



# COMMUNITY RELATIONS INDEX

2018

CITY OF MUSKEGON

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

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/COMMITTEE DUTIES**

### **BOARD OF REVIEW** (Staff Liaison – Donna VanderVries - 724-6386)

(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.

### **BUSINESS IMPROVEMENT DISTRICT** (Staff Liaison-Frank Peterson)

Every other month, fourth Tuesday, 4 p.m. at the Hines Building, 380 W. Western Ave., Muskegon, MI 49440 in the chamber training room.

- Establish a Downtown Muskegon Business Improvement District, designating the boundaries of the BID, and establishing the Downtown Muskegon Business Improvement District Board.

### **CITIZEN'S POLICE REVIEW BOARD** (Staff Liaison – Samantha Ferguson - 724-6764)

(First Monday of each month @ 6:30 P. M. – City Hall/1<sup>st</sup> 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 – Kristen Wade 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/ 2<sup>nd</sup> 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 – Frank Peterson - 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 – Mike Franzak - 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 Meisch - 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.

**EQUAL OPPORTUNITY COMMITTEE** (Staff Liaison – Dwana Thompson - 724-6703)  
(Quarterly)

**MISSION STATEMENT**

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.

## **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.

**HISTORIC DISTRICT COMMISSION** (Staff Liaison – Jamie Pesch - 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 – Frank Peterson - 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 – Mike Franzak - 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 – Franklin Peterson - 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 2<sup>nd</sup> 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.

<b><u>CITY OFFICIALS</u></b>		
<b><u>CITY COMMISSION</u></b>		
<b><u>OFFICE &amp; EXPIRATION DATE</u></b>	<b><u>NAME &amp; ADDRESS</u></b>	<b><u>TELEPHONE NUMBERS</u></b>
Mayor 12/31/2021	Stephen Gawron 1362 Palmer Ave., 49441	(H) 755-3425
City Commissioner (At Large) 12/31/2021	Ken Johnson 1281 Montgomery Ave. 49441	(H) 329-5825
City Commissioner (At Large) 12/31/2021	Daniel Rinsema-Sybenga 154 Campus Ave., 49441	(H) 281-8608
City Commissioner Ward 1 Vice-Mayor 12/31/2019	Eric Hood 1410 Creston, 49442	(H) 343-2706
City Commissioner Ward 2 12/31/2019	Willie German 1240 Sanford, 49441	(H) 728-8326
City Commissioner Ward 3 12/31/2019	Debra Warren 123 Larch , 49441	(H) 375-9718
City Commissioner Ward 4 12/31/2019	Byron Turnquist 1579 E. Harbour Towne Circle, 49441	(H) 755-9152
<b><u>TITLE</u></b>	<b><u>NAME &amp; ADDRESS</u></b>	<b><u>TELEPHONE NUMBERS</u></b>
City Manager	Frank Peterson 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**

<b><u>TITLE</u></b>	<b><u>NAME</u></b>	<b><u>TELEPHONE NUMBER</u></b>
EEO & Employee Relations Director	Dwana Thompson	724-6703
Assistant City Manager		
Assistant Finance Director	Kenneth Grant	724-6932
City Assessor/County Equalization	Donna VanderVries	724-6386
City Clerk	Ann Marie Meisch	724-6705
City Engineer	LeighAnn Mikesell	724-4100
City Treasurer	Sarah Petersen	724-6709
Civil Service	Kristen Wade	724-6442
Planning Manager	Mike Franzak	724-6982
Community Services Director	Oneata Bailey	724-6718
Deputy Director of Public Safety for Fire Services		
Deputy Director of Public Works		
Director of Public Safety	Jeffrey Lewis	724-6954
Finance Director	Elizabeth Lewis	724-6917
Income Tax Administrator	Kenneth Grant	724-6932
Information Systems Director	Jim Maurer	724-6964
Public Works/Parks Director	LeighAnn Mikesell	724-4100

## **COMMISSION COMMITTEES**

### **COMMISSION WORK SESSION**

(Staff Liaison: Ann Marie Meisch)

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

**MEMBERS:** Debra Warren  
Stephen Gawron  
Byron Turnquist  
Daniel Rinsema-Sybenga  
Eric Hood  
Willie German  
Ken Johnson

### **COMMUNITY RELATIONS COMMITTEE**

(Staff Liaison: Ann Marie Meisch)

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

**MEMBERS:** Willie German  
Eric Hood  
Debra Warren  
Byron Turnquist  
Stephen Gawron  
Daniel Rinsema-Sybenga  
Ken Johnson

### **LEGISLATIVE/POLICY COMMITTEE**

(Staff Liaison: Franklin Peterson)

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

**MEMBERS:** Stephen Gawron  
Willie German  
Byron Turnquist  
Debra Warren  
Eric Hood  
Daniel Rinsema-Sybenga  
Ken Johnson

**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 required for new members only  
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 VanderVries)

<u>TYPE</u>	<u>NAME</u>	<u>TERM EXP.</u>
A	Mary Jamieson	1/31/20
A	Don Correll	1/31/20
A	Jane Clingman-Scott	1/31/19
A	Bryon Mazade	1/31/19
A	Ralph Burr	1/31/19
A	Clinton Todd	1/31/20
B	Donna VanderVries	Assessor
C	Dan VanderKooi	Dep. Assess



## BUSINESS IMPROVEMENT DISTRICT

### PURPOSE

Establish a Downtown Muskegon Business Improvement District, designating the boundaries of the BID, and establishing the Downtown Muskegon Business Improvement District Board.

### MECHANICS

ENABLING LAW: Michigan Act 120 of 1961 as amended through 2003  
APPOINTED BY: City Commission  
MEETING: Every other month, fourth Tuesday, 4 p.m. at the Hines Building, 380 W. Western, Muskegon, MI 49440 in the chamber training room.  
TERM: 3 Years

### COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	Assessed property owners or their representatives.
B	City management representative by statute.

### CURRENT MEMBERS

(Staff Liaison – Frank Peterson)

<u>TYPE</u>	<u>NAME</u>	<u>TERM EXP.</u>
A	Mike Hennessey	12/31/2020
A	Bruce Lindstrom	12/31/2019
A	Clyde Whitehouse	12/31/2018
A	Doug Pollock*	12/31/2020
A	Gary Post	12/31/2018
A	Bob Tarrant	12/31/2019
A	John Riegler	12/31/2018
A	Phyllis Loudermill	12/31/2020
B	Frank Peterson	Manager

(\* 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 – 1<sup>st</sup> 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 – Samantha Ferguson)

<u>TYPE</u>	<u>NAME</u>	<u>TERM EXP.</u>
A	Josie James	1/31/21
A	William Muhammad **	1/31/19
A	Vacant	1/31/19
B	Karla Betten	1/31/19
B	Vacant	1/31/19
C	David Bukala	1/31/20
D	Ruby Clark	1/31/20
D	Teresa Emory	1/31/19
D	Ann Craig	1/31/19

(\* 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: Mayor/City Commission  
MEETING: Second Thursday of each month @ 5:00 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 – Kristen Wade)

<u>TYPE</u>	<u>NAME</u>	<u>TERM EXP.</u>
A	David Wendtland*	1/31/21
A	Johnny Brown	1/31/23
A	Kevin Huss	1/31/19

(\* 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 - 2<sup>nd</sup> 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	1 Member of the City Commission

**CURRENT MEMBERS**

(Staff Liaison – Oneata Bailey)

<u>TYPE</u>	<u>NAME</u>	<u>TERM EXP.</u>
A	Carrie Johnson (1)	1/31/21
A	Scott Banninga (2)	1/31/21
A	Kim Burr (3)	1/31/21
A	Poppy Sias-Hernandez (4)	1/31/21
B	Jeremy Lenertz	1/31/21
B	Eleanor Canter	1/31/19
B	Veania Coleman**	1/31/19
C	Ken Johnson	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>TERM EXP.</u>
A	Brion Boucher	1/31/20
B	James Fox	1/31/20
C	Lane Bentsen	1/31/19
D	Harold Callendar	1/31/20
E	Michael Eslick	1/31/19
F	Wade VandenBosch	1/31/19
G	Michael McPhall	1/31/20

(\* 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 – Frank Peterson)

<u>TYPE</u>	<u>NAME</u>	<u>TERM EXP.</u>
A	Oneata Bailey	6/30/21
A	Kevin Huss	6/30/21
A	Greg Borgman	6/30/21
A	Douglas Clarke	6/30/20
B	Clayton Hardiman	6/30/22
B	Susan Harrison-Wolffis	6/30/19
B	Barbara VanFossen*	6/30/20

(\* 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 – Mike Franzak)

<u>TYPE</u>	<u>NAME</u>	<u>TERM EXP.</u>
A	Jay Wallace	1/31/19
A	Michael Kleaveland***	1/31/20
A	Don Kalisz	1/31/21
A	Mike Johnson, Sr.	1/31/21
A	Heidi Sytsema	1/31/22
B	Ronald D. Pesch	1/31/19
B	Martha Bottomley*	1/31/19
B	Paul Edbrooke**	1/31/20
B	Jeanette Moore	1/31/22
C	John E. Riegler	1/31/22
D	Franklin Peterson	Manager

(\* Chairperson) (\*\*Vice Chair) (\*\*\*)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

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

### CURRENT MEMBERS

(Staff Liaison – Ann Marie Meisch)

<u>TYPE</u>	<u>NAME</u>	<u>TERM EXP.</u>
A	Wanda Matsey	1/31/19
A	Betty Roberts	1/31/21
A	Casey Allard	1/31/20



## EQUAL OPPORTUNITY COMMITTEE

### MISSION STATEMENT

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.

### 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: Mayor/City Commission  
MEETING: Quarterly  
City Hall – 2<sup>nd</sup> Floor Conference Room #203  
TERM: 3 Years

### COMPOSITION

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

### CURRENT MEMBERS

(Staff Liaison – Dwana Thompson)

<u>TYPE</u>	<u>NAME</u>	<u>TERM EXP.</u>
A	Diane Murray-McKinley (1)	01/31/2021
A	Pastor Leroy Lockhart (2)	01/31/2020
A	Rosie Buchanan* (3)	01/31/2021
A	Alfredo Hernandez-Corsen (4)	01/31/2020
B.	Charlotte Johnson	01/31/2019
B	Betty Cheeks	01/31/2019
C	Eric Hood	Commission
C	Willie German	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, 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 – Jamie Pesch)

<u>TYPE</u>	<u>NAME</u>	<u>TERM EXP.</u>
A	Debra Warren	Commission
B	Andrea Riegler	1/31/19
C	Jackie Hilt *	1/31/21
C	Linda Wood	1/31/21
D	Susan Kroes	1/31/20
D	Karen Panozzo	1/31/19
E	Steven J. Radtke**	1/31/20

(\* 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>TERM EXP.</u>
A	Edwin Simmons	1/31/19
A	William D. Krick	1/31/20
A	Gregory Borgman*	1/31/19
A	Kirk Kolberg	1/31/21
A	Randy Mackie	1/31/21
A	Boyd Arthur	1/31/20
B	Jeffrey Lewis	Inspections
C	Byron Turnquist	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 – Franklin Peterson)

<u>TYPE</u>	<u>NAME</u>	<u>TERM EXP.</u>
A	Rosie Mae Walker***	1/31/21
A	Jonathon Wilson	1/31/22
A	Ken Grant	1/31/21
A	Oneata Bailey**	1/31/19
A	Kimi George	1/31/20
B	Willie German	Commission

(\* Chairperson) (\*\* Co-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>
A	3 Residents

### CURRENT MEMBERS

(Staff Liaison - Kenneth Grant)

<u>TYPE</u>	<u>NAME</u>	<u>TERM EXP.</u>
A	Elizabeth Sherman	1/31/20
A	Dona Bonnette	1/31/21
A	Demario Phillips	1/31/19

**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 – Mike Franzak)

<u>TYPE</u>	<u>NAME</u>	<u>TERM EXP.</u>
A	Faye Redmond*	1/31/19
A	Andrew Wible	1/31/20
A	Chris Byrnes	1/31/20
A	Patricia Camp	1/31/21
A	Kevin Ricco	1/31/21
A	Jeffery A. Burr	1/31/22
A	Rosie Buchanan	1/31/22
B	Kim Bidwell	1/31/20
B	Jim Nielsen	1/31/22
C	Justin Jennings	1/31/21
D	Mark Eisenbarth	1/31/19
E	Trynette Lottie Harps	1/31/19

(\* 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 – Franklin Peterson)

<u>TYPE</u>	<u>NAME</u>	<u>TERM EXP.</u>
A	Gregory Borgman	1/31/19
A	Dwayne Lang	1/31/20
A	Ellen Davis	1/31/21
A	Paul Edbrooke	1/31/22
A	Virgie Jackson	1/31/23
A	Todd Susterich	1/31/24
A	Vacant	1/31/25



## 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 2<sup>nd</sup> 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>TERM EXP.</u>
A	Joe Doyle	1/31/21
A	Timothy Michalski*	1/31/21
A	Bill Larson	1/31/21
A	Bryon Mazade**	1/31/20
A	Marcia Hovey-Wright	1/31/20
A	Jill Montgomery-Keast	1/31/20
B	Franklin Peterson	Manager
C	Eric Hood	Commission
D	Stephen Gawron	Mayor

(\* Chairperson) (\*\*Vice Chair)

**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>TERM EXP.</u>
A	Willie German	Commission
B	William Bouwman	1/31/21
B	Stephen Warmington	1/31/19
B	Ernest Fordham**	1/31/20
B	Jonathan Witmer	1/31/20
B	Tom Frens	1/31/20
C	Bryon Mazade	1/31/21

(\* Chairperson) (\*\*Vice Chair)