

ADVISORY PARK BOARD

CANDIDATE INFORMATION SHEET

Task of Board: The Advisory Park Board's task is to provide citizen input to the City Council regarding the policies of the park system.

Essential Qualifications of Board Candidates:

1. Residence within city limits. Membership will continue for duration of term should member relocate from the City.
2. Readiness to devote time and effort to duties of Board.
3. Sincere interest in the operation and uses of the park system and commitment to the importance and value of park services.
4. Ability to work well with others, e.g., tact, respect for varied opinions and points of view, open-mindedness and objectivity.
5. Good judgment, intelligence and ability to articulate the issues, problems and solutions.
6. Commitment to expressing ideas regarding the park and recreational needs of the entire community.
7. Ability and desire to solicit and interpret public opinion.

Meetings: Monthly, usually in Meeting Room D/E, City/County Government Center, on the 4th Monday of each month at 5:30 p.m. Special meetings may be scheduled occasionally as the need arises.

Terms: Three years expiring April 30th. May be reappointed for two additional three-year terms.

Number of Members: Eight citizen members and one City Council member.

Board Established by: Municipal Code 1.31

Staff Liaison: Parks Superintendent

Compensation: None

ADVISORY PARKING AND TRAFFIC BOARD

CANDIDATE INFORMATION SHEET

Task of Board: To assist the City Council in planning to meet community needs related to parking and traffic problems.

Activities: Receive and consider written and oral communications, discuss advantages and disadvantages of proposed change, weigh facts and make recommendations to the City Council related to such parking and traffic issues as loading zones, no parking zones, speed limits, stop signs, and similar matters within the City. Recommend the approval, denial, or amendment of specific requests.

Essential Qualifications of Committee Candidates:

1. Residence within city limits. Membership will continue for duration of term should member relocate from the City.
2. Readiness to devote time and effort to carrying out duties of Committee.
3. Good judgement, intelligence and ability to articulate the issues, problems and solutions as one sees them.

Meetings: 1:30 p.m. on the third Thursday of each month in the City-County Government Center. Special meetings may be scheduled if the need arises.

Terms: Three years expiring April 30th. May be reappointed for two additional three-year terms.

Number of Members: Six citizen members and one City Council member.

Board Established By: Municipal Code 1.38

Staff Liaison: City Engineer

Compensation: None

ALCOHOL LICENSING COMMITTEE

CANDIDATE INFORMATION SHEET

Task of Committee: To serve in an advisory capacity to the City Council regarding applications for new retail alcohol licenses and possible sanctions against alcohol licenses who have violated the law.

Essential Qualifications of Board Candidate:

1. Residence within city limits. Membership will continue for duration of term should member relocate from the City.
2. Readiness to devote time and effort to duties of Board.
3. Ability to work well with others, e.g., tact, respect for varied opinions and points of view, open-mindedness and objectivity.
4. Good judgment, intelligence and ability to articulate the issues, problems and solutions.

Meetings: Monthly on the Monday preceding the first Council meeting of the next Month in Meeting Rooms D/E, City-County Government Center at 4:00 p.m. or when called by special notice.

Terms: Three years expiring December 31st. May be reappointed for two additional three-year terms.

Number of Members: Four citizen members and one City Council member.

Board Established by: Municipal Code 12.03

Staff Liaison: City Attorney

Compensation: None

BOARD OF APPEALS

CANDIDATE INFORMATION SHEET

Task of Board: To consider requests for exceptions or variances to the zoning ordinance in special cases where property circumstances do not allow complete compliance with city regulations.

Activities: Review evidence from petitioner to determine existence of hardship or difficulty. Review reports of Inspection Services Division and/or Planning Division. Ascertain suitable remedies and render decisions on appeals.

Essential Qualifications of Board Candidates:

1. Residence within city limits. Membership will continue for duration of term should member relocate from the City.
2. Ability to discern actual bona fide hardships or difficulties created by strict application of the zoning ordinance and apply suitable remedies, while maintaining the integrity of the community's zoning map and protecting the public welfare and safety.

Meetings: In the City County Government Center at 3:00 p.m. on the first Monday of each month and other meetings on rare occasions at the call of the chairman.

Terms: Three years expiring April 30th. May be reappointed for two additional three-year terms.

Number of Members: Five citizen members and four citizen alternates.

Board Established by: Wisconsin Statutes Section 62.23(7)(e) and Municipal Code 1.35

Staff Liaisons: Principal Planner

Compensation: None

BOARD OF ELECTRICAL EXAMINERS

CANDIDATE INFORMATION SHEET

Task of Board: To examine all electrical license applications.

Activities: Three members shall constitute a quorum for the transaction of business, but no recommendations for the issue, suspension or revocation of a license shall be adopted except by a vote of three members of the board. All applications for electrical licenses shall be referred by the Electrical Inspector to the Board of Electrical Examiners, who shall properly investigate and report to the Electrical Inspector as to the qualifications and competency of the applicants in the installation of electrical wiring and equipment. The Board of Electrical Examiners shall also act as an Arbitration Board.

The Board of Electrical Examiners shall consist of the following five members who shall be selected by the City Manager, one to be chosen from each of the following groups: (a) Two Licensed Master Electricians; (b) One Licensed Journeyman Electrician; (c) One Plan Electrician and (d) One Electrician or Electrical Engineer from the Local Utility Company

Essential Qualifications of Board Candidates:

1. Residence within city limits. Membership will continue for duration of term should member relocate from the City.
2. Should be well versed in approved methods of electrical construction for safety of life and property.

Meetings: As need dictates in the Inspection Department's conference room on the first floor of the City-County Government Center, 160 South Macy Street. Time to be determined.

Terms: Two years expiring June 30th. May be reappointed for two additional two-year terms.

Number of Members: Five citizen members.

- (a) Two Licensed Master Electricians
- (b) One Licensed Journeyman Electrician
- (c) One Plan Electrician
- (d) One Electrician or Electrical Engineer from the Local Utility Company

Board Established by: Municipal Code 1.36

Staff Liaison: Electrical Inspector

Compensation: None

BOARD OF REVIEW
CANDIDATE INFORMATION SHEET

Task of Board: To hear, deliberate and consider in a fair and impartial manner appeals pertaining to the fair market value of real and personal property.

Activities: Hold hearings and hear testimony and other evidence submitted by taxpayers to the assessor and experts and make decisions as to the fair market value of the property and whether said property is correctly assessed for tax purposes.

Essential Qualifications of Board Candidates:

1. Residence within city limits. Membership will continue for duration of term should member relocate from the City.
2. General knowledge of real estate valuation.
3. Ability to conduct a hearing, analyze the evidence and render an informed decision in a fair and impartial manner.

Desirable Qualifications of Board Candidates: Knowledge of real property valuation. Employment in a field involving valuation, such as an officer in a financial institution, an appraiser, contractor, real estate agent or similar occupation.

Meetings: The Board generally meets only once a year. State law requires that the Board shall meet annually at any time during the 30-day period beginning on the 2nd Monday of May and shall be in session at least two hours at its first meeting.

Terms: Five years expiring September 30th. May be reappointed to one additional five-year term.

Number of Members: Five citizen members.

Board Established by: Wisconsin Statutes Section 70.46 and Municipal Code 1.33

Staff Liaison: City Assessor

Compensation: \$200 per day

BUSINESS IMPROVEMENT DISTRICT (BID) BOARD

CANDIDATE INFORMATION SHEET

Task of Board: To set the Business Improvement District policies and procedures; to be responsible for finances; and to direct the affairs of the BID. The Board will also approve an annual operating plan and budget.

Activities:

1. To develop downtown Fond du Lac into a place which is supportive of professional, business and institutional services, specialty and retail stores, the arts, and government.
2. Work together with the City of Fond du Lac municipality and master plan to develop the District.
3. Ensure future of businesses within the BID and positively affect the value of property.

Essential Qualifications of Board Candidates:

1. Owner of commercial property within the BID, or their designee.
2. Readiness to devote time and effort to carrying out duties of the Board.
3. Sincere interest in a commitment to community redevelopment and renewal.
4. A demonstrated interest in serving the long-range interests of the community unbound by narrow interests or political expediency.
5. Good judgment, intelligence, and objectivity.
6. Ability to inspire confidence and support of city officials and community.

Meetings: 8:00 a.m. the second Wednesday of the month at the Association of Commerce.

Terms: Three years expiring November 15th. May be reappointed for two additional three-year terms.

Number of Members: Eleven citizen members.

Board Established by: Wisconsin Statutes Section 66.608 and Resolution 7057.

Staff Liaisons: Director of Community Development

Compensation: None

CITY PLAN COMMISSION

CANDIDATE INFORMATION SHEET

Task of Commission: To update the master plan for the physical development of the community; recommend programs for public improvement; advise the City Council on petitions for rezoning of land, special use permits, annexations, official map amendments, street vacations and plats; approve certified surveys; advise Council on land transactions and other public matters.

Activities: Receive and consider written and oral communication from petitioners and planning staff, discuss advantages and disadvantages of proposed changes, weigh facts and recommend to City Council the granting, denial or modification of requests. May also initiate proposed changes in land uses, street layouts, and related activities after study and inquiry.

Essential Qualifications for Commission Candidates:

1. Residence within city limits. Membership will continue for duration of term should member relocate from the City.
2. Ability to listen to the people of the community and help direct the community's planning and growth toward where they want it to go.
3. Common sense and soundness of judgment.
4. A demonstrated interest in serving the long-range interest of the community unbound by narrow interests and political expediency.
5. Demonstrated genuine and unselfish interest in the public welfare.
6. Personal integrity.

Desirable Qualifications for Commission Candidates: Thorough knowledge of the process of urban development as might be obtained by employment in related businesses and professions such as architecture, real estate, building construction, engineering and law.

Meetings: Monthly on the Monday following the second Wednesday of each month (City Council meeting night) except in December when it is held the Monday before the second Wednesday of the month (City Council meeting night). Meetings are held in the City-County Government Center beginning at 5:30 p.m.

Terms: Three years expiring April 30th. May be reappointed to two additional three-year terms.

Number of Members: Five citizen members, one Council member and Director of Public Works

Board Established by: Wisconsin Statutes Section 62.23 and Municipal Code 1.37

Staff Liaison: Principal Planner

Compensation: None

ETHICS BOARD

CANDIDATE INFORMATION SHEET

Task of Board: To provide that elected and appointed officials are independent, impartial and responsible to the people; that elected office not be used for personal gain; and the public have confidence in the integrity of its government.

Activities of the Board: To hold fact finding hearings on complaints brought against elected and appointed officials for possible violations to Ordinance No. 2379 (Revised), an Ordinance Creating a Code of Ethics for the City of Fond du Lac.

Essential Qualifications of Board Candidates:

1. Residence within city limits. Membership will continue for duration of term should member relocate from the City.
2. Shall not be an elected official, city employee or currently serving on any other City board or commission.
3. Readiness to devote time and effort to carrying out the duties of the Board.
4. Sincerity in the desire to enforce the ethics code through channels that are honest and appropriate; and
5. Good judgment, intelligence and objectivity.

Meetings: As need dictates in the City-County Government Center. Time to be determined.

Terms: Three years expiring June 30th. May be reappointed for two additional three-year terms.

Number of Members: Three members as follows:

- a) Suggested by Fond du Lac County Bar Association;
- b) Citizen Representative;
- c) Citizen Representative (Alternate).

Board Established by: Municipal Code 1.10(8)

Staff Liaison: City Attorney

Compensation: None

EQUAL OPPORTUNITIES COMMISSION

CANDIDATE INFORMATION SHEET

Task of Commission: To conduct investigations and hold hearings on complaints involving the denial of equal opportunities because of age, sex, race, color, handicap, religion, national origin, marital status, ancestry, or lawful source of income, or sexual orientation. In addition to investigations, the EOC studies the existence of discrimination and makes recommendations to individuals and City officials with regard to the elimination of such discrimination including changes to City policies and ordinances.

Activities: To receive written complaints alleging violation of the ordinance and taking proper measures to eliminate or remedy said violation by means of conciliation, persuasion, education or other means; to submit to the City Manager and City Council at least once a year, a written report of the activities and recommendations; to adopt such rules and regulations as may be necessary to carry out the purposes and provisions of Ordinance 3.38.

Essential Qualifications for Board Candidates:

1. Residence within city limits. Membership will continue for duration of term should member relocate from the City.
2. Readiness to devote time and effort to carrying out duties of Board.
3. Ability to evaluate evidence and render objective decisions based on evidence.
4. Good judgment, intelligence and an open mind.

Meetings: A need dictates in the City-County Government Center. Time to be determined.

Terms: Three years expiring April 30th. May be reappointed to two additional three-year terms.

Number of Members: Five citizen members.

Board Established by: Municipal Code 9.13(6)

Staff Liaison: Director of Redevelopment

Compensation: None

FOND DU LAC PUBLIC LIBRARY BOARD

CANDIDATE INFORMATION SHEET

Task of Board: To hold and administer library properties and funds; to approve policies; participate in planning and approve a long range plan of service; to relate the library to the community's needs; represent the library in and to the community; and to determine and adopt written policies to govern the operation, use and program of the library.

Activities: To endorse expenditures; approve the annual budget and funding requests to the City Council; to hire the librarian and to delegate the operation and management of the library to the Director; to attend monthly board meetings and any regular or ad hoc committee meetings.

Essential Qualifications for Board Candidates:

1. Be a regular user of library services and devote time and effort to carrying out the duties of trusteeship.
2. Recognition of the library's importance as center of the community culture, recreation, and continuing education.
3. Close acquaintance with the community social and economic conditions, and with groups within the community.
4. An open mind, intellectual curiosity, and respect for the opinions of others.
5. Initiative and ability to establish policies for successful operation of the library and impartial service to all its patrons.
6. Leadership ability and an aptitude for effectively communicating the purpose, goals and policies of the library.
7. Personal integrity.

Meetings: The Board meets monthly in the Board Room at the Fond du Lac Public Library on the third Thursday of each month beginning at 4:30 p.m. Members of the regular and ad hoc committees are required to meet as scheduled and as needs arise respectively.

Terms: Three years expiring June 30th. May be reappointed to two additional three-year terms.

Number of Members: Seven citizen members, one City Council Member, one County Supervisor, and Public School District Representative.

Board Established by: Wisconsin Statutes Section 43.60 and Municipal Code 1.34

Staff Liaison: Director of the Fond du Lac Public Library

Compensation: None

HISTORIC PRESERVATION COMMISSION

CANDIDATE INFORMATION SHEET

Task of Commission: To list, record, protect, preserve and enhance places, sites, areas, buildings, structures and other objects in City having special character or special historical, architectural or cultural interest of value.

Activities: Serve in an advisory capacity to City Council in the research, inspection and investigation of sites, buildings, structures, or areas in the City which the Board has reason to believe are potential landmarks. Take all steps necessary to preserve such landmarks not in conflict with the public health, safety and general welfare of the City.

Essential Qualifications for Commission Candidates:

1. Residence within city limits. Membership will continue for duration of term should member relocate from the City.
2. Readiness to devote time and effort to carrying out duties of Board.
3. Competence and knowledge in the historical, architectural and cultural traditions of the community.

Desirable Qualifications of Board Candidates: Understanding of urban design, architecture, real estate and history as might be obtained by employment in related businesses and professions.

Meetings: Third Wednesday of the month at 7:00 p.m. at the City-County Government Center, Meeting Rooms D/E.

Terms: Three years expiring April 30th. May be reappointed to two additional three-year terms.

Number of Members: Six citizen members and one Council member

Commission Created By: Ordinance No. 2420 and Zoning Code 11.16

Staff Liaison: Director of Redevelopment

Compensation: None

HOUSING AUTHORITY
CANDIDATE INFORMATION SHEET

Task of Authority: To provide safe and decent housing to low income families through housing units owned by the Housing Authority and by providing rental assistance in privately owned units.

Activities: The Housing Authority owns and manages 260 Public Housing units, a 100-unit Section 8 New Construction Project and 54 units of IRS Section 42 Tax Credits. In addition, the Housing Authority provides rental assistance to eligible families through the Section 8 Housing Choice Voucher Program. The Housing Authority operates both the City and County Housing Authority.

Essential Qualifications for Authority Candidates:

1. Residence within city limits. Membership will continue for duration of term should member relocate from the City.
2. Readiness to devote time and effort to carrying out duties of Authority.
3. Recognition of the housing needs of low-income families, elderly, and handicapped.
4. No more than two members may be officers of the City of Fond du Lac.
5. May not be connected in any official capacity with any political party.

Desirable Qualifications of Authority Candidates:

1. Knowledge of rental housing management.
2. Knowledge of basic residential financial management and accounting.
3. Understanding of construction planning, scheduling, financing, methods and materials.
4. Ability to attend out-of-town seminars and conferences.

Meetings: 3:00 p.m. on second Monday of each month at Rosalind Apartments and other meetings on special occasions at the call of the chairman.

Terms: Five years expiring November 10th. May be reappointed to one additional five-year term.

Number of Members: Three citizen members; one Public Housing Resident and one City Council member.

Board Established by: Wisconsin Statutes Section 66.40 (5) and City Resolution No. 726

Resource Person: Executive Director of Housing Authority

Compensation: None

POLICE AND FIRE COMMISSION
CANDIDATE INFORMATION SHEET

Task of Commission: To appoint the Police Chief and Fire Chief, approve the appointment of subordinates in those departments, and hold disciplinary hearings when charges are filed.

Activities: Provide and/or approve eligibility lists and approve candidates for subordinates in Police and Fire Departments. Hold disciplinary hearings when charges are filed.

Essential Qualifications of Commission Candidates:

1. Residence within city limits. Membership will continue for duration of term should member relocate from the City.
2. No more than three members of the Commission may belong to the same political party.
3. Readiness to devote time and effort to carrying out duties of Commission.

Desirable Qualifications of Commission Candidates: Background or understanding of personnel practices and relations. Ability to weigh evidence and make decisions based on only this evidence.

Meetings: As need dictates.

Terms: Five years expiring April 30th. May be reappointed to one additional five-year term.

Number of Members: Five citizen members.

Commission Established by: Wisconsin Statute Section 62.13 and Municipal Code 1.32

Staff Liaison: Director of Human Resources

Compensation: None

REDEVELOPMENT AUTHORITY
CANDIDATE INFORMATION SHEET

Task of Authority: To advise the City Council, City Manager and Director of Redevelopment on all aspects of public programs and projects to improve the appearance, livability, and economic viability of residential and commercial areas by elimination and prevention of the development or spread of deterioration and blight.

Activities: Ascertain renewal needs of community and make recommendations for corrective action, utilizing available legal, financial, incentive and administrative mechanisms such as eminent domain, federal subsidies, the writedown and noncash credits respectively. Provide guidance to staff in replanning of areas, rehabilitation, land assembly, clearance, resale and redevelopment, and provision of new public facilities. Provide liaison and coordination with other related or concerned public and private agencies and organizations. Inform and educate public on the desirability of guided renewal of the community and program availability and utilization. Approve applications for housing and economic development, and loans and community development zone tax credits.

Essential Qualifications of Authority Candidates:

1. Residence within city limits. Membership will continue for duration of term should member relocate from the City.
2. Readiness to devote time and effort to carrying out duties of Authority.
3. Sincere interest in a commitment to community redevelopment and renewal.
4. A demonstrated interest in serving the long-range interest of the community unbound by narrow interests or political expediency.
5. Good judgment, intelligence, objectivity, and courage.
6. Ability to inspire confidence and support of City officials and community.

Desirable Qualifications of Authority Candidates: Understanding of human needs, urban design, real estate, business trends and operations, construction planning, finance management, as might be obtained by employment in related businesses and professions.

Meetings: 7:30 a.m. on the third Wednesday of each month in the City-County Government Center. Special meetings may be scheduled as the need arises.

Terms: Five years expiring April 30th. May be reappointed to one additional five-year term.

Number of Members: Six citizen members and one City Council member.

Board Established by: Wis. Stat. 66.431(3) and Resolution 1094.

Staff Liaisons: Redevelopment Director

Compensation: None

SENIOR CITIZENS ADVISORY COMMITTEE
CANDIDATE INFORMATION SHEET

Task of Committee: To represent the needs and concerns of senior citizens in our community.

Activities: Represent the senior citizens in the Fond du Lac community, be aware of their concerns, and make recommendations for action by the City Council as appropriate; serve as a liaison to the County's Commission on Aging; and serve in an advisory capacity to the Senior Center Director on Center operations, budgeting, programming, and related matters.

Essential Qualifications of Committee Candidates:

1. Residence within city limits. Membership will continue for duration of term should member relocate from the City.
2. Readiness to devote time and effort to carrying out duties of Committee.
3. Sincere interest in and commitment to senior citizens.
4. Good judgment, intelligence and objectivity.

Meetings: 8:30 a.m. on the third Friday of each month at the Senior Center.

Terms: Two year terms expiring April 30th. May be reappointed to one additional two-year term.

Number of Members: Four citizen members and one City Council member.

Committee Established by: Municipal Code 1.40

Staff Liaison: Director of the Senior Center

Compensation: None

**CITY OF FOND DU LAC
APPLICATION FOR APPOINTMENT TO
CITY BOARDS, COMMISSIONS, AND COMMITTEES**

Name of Board, Commission or Committee

Date

Full Name

Address

Occupation

Employer

18 Years of Age or Older? Yes No Home Phone _____ Business Phone _____

E-Mail Address: _____ Cellular Phone _____

Are you currently a resident of Fond du Lac? Yes No No. of Years: _____

Education: _____

List potential conflicts of interest: _____

List City boards, commissions or committees on which you have served:	Yrs	List other civic, church or club committees on which you have served:	Yrs

I have read the information sheet outlining the desired qualifications for this board. My background and interests meet these desired qualifications as follows:

If selected, I would like to work towards bettering the community through my service in the following ways:

Please note: By filing this application with the City of Fond du Lac, applicant acknowledges that personal information on this form may be published in the annual Fond du Lac Boards and Commissions Directory and distributed to members, staff and the public. **Please note** any information you do not wish published here.