

**REGULAR MEETING OF
BOARD OF PUBLIC SERVICE
DECEMBER 11, 2025**

PRESENT: Samara Morgan, Mark Clouse, Nancy Mahlow, Hugh McNichol, Jason Wilkes, Thomas Hickson, and Ronald Wilson

ABSENT: Tracy Tanner

STAFF: Andrew Kilpatrick, Jeremiah Kilgore, Nicole McPherson, and Mitch Wistler

VISITORS: None

1) CALL TO ORDER:

Chair Wilkes called the meeting to order at 11:33 a.m., at the City of Lansing Wastewater Treatment Plant.

- a. Roll Call
- b. Excused Absences: Tracy Tanner

2) ADJUSTMENTS/APPROVAL OF THE AGENDA:

Chair Wilkes requested approval of the agenda with addition of a Traffic Request, Mr. Hickson moved, Ms. Mahlow seconded, and MOTION CARRIED, to approve the agenda as submitted.

3) APPROVAL OF BOARD MINUTES:

November 13, 2025

Chair Wilkes requested approval of the minutes, Mr. Hickson moved, Ms. Mahlow seconded, and MOTION CARRIED to approve the minutes as submitted.

4) CITIZEN COMMENTS ON AGENDA ITEMS: None

5) ACTION ITEMS:

Traffic Requests:

#25-22 Parking Regulation Survey: 1100 West Ottawa Street – Request was received to increase the amount of available on-street parking along the 1100 block of West Ottawa Street. After reviewing the Public Service Department recommends parking be allowed along the south side of Ottawa Street from Lahoma Street to 500 feet east of Lahoma Street. Mr. Wilson moved, Mr. Hickson seconded, and MOTION CARRIED to approve the recommendation.

#25-24 Traffic Control Request: Inverness Avenue and Shiawassee Street – Request was received to assign right of way at this intersection. After reviewing the Public Service Department recommends that a yield sign be installed for eastbound Shiawassee Street at the Inverness Avenue/Shiawassee Street intersection. Mr. Wilson moved, Ms. Mahlow seconded, and MOTION CARRIED to approve the recommendation.

#25-25 Traffic Control Request: Kenbrook Road and Labelle Street - Request was received to determine sight distance and traffic control at this intersection. After reviewing, the Public Service Department recommends that a yield sign be installed on Kenbrook Road at Labelle Street. Ms. Mahlow moved, Ms. Morgan seconded, and MOTION CARRIED to approve the recommendation.

#25-27 Parking Regulation Survey: Josephine Way – Request was made to change the time limit (currently 2 hours) and prohibit parking overnight to assist with maintenance operations. After review and a survey, the Public Service Department recommends that the existing time limit be changed from 2 hours to 3 hours and parking be prohibited overnight between 12 midnight and 6 a.m. to facilitate street maintenance activities. Mr. Wilson moved, Mr. Hickson moved, and MOTION CARRIED to approve the recommendation.

6) REPORT OF OFFICERS:

Engineering Division: A written report was distributed.

Ms. McPherson gave a brief overview of the report. Discussion and questions followed.

Administration Division: A written report was distributed.

Mr. Kilgore gave a brief overview of the report. Discussion and questions followed.

7) DIRECTOR'S REPORT:

Director Kilpatrick reported on the following: snow plowing map, ice melt (liquid vs rock salt), CSO Project, road construction, road funding, street lights, new city hall, City trees and sidewalk repair.

8) UNFINISHED BUSINESS:

City trees and lamp posts to remain under Unfinished Business on the agenda.

9) NEW BUSINESS: None

10) COMMUNICATIONS AND INFORMATION ITEMS: None

11) CITIZEN COMMENTS ON NON-AGENDA ITEMS: None

12) ITEMS FOR THE SUSPENSION OF THE RULES: None

13) ADJOURN:

The meeting adjourned at 12:41 p.m.

Respectfully submitted by,
Janette Tate, Recording Secretary