

**Village of Laurium**  
**Village Council Member Guide, Expectations, and Application**

310 Hecla Street, P.O. Box 627, Laurium, MI 49913-0627

## Village of Laurium

### Introduction

Thank you for your interest in joining the Laurium Village Council as an elected or appointed member. Previous experience with municipal government and organization is not required. As a member of the council, you must be willing to listen to the concerns of your community and work with other council members to provide the services and framework needed to make Laurium the best it can be.

It's heavily recommended that you read all materials before submitting an application. Any questions can be directed to: [clerk@villageoflaurium.com](mailto:clerk@villageoflaurium.com).

The following information is contained in this guide:

- Application & Appointment Process
- About the Laurium Village Council, Desired Skills, and Expectations
- Laurium Village Council, Meeting Calendar
- Laurium Village Council, Orientation, Resources, & Required Initial Training
- Annual Training Strategy
- Appointment Application Form

## Application and Appointment Process

### Elections

Regular council positions, including the Trustees, President, Treasurer, and Clerk are elected officials through the standard election process. During the Houghton County and Calumet Township general elections, hosted alternating Novembers. However, in the event of an open position due to resignation, or another reason for vacancy, the council will appoint an interim member for the duration of the remaining seat until the next election cycle for the position. Terms are four years.

For more information about the general Village Council candidacy nomination and registration, please visit <https://www.michigan.gov/som/government>. For more information about the local election nomination process visit [Guidebook for Candidates \(michigan.gov\)](#).

### Appointments

If a council vacancy must be filled, the process will proceed as follows:

- I. Notice Made: Explains the term length, process, and type of vacancy to be filled, along with information about the application process. Posted to:
  - i) Village website
  - ii) Village Facebook page
  - iii) Posted on Village Hall door

- iv) Other: Consideration may be made for including notice in a local newspaper or in public places of the surrounding community. This is dependent on the most updated public participation plan.
- II. The position will be open for a minimum of 3 weeks to allow time for applications to be submitted. Applicants must fill out the council appointment form, as well as send a letter of intent at least a week prior to the next council meeting as applicable. These forms can be emailed, submitted in the Dropbox in front of the Village Hall, or hand-delivered to the Village Hall in person during regular working hours.
- III. Applicants are encouraged to come to the next Village Council meeting, in which they will be allowed to provide a statement confirming their interest and qualifications. They may also be questioned by the Village council. The council will discuss each applicant.
- IV. A motion will be made and seconded to appoint the applicant to fill the vacant council seat. If the motion passes, the individual is appointed until the next year's November election.
- V. If the candidate did not attend the council meeting, they will be notified of the decision, by phone, email, or in person, as applicable.

## Reelection

Following the end of the interim-appointed term, council members must file as candidates for the next election cycle if they choose to run for another term. For more information about the local election nomination process visit [Guidebook for Candidates \(michigan.gov\)](https://www.michigan.gov/guidebook-for-candidates).

## Terms

Elected members serve for four years, and council results are determined during November County elections. The division of open seats is staggered so every two years, one-half of the positions will be open. Appointed members serve until the next election cycle.

## Resignation

In the event of a resignation, a letter must be provided to the Village Manager or Village President (to be read at the next council meeting or special meeting), or emailed to the entire Council. The appointment process will then begin.

## About the Village Council, Desired Skills, and Expectations

### Purpose and Powers

The Village Council acts as a governing body that can enact local legislation referred to as Ordinances, that impact those in the community they serve. Together, as a body, the Council work to provide the framework for services, logistics, and local ordinances to keep Laurium running smoothly.

## Roles

The descriptions below are not an in-depth or complete list of duties performed by members and are a general guideline.

- **President:** The President conducts Council meetings and is a part of every committee.
- **Trustees:** Trustees attend regular and special meetings, as well as subcommittee meetings. They provide recommendations and insight, and work together to form resolutions, ordinances, and other projects.
- **Treasurer:** The Treasurer collects and manages Village taxes. They are a check-signer on all funds for the Village.
- **Clerk:** The Clerk acts to provide official correspondence on behalf of the council. They take minutes at all regular and special meetings. They also sign checks for all funds of the Village.

## Subcommittees

Each committee member is appointed to at least one subcommittee; however, most members tend to be on two or three. Subcommittee appointments will be determined during the yearly statutory meeting held on the second Monday of April, or as soon as appointed members are onboarded.

- **Finance:** This subcommittee oversees the accounting, payroll, regulated reporting processes, and the budgets as prepared by the Village Manager and Accounts Clerk. Members help to determine Village budgets. This team ensures that the Accounts Clerk and Village Manager can meet the financial needs of the village. Business experience is highly recommended.
  - **Recreation and Parks:** This subcommittee is concerned with the maintenance of the parks, ball fields, George Gipp Ice Arena, playground areas, and Daniell Park. In addition, they determine rates for publicly owned rentals and organize the yearly baseball tournaments.
  - **Public Safety (Police Department, Fire Department):** This subcommittee is focused on the development and maintenance of the Laurium Police and Fire Departments. Members of this subcommittee focus on recruitment strategies for staff and equipment.
  - **Streets, Equipment, and Sanitation (SES):** This subcommittee is focused on street maintenance, garbage removal, and equipment to ensure effective and efficient means of such safety regulation of the Laurium Public Works Department. They often work on grants and other opportunities.
- Property, Building, and Ordinance (PBO):** This subcommittee focuses on the maintenance of Village of Laurium-owned properties. The PBO subcommittee has a focus on resolving unsafe dwellings concerns and the process for involvement. In addition, this committee helps to create ordinances for the Council to approve and meet all legal requirements and are carried out as directed within the Ordinance.

- **Beautification:** This subcommittee focuses on improving the aesthetics of Laurium. Members coordinate botanical arrangements, local community garden projects, art installations, and more.
- **Community Relations-** This subcommittee focuses on informing the public about activities conducted by the Village, and includes writing press releases and statements from the Council and/or Manager, creating content for the Village's social media platforms, and promoting events.

## Expectations and Obligation

Each council member is expected to attend monthly meetings. In addition, members are expected to:

- Participate in orientation about the position and its responsibilities.
- Complete the required initial training as well as ongoing annual training.
- Attend regular and subcommittee meetings, as well as special meetings as needed. They will need to review all
- Provide empathy and respect to all other council members, staff, and the public.

*Note: Each council member is expected to represent the opinions of the constituency over their own interest and have a working knowledge of the rules and governing documents. They are expected to be prepared for and attend the meetings.*

## Desirable Knowledge, Skills, and Abilities

- Enthusiasm for serving the residents of the Village of Laurium.
- Ability to communicate clearly and effectively, orally and in writing, with staff and the public.
- Ability to listen and maintain professionalism with other council members, staff, and the public, and to provide empathy and respect to all.
- Ability to read and understand detailed reports, including plans, ordinances, and other municipal documents.
- Have access to a personal computer or other communication device such as a phone for contact and communication.

## Laurium Village Council Meeting Calendar

### Regular Meetings

Regular Meetings are held on the third Tuesday of the month. Occasionally there will be special meetings and monthly subcommittee meetings. Meetings are held at 6:00 PM in the Village Hall. A statutory meeting is held on the second Monday in April. The meeting schedule can be located on the Village's website.

## Village Council Orientation, Resources and Required Initial Training

### Village Council

- \*\*Walk-through introduction and orientation around the Village public buildings- given by Village President
- Village of Laurium financial information- provided by Village Manager
- Most recent audit report
- Latest minutes and ordinances, as directed by the President

### Planning Commission

- Village Master Plan
- \*Village Zoning Ordinance and Map, Final or Draft
- Annual Report

### Other Resources

- \*\*Open Meetings Act
- Michigan Municipal League- *Handbook for Municipal Officials*
- Michigan Municipal League weekend courses (not required)

\*Document not yet available/is in process

\*\*Indicates required training/materials

## Village Council Appointment Application Form

Please use this form to express your interest in serving on the Village of Laurium Council as an interim-appointed member. Please include a one-page letter of intent with your application. Completed applications are public documents subject to the Michigan Freedom of Information Act and kept on file for six months.

Completed digital applications with a letter of intent and additional questions should be emailed to the Village Clerk, [clerk@villageoflaurium.com](mailto:clerk@villageoflaurium.com). Paper applications may be delivered to the Laurium Village Hall during business hours or placed in the Dropbox in front of the Village Hall. (Please attach additional pages to answer questions if necessary.)

<b>Applicant Name</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Home Address</b> (Include City, State, Zip Code)	
<b>Occupation</b>	
<b>Are you a business owner in the Village of Laurium? If so, provide the name and address of the business:</b>	
<b>Please describe your education/credentials or attach a resume:</b>	
<b>Why are you interested in serving on the Council?</b>	

**What talents or experience would you bring to the Council?**

**Any other comments or information you wish to provide?**

**Are you currently in default to the Village of Laurium or have any pending litigation against the Village? If so, please explain.**

**Are you involved in any personal, professional, or business pursuit that would affect your ability to make fair and impartial recommendations as a member of the Village Council? If so, please explain.**

**Are you aware of the meeting schedule and are you available to attend regularly scheduled meetings?**



**Have you read the information on member expectations, required initial training/reading, and ongoing training requirements? Do you agree to meet these requirements?**

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Signature

Date

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Printed Name

Your signature certifies that there are no misrepresentations, omissions, or falsifications on this application, and by signing this application consent is given to the Village of Laurium to conduct a background check to verify the information provided.

Thank you for your time and consideration to join the Council.