



## **Authority, Committee, Commission or Corporation Member On-boarding**

*This training document is meant to be distributed by email to all newly appointed board members or commissioners prior to their first meeting. Upon appointment, the City of Ironwood Community Development Department schedules a protocol training meeting prior to the first meeting.*

### **What's required?**

1. Knowledge of the Comprehensive Plan Implementation Priorities.
2. Member attendance is required each month, located in the Women's Club room, Commission Chamber, or Auditorium of the Ironwood Memorial Building.
  - a. Downtown Ironwood Development Authority (DIDA) meets the 4<sup>th</sup> Thursday of each month at 8:00am.
  - b. Parks & Recreation Committee (Parks & Rec) meets the 1<sup>st</sup> Monday of the month at 5:00pm.
  - c. Ironwood Economic Development Corporation (IEDC) meets the 1<sup>st</sup> Wednesday of each month at 10:00am.
  - d. Planning Commission meets the 1<sup>st</sup> Tuesday of each month at 6:00pm.
3. If you miss more than 3 meetings within the year, the Authority, Committee, Commission or Corporation, may choose to replace you with a different applicant.
4. If you know that you can't make the meeting, follow up with the Community Development Assistant
  - a. Tim Erickson; Phone: (906) 932-5050 ext. 125; Email: [ericksont@ironwoodmi.gov](mailto:ericksont@ironwoodmi.gov)
5. You will receive the Agenda by email, which includes the previous meeting minutes for you to review and print, for the next meeting.
6. Review the [By-laws](#) for the Authority, Committee, Commission, or Corporation that you belong to.

### **What's expected during a meeting?**

1. Each member must be prepared for the meeting, having read the meeting minutes provided in the Agenda packet.
2. The Chairperson leads the meeting with support from the Community Development staff.
3. If you have an item to add to the agenda, report this to Community Development Staff at least 48 hours in advance. You can also bring up the topic in Other Business, toward the end of the meeting.
4. If you need additional information on a topic not on the Agenda, please discuss with the Community Development Director, prior to the meeting.
5. Each member must consider all sides of the argument and make an informed decision that is best.
6. When on a topic, a member can make a motion. When someone makes a motion, a different member must support in order for the motion to proceed. If the motion gains support then the Chair will ask who supports by "Aye" or "Yes", or who doesn't support by "Nay" or "No".
7. Each year a new Chair (President) and Vice-Chair (Vice-President) will be selected. The Chair will run the meeting along with the Community Development Director. If the Chair is absent, then the Vice-Chair will run the meeting.
8. Be involved in projects outside of the meetings. Each Authority, Committee, Commission or Corporation each have many projects and purposes. City staff needs your help to make these plans and projects come to fruition; be involved, city staff can't do it alone.

### **Open Meetings Act**

- Don't discuss items of business with more than one other commissioner/board member outside of a meeting. This includes talking to multiple commissioners individually about the same topic.
- [Open Meetings Act Handbook](#).

## Public Comment

- All City Commission, Board, Authority, or Committee meetings and public hearings allow for public comment.
- Public comment is not a dialog between the public and the board, however; it is the ability for the public to make public comment on a topic of discussion or a topic not of discussion.
- Public comment is directed toward the chairperson which, the chairperson can decide to address the comment or not.
- Public comment is generally limited to 3 minutes.

## Planning Commission

*Planning Commission responsibilities include:*

- Meets monthly in the Women's Club Room.
- Site Plan review.
- Special Land Use review.
- Zoning requests.
- Comprehensive Plan review, creation, amendments, and updates.
- Zoning Ordinance review, creation, amendments, and updates.
- Capital Improvement Plan.
- Various planning documents for the City of Ironwood.
  - Downtown Plans.
  - Small Area Plans.
  - Parks & Rec Plans.
  - Etc.

*Planning & Zoning Resources:*

- Michigan Association of Planning: [www.planningmi.org](http://www.planningmi.org)
- Michigan Municipal League: [www.mml.org](http://www.mml.org)
- Michigan Economic Development Corporation: [www.miplace.org](http://www.miplace.org)
- American Planning Association: [www.planning.org](http://www.planning.org)
- Michigan Planning Enabling Act: [Download](#)
- Michigan Zoning Enabling Act: [Download](#)

## City Commission

*City Commission responsibilities include:*

- Meets twice per month in the Commission Chambers.
- Annual budgeting.
- Annual goal setting.
- Adopting ordinances.
- Determining projects and expenditures.
- Appointing board members for City boards and Commissions.
- Appointing City Manager, City Clerk, and Treasurer/Finance Director positions.
- Capital Improvement Planning.
- Comprehensive Planning.
- Adhering to the City Charter.
- Adopting plans.

- Implementing a fee schedule.

*Commission Resources:*

- Michigan Association of Planning: [www.planningmi.org](http://www.planningmi.org)
- Michigan Municipal League: [www.mml.org](http://www.mml.org)
- Michigan Economic Development Corporation: [www.miplace.org](http://www.miplace.org)
- [Comprehensive Plan.](#)
- [City Ordinances and Charter.](#)

**Zoning Board of Appeals (ZBA)** – *Same members as City Commission.*

*ZBA responsibilities include:*

- Approve or deny zoning variance requests.
- Meet as needed.

**Downtown Ironwood Development Authority (DIDA)**

*DIDA responsibilities include:*

- Meets monthly in the Women’s Club Room.
- Implementing the [Downtown Blueprint Plan.](#)
- Implementing the [Downtown Development Plan.](#)
- Focusing on downtown goals, policies, and strategies identified throughout the [City’s Comprehensive Plan.](#)
- Annual goal setting.
- Annual budgeting.
- Annual update of the Capital Improvement Plan.

**Ironwood Economic Development Corporation (EDC)**

*EDC responsibilities include:*

- Meets monthly in the Women’s Club Room.
- Implementing strategies for economic development identified throughout the City’s Comprehensive Plan (mostly [Chapter 6: Community Development](#)) and other planning documents.
- Annual goal setting.
- Recommending projects for funding to the City Commission.
- Annual update of the Capital Improvement Plan.

**Parks and Recreation Committee**

*Parks and Rec responsibilities include:*

- Meets monthly in the Women’s Club Room.
- Implementing strategies for parks and trail development throughout the City’s Comprehensive Plan (mostly [Chapter 5: Parks & Recreation](#) and [Chapter 6: Community Development](#)).
- Updating the Parks Action Program every 5 years.
- Annual goal setting.
- Recommending projects for funding to the City Commission.
- Annual update of the Capital Improvement Plan.
- Annual parks user survey and summit.

**Important City Documents**

- [Comprehensive Plan – Planning Commissioners and City Commissioners receive a physical copy of the plan.](#)
- [Zoning Ordinance](#)

## **Trainings**

- Many times, staff will share upcoming opportunities for you. If you are interested in a training that is relevant to your position, please let Community Development staff know.

## **Agenda's & Minutes**

Current and a historical catalog of all City of Ironwood boards and commission Agenda's and Minutes can be found here: [Agenda's & Minutes.](#)

## **Bylaws**

All City of Ironwood board and commission bylaws can be found here: [Board & Commission Bylaws.](#)