



CITY OF HILLSDALE

97 NORTH BROAD STREET
HILLSDALE, MICHIGAN 49242-1695
(517) 437-6441 FAX: (517) 437-6448
cityofhillsdale.org

What Board/Commission would you like to serve? _____

Name: _____

Address: _____
Street City Zip

Phone: Home _____ Work _____

E-Mail _____

Residency is required for most Boards & Commissions.
Are you a resident of City of Hillsdale? Yes _____ No _____ If so, for how long? _____

Occupation: (if retired, former occupation) _____

Please check the expertise and skills you can contribute:

- Accounting
- Fund Raising
- Marketing
- Advocacy
- Human Resources
- Planning
- Computers
- Knowledge of the Cause
- Public Relations
- Legal
- Community Relations
- Public Speaking
- Finance
- Management
- Other _____

Brief Educational Background:

What charitable or community activities have you **actively** participated in? Please describe any leadership role(s) you have (had) in the organization(s):

On what other volunteer boards/committees have you served? _____

Describe any previous activities related to government: _____

Please explain why you would be interested in serving on the council or committee: _____

Please explain your understanding of the City of Hillsdale:

Additional comments: _____

Please send your completed application to City of Hillsdale, City Manager at 97 North Broad Street, Hillsdale, MI 49242.

Applicant Signature

Date

BOARDS AND COMMITTEES

Airport Advisory Committee (AAC) – 2-year term

- Purpose: Recommend policies and programs to City Council for the Hillsdale Municipal Airport
- Eligibility: City residents, users of the Airport, knowledge and experience in either aviation or business.
- Meeting Frequency: Quarterly – 2nd Saturday of January, April, July and October at 10:00 AM
- City Contact: Ginger Moore, Airport Administrator (517) 797-4833, Hillsdale_airport@cityofhillsdale.org

Board of Public Utilities (BPU) – 5-year term

- Purpose: Oversight for construction, maintenance, improvements, and extensions of the electric and water plants and distribution systems of the City.
- Eligibility: Business owners and BPU customers.
- Meeting Frequency: Monthly – 2nd Tuesday of the month at 7:00 PM
- City Contact: David Mackie, BPU Director (517) 437-6444, dmackie@cityofhillsdale.org

Board of Review – 2-year term, appointed every odd year

- Purpose: Review, hear and decide appeals of property tax assessments and some exemptions.
- Eligibility: Electors of the City, 2 of the 3 must be property taxpayers. May not be members of City Council or an immediate family member of the Assessor.
- Meeting Frequency: Tuesday following 1st Monday in March; 12 hours or more during the week of 2nd Monday in March (usually Monday 9am-3pm and Tuesday 3pm-9pm); Tuesday following 3rd Monday in July; Tuesday following 2nd Monday in December
- City Contact: Kimberly Thomas, City Assessor (517) 437-6456, assessor@cityofhillsdale.org

Cemetery Board – 5-year term

- Purpose: Advise on the care and management of the City cemeteries and direct improvements of the grounds.
- No special requirements for eligibility.
- Meeting Frequency: Quarterly – 1st Wednesday of February, May, August and November at 2:00 PM
- City Contact: Jason Blake, Department of Public Services (517) 437-6490, publicservices@cityofhillsdale.org

Dial-A-Ride Local Advisory Committee (LAC)

- Purpose: Recommendations for assessing, planning, and strengthening public transportation services.
- Eligibility: At least half must represent seniors and people with disabilities.
- Meeting Frequency: Annually
- City Contact: Jason Blake, Department of Public Services (517) 437-6490, publicservices@cityofhillsdale.org

Economic Development Corporation (EDC) and Brownfield Redevelopment Authority – 6-year term

- Purpose: Administer and oversee programs to alleviate and prevent unemployment, assist and retain local industries and commercial enterprises, and strengthen and revitalize the City's economy.
- Eligibility: Local business persons, property owners, and community stakeholders within the City.
- Meeting Frequency: Semi-monthly – 3rd Tuesday of month at 7:30 AM
- City Contact: Sam Fry, Economic Development Coordinator (517) 437-6426, econdev@cityofhillsdale.org

Election Commission – 1 year term

- Purpose: Appoint Board of Election Inspectors for each precinct and other activities and duties relating to elections in the City.
- Eligibility: Qualified and registered electors of the City (not City officers or employees or nominees or candidates for elective City office).
- Meeting Frequency: As needed – refer to annual election schedule published by the Michigan Secretary of State
- City Contact: Katy Price, City Clerk (517) 437-6441, clerk@cityofhillsdale.org

Housing Commission – 5-year term

- Purpose: Assist low-income families with safe, decent, and affordable housing opportunities.
- Eligibility: Concern for low-income housing needs, may be City employees.
- Meeting Frequency: Semi-monthly – 3rd Wednesday of month at 8:30 AM
- Contact: Amy Slade, Executive Director (517) 439-1210, amy@hillsdalehousing.org

International Property Maintenance Code (IPMC)

Appeals Board

- Purpose: Hear and decide appeals of decisions by the code official, notices, and orders issued under the IPMC.
- Eligibility: Experience and training pertaining to property maintenance, must not be a City employee.
- Meeting Frequency: As needed
- City Contact: Kimberly Thomas, City Assessor (517) 437-6456, code@cityofhillsdale.org

Library Board – 5-year term

- Purpose: Set policy, appellate responsibilities when necessary, and oversight of large-scale projects.
- No special requirements for eligibility.
- Meeting Frequency: Monthly – 2nd Thursday at 5:00 PM
- City Contact: Rebekah Dobski, Library Director (517) 437-6472, director@hillsdale-library.org

Officer's Compensation Board – 5-year term

- Purpose: Determine salaries of all City elected officials.
- Eligibility: Registered voters of the City
- Meeting Frequency: Not more than 15 session days on every odd numbered year.
- City Contact: David Mackie, City Manager (517) 437-6444, dmackie@cityofhillsdale.org

Planning Commission – 3-year term

- Purpose: Make recommendations to Council for adoption of the Master plan for the physical development of the City, as well as new and amended City ordinances; Review and approval or denial of site plans for proposed development projects.
- Eligibility: Qualified electors of the City.
- Meeting Frequency: Monthly – 3rd Wednesday at 5:30 PM
- City Contact: Alan Beeker, Zoning Administrator (517) 437-6449, zoning@cityofhillsdale.org

Shade Tree Commission

- Purpose: Make decisions on tree-related matters throughout the City
- Eligibility: City residents or those who have a vested interest in Hillsdale
- Meeting Frequency: Quarterly – 1st Wednesday of February, May, August and November at 3:00 PM
- City Contact: City Forester, Department of Public Services (517) 437-6490, publicservices@cityofhillsdale.org

Tax Increment Financing Authority (TIFA) – 4-year term

- Purpose: Promote economic and business development in the downtown central business district through administration of grants, programs and public improvement projects.
- Eligibility: Business persons, property owners, and community stakeholders within the TIFA district.
- Meeting Frequency: Semi-monthly – 3rd Tuesday 7:30 AM
- City Contact: Alan Beeker, Zoning Administrator (517) 437-6449, tifa@cityofhillsdale.org

Zoning Board of Appeals – 3-year term

- Purpose: Hear and decide appeals of decisions made by the Planning Commission and/or Zoning Administrator.
- Eligibility: City resident for at least one year with the ability to read and interpret codes and ordinances and an interest and/or knowledge of land use regulation and related issues.
- Meeting Frequency: As needed, at least once per year, on the 2nd Wednesday of the month
- City Contact: Alan Beeker, Zoning Administrator (517) 437-6449, zoning@cityofhillsdale.org

OTHER COMMUNITY INVOLVEMENT OPPORTUNITIES

Election Inspector (poll worker)

- Administer election procedures at the polling location on election day and/or for early voting (training and certification required and provided in advance); possibly additional office hours processing voter registrations and absentee ballot requests
- Eligibility: Michigan residents at least 16 years of age (registered to vote if 18+) with no felony or election crime convictions. Poll workers must be able to read and write and have good customer service skills.
- As needed – refer to annual election schedule published by the Michigan Secretary of State
- Paid temporary position
- City Contact: Katy Price, City Clerk (517) 437-6441, clerk@cityofhillsdale.org

Recreation Programs and Seasonal Jobs

- Volunteer coaches and corporate sponsorships for youth sports programs
- Organizers, instructors, and facilitators for adult and youth recreation programs
- Seasonal paid employment opportunities: concession stand and parking attendees at Sandy Beach, concessions and field maintenance at Fields of Dreams, assistance with administration of programs in the office or at registration events
- Mrs. Stock's Park Committee
- Headwaters Recreational Authority (North Country Trail, Chief Baw Beese Chapter)
- City Contact: Michelle Loren, Recreation Director (517) 437-6457, recreation@cityofhillsdale.org

For more information regarding any of the boards, commissions, or community involvement opportunities mentioned above, please visit our website or contact the applicable City staff member.