



AGENDA
AD HOC COMMITTEE ON DIVERSITY
Friday, Aug 11, 2017 @ 11:30 a.m.
Council Conference Room, 10th Floor, City Hall

Councilmember Carol Wood, Chair
Councilmember Jody Washington
Councilmember Patricia Spitzley

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes
 - July 28, 2017
5. Discussion
 - A.) Information on City Boards and Commission Developing policies for inclusion on Boards
 - B.) City TV Show
6. Other
 - Updates on Participants in the Committee
7. Adjourn

Pending Opioids information from Sparrow Hospital

[illegible]



MINUTES
AD HOC COMMITTEE ON DIVERSITY
Friday, July 28, 2017 @ 11:30 a.m.
Council Conference Room, 10th Floor, City Hall

Call to Order

The meeting was called to order at 11:33 a.m.

Committee Members

Councilmember Carol Wood, Chair
Councilmember Patricia Spitzley – Returned to meeting at 12:10 p.m.
Councilmember Jody Washington

Patricia went down to Law may be back before meeting is over.

Others Present

LaSondra Crenshaw, Council Staff
Brett Kaschinske, Director of Parks & Recreation Department
Dax Carpenter, Disability Network
Brandon Waddell, Asst City Atty
Andy Kilpatrick, Transportation
Tammy Lemmer, TCOA
Stacey Locke, Peckham
Sandy Wolfe, Peckham
Jim Bale, GLLC
Guillermo Lopez, LLEAD/LSD

MINUTE

MOTION BY COUNCILMEMBER WOOD TO APPROVE THE MINUTES FROM June 23, 2017 AS PRESENTED. MOTION CARRIED 2-0.

Discussion

ADA and Barrier Free Compliance with Parks

Councilmember Wood explained the handouts included information from 2000-2005 Parks Master Plan, and the 2005-2010 Parks Master Plan. They have been distributed to review the improvement for ADA and Barrier Free projects, as well as the compliant process.

Councilmember Wood asked about the complaint procedure and whether there were any complaints and if so how were they resolved.

Mr. Kaschinske advised Lansing Connect is the site they encourage the public to use, and it's a documentation system and reports back to the complainant on how the issues were dealt with. Councilmember Wood asked if the internet was the only way to file complaints. Mr. Kaschinske advised other ways to access complaints that included TDD through Human Relations & Community Services office. It doesn't have to be a complaint it could be to register for class or program. Also forms are available to fill out and then they are sent to the appropriate person.

Councilmember Wood asked how many complaints are filed in a year, and Councilmember Washington asked how many included "barrier free" issues. Mr. Kaschinske said including trash about ten issues per week. Those issues could include trash, dead animals, long grass, or graffiti, etc. He advised that statistics are kept, and advised he is not aware of any barrier free issues.

Councilmember Wood stated that much like the Human Rights ordinance, when people do not realize there is an option to file a complaint you may not know there are issues. She indicated people may not know how to access a complaint. And asked Mr. Kaschinske if they thought about putting out a flier or information to go out to various groups? Mr. Kaschinske advised if there is an emergency situation he would like people to call. And he asked that we provide him with a list of contact people and they would be willing to send that information out to them.

Mrs. Locke, stated work has been done at Potter Park Zoo to address accessibility issues, and asked does a person go to the parks and do assessments. She stated she is glad the Department has employees who understand the requirements of those with disabilities; however they need to really work with people who have disabilities.

Mr. Kaschinske said they are now onto 2015-2020 and the specialist is no longer there. Barrier free projects run through consultants they bring in for projects. Some of groups such as senior citizens, autism, physical and cognitive don't always mix so programming is done by Leisure Services. They have worked with Helping Hands Program however Helping Hands gave a 30 day notice, they wanted to cancel the program due to lack of participation. The program will be going back to Beekman, but summer day camps do have staff that work with those who have disabilities.

Mrs. Wolfe asked are people ADA knowledgeable as she doesn't want kids getting hurt. Mr. Kaschinske said they are very knowledgeable all playgrounds have same safety surfacing, and do not use sand. They use engineered ground fiber mulch and at Patriarche Park there is a port in place surface which is very expensive surface to install. Port in place is considered a universally accessible playground system.

Mr. Bale added the surface is really neat and helpful. Councilmember Wood said just because you have experience with ADA compliance doesn't always relate to what will actually work and sometimes different. It is important to get the input from people who will actually use it.

Mr. Lopez asked does the Parks Department have partnerships to help reduce cost. Mr. Kaschinske said they can send plans however would not want project constructed then do a review. Over 50% of parks have partnership. The following Community Centers, Southside, Letts, Foster, and Gier have installed push button doors, and all four community centers have Composite Wood, Hand Rails, and changed decking requirements. There is a renovated ramp at Turner Dodge but it is not accessible to the second and third floor of the house. They are installing a camera system that will allow individuals on the first floor to see what's going on other floors.

Canoe Kayak launches installed are universally accessible. There is an application into DNR trustee to add more as they have been very popular for all people not just disabled. Having a Lansing strong group has provided lots of work along the river trail that currently meets requirements from Beekman to Mt. Hope. Turner Dodge to Courthouse in Mason which is still a few years out. We have trails from Schmidt Southside Community Center through MSU to Meridian Township. We have replace concrete at Francis, Fulton has new sidewalk, in Bancroft Park we shutting down loop to vehicle traffic. The Risdale Park new athletic facility will allow for bleacher seating with a ramp. All pools have lifts available, Hunter Park is zero depth. There are two Senior day programs from 9:30 a.m. until 2:30 p.m. at Letts Community Center and Schmidt Center that include meals, there is seventy and over softball league, fifty and over basketball league which is very popular, and a new Bocce Ball court at Schmidt Center.

Discussion

AARP Study Groups

Mr. Kilpatrick spoke about concrete cutting was a pilot program started a few years ago. The cutting is much better and cleaner than the first year we had the contact. Up to about an inch and half cut is about \$40 for a 5 feet sidewalk. It eliminates immediate trip hazard. They are accessing wedge complaints to see what can be done and will be using city works system.

The AARP Open Space in public building plan draft will be available in November, but won't move forward until new Administration can look at it. This is a five year program we're currently on the second year. We have meetings every week; please contact the office if you want to get involved. Some of the other Committees are Health and Community Services, Employment, Civic engagement and respect have been combined.

Councilmember Wood asked Mr. Kilpatrick to give a synopsis in an email and provide the information. Mr. Kilpatrick stated he will send that information. He advised there will be brochures etc. because everyone does not have internet accessibility. They are also looking at age friendly and how you can get the information; some resources could be 211-Mayor's office, City Council, libraries, and community centers.

Mrs. Lemmer said 211 is much like a phone directory however Tri-County does have a live person to talk to individuals. Councilmember Wood advised some of the numbers on 211 no longer exist, she doesn't believe the information is being updated. Mr. Kilpatrick said Lansing Connect is an easy way to report sidewalk issues or you can call office or City Council offices.

It was noted that Mr. Kilpatrick will send email to Councilmember Wood regarding information he spoke about during meeting. Mr. Kaschinske asked that we send him a list of email contacts.

Councilmember Spitzley asked that potential park project could also be brought to Ad Hoc On Diversity. Councilmember Wood advised the goal is to change communication line and relationship within different Departments. Councilmember Washington said if you let us know it will help because Council Members will be aware of what's going on.

Discussion on City TV Program Series

No updates - will finalize at next meeting August 11, 2017 and set up time to visit the studio.

OTHER

Updates on Participants in the Committee

Mr. Bale informed the group that the REO OLDS car show is tomorrow July 29, 2017

Mr. Lopez informed the group that a hate crime took place and on the 14th the community has a meeting they worked w/City Hall and had a press conference the following Monday. On the 25th they meet again and came up with areas to address coming forward. Response system being researched. Mr. Lopez will send notes from last community meeting.

Group discussed inviting Joan Jackson-Johnson.

Next meeting Aug 11th

Adjourn

Adjourn at 12:41

Submitted by,

LaSondra Crenshaw, Administrative Assistant

Boards & Commission

Unless stated differently by Ordinance or State Law Boards & Commissions membership is as follows:
Charter 5-103

.1 Every member of a board, commission or committee established by Charter or ordinance shall be an officer of the City and shall possess the qualifications required by this Charter for holding office.

.2 Except as otherwise specifically provided in this Charter or State law, the Mayor shall appoint persons to all such boards, commissions and committees with the advice and consent of the Council. No such appointment shall be effective until it has been confirmed by the Council.

.8 Each board established by this Charter shall be composed of eight (8) members. Four (4) members shall be from the City-at-large and one member shall be appointed from each of the four (4) wards of the City in the following pattern:

(a) The first ward member shall have a term expiring in 1981 and every four (4) years thereafter.

(b) The second ward member shall have a term expiring in 1982 and every four (4) years thereafter.

(c) The third ward member shall have a term expiring in 1979 and every four (4) years thereafter.

(d) The fourth ward member shall have a term expiring in 1980 and every four (4) years thereafter.

.9 The members from the City-at-large shall be appointed to staggered terms, at least one of which shall expire each year.

.10 Appointments to each board, commission and committee shall be made with regard to the diversity of Lansing citizens, their variety of interests and the experience and expertise that each can contribute to the common good of the City.

Board of Ethics

5-502 - Membership.

.1 The Board of Ethics shall be a review board and shall consist of eight members; four members shall be appointed by the City Council, one from each City ward, and four shall be appointed by the Mayor. The City Attorney shall assist and advise the Board, and the City Clerk shall serve as Recording Secretary to the Board and provide such administrative services to the Board as may be necessary; however, neither shall be eligible for appointment as Board members.

.2 Of the members appointed to the initial Board, the Mayor and the City Council shall each appoint members for a one-year, a two-year, a three-year and a four-year term. A member shall hold office until a member's successor is appointed. Thereafter each Mayoral-appointed member and each Council-appointed member shall serve for a term of four years. An appointment to fill a vacancy shall be made by the Mayor to fill a vacant Mayoral-appointed member position and by the City Council to fill a vacant Council-appointed member position. Persons serving as members of the Board of Ethics on the effective date of this section shall continue as members until the expiration of their original terms.

.3 Members of the Board of Ethics shall be residents of the City and shall hold no elected public office and no other City office or employment.

.4 The Board shall adopt rules governing its procedure and the holdings of regular meetings, subject to the approval of City Council. Special meetings may be held when called in the manner provided in the rules of the Board. The Board shall select its own presiding officer from among its members.

.5 If any issue before the Board involves any member of the Board, such member may not participate in Board deliberations pertaining to the member's issue nor shall such involved member be eligible to vote on any actions concerning the issue.

.6 All City employees and elected or appointed officials of the City shall cooperate with any investigations by the Board; such cooperation shall include the compilation and production of any information requested by the Board during an investigation unless the information requested is exempt from disclosure under the applicable State law.

.7 If any issue before the Board involves the Office of the City Attorney, the Board may engage the services of outside counsel upon terms and arrangements approved by City Council.

.11 An ordinance creating a board, commission or committee may set forth a different size for the body or a different length of term for the members than required in this section if the Council finds that the change is appropriate.

Board of Fire Commissioners

.1 The Board of Fire Commissioners, hereinafter known as the Board, is established pursuant to Article 5, Chapter 1, of this Charter and shall have all the powers, duties and responsibilities of advisory boards in addition to the following duties.

.2 The Board shall establish administrative rules for the organization and overall administration of the Fire Department, in consultation with the Chief of the Fire Department and the Mayor. These administrative rules shall not be effectuated in accordance with Section 5-105.8 of this Charter but shall become effective upon the filing with the City Clerk.

.3 The Board shall approve rules and regulations for the conduct of the members of the Department, in consultation with the Chief of the Fire Department and the Mayor.

.4 The Board, in its rules, shall establish a procedure for receiving and resolving any complaint concerning the operation of the Department.

.5 The Board shall review and approve the Departmental budget before its submission to the Mayor.

.6 The Board shall act as final authority of the City in imposing or reviewing discipline of the Department employees consistent with the terms of the State law and applicable collective bargaining contracts.

.7 The Board shall render an annual report to the Mayor and City Council, which shall include a description and evaluation of the Department's activities during the previous year, including the handling of complaints, if any, and proposals for future plans.

Board of Plumbing

Chapter 1422

The Mayor, with the advice and consent of Council, shall appoint a Board of Plumbing to serve for a term of four years. The Board shall consist of six members, two of whom shall be active employing master plumbers with ten years of experience, two of whom shall be active journeymen licensed plumbers with ten years of experience, and two of whom shall be residents of the City who are not engaged in the plumbing or building business. The Board shall create its own organization and have a President and Vice-President. The City Engineer and the Chief Plumbing Inspector shall be ex-officio members and shall be authorized to attend all meetings in a nonvoting capacity. The Chief Plumbing Inspector shall act as Secretary of the Board and shall serve as a liaison between the Manager of the Office of Building Safety and the Board.

The Board shall make, advise, review and/or recommend all necessary rules, regulations and interpretations and applications of the Plumbing Code. In addition, the Board shall possess all powers granted to it as an advisory board by the City Charter and shall advise the Chief Plumbing Inspector to implement and enforce the same. The Board shall advise the Plumbing Inspectors only in the areas of its technical expertise, leaving administrative direction to the Manager of the Office of Building Safety. Appeals regarding any final decisions of the Manager of Building Safety or rules and regulations or provisions of the Plumbing Code, or of any interpretation thereof, shall be submitted to the Plumbing Board of Appeals established pursuant to this section. In order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretations of this Code, there shall be and is hereby created a Plumbing Board of Appeals consisting of members

who are qualified by experience and training to pass upon matters pertaining to plumbing design, construction and maintenance and the public health aspects of plumbing systems and who are not employees of the jurisdiction. The Chief Plumbing Inspector shall be an ex officio member and shall act as Secretary to said Board but shall have no vote upon any matter before the Board. The Plumbing Board of Appeals shall be appointed by Council and shall hold office at its pleasure. The Board shall adopt rules of procedure for conducting its business and shall render all decisions and findings in writing to the appellant with a duplicate copy to the Manager of the Office Building Safety and to the City Clerk.

Board of Police Commissioners

.1 The Board of Police Commissioners, hereinafter known as the Board, is established pursuant to Article 5, Chapter 1, of this Charter and shall have all the powers, duties and responsibilities of advisory boards in addition to the following duties.

.2 The Board shall establish administrative rules for the organization and overall administration of the Police Department, including promotional and training procedures, in consultation with the Chief of Police and Mayor. These administrative rules shall not be effectuated in accordance with Section 5-105.8 of this Charter but shall become effective upon filing with the City Clerk.

.3 The Board shall approve rules and regulations for the conduct of the members of the Department, in consultation with the Chief of Police and the Mayor.

.4 The Board, in its rules, shall establish a procedure for receiving and resolving any complaint concerning the operation of the Department.

.5 The Board shall review and approve the Departmental budget before its submission to the Mayor.

.6 The Board shall act as the final authority of the City in imposing or reviewing discipline of the Department employees consistent with the terms of State law and applicable collective bargaining contracts.

.7 The Board shall render an annual report to the Mayor and City Council, which shall include a description and evaluation of the Department's activities during the previous year, including the handling of crime and complaints, if any, and proposals for future plans.

5-302 - Investigatory power.

Whenever necessary to carry out its assigned duties, the Board of Police Commissioners shall have the same power to subpoena witnesses, administer oaths and require the production of evidence as the City Council.

CHAPTER 270. - BOARD OF POLICE COMMISSIONERS[21]

270.01. - Administrative and investigative staff and facilities for the Board of Police Commissioners; confidential status of certain staff records and documents.

(a) The Board of Police Commissioners, "Board," shall be provided with such administrative and investigative assistance, employees, equipment and facilities as may be provided in the annual budget of the City from year to year. Administrative and investigative assistance and employees shall be approved by the Board consistent with City Charter, ordinances and personnel policies.

(b) The administrative and investigative staff of the Board shall report to, and, in the fulfillment of their respective duties, be responsible to the Board. No member of the administrative or investigative staff shall be an employee of another Board, Agency, or Department of the City. Provided, however, for personnel administrative purposes only, the administrative and investigative staff of the Board may be physically located in a City Department, other than the Police Department. Such employees shall also be subject to City personnel policies, rules and procedures.

(c) Investigative staff of the Board, as designated by the Board, shall be deemed confidential employees of the Board under rules and guidelines established by the Board from time to time. For the sole purpose of assisting the Board in the performance of its duties, investigative staff of the Board shall be

granted full access to all records and documents of the Police Department, including internal affairs records and documents, upon reasonable notice to the Chief of Police and at reasonable times.

(d) All records and documents obtained by the investigative staff of the Board shall retain any confidential status attendant to such records and documents while in possession of the investigative staff in accordance with the provisions and requirements of the Michigan Freedom of Information Act and the policies and procedures of the Board.

Board of Review

.1 A Board of Review for property tax assessment is created.

.2 The Mayor shall appoint, subject to Council confirmation, five (5) members serving staggered terms of three (3) years each. In order to increase the membership of the Board of Review created under the previous Charter to five (5) public members, one member shall be appointed to a term of at least two (2) years expiring July 1, 1981, and one member shall be appointed to a term of at least one year expiring on July 1, 1980. Public members serving terms of three (3) years at the time of the adoption of this Charter shall continue until the expiration of their term.

.3 The members of the Board of Review shall be appointed on the basis of their knowledge and experience in property valuation.

.4 No member of the Board of Review shall hold any other public office or public employment in any local unit of government supported by Lansing property taxes in whole or in part. All members of the Board of Review shall be residents of the City.

.5 Unless otherwise provided by ordinance, the Board of Review shall convene on the second Monday in March and sit for at least five (5) calendar days.

.6 The Board of Review shall have such powers and duties as may be provided by law.

.7 The Board of Review shall adopt rules for its conduct of business.

(a) Members of the Board of Review shall be appointed on the basis of their knowledge of and experience in property valuation.

(b) No member of the Board of Review shall hold any other public office or public employment in any local unit of government supported by Lansing property taxes, in whole or in part. All members of the Board of Review shall be residents of the City.

Board of Water & Light

.1 The Board shall appoint a Director who shall be responsible to the Board for carrying out the duties assigned by the Board and shall serve at its pleasure.

.2 The Board shall appoint an Internal Auditor who shall report directly to the Board. The Internal Auditor shall serve at the pleasure of the Board.

.3 The Board shall appoint its own Secretary who shall be responsible to the Board and shall serve at its pleasure.

.1 The Board shall make all contracts pertaining to the conduct of the Board of Water and Light business and shall have the authority to settle litigation involving the Board of Water and Light.

.2 The Board shall have the power to acquire property, both real and personal, and interests in property in the name of the City for purposes of the Board of Water and Light.

.3 The Board shall have the power to sell real property and interests in real property not needed for the operation of the Board of Water and Light, subject to the approval of six (6) City Council members and subject to the limitations on the sale of real property by the City contained in this Charter.

.4 The Board shall adopt policies and procedures to assure fairness in procuring personal property and services and disposing of personal property. These policies and procedures of the Board shall parallel the policies and procedures adopted by the Council for the purchase and sale of personal property and

services unless the Board makes a specific finding that a City policy or procedure is not consistent with the best practices for public utility operation.

.5 The Board shall prepare and adopt its annual budget by June 1 of each year, and implement it with whatever modifications the Board may adopt from time to time. The budget and any amendments shall be filed with the City Clerk within ten (10) days after adoption.

.6 The Board shall submit to the Mayor, prior to October 1 of each year, its capital improvements plan for the next six (6) years pursuant to Section 7-109.

.7 In the best interest of the City, the Board and other agencies of the City are encouraged to cooperate on projects deemed to be beneficial and to utilize each other's services.

.8 The Board of Water and Light may utilize the streets, alleys, bridges and other public places of the City for the furnishing of public utility services. In the exercise of this right, the Board of Water and Light shall furnish timely information about proposed uses to the officials of the City and to the agencies which will be most directly affected by the use.

.9 The Board may conduct whatever audits of the activities it deems appropriate and shall compensate the City for the cost of that portion of the annual audit of the City which covers the Board of Water and Light.

.10 The Board may provide for the pensioning of any employee of the Board of Water and Light or the surviving spouse or dependent of any deceased employee.

.11 The Board, except as otherwise provided in this Charter, shall be responsible for and have authority over the compensation, benefits, bonding, conditions of employment, and labor management activities for all employees of the Board of Water and Light.

5-103

.12 The Board of Water and Light Board Members shall include three non-voting advisory members representing utility customer communities outside the City of Lansing. Each non-voting advisory member shall be a Board of Water and Light customer, shall reside in and be appointed by the governing body of the municipality. One member shall represent the City of East Lansing and shall serve a term of four (4) years commencing July 1. One member shall represent Delta Township and shall serve a term of four (4) years commencing July 1. One member shall be at-large and shall represent the remaining municipalities and shall serve a term of one (1) year commencing July 1. The at-large representative shall serve on a rotating annual basis and be appointed by the governing body of the following municipalities in succession: Meridian Township, Delhi Township, DeWitt Township and Lansing Township. Except as provided herein, Section 2-103, Section 5-105, or State law, the provisions of this Charter shall not apply to the non-voting advisory members of the Board of Water and Light.

Board of Zoning Appeals

1244.02. - Composition; terms of office; vacancies.

(a) The Board of Zoning Appeals shall consist of nine members who are appointed by the Mayor with the advice and consent of Council. To be eligible for appointment, each person shall possess the qualifications required by the City Charter for holding office.

(b) After the effective date of this Zoning Code (Ordinance 636, passed March 7, 1983), each subsequent appointment to the Board shall be for one, two or three years, respectively, so as to provide for the appointment of an equal number of members each year. Thereafter, each member shall be appointed for a full three-year term. The Mayor shall attempt to appoint at least one member to the Board who is serving as a member of the Planning Board. The Chairperson of the Board of Zoning Appeals shall be elected annually by the membership of the Board.

(c) Members may be removed at the pleasure of the Mayor, with the advice and consent of Council. Appointments to fill vacancies shall be made upon the occurrence of the vacancy and each person so appointed shall take office immediately upon the confirmation of Council, to serve for the remainder of

the unexpired term. If a vacancy is not filled within 60 days after the occurrence of the vacancy, Council shall appoint a committee of three of its members to act instead of the Mayor in the making of such appointment.

1244.03. - Powers and duties.

(a) The Board of Zoning Appeals shall hear and decide appeals from, and review any order, requirement, decision or determination made by, the Planning Division related to the Zoning Code.

(b) The Board of Zoning Appeals shall determine if a Class A nonconformity may be restored or reconstructed pursuant to Section 1294.06(c).

(c) If requested by an applicant, the Board of Zoning Appeals shall review any decision of the Planning Board, which decision is made under Chapter 1294.

(d) The duty to alter or change the Zoning Code or the Zoning Map is reserved to Council in the manner provided by law.

(e) The Board of Zoning Appeals shall hear and determine requests for variances in accordance with Section 1244.06.

Building Board of Appeals

The Building Board of Appeals is established by Section 204 of the Uniform Building Code, as adopted by Section 1420.01 and amended by Section 1420.02 of Part Fourteen - the Building and Housing Code.

MCL 125.1514

A construction board of appeals for each governmental subdivision enforcing the code shall be created consisting of not less than 3 nor more than 7 members, as determined by the governing body of the governmental subdivision. Unless otherwise provided by local law or ordinance, the members of the board of appeal shall be appointed for 2 years terms by the chief executive officer of a city, village, or township and the chairperson of the county board of commissioners of a county.

CADL (Capitol Area District Library)

District Library Agreement Section 4. City of Lansing appoints 2 members, Ingham County appoints 5 members, at least 1 and no more 2 must be City of Lansing residents. Terms are 4 years.

Capital Region Airport Authority

MCL 259.802 et. Seq.

The airport authority board shall consist of 3 members from city designated in section 1, appointed by the mayor with the advice and consent of the city council; 3 members from the balance of each county having a city with a population over 100,000 located primarily within its boundaries, appointed by a majority of the county board of commissioners; and 2 members from each other county, comprising the authority, appointed by their respective legislative bodies by a majority of the full membership of the appointing legislative body. A board member shall be an elector of his or her respective appointing city or county and may be a member of the appointing legislative body. 259-803 of the county members first appointed, 1 member shall be appointed for a 4 years and 1 member for 3 years. Of the city members 1 shall be appointed for 2 years, 1 for 3 years and 1 for 4 years. After the initial appointments expire all members shall be appointed for 4 years. All members appointed shall serve until they are reappointed or successor named at the end of their term. If a member is unable to complete his term of office, a successor shall be appointed in the same manner as the original appointment to complete the term. In the case of the appointment of the successor, he shall serve until another is appointed or he is reappointed.

CATA (Capital Area Transportation Authority)

Serving Greater Lansing since 1972, the Capital Area Transportation Authority (CATA) was formed under Act 55 (Public Act of Michigan 1963). The Authority's governmental membership includes the cities of Lansing and East Lansing and the townships of Delhi, Lansing and Meridian.

The governing body of the Capital Area Transportation Authority is its Board of Directors, which is made up of members who are appointed by the political subdivisions that have membership in the Authority. The Board is based on the populations within the boundaries of each political subdivision and is made up of: City of Lansing (4), City of East Lansing (2). Townships of Delhi (1), Meridian (2), Lansing (1)

Community Corrections Advisory Board

Representatives of the Community Corrections Advisory Board are appointed by the Ingham County Board of Commissioners Law and Courts Committee and the Lansing City Council for 6 year terms. As required by law, representatives of the Sheriff Department, a City Police Department, Board of Commissioners, City Council, Circuit Court, District Courts, Probate Court, Adult Probation Department, prosecuting and criminal defense attorneys, the general public, the business community and the communications media must serve on the Community Corrections Advisory Board. 2 members from the public for Lansing.

Demolition Board

MCL 125.538 - 125.540b & 125.541

MCL 125.540 (4) The hearing officer shall be appointed by the mayor, village president, or township supervisor to serve at his or her pleasure. The hearing officer shall be a person who has expertise in housing matters including, but not limited to, an engineer, architect, building contractor, building inspector, or member of a community housing organization. An employee of the enforcing agency shall not be appointed as hearing officer. The enforcing agency shall file a copy of the notice that the building or structure is a dangerous building with the hearing officer.

The hearing officer shall be appointed at the mayor's pleasure. The hearing officer shall be a person who has expertise in housing matters including, but not limited to: an engineer, architect, building contractor, building inspector, or member of a community housing organization. An employee of the enforcing agency shall not be appointed as hearing officer. The Board itself consists of 3 members with no quorum required, with members serving indefinite terms and are not geographically based.

EDC/TIFA/LBRA

MCLs 125.1601/125.1801/125.2651 et. seqs.

MCL 125.1604 (2) The board of directors of the corporation shall consist of not less than 9 persons, not more than 3 of whom shall be an officer or employee of the municipality. The chief executive officer and any member of the governing body of the municipality may serve on the board of directors. These directors shall be appointed for terms of 6 years, except of the directors first appointed, 4 shall be appointed for 6 years, 1 for 5 years, 1 for 4 years, 1 for 3 years, 1 for 2 years, and 1 for 1 year. The corporation shall notify the chief executive officer of the municipality in writing upon the corporation's designation of the project area as provided in section 8(1), and there shall be appointed promptly after that notice 2 additional directors of the corporation who shall serve only in respect to that project and shall be representative of neighborhood residents and business interests likely to be affected by the project proposed by the corporation and who shall cease to serve when the project for which they are appointed is either abandoned or, if undertaken, is completed in accordance with the project plan. Directors shall serve without salary, but may be reimbursed their actual expenses incurred in the performance of their official duties, and may receive a per diem of not more than \$50.00. The meetings of the board of directors shall be public. Directors shall be public officers.

(3) The chief executive officer of a municipality, with the advice and consent of the governing body, or in the case of a county where there is not an elected chief executive officer, the chairperson of the county board of commissioners, with the advice and consent of the county board of commissioners, shall appoint the members of the board of directors.

(4) Subsequent directors shall be appointed in the same manner as original appointments at the expiration of each director's term of office.

(5) A director whose term of office has expired shall continue to hold office until the director's successor has been appointed with the advice and consent of the governing body. A director may be reappointed with the advice and consent of the governing body to serve additional terms. If a vacancy is created by death or resignation or removal by operation of law, a successor shall be appointed with the advice and consent of the governing body within 30 days to hold office for the remainder of the term of the vacated office.

(6) A director may be removed from office for cause by a majority vote of the governing body. MCL 125.1804 & MCL 125.2655 TIFA Board is EDC Board. LBRA Board is TIFA Board.

Shall not consist of less than 9 persons, not more than 3 of whom shall be an officer or employee of the municipality. The chief executive officer and any member of the governing body of the municipality may serve on the board of directors. These directors shall be appointed for terms of 6 years, except of the directors first appointed, 4 shall be appointed for 6 years, 1 for 5 years, 1 for 4 years, 1 for 3 years, 1 for 2 years, and 1 for 1 year. They are to represent neighborhoods and businesses that may be affected by their projects. Directors shall be public officers.

Elected Officers Compensation Commission

Chapter 280

The Elected Officers Compensation Commission shall consist of seven members who are registered electors of the City and who shall be appointed by the Mayor, subject to confirmation by a majority of the members elected and serving in Council. The terms of office of the members shall be seven years. Members shall be appointed before October 1 of the year of appointment and shall serve until October 1 of the year in which their terms expire or until their successors qualify for office. Vacancies shall be filled for the remainder of the unexpired term. No member or employee of the legislative, judicial or executive branch of any level of government or members of the immediate family of such member or employee shall be eligible to be a member of the Commission.

Election Commission

Charter 2-205

The conduct of City elections shall be the responsibility of the Election Commission consisting of the City Clerk, the City Attorney and the Assessor. The City Clerk shall preside.

The only members are the City Clerk, the City Attorney, and City Assessor, with the City Clerk presiding.

Electrical Board of Appeals

Chapter 1424

There is hereby established an Electrical Board in and for the City. The Board shall be composed of five members appointed by the Mayor with the advice and consent of Council. One member of the Board shall be an electrical contractor, one shall be an electrical journeyman and one shall be a representative of an electrical utility. Each of such members shall have had a minimum of five years of electrical experience in the group he or she represents. One member shall be a representative of a manufacturing industry employing electrical journeymen and the fifth member shall be a resident of the City. All members shall serve for a term of four years. Such terms shall commence on July 1 of the calendar year of appointment. All vacancies shall be filled by the Mayor with the advice and consent of Council.

The Board shall be composed of five members appointed by the Mayor with the advice and consent of the Council. One member of the Board shall be an electrical contractor, 1 shall be an electrical journeyman and 1 shall be a representative of an electrical utility. Each of such members shall have had a minimum of 5 years of electrical experience in the group he or she represents. One member shall be a representative of a manufacturing industry employing electrical journeyman and the 5th member shall be a resident of the City (1424.04). Term of service is 4 years.

Employees Retirement Board

Chapter 292

The Board of Trustees shall consist of nine trustees, as follows:

- (1) The Mayor;
 - (2) A member of Council to be selected by, and to serve at the pleasure of, Council;
 - (3) The City Treasurer;
 - (4) The Chief Personnel and Training Officer;
 - (5) Three members of the retirement system to be elected by the members of the system under such rules and regulations as may from time to time be adopted by the Board, except that not more than one such elected member shall be from any one City department;
 - (6) A resident of the City appointed by the Mayor, by and with the consent of City Council, who is not an employee of the City and is not eligible to receive benefits payable by the retirement system; and
 - (7) A resident of the City appointed by the Mayor, by and with the consent of City Council, who is a retiree of the retirement system.
- (b) The regular term of office for such elected and appointed Trustees shall be four years.

Historic District Commission

Chapter 1220

The Historic District Commission is hereby established. The Commission shall consist of nine members whose residences are located within the City. They shall be appointed by the Mayor, with the consent of Council, for terms of office of three years. Members shall be reappointed at a rate of three per year, so that in any one year, no less than six unexpired terms of office shall continue.

At least two members shall be appointed from a list of residents submitted by a duly organized and existing preservation organization, and at least one member shall be an architect, duly registered in the State with a minimum of two years' experience, if such a person resides within the City and is available for appointment. A majority of the members shall have a clearly demonstrated interest in or knowledge of historic preservation. Members of the Commission may be reappointed. A vacancy occurring in the membership of the Commission for any cause shall be filled, within 60 days, by a person appointed by the Mayor, with the consent of Council, for the unexpired term.

The Lansing Historic District Commission is made up of 9 Lansing residents appointed by the Mayor and confirmed by City Council. Its members serve at-large, and volunteer their time to review proposed exterior work on properties located within a designated local historic districts, such as additions, alterations, and demolitions in accordance with chapter 1220 of the Code of Ordinances. The commission issues a certificate of appropriateness, notice to proceed, or certificate of denial, based upon the Secretary of the Interior's Standards.

Human Relations & Community Services Board

To provide a citizen board called the Human Relations and Community Services Advisory Board to foster mutual understand and respect among all groups in the city and promote essential human services to meet citizens needs within the community; advise and recommend methods for furnishing equal services to all residents of the City; study and examine problems arising between groups in the City;

formulate and carry out programs of community education and information; examine reports of discrimination or prejudice; cooperate with other public governmental or private agencies in developing instruction for private and public schools showing the value of diversity; cooperate with federal, state and City agencies and departments which request advice in carrying out projects within their respective authorities; conciliate alleged discriminatory practices relating to City Government; monitor contracting agencies doing business with the City to assure adherence to applicable laws; serve in an advisory capacity to the Mayor and City Council on issues relating to community services, human relations and budget recommendations, and prepare and submit reports to the Mayor and City Council of its activities.

Chapter 273

(a) The Human Relations and Community Services Advisory Board shall consist of eight members who are appointed by the Mayor with the advice and consent of City Council. Four members shall be from the city-at-large and one member- shall be appointed from each of the four wards. Eligibility shall be in accordance with those qualifications required by the City Charter for holding office, Article 5, Chapter 1, Section 5-103;

(b) Appointments to the Board representing each ward for the first term shall be for one-, two- and three-year terms. Thereafter, there shall be four-year terms, commencing July 1. Terms for the at-large members shall be staggered so that at least one shall expire each year. The chairperson shall be elected annually by a majority vote of the membership of the board; and

(c) Appointments to fill vacancies shall be made upon the occurrence of the vacancy and each person so appointed shall take office immediately upon the confirmation of City Council to serve for the remainder of the unexpired terms. If a vacancy is not filled within 60 days after the occurrence of the vacancy, City Council shall appoint a committee of three of its members to act instead of the Mayor in the making of such appointment.

Income Tax Board of Review

MCL 141.691 et. seq.

141.691 Sec. 91.

(1) The governing body of the city shall appoint an income tax board of review consisting of 3 residents of the city who are not city officials or city employees.

(2) The board shall select a chairperson, secretary, and other officers as the board considers necessary and shall adopt rules governing the procedure for hearings and other procedures. The rules shall be filed in the office of the city clerk and shall be available for inspection by an interested person. A copy of the rules shall be furnished on request to an interested person.

(3) A majority of the board members shall constitute a quorum for an action by or hearing before the board, or for any other purpose. A member of the board shall not act on a matter in which the member has a financial interest other than the common public interest. A record shall be kept of the board's transactions and proceedings. The record and any other writing prepared, owned, used, in the possession of, or retained by the board of review in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976.

(4) The business which the board may perform shall be conducted at a public hearing of the commission held in compliance with Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the hearing shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

The governing body shall appoint an income tax board of review consisting of 3 residents of the city who are not city officials or city employees. A member of the board shall not act on a matter in which the member has a financial interest other than the common public interest.

Joint Building Authority

Purpose

The Joint Building Authority is commissioned by the City of Lansing and Ingham County to jointly oversee the financing and construction of the Veteran's Memorial Courthouse on West Kalamazoo.

Qualifications

A 3-member board consisting of 1 appointee by the City of Lansing, 1 appointee by Ingham County, and 1 jointly-appointed board member. The Authority meets as needed.

Lansing Building Authority

Members of the Authority are the City Attorney, Finance Director and Public Service Director.

Lansing Entertainment & Public Facilities Authority (LEPFA)

Articles of Incorporation (Resolution 685 of 1995)

Article V (as amended by Resolution 50 of 1997)

Purpose

An independent authority responsible for the overall management and supervision of the Lansing Center, Lansing City Market, and Cooley Law School Stadium. LEPFA provides professional management toward the administration, operation, marketing and maintenance of the Lansing Center, Cooley Law School Stadium, the Lansing City Market and other community/regional interest events.

Qualifications

LEPFA is committed to service excellence and providing an outstanding experience for guests. By providing a safe environment and developing strong relationships with our diverse clients, sponsors and business neighbors, LEPFA serves as a catalyst to enhance both local and regional economic growth.

Lansing Housing Commission

Chapter 260

The Housing Commission shall consist of five members to be appointed by the Mayor. The term of office of each member of the Commission shall be five years. Members of the first Commission existing hereunder shall be appointed for the terms of one year, two years, three years, four years and five years, respectively, and annually thereafter one member shall be appointed for five years. Members of the Commission shall serve without compensation and may be removed from office by the Mayor. Any vacancy in office shall be filled by the Mayor for the remainder of the unexpired term.

Purpose

Policy-setting body which oversees public housing programs within the City, and "shall at all times strictly limit itself to the needs of those families and individuals (including, but not by way of limitation, the elderly, handicapped and those displaced by urban renewal or other governmental action) who are in the lowest income group and cannot afford to pay enough to cause private enterprise in the metropolitan-area to build an adequate supply of decent, safe and sanitary dwellings for their use (2601.01.)."

Qualifications

The housing commission shall consist of 5 at-large members to be appointed by the Mayor that do not require Council confirmations. The term of office of each member of the Commission shall be 5 years. Members of the Commission shall serve without compensation and may be removed from office by the Mayor. Any vacancy in office shall be filled by the Mayor for the remainder of the term (2602.02).

Local Development Finance Authority

SmartZone Agreement (Resolution 189 of 2005)

SmartZone Agreement

1. Authority Board; Appointments. The governing body of the Authority (the "Authority Board") shall consist of 7 members, appointed as follows:
(a) The Mayor of the City of Lansing shall appoint, subject to the approval of the City Council, three (3) members of the Authority Board, one (1) whose initial term shall begin as of the Effective Date of this Agreement and shall expire on June 30, 2007, one (1) whose initial term shall begin as of the Effective Date of this Agreement and shall expire on June 30, 2008 and one (1) whose initial term shall begin as of the Effective Date of this Agreement and shall expire on June 30, 2009.

2. Authority Board; Terms and Removal.

(a) Except as provided by Sections 1(a) and (b) above for the initial appointments to the Authority Board, members of the Authority Board appointed under Sections 1(a), (b) and (c) shall serve for terms of four (4) years expiring June 30th. However, upon expiration of a member's term, the member appointed shall continue serving as a member of the Authority Board until the appointment of their successor.

(b) An appointment to fill a vacancy shall be made in the same manner as the original appointment. An appointment to fill an unexpired term shall be for the unexpired portion of the term only.

Lansing's Local Downtown Finance Authority, also known as the Lansing Regional SmartZone (LRSZ), is a cooperative effort with the Michigan Economic Development Corporation (MEDC) to stimulate the growth of technology-based businesses in the Lansing Region. It is set up as a partnership between the City of East Lansing, City of Lansing, Ingham County and Michigan State University.

Qualifications

It is a seven member board representing the City of Lansing, City of East Lansing, and Ingham County. The City of Lansing appoints 3 members to the LDFA for four-year terms expiring June 30, and both the City of East Lansing and Ingham County appoint their own representatives.

Mechanical Board

Chapter 1426

There is hereby established a Mechanical Board in and for the City. The Board shall be composed of five members appointed by the Mayor with the advice and consent of Council. Except as otherwise provided, four members shall be licensed mechanical contractors representing the following groups:

- (a) Residential heating and air conditioning contractors;
- (b) Commercial heating and air conditioning contractors;
- (c) Refrigeration contractors; and
- (d) Industrial mechanical contractors.

The fifth member shall be any resident of the City. The Mayor, with the advice and consent of Council, may appoint a second unlicensed person to serve on the Board when a licensed mechanical contractor is not available. Not more than two unlicensed persons shall serve on the Board at the same time.

Members shall serve for terms of four years each and such terms shall commence on July 1 of the calendar year.

Memorial Review Board

Chapter 1034

1034.04. Composition of the memorial review board; terms of office; vacancies.

(a) The Memorial Review Board shall consist of eight members who are appointed by the Mayor with the advice and consent of Council. Four members shall be appointed from the City-at-large and one

member shall be appointed from each of the four wards. Eligibility shall be in accordance with those qualifications for holding office set forth in Section 5-103 of the City Charter.

(b) Appointments to the Memorial Review Board representing each ward for the first term shall be for one, two and three- year terms. Thereafter, there shall be four-year terms, commencing July 1. Terms for the at-large members shall be staggered so that at least one shall expire each year. The Chairperson shall be elected annually by a majority vote of the membership of the Memorial Review Board.

Park Board

CHAPTER 259. - PARK BOARD

Editor's note— There are no sections in Chapter 259. This chapter has been established to provide a place for cross references and any future legislation.

Cross reference— Parks generally - see Mich. Const., Art. 7, Sec. 23; Recreation facilities in home rule cities - see M.C.L.A. Sec. 117.4e; Sale of park property - see M.C.L.A. Sec. 117.5; Misapplication of park funds - see M.C.L.A. Sec. 123.67; Department of Parks and Recreation - see CHTR. Sec. 4-305; ADM. Ch. 228; Boards generally - see CHTR. Art. V; Offenses relating to parks - see GEN. OFF. Ch. 656.

Planning Board

The Lansing Planning Board is made up of 8 members (PDF), who are appointed by the Mayor, confirmed by City Council, and serve without pay. One is appointed from each ward, and 4 are at-large. Two Council members are also appointed by Council to serve as ex-officio, non-voting members for 1-year terms.

Board Overview

The Board has all of the powers and duties granted to municipal planning commissions by statute [the Michigan Planning Enabling Act (P.A. 33 of 2008)], and all the powers provided by City Charter.

Police & Fire Retirement Board of Trustees

Chapter 294

The Board shall consist of eight Trustees, all of whom shall be voting members, as follows:

- A. The Mayor, ex-officio;
- B. A member of Council to be selected by Council and to serve at the pleasure of Council;
- C. The City Treasurer, ex-officio;
- D. A resident of the City, who shall be appointed by the Mayor, by and with the consent of Council, which citizen is a duly qualified elector and a freeholder of the City and who is neither an employee of the City nor eligible to receive benefits under this section;
- E. Two members of the Police Department, to be elected by all the members of such Department; and
- F. Two members of the Fire Department, to be elected by all the members of such Department.

The elections of the policemen and firemen Board members shall be held under such rules and regulations as the Board shall from time to time adopt.

(3) Term and oath of office. At the first election of Trustees, the appointed resident Trustee shall serve five years; the policeman member with the greatest number of votes shall serve four years; the policeman member with the next greatest number of votes shall serve two years; the fireman member with the greatest number of votes shall serve three years; and the fireman member with the next greatest number of votes shall serve one year.

After the first election of Trustees, the regular term of a policeman or fireman member Trustee and the appointed resident Trustee shall be five years.

Each Trustee shall, within ten days after his or her appointment or election, take an oath of office to be administered by the City Clerk.

The Board of Trustees shall consist of eight trustees, as follows: The Mayor, a member of Council to be selected by, and to serve at the pleasure of, Council, the City Treasurer; a resident of the City, who is appointed by the Mayor, by and with the of Council, who is neither an employee of the City nor eligible to receive benefits under Chapter 294, 2 members of the Police and Fire Department and, to be elected by all members of such Department, under such rules and regulations as may from time to time be adopted by the Board. Term of service is 5 years. (292) (c) (d)

Principal Shopping District Board (Downtown Inc.)

Chapter 812

The Board shall consist of a representative of City government, an individual from the adjacent residential area and at least five owners or operators of businesses located within the Principal Shopping District. The Board appointees shall serve overlapping four-year terms. In the first instance, the Mayor shall so arrange their terms that two members' terms shall expire on June 30, 1997, two members' terms on June 30 in the succeeding year and two members' terms on June 30 in the third year, and two members' terms on June 30 in the fourth year.

Purpose

Oversees the revitalization efforts within the PSD boundaries, which stretch from I-496 in downtown to Clinton Street in Old Town. Revitalization efforts include, but are not limited to, Old Town Main Street Initiative, special events, retail promotions, business retention and recruitment, physical improvements and marketing campaigns. In addition, the PSD oversees and manages the PSD "A" District Maintenance Contracts for general clean up, landscaping and snow removal.

Qualifications

The Board shall consist of a representative of City government, an individual from the adjacent residential area and at least 5 owners or operators of businesses located within the Principal Shopping District. The Board appointees shall serve overlapping 4-year terms. In the first instance, the Mayor shall so arrange their terms that 2 members' terms shall expire on June 30 of each succeeding year.

Public Service Board (Traffic Board)

Advises regarding the maintenance of City streets, storm and sanitary sewers, and waste disposal services and facilities.

Qualifications

The Board of Public Service shall consist of 8 members, 4 of whom will be at-large and 1 each from the City's four wards appointed by the mayor with the advice and consent of City Council.

255.01. - Powers and duties.

The Board of Public Service shall continue as it existed on August 8, 1978. Additionally, the Board of Public Service shall carry out the functions formerly performed by the Traffic Board, which is hereby abolished.

Telecommunication & Cable Advisory Board (Cable Board)

Chapter 810

810.21. - Cable advisory board.

(a) Establishment. There is hereby established a Cable Advisory Board, which shall consist of eight members who shall be appointed from the City at large.

Members shall be appointed by the Mayor with confirmation by Council. The members shall be appointed for four-year terms, with two terms expiring each year. The first appointees shall hold the

following terms: two members shall be appointed for a one-year term; two members shall be appointed for a two-year term; two members shall be appointed for a three-year term; and two members shall be appointed for a four-year term.

The Chairperson of the Board shall be elected annually by a majority of the members of the Board. All members of the Board shall serve without compensation. The Board shall organize itself and adopt rules of procedure in accordance with Section 5-105 of the City Charter.

(b) Duties.

(1) The primary function of the Board shall be to advise the Mayor and Council on cable television matters, subject to City regulation under the provisions of this chapter, and any cable franchise agreements that may be approved by Council. Such matters may be referred to the Board by the Mayor or Council.

(2) In addition, the Board shall have the following specific functions:

A. To promote and propose programming on any franchisee's community access channels;

B. To review and make recommendations on applications for City grant funds submitted by individuals, corporations and public institutions based on proposals to develop local programming for any franchisee's community access channels;

C. To evaluate the use of City grant funds by programmers of the community access channels;

D. To review and make recommendations on the operation of the City's local government access channel;

E. To review and make recommendations on any unresolved complaints against a franchisee received by the City from the public on matters regulated by this chapter or the applicable franchise agreement.

(c) Staff Assistance; Annual Report; Funding.

(1) The Board shall have staff assistance from the City Council Office and the City Attorney's Office, as may be required, for the conduct of its business. Every franchisee shall have a representative at each Board meeting, unless excused in advance.

(2) The Board shall prepare an annual report of its activities, due December 1 for the preceding calendar year. Copies thereof shall be filed with the Mayor, the Council and the Clerk.

(3) The Board may request an annual appropriation of funds to permit members' attendance at cable television conferences, and pay for dues and subscriptions for cable related organizations and publications.



Together We Are United

Ad Hoc Committee on Diversity