CITY OF HOUGHTON
P.O. Box 606
Houghton, MI 49931
(906) 482-1700

Application for City of Houghton Boards

Resumes are encouraged and may be attached to your completed application.

APPLICATION FOR CITY OF HOUGHTON BOARDS	
Name:	
Home Address:	Work Address:
Home Phone:	Work Phone:
Cell Phone:	Email:
Please note your preferred method(s) to be contacted: ☐Home Phone ☐Work Phone ☐Cell Phone ☐Email	
Residency is required. ☐I am a resident. If so, for how many years? _____	

Describe any experiences that led to your desire to serve the community.

Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other nonprofit organizations that are specifically applicable to this board or commission.

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Employment: List your three most recent employment experiences.

Dates of Employment	Company Name/Location	Position	Job Description

Education: List your most recent educational experiences.

Educational Institution/School	Certificate/Degree Received	Area(s) of Study

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.

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 906-482-1700 if you have any questions or concerns about the disclosure of specific 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 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:

Amy Zawada, Clerk
City of Houghton
P.O. Box 606, Houghton, MI 49931
amy.zawada@cityofhoughton.com

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Boards and Commissions Application Attachment

Planning Commission
Citizen members are appointed by the mayor and represent different segments of the community. Of the six citizen members, five members must be city residents. One citizen member may reside outside of the city as long as that member owns property within the city limits. Please check below if you have experience in:

☐ Environmental Engineering
☐ Public Administration Housing/Human Services
☐ Education
☐ Recreation or Tourism
☐ Business
☐ Land Use Planning
☐ Landscape Architecture
☐ Transportation/Communication
☐ Historic Preservation

The planning commission requires a large time commitment with many daytime committee meetings scheduled outside of the regular monthly meetings.

Downtown Development Authority
Tax Increment Finance Authority
The eight citizen members are appointed by the city council. At least five members shall be persons having an interest in property located in the downtown district, and at least one member shall be a resident of the downtown district. Please check below if you:

☐ Own property in the downtown district
☐ Reside in the downtown district
☐ Have business experience

Portage Lake District Library Board
The city council appoints four members of the board from residents of the city. Please check below if you have experience in:

☐ Education
☐ Public Administration

Housing Commission
Members are appointed by the city manager. Members are not required to be city residents. Please check below if you have experience in:

☐ Banking/Finance
☐ Building Construction/Engineering
☐ Housing Development/Law
☐ Property Appraisal/Assessing

Board of Review
Members are appointed by the city council. Members must be city residents who are owners of property in the city. Elected and appointed officials of the city are ineligible. Please check below if you have experience in:

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

Portage Lake Water and Sewer Authority
Members are appointed by the city council. Members must be city residents. Please check below if you have experience in:

☐ Engineering
☐ Business