



City of Berkeley

Clerk's Office

Boards & Commissions Handbook

Table of Contents

[Table of Contents](#)

[Overview](#)

[The Value of Service](#)

[Policies and Procedures](#)

[Application Process](#)

[Process for New Appointments](#)

[Reappointments](#)

[Term of Service](#)

[Attendance](#)

[Resignation](#)

[Purchases](#)

[Advertisements](#)

[Plan of work](#)

[Board Handbook](#)

[Questions](#)

[Roles](#)

[Board / Commission Chairperson](#)

[City Staff Liaison](#)

[City Council Liaison](#)

[City Clerk's Office](#)

[City Attorney's Office](#)

[Board/Commission Meetings](#)

[Keys to Becoming an Effective Board or Commission Member](#)

[Attendance](#)

[Decorum and Rules of Order](#)

[Meeting Notices](#)

[Agendas](#)

[Public Comment](#)

[Voting and Quorum](#)

[Meeting Minutes](#)

[Open Meetings Act](#)

[Freedom of Information Act \(FOIA\)](#)

[Charter v Ordinance](#)

[APPENDIX](#)

[Open Meetings Act—Definitions and Requirements](#)

[Definitions](#)

[Requirements for Meetings](#)

[Open Meetings Act—Posting Requirements](#)

[Introduction](#)

[Requirements for rescheduled regular meetings or special meetings](#)

[Requirements for emergency meetings](#)

[Code of Ethics Affidavit and Disclosure Statement](#)

[Sample Oath](#)

[Sample Resignation Letter](#)

[Agenda Template](#)

[Synopsis of Minutes Template](#)

[Minutes Template](#)

[City of Berkley Boards and Commissions](#)

[Beautification Advisory Committee](#)

[Board of Review](#)

[Building Code Board of Appeals](#)

[Committee for Engagement and Transparency](#)

[Downtown Development Authority](#)

[Elections Commission](#)

[Environmental Advisory Committee](#)

[Historical Committee](#)

[Library Advisory Board](#)

[Parks & Recreation Advisory Board](#)

[Planning Commission](#)

[Public Safety Pension Board](#)

[Tree Board](#)

[Zoning Board of Appeals](#)

[Beautification Advisory Committee](#)

[Overview:](#)

[Committee Contacts](#)

[Resources:](#)

[2025 Meeting Schedule](#)

[Governing Ordinances - Beautification Advisory Committee](#)

[Board of Review](#)

[Overview:](#)

[Committee Contacts](#)

[Resources:](#)

[Governing Ordinances - Board of Review](#)[Building Code Board of Appeals](#)[Overview:](#)[Committee Contacts](#)[Resources:](#)[Committee for Engagement & Transparency](#)[Overview:](#)[Committee Contacts](#)[Resources:](#)[2025 Meeting Schedule](#)[Governing Ordinances - Committee for Engagement and Transparency](#)[Downtown Development Authority](#)[Overview:](#)[Committee Contacts](#)[Resources:](#)[2025 Meeting Dates](#)[Elections Commission](#)[Overview:](#)[Environmental Advisory Committee](#)[Overview:](#)[Committee Contacts](#)[Resources:](#)[2025 Meeting Schedule](#)[Governing Ordinances - Environmental Advisory Committee](#)[Historical Committee](#)[Overview:](#)[Committee Contacts](#)[Resources:](#)[2025 Meeting Dates](#)[Governing Ordinances - Historical Committee](#)[Library Advisory Board](#)[Overview:](#)[Committee Contacts](#)[Resources](#)[2025 Meeting Schedule](#)[Governing Ordinances - Library Advisory Board](#)[Parks & Recreation Advisory Board](#)

[Overview:](#)

[Committee Contacts:](#)

[Resources:](#)

[2025 Meeting Schedule](#)

[Governing Ordinances - Parks & Recreation Advisory Board](#)

[Planning Commission](#)

[Overview:](#)

[Committee Contacts:](#)

[Resources:](#)

[2025 Meeting Schedule](#)

[Governing Ordinances - Planning Commission](#)

[Public Safety Pension Board](#)

[Overview:](#)

[Committee Contacts:](#)

[Additional Resources:](#)

[2025 Meeting Schedule](#)

[Tree Board](#)

[Overview:](#)

[Committee Contacts:](#)

[Resources:](#)

[2025 Meeting Schedule](#)

[Governing Ordinances - Tree Board](#)

[Zoning Board of Appeals](#)

[Overview:](#)

[Committee Contacts](#)

[Additional Resources:](#)

[2025 Meeting Schedule](#)

[Governing Ordinances - Zoning Board of Appeals](#)

[ACKNOWLEDGEMENT AND WAIVER](#)

Overview

Welcome! Congratulations on your appointment to a City of Berkley Board or Commission.¹

Municipal Boards and Commissions serve an important function within the City of Berkley as advisory bodies responsible for assisting the City with areas or issues of importance. They provide valuable insight to both City policy makers and administrators.

The City of Berkley operates under a Council-Manager form of government as outlined in its City Charter. In this system, the City Council holds the ultimate legislative authority, making decisions and setting policies for the city. The City Manager, appointed by the City Council, is responsible for implementing these policies and overseeing the day-to-day operations of the city.

City staff report to the City Manager and are responsible for carrying out the administrative and operational functions of the city. Boards and Commissions, which are composed of appointed community members, work closely with City staff to provide input, develop recommendations, and advise on specific issues within their areas of focus. However, Board and Commission members do not have supervisory authority over City staff or the City Manager.

Instead, any requests or recommendations from Boards and Commissions are communicated through City staff, who coordinate with the City Manager. The City Manager, in turn, reports to and takes direction from the City Council. This structure ensures a clear and consistent chain of responsibility and accountability—beginning with community input through Boards and Commissions, moving through City staff and the City Manager, and ultimately resting with the City Council as the City's governing body.

The Value of Service

While service on a Board or Commission involves real work, it is also tremendously important and rewarding. As a member, you will have a chance to:

- Influence public policy through your recommendations
- Gain a better understanding of the issues facing the City
- Interact with other citizens on meaningful issues
- Participate in and gain new insights into the public policy process
- Give back to the community by using your time and talents to make Berkley a better place for all

A collaborative effort between the City Manager's Office and the Clerk's Office, drawing on resources from other communities and the Michigan Municipal League, this handbook is designed to help you navigate your role and introduce you to some key information that could help you understand City operations and Board expectations.

¹ There are several names for City-created bodies, such as Boards, Commissions, Committees, Authorities, etc. This document uses "Boards and/or Commissions" to refer to any such body.

Policies and Procedures

Application Process

Individuals interested in serving on a City Board or Commission must complete the “City of Berkley Boards & Commissions Application”, indicating which Board or Commission they are applying for. This application can be submitted via the City’s [website](#) or obtained and returned to the City Clerk’s Office upon completion. Eligibility to apply and serve on a Board or Commission varies based on its bylaws and authorizing legislation. Some Boards and Commissions require residency within the City of Berkley. See the Boards and Commissions list in the appendix for the eligibility requirements of a particular Board or Commission.

Applicants will be notified of the date of the next appointment cycle if they are not appointed.

Process for New Appointments

Appointments will be made twice per year, at a meeting of City Council in February and July. Applications are accepted on a rolling basis and will be held until bi-annual interviews are conducted by City Council. Exceptions will be made for Boards or Commissions needing members to meet quorum and Boards with specific membership requirements.

Before the new term starts, a Special Meeting of the City Council will be held to interview new appointees. Candidates will be able to describe the particular skills and talents they would bring to the position as well as their ideas for ways to accomplish the Board’s function. Council will then decide who to appoint based on the interviews and how well the candidates fit the vacant role. Appointments will be confirmed by Council at a regular City Council meeting.

Appointees who have been confirmed by City Council will receive notification from the City Clerk’s Office informing them of their appointment, contact information for the Staff Liaison to the Board or Commission, and the start and end date of their term. If new members do not complete the swearing-in process within 30 days of appointment, they will be removed from their Board. The Clerk’s Office will arrange a swearing-in and orientation held at least twice a year, following appointments.

The Board or Commission Chairperson will contact the Appointee within 7 days to notify them of the meeting dates, time and location. For reappointments, recommendations are provided by the Board and Council Liaison.

It is the Board or Commission member’s responsibility to notify their Staff Liaison of any change in address, phone number or email address.

Reappointments

Reappointments are made by City Council with consideration given to several factors, including attendance, completion of education requirements (if applicable), and member contributions to the activities of the Board. Each Board’s Council Liaison will make a recommendation regarding member reappointments.

Reappointed members do not have to be sworn in unless there is a gap of 6 months in serving in their positions.

Term of Service

Each Board and Commission has different terms of service based on their bylaws and authorizing legislation. See the Boards and Commissions list in the appendix for the term of service for a particular Board or Commission.

Attendance

Because so much of the work of Boards or Commissions is completed at meetings, attendance is a critical component of successful Boards and Commissions. High rates of attendance ensure full discussion of issues and the broadest range of perspectives; these factors lead to more comprehensive and collective recommendations.

Therefore, members of Boards or Commissions are expected to attend meetings on a regular basis. If a Board member is unable to attend a meeting, they should inform the Chair or the City Staff Liaison.

Membership may be terminated for absenteeism exceeding 25% of scheduled meetings within a calendar year, or for non-attendance at four consecutive meetings. If a board or commission member is removed from a board due to attendance issues they must wait 6 months to reapply.

Resignation

Resignations must be in writing, including the date and signature of the Board member resigning, and sent to their Board or Commission chair or Staff Liaison, who will then forward it to the Council Liaison and the Clerk's Office. Resignations are accepted upon receipt.

After resignation, if the individual would like to apply for a Board or Commission again after more than 6 months, they must complete the application process. If a Board or Commission member resigns before their term expires, a replacement member will be appointed via the process described above to serve the remainder of the term.

Technology

Board members who are assigned City email addresses must follow all technology policies and are subject to adhere to all FOIA requests. Any technology used to conduct City business is subject to FOIA requests.

Purchases

Boards and Commissions must adhere to City purchasing policies. All purchases must be requested through the Staff Liaison.

Advertisements

City Boards and Commissions are not authorized to create social media accounts on behalf of the Board or Commission.

If Boards wish to advertise events through City communication channels, the Board's Staff Liaison must submit a request to the Communications Director at least 14 days in advance.

All vacancies must be advertised on the city's website, social media, and other forms of media to allow notification of all residents.

Plan of Work

Boards must submit a yearly work plan that includes goals, events, and other Board-led initiatives to the Berkley City Council at the start of each calendar year, excepting the following Boards: DDA, Election Commission, Building Code Board of Appeals, Board of Review, Pension Board, Planning Commission, and Zoning Board of Appeals.

At the end of the calendar year, the Board will review its work plan to see if the year's activities align with both the Board's goals and the City's strategic plan.

At the end of each calendar year each Board will be responsible for submitting a yearly summary with bullet points describing Board accomplishments. The summary should highlight key achievements, milestones reached, and any significant contributions made by the Board during the specified year.

Board Handbook

Each new Board and Commission member will receive a copy of this handbook that defines each role within a Board or Committee and explains the Board's role with the city.

All Board and Commission reference materials, including [this handbook](#), are available on the City's website.

Questions

For questions about the Board or Commission process, please email Boards@berkleymi.gov. For all other city-related inquiries, please contact your Staff Liaison.

Roles

Board / Commission Chairperson

The Chair of a Board or Commission maintains his or her status as a voting member and takes on additional duties. These include but are not limited to:

- Prepare meeting agendas.
- Run Board/Commission meetings according to Robert's Rules of Order.
- Serve as contact person for Staff Liaison to the Board/Commission.
- Keep Board/Commission discussions on topic.
- Ensure all points of discussion are clear and understood.
- Ensure all individuals (Board/Commission members and citizens) are given a chance to speak.
- Minimize conflict and develop Board/Commission consensus.
- Summarize discussion and clarify what decisions were made.
- The Board/Commission Chairperson or designee will serve as the spokesperson on behalf of the entire Board or Commission.
- If the officer changes within any Board, the chair must email boards@berkleymi.gov to update.

City Staff Liaison

Assigned by the City Manager, the Staff Liaison is the primary staff contact for their assigned Board/Commission, aiding them with administrative support. Responsibilities include:

- Attending meetings.
- Arranging meeting logistics.
- Researching and preparing reports.
- Ensuring Open Meetings Act compliance.
 - Submitting agendas to the City Clerk's Office 24 business hours prior to meetings.
 - Submitting minutes received from the responsible board member within 6 business days and sending them to the City Clerk's office for permanent filing and posting online within 7 business days of the meeting.
- Serving as the liaison between the Board/Commission and City Administration.
- Ensuring reports reflect Board/Commission consensus and providing alternative staff recommendations when needed.
- Providing updated documents to the City Clerk's Office.
- Collecting meeting agendas and approved minutes, emailing them to Boards@berkleymi.gov.
- Managing attendance records, meeting calendars, and communication requests.
- All Boards must submit their next calendar year's meeting schedule by the third week of November of the previous calendar year via the Staff Liaison. All Board meetings, agendas, or changes must be emailed to boards@berkleymi.gov for recording purposes.
- Assisting with continuing education requirements.

Note: Boards/Commissions work with the Staff Liaison but cannot direct their work; that is the City Manager's responsibility. Concerns about staff support should be addressed with the Staff Liaison.

City Council Liaison

- The Council Liaison function serves to facilitate and enhance the advisory capacity of Boards and Commissions. The Liaison's principal function is to provide a wide range of information to the advisory body, such as information about Council discussions, policies, and actions. This helps provide a historical perspective and add context to the Board and Commission work. However, the Boards and Commissions should act independently in formulating recommendations for the City Council to consider.
- Council Liaisons shall not direct, guide, or unduly influence the work of the City's advisory bodies.
- Council Liaisons are expected to attend all their respective Board and Commission meetings.
- Council Liaisons should work with the Board Chair to review incoming applications.
- Council Liaisons are appointed by the Mayor and approved by City Council.

City Clerk's Office

The City Clerk's Office provides a wide range of support and oversight to ensure meetings and records relating to Boards and Commissions are accurate and meet applicable requirements, including:

- Maintaining rosters by updating as needed with appointments and resignations.
- Reviewing and posting meeting notices prepared by Staff Liaisons.
- Arranging accessibility accommodations requested for accessibility at public meetings.
- Notifying the Mayor and City Council of terms set to expire.
- Supporting the application, appointment, and reappointment process.
- Preparing and administering the oath of office to incoming appointees. Each new member must complete the oath of office² and Code of Ethics Affidavit³ prior to participating in any meetings.
- Managing compliance with internal and external laws, policies, and procedures.
- Providing annual training for appointees.
- Emailing all new appointees a letter, including information on the swearing-in process; the Staff Liaison contact information; the expiration date of the appointee's term; and other information the City Clerk deems appropriate. The Clerk's Office will arrange a swearing-in and orientation held at least twice a year, following appointments.
- Being the point of contact for Commissioners who are resigning from a Board or Commission.

City Attorney's Office

The City Attorney's Office also provides support for City Boards and Commissions, including:

- Reviewing and advising on bylaws.
- Providing guidance on applicable procedural and legal requirements.

Note: Please submit any inquiries to the Staff Liaison of your Board, who will reach out to the appropriate department on the Board's behalf.

² [Sample Oath of Office](#)

³ [Disclosure & Affidavit](#)

Board/Commission Meetings

The work of a Board or Commission is typically accomplished within the scope of a meeting. Several Boards and Commissions have regularly scheduled meetings established by statute or Board/Commission bylaws, while others meet as needed. These Boards and Commissions meet in a variety of locations; some will meet in a particular place according to bylaws or custom, while others will meet at locations based on availability. Refer to the Boards and Commissions list in the appendix for meeting times and locations of specific Boards or Commissions.

In addition to regular meetings, there may be occasions where a Board or Commission will need to cancel or postpone a meeting, reschedule an issue for consideration to another meeting, or hold a special meeting to address a pressing issue. In all such cases, the Chair and Staff Liaison should take care to ensure requirements of the Open Meetings Act are upheld and critically affected parties are notified.

Keys to Becoming an Effective Board or Commission Member

Like any endeavor, serving as a Board or Commission member requires you to put in time and effort. Several key behaviors can help make you a more effective part of these groups:

- Be familiar with the operating statute, bylaws, and other critical documents of your particular Board or Commission.
- Review the Open Meetings Act.
- Attend meetings and come prepared.
- Understand the role of your Board and Commission and constraints on the City.
- Remember you are one member of a Committee.

All Board meetings, agendas, or changes must be emailed to Boards@berkleymi.gov for recording purposes. If the officer changes within any Board, members are required to email boards@berkleymi.gov to update.

Decorum and Rules of Order

Members of a Board or Commission, by nature of their appointment, are representatives of the City of Berkley. As such, members are expected to act with respectability and courtesy toward each other, City staff, and members of the public appearing at Board or Commission meetings. In the same manner, members of the staff and public are also expected to follow rules of decorum and order at Board and Commission meetings. City staff is expected at all times to act in a professional manner towards members of Commissions and Boards and members of the public.

In cases where the behavior at a meeting is outside proper decorum, it is the responsibility of the Chair of the Board or Commission to control the situation and resolve any issues.

Depending on the Board or Commission, rules regarding meeting order may vary from very formal to less formal. The bylaws of the particular Board or Commission should be followed at all times; where the bylaws are not specific or do not exist, guidelines from the [Roberts Rules of Order](#) should be followed, to be supplemented as necessary with Board/Commission custom or common sense rules of operation. For members of the public or other guests attending a Board or Commission meeting, rules of order may not be

known or understood; in these cases it is appropriate for the Chair to explain how the meeting will proceed. A full version of Roberts Rules of Order is available for review at www.parliamentarians.org.

Meeting Notices

Advance public notice of meetings is provided, at a minimum, by physically posting a physical notice and listing the meeting on the City Website. Posting is legally required to be made no less than 18 hours before a meeting. In order to allow the Clerk's Office sufficient time to meet this requirement, ***agendas must be sent to the Clerk's Office by the Staff Liaison 24 business hours prior to the meeting date***. This time is needed to allow the Clerk's Office sufficient time to process and post the notice.

There are two types of meetings: regular meetings and special meetings. Boards and Commissions schedule regular meetings at the start of each year, if applicable. When necessary, Commissions may reschedule regular meeting dates by vote at a meeting throughout the year. Special meetings supplement the regular meeting schedule and often focus on specific topics. Scheduling either type of meeting includes many common key points.⁴

Key Points for Scheduling Meetings:

- Avoid scheduling meetings for dates identified as Regular City Council meeting days, City holidays and /or other recommended holiday observances.
- Advanced notice of meetings is required for all meetings: regular meetings and special meetings.
- Work with your Staff Liaison to make sure these are published and distributed appropriately.
- If a Board or Commission needs to reschedule a meeting date, the Staff Liaison must notify the City Clerk's Office within 3 days of the date change. The notification must include the details of the rescheduled meeting, such as the new date, time, and location. Changes to the yearly meeting calendar will be posted online and at City Hall.
- If a Board or Commission needs to change the location of a meeting, the Staff Liaison must notify the City Clerk's Office within 3 days of the location change. The notification must include the details of the relocated meeting, including the new date, time, and location. The Clerk's Office will post the amended meeting agenda as soon as it is received.

Agendas

Agendas are critical documents for keeping meetings on topic and progressing in an orderly manner. With the exception of subcommittee meetings, agendas are required to be posted online for all meetings at least 18 hours ahead of each meeting. To meet this requirement, ***all agendas must be emailed to Boards@berkleymi.gov 24 business hours prior to the meeting*** by the Staff Liaison.

Under record retention rules, the City keeps all agendas and agenda packets created as a part of the permanent record of each meeting.

Public Comment

In cases where members of the public have attended to speak on a particular issue, comments should be made during the time that agenda item is discussed. All meetings are open under the Open Meetings Act.

⁴ [Sample meeting notice](#) included in the Index

There should be an item on the agenda for public comment. The Board or Commission by-laws should address time limits for public comments.

Voting and Quorum

In cases where a Board or Commission must vote or where a critical issue is being decided, a majority of the Board/Commission members (a quorum) must be present. For official actions, a majority of the quorum must vote in favor.

Meeting Minutes

Meeting minutes for a Board or Commission describe the action and discussion that took place at a given meeting. Minutes are typically taken by a Board or Commission secretary, other member, or the Staff Liaison. In general, the minutes should include a brief summary of a discussion and should contain mainly a record of the legislative actions (items voted on) from the meeting.

Board or Commission bylaws may provide more specific procedures regarding meeting minutes.

The synopsis of minutes or draft minutes must be available for public inspection and for review by members of Boards and Commissions as well as the general public ***within 8 business days*** after the meeting to which the minutes refer. Typically minutes will be approved at the next meeting of the Board or Commission, and any changes should be made in open session with approval of a majority of members. For convenience, approved minutes are available on the City Website.⁵

Staff Liaisons are responsible for receiving minutes from the Board member responsible for taking them within 6 business days of the meeting, and for sending the minutes to the City Clerk's office for permanent filing and posting online within 7 business days of the meeting (business days are defined as Monday through Friday, excluding City-observed holidays). Minutes approved by the Board/Commission should be sent to the Clerk's Office immediately after the meeting. Approved minutes will replace the draft minutes and be posted to the City website in their place.

Open Meetings Act

The Open Meetings Act of Michigan, Public Act 267 of 1976, requires that meetings of a public body, including Boards, Commissions, Committees, or Subcommittees authorized to "perform a governmental or proprietary function," make all decisions and hold all deliberations that include a quorum at a meeting open to the public, with limited exceptions. For this reason Boards, Commissions, Committees, and Subcommittees should not make decisions by email or text. It is therefore important that the members do not fall into the habit of hitting "reply all" and accidentally making decisions on email questions posed.

The Act also allows members of the public to address the public body, requires public notice of meeting times and places as well as changes to the same, and calls for the keeping of meeting minutes and the ability for the public to access these minutes. Advance public notice of meetings is provided, at a minimum, by physically posting a physical notice and listing the meeting on the City Website. Posting is legally required to be made no less than 18 hours before a meeting. OMA requires that minutes are made available to the public within 8 days, these may be complete draft minutes or a synopsis of all board decisions made at the

⁵ [Sample minutes](#) included in the Index

meeting. The OMA allows for closed sessions in limited situations and the City Attorney should be involved in any decision to go into closed session.

The State of Michigan Attorney General has created an [Open Meetings Act Handbook](#) as a guide. A full version of the Open Meetings Act is available for review online at www.legislature.mi.gov.⁶

Freedom of Information Act (FOIA)

The Michigan Freedom of Information Act (FOIA) provides all persons (except persons incarcerated in correctional facilities) access to public records of public bodies. Generally, all City records are subject to disclosure under FOIA, including all email correspondence, text messages relating to Boards and Commissions business, and other records.

Charter v Ordinance

City Boards and Commissions are established through two primary legal mechanisms: the City Charter, which serves as the foundational document outlining the City's government structure and powers, or through City ordinances, which are local laws passed by the City Council. The specific roles, responsibilities, and operational procedures of these Boards and Commissions are typically detailed within the establishing charter provision or ordinance.⁷

The Michigan Municipal League defines [charter](#) and [ordinance](#):

- A **charter** is similar to a local Constitution—it prescribes procedures to be followed in operating local government, establishes the powers and duties of elected officials, creates safeguards to protect against misuse of authority, and provides opportunities for citizen involvement. Michigan is a home rule state, and home rule gives the citizenry the right and responsibility to form its own government. A charter provides the mechanism for accomplishing the myriad tasks assigned to elected officials to govern their communities. Citizens write the charter and determine what the governmental structure will be to exercise those powers.
- An **ordinance** is a local regulation. It is enacted by the local government's governing body, and must serve a public purpose within the scope of the local governing body's authority. As a local regulation, an ordinance is particular to the local jurisdiction enacting it—procedural processes can be different in different communities. The Home Rule Cities Act specifies that city charters must provide for the process of enacting an ordinance, as does the Home Rule Village act for home rule villages and the General Law Village Act for general law villages. These processes include adoption procedures, notices, voting requirements, and publication requirements. City Boards and Commissions are established through two primary legal mechanisms: the City Charter or City ordinances.⁸

These legal mechanisms ensure that the establishment and operation of these bodies are transparent, accountable, and aligned with the City's overall governance framework and the needs of its citizens.

⁶ See [appendix](#)

⁷ These governing ordinances are included in each Board or Committee's appendix section.

⁸ Definitions provided by the Michigan Municipal League, follow links for more information.

APPENDIX

APPENDIX

Open Meetings Act—Definitions and Requirements

Definitions

Requirements for Meetings

Open Meetings Act—Posting Requirements

Introduction

Requirements for rescheduled regular meetings or special meetings

Requirements for emergency meetings

Code of Ethics Affidavit and Disclosure Statement

Sample Oath

Sample Resignation Letter

Agenda Template

Synopsis of Minutes Template

Minutes Template

City of Berkley Boards and Commissions

Beautification Advisory Committee

Board of Review

Building Code Board of Appeals

Committee for Engagement and Transparency

Downtown Development Authority

Elections Commission

Environmental Advisory Committee

Historical Committee

Library Advisory Board

Parks & Recreation Advisory Board

Planning Commission

Public Safety Pension Board

Tree Board

Zoning Board of Appeals

Beautification Advisory Committee

Overview:

Committee Contacts

Resources:

2025 Meeting Schedule

Governing Ordinances - Beautification Advisory Committee

[Board of Review](#)

[Overview:](#)

[Committee Contacts](#)

[Resources:](#)

[Governing Ordinances - Board of Review](#)

[Building Code Board of Appeals](#)

[Overview:](#)

[Committee Contacts](#)

[Resources:](#)

[Committee for Engagement & Transparency](#)

[Overview:](#)

[Committee Contacts](#)

[Resources:](#)

[2025 Meeting Schedule](#)

[Governing Ordinances - Committee for Engagement and Transparency](#)

[Downtown Development Authority](#)

[Overview:](#)

[Committee Contacts](#)

[Resources:](#)

[2025 Meeting Dates](#)

[Elections Commission](#)

[Overview:](#)

[Environmental Advisory Committee](#)

[Overview:](#)

[Committee Contacts](#)

[Resources:](#)

[2025 Meeting Schedule](#)

[Governing Ordinances - Environmental Advisory Committee](#)

[Historical Committee](#)

[Overview:](#)

[Committee Contacts](#)

[Resources:](#)

[2025 Meeting Dates](#)

[Governing Ordinances - Historical Committee](#)

[Library Advisory Board](#)

[Overview:](#)

[Committee Contacts](#)

[Resources](#)[2025 Meeting Schedule](#)[Governing Ordinances - Library Advisory Board](#)[Parks & Recreation Advisory Board](#)[Overview:](#)[Committee Contacts:](#)[Resources:](#)[2025 Meeting Schedule](#)[Governing Ordinances - Parks & Recreation Advisory Board](#)[Planning Commission](#)[Overview:](#)[Committee Contacts:](#)[Resources:](#)[2025 Meeting Schedule](#)[Governing Ordinances - Planning Commission](#)[Public Safety Pension Board](#)[Overview:](#)[Committee Contacts:](#)[Additional Resources:](#)[2025 Meeting Schedule](#)[Tree Board](#)[Overview:](#)[Committee Contacts:](#)[Resources:](#)[2025 Meeting Schedule](#)[Governing Ordinances - Tree Board](#)[Zoning Board of Appeals](#)[Overview:](#)[Committee Contacts](#)[Additional Resources:](#)[2025 Meeting Schedule](#)[Governing Ordinances - Zoning Board of Appeals](#)[ACKNOWLEDGEMENT AND WAIVER](#)

Open Meetings Act—Definitions and Requirements

Definitions

Public body: Any local legislative or governing body, including a Board, Commission, Committee, subcommittee, authority or council, empowered to exercise governmental or proprietary authority or function.

Meeting: The convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy.

Closed Session: A meeting or part of a meeting of a public body which is closed to the public.

Decision: A determination, action or vote on a motion, proposal, recommendation, resolution or ordinance, on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy.

Person: An individual, corporation, partnership, organization, or association. This does not include an individual serving a sentence of imprisonment in a state or county correctional facility in this state or any other state, or in a federal correctional facility.

Requirements for Meetings

- All meetings of a public body shall be open to the public and shall be held in a place available to the general public. A person may tape record, video tape, broadcast live, and telecast live the proceedings. A public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.
- All decisions of a public body shall be made at a meeting open to the public.
- All deliberations of a public body constituting a quorum of its members shall take place at a meeting open to the public, except for closed sessions.
- A person shall be permitted to address a meeting of the public body under rules established by a public body; a person shall not be excluded from a public meeting except for breach of the peace at the meeting.
- The Act does not apply to a meeting which is a social or chance gathering or conference not designed to avoid the Act.
- Notice of regular meetings shall be posted within ten days after the first meeting in each calendar or fiscal year.
- For a rescheduled regular or a special meeting, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting in a prominent and conspicuous place at both the public body's principal office and, if the public body directly or indirectly maintains an official internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, on a portion of the website that is fully accessible to the public.
- Minutes must be taken.

Open Meetings Act—Posting Requirements

Introduction

The Michigan Open Meetings Act (OMA) requires meetings of a public body to be open to the public and held in a place available to the general public. Notice of regular meetings shall be posted within ten days after the first meeting in each calendar or fiscal year, and notice of special meetings shall be posted at least 18 hours before the meeting. In addition, the OMA allows for public bodies to hold emergency meetings. Public notices must contain the name of the public body to which the notice applies, its telephone number, and its address. PA 528 of 2012 amended the OMA with the intent to create more transparency in the event a public body has to hold an emergency meeting that does not comply with the 18-hour notice requirement of the OMA. This new Act contains additional new posting requirements for public bodies: public bodies are now required to post notices in a “prominent and conspicuous place” on their official websites.

Requirements for rescheduled regular meetings or special meetings

If a public body reschedules a regular meeting or holds a special meeting, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting in a prominent and conspicuous place at:

- both the public body’s principal office and,
- if the public body directly or indirectly maintains an official website that includes monthly or more frequent updates of public meeting agendas or minutes, on a portion of the website that is fully accessible to the public.

The public notice on the website shall be included on either the homepage or on a separate webpage dedicated to public notices for special meetings and accessible via a prominent and conspicuous link on the website’s homepage that clearly describes its purpose for public notification of those special meetings.

Requirements for emergency meetings

A public body may meet in an emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when 2/3 of the members serving on the body decide that delay would be detrimental to efforts to lessen or respond to the threat. However, if a public body holds an emergency public meeting that does not comply with the 18-hour posted notice requirement, it shall make paper copies of the public notice for the emergency meeting available to the public at that meeting. The notice shall include:

- an explanation of the reasons that the public body cannot comply with the 18-hour posted notice requirement.
 - The explanation shall be specific to the circumstances that necessitated the emergency public meeting, and the use of generalized explanations such as “an imminent threat to the health of the public” or “a danger to public welfare and safety” does not meet the explanation requirements of this subsection.
- If the public body directly or indirectly maintains a website that includes monthly or more frequent updates of public meeting agendas or minutes, it shall post the public notice of the emergency meeting and its explanation on its website in the manner described for an internet posting above.
- Within 48 hours after the emergency public meeting, the public body shall send official correspondence to the Board of county Commissioners of the county in which the public body is principally located, informing the Commission that an emergency public meeting with less than 18 hours’ public notice has taken place.
 - The correspondence shall also include the public notice of the meeting with explanation and shall be sent by either the U.S. postal service or electronic mail.

Compliance with the notice requirements for emergency meetings shall not be construed to create a legal basis or defense for failure to comply with other provisions of the OMA and does not relieve the public body from the duty to comply with any provision of the Act.⁹

⁹ [Open Meetings Act in full](#)

Code of Ethics Affidavit and Disclosure Statement



CODE OF ETHICS AFFIDAVIT AND DISCLOSURE STATEMENT

STATEMENT OF PURPOSE

The disclosure requirements and standards of conduct apply to City officers and employees, including the Mayor, Members of City Council, Department Directors, and other appointees such as board and commission members, and employees of the City of Berkley.

The intent of this document is to be proactive in identifying potential conflicts of interest and any appearance of impropriety, to ensure that governmental decisions are made in the public's best interest, and to prohibit public servants from participating in matters that affect their personal or financial interests.

DISCLOSURE

Use this form to describe any relationships, transactions, positions you hold, or any other circumstances that could contribute to an actual or perceived conflict of interest between the City of Berkley and your personal interest. (Use additional pages if necessary.)

1. To the best of your knowledge, do you or any members of your immediate family own any interest in real property located within the City of Berkley other than a single-family residence which you occupy?

☐ YES ☐ NO

2. If you answered yes to question #1, please provide the following information related to real property you own, what is the nature of your interest in the real property? Provide the street address of unimproved property and state its location in relation to existing streets and the property's permanent real estate tax identification number:

3. Do you or members of your immediate family own five percent (5%) or more of any business entity located in the City of Berkley?

☐ YES ☐ NO

4. If you answered yes to question #3, please state the name and address of the entity; the nature of your relationship to the entity and the date the relationship commenced:

5. Do you or any members of your immediate family have direct financial or ownership interest in, or business or employment relationships with any supplier, service provider or contractor of the City of Berkley from which you or they derive direct compensation or financial benefit that is not reported in the prior answers?

☐ YES ☐ NO

6. Have you or any members of your immediate family given or received any gifts, loans, goods, or services from individuals (excluding immediate family members), the value of which exceeds \$100.00, within the last year, or since the effective date of this code, whichever time period is shorter, to or from any person or business or other legal entity doing business with the city, other than legal campaign contributions?

☐ YES ☐ NO

7. If you answered yes to question #6, please describe the nature of the gift, the name and address of the donor and the date the gift was made:

AFFIRMATION

Statements and answers provided in the above Disclosure Statement are true to the best of my knowledge, information and belief. I have read and understand the Code of Ethics of the City of Berkley and, to the best of my knowledge, I am not in conflict with its provisions.

 Printed Name

 Signature

 Title

 Date

 Department (Employees Only)

 Office, Board, or Commission

Accepted by: _____
 Victoria Mitchell, City Clerk

Pursuant to Berkley City Code, Chapter 2, Section 2-40 Administration, Article II Officers and Employees the following affidavit must be completed by the following:

1. All city of Berkley elected officials
2. Members of all City of Berkley Boards and Commissions
3. Members of the Downtown Development Authority
4. All City of Berkley Department Directors and Assistant and Deputy Directors

This Affidavit is to be completed within twenty (20) days following the election, employment, or appointment of a City officer or employee, or within twenty (20) days of any change in the facts set forth in the City Officer's or Employee's previously filed Affidavit and Disclosure Statement.

Sample Oath



CITY OF BERKLEY, MICHIGAN

OATH OF OFFICE FOR

FirstName LastName

I, FirstName LastName, having been duly appointed as an alternate to the BOARD/COMMISSION for the City of Berkley, do hereby solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Michigan, the Charter and Ordinances of the City of Berkley, and I will perform the duties of my office to the best of my ability.

FirstName LastName

Subscribed and sworn to before me this XX (DAY) of XXX (MONTH), YEAR.

Rachel Patterson
Deputy City Clerk

Sample Resignation Letter

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Mayor and City Council, % Clerk's Office

City of Berkley

3338 Coolidge Highway

Berkley, MI 48072

Dear Mayor and City Council Members,

I am writing to formally resign from my position on the [Name of Board or Commission], effective [last date of service].

This decision was not made lightly, but due to [brief reason if desired, such as personal commitments, professional obligations, or relocation], I believe it is the right time for me to step aside and allow another resident the opportunity to serve.

I understand that to once again join the board/commission I must complete the application process.

Best,

[Your Name]

Signature

[DIGITAL VERSION](#)

Agenda Template

PUBLIC NOTICE



Board/Commission Name

Meeting Date

Meeting Time

Meeting Location

Present:

Member 1

Member 2

Member 3

Member 4

Member 5

Member 6

Member 7

Member 8

Absent:

Absent Member

Absent Member

I. Call to order

II. Public comments

III. Approval of minutes from prior meeting

IV. Officer reports

V. Old business

A. Topic/Issue A

B. Topic/Issue A

C. Topic/Issue A

VI. New business

A. Topic/Issue A

•

B. Topic/Issue A

•

VII. Update from City Council Liaison

VIII. Adjourn

1. Vote

2. Time

Next meeting: DATE & TIME

[DIGITAL VERSION](#)

Note: Agendas must be emailed to Boards@berkleymi.gov by the Staff Liaison 24 business hours prior to the meeting.

Synopsis of Minutes Template



Board/Commission Name

Meeting Date

Meeting Time

Meeting Location

Present:

Member 1

Member 2

Member 3

Member 4

Member 5

Member 6

Member 7

Member 8

Absent:

Absent Member

Absent Member

Approved the following:

APPROVAL OF THE MINUTES: Matter of approving the minutes of the previous Board/Commission meeting.

MOTION NO. M-00-25: First approved motion.

MOTION NO. M-00-25: Second approved motion.

FirstName Lastname, Board Chair

Attest:

FirstName Lastname, Secretary (or member who prepares the minutes)

[DIGITAL VERSION](#)

Note: *Synopsis or draft minutes must be submitted to the Staff Liaison within 6 business days of the meeting*

Minutes Template

Board/Commission Name

Meeting Date

Meeting Time

Meeting Location

Present:

Member 1

Member 2

Member 3

Member 4

Member 5

Member 6

Member 7

Member 8

Absent:

Absent Member

Absent Member

I. Call to order

II. Public comments

III. Approval of minutes from prior meeting

IV. Officer reports

V. Update from City Council liaison

VI. Old business

A. Topic/Issue A - Motion description

- Motion Maker: Member Name
- Second: Member Name
- Motion Approved/Denied

B. Topic/Issue B - Motion description

- Motion Maker: Member Name
- Second: Member Name
- Motion Approved/Denied

C. Topic/Issue C - Motion description

- Motion Maker: Member Name
- Second: Member Name
- Motion Approved/Denied

VII. New business

A. Topic/Issue A - Motion description

- Motion Maker: Member Name
- Second: Member Name
- Motion Approved/Denied

B. Topic/Issue B - Motion description

- Motion Maker: Member Name
- Second: Member Name
- Motion Approved/Denied

VIII. Adjourn

1. Vote
2. Time

Next meeting: DATE & TIME

[DIGITAL VERSION](#)

Note: Draft minutes or synopsis of minutes must be submitted to the Staff Liaison within 6 business days of the meeting.



City of Berkley Boards and Commissions

Beautification Advisory Committee

The Beautification Advisory Committee was established in 1981 to research and propose a wide range of strategies aimed at maintaining and enhancing the city's overall cleanliness and visual appeal. This includes: initiatives related to landscaping, public art installations, litter control, the preservation of historical landmarks and many more.

Additionally, the Committee is responsible for advising on other relevant matters as directed by the city council or city manager. These additional responsibilities may include reviewing proposed developments for their aesthetic impact, creating public awareness campaigns around beautification efforts, and collaborating with other city departments and community organizations to achieve common goals.

Board of Review

The Board of Review is responsible for reviewing property assessments as requested by Berkley property owners. If it is determined a specific property has been inappropriately assessed or omitted from the tax roll, the Board of Review is responsible for making the correction in conjunction with the Oakland County Assessor.

Building Code Board of Appeals

The Building Code Board of Appeals is responsible for hearing grievances that result from decisions rendered by city building officials. Board members can take action on disputes related to the interpretation of the building code and cannot waive or change the code.

Committee for Engagement and Transparency

The Committee for Engagement & Transparency (CET) mission is to serve as the City's extended communications arm by bridging the divide between the city administration and Berkley residents. The CET will raise public awareness on city services, promote the City of Berkley's vision for an inclusive community, and will build trust between the community and the City. As an outcome, the citizens of Berkley will:

- Be well informed about City initiatives and projects
- Recognize the accessibility of Berkley's services and City staff
- Share accurate information from the City and clarify City initiatives

Downtown Development Authority

The Downtown Development Authority (DDA), in accordance with Act 57 of the Public Acts of Michigan of 2018, ensures the correction and prevention of deterioration in the 'downtown district' of Berkley, the encouragement of historic preservation, the creation and implementation of development plans in the downtown district and the promotion of economic growth.

Elections Commission

Our Elections Commission is responsible for establishing precincts, assessing voting equipment needs, providing election supplies (including ballots), appointing precinct inspectors, and carrying out other election-related duties for their respective jurisdictions.

Environmental Advisory Committee

The Environmental Advisory Committee recommends actions and programs aimed at protecting the environment and promoting environmental stewardship in the City of Berkley. In 2019, the Committee in collaboration with EcoWorks produced the City of Berkley Energy Plan; the Energy Plan was subsequently adopted by City Council that same year. The Energy Plan can be found by [clicking here](#).

Historical Committee

The Historical Committee to study and recommend various approaches to utilizing city history in developing educational and cultural activities, and perform other similar functions and activities as may be referred to it from time to time, either by the city council or the city manager.

Library Advisory Board

The Library Board is a fact-finding and advisory body, responsible for submitting recommendations to the City Council and the City Manager regarding present and future library operations, activities, and building facilities.

Parks & Recreation Advisory Board

The Parks and Recreation Advisory Board provides advice and leadership as it considers park and recreational needs of Berkley residents and provides insight, for city leaders, in the areas of public interest and costs related to leisure services and facilities. Members of the Board assist in implementing the Parks and Recreation Strategic Plan.

Planning Commission

The Planning Commission consists of nine residents who are appointed by the Mayor and approved by City Council, to serve a three-year term. Members shall be representative of important segments of the community such as the economic, educational, and social development of the local unit of government in accordance with the major interests as they exist in Berkley such as recreation, education, transportation, industry, and commerce.

In accordance with state and city ordinances, the Planning Commission is responsible for:

- Drafting and adopting the city's master plan
- Reviewing and recommending approval of the city's Capital Improvement Plan in accordance
- Developing and updating Zoning text and map changes
- Reviewing Special Land Use requests described in the zoning ordinance
- Conducting Site Plan Reviews

Public Safety Pension Board

The City of Berkley Public Safety Department has a Public Act 345 Pension System which is governed by a Board of Trustees. The Board of Trustees makes decisions on behalf of all of the Public Safety Pension members in regard to investment firms and managers, actuarial firms, and actuarial assumptions. The City Council approves of the recommended decisions by the Board of Trustees via the annual budget process and annually setting the millage rate for the Public Act 345 Property Tax Levy.

Tree Board

The Tree Board assists the City Manager and Department of Public Works in developing comprehensive tree management and preservation programs for the City. The Board also serves as a clearinghouse for information on trees.

The Tree Board consists of nine members, one of which may be a City Council member. Each member serves a three-year term, except for the Council member, who serves a one-year term. The director of the Department of Public Works serves as an ex-officio member of the Tree Board.

Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) is composed of 7 residents and two alternates, appointed to a 3-year term. Meetings are held, as needed, on the 2nd Monday of every month at 7 PM at the City Hall, 3338 Coolidge. ZBA meetings are televised live on Berkley's government access channel, WBRK (available for WOW and Comcast customers).

The ZBA hears the following types of cases:

- Zoning Variances, both use and nonuse variance requests
- Zoning Appeals as described under the zoning ordinance
- Interpretation of use

Beautification Advisory Committee

If the City of Berkley is a canvas, the Beautification Advisory Committee is the artist that takes a wide-angled view of the community, develops recommendations, and then advises City leaders about various methods to improve the aesthetics of the City. Committee members add value by implementing the proposed beautification plans.

Committee recommendations may also identify a number of initiatives aimed at engaging residents and community groups to keep the City clean and beautiful year-round. Examples of Committee activities include the following:

- Planting flower gardens
- Tree Preservation
- Blight removal
- Storefront improvements
- Open space needs
- Annual paint up-cleanup-fix up event
- Beautification projects on municipal property
- Christmas holiday decorations

Overview:

Function: To study and recommend various approaches to making and keeping the city clean and beautiful, and to perform other similar functions and activities as may be referred to it from time to time either by the city council or the city manager.

Quorum: majority of members

Meeting Schedule: once per month; 6:30 PM

Meeting Location: 2395 12 Mile Rd, second floor conference room

Positions Required: Chairman, Vice Chairman

Member Limit: Any number of registered voters and/or property owners in the city appointed by the city council; the council may appoint a high school student residing in the city school district whose term of office shall be for one year commencing October 1.

Term Length: 3 years

Other Requirements: scrapbook or chronological history of activities and accomplishments

Council Liaison: Greg Patterson gpatterson@berkleymi.gov

Staff Liaison: Shawn Young syoung@berkleymi.gov

Resources:

- [Minutes and Agendas](#)

2025 Meeting Schedule

2025 Beautification Advisory Meetings		
Date:	Time:	Location:
April 23	6:30 PM	2395 12 Mile Rd
May 28	6:30 PM	2395 12 Mile Rd
June 25	6:30 PM	2395 12 Mile Rd
July 23	6:30 PM	2395 12 Mile Rd
August 27	6:30 PM	2395 12 Mile Rd
September 24	6:30 PM	2395 12 Mile Rd
October 22	6:30 PM	2395 12 Mile Rd
November 12	6:30 PM	2395 12 Mile Rd
December 10	6:30 PM	2395 12 Mile Rd

Governing Ordinances - Beautification Advisory Committee

Sec. 2-196. Created; function.

There is hereby created a beautification advisory committee to study and recommend various approaches to making and keeping the city clean and beautiful, and to perform other similar functions and activities as may be referred to it from time to time either by the city council or the city manager. (Code 1981, § 2-53)

Sec. 2-197. Composition; appointment; terms.

The beautification advisory committee shall consist of any number of registered voters and/or property owners in the city appointed by the city council from time to time for a term of three years. The council may appoint a high school student residing in the city school district whose term of office shall be for one year commencing October 1. (Code 1981, § 2-54)

Sec. 2-198. Compensation.

Members of the beautification advisory committee shall serve without compensation. (Code 1981, § 2-55)

Sec. 2-199. Organization; meetings.

A chairman and vice-chairman shall be selected by the beautification advisory committee members and meetings shall be held at least once every month with minutes properly filed and recommendations and reports promptly presented to the city council. (Code 1981, § 2-56)

Sec. 2-200. Funding; personnel.

The city shall provide reasonable funds and clerical personnel to enable the beautification advisory committee to function properly. (Code 1981, § 2-57)

Sec. 2-201. Recommendation of beautification plan.

The beautification advisory committee shall study various neighborhoods and the community as a whole to recommend a specific beautification plan for the city, including, but not necessarily limited to, the following areas of activities:

- (1) Flower gardens;
- (2) Tree preservation;
- (3) Blight removal;
- (4) Store front improvements;
- (5) Open space needs;
- (6) Annual paintup-cleanup-fixup;
- (7) Architectural review;
- (8) City property beautification; and
- (9) Christmas decorations.

To accomplish these objectives, the beautification advisory committee may appoint ad hoc subcommittees to assist it as may be desired. (Code 1981, § 2-58)

Sec. 2-202. Maintenance of history of activities.

The beautification advisory committee is encouraged to maintain a scrapbook or chronological history of activities and accomplishments to compete nationally with other communities of similar size in beautification efforts and environmental improvements. (Code 1981, § 2-59)

Board of Review

The Board of Review is responsible for reviewing property assessments as requested by Berkley property owners. If it is determined a specific property has been inappropriately assessed or omitted from the tax roll, the Board of Review is responsible for making the correction in conjunction with the Oakland County Assessor.

Overview:

Function: The Board of Review shall hear the complaints of all persons considering themselves aggrieved by assessments, and if it shall appear that any person or property has been wrongfully assessed, or omitted from the roll, the Board shall correct the roll in such manner as it shall deem just. In all cases, the assessment roll shall be reviewed according to the facts existing on the tax day and no change of the status of any property after said day shall be considered by the Board in making its decisions.

Quorum: A majority of the members of the Board shall constitute a quorum.

Meeting Schedule: as needed

Meeting Location: 2nd Floor Public Safety Conference Room, 2395 Twelve Mile Rd Berkley

Member Limit: five

Term Length: 4 years

Other Requirements: Except for the secretary for the Board of review, the compensation of the members of the Board or review is hereby fixed to be \$50.00 per day for each day the Board is in session and which the member shall actually serve. The compensation for the secretary of the Board of review shall be \$60.00 for each day. Keep a permanent record of all proceedings, and to enter therein all resolutions and decisions of the Board.

Staff Liaison: Amy Zurawski, azurawski@berkleymi.gov; Gina Harold, gharold@berkleymi.gov

Resources:

- [Minutes and agendas](#)

Governing Ordinances - Board of Review

Sec. 10.7. Board of review.

The board of review shall consist of five appointed members whose remuneration shall be determined by ordinance. (Res. No. 17-86, 2-3-1986, passed Ref. 8-5-1986)

Sec. 10.8. Meeting of the board of review.

The board of review shall meet on such days as provided by state law.

Sec. 10.9. Notice of meeting.

The clerk shall give notice to the public of the time and place of meeting of the board of review by publication at least once not less than ten days immediately preceding such meeting.

Sec. 10.10. Organization and functions of the board of review.

On the first day of its meeting in each year, the board of review shall elect one of its members as chairperson. The assessor shall be secretary of the board. It shall be the duty of the assessor to keep a permanent record of all proceedings, and to enter therein all resolutions and decisions of the board. A majority of the members of the board shall constitute a quorum. The members of said board shall take the constitutional oath of office which shall be filed with the clerk. For the purpose of reviewing and correcting assessments, the board of review shall have the same powers and perform like duties in all respects as are by the general tax law conferred upon and required of boards of review. It shall hear the complaints of all persons considering themselves aggrieved by assessments, and if it shall appear that any person or property has been wrongfully assessed, or omitted from the roll, the board shall correct the roll in such manner as it shall deem just. In all cases, the assessment roll shall be reviewed according to the facts existing on the tax day and no change of the status of any property after said day shall be considered by the board in making its decisions. No person other than the board of review shall make or authorize any change upon or additions or corrections to the assessment roll.

Sec. 10.11. Endorsement of roll; validity.

The board shall complete its review of the assessment roll no later than the first Monday of April, and a majority of the members shall endorse thereon and sign a statement to the effect that the same is the assessment roll of the city for the year in which it has been prepared. The omission of such endorsement shall not affect the validity of such roll. Upon the completion of said roll and following the last meeting of the board of review, the same shall be the assessment roll of the city for county, school and city taxes, and for any other taxes on real and personal property that may be authorized by law, and shall be conclusively presumed by all courts and tribunals to be valid, and shall not be set aside except for causes set forth in the general laws of the state.

Sec. 10.12. Clerk to certify tax levy.

Within three days after the council shall adopt the budget for the ensuing year, the clerk shall certify to the assessor the total amount which the council determines shall be raised by general tax; all amounts of special assessments which the council required to be assessed or reassessed upon any property or against any person; and all other amounts which the council may determine shall be charged, assessed or reassessed against any person or property.

Building Code Board of Appeals

The Building Board of Appeals is responsible for hearing grievances that result from decisions rendered by City building officials. Board members can take action on disputes related to the interpretation of the building code and cannot waive or change the code.

Overview:

Function: The Building Board of Appeals is the means of appeal for decisions made by the code official as well as the power to interpret the code, ensuring public safety and justice are served.

Meeting Schedule: meet upon notice from the chairman, within ten days of the filing of an appeal

Positions Required: Chairman

Member Requirements: The building code board of appeals shall consist of five individuals, one from each of the following professions or disciplines:

- (1) A registered design professional who is a registered architect; or a builder or superintendent of building construction with at least ten years experience, five of which shall have been in responsible charge of work.
- (2) A registered design professional with structural engineering or architectural experience.
- (3) A registered design professional with mechanical or plumbing engineering experience; or a mechanical or plumbing contractor with at least ten years experience, five of which shall have been in responsible charge of work.
- (4) A registered design professional with electrical engineering experience; or an electrical contractor with at least ten years experience, five of which shall have been in responsible charge of work.
- (5) A registered design professional with fire protection engineering experience; or a fire protection contractor with at least ten years experience, five of which shall have been in responsible charge of work.

Term Length: The building code board of appeals shall consist of five members appointed by the mayor, with advice and consent of council, as follows: one for five years, one for four years, one for three years, one for two years and one for one year. Thereafter, each new member shall serve for five years or until a successor has been appointed.

Council Liaison:

Staff Liaison: Kristen Kapelanski kkapelanski@berkleymi.gov

Resources:

[Minutes and agendas](#)

[Enabling Legislation](#)

Governing Ordinances - Building Code Board of Appeals

Sec. 26-66. Means of appeal.

Any person affected by a decision of the code official or a notice or order issued under this building code shall have the right to appeal to the building code board of appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

(Ord. No. O-12-20, § 1, 5-18-2020)

Sec. 26-67. Power to interpret code.

The building code board of appeals shall have the power to interpret the provisions of this code upon application in writing by the owner or lessee or their duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the code, so that the spirit of the code shall be observed, public health, safety and welfare secured and substantial justice done. The particulars of such interpretation when granted or allowed and any decision of the building code board of appeals shall be entered upon the records and a signed copy be furnished to the applicant.

(Ord. No. O-12-20, § 1, 5-18-2020)

Sec. 26-68. Membership; terms; qualifications.

(a) The building code board of appeals shall consist of five members appointed by the mayor, with advice and consent of council, as follows: one for five years, one for four years, one for three years, one for two years and one for one year. Thereafter, each new member shall serve for five years or until a successor has been appointed.

(b) The building code board of appeals shall consist of five individuals, one from each of the following professions or disciplines:

(1) A registered design professional who is a registered architect; or a builder or superintendent of building construction with at least ten years experience, five of which shall have been in responsible charge of work.

(2) A registered design professional with structural engineering or architectural experience.

(3) A registered design professional with mechanical or plumbing engineering experience; or a mechanical or plumbing contractor with at least ten years experience, five of which shall have been in responsible charge of work.

(4) A registered design professional with electrical engineering experience; or an electrical contractor with at least ten years experience, five of which shall have been in responsible charge of work.

(5) A registered design professional with fire protection engineering experience; or a fire protection contractor with at least ten years experience, five of which shall have been in responsible charge of work.

(Ord. No. O-12-20, § 1, 5-18-2020)

Sec. 26-69. Alternates; officers; disqualifications; compensation.

(a) The mayor, with the advice and consent of the council, shall appoint two alternate members who shall be called by the building code board of appeals chairman to hear appeals during the absence or

disqualification of a member. Alternate members shall possess the same qualifications required for building code board of appeals membership, by any one of the above and shall be appointed for five years or until a successor has been appointed.

- (b) The building code board of appeals shall annually select one of its members to serve as chairman.
- (c) A member shall not hear an appeal in which that member has any personal, professional or financial interest.
- (d) A qualified person shall be designated to serve as secretary to the building code board of appeals. The secretary shall file a detailed record of all proceedings in the office of the city manager.
- (e) Compensation of members shall be determined by a resolution of the council in conformity with state law.

(Ord. No. O-12-20, § 1, 5-18-2020)

Sec. 26-70. Meetings and hearings.

(a) *Notice of meeting.* The building code board of appeals shall meet upon notice from the chairman, within ten days of the filing of an appeal, or at stated periodic meetings.

(b) *Open meeting.* All meetings and hearings before the building code board of appeals shall be open to the public. The appellant, the appellant's representative, the code official, and any person whose interests are affected shall be given an opportunity to be heard.

(1) *Procedure.* The building code board of appeals shall adopt and make available to the public through the secretary, procedures under which a hearing will be conducted. The procedures shall not require compliance with strict rules of evidence but shall mandate that only relevant information be received.

(2) *Postponed hearing.* When five members are not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.

(3) *Board decision.* The building code board of appeals shall modify or reverse the decision of the code official by a concurring vote of three members.

(4) *Resolution.* The decision of the building code board of appeals shall be by resolution. Certified copies shall be furnished to the appellant and to the code official.

(5) *Administration.* The code official shall take immediate action in accordance with the decision of the building code board of appeals.

(c) *Court review.* Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.

(Ord. No. O-12-20, § 1, 5-18-2020)

Committee for Engagement & Transparency

The Committee for Engagement & Transparency (CET) helps connect City administration and Berkley residents. Members of the Committee support the City's communications and IT departments by identifying ways to improve a resident's ability to gather accurate information and helping to clarify and amplify City initiatives.

Vision: The CET will raise public awareness on city services, promote the City of Berkley's vision for an inclusive community, and will build trust between the community and the City.

As an outcome, the citizens of Berkley will:

- Be well informed about City initiatives and projects
- Recognize the accessibility of Berkley's services and City staff
- Share accurate information from the City and clarify City initiatives

CET Duties:

- Serve as a focus group for City initiatives and projects
- Aid the City in identifying the harder-to-reach segments of our population
- Assist community members to connect with City services and communications

Overview:

Function:

- Help the communications department engage with residents
- Help the communications department reach the harder-to-reach groups within our community
- Help residents be more informed about City initiatives and updates
- Help the communications department stay apprised of resident concerns and address misinformation
- Help the City administration identify gaps in communication

Meeting Schedule: 6:00 PM

Meeting Location: 2nd Floor Public Safety Conference Room, 2395 Twelve Mile Road

Positions Required: Chair, Vice-Chair

Member Limit: determined and established by resolution of the City Council

Term Length: determined and established by resolution of the City Council

Council Liaison: Clarence Black

Staff Liaison: Stan Lisica slisica@berkleymi.gov/ Caitlin Flora cflora@berkleymi.gov

Resources:

[Minutes and agendas](#)

2025 Meeting Schedule

2025 Committee for Engagement & Transparency		
Date:	Time:	Location:
January 8	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
February 12	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
March 12	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
April 9	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
May 14	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
June 11	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
July 9	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
August 13	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
September 10	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
October 8	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
November 12	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
December 10	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road

Governing Ordinances - Committee for Engagement and Transparency

Sec. 118-32. Advisory body.

The city council may appoint a communications advisory committee to perform such duties and to have such powers as the city council may determine. The composition and terms of office of the members of the communications advisory committee, as well as the duties and powers of the committee, shall be determined and established by resolution of the city council.

(Ord. No. O-18-97, § 6.5-120, 7-21-1997)

Sec. 118-33. Title of advisory body.

The Berkley Cable Communications Advisory Committee shall be known as the Berkley Communications Advisory Committee in this article, and all references to the cable communications advisory committee in this article shall be to the communications advisory committee.

(Ord. No. O-18-97, § 6.5-120(a), 7-21-1997)

Downtown Development Authority

The Downtown Development Authority (DDA), in accordance with Act 57 of the Public Acts of Michigan of 2018, ensures the correction and prevention of deterioration in the 'downtown district' of Berkley, the encouragement of historic preservation, the creation and implementation of development plans in the downtown district and the promotion of economic growth.

The DDA Board of trustees consists of the Berkley City Manager and 12 directors. Four of the 12 directors are business or property owners on 12 Mile, four are business or property owners on Coolidge, and four are at large — meaning they have no direct business interest in the DDA District.

Overview:

Function: The Downtown Development Authority (DDA), in accordance with Act 57 of the Public Acts of Michigan of 2018, ensures the correction and prevention of deterioration in the 'downtown district' of Berkley, the encouragement of historic preservation, the creation and implementation of development plans in the downtown district and the promotion of economic growth.

Meeting Schedule: once per month

Meeting Time: 8:15 AM

Meeting Location: 2nd Floor Public Safety Conference Room, 2395 Twelve Mile Road

Positions Required: Chairman, Vice Chairman

Member Limit: Berkley City Manager and 12 directors. Four of the 12 directors are business or property owners on 12 Mile, four are business or property owners on Coolidge, and four are at large — meaning they have no direct business interest in the DDA District.

Committee Contacts

Council Liaison: Steve Baker sbaker@berkleymi.gov

Staff Liaison: Jennifer Finney (Interim) jfinney@berkleymi.gov

Resources:

- [Past minutes & agendas](#)
- [DDA website](#)

2025 Meeting Dates

2025 Downtown Development Authority Meetings		
Date:	Time:	Location:
January 8	8:15 AM	2nd Floor Public Safety, 2395 Twelve Mile Road
February 12	8:15 AM	2nd Floor Public Safety, 2395 Twelve Mile Road
March 12	8:15 AM	2nd Floor Public Safety, 2395 Twelve Mile Road
April 9	8:15 AM	2nd Floor Public Safety, 2395 Twelve Mile Road
May 14	8:15 AM	2nd Floor Public Safety, 2395 Twelve Mile Road
June 11	8:15 AM	2nd Floor Public Safety, 2395 Twelve Mile Road
July 9	8:15 AM	2nd Floor Public Safety, 2395 Twelve Mile Road
August 13	8:15 AM	2nd Floor Public Safety, 2395 Twelve Mile Road
September 10	8:15 AM	2nd Floor Public Safety, 2395 Twelve Mile Road
October 8	8:15 AM	2nd Floor Public Safety, 2395 Twelve Mile Road
November 12	8:15 AM	2nd Floor Public Safety, 2395 Twelve Mile Road
December 10	8:15 AM	2nd Floor Public Safety, 2395 Twelve Mile Road

Elections Commission

Our Elections Commission is responsible for establishing precincts, assessing voting equipment needs, providing election supplies (including ballots), appointing precinct inspectors, and carrying out other election-related duties for their respective jurisdictions.

Overview:

Function: Created to carry out the activities and duties required by state law and our city charter relating to the conduct of elections in the City.

Meeting Schedule:

Positions Required: the Clerk, the Mayor, and the City Attorney. The Clerk shall be chairperson.

Term Length: N/A

Other Requirements: The Commission shall have charge of all activities and duties required of it by state law and this charter relating to the conduct of elections in the City.

Council Liaison: Bridget Dean bdean@berkleymi.gov

Staff Liaison: Victorial Mitchell vmitchell@berkleymi.gov

Governing Ordinances - Committee for Engagement and Transparency

Sec. 13.2. - Election commission.

An election commission is hereby created, consisting of the clerk, the mayor and the city attorney. The clerk shall be chairperson. The commission shall have charge of all activities and duties required of it by state law and this charter relating to the conduct of elections in the city. The compensation of election personnel shall be determined in advance by the council, and shall be a fixed amount for each election; provided such compensation shall not exceed the amount appropriated for elections in the budget, unless such increase shall first have been approved by the council as are other increases in appropriations for any department or function. In any case where election procedure is in doubt, the election commission shall prescribe the procedure to be followed.

Environmental Advisory Committee

Overview:

Function: There is hereby created an environmental advisory Committee for the purpose of studying and recommending actions and programs to the city council and city manager to promote educating the public and environmental stewardship by and in the City of Berkley. The environmental advisory Committee shall act as a fact finder and advisor to the city council and city manager.

Meeting Schedule: once per month at 6:30 PM

Meeting Location: in the 2nd Floor Public Safety Conference Room, 2395 Twelve Mile Road

Positions Required: Chairman, Secretary, Vice Chairman

Member Limit: seven members appointed by a majority vote of the city council; members shall be qualified either by experience or by evidence of interest in protecting the environment or employing environmentally friendly technology and lifestyles.

Term Length: Members shall serve a term of three years, except that two members of the first environmental advisory Committee to be so appointed shall serve a term of one year, two for a term of two years, and three for a term of three years. The term of office in each instance shall begin on July 1 in each year.

Other Requirements: The environmental advisory Committee shall, on or before July 1 of each year, make a written report to the city council and city manager describing the work of the environmental advisory Committee during the preceding year.

Council Liaison: Jessica Vilani jvilani@berkleymi.gov

Staff Liaison: Ashley Merz amerz@berkleymi.gov

Resources:

- [Agendas and minutes](#)

2025 Meeting Schedule

2025 Environmental Advisory Committee Meetings		
Date:	Time:	Location:
January 15	6:30 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
February 19	6:30 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
March 20	6:30 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
April 17	6:30 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
May 22	6:30 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
June 19	6:30 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
August 21	6:30 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
September 18	6:30 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
October 16	6:30 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
November 20	6:30 PM	2nd Floor Public Safety, 2395 Twelve Mile Road

Governing Ordinances - Environmental Advisory Committee

Sec. 2-271. Created; function.

There is hereby created an environmental advisory committee for the purpose of studying and recommending actions and programs to the city council and city manager to promote educating the public and environmental stewardship by and in the City of Berkley. The environmental advisory committee shall act as a fact finder and advisor to the city council and city manager. (Ord. No. O-01-11, § 1, 4-18-2011)

Sec. 2-272. Composition; appointment; terms.

(a) The environmental advisory committee shall consist of seven members appointed by a majority vote of the city council. Members shall be qualified either by experience or by evidence of interest in protecting the environment or employing environmentally friendly technology and lifestyles.

(b) The terms of office of the members of the environmental advisory committee, subject to the provisions of this article relative to removal shall be as follows. Members shall serve a term of three years, except that two members of the first environmental advisory committee to be so appointed shall serve a term of one year, two for a term of two years, and three for a term of three years. The term of office in each instance shall begin on July 1 in each year. (Ord. No. O-01-11, § 1, 4-18-2011)

Sec. 2-273. Removal from office.

Members of the environmental advisory committee shall be subject to removal from office by the council in accordance with City Code section 2-177, and their position shall be subject to being deemed vacant due to excessive unexcused absences under City Code section 2-178. (Ord. No. O-01-11, § 1, 4-18-2011; Ord. No. O-05-20, § 2, 3-31-2020)

Sec. 2-274. Filing of vacancies.

Vacancies occurring on the environmental advisory committee by other than through the expiration of a term shall be filled for the unexpired term by the council consistent with the provisions of section 2-272. (Ord. No. O-01-11, § 1, 4-18-2011)

Sec. 2-275. Compensation.

Members of the environmental advisory committee shall serve without compensation. (Ord. No. O-01-11, § 1, 4-18-2011)

Sec. 2-276. Organization; meetings.

A chairman, vice-chairman, and secretary shall be selected by the environmental advisory committee members. Meetings shall be held at least once every month. Elections of officers shall take place yearly at the July meeting. A quorum shall consist of a majority of members then serving. Minutes shall be properly filed with the city clerk and recommendations and reports promptly presented to the city council and city manager. (Ord. No. O-01-11, § 1, 4-18-2011)

Sec. 2-277. Funding; personnel.

Neither the environmental advisory committee, nor any member thereof, may incur any expense or create any obligation or liability upon the city. If any expenditure of city funds may be required in connection with the functioning of such committee, before such funds shall be expended, approval of such expenditures shall be first obtained by the city manager. The city, as directed by the city manager, may provide assistance as needed. (Ord. No. O-01-11, § 1, 4-18-2011)

Sec. 2-278. Annual report.

The environmental advisory committee shall, on or before July 1 of each year, make a written report to the city council and city manager describing the work of the environmental advisory committee during the preceding year. The environmental advisory committee shall also make such other reports as the council may from time to time require. (Ord. No. O-01-11, § 1, 4-18-2011)

Historical Committee

The Historical Committee members serve as the preservers of historical artifacts that are specific to the City of Berkley. Committee members recommend and implement various approaches to educate residents about the City's history through educational and cultural activities. The Historical Museum is located within City Hall, at 3338 Coolidge Highway.

Overview:

Function: To study and recommend various approaches to utilizing city history in developing educational and cultural activities, and perform other similar functions and activities as may be referred to it from time to time, either by the city council or the city manager.

Meeting Schedule: once per month

Meeting Location: 7:00 PM in the second floor Public Safety conference room 2395 Twelve Mile Rd.

Positions Required: Chairman, Vice Chairman

Member Limit: none

Term Length: 3 years

Other Requirements: The Historical Committee shall research various items of historical interest of the city and recommend specific programs to the city council including but not necessarily limited to the following areas of activities:

- (1) Accumulation and displays of artifacts;
- (2) Publication of City history and events;
- (3) Maintenance of written and photographic records of current City events;
- (4) Recommendations for historical landmarks and recognitions; and
- (5) Preparation of historical presentations for local interested groups.

To accomplish these objectives, the Historical Committee may appoint ad hoc subcommittees to assist it as may be desired.

Council Liaison: Steve Baker sbaker@berkleymi.gov

Staff Liaison: Rachel Patterson rpatterson@berkleymi.gov

Resources:

- [Minutes and agendas](#)

2025 Meeting Dates

2025 Historical Committee Meetings		
Date:	Time:	Location:
January 14	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
February 11	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
March 11	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
April 8	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
May 13	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
June 10	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
July 8	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
August 12	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
September 10	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
October 14	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
November 11*	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
December 9	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road

Governing Ordinances - Historical Committee

Sec. 2-226. - Created; function.

The city historical committee is hereby created. The historical committee shall study and recommend various approaches to utilizing city history in developing educational and cultural activities, and perform other similar functions and activities as may be referred to it from time to time, either by the city council or the city manager. (Code 1981, § 2-71)

Sec. 2-227. - Composition; appointment; terms.

The historical committee shall consist of any number of members appointed by the city council from time to time for a term of three years.

(Code 1981, § 2-72; Ord. No. O-09-21, § 1, 10-18-2021)

Sec. 2-228. - Compensation.

All members of the historical committee shall serve without compensation. (Code 1981, § 2-73)

Sec. 2-229. - Organization; meetings.

A chairman and vice-chairman shall be selected by members of the historical committee, and meetings shall be held at least once every month with minutes properly filed and recommendations and reports promptly presented to the city council. (Code 1981, § 2-74)

Sec. 2-230. - Funding; personnel.

The city shall provide reasonable funds and clerical personnel to enable the historical committee to function properly. (Code 1981, § 2-75)

Sec. 2-231. - Duties.

The historical committee shall research various items of historical interest of the city and recommend specific programs to the city council including but not necessarily limited to the following areas of activities:

- (1) Accumulation and displays of artifacts;
- (2) Publication of city history and events;
- (3) Maintenance of written and photographic records of current city events;
- (4) Recommendations for historical landmarks and recognitions; and
- (5) Preparation of historical presentations for local interested groups. To accomplish these objectives, the historical committee may appoint ad hoc subcommittees to assist it as may be desired. (Code 1981, 2-76)

Library Advisory Board

The Library Board is a fact-finding and advisory body, responsible for submitting recommendations to the City Council and the City Manager regarding present and future library operations, activities, and building facilities.

Overview:

Function: The general purpose of the library advisory Board will be to serve as advocates and Liaisons between the community, the library, and the city manager, and city council. The library advisory Board will act as a fact-finding and advisory body in conformity with the city charter and this code to give recommendations and advice to the city council, the city manager, and the library director about present and future needs regarding library functions, policies, activities, buildings and grounds. The library Board provides feedback and insight to the library director. The library Board will be involved in an advisory role with the selection of a new library director in accordance with its function to give recommendations and advice to the city council and city manager. The library director serves as Staff Liaison to the library advisory Board and the city manager provides oversight of the library director.

Meeting Schedule: once per month, as needed

Meeting Location: 7:00 PM in the Berkley Public Library, 3155 Coolidge Highway

Member Limit: five members - must be a resident of the city

Term Length: five years commencing July 1 in each year. Each year one member's term of office will expire, and annually one member will be appointed for the term of five years. Members may be reappointed for additional five-year terms upon majority vote of the city council

Other Requirements: The library Board provides feedback and insight to the library director. The library Board will be involved in an advisory role with the selection of a new library director in accordance with its function to give recommendations and advice to the city council and city manager. The library director serves as Staff Liaison to the library advisory Board and the city manager provides oversight of the library director.

Council Liaison: Ross Gavin rgavin@berkleymi.gov

Staff Liaison: Matt Church mchurch@berkleymi.gov

Resources

- [Minutes and agendas](#)

2025 Meeting Schedule

2025 Library Board Meetings		
Date:	Time:	Location:
January 15	7:00 PM	Berkley Public Library, 3155 Coolidge Highway
February 12	7:00 PM	Berkley Public Library, 3155 Coolidge Highway
March 19	7:00 PM	Berkley Public Library, 3155 Coolidge Highway
April 16	7:00 PM	Berkley Public Library, 3155 Coolidge Highway
May 21	7:00 PM	Berkley Public Library, 3155 Coolidge Highway
June 18	7:00 PM	Berkley Public Library, 3155 Coolidge Highway
July 16	7:00 PM	Berkley Public Library, 3155 Coolidge Highway
August 20	7:00 PM	Berkley Public Library, 3155 Coolidge Highway
September 17	7:00 PM	Berkley Public Library, 3155 Coolidge Highway
October 15	7:00 PM	Berkley Public Library, 3155 Coolidge Highway
November 19	7:00 PM	Berkley Public Library, 3155 Coolidge Highway

Governing Ordinances - Library Advisory Board

Sec. 66-16. Created.

There is hereby created a library advisory board. (Ord. No. O-12-23, 12-4-2023)

Sec. 66-17. Composition and functions.

The library advisory board will consist of five members. The general purpose of the library advisory board will be to serve as advocates and Liaisons between the community, the library, and the city manager, and city council. The library advisory board will act as a fact-finding and advisory body in conformity with the city charter and this code to give recommendations and advice to the city council, the city manager, and the library director about present and future needs regarding library functions, policies, activities, buildings and grounds. The library board provides feedback and insight to the library director. The library board will be involved in an advisory role with the selection of a new library director in accordance with its function to give recommendations and advice to the city council and city manager. The library director serves as staff Liaison to the library advisory board and the city manager provides oversight of the library director. (Ord. No. O-12-23, 12-4-2023)

Sec. 66-18. Appointment; qualifications.

City council appoints by majority vote the members of the library board. To be eligible for appointment, the person must be a resident of the city. (Ord. No. O-12-23, 12-4-2023)

Sec. 66-19. Term of office.

The term of office of members of the library board is five years commencing July 1 in each year. Each year one member's term of office will expire, and annually one member will be appointed for the term of five years. Members may be reappointed for additional five-year terms upon majority vote of the city council. (Ord. No. O-12-23, 12-4-2023)

Sec. 66-20. Compensation.

Members of the library board will serve without compensation. (Ord. No. O-12-23, 12-4-2023)

Sec. 66-21. Removals from office.

Members of the library board will be subject to removal from office by the council in accordance with City Code section 2-177, and their position will be subject to being deemed vacant due to excessive absences under City Code section 2-178. (Ord. No. O-12-23, 12-4-2023)

Sec. 66-22. Filling of vacancies.

Any vacancy on the library board will be filled by the council for the remainder of the unexpired term after considering recommendations from the library board. (Ord. No. O-12-23, 12-4-2023)

Sec. 66-23. Officers.

The library board will select a chairperson and a vice chairperson from among its members. The position of secretary will rotate among all members. If the chairperson is not present, but a quorum still is present, the vice chairperson will assume the duties of the chairperson. (Ord. No. O-12-23, 12-4-2023)

Sec. 66-24. Meetings and records; quorum.

The library board will hold meetings monthly as needed and will designate the time and place thereof by public notice. All meetings of the board will be conducted in accordance with the Open Meetings Act. The board will adopt its own bylaws and will keep a record of each meeting by the keeping of minutes, which minutes will be filed with the city clerk not only to be made available for public inspection, but also transmitted to the city council and the city manager. Three members will constitute a quorum for the transaction of business, and a lesser number may adjourn any meeting at which a quorum is not present. (Ord. No. O-12-23, 12-4-2023)

Sec. 66-26. Expenses and obligation.

Neither the library board nor any of its members will incur any expense or create any financial liability upon the city. If any expenditure of city funds may be required relative to the functioning of the library board, a request for expenditure will be submitted to the city manager for approval before such funds are expended. (Ord. No. O-12-23, 12-4-2023)

Parks & Recreation Advisory Board

The Parks and Recreation Advisory Board provides advice and leadership as it considers park and recreational needs of Berkley residents and provides insight, for city leaders, in the areas of public interest and costs related to leisure services and facilities.

Overview:

Function: The parks and recreation advisory Board shall act solely in a fact-finding, recommendatory and advisory capacity to the city council and city manager, and it shall be its duty to consider and study the reasonable needs of park and recreational facilities and activities in which the city might properly participate, to formulate and to report to the city council and city manager estimates of public requirements for park and recreational facilities and for the costs thereof and the amounts which might properly be appropriated by the city council to provide and maintain such park and recreational facilities.

Meeting Schedule: once per month

Meeting Location: 7:00 PM in the Community Center, 2400 Robina Avenue

Member Limit: seven members - must be a resident of the city

Term Length: 3 years commencing July 1.

Council Liaison: Ross Gavin rgavin@berkleymi.gov

Staff Liaison: Dan McMinn dmcminn@berkleymi.gov

Resources:

- [Agendas and minutes](#)

Continuing Education Opportunities

2025 Meeting Schedule

2025 Parks & Recreation Advisory Board Meetings		
Date:	Time:	Location:
February 13	7:00 PM	Berkley Community Center, 2400 Robina Avenue
March 13	7:00 PM	Berkley Community Center, 2400 Robina Avenue
April 10	7:00 PM	Berkley Community Center, 2400 Robina Avenue
May 8	7:00 PM	Berkley Community Center, 2400 Robina Avenue
June 12	7:00 PM	Berkley Community Center, 2400 Robina Avenue
July 10	7:00 PM	Berkley Community Center, 2400 Robina Avenue
August 7	7:00 PM	Berkley Community Center, 2400 Robina Avenue
September 11	7:00 PM	Berkley Community Center, 2400 Robina Avenue
October 9	7:00 PM	Berkley Community Center, 2400 Robina Avenue
November 13	7:00 PM	Berkley Community Center, 2400 Robina Avenue
December 11	7:00 PM	Berkley Community Center, 2400 Robina Avenue

Governing Ordinances - Parks & Recreation Advisory Board

Sec. 86-31. Created.

There is hereby created a parks and recreation advisory board. (Code 1981, § 20-29)

Sec. 86-32. Composition; qualifications.

There shall be seven members of the parks and recreation advisory board. No person shall be eligible to appointment who is not a resident of the city. Members shall be qualified by experience and shall have evidence of interest in the development of park and recreation services for public use. (Code 1981, § 20-30)

Sec. 86-33. Appointment.

Members of the parks and recreation advisory board shall be appointed by a majority vote of the council. (Code 1981, § 20-31)

Sec. 86-34. Compensation.

Members of the parks and recreation advisory board shall serve without compensation. (Code 1981, § 20-32)

Sec. 86-35. Term of office.

The terms of members of the parks and recreation advisory board shall be for three years commencing July 1. (Code 1981, § 20-33)

Sec. 86-36. Removal from office.

Members of the parks and recreation advisory board shall be subject to removal from office by the council in accordance with City Code section 2-177, and their position shall be subject to being deemed vacant due to excessive unexcused absences under City Code section 2-178. (Code 1981, § 20-34; Ord. No. O-05-20, § 4, 3-31-2020)

Sec. 86-37. Filling of vacancies.

Any vacancy on the parks and recreation advisory board shall be filled by the council for the remainder of the unexpired term. (Code 1981, § 20-35)

Sec. 86-38. Officers.

The parks and recreation advisory board shall select a chairman, vice-chairman and secretary from among its members. Elections of officers shall take place yearly at the July meeting. (Code 1981, § 20-36)

Sec. 86-39. Meetings.

- (a) The parks and recreation advisory board shall hold meetings regularly at least once in each month, and shall designate the time and place thereof. It shall adopt its own rules of procedure and shall keep a record of its proceedings.
- (b) A copy of the minutes of all recreation advisory board meetings shall be filed with the city clerk for transmittal to the council and to the city manager.
- (c) Four voting members of the recreation advisory board shall constitute a quorum, and a lesser number may adjourn any meeting at which a quorum is not present. (Code 1981, § 20-37)

Sec. 86-40. Functions.

The parks and recreation advisory board shall act solely in a fact-finding, recommendatory and advisory capacity to the city council and city manager, and it shall be its duty to consider and study the reasonable needs of park and recreational facilities and activities in which the city might properly participate, to formulate and to report to the city council and city manager estimates of public requirements for park and recreational facilities and for the costs thereof and the amounts which might properly be appropriated by the city council to provide and maintain such park and recreational facilities. (Code 1981, § 20-38)

Sec. 86-41. Expenditures, funds.

- (a) Neither the parks and recreation advisory board, nor any member thereof, may incur any expense or create any obligation or liability upon the city. If any expenditure of city funds may be required in connection with the functioning of such board, before such funds shall be expended, approval of such expenditures shall be first obtained from the city manager.
- (b) The city shall provide reasonable funds to assist the parks and recreation advisory board in performing its functions. (Code 1981, § 20-39)

Planning Commission

The Planning Commission consists of nine residents who are appointed by the Mayor and approved by City Council, to serve a three-year term. Members shall be representative of important segments of the community such as the economic, educational, and social development of the local unit of government in accordance with the major interests as they exist in Berkley such as recreation, education, transportation, industry, and commerce.

In accordance with state and city ordinances, the Planning Commission is responsible for:

- Drafting and adopting the city's master plan
- Reviewing and recommending approval of the city's Capital Improvement Plan in accordance
- Developing and updating Zoning text and map changes
- Reviewing Special Land Use requests described in the zoning ordinance
- Conducting Site Plan Reviews

Overview:

Function: The city planning Commission shall discharge the following duties under this chapter:

- (1) Review all applications for amendments to this chapter (text or map), and report findings and recommendations to the city council in the manner prescribed in this chapter for amendments.
- (2) Review all applications for special land uses and report findings and recommendations to the city council in the manner prescribed in this chapter.
- (3) Hear and decide on site plan review and other matters upon which it is required to pass under this chapter and state law.

Meeting Schedule: set by Board

Meeting Location: 7:00 PM in Council Chambers, 3338 Coolidge Hwy

Member Limit: seven members appointed from the citizenry of the city, one of whom may be a member of the city council.

Term Length: 3 years for regular members; 1 year for Councilmember; 1 year for high school student member

Other Requirements: A copy of the minutes of all meetings shall be filed with the city clerk showing the date, time, place, members present, members absent, any decisions made and all roll call votes taken at the meeting.

Council Liaison: Greg Patterson gpatterson@berkleymi.gov

Staff Liaison: Kristen Kapelanski kkapelanski@berkleymi.gov

Resources:

- [Minutes and agendas](#)

2025 Meeting Schedule

2025 Planning Commission Meetings		
Date:	Time:	Location:
January 28	7:00 PM	City Council Chambers, 3338 Coolidge Highway
February 35	7:00 PM	City Council Chambers, 3338 Coolidge Highway
March 18	7:00 PM	City Council Chambers, 3338 Coolidge Highway
April 22	7:00 PM	City Council Chambers, 3338 Coolidge Highway
May 27	7:00 PM	City Council Chambers, 3338 Coolidge Highway
June 24	7:00 PM	City Council Chambers, 3338 Coolidge Highway
July 22	7:00 PM	City Council Chambers, 3338 Coolidge Highway
August 26	7:00 PM	City Council Chambers, 3338 Coolidge Highway
September 23	7:00 PM	City Council Chambers, 3338 Coolidge Highway
October 28	7:00 PM	City Council Chambers, 3338 Coolidge Highway
November 25	7:00 PM	City Council Chambers, 3338 Coolidge Highway
December 16	7:00 PM	City Council Chambers, 3338 Coolidge Highway

Governing Ordinances - Planning Commission

Sec. 138-549. City planning commission.

(a) *Creation.* The city planning commission, as established under the provisions of Public Act 33 of 2008 is the planning commission referred to in this chapter. See chapter 90 for additional duties.

(b) *Jurisdiction.* The city planning commission shall discharge the following duties under this chapter:

(1) Review all applications for amendments to this chapter (text or map), and report findings and recommendations to the city council in the manner prescribed in this chapter for amendments.

(2) Review all applications for special land uses and report findings and recommendations to the city council in the manner prescribed in this chapter.

(3) Hear and decide on site plan review and other matters upon which it is required to pass under this chapter and state law.

(c) *Meetings.* A copy of the minutes of all meetings shall be filed with the city clerk showing the date, time, place, members present, members absent, any decisions made and all roll call votes taken at the meeting. (Ord. No. O-10-08, § 1, 12-15-2008)

Public Safety Pension Board

The City of Berkley Public Safety Department has a Public Act 345 Pension System which is governed by a Board of Trustees. The Board of Trustees makes decisions on behalf of all of the Public Safety Pension members in regard to investment firms and managers, actuarial firms, and actuarial assumptions. The City Council approves of the recommended decisions by the Board of Trustees via the annual budget process and annually setting the millage rate for the Public Act 345 Property Tax Levy.

Overview:

Function: To study and recommend various approaches to making and keeping the city clean and beautiful, and to perform other similar functions and activities as may be referred to it from time to time either by the city council or the city manager.

Meeting Schedule: 4:00 PM in the 2nd Floor Public Safety Conference Room, 2395 Twelve Mile Road

Member Limit: The Board of Trustees is made up of five members: three current and/or retired Public Safety Officers selected by the Berkley Public Safety Officers, and an individual outside of the Berkley Public Safety Department chosen by the Mayor of Berkley and the City Treasurer, who generally serves as the final Trustee and acts as the Treasurer of the Board.

Council Liaison: N/A

Staff Liaison: Amy Zurawski azurawski@berkleymi.gov

Resources:

- [Public Safety Pension Board Minutes & Agendas](#)

2025 Meeting Schedule

2025 Public Safety Pension Board Meetings		
Date:	Time:	Location:
February 3	4:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
March 17	4:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
April 21	4:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
May 19	4:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
June 16	4:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
July 21	4:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
August 18	4:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
September 15	4:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
October 20	4:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
November 17	4:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road

Tree Board

The Tree Board assists the City Manager and Department of Public Works in developing comprehensive tree management and preservation programs for the city. The Board also serves as a clearinghouse for information on trees.

The Tree Board consists of nine members, one of which may be a City Council member. Each member serves a three-year term, except for the Council member, who serves a one-year term. The director of the Department of Public Works serves as an ex-officio member of the Tree Board.

Overview:

Function: The tree Board shall assist the city manager in developing a comprehensive tree management and preservation program for the city. It shall serve as a clearing house for information on trees. It shall present to the city council an annual report on its activities.

Quorum: A majority of the members of the Board shall constitute a quorum

Meeting Schedule: The tree board shall choose its own officers and make its own rules and regulations concerning its meetings.

Meeting Location: 7:00 PM in the 2nd Floor Public Safety Conference Room, 2395 Twelve Mile Road

Member Limit: nine members appointed from the citizenry of the city, one of whom may be a member of the city council.

Term Length: 3 years for regular members; 1 year for Councilmember; 1 year for high school student member

Other Requirements: The tree Board shall consider, investigate and report on any matter within the scope of its responsibilities when requested to do so by the city council or the city manager.

Council Liaison: Dennis Hennen dhennen@berkleymi.gov

Staff Liaison: Adam Wozniak awozniak@berkleymi.gov

Resources:

- [Agendas & Minutes](#)

2025 Meeting Schedule

2025 Tree Board Meetings		
Date:	Time:	Location:
January 27	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
February 24	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
March 24	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
April 28	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
May 26	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
June 23	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
September 29	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
October 27	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road
November 24	7:00 PM	2nd Floor Public Safety, 2395 Twelve Mile Road

Governing Ordinances - Tree Board

Sec. 130-36. Tree board.

(a) *Established; terms; membership; compensation.* A tree board is hereby created. It shall consist of nine members appointed from the citizenry of the city, one of whom may be a member of the city council. The term of each member shall be three years, except for when a city councilmember is appointed who will serve for a one-year term. The director of the department of public works shall be an ex-officio member of the tree board. If a candidate is available, the council shall also appoint for a one-year term, beginning each October, one high school student who is a resident of the city and who shall serve as an advisory member of the tree board, but who shall have no voting powers. Members shall receive no compensation.

(b) *Qualifications of members.* Members of the tree board must demonstrate a genuine interest in and a reasonable amount of knowledge of tree management and preservation.

(c) *Tree management/preservation program.* The tree board shall assist the city manager in developing a comprehensive tree management and preservation program for the city. It shall serve as a clearing house for information on trees. It shall present to the city council an annual report on its activities.

(d) *Officers; rules/regulations; journal; meetings.* The tree board shall choose its own officers and make its own rules and regulations concerning its meetings. Its meeting shall be open to the public. It shall keep minutes of its meetings and properly file them with the city manager. The city shall provide reasonable assistance to the tree board to enable it to function properly.

(e) *Requests.* The tree board shall consider, investigate and report on any matter within the scope of its responsibilities when requested to do so by the city council or the city manager.

(Code 1981, § 31-21; Ord. No. 1-94, § 1, 1-31-1994; Ord. No. O-10-18, 9-17-2018; Ord. No. O-03-22, § 1, 7-18-2022)

Cross reference(s)—Boards and commissions, § 2-176 et seq.

Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) is composed of 7 residents and two alternates, appointed to a 3-year term. Meetings are held, as needed, on the 2nd Monday of every month at 7 PM at the City Hall, 3338 Coolidge. ZBA meetings are televised live on Berkley's government access channel, WBRK (available for WOW and Comcast customers).

The ZBA hears the following types of cases:

- Zoning Variances, both use and nonuse variance requests
- Zoning Appeals as described under the zoning ordinance
- Interpretation of use

Overview:

Meeting Schedule: 2nd Monday of every month at 7 PM

Meeting Location: at City Hall, 3338 Coolidge.

Member Limit: 7 residents and two alternates

Term Length: 3 years

Council Liaison: Dennis Hennen dhennen@berkleymi.gov

Staff Liaison: Kristen Kapelanski kkapelanski@berkleymi.gov/ Kim Anderson kanderson@berkleymi.gov

Additional Resources:

- [MML Zoning Board of Appeals Handbook](#)
- [Minutes and agendas](#)
- [Enabling Legislation](#)

2025 Meeting Schedule

2025 Zoning Board of Appeals Meetings		
Date:	Time:	Location:
January 13	7:00 PM	City Council Chambers, 3338 Coolidge Highway
February 10	7:00 PM	City Council Chambers, 3338 Coolidge Highway
March 10	7:00 PM	City Council Chambers, 3338 Coolidge Highway
April 14	7:00 PM	City Council Chambers, 3338 Coolidge Highway
May 12	7:00 PM	City Council Chambers, 3338 Coolidge Highway
June 9	7:00 PM	City Council Chambers, 3338 Coolidge Highway
July 14	7:00 PM	City Council Chambers, 3338 Coolidge Highway
August 12	7:00 PM	City Council Chambers, 3338 Coolidge Highway
September 8	7:00 PM	City Council Chambers, 3338 Coolidge Highway
October 13	7:00 PM	City Council Chambers, 3338 Coolidge Highway
November 10	7:00 PM	City Council Chambers, 3338 Coolidge Highway
December 8	7:00 PM	City Council Chambers, 3338 Coolidge Highway

Note: The Zoning Board of Appeals only meets as needed, therefore these dates are strictly considered “tentative” until an agenda for the meeting is published.

Governing Ordinances - Zoning Board of Appeals

Sec. 138-548. Zoning board of appeals.

- (a) *Creation.* The zoning board of appeals of 7 members is hereby established, having powers and duties in accordance with Public Act 12 of 2008. The city council shall appoint 7 members who are electors of the city, each to be appointed for a term of 3 years. Appointments for the first year shall be for a period of 1, 2 and 3 years, respectively, so as nearly as may be to provide for the appointment of an equal number each year; thereafter, each member shall hold office for a full 3-year term.
- (b) *Compensation.* Members of the board of appeals shall receive no compensation.
- (c) *Alternate members.* The city council shall, in addition, appoint 2 alternate members, who shall serve and vote in the absence of a regular member if a regular member is absent from or unable to attend a meeting of the board of appeals. An alternate member may also be called to serve in the place of a regular member for the purpose of reaching a decision on a case in which the regular member has abstained for reasons of conflict of interest. The alternate member having been appointed shall serve in the case until a final decision has been made. The alternate member shall have the same voting rights as a regular member of the board of appeals.
- (d) *Removal of office.* Members of the zoning board of appeals, may after a public hearing, be removed by the council for misfeasance, malfeasance, or nonfeasance of office. See section 2-40 Ethics.
- (e) *Meetings.* A copy of the minutes of all meetings shall be filed with the city clerk showing the date, time, place, members present, members absent, any decisions made and all roll call votes taken at the meeting. (Ord. No. O-10-08, § 1, 12-15-2008)

Frequently Asked Questions

General Information

Q: How are requests or recommendations from Boards and Commissions communicated?

A: Requests and recommendations are communicated through City staff, who coordinate with the City Manager. The City Manager then reports to and takes direction from the City Council.

Q: Who should I contact if I have questions about the Board or Commission process?

A: Email boards@berkleymi.gov. For other city-related inquiries, contact your Staff Liaison.

Application and Appointment

Q: Where can I find the "City of Berkley Boards & Commissions Application"?

A: The application is available on the City's website or can be obtained and returned to the City Clerk's Office. A direct link is provided: <https://form.jotform.com/CityofBerkley/BCApplication>.

Q: How often are new appointments made to Boards and Commissions?

A: New appointments are made twice per year, at City Council meetings in February and July.

Q: What happens during the interview process for new appointees?

A: A Special Meeting of the City Council is held for interviews. Candidates describe their skills, talents, and ideas for the position. Council decides who to appoint based on the interviews and fit for the role.

Q: What happens if a new appointee does not complete the swearing-in process?

A: If a new member does not complete the swearing-in process within 30 days of appointment, they will be removed from their Board.

Q: When are swearing-in and orientation sessions held?

A: The Clerk's Office will arrange a swearing-in and orientation held at least twice a year, preceding appointments.

Q: Do reappointed members need to be sworn in again?

A: Reappointed members do not have to be sworn in unless there is a gap of 6 months in serving in their positions.

Q: Are there eligibility requirements to serve on a Board or Commission?

A: Yes, eligibility varies by Board/Commission bylaws and legislation. Some require residency within the City of Berkley. Check the Boards and Commissions list in the appendix for specific requirements.

Responsibilities and Roles

Q: What is the role of the City Staff Liaison?

A: The Staff Liaison provides administrative support, arranges meeting logistics, prepares reports, ensures Open Meetings Act compliance, and serves as the liaison between the Board/Commission and City Administration.

Q: What does the City Council Liaison do?

A: The Council Liaison facilitates communication between the Council and the Board/Commission, providing information about Council discussions and policies.

Q: What is the role of the City Clerk's Office regarding Boards and Commissions?

A: The Clerk's Office provides support and oversight for meetings and records, maintains rosters, posts meeting notices, and manages the appointment process.

Communications

Q: How do I request advertisements for events through City communication channels?

A: The Board's Staff Liaison must submit a request to the Communications Director at least 14 days in advance.

Q: How can I update my Board/ Commission information on the city's website?

A: The Board's Staff Liaison will communicate with the Communications Department with website changes.

Meetings and Procedures

Q: How do I find out about meeting times and locations?

A: Refer to the Boards and Commissions list in the appendix for specific meeting times and locations.

Q: What if I cannot attend a meeting?

A: Inform the Chair or the City Staff Liaison.

Q: What are the rules regarding meeting agendas?

A: Agendas must be emailed to boards@berkleymi.gov 24 business hours before the meeting by the Staff Liaison.

Q: Where are the official, approved minutes of my Board's meetings stored?

A: Approved minutes are available on the City Website. Staff Liaisons are responsible for sending the minutes to the City Clerk's office for permanent filing and posting online within 7 business days of the meeting. Approved minutes will replace the draft minutes and be posted to the City website in their place.

Q: What if our Board needs to cancel a meeting at the last minute due to unforeseen circumstances?

A: If a Board or Commission needs to cancel a meeting, the Staff Liaison must notify the City Clerk's Office as soon as possible. Every effort should be made to provide at least the minimum 18 hours' notice as required by the Open Meetings Act.

Q: I need to arrange a special meeting for my Board next week. How much notice does the public need to be given?

A: Advance public notice of meetings is required for all meetings: regular meetings and special meetings. At a minimum, notice is provided by physically posting a physical notice and listing the meeting on the City Website no less than 18 hours before the meeting. Work with your Staff Liaison to ensure this is published appropriately.

Q: When must meeting minutes be available for public inspection?

A: The synopsis of minutes or draft minutes must be available for public inspection and for review by members of Boards and Commissions as well as the general public within 8 business days after the meeting to which the minutes refer.

Q: Are Boards required to submit a Plan of Work?

A: Yes, Boards must submit a yearly work plan that includes goals, events, and other Board-led initiatives to the Berkley City Council at the start of each year, with some exceptions (DDA, Election Commission, Building Code Board of Appeals, Board of Review, Pension Board, Planning Commission, and Zoning Board of Appeals).

Other

Q: What should I do if a community member contacts me directly with a complaint or question about Board business?

A: Direct the community member to contact the Staff Liaison or attend the public comment section of the next Board meeting to address their concerns in the appropriate setting. You, as an individual board member, do not have authority to answer for the whole board.



ACKNOWLEDGEMENT AND WAIVER

I, _____, acknowledge that I have received, read, and understand the contents of the City of Berkley Board/Commission Handbook. I agree to comply with the policies, procedures and guidelines outlined therein while serving as a volunteer member of a City of Berkley Board or Committee.

I understand that my role as a volunteer does not create an employment relationship with the City of Berkley and that I will not receive compensation for my service. I acknowledge that my appointment is at the discretion of the Berkley City Council and may be revoked if I miss more than 25% of Board/Committee meetings per calendar year. Unless such absences have been excused by the members of the board and the reasons therefore entered into the official record and minutes of the board.

If I choose to resign from my position on a City of Berkley Board or Commission, I understand that I must submit my resignation in writing. The written resignation must include the date and my signature, and it should be sent to either the Board or Commission Chair or the Staff Liaison. Additionally, I understand that if I wish to serve on a Board or Commission again in the future, I will need to complete the application process anew.

I agree to uphold the mission, values and ethical standards of the City of Berkley and conduct myself in a manner that reflects positively on the community. I further understand that failure to adhere to the policies and procedures set forth in this handbook may result in my removal from the Board/Committee. By signing below, I confirm that I have read and understand this acknowledgement and waiver and agree to its terms.

Volunteer Signature: _____ Date: _____

Volunteer Name (Print): _____

Board/Committee: _____