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**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:

Instead of trying to formulate a hard and fast policy regarding attendance for the many boards, commissions, and committees with their various needs and schedules, the Community Relations Committee believes it would be more feasible to rely on the Chairperson of each group to manage the issue. The City Commission could then just assess attendance performance using regular reports from the Chairperson of each group.

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 continued appointment.

On a quarterly 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 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.

**CITY OF MUSKEGON
TALENT BANK APPLICATION**

DATE: _____

Please Type or Print. Applications will be kept on file for one year. All applicants subject to a background check.

NAME: _____ HOME PHONE #: _____

HOME ADDRESS: _____ WORK PHONE #: _____

DATE OF BIRTH: _____ E-MAIL ADDRESS: _____

OCCUPATION: _____ EMPLOYER: _____
(If retired, give former occupation)

EDUCATION: _____

PERSONAL REFERENCES: (Please list the name and phone numbers of three personal references)

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

3. Name: _____ Phone: _____

PERSONAL & COMMUNITY ACTIVITIES: _____

CIVIC ORGANIZATIONS: _____

NEIGHBORHOOD ASSOCIATION MEMBER: Yes: _____ No: _____

MARK BOARDS/COMMISSIONS/COMMITTEES YOU WISH TO SERVE ON – MARK FIRST CHOICE WITH #1

- | | |
|--|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Housing Commission |
| <input type="checkbox"/> Citizen's Police Review Board | <input type="checkbox"/> Income Tax Board of Review |
| <input type="checkbox"/> Civil Service Commission | <input type="checkbox"/> Local Develop. Finance Authority |
| <input type="checkbox"/> CDBG-Citizen's District Council | <input type="checkbox"/> Local Officer's Compensation Committee |
| <input type="checkbox"/> Construction Board of Appeals | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> District Library Board | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Downtown Development Authority/Brownfield Board | |
| <input type="checkbox"/> Election Commission | |
| <input type="checkbox"/> Historic District Commission | |
| <input type="checkbox"/> Housing Code Board of Appeals | |

Why would you be a good member of this committee? What do you bring to the committee? _____

Are you willing to serve on any other boards/committees not marked? Yes: _____ No: _____

If applying for the Citizen's Police Review Board, are you a member of one of the following minority coalition groups?

- | | | |
|--|--|---|
| <input type="checkbox"/> Muskegon Urban League | <input type="checkbox"/> NAACP – Muskegon Chapter | <input type="checkbox"/> Latinos Working for the Future |
| <input type="checkbox"/> Nation of Islam | <input type="checkbox"/> Ad Hoc Committee for Equality and Justice | |

Attach Additional Sheets or Resume if Desired.

Return this form to: City Clerk's Office, 933 Terrace St., Muskegon, MI 49440

BOARD OF REVIEW (Staff Liaison – Donna Stokes - 724-6708)

(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 – Denny Powers - 724-6764)

(First Monday of each month @ 6:30 P. M. – City Hall/1st Floor Conference Room 103)

- 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 – Deborah Groeneveld 724-6442)

(Second Thursday of each month @ 4:00 P.M. - City Hall/2nd Floor Conference Room 203)

- 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 – Oneata Bailey - 724-6717)

(First Tuesday of each month @ 5:30 P.M. – City Hall/ 2nd Floor Conference Room 203)

- 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 – Jeffrey Lewis - 724-6715)

(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 – Bryon Mazade - 724-6724)

(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

(Staff Liaison – Cathy Brubaker-Clarke - 724-6702)
(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 Cummings - 724-6705)

(Upon Demand)

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

HISTORIC DISTRICT COMMISSION (Staff Liaison – Mike Franzak - 724-6702)

(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 – Jeffrey Lewis - 724-6715)
(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 – Bryon Mazade - 724-6724)
(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 – Kenneth Grant - 724-6770)
(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.

LOCAL DEVELOPMENT FINANCE AUTHORITY (Staff Liaison – Cathy Brubaker-Clarke - 724-6702)
(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 COMM. (Staff Liaison - Bryon Mazade - 724-6724)
(Every odd numbered year)

- Shall recommend salaries of all local elected officials.

PLANNING COMMISSION (Staff Liaison – Mike Franzak - 724-6702)
(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)
(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

<u>OFFICE & EXPIRATION DATE</u>	<u>NAME & ADDRESS</u>	<u>TELEPHONE NUMBERS</u>
Mayor 12/31/2013	Stephen Warmington 1524 Lakeshore Drive, 49441	(H) 755-5057
Vice Mayor 12/31/2013	Stephen Gawron 1362 Palmer Ave., 49441	(H) 755-3425
City Commissioner 12/31/2013	Sue Wierengo 1510 Beach Street, 49441	(H) 755-4334
City Commissioner Ward 1 12/31/2015	Eric Hood 1410 Creston, 49442	(H) 343-2706
City Commissioner Ward 2 12/31/2015	Willie German 1240 Sanford, 49441	(H) 728-8326
City Commissioner Ward 3 12/31/2015	Lawrence O. Spataro 1567 Sixth, 49441	(H) 725-9384 (W) 724-1107
City Commissioner Ward 4 12/31/2015	Byron Turnquist 1579 E. Harbour Towne Circle, 49441	(H) 755-9152
<u>TITLE</u>	<u>NAME & ADDRESS</u>	<u>TELEPHONE NUMBERS</u>
City Manager	Bryon L. Mazade 933 Terrace St., 49440	(H) 759-8635 (W) 724-6724
City Attorney	John Schrier 601 Terrace St., 49440	(H) 759-0990 (W) 722-5401

CITY OFFICIALS

DEPARTMENT HEADS

<u>TITLE</u>	<u>NAME</u>	<u>TELEPHONE NUMBER</u>
Affirmative Action Director	Dwana Thompson	724-6724
Assistant City Manager		724-6724
Assistant Finance Director	Elizabeth Lewis	724-6917
City Assessor/County Equalization	Donna Stokes	724-6708
City Clerk	Ann Marie Cummings	724-6705
City Engineer	Mohammed Al.-Shatel	
City Treasurer	Derrick Smith	724-6722
Civil Service	Deborah Groenveld	724-6442
Community & Economic Development Director	Cathy Brubaker-Clarke	724-6702
Community Services Director	Oneata Bailey	724-6717
Deputy Director of Public Safety for Fire Services		724-6792
Deputy Director of Public Works		724-6707
Director of Public Safety	Jeffrey Lewis	724-6955
Finance Director	Tim Paul	724-6713
Income Tax Administrator	Kenneth Grant	724-6770
Information Systems Director	Jim Maurer	724-6964
Public Works/Parks Director	Mohammed Al-Shatel	724-4100

COMMISSION COMMITTEES

COMMISSION WORK SESSION

(Staff Liaison: Ann Marie Cummings)

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

MEMBERS: Lawrence Spataro
Stephen Gawron
Stephen Warmington
Byron Turnquist
Sue Wierengo
Eric Hood
Willie German

COMMUNITY RELATIONS COMMITTEE

(Staff Liaison: Ann Marie Cummings)

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

MEMBERS: Stephen Warmington
Willie German
Eric Hood
Lawrence Spataro
Byron Turnquist
Stephen Gawron
Sue Wierengo

LEGISLATIVE/POLICY COMMITTEE

(Staff Liaison: Bryon Mazade)

MEETING: Fourth Wednesday of January, April, July, and October @ 5:30 P.M.
City Hall – Commission Chambers

MEMBERS: Stephen Gawron
Willie German
Byron Turnquist
Stephen Warmington
Lawrence Spataro
Eric Hood
Sue Wierengo

BOARD OF REVIEW

PURPOSE

Review of the Assessment Rolls.

MECHANICS

ENABLING LAW: City Charter (Ch. XI - Sec. 2), City Code of Ordinances Section 2-256, Oath not required.
APPOINTED BY: City Commission
MEETING: 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
TERM: 2 Years

COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	6 Citizens
B	City Assessor
C	Deputy Assessor

CURRENT MEMBERS

(Staff Liaison – Donna Stokes)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	John Derbin	2312 Westwood R.	1	206-3516	1/31/14
A	Lawrence DeVoogd	3176 Boltwood Dr.	1	759-8323	1/31/14
A	Donald Haas	3087 Knollwood Ct.	1	755-6629	1/31/13
A	Georgia Strube*	1895 Sanford #1	1	755-3541	1/31/13
A	Ralph Burr	1275 Emerson Ave.	2	773-5292	1/31/13
A	Luther Dease	1379 Lawrence	2	777-2048	1/31/14
B	Donna Stokes	933 Terrace St.	3	724-6708	Assessor
C	Dan VanderKooi	933 Terrace St.	3	724-6708	Dep. Assess

(* 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 11/10/98 - Oath not required.
APPOINTED BY: Mayor/City Commission
MEETING: First Monday of each month @ 6:30 P.M.
City Hall – 1st Floor Conference Room #103
TERM: 2 Years

COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	3 Members of Minority Based Organization
B	2 Citizens At-Large
C	1 Law Enforcement Professional
D	3 Neighborhood Association Representatives

CURRENT MEMBERS

(Staff Liaison – Denny Powers)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Quintan Cooley	1476 Evanston Ave.	2	747-6174	1/31/14
A	William Muhammad *	2780 Peck St., Apt 4	4	343-8396	1/31/13
A	Carlos Flores	1788 Ruddiman St.	1	288-0240	1/31/13
B	Andrew Cirner	1972 Miner Ave.	1	288-8678	1/31/13
B	Irene (Connie) Navaro	1486 James	2	773-9504	1/31/13
C	David J. Bukala	4434 Manchester Ln Twin Lake MI 49457		744-4092	1/31/14
D	Ruby Clark	1350 James	2	288-3051	1/31/14
D	Dollie Hippchen	325 Houston	1	726-4890	1/31/13
D	Ann Craig	1387 Sixth St.	1	726-6345	1/31/13

(* 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: Mayor/City Commission
MEETING: Second Thursday of each month @ 4:00 P.M.
City Hall– 2nd Floor Conference Room #203
TERM: 6 Years

COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	3 Citizens

CURRENT MEMBERS

(Staff Liaison – Debbie Groeneveld)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	David Wendtland	1399 Nelson St.	1	755-5153	1/31/15
A	Norman Cunningham	1980 Ridge Ave.	1	286-5431	1/31/17
A	David-George Newsome	428 Marquette	2	722-1316	1/31/13

(* Chairperson)

COMMUNITY DEVELOPMENT BLOCK GRANT - CITIZEN'S DISTRICT COUNCIL

PURPOSE

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

MECHANICS

ENABLING LAW: City Code of Ordinances, Section 2-146 thru 2-150 – Oath not required.
APPOINTED BY: Mayor/City Commission
MEETING: First Tuesday of each month @ 5:30 P.M.
City Hall - 2nd Floor Conference Room #203
TERM: 3 Years

COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	4 Citizens representing each of the four (4) Wards
B	3 Citizens at large
C	2 Target Area Representatives
D	1 Member of the City Commission

CURRENT MEMBERS

(Staff Liaison – Oneata Bailey)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Rosalind Yvonne Ford	(1) 615 Sumner Apt A	2	726-4946	1/31/15
A	Jonathan T. Phillips	(2) 511 Houston	1	722-0469	1/31/15
A		(3)			1/31/15
A	Lori Duff	(4) 1515 Winchester	1	578-2735	1/31/15
B	Chris Carter	943 Ada	2	777-4784	1/31/15
B	Addie Sanders-Randall	38 E. Iona Ave.	2	728-2113	1/31/13
B	Thomas Pastoor**	1291 Terrace St.	2	722-7481	1/31/13
C	Virgie Jackson	1445 Dudley	2	777-1146	1/31/13
C					1/31/13
D	Stephen Gawron	1362 Palmer	1	755-3425	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, Article II, Section 10-31 to 10-64
APPOINTED BY: City Manager
MEETING: Upon Demand – Minimum of twice per year
TERM: 2 Years

COMPOSITION

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

CURRENT MEMBERS

(Staff Liaison – Jeffrey Lewis)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A					1/31/14
B	Robert Lowder	2555 E. White Lake Drive Twin Lake, 49457		828-6284	1/31/14
C	Matt Tighe	1448 Beach St.	1	759-1401	1/31/13
D	John E. Smith	1470 Wesley	2	773-0529	1/31/14
E	Vicki Webster	2512 Lorenson	5	766-2050	1/31/13
F					1/31/13
G	Michael J. McPhall	3415 Lake Dunes Dr.	1	755-3327	1/31/14

(* 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 @ 5:30 P.M.
Hackley Public Library/Julia Hackley Room

TERM: 4 Years

COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	School District Appointment
B	Mayor/City Commission Appointment

CURRENT MEMBERS

(Staff Liaison – Bryon Mazade)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Rev. Donald Mathews	3200 Boltwood	1	755-4832	6/30/14
A	Sue Gawron	1362 Palmer	1	755-3425	6/30/14
A	Charles Johnson *	1486 Dudley Ave.	2	773-9217	6/30/12
A	John Derbin	2312 Westwood	1	759-8701	6/30/12
B	Clayton Hardiman	1221 Marcoux	2	777-2054	6/30/14
B	Doris Rucks	348 Cross Ave.	2	722-0077	6/30/15
B	Barbara VanFossen	3276 Boltwood	1	755-6124	6/30/12

(* 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 Manager/City Commission
 MEETING: When Needed
 City Hall – 1st Floor Conference Room #103
 TERM: 4 Years

COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	5 Members must have an interest in the property in the district
B	4 Citizens
C	1 Resident of the district
D	1 City Manager

CURRENT MEMBERS

(Staff Liaison – Cathy Brubaker-Clarke)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Tim Taylor	1982 Forest Park	1	747-7975	1/31/15
A	Michael Kleaveland	1619 McGraft St.	1	727-0645	1/31/16
A	Eugene Fethke *	71 W. Webster	0	722-2375	1/31/13
A	Mike Johnson, Sr.	5496 Lake Harbor Rd	1	726-4046	1/31/13
A	Stephen C. Vaughan	2142 Geneva Lane	1	780-0096	1/31/14
B	Roger Brink	1460 E. Harbour Towne Circle	1	755-3874	1/31/15
B	Martha Bottomley	2337 Westwood	1	755-3431	1/31/15
B	Paul Edbrooke	2156 Letart Ave.	1	730-2426	1/31/16
B	Dan Rinsema-Sybenga	154 Campus	1	286-8608	1/31/14
C	Kenneth Kraus	297 W. Clay, #207	0	740-1248	1/31/14
D	Bryon Mazade	933 Terrace St.	3	724-6724	Manager

(* Chairperson)

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

<u>TYPE</u>	<u>DESCRIPTION</u>
A	3 Citizens

CURRENT MEMBERS

(Staff Liaison – Ann Marie Becker)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Wanda Matsey	1291 Fourth	1	728-41481	1/31/13
A	John Bronsema*	1168 Creekview	1	755-1721	1/31/15
A	Louis Spyke	1334 Beardsley	1	755-1004	1/31/14

(* 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, Section 38-56 thru 38-73 – Oath not required.
APPOINTED BY: City Commission
MEETING: First Tuesday of each month @ 4:00 P.M.
City Hall - Commission Chambers
TERM: 3 Years

COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	1 City Commissioner
B	1 Registered Architect
C	2 Members from local preservation societies (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 – Mike Franzak)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Lawrence Spataro	1567 Sixth St.	1	725-9384	Commission
B	David J. Mayville	120 Marsh Trail Norton Shores	4	736-8951	1/31/13
C	Jackie Hilt *	1627 Jefferson St.	1	722-2538	1/31/15
C	Linda Wood	1364 Lakeshore Dr.	1	755-6974	1/31/15
D	Susan Kroes **	1563 Jefferson	1	722-7276-W	1/31/14
D	Karen Panozzo	1641 Jefferson	1	722-0748	1/31/13
E	Steven J. Radtke	1669 Peck St.	1	616-402-4674	1/31/114

(* Chairperson) (** Vice 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 thru 10-382
– Oath not required.
APPOINTED BY: Mayor/City Commission
MEETING: First Thursday of each month @ 5:30 P.M.
City Hall - Commission Chambers
TERM: 3 Years

COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	6 Citizens
B	1 Director of Inspection Services
C	1 City Commissioner

CURRENT MEMBERS

(Staff Liaison – Jeffrey Lewis)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Ed Simmons	973 W. Forest	1	727-9613	1/31/13
A	William D. Krick	1762 Jefferson	1	747-6966	1/31/14
A	Gregory Borgman *	234 Houston	1	206-1938	1/31/13
A	Kirk Kolberg	3414 Whiskey Hollow	1	755-4928	1/31/15
A	Randy Mackie	1533 Peck St.	1	578-1061	1/31/15
A					1/31/14
B	Jeffrey Lewis	933 Terrace St.	3	724-6715	Inspections
C	Willie German	1240 Sanford	1	728-8326	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 thru 2-325 – Oath not required.
APPOINTED BY: City Manager/City Commission
MEETING: Third Monday of each month @ 11:30 A.M.
Hartford Terrace/Assembly Room
TERM: 5 Years

COMPOSITION

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

CURRENT MEMBERS

(Staff Contact – Bryon Mazade)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A					1/31/16
A	Katrina Hansen	1080 Terrace #904	2	327-0588	1/31/17
A	Maxine Lenear	604 Allen	2	728-9241	1/31/13
A	Edward Horne *	1409 Oak Ave.	2	773-3782	1/31/14
A	Jerry Lottie	1710 Jefferson	1	722-0941	1/31/15
B	Sue Wierengo	1510 Beach St.	1	755-4334	Commission

(* Chairperson)

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 thru 82-82 & Act 284 of 1964 – Oath not required.

APPOINTED BY: Mayor/City Commission

MEETING: Upon Demand

TERM: 3 Years

COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
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A	3 Residents
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CURRENT MEMBERS

(Staff Liaison - Kenneth Grant)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Catherine Young	1579 Nelson St.	1	755-5000	1/31/14
A	Chet Kordecki	1477 Ridge	1	759-7801	1/31/15
A	Kevin Woods (* Chairperson)	2378 Hadden	1	309-533-8600	1/31/13

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 of City Manager/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

<u>TYPE</u>	<u>DESCRIPTION</u>
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 Community College Representative

CURRENT MEMBERS

(Staff Liaison – Cathy Brubaker-Clarke)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Faye Redmond	1065 Calvin	2	773-5010	1/31/15
A	Andrew Cirner	1972 Miner	1	759-2450	1/31/16
A	T. Arnold Boezaart	17220 Quail Creek Spring Lake 49456		616-842-4327	1/31/16
A	Melissa Wikman	1508 Ridge Ave.	1	773-710-8520	1/31/13
A					1/31/13
A	Jeffery A. Burr	1360 Lakeshore Dr.	1	759-8755	1/31/14
A	Rosie Buchanan	1734 5 th St.	1	343-9657	1/31/14
B	Kim Bidwell	2310 Marquette	2	760-1304	1/31/16
B	Patricia Walstra	2310 Marquette	2	760-1304	1/31/14
C	Gary Privasky	349 W. Webster	0	720-2018	1/31/16
C					1/31/13
D	Bonnie Hammersley	990 Terrace	0	724-6520	1/31/15
E	Trynette Lottie Harps	221 Quarterline	2	777-0559	1/31/15

(* 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 thru 2-305 – Oath not required.
APPOINTED BY: Mayor/City Commission
MEETING: Every odd-numbered year
TERM: 7 Years

COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	7 Citizens

CURRENT MEMBERS

(Staff Liaison - Bryon Mazade)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A					1/31/19
A	Dwayne Lang	856 Ada	2	773-5383	1/31/13
A	Debra Crockett	328 Marquette	2	727-0300	1/31/14
A	Paul Edbrooke	2156 LeTart	1	730-2426	1/31/15
A	Willie German, Jr.	1240 Sanford	1	728-8326	1/31/16
A	Rosalind Yvonne Ford	615 Sumner Apt A	2	726-4946	1/31/17
A	Catherine Young	1579 Nelson St.	1	755-5000	1/31/18

(* Chairperson)

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 thru 66-75 – Oath not required.

APPOINTED BY: Mayor/City Commission

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

TERM: 3 Years

COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	6 Citizens
B	1 City Administrator
C	1 City Commissioner
D	1 Mayor

CURRENT MEMBERS

(Staff Liaison – Mike Franzak)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Joe Doyle	3108 Country Club	1	557-0553	1/31/15
A	Timothy Michalski	1583 Jefferson St.	1	726-2756	1/31/15
A	Bill Larson	1555 Randolph	1	755-5358	1/31/15
A	Leigh Ann Mikesell	2442 Winchester	1	759-2568	1/31/14
A	Blanche Smith	820 Stevens	2	773-3728	1/31/14
A	William Earl Parker	484 Houston	1	747-6753	1/31/14
B	Bryon L. Mazade	933 Terrace St.	0	724-6724	Manager
C	Lawrence Spataro	1567 Sixth Street	1	725-9384	Commission
D	Stephen Warmington	1524 Lakeshore Dr.	1	755-5057	Mayor

(* 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: Mayor/City Commission
MEETING: Second Tuesday of each month @ 4:00 P.M.
City Hall - Commission Chambers
TERM: 3 Years

COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	1 City Commissioner
B	5 Residents
C	1 Planning Commission Member

CURRENT MEMBERS

(Staff Liaison – Mike Franzak)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Willie German	1240 Sanford	1	728-8326	Commission
B	Raymond Hilt	1627 Jefferson	1	722-2538	1/31/15
B	Jane Clingman-Scott	3485 Lake Dunes Dr.	1	759-0593	1/31/13
B	Ernest Fordham	3201 Lake Ridge Ct.	1	759-0026	1/31/14
B	Steven Brock	2110 Mann	1	759-8018	1/31/14
B	Tammy Halterman	1642 Jefferson	1	747-6144	1/31/14
C	Bill Larson	1555 Randolph	1	755-5358	1/31/12

(* Chairperson)