



## City of Wakefield

City Council Vacancy  
Application Form

Sue Ahonen, City Clerk  
509 Sunday Lake Street  
Wakefield, MI 49968  
(906) 229-5131

## BECOMING A MEMBER OF THE CITY COUNCIL

Members of the City Council shall be duly qualified electors of the City who meet the eligibility requirements contained in section 4.1 of the [City Charter](#). The Council shall be the sole judge of the election and qualifications of its members subject only to review by a court.

All powers of the City except as otherwise provided in the City Charter shall be vested in and all matters of policy of the City shall be exercised and determined by an elected City Council of five (5) members who shall be elected from the City at large.

**Qualification for Candidacy:** To qualify as a member of the City Council, you must have been a resident of the City of Wakefield for at least one (1) year immediately prior to the date of appointment. Additionally, you must be:

1. At least 18 years old
2. A US Citizen
3. Not holding an elected or appointed office within the City
4. Not in default to the City, or to any other governmental unit of the state
5. A qualified elector

### **Desirable Characteristics in Applicants:**

- Demonstrates an active interest in the community
- Oral & writing communication skills
- Familiar with the physical, social, and economic makeup of the community

**Private Versus Public:** Becoming a candidate for public office means that information about you will become a matter of public record immediately. With a few exceptions, this includes any documents submitted to the City during the course of the application period. As such, these documents must, by law, be available to the public for inspection and/or copying.

**Application Filing Requirements:** Applications will be accepted in the City Clerk's Office until the date and time posted. The original application must be delivered in person, by email, or by postal mail; to the City Clerk by the deadline. Please note, that an application must be physically received by the Clerk, and postmarks will not be considered. Faxed applications will be not accepted. Please feel free to include additional information with your application. Your application must be signed and include your current registered voter information.

**Interview Process:** To fill a vacated Council seat, a meeting of the City Council will be held where all applicants will be asked a few pre-selected questions. Additionally, at this meeting applicants will have an opportunity to make a presentation to the City Council indicating their qualifications for the position.

**Term of Office:** The term of Council Members filling a vacancy will vary, and correspond to the remaining term of the seat being vacated.

**General Information Regarding the Position:** Regular meetings of the City Council are held on the second and fourth Monday of each month. Additional meetings may be called as necessary. Council members serve on various authorities, boards, commissions, and committees, both with the City Council and outside agencies. Currently, members of the City Council receive a stipend of \$40 per meeting and capped at \$1200.

**Zoning Board of Appeals:** City Council acts as the Zoning Board of Appeals (ZBA) in addition to their regular responsibilities. The purpose of the ZBA is to act as a judicial review body for the Zoning Ordinance and to decide on variance requests, provide ordinance interpretations for the zoning text and zoning map, and to hear appeals of the zoning administrator's decisions. ZBA decisions should be based on the facts of the case and must be based on the requirements and standards of the Zoning Ordinance. If the ordinance is worded as such that it conflicts with outcomes desired by the Master Plan or community, the ZBA should refer that information to the Planning Commission.

**Zoning Board of Appeals Expectations:**

- Have a working knowledge of local government and governing documents, such as the City Code and the Zoning Ordinance
- Must be able to carefully process all facts, documents, and rules pertaining to a case
- Discuss and analyze the impact and consequences of their decision to deny or approve appeals
- Communicate conflicts between the zoning ordinance and master plan with the Planning Commission
- Serve three (3) year terms
- Attend meetings as requested

### **Zoning Board of Appeals Powers:**

- Hear and decide on all matters referred to the Board, upon which it is authorized to act under the provisions of the zoning ordinance.
- Interpret the zoning ordinance text and map and all matters relating to it whenever a question arises in the administration of the ordinance as to the meaning and intent of any provision of it. Interpretations are to be consistent with the intent and purpose of the zoning ordinance and map, and commonly accepted rules of construction for ordinances and laws in general.
- Hear and decide appeals where it is alleged there is an error of law in any order, requirement, or determination made by the Zoning Administrator or their designated assistants in the enforcement of the zoning ordinance.
- Hear and pass upon the applications for variances from the terms provided in the zoning ordinance in the manner prescribed by and subject to the standards established within it.

### **Apply if you have knowledge or experience with:**

- Judicial/Appellate Review
- Urban Planning & Zoning
- Architecture/Landscape
- Construction/Engineering
- Non-profit Experience
- Policy Formulation
- Real Estate/Development
- Public Administration
- Business Experience

**This application is a public record and will be included with the applicable City Council materials and may be posted on the City’s website. Personal contact information will be redacted.**

Your Contact Information		
<p>The City of Wakefield is governed by five Council Members who are elected at large. The City operates with a council-manager form of government, where the City Council appoints a City Manager who administers the daily operations of City Government. The City Council also appoints a City Attorney who is responsible for advising the Council on legal issues affecting the City of Wakefield. The members of the City Council serve on various outside agencies and make appointments to the various City Commissions and Committees. Regular City Council meetings are held on the second and fourth Monday of each month at the Wakefield Municipal Building located at 509 Sunday Lake Street, Wakefield, MI 49968. Special Meetings, work sessions and other meetings may be called, as needed. The Wakefield City Charter, Chapter 4 details the Eligibility for Office requirements that a candidate for City Council must meet.</p>		
Last Name		First Name
Street Address		Apt #
City	State	Zip
Your Email Address (Optional)	Cell Phone:	

**Supplemental Questionnaire**

To assess the expectation you have about the City Council Service and to understand the expectations other people will have of you as a Council Member, please respond to each of the following questions.

Why do you want to be appointed to the City of Wakefield City Council?

How will your education, training, experience and history of community involvement make you a suitable candidate to serve as a member of the City Council

In your opinion, what are the most important issues facing the City of Wakefield?

What vision do you have for future development in the City of Wakefield?

Use this space to provide any additional information or statements. Your comments will assist the City Council in giving your application the fullest consideration.

I certify that all statements made in this application are true and complete.

Applicants Signature

Date