

Memo

To: Northfield Township Board of Trustees

From: Marlene Chockley, Supervisor

RE: Boards and Commissions Application

Date: November 9, 2017

Trustees,

Early in the year, I attended a day-long session sponsored by the Michigan Economic Development Corporation (MEDC) for information on how they could assist the Township in our quest for commercial development and in the hopes that Northfield Township might enter their Redevelopment Ready Communities (RRC) program.

To take advantage of the full benefits of the RRC program, Northfield Township would need to become certified after meeting a range of criteria. One of the criteria is having qualified and educated Boards and Commissions. The MEDC provided a sample boards and commissions application to standardize the information gathered on our applicants. An applicant could provide additional information in a cover letter or email if they so desired.

Ms. Carlisle and I used the RRC sample format and developed the application in your packet. The last page includes the various Township boards and commissions and areas of desired skills, knowledge, or perspective that would be helpful to the Township. Please feel welcome to suggest changes.

As we anticipate recruiting new members to our Boards and Commissions imminently, I recommend that we adopt the application to be used with new and returning applicants. Thank you for your consideration.

Respectfully submitted,

Marlene Chockley

NORTHFIELD TOWNSHIP MICHIGAN

8350 Main St.
Whitmore Lake, MI 48189

Phone: 734-449-2880
Fax: 734-449-0123

Boards and Commissions Application

Personal Information				
Last Name	First Name	M. I.	Today's Date	
Street Address	City		State	Zip
E-mail	Home Phone	Cell Phone		
What Board/Commission are you applying for?	Date Available	Have you ever applied with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Residency is required for most Boards and Commissions. Are you a resident of Northfield Township? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, for how long? ____				

Education		
Name & Location	Last Year Completed	Major & Degree earned
High School	9 10 11 12	
College, University or Trade School	1 2 3 4	
Other		

List any Relevant Certifications you currently hold

Provide a brief biography including your skills, background and expertise, as well as any involvement in the community, professional or other non-profit organizations that are specifically applicable to this board or commission.
What led to your desire to serve the community?

Employment History	
Employer Name	Type of Business
Address	Employment Dates:
Job Title:	From: To:
Duties:	
Employer Name	Type of Business
Address	Employment Dates:
Job Title:	From: To:
Duties:	
Employer Name	Type of Business
Address	Employment Dates:
Job Title:	From: To:
Duties:	

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, the community urges you to apply for consideration. The community needs citizens with diverse backgrounds in its boards and commissions.

Important Public Records Information: 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. Please contact the Clerk at 734-449-2880 if you have any questions or concerns about the disclosure of certain information.

Truth and Accuracy: I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all of the information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Applicant's Signature

Date:

Return Completed Forms to:

Northfield Township Clerk
8350 Main St.
P. O. Box 576
Whitmore Lake, MI 48189

Revised 11-9-18

Boards and Commissions Application Attachment

Board of Review - 2 Year Terms

Meets March, July, and December-evenings and daytimes

Members are appointed by the Board of Trustees. Members must be township residents and property taxpayers and should be qualified by experience and/or training in matters related to real estate. Please check below all that apply:

- ☐ Property Taxpayer
- ☐ Banking/Finance
- ☐ Property Appraisal/Assessing
- ☐ Real Estate/Development/Law (no agents or brokers)

Downtown Development Authority - 4 Year Terms

Meets the 4th Monday of the month at 7 PM as needed

Members are appointed by the Township Supervisor subject to approval by the Board of Trustees. A majority of members shall be owners of business property located in the downtown district with at least 1 member being a resident of the downtown district. Please check below if you are or have experience in:

- ☐ Business Owner in the District
- ☐ Resident of DDA District
- ☐ Banking/Finance
- ☐ Real Estate
- ☐ Advertising/Marketing/Public Relations
- ☐ Grant Writing

Land Preservation Committee

Meets the 2nd Thursday of the month at 7 PM

Members are appointed by the Board of Trustees. Members must be township residents and have an interest in land preservation/conservation. Please check below if you have experience in:

- ☐ Farming
- ☐ Forestry
- ☐ Ecology/Environment
- ☐ Land Use Planning
- ☐ Land Preservation
- ☐ Natural Resources
- ☐ Advertising/Marketing/Public Relations
- ☐ Historic Preservation

Zoning Board of Appeals - 3 Year Terms

Meets the 3rd Monday of the month at 7 PM as needed

Members are appointed by the Board of Trustees. Members must be township residents and should be qualified by experience and/or training in matters related to construction, land use planning and/or zoning. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction/Engineering
- ☐ GIS/AutoCAD
- ☐ Land Use Planning
- ☐ Real Estate/Development/Law
- ☐ Zoning

Planning Commission - 3 Year Terms

Meets the 1st and 3rd Wednesdays of the month at 7 PM

Members are appointed by the Township Supervisor subject to approval by the Board of Trustees. Members must be township residents, registered electors, and qualified by experience and/or training in matters related to any of the categories below. Please check below if you have experience in:

- ☐ Agriculture
- ☐ Recreation
- ☐ Education
- ☐ Public Health
- ☐ Government
- ☐ Commerce
- ☐ Transportation
- ☐ Industry

Parks & Recreation Board

Meets the 3rd Thursday of the month at 7 PM

Members are appointed by the Board of Trustees. Members must be township residents with an interest in improving our parks and recreation offerings. Please check below if you have experience in:

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