

# CITY OF MUSKEGON

## LEGISLATIVE POLICY COMMITTEE

### MEETING

**December 1, 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** Manager's Office
- OLD BUSINESS:**
- NEW BUSINESS:**
  - A. **Quarterly Legislative Report** Manager's Office
  - B. **Mobile Food Vending** Manager's Office
  - C. **Support of Unhoused** Manager's Office
  - D. **Early Voting** City Clerk
  - E. **2026 Meeting Calendar** Manager's Office
  - F. **Resolutions and Proclamations** Manager's Office
- ANY OTHER BUSINESS:**
- PUBLIC COMMENT:**
- ADJOURNMENT:**

#### **AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE CITY OF MUSKEGON AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES**

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](http://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](mailto:clerk@shorelinecity.com)



## Agenda Item Review Form

### Muskegon Legislative Policy Committee

<b>Commission Meeting Date:</b> December 1, 2025	<b>Title:</b> Approval of Minutes															
<b>Submitted by:</b> Kimberly Young, Administrative Assistant to the City Manager	<b>Department:</b> Manager's Office															
<b>Brief Summary:</b> To approve the minutes of the August 19, 2025, Legislative Policy Committee Meeting.																
<b>Detailed Summary &amp; Background:</b> N/A																
<b>Goal/Action Item:</b> Administrative Action																
<b>Is this a repeat item?:</b> <b>Explain what change has been made to justify bringing it back to Commission:</b>																
<b>Amount Requested:</b> N/A	<b>Budgeted Item:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">No</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"><input checked="" type="checkbox"/></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
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<b>Fund(s) or Account(s):</b> N/A	<b>Budget Amendment Needed:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">No</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"><input checked="" type="checkbox"/></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>										
<b>Recommended Motion:</b> To approve the minutes.																
<b>Approvals:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Communication</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Legal Review</td> <td><input type="checkbox"/></td> <td></td> </tr> </table>	Immediate Division Head	<input type="checkbox"/>		Information Technology	<input type="checkbox"/>		Other Division Heads	<input type="checkbox"/>		Communication	<input type="checkbox"/>		Legal Review	<input type="checkbox"/>		<b><u>Name the Policy/Ordinance Followed:</u></b>
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CITY OF MUSKEGON  
LEGISLATIVE POLICY COMMITTEE  
Minutes  
Wednesday, August 19, 2025  
5:30 pm

Present: Commissioners St. Clair, Johnson, Gorman, Kilgo, Keener, and Kochin.  
Absent: Commissioner German.

**Approval of Minutes**

**Commissioner Gorman moved, Commissioner Kilgo seconded, to approve the amended minutes of May 28, 2025.**

***MOTION CARRIED.***

**Commission attendance Policy - Removed**

**Rental Inspection Ordinance Review – Vice Mayor St. Clair**

Vice Mayor St. Clair questioned the recent occurrence of bed bugs at Hartford Terrace and the barriers placed on the organization to receive their rental certificate based on her understanding that staff refused to enter.

Hartford Terrace was also charged a lockout fee that was negotiated.

The Inspection Department indicated inspections were delayed six months while they were taking care of the bed bugs and their best practices are not necessarily what the ordinance reflects.

Vice Mayor St. Clair asked that the ordinance be changed to match what best practice is.

**Policy Audit Report – Manager’s Office**

Throughout the 2024/25 fiscal year, the MKG Core Team worked with MGT to audit our policies relative to universal access and expanding opportunity. The results of that audit were presented by Donald Nunez, the MKG Core Team Chair.

MGT has identified three areas of focus that include building greater transparency and impartiality, embedded connections to community, and develop a welcoming workforce.

The full analysis was provided in the packet.

**ARPA/Legislative Updates – Manager’s Office**

Pete Wills provided the latest updates on ARPA Funds as well as State and Federal Legislative updates that were provided in the packet.

**Water Affordability Study Update – Public Works**

Staff presented an update on the study and program, seeking feedback on the level of funding, if any, to be proposed.

A power point was provided of the Water Affordability Program.

**Downtown Noise Ordinance – Commissioner Kilgo**

Commissioner Kilgo indicated several businesses had approached him asking they be allowed to conduct business until 2:00 am.

The Commission discussed the topic and asked staff to place this in front of the Downtown Development Authority for their thoughts and opinions.

**Mayor Johnson left at 7:01 pm**

**Building Inspection – RFP – Manager’s Office**

The current contract for inspection services with SafeBuilt expires December 31, 2025. City staff intend to begin the process of releasing an RFP around Labor Day.

Staff indicated that SafeBuilt will be applying. City Manager Seyferth indicated there is no flexibility to obtain an inspection department from another state. We are the only state that operates this way by law.

**Public Participation**

Public participation was received.

Adjourn at 7:24 pm.

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Ann Marie Meisch, MMC  
City Clerk



## Agenda Item Review Form

### Muskegon Legislative Policy Committee

<b>Commission Meeting Date:</b> December 1, 2025	<b>Title:</b> Quarterly Legislative Report															
<b>Submitted by:</b> Peter Wills, Director of Governmental Relations	<b>Department:</b> Manager's Office															
<b>Brief Summary:</b> Quarterly Legislative Report																
<b>Detailed Summary &amp; Background:</b> Updates and/or discussion of various state and federal policy and grant programs applicable to the City of Muskegon.																
<b>Goal/Action Item:</b> 2027 Goal 1: Destination Community & Quality of Life																
<b>Is this a repeat item?:</b> <b>Explain what change has been made to justify bringing it back to Commission:</b> NA																
<b>Amount Requested:</b> NA	<b>Budgeted Item:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">No</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"><input checked="" type="checkbox"/></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
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## Legislative Report, December 2025

Bill #	Detail	Status
<a href="#">HB 4001</a>	Tipped wage	Senate Reg Affairs since 2/4/25
<a href="#">HB 4049-50</a>	Allows rearing of hen chickens in residential areas. Provides generally accepted agricultural and management practices for rearing egg-laying hens in residential areas under certain conditions. The bills appears to restrict our ordinance to only single-family properties, parcels of at least 1/4 in size, and hens not to exceed (5).	House Committee on Agriculture since 2/4/25
<a href="#">HB 4081</a>	Amends the Land Division Act to authorize counties/municipalities to increase number of parcels resulting from division for the first 10 acres of a parent parcel from four to ten.	Senate Local Gov
<a href="#">HB 4170</a>	Income Tax cut to 4.05%	Senate floor since 8/13/25
<a href="#">HB 4260-61</a>	Public Safety Trust Fund	Senate Approps since 4/26/25
<a href="#">HB 4311-12</a>	Revenue Sharing Trust	House Gov Ops since 4/15/25
<a href="#">HB 4410</a>	Modifies definition of abandoned property to allow a local unit to secure the property to prevent trespass.	House Gov Ops since 5/1/25
<a href="#">SB 19-22</a>	Tenant Empowerment Package for renters / HOUSE HAS A PACKAGE	Senate floor since 6/17/25
<a href="#">HB 4503/04</a>	Modifies state historic preservation tax credit program	House Comm on Economic Competitiveness since 5/21/25
<a href="#">HB 4539/40</a>	Modifies housing and community development fund; same as SB 239 from last session	House Comm on Economic Competitiveness since 6/4/25
<a href="#">HB 5073</a>	Raises the cap of available funds in the Transformational Brownfield Program – income and property taxes may be captured up to 20-30 years after the project is completed. Current cap is \$1.8B on the state taxes that can be captured. Since 2017 and 10 funded projects there is \$30M available. The bill would increase post-construction tax capture limit to \$2.4B and extend it to 12/31/27.	House Comm on Economic Competitiveness since 9/29/25

<a href="#">HB 5138-40</a>	Creates an lodging accommodations tax that includes STRs and allocates a portion of revenue back to local units. Requires online lodging platforms to collect and remit state use tax on accommodation at time of payment. Authorizes local units to levy up to a 3% accommodations tax on all lodging types including STRs.	House Comm on Economic Competitiveness since 10/28/25
<a href="#">SB 248-256</a>	Creates a low-income water affordability program within DHHS to ensure eligible customers do not pay more than 30% of their household income on a water bill.	Senate floor since 11/5/25
<a href="#">SB 319</a>	Reintroduction of minimum staffing legislation; making minimum staffing levels for PA 312 employees (police and fire) a mandatory topic of collective bargaining.	House Gov Operations since 6/26/25
<a href="#">SB 278</a>	Modifies the housing and community development fund program. MSHDA administers the program for the purpose of making financing available to meet the housing needs of low-income and to finance projects in a downtown area or adjacent neighborhood in the State. The bill would expand the Program's scope by making its financing available to middle-income households (not more than 120% AMI) and deleting the requirement that financed projects be in a downtown area or adjacent neighborhood.	Senate Housing & Human Services since 5/1/25
<a href="#">SB 484/485</a>	Provides for the exemption of certain tax delinquent property sold or otherwise conveyed by a foreclosing governmental unit and Provides for the application of tax reverted property specific tax to certain tax delinquent property sold or otherwise conveyed by a foreclosing governmental unit.	Senate Housing & Human Services since 7/17/25

## **LOCAL**

### **ARPA Community Grants, as of 4/1/25**

- 25 - total approved grants (\$1.6M)
- 20 - projects paid the entirety of their grant. In-progress projects include Every Woman's Place, MI Crossroads Council-Boy Scouts, Sheldon Park NA, Mediation & Restorative Services, and HBCU Club of Muskegon.
- As of 10/1/25 - \$1,510,000 of the total \$1.6M

### **Climate Action**

- Staff met with Grants Management contractor, Wade Trim Inc, to review potential state/federal grant opportunities. Aside from identifying funds for Climate Action projects, other targeted project include funding for police body camera/tasers and roof repairs at the Central Fire Station.
- Staff met with Johnson Controls Inc to develop next steps as part of the Energy Performance Contract for various Public Works assets.
- Staff meets quarterly to review the four focus areas of the municipal Climate Action Plan (CAP).
- Approximately \$16,000 remains on an (\$75K) EGLE Community Energy Management (CEM) grant to apply toward further buildout of EV charging stations in the downtown and at the beach. These grant funds were used to have the CAP drafted.

### **MEDC RAP 1.0 grant (\$6M)**

- Funds remaining from the MEDC Revitalization and Placemaking (RAP) 1.0 grant continue to be spent down from the original \$6M award. Approximately \$2.5M remains dedicated to the LakeView Lofts II.

\$167,500 was dedicated for the redevelopment of the city-owned 880 First Street site; these funds have since been reimbursed to the City.

### **FEMA – Staffing for Adequate Fire and Emergency Response (SAFER)**

- Earlier this year, the City was approved for more than \$700,000 in funding to increase the number of trained fire personnel.

## **STATE**

### **Priorities of the Urban Core Mayors for 2026 include –**

- Revenue Sharing Trust Fund: Special focus will remain on establishing a more permanent funding stream for local units of government in future state budgets.
- Housing: Earlier this year, the MML created the [MI Home Program](#) to support investment in accelerating housing construction and rehabilitation. Also, zoning preemption efforts may continue to exist which would erode local control.

- Property Tax Reform: The House GOP could make this a priority in 2026. Comments around this issue could include potential reforms to Proposal A or Michigan’s “pop-up” tax which is the increase in property taxes that occurs when property is sold or transferred.
- The UCM also discussed several other items including homelessness; adding rental units and not minimizing its importance as an option for residents; public transit; and increasing revenue from the real estate transfer tax for housing.
- [McKinney-Vento Continuum of Care \(CoC\) programming](#) was also mentioned as an area to monitor. These funds focus on the annual competition cycle for the federal HUD CoC Program, which provides grants to communities to end homelessness. For schools, 2025 is the final year of the 2022-2025 grant cycle for the McKinney-Vento Homeless Assistance Act's education program, which supports local educational agencies in their work with students in temporary housing.

**FY26 State Issues of Note**

**FY26 Revenue Sharing:**

Projections for the City of Muskegon may be accessed here - <https://treas-secure.state.mi.us/apps/findrevshareinfo2.asp?countyNumber=61&cmdSubmit=Go>

- Constitutional Revenue Sharing Payments
  - o [Click here](#) to see the House Fiscal Agency projections.
- Statutory Revenue Sharing payments were held harmless
- Public Safety Revenue Sharing
  - o \$70M with \$20M of that being one-time. Funding was approved for three fiscal years.
  - o [Click here](#) for the estimated distribution.
  - o First payments are expected in early 2026.

**Road Funding:**

- On Oct. 7, 2025, the Legislature passed, and Gov. Whitmer signed into law, seven bills in the Transportation Funding Package. This package will take effect during FY26 and continue through FY30 and beyond. This funding is broken down into several parts.
- These four bills from the Transportation Funding Package have an impact on local road agencies:
  - o [House Bill 4183 \(PA 20 of 2025\)](#) increases the motor fuel tax rate from 31 cents per gallon to at least 51 cents per gallon beginning Jan. 1, 2026.
  - o [House Bill 4951 \(PA 23 of 2025\)](#) imposes excise taxes on certain sales or transfers of marijuana tax revenue (estimated at \$420 million) and deposits the revenue into the Neighborhood Roads Fund (NRF) created in [Senate Bill 578](#).

- [House Bill 4961 \(PA 24 of 2025\)](#) repeals the \$600M in income tax revenue currently redirected to the MI Transportation Fund (MTF), as well as generate additional revenue from the corporate income tax (estimated at \$680 million), to the Neighborhood Road Fund (NRF) created in Senate Bill 578.
- [Senate Bill 578 \(PA 16 of 2025\)](#) creates the NRF and the Infrastructure Projects Authority Fund and prescribes the distribution of money from each fund.

### City of Muskegon – additional new road funding estimates

- FY26 Fuel Tax Increase (2/3 FY) - \$1,162,110.01
- FY26 Neighborhood Road Funds - \$2,082,992.55
- FY26 Loss of Income Tax – (\$1,131,459.41)
- FY26 Total - \$2,113,643.15
  
- FY27 Fuel Tax Increase - \$1,829,569.85
- FY Neighborhood Road Funds – \$2,567,409.41
- FY27 Loss of Income Tax – (\$1,131,459.41)
- FY27 Total - \$3,265,519.85

### City of Muskegon – investment needed

- \$360M, based on lane miles (March 2025)
- PASER rating mileage summary
  - Good – 43.177 lane miles are in Good condition
  - Fair – 143.426 lane miles are in Fair condition
    - Total rehab or mill/fill est - \$1,320,000 per lane mile or \$332,484,240
  - Poor – 251.882 lane miles are in Poor
    - Total reconstruction est - \$200,000 per lane mile or \$28,685,200
- FY24 Michigan Transportation Fund actual distribution to the City - \$6.36M annually

### City Revenue Sharing

Due to gas tax shifts in the transportation plan, Constitutional Revenue Sharing payments decreased by \$63.6M (6%) statewide. CTV statutory sharing maintains current year formula and funding. The legislature did not backfill the loss to constitutional revenue sharing but did add new public safety and road funding dollars.

#### City of Muskegon –

- FY25 Constitutional payment - \$3,918,829
- FY26 Constitutional payment - \$3,737,155
- Reduction of \$181,674

## Public Safety Revenue Sharing

### City of Muskegon –

- \$277,763 (estimate per year)
- Funds must be used only for operational and capital expenditures that serve the purposes of public safety.
- Not less than 75% must be used to fund, either directly or indirectly a law enforcement agency or law enforcement officers.
- Not more than 25% must be used to fund other non-law-enforcement-related public safety purposes, which include, but are not limited to: public safety initiatives to improve recruitment or retention efforts; training programs; equipment purchases; programs designed to reduce identified risks to public safety; crime diversion programs; operational emergency medical or firefighter services; or capital improvements to public safety buildings or structures. All local public safety initiative expenses must be related to public safety and designed to reduce identified risks to public safety and cannot include unproven intervention solutions to community violence.

Here are two documents that include community numbers for constitutional revenue sharing, statutory revenue sharing, public safety resources.

- [Initial Estimates of FY 2025-26 Revenue Sharing Payments – Cities, Villages, and Townships](#)
- [Initial Estimates of FY 2025-26 Public Safety Revenue Sharing Grants – Cities, Villages, and Townships](#)

To estimate the city’s net impact on revenue sharing, add our new public safety revenue sharing dollars to the change in our constitutional payment.

### More City-specific budget highlights:

**Muskegon County Housing Redevelopment** - \$3M for the continued redevelopment of former S-W.

A request for **beach safety beacons** at Pere Marquette Park Beach was not funded.

### **MI Department of Agriculture and Rural Development**

- Fair Food Network – Double Up Food Bucks
  - Retained at \$5.0 million GF/GP but shifts \$1M from ongoing to one-time. Funds provide a supplemental benefit to SNAP recipients for the purchase of fresh fruits and vegetables.

### **EGLE**

- Lead Service Line Replacement
  - Executive recommended \$80.0 million GF/GP for water infrastructure projects, \$50.0 million of which would be designated as one-time and

- earmarked for lead service line replacement.
  - Conference reduced ongoing funding for water infrastructure projects by \$4.0 million GF/GP and provides \$17.4 million GF/GP in one-time funding for a net change of \$13.4 million GF/GP.
- Water State Revolving Funds
  - Grants and loans to local government for water infrastructure projects.
  - \$34M of one-time funding.
- Sewer and Water Infrastructure Upgrade Grants
  - Conference did not appropriate \$10M for grants to counties or municipalities to upgrade aging sewer and water infrastructure.

### **Secretary of State**

- Help America Vote Act – election equipment upgrades, security initiatives, election operation enhancements, \$9.6M, completion date of 9/30/30; Sec 113
  - Election equipment reserve fund for local units - \$5M, Sec 890
  - Election administration support fund - \$20.2M, Sec 940

### **MDHHS**

- Water Affordability
  - Conference continues \$5M GF/GP on a one-time basis to support water affordability efforts, including paying water arrearages, shut off notices, and subsidizing other water affordability programs.
- Community Violence Intervention Grants – one-time
  - Conference includes \$1.8M GF/GP to support community-based violence prevention programming.
- Runaway and Homeless Youth Grants, Sec 466
  - Allocates \$5.3 million to support program expansion.
- Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP)
  - Funding to maintain current city social worker embedded with Public Safety personnel.

### **Labor and Economic Development**

- First Responder Presumed Coverage Claims
  - Conference includes an additional \$2.5M to adequately cover claims costs for wage loss and medical care expenses paid to eligible first responders. Legislation enacted in 2021, expanded both the population of first responders who are eligible to make claims through the program and the types of cancer that qualify for reimbursement.

- Community Development Financial Institutions
  - o Conference includes \$5M for the creation of a MI CDFI Fund to provide grants to eligible CDFIs, which are mission-driven financial institutions that specialize in increasing access to financial services in underserved and low-income areas.
  
- Business Attraction and Community Revitalization Program Allocation – MEDC
  - o Conference revises how the program provides funding allocations from the Business Attraction and Community Revitalization appropriation:
    - Not less than 25% to provide grant or loan funding for business support services to small and medium-sized businesses
    - Not less than 19% for grants to small business support hubs and community incubators
    - Not less than 30% for cash and loan assistance to small businesses through the Business Development Program.
    - Not less than 2% to provide CDFI supplemental support.
    - Not more than 4% for program administration.
    - Remainder of the funds may be used to support the CRP and up to 7% may be used to provide additional support to the Business Development Program.

#### **LARA**

- Bureau of Fire Services - \$1M for smoke detectors
- Cannabis Regulatory Agency – Social Equity Program - \$1M
- Recreational Marihuana Grants to Locals - Conference included \$9.2M in Marihuana Regulation Fund revenue for grant payments to municipalities and counties.

#### **MSP**

- Justice Training Grants - \$10M

#### **MDOT**

- Maritime and Port Fund, Sec 721 – one-time \$5.3M
- Non-motorized trails, Sec 723 - \$5.3M

## **FEDERAL**

#### **EGLE - EECBG –**

- We remain in contact with the U.S. Department of Energy on our \$76,500 Energy Efficiency Community Block grant reimbursement request.
- The city was approved for funding and the request for reimbursement (two EV utility vehicles) was submitted in late December.

#### **U.S. Senator Slotkin – Congressional Directed Spending request – April 2025 – not funded**

- U.S. Sen. Slotkin’s office solicit project proposals as part of their Congressional Directed Spending process.

- Earlier this year, we submitted a request to help fund much need equipment for our law enforcement personnel.
- The request was for \$900,000 to procure (80) upgraded **Motorola/WatchGuard Body Worn Cameras, (33) upgraded Taser devices, and (25) In-Car Video Systems** for our marked police vehicles.
- The equipment will provide the community with increased transparency while officers are on shift, modernize and offer quality communications equipment, and provide alternative subject control methods that would protect the public and our first responders.
- To date, we have not received confirmation from the Senator's office whether it will be a project she advances for recommended funding.



# Agenda Item Review Form

## Muskegon Legislative Policy Committee

<b>Commission Meeting Date:</b> December 1, 2025	<b>Title:</b> Mobile Food Vending
<b>Submitted by:</b> Jonathan Seyferth, City Manager	<b>Department:</b> Manager's Office
<p><b>Brief Summary:</b> The City's current mobile food vending regulations does not allow mobile food vendors to operate within 1,000 feet of any city-approved special event, farmer's market during market hours, or leased park unless they have the permission of the event sponsor or lessee. As businesses evolve within the City, we are seeing a clash between brick and motor businesses with mobile food vending components and events. Should we look at updating this regulation?</p>	
<p><b>Detailed Summary &amp; Background:</b> Following this memo is Section 50, Article VIII of the City Ordinances, which regulates Mobile Food Vending. The section we're specifically talking about is Sec. 50-304 (j). This section notes that a vendor shall not operate within 1,000 feet of any approved events, etc...</p> <p>This was put into place because there were concerns that events might not make money if, say, a food vendor were to set up a block outside the event.</p> <p>In the last year, The Corner began operations at Muskegon and Third Street. Part of their regular operations is having food trucks on site behind their building (between The Corner and Torrent House). Given the current ordinance, they could only have food trucks when:</p> <ol style="list-style-type: none"><li>1. there is no event or</li><li>2. If an event (most likely in Hackley Park) were to permit them to do so.</li></ol> <p>The Corner has asked us to consider a conversation about amending the ordinance that might allow them to operate food trucks during events. This could be accomplished by treating businesses with active food vending operations as we do brick-and-mortar businesses.</p> <p>A few things to keep in mind:</p> <ul style="list-style-type: none"><li>- The mobile food vending ordinance was put into place when events were really the only thing going on downtown.</li><li>- Downtown has changed significantly, and food truck culture has also changed.</li><li>- Many events make money by either getting a portion of their food vendors' sales or by food vendors paying to be a part of the event.</li><li>- The exclusion zone does not impact brick-and-mortar businesses — they can set up on the sidewalks in front of their businesses as long as they are selling the same products they do year-round.</li></ul> <p>Following the ordinance is a map with a 1,000-foot radius around it. This shows the exclusion zone that impacts The Corner specifically.</p>	
<b><u>Goal/Action Item:</u></b>	

2027 Goal 1: Destination Community & Quality of Life

**Is this a repeat item?:**

**Explain what change has been made to justify bringing it back to Commission:**

**Amount Requested:**

n/a

**Budgeted Item:**

Yes		No		N/A		
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**Fund(s) or Account(s):**

n/a

**Budget Amendment Needed:**

Yes		No		N/A		
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**Recommended Motion:**

Discussion Only

**Approvals:**

Immediate Division Head		
Information Technology		
Other Division Heads		
Communication		
Legal Review		

**Name the Policy/Ordinance Followed:**

(b) All such required reports shall be submitted electronically using the services of an electronic reporting service company selected by the city. All such filings shall comply with all requirements regarding the specific information to be supplied and time frame for doing so, as outlined within the applicable state statute. Each transaction report shall include a digital photograph of the article attached to the electronic transfer. (Ord. No. 2311, § 50-202, 5-14-2013)

**Sec. 50-203. Penalty.**

If a pawn broker, secondhand or junk dealer, or a precious metal/gem dealer does not comply with this article and/or any applicable state law, their license may be revoked for a period of up to one year. In addition, violation of this article shall result in the imposition of a civil fine, pursuant to section 46-204. (Ord. No. 2311, § 50-203, 5-14-2013)

**Secs. 50-204—50-300. Reserved.**

**ARTICLE VIII. MOBILE FOOD VENDING ORDINANCE**

**Sec. 50-301. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Mobile food stand* means a stand which may upon issuance of a license by the city clerk and conformance with the regulations established by this article may temporarily park and engage in the service, sale, or distribution of ready to eat food for individual portion service to the general public directly from the stand.

*Mobile food trailer* means a vehicle which may upon issuance of a license by the city clerk and conformance with the regulations established by this article may temporarily park and engage in the service, sale, or distribution of ready to eat food for individual portion service to the general public directly from the trailer.

*Mobile food vehicle* means a motorized vehicle which may upon issuance of a license by the city

clerk and conformance with the regulations established by this article may temporarily park and engage in the service, sale, or distribution of ready to eat food for individual portion service to the general public directly from the vehicle.

*Mobile food vehicle vendor* means the registered owner of a mobile food vehicle or the owner's agent or employee; and referred to in this article as "vendor". (Ord. No. 2321, § 50-301, 4-22-2014)

**Sec. 50-302. Scope.**

The provisions of this article apply to mobile food vehicles/trailers/stands engaged in the business of cooking, preparing and distributing food or beverage with or without charge upon or in public and private restricted spaces. This article does not apply to vehicles which dispense food and that move from place to place and are station in the same location for no more than 15 minutes at a time, such as ice cream trucks. (Ord. No. 2321, § 50-302, 4-22-2014)

**Sec. 50-303. License required.**

(a) It shall be unlawful for any person, including any religious, charitable or nonprofit organization, to operate within the city a mobile food vehicle/trailer/stand without having obtained from the city clerk a license for that purpose.

(b) A person desiring to operate a mobile food vehicle/trailer/stand shall make written application for such license to the city clerk. The application for a license shall be on forms provided by the city clerk.

(c) Proof of insurance in the amount of \$1,000,000.00 naming the city as additional insured must be provided.

(d) All vendors receiving a license under this article shall pay the monthly fee as set by the fee resolution.

(e) A license is valid for one vehicle/trailer/stand only and shall not be transferred between vehicles. (Ord. No. 2321, § 50-303, 4-22-2014)

**Sec. 50-304. Regulations.**

(a) No operator of a mobile food vehicle/trailer/stand shall park, stand or move a vehicle and conduct business within areas of the city where the license holder has not been authorized to operate. The city commission shall by resolution identify those streets and public areas where parking by mobile food vehicles/trailers/stands is permitted.

(b) The customer service area for mobile food vehicles/trailers/stands shall be on the side of the truck that faces a curb, lawn or sidewalk when parked on a street or right-of-way. No food service shall be provided on the driving lane side of the vehicle/trailer/stand when parked on a street or right-of-way. No food shall be prepared, sold, or displayed outside of mobile food vehicles/trailers/stands when located on a city street or right-of-way.

(c) No mobile food stand may be larger than ten feet by ten feet nor more than 75 square feet in size. A five foot clearance must be maintained on all sides of the stand within the maximum space allotted.

(d) Customers shall be provided with single service articles such as plastic utensils and paper plates and a waste container for their disposal. All mobile food vehicle vendors shall offer a waste container for public use which the vendor shall empty at its own expense. All trash and garbage originating from the operation of mobile food vehicles/trailers/stands shall be collected and disposed of off-site by the operators each day. Spills of food or food by-products shall be cleaned up, and no dumping of gray water on the streets is allowed.

(e) No mobile food vehicle/trailer/stand shall make or cause to be made any unreasonable or excessive noise. The operation of all mobile food vehicles/trailers/stands shall meet the city noise ordinance, including generators. No loud music, other high-decibel sounds, horns, or amplified announcements are allowed.

(f) Signage is only allowed when placed on mobile food vehicles/trailers/stands. No separate freestanding signs are permitted on city streets, right-of-ways, or city-owned property.

(g) No flashing or blinking lights, or strobe lights are allowed on mobile food vehicles/trailers/stands or related signage when the vehicle/trailer/stand is parked and engaged in serving customers. All exterior lights with over 60 watts shall contain opaque, hood shields to direct the illumination downward.

(h) Mobile food vehicles/trailers/stands when parked on public streets shall be parked in conformance with all applicable parking restrictions, and shall not hinder the lawful parking or operation of other vehicles.

(i) A mobile food vehicle/trailer/stand shall not be parked on the street between the hours of 3:00 a.m. and 6:00 a.m. or left unattended and unsecured at any time. Any mobile food vehicle/trailer/stand found to be unattended shall be considered a public safety hazard and may be ticketed and impounded.

(j) A vendor shall not operate within 1,000 feet of any city approved special event or leased park, unless the vendor has obtained permission from the event sponsor and or lessee. This license also does not allow for the sale of goods or services at any city-owned park/facility or farmer's market without a permit from the city.

(k) The issuance of a mobile food vehicle/trailer/stand license does not grant or entitle the vendor to the exclusive use of any service route or parking space to the license holder.

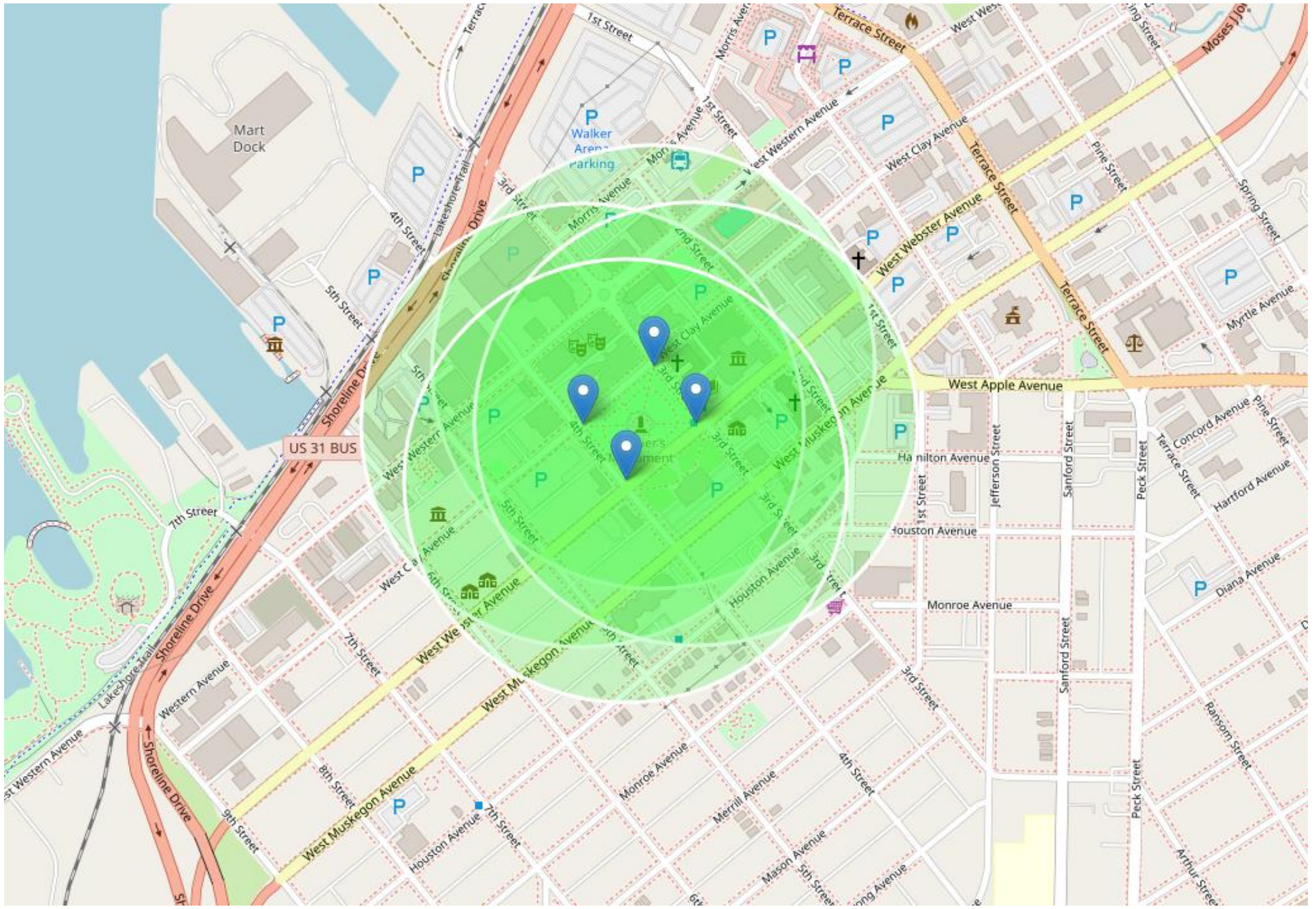
(l) A vendor shall not operate on private property without first obtaining written consent to operate from the affected private property owner. A private property owner shall not permit parking by a mobile food vehicle/trailer/stand until a license has been obtained to allow for such use.

(m) No mobile food vehicle/trailer/stand shall use external signage, bollards, seating or other equipment not contained within the vehicle when parked on city streets or right-of-ways. When extended, awnings for mobile food vehicles/trailer/stand shall have a minimum clearance of seven feet between the ground level and the lowest point of the awning or support structure.

(n) Any power required for the mobile food vehicle/trailer/stand located on a public way shall be self-contained and a mobile food vehicle/trailer/stand shall not use utilities drawn from the public right-of-way. Mobile food vehicles/trailers/stands on private property may use electrical power from the property being occupied or an adjacent property, but only when the property owner provides written consent to do so. All power sources must be self-contained. No power cable or equipment shall be extended at or across any city street, alley sidewalk, or right-of-way.

(o) Mobile food vehicles/trailers/stands shall not be parked within 150 feet of an existing brick and mortar restaurant during the hours when such restaurant is open to the public for business, or closer than 50 feet from another approved mobile food vehicle/trailer/stand unless the vendor has obtained permission from the restaurant. (Ord. No. 2321, § 50-304, 4-22-2014)





1,000-foot exclusion zone for Hackley Park. It extends from 1<sup>st</sup> to 6<sup>th</sup> Streets and Shoreline Drive to Monroe Ave.



# Agenda Item Review Form

## Muskegon Legislative Policy Committee

<b>Commission Meeting Date:</b> December 1, 2025	<b>Title:</b> Support of Unhoused															
<b>Submitted by:</b> Kimberly Young, Administrative Assistant to the City Manager	<b>Department:</b> Manager's Office															
<b>Brief Summary:</b> Discussion regarding support of unhoused.																
<b>Detailed Summary &amp; Background:</b>																
<b>Goal/Action Item:</b> 2027 Goal 1: Destination Community & Quality of Life																
<b>Is this a repeat item?:</b> <b>Explain what change has been made to justify bringing it back to Commission:</b>																
<b>Amount Requested:</b> N/A	<b>Budgeted Item:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%;">No</td> <td style="width: 25%;"></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"></td> <td style="width: 25%;">x</td> <td style="width: 25%;"></td> </tr> </table>	Yes		No		N/A		x								
Yes		No		N/A		x										
<b>Fund(s) or Account(s):</b> N/A	<b>Budget Amendment Needed:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%;">No</td> <td style="width: 25%;"></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"></td> <td style="width: 25%;">x</td> <td style="width: 25%;"></td> </tr> </table>	Yes		No		N/A		x								
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<b>Recommended Motion:</b> Discussion Only																
<b>Approvals:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>	Immediate Division Head			Information Technology			Other Division Heads			Communication			Legal Review			<b><u>Name the Policy/Ordinance Followed:</u></b>
Immediate Division Head																
Information Technology																
Other Division Heads																
Communication																
Legal Review																



# Agenda Item Review Form

## Muskegon Legislative Policy Committee

<b>Commission Meeting Date:</b> December 1, 2025	<b>Title:</b> Early Voting															
<b>Submitted by:</b> Ann Meisch, City Clerk	<b>Department:</b> City Clerk															
<b>Brief Summary:</b> Staff has conducted early voting for all Elections for the past two years and wants to share results and plans for the future.																
<b>Detailed Summary &amp; Background:</b>																
<b>Goal/Action Item:</b> 2027 Goal 1: Destination Community & Quality of Life																
<b>Is this a repeat item?:</b> <b>Explain what change has been made to justify bringing it back to Commission:</b>																
<b>Amount Requested:</b>	<b>Budgeted Item:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 10%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 10%;"></td> <td style="width: 20%; text-align: center;">N/A</td> <td style="width: 10%;"></td> </tr> </table>	Yes		No		N/A										
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<b>Approvals:</b>	<b><u>Name the Policy/Ordinance Followed:</u></b>															
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Immediate Division Head																
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Other Division Heads																
Communication																
Legal Review																

Ballot Paper

Early Voting Ballot on Demand

(50) 11" Ballots	3.75
(50) 14" Ballots	4.25
(50) 17" Ballots	Quote not available
(50) 20" Ballots	5.25

(100) 11" Ballots	7.00
(100) 14" Ballots	7.50
(100) 17" Ballots	9.00
(100) 20" Ballots	11.00

(800) 11" Ballots	24.00
(800) 14" Ballots	26.00
(800) 17" Ballots	28.00
(800) 20" Ballots	34.00

EV Dates	Election Date	Type of Election	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	Precinct 6	Precinct 7	Precinct 8	Precinct 9	Total # of Voters
02/17/2024-02/25/2024	February 27th 2024	Presidential Preference Primary	3	13	7	17	3	4	1	8	12	68
04/27/2024-05/05/2024	May 7th 2024	School Millage	2	4	2	21	2	2	6	2	2	43
07/27/2024-08/04/2024	August 6th 2024	Primary	14	22	3	29	3	5	11	16	6	109
10/26/2024-11/03/2024	November 5th 2024	General	141	257	179	519	115	208	262	346	315	2,342
04/28/2025-05/02/2025	May 5th 2025	Muskegon Museum and Public Schools	2	3	0	14	1	3	2	8	15	48
07/28/2025-08/02/2025	August 5th 2025	Mayor/ Commissioner @ Large Primary	9	6	7	25	1	4	11	6	18	87
10/27/2025-11/01/2025	November 4th 2025	Mayor/Commissioner @ Large General, Charter Amendment	7	10	10	29	3	13	14	16	31	133

**Cost Per Election**

Election Program		\$150.00
Inspector meal @ 20.00		\$20.00
Ballot Paper	see attached	
Snacks		\$45.00
Chair Pay	18/hr	
Inspector Pay	15/hr	



## Agenda Item Review Form

### Muskegon Legislative Policy Committee

<b>Commission Meeting Date:</b> December 1, 2025	<b>Title:</b> 2026 Meeting Calendar								
<b>Submitted by:</b> Kimberly Young, Administrative Assistant to the City Manager	<b>Department:</b> Manager's Office								
<b>Brief Summary:</b> To set meeting dates for the Legislative Policy Committee for 2026.									
<b>Detailed Summary &amp; Background:</b> Meetings are to be held on the fourth Wednesday of the second month of each quarter. For 2026, the proposed meeting dates are as follows:  Wednesday, February 25, 2026 Wednesday, May 27, 2026 Wednesday, August 26, 2026 Wednesday, November 18, 2026 - City Hall will be closed November 25, Thanksgiving Holiday									
<b>Goal/Action Item:</b> Administrative Action									
<b>Is this a repeat item?:</b> <b>Explain what change has been made to justify bringing it back to Commission:</b>									
<b>Amount Requested:</b> N/A	<b>Budgeted Item:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%;">No</td> <td style="width: 25%;"></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"></td> <td style="width: 25%;">x</td> <td style="width: 25%;"></td> </tr> </table>	Yes		No		N/A		x	
Yes		No		N/A		x			
<b>Fund(s) or Account(s):</b> N/A	<b>Budget Amendment Needed:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%;">No</td> <td style="width: 25%;"></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"></td> <td style="width: 25%;">x</td> <td style="width: 25%;"></td> </tr> </table>	Yes		No		N/A		x	
Yes		No		N/A		x			
<b>Recommended Motion:</b> To set the meeting schedule as presented.									
<b>Approvals:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Immediate Division Head</td> <td style="width: 10%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> </table>	Immediate Division Head			Information Technology			<b>Name the Policy/Ordinance Followed:</b>		
Immediate Division Head									
Information Technology									

Other Division Heads			
Communication			
Legal Review			



# Agenda Item Review Form

## Muskegon Legislative Policy Committee

<b>Commission Meeting Date:</b> December 1, 2025	<b>Title:</b> Resolutions and Proclamations												
<b>Submitted by:</b> Kimberly Young, Administrative Assistant to the City Manager	<b>Department:</b> Manager's Office												
<b>Brief Summary:</b> Discuss the difference between a proclamation and a resolution. Discuss which types of proclamations and resolutions are suitable for consideration.													
<b>Detailed Summary &amp; Background:</b> Discussion on the appropriate use of proclamations and resolutions, including when a resolution is suitable for City Commission consideration. This should include evaluating whether certain resolutions, particularly those expressing positions on broader issues, fall within the Commission's role and relevance to city operations.													
<b>Goal/Action Item:</b> Administrative Action													
<b>Is this a repeat item?:</b> <b>Explain what change has been made to justify bringing it back to Commission:</b>													
<b>Amount Requested:</b> N/A	<b>Budgeted Item:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">No</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"><input checked="" type="checkbox"/></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
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Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
<b>Recommended Motion:</b> Discussion Only													
<b>Approvals:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Communication</td> <td><input type="checkbox"/></td> <td></td> </tr> </table>	Immediate Division Head	<input type="checkbox"/>		Information Technology	<input type="checkbox"/>		Other Division Heads	<input type="checkbox"/>		Communication	<input type="checkbox"/>		<b>Name the Policy/Ordinance Followed:</b>  
Immediate Division Head	<input type="checkbox"/>												
Information Technology	<input type="checkbox"/>												
Other Division Heads	<input type="checkbox"/>												
Communication	<input type="checkbox"/>												

Legal Review		
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### Definition of a Proclamation

A proclamation is a formal, ceremonial document issued by a Mayor or City Commission to recognize, honor, or bring awareness to a person, group, cause, or event.

It does not create law, establish policy, or direct staff action. Instead, it highlights achievements, milestones, or community contributions.

### Common Uses

- Recognizing an individual for outstanding service
- Celebrating an organization’s anniversary
- Declaring awareness days, weeks, or months (e.g., “Pride Month,” “Public Works Week”)
- Honoring retirements or major accomplishments

### Definition of a Resolution

A resolution is a formal action taken by a City Commission to express the body’s position, make decisions, authorize actions, or establish policy.

Resolutions are typically recorded in official minutes and carry legal or administrative weight, though they are usually less formal and less permanent than ordinances.

### Common Uses

- Approving contracts, budgets, or grant applications
- Adopting policies or guidelines
- Establishing fees or authorizing purchases
- Supporting or opposing legislation
- Appointing board or committee members

### Key Differences

Proclamation	Resolution
Ceremonial; symbolic	Formal action of the governing body
Honors people, events, causes	Creates policy, authorizes action, or states a position
Usually issued by the Mayor or Commission Chair	Must be approved by a vote of the governing body
Not legally binding	May carry legal or administrative authority
Often read aloud at meetings or events	Entered into the official record as governmental action

### When a Proclamation Is Appropriate

- Retirement recognition for a long-serving community member
- Community celebration such as “Small Business Saturday.”
- Awareness campaigns like “Domestic Violence Awareness Month.”
- Honoring an organization’s milestone, such as “100th Anniversary of the Muskegon Rotary Club.”

### When a Resolution Is Appropriate

- Approving a contract with a construction firm for a city project.
- Supporting a grant application for infrastructure funding.
- Adopting a new city policy, such as a records retention schedule.
- Authorizing budget adjustments or fund transfers.
- Establishing or modifying fees, such as cemetery or rental fees.