

CITY OF MUSKEGON

COMMUNITY RELATIONS COMMITTEE MEETING

August 11, 2025 @ 5:30 PM

**MUSKEGON CITY COMMISSION CHAMBERS
933 TERRACE STREET, MUSKEGON, MI 49440**

- CALL TO ORDER:**
- ROLL CALL:**
- APPROVAL OF MINUTES:**
 - A. **Approval of Minutes** City Clerk
- OLD BUSINESS:**
- NEW BUSINESS:**
 - A. **Board Resignation** City Clerk
 - B. **Board Appointments** City Clerk
 - C. **Board Updates from Commissioners** City Clerk
- ANY OTHER BUSINESS:**
- PUBLIC COMMENT:**
- ADJOURNMENT:**

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To give comment on a live-streamed meeting the city will provide a call-in telephone number to the public to be able to call and give comment. For a public meeting that is not live-streamed, and which a citizen would like to watch and give comment, they must contact the City Clerk's Office with at least a two-business day notice. The participant will then receive a zoom link which will allow them to watch live and give comment. Contact information is below. For more details, please visit:

www.shorelinecity.com

The City of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the

meeting with twenty-four (24) hours' notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or by calling the following:

Ann Marie Meisch, MMC. City Clerk. 933 Terrace St. Muskegon, MI 49440. (231)724-6705.
clerk@shorelinecity.com



Agenda Item Review Form

Muskegon Community Relations Committee

Commission Meeting Date: August 11, 2025	Title: Approval of Minutes
Submitted by: Ann Meisch, City Clerk	Department: City Clerk
Brief Summary: To approve minutes of the June 9, 2025, Community Relations Committee Meeting.	
Recommended Motion: Approval of the minutes.	

CITY OF MUSKEGON

COMMUNITY RELATIONS MEETING MINUTES

Monday, June 9, 2025
7:12 p.m.
City Commission Chambers

Present: Gorman, Kochin, St.Clair, Johnson, and Kilgo

Absent: German and Keener

1. Minutes

Motion by Commissioner Gorman, second by Commissioner Kochin, to approve the minutes of the May 12, 2025, meeting.

MOTION PASSED

2. Board Appointment/Resignation

Motion by Mayor Johnson, second by Commissioner Gorman to recommend the appointment of Heather Garretson to the Citizen's Police Review Board, Citizen At-Large, term expiring 1/31/2027.

MOTION PASSED

Motion by Mayor Johnson, second by Commissioner Kochin to recommend the acceptance of the resignation of Shaundrica Roberts from the Citizen's Police Review Board, Minority Based Organization Member, term expiring 1/31/2026.

MOTION PASSED

Motion by Mayor Johnson, second by Commissioner Kochin to recommend the appointment of Scott Plummer to the Construction Code Board of Appeals, Plumbing, term expiring 01/31/2026.

MOTION PASSED

3. Board Updates from Commissioners

Mayor Johnson, Parks & Rec Board, gave an update on capital projects.

Commissioner Kilgo, Housing Board of Appeals, is working to not have properties come on the list and off the list several times. Too much leeway.

Commissioner Gorman stated Julia Hackley distributed some money.

The meeting adjourned at 7:40 pm.

Ann Marie Meisch, City Clerk



Agenda Item Review Form

Muskegon Community Relations Committee

Commission Meeting Date: August 11, 2025	Title: Board Resignation
Submitted by: Ann Meisch, City Clerk	Department: City Clerk
Brief Summary: To accept the resignation of Mike Gallavin from the Zoning Board of Appeals.	
Recommended Motion: To accept the resignation of Mike Gallavin from the Zoning Board of Appeals.	

From: [Mike Gallavin](#)
To: [Sarah Romine](#)
Subject: Resignation from ZBA board
Date: Sunday, June 15, 2025 9:58:37 PM

Warning: Unusual sender <mike.gallavin@gmail.com>

You don't usually receive emails from this address.
Make sure you trust this sender before taking any actions.

Hi Sarah,

I am no longer able at this time to continue as a member of the City of Muskegon Zoning Board of Appeals and therefore must resign from my seat on the board effective immediately.

Please express my gratitude for the learning experience to the other members of the board and to staff.

Thank you.

Mike Gallavin

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Agenda Item Review Form

Muskegon Community Relations Committee

Commission Meeting Date: August 11, 2025	Title: Board Appointments
Submitted by: Ann Meisch, City Clerk	Department: City Clerk
Brief Summary: To make appointments to various Boards and Committees	
Recommended Motion: Approval of the appointments.	

APPLICATIONS

Citizen's Police Review Board:

Ruby Clark
Jennifer Cooper
Laura Leary
Jacquelyn Lindrup

Equal Opportunity Committee: (Openings in Ward 3 & 4)

Farmers Market Advisory Board:

Historic District Commission:

Brandon Stewart

Housing Code Board of Appeals:

Brandon Stewart

Income Tax Board of Review:

Local Development Finance Authority:

Brandon Stewart

Local Officer's Compensation Commission:

Philip Hickman (is serving on the Equal Opportunity Committee)
Walt Kubanek

Zoning Board of Appeals:

Brandon Stewart

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)

TYPE	NAME	TERM EXP.
A	VACANT	1/31/2026
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	1/31/2026
D	Deborah Sweet	1/31/2026
D	Faye Redmond	1/31/2026
D	Ann Craig	1/31/2027

(* Chairperson) (** Co-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)

TYPE	NAME	TERM EXP.
A	Kelly Gooden (1)	1/31/2027
A	Jared Gazarek (2)	1/31/2026
A	VACANT *(3)	1/31/2027
A	VACANT (4)	1/31/2026
B	Philip Hickman	1/31/2028
B	Lisa Judge	1/31/2028
B	Tranae Harris	1/31/2028
C	Destinee Keener	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)

TYPE	NAME	TERM EXP.
A	Kim Martens	1/31/2027
A	VACANT	1/31/2028
A	Jon Visser	1/31/2026
A	John Zandstra	1/31/2027
B	Colly Travis	1/31/2028
B	Kathi Upman	1/31/2026
C	Kristin Johnson	1/31/2027
D	Jeanine Platt	1/31/2028
D	Cindy Larsen	1/31/2026
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)

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	1/31/2026
D	Gregory Borgman	1/31/2028
E	David Gregersen	1/31/2026

(* 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)

TYPE	NAME	TERM EXP.
A	Johnna Willis	1/31/2028
A	Kim Burr	1/31/2026
A	DeMario Phillips	1/31/2028
A	VACANT	1/31/2027
A	Ed Simmons	1/31/2027
A	Steven Frantz*	1/31/2026
B	Tim Kozal	Director of Inspection Services
C	Jay Kilgo	City 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 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)

TYPE	NAME	TERM EXP.
A	Bethanny Cody	1/31/2026
A	Patrick Kiely	1/31/2027
A	VACANT	1/31/2028
B	Jonathan Seyferth *	City Manager

(* Chairperson) (** Co-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)

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	1/31/2026
A	VACANT	1/31/2026
B	Kim Bidwell	1/31/2026
B	VACANT	1/31/2026
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)

TYPE	NAME	TERM EXP.
A	Gregory Borgman	1/31/2026
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	VACANT	1/31/2032

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)

TYPE	NAME	TERM EXP.
A	Willie German	City Commission
B	Deborah Crockett	1/31/2027
B	Roberta King	1/31/2028
B	Virginia Taylor	1/31/2026
B	Mike Gallavin <i>Resigned</i>	1/31/2026
B	Jordan Hite	1/31/2026
C	Jill Montgomery-Keast	1/31/2026



Agenda Item Review Form

Muskegon Community Relations Committee

Commission Meeting Date: August 11, 2025	Title: Board Updates from Commissioners
Submitted by: Ann Meisch, City Clerk	Department: City Clerk
Brief Summary: <ol style="list-style-type: none">1. Mayor Ken Johnson - Julia Hackley Committee, Parks and Recreation Advisory Committee, Planning Commission2. Vice Mayor Rebecca St.Clair - Community Relations Committee Chair, Farmers Market Advisory Board, Housing Commission3. Commissioner Willie German - Equal Opportunity Committee, Zoning Board of Appeals4. Commissioner Rachel Gorman - Downtown Arts Committee, Julia Hackley Committee, WMSRDC5. Commissioner Destinee Keener - Equal Opportunity Committee, Planning Commission6. Commissioner Jay Kilgo - Housing Code Board of Appeals, Land Bank Authority7. Commissioner Katirna Kochin - Historic District Commission, Citizen's District Council	
Recommended Motion: N/A	