



**INTEREST INDICATOR FOR
CITY OF BIG RAPIDS ADVISORY BOARDS, COMMISSIONS AND COMMITTEES**

The City of Big Rapids has various boards, commissions, and committees to help city government function effectively, with many positions available for individuals willing to serve.

To offer your experience and service to you community, please fill out the information below and check your board, etc. preference on the reverse side. You may bring the completed form to City Hall or send it in the mail to the address below:

**CITY OF BIG RAPIDS
City Clerk's Office
226 N. Michigan Ave.
Big Rapids, MI 49307**

Thank you for your interest and willingness to serve. Date _____

NAME _____

ADDRESS _____

TELEPHONE: BUSINESS _____ HOME _____

CELL NO. _____ E-MAIL _____

(Please check preferred method of contact from above)

Please check the boxes that apply:

CITY RESIDENT NON-CITY RESIDENT **

REGISTERED VOTER WITHIN THE CITY LIMITS FOR ONE YEAR

EMPLOYMENT/POSITION _____

PREVIOUS CIVIC ACTIVITIES AND OFFICES HELD (CLUBS, ORGANIZATIONS, ETC.)

ON THE BACK OF THIS PAGE, PLEASE CHECK THE ADVISORY BOARDS OR COMMISSIONS ON WHICH YOU WOULD BE INTERESTED IN SERVING.

**Most City Boards/Commissions require residency within the City of Big Rapids. There are some exceptions for the DDA and special Commission established boards and committees. Please check with the City Clerk's Office.

- **Act 345 Board – Four year terms beginning in July. Meets as needed.** This board is the Policemen and Firemen Retirement Board and is overseen by the City Treasurer. It consists of a representative from the Police, Fire Division, and two City residents.
- **Assessment Board of Review – Two year terms. Meets four days in March and one hour in July and December.** This board consists of five City residents. They hear appeals from citizens who own property inside the City limits. These appeals are limited to assessed value, taxable value and/or classification of these properties.
- **Big Rapids Housing Commission – Five year terms beginning in April. Meets second Thursday of each month at 6:30 p.m.** The five member housing commission is responsible for the oversight of 287 public housing apartments located in Parkview and Evergreen Village, the Nisbett and Fairman Residences/Buildings, and Stepping Stones Childcare Center. The Housing Commission also manages and provides maintenance services to Water Tower Place Apartments and operates a homeownership program.
- **DART Local Advisory Council – Two year terms beginning in May. Meets the second Tuesday in January, April, July and October at 9 a.m.** This five member board is an advisory board to the City Commission on bus system issues and provides assurance to the MDOT that the senior and disabled are provided transportation service.
- **Income Tax Board of Appeals – Three year terms beginning in March. Meets as needed.** 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 State of Michigan Public Act 284.
- **Library Board – Five year terms beginning in May. Meets the second Thursday of each month at 7:00 p.m.** The Big Rapids Community Library Board is made up of five appointed citizens that are officially responsible for the operation of the Library. The Big Rapids Community Library Board is a policy making board and is authorized to adopt, adopt policies, rules and regulations regarding the use of the Library.
- **Planning Commission – Five year terms beginning in May. Meets the third Wednesday of each month at 6:30 p.m.** The Plan Board consists of nine members and it advises the City Commission on matters pertaining to land use and development. The Board's function consists of analyzes land use policies; offering recommendations on such matters as conditional use permits, rezoning requests, zoning ordinance text amendments and right of way vacations to the City Commission; and reviewing Site Plans for development throughout the City.
- **Property Maintenance Appeals Board – Three year terms beginning in October. Meets as needed.** This five member board provides an avenue of appeal to property owners in Big Rapids who are cited for Property Maintenance Code violations.
- **Downtown Development Authority – Four year term. Meets as needed.** 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. It also includes allocation of funds for the DDA Low Interest Loan Program. The board meets as needed.
- **Park and Recreation Board – Five year terms beginning in May. Meets the second Thursday of each month at 7:00 p.m.** The nine-member board is an advisory group to the City Commission for the activities/policies involving the 15 parks, adults, senior citizens and a summer youth recreation programs, the community pool, and trees in the street right of way.
- **Zoning Board of Appeals – Three year terms beginning in May. Meets as needed.** The Big Rapids Zoning Board of Appeals is established to hear requests for variances and to review decisions made by the Zoning Administrator. The Board is responsible for making decisions in public hearings based on fact finding for requests to vary from strict interpretation of the Zoning Ordinance.
- **Election Inspector Board -** Works as needed at the City polling places on Election day.