



## City of Battle Creek Boards Committees, Commissions, & Councils Application

Instructions: Review the list of boards below. Continue to Page 2 to start the application. **On Page 3, select up to three boards or commissions and indicate any relevant experience.**

### Available Boards, Committees, Commissions, Councils

- Airport Advisory Board
- Battle Creek Area International Relations Committee
- Battle Creek Downtown Development Authority
- Battle Creek Housing Commission
- Battle Creek TIFA / Brownfield Redevelopment Authority
- Board of Appeals (Housing)
- Board of Review (Assessing)
- City Commission
- Civil Service Commission
- Community Oversight Board
- Construction Board of Appeals
- Dangerous Buildings Hearing Officer
- Development Area Citizens Council
- Dickman Road Business Improvement District
- Goguac Lake Board
- Historic District Commission
- Human Relations Board
- Income Tax Board of Review
- Lakeview Downtown Development Authority
- License Review Board
- Local Development Financing Authority
- Local Officers' Compensation Commission
- Planning Commission
- Police / Fire Retirement System Board
- Sustainable BC Committee
- Technical Review Committee
- Tree Advisory Council
- Water System Advisory Council
- Youth Advisory Board
- Zoning Board of Appeals

This application will remain active for one year from the date of receipt and may be posted on the city website.

## Applicant Information

How did you find out about our boards, committees, commissions, and councils?

Full Name

Phone Number

Home Address

Email Address

Current occupation (students list activities)

Are you at least 18 years of age? (Yes/No)

Employer or school name and address

Educational background/ years in school

List any boards, commissions, committees, councils, or appointive positions you have served on, and the years you served.

List any organizations you belong to. For example: professional, technical, community, or nonprofit organizations. Students may list school organizations.

Briefly describe your interest, experience, or qualifications for the board you are applying for. Please be specific as possible. You may use the back of the form for additional space.

I understand that any or all information on this form may be verified. I consent to the release of this information for publicity purposes.

Signature

Date

## Accessibility Accommodation Request

The City of Battle Creek is committed to making volunteer opportunities accessible. If you require a reasonable accommodation to fully participate, describe your request below.

## Accommodation Request

Providing the following information is optional and used for affirmative action and equal opportunity reporting only. It does not affect eligibility.

## Demographic Information (Optional)

Providing the following information is optional and used for affirmative action and equal opportunity reporting only. It does not affect eligibility.

### Race and Hispanic Origin

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

Hispanic or Latinx

Not Hispanic or Latinx

### Gender

Man

Woman

Non-binary or another gender

Prefer not to say

### Disability Status

Yes

No

Prefer Not to say

### Sexual Orientation

Straight /

Heterosexual Gay or

Lesbian Bisexual

Prefer not to say

# City of Battle Creek Board, Commission and Committee Descriptions

Please check experience for **up to three boards and commissions** on which you are interested in serving.

## Airport Advisory Board

Select this board.      Appointing authority: Mayor and Commission. Meets: Quarterly

Description: The committee makes policy recommendations regarding airport matters in order to support the continued development of the airport and economic growth of the community, and acts as an advocate for the current and potential future economic value of the airport. Contact: Battle Creek Executive Airport at Kellogg Field, 269-966-3470.

Relevant Experience (check all that apply):

Airport operations

Economic Development

Live in city limits

## Battle Creek Area International Relations Committee

Select this board.      Appointing authority: Mayor, with Commission approval. Meets: As needed

Description: To foster cultural promotion of the city and provide a positive environment toward foreign industrialists and their families. Contact: City Manager's Office, 269-966-3311.

Relevant Experience:

Live in city limits

## Battle Creek Downtown Development Authority

Select this board.      Appointing authority: City Manager, with Commission approval. Meets: Quarterly

Description: The Downtown Development Authority, Public Act 57 of 2018, is designed to be a catalyst in the development of the city's downtown district. The DDA provides for a variety of funding options including a tax increment financing mechanism, which can be used to fund public improvements in the downtown district. Contact: City Manager's Office, 269-966-3311.

Relevant Experience (check all that apply):

Property owner

Business representative

Live in city limits

## Battle Creek Housing Commission

Select this board.      Appointing authority: Mayor and Commission. Meets: Monthly

Description: Manages all public housing facilities and rental voucher (Section 8) programs in the city. Public housing facilities include scattered site rental housing, home purchase programs and senior residential developments. Meets monthly. Contact: Community Services Director, 269-966-3406.

Relevant Experience (check all that apply):

Public housing

Live in city limit

## Battle Creek TIFA/Brownfield Redevelopment Authority

Select this board.      Appointing authority: City Manager, with Commission approval. Meets: Quarterly

Description: To halt a decline of property values, increase property tax valuation, eliminate causes of decline in value, and promote growth in the Fort Custer Industrial Park. Contact: City Manager's Office, 269-966-3311.

Relevant Experience (check all that apply):

Property owner

Business owner

Live in city limits

## Board of Appeals (Housing)

Select this board.      Appointing authority: Mayor, with Commission approval. Meets: Monthly

Description: Board members hear and decide on appeals concerning the application or interpretation of the provisions and standards of the Building Code, the International Property Maintenance Code and Chapter 842 of these Codified Ordinances, and to hear appeals of decisions of the Dangerous Buildings Hearing Officer. Contact: Code Compliance Manager, 269-966-3387.

Relevant Experience (check all that apply):

Building construction/  
engineering

Zoning

Real estate/  
development/ law

Live in city  
limit

## Board of Review (Assessing)

Select this board.      Appointing authority: Mayor and Commission. Meets for a minimum of five days in March; one day in July; and one day in December.

Description: Members serve for five years and must be city electors and property owners. Members may correct/amend assessment rolls and increase or decrease taxable property assessment or valuation. Contact: City Assessor, 269-966-3369.

Relevant Experience (check all that apply):

Banking/  
finance

Property appraisal/  
assessing

Real Estate/  
development/law

Live in city  
limits

## City Commission

Appointing authority: Elected by City of Battle Creek voters. Contact: City Clerk, 269-966-3348.

Description: City Commissioners serve two-year terms. Voters elect the mayor as a separate office to serve a two-year term. After an election, the vice mayor is selected by their fellow commissioners to serve a two-year term. The commission is comprised of five ward commissioners, representing geographic wards within the city, and four at-large commissioners. **All interested City Commission candidates must collect signatures, and submit nominating petitions.** See more information about commissioner candidate requirements at [battlecreekmi.gov/elections](http://battlecreekmi.gov/elections). In the case of a position vacancy, the commission will follow a special process, about which information will be released separately.

## Civil Service Commission

Select this board.      Appointing authority: Mayor and Commission appoint one member, Fire Department appoints one member, and those two members appoint a third member. Meets: Monthly

Description: Establishes rules applicable to all regular and full-time Fire Department personnel, excluding civilian employees. Members must reside in the city limits for one year, reside within the county for three years, and hold no other government office. There may be no more than two members of the same political party. Contact: City Clerk, 269-966-3348.

Relevant Experience (check all that apply):

Live in city limits

## Community Oversight Board

Select this board.      Appointing authority: Mayor and Commission. Meets: Quarterly

Description: Serves in an advisory capacity to the City Manager by reviewing appeals related to investigations and findings of community complaints involving the Battle Creek Police Department. Builds bridges between the community and law enforcement by supporting education, transparency, and accountability; offering community perspective on departmental practices and policies; and working to strengthen credibility and public trust. The board consists of nine members—two of whom are non-voting city staff—and two alternates, selected to reflect the city's demographics as closely as possible. Contact: Organizational Development Officer, 269-966-3311.

Relevant Experience (check all that apply):

Live in city limits

Voces of Battle Creek rep.

Burma Center rep.

Live in other municipality  
with city police service

NAACP

## Construction Board of Appeals

Select this board.      Appointing authority: Mayor and Commission. Meets: As needed

Description: To hear appeals on building permit denials, and from any other decision pursuant or related to the Act or the State Construction Code. There are five members and one alternate. Members serve two-year terms. A member of the board shall be qualified by experience or training to perform the duties of the board. Contact: Chief Building Official, 269-966-3311.

Relevant Experience (check all that apply):

Construction or related experience

## **Dangerous Buildings Hearing Officer**

Select this board.      Appointing authority: Mayor, with Commission approval. Meets: Monthly

Description: Identifies structures within the city limits that are considered public nuisances; serves written notice of hearings to property owners or other parties of interest at the address listed on tax records; and conducts hearings to determine why such structures should not be ordered demolished, made safe, or properly maintained. Board members must possess expertise in housing-related matters, including—but not limited to—engineering, architecture, building construction, building inspection, or participation in a community housing organization. Contact: Code Compliance Manager, 269-966-3387.

Relevant Experience (check all that apply):

Bldg. construction/  
engineering

Real estate/  
development/law

Housing

## **Development Area Citizens Council**

Select this board.      Appointing authority: City Commission

Description: An advisory body to a development authority and, ultimately, the City Commission, related to updates to the authority's development plan. Contact: City Manager's Office, 269-966-3311.

Relevant Experience (check all that apply):

Live within authority boundaries

## **Dickman Road Business Improvement District**

Select this board.      Appointing authority: City Manager, with Commission approval; City of Springfield. Meets: Quarterly

Description: Undertakes functions, objectives, and powers enumerated in Section 1 of Public Act 49 of the Public Acts of 1999, including the promotion of economic activity in the BID along Dickman Road and providing or contracting for the administration, security, and operation of the district, to include physical improvements and joint marketing. Contact: City Manager's Office, 269-966-3311.

Relevant Experience (check all that apply):

Non-automotive business representative

Automotive business representative

## **Downtown Parking System Advisory Committee**

Select this board.      Appointing authority: Mayor appoints Commissioners. City Manager appoints property owners, members at large, with Commission approval.

Description: Advises city staff and the city's parking administrator on issues related to the municipally-owned and operated parking system. Contact: Public Works Director, 269-966-3343. Meets: Quarterly.

Relevant Experience (check all that apply):

Downtown business/property owner

Live in city limits

## Economic Development Corporation

Select this board.      Appointing authority: Mayor, with Commission approval. Meets: As needed.

Description: Alleviates unemployment conditions, assists in industry retention and promotes the general welfare of Battle Creek. Contact: 269-966-3311.

Relevant Experience (check all that apply):

Economic development

Live in city limits

## Goguac Lake Board

Select this board.      Appointing authority: Two representatives and a Goguac Lake property owner by the Mayor and City Commission; a county commissioner by the Calhoun County Board of Commissioners chairperson; the county drain commissioner; a rep. of the Michigan Department of Environment, Great Lakes, and Energy. Meets: Quarterly.

Description: Pursuant to Public Act 451 of 1994, as amended by Public Act 59 of 1995, formed to protect the public health, safety and welfare, and conserve the natural resources and preserve property values around Goguac Lake. Contact: Utility Administrator 269-966-3496.

Relevant Experience (check all that apply):

Own property on Goguac Lake

## Historic District Commission

Select this board.      Appointing authority: Mayor, with Commission approval. Meets: Monthly

Description: Charged under state law and local ordinance with reviewing proposals for exterior alterations or demolition within federal, state, and local historic districts. Contact: Planning Division, 269-966-3320.

Relevant Experience (check all that apply):

Construction/Bldg. trades

History

Architecture

Live in city limits

## Human Relations Board

Select this board.      Appointing authority: Mayor, with Commission approval. Meets: Monthly

Description: Increases constructive communication among all people regardless of actual or perceived race, ethnicity, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, gender identity, or socioeconomic status. Promotes communication between community members, public officials, and community organizations to foster harmonious relationships and equitable access to community resources. The board is representative of management and labor, various religions, various races, and others with an interest in human relations. Contact: City Manager's Office, 269-966-3311.

Relevant Experience (check all that apply):

Live in the metropolitan area



### **Income Tax Board of Review**

Select this board.      Appointing authority: Mayor, with Commission approval. Meets: As needed

Description: Pursuant to State Act 284 of 1964, attempts to settle city income tax disputes. Contact: Income Tax Division, 269-966-3345.

Relevant Experience (check all that apply):

Income tax/accounting

Live in city limits

### **Lakeview Downtown Development Authority**

Select this board.      Appointing authority: City Manager, with Commission approval. Meets: Bi-annually

Description: Activities include, but are not limited to, defining a development area; originating a development plan; and implementing a development program as provided in Act 197 of Public Acts of 1975. Contact: City Manager's Office, 269-966-3311.

Relevant Experience (check all that apply):

District property owner/ business  
representative

Live in city limit

### **License Review Board**

Select this board.      Appointing authority: Mayor, with Commission approval. Meets: As needed

Description: Provides an opportunity to appeal when an application to operate as a vendor within the city limits is denied or a current Vendor's License becomes subject to suspension or revocation. Contact: City Clerk, 269-966-3348.

Relevant Experience (check all that apply):

Live in city limits

## Local Development Financing Authority

Select this board.      Appointing authority: City Manager, with Commission approval. Meets: As needed

Description: To conduct those activities authorized under Act 281, Public Acts of 1986, and as amended from time to time (MCLA Section 125.2151 et seq.; MSA Section 3.540 (351) et seq.), and to otherwise govern the affairs of the I-94 Business Park and Certified Technology Park (SmartZone) established by the City of Battle Creek, Michigan, pursuant to an Agreement (The Battle Creek Aviation and E-Learning SmartZone Agreement) with the Michigan Economic Development Corporation. Contact: City Manager's Office, 269-966-3311.

Relevant Experience (check all that apply):

Live in city limits

Calhoun County Commission/KCC/MEDC appointment

## Local Officers' Compensation Commission

Select this board.      Appointing authority: Mayor, with Commission approval. Meets: Odd-numbered years.

Description: Determine salaries of elected officials. Shall meet for at least one, and not more than 15, session days in each odd-numbered year. "Session day" is a calendar day on which the commission meets and for which a quorum is present. Contact: City Clerk, 269-966-3348.

Relevant Experience (check all that apply):

Live in city limits

## Planning Commission

Select this board.      Appointing authority: Mayor, with Commission approval. Meets: Monthly

Description: Charged under state law with the adoption of plans for the city. Also considers requests for zoning classifications and special use permits, and makes recommendations to the City Commission on amendments to the planning and zoning code. Contact: Planning Division, 269-966-3320.

Relevant Experience (check all that apply):

Civil/engineering/landscape architecture

Real estate/development

Land use planning

Law

## **Police/Fire Retirement System Board**

Select this board.      Appointing authority: Two members by City Commission, one member by Fire Department, one member by Police Department.

Description: Make rules and regulations necessary to properly conduct the business of the police/fire pension system, as directed by law. Contact: Finance Division, 269-966-3496.

Relevant Experience (check all that apply):

Finance and/or investing

Live in city limits

## **Sustainable BC Committee**

Select this board.      Appointing authority: City staff by City Manager; remaining members by Mayor, with Commission approval. Meets: As needed.

Description: Increase the city's efforts to incorporate environmentally-responsible policies in the management of its facilities and services, including initiatives outlined in the Climate Protection Act Policy, adopted in August 2006, and the "15 percent by '15" renewable energy policy goal, adopted in March 2007. Will review and recommend environmental/conservation policy for the city, including recommendations for action to the City Commission. Contact: Utility Administrator, 269-966-3496.

Relevant Experience (check all that apply):

Environmental

Live in city limits

Business rep.

## **Technical Review Committee**

Select this board.      Appointing authority: City staff by City Manager; remaining members by contributing jurisdictions. Meets: Quarterly.

Description: Provides review, input, and recommendations to the City and the City Commission regarding various aspects of the Wastewater Treatment system and rates. Contact: Public Works Director, 269-966-3343.

Relevant Experience (check all that apply):

Engineering

Other technical expertise

Industry representative

## **Tree Advisory Council**

Select this board.      Appointing authority: Mayor, with Commission approval. Meets: At least once a year, in September.

Description: Members serve in an advisory role to the Dept. of Public Works and City Manager in developing the annual Tree Work Plan and issuing rules and regulations that supplement the city's tree ordinance; supports compliance with Tree City USA program criteria. Contact: DPW, 269-966-3311.

Relevant Experience (check all that apply):

Horticulture

Forestry

## Water System Advisory Council

Select this board.      Appointing authority: Mayor and Commission. Meets: Annually

Description: To advise and assist in developing materials and plans to educate the community about lead in drinking water; support public awareness campaign development; consult on remediation and public education plans if lead action levels are exceeded; advise on private lead service line replacement efforts; promote transparency of lead-related data and documents; and collaborate with local community groups to ensure resident participation in lead education efforts. Contact: Public Works Director, 269-966-3343.

Relevant Experience (check all that apply):

Interest/knowledge about lead in drinking  
water and its effects

Live in city limits

## Youth Advisory Board

Select this board.      Appointing authority: Mayor, with Commission approval. Meets: Monthly

Description: Established by Resolution 117 dated April 1, 2003 to involve area youth in local government policy development and administrative procedures that will improve the leadership development of the community's youth. Contact: City Manager's Office, 269-966-3311.

Relevant Experience (check all that apply):

Live in city limits

Age 14–20

## Zoning Board of Appeals

Select this board.      Appointing authority: Mayor, with Commission approval. Meets: Monthly

Description: Considers requests for variances to the requirement of the planning and zoning code. Typical variance requests include yard setback reductions and the size of commercial signage. Contact: Planning Division, 269-966-3320.

Relevant Experience (check all that apply)

Land-use  
planning

Real estate/  
development/ law

Building  
construction/  
engineering

Live in city  
limits