

CITY OF MUSKEGON

CIVIL SERVICE COMMISSION

MEETING

September 9, 2026 @ 4:00 PM

CONFERENCE ROOM 103

933 TERRACE STREET, MUSKEGON, MI 49440

☐ **ROLL CALL:**

AGENDA

☐ **APPROVAL OF MINUTES:**

Approval of minutes from August 26, 2026 special meeting.

I. **Approval of minutes.** Civil Service

☐ **CALL TO ORDER:**

☐ **NEW BUSINESS:**

I. **Review and approval of Letter of Understanding.** 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

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

MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS
Special Meeting Minutes

Wednesday, August 26, 2026
4:00 P.M.

I. CALL TO ORDER

Present: Commissioner Johnny Brown, Commissioner Georgia Moss, LeighAnn Mikesell-Deputy City Manager, Kelly Krispin-Human Resource Specialist (County), and, Melissa Clark-Human Resource Manager (County). Absent excused was Sara Hough-Civil Service Director (County).

The Civil Service Commission Meeting was called to order by Commissioner Brown at 4:28 PM.

II. MINUTES

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

Motion Carried.

III. ACTION AGENDA

A. Review and Approval of Letter of Understanding

a. Civil Service/Human Resources

Director Mikesell presented the letter of understanding and a discussion ensued. The commissioners asked to pause a decision on the letter, pending legal counsel.

A motion was made by Commissioner Moss to table this matter and Commissioner Brown seconded.

Motion Carried.

B. Review and Approval of New Job Description

a. Human Resource Director

Director Mikesell explained the city's desire to bring this role in house and modify the contract with the county to reflect the change.

A motion was made by Commissioner Moss to approve and Commissioner Brown seconded.

Motion Carried.

IV. INFORMATION ITEMS

There were no information items.

V. OLD BUSINESS

There was no old business.



VI. OTHER/NEW BUSINESS

There was no other/new business.

VII. PUBLIC COMMENT

There was no public comment.

VIII. ADJOURNMENT

Meeting adjourned at 4:38 PM.





Agenda Item Review Form

Muskegon Civil Service Commission

Commission Meeting Date: September 9, 2026	Title: Review and approval of Letter of Understanding.															
Submitted by: LeighAnn Mikesell, Deputy City Manager	Department: Civil Service															
Brief Summary: Review and approval of Letter of Understanding with City for Personnel Director.																
Detailed Summary & Background:																
<u>Goal/Action Item:</u>																
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:																
Amount Requested:	Budgeted Item: <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: 25%; text-align: center;">N/A</td> <td style="width: 10%;"></td> </tr> </table>	Yes		No		N/A										
Yes		No		N/A												
Fund(s) or Account(s):	Budget Amendment Needed: <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: 25%; text-align: center;">N/A</td> <td style="width: 10%;"></td> </tr> </table>	Yes		No		N/A										
Yes		No		N/A												
Recommended Motion: To approve Letter of Understanding as presented.																
Approvals: <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			<u>Name the Policy/Ordinance Followed:</u>
Immediate Division Head																
Information Technology																
Other Division Heads																
Communication																
Legal Review																

Letter of Understanding

Between the City of Muskegon and its Civil Service Commission

Date: August 12, 2026

Currently, the City of Muskegon contracts with Muskegon County for human resources services. Paragraph 5 of the contract states, "The Civil Service Commission (CSC) shall appoint the County Human Resource Director as the City of Muskegon Personnel Director who shall serve at the pleasure of the CSC."

The city now wishes to establish an internal Human Resources Department and hire a Human Resources Director. The job description for the Human Resources Director includes the following language, "This employee also performs as the Civil Service Director."

This letter of understanding establishes the city's Human Resources Director as the Personnel Director for the city.

Jonathan C. Seyferth
City Manager

Johnny Brown
Civil Service Commission Chair