

# CITY OF MUSKEGON

## CIVIL SERVICE COMMISSION

### MEETING

**July 8, 2026 @ 4:00 PM**

**CONFERENCE ROOM 103**

**933 TERRACE STREET, MUSKEGON, MI 49440**

**CALL TO ORDER:**

**ROLL CALL:**

**APPROVAL OF MINUTES:**

I. Please approve minutes from the regular meeting held on May 13, 2026.  
Civil Service

**NEW BUSINESS:**

I. Please approve two (2) non-FMLA related personal leaves of absence for medical reasons. Civil Service

**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)

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**MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS**  
**Meeting Minutes**

**Wednesday, May 13, 2026**  
**4:00 P.M.**

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**I. CALL TO ORDER**

Present: Commissioner Johnny Brown, Commissioner Georgia Moss, LeighAnn Mikesell-Deputy City Manager; Sara Hough-Human Resource Director (County), Jessica Rabe-Deputy Finance Director, Ken Grant-Finance Director, Kelly Krispin-Human Resource Specialist (County), Dwana Thompson-Director of EEO & Employee Relations; and, Melissa Clark-Human Resource Manager (County).

The Civil Service Commission Meeting was called to order by Commissioner Brown at 4:00 PM.

**II. MINUTES**

Motion was made by Commissioner Moss and seconded by Commissioner Brown to approve the regular meeting minutes from April 8, 2026.

**Motion Carried.**

**III. ACTION AGENDA**

**A. Review and Approval of Job Description Edit/Update from Finance**

**a. Finance Manager**

Jessica Rabe presented the changes to the job description whose opening occurred after a resignation. Ms. Rabe indicated that payroll supervision would no longer be needed and was removed and noted that the job tasks were reordered.

A motion was made by Commissioner Moss to approve and accept the recommended edits/updates and Commissioner Brown seconded.

**Motion Carried.**

**IV. INFORMATION ITEMS**

There were no information items.

**V. OLD BUSINESS**

There was no old business.

**VI. OTHER BUSINESS**

There was no other business.

**VII. PUBLIC COMMENT**

There was no public comment.

**VIII. ADJOURNMENT**

Meeting adjourned at 4:04 PM.



## Agenda Item Review Form

### Muskegon Civil Service Commission

<b>Commission Meeting Date:</b> July 8, 2026	<b>Title:</b> Please approve two (2) non-FMLA related personal leaves of absence for medical reasons.															
<b>Submitted by:</b>	<b>Department:</b> Civil Service															
<b>Brief Summary:</b>																
<b>Detailed Summary &amp; Background:</b>																
<b><u>Goal/Action Item:</u></b>																
<b>Is this a repeat item?:</b> Explain what change has been made to justify bringing it back to Commission:																
<b>Amount Requested:</b>	<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%;"></td> <td style="width: 25%;">No</td> <td style="width: 25%;"></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"></td> </tr> </table>	Yes		No		N/A										
Yes		No		N/A												
<b>Fund(s) or Account(s):</b>	<b>Budget Amendment Needed:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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> </tr> </table>	Yes		No		N/A										
Yes		No		N/A												
<b>Recommended Motion:</b>																
<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%;"></td> <td style="width: 20%;"></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>     
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