

Appendix C

Boards, Commissions and Committees – Descriptions

Evart Housing Commission– Appointing authority: Mayor and Council.

Five members are appointed for five-year terms and one-member must be a tenant of the housing commission. Manages all public housing facilities and rental voucher (Section 8) programs in the city. Public housing facilities include scattered site rental housing, home purchase programs and senior residential developments. Meets monthly.

Downtown Development Authority – Appointing authority: City Manager, with Council Approval.

To halt a decline of property values, increase property tax valuation, eliminate causes of decline in value, and promote growth in the downtown. There must be between eight and twelve members, city residents, business owners, or designees of the TIFA district; City Manager, or designee. Terms are four years on a rotational basis.

Board of Appeals – Appointing authority: Mayor, with Council approval.

Hears and decides on appeals made regarding the application or interpretation of the Housing Code and Rental Housing Code. The HBA also serves in hearing cases and affirming, modifying or reversing the decisions of the Dangerous Buildings Hearing Officer. Three members must be a building contractor, a registered architect or engineer, and a registered building official or have expertise in the property maintenance. Terms are three years. Meets monthly.

Board of Review (Assessing) – Appointing authority: Mayor and Commission.

Members serve for one-, two-, and three-year terms and must be city electors. Board consists of three members and one alternate. Three voting members who may correct/amend assessment rolls and increase or decrease taxable property assessment or valuation. Meets for a minimum of three days in March; one day in July; and one day in December.

City Council

City Council typically serve staggered four-year terms. City Mayor and City Clerk serve two-year terms. Those elected in 2020 will serve four-year terms. Council is comprised of five council members including the mayor. **All interested City Council candidates must collect signatures and submit nominating petitions. See more information about council candidate requirements at www.evart.org** . In the case of a position vacancy, the Council will follow a special process, about which information will be released separately. More information can be found in Council's Policy and Procedure Handbook adopted by city council on December 15, 2020.

Cemetery Commission- Appointing authority: Mayor, with Council approval.

The cemetery commission shall consist of a least three (3) members, one of whom shall be member of the council. A plan for perpetual care of all lots, plots, and land therein shall be established.

Economic Development Advisory Committee – Appointing authority: Mayor, with Council approval.

Focuses on development of industrial park, assists in industry retention, and promotes the general welfare of Evert. Composed of City Manager, Assistant City Manager, and City Mayor and one Council Member and other members of the public. Meets as needed.

Election Commission: Appointing authority: Mayor, with Council approval.

Commission consists of the clerk, one other appointive city officer whom the council shall designate, and one qualified registered elector. The clerk shall be the chairman. The commission shall have the charge of all activities and duties required of it by state law and this charter relating to the conduct of elections in the city. Meets as required.

Evert Area Fire Board- Appointing authority: Mayor, with Council approval.

The Board shall consist of one member from each participating municipality. Each member shall participate equally in administrating the Evert Area Fire Board. Meets Monthly.

Historic District Commission– Appointing authority: Mayor, with Council approval.

Charged under state law and local ordinance with reviewing plans for exterior modifications or demolition of buildings within the federal, state or local historic districts. It is comprised of five members who live in the city, one of whom is a registered architect. They have three-year terms. Meets monthly.

Historic District Study Committee- Appointing authority: Mayor, with Council approval.

The Historic District Study Committee shall research proposed historic districts for the purpose historic preservation in the City. The Committee shall have at least one member from a local historic preservation organization. Meets as needed.

Library Board- Appointing authority: Mayor, with Council approval.

Board consists of two representatives from each participating municipality. Members must be city electors. Meets monthly.

Local Officers' Pay Compensation Commission– Appointing authority: Mayor, with Council approval.

Determine salaries of elected officials. Comprised of five registered electors of the city who are not members or employees of any branch of government, nor the immediate family of a member or employee of any branch of government. Shall meet for at least one, and not more than 15, session days in each odd-numbered year. "Session day" is a calendar day on which the Council meets and for which a quorum is present. Terms are one, two, three, four and five years.

Planning Commission– Appointing authority: Mayor, with Council approval.

Charged under state law with the adoption of plans for the city. Also considers requests for zoning classifications and special use permits and makes recommendations to the City Council on amendments to the planning and zoning code. Comprised of seven community members, one city council member and the mayor. Terms are three years. Meets monthly.

Zoning Board of Appeals – Considers requests for variances to the requirement of the planning and zoning code. Typical variance requests include yard setback reductions and the size of commercial signage. Comprised of seven members, one of whom must be a Planning Council Member. Council shall act as the ZBA if no ZBA exists. Meets as needed.