

CITY OF MUSKEGON

COMMUNITY RELATIONS INDEX

2026

TABLE OF CONTENTS

RESOLUTION ESTABLISHING COMMUNITY RELATIONS INDEX.....	2
RESOLUTION TO APPOINT MEMBERS TO BOARDS, COMMITTEES, AND COMMISSIONS OF THE CITY IN ORDER OF PRIORITY.....	3
POLICY RELATIVE TO ATTENDANCE AT CITY MEETINGS	4
RESOLUTION FOR TALENT BANK.....	5
BOARD COMMITTEE DUTIES.....	6
CITY OFFICIALS	11
CITY OFFICIALS	12
COMMISSION COMMITTEES.....	13
AD HOC COMMITTEES	14
BOARD OF REVIEW.....	15
CITIZEN’S POLICE REVIEW BOARD	16
CIVIL SERVICE COMMISSION.....	17
COMMUNITY DEVELOPMENT BLOCK GRANT - CITIZEN’S DISTRICT COUNCIL.....	18
CONSTRUCTION CODE BOARD OF APPEALS	19
DISTRICT LIBRARY BOARD	20
DOWNTOWN DEVELOPMENT AUTHORITY - BROWNFIELD REDEVELOPMENT AUTHORITY BOARD - TAX INCREMENT FINANCE AUTHORITY	21
ELECTION COMMISSION	22
EQUAL OPPORTUNITY COMMITTEE.....	23
FARMERS MARKET ADVISORY BOARD.....	24
HISTORIC DISTRICT COMMISSION.....	25
HOUSING CODE BOARD OF APPEALS.....	26
HOUSING COMMISSION.....	27
INCOME TAX BOARD OF REVIEW	28
LAKESIDE BUSINESS IMPROVEMENT DISTRICT	29
LOCAL DEVELOPMENT FINANCE AUTHORITY	30
LOCAL OFFICER’S COMPENSATION COMMISSION	31
PARKS & RECREATION ADVISORY BOARD.....	32
PLANNING COMMISSION.....	33
ZONING BOARD OF APPEALS	34
BOARD MEMBER DESIRED SKILL SETS.....	35

RESOLUTION ESTABLISHING COMMUNITY RELATIONS INDEX

WHEREAS, it is the desire of the Muskegon City Commission to encourage increased public information concerning citizens who so diligently serve as volunteers to City boards, commission, and committees and to those dealing with same; and

WHEREAS, the City Commission desires to provide a concise accessible document for citizens, media, City officials, and those dealing with boards, commissions, and committees; and

WHEREAS, the City Commission wishes to provide timely information to expedite the appointment process;

NOW, THEREFORE, BE IT RESOLVED, by the Muskegon City Commission that a Community Relations Index be established to carry out the above purposes. The Index shall consist of the following:

1. It shall be a compilation of current boards, commission, or committees - outlining their purposes, enabling legislation, composition, appointment process, term of office, meeting addresses, and phone numbers.
2. There shall be a listing of City officials, their addresses, and phone numbers.
3. There will be a minimum distribution of the Index to Commission and staff. Components of the Index will also be distributed to commission chairpersons, press, library, or citizens appearing before a specific board.
4. The Index shall be updated yearly with periodic corrections as necessary.
5. The Index will be maintained by the City Clerk's Office with chairpersons of the committees notifying this office when terminations or vacancies occur.

RESOLUTION TO APPOINT MEMBERS TO BOARDS, COMMITTEES, AND COMMISSIONS OF THE CITY IN ORDER OF PRIORITY

WHEREAS, unless otherwise specified by statute, charter or ordinance, the Mayor and City Commission shall appoint members to boards, committees and commissions of the City in the following priorities:

Full-time residents of the City of Muskegon have the first priority for all appointments. In the event a position to be filled requires certain licensure, business connection with the City, or particular expertise, then the City Commission may, if not otherwise prevented by law, appoint non-residents.

Second priority shall be given to non-residents having identifiable business interests located in the City. As above, if no such persons exist to fill positions needing or requiring certain expertise or licensure, then non-residents who have no such interest may be considered.

Non-residents may be considered, where allowed by law, for all boards, commissions, and committees. Generally, the City Commission will seek persons with particular expertise or required licensure when appointing non-residents.

NOW, THEREFORE, BE IT RESOLVED, that this order of priorities shall not be binding unless required by law. The City Commission may exercise its good judgment in determining who should fill positions on all boards, commissions, or committees.

POLICY RELATIVE TO ATTENDANCE AT CITY MEETINGS

ADOPTED SEPTEMBER 14, 1982

The Community Relations Committee presented a policy regarding attendance for the many boards, commissions, and committees serving the City of Muskegon as follows:

Attendance Policies:

Meetings that meet monthly:

- Not more than 3 Unexcused missed meetings during the year
- Not more than 4 Excused/Absent missed meetings during the year

Meetings that meet quarterly:

- Not more than 1 Unexcused missed meeting during the year
- Not more than 2 Excused/Absent missed meetings during the year

Meetings that meet semiannually:

- Not more than 1 Unexcused missed meeting during the year
- Not more than 1 Excused/Absent missed meeting during the year

Meeting that meet annually:

- No Unexcused or Excused missed meetings permitted

Definitions of Terms:

Unexcused – Does not notify Board Liaison of absence and does not attend meeting.

Excused – Notifies Board Liaison of absence at least 72 hours in advance of missed meeting.

Absent – Reserved for emergency situations and up to the discretion of the Board Liaison and Community Relations Committee members.

Consequently, the Community Relations Committee recommends that, through acceptance of this letter, the City Commission adopt the following policy regarding the attendance of Commission appointees to the various boards, commissions, and committees serving the City of Muskegon.

The Chairperson of each board, commission, or committee shall be responsible to see that attendance is recorded at each meeting.

When deemed appropriate by the Chairperson, a letter will be sent to any member whose attendance is not satisfactory. The letter shall ask if the member is interested in continues appointment.

On an annual basis, each Chairperson shall submit a report to the City Commission showing member attendance and indicating correspondence notices sent to members.

At any time, the Chairperson deems it appropriate to do so, that Chairperson may recommend replacement of a member for reasons related to the member's attendance.

Communications to the City Commission shall be sent to the City Clerk for forwarding to the Commission.

RESOLUTION FOR TALENT BANK

WHEREAS, it is the policy of the Muskegon City Commission to encourage citizens to participate in City government; and

WHEREAS, the Muskegon City Commission is of the opinion that one method of accomplishing this participation would be the establishment of a talent bank of interested citizens to serve on City Boards, Commissions, and Committees.

NOW, THEREFORE, BE IT RESOLVED, by the City Commission of the City of Muskegon that a talent bank for City Boards, Commissions, and Committees be, and the same is hereby created and the following procedure established:

1. The City Clerk's Office shall publish in the newspaper semi-annually an announcement concerning the application procedures and listing upcoming vacancies and/or terminations.
2. Application forms highlighting experience and areas of interest are available through the City Clerk's Office.
3. Applications shall be returned to the City Clerk's Office and will be kept on file for Commission reference each time there is a vacancy on a Board, Commission, or Committee.

BE IT FURTHER RESOLVED, that the application form attached hereto be, and the same is hereby, adopted for this purpose.

BOARD COMMITTEE DUTIES

BOARD OF REVIEW

(Staff Liaison – Donna VanderVries - 724-6386)

Meets: Tuesday following first Monday in March, Tuesday following the third Monday in July, and Tuesday following the second Monday in December - City Hall - 1st Floor Conference Room

- Review of the Assessment Rolls.

CITIZEN'S POLICE REVIEW BOARD

(Staff Liaison – Emily Morgenstern – 724-6764)

Meets: Fourth Monday of each month @ 6:30 P. M. – City Hall - 2nd Floor Conference Room 204

- To provide policies and procedures for processing and investigating citizen complaints regarding alleged police misconduct.
- To provide civilian review of the investigations of alleged police misconduct undertaken by the City of Muskegon including investigations conducted by the “Internal Investigations Unit” of the Muskegon Police Department.
- To ensure the integrity of investigations of police misconduct and to thereby enhance community confidence in the Muskegon Police Department.
- To encourage compliance with rules and regulations concerning police officers’ conduct during interactions with citizens.
- To encourage people who believe they have been mistreated by police officers to use the Internal Affairs system to have that officer’s conduct reviewed.
- To create a process that fairly and evenhandedly evaluates and judges the conduct of everyone involved to determine whether or not a breach of departmental rules and regulations has occurred.
- To afford the community a sense of confidence that the community itself is involved as necessary in reviewing the activities of its police officers; and to maintain high morale and good disciplinary practices within the police department.

CIVIL SERVICE COMMISSION

(Staff Liaison – Melissa Clark – 724-4185)

Meets: Second Wednesday of each month @ 4:00 P.M. - City Hall - 2nd Floor Conference Room 103

- Classify all the offices of employment; make rules for the examination and selection of persons to fill the offices and positions in classified service; supervise and administer Civil Service Rules, hold examinations, certify eligibility list of those passing examination.

CDBG-CITIZEN'S DISTRICT COUNCIL

(Staff Liaison – Sharonda Carson – 724-6968)

Meets: First Tuesday of each month @ 5:30 P.M. – City Hall - 2nd Floor Conference Room 103

- Shall act in an advisory capacity to the City Commission on all matters dealing with the Federal housing and Urban Development Programs.

CONSTRUCTION CODE BOARD OF APPEALS

(Staff Liaison – Tim Kozal - 724-6954)

Meets: Upon Demand – Minimum of twice per year

- Shall hear appeals taken from decisions of the appropriate authorities, or make interpretations, pursuant to the Uniform Fire Code or other fire and safety code in effect in the City from time to time.

DISTRICT LIBRARY BOARD

(Staff Liaison – Jonathan Seyferth - 724-6724)

Meets: Third Thursday of each month @ 5:30 P.M. – Hackley Public Library, Julia Hackley Room

- establish, maintain, and operate public libraries for the district;
- exclusively control the expenditure of money deposited into the district library fund;
- appoint and remove officers from among its members;
- appoint and remove a librarian and necessary assistants and fix their compensation;
- acquire real or personal property for use for library purposes by purchase, land contract, installment purchase contract, lease with or without option to purchase, or title retaining contract;
- erect buildings;
- supervise and control district library property;
- enter into a contract to receive library-related service from or give library-related service to a library or municipality within or without the district;
- adopt bylaws and regulations, not inconsistent with the Act, governing the board and the district library;
- propose and levy upon approval of the electors as provided in the Act a tax for support of the district library;
- borrow money pursuant to the district library financing act, Act No. 265 of the Public Acts of 1988;
- issue bonds pursuant to the district library financing act, Act No. 265 of the Public Acts of 1988;
- accept gifts and grants for the district library;
- do any other thing necessary for conducting the district library service, the cost of which shall be charged against the district library fund; and
- perform any other acts authorized by law.

DOWNTOWN DEVELOPMENT AUTHORITY/ BROWNFIELD REDEVELOPMENT AUTHORITY BOARD/ TAX INCREMENT FINANCE AUTHORITY

(Staff Liaison – Jocelyn Hines – 231-724-6722)

Meets: Upon Demand

- To correct and prevent deterioration in the Downtown Development District, to encourage historic preservation, to create and implement development plans, to promote economic growth, and to acquire and dispose of interests in real and personal property, to levy and collect taxes, to issue bonds and use tax increment financing (TIF).

ELECTION COMMISSION

(Staff Liaison – Ann Marie Meisch - 724-6705)

Meets: Upon Demand

- Duties involve the examination of voting machines prior to a City election, and the appointment of inspectors prior to an election.

EQUAL OPPORTUNITY COMMITTEE

(Staff Liaison – Dwana Thompson - 724-6703)

Meets: Quarterly

- To function in an autonomous capacity to the City Commission and the Affirmative Action Office by actively supporting, promoting, reviewing, and monitoring equal opportunity action and non-discriminatory activities, whereby insuring the fair and equitable treatment and availability of services to all Muskegon Citizens, which enables them to be valued for their supreme worth.

FARMERS MARKET ADVISORY BOARD

(Staff Liaison – Ann Marie Meisch - 724-6705)

Meets: Quarterly

- A formal committee to act in an advisory capacity to the City Commission on all matters dealing with the Muskegon Farmer Market to include, but not be limited to, farmers market ideas, rules, marketing, issues, complaints, etc.

HISTORIC DISTRICT COMMISSION

(Staff Liaison – Jamie Pesch - 724-6702)

Meets: First Tuesday of each month @ 4:00 P.M. - City Hall/Commission Chambers 107

- Identify and evaluate structures or sites worthy of preservation, and be involved in projects or programs to this end. Disseminate public information concerning these structures and sites, and consider ideas regarding them with groups or individuals interested in historic preservation. Make appropriate recommendations to the City Commission for encouraging and achieving historic preservation.

HOUSING CODE BOARD OF APPEALS

(Staff Liaison – Tim Kozal - 724-6954)

Meets: First Thursday of each month @ 5:30 P.M. - City Hall/Commission Chambers 107

- To grant variances in cases where the general requirements of the ordinance creates a hardship on individual owners and to provide for final interpretation of the provisions of this code.
- To determine the suitability of alternate materials and methods of construction, and to provide for reasonable interpretations of the Uniform Building Code.

HOUSING COMMISSION

(Staff Contact – Jonathan Seyferth - 724-6724)

Meets: Third Monday of each month @ 11:30 A.M. – Hartford Terrace/Assembly Room

- To propose, provide and manage decent, safe, and sanitary housing for low income residents according to programs approved by the City Commission.

INCOME TAX BOARD OF REVIEW

(Staff Liaison – Peggy Thorsen-Straley - 724-6791)

Meets: Upon Demand

- To grant and hold hearings on appeals of taxpayers or employers who have been assessed tax, denied a claim for refund, or aggrieved by a special ruling of the Administrator.
- To issue a decision after holding a hearing which affirms, reverses, or modifies the matter.
- To furnish a copy of its decision to both the appellant and the Administrator.

LAKESIDE BUSINESS IMPROVEMENT DISTRICT

(Staff Liaison – Isabela Gonzalez, 231-724-4141)

Meets: Every month, third Wednesday, 9 a.m. in City Hall, Room 204

- The Muskegon Lakeside Business Improvement District was created to provide enhanced services in the Lakeside Business District through marketing activities, common area maintenance such as snow removal and beautification. The intention in the BID's creation was to provide a "funding bridge" to a newly created Lakeside Corridor Improvement District and eventually have the BID expire as the CIA becomes able to fund the activities of the BID.

LOCAL DEVELOPMENT FINANCE AUTHORITY

(Staff Liaison – Jake Eckholm – 724-6780)

Meets: Upon Demand

- To encourage local development to prevent conditions of unemployment and to promote economic growth, to create and implement development plans; to acquire and dispose of interests in real and personal property; to issue bonds and other evidences of indebtedness if and when needed; and to use tax increment financing, if needed, to achieve its goals.

LOCAL OFFICER'S COMPENSATION COMMISSION

(Staff Liaison – Jonathan Seyferth - 724-6724)

Meets: Every odd numbered year

- Shall recommend salaries of all local elected officials.

PARKS AND RECREATION ADVISORY BOARD

(Staff Liaison – Kyle Karczewski - 724-6776)

Meets: Quarterly on the 3rd Wednesday day @ 5:30 P.M. - City Hall/Room 204

SUMMARY OF BOARD RESPONSIBILITIES

- To advise the city commission of matters relating to the proper conduct of public recreation, programs and/or facilities within the city which shall be referred to such board from time to time.

PLANNING COMMISSION

(Staff Liaison – Mike Franzak - 724-6702)

Meets: Thursday following the 2nd Tuesday of each month @ 4:00 P.M. - City Hall/Commission Chambers 107

- Make and adopt a master plan for the physical development of the municipality. Plan shall show recommendations for the development of the territory. The Commission may amend, extend, or add to the plan. The Commission shall have power to promote public interest in and understanding of the plan...may publish, distribute, and employ means of publicity and education as it may determine. The Planning Commission shall adopt regulations governing the subdivision of land within its jurisdiction.

ZONING BOARD OF APPEALS

(Staff Liaison – Mike Franzak – 724-6702)

Meets: Second Tuesday of each month @ 4:00 P.M. - City Hall/Commission Chambers 107

- To grant variances in cases where the general requirements of ordinance creates a hardship on individual owners and to make interpretation of code

CITY OFFICIALS

CITY COMMISSION

OFFICE & EXPIRATION DATE	NAME & ADDRESS	CONTACT
Mayor 12/31/2029	Ken Johnson 1281 Montgomery Ave Muskegon, MI 49441	Ken.Johnson@shorelinecity.com
City Commissioner (At Large) 12/31/2029	Kiley Jackson 1104 W. Forest Ave Muskegon, MI 49441	Kiley.Jackson@shorelinecity.com
City Commissioner (At Large) 12/31/2029	Rebecca St.Clair 2076 Miner Ave Muskegon, MI 49441	Rebeca.Stclair@shorelinecity.com
Commissioner (Ward 1) 12/31/2027	Jay Kilgo 846 Stevens St Muskegon, MI 49442	Jay.Kilgo@shorelinecity.com
Commissioner (Ward 2) 12/31/2027	Willie German 1240 Sanford St., Apt 1 Muskegon, MI 49441	Willie.German@shorelinecity.com
Commissioner (Ward 3) – Vice Mayor 12/31/2027	Destinee Keener 2132 Austin Street Muskegon, MI 49444	Destinee.Keener@shorelinecity.com
Commissioner (Ward 4) 12/31/2027	Katrina Kochin 2533 Cumberland Street Muskegon, MI 49441	Katrina.Kochin@shorelinecity.com
City Manager	Jonathan Seyferth	Jonathan@shorelinecity.com (231) 724-6724
City Attorney	Brennen Gorman	(231) 722-5427

CITY OFFICIALS

DEPARTMENT HEADS

TITLE	NAME	PHONE
Assistant Finance Director	Jessica Rabe	724-6917
Chief Building Official	Ron Johnston	724-6758
City Assessor/County Equalization	Donna VanderVries	724-6386
City Clerk	Ann Marie Meisch	724-6705
City Treasurer	Sarah Wilson	724-6709
Civil Service Human Resource Analyst	Melissa Clark	724-4185
Community Engagement Manager	Deborah Santiago-Sweet	724-6774
Community & Neighborhood Services Director	Sharonda Carson	724-6968
Deputy City Manager	LeighAnn Mikesell	724-6944
Deputy Director of Public Safety for Fire Services	Jay Paulson	724-6942
Deputy Director of Public Works	Todd Myers	724-6920
Development Analysts	Isabela Gonzalez	724-4141
	Jocelyn Hines	724-6722
Development Services Director	Jake Eckholm	724-6780
EEO & Employee Relations Director	Dwana Thompson	724-6703
Finance Director	Kenneth Grant	724-6932
Government and Strategic Initiatives Director	Peter Wills	724-4144
Income Tax Administrator	Peggy Thorsen-Straley	724-6791
Information Systems Director	Jason Boes	724-3345
Parks & Recreation Director	Kyle Karczewski	724-6776
Planning Director	Mike Franzak	724-6982
Public Safety Director	Tim Kozal	724-6903
Public Works Director	Dan VanderHeide	724-6993

COMMISSION COMMITTEES

COMMISSION WORK SESSION

(Staff Liaison: Ann Marie Meisch)

MEETING: Monday prior to the 2nd Tuesday of each month at 5:30 P.M.
City Hall – Commission Chambers Room #107

MEMBERS: Jay Kilgo
Ken Johnson
Katrina Kochin
Kiley Jackson
Destinee Keener
Willie German
Rebecca St.Clair

COMMUNITY RELATIONS COMMITTEE

(Staff Liaison: Ann Marie Meisch)

MEETING: Monday prior to the 2nd Tuesday of each month following Work Session
City Hall – Commission Chambers Room #107

MEMBERS: Willie German
Jay Kilgo
Destinee Keener
Katrina Kochin
Ken Johnson
Kiley Jackson
Rebecca St.Clair

LEGISLATIVE POLICY COMMITTEE

(Staff Liaison: Jonathan Seyferth)

MEETING: Fourth Wednesday of 2nd month of each quarter, February, May August, November at 5:30 P.M.
City Hall – Conference Room #204

MEMBERS: Ken Johnson
Willie German
Katrina Kochin
Destinee Keener
Jay Kilgo
Rebecca St.Clair
Kiley Jackson

AD HOC COMMITTEES

LAND BANK AUTHORITY

COMMISSION MEMBER: Jay Kilgo

WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION (WMSRDC)

COMMISSION MEMBER: Jay Kilgo

DOWNTOWN ARTS COMMITTEE

COMMISSION MEMBER: Kiley Jackson

JULIA HACKLEY COMMITTEE

MAYOR: Ken Johnson

COMMISSION MEMBER: Kiley Jackson

BOARD OF REVIEW

PURPOSE

Review of the Assessment Rolls

MECHANICS

ENABLING LAW: City Charter (Ch. XI – Sec. 2), City Code of Ordinances Sections 2-256
Oath required for new members only

APPOINTED BY: City Commission

MEETING: Tuesday following the first Monday in March, Tuesday following the third Monday in July, and
Tuesday following the second Monday in December.
City Hall - 1st floor Conference Room

TERM: 2 Years

COMPOSITION

TYPE	DESCRIPTION
A	6 Citizens
B	City Assessor
C	Deputy Assessor

CURRENT MEMBERS

(Staff Liaison – Donna VanderVries 231-724-6386)

TYPE	NAME	TERM EXP.
A	David Medendorp	1/31/2028
A	Martha Bottomley	1/31/2028
A	Sherry Burt	1/31/2028
A	Pamela Smith	1/31/2027
A	Clinton Todd	1/31/2027
A	Charlotte Barnes-Evans	1/31/2027
B	Donna VanderVries	Assessor
C	Dan VanderKooi	Deputy Assessor

(* Chairperson) (** Co-Chairperson)

CITIZEN’S POLICE REVIEW BOARD

PURPOSE

- A. To provide policies and procedures for processing and investigating citizen complaints regarding alleged police misconduct.
- B. To provide civilian review of the investigations of alleged police misconduct undertaken by the City of Muskegon including investigations conducted by the “Internal Investigations Unit” of the Muskegon Police Department.
- C. To ensure the integrity of investigations of police misconduct and to thereby enhance community confidence in the Muskegon Police Department
- D. To encourage compliance with rules and regulations concerning police officers’ conduct during interactions with citizens.
- E. To encourage people who believe they have been mistreated by police officers to use the Internal Affairs system to have that officer’s conduct reviewed.
- F. To create a process that fairly and evenhandedly evaluates and judges the conduct of everyone involved to determine whether or not a breach of departmental rules and regulations has occurred.
- G. To afford the community a sense of confidence that the community itself is involved as necessary in reviewing the activities of its police officers; and to maintain high morale and good disciplinary practices within the police department.

MECHANICS

ENABLING LAW: Commission Action #98-117 (g) – Letter of Understanding Dated 11/10/09
Oath not required.

APPOINTED BY: City Commission

MEETING: Fourth Monday of each month @ 6:30 P.M.
City Hall - 2nd floor Conference Room #204

TERM: 2 Years

COMPOSITION

TYPE	DESCRIPTION
A	3 Members of a Minority – Based Organization
B	2 Citizen’s At-Large
C	1 Law Enforcement Professional
D	3 Neighborhood Association Representatives

CURRENT MEMBERS

(Staff Liaison – Emily Morgenstern 231-724-6764)

TYPE	NAME	TERM EXP.
A	VACANT	1/31/2028
A	William Muhammad	1/31/2027
A	Rozelia Patino	1/31/2027
B	Robert Roundtree*	1/31/2027
B	Heather Garretson	1/31/2027
C	Eric Hood	1/31/2028
D	VACANT	1/31/2028
D	Ruby Clark	1/31/2028
D	Ann Craig	1/31/2027

(* Chairperson) (** Co-Chairperson)

CIVIL SERVICE COMMISSION

PURPOSE

Classify all the offices of employment; make rules for the examination and selection of persons to fill the offices and positions in classified service; supervise and administer Civil Service Rules, hold examinations, certify eligibility list of those passing examination.

Enforce provisions of Charter relating to Civil Service.

MECHANICS

ENABLING LAW: City Charter (Ch. XV)
Oath required within 10 days of appointment

APPOINTED BY: City Commission

MEETING: Second Wednesday of each month @ 4:00 P.M.
City Hall – 1st floor Conference Room #103

TERM: 6 Years

COMPOSITION

TYPE	DESCRIPTION
A	3 Citizens

CURRENT MEMBERS

(Staff Liaison – Melissa Clark 231-724-4185)

TYPE	NAME	TERM EXP.
A	Georgia Moss	1/31/2027
A	Johnny Brown	1/31/2029
A		1/31/2031

(* Chairperson)

CITIZEN’S DISTRICT COUNCIL- COMMUNITY DEVELOPMENT BLOCK GRANT

PURPOSE

Shall act in an advisory capacity to the City Commission on all matters dealing with the US Department of Housing and Urban Development Programs.

MECHANICS

ENABLING LAW: City Code of Ordinances, Section 2-146 through 2-150
Oath not required.

APPOINTED BY: City Commission

MEETING: First Tuesday of each month at 5:30 P.M.
City Hall – Conference Room #103

TERM: 3 Years

COMPOSITION

TYPE	DESCRIPTION
A	4 Citizens representing each of the four wards
B	3 Citizen’s At-Large
C	1 Member of the City Commission (Ex-Officio)

CURRENT MEMBERS

(Staff Liaison – Sharonda Carson 231-724-6968)

TYPE	NAME	TERM EXP.
A	VACANT (1)	1/31/2027
A	Nathaniel Williams (2)	1/31/2027
A	Perry Dennie (3)	1/31/2027
A	Jean Weirich (4)	1/31/2027
B	Jennifer Sanocki	1/31/2027
B	VACANT	1/31/2028
B	Margie Kelley	1/31/2028
C	Katrina Kochin	City Commission

(* Chairperson) (** Vice Chairperson)

CONSTRUCTION CODE BOARD OF APPEALS

PURPOSE

The purpose of the Construction Code Board of Appeals shall be as follows:

- To determine appeals and variances in connection with the State of Michigan Construction Code, including its building, electrical, mechanical, and plumbing provisions, together with Codes in force in the City of Muskegon from time to time.

MECHANICS

ENABLING LAW: City Code of Ordinances Section 10-31 to 10-64
Oath required for new members only

APPOINTED BY: City Commission

MEETING: Upon Demand – Minimum of twice per year

TERM: 2 Years

COMPOSITION

TYPE	DESCRIPTION
A	Architect
B	Electrical
C	Mechanical
D	Plumbing
E	Public Health
F	Construction Manager
G	Fire

CURRENT MEMBERS

(Staff Liaison – Tim Kozal 231-724-6954)

TYPE	NAME	TERM EXP.
A	Brion Boucher	1/31/2028
B	VACANT	1/31/2028
C	Lane Bentsen	1/31/2027
D	VACANT	1/31/2028
E	Joshua Ohst	1/31/2027
F	Wade VandenBosch	1/31/2027
G	Michael McPhall	1/31/2028

(* Chairperson) (** Co-Chairperson)

DISTRICT LIBRARY BOARD

PURPOSE

The purpose of the District Library Board shall be as follows:

- establish, maintain, and operate public libraries for the district;
- exclusively control the expenditure of money deposited into the district library fund;
- appoint and remove officers from among its members;
- appoint and remove a librarian and necessary assistants and fix their compensation;
- acquire real or personal property for use for library purposes by purchase, land contract, installment purchase contract, lease with or without option to purchase, or title retaining contract;
- erect buildings;
- supervise and control district library property;
- enter into a contract to receive library-related service from or give library-related service to a library or municipality within or without the district;
- adopt bylaws and regulations, not inconsistent with the Act, governing the board and the district library;
- propose and levy upon approval of the electors as provided in the Act a tax for support of the district library;
- borrow money pursuant to the district library financing act, Act No. 265 of the Public Acts of 1988;
- issue bonds pursuant to the district library financing act, Act No. 265 of the Public Acts of 1988;
- accept gifts and grants for the district library;
- do any other thing necessary for conducting the district library service, the cost of which shall be charged against the district library fund; and
- perform any other acts authorized by law.

MECHANICS

ENABLING LAW: Resolution No. 2001-17(c)
District Library Agreement dated February 20, 2001
Oath required

APPOINTED BY: Jointly by the School District (4 members) and the City Commission (3 members)

MEETING: Third Tuesday of each month at 5:30 P.M.
Hackley Public Library/Julia Hackley Room

TERM: 4 Years

COMPOSITION

TYPE	DESCRIPTION
A	4 School District Appointments
B	3 City Commission Appointments

CURRENT MEMBERS

(Staff Liaison – Jonathan Seyferth 231-724-6724)

TYPE	NAME	TERM EXP.
A	Oneata Bailey	6/30/2029
A	Gary Neal	6/30/2029
A	Greg Sischo	6/30/2028
A	Ardena Duren	6/30/2028
B	Brad Hastings	6/30/2026
B	Jenna Lakos	6/30/2027
B	Barbara VanFossen*	6/30/2028 Assessor

(* Chairperson)

DOWNTOWN DEVELOPMENT AUTHORITY- BROWNFIELD REDEVELOPMENT AUTHORITY BOARD- TAX INCREMENT FINANCE AUTHORITY

PURPOSE

To correct and prevent deterioration in the Downtown Development District, to encourage historic preservation, to create and implement development plans, to promote economic growth, and to acquire and dispose of interests in real and personal property, to levy and collect taxes, to issue bonds and use tax increment financing (TIF).

MECHANICS

ENABLING LAW: Act 197, Public Acts of 1975 & City Code of Ordinances, Section 18-31 to 18-38
Oath required
Membership requirements = not less than eight or more than twelve
APPOINTED BY: City Commission
MEETING: Upon Demand
City Hall – 2nd Floor Conference Room #204
TERM: 4 Years

COMPOSITION

TYPE	DESCRIPTION
A	6 Members who have an interest in the property in the district
B	4 Citizens
C	2 Residents of the District
D	1 City Manager

CURRENT MEMBERS

(Staff Liaison – Jocelyn Hines 231-724-6722)

TYPE	NAME	TERM EXP.
A	James Curtis	1/31/2027
A	Michael Kleaveland ***	1/31/2028
A	Kiel Reid	1/31/2027
A	Andrew Boyd	1/31/2029
B	Kathryn Lynnes	1/31/2030
A	Bob Tarrant	1/31/2027
A	Brad Hastings	1/31/2027
B	Martha Bottomley *	1/31/2027
B	Sherri Black	1/31/2028
B	Jeanette Moore	1/31/2030
C	Chad Doane	1/31/2030
C	JoAnn Dornbos	1/31/2027
D	Jonathan Seyferth	City Manager

(* Chairperson) (** Vice Chairperson) (***)Secretary)

ELECTION COMMISSION

PURPOSE

Duties involve the examination of voting machines prior to a City election, and the appointment of Inspectors prior to a City election.

MECHANICS

ENABLING LAW: City Charter (Ch.II-4) & State of Michigan Election Law
Oath Required
APPOINTED BY: City Commission
MEETING: Upon Demand
TERM: 3 Years

COMPOSITION

TYPE	DESCRIPTION
A	3 Citizens

CURRENT MEMBERS

(Staff Liaison – Ann Marie Meisch 231-724-6705)

TYPE	NAME	TERM EXP.
A	Wanda Matsey	1/31/2028
A	Betty Ivory-Roberts	1/31/2027
A	Casey Allard	1/31/2029

(* Chairperson)

EQUAL OPPORTUNITY COMMITTEE

PURPOSE

The committee is established to monitor and recommend hiring practices to the Civil Service Commission to achieve a higher level of minority and female employment in City government.

- To monitor and recommend rules and regulations to achieve compliance in meeting Federal and State EEO guidelines.
- To investigate and recommend determination(s) of any complaints alleging non-compliance with existing rules, regulation, or policies.
- Address discrimination complaints and concerns internally, and externally
- Ensure non-discrimination in Municipal Wellness Programs and in Group Health Plans.
- Educational and programmatic initiatives and activities
- Equal Business Opportunity policies
- Monitors Fair Housing Practices & Tenant/Landlord Rights & Foreclosure Prevention
- Limited English Proficiency (LEP)
- Tax Abatement Policy Compliance
- Affirmative Action Employment of Minorities and Women under City Contracts
- MLK Unity Breakfast Committee
- To assist elected officials in adopting measures to keep peace, good order and harmony among citizens; to avoid inter group tensions, promote good will, and ensure equality or treatment and opportunities to all, regardless of race, color, creed, national origin, ancestry, age, sex, marital status, disability, lawful source of income, sexual orientation or gender identity.

MECHANICS

ENABLING LAW: Equal Opportunity Commission Act of 1986
Oath not required

APPOINTED BY: City Commission

MEETING: Quarterly
City Hall – 1st floor Conference Room #103

TERM: 3 Years

COMPOSITION

TYPE	DESCRIPTION
A	4 Citizens (1 Representative from each Ward)
B	3 Citizens At-Large
C	2 City Commissioners (Ex-Officio)
D	1 County EEO Director/Officer

CURRENT MEMBERS

(Staff Liaison – Dwana Thompson 231-724-6703)

TYPE	NAME	TERM EXP.
A	Kelly Gooden (1)	1/31/2027
A	VACANT (2)	1/31/2029
A	Kiara McCain (3)	1/31/2027
A	VACANT (4)	1/31/2029
B	Philip Hickman	1/31/2028
B	Lisa Judge	1/31/2028
B	Tranae Harris	1/31/2028
C	Kiley Jackson	City Commission
C	Willie German	City Commission
D	Kristen Wade	County EEO Director

(* Chairperson)

FARMERS MARKET ADVISORY BOARD

PURPOSE

A formal committee to act in an advisory capacity to the City Commission on all matters dealing with the Muskegon Farmers Market to include, but not be limited to, farmers market ideas, rules, marketing, issues, complaints, etc.

MECHANICS

APPOINTED BY: City Commission
MEETING: Quarterly
TERM: 3 Years

COMPOSITION

TYPE	DESCRIPTION
A	4 Seasonal Farmers
B	2 Seasonal Crafters/Artisans
C	1 Seasonal Food Vendor
D	2 Citizens At-Large
E	1 City Commissioner (Ex-Officio)

CURRENT MEMBERS

(Staff Liaison – Ann Marie Meisch/Lisa Potter 231-722-3251)

TYPE	NAME	TERM EXP.
A	Kim Martens	1/31/2027
A	David England	1/31/2028
A	Jon Visser	1/31/2029
A	John Zandstra	1/31/2027
B	Colly Travis	1/31/2028
B	Sabryna Benmark	1/31/2029
C	Kristin Johnson	1/31/2027
D	Jeanine Platt	1/31/2028
D	Kemmie Sargent	1/31/2029
E	Rebecca St. Clair	City Commission

(* Chairperson)

HISTORIC DISTRICT COMMISSION

PURPOSE

Identify and evaluate structures or sites worthy of preservation, and be involved in projects or programs to this end. Disseminate public information concerning these structures and sites, and consider ideas regarding them with groups of individuals interested in historic preservation. Make appropriate recommendations to the City Commission for encouraging and achieving historic preservation.

MECHANICS

ENABLING LAW: City Code of Ordinances, Chapter 38, Division 2, Sections 38-202 through 38-123
Oath not required

APPOINTED BY: City Commission

MEETING: First Tuesday of each month at 4:00 P.M.
City Hall – Commission Chambers

TERM: 3 Years

COMPOSITION

TYPE	DESCRIPTION
A	1 City Commissioner
B	1 Registered Architect
C	2 Members from a local preservation society (at least one of whom is a member of the Muskegon Heritage Association)
D	2 Persons who reside or have occupational or financial interest in one or more of the historic districts
E	1 Citizen or more to complete the membership to seven (7) people

CURRENT MEMBERS

(Staff Liaison – Jamie Pesch 231-724-4405)

TYPE	NAME	TERM EXP.
A	Katrina Kochin	City Commission
B	VACANT	1/31/2028
C	Steven Radtke*	1/31/2027
C	Jacquelyn Huss	1/31/2027
D	Corbin Davis	1/31/2029
D	Gregory Borgman	1/31/2028
E	David Gregersen	1/31/2029

(* Chairperson)

HOUSING CODE BOARD OF APPEALS

PURPOSE

To grant variances in cases where the general requirements of the ordinance creates a hardship on individual owners and to provide for final interpretations of the provisions of this code.

MECHANICS

ENABLING LAW: City Code of Ordinances, Section 10-84 & Section 10-371 through 10-382
Oath not required

APPOINTED BY: City Commission

MEETING: First Thursday of each month at 5:30 P.M.
City Hall – Commission Chambers

TERM: 3 Years

COMPOSITION

TYPE	DESCRIPTION
A	6 Citizens
B	1 Director of Inspection Services
C	1 City Commissioner

CURRENT MEMBERS

(Staff Liaison – Tim Kozal 231-724-6954)

TYPE	NAME	TERM EXP.
A	Johnna Willis	1/31/2028
A	Kim Burr	1/31/2029
A	DeMario Phillips	1/31/2028
A	Benjamin Carson	1/31/2027
A	Walt Kubanek	1/31/2030
A	Kemmie Sargent	1/31/2029
B	Tim Kozal	Director of Inspection Services
C	Willie German	City Commission

(* Chairperson)

HOUSING COMMISSION

PURPOSE

To propose, provide, and manage decent, safe, and sanitary housing for low-income residents according to programs approved by the City Commission.

MECHANICS

ENABLING LAW: City Code of Ordinances, Section 2-321 through 2-325
Oath not required
APPOINTED BY: City Commission
MEETING: Third Tuesday of each month at 12:30 P.M.
Hartford Terrace – Assembly Room
TERM: 5 Years

COMPOSITION

TYPE	DESCRIPTION
A	5 Citizens (one of which is a resident of a Public Housing Facility)
B	1 City Commissioner (Ex-Officio)

CURRENT MEMBERS

(Staff Liaison – Jonathan Seyferth 231-724-6724)

TYPE	NAME	TERM EXP.
A	VACANT ***	1/31/2031
A	Jonathon Wilson	1/31/2027
A	Ken Grant	1/31/2028
A	Oneata Bailey **	1/31/2029
A	Jake Eckholm	1/31/2030
B	Rebecca St.Clair	City Commission

(* Chairperson) (** Co-Chairperson) (***) resident of a Public Housing Facility)

INCOME TAX BOARD OF REVIEW

PURPOSE

To grant and hold hearings on appeals of taxpayers or employers who have been assessed tax, denied a claim for refund, or aggrieved by a special ruling of the Administrator.

To issue a decision after holding a hearing which affirms, reverses, or modifies the matter.

To furnish a copy of its decision to both the appellant and the Administrator.

MECHANICS

ENABLING LAW: City Code of Ordinances, Section 82-81 through 82-82 & At 284 of 1964

Oath not required

APPOINTED BY: City Commission

MEETING: Upon Demand

TERM: 3 Years

COMPOSITION

TYPE	DESCRIPTION
A	3 Residents
B	1 City Management Representative

CURRENT MEMBERS

(Staff Liaison – Peggy Thorsen Straley 231-724-6791)

TYPE	NAME	TERM EXP.
A	VACANT	1/31/2029
A	Patrick Kiely	1/31/2027
A	VACANT	1/31/2028
B	Jonathan Seyferth *	City Manager

(* Chairperson) (** Co-Chairperson)

LAKESIDE BUSINESS IMPROVEMENT DISTRICT

PURPOSE

The Muskegon Lakeside Business Improvement District was created to provide enhanced services in the Lakeside Business District through marketing activities, common area maintenance such as snow removal and beautification. The intention in the BID's creation was to provide a "funding bridge" to a newly created Lakeside Corridor Improvement District and eventually have the BID expire as the CIA becomes able to fund the activities of the BID.

MECHANICS

ENABLING LAW: Michigan Act 120 of 1961 as amended through 2003
APPOINTED BY: City Commission
MEETING: Every month, first Tuesday at 9:00 A.M.
City Hall – Room #204
TERM: 3 Years

COMPOSITION

TYPE	DESCRIPTION
A	8 Assessed property owners or their representatives
B	1 City management representative by statute

CURRENT MEMBERS

(Staff Liaison – Isabela Gonzalez (231-724-4141))

TYPE	NAME	TERM EXP.
A	Louise Hopson	1/31/2029
A	Mark Flermoen *	1/31/2027
A	Jerome Johnson	1/31/2028
A	Melanie Lyonnais	1/31/2028
A	Dick Ghezzi	1/31/2027
A	Nils Bodman	1/31/2029
A	Carol Castle	1/31/2028
A	Margaret Smith	1/31/2029
B	Jonathan Seyferth**	City Manager

(* Chairperson) (** Vice Chairperson)

LOCAL DEVELOPMENT FINANCE AUTHORITY

PURPOSE

To encourage local development to prevent conditions of unemployment and promote economic growth, to create and implement development plans; to acquire and dispose of interests in real and personal property; to issue bonds and other evidences of indebtedness if and when needed; and to use tax increment financing, if needed, to achieve its goals.

MECHANICS

ENABLING LAW: Act 281, Public Acts of 1986
Oath required

APPOINTED BY: 7 Members by the City Commission
2 Members by the Superintendent of Orchard View School District
2 Members by the Superintendent of Muskegon School District
1 Member by the Muskegon County Board of Commissioners
1 Member by the President, Muskegon Community College

MEETING: Upon Demand

TERM: 4 Years

COMPOSITION

TYPE	DESCRIPTION
A	7 Citizens/Interest in District
B	2 Orchard View School District Representatives
C	2 Muskegon Public School District Representatives
D	1 County Representative
E	1 MCC Representative

CURRENT MEMBERS

(Staff Liaison – Jake Eckholm 231-724-6780)

TYPE	NAME	TERM EXP.
A	VACANT	1/31/2027
A	Andrew Wible	1/31/2028
A	Bennie Chambers	1/31/2028
A	VACANT	1/31/2029
A	Kevin Ricco	1/31/2029
A	Jeffery A. Burr	1/31/2030
A	VACANT	1/31/2030
B	VACANT	1/31/2030
B	VACANT	1/31/2030
C	Matthew Cortez	1/31/2029
C	Catherine Emery	1/31/2028
D	Mark Eisenbarth	1/31/2027
E	VACANT	1/31/2027

(* Chairperson) (** Vice Chairperson)

LOCAL OFFICER’S COMPENSATION COMMISSION

PURPOSE

Shall recommend salaries of all local elected officials.

MECHANICS

ENABLING LAW: City Code of Ordinances, Section 2-296 through 2-305

Oath not required

APPOINTED BY: City Commission

MEETING: Every odd-numbered year

TERM: 7 Years

COMPOSITION

TYPE	DESCRIPTION
A	7 Citizens

CURRENT MEMBERS

(Staff Liaison – Jonathan Seyferth 231-724-6724)

TYPE	NAME	TERM EXP.
A	Gregory Borgman	1/31/2033
A	Dwayne Lang	1/31/2027
A	Michael Hughes	1/31/2028
A	Paul Edbrooke	1/31/2029
A	Marty Ferriby	1/31/2030
A	Heather Hill	1/31/2031
A	Walt Kubanek	1/31/2032

PARKS AND RECREATION ADVISORY COMMITTEE

PURPOSE

To advise the city commission of matters relating to the proper conduct of public recreation, programs and/or facilities within the city which shall be referred to such board from time to time.

MECHANICS

ENABLING LAW: City Code or Ordinances, Sections 68-61
Oath not required

APPOINTED BY: City Commission

MEETING: Quarterly on 3rd Wednesday @ 5:30 pm – City Hall Commission Chambers

TERM: 3 Years

COMPOSITION

TYPE	DESCRIPTION
A	1 City Commissioner
B	1 Muskegon Public School District Representative
C	2 Residents of Ward 1
D	2 Residents of Ward 2
E	2 Residents of Ward 3
F	2 Residents of Ward 4
G	2 Residents At Large

CURRENT MEMBERS

(Staff Liaison – Kyle Karczewski 231-724-6776)

TYPE	NAME	TERM EXP.
A	Ken Johnson, Mayor	City Commission
B	Lynnette Marks	1/31/2027
C	Sarah Delarosa	1/31/2027
C	Hillery Ross-Furse	1/31/2028
D	VACANT	1/31/2027
D	Yancy Weaver	1/31/2029
E	David Ruck	1/31/2027
E	Sidney Long	1/31/2029
F	Leann Heywood	1/31/2027
F	Aaron Bodbyl-Mast	1/31/2028
G	John Burt	1/31/2027
G	Roberta King	1/31/2028

PLANNING COMMISSION

PURPOSE

Make and adopt a master plan for the physical development of the municipality. Plan shall show recommendations for the development of the territory. The Commission may amend, extend, or add to the plan. The Commission shall have power to promote public interest in and understanding of the plan, may publish, distribute, and employ means of publicity and education as it may determine. The Planning Commission shall adopt regulations governing the subdivision of land within its jurisdiction.

MECHANICS

ENABLING LAW: City Code of Ordinances, Section 66-31 through 66-75
Oath not required
APPOINTED BY: City Commission
MEETING: Thursday following the 2nd Tuesday of each month at 4:00 P.M.
TERM: 3 Years

COMPOSITION

TYPE	DESCRIPTION
A	6 Citizens
B	1 City Administrator
C	1 City Commissioner
D	1 Mayor

CURRENT MEMBERS

(Staff Liaison – Mike Franzak 231-724-6982)

TYPE	NAME	TERM EXP.
A	Lea Willett LeRoi	1/31/2027
A	Steve Gawron	1/31/2027
A	Lashae Simmons II	1/31/2027
A	Bryon Mazade	1/31/2029
A	Margarita DeLaGarza	1/31/2029
A	Shonie Blake	1/31/2029
B	Jonathan Seyferth	City Manager
C	Destinee Keener	City Commission
D	Ken Johnson	Mayor

(* Chairperson) (** Vice Chairperson)

ZONING BOARD OF APPEALS

PURPOSE

To grant variances in cases where the general requirements of ordinance creates a hardship on individual owners and to make interpretation of code.

MECHANICS

ENABLING LAW: State Act No. 207 of 1921, as amended (125.581) & Zoning Ordinance Article XXV
Oath not required

APPOINTED BY: City Commission

MEETING: Second Tuesday of each month at 4:00 P.M.

TERM: 3 Years

COMPOSITION

TYPE	DESCRIPTION
A	1 City Commissioner
B	5 Residents
C	1 Planning Commission Member

CURRENT MEMBERS

(Staff Liaison – Mike Franzak 231-724-6982)

TYPE	NAME	TERM EXP.
A	Destinee Keener	City Commission
B	Deborah Crockett	1/31/2027
B	Roberta King	1/31/2028
B	Virginia Taylor	1/31/2029
B	Thomas Foupht	1/31/2029
B	VACANT	1/31/2029
C	Stephen Gawron	1/31/2029

BOARD MEMBER DESIRED SKILL SETS

The following is a list of boards/committees and the desired skill sets and experience for potential members.

[Citizens Police Review Board](#) – Police Enforcement, Community Engagement/Organization, Human Resources

[Civil Service Commission](#) – Human Resources, Civil Service Administration

[Community Development Block Grant - Citizens District Council](#) – Federal Housing Administration, Grant Writing, Non-Profit Administration

[Construction Code Board of Appeals](#) – Architecture, Banking/Financing, Building Construction, Engineering, Real Estate

[Downtown Development Authority/Brownfield Redevelopment Authority](#) – Economic Development, Chemical Engineering, Architecture, Banking/Financing, Building Construction, Engineering, Real Estate

[Equal Opportunity Commission](#) – Human Resources, Diversity Director, Office Administration

[Local Development Finance Authority](#) – Economic Development, Banking/Financing, Building Construction, Engineering, Real Estate

[Planning Commission](#) – Historic Preservation, Architecture, Building Construction, Engineering, AutoCAD/GIS, Land Use Planning, Real Estate/Development/Law, Zoning

[Zoning Board of Appeals](#) – Architecture, Building Construction, Engineering, AutoCAD/GIS, Land Use Planning, Real Estate/Development/Law, Zoning