



## City of Hastings Boards and Commissions

- Hastings Public Library Board
- Zoning Board of Appeals (ZBA)
- Downtown Development Authority (DDA)
- Local Development Finance Authority and Brownfield Redevelopment Authority (LDFA/BRA)
- Planning Commission
- Board of Review
- Nature Area Board
- City/County Airport Authority
- YMCA Board
- Cable Access Committee
- Riverside Cemetery Preservation Board
- Joint Planning Alliance
- Joint Planning Commission

## Function of Boards and Commissions

**Hastings Public Library Board:** To make rules and regulations as necessary for the proper operation of Hastings Public Library.

**Downtown Development Authority:** To conduct downtown development activities in accordance with the provisions of PA 197 of 1975, as amended , including, but not limited to, the definition of a development area, the creation and implementation of a development plan, etc. (The power to levy and collect a tax according to Section 12(1) of 1997 is not included.).

**Local Development Finance Authority/ Brownfield Redevelopment Authority:** The LDFA captures the increases in property assessments (with some exceptions) for the LDFA district. Monies collected from the district as a whole can be used to accomplish projects that benefit the district as whole. This would include economic development projects that could assist in pollution clean-up, infrastructure and roadways. The BRA facilitates the implementation of Brownfield Plans relating to the identification and treatment of environmentally distressed (functionally obsolete and/or blighted) areas so as to promote revitalization within the municipal limits of Hastings.

**Planning Commission:** Possesses powers and functions required of Planning Commissions under the provisions of PA 285 of 1931, State of Michigan, as amended, including, but not limited to, comprehensive planning, initiating zoning amendments, granting special use permits and planned unit developments (under certain situations), and recommending the Public Improvements Program.

**Zoning Board of Appeals:** Hears appeals and makes decisions necessary for the enforcement of the Zoning Ordinance.

**Board of Review:** Revising and correcting property assessments and hearing hardship appeals.

**Nature Area Board:** Works with the City of Hastings and Hastings Area School System to preserve and protect the natural resource that exist in the Hastings Outdoor Nature Area and develop programs in natural history and conservation and develop rules and regulations for the use of the area consistent with the intent of the above-mentioned goals.

**City/County Airport Authority:** The Airport Commission shall have the power and duty to plan, promote, extend, own, maintain, acquire, purchase, construct, improve, enlarge, control and operate the Hastings Airport and all its land and airport facilities. It reserves the right to develop the airport, construct structures and facilities.

**YMCA Board:** Works with the City of Hastings Parks and Recreation Department to provide recreation services for local residents.

**Riverside Cemetery Preservation Advisory Board:** Appointed to assist the city council in the development of policies, procedures, funding strategies a, plans for capital improvements and other activities at the cemetery; its role is to be advisory to the council only.

**Joint Planning Alliance:** An informal community collaboration committee made up of representatives from local units of government and other agencies in Barry County for the purpose of forming relationships and engaging in community related conversations.

**Joint Planning Commission:** To serve as the Planning Commission for the area described in the Urban Services and Development Agreement (USEDA) between the City of Hastings and Rutland Charter Township.

**Cable Access Committee:** Shall review applications and determine programming, investigate complaints and violations of City cable access code; issue notices of violations requiring compliance; collect and disseminate information on the public, educational, and governmental access channel; perform any other actions authorized or necessary or advisable for the management and operation of the public, educational and governmental access channel and the enforcement of code and other applicable laws and regulations.

## Specific Roles of Boards and Commissions

### Advisory:

- Deliberates and makes recommendations to City Council which may or may not be adopted.

### Administrative:

- Statute or local mandates guide process.
- Can make independent decisions which may be appealed to the City Council or Circuit Court.

### Boards and Commissions Terms and Residency Requirements

Board Name	Term of Office	Residency Requirement
Hastings Public Library Board	3 Years	Must be a resident of the City of Hastings or Rutland Charter Township
Zoning Board of Appeals	3 Years	Must be a resident if the City unless requirement is waived by the Council
Downtown Development Authority	Until successor is appointed	At least one member shall be an owner of residential real property within the boundaries of the DDA district.
Local Development Finance Authority/Brownfield Redevelopment (LDFA/BRA)	Until successor is appointed	Must be a resident of the City unless requirement is waived by the Council

Planning Commission	3 Years	All must a qualified elector of the city , except one who may be a non-qualified elector who lives outside the boundaries of the City
Board of Review	4 Years	Must be a resident of the City unless requirement is waived by the Council
Nature Area Board	Until successor is appointed	Must be a resident of the City unless requirement is waived by the Council
City/County Airport Authority	Until successor is appointed	Must be a resident of the City unless requirement is waived by the Council
YMCA Board	Until successor is appointed	Must be a resident of the City unless requirement is waived by the Council
Cable Access Committee	Until successor is appointed	Must be a resident of the City unless requirement is waived by the Council
Riverside Cemetery Preservation Board	4 Years	Must be a resident of the City unless requirement is waived by the Council
Joint Planning Alliance	1 Year	Must be a resident or employee of the City unless the requirement is waived by the Council
Joint Planning Commission	Until successor is appointed	Must be a resident or employee of the City unless the requirement is waived by the Council

## Boards & Commissions Recruitment

### Expectations:

The Hastings City Council requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City (appointee does not have unpaid water/sewer bills., property taxes, or income taxes.
- For most boards and commissions, appointee should be a resident of the City.

### Boards and Commissions Application Process

- Applications may be obtained online or at Hastings City Hall.  
Application link: <https://hastingsmi.org/wp-content/uploads/2017/01/Hastings-Boards-and-Commissions-Application-Form.pdf>
- Completed and signed applications shall be submitted to the City Clerk's office.
- A list will be maintained in the City Clerk's office of the applications that have been received.
- A copy of the list of applicants will be provided to the Mayor and the City Manager as it is updated.

- The City Clerk will provide the notification to the following for background/status checks:
  - Human Resources
  - Water Billing
  - Code Enforcement
  - Real and Personal Property Taxes
- The Departments are to forward a written communication (email or hard copy) of the background/status results to the City Clerk. The Clerk will complete and attach the checklist in the applicant's file.
- Upon receipt of all the background/status checks, a hard copy of only the first two (2) pages of the application will be provided to the Mayor. Any outstanding issues will be noted in the notice to the Mayor.

### **Boards and Commissions Appointments**

- The Mayor will advise the City Manager of recommendations for appointment and those names will be placed on the earliest available Council agenda for consideration.
- Upon approval by City Council, the City Clerk will notify the applicant and arrange for them to be sworn in.

For appointments to open seats, the following are taken into consideration:

- City Charter rules and statutes (e.g., one (1) member of Planning Commission can be a non-resident)
- Representation across precincts
- Balanced demographics
- Skill sets and expertise in areas relevant to specific positions

### **Newly Appointed Boards and Commissions Members Orientation**

Newly appointed boards/commissions members will be provided a copy of:

- Board/Commission bylaws
- Most recent minutes
- Meeting dates:
- List of Members and their contact information
- A City precinct map, current zoning map, and future land use map: (ZBA and PC only)
- An updated electronic copy of the City's Master Plan
- Planning Commission Annual Report: (Planning Commission only)
- Appropriate Communications
- By-laws and Rules of Procedure for Respective Board or Commission

## **Newly Appointed Boards and Commissions Members Education and Training**

Newly appointed board/commission members will be:

- Able to meet with the Community Development Director who will review planning, zoning, and development information.
- Invited to participate in collaborative work sessions between boards and commissions, including joint trainings on development topics.
- Provides with Newly Elected or Appointed Officials Training ( e.g. MML).
- Notified of additional trainings relevant to accomplishing stated goals and objectives.
- Provided with notes from trainings by a member of their board or commission.
- Able to request additional trainings.

## **Boards and Commissions Responsibilities**

- Regular attendance
- Advanced preparation by reviewing meeting materials
- Observe and model decorum at all times
- Follow parliamentary procedure to conduct meetings
- Make recommendations to City Council as required by law or upon request
- Refrain from discussion and voting on issues that present a conflict of interest for the board/commission member
- Abide by the requirements of the Open Meetings Act
- Members must either contact the Board Chair and/or staff if they are unable to attend so that the presence of a quorum can be determined

## **Boards and Commissions**

- Diversity on boards and commissions ensures that a breadth of community perspectives can be heard.
- Thoughtful consideration of all points of view is strongly encouraged.
- Separate people from issues when conflict arises.
- Teamwork and consensus building are paramount.

## **Boards and Commissions Training**

### **Role of the Chairperson:**

- As the presiding officer, the chair is key to the effectiveness of meetings.

- The chair must use parliamentary procedure to conduct efficient meetings.
- The chair must set the tone by ensuring that all voices are heard, and divergent perspectives are given consideration.
- The chair must treat the public with courtesy and diplomacy.

**Successful Meetings:**

- Public hearings are public meetings-- not meetings of the public.
- Refrain from displaying negative gestures and sounds of disagreement.
- Technical jargon should be clarified so all can follow the meeting.
- Treat the public with dignity and respect and thank them for their participation.

**The Challenging Meeting:**

- Plan the agenda strategically and carefully.
- Convey that you are aware of concerns so that all will remain calm and receptive during deliberations.
- Anticipate and prepare in advance, responses to difficult questions that may arise.
- Request that issue(s) be restated so that all are working with the same set of facts.
- Explain the rules relative to public comment from the outset of the meeting.
- Ensure that all who wish to speak have the opportunity to do so.
- Model polite listening behavior.
- Apply speaking time limits impartially and consistently.

**Media Relations:**

- The City of Hastings is covered by all forms of media.
- Weigh whether you are the appropriate person to speak with the media on a given topic.
- Be mindful of the possibility that the media may misquote or misrepresent your comments.
- You have the right to expression as a private citizen but be sure to clarify with the media that you are expressing your viewpoint and not representing the opinions of others, or the opinion of the City of Hastings.

## **Helpful Resources:**

**City of Hastings Community Engagement Statement:**

**City of Hastings Master Plan:**

**City of Hastings Capital Improvement Plan:**

**Future Land Use and Zoning Maps:**

**City of Hastings Planning Commission Annual Report:**

**City of Hastings Adopted Budget**