



BOARDS & COMMITTEES HANDBOOK

Village of Stevensville

5768 St. Joseph Avenue

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The Village of Stevensville has several boards and committees. Some are composed of council members, while others seek input and participation from village residents. Each board and committee has different goals, duties and responsibilities, and seeks members that have varied interests, skills or experience. The purpose of this handbook is to provide information about village boards and committees to village residents who might be interested in participating.

Any resident who is interested in serving on a board or committee must submit an application to the Village Council indicating their interest. An application is included in this manual, on the [village website](#), or in person at Village Hall.

The village has four categories of boards and committees: Elected, Appointed, Representative and Volunteer.

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ELECTED

The Village Council is the only board or committee where members are elected.

VILLAGE COUNCIL

Composed of seven elected officials who live in Stevensville, the Village Council is responsible for making policy decisions for the village, passing the budget, and has final approval of the master plan, village ordinances and other documents pertaining to the village.

MEETING SCHEDULE

The Village Council holds workshops to discuss agenda items at 6:00 p.m. on the second Wednesday of each month. Council meetings begin at 7:00 p.m. after the workshop. The public is welcome to the workshop and council meeting that follows.

MEMBERS

- David Wenger, President wengerstevensville@gmail.com
- Pat Arter, President Pro-Tem arterstevensville@gmail.com
- Ken Hansen, Trustee hansenstevensville@gmail.com
- Carl Steinberger, Trustee steinbergerstevensville@gmail.com
- Amanda Pohyba, Trustee pohybastevensville@gmail.com
- Brian Liggett, Trustee liggettstevensville@gmail.com
- Chris Mason, Trustee masonstevensville@gmail.com

APPLICATION PROCESS

Interested applicants must contact Lincoln Charter Township at 269-429-1802 to meet with the Township Clerk. During the meeting, the Clerk will go over the election requirements and process. The applicant will receive a Nomination Packet with required documents, including nominating petitions, statement of organization form, Affidavit of Identity and receipt for filing. The completed items must be submitted to the Township by the deadline, typically in late July. Elections are held in November.

TERM LIMITS

Council member terms are four years; the Council President’s term is two years. Terms are staggered so that only a few seats are up for election at any one time. There is no limit on the number of times an individual can run for council member or president.

QUALIFICATIONS

Interested applicants must be registered to vote in the Village and have no unpaid taxes to the Village. Those interested in running for Village Council must be full time residents of the Village and be passionate about serving their community. They must be able to attend monthly Council meetings and provide meaningful insight about the effective, transparent and efficient operations of the village, in accordance with local, state and federal laws. Newly elected council members are strongly encouraged to participate in trainings made available by the Michigan Municipal League and other jurisdictional organizations. Council members should be responsive to resident’s questions and concerns and act quickly and thoughtfully to solve problems in the community.

PAY

Council members are paid \$30 per council meeting and committee meeting attended, paid each month.

COUNCIL COMMITTEES

There are three committees that are composed solely of council members:

FINANCE COMMITTEE	POLICIES & PROCEDURES COMMITTEE	DEPARTMENT OF PUBLIC WORKS COMMITTEE
Carl Steinberger, Chair	Pat Arter, Chair	Ken Hansen, Chair
Amanda Pohyba	Chris Mason	Brian Liggett
David Wenger	David Wenger	David Wenger

APPOINTED

The following boards and committees require an appointment by the Village Council after an application is submitted and approved.

PLANNING COMMISSION

The Planning Commission is responsible for drafting the Stevensville Master Plan; writing the first draft and reviewing amendments to zoning ordinances.

MEETING SCHEDULE

They meet as needed on the first Thursday of the month at 5:30 p.m.

MEMBERS

- Bruce Arter, Chair
- Justin Schaul
- Nicole Stusick
- Carl Steinberger
- Jessica Patterson

APPLICATION PROCESS

Any resident who is interested in serving on the Planning Committee must submit an application to the Village Council indicating their interest. An application is included in this manual, on the [village website](#), or in person at Village Hall. Once the application is received, it will be reviewed by the Planning Committee and a recommendation will be made to the Village Council. If approved, the applicant will be notified and the Village Council will formally appoint them to the Planning Committee at their next meeting.

TERM LIMITS

The Planning Commission has 2 year term limits.

QUALIFICATIONS

Applicants must be a full time Stevensville resident and be passionate about contributing to the community. Having an understanding of current zoning areas is favorable. A background in planning or zoning is beneficial but not required.

PAY

Members are paid \$30 per meeting attended. The Chair is paid \$40 per meeting attended.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals is responsible for interpreting the village zoning ordinance, hearing and deciding zoning decision appeals, and granting use and nonuse variances.

MEETING SCHEDULE

The Zoning Board of Appeals meets as needed when zoning appeal applications are received by the village.

MEMBERS

- Bruce Arter, Chair
- Ken Hansen
- Scott Meyer
- Alternate: Dawn Howley

APPLICATION PROCESS

Any resident who is interested in serving on the Zoning Board of Appeals must submit an application to the Village Council indicating their interest. An application is included in this manual, on the [village website](#), or in person at Village Hall. Once the application is received, it will be reviewed by the Zoning Board of Appeals and a recommendation will be made to the Village Council. If approved, the applicant will be notified and the Village Council will formally appoint them to the Zoning Board of Appeals at their next meeting.

TERM LIMITS

Three year staggered term, such that at least one member's term expires each year and there is a reasonable degree of continuity of membership from one year to the next.

QUALIFICATIONS

Applicants must be a full time Stevensville resident and be passionate about contributing to the community. Having an understanding of the Village zoning ordinance and map is favorable. A background in zoning is beneficial but not required.

PAY

Members are paid \$30 per meeting attended. The Chair is paid \$40 per meeting attended.

REPRESENTATIVE

The Village appoints representatives to some regional boards and committees.

SOUTHWEST MICHIGAN REGIONAL SANITARY SEWER AND WATER AUTHORITY

The Southwest Michigan Regional Sanitary Sewer and Water Authority (Water Authority) is responsible for providing municipal water to homes, businesses, and industries within the City of St. Joseph, Lincoln Charter Township, Royalton Township, St. Joseph Charter Township, Village of Shoreham and Village of Stevensville.

MEETING SCHEDULE

The Water Authority meets at 7 p.m. on the second Thursday of each month.

VILLAGE REPRESENTATIVE

Carl Steinberger, Village of Stevensville council member is the village representative.

APPOINTMENT

The Village Council appoints a member to represent the village at Water Authority meetings.

There is no public application process.

TERM LIMITS

No term limits

QUALIFICATIONS

The representative must be a current village employee or current Village Council member who has interest or experience in water issues.

PAY

The representative council member is paid \$30 per Water Authority meeting attended. If staff attends, no additional pay outside of employee's standard wage is given.

TWIN CITY AREA TRANSPORTATION STUDY (TWINCATS)

TwinCATS is the designated Metropolitan Planning Organization (MPO) for the Benton Harbor-St. Joseph urbanized area and encompasses 14 jurisdictions in Berrien County, including the Village of Stevensville.

MEETING SCHEDULE

TWINCATS meets the third Monday of each month at 9:00 a.m.

VILLAGE REPRESENTATIVE

Consulting company Abonmarche is the Village representative.

APPOINTMENT

The Stevensville Village Council appoints a representative for the village to attend TWINCATS meetings. There is no public application process.

TERM LIMITS

No term limits.

QUALIFICATIONS

The representative must have significant planning experience and knowledge about local issues.

PAY

Pay is determined through contractual agreement.

VOLUNTEER

DOWNTOWN DEVELOPMENT COMMITTEE

The Downtown Development Committee (DDC) acts as the events committee for the village. They help organize community events that take place in downtown Stevensville.

MEETING SCHEDULE

The DDC meets as needed on the second Tuesday at 5:30 p.m.

MEMBERS

- Chris Thompson
- Taylor
- Justin Schaul
- Amanda Pohyba

APPLICATION PROCESS

Any resident who is interested in serving on the Downtown Development Committee must submit an application to the Village Council indicating their interest. An application is included in this manual, on the [village website](#), or in person at Village Hall. Once the application is received, it will be reviewed by the Downtown Development Committee. The applicant will be contact by a member of the DDC if it seems to be a good fit.

TERM LIMITS

There are no term limits.

QUALIFICATIONS

Applicants must be a full time Stevensville resident and be passionate about continued improvement of the downtown area in Stevensville. A background in economic development or business is encouraged but not required.

PAY

There is no pay for serving on the DDC.

PARKS COMMITTEE

The Parks Committee is responsible for assisting in the development of the Community Parks and Recreation Plan.

MEETING SCHEDULE

The Parks Committee meets as needed.

MEMBERS

- Barbi Hoge
- Linda Steinberger
- Dawn Howely

APPLICATION PROCESS

Any resident who is interested in serving on the Parks Committee must submit an application to the Village Council indicating their interest. An application is included in this manual, on the [village website](#), or in person at Village Hall. Once the application is received, it will be reviewed by the Parks Committee. The applicant will be contact by a member of the Parks Committee if it seems to be a good fit.

TERM LIMITS

There are no term limits.

QUALIFICATIONS

Applicants must be a full time Stevensville resident and be passionate about contributing to the community. Having an understanding of village parks is favorable.

PAY

There is no pay for serving on the Parks Committee.



APPLICATION FOR BOARD OR COMMITTEE

APPLICANT INFORMATION			
Name		Occupation	
Address			
Phone		Email	
Position applying for			
Are you registered to vote in Stevensville?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you a Stevensville resident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you presently delinquent on your property taxes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
APPLICANT QUESTIONS			
Why are you applying for this position?			
What skills would you bring to this position? (education, certifications, life skills, etc.)			
List membership or participation on other governmental committees, boards, or community organizations (village, city, county or others)			
SIGNATURE	DATE		
Complete this form entirely and return to Village Hall 5768 St. Joseph Ave., Stevensville, MI 49127; Fax (269) 429-7391; or email villageofstevensville@gmail.com . For questions, call Village Hall at (269) 429-1802.			