

CHAPTER 32: BOARDS AND COMMISSIONS

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Cross-reference:

Creation of boards and commissions, see Charter § 4.25

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PLANNING COMMISSION

§ 32.01 ESTABLISHED.

There is hereby created a commission to be known as the "City of Ferrysburg Planning Commission," which Commission shall be vested with any and all powers permitted to be fixed in a Planning Commission as provided by law.

(Ord. 1, passed 11-4-63; Am. Ord. 260, passed 2-1-10)

Cross-reference:

Planning Commission, see Charter § 4.22

§ 32.02 COMPOSITION; TERM OF OFFICE.

(A) The Planning Commission shall consist of seven members. Members of a planning commission, other than ex officio members as provided herein, shall be appointed for three-year terms.

A member shall hold office until his or her successor is appointed. If a vacancy occurs on the Planning Commission the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment.

(B) The Mayor shall appoint members of the Planning Commission, subject to approval by a majority vote of the members of the City Council elected and serving.

(C) The membership of the Planning Commission shall be representative of important segments of the city, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the city such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire geography of the city to the extent practicable.

(D) Members of the Planning Commission shall be qualified electors of the city.

(E) The City Manager or a person designated by the City Manager, the Mayor, one or more members of the City Council, or any combination thereof, may be appointed to the Planning Commission, as ex officio members with the consent of the City Council. Not more than one-third of the members of the Planning Commission may be ex officio members. Except as provided in this division, an elected officer or employee of the city is not eligible to be a member of the Planning Commission. Ex officio members shall have full voting rights and the right to make motions. The term of an ex officio member of a Planning Commission shall expire as follows:

(1) The term of the Mayor shall expire with his or her term as Mayor.

(2) The term of the City Manager or designee shall expire with the term of the Mayor or with the office of the City Manager, whichever is first to occur.

(3) The term of a member of the City Council shall expire with his or her term on the City Council.

(Ord. 1, passed 11-4-63; Am. Ord. 123, passed 12-2-91; Am. Ord. 254, passed 6-1-09; Am. Ord. 260, passed 2-1-10)

§ 32.03 CONFLICTS OF INTEREST.

Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Planning Commission. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the Planning Commission. Failure of a member to disclose a potential conflict of interest as required by this section constitutes malfeasance in office. Unless the legislative body, by ordinance, defines conflict of interest for the purposes of this section, the Planning Commission shall do so in its bylaws.

(Ord. 254, passed 6-1-09; Am. Ord. 260, passed 2-1-10)

§ 32.04 REMOVAL.

The City Council may remove a member of the Planning Commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.

(Ord. 254, passed 6-1-09; Am. Ord. 260, passed 2-1-10)

§ 32.05 EMPLOYEES APPOINTED; CONSULTANTS; EXPENDITURES.

The Planning Commission may appoint such employees as it may deem necessary for its work, whose appointment, promotion, demotion and removal shall be subject to the same provisions of law as govern other corresponding civil employees of the city. The Planning Commission may also contract with city planners, engineers, architects and other consultants for such services as it may require. The expenditures of said Commission, exclusive of gifts, shall be within amounts appropriated for the purpose by the City Council, which shall provide the funds, equipment and accommodations necessary for the Planning Commission's work.

(Ord. 1, passed 11-4-63; Am. Ord. 260, passed 2-1-10)

§ 32.06 COMPENSATION.

Members of the Planning Commission shall serve without compensation.

(Ord. 254, passed 6-1-09; Am. Ord. 260, passed 2-1-10)

§ 32.07 BYLAWS, RECORDS.

The Planning Commission shall, with the approval of City Council, adopt bylaws for the transaction of business and the retention of public records of its resolutions, findings, and determinations.

(Ord. 1, passed 11-4-63; Am. Ord. 254, passed 6-1-09; Am. Ord. 260, passed 2-1-10)

RECREATION COMMISSION

§ 32.15 ESTABLISHED.

There is hereby created a Recreation Commission for the city in accordance with the City Charter.

(Ord. 76, passed 3-10-82)

Cross-reference:

Creation of boards and commissions, see Charter § 4.25

§ 32.16 COMPOSITION OF BOARD; APPOINTMENT; TERMS.

(A) The Recreation Commission shall consist of eight members who shall be appointed by the Mayor with the consent of the City Council. Members will serve without compensation. All members shall be not less than the age of 18 and a resident of the city and shall serve for terms described as follows:

(1) Seven members shall serve for terms of three years.

(2) One member shall be selected by the Youth Advisory Council from its membership to serve as an ex officio member for a term commencing on or after October 1st of the year of appointment and terminating on September 30th of the following year. The ex officio member shall have the powers and responsibilities of the other members except that the ex officio member may not vote and his or her presence or absence is not considered in the determination of a quorum. In the event of a vacancy, the position of the ex officio member may be filled by the Youth Advisory Council.

(B) In the event of a vacancy, a new member shall be appointed in the manner provided above and shall serve for the remaining term of the vacancy. Members of the Recreation Commission may be removed by the City Council as provided in the City Charter.

(Ord. 76, passed 3-10-82; Am. Ord. 263, passed 5-17-10; Am. Ord. 279, passed 9-16-13)

§ 32.17 FUNDING; EXPENDITURES.

All funds of the Recreation Commission shall be appropriated and expended under the authority of the City Council.

(Ord. 76, passed 3-10-82)

§ 32.18 DUTIES.

The duties of the Recreation Commission will be to recommend purchase of recreational facilities and the formulation of programs, and in all ways to assist the City Council in an advisory capacity with reference to all matters of a recreational nature.

(Ord. 76, passed 3-10-82)

YOUTH ADVISORY COUNCIL

§ 32.20 YOUTH ADVISORY COUNCIL ESTABLISHED.

There is hereby established a Youth Advisory Council.

(Ord. 262, passed 5-17-10)

§ 32.21 PURPOSE.

The purpose of the Youth Advisory Council is to (1) involve youth in the process of city government for their education and experience; (2) foster in youth good citizenship, leadership, and planning skills; and (3) to represent the concerns and interests of youth within the City.

(Ord. 262, passed 5-17-10)

§ 32.22 COMPOSITION, TERMS, AND APPOINTMENT.

The Youth Advisory Council will consist of seven members serving terms commencing the first day of October of the calendar year of appointment and ending on the 31st day of May of the following calendar year. Members will be appointed to the Youth Advisory Council by the Mayor with the consent of the City Council. Vacancies on the Youth Advisory Council shall be filled in the same manner for the balance of the term for which the vacancy is filled.

(Ord. 262, passed 5-17-10)

§ 32.23 ELIGIBILITY FOR APPOINTMENT.

To be eligible for appointment a proposed member must (1) be a full time student enrolled in 9th through 12th grade in a private or public school or a home schooled student of equivalent education; (2) be a resident of the city; (3) accurately complete an application for membership on a form provided by the city; and (4) present written permission of a parent or guardian on a form provided by the city.

(Ord. 262, passed 5-17-10)

§ 32.24 BYLAWS.

The Youth Advisory Council and its members shall act in accordance with bylaws established pursuant to a resolution of the City Council.

(Ord. 262, passed 5-17-10)

§ 32.25 FUNDING.

All funds for the Youth Advisory Council are to be appropriated by the City Council in the sole discretion of the City Council.

(Ord. 262, passed 5-17-10)

KITCHEL-LINDQUIST-HARTGER DUNES PRESERVE BOARD

§ 32.30 ESTABLISHED.

There is hereby established a Kitchel-Lindquist-Hartger Dunes Preserve Board in accordance with Charter § 4.25.

(Ord. 137, passed 5-2-94; Am. Ord. 275, passed 6-4-12)

§ 32.31 PURPOSES.

The purposes of the Board are to advise and assist the city:

(A) To operate, maintain, and safeguard forever the Kitchel-Lindquist-Hartger Dunes Preserve in its natural state for scientific, educational, and aesthetic purposes.

(B) In sponsoring public activities and events which promote the appreciation, enjoyment, and preservation of the Preserve.

(Ord. 137, passed 5-2-94; Am. Ord. 275, passed 6-4-12)

§ 32.32 BOARD.

The Board shall consist of nine members who shall serve for terms of three years ending on July 1. Board members shall be appointed by the Mayor with the consent of the City Council. Any vacancy on the Board shall be filled for the remainder of the unexpired term of office, by appointment by the Mayor with the consent of the City Council.

(Ord. 137, passed 5-2-94; Am. Ord. 175, passed 6-21-99; Am. Ord. 255, passed 7-6-09; Am. Ord. 263, passed 5-17-10; Am. Ord. 275, passed 6-4-12)

§ 32.33 MEMBERSHIP.

Any person who subscribes to the purposes of the Board is eligible to be appointed by the Mayor.

(Ord. 137, passed 5-2-94; Am. Ord. 275, passed 6-4-12)

§ 32.34 BYLAWS.

(A) Officers. The Board shall select a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer from the members of the Board. Terms of offices shall be for three years and commence on July 1 and shall expire on June 30.

(B) Meetings of the board.

(1) The Board shall schedule not less than one regular meeting each month which may be cancelled if there is no business.

(2) Special meetings of the Board may be called at any time by the chairperson and shall be called upon the request of any two Board members. Ten days advance written notice shall be given for special meetings, except when the chairperson declares an emergency which requires a shorter notice period.

(3) Meetings of the Board shall be held at City Hall, 17290 Roosevelt Road, Ferrysburg, Michigan, unless another location is required for a meeting and is stated in the meeting notice.

(4) Five members of the Board shall constitute a quorum for the transaction of Board business.

(C) Officer duties and responsibilities.

(1) The Chairperson shall conduct the business of the Board according to the resolutions of the Board and according to his or her own discretion whenever and wherever it is not limited expressly by such resolutions. The Chairperson shall preside at all meetings of the Board at which he or she is present.

(2) The Vice-chairperson shall preside at all meetings of the Board at which the chairperson is absent. The Vice-chairperson shall have such powers and duties and authority as may be prescribed from time to time by the Board.

(3) The Secretary shall record or provide for the recording of minutes of all meetings of the Board. The Secretary shall give all notices required by these bylaws and shall have such powers and duties and authority as may be prescribed from time to time by the Board.

(4) The Treasurer shall place his or her signature on requests for withdrawal of money from funds held by the Grand Haven Area Community Foundation on behalf of the Board, along with the signature of the City Manager or his or her designee.

(D) Finances.

(1) The City Treasurer shall account for all funds received and disbursed regarding the operation of the Preserve. The City Treasurer shall prepare and present a proposed annual budget for the Preserve and shall consider input from the Board in that regard.

(2) The City Treasurer shall prepare and present a monthly financial report for the Preserve. The City Treasurer shall prepare and present an annual financial report for the Preserve as of June 30 each year.

(3) Expenditures of Board funds shall be authorized by the Board, with approval of City Council. Any requests for grants shall be authorized by the Board, with the approval of City Council, and shall be signed by the Board Treasurer and the City Manager or his or her designee.

(4) Revenues to be raised by the Board shall be authorized by the Board.

(5) The fiscal year of the Board shall begin on July 1 of each year and shall end on June 30 of the following year.

(E) Amendments.

(1) An amendment to these bylaws may be recommended by the Board. An amendment may be adopted at any regular or special meeting of the Board, provided that ten days prior written notice of the proposed amendment has been given to the Board membership.

(2) Before any amendment adopted by the Board becomes effective, it must first be approved by the City Council.

(Ord. 137, passed 5-2-94; Am. Ord. 275, passed 6-4-12)

BEAUTIFICATION COMMISSION

§ 32.40 ESTABLISHED.

There is hereby established a Beautification Commission in accordance with City Charter § 4.25.

(Ord. 197, passed 10-21-02)

§ 32.41 PURPOSE.

The purpose of the Beautification Commission is to advise and assist the City Council regarding aesthetic improvements to the city.

(Ord. 197, passed 10-21-02)

§ 32.42 MEMBERSHIP.

(A) The Beautification Commission shall consist of eight members and two alternate members who shall be appointed by the Mayor with the consent of the City Council. Members will serve without compensation. All members shall be not less than the age of 18 and a resident of the city and shall serve for terms described as follows:

(1) Six members shall serve for terms of three years, provided that the first members of the Commission shall be designated as serving for initial terms of one, two, or three years to provide for the subsequent appointment of an equal number of members each year. Subsequent members shall serve for terms of three years.

(2) One member shall be selected from the City Council to serve for a term of three years or until the term of the City Council seat expires, whichever is first to occur.

(3) One member shall be selected by the Youth Advisory Council from its membership to serve as an ex officio member for a term commencing on or after October 1st of the year of appointment and terminating on September 30th of the following year. The ex officio member shall have the powers and responsibilities of the other members except that the ex officio member may not vote and his or her presence or absence is not considered in the determination of a quorum. In the event of a vacancy, the position of the ex officio member may be filled by the Youth Advisory Council.

(4) Two alternate members shall serve for terms of three years. In the event of the absence of a member, alternate members shall be called on a rotating basis.

(B) In the event of a vacancy, a new member shall be appointed in the manner provided above and shall serve for the remaining term of the vacancy. Members of the Beautification Commission may be removed by the City Council as provided in the City Charter.

(Ord. 197, passed 10-21-02; Am. Ord. 263, passed 5-17-10; Am. Ord. 279, passed 9-16-13)

Cross-reference:

Board or Commission vacancy, see Charter § 4.27

Removal from Board or Commission office, see Charter § 4.28

§ 32.43 FINANCE AND BUSINESS.

All funds shall be appropriated and expended under the authority of the City Council. The Beautification Commission is advisory only and shall not have authority to expend funds or enter into contracts or agreements on behalf of the city or the Beautification Commission. The Beautification Commission shall report to the City Council and to the Planning Commission as requested by the City Council.

(Ord. 197, passed 10-21-02)

§ 32.44 BYLAWS.

The Beautification Commission may adopt and amend bylaws subject to the approval of the City Council. Unless amended by the bylaws, Robert's Rules of Order shall govern the procedures of the Beautification Commission.

(Ord. 197, passed 10-21-02)

BOARD OF REVIEW

§ 32.50 ALTERNATE MEMBERS OF THE BOARD OF REVIEW.

The City Council may appoint not more than two alternate members for the same term as regular members of the Board of Review. Each alternate member shall be a property tax payer of the city. Alternate members shall qualify by taking the constitutional Oath of Office within ten days after appointment. The City Council may fill any vacancy that occurs in the alternate membership of the Board of Review. A member of City Council is not eligible to serve as an alternate member or to fill any vacancy. A spouse, mother, father, sister, brother, son or daughter (including adopted children), of the Assessor is not eligible to serve as an alternate member or to fill any vacancy. An alternate member may be called to perform the duties of a regular member of the Board of Review in the absence of a regular member. An alternate member may also be called to perform the duties of a regular member of the

Board of Review for the purpose of reaching a decision in issues protested in which a regular member has abstained for reasons of conflict of interest.

(Ord. 236, passed 2-5-07)