

UPDATED SCHEDULE 1/23/24

2024 Neighborhood Association Meeting City Staff Rotating Schedule

Neighborhood Association/Month	January	February	March	April	May	June	July	August	September	October	November	December
Angell	x	Tim Kozal	Ann Meish	Mike Franzak	Sarah Wilson	LeighAnn Mikesell	Dan VanderHeide	Jonathan Seyferth	Hilarey Travieso	Sharonda Carson	Steve Hammond	No Extra Meetings
Beachwood / Bluffton	Deborah Santiago-Sweet	Sarah Wilson	LeighAnn Mikesell	Emily Morgenstern	Contessa Alexander and/ Kyle Karczewski	Kyle Karczewski	Hilarey Travieso	Sharonda Carson	Steve Hammond	Tim Kozal	Ann Meish	
Campbell Field	Todd Myers	x	x	Dave Alexander	x	x	x	x	x	Jonathan Seyferth	x	
East Muskegon	x	x	x	Contessa Alexander and/ Kyle Karczewski	Kyle Karczewski	Jonathan Seyferth	Sharonda Carson	Steve Hammond	Tim Kozal	Ann Meish	Mike Franzak	
Glenside	LeighAnn Mikesell	Emily Morgenstern	Contessa Alexander and/ Kyle Karczewski	Kyle Karczewski	Jake Eckholm	Dan VanderHeide	Steve Hammond	Tim Kozal	Ann Meish	Jonathan Seyferth	Sarah Wilson	
Jackson Hill	Ann Meish	Dave Alexander	Sarah Wilson	LeighAnn Mikesell	Emily Morgenstern	Contessa Alexander and/ Jonathan Seyferth	Jonathan Seyferth	Hilarey Travieso	Sharonda Carson	Steve Hammond	Tim Kozal	
Lakeside	Emily Morgenstern	Deborah Santiago-Sweet	Kyle Karczewski	Jonathan Seyferth	Todd Myers	Dave Alexander	Tim Kozal	Ann Meish	Jake Eckholm	Mike Franzak	LeighAnn Mikesell	
Marquette	Contessa Alexander and/ Kyle Karczewski	Kyle Karczewski	Jonathan Seyferth	Todd Myers	Steve Hammond	Jake Eckholm	Ann Meish	Mike Franzak	Todd Myers	Sarah Wilson	Sharonda Carson	
Marsh Field	Sharonda Carson	Steve Hammond	x	x	x	Sarah Wilson	Contessa Alexander and/ x	x	Deborah Santiago-Sweet	Dan VanderHeide	Hilarey Travieso	
McLaughlin	x	Jonathan Seyferth	Todd Myers	Dave Alexander	Dan VanderHeide	x	x	x	LeighAnn Mikesell	Emily Morgenstern	Contessa Alexander and/ Kyle Karczewski	
Nelson	Jonathan Seyferth	Todd Myers	Dave Alexander	Jake Eckholm	Deborah Santiago-Sweet	Dan VanderHeide	Mike Franzak	LeighAnn Mikesell	Emily Morgenstern	Contessa Alexander and/ Kyle Karczewski	Jonathan Seyferth	
Nims	x	x	Jake Eckholm	Deborah Santiago-Sweet	Hilarey Travieso	Sharonda Carson	Todd Myers	Emily Morgenstern	Contessa Alexander and/ Kyle Karczewski	Kyle Karczewski	Jonathan Seyferth	
Oakview	Jake Eckholm	x	Deborah Santiago-Sweet	x	Sharonda Carson	x	Sarah Wilson	x	Kyle Karczewski	x	Todd Myers	
Sheldon Park	Dan VanderHeide	Hilarey Travieso	Sharonda Carson	Steve Hammond	Tim Kozal	Ann Meish	LeighAnn Mikesell	Contessa Alexander and/ Jonathan Seyferth	Jonathan Seyferth	Todd Myers	Deborah Santiago-Sweet	
Steele	Hilarey Travieso	Canceled	Mike Franzak	Sarah Wilson	LeighAnn Mikesell	Steve Hammond	Emily Morgenstern	Deborah Santiago-Sweet	Dan VanderHeide	Jake Eckholm	Dan VanderHeide	

Title	Staff Name	Department	Division	Email Address	Phone Number	Common Questions/Areas of Responsibility
Director of Public Works	Dan VanderHeide	Public Works	Public Works	dan.vanderheide@shorelinecity.com	231-724-4100	Road construction and maintenance, sewer and water systems, parks, refuge collection, capital planning,
Building Administration Manager	Hilarey Travieso	Safe Built	Public Safety	htravieso@safebuilt.com	231-724-6715	Buyilding permits, building inspections, rental property registrations, short-term rental registrations, demolitions, Housing Board of Appeals
Community and Neighborhood Services Director	Sharonda Carson	CNS	Development Services	sharonda.carson@shorelinecity.com	231-724-6968	Home repair programs, lead abatement, facade improvements, homebuyer assistance and new home development
Fire Marshal	Steven Hammond	Fire	Public Safety	steven.hammond@shorelinecity.com	231-724-6798	Fire inspections and fire safety
Public Safety Director	Tim Kozal	Public Safety	Public Safety	timothy.kozal@shorelinecity.com	231-724-6903	Police, fire and building inspections
City Clerk	Ann Meish	Clerk	Administration	ann.meisch@shorelinecity.com	231-724-6705	Elections, passports, Farmers Market, Western Market Chalets
Planning Director	Mike Franzak	Planning	Development Services	mike.franzak@shorelinecity.com	231-724-6702	Zoning, master planning, groundwater issues, marihuana regulations, historic districts, parking
Treasurer	Sarah Wilson	Treasurer	Administration	sarah.wilson@shorelinecity.com	231-724-6720	Property tax collection, water-sewer bills, cash management, parking violation payments
Deputy City Manager	LeighAnn Mikesell	City Manager	Administration	leighann.mikesell@shorelinecity.com	231-724-6724	Assists in general adminisration of the city, labor contracts, diversity initiatives, sustainability initiatives,
Police Community Coordinator	Emily Morgenstern	Police	Public Safety	emily.morgenstern@shorelinecity.com	231-724-6764	Communications and engagement of the police department in the community
Development Analysts	Contessa Alexander and Jocelyn Hines	Economic Development	Development Services	contessa.alexander@shorelinecity.com; jocelyn.hines@shorelinecity.com	231-724-6702	Downtown management, Lakeside District management, business retention, commrecial corridor development
Parks and Recreation Director	Kyle Karczewski	Parks and Recreation	Public Works	Kyle.Karczewski@shorelinecity.com	231-724-6776	Park maintenace, park development, recreational programs, special events
City Manager	Jonathan Seyferth	City Manager	Administration	jonathan@shorelinecity.com	231-724-6724	Overall administration of the city, oversight of the budget, oversees personnel matters, works with City Commission-staff-businesses-residents promoting the city
Deputy Director of Public Works	Todd Myers	Public Works	Public Works	Todd.Myers@shorelinecity.com	231-724-4100	Engineering, road projects, etc
Community Engagement Specialist	Dave Alexander	City Manager	Administration	dave.alexander@shorelinecity.com	231-215-8827	Assists in communications, community engagement, neighborhood associations
Development Services Director	Jake Eckholm	Development Services	Development Services	jake.eckholm@shorelinecity.com	231-724-6702	Management of economic development, planning and community and neighborhood services
Community Engagement Manager	Deborah Santiago-Sweet	City Manager	Administration	deborah.sweet@shorelinecity.com	231-225-6797	Development and management of communications, social media, community engagement

Neighborhood	Location	Address	When	Time	Notes	Contact Name	Contact Phone	Contact Email
Angell	Angel Community Church	446 Ada	Third Monday of the Month	6:00 PM	No January Meeting	Evelyn Hough	(231)725-6159 (home) (231	elhough50@gmail.com
Beachwood / Bluffton	Silversides	1346 Bluff	Third Thursday of the Month	6:30 PM		Dan Leask	(586) 850-4586 Dan	Emeraldcompass@gmail.com
Campbell Field	Park Terrace Community Center	1290 Hackley	Quarterly First Tuesday of the Month	7:00 PM	Only January, April and October with July annual meeting at the Campbell Field Shelter, 1940 Barclay	Harold Kiel and Laurie Metzge	(231) 759-4505 & 231 7402	cleo0628@msn.com AND send letter loreal0719@aol.com
East Muskegon	City DPW Building	1350 E. Keating	Third Monday of the Month	5:45 PM	No meetings in winter months No current regular meetings	Stephanie Marion	(231) 736-7940	solutionsunlimited2@yahoo.com
Glenside	McGraft Park Community Building	2004 Wickham	Third Wednesday of the Month	7:00 PM		Gary Courser	231-288-9625	glensidepresident@gmail.com
Jackson Hill	Sim-Ray Community Building	550 Wood	Third Tuesday of the Month	6:00 PM		Billie Joy Thomas	(231)683-6661	billiejoythomas@gmail.com
Lakeside	Wonderland Distilling	1989 Lakeshore Dr	First Tuesday of the Month	7:00 PM		Shirley Green	(231) 286-6121	sgreen1043@aol.com
Marquette	Central Assembly of God	1545 Oak Ave	Second Thursday of the Month	5:30 PM	June-August at Central Assembly of God, 896 Home	Staci Benson & Perry Dennie	616-843-3111 & 231343756	staci_benson@yahoo.com & perry@ledennie-malone.com
Marsh Field	Marsh Field Picnic Tables	1800 Peck St	Third Monday of the Month	6:30 PM	Meetings are suspended until June	Jennifer Cooper		jen.marshfield@gmail.com
McLaughlin	Bethany Church Center	1105 Terrace	Third Monday of the Month	6:00 PM	June-August at the McLaughlin Community Park, Terrace and Isabella	Randy VanderWeit	(231) 557-5407	rsvanderweit@gmail.com
Nelson	Central United Methodist Church	1011 2nd St	Third Wednesday of the Month	6:00 PM	Board; meeting begins at 5:30 p.m.	Paula Kendra	(616) 836-8614	paulakendra@gmail.com
Nims	All Shores Wesleyan	1050 W Southern Ave	Fourth Monday of each Month	6:30 PM		Jen Sanocki	231-955-8560	jensanocki@gmail.com
Oakview	Kati's Home	889 Kampenga Ave	First Monday of odd number months	7:00 PM	Only meets in odd months	Kati O'Grady	931-580-6119	ona.muskegon@gmail.com
Sheldon Park	Evanston Avenue Baptist Church	1188 Evanston	Quarterly Third Monday of the Month	7:00 PM	Usually January, March, June and September	Gordon Peterman	(231) 724-6646	gjpeterman1132@aol.com
Steele	Jericho Road Church	930 Creston	First Wednesday of the Month	4:00 PM		Sam Pulos	(231)327-6993	sam.pulos@shorelinecity.com

Purpose of Attending Neighborhood Meetings	Expectations of City Staff at Meeting	Neighborhood Association Expectations
Build relationships with residents throughout the year throughout the city	Speak for five minutes- introduce yourself, what you and your team does, and give a BRIEF update on what you're currently working on	Keep to a 10-min timeframe to not take over the meeting
Be proactive and CONSISTENT with the neighborhoods to build trust	Be available for up to 5-min of questions. If you can't answer the question, connect them with the correct department.	Contact staff if meeting changes/gets canceled
Offer several staff members who can be reliable contacts for residents	Bring business cards to pass out for neighbors to contact you.	
Hear concerns and questions and be there to answer or find the right person		