

# City of Lansing Charter Commission

## Regular Meeting Agenda

Tony Benavides Lansing City Council Chambers  
Lansing City Hall, 10<sup>th</sup> floor  
124 W. Michigan Avenue



**July 29, 2025 at 6:30 PM**

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### **1. Call to Order**

### **2. Roll Call**

### **3. Adopt the Agenda**

### **4. Approval of Minutes**

- A. July 15, 2025 Minutes

### **5. Public Comment**

- A. People wishing to share public comment virtually may do so. The deadline to register to comment this way is 6PM, 30 minutes before the start of the meeting. Sign up at this link: <https://events.gcc.teams.microsoft.com/event/7b841b9a-bcbc-4cc8-98bb-f7f1d47f4322@87509dee-095b-4ff8-ba5a-0035cdfc715d>  
People sharing public comment in person at the meeting may sign up when they arrive to the meeting.

### **6. Officer Reports**

- A. Chair
- B. Vice-Chair
- C. Clerk

### **7. Old Business**

- A. RFP for Public Relations Services

### **8. Public Comment**

### **9. Commissioner Remarks**

### **10. Adjournment**

Persons with disabilities who need an accommodation to fully participate in this meeting should contact the City Clerk's Office at (517) 483-4131 (TTY 711). 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation request.

# Minutes for the City of Lansing Charter Commission

Regular Meeting | Tuesday, July 15, 2025, 6:30 PM

Tony Benavides City Council Chambers,  
Lansing City Hall, 10th floor, 124 W. Michigan Ave.

Present: Commissioners Adams Simon, Anderson, Bauer, Boyd, Dowd, Jeffries, Qawwee, Washington (6:35)

Absent: Commissioners Lopez (excused)

Staff Present: City Clerk Swope, Chief Deputy Clerk Jackson, Deputy Clerk Drever, Attorney Rewa

## Call to Order

The meeting was called to order by Chair Jeffries at 6:30 PM.

## Roll Call

Clerk Swope called the roll of the Commission. A quorum was present.

## Adopt the Agenda

Moved by Commissioner Boyd to adopt the agenda as presented.

Motion carried.

## Approval of Minutes

Moved by Commissioner Bauer to adopt the June 24, 2025 minutes as presented.

Motion carried.

## Public Comment

No comments were made.

## Officer Reports

### Chair

Chair Jeffries spoke about the approval from the Attorney General's office on the proposed Charter. He directed the Clerk to send the ballot language to the County Clerk.

Then, Chair Jeffries spoke about the informational community meetings proposal and invited feedback from the commissioners.

Finally, Chair Jeffries made sure all Commissioners had up to date contact information for one another.

Commissioner Boyd expressed frustration with the City's IT department.

### Vice-Chair

No report.

### Clerk

Clerk Swope acknowledged written communications in the packet and provided a budget update: the Commission has spent \$264,767. with a remaining balance of \$235,232.61.

Commissioners discussed the importance of conserving funds should their work continue beyond November 2025.

## New Business

### A. RFP for Public Relations Services

Commissioner Jeffries gave an overview of the six responses to the RFP received by the Commission for Public Relations services. He highlighted that the RFP requested everything, so the Commission is welcome to choose some, or all the services offered.

Commissioners Boyd and Washington expressed that they were not ready to vote tonight, wanting time to review further.

Commissioners discussed factors they would take into account during the evaluation and selection of a firm. The criteria in the rubric are Experience, Understanding of Project, Method of Approach, and Affordability.

Chair Jeffries asked that Commissioners send any additional questions about the RFPs to the Clerk's Office by Thursday, July 17, so the Clerk's office can share questions with the respondents.

Deputy Clerk Jackson provided additional context on the RFP, including key deadlines for the requested services.

Chair Jeffries, following consensus from the Commission, called the next meeting for Tuesday, July 29, at 6:30 PM.

## Public Comment

No comments were made.

## Commissioner Remarks

No remarks were made.

## Adjournment

The meeting was adjourned by Chair Jeffries at 7:10 PM.