

# CITY OF WAYNE BOARDS AND COMMISSION

## RECRUITMENT GUIDE



### GENERAL INFORMATION

All Board and Commission members serving in the City of Wayne are tasked with supporting or advising community leaders and elected officials on key policies and decisions within the community. Individuals should use this guide to obtain information about the various committees that operate within the City.

#### **Interested in applying?**

All City of Wayne Residents are invited to apply for appointment of City of Wayne Boards and Commissions. The City of Wayne prioritizes and understands the importance of educating individuals interested in serving during the recruitment process. It is recommended that prospective Board and Commission members review the desirable knowledge and Preferred Skills listed for each position and the time commitment for the position prior to applying.

#### **Next Step:**

Prospective applicants interested in applying to a City Board or Commission should visit the City's website for a list of available positions. [www.cityofwayne.com](http://www.cityofwayne.com).

## BOARD MEMBER EXPECTATIONS & RESPONSIBILITIES

- Attend all regularly scheduled meetings
- Use parliamentary procedure to conduct and participate in meetings
- Refrain from any act that constitutes a conflict of interest
- Follow the operating rules and bylaws of the Board or Commission
- Review all relevant materials and come to meetings prepared
- Work cooperatively with other commissions
- Abide by the provisions of the Open Meetings Act
- Conduct yourself in a professional manner at all times

## QUALITIES OF AN EFFECTIVE BOARD MEMBER

- Work within a team framework of compromise and exchange
- Show courteous behavior and respect to other Board members, City Staff and the Public
- Separate people from the issues when conflict arises
- Focus on mutual interests and shared goals
- Look for compromises and work to understand diverse perspectives
- Examine one's own approach to dealing with conflict and be open about concerns when there is room for compromise
- Strive to problem-solve based on collaboration rather than simply making a decision

## APPOINTMENT PROCESS

- The Mayor of the City of Wayne has the responsibility to review applications and make recommendations for appointments of members to various Boards and Commissions to be followed by the approval of the City Council. Applications will be reviewed for consideration when openings become available. Individuals wishing to serve must not be in arrears on taxes, water bills, permit fees or special assessments. Residents being appointed to Boards or Commissions must have been a resident of the City of Wayne for a minimum of 2 years.

## BOARDS AND COMMISSIONS

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### ***Board of Review:***

The Board of Review was established to hear appeals from individual taxpayers, reviews and makes adjustments in the assessment rolls when necessary.

**Preferred Skill Set:** Interest, knowledge, and/or experience in Banking/Finance, Property Appraisal/Assessing, Real Estate/Development/Law, or community service.

**Meets:** In March and July of each year at City Hall

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### ***Brownfield Redevelopment Authority:***

The Authority was established to review and approve Brownfield Development Plans.

**Preferred Skill Set:** Interest, knowledge, and/or experience in Banking/Finance, Environmental, Property Appraisal/Assessing, Real Estate/Development/Law, or community service.

**Meets:** When Brownfield Redevelopment Plans are submitted

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### ***Building Authority:***

The Building Authority was established to acquire, furnish, enlarge, operate and maintain parking facilities, recreation building, or for any other legitimate public purpose for the City of Wayne.

**Preferred Skill Set:** Interest, knowledge, and/or experience in Building Construction/Engineering, Architecture, Banking/Finance, Property Appraisal/Assessing, Real Estate/Development/Law, or community service.

**Meets:** On an as needed basis

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### ***Cemetery Board:***

The Committee was established to review the cemetery owned and maintained by the City of Wayne and to make recommendation to the Council for the purpose of improving the management and operations of the cemetery.

**Preferred Skill Set:** Familiar with budgeting, operations and management

**Meets:** On an as needed basis

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***Commission on Aging:***

The Commission on Aging was established for the purpose of promoting the enrichment of the lives of the aging who reside in Wayne.

**Preferred Skill Set:** Interest, Knowledge and/or experience is dealing with matters involving older adults.

**Meets:** The first Tuesday of each month at 10:00 a.m. at City Hall

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***Dangerous Buildings Appeal Board:***

The Board was established to review and make recommendations for the removal of blighted structures as determined by the Building Official.

**Preferred Skill Set:** Interest, knowledge, and/or experience in Building Construction/Engineering, Architecture, Real Estate/Development/Law, or community service.

**Meets:** On an as needed basis

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***Downtown Development Authority:***

The City of Wayne DDA was established to develop and propose to the City Council, long range plans for the promotion of economic growth in the downtown district. Members of this board must own or manage a business located within the District. One resident of the District shall be appointed.

**Preferred Skill Set:** An interest in developing and supporting the economic development and growth of the City of Wayne, have the ability to communicate through email, have the ability to communicate clearly and effectively with staff and the general public, and have the ability to listen and maintain professionalism with other commissioners, staff, and the public.

**Meets:** The second Wednesday of each month at 6:00 p.m. at City Hall

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***Historical Commission:***

The Historical Commission was established to oversee the operation of the Historical Museum, which displays exhibits of local history and assists individuals with historical and genealogical research.

**Preferred Skill Set:** Interest, knowledge, and/or experience in Archaeology, Architecture, Building Construction/Engineering, Historic Preservation, or community service.

**Meets:** Monthly

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***Housing Commission:***

The Housing Commission was established to authorize condemn or otherwise acquire property to enact and maintain low-rent housing

**Preferred Skill Set:** Residential Real Estate, Property Management or Property Appraisal

**Meets:** Second Wednesday of each month at 6:00 p.m. at City Hall

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***Local Officers Compensation Commission:***

The LOCC was established to determine the salaries of all elected officials.

**Preferred Skill Set:** Background in Human Resources or Employment Matters.

**Meets:** As required by the Charter

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***Mechanical/Building Construction Board of Appeals:***

The MBC Board was established to determine the suitability of alternative materials and types of construction and provides interpretations of the provisions in the Building Code.

**Preferred Skill set:** Interest, knowledge, and/or experience in Building Construction/Engineering, Architecture, Real Estate/Development, or community service

**Meets:** On an as needed basis.

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***Parks and Trails Committee:***

The City of Wayne Parks and Trails Committee consists of volunteers who work together on plans and projects to improve the park and trail system in Wayne.

**Preferred Skill Set:** Interest, knowledge in maintenance of parks and/or community service

**Meets:** Second Tuesday of each month at 6:00 p.m. at City Hall

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***Personnel Board:***

The Personnel Board was established to represent the public interest in the improvement of personnel administration in the City service, responsible for rules, regulations, policies and practices governing permanent, provisional, temporary and emergency appointments to positions in the City Classified Service.

**Preferred Skill set:** Background in Human Resources or Employment Matters.

**Meets:** On an as needed basis

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***Planning Commission:***

The Planning Commission was established to review and approve site plans, temporary land uses and recommend special land uses and zoning ordinance amendments to the City Council.

**Preferred Skill Set:** Interest, knowledge, and/or experience in Architecture/Landscape Architecture, Building Construction/Engineering, Land Use Planning, Zoning, Real Estate/Development/Law, or community service are encouraged to apply

**Meets:** The second Tuesday of each month at 7:00 p.m. at City Hall

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***Wayne Library Board:***

The Library Board was established to provide proper reading room and materials for the use and benefit of the residents. They report to the City Council on any matters necessary for the proper operation at the library.

**Preferred Skill Set:** Finance/Budget, Strategic Planning, fundraising skills and knowledge of Libraries.

**Meets:** The second Wednesday of each month at 4:15 p.m. at the Library

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***Zoning Board of Appeals:***

The Zoning Board of Appeals was established to review variance applications, interpret the zoning ordinance and review appeals of zoning decisions in an adjudicatory fashion.

**Preferred Skill Set:** Interest, knowledge, and/or experience in Architecture/Landscape Architecture, Building Construction/Engineering, Land Use Planning, Real Estate/Development/Law, or community service are encouraged to apply

**Meets:** Second Thursday of each month at 7:00 p.m. at City Hall

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**John P. Rhaesa, Mayor**  
**3355 S. Wayne Rd.**  
**Wayne, MI 48184**

**CITY BOARD/COMMISSION APPLICATION**

Board/Commission applied for: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Number of Years as a Wayne Resident: \_\_\_\_\_

Wayne Business owner? \_\_\_\_\_ Name of Business: \_\_\_\_\_ Years Owned: \_\_\_\_\_

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Have you ever been convicted of a felony? \_\_\_\_\_

Do you have any felony charges pending against you at this time? \_\_\_\_\_

If so, please complete the following:

Date of offense: \_\_\_\_\_ Offense Description: \_\_\_\_\_

Where: \_\_\_\_\_ Disposition: \_\_\_\_\_

***Please Note: Conviction of a crime may not necessarily preclude you from being appointed.***

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**Work Experience:**

\_\_\_\_\_  
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**Education:**

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**Affiliations: (Clubs, Fraternal, Military, etc.)**

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**Political Offices held, if any (Include dates of Service):**

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**Please tell us why you feel you would be an asset to this Board/Commission:**

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**NOTE:**

- Prior to appointment, a background investigation will be conducted.
- Applicant must be current on all outstanding taxes, water bills, permit fees or special assessments.
- Residents being appointed must have resided in the City of Wayne for at least two years.

Please return this application to:

Tina M. Rowe, City Clerk  
Attn: Mayor Rhaesa  
Board/Commission Appointment  
3355 S. Wayne Rd.  
Wayne, MI 48184  
Or  
E-Mail: [trowe@cityofwayne.com](mailto:trowe@cityofwayne.com)