Village of Blissfield
408 EAST ADRIAN STREET, P.O. BOX 129
BLISSFIELD, MICHIGAN 49228
Phone (517) 486-4347 • Fax (517) 486-4069
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Village of Blissfield
Spring 2006 Citizens' Academy
Application

Name:_____Telephone:_____

Address:_____City/State:_____Zip:_____

Please briefly state why you are interested in the Blissfield Citizens' Academy?_____

_____

_____

_____

_____

Please indicate any particular subjects/topics you would like to discuss during the course:_____

_____

_____

_____

_____

Do you have any experience serving in a local government (on a Board, as an employee, etc.)?

Yes_____ No_____

If yes, please explain:_____

_____

_____

_____

_____

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1. The Blissfield Citizens' Academy is a Village-oriented educational program intended to inform residents about THEIR local government. Participation during each session is important for the attendee to get the most out of the program, so it is strongly encouraged. If you do not understand something, ASK A QUESTION. Chances are somebody else has the same question. The purpose of the Academy is to provide information and answer questions.

2. A pre-test will be given at the beginning of each session. These tests will serve no other purpose than to generate discussion for the evening's topic. They will not be collected. Please take the tests with you at the end of the evening, and discuss the questions with other members of your household.

3. Sessions will last approximately 2-½ hours, from 6:30 pm to 9:00 pm. There will be a break around 7:00 pm, and light refreshments will be available throughout the sessions. The first 5 sessions will conclude with a tour of a Village facility.

4. The scheduled topics of discussion for the Academy are:

   a. April 11: Introduction/Village organization, staff, and boards.
   b. April 18: Public information/elections.
   c. April 25: Governing documents (charter, ordinances, regulations, etc.).
   d. May 2: Planning, zoning, and building issues.
   c. May 16: Finances (budgets, funds, revenues, etc.).
   d. May 23: Services and operations/conclusion/evaluation.

5. The Village facilities to be toured are (tentatively):

   a. April 11: Library.
   b. April 18: Village Office/Police Department.
   c. April 25: Department of Public Works facility.
   d. May 2: Wastewater treatment plant.
   e. May 16: Water treatment plant.

6. In order to "graduate" from the academy, you must attend 5 of the 6 scheduled sessions. Those who graduate will be recognized, and will receive a Citizen's Academy Certificate of Completion at the June 12th Village Council meeting (7 pm, at the Library).

7. Again, if you have any questions, please ask them. I look forward to helping you understand more about the Village's government.

Village of Blissfield
Spring 2006 Citizens' Academy
Course Outline

I. April 11: Introduction/Village organization, staff, boards.

A. Course/instructor introduction.
B. Pre-test.
C. Brief history of Village government.
D. Differences between cities, villages, and townships.
E. Village organization chart.
   1. Staff (full-time, part-time, seasonal).
   2. Boards (compositions, authorities, responsibilities).
      a. Village Council.
      b. Planning Commission.
      c. Downtown Development Authority (DDA).
      d. Parks and Recreation Advisory Board.
      e. Library Board.
F. Questions and answers.
G. Tour of Library.

II. April 18: Public information/elections.

A. Pre-test.
B. Public information.
   1. Public meetings (times, dates, rules, Open Meetings Act).
   2. Public Hearings (notice, procedures).
   3. Ads.
   4. Newsletter.
   5. Internet.
   6. Freedom of Information Act.
C. Contact information.
D. Elections (dates, rules, procedures, special elections, etc.)
E. Questions and answers.
F. Tour of Village Office/Police Department.

III. April 25: Governing documents.

A. Pre-test.
B. Charter (highlights, approved amendments, amendment process).
C. Village Ordinances.
   1. Compilation of ordinances.
   2. Zoning ordinance.
   3. Subdivision ordinance.
   4. Building codes.
   5. Availability.
   6. Enforcement and amendment processes.
D. Village policies and regulations.
E. State and federal laws (highlights).
G. Questions and answers.
H. Tour of Department of Public Works facility.

IV. May 2: Planning, zoning, and building issues.

A. Pre-test.
B. Planning.
   1. Comprehensive Plan.
   2. Downtown Development Authority (DDA) Plan.
   3. Parks and Recreation plan.
   4. Master Street Tree Plan.
   5. "Visioning".
C. Zoning.
   1. Board roles.
   2. Purpose.
   3. Relationship to planning.
   4. Permits.
   5. Rezoning, variances, etc.
D. Building.
   1. Building, mechanical, plumbing, electrical, and property maintenance.
   2. Roles.
   3. Purpose.
   4. Permits.
   5. Construction Board of Appeals.
E. Questions and answers.
F. Tour of Wastewater Treatment Plant.

V. May 16: Finances.

A. Pre-test.
B. Fund accounting (summary, funds, purposes, etc.).
C. Budget (process, roles, responsibilities).
D. Major revenue sources and amounts.
E. Major expenditure areas and amounts.
F. Questions and answers.
G. Tour of Water Plant.

VI. May 23: Services and operations.

A. Pre-test.
B. Administration (administration, elections, finance).
C. Police.
D. Streets.
E. Parks and recreation.
F. Library.
G. Trees and forestry.
H. Pest control.
I. Rubbish and brush.
J. Beautification.
K. Building and zoning.
L. Water plant and system.
M. Wastewater plant and system.
N. Fleet and equipment management.
O. Other
P. Questions and answers.
Q. Conclusion

VII. June 12: Village Council meeting "graduation".