets the powers, duties and procedures.

Preferred Qualifications: Members should have an interest in or demonstrated experience in architecture, landscape architecture, building construction, civil engineering, land use planning, real estate development, or business management.

ELECTIONS BOARD

Date Established: Established under the provisions of Public Act 116 of 1954 and the City Charter, Section 4-11. The Board appoints the inspector of each precinct and has charge of all activities and duties required of them by statute and City Charter relating to the conduct of elections in the City. Powers, duties and procedures set by State Law and City Charter.

Meetings Held: The meetings will be held at City Hall.

General Responsibilities: The Board appoints election inspectors, verifies candidates for local elections, conducts the Public Accuracy Test of the ballot counter and has charge of all activities and duties required of them by statute and City Charter relating.

Preferred Qualifications: Members should have an interest in elections and the election process.

HARBOR ADVISORY COMMITTEE

Mission: The Harbor Advisory Committee advises the City Commission on shoreline, waterfront development and offshore waters near Marquette with an emphasis on harbor development regarding both pleasure craft and commercial vessels and the operations of marinas, mooring fields and launch facilities.

Meetings Held: Second Tuesday of each month at 5:15 p.m. Meetings are held in Citizens Forum at Lakeview Arena.

General Responsibilities: The Harbor Advisory Committee advises the City Commission on shoreline, waterfront development and offshore waters near Marquette with an emphasis on harbor development regarding both pleasure craft and commercial vessels and the operations of marinas, mooring fields and launch facilities.

Preferred Qualifications: Members should have an interest in or demonstrated experience in maritime activity,

landscape architecture, building construction, civil engineering, or land use planning.

INVESTMENT ADVISORY BOARD

Meetings Held: The Board meets quarterly at 8:00 a.m. in City Hall Room 103.

General Responsibilities: The Investment Advisory Board was established by the City Commission on April 28, 1980 in accordance with the Provisions of Public Act 20 of 1943, as amended. The board reviews and makes decisions concerning invested City funds.

Preferred Qualifications: Members should have an interest in or demonstrated experience in banking or finance.

LOCAL DEVELOPMENT FINANCE AUTHORITY

Meetings Held: The third Monday of the first month of each quarter at 4:00 p.m. in Room 103 at City Hall.

General Responsibilities: The Local Development Finance Authority reviews the area boundaries for the LDFA District, maintains the development plan, and reviews requests regarding the use of tax increment financing to fund public infrastructure improvements for eligible property.

Preferred Qualifications: Members should have an interest in or demonstrated experience in real estate, finance, economic development, public health, environment, or land use planning.

LOCAL OFFICERS COMPENSATION COMMISSION

Meetings Held: The Board meets only in odd-numbered years at the call of the Chairperson.

General Responsibilities: The Compensation Commission determines the salaries of elected City officials.

Preferred Qualifications: Members should have an interest in or demonstrated experience in finance.

MARQUETTE AREA WASTEWATER TREATMENT ADVISORY BOARD

Meetings Held: Notice is hereby given that the Marquette Area Wastewater Treatment Facility Advisory Board will hold its regular meetings on the 3rd Thursday of each month at 10:00 a.m., except in November and December in which it will be held the 2nd Thursday of the month. These meetings will take place at the Marquette Area Wastewater Treatment Facility apart from the October meeting which will be held at Marquette Township Hall, and the February meeting which will be held at Chocolay Township Hall.

General Responsibilities: Established pursuant to MCL 124.2 (Act 35 of 1951); and under the provisions of an Agreement between the City and the Townships of Marquette and Chocolay on September 19, 1977. A subsequent Agreement was signed by all parties on May 31, 1983; the Agreement was amended November 13, 2006. The Board oversees the operation of the Wastewater Treatment Plant based on provisions of the Agreement.

Preferred Qualifications: Members should have an interest in or demonstrated experience in public works, civil engineering, or finance.

MARQUETTE HOUSING COMMISSION

Meetings Held: The fourth Tuesday of each month at 2:00 p.m. in its offices at 316 Pine St.

General Responsibilities: The Housing Commission is responsible for the operation of the City's subsidized public housing and also sets policy and programs for its staff.

Preferred Qualifications: Members should have an interest in or demonstrated experience in real estate management, building construction, civil engineering, land use planning, real estate development, or public administration.

PARKS AND RECREATION ADVISORY BOARD

Mission: The Parks and Recreation Advisory Board advises the City Commission on the operation of the parks system, Lakeview Arena, and recreation programs.

Meetings Held: Meetings are held the third Monday of each month at 5:30 p.m., except for January, February, June, November, & December which will be held on the second Monday at 5:30 p.m. Meetings are held at Lakeview Arena in Citizens Forum.

General Responsibilities: The Parks and Recreation Advisory Board advises the City Commission on the operation of the parks system, Lakeview Arena, and recreation programs.

Preferred Qualifications: Members should have an interest in or demonstrated experience in marketing, public relations, fitness / recreation, forestry, land use planning, landscape architecture, physical education, or public administration.

PETER WHITE PUBLIC LIBRARY BOARD OF TRUSTEES

Meetings Held: Meetings are held the third Tuesday of each month at 5:00 p.m. in the Shiras Room at the Library.

General Responsibilities: The Board is responsible for the operations and setting policy, programs and determining the budget for the Library. The Board may also levy up to 1.5 mills on the City's SEV for operating expenses.

PLANNING COMMISSION

Meetings Held: Meetings are held the first and third Tuesday of each month at 6:00 p.m. in Commission Chambers; however, when August Primary Elections and the November General Elections are held, the group meets the second and third Tuesday of the month. No meetings held on legal holidays.

General Responsibilities: The Commission is responsible for developing and adopting a Master Plan for the City; reviews development proposals, subdivisions, and makes recommendations on zoning matters to the Commission. The Commission also has review authority over the six-year Capital Outlay Budget through Section 7-2 of the City Charter.

Preferred Qualifications: Members should have an interest in or demonstrated experience in architecture, landscape architecture, building construction, civil engineering, land use planning, or real estate development.

POLICE-FIRE PENSION BOARD

Meetings Held: The fourth Tuesday of each month at 8:30 a.m. in City Hall Room 103.

General Responsibilities: The Board is responsible for the operation of the Police-Fire Pension System including investments and decisions on membership.

Preferred Qualifications: Members should have an interest in or demonstrated experience in finance.

PRESQUE ISLE PARK ADVISORY COMMITTEE

Mission: The Presque Isle Park Advisory Committee advises the City Commission as follows: 1) Review and develop recommendations impacting the Island; 2) Study the vitality of ecosystems on Presque Isle; and 3) Recruit and organize volunteer groups to maintain, repair and improve facilities and opportunities at the park.

Meetings Held: The second Wednesday of each month at 5:30 p.m. at Lakeview Arena, Citizens Forum, except for the month of July. The August meeting is held at the Presque Isle Pavilion.

General Responsibilities: The Presque Isle Park Advisory Committee advises the City Commission by developing recommendations on matters impacting the Island, studying the vitality of ecosystems on Presque Isle, and recruiting/organizing volunteer groups to maintain, repair and improve facilities and opportunities at the park.

Preferred Qualifications: Members should have an interest in or demonstrated experience in recreation, forestry, land use planning, landscape architecture, or public administration.

PUBLIC ART COMMISSION

Meetings Held: Monthly on the second Wednesday from 6:30 – 8:00 p.m. in Studio #2 of the Arts and Culture Center.

General Responsibilities: The Marquette Public Art Commission, as per the adopted policy, is be tasked with developing detailed guidelines that include but are not limited to: selection process and criteria for commissioning new work, strategy for implementation and administration, procedures and criteria for donating works of art, de-accession procedures and criteria, community outreach requirements, maintenance guidelines and proposed placement. These guidelines will shape the City's Public Art Program and ultimately our landscape for years to come.

TRAFFIC-PARKING ADVISORY COMMITTEE

Mission: The Traffic-Parking Advisory Committee advises the City Commission on matters relating to parking, traffic flows, traffic patterns and Complete Streets. Complete Streets are a system of streets planned, designed and constructed to provide appropriate access to all legal users in a manner that promotes safe and efficient movement of people and goods, whether by car, truck, transit, assistive device, foot or bicycle.

Meetings Held: The third Tuesday of each month at 5:00 p.m. in City Hall Room 103.

General Responsibilities: The Traffic-Parking Advisory Committee advises the City Commission on matters relating to parking, traffic flows, traffic patterns and Complete Streets. Complete Streets are a system of streets

planned, designed and constructed to provide appropriate access to all legal users in a manner that promotes safe and efficient movement of people and goods, whether by car, truck, transit, assistive device, foot or bicycle.

Preferred Qualifications: Members should have an interest in or demonstrated experience in public works, civil engineering, or land use planning