



**Town of Merrillville Board or Commission
Candidate Information and Application (Revised 6th)**

Please return completed form to Office of the Town Manager

(INCLUDE A COVER LETTER AND A RESUME)

Name: _____

Home address: _____

Telephone Number (Home): _____

Alternative Number: _____

Home e-mail address: _____

Work e-mail address: _____

Vocation: _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

If applicable, please indicate who referred you: _____

Indicate the Board or Commission in which you are interested in serving:

(You may indicate more than one)

☐ I'm interested in serving on any board or commission.

These are general qualifications. For a fuller description of the duties see the section of the packet titled "Brief Board and Commission Descriptions."

☐ Advisory Board of Zoning Appeals

Members of a BZA may not hold other elective or appointive offices in municipal, county or state government, except as permitted by I.C. 36-7-4-902. Member must be a resident

☐ Board of Stormwater Management Directors

Presently the municipal code and the statute is silent on qualifications. The appointing authority prefers residents who are interested in the subject matter of the Board.

☐ Redevelopment Commission

Member must be 18 years old & reside in unit

☐ Economic Development Commission

Members of an Economic is required to disclose pecuniary interests. One of three is nominated by County Council; one of three is nominated by Town Council; all are appointed by Town Council President. See I.C. 36-7-12.

☐ Plan Commission

Citizen members shall be appointed because of the member's knowledge and experience in community affairs, the member's awareness of the social, economic, agricultural, and industrial problems of the area and the member's interest in the development of and integration of the area. Further, citizen members may not hold other elective or appointive office in municipal, state, or county government and must be a resident of Merrillville.

☐ Redevelopment Authority

No person shall be appointed as voting member of the Authority who has not attained the age of 18 years, who is not a resident of Merrillville, or who holds any other Town office by appointment or election.

☐ Town Board of Metropolitan Police Commissioners

Appointees must be of good moral character and legal residents of the Town

☐ Lake County Convention and Visitors Bureau

No appointee may hold an elective or appointed political office while serving on the bureau. Appointing Authority shall give sole consideration to individuals who are knowledgeable about or employed as executives or managers in the following businesses: Hotel, Motel, Restaurant, Travel, Transportation, Convention, Trade Show, Riverboat, banking, real estate, and construction.

☐ Park and Recreation Board

After the initial transitional appointments to allow for staggered terms, the regular appointment is for a term of four (4) years. Members must be residents of Merrillville

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From approved Office of Town Manager, pursuant to IC 36-5-5-8(5)

and will be considered on the basis of their interest in and knowledge of parks and recreation. No more than two (2) of whom may be of the same political party.

Please provide a brief written statement regarding why you wish to serve on the commission or board you have checked above. You may attach added paper if needed. Further, you **should** attach a resume.

Do you know of any reason why you may not be able to be covered by a surety bond?

☐ Yes ☐ No ☐ I don't know.

Please provide a list of previous or present involvement or service in the Town of Merrillville or elsewhere.

Please return your completed application (**Only pages 1-4**) to the Town of Merrillville, Office of the Town Manager • 7820 Broadway Avenue • Merrillville, Indiana 46322. E-mail: mgriffin@Merrillville.in.gov

Party Affiliation Certification

Indiana law in some cases requires that a candidate's partisan affiliation be considered when making appointments to certain boards and commissions. For the boards or commissions affected, the state law requires that members of the same political party may not hold all positions. In fact, reasonable partisan balance is the requirement. It is owing to this, that a candidate for appointment needs to complete the following certification.

I _____ do attest and certify that in the most recent Primary Election which occurred on _____, ____, _____, and prior to the date of the appointment for which I am being considered, I affiliated with or sought to nominate persons in the _____ party. I am registered to vote as a _____ and I live in precinct _____.

Signed: _____ Dated: _____
(voter's signature)

Partisan affiliation information is **not required** for the following boards or commissions. However, you are welcome to still report your affiliation:

Redevelopment Commission
Economic Development Commission
Advisory Board of Zoning Appeals

If these are the only boards or commissions for which you are applying, this certificate is unnecessary for filing.

If you are applying for any board or commission not listed above, you will need to complete this certification.

Board and Commissions Appointment Policy Requirements

Town of Merrillville

February 27, 2024

Revised May 23, 2024

Revised August 12, 2024

Revised June 10, 2025

The Town Council of the Town of Merrillville believes that it is good public policy to communicate its expectations of candidates for position openings on all Boards and Commissions of the Town. These policy requirements will apply to all appointed positions, whether the appointment vests with the Town Council, the Town Council President or a shared jurisdiction. Further, positions for service as an appointed officer on a board or commission should be seen as opportunities for service to the residents of Merrillville.

A candidate for appointment must file a complete application with the Town Manager prior to the announced deadline.

Candidates must be available for interviews.

Qualifications for appointments are fixed by law and vary in some cases depending on the board or commission. In most cases, candidates must reside within the municipal boundaries of the Town of Merrillville. When statutory provisions are silent regarding residency, it is still preferred unless the appointment is shared with other jurisdictions or is regional in nature. The candidate in the form of driver's license, voter registration record, or other acceptable documentation must validate residency.

Candidate voting records may be reviewed at the Lake County Voter Registration Board. In some cases, party affiliation must be considered for appointment, due to Indiana law. A letter from the chairman of the county party of your expressed affiliation may be necessary if voter records cannot determine party affiliation. Again, this would only be necessary if party affiliation is a statutory requirement for the board/commission position you may be seeking.

If appointed, candidates are expected to attend all regular and special meetings of the commission or board to which they are appointed. *Attendance records will be kept and reviewed from time to time. Continued and regular service to the commission or board will be highly considered for re-appointment purposes.*

In some cases, board and commission members receive a modest salary, paid monthly or quarterly. *You must be willing to be paid by direct deposit.*

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From approved Office of Town Manager, pursuant to IC 36-5-5-8(5)

If appointed, candidates are expected to dress and act accordingly in all public meeting venues. As an appointed member to a board or commission, you represent the Town of Merrillville in all your actions and dealings with the public to which you serve. You are encouraged to remember this.

All questions concerning your duties, expectations, regulations, laws, and the like should be directed to one of the following people: The department head that serves as staff to the Commission or Board on which you serve; or the Town Council President; or the Town Manager; or the attorney for your board or commission.

Brief Description of Boards and Commissions

□ Board of Stormwater Management Directors

The Stormwater management board of directors as currently constituted is a three (3) member panel, all of whom are appointed by the Town Council President as municipal executive for a term of three years. No more than two (2) of whom may be of the same political party. The department's administrator is a Executive Director, appointed on the basis of his training or fitness to administer the utility to which he is assigned.

In addition to managing the watersheds of the Town of Merrillville, the board of directors has jurisdiction over a special taxing district referred to as the stormwater management district, which is coterminous with the corporate boundaries of the Municipality. In addition, it is empowered to issue special taxing district (g.o.) bonds and incur bonded indebtedness not to exceed eight percent (8%) of one-third of the net assessed valuation of the jurisdiction. The Board recommends rates and charges sufficient for the operation and maintenance of the stormwater utility and district.

The Board is responsible for supervising and directing the management and operation of the Town's Stormwater Utility, which is responsible for stormwater management in the Town, including operating and maintaining all of the Town's stormwater management facilities and equipment and issuing and monitoring compliance with permits issued by the Utility and the Town Code.

□ Plan Commission

The Merrillville Municipal Plan Commission consists of seven members, three of whom are appointed by the Town Council and must be elected or appointed municipal officials or employees in the municipal government, as members. Four members (also called citizen members) are appointed to four-year terms by the Town Council President. No more than **two** of these members may be of the same political party.

The Plan Commission assists in the administration of the Planning and Zoning Law of the Town and is the body that administers the Unsafe Building Ordinance. The Plan Commission performs its planning and zoning law responsibilities by making recommendations to the legislative body concerning:

- (1) The adoption of the comprehensive plan and amendments to the comprehensive plan;
- (2) The adoption or text amendment of:

- (a) An initial zoning ordinance;
 - (b) A replacement zoning ordinance; and
 - (c) A subdivision control ordinance.
- (3) The adoption or amendment of a PUD district ordinance as defined in I.C. 36-7-4-1503; and
- (4) Zone map changes.

□ (Advisory) Board of Zoning Appeals

Members of a BZA may not hold other elective or appointive offices in municipal, county or state government, except as permitted by I.C. 36-7-4-902. Members must be a resident.

The Advisory Board of Zoning Appeals is comprised of five members, (3) of whom are appointed by the Town Council President, (1) of whom is appointed by the Town Council and (1) of whom is appointed by the Plan Commission. The board of zoning appeals hears and determines appeals from and review:

- (1) any order, requirement, decision, or determination made by an administrative official, hearing officer, or staff member under the zoning ordinance;
- (2) any order, requirement, decision, or determination made by an administrative board or other body except a plan commission in relation to the enforcement of the zoning ordinance; or
- (3) any order, requirement, decision, or determination made by an administrative board or other body (except the plan commission) in relation to the enforcement of an ordinance requiring the procurement of an improvement location or occupancy permit.

In addition, the Advisory Board of Zoning Appeals shall approve or deny all:

- (1) special exceptions;
- (2) special uses;
- (3) contingent uses; and
- (4) conditional uses;

from the terms of the zoning ordinance, but only in the classes of cases or in the particular situations specified in the zoning ordinance. The board may impose reasonable conditions as a part of its approval.

□ Redevelopment Commission

Member must be 18 years old & reside in unit

The Redevelopment Commission is comprised of five persons, three of whom are appointed by the Town Council President and two of whom are appointed by the Town Council. The Redevelopment Commission promotes economic development but also the renovation of older development. Under Indiana law, the Redevelopment Commission has the duty to (1) investigate, study, and survey areas needing redevelopment within the corporate boundaries of the Town; (2) investigate, study, determine, and, to the extent possible, combat the causes of areas needing redevelopment; (3) promote the use of land in the manner that best serves the interests of the town and its residents; and (4) select and acquire the areas needing redevelopment to be redeveloped under IC 36-7-14 et seq.

□ Economic Development Commission

The Merrillville Economic Development Commission consists of three members, two of whom nominated by either the County Council or the Town Council and all are

appointed by the Town Council President. Unless filing an unexpired term, terms are four-years.

The economic development commission shall investigate, study, and survey the need for additional job opportunities, industrial diversification, water services, and pollution control facilities in the town, and shall recommend action to improve or promote job opportunities, industrial diversification, water services, and availability of pollution control facilities in the town.

As part of the foregoing, an economic development commission makes determinations related to economic development target areas, and issue special types of bonds for economic development.

□ **Merrillville Redevelopment Authority**

The Merrillville Redevelopment Authority consists of three members, all of whom must be residents, and all appointed by the Town Council President as the municipal executive. Members serve a three-year term. The purpose of the Redevelopment Authority is to finance, construct, lease local public improvements made in consequence of economic development or redevelopment to the redevelopment commission.

□ **Town Board of Metropolitan Police Commissioners**

The Town Board of Metropolitan Police Commissioners is comprised of a panel of five persons, appointed by the Town Council. They serve for a term of three years and at the pleasure of the appointing authority. No more than three members may be of the same political party.

The Town Board of Metropolitan Police Commissioners is charged with the management and administration of the Department of Police. It is the appointing authority for the department, appointing its civilian and sworn members, "subject to the qualifications for employment determined by the board and approved by the legislative body". It also names the Chief, "subject to the qualifications for employment determined by the board and approved by the legislative body" as well. Once hired, decisions to promote and demote are the province of the Town Board of Metropolitan Police Commissioners, as by law, it is the safety board for the purposes of discipline. Further, the Town Board of Metropolitan Police Commissioners is charged with forming and promulgating general rules and regulations for the government and discipline of the police department and may make special and general orders to the department through the police chief, who is defined at law as the executive head of the department (IC 36-8-9-4(d).) Appropriation and budgetary authority as well as matters dealing with compensation remains with the Town Council as the unit's fiscal body.

□ **Lake County Convention and Visitors Bureau Board of Directors**

No appointee may hold an elective or appointed political office while serving on the bureau. Appointing Authority shall give sole consideration to individuals who are knowledgeable about or employed as executives or managers in following businesses: Hotel, Motel, Restaurant, Travel, Transportation, Convention, Trade Show, Riverboat, banking, real estate, and construction.

The Lake County Convention and Visitor Bureau is comprised of fifteen (15) members,

eight of whom are appointed by the Town Council President or Mayor of the eight largest municipalities in the county; two of whom are appointed by the legislative bodies of the two largest municipalities in the county; two of whom are appointed by the Lake County Council; two of whom are appointed by the Lake County Commissioners and one of whom is appointed by the Indiana Lieutenant Governor.

The Lake County Convention and Visitor Bureau is created to promote the development and growth of the convention, tourism, and visitor industry in the county.

□ Park and Recreation Board

The park and recreation board, as currently constituted, is a four (4) member panel. The four citizen-members are appointed by the legislative body (Town Council) for a term of four (4) years, on the basis of their interest in and knowledge of parks and recreation. No more than two (2) of whom may be of the same political party. The department's administrator is a Superintendent of Parks and Recreation who is appointed based upon training or education in the field of parks and recreation or similar work. Park and Recreation Board manages the several parks and facilities, hires staff to maintain the parks and to provide recreation programming.