

## Commission Application

Applications can be submitted to the City Manager's office at 411 S Sophie, Bessemer, MI 49911 or by email at [jennifer.adams@cityofbessemer.org](mailto:jennifer.adams@cityofbessemer.org). 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.

---

---

---

---

---

---

---

---

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

---

---

---

---

---

---

---

---

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 residents of the city. 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

- **Elected Officials Commission**

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

- Reading financial statements
- Fiscal management
- Human Resources

- **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

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. Plan will be given during orientation.

### **Downtown Development Authority:**

Meetings are every 2<sup>nd</sup> Wednesday of the month at 6 PM  
Must read through and understand the Downtown Development and TIF Plan  
Must complete 2 hours of training per year

### **Parks and Recreation Commission:**

Meetings are every 1<sup>st</sup> Thursday of the month at 5:30 PM  
Must read through and understand the Recreation Plan

### **Planning Commission:**

Meetings are every 1<sup>st</sup> Tuesday of the month at 6 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

### **Gogebic Range Water Authority:**

Meetings are every 2<sup>nd</sup> Thursday of the month at 6 PM

### **Bessemer Area Sewer Authority:**

Meetings are every 2<sup>nd</sup> Wednesday of the month at 10 AM

### **Elected Officials Commission:**

Meetings are not regularly scheduled

### **Library Board:**

Meetings are every 3<sup>rd</sup> Wednesday at 4 PM except for July and December