

# COMMITTEES, COMMISSIONS AND BOARDS

## City Commission

Consists of seven (7) officials, including the Mayor, elected by the residents of the City of Kentwood to set City policy and oversee all City Departments. Meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at 7:30 PM at the Kentwood City Hall.

## Standing Committees

Consists of the Mayor and typically three (3) City Commissioners appointed by the Mayor. These committees are responsible for making recommendations for action to the City Commission. All meetings take place at the Kentwood City Hall unless otherwise noted.

### Committee of the Whole

A work session scheduled as needed of the entire City Commission to discuss relevant issues to the City.

### Finance Committee

Deals with the financial matters of the City such as budgeting, revenues and expenditures. Meets the 3<sup>rd</sup> Thursday of the month at 5:30 PM.

### Ordinance Committee

Deals with the laws, rules and regulations of the City. Meets the 4<sup>th</sup> Tuesday of the month at 6:30 PM.

### Safety Committee

Deals with matters of public safety, primarily police and fire services, traffic issues and neighborhood concerns. Meets the 2<sup>nd</sup> Tuesday of the month at 5 PM.

### Service Committee

Deals with issues such as utilities, lighting, water and sewer development, roads and sidewalks. Meets the 2<sup>nd</sup> Thursday of the month at 5:30 PM.

## Appointed Committees

The following committees are comprised of Kentwood citizens appointed to serve the City in various capacities. Appointments to these committees generally take place at the beginning of each year. All committees meet at the Kentwood City Hall unless otherwise noted. Terms or length of service vary from committee to committee.

### Board of Review

Hears appeals from property owners regarding the assessed valuation of real and personal property within the City of Kentwood. This board can consist of three (3), six (6) or nine (9) members and meets one to three weeks in March, one day in July and one day in December of each year.

**BOCA Appeals Board**

Consists of professionals in areas of construction hear appeals of City enforcement officials interpretation of code provisions. This board consists of five (5) members with two (2) alternates and meets as needed.

**Economic Development Corporation (EDC)**

This committee is responsible for economic development and promotion of the City of Kentwood. The committee consists of nine (9) members and meets the third Tuesday of the month at 7:30 AM.

**Elected Officers Compensation Commission**

This commission researches and recommends salaries for the elected officials of the City of Kentwood, specifically the Mayor, Clerk, Treasurer and City Commissioners. This commission consists of seven (7) members and meets every two (2) years prior to the City election.

**Election Commission**

This commission is responsible for the testing and certification of the election tabulators, certification of the appointments of election inspectors and certification of election results. This commission consists of the City Clerk and two (2) registered voters of the City. It meets prior to, on and following each Election Day.

**Historic Preservation Commission**

This commission establishes the historical areas and points of interest within the City and assists in maintaining the historical significance of those areas. This commission consists of seven (7) members and meets the 3<sup>rd</sup> Tuesday of the month at 7:00 PM.

**Housing Commission**

This commission assists with housing related activities within the City of Kentwood. Primary program is rehabilitation financing for low and moderate-income homeowners. Other activities include a paint program for low-income homeowners. This commission consists of five (5) members and meets the 2<sup>nd</sup> Wednesday of the month at 6:00 PM.

**Library Board**

This board recommends policies for the operation of the Kentwood Library. This is a seven (7) member board and meets the 1<sup>st</sup> Wednesday of March, June, September and December at 7 PM at the Kentwood Library.

**Parks and Recreation Commission**

This commission recommends and oversees programs for the parks, playgrounds and recreational areas of the City. This commission consists of nine (9) members and meets the 2<sup>nd</sup> Wednesday of the month at 7:30 PM at the Kentwood Recreation Center.

**Planning Commission**

This commission is responsible for the preparation and adoption of the master plan for the City; preparation and adoption of the annual Capital Improvements Program; reviews and recommends action on changes in zoning and land use; and reviews development requests for new residential, commercial and industrial development. This is a nine (9) member commission and meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month at 7:30 PM.

**Zoning Board of Appeals**

This board is responsible for considering variances or relief from the City zoning ordinance as it pertains to land development. This is a seven (7) member board and meets the 3<sup>rd</sup> Monday of the month at 7:30 PM.