



CITY OF ST. IGNACE

BOARDS AND COMMITTEES INDEX

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BOARD OF REVIEW

The function of the Board of Review is to examine and review the current property tax assessment roll, to hear assessment appeals, and to correct errors on the roll. The Board of Review serves as an appeal board and can adjust individual assessments if necessary.

The Board of Review may raise or lower values on the assessment roll. They may also add omitted property to the roll, exempt Principal Residences, and exempt Poverty or Disabled Veteran applicants.

DESIRED BACKGROUND

The only formal membership requirements for the Board of Review are that it shall consist of five tax-paying City residents, who during their tenure may not be City of School Board officers or employees. The appointment of members shall be based upon their knowledge of and experience in property valuation. Board of Review members serve 5-year terms.

Members should have a general interest in or working knowledge of accounting, finance, banking, property valuation, or the St. Ignace assessing district.

EXPECTATIONS

Members are expected to: 1. Attend all meetings, 2. Complete training sessions, 3. Review all materials before meetings, 4. Serve 5-year terms, and 5. Carefully process all facts, documents, and rules pertaining to cases.

CITY COUNCIL

The function of the City Council is to act as the community's legislative and policymaking body. Board members are responsible for operational tasks, such as the approval of a yearly fiscal budget, entering into legal contracts, passing ordinances and resolutions, and creating and implementing City policies. They are also responsible for establishing short- and long-term goals of the community. This includes major projects, such as those that would institute our Master Plan and Capital Improvements Plan.

The City Council is responsible for making the final decisions on most issues or topics, but it will look to commissions for advice, background information, and analysis. As the elected body, the City Council has discretion to accept advice in full, in part, or not at all.

The Council is also elected to listen to and represent the citizens of St. Ignace and respond to their needs and complaints.

DESIRED BACKGROUND

The only formal membership requirements are that the Council shall consist of 6 councilmembers and a Mayor. Each councilmember serves a four-year period, alternating every two years in conjunction with the Mayoral election. Any City resident in good standing with the City may run for office, provided that they are a registered voter in the City and have been a City resident for two full years.

Members should have a general interest in or working knowledge of local government, public service, community development, finance, policymaking, and community relations. Members should also be knowledgeable and understand the properties, facilities, and programming offered by the City, as well as its functions and governing laws and documents.

EXPECTATIONS

Members are expected to 1. Attend all meetings, 2. Review all materials before meetings, 3. Review the City budget, policies, and program plans, 4. Follow the Council's bylaws, 5. Have a working knowledge of local government and governing documents, 6. Discuss and analyze the impact and consequences of their decisions, and 7. Complete trainings to stay up-to-date.

COMPENSATION COMMITTEE

The function of the Compensation Committee is to determine the salaries of City elected officials. The committee shall determine the salaries of the City Council unless the Council, by resolution adopted by two-thirds of the Council, rejects the determination.

DESIRED BACKGROUND

Members should have a general interest in or working knowledge of human resources, accounting, recruitment & employment, or administration/organizational development.

EXPECTATIONS

Members are expected to: 1. Attend all meetings, 2. Review all materials before meetings, 3. Research to determine appropriate salaries, and 4. Serve 5—year terms.

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Pursuant to State Law, the DDA may, among other things:

1. Prepare an analysis of economic changes taking place in the municipality as those changes relate to urban deterioration in the development areas,
2. Study and analyze the impact of growth upon development areas,
3. Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of an existing building that may be necessary for the revitalization and growth of the development area,
4. Plan, propose, and implement an improvement to a public facility within the development area,
5. Develop long-range plans, in cooperation with the Planning Commission, designed to promote the growth of the development area, and take such steps as may be necessary to implement the plans,
6. Improve land, prepare sites for buildings, and construct, rehabilitate, restore, and preserve any building within the development area for the use of any public or private person or corporation, and
7. Acquire and construct public facilities.

The DDA enjoys all the powers granted to it by Public Act 57 of 2018, the Recodified Tax Increment Financing Act, as well as the St. Ignace Code Chapter 10, Article II.

DESIRED BACKGROUND

The only formal membership requirements are that it shall consist of the Mayor and eight other members to be appointed by the Mayor, with the approval of City Council. A majority of members shall be persons having an interest in property located in the downtown district.

While no other formal requirements exist, members should have a general interest or working knowledge of business development & retention, real estate development, marketing & promotion, community development, finance, etc.

EXPECTATIONS

Members are expected to: 1. Attend all meetings, 2. Keep an open mind, 3. Review all materials before meetings, 4. Review DDA program budget and plans, 5. Evaluate program effectiveness, 6. Advocate for private-sector interest in the revitalization of commercial districts, 7. Build partnerships between the community and the businesses, and 8. Meet the City's ethics and conflict-of-interest policies.

PLANNING COMMISSION

The duties of the Planning Commission are:

1. Draft, conduct hearings, and recommend zoning amendments to the City Council.
2. Assist the City Council in reviewing and updating the Master Plan.
3. Prepare an Annual Report to the City Council.
4. Review and take action, or recommend appropriate actions to City Council on site-plan, special land use, and planned unit development requests.
5. Prepare special studies and plans as deemed necessary.
6. Attend training sessions, conferences, or meetings as needed to properly fulfill the duties of commissioner.
7. Perform other duties and responsibilities as may be requested by the City Council.
8. Members of the commission may conduct such site visits as deemed necessary to evaluate the application and supporting material.

The Planning Commission enjoys all powers granted to it by the Michigan Planning Enabling Act, as well as the St. Ignace Code, Chapter 2, Division III.

DESIRED BACKGROUND

The only formal membership requirements are that it shall consist of 7 members, nominated by the Mayor and confirmed by the City Council. Members of the commission shall be residents of the City of St. Ignace, except that two members may reside outside the City.

While no other formal requirements exist, members should have a general interest or working knowledge of land use planning, architecture, building construction, economic development, engineering, real estate development, or community service. Leadership, decision-making, and communication skills are a plus.

EXPECTATIONS

Members are expected to: 1. Attend all meetings, 2. Engage in planning & zoning training, 3. Keep an open mind, 4. Review all materials before meetings, 5. Have a working knowledge of local government and governing documents, and 6. Follow the Planning Commission bylaws.

RECREATION ADVISORY COMMITTEE

The 10-member Recreation Advisory Committee (RAC) advises the Recreation Director, City Council, Mayor, and City Manager on matters related to the planning and development of recreational programming, properties, and facility maintenance needs, future acquisition of properties or facilities, and offer suggestions for development of new recreational opportunities.

DESIRED BACKGROUND

Members should have a general interest in or working knowledge of recreation/physical education, marketing/promotion, landscape architecture, or event planning. Members should also be knowledgeable and understand the recreational properties, facilities, and programming offered by the City and the Recreation Department.

EXPECTATIONS

Members are expected to: 1. Attend all meetings, 2. Familiarize themselves with City recreational programs and goals, 3. Review all materials before meetings, 4. Give feedback and input to the Recreation Director, 5. Serve 2-year terms, and 6. Keep an open mind.

ZONING BOARD OF APPEALS (ZBA)

The function of the ZBA is to be a quasi-judicial body, to carry out two principal functions:

1. To hear and decide appeals of administrative decisions made in implementing the zoning ordinance; and
2. To hear and decide requests for variances from the strict terms of the zoning ordinance.

In addition, the ZBA is occasionally called upon to interpret the provisions of the zoning ordinance.

The ZBA enjoys all the powers granted to it by the Michigan Zoning Enabling Act, as well as the St. Ignace Zoning Ordinance, Chapter 38, Division II.

DESIRED BACKGROUND

The only formal membership requirements are that it shall consist of seven members appointed by the Mayor, with the consent of the City Council. One ZBA member shall be a member of the City Council, and the other six are citizens-at-large.

While no other formal requirements exist, members should have a general interest or working knowledge of land use planning, architecture, policy formulation, building construction/engineering, or real estate. Leadership, organizational, decision-making, and communication skills are a plus.

EXPECTATIONS

Members are expected to: 1. Attend all meetings, 2. Be willing to do outside training to stay up-to-date, 3. Keep an open mind, 4. Review all materials before meetings, 5. Meet the City's ethics and conflict-of-interest policies, 6. Carefully process all facts, documents, and rules pertaining to cases, 7. Discuss and analyze the impact and consequences of their decisions, and 8. Communicate conflicts between the Zoning Ordinance and the Master Plan with the Planning Commission.
