



**CITY OF OAK PARK, MICHIGAN
SPECIAL COUNCIL MEETING OF THE
38TH OAK PARK CITY COUNCIL
February 15, 2021
5:30 PM**

AGENDA

1. CALL TO ORDER

2. ROLLCALL

3. SPECIAL BUSINESS

- A. Consider reappointments to City Boards and Commissions
- B. Interview candidates for City Boards and Commissions
- C. Consider new appointments to City Boards and Commissions

4. CALL TO THE AUDIENCE

Each speaker's remarks are a matter of public record; and the speaker, alone, is responsible for his or her comments; the City of Oak Park does not, by permitting such remarks, support, endorse or accept the content, thereof, as being true or accurate. There is a three minute time limit per speaker.

5. ADJOURNMENT



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: Special City Council Meeting, February 15, 2021

SUBJECT: Reappointments to City Boards and Commissions

DEPARTMENT: City Clerk

SUMMARY: Attached is a list of board/commission members whose terms are set to expire at the end of January and February 2021. Attendance information is included.

RECOMMENDED ACTION: To reappoint the following as indicated:

APPOINTEE	BOARD	TERM TO EXPIRE
Steven Chudnow	Election Commission	January 2021
Sarah Sherman	Election Commission	January 2021
Mattie Boykin	Beautification Advisory Commission	February 2021
Santhia Guinn	Beautification Advisory Commission	February 2021
Reatha Richmond	Beautification Advisory Commission	February 2021
Ben Waxenberg	Employees Retirement System	February 2021
Lisa Johnson	Local Officers Compensation Commission	February 2021

And, to not reappoint and direct the City Clerk to send letters of appreciation for past service to:

Emile Duplessis	Brownfield Redevelopment Authority/EDC
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APPROVALS:

City Manager: _____ *ET* _____

Department Director: _____ *LV* _____

BOARD	NAME, FIRST	NAME, LAST	LENGTH OF NEW TERM		ATTENDANCE	MEMBER WISHES TO BE REAPPOINTED
			TERM	EXP. DATE		
Election Commission	Steven	Chudnow	1 year	Jan. 2022	100%	yes
Election Commission	Sarah	Sherman	1 year	Jan. 2022	100%	yes
Beautification Advisory Commission	Mattie	Boykin	3 years	Feb. 2024	72%	yes
Beautification Advisory Commission	Santhia	Guinn	3 years	Feb. 2024	86%	yes
Beautification Advisory Commission	Reatha	Richmond	3 years	Feb. 2024	72%	-
Brownfield Redevelopment Authority/EDC	Emile	Duplessis	-	-	0%	-
Employees Retirement System	Ben	Waxenberg	3 years	Feb. 2024	100%	yes
Local Officers Compensation Commission	Lisa	Johnson	7 years	Feb. 2026	100%	yes



BOARDS & COMMISSIONS BI-ANNUAL UPDATE

BOARD: Local Officers Compensation Commission

MEETINGS & ATTENDANCE: The LOCC last met in March 2019 and quorum was met. Attendance has been excellent for past meetings since the commission only meets every other year. Special effort is given to call the meeting and to make sure the participants are notified.

AREAS OF FOCUS: The local Officers Compensation Commission meets every odd year to determine the salaries of Oak Park elected officials. The commission is scheduled to meet in March 2021. The commission did not recommend a salary increase in 2019.

T. Edwin Norris, City Clerk
February 5, 2021



BOARDS & COMMISSIONS BI-ANNUAL UPDATE

BOARD: Employees Retirement System Board of Trustees
Public Safety Retirement System Board of Trustees

MEETINGS & ATTENDANCE: ERS meetings are held each quarter and quorum is routinely met. Attendance has not been a problem for the past year. PSRS meetings are scheduled every month but the meetings scheduled in months other than January, April, July and October are generally canceled due to the lack of scheduled business. PSRS meetings are held concurrently with the ERS quarterly meetings.

AREAS OF FOCUS: The ERS/PSRS boards review quarterly reporting, approve disbursements and provide direction for other routine activity related to employees and retirees. Quarterly financial reports are presented to the boards by PNC and bi-annual actuarial reports are presented by Watkins Ross.

Two members from each board are elected by retirement board membership. A term for the ERS board is expiring in February 2021 and an election is underway. A candidate will be chosen February 23, 2021.

T. Edwin Norris, City Clerk
February 5, 2021



BOARDS & COMMISSIONS BI-ANNUAL UPDATE

BOARD: Beautification Advisory Commission

MEETINGS & ATTENDANCE: We have held three zoom meetings since February (February, April and June) but the commission decided the flower sale and awards ceremony were not safe events to hold and since the remaining meetings were planning for those events the committee decided to hold off until this year to resume meetings. We plan to start off this year by determining what we can safely do and how we can still encourage beautification efforts. We have had quorums during our zoom meetings.

AREAS OF FOCUS: We will begin this year discussing how we can continue to encourage beautification efforts without having a flower sale and what we can do for honoring the best properties with some sort of award.



BOARDS & COMMISSIONS BI-ANNUAL UPDATE

BOARD: Brownfield Authority

MEETINGS & ATTENDANCE: Meetings are only held once per year unless otherwise needed. Quorum is usually good. Emile Duplessis rarely attends.

AREAS OF FOCUS: Meeting discussion involves general reporting of Brownfield authority status and finances. Current projects include working with a business for a potential new project to be introduced.



BOARDS & COMMISSIONS BI-ANNUAL UPDATE

BOARD: Corridor Improvement Authority

MEETINGS & ATTENDANCE: Meetings are regularly held to schedule unless we cancel for lack of business. Quorum is usually good. However, Patrick Pateet seldom attends.

AREAS OF FOCUS: Meeting discussion involves CIA streetscape projects and business development. Current projects we are working on include 11 Mile parking lot improvements, purchase of planters for Coolidge, banner purchases, business development and assistance for COVID. The Board is currently working with National Main Street to prepare a COVID response for businesses.



BOARDS & COMMISSIONS BI-ANNUAL UPDATE

BOARD:

Parks and Recreation Commission

MEETINGS & ATTENDANCE:

Meetings this past year:

January and February in person

March, April and May – no meetings due to COVID

June, July and August on Zoom

September - in person meeting held at Lessenger Park to discuss this site for a future dog park.

October 2020 – January 2021 on Zoom

We have had a quorum for all our meetings.

Diane Spiller has not been able to attend the meetings in August, September, October, November, December, and January 2021.

AREAS OF FOCUS AND DISCUSSION:

Updates on programs and events offered by the Recreation Department.

Our Commissioners have been very generous with their time and volunteer for many of the Recreation Departments special events; Winterfest, Daddy Daughter and Drive Through the Boo in 2020.

Last February several of our Parks and Recreation Commissioners took advantage of a free day at our MPARKS (Michigan Recreation and Parks Association) state conference held in Novi. This free day was sponsored by SEMCOG. The commissioners were able to attend several informative sessions on parks and recreation.

Status of DNR Grants and other recreation grants the city has applied for to help fund several of the new park projects in the city.

Several of our Commissioners visited neighboring community dog parks and talked with dog park users to gather some insight and information for our own dog park, on several evenings this past summer. As a result of the Commissions

discussion and interest in a dog park, we now have a Dog Park Committee that meets on the second Wednesday of the month. Our first meeting was held on January 13, 2021. This committee is comprised of two Parks and Recreation Commissioners, Oak Park City staff, City Councilmember Julie Edgar, and four residents.

The Commission led the effort for our Second Annual Boo-tification Awards this past Halloween. Nominating and judging homes of Oak Park residents.

Our Commission was involved in setting the criteria and assisted with our new Holiday Decoration Awards this past December, nominating and judging in three categories: best theme, lights and animated display. We had 25 residents that participated.

This month we will be discussing future CIP projects that the Commission would like to recommend to administration and City Council for possible approval.



BOARDS & COMMISSIONS BI-ANNUAL UPDATE

BOARD: Planning Commission

MEETINGS & ATTENDANCE: Meetings are only held when a case is presented. Quorum is usually good, most all members attend regularly.

AREAS OF FOCUS: Meeting discussions involve Site Plan and ordinance changes, master plan. Current projects include amending the entire zoning ordinance.



BOARDS & COMMISSIONS BI-ANNUAL UPDATE

BOARD: Zoning Board of Appeals

MEETINGS & ATTENDANCE: Meetings are only held when a case is presented. Quorum is usually good, with members regularly attending.

AREAS OF FOCUS: The board's sole focus is ruling on ZBA cases as they are filed and presented.



BOARDS & COMMISSIONS BI-ANNUAL UPDATE

BOARD: Recycling and Environmental Conservation Commission

MEETINGS & ATTENDANCE: Unfortunately, due to the COVID-19 pandemic, this commission has not officially met since February 2020. We are hoping that our meetings will resume later this month on February, 18, 2021.

AREAS OF FOCUS: The board has been looking at ways to reduce the use of straws and Styrofoam throughout the city. They have also inquired about getting stickers for the top of the recycling carts, "What to recycle". We have a drive thru SOCRRA wide recycling event coming up on Saturday, May 15, 2021.



BOARDS & COMMISSIONS BI-ANNUAL UPDATE

BOARD: Arts & Cultural Diversity Commission

MEETINGS & ATTENDANCE: Meetings are typically always held according to schedule, with an exception at the beginning of the pandemic. Quorum has only been an issue once in several years. The only notable absences are from Lonnie Upshaw-Tabb. She was in an accident and that has kept her from meetings for some time now. According to her, once she is recovered she plans on being back. Also, her attendance was very good prior to the accident.

AREAS OF FOCUS: The pandemic has made it difficult, but the group is still planning on hosting its annual World Dance Day event this year, just in a different format. Additionally, they put out a 'Mask Wearing PSA' with the help of the Communications Department, and are working on a project for Black History Month. I am trying to encourage them to look at what other City's similar commissions are doing for inspiration, and also trying to connect them with the objectives of the Strategic Plan.



BOARDS & COMMISSIONS BI-ANNUAL UPDATE

BOARD: Traffic Safety Board

MEETINGS & ATTENDANCE: Meetings have been able to be conducted through Zoom during the Pandemic with a quorum. We have added Council Member Whitehead to replace Council Member Weiss, however we are still one member short due to the resignation of Mark Holdsworth. We will also need a staff liaison to replace Joe Jenkins.

AREAS OF FOCUS: Attention has been on completing a Survey Monkey to garner input from community members as it relates to problem traffic areas throughout the city.



BOARDS & COMMISSIONS BI-ANNUAL UPDATE

BOARD: Oak Park Library Board

MEETINGS & ATTENDANCE: Meetings are schedule the third Tuesday of each month. None of the meetings have been canceled. Quorum of 5. All members have attended.

AREAS OF FOCUS: Meetings are focused on operation of the library, including, by not limited to budget, programming, building maintenance and employee needs. Working on increasing patronage.



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: Special City Council Meeting, February 15, 2021

SUBJECT: Interviews and New Appointments to City Boards and Commissions

DEPARTMENT: City Clerk

SUMMARY: Interviews are being conducted tonight with eight (8) interested candidates.

Board/Commission	Appointing Authority	# of Vacancies	Candidates	Preference
Arts & Cultural Diversity Cmsn	Council	2	Allyson Andrews	1
			Dawn Henry	1
			Brenda Richard	1
			Donny Wilson	1
			Cheryl Daniel	2
Board of Review	Council	1	Aaron Schwartz	3
Corridor Improvement Authority	Council	1	Alexander Bishai	1
			Allyson Andrews	2
Library Board	Council	1	Cheryl Daniel	1
Traffic Safety Board	Council	1	Nadine Coleman	1
			Dawn Henry	2
Zoning Board of Appeals	Council	1	Aaron Schwartz	1
			Allyson Andrews	3
			Brenda Richards	3

These applicants would like to be interviewed and considered for appointment by the Council.

RECOMMENDED ACTION: To review the attached applications, conduct interviews, and make appointments to board and commission vacancies as City Council sees fit.

APPROVALS:

City Manager: _____ ET _____

Department Director: _____ LV _____



CITY OF OAK PARK

BOARDS & COMMISSIONS APPLICATION

Please complete, sign and date application form and return to:

City Clerk's Office

Attn: Boards & Commissions

14000 Oak Park Boulevard

Oak Park, MI 48237-2082

Fax: (248) 691-7167 Office: (248) 691-7544

Email: vecchio@oakparkmi.gov

Review the list of Boards and Commissions below and determine your top 3 choices (confirm your preferences by placing a "1", "2" or "3" after the title of the Board or Commission in the space provided). Every effort will be made to accommodate your first three preferences. However, vacancies vary, and demand for some boards may be higher than others so some degree of flexibility is necessary.

- | | | |
|---|---|--|
| ☒ Arts & Cultural Diversity Commission <u>1</u> | ☒ Corridor Improvement Authority <u>2</u> | ☐ Parks & Recreation Commission _____ |
| ☐ Beautification Advisory Commission _____ | ☐ Economic Dev. Corp /Brownfield Red. Auth. _____ | ☐ Planning Commission _____ |
| ☐ Board of Review _____ | ☐ Election Commission _____ | ☐ Recycling & Environmental Commission _____ |
| ☐ Board of Trustees (Emp. Retirement Sys) _____ | ☐ Library Board _____ | ☐ Traffic Safety Board _____ |
| ☐ Building Board of Appeals _____ | ☐ Local Officers Compensation Comm. _____ | ☒ Zoning Board of Appeals <u>3</u> |

Applicants are encouraged to attend meetings of the groups for which they are applying.
All meetings are open to the public, and volunteer help is always appreciated.

APPLICANT INFORMATION (Please type or print answers to all questions):

Name: ALLYSON D. ANDREWS

Current Address: 24600 MANISTEE STREET OAK PARK 48237
Street City Zip

Email Address: ALLYSONDANDREWS@GMAIL.COM

Home Phone: _____ Cell Phone: 313 - 888 - 1444 Work Phone: _____

Date Residency Established: 2019 Have you ever served on a Board or Commission in another City? ☐ Yes ☒ No

If yes, please indicate what City and the Board or Commission: N/A

Employer Name: THE CHILDREN'S LIGHTHOUSE FOUNDATION (501C3) Occupation: EXECUTIVE DIRECTOR

Professional Qualifications and/or Work Experience: FORD MOTOR COMPANY - CONTRACTS ADMINISTRATOR, FAIRSKY FOUNDATION - FINANCIAL DIRECTOR
WAYNE STATE UNIVERSITY (FACILITIES PLANNING & MANAGEMENT) - ADMINISTRATIVE ASSISTANT

Educational Background: ASSOCIATES - EDUCATION, BACHELORS - PSYCHOLOGY, MBA, JD (Current)

Community Activities and/or Other Experience: SMALL BUSINESS OWNER (CHILD CARE CENTER W/ 3 LOCATIONS *CLOSED DUE TO COVID19),
ZONING, CITY PLANNING & STATE LICENSING

ACKNOWLEDGMENT:

Because serving on a Board or Commission requires a substantial commitment of time, effort and scheduling on the part of the members, we ask that you carefully consider your schedule before pursuing appointment to a Board or Commission and that by signing below you are confirming your willingness to make a concerted effort to attend every meeting and to fulfill your duties and responsibilities as a member. All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act.

Signature: Allyson Andrews Date: 01-26-2021

(City Clerk's Office Use Only Below this Line)

Date Received: _____
Signed Acknowledgement: ☐ Yes ☐ No
Term Ending: _____
Staff Liaison: _____

Interview Date: _____
Board or Commission: _____
Letter Sent: ☐ Yes ☐ No / Date: _____
Liaison Notified: ☐ Yes ☐ No / Date: _____

Council Meeting Date: _____
Appointed: ☐ Yes ☐ No
Motion Number: _____

Boards and Commissions Supplemental Information

Please review the attached "Boards and Commissions Application Attachment" for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed below, the community urges you to apply for consideration. The community needs citizens with diverse backgrounds on its boards and commissions. Members must be city residents for at least two years.

Arts and Cultural Diversity Commission

The mission statement of the Arts and Cultural Diversity Commission shall be to recommend, develop and implement city-wide programs and events which provide community access to the performing and creative arts and which celebrate cultural diversity; to work with local, state and federal agencies to take advantage of available resources, including funding. The Commission shall actively participate in developing, implementing, promoting and staffing appropriate programs. The Commission may partner with the Parks and Recreation Commission and Friends of the Library on programs which provide community access to the performing and creative arts and celebrate cultural diversity. Please check below if you have experience in:

- ☐ Public Art
- ☒ Culture
- ☒ Performing Arts
- ☒ Visual Arts
- ☒ Arts Education and/or Marketing

Beautification Advisory Commission

Members consider and propose programs which would improve the physical appearance of the community and implement such programs as may be approved by the City Council; annually organize and carry out a short-term campaign to encourage citizen participation in activities designed to beautify the City; and report blight to the Code Enforcement Division of the Department of Technical and Planning Services. Please check below if you have experience in:

- ☐ Landscaping
- ☐ Horticulture
- ☐ Blight prevention
- ☐ Event Planning/Marketing

Board of Review

The Board reviews the tax assessment roll; adds to the roll any properties omitted; corrects errors in the roll; and hears the complaints of all persons considering themselves aggrieved by the assessments. If it appears that any person or property has been wrongfully assessed or omitted from the roll, the Board shall correct the roll in such manner as it deems just. Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Property Appraisal/Assessing
- ☐ Real Estate/Development/Law

Board of Trustees (Employee Retirement System)

The Board is vested with the general administration, management and responsibility for the proper operation of the retirement system, as well as for construing and making effective the provisions of the retirement system. Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Investments

Building Board of Appeals

The Building Board of Appeals has the duty, responsibility and authority to hear and decide such appeals under the Building Code of the State of Michigan. Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Property Appraisal/Assessing
- ☐ Real Estate/Development/Law (no agents or brokers)
- ☐ Architecture
- ☐ Building Construction
- ☐ Engineering

Corridor Improvement Authority

To develop and execute projects that will halt property value deterioration and increase property tax valuation; eliminate the causes of deterioration; and maintain and upgrade the economic viability of the designated business corridor using tax increment financing, or TIF, and grant funding for a 20-year period. The Corridor encompasses Nine Mile Road from Cloverlawn east to the City of Ferndale border, and Coolidge Highway for its entire span within the City of Oak Park. TIF is a governmental financing mechanism which contributes to economic growth and development by dedicating a portion of the tax base resulting from economic growth and development to certain public facilities and structures or improvements of the type designed and dedicated to public use. Please check below if you have experience in:

- ☒ New Business Development
- ☒ Business Recruitment and Retention
- ☒ Marketing and Promotion
- ☐ Real Estate Development
- ☒ Banking/Finance

Brownfield/Economic Development Corporation Commission

To alleviate and prevent conditions of unemployment; to assist and retain local industries and commercial enterprises in order to strengthen and revitalize the economy of the City of Oak Park and the State of Michigan; to provide means and methods for the encouragement and assistance of industrial and commercial enterprises in locating, purchasing, constructing, reconstructing, modernizing, improving, maintaining, repairing, furnishing, equipping and expanding in Oak Park; and to encourage the location and expansion of commercial enterprises to more conveniently provide needed services and facilities to Oak Park and its residents. To accomplish this, the EDC may construct, acquire, reconstruct, improve, maintain, repair, and/or acquire necessary lands for the site of projects; acquire necessary machinery, furnishings and equipment for projects; borrow money and issue revenue bonds to finance the cost of acquiring lands and equipment; enter into leases or sales contracts for projects; and sell projects. Please check below if you have experience in:

- ☐ Policymaking
- ☐ Preparation of strategic planning
- ☐ Having Knowledge or Understanding of Community Issues or Ordinances
- ☐ Being Fair & Open-Minded
- ☐ Analytic Ability
- ☐ Financial Analysis

Election Commission

The Election Commission shall appoint the Board of Election Inspectors for each precinct and have charge of all activities and duties required of it by statute and this Charter relating to the conduct of elections in the City. Please check below if you have experience in:

- ☐ Check-in registered voters and issue ballots and voter numbers
- ☐ Ability to register qualified individuals to vote
- ☐ Handle voting equipment to verify ballots have been completed and accepted
- ☐ Analyze documents
- ☐ Assist in the enforcement of all Election Day policies and procedures
- ☐ Assist in the completion of all Election Day forms

Library Board

Exclusive control of the expenditure of all moneys collected to the credit of the Library Fund, and of the construction of any Library building, and, of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose: Provided, that all moneys received for such Library shall be deposited in the Treasury of the City to the credit of the Library Fund, and shall be kept separate and apart from other moneys of the City, and drawn upon by the proper officers of the City, upon the properly authenticated vouchers of the Library Board.

To purchase or lease grounds; to occupy, lease, or erect an appropriate building or buildings for the use of the Library; to appoint a suitable Librarian and necessary assistants, and fix their compensation; and to remove such appointees; and shall, in general, carry out the spirit and intent of this article and of Act 164 in establishing and maintaining a public library and reading room. The Library and Reading Room established under this article shall be forever free to the use of the residents of the City, subject to such reasonable rules and regulations as the Library Board may adopt; and the Board may exclude from the use of the Library and Reading Room any and all persons who shall willfully violate such rules. Please check below if you have experience in:

- ☐ Policymaking
- ☐ Finance/Budget
- ☐ Advertising/Marketing/Public Relations
- ☐ Preparation of strategic planning
- ☐ Knowledge of or experience with fundraising
- ☐ Knowledge of or experience with levy campaigns
- ☐ Grants/Endowments
- ☐ Knowledge of libraries

Local Officers Compensation Commission

The Commission shall determine the salary of each local elected official. The determination shall be the salary unless the City Council, by resolution adopted by 2/3rds of the members elected to and serving on the City Council rejects it. The determination of the Commission shall be effective 30 days following its filing with the City Clerk unless rejected by the City Council. Please check below if you have experience in:

- ☐ Policymaking
- ☐ Finance/Budget
- ☐ Public Sector Compensation

Parks and Recreation Commission

It shall be the duty of the Parks and Recreation Commission to provide advice to the Oak Park Recreation Department, based on feedback from all segments of the City's diverse population. The commission will develop strategies for connecting with representatives from City Council, neighborhood and school groups, organizations, synagogues, churches and other groups that are representative of the City's diversity, and will actively encourage citizen participation. The Commission will support the values of sustainability, equity, engagement, and sound economics in providing quality and safe recreation programs and facilities for the City of Oak Park. The Commission will assist with planning, promoting, executing and evaluating of public recreation, parks, programs and other department special events. Please check below if you have experience in:

- ☐ Advertising/Marketing/Public Relations
- ☐ Banking/Finance
- ☐ Fitness/Recreation
- ☐ Forestry
- ☐ Land Use Planning
- ☐ Landscape Architecture
- ☐ Physical Education
- ☐ Public Administration

Planning Commission

Prepare and maintain a master plan for the physical development of the City. Review and make recommendations to the City Council regarding adoption of zoning ordinances and subsequent amendments thereto. Review and make recommendations to the City Council regarding special land uses in accordance with Article XIX of this ordinance. Review and approve site plans in accordance with section 1725 of this

ordinance. Review and make recommendation to the City Council regarding preliminary plat review of subdivisions proposed under P.A. 288 of 1967 as amended. Prepare and maintain a six-year capital improvements program. Review and approval of proposed public works projects, including the removal, location, widening, narrowing, vacating, abandonment, change of use, or extension of streets, alleys, grounds, open spaces, building, public utilities and terminals. Conduct necessary public hearings as required by law regarding matters before the Commission for review, recommendations or approval. The City's Planning Commission shall perform any and all acts as required by State law. Please check below if you have experience in:

- ☐ Civil Engineering
- ☐ Real Estate Development
- ☐ Architecture/Landscape Architecture
- ☐ Building Construction
- ☐ Land Use Planning

Recycling and Environmental Conservation Commission

To consider and advise the Department of Public Works and the City Council concerning any and all of the following matters: Public information, education outreach, and City-sponsored services relating to recycling, yard waste collection, household hazardous waste collection, and waste reduction. Environmental education, especially school-based programs.

Public information for residents relating to energy savings. Public information for residents relating to household activities which enhance and conserve water quality and water resources. Public education and events relating to tree planting and maintenance for environmental protection. Other topics relating to recycling, waste reduction, and environmental protection brought to the commission by staff or the City Council.

Please check below if you have experience in:

- ☐ Environmental conservation
- ☐ Recycling
- ☐ Civic engagement
- ☐ Marketing

Traffic Safety Board

The purpose of the Traffic Safety Board is to study and recommend traffic and safety measures and programs to enhance traffic safety within the city. The traffic and safety board shall be a non-administrative board serving solely in an advisory capacity. The board may make recommendations to the city council but may not assume any legislative nor administrative authority of the city council, the mayor, city manager, or any city department.

Please check below if you have experience in:

- ☐ Civil Engineering
- ☐ Civic Engagement
- ☐ Policymaking

Zoning Board of Appeals

Administrative Appeals: To hear and decide appeals from any order, requirement, decision, or determination made by an administrative official charged with the enforcement of the Zoning Ordinance. There shall be no appeal to the Zoning Board of Appeals from a decision of the Planning Commission or City Council approving or disapproving a Special Land Use. Interpretation: To hear and decide requests for interpretation of the Zoning Ordinance and official Zoning Map. Variances: To authorize upon application in specific cases such variance from the terms of the Zoning Ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this ordinance would result in a practical difficulty or unnecessary hardship. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction/Engineering
- ☒ Land Use Planning
- ☒ Real Estate/Development/Law
- ☒ Having Knowledge or Understanding of Community Issues or Ordinances



CITY OF OAK PARK

BOARDS & COMMISSIONS APPLICATION

Please complete, sign and date application form and return to:

City Clerk's Office
Attn: Boards & Commissions
14000 Oak Park Boulevard
Oak Park, MI 48237-2082
Fax: (248) 691-7167 Office: (248) 691-7544
Email: lvecchio@oakparkmi.gov

Review the list of Boards and Commissions below and determine your top 3 choices (confirm your preferences by placing a "1", "2" or "3" after the title of the Board or Commission in the space provided). Every effort will be made to accommodate your first three preferences. However, vacancies vary, and demand for some boards may be higher than others so some degree of flexibility is necessary.

- | | | |
|--|---|---|
| ☐ Arts & Cultural Diversity Commission _____ | ☒ Corridor Improvement Authority _____ | ☐ Parks & Recreation Commission _____ |
| ☐ Beautification Advisory Commission _____ | ☒ Economic Dev. Corp /Brownfield Red. Auth. _____ | ☒ Planning Commission _____ |
| ☐ Board of Review _____ | ☐ Election Commission _____ | ☐ Recycling & Environmental Commission _____ |
| ☐ Board of Trustees (Emp. Retirement Sys) _____ | ☐ Library Board _____ | ☐ Traffic Safety Board _____ |
| ☐ Building Board of Appeals _____ | ☐ Local Officers Compensation Comm. _____ | ☐ Zoning Board of Appeals _____ |

Applicants are encouraged to attend meetings of the groups for which they are applying.
All meetings are open to the public, and volunteer help is always appreciated.

APPLICANT INFORMATION (Please type or print answers to all questions):

Name: Alexander M. Bishai
Current Address: 14681 Talbot ST OAK PARK 48237
Email Address: alex.bishai@gmail.com
Home Phone: 248-804-4300 Cell Phone: 248-804-4300 Work Phone: 248-808-6365

Date Residency Established: 08/01/2019 Have you ever served on a Board or Commission in another City? ☐ Yes ☒ No

If yes, please indicate what City and the Board or Commission: N/A

Employer Name: OAK PARK SOCIAL Occupation: BUSINESS OWNER

Professional Qualifications and/or Work Experience: Manufacturing Engineer - Johnson Controls, Manufacturing Engineer - Pratt & Whitney, Mathematics/Science Tech Background

Educational Background: Bachelor Michigan State - Engineering, Business Supply Chain Management

Community Activities and/or Other Experience: Energy Efficient Planning of Power, Lighting Solar. Background with Robotics. Teacher in past for STEM classes for After school programs, General Contracting Construction, Design

ACKNOWLEDGMENT: Build, manage Budgets, Change orders, etc.

Because serving on a Board or Commission requires a substantial commitment of time, effort and scheduling on the part of the members, we ask that you carefully consider your schedule before pursuing appointment to a Board or Commission and that by signing below you are confirming your willingness to make a concerted effort to attend every meeting and to fulfill your duties and responsibilities as a member. All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act.

Signature: Alexander M. Bishai Date: 01/18/2021

(City Clerk's Office Use Only Below this Line)

Date Received: _____	Interview Date: _____	Council Meeting Date: _____
Signed Acknowledgement: ☐ Yes ☐ No	Board or Commission: _____	Appointed: ☐ Yes ☐ No
Term Ending: _____	Letter Sent: ☐ Yes ☐ No / Date _____	Motion Number: _____
Staff Liaison: _____	Liaison Notified: ☐ Yes ☐ No / Date _____	

Boards and Commissions Supplemental Information

Please review the attached "Boards and Commissions Application Attachment" for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed below, the community urges you to apply for consideration. The community needs citizens with diverse backgrounds on its boards and commissions. Members must be city residents for at least two years.

Arts and Cultural Diversity Commission

The mission statement of the Arts and Cultural Diversity Commission shall be to recommend, develop and implement city-wide programs and events which provide community access to the performing and creative arts and which celebrate cultural diversity; to work with local, state and federal agencies to take advantage of available resources, including funding. The Commission shall actively participate in developing, implementing, promoting and staffing appropriate programs. The Commission may partner with the Parks and Recreation Commission and Friends of the Library on programs which provide community access to the performing and creative arts and celebrate cultural diversity. Please check below if you have experience in:

- ☒ Public Art
- ☒ Culture
- ☐ Performing Arts
- ☐ Visual Arts
- ☒ Arts Education and/or Marketing - *STEM Afterschool Robotics Program
Elementary Level School*

Beautification Advisory Commission

Members consider and propose programs which would improve the physical appearance of the community and implement such programs as may be approved by the City Council; annually organize and carry out a short-term campaign to encourage citizen participation in activities designed to beautify the City; and report blight to the Code Enforcement Division of the Department of Technical and Planning Services. Please check below if you have experience in:

- ☒ Landscaping
- ☐ Horticulture
- ☐ Blight prevention
- ☒ Event Planning/Marketing

Board of Review

The Board reviews the tax assessment roll; adds to the roll any properties omitted; corrects errors in the roll; and hears the complaints of all persons considering themselves aggrieved by the assessments. If it appears that any person or property has been wrongfully assessed or omitted from the roll, the Board shall correct the roll in such manner as it deems just. Please check below if you have experience in:

- ☒ Banking/Finance
- ☒ Property Appraisal/Assessing
- ☒ Real Estate/Development/Law - *12 YRS RE Experience - 25 YRS Construction*

Board of Trustees (Employee Retirement System)

The Board is vested with the general administration, management and responsibility for the proper operation of the retirement system, as well as for construing and making effective the provisions of the retirement system. Please check below if you have experience in:

- ☒ Banking/Finance
- ☒ Investments

Building Board of Appeals

The Building Board of Appeals has the duty, responsibility and authority to hear and decide such appeals under the Building Code of the State of Michigan. Please check below if you have experience in:

- ☒ Banking/Finance
- ☒ Property Appraisal/Assessing
- ☒ Real Estate/Development/Law (no agents or brokers)
- ☒ Architecture
- ☒ Building Construction - 25 YRS
- ☒ Engineering - *Bahlands Engineering*

Corridor Improvement Authority

To develop and execute projects that will halt property value deterioration and increase property tax valuation; eliminate the causes of deterioration; and maintain and upgrade the economic viability of the designated business corridor using tax increment financing, or TIF, and grant funding for a 20-year period. The Corridor encompasses Nine Mile Road from Cloverlawn east to the City of Ferndale border, and Coolidge Highway for its entire span within the City of Oak Park. TIF is a governmental financing mechanism which contributes to economic growth and development by dedicating a portion of the tax base resulting from economic growth and development to certain public facilities and structures or improvements of the type designed and dedicated to public use. Please check below if you have experience in:

- ☒ New Business Development - *11 mile Corridor Development*
- ☐ Business Recruitment and Retention
- ☒ Marketing and Promotion - *Social media management*
- ☒ Real Estate Development
- ☒ Banking/Finance - *SBA 504, 7a Consulting Avail Business Plans, Financial Forecasting, 2 YR PERFORMANCE*

Brownfield/Economic Development Corporation Commission

To alleviate and prevent conditions of unemployment; to assist and retain local industries and commercial enterprises in order to strengthen and revitalize the economy of the City of Oak Park and the State of Michigan; to provide means and methods for the encouragement and assistance of industrial and commercial enterprises in locating, purchasing, constructing, reconstructing, modernizing, improving, maintaining, repairing, furnishing, equipping and expanding in Oak Park; and to encourage the location and expansion of commercial enterprises to more conveniently provide needed services and facilities to Oak Park and its residents. To accomplish this, the EDC may construct, acquire, reconstruct, improve, maintain, repair, and/or acquire necessary lands for the site of projects; acquire necessary machinery, furnishings and equipment for projects; borrow money and issue revenue bonds to finance the cost of acquiring lands and equipment; enter into leases or sales contracts for projects; and sell projects. Please check below if you have experience in:

- ☒ Policymaking
- ☒ Preparation of strategic planning
- ☒ Having Knowledge or Understanding of Community Issues or Ordinances
- ☒ Being Fair & Open-Minded
- ☒ Analytic Ability
- ☒ Financial Analysis

Election Commission

The Election Commission shall appoint the Board of Election Inspectors for each precinct and have charge of all activities and duties required of it by statute and this Charter relating to the conduct of elections in the City. Please check below if you have experience in:

- ☐ Check-in registered voters and issue ballots and voter numbers
- ☐ Ability to register qualified individuals to vote
- ☐ Handle voting equipment to verify ballots have been completed and accepted
- ☐ Analyze documents
- ☐ Assist in the enforcement of all Election Day policies and procedures
- ☐ Assist in the completion of all Election Day forms

Building Board of Appeals

The Building Board of Appeals has the duty, responsibility and authority to hear and decide such appeals under the Building Code of the State of Michigan. Please check below if you have experience in:

- ☒ Banking/Finance
- ☒ Property Appraisal/Assessing
- ☒ Real Estate/Development/Law (no agents or brokers)
- ☒ Architecture
- ☒ Building Construction
- ☒ Engineering

Corridor Improvement Authority

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- ☒ New Business Development
- ☒ Business Recruitment and Retention
- ☒ Marketing and Promotion
- ☒ Real Estate Development
- ☒ Banking/Finance

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- ☐ Analyze documents
- ☐ Assist in the enforcement of all Election Day policies and procedures
- ☐ Assist in the completion of all Election Day forms

Library Board

Exclusive control of the expenditure of all moneys collected to the credit of the Library Fund, and of the construction of any Library building, and, of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose: Provided, that all moneys received for such Library shall be deposited in the Treasury of the City to the credit of the Library Fund, and shall be kept separate and apart from other moneys of the City, and drawn upon by the proper officers of the City, upon the properly authenticated vouchers of the Library Board.

To purchase or lease grounds; to occupy, lease, or erect an appropriate building or buildings for the use of the Library; to appoint a suitable Librarian and necessary assistants, and fix their compensation; and to remove such appointees; and shall, in general, carry out the spirit and intent of this article and of Act 164 in establishing and maintaining a public library and reading room. The Library and Reading Room established under this article shall be forever free to the use of the residents of the City, subject to such reasonable rules and regulations as the Library Board may adopt; and the Board may exclude from the use of the Library and Reading Room any and all persons who shall willfully violate such rules. Please check below if you have experience in:

- ☐ Policymaking
- ☒ Finance/Budget
- ☒ Advertising/Marketing/Public Relations
- ☒ Preparation of strategic planning
- ☒ Knowledge of or experience with fundraising
- ☐ Knowledge of or experience with levy campaigns
- ☒ Grants/Endowments
- ☒ Knowledge of libraries

Local Officers Compensation Commission

The Commission shall determine the salary of each local elected official. The determination shall be the salary unless the City Council, by resolution adopted by 2/3rds of the members elected to and serving on the City Council rejects it. The determination of the Commission shall be effective 30 days following its filing with the City Clerk unless rejected by the City Council. Please check below if you have experience in:

- ☐ Policymaking
- ☒ Finance/Budget
- ☐ Public Sector Compensation

Parks and Recreation Commission

It shall be the duty of the Parks and Recreation Commission to provide advice to the Oak Park Recreation Department, based on feedback from all segments of the City's diverse population. The commission will develop strategies for connecting with representatives from City Council, neighborhood and school groups, organizations, synagogues, churches and other groups that are representative of the City's diversity, and will actively encourage citizen participation. The Commission will support the values of sustainability, equity, engagement, and sound economics in providing quality and safe recreation programs and facilities for the City of Oak Park. The Commission will assist with planning, promoting, executing and evaluating of public recreation, parks, programs and other department special events. Please check below if you have experience in:

- ☒ Advertising/Marketing/Public Relations
- ☒ Banking/Finance
- ☐ Fitness/Recreation
- ☒ Forestry
- ☒ Land Use Planning
- ☒ Landscape Architecture
- ☐ Physical Education
- ☒ Public Administration

Planning Commission

Prepare and maintain a master plan for the physical development of the City. Review and make recommendations to the City Council regarding adoption of zoning ordinances and subsequent amendments thereto. Review and make recommendations to the City Council regarding special land uses in accordance with Article XIX of this ordinance. Review and approve site plans in accordance with section 1725 of this

ordinance. Review and make recommendation to the City Council regarding preliminary plat review of subdivisions proposed under P.A. 288 of 1967 as amended. Prepare and maintain a six-year capital improvements program. Review and approval of proposed public works projects, including the removal, location, widening, narrowing, vacating, abandonment, change of use, or extension of streets, alleys, grounds, open spaces, building, public utilities and terminals. Conduct necessary public hearings as required by law regarding matters before the Commission for review, recommendations or approval. The City's Planning Commission shall perform any and all acts as required by State law. Please check below if you have experience in:

- ☒ Civil Engineering
- ☒ Real Estate Development
- ☒ Architecture/Landscape Architecture
- ☒ Building Construction
- ☒ Land Use Planning

Recycling and Environmental Conservation Commission

To consider and advise the Department of Public Works and the City Council concerning any and all of the following matters: Public information, education outreach, and City-sponsored services relating to recycling, yard waste collection, household hazardous waste collection, and waste reduction. Environmental education, especially school-based programs.

Public information for residents relating to energy savings. Public information for residents relating to household activities which enhance and conserve water quality and water resources. Public education and events relating to tree planting and maintenance for environmental protection. Other topics relating to recycling, waste reduction, and environmental protection brought to the commission by staff or the City Council.

Please check below if you have experience in:

- ☒ Environmental conservation
- ☐ Recycling
- ☐ Civic engagement
- ☐ Marketing

Traffic Safety Board

The purpose of the Traffic Safety Board is to study and recommend traffic and safety measures and programs to enhance traffic safety within the city. The traffic and safety board shall be a non-administrative board serving solely in an advisory capacity. The board may make recommendations to the city council but may not assume any legislative nor administrative authority of the city council, the mayor, city manager, or any city department.

Please check below if you have experience in:

- ☒ Civil Engineering
- ☒ Civic Engagement
- ☒ Policymaking

Zoning Board of Appeals

Administrative Appeals: To hear and decide appeals from any order, requirement, decision, or determination made by an administrative official charged with the enforcement of the Zoning Ordinance. There shall be no appeal to the Zoning Board of Appeals from a decision of the Planning Commission or City Council approving or disapproving a Special Land Use. Interpretation: To hear and decide requests for interpretation of the Zoning Ordinance and official Zoning Map. Variances: To authorize upon application in specific cases such variance from the terms of the Zoning Ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this ordinance would result in a practical difficulty or unnecessary hardship. Please check below if you have experience in:

- ☒ Architecture
- ☒ Building Construction/Engineering
- ☒ Land Use Planning
- ☒ Real Estate/Development/Law
- ☒ Having Knowledge or Understanding of Community Issues or Ordinances

Library Board

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Please check below if you have experience in:

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- ☐ Recycling
- ☐ Civic engagement
- ☐ Marketing

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- ☐ Architecture
- ☐ Building Construction/Engineering
- ☐ Land Use Planning
- ☐ Real Estate/Development/Law
- ☐ Having Knowledge or Understanding of Community Issues or Ordinances



CITY OF OAK PARK

BOARDS & COMMISSIONS APPLICATION

Please complete, sign and date application form and return to:

City Clerk's Office

Attn: Boards & Commissions

14000 Oak Park Boulevard

Oak Park, MI 48237-2082

Fax: (248) 691-7167 Office: (248) 691-7544

Email: lvacchio@oakparkmi.gov

Review the list of Boards and Commissions below and determine your top 3 choices (confirm your preferences by placing a "1", "2" or "3" after the title of the Board or Commission in the space provided). Every effort will be made to accommodate your first three preferences. However, vacancies vary, and demand for some boards may be higher than others so some degree of flexibility is necessary.

- | | | |
|--|--|---|
| ☐ Arts & Cultural Diversity Commission _____ | ☐ Corridor Improvement Authority _____ | ☐ Parks & Recreation Commission _____ |
| ☐ Beautification Advisory Commission _____ | ☐ Economic Dev. Corp /Brownfield Red. Auth. _____ | ☐ Planning Commission _____ |
| ☐ Board of Review _____ | ☐ Election Commission _____ | ☐ Recycling & Environmental Commission _____ |
| ☐ Board of Trustees (Emp. Retirement Sys) _____ | ☐ Library Board _____ | ☒ Traffic Safety Board <u>1</u> |
| ☐ Building Board of Appeals _____ | ☐ Local Officers Compensation Comm. _____ | ☐ Zoning Board of Appeals _____ |

Applicants are encouraged to attend meetings of the groups for which they are applying.
All meetings are open to the public, and volunteer help is always appreciated.

APPLICANT INFORMATION (Please type or print answers to all questions):

Name: Nadine J. Coleman

Current Address: 22160 SUSSEX ST. OAK PARK 48237

Email Address: Nadine_Coleman@aht.net

Home Phone: 248-399-7073 Cell Phone: 248-227-7404 Work Phone: N/A

Date Residency Established: 1993 Have you ever served on a Board or Commission in another City? ☐ Yes ☒ No

If yes, please indicate what City and the Board or Commission: _____

Employer Name: N/A Retired Occupation: _____

Professional Qualifications and/or Work Experience: Retired IBM - 30 yrs.

Educational Background: Masters Degree - Organizational Mgmt.

Community Activities and/or Other Experience: President + Founder SUSSEX STREET BLOCK CLUB

2) Coleman Consulting for Development of Policies / Procedures

ACKNOWLEDGMENT:

Because serving on a Board or Commission requires a substantial commitment of time, effort and scheduling on the part of the members, we ask that you carefully consider your schedule before pursuing appointment to a Board or Commission and that by signing below you are confirming your willingness to make a concerted effort to attend every meeting and to fulfill your duties and responsibilities as a member. All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act.

Signature: Nadine J. Coleman Date: 12/28/20

(City Clerk's Office Use Only Below this Line)

Date Received: _____
Signed Acknowledgement: ☐ Yes ☐ No
Term Ending: _____
Staff Liaison: _____

Interview Date: _____
Board or Commission: _____
Letter Sent: ☐ Yes ☐ No / Date _____
Liaison Notified: ☐ Yes ☐ No / Date _____

Council Meeting Date: _____
Appointed: ☐ Yes ☐ No
Motion Number: _____



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Oak Park, MI 48237-2082

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Email: lvecchio@oakparkmi.gov

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|---|--|--|
| ☒ Arts & Cultural Diversity Commission <u>(2)</u> | ☐ Corridor Improvement Authority _____ | ☒ Parks & Recreation Commission <u>(3)</u> |
| ☒ Beautification Advisory Commission <u>(4)</u> | ☐ Economic Dev. Corp /Brownfield Red. Auth. _____ | ☐ Planning Commission _____ |
| ☐ Board of Review _____ | ☐ Election Commission _____ | ☐ Recycling & Environmental Commission _____ |
| ☐ Board of Trustees (Emp. Retirement Sys) _____ | ☒ Library Board <u>(1)</u> | ☐ Traffic Safety Board _____ |
| ☐ Building Board of Appeals _____ | ☐ Local Officers Compensation Comm. _____ | ☐ Zoning Board of Appeals _____ |

Applicants are encouraged to attend meetings of the groups for which they are applying.
All meetings are open to the public, and volunteer help is always appreciated.

APPLICANT INFORMATION (Please type or print answers to all questions):

Name: CHERYL E. DANIEL

Current Address: 10030 WOODLAND CT. OAK PARK, 48237

Email Address: CdanielREPORTER@gmail.com

Home Phone: (248) 677-0275 Cell Phone: (313) 247-3521 Work Phone: _____

Date Residency Established: 1978 / AUGUST Have you ever served on a Board or Commission in another City? ☐ Yes ☒ No

If yes, please indicate what City and the Board or Commission:

Employer Name: U.S. District Court (Retired) Occupation: Court Stenographer (Retired)

Professional Qualifications and/or Work Experience: Served as President of both Federal and state associations in court reporting. Received Legislative + P.R. Training in both.

Educational Background: B.A., Wayne State University

Community Activities and/or Other Experience: Friends of The Oak Park Library, Secretary (2 yrs)
Youth Assistance Volunteer

ACKNOWLEDGMENT:

Because serving on a Board or Commission requires a substantial commitment of time, effort and scheduling on the part of the members, we ask that you carefully consider your schedule before pursuing appointment to a Board or Commission and that by signing below you are confirming your willingness to make a concerted effort to attend every meeting and to fulfill your duties and responsibilities as a member. All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act.

Signature: Cheryl E. Daniel Date: 1/14/2021

(City Clerk's Office Use Only Below this Line)

Date Received: _____
Signed Acknowledgement: ☐ Yes ☐ No
Term Ending: _____
Staff Liaison: _____

Interview Date: _____
Board or Commission: _____
Letter Sent: ☐ Yes ☐ No / Date _____
Liaison Notified: ☐ Yes ☐ No / Date _____

Council Meeting Date: _____
Appointed: ☐ Yes ☐ No
Motion Number: _____



CITY OF OAK PARK

BOARDS & COMMISSIONS APPLICATION

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Oak Park, MI 48237-2082
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All meetings are open to the public, and volunteer help is always appreciated.

APPLICANT INFORMATION (Please type or print answers to all questions):

Name: Dawn Henry

Current Address: 8460 Oak Park Blvd Oak Park 48237
Street City Zip

Email Address: _____

Home Phone: _____ Cell Phone: 313.590.6227 Work Phone: _____

Date Residency Established: _____ Have you ever served on a Board or Commission in another City? ☐ Yes ☒ No

If yes, please indicate what City and the Board or Commission: _____

Employer Name: Self Occupation: massage therapist / yoga teacher

Professional Qualifications and/or Work Experience: Owned art gallery & Boutique Investor in
Fondle Coffee House - Gotham City / massage therapist - 20 years / teach art classes

Educational Background: H.S. some college yoga teacher now libraries, parks & rec, private

Community Activities and/or Other Experience: Admin for EDPA / picnic (raffle is my contribution)
garden for a neighbor - for: Belkowsky & Mary McKay / library book box

ACKNOWLEDGMENT:

Because serving on a Board or Commission requires a substantial commitment of time, effort and scheduling on the part of the members, we ask that you carefully consider your schedule before pursuing appointment to a Board or Commission and that by signing below you are confirming your willingness to make a concerted effort to attend every meeting and to fulfill your duties and responsibilities as a member. All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act.

Signature: Dawn Henry Date: 1.17.2021

(City Clerk's Office Use Only Below this Line)

Date Received: _____
Signed Acknowledgement: ☐ Yes ☐ No
Term Ending: _____
Staff Liaison: _____

Interview Date: _____
Board or Commission: _____
Letter Sent: ☐ Yes ☐ No / Date _____
Liaison Notified: ☐ Yes ☐ No / Date: _____

Council Meeting Date: _____
Appointed: ☐ Yes ☐ No
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| ☒ Beautification Advisory Commission <u>2</u> | ☐ Economic Dev. Corp /Brownfield Red. Auth. _____ | ☐ Planning Commission _____ |
| ☐ Board of Review _____ | ☐ Election Commission _____ | ☐ Recycling & Environmental Commission _____ |
| ☐ Board of Trustees (Emp. Retirement Sys) _____ | ☐ Library Board _____ | ☐ Traffic Safety Board _____ |
| ☐ Building Board of Appeals _____ | ☐ Local Officers Compensation Comm. _____ | ☒ Zoning Board of Appeals <u>3</u> |

Applicants are encouraged to attend meetings of the groups for which they are applying.
All meetings are open to the public, and volunteer help is always appreciated.

APPLICANT INFORMATION (Please type or print answers to all questions):

Name: Brenda Richard

Current Address: 14501 Park St., Oak Park, MI 48237

Email Address: brenda@oladvocacy.org

Home Phone: N/A Cell Phone: 248-355-1800 Work Phone: 248-281-3222

Date Residency Established: 10/2011 Have you ever served on a Board or Commission in another City? ☐ Yes ☐ No

If yes, please indicate what City and the Board or Commission: _____

Employer Name: Self employed at Oakland Legal Advocacy Occupation: Attorney

Professional Qualifications and/or Work Experience: I've been an attorney for 25 years, and I've been self-employed since 2001. In my role as an attorney, I'm required to interact with people of very diverse backgrounds and backgrounds.

Educational Background: Bachelors Degree in General Studies from Wayne State University (1991); Juris Doctor from Wayne State University Law School (1995).

Community Activities and/or Other Experience: Among others, volunteer at William Booth Legal Aid Clinic and Oak Park Youth Assistance
Among others, member of Oakland County Bar Association, Wolverine Bar Association, and Black Women Lawyers of Michigan.

ACKNOWLEDGMENT:

Because serving on a Board or Commission requires a substantial commitment of time, effort and scheduling on the part of the members, we ask that you carefully consider your schedule before pursuing appointment to a Board or Commission and that by signing below you are confirming your willingness to make a concerted effort to attend every meeting and to fulfill your duties and responsibilities as a member. All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act.

Signature: Brenda J. Richard Date: 12/24/2020

(City Clerk's Office Use Only Below this Line)

Date Received: _____
Signed Acknowledgement: ☐ Yes ☐ No
Term Ending: _____
Staff Liaison: _____

Interview Date: _____
Board or Commission: _____
Letter Sent: ☐ Yes ☐ No / Date: _____
Liaison Notified: ☐ Yes ☐ No / Date: _____

Council Meeting Date: _____
Appointed: ☐ Yes ☐ No
Motion Number: _____

Boards and Commissions Supplemental Information

Please review the attached "Boards and Commissions Application Attachment" for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed below, the community urges you to apply for consideration. The community needs citizens with diverse backgrounds on its boards and commissions. Members must be city residents for at least two years.

Arts and Cultural Diversity Commission

The mission statement of the Arts and Cultural Diversity Commission shall be to recommend, develop and implement city-wide programs and events which provide community access to the performing and creative arts and which celebrate cultural diversity; to work with local, state and federal agencies to take advantage of available resources, including funding. The Commission shall actively participate in developing, implementing, promoting and staffing appropriate programs. The Commission may partner with the Parks and Recreation Commission and Friends of the Library on programs which provide community access to the performing and creative arts and celebrate cultural diversity. Please check below if you have experience in:

- ☐ Public Art
- ☐ Culture
- ☒ Performing Arts
- ☐ Visual Arts
- ☒ Arts Education and/or Marketing

Beautification Advisory Commission

Members consider and propose programs which would improve the physical appearance of the community and implement such programs as may be approved by the City Council; annually organize and carry out a short-term campaign to encourage citizen participation in activities designed to beautify the City; and report blight to the Code Enforcement Division of the Department of Technical and Planning Services. Please check below if you have experience in:

- ☒ Landscaping
- ☐ Horticulture
- ☐ Blight prevention
- ☒ Event Planning/Marketing

Board of Review

The Board reviews the tax assessment roll; adds to the roll any properties omitted; corrects errors in the roll; and hears the complaints of all persons considering themselves aggrieved by the assessments. If it appears that any person or property has been wrongfully assessed or omitted from the roll, the Board shall correct the roll in such manner as it deems just. Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Property Appraisal/Assessing
- ☐ Real Estate/Development/Law

Board of Trustees (Employee Retirement System)

The Board is vested with the general administration, management and responsibility for the proper operation of the retirement system, as well as for construing and making effective the provisions of the retirement system. Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Investments

Building Board of Appeals

The Building Board of Appeals has the duty, responsibility and authority to hear and decide such appeals under the Building Code of the State of Michigan. Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Property Appraisal/Assessing
- ☐ Real Estate/Development/Law (no agents or brokers)
- ☐ Architecture
- ☐ Building Construction
- ☐ Engineering

Corridor Improvement Authority

To develop and execute projects that will halt property value deterioration and increase property tax valuation; eliminate the causes of deterioration; and maintain and upgrade the economic viability of the designated business corridor using tax increment financing, or TIF, and grant funding for a 20-year period. The Corridor encompasses Nine Mile Road from Cloverlawn east to the City of Ferndale border, and Coolidge Highway for its entire span within the City of Oak Park. TIF is a governmental financing mechanism which contributes to economic growth and development by dedicating a portion of the tax base resulting from economic growth and development to certain public facilities and structures or improvements of the type designed and dedicated to public use. Please check below if you have experience in:

- ☐ New Business Development
- ☐ Business Recruitment and Retention
- ☐ Marketing and Promotion
- ☐ Real Estate Development
- ☐ Banking/Finance

Brownfield/Economic Development Corporation Commission

To alleviate and prevent conditions of unemployment; to assist and retain local industries and commercial enterprises in order to strengthen and revitalize the economy of the City of Oak Park and the State of Michigan; to provide means and methods for the encouragement and assistance of industrial and commercial enterprises in locating, purchasing, constructing, reconstructing, modernizing, improving, maintaining, repairing, furnishing, equipping and expanding in Oak Park; and to encourage the location and expansion of commercial enterprises to more conveniently provide needed services and facilities to Oak Park and its residents. To accomplish this, the EDC may construct, acquire, reconstruct, improve, maintain, repair, and/or acquire necessary lands for the site of projects; acquire necessary machinery, furnishings and equipment for projects; borrow money and issue revenue bonds to finance the cost of acquiring lands and equipment; enter into leases or sales contracts for projects; and sell projects. Please check below if you have experience in:

- ☐ Policymaking
- ☐ Preparation of strategic planning
- ☐ Having Knowledge or Understanding of Community Issues or Ordinances
- ☐ Being Fair & Open-Minded
- ☐ Analytic Ability
- ☐ Financial Analysis

Election Commission

The Election Commission shall appoint the Board of Election Inspectors for each precinct and have charge of all activities and duties required of it by statute and this Charter relating to the conduct of elections in the City. Please check below if you have experience in:

- ☐ Check-in registered voters and issue ballots and voter numbers
- ☐ Ability to register qualified individuals to vote
- ☐ Handle voting equipment to verify ballots have been completed and accepted
- ☐ Analyze documents
- ☐ Assist in the enforcement of all Election Day policies and procedures
- ☐ Assist in the completion of all Election Day forms

Library Board

Exclusive control of the expenditure of all moneys collected to the credit of the Library Fund, and of the construction of any Library building, and, of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose: Provided, that all moneys received for such Library shall be deposited in the Treasury of the City to the credit of the Library Fund, and shall be kept separate and apart from other moneys of the City, and drawn upon by the proper officers of the City, upon the properly authenticated vouchers of the Library Board.

To purchase or lease grounds; to occupy, lease, or erect an appropriate building or buildings for the use of the Library; to appoint a suitable Librarian and necessary assistants, and fix their compensation; and to remove such appointees; and shall, in general, carry out the spirit and intent of this article and of Act 164 in establishing and maintaining a public library and reading room. The Library and Reading Room established under this article shall be forever free to the use of the residents of the City, subject to such reasonable rules and regulations as the Library Board may adopt; and the Board may exclude from the use of the Library and Reading Room any and all persons who shall willfully violate such rules. Please check below if you have experience in:

- ☐ Policymaking
- ☐ Finance/Budget
- ☐ Advertising/Marketing/Public Relations
- ☐ Preparation of strategic planning
- ☐ Knowledge of or experience with fundraising
- ☐ Knowledge of or experience with levy campaigns
- ☐ Grants/Endowments
- ☐ Knowledge of libraries

Local Officers Compensation Commission

The Commission shall determine the salary of each local elected official. The determination shall be the salary unless the City Council, by resolution adopted by 2/3rds of the members elected to and serving on the City Council rejects it. The determination of the Commission shall be effective 30 days following its filing with the City Clerk unless rejected by the City Council. Please check below if you have experience in:

- ☐ Policymaking
- ☐ Finance/Budget
- ☐ Public Sector Compensation

Parks and Recreation Commission

It shall be the duty of the Parks and Recreation Commission to provide advice to the Oak Park Recreation Department, based on feedback from all segments of the City's diverse population. The commission will develop strategies for connecting with representatives from City Council, neighborhood and school groups, organizations, synagogues, churches and other groups that are representative of the City'S diversity, and will actively encourage citizen participation. The Commission will support the values of sustainability, equity, engagement, and sound economics in providing quality and safe recreation programs and facilities for the City of Oak Park. The Commission will assist with planning, promoting, executing and evaluating of public recreation, parks, programs and other department special events. Please check below if you have experience in:

- ☐ Advertising/Marketing/Public Relations
- ☐ Banking/Finance
- ☐ Fitness/Recreation
- ☐ Forestry
- ☐ Land Use Planning
- ☐ Landscape Architecture
- ☐ Physical Education
- ☐ Public Administration

Planning Commission

Prepare and maintain a master plan for the physical development of the City. Review and make recommendations to the City Council regarding adoption of zoning ordinances and subsequent amendments thereto. Review and make recommendations to the City Council regarding special land uses in accordance with Article XIX of this ordinance. Review and approve site plans in accordance with section 1725 of this

ordinance. Review and make recommendation to the City Council regarding preliminary plat review of subdivisions proposed under P.A. 288 of 1967 as amended. Prepare and maintain a six-year capital improvements program. Review and approval of proposed public works projects, including the removal, location, widening, narrowing, vacating, abandonment, change of use, or extension of streets, alleys, grounds, open spaces, building, public utilities and terminals. Conduct necessary public hearings as required by law regarding matters before the Commission for review, recommendations or approval. The City's Planning Commission shall perform any and all acts as required by State law. Please check below if you have experience in:

- ☐ Civil Engineering
- ☐ Real Estate Development
- ☐ Architecture/Landscape Architecture
- ☐ Building Construction
- ☐ Land Use Planning

Recycling and Environmental Conservation Commission

To consider and advise the Department of Public Works and the City Council concerning any and all of the following matters: Public information, education outreach, and City-sponsored services relating to recycling, yard waste collection, household hazardous waste collection, and waste reduction. Environmental education, especially school-based programs.

Public information for residents relating to energy savings. Public information for residents relating to household activities which enhance and conserve water quality and water resources. Public education and events relating to tree planting and maintenance for environmental protection. Other topics relating to recycling, waste reduction, and environmental protection brought to the commission by staff or the City Council.

Please check below if you have experience in:

- ☐ Environmental conservation
- ☐ Recycling
- ☐ Civic engagement
- ☐ Marketing

Zoning Board of Appeals

Administrative Appeals: To hear and decide appeals from any order, requirement, decision, or determination made by an administrative official charged with the enforcement of the Zoning Ordinance. There shall be no appeal to the Zoning Board of Appeals from a decision of the Planning Commission or City Council approving or disapproving a Special Land Use. Interpretation: To hear and decide requests for interpretation of the Zoning Ordinance and official Zoning Map. Variances: To authorize upon application in specific cases such variance from the terms of the Zoning Ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this ordinance would result in a practical difficulty or unnecessary hardship. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction/Engineering
- ☐ Land Use Planning
- ☐ Real Estate/Development/Law
- ☒ Having Knowledge or Understanding of Community Issues or Ordinances



CITY OF OAK PARK BOARDS & COMMISSIONS APPLICATION

Please complete, sign and date application form and return to:

City Clerk's Office

Attn: Boards & Commissions

14000 Oak Park Boulevard

Oak Park, MI 48237-2082

Fax: (248) 691-7167 Office: (248) 691-7544

Email: lvecchio@oakparkmi.gov

Review the list of Boards and Commissions below and determine your top 3 choices (confirm your preferences by placing a "1", "2" or "3" after the title of the Board or Commission in the space provided). Every effort will be made to accommodate your first three preferences. However, vacancies vary, and demand for some boards may be higher than others so some degree of flexibility is necessary.

- | | | |
|--|--|---|
| ☐ Arts & Cultural Diversity Commission _____ | ☐ Corridor Improvement Authority _____ | ☐ Parks & Recreation Commission _____ |
| ☐ Beautification Advisory Commission _____ | ☐ Economic Dev. Corp /Brownfield Red. Auth. _____ | ☐ Planning Commission _____ |
| ☐ Board of Review _____ | ☐ Election Commission _____ | ☐ Recycling & Environmental Commission _____ |
| ☐ Board of Trustees (Emp. Retirement Sys) _____ | ☐ Library Board _____ | ☐ Traffic Safety Board _____ |
| ☐ Building Board of Appeals _____ | ☐ Local Officers Compensation Comm. _____ | ☐ Zoning Board of Appeals _____ |

Applicants are encouraged to attend meetings of the groups for which they are applying.
All meetings are open to the public, and volunteer help is always appreciated.

APPLICANT INFORMATION (Please type or print answers to all questions):

Name: _____

Current Address: _____
Street City Zip

Email Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Date Residency Established: _____ Have you ever served on a Board or Commission in another City? ☐ Yes ☐ No

If yes, please indicate what City and the Board or Commission: _____

Employer Name: _____ Occupation: _____

Professional Qualifications and/or Work Experience: _____

Educational Background: _____

Community Activities and/or Other Experience: _____

ACKNOWLEDGMENT:

Because serving on a Board or Commission requires a substantial commitment of time, effort and scheduling on the part of the members, we ask that you carefully consider your schedule before pursuing appointment to a Board or Commission and that by signing below you are confirming your willingness to make a concerted effort to attend every meeting and to fulfill your duties and responsibilities as a member. All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act.

Signature: _____ Date: _____

(City Clerk's Office Use Only Below this Line)

Date Received: _____

Signed Acknowledgement: ☐ Yes ☐ No

Term Ending: _____

Staff Liaison: _____

Interview Date: _____

Board or Commission: _____

Letter Sent: ☐ Yes ☐ No / Date _____

Liaison Notified: ☐ Yes ☐ No / Date: _____

Council Meeting Date: _____

Appointed: ☐ Yes ☐ No

Motion Number: _____

Boards and Commissions Supplemental Information

Please review the attached "Boards and Commissions Application Attachment" for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat.

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Arts and Cultural Diversity Commission

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- ☐ Public Art
- ☐ Culture
- ☐ Performing Arts
- ☐ Visual Arts
- ☐ Arts Education and/or Marketing

Beautification Advisory Commission

Members consider and propose programs which would improve the physical appearance of the community and implement such programs as may be approved by the City Council; annually organize and carry out a short-term campaign to encourage citizen participation in activities designed to beautify the City; and report blight to the Code Enforcement Division of the Department of Technical and Planning Services. Please check below if you have experience in:

- ☐ Landscaping
- ☐ Horticulture
- ☐ Blight prevention
- ☐ Event Planning/Marketing

Board of Review

The Board reviews the tax assessment roll; adds to the roll any properties omitted; corrects errors in the roll; and hears the complaints of all persons considering themselves aggrieved by the assessments. If it appears that any person or property has been wrongfully assessed or omitted from the roll, the Board shall correct the roll in such manner as it deems just. Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Property Appraisal/Assessing
- ☐ Real Estate/Development/Law

Board of Trustees (Employee Retirement System)

The Board is vested with the general administration, management and responsibility for the proper operation of the retirement system, as well as for construing and making effective the provisions of the retirement system. Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Investments

Building Board of Appeals

The Building Board of Appeals has the duty, responsibility and authority to hear and decide such appeals under the Building Code of the State of Michigan. Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Property Appraisal/Assessing
- ☐ Real Estate/Development/Law (no agents or brokers)
- ☐ Architecture
- ☐ Building Construction
- ☐ Engineering

Corridor Improvement Authority

To develop and execute projects that will halt property value deterioration and increase property tax valuation; eliminate the causes of deterioration; and maintain and upgrade the economic viability of the designated business corridor using tax increment financing, or TIF, and grant funding for a 20-year period. The Corridor encompasses Nine Mile Road from Cloverlawn east to the City of Ferndale border, and Coolidge Highway for its entire span within the City of Oak Park. TIF is a governmental financing mechanism which contributes to economic growth and development by dedicating a portion of the tax base resulting from economic growth and development to certain public facilities and structures or improvements of the type designed and dedicated to public use. Please check below if you have experience in:

- ☐ New Business Development
- ☐ Business Recruitment and Retention
- ☐ Marketing and Promotion
- ☐ Real Estate Development
- ☐ Banking/Finance

Brownfield/Economic Development Corporation Commission

To alleviate and prevent conditions of unemployment; to assist and retain local industries and commercial enterprises in order to strengthen and revitalize the economy of the City of Oak Park and the State of Michigan; to provide means and methods for the encouragement and assistance of industrial and commercial enterprises in locating, purchasing, constructing, reconstructing, modernizing, improving, maintaining, repairing, furnishing, equipping and expanding in Oak Park; and to encourage the location and expansion of commercial enterprises to more conveniently provide needed services and facilities to Oak Park and its residents. To accomplish this, the EDC may construct, acquire, reconstruct, improve, maintain, repair, and/or acquire necessary lands for the site of projects; acquire necessary machinery, furnishings and equipment for projects; borrow money and issue revenue bonds to finance the cost of acquiring lands and equipment; enter into leases or sales contracts for projects; and sell projects. Please check below if you have experience in:

- ☐ Policymaking
- ☐ Preparation of strategic planning
- ☐ Having Knowledge or Understanding of Community Issues or Ordinances
- ☐ Being Fair & Open-Minded
- ☐ Analytic Ability
- ☐ Financial Analysis

Election Commission

The Election Commission shall appoint the Board of Election Inspectors for each precinct and have charge of all activities and duties required of it by statute and this Charter relating to the conduct of elections in the City. Please check below if you have experience in:

- ☐ Check-in registered voters and issue ballots and voter numbers
- ☐ Ability to register qualified individuals to vote
- ☐ Handle voting equipment to verify ballots have been completed and accepted
- ☐ Analyze documents
- ☐ Assist in the enforcement of all Election Day policies and procedures
- ☐ Assist in the completion of all Election Day forms

Library Board

Exclusive control of the expenditure of all moneys collected to the credit of the Library Fund, and of the construction of any Library building, and, of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose: Provided, that all moneys received for such Library shall be deposited in the Treasury of the City to the credit of the Library Fund, and shall be kept separate and apart from other moneys of the City, and drawn upon by the proper officers of the City, upon the properly authenticated vouchers of the Library Board.

To purchase or lease grounds; to occupy, lease, or erect an appropriate building or buildings for the use of the Library; to appoint a suitable Librarian and necessary assistants, and fix their compensation; and to remove such appointees; and shall, in general, carry out the spirit and intent of this article and of Act 164 in establishing and maintaining a public library and reading room. The Library and Reading Room established under this article shall be forever free to the use of the residents of the City, subject to such reasonable rules and regulations as the Library Board may adopt; and the Board may exclude from the use of the Library and Reading Room any and all persons who shall willfully violate such rules. Please check below if you have experience in:

- ☐ Policymaking
- ☐ Finance/Budget
- ☐ Advertising/Marketing/Public Relations
- ☐ Preparation of strategic planning
- ☐ Knowledge of or experience with fundraising
- ☐ Knowledge of or experience with levy campaigns
- ☐ Grants/Endowments
- ☐ Knowledge of libraries

Local Officers Compensation Commission

The Commission shall determine the salary of each local elected official. The determination shall be the salary unless the City Council, by resolution adopted by 2/3rds of the members elected to and serving on the City Council rejects it. The determination of the Commission shall be effective 30 days following its filing with the City Clerk unless rejected by the City Council. Please check below if you have experience in:

- ☐ Policymaking
- ☐ Finance/Budget
- ☐ Public Sector Compensation

Parks and Recreation Commission

It shall be the duty of the Parks and Recreation Commission to provide advice to the Oak Park Recreation Department, based on feedback from all segments of the City's diverse population. The commission will develop strategies for connecting with representatives from City Council, neighborhood and school groups, organizations, synagogues, churches and other groups that are representative of the City'S diversity, and will actively encourage citizen participation. The Commission will support the values of sustainability, equity, engagement, and sound economics in providing quality and safe recreation programs and facilities for the City of Oak Park. The Commission will assist with planning, promoting, executing and evaluating of public recreation, parks, programs and other department special events. Please check below if you have experience in:

- ☐ Advertising/Marketing/Public Relations
- ☐ Banking/Finance
- ☐ Fitness/Recreation
- ☐ Forestry
- ☐ Land Use Planning
- ☐ Landscape Architecture
- ☐ Physical Education
- ☐ Public Administration

Planning Commission

Prepare and maintain a master plan for the physical development of the City. Review and make recommendations to the City Council regarding adoption of zoning ordinances and subsequent amendments thereto. Review and make recommendations to the City Council regarding special land uses in accordance with Article XIX of this ordinance. Review and approve site plans in accordance with section 1725 of this

ordinance. Review and make recommendation to the City Council regarding preliminary plat review of subdivisions proposed under P.A. 288 of 1967 as amended. Prepare and maintain a six-year capital improvements program. Review and approval of proposed public works projects, including the removal, location, widening, narrowing, vacating, abandonment, change of use, or extension of streets, alleys, grounds, open spaces, building, public utilities and terminals. Conduct necessary public hearings as required by law regarding matters before the Commission for review, recommendations or approval. The City's Planning Commission shall perform any and all acts as required by State law. Please check below if you have experience in:

- ☐ Civil Engineering
- ☐ Real Estate Development
- ☐ Architecture/Landscape Architecture
- ☐ Building Construction
- ☐ Land Use Planning

Recycling and Environmental Conservation Commission

To consider and advise the Department of Public Works and the City Council concerning any and all of the following matters: Public information, education outreach, and City-sponsored services relating to recycling, yard waste collection, household hazardous waste collection, and waste reduction. Environmental education, especially school-based programs.

Public information for residents relating to energy savings. Public information for residents relating to household activities which enhance and conserve water quality and water resources. Public education and events relating to tree planting and maintenance for environmental protection. Other topics relating to recycling, waste reduction, and environmental protection brought to the commission by staff or the City Council.

Please check below if you have experience in:

- ☐ Environmental conservation
- ☐ Recycling
- ☐ Civic engagement
- ☐ Marketing

Traffic Safety Board

The purpose of the Traffic Safety Board is to study and recommend traffic and safety measures and programs to enhance traffic safety within the city. The traffic and safety board shall be a non-administrative board serving solely in an advisory capacity. The board may make recommendations to the city council but may not assume any legislative nor administrative authority of the city council, the mayor, city manager, or any city department.

Please check below if you have experience in:

- ☐ Civil Engineering
- ☐ Civic Engagement
- ☐ Policymaking

Zoning Board of Appeals

Administrative Appeals: To hear and decide appeals from any order, requirement, decision, or determination made by an administrative official charged with the enforcement of the Zoning Ordinance. There shall be no appeal to the Zoning Board of Appeals from a decision of the Planning Commission or City Council approving or disapproving a Special Land Use. Interpretation: To hear and decide requests for interpretation of the Zoning Ordinance and official Zoning Map. Variances: To authorize upon application in specific cases such variance from the terms of the Zoning Ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this ordinance would result in a practical difficulty or unnecessary hardship. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction/Engineering
- ☐ Land Use Planning
- ☐ Real Estate/Development/Law
- ☐ Having Knowledge or Understanding of Community Issues or Ordinances



CITY OF OAK PARK BOARDS & COMMISSIONS APPLICATION

Please complete, sign and date application form and return to:
City Clerk's Office
Attn: Boards & Commissions
14000 Oak Park Boulevard
Oak Park, MI 48237-2082
Fax: (248) 691-7167 Office: (248) 691-7544
Email: lvecchio@oakparkmi.gov

Review the list of Boards and Commissions below and determine your top 3 choices (confirm your preferences by placing a "1", "2" or "3" after the title of the Board or Commission in the space provided). Every effort will be made to accommodate your first three preferences. However, vacancies vary, and demand for some boards may be higher than others so some degree of flexibility is necessary.

- | | | |
|---|--|---|
| ☒ Arts & Cultural Diversity Commission <u>1</u> | ☐ Corridor Improvement Authority _____ | ☐ Parks & Recreation Commission _____ |
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| ☐ Building Board of Appeals _____ | ☐ Local Officers Compensation Comm. _____ | ☐ Zoning Board of Appeals _____ |

Applicants are encouraged to attend meetings of the groups for which they are applying.
All meetings are open to the public, and volunteer help is always appreciated.

APPLICANT INFORMATION (Please type or print answers to all questions):

Name: Donny Wilson

Current Address: 23400 Beverly st., Oak Park, MI 48237
Street City Zip

Email Address: donymwilson@gmail.com

Home Phone: 313-378-1497 Cell Phone: 313-378-1497 Work Phone: _____

Date Residency Established: 9/17/2017 Have you ever served on a Board or Commission in another City? ☐ Yes ☒ No

If yes, please indicate what City and the Board or Commission: _____

Employer Name: Nissan Occupation: Digital Designer

Professional Qualifications and/or Work Experience: Nissan North America - Digital Designer 2016-Present, Metro Detroit Youth Clubs - Director of Digital Media 2009-Present
Renaissance Unity Spiritual Center - Producer, Media Director 2014-Present

Educational Background: Bachelor of Arts - Film Studies - Wayne State University 2005, Cass Technical High School - Commercial Art 2000

Community Activities and/or Other Experience: I am the Director of Digital Media for Metro Detroit Youth Clubs and

ACKNOWLEDGMENT:

Because serving on a Board or Commission requires a substantial commitment of time, effort and scheduling on the part of the members, we ask that you carefully consider your schedule before pursuing appointment to a Board or Commission and that by signing below you are confirming your willingness to make a concerted effort to attend every meeting and to fulfill your duties and responsibilities as a member. All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act.

Signature:  Date: 1/27/21

Donald Wilson

(City Clerk's Office Use Only Below this Line)

Date Received: _____	Interview Date: _____	Council Meeting Date: _____
Signed Acknowledgement: ☐ Yes ☐ No	Board or Commission: _____	Appointed: ☐ Yes ☐ No
Term Ending: _____	Letter Sent: ☐ Yes ☐ No / Date: _____	Motion Number: _____
Staff Liaison: _____	Liaison Notified: ☐ Yes ☐ No / Date: _____	

Boards and Commissions Supplemental Information

Please review the attached "Boards and Commissions Application Attachment" for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed below, the community urges you to apply for consideration. The community needs citizens with diverse backgrounds on its boards and commissions. Members must be city residents for at least two years.

Arts and Cultural Diversity Commission

The mission statement of the Arts and Cultural Diversity Commission shall be to recommend, develop and implement city-wide programs and events which provide community access to the performing and creative arts and which celebrate cultural diversity; to work with local, state and federal agencies to take advantage of available resources, including funding. The Commission shall actively participate in developing, implementing, promoting and staffing appropriate programs. The Commission may partner with the Parks and Recreation Commission and Friends of the Library on programs which provide community access to the performing and creative arts and celebrate cultural diversity. Please check below if you have experience in:

- ☐ Public Art
- ☐ Culture
- ☐ Performing Arts
- ☐ Visual Arts
- ☐ Arts Education and/or Marketing

Beautification Advisory Commission

Members consider and propose programs which would improve the physical appearance of the community and implement such programs as may be approved by the City Council; annually organize and carry out a short-term campaign to encourage citizen participation in activities designed to beautify the City; and report blight to the Code Enforcement Division of the Department of Technical and Planning Services. Please check below if you have experience in:

- ☐ Landscaping
- ☐ Horticulture
- ☐ Blight prevention
- ☐ Event Planning/Marketing

Board of Review

The Board reviews the tax assessment roll; adds to the roll any properties omitted; corrects errors in the roll; and hears the complaints of all persons considering themselves aggrieved by the assessments. If it appears that any person or property has been wrongfully assessed or omitted from the roll, the Board shall correct the roll in such manner as it deems just. Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Property Appraisal/Assessing
- ☐ Real Estate/Development/Law

Board of Trustees (Employee Retirement System)

The Board is vested with the general administration, management and responsibility for the proper operation of the retirement system, as well as for construing and making effective the provisions of the retirement system. Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Investments

Building Board of Appeals

The Building Board of Appeals has the duty, responsibility and authority to hear and decide such appeals under the Building Code of the State of Michigan. Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Property Appraisal/Assessing
- ☐ Real Estate/Development/Law (no agents or brokers)
- ☐ Architecture
- ☐ Building Construction
- ☐ Engineering

Corridor Improvement Authority

To develop and execute projects that will halt property value deterioration and increase property tax valuation; eliminate the causes of deterioration; and maintain and upgrade the economic viability of the designated business corridor using tax increment financing, or TIF, and grant funding for a 20-year period. The Corridor encompasses Nine Mile Road from Cloverlawn east to the City of Ferndale border, and Coolidge Highway for its entire span within the City of Oak Park. TIF is a governmental financing mechanism which contributes to economic growth and development by dedicating a portion of the tax base resulting from economic growth and development to certain public facilities and structures or improvements of the type designed and dedicated to public use. Please check below if you have experience in:

- ☐ New Business Development
- ☐ Business Recruitment and Retention
- ☐ Marketing and Promotion
- ☐ Real Estate Development
- ☐ Banking/Finance

Brownfield/Economic Development Corporation Commission

To alleviate and prevent conditions of unemployment; to assist and retain local industries and commercial enterprises in order to strengthen and revitalize the economy of the City of Oak Park and the State of Michigan; to provide means and methods for the encouragement and assistance of industrial and commercial enterprises in locating, purchasing, constructing, reconstructing, modernizing, improving, maintaining, repairing, furnishing, equipping and expanding in Oak Park; and to encourage the location and expansion of commercial enterprises to more conveniently provide needed services and facilities to Oak Park and its residents. To accomplish this, the EDC may construct, acquire, reconstruct, improve, maintain, repair, and/or acquire necessary lands for the site of projects; acquire necessary machinery, furnishings and equipment for projects; borrow money and issue revenue bonds to finance the cost of acquiring lands and equipment; enter into leases or sales contracts for projects; and sell projects. Please check below if you have experience in:

- ☐ Policymaking
- ☐ Preparation of strategic planning
- ☐ Having Knowledge or Understanding of Community Issues or Ordinances
- ☐ Being Fair & Open-Minded
- ☐ Analytic Ability
- ☐ Financial Analysis

Election Commission

The Election Commission shall appoint the Board of Election Inspectors for each precinct and have charge of all activities and duties required of it by statute and this Charter relating to the conduct of elections in the City. Please check below if you have experience in:

- ☐ Check-in registered voters and issue ballots and voter numbers
- ☐ Ability to register qualified individuals to vote
- ☐ Handle voting equipment to verify ballots have been completed and accepted
- ☐ Analyze documents
- ☐ Assist in the enforcement of all Election Day policies and procedures
- ☐ Assist in the completion of all Election Day forms

Library Board

Exclusive control of the expenditure of all moneys collected to the credit of the Library Fund, and of the construction of any Library building, and, of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose: Provided, that all moneys received for such Library shall be deposited in the Treasury of the City to the credit of the Library Fund, and shall be kept separate and apart from other moneys of the City, and drawn upon by the proper officers of the City, upon the properly authenticated vouchers of the Library Board.

To purchase or lease grounds; to occupy, lease, or erect an appropriate building or buildings for the use of the Library; to appoint a suitable Librarian and necessary assistants, and fix their compensation; and to remove such appointees; and shall, in general, carry out the spirit and intent of this article and of Act 164 in establishing and maintaining a public library and reading room. The Library and Reading Room established under this article shall be forever free to the use of the residents of the City, subject to such reasonable rules and regulations as the Library Board may adopt; and the Board may exclude from the use of the Library and Reading Room any and all persons who shall willfully violate such rules. Please check below if you have experience in:

- ☐ Policymaking
- ☐ Finance/Budget
- ☐ Advertising/Marketing/Public Relations
- ☐ Preparation of strategic planning
- ☐ Knowledge of or experience with fundraising
- ☐ Knowledge of or experience with levy campaigns
- ☐ Grants/Endowments
- ☐ Knowledge of libraries

Local Officers Compensation Commission

The Commission shall determine the salary of each local elected official. The determination shall be the salary unless the City Council, by resolution adopted by 2/3rds of the members elected to and serving on the City Council rejects it. The determination of the Commission shall be effective 30 days following its filing with the City Clerk unless rejected by the City Council. Please check below if you have experience in:

- ☐ Policymaking
- ☐ Finance/Budget
- ☐ Public Sector Compensation

Parks and Recreation Commission

It shall be the duty of the Parks and Recreation Commission to provide advice to the Oak Park Recreation Department, based on feedback from all segments of the City's diverse population. The commission will develop strategies for connecting with representatives from City Council, neighborhood and school groups, organizations, synagogues, churches and other groups that are representative of the City's diversity, and will actively encourage citizen participation. The Commission will support the values of sustainability, equity, engagement, and sound economics in providing quality and safe recreation programs and facilities for the City of Oak Park. The Commission will assist with planning, promoting, executing and evaluating of public recreation, parks, programs and other department special events. Please check below if you have experience in:

- ☐ Advertising/Marketing/Public Relations
- ☐ Banking/Finance
- ☐ Fitness/Recreation
- ☐ Forestry
- ☐ Land Use Planning
- ☐ Landscape Architecture
- ☐ Physical Education
- ☐ Public Administration

Planning Commission

Prepare and maintain a master plan for the physical development of the City. Review and make recommendations to the City Council regarding adoption of zoning ordinances and subsequent amendments thereto. Review and make recommendations to the City Council regarding special land uses in accordance with Article XIX of this ordinance. Review and approve site plans in accordance with section 1725 of this

ordinance. Review and make recommendation to the City Council regarding preliminary plat review of subdivisions proposed under P.A. 288 of 1967 as amended. Prepare and maintain a six-year capital improvements program. Review and approval of proposed public works projects, including the removal, location, widening, narrowing, vacating, abandonment, change of use, or extension of streets, alleys, grounds, open spaces, building, public utilities and terminals. Conduct necessary public hearings as required by law regarding matters before the Commission for review, recommendations or approval. The City's Planning Commission shall perform any and all acts as required by State law. Please check below if you have experience in:

- ☐ Civil Engineering
- ☐ Real Estate Development
- ☐ Architecture/Landscape Architecture
- ☐ Building Construction
- ☐ Land Use Planning

Recycling and Environmental Conservation Commission

To consider and advise the Department of Public Works and the City Council concerning any and all of the following matters: Public information, education outreach, and City-sponsored services relating to recycling, yard waste collection, household hazardous waste collection, and waste reduction. Environmental education, especially school-based programs.

Public information for residents relating to energy savings. Public information for residents relating to household activities which enhance and conserve water quality and water resources. Public education and events relating to tree planting and maintenance for environmental protection. Other topics relating to recycling, waste reduction, and environmental protection brought to the commission by staff or the City Council.

Please check below if you have experience in:

- ☐ Environmental conservation
- ☐ Recycling
- ☐ Civic engagement
- ☐ Marketing

Traffic Safety Board

The purpose of the Traffic Safety Board is to study and recommend traffic and safety measures and programs to enhance traffic safety within the city. The traffic and safety board shall be a non-administrative board serving solely in an advisory capacity. The board may make recommendations to the city council but may not assume any legislative nor administrative authority of the city council, the mayor, city manager, or any city department.

Please check below if you have experience in:

- ☐ Civil Engineering
- ☐ Civic Engagement
- ☐ Policymaking

Zoning Board of Appeals

Administrative Appeals: To hear and decide appeals from any order, requirement, decision, or determination made by an administrative official charged with the enforcement of the Zoning Ordinance. There shall be no appeal to the Zoning Board of Appeals from a decision of the Planning Commission or City Council approving or disapproving a Special Land Use. Interpretation: To hear and decide requests for interpretation of the Zoning Ordinance and official Zoning Map. Variances: To authorize upon application in specific cases such variance from the terms of the Zoning Ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this ordinance would result in a practical difficulty or unnecessary hardship. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction/Engineering
- ☐ Land Use Planning
- ☐ Real Estate/Development/Law
- ☐ Having Knowledge or Understanding of Community Issues or Ordinances