



AGENDA
Committee on General Services
Wednesday, March 29, 2017 @ 3:30 p.m.
City Council Conference Room, City Hall 10th Floor

Councilmember Tina Houghton, Chair
Councilmember Jody Washington, Vice Chair
Councilmember Carol Wood, Member

- 1. Call to Order**
- 2. Approval of Minutes:**
 - February 23, 2017
 - March 27, 2017
- 3. Public Comment on Agenda Items**
- 4. Discussion/Action:**
 - A.)** RESOLUTION – Claim Appeal #1342; Rivendell Corp.; 731 W Genesee Street
 - B.)** RESOLUTION – Claim Appeal #1366, Ahmadpour Mansour; 1034 Greenwood Avenue
 - C.)** RESOLUTION – Set a Public Hearing; Noise Waiver Notice Requirement Ordinance Amendment
 - D.)** DISCUSSION – Council Rules
- 5. Other/Place On File**

Notice from the Michigan Liquor Control Commission regarding:

 - New SDM License, Sunday Sales Permit (AM) and Gas Pumps for Speedway, LLC, 6736 South Cedar Street
 - New SDM License, Sunday Sales Permit (AM) and Gas Pumps for Speedway, LLC, 6041 South Pennsylvania
 - Transfer Stock Interest in 2016 Licensing Year; Capitol Beverage Company, Inc., 5400 Aurelius Road, 5500 Lansing Michigan 48911
 - New SDM License, Sunday Sales Permit (AM), and Gas Pumps for Speedway LLC; 3625 South Cedar Street
- 6. Adjourn**



MINUTES
Committee on General Services
Thursday, February 23, 2017 @ 3:30 p.m.
City Council Conference Room, City Hall 10th Floor

CALL TO ORDER

The meeting called to order at 3:35 p.m.

ROLL CALL

Councilmember Tina Houghton, Chair
Councilmember Jody Washington, Vice Chair
Councilmember Carol Wood, Member

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Billie O'Berry, Assistant City Attorney
Scott Sanford, Code Compliance
Dave Klein, Code Compliance
J. Kevin Winers
Bilky Jean-Miller
Randy Walling
Robin Menefee
Eva Menefee

MINUTES

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM DECEMBER 5, 2016 AS PRESENTED. MOTION CARRIED 3-0.

Public Comment on Agenda Items

No Public Comment at this time.

Discussion/Action

RESOLUTION- Claim Appeal #1358: R. Walling: 1515 Bailey

Mr. Sanford informed the Committee that the property July 28, 2016 with a compliance date of July 28, 2016 with a compliance date of August 4, 2016. The re-inspection was performed on August 5, 2017 and the violations were still present and turned over to the contractor. The contractor arrived 32 days later. Any of the large items at the curb did not have large item tags for trash pick-up. He concluded that there has been violations since 2012 and the department recommends denial.

Council Member Wood asked Ms. O'Berry for an overview of what happened at the Claims Review Committee and asked Mr. Walling if he attended. Mr. Walling confirmed he was there, and Ms. O'Berry stated Claims Review denied based on the photos and documentation.

Mr. Walling spoke about the rental property confirming that when the tenants got the notice they took care of what was on the notice, and what the contractor picked up and the photos represented were never on the notice. Mr. Walling asked the Committee to review the policy so that pictures will be taken at the initial violation, and clarify because the items between the sidewalk and curb the tenant thought would be picked up by trash.

Council Member Washington confirmed the property was in her ward, and asked if Mr. Walling did weekly checks on his rentals.

Mr. Sanford reminded the Committee that the notices to state that at the re-inspection and when the contractor arrives if they see more violation they will pick them up without additional notice.

The Committee referred to the claim dated July 28, 2016 , where there we no photos to make the citation notice. Mr. Sanford admitted it was cleaned up before the contractor arrives, but when they go there, there was more stuff. The contractor was then notified and arrived on site to clean it up 32 days later. Mr. Walling stated again that the tenant did remove what was on the notice, and if they would have known the other items need to be removed they would have taken care of those also. Ms. O'Berry pointed out to the Committee that the notice does go to the owner as well as the tenant.

Council Member Washington asked Mr. Walling if it had been the same tenant since 2012, when 9 violations have occurred. Mr. Walling stated no.

Council Member Houghton asked if the contractor or the City notifies the tenant or owner when they will be on site to remove the items. Mr. Sanford stated no, and that the contractor is required to be there in 10 days. In regards to additional photos, Mr. Sanford stated that taking photos at the original inspection and logging them would take too much time.

MOTION BY COUNCIL MEMBER WOOD TO DENY THE CLAIM FOR 1515 BAILEY IN THE AMOUNT OF \$974.00. MOTION CARRIED 3-0.

RESOLUTION – Request for Non-Profit Status: Mid-Michigan Massage Therapy Institute, Inc.

Ms. Miller distributed a brochure on the services her facility offers, and stated that they are seeking non-profit status to provide services, education, Michigan certifications, internships and supplies. They will raise funds with a raffle, which is why there were seeking the status. With the gaming license they will be able to provide the services along with provide a stipend for herself and another volunteer.

Ms. O'Berry confirmed that all the paperwork was in order, which include the Articles of Incorporation, the By-Laws and their 501c3 status.

MOTON BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR NON-PROFIT STATUS FOR MID-MICHIGAN MASSAGE THERAPY INSTITUTE, INC. MOTION CARRIED 3-0.

RESOLUTION – Community Funding; Native American Arts & Craft Council

Mr. Menafee asked the Committee to approve the funding for their 15th Annual event. The funding would defray the cost for the rental of the park. The event itself will be on Friday with education day, then run through the weekend. During the education day they have invited the charter schools in Lansing, along with the 3rd graders of the public schools in Lansing, and home schoolers.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE A RESOLUTION TO GRANT THE COMMUNITY FUNDING IN THE AMOUNT OF \$650.00 TO THE NATIVE AMERICAN ARTS & CRAFTS COUNCIL TO DEFRAY COSTS OF FACILITY RENTAL. MOTION CARRIED 3-0.

Other/Place On File

- Michigan Liquor Control Commission Communications:
 - o Application for New SDM License; Speedway LLC; 3201 East Saginaw Street
 - o Application for New SDM License; Speedway LLC; 5600 South Cedar

COUNCIL MEMBER HOUGHTON PLACED THE DOCUMENT ON FILE.

The Committee discussed better practices and policies on Code Enforcement with Ms. O'Berry. They encourage Ms. O'Berry to take back suggestions such as date stamps on the photos, when the contractor is schedule the owner and/or tenant be given that date so they can be present if they wish, have Eric's Refuse in to explain their process and billing, research the last RFP that was done for a contractor, follow up on the process and billing on Teen Challenge for board-ups, and the time line policy for when the contractor gets on site and another violation is cited. Lastly, she was asked to look into editing the notices for clarity on the language, the example given was the different interpretations of "premise".

Adjourned at 4:26 p.m.

Submitted by Sherrie Boak, Office Manager,
Lansing City Council

Approved by the Committee on _____

AGENDA ITEM

INFORMATION
NOT AVAILABLE
AT THE TIME
PACKET WAS
DISTRIBUTED



OFFICE OF THE CITY ATTORNEY



MEMORANDUM

To: NICK SOUCY, Mayor's Office

From: VENUS KUMAR, Legal Assistant

Subject: SPECIAL ASSESSMENTS CLAIM; Jessica Sietsema
Date of Incident: August 3, 2016

Date: October 31, 2016

Attached is a Claim Form received by this office from Jessica Sietsema for \$3443.00 due to trash violation at 731 W. Genesee St.

This claim is being referred to the Mayor's Office for consideration on the City Council's agenda because this claim exceeds \$2,500.00.

Thank you for your assistance.

/vmk
Attachments



City of Lansing

OFFICE OF THE CITY ATTORNEY

1342

Claim Form – Special Assessments

Please provide the following information so we can contact you regarding your claim.

NAME: Jessica Sietema DATE: 09/02/2016
 MAILING ADDRESS: 731 W. Genesee St., Lansing, MI 48915
 CITY: Lansing STATE: MI ZIP CODE: 48915
 TELEPHONE: Home () 616-558-5681 Work ()

Please provide the following information on the incident(s) for which you are filing a claim. IF YOU DO NOT PROVIDE ALL OF THE INFORMATION BELOW, WE MAY NOT BE ABLE TO PROCESS YOUR CLAIM.

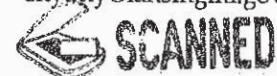
ADDRESS: 731 W. Genesee PARCEL NO. 23-01-01-17-232-201
 DATE OF INCIDENT: 8/07/2016 AMOUNT YOU WERE BILLED: ~\$4,200
 TOTAL AMOUNT YOU ARE CLAIMING: All less \$245 admin fee
 TYPE OF ASSESMENT: Fine for property violations

Please give a detailed description of the circumstances surrounding the incident, including why you feel the City should not have charged you this fee. You may attach additional pages or documentation to this form as needed.

While we concede that the violations for which a contractor was sent to this property did exist, we believe that the fine exceeds a reasonable amount for the removal work necessary.

We politely request a breakdown of the fine and itemization of the contracting fee, and request a reduction in payment pursuant to that breakdown.

A description of the claims review process is available on our website at: http://www.lansingmi.gov/attorney/Claims_review_process.jsp



DATE: 10/10/2016

PPN: 33-01-01-17-232-201
DATE SUBMITTED: 10/10/2016
ADDRESS OF VIOLATION: 731 W. Genesee Street
LISTED TAXPAYER OF RECORD: Rivendell Corporation
OTHER TAXPAYER OF RECORD:
CLAIMANT: Sietsema, Jessica
CLAIMANT'S ADDRESS: 731 W. Genesee Street
Lansing, MI 48915

1342

TYPE OF ACTIONS CONTESTED: Trash Removal
VIOLATION DATE: 6/30/2016
NOTIFICATION DATE: 6/30/2016
2ND NOTICE ASSESSMENT DATE:
AMOUNT OF ASSESSMENT: \$4,334.00
CONTRACTOR NAME - INVOICE NO. - DATE: Crutcher 16-T032 7/26/2016
AMOUNT OF CLAIM: \$4,200.00

ADDITIONAL ACTIONS CONTESTED:
VIOLATION DATE:
NOTIFICATION DATE:
2ND NOTICE ASSESSMENT DATE:
AMOUNT OF ASSESSMENT:
CONTRACTOR NAME - INVOICE NO. - DATE:
AMOUNT OF CLAIM:
MEMO DATE - INVOICE NO.:

HISTORY:	Grass Violation 5/25/2016	Grass Violation 6/30/2016	Trash Violation 6/30/2016	Failure to Register Rental 8/31/2016
CITATIONS IN PREVIOUS YEAR:	DAMV 4/01/2015	Trash Violation 4/01/2015		
CLAIMANT'S CIRCUMSTANCES:	See Attached			



CODE OFFICER'S NOTES: This unregistered rental property was cited for a trash violation on 6/30/2016 with a compliance due date of 7/07/2016. This office was contacted by one of the tenants on 7/06/2016 (please see attached notes) who wanted clarification of the letter and the tenant asked for a one week extension which was given. The Premise Officer returned on 7/15/2016 (please see date stamped pictures for 7/15/2016) the violations were still present, the wood was not neatly stacked as requested and instead of proper garage doors plastic was attached to the garage to act as a door. The violations at the rear of the garage were not removed as requested and plastic was laid over the debris instead of removing them. Proper notice was given to the owners along with clarification of the violations present and extension was granted but the violations remained. This office does concede that the owner could have removed the violations at a less expensive rate than what the City of Lansing charges however they are not bound by the contracted hourly rate and liability insurance requirements placed upon the trash contractor. This office would also like to note that this house is being rented and per the notes of the officer one of the tenants called to complain about the removal of the wood from the garage as this house does not have heat source outside of burning wood to heat the structure which is a housing code violation. A failure to register notice was sent to Rivendell Corporation on 8/31/2016 and to date this owner has failed to register the rental with the City of Lansing. This office recommends denial of the claim.



RECEIVED SEP 02 2016

City of Lansing

OFFICE OF THE CITY ATTORNEY

Claim Form – Special Assessments

Please provide the following information so we can contact you regarding your claim.

NAME: Jessica Sietema DATE: 08/02/2016
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CITY: Lansing STATE: MI ZIP CODE: 48915
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TOTAL AMOUNT YOU ARE CLAIMING: All less \$245 admin fee
TYPE OF ASSESMENT: Fine for property violations

Please give a detailed description of the circumstances surrounding the incident, including why you feel the City should not have charged you this fee. You may attach additional pages or documentation to this form as needed.

While we concede that the violations for which a contractor was sent to this property did exist, we believe that the fine exceeds a reasonable amount for the removal work necessary.

We politely request a breakdown of the fine and itemization of the contracting fee, and request a reduction in payment pursuant to that breakdown.

A description of the claims review process is available on our website at: http://www.lansingmi.gov/attorney/Claims_review_process.jsp



Mayor Virg Bernero

**Lansing Fire Department
Fire Marshal's Office
Code Enforcement Section**

316 N. Capitol, Ste C-1, Lansing, MI 48933-1238
(517) 483-4361 FAX (517) 377-0100

TRASH AND DEBRIS CORRECTION NOTICE

**RIVENDELL CORP or Current Occupant
731 W GENESEE ST
LANSING, MI 48915-1838**

Violation Date: 06/30/2016
Violation Location: 731 W GENESEE ST
Parcel No: 33-01-01-17-232-201
Compliance Due Date: July 07, 2016

You are hereby notified that this Office has found a violation of the City of Lansing Housing Code Section 302 EXTERIOR PROPERTY at the above referenced location.

Violation: Paper/Glass/Plastic/Metal/Cardboard debris

Violation: Indoor type furniture in the outdoors

Violation: Deteriorated building materials

Violation: Deteriorated Lumber

Violaton: Deteriorated Pallets

Violation: Brush & Tree Limb debris

Violation: Junk tire debris

Failure to correct this violation by the Compliance Due Date shall cause this office to immediately hire a contractor to complete the cleanup. **If any other additional trash and/or debris (as defined in Section 302) is found on the premises by the contractor it will also be removed without additional notice.** The contractor's expenses plus a \$265.00 administrative services fee will be billed to you. If this bill is not paid within 30 days of the billing date, the amount will be assessed as a lien against your property. **Please be advised that, in an effort to discourage repeat offenses of this nature, the City will assess you an extra \$75.00 fee for each time there is an additional premise violation at the violation address above during this calendar year.** If you have any questions or concerns about complying within the time indicated, you may contact me Monday through Friday between the hours of 8-9 AM or 12-1 PM.

Pursuant to Section 107.2 of the IPMC, you have the right to appeal this notice of violation. In accordance with Section 106.3 any action taken by the City on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

Code Officer: Zachary Driver (517) 702 4750

**Nuisance Fees**

City of Lansing Treasurers Office
124 W Michigan Ave 1st Floor
Lansing, MI 48933

Ph: (517) 483-4361 Fx: (517) 377-0169

Nuisance Fee Billing Statement

Date Created: 08/03/2016

Due Date: 09/02/2016

Pay Invoice In Full



RIVENDELL CORP

731 W GENESEE ST

LANSING MI 48915-1838

Inv Number: 00078821

Parcel: 33-01-01-17-232-201

Address: 731 W GENESEE ST



Parcel: 33-01-01-17-232-201

Bill Detail

Invoice Number	Date of Service	Enforcement Num	Address	Amount Due
00078821		E16-10345	731 W GENESEE ST	\$4,334.00
Fee Details:				Balance
	Quantity	Description		
	1.000	Trash - Admin Fee		\$ 265.00
	4069.000	Trash - Contractor Charge		\$ 4,069.00
Total Amount Due				\$ 4,334.00

Questions regarding this invoice: Contact **CODE COMPLIANCE** at 517.483.4361

Payment Information:

- Make checks payable to: City of Lansing
- Mail payments or pay in person at:
City of Lansing Treasurers Office
124 W Michigan Ave 1st Fl
Lansing MI 48933
- In order to assure proper credit, please send the top portion of this bill along with your payment.
- Payment in full is due within 30 days from the billing date
- Any unpaid balance remains as a lien against this property and will be added to the next property tax bill.

Appeals Process:

If you intend to appeal this nuisance fee and it is attached to your tax bill, you or your agent must file a written protest with the Claims Review Committee within 30 days after the nuisance fee is placed on the July or December Tax Roll. Claims forms are available in the City Attorney's Office and the City of Lansing's web address: www.lansingmi.gov. Return completed claim to: Lansing City Attorney's Office, 124 West Michigan Ave 5th Fl, Lansing, MI 48933

Other Information:

- July property taxes are due and payable on or before August 31st. December property taxes are due and payable on or before February 14th.
- For Red Tag Monitoring Fees Only – invoices not paid within 30 days are subject to a 5% penalty which will be applied on the 31st day.

By Authority of the Lansing City Council - Ordinance Numbers 655, 676, 1060.08 and 1460.04

Payments may be made online or in person Monday thru Friday 8:00 a.m. - 4:30 p.m., at the above address or by mail

Eric's Refuse LLC

P.O. Box 16035
Lansing, MI 48901

Invoice

Date	Invoice #
7/31/2016	5401

Bill To
City of Lansing Office of Code Compliance 316 North Capital Lansing, MI 48933-1238

properly address
731 W Gonessee St 33-01-01-17-232-201

Terms	work complete
	7/31/2016

Quantity	Item Code	Description	Price Each	Amount
1	1hr 3cy	first hour and 3 yards of debris	175.00	175.00
17	add hr	additional hour after 1	150.00	2,550.00
2	add cy	addition yards after 3	22.00	44.00
50	class 2	construction material after 3	26.00	1,300.00
		work complete 7/26/16 total yards 55 submitted by Zachary Driver		
All work is complete!			Total	\$4,069.00



Mayor Virg Bernero

**LANSING FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE
Code Compliance Section**

316 N. Capitol Avenue Ste. C-2

Lansing, MI 48933

Phone: 517-483-4361

Fax: 517-377-0100

ZD 7-6-16: Spoke with Roman. He was confused as to what the notices were regarding. I clarified that any items not manufactured to be stored out doors should not be out doors. I advised roman to acquire a garage door and to stack the excessive amount of lumber in the garage neatly if he wishes to keep it. I also suggested he acquire garage doors if he wants to keep items in the garage. I granted a 1 week ext.

ZD 7-27-16: Spoke with Treasurer of Rivendell Corp (4889283). She was under the impression that the violations were abated. I clarified that i told the tenant to acquire garage doors if he wished to keep the items in the garage. Upon re inspection, the violations were still present and the structure was still open/accessible, lumber instacked, so it was submitted to a contractor.

16-T032

ZD 8-30-16: Spoke with Taylor, a current resident. She Inquired about what items were taken from the property. I looked through the pictures and let her know what I saw in each one. She also inquired as to how to successfully the fee invoice for the cleanup. I told her that everything we go by is out of the international property maintenance code and that the legitimacy of the clean up is not at my discretion. She said the fire wood was their means of heating the home so they are without utilities without the lumber.

ZD 8-31-16: Spoke Kathy, (4889283). She claims the



































































































1 W Genesee St (10)



RECEIVED NOV 14 2016
City of Lansing
 OFFICE OF THE CITY ATTORNEY

Claim Form – Special Assessments

Please provide the following information so we can contact you regarding your claim.

NAME: Mansour Ahmadpour DATE: 11/14/16
 MAILING ADDRESS: 1020 Breton Rd
 CITY: Lansing STATE: MI ZIP CODE: 48917
 TELEPHONE: Home () _____ Work () _____
517 505 9507

Please provide the following information on the incident(s) for which you are filing a claim. IF YOU DO NOT PROVIDE ALL OF THE INFORMATION BELOW, WE MAY NOT BE ABLE TO PROCESS YOUR CLAIM.

ADDRESS: 1034 Greenwood Ave Lansing MI PARCEL NO. _____
 DATE OF INCIDENT: 09/26/2016 AMOUNT YOU WERE BILLED: \$743
 TOTAL AMOUNT YOU ARE CLAIMING: As much as \$743
 TYPE OF ASSESMENT: Misuse

Please give a detailed description of the circumstances surrounding the incident, including why you feel the City should not have charged you this fee. You may attach additional pages or documentation to this form as needed.

Please check the Attach papers

Thank you

Mansour Ahmadpour

A description of the claims review process is available on our website at: http://www.lansingmi.gov/attorney/Claims_review_process.jsp

To: Claim Review Committee

I have been on stress since the first inspection until now on the first appeal regarding the last bill, the city send you the photos which some of them were not related to my house. As I mentioned before, my tenant has a lot of toys for her kids which make outside look a mass. Last time they took off some of the toys and kid's bicycle as trash.

My house has a small back yard, my neighbor has a big tree which always is falling down the small branches so I picked them up (all small branch) in one spot so they are not all over the yard.

About the trash my tenant says she took care them.

Because of this situation I give her one month notice to move out. But she could not find a house to move. She is a hard worker single mom with four small kids and I really do not know what to do with her. I am believing in god from bottom of my heart and I cannot move them out on the street. My house is like other houses but the toys make it a mass. I asked her several times to remove them. Now she is agreed to remove them. This time is second time I am appealing and believe me I am tired of it and worried all the time. Now winter is coming and with four kids is really hard to find a house plus when she does not have first rent plus deposit. I have eleven rental house and this one is the only one make problem for me and it is because of inspector too.

Please take the consideration I am really have hard time with my tenant and always on the stress.

God bless everyone

11/14/16

Mansour Ahmadpour



CITY OF LANSING
316 N. CAPITOL SUITE C2
Lansing, MI 48933
(517) 483-4361
(517) 377-0100

Nuisance Fee Billing Statement

Due Date: 10/26/16
Pay Invoice In Full



AHMADPOUR MANSOUR
1020 BRETTON RD
LANSING MI 48917
Re: 1034 GREENWOOD AVE

Enf Number: E16-14675
Parcel: 33-01-01-08-226-111
Address: 1034 GREENWOOD AVE

Parcel: 33-01-01-08-226-111

Bill Detail

Invoice Number	Date of Service	Enforcement Num	Address	Amount Due
00081640		E16-14675	1034 GREENWOOD AVE	\$75.00
Fee Details: Quantity Description Balance				
1.000 Trash 2nd Notice				\$ 75.00



CITY OF LANSING
316 N. CAPITOL SUITE C2
Lansing, MI 48933
(517) 483-4361
(517) 377-0100

Nuisance Fee Billing Statement

Due Date: 12/01/16
Pay Invoice In Full



AHMADPOUR MANSOUR
1020 BRETTON RD
LANSING MI 48917
Re: 1034 GREENWOOD AVE

Enf Number: E16-14675
Parcel: 33-01-01-08-226-111
Address: 1034 GREENWOOD AVE

Parcel: 33-01-01-08-226-111

Bill Detail

Invoice Number	Date of Service	Enforcement Num	Address	Amount Due
00083694		E16-14675	1034 GREENWOOD AVE	\$668.00
Fee Details: Quantity Description Balance				
1.000 Trash - Admin Fee				\$ 265.00
403.000 Trash - Contractor Charge				\$ 403.00

Total Amount Due

\$ 743.00

Questions regarding this invoice: Contact CODE COMPLIANCE at 517.483.4361

Payment Information:

- Make checks payable to: City of Lansing
- Mail payments or pay in person at:
City of Lansing Treasurers Office
124 W Michigan Ave 1st Fl
Lansing MI 48933
- In order to assure proper credit, please send the top portion of this bill along with your payment.
- Payment in full is due within 30 days from the billing date
- Any unpaid balance remains as a lien against this property and will be added to the next property tax bill.

Appeals Process:

If you intend to appeal this nuisance fee, you or your agent must file a written protest with the Claims Review Committee within 30 days after the nuisance fee is placed on the July or December Tax Roll. Claims forms are available in the City Attorney's Office and the City of Lansing's web address: www.lansingmi.gov. Return completed claim to: Lansing City Attorney's Office, 124 West Michigan Ave 5th Fl, Lansing, MI 48933

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- For Red Tag Monitoring Fees Only – invoices not paid within 30 days are subject to a 5% penalty which will be applied on the 31st day.

By Authority of the Lansing City Council - Ordinance Numbers 655, 676, 1060.08 and 1460.04



NOTICE: INSTRUCTIONS FOR COMPLETING THIS FORM
ARE ON THE BACK OF THIS TOP SHEET

To order this form visit www.printcarta.com
a Target Information Management Company

Approved, SCAO

STATE OF MICHIGAN 54-A JUDICIAL DISTRICT	NOTICE TO QUIT TO RECOVER POSSESSION OF PROPERTY Landlord-Tenant	
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Court Address: 124 W. Michigan Ave., Lansing, MI 48933

Court Phone No.: (517) 483-4426

TO: (A) Ashley Bynum and all
occupants
1034 Greenwood Ave
Lansing MI 48915

(B) Mansour Ahmadpour

1. Your landlord/landlady, Mansour Ahmadpour, is seeking to recover possession of property pursuant to
Name (type or print)

(C) ☐ MCL 554.134(1) or (3) (see other side) ☐ other: Termination of contract and wants to evict you from:

Address or description of premises rented (if different from mailing address):

(D) 1034 Greenwood Ave Lansing MI 48915

(E) 2. You must move by 11/6/2016 or your landlord/landlady may take you to court to evict you.
Date (*see note)

3. If your landlord/landlady takes you to court to evict you, you will have the opportunity to present reasons why you believe you should not be evicted.

4. If you believe you have a good reason why you should not be evicted, you may have a lawyer advise you. Call him or her soon.

(F) 10/6/2016
Date

Signature of owner of premises or agent

1020 Bretton Rd
Address

Lansing MI 48917
City, state, zip

517, 505, 9587
Telephone no.

*NOTE: Unless otherwise allowed by law, the landlord/landlady must give notice equal in time to at least one rental period.

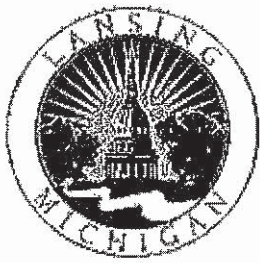
CERTIFICATE OF SERVICE

(G) I certify that on 10/6/2016 I served this notice on Ashley Bynum
Date Name

- by ☐ delivering it personally to the person in possession.
☐ delivering it on the premises to a member of his/her family or household or an employee of suitable age and discretion with a request that it be delivered to the person in possession.
☒ first-class mail addressed to the person in possession.

Signature [Signature]

Court copy (to be copied, if necessary, to attach to the complaint)



City of Lansing

OFFICE OF THE CITY ATTORNEY

James D. Smiertka, City Attorney

January 20, 2017

FEB 16 2017

Mansour Ahmadpour
1020 Bretton Rd.
Lansing, MI 48917

Re: Claim – 1034 Greenwood Ave.

Dear Mr. Ahmadpour:

Please be advised that the Claims Review Committee reviewed the claim you submitted in the amount of \$743.00 for property located at 1034 Greenwood Ave., Lansing, Michigan, and denied the claim you filed with the City of Lansing.

You have the right to appeal the decision of the Claims Review Committee to the Lansing City Council. If you desire to do so, please submit your appeal in writing, within thirty (30) days of the date of this letter, to the Lansing City Clerk, 9th Floor, City Hall, Lansing, MI 48933, for placement on the Council's agenda.

If you have any questions concerning this matter, please contact this office.

Sincerely,

A handwritten signature in cursive script that reads "Venus Kumar".

Venus Kumar
Paralegal



To: Claim Review Committee

Dearest, I am hoping to look at my case with more consideration this time. When I received your denied letter I have been really shocked. There is two different subjects in this case, first is the trash bags and second the lawn and grass.

1- Regarding trash, there is a attachment paper from my tenant. she mentioned when she received the letter from code compliance she removed both side trash bags (front and side of the house). but it was after taking the photos. And also it was some trash in recycling container which she cleaned them up before city send some one for cleaning.

2- Regarding the lawn and grass, when I received the letter from city, I went to the house I saw the trash in recycling container and asked my tenant to remove them from container. I mowed the lawn and grass. I picked up all small branches and kept them in one spot (3x3 feet). I asked city how many inches grass can be for the violation code and city mentioned it's eleven inches. When the city sent contractors to clean the house, the lawn was not more than six inches. When I received the first ticket for seventy five dollars, I went to the house and mowed the lawn again to avoid any further notice.

As you see my tenant always cleaned the front yard lawn but not the back yard. The back yard is about six hundred square feet and because of a lot of trees around it there is not that much grass growing and hided by the house. But as I mentioned I cleaned it up when I received the letter.

Now I am wondering why I have to be charge \$ 745.
Even so if the two bags of trash still were there why I have be
charged so much.

my tenant is a hard worker single mom with four kids and night
shift working in sparrow. I know she must be more organized.
since court eviction she has been looking for the house but still she
could not find one yet. she said if she stays in the house she is
going to get a container from granger.

I believe God from bottom of my heart and willing to receive
really consideration from you.

I have several houses and this house is the only one making so
on stress. I hope I hear from you and my tenant is going to
come with me to prove her case.

I really can not pay this amount which I believe is not fair.

I am really willing to receive consideration from you and
if I have to file a small claim court for the amount I do
and hoping the judge listen to us and I am sure God has
eyes for what we are doing.

God bless you

Mansoor Ahmad, poor

2/16/2017

Feb 15, 2017

To Whom it may concern,

I had recieved a letter of trash
i had out side. I took care of it that day. It
had gave me a dead line which was taking care
of way before the dead line. The city never
came an cleaned it up i took care of it myself
so i do not understand why i am being charged
for ~~over~~ something i cleaned up myself. I
would understand if they cleaned it up them
self but they did not. They are charging me
over \$700.00 for something they did not clean.
I also has it cleaned the day i got the letter.
So over \$700.00 as a fine is ridiculous. I
am a single mother of 4 kids. I work 50 plus
hours a week to try an make it to take care of
my kids.

Thank you.
Ashley

DATE: 12/06/2016

PPN: 33-01-01-08-226-111
 DATE SUBMITTED: 11/14/2016
 ADDRESS OF VIOLATION: 1034 Greenwood Avenue
 LISTED TAXPAYER OF RECORD: Ahmadpour, Mansour
 OTHER TAXPAYER OF RECORD:
 CLAIMANT: Ahmadpour, Mansour
 CLAIMANT'S ADDRESS: 1020 Bretton Road
 Lansing, MI 48917

TYPE OF ACTIONS CONTESTED: Trash Removal
 VIOLATION DATE: 09/26/2016
 NOTIFICATION DATE: 09/26/2016
 2ND NOTICE ASSESSMENT DATE:
 AMOUNT OF ASSESSMENT: \$668.00 + \$75.00 2nd notice
 assessment=\$743.00
 CONTRACTOR NAME - INVOICE NO. - DATE: Crutcher 16-T045 10/25/2016
 AMOUNT OF CLAIM: \$743.00

ADDITIONAL ACTIONS CONTESTED:

VIOLATION DATE:
 NOTIFICATION DATE:
 2ND NOTICE ASSESSMENT DATE:
 AMOUNT OF ASSESSMENT:
 CONTRACTOR NAME - INVOICE NO. - DATE:
 AMOUNT OF CLAIM:
 MEMO DATE - INVOICE NO.:

HISTORY:

Trash Violation 1/28/2016 DAMV 3/10/2016	Trash Violation 3/10/2016 DAMV 4/07/2016	Trash Violation 4/017/2016 Grass Violation 7/11/2016	Trash Violation 7/11/2016 Grass Violation 9/26/2016
--	--	---	--

CITATIONS IN PREVIOUS YEAR:

CLAIMANT'S CIRCUMSTANCES: See Attached

CODE OFFICER'S NOTES: This property was cited for a trash violation on 9/26/2016 with a compliance due date of 10/03/2016. The Premise Officer returned on 10/04/2016 to recheck the property (see pictures) violations were still present and the property was submitted to the contractor. The contractor arrived on 10/25/2016 the violations in the front yard had been removed but the brush remained in the back yard and it was removed by the contractor. The City of Lansing has cleaned this property 3 times this year with no response from the owner except for the 2 claims they have filed this year. It is the owner of the properties responsibility to ensure that all violations are removed from the property to avoid assessments therefore this office recommends denial of the claim.



RECEIVED NOV 14 2016
City of Lansing
OFFICE OF THE CITY ATTORNEY

Claim Form – Special Assessments

Please provide the following information so we can contact you regarding your claim.

NAME: Mansour Ahmadpour DATE: 11,14,16
MAILING ADDRESS: 1020 Breton Rd
CITY: Lansing STATE: MI ZIP CODE: 48917
TELEPHONE: Home () 517 505 9527 Work ()

Please provide the following information on the incident(s) for which you are filing a claim. IF YOU DO NOT PROVIDE ALL OF THE INFORMATION BELOW, WE MAY NOT BE ABLE TO PROCESS YOUR CLAIM.

ADDRESS: <u>1034 Greenwood Ave</u>	PARCEL NO. <u>Lansing MI</u>
DATE OF INCIDENT: <u>09,26/2016</u>	AMOUNT YOU WERE BILLED: <u>\$743</u>
TOTAL AMOUNT YOU ARE CLAIMING: <u>As much as \$743</u>	
TYPE OF ASSESMENT: <u>Misance</u>	
Please give a detailed description of the circumstances surrounding the incident, including why you feel the City should not have charged you this fee. You may attach additional pages or documentation to this form as needed.	
<u>Please check the Attach papers</u>	
<u>Thank you</u>	
<u>Mansour Ahmadpour</u>	

A description of the claims review process is available on our website at: http://www.lansingmi.gov/attorney/Claims_review_process.jsp

To: Claim Review Committee

I have been on stress since the first inspection until now on the first appeal regarding the last bill, the city send you the photos which some of them were not related to my house. As I mentioned before, my tenant has a lot of toys for her kids which make outside look a mess. Last time they took off some of the toys and kid's bicycle as trash.

My house has a small back yard, my neighbor has a big tree which always is falling down the small branches so I picked them up (all small branch) in one spot so they are not all over the yard.

About the trash my tenant says she took care them.

Because of this situation I give her one month notice to move out. But she could not find a house to move, she is a hard worker single mom with four small kids and I really do not know

what to do with her. I am believing in god from bottom of my heart and I cannot move them out on the street. My house is like other houses but the toys make it a mess. I asked her several times to remove them. Now she is agreed to remove them. This time is second time

I am appealing and believe me I am tired of it and worried all the time. Now winter is coming and with four kids is really hard to find a house plus when she does not have first rent plus deposit. I have eleven rental house and this one is the only one make problem for me and it is because of inspector too.

Please take the consideration I am really have hard time with my tenant and always on the stress.

God bless everyone

11/14/16

Mansoor Ahmedpour

Eric's Refuse LLC

P.O. Box 16035
Lansing, MI 48901

Invoice

Date	Invoice #
10/30/2016	5718

Bill To
City of Lansing Office of Code Compliance 316 North Capital Lansing, MI 48933-1238

property address
1034 Greenwood Ave 33-01-01-08-226-111

Terms

work complete
10/30/2016

Quantity	Item Code	Description	Price Each	Amount
1	1hr 3cy	first hour and 3 yards of debris	175.00	175.00
1	add hr	additional hour after 1	150.00	150.00
3	class 2	construction material after 3	26.00	78.00
		work complete 10/25/16 total yards 6 submitted by Zachary Driver		
All work is complete!			Total	\$403.00



CITY OF LANSING
316 N. CAPITOL SUITE C2
Lansing, MI 48933
(517) 483-4361
(517) 377-0100

Nuisance Fee Billing Statement

Due Date: 10/26/16
Pay Invoice In Full



AHMADPOUR MANSOUR
1020 BRETTON RD
LANSING MI 48917
Re: 1034 GREENWOOD AVE

Enf Number: E16-14675
Parcel: 33-01-01-08-226-111
Address: 1034 GREENWOOD AVE

Parcel: 33-01-01-08-226-111

Bill Detail

Invoice Number	Date of Service	Enforcement Num	Address	Amount Due
00081640		E16-14675	1034 GREENWOOD AVE	\$75.00
Fee Details: Quantity Description				Balance
1.000 Trash 2nd Notice				\$ 75.00



CITY OF LANSING
316 N. CAPITOL SUITE C2
Lansing, MI 48933
(517) 483-4361
(517) 377-0100

Nuisance Fee Billing Statement

Due Date: 12/01/16
Pay Invoice In Full



AHMADPOUR MANSOUR
1020 BRETTON RD
LANSING MI 48917
Re: 1034 GREENWOOD AVE

Enf Number: E16-14675
Parcel: 33-01-01-08-226-111
Address: 1034 GREENWOOD AVE

Parcel: 33-01-01-08-226-111

Bill Detail

Invoice Number	Date of Service	Enforcement Num	Address	Amount Due
00083694		E16-14675	1034 GREENWOOD AVE	\$668.00
Fee Details: Quantity Description				Balance
1.000 Trash - Admin Fee				\$ 265.00
403.000 Trash - Contractor Charge				\$ 403.00

Total Amount Due

\$ 743.00

Questions regarding this invoice: Contact CODE COMPLIANCE at 517.483.4361

Payment Information:

- Make checks payable to: City of Lansing
- Mail payments or pay in person at:
City of Lansing Treasurers Office
124 W Michigan Ave 1st Fl
Lansing MI 48933
- In order to assure proper credit, please send the top portion of this bill along with your payment.
- Payment in full is due within 30 days from the billing date
- Any unpaid balance remains as a lien against this property and will be added to the next property tax bill.

Appeals Process:

If you intend to appeal this nuisance fee, you or your agent must file a written protest with the Claims Review Committee within 30 days after the nuisance fee is placed on the July or December Tax Roll. Claims forms are available in the City Attorney's Office and the City of Lansing's web address: www.lansingmi.gov. Return completed claim to: Lansing City Attorney's Office, 124 West Michigan Ave 5th Fl, Lansing, MI 48933

Other Information:

- July property taxes are due and payable on or before August 31st. December property taxes are due and payable on or before February 14th.
- For Red Tag Monitoring Fees Only – invoices not paid within 30 days are subject to a 5% penalty which will be applied on the 31st day.

By Authority of the Lansing City Council - Ordinance Numbers 655, 676, 1060.08 and 1460.04



NOTICE: INSTRUCTIONS FOR COMPLETING THIS FORM
ARE ON THE BACK OF THIS TOP SHEET

To order this form visit www.jpfirmdocs.com
a Target Information Management Company

Approved, SCAO

STATE OF MICHIGAN 54-A JUDICIAL DISTRICT	NOTICE TO QUIT TO RECOVER POSSESSION OF PROPERTY Landlord-Tenant
---	--

Court Address: 124 W. Michigan Ave., Lansing, MI 48933

Court Phone No.: (517) 483-4426

TO: (A) Ashley Bynum and all
occupants
1034 Greenwood Ave
Lansing MI 48915

(B) 1. Your landlord/landlady, Mansour Ahmadpour, is seeking to recover possession of property pursuant to
Name (type or print)

(C) ☐ MCL 554.134(1) or (3) (see other side) ☐ other: Termination of contract and wants to evict you from:

Address or description of premises rented (if different from mailing address):

(D) 1034 Greenwood Ave Lansing MI 48915

(E) 2. You must move by 11/6/2016 or your landlord/landlady may take you to court to evict you.
Date (*see note)

3. If your landlord/landlady takes you to court to evict you, you will have the opportunity to present reasons why you believe you should not be evicted.

4. If you believe you have a good reason why you should not be evicted, you may have a lawyer advise you. Call him or her soon.

(F) 10/6/2016
Date

Signature of owner of premises or agent

1020 Breton Rd

Address

Lansing MI 48917

City, state, zip

517.505.9587

Telephone no.

*NOTE: Unless otherwise allowed by law, the landlord/landlady must give notice equal in time to at least one rental period.

CERTIFICATE OF SERVICE

(G) I certify that on 10/6/2016 I served this notice on Ashley Bynum
Date Name

by ☐ delivering it personally to the person in possession.

☐ delivering it on the premises to a member of his/her family or household or an employee of suitable age and discretion with a request that it be delivered to the person in possession.

☒ first-class mail addressed to the person in possession.

Signature

Court copy (to be copied, if necessary, to attach to the complaint)



Mayor Virg Bernero

**Lansing Fire Department
Fire Marshal's Office
Code Enforcement Section**

316 N. Capitol, Ste C-1, Lansing, MI 48933-1238
(517) 483-4361 FAX (517) 377-0100

TRASH AND DEBRIS CORRECTION NOTICE

**AHMADPOUR MANSOUR or Current Occupant
1020 BRETTON RD
LANSING, MI 48917**

Violation Date: 09/26/2016
Violation Location: 1034 GREENWOOD AVE
Parcel No: 33-01-01-08-226-111
Compliance Due Date: October 03, 2016

You are hereby notified that this Office has found a violation of the City of Lansing Housing Code Section 302 EXTERIOR PROPERTY at the above referenced location.

Violation: Paper/Glass/Plastic/Metal/Cardboard debris

Violation: Garbage

Violation: Trash found in bags

Violation: Brush & Tree Limb debris

Failure to correct this violation by the Compliance Due Date shall cause this office to immediately hire a contractor to complete the cleanup. **If any other additional trash and/or debris (as defined in Section 302) is found on the premises by the contractor it will also be removed without additional notice.** The contractor's expenses plus a \$265.00 administrative services fee will be billed to you. If this bill is not paid within 30 days of the billing date, the amount will be assessed as a lien against your property. **Please be advised that, in an effort to discourage repeat offenses of this nature, the City will assess you an extra \$75.00 fee for each time there is an additional premise violation at the violation address above during this calendar year.** If you have any questions or concerns about complying within the time indicated, you may contact me Monday through Friday between the hours of 8-9 AM or 12-1 PM.

Pursuant to Section 107.2 of the IPMC, you have the right to appeal this notice of violation. In accordance with Section 106.3 any action taken by the City on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

Code Officer: Zachary Driver (517) 702 4750

"Equal Opportunity Employer"

Taxpayer's Copy



Mayor Virg Bernero

**Lansing Fire Department
Fire Marshal's Office
Code Enforcement Section**

316 N. Capitol, Ste C-1, Lansing, MI 48933-1238
(517) 483-4361 FAX (517) 377-0100

TRASH AND DEBRIS CORRECTION NOTICE

**Occupant or Current Occupant
1034 GREENWOOD AVE
LANSING, MI 48915**

Violation Date: 09/26/2016
Violation Location: 1034 GREENWOOD AVE
Parcel No: 33-01-01-08-226-111
Compliance Due Date: October 03, 2016

You are hereby notified that this Office has found a violation of the City of Lansing Housing Code Section 302 EXTERIOR PROPERTY at the above referenced location.

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"Equal Opportunity Employer"

Taxpayer's Copy



Mayor Virg Bernero

Lansing Fire Department

Fire Marshal's Office

Code Enforcement Section

316 N. Capitol, Ste C-1, Lansing, MI 48933-1238

(517) 483-4361 FAX (517) 377-0100

Trash Authorization Form

Submitted to: Eric Crutcher on 10/04/2016

TAXPAYER: AHMADPOUR MANSOUR, 1020 BRETTON RD LANSING, MI 48917

Location of Work:

Enf Num: E16-14675

Address: 1034 GREENWOOD AVE

Lot No:

Description:

Parcel No: 33-01-01-08-226-111

Remove Trash and Debris

Work Authorized:

Violation: Paper/Glass/Plastic/Metal/Cardboard debris

Violation: Garbage

Violation: Trash found in bags

Violation: Brush & Tree Limb debris

PLUS ANY OTHER INCIDENTAL TRASH / DEBRIS ON THE PROPERTY

Authorized Time required to complete work: 1

Authorized Cubic Yards: 3

Warning Comment:

<NONE>

Submitted By: Zachary Driver (517) 702 4750

This action is authorized by the Manager of Code Compliance



Nuisance Fees
City of Lansing Treasurers Office
124 W Michigan Ave 1st Floor
Lansing, MI 48933
Ph: (517) 483-4361 Fx: (517) 377-0169

Nuisance Fee Billing Statement

Date Created: 09/26/2016
Due Date: 10/26/2016
Pay Invoice In Full



AHMADPOUR MANSOUR
1020 BRETTON RD
LANSING MI 48917

Inv Number: 00081640
Parcel: 33-01-01-08-226-111
Address: 1034 GREENWOOD AVE



Parcel: 33-01-01-08-226-111

Bill Detail

Invoice Number	Date of Service	Enforcement Num	Address	Amount Due
00081640		E16-14675	1034 GREENWOOD AVE	\$75.00
Fee Details:		Quantity	Description	Balance
		1.000	Trash 2nd Notice	\$ 75.00



Nuisance Fees
City of Lansing Treasurers Office
124 W Michigan Ave 1st Floor
Lansing, MI 48933
Ph: (517) 483-4361 Fx: (517) 377-0169

Nuisance Fee Billing Statement

Date Created: 11/01/2016
Due Date: 12/01/2016
Pay Invoice In Full



AHMADPOUR MANSOUR
1020 BRETTON RD
LANSING MI 48917

Inv Number: 00083694
Parcel: 33-01-01-08-226-111
Address: 1034 GREENWOOD AVE



Parcel: 33-01-01-08-226-111

Bill Detail

Invoice Number	Date of Service	Enforcement Num	Address	Amount Due
00083694		E16-14675	1034 GREENWOOD AVE	\$668.00
Fee Details:		Quantity	Description	Balance
		1.000	Trash - Admin Fee	\$ 265.00
		403.000	Trash - Contractor Charge	\$ 403.00

Questions regarding this invoice: Contact **CODE COMPLIANCE** at 517.483.4361

Payment Information:

- Make checks payable to: City of Lansing
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City of Lansing Treasurers Office
124 W Michigan Ave 1st Fl
Lansing MI 48933
- In order to assure proper credit, please send the top portion of this bill along with your payment.
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Appeals Process:

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By Authority of the Lansing City Council - Ordinance Numbers 655, 676, 1060.08 and 1460.04

Payments may be made online or in person Monday thru Friday 8:00 a.m. - 4:30 p.m., at the above address or by mail



DSCN4036

Recheck Photo



DSCN4037

recheck Photo















Chris Swope
Lansing City Clerk

March 10, 2017

President and Members of the Lansing City Council
10th Floor, City Hall
Lansing, MI 48933

Dear Councilmembers:

I request your consideration of the attached proposed ordinance to shorten the notice period for public hearings on noise waivers. The current notice period of 30 days is out of line with other public hearing notice requirements.

Sincerely,

Chris Swope, CMC
Lansing City Clerk

INTRODUCTION OF ORDINANCE

_____ introduced:

An Ordinance of the City of Lansing, Michigan to amend Chapter 654, Noise Ordinance, Section 654.11, Special Permits, to modify the notice requirement to ten days in advance of the public hearing.

The Ordinance is referred to the _____

RESOLUTION SETTING PUBLIC HEARING

BY _____

RESOLVED BY THE CITY COUNCIL, CITY OF LANSING, that a public hearing be set for _____ at 7:00 p.m. in the City Council Chambers, 10th Floor Lansing City Hall, 124 W. Michigan Ave., Lansing, MI for the purpose of considering An Ordinance of the City of Lansing, Michigan to amend Chapter 654, Noise Ordinance, Section 654.11, Special Permits, to modify the notice requirement to ten days in advance of the public hearing.

Interested Persons are invited to attend this Public Hearing

ORDINANCE NO: _____

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN TO AMEND
CHAPTER 654, NOISE ORDINANCE, SECTION 654.11, SPECIAL PERMITS, TO
MODIFY THE NOTICE REQUIREMENT TO TEN DAYS IN ADVANCE OF THE
PUBLIC HEARING.

THE CITY OF LANSING ORDAINS:

SECTION 1. That Section 654.11 of Chapter 654 of the Lansing Codified
Ordinances ("Code") be amended to read as follows:

654.11. - Special permits.

(a) Following a public hearing at a regularly scheduled Council meeting, and upon
recommendation of the Mayor and approval by an affirmative vote of two-thirds of
the members of Council, a permit for relief from any of the restrictions or noise level
requirements of this chapter may be granted. Applications for a permit for such relief
may be made to the Mayor or his or her designated representative. Such a permit
for relief may be granted if it is found:

(1) That additional time is necessary for the applicant to alter or modify its
operation to comply with this chapter, or that the activity, operation or noise
source will be of temporary duration and cannot be done in a manner that would
comply with the other requirements of this chapter;

(2) That no reasonable alternative is available to the applicant; and

(3) That the noise created will not unreasonably damage or endanger the health,
safety or welfare of the public.

- (b) Residents living within 300 feet of the real property boundary line of the noise emitter applying for such a permit must be given notice of the application ~~thirty~~ TEN days in advance of the hearing thereon. Such notice shall be delivered by mail to all such residents. Unintentional failure to notify any such resident as required in this subsection shall not invalidate a permit issued pursuant to this section.
- (c) Any permit granted pursuant to this section may be subject to and prescribe any conditions, limitations or requirements which Council deems necessary to minimize adverse effects upon the community, persons within the community or the surrounding neighborhood.
- (d) Any permit granted pursuant to this section shall contain all conditions upon which the permit has been granted and shall specify a reasonable time that the permit shall be effective, not to exceed two years.
- (e) Any permit granted pursuant to this section shall be revoked if the conditions to which it is subject are violated, or when issued pursuant to subsection (a) hereof, if the conditions set forth in such subsection are no longer satisfied or fulfilled.
- (f) If it is decided to revoke any permit granted pursuant to this section, written notice of revocation shall be served upon the permittee or his or her agent or officer personally or by certified mail, return receipt requested. If the activities being conducted or the noise created pursuant to such a permit endangers the public health or safety, such revocation will be effective immediately; otherwise the revocation will be effective ten days after service of the notice of revocation.
- (g) If a permittee wishes to appeal the revocation of a permit issued pursuant to this section, an appeal may be initiated by filing a written notice of appeal at the office of

1 the City Clerk. The notice must state specifically the reasons and facts upon which
2 the permittee bases the appeal. The notice of appeal must be filed within ten days
3 of the service of the notice of revocation of the permit or of the denial of the permit.
4 If such a notice of appeal has been filed in a timely fashion, and if the revocation of
5 the permit was not given immediate effect based on danger to public health and
6 safety, the revocation of the permit will be suspended until such time as the
7 permittee's appeal is decided or until such time as Council finds that the activities
8 engaged in or the noise produced pursuant to the permit endangers the health or
9 safety of the public.

10 (h) If an appeal of the revocation or denial of a permit granted pursuant to this section
11 is made, the appellant shall be granted a hearing before Council or such persons as
12 Council, by resolution, may designate. If the permit involved has been revoked and
13 such revocation has not been suspended, the hearing shall be conducted and a
14 decision on the appeal rendered as soon as reasonably possible. At any hearing
15 conducted pursuant to this section, the appellant shall be permitted to be
16 represented by counsel of choice, to present such pertinent testimony and other
17 proof as he or she desires and to confront any witness or evidence submitted in the
18 support of the revocation. The decision on the appeal shall be rendered in writing
19 and a copy of the decision shall be supplied to the appellant. In the appeal, the
20 appellant shall have the burden of proof as to all matters.

21 (i) Fees shall be established by resolution of Council for the permits, appeals or
22 variances granted pursuant to this section. Such fees shall reflect the costs of
23 granting and investigating the permit or variance request, or, in the case of an

1 appeal, the cost of conducting the hearing of the appeal, and shall be approved by
2 Council.

3 Section 2. All ordinances, resolutions or rules, parts of ordinances, resolutions or
4 rules, inconsistent with the provisions hereof are hereby repealed in their entirety and
5 shall be void and of no effect.

6 Section 3. Should any section, clause or phrase of this Ordinance be declared to
7 be invalid, the same shall not affect the validity of the ordinance as a whole, or any part
8 thereof, other than the part declared to be invalid.

9 Section 4. This Ordinance shall take effect on the 30th day after enactment
10 unless given immediate effect by the City Council.

RESOLUTION #2014-316

**BY THE COMMITTEE ON GENERAL SERVICES
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING**

WHEREAS, the Committee General Services (the “Committee”) met to consider revision to the City Council Rules (the Rules), last amended August 31, 2009; and

WHEREAS, on November 24, 2014, the Committee finalized its review of proposed revision to the Rules, specifically Rule No. 5, intended to provide clarification regarding direction of staff operations when there is no Council President; and

WHEREAS, pursuant to Rule 16 of the current Rules, the Committee “reviews and prepares amendments or revisions to Council Rules”; and

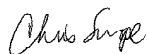
WHEREAS, the Committee has recommended proposed revisions to the City Council; and

WHEREAS, pursuant to Rule 41 of the current Rules, the proposed revisions shall be placed on the Agenda for Council receipt and review, but “shall not be considered for adoption sooner than the next Council meeting”; and

WHEREAS, the Committee’s recommended revisions were placed on the Council Agenda for receipt at the November 24, 2014 Council meeting and considered for adoption at the December 8, 2014 Council meeting.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby adopts the City Council Rules as amended, which are fully set forth below.

BE IT FURTHER RESOLVED, that the City Council Rules, as amended pursuant to this Resolution, shall be kept on file in the Office of the City Clerk, and the City Clerk shall make copies thereof available to City Council, the Administration, and the public.



12/8/2014
8:33:37 PM

SIGNED BY
CHRIS SWOPE
LANSING CITY CLERK

RESOLUTION #2014-316

LANSING CITY COUNCIL RULES (As amended on December 8, 2014)

Rule 1. Sessions of Council. Regular meetings of Council, unless otherwise set forth by resolution of City Council, shall be held on Monday evenings of each week at a time, place and date to be set by resolution of Council. Special meetings may be called as provided in Section 3-202 of the City Charter.

Rule 2. Quorum; Attendance; Call of Council. Five members of Council shall constitute a quorum for the transaction of business, but a lesser number may compel the attendance of absentees or adjourn any meeting or hearing until a later date.

No Council member shall absent himself or herself from the Council meeting without first having obtained leave from the Presiding Officer. The Presiding Officer may revoke leaves of absence at any time.

A call of Council may be ordered by the majority of Council Members present, whether a quorum or not, and in pursuance thereof, the Chief of Police, or any other person duly authorized by a majority of the Council Members present and voting, may be dispatched for, and take into custody and bring before Council any Council Members absent without leave.

THE PRESIDENT—POWERS AND DUTIES

Rule 3. Presiding at Sessions. The President of Council shall preside over all sessions of Council, or, in his or her absence, the Vice President shall preside. If both the President and Vice President are temporarily absent, then the most recent past President shall preside as Acting President.

Rule 4. Appointment of Committee Members; Creation of Ad-Hoc Committees. The President shall appoint all Council Members to the standing committees, any Council Ad-Hoc Advisory Committee and to any outside agency (see Section 3-102.6 of the City Charter). The President shall appoint the Chairperson and Vice-Chairperson of each standing committee and any ad-hoc advisory committee. Each standing committee of City Council shall consist of three Council Members. The President may, at his or her discretion, create or discharge any ad-hoc advisory committees.

Rule 5. Staff Operations. The President of Council shall be responsible for Council staff operations. The President may, at any time, delegate in writing the responsibility for Council staff operations to the Vice President. IN THE EVENT THERE IS NO PRESIDENT, THE MOST RECENT PAST PRESIDENT OF COUNCIL SERVING SHALL BE RESPONSIBLE FOR STAFF OPERATIONS. IN THE EVENT

RESOLUTION #2014-316

THERE IS NO PRESIDENT OR PAST PRESIDENT OF COUNCIL SERVING, THEN COUNCIL IS RESPONSIBLE FOR STAFF OPERATIONS.

THE CLERK'S DUTIES

Rule 6. Calling the Roll and Noting Absentees. The Clerk, or his or her Deputy Clerk, shall call the roll at the opening of each meeting of Council and announce whether or not a quorum is present. He or she shall announce the names of the Council Members absent and enter the names of all absentees upon the record of proceedings.

Rule 7. Notice by the Clerk. The Clerk shall give notice, in writing, to committees, members of Council and City Officers concerning the agenda items which have been referred to them by City Council.

Rule 8. Preparation of Agenda. The Clerk's office shall prepare and provide copies of packets to Council and the Mayor of an agenda of business to be considered at each regularly scheduled Council meeting and any special meetings of City Council. No item of business shall be placed on the agenda for a regular meeting of Council unless the original document, annotated with such approvals as may be required, has been presented for filing in the office of the Clerk by 4:00 p.m. on the Thursday immediately preceding the day of the Council meeting. The agenda for each such meeting shall be posted in the lobby of City Hall and Council Chambers not later than eighteen hours prior to the time of each such meeting, and at such other places as Council may deem appropriate.

Rule 9. Items Upon Agenda; Designated Items for Action. Any item of business not placed upon the Council agenda in accordance with the terms of Section 3-103.2 of the City Charter and the provisions of these Rules shall not be considered at any meeting of Council, unless this Rule is suspended by the affirmative vote of six members of Council. Individual Council Members or committees may sponsor resolutions or ordinances (except initiatives and referendums presented by the citizenry) and place them on the Council agenda.

Resolutions may be sponsored by the Committee of the Whole if placed on the Council agenda by the President, or, in the President's absence, the Vice President, or by any four Council Members when their names are typed at the top of each resolution so sponsored. Committee reports may be sponsored and placed on the Council agenda by Committee Chairpersons or by any two members of the appropriate committees. Any committee report can be removed from the Council agenda at the Committee Chairperson's discretion. City Council staff shall inform the Clerk's office of those items upon which action is to occur at the Council meeting. The Clerk's office shall be responsible for designating those items which are on the Council agenda for action.

RESOLUTION #2014-316

Rule 10. Consent Agenda. In preparing the agenda, the Clerk's office shall place all Legislative Matters, except for those requiring more than five votes or a roll call vote, on the Consent Agenda.

All Legislative Matters on the Consent Agenda may be acted upon in one vote; provided, however, that any Council member may identify specific items that are not to be included in the single Consent Agenda vote, but which are to be discussed and voted upon separately. These items shall be removed from the Consent Agenda. Items removed from the Consent Agenda are to be considered as part of the regular portion of the meeting to which they relate.

SERGEANT-AT-ARMS

Rule 11. Powers and Duties. A police officer shall be present at all meetings of Council. The police officer shall be under the direction of the Presiding Officer, shall serve as security and as Sergeant-at-Arms of Council and shall have general charge and supervision of the Council Chambers, Council member offices, committee rooms, Council staff offices and work areas and all connecting hallways and passages.

COUNCIL MEMBERS

Rule 12. Speaking. When a Council member desires to speak, he or she shall first address the Chair. Debate shall be governed by Mason's Manual of Legislative Procedure, except where superseded by these Rules. When the Presiding Officer desires to speak on any agenda item identified as an action item, he or she shall turn over the Chair to the Vice Chair.

Rule 13. Compulsory Vote; Conflict of Interest. Each member of the Council shall vote on each question before the Council for a determination, unless excused therefrom by the affirmative vote of two-thirds of the members serving, except that no member shall vote on any question upon which that member has a conflict of interest or a financial interest other than as a citizen of the City. If a conflict of interest question is raised under this section at any Council meeting, such question shall be determined by a majority those Council Members present and qualified to vote before the main question shall be voted on, but the Council member affected shall not vote on such determination.

Rule 14. Important Items; Vote Requested. Any matter of business requiring the vote of more than five members of Council, which is defeated at a meeting at which all members of Council are not present, may be reconsidered at either of the first two meetings thereafter.

ORDER OF BUSINESS

RESOLUTION #2014-316

Rule 15. Generally. The order of business of the City Council shall be on a printed agenda prepared by the City Clerk. The order of business for Council meetings shall be as follows:

- 1. Roll Call;**
 - 2. Meditation and Pledge of Allegiance;**
 - 3. Reading and approval of printed Council Proceedings;**
 - 4. Consideration of Late Items (Late items are to be considered as part of the regular portion of the meeting to which they relate);**
 - 5. Tabled Items, if any (Tabled items are to be considered as part of the regular portion of the meeting to which they relate);**
 - 6. Special Ceremonies;**
 - 7. Comments by Council Members and City Clerk;**
 - 8. Community Event Announcements (Time, Place, Purpose, or Definition of Event—one minute);**
 - 9. Speaker registration for public comment on Legislative Matters;**
- The Clerk or his or her designee will announce that the public comment registration form(s) for those intending to address Council on legislative matters will be collected;**
- 10. Mayor's Comments;**
 - 11. Show Cause Hearings;**

Only persons who have received notice from the City as an interested party, or the interested party's agent with written permission, may speak on the agenda item which is the subject of a show cause hearing, for up to a total of three minutes.

- 12. Public Comment on Legislative Matters;**

Comment on legislative matters consists of the following items as listed on the agenda: Public Hearings (other than show cause hearings), Consent Agenda Items, Resolutions, Ordinances for Introduction, and Ordinances for Passage.

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Each member of the public who has registered to speak will have up to a total of three minutes to address Council on legislative matters. The Presiding Officer may reduce the amount of time allowed for each speaker if he or she determined that the number of registered speakers is so numerous that the meeting cannot be timely concluded without a reduction in the time allocated for each speaker.

13. Council Consideration of Legislative Matters;

Council will consider its agenda and legislative matters in the following order:

- a) Referral of Public Hearings;**
- b) Consent Agenda;**
- c) Resolutions for Action;**
- d) Reports from Council Committees;**
- e) Ordinances for Introduction and Setting of Public Hearings;**
- f) Ordinances for Passage.**

14. Speaker Registration for Public Comment on City Government Related Matters;

The Clerk or his or her designee will announce that the public comment registration form(s) for those intending to address council on City Government Related Matters will be collected;

15. Reports from City Officers or Boards and Commissions, Communications, Petitions, and other City Government Related Matters.

16. Motion of Excused Absence;

17. Remarks by Council Members;

18. Remarks by the Mayor or Executive Assistant;

19. Public Comment on City Government Related Matters;

Each member of the public who has registered to speak will have up to a total of three minutes to address Council on City Government Related Matters that concern them. A City Government Related Matter is an issue or topic relevant to the operation or governance of the City. The Presiding

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Officer may reduce the amount of time for each speaker if he or she determines that the number of registered speakers is so numerous that the meeting cannot be timely concluded without a reduction in the time allocated for each speaker.

20. Adjournment.

Rule 16. Standing Committees. The standing committees of Council and their functions are as follows:

Development and Planning. Reviews economic development matters, E.D.C. projects and the five-year plan covering development goals, policies, services and overall direction; reviews all matters having to do with land use, including zoning, plats and historical designations; reviews proposed modifications to the Master Plan; reviews acquisition and disposition of public property; and reviews changes to C.D.B.G. programming.

General Services. Reviews licensing and regulation matters, personnel matters and human services; reviews matters pertaining to the arts, cultural and community-wide activities, special events and leisure time programs; has general oversight of City government operations (except those more specifically covered by another standing committee); reviews and prepares amendments or revisions to Council Rules; and develops policies that would turn over routine matters to the Administration wherever possible.

Intergovernmental Relations. Represents Council in outreach efforts to improve working relationship with other political entities, with regional agencies and, internally, with such bodies as the Board of Water and Light, the Housing Commission, and the Entertainment and Public Facilities Authority. Its primary charge is to lead in the exploration of intergovernmental cooperation, toward provision of needed services in the best manner by the most appropriate jurisdiction with the least duplication of effort, to include specific emphasis on achieving a regional approach to various issues.

Public Safety. Reviews service levels and issues related to public safety, including police, fire, ambulance, emergency services, traffic environment and the building inspection program.

Public Services. Reviews all matters pertaining to wastewater treatment, sewer and street needs, long range infrastructure and parks and recreation needs and development and the Municipal parking system, including parking enforcement and policies.

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Ways and Means. Reviews all proposed modifications to the City's annual Budget and program audits prepared by the Internal Auditor, the City's short-range and long-range financial condition, workforce needs for City operations and financial impact statements developed on proposed actions; and reviews and develops policy recommendations on City financial and budget matters.

Council Personnel. This Committee shall be comprised of four members and shall include the President, the Vice President, one at-large Councilperson, and one ward Councilperson. The Vice President shall serve as Chair of the Committee.

The Committee on Council Personnel shall consider, study and recommend with respect to the following Council staff matters: Recruitment; selection; discipline; performance evaluations; job descriptions; policy and procedure manual development; any other personnel matter referred to it by the Council.

Except as may otherwise be provided herein, the President shall appoint a Chairperson and Vice Chairperson of each standing committee. In the temporary absence of the Chairperson, the Vice Chairperson shall act as Chairperson. The standing committees' functions shall be reviewed by the Council President and shall be adopted by resolution of Council during January of each year.

Rule 17. Duties of Committees; Quorum; Discharge of Committees. All committees appointed by Council shall thoroughly investigate such matters as are referred to them and report their findings in a timely manner.

All committees appointed by Council, other than standing committees, shall have a fixed term of life and shall expire at such times unless extended by a majority vote of Council.

A quorum of a committee shall be a majority of the committee members serving.

A committee shall be discharged of any matter referred to it by an affirmative vote of two-thirds of the Council Members at the Committee of the Whole or City Council meeting.

No Council Committee, Ad-Hoc or Standing, shall meet during a session of Council unless prior permission has been granted by Council. Any Council Committee, Ad-Hoc, Standing or Committee of the Whole, shall follow these Rules and Mason's Manual of Legislative Procedure whenever applicable. Every Committee, Standing or Ad-Hoc, shall provide an opportunity for the public to speak on items designated for action by the Committee. The Chairperson of each Committee, Standing or Ad-Hoc, shall be responsible for setting and enforcing the rules governing public comment at his or her Committee.

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Rule 18. Rules of Decorum for Meetings. The Presiding Officer shall conduct Council meetings in an orderly manner. Members of Council and others in attendance shall obey directions of the Presiding Officer. Citizens and others attending Council meetings may address Council as specified in this Rule and Rule 14. Speakers will be requested to print their name, address, and the topic to be addressed on the appropriate registration form (Legislative or City Government Related Matters). The forms will be used to call speakers to the podium, allow Council Members to determine if the speaker is from his or her Ward, and to assist in the accuracy of recording Council Proceedings.

Council meetings are business meetings. Their purpose is to conduct the City's business. Public speaking at the Council meeting is to provide citizens the opportunity to be heard, express their views, and inform the Council and the Administration. In no case is the opportunity of a citizen to speak to be in the nature of a debate and neither the Council nor the Administration is under any obligation to respond specifically to any speaker. All remarks shall be addressed to the Council, the Mayor, and Administration representatives through the Presiding Officer. Individual Council Members, the Mayor, or representatives of the Administration present shall address the Presiding Officer for permission to inquire of speakers or members of the audience whenever he or she deems that such an inquiry may be helpful to City business.

No speaker called upon to speak shall by speech or conduct disturb, disrupt, delay, interfere with, or otherwise impede the orderly conduct of the Council meeting. Speakers shall adhere to the time limits established by these Rules and the Presiding Officer. Extension of a speaker's time limit is permissible at the discretion of the Presiding Officer; or on a motion of a Council member, by affirmative vote of two-thirds of the Council Members serving.

No person in the audience at a Council meeting shall engage in speech or conduct which disturbs, disrupts, delays, interferes with or otherwise impedes the orderly conduct of the Council meeting, including, but not limited to whistling, stomping, clapping other than during special ceremonies, interrupting a speaker, or heckling.

The Presiding Officer may rule any member of the public who is a speaker, meeting attendee, or audience member out of order for failing to follow Council's Rules or the Presiding Officer's directions, and may take whatever action is necessary to restore order to the meeting.

ADOPTION OF ORDINANCES

Rule 19. Introduction; Consideration. Ordinances may be introduced by Council Members at any regular meeting of Council in the regular order of business. All

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ordinances must be in writing and shall be approved as to form and section numbers by the City Attorney.

The regular order for consideration of ordinance proposals shall be:

- 1) Introduction, first reading by title;**
- 2) Referral to the appropriate committee;**
- 3) Public hearing on the ordinance scheduled by Council, which hearing shall be scheduled to be held not sooner than five days after notice of the hearing is posted on City bulletin boards; and**
- 4) Second reading by title and passage.**

These four steps shall take place in not less than two regular meetings of Council. This Rule shall not be suspended except by the affirmative vote of six Council Members.

Rule 20. Manner of Introduction; Form. In each ordinance amending an existing ordinance, changes or new matter shall be placed in capital type, and matter which has been omitted shall be indicated by printing in stricken through type. Every ordinance shall have endorsed thereon the name of the Council member introducing it. In the drafting of proposed ordinances, the lines on each page shall be numbered consecutively. The City Clerk's office shall meet reasonable requests for copies. They shall not be printed in Official Proceedings of the City Council of the City of Lansing until they are finally enacted.

Rule 21. First Reading, Referral and Report. All ordinances, on introduction, shall be read by title and shall be referred to the appropriate committee.

Rule 22. Readings. Every ordinance shall receive two readings by title previous to its being passed, and no ordinance shall be amended or committed until it has been read by title once.

Rule 23. Amendment at Final Reading. A vote of five Council Members is required to adopt any amendment at the second reading of any ordinance recommended for passage.

Rule 24. Commitment Before Final Passage. It shall be in order at any time before the final passage of any ordinance to move its commitment or recommitment.

Rule 25. Final Vote; Publication. On final passage of all ordinances, the vote shall be taken by yeas and nays and entered upon the record of proceedings. No ordinance shall be declared passed unless five or more Council Members have

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voted therefor. Upon passage, all ordinances shall be published in a newspaper of general circulation within the City with notice of their passage.

COMMITTEE OF THE WHOLE

Rule 26. Chairperson of Committee. When Council resolves itself into a Committee of the Whole, the President shall preside, except that in his or her absence, the Vice President shall preside. In the absence of both the President and the Vice President, the most recent past President of Council shall preside.

Rule 27. Rules in Committee. The Rules of Council shall be observed in the Committee of the Whole except for limiting debate and moving to vote immediately. A motion that the Committee rise shall always be in order and shall be decided without debate. Motions recommending action by Council shall take precedence in the same order as analogous motions in Council. A motion to reconsider shall be in order in the Committee of the Whole.

MOTIONS AND RESOLUTIONS

Rule 28. Statement; Reduction to Writing; Withdrawal. No motion or resolution shall be adopted until stated by the Chair. A motion shall be reduced to writing if required by any Council member, and, when presented in writing, shall be read by the Clerk before the same shall be open to debate. A resolution shall always be reduced to writing before being adopted. A request by any Council member for a reasonable recess to reduce a motion or resolution to writing shall always be in order and shall be granted. Any motion or resolution may be withdrawn by the sponsor at any time before decision or amendment.

Rule 29. Precedence of Motions. When a question is under debate, no motion shall be received except:

- 1) To adjourn;**
- 2) To take a recess;**
- 3) To lay on the table;**
- 4) Call to question;**
- 5) To postpone to a day certain;**
- 6) To refer or re-refer;**
- 7) To amend; or**
- 8) To postpone indefinitely.**

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Such motions shall take precedence in the order in which they appear above.

Rule 30. Motion to Adjourn; Nondebatable Motions. A motion to adjourn shall always be in order. A motion to adjourn, to recess, to lay upon the table or to vote immediately, and all questions relating to the priority of business, shall be decided without debate.

Rule 31. Motion to Lay on the Table. A decision to lay upon the table shall carry with it all questions to which it is attached, except in the case of laying an appeal (as explained in Rule 40) on the table.

Rule 32. Indefinite Postponement. A motion to postpone indefinitely the further consideration of any ordinance, motion, resolution or other matter shall require the votes of five Council Members to carry it, and the vote upon such a motion shall not be reconsidered. A motion to lay on the table, or a motion to reconsider the vote by which any ordinance, motion or resolution has failed to pass Council, if agreed to, shall have the effect of postponing indefinitely the consideration hereof, and shall require the votes of five Council Members to carry it.

Rule 33. Reconsideration. When a question has been once decided, it shall be in order for any Council member to move the reconsideration thereof, but no motion for reconsideration shall be in order unless made on the same day the vote was taken, or at the next regular meeting of Council. No question shall be reconsidered more than once. A motion to reconsider the vote by which any ordinance, motion or resolution has passed Council shall require the votes of five Council Members to carry it.

Rule 34. Effect of Tabling Motion to Reconsider. It shall not be in order to take from the table a motion to reconsider, nor shall the vote whereby any motion to reconsider was laid on the table be reconsidered.

MISCELLANEOUS

Rule 35. Division of Question. Any Council member may call for a division of any pending question, which shall be divided if it comprehends propositions so distinct that if one is taken away, a substantive proposition shall remain.

Rule 36. Roll Call Vote. The affirmative and negative votes shall be taken and recorded on all ordinances, and whenever requested by one or more Council Members, on any other matter.

Rule 37. Other Business Cannot Interrupt Roll Call. When the yeas and nays are demanded upon any question, and after the question is stated by the Chair, the Clerk is directed to call the roll. After the first vote is given, no Council member

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shall be entitled to speak on the question, nor shall any motion be in order until such roll call is completed and the result declared.

Rule 38. Appeals. Any Council member may appeal from any decision of the Chair. On all appeals the question shall be: "shall the decision of the Chair stand as the judgment of Council?" Appeals shall be debatable except when Council is under operation of the order to vote immediately, or when the decision appealed from relates to the priority of business.

Rule 39. Laying Appeal Upon the Table. Any appeal may be laid upon the table, but it shall not carry with it the subject matter before Council at the time such appeal is taken.

Rule 40. Suspension of Rules. Any Rule may be suspended by a vote of six Council Members.

Rule 41. Amendment; Repeal and Re-Adoption of Rules. A motion to amend or repeal any Council Rule shall require the votes of five Council Members. These Rules may be revised or amended and re-adopted by Council as it deems appropriate. A motion made under this Rule shall not be considered for adoption sooner than the next Council meeting.

Rule 42. Parliamentary Practice. The rules of parliamentary practice comprised in Mason's Manual of Legislative Procedure shall govern in all cases in which they are not inconsistent with the standing Rules and orders of Council or the City Charter during all meetings of Council and its committees and committees appointed by Council.

Rule 43. Closed Sessions. Council may meet in Closed Session pursuant to and consistent with the Michigan Open Meetings Act.

A closed session may be requested by the Mayor, the President or any two Council Members at any regular or special meeting. The person requesting a closed session shall state the purpose of such session. The stated purpose of the closed session shall constitute the only agenda item(s) for the closed session.

Whenever Council enters a closed session in the tenth floor Conference Room of City Hall, all persons not required for the closed session shall immediately leave the Conference Room and clear adjacent areas. The Council lobby shall be the nearest congregating area for those waiting to re-enter the meeting upon completion of the closed session when the closed session is held in the tenth floor Conference Room of City Hall.

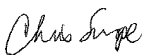
Rule 44. Council Parking. Each member of Council shall have a permanently assigned parking space in the basement of City Hall. These parking bays shall be

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nonassignable and shall be used exclusively by the Council Members unless prior approval has been given by that Council member.

Rule 45. Compensation of Judges. If Council is requested or desires to appropriate money for the purpose of increasing the salary level of the Judges of the 54-A District Court, before action is taken thereon, the President of Council shall appoint an Ad-Hoc Citizens Advisory Committee of five members, which Committee shall examine the Judges' salaries and any proposals to raise them and recommend to Council what, if any, increase is appropriate. Council shall consider the recommendation of the Committee in determining what, if any, increase in the Judges' salaries should be granted.

Rule 46. Physical Presence Required. A member of Council must be physically present at any Council meeting, any Committee of the Whole meeting, any standing Council meeting or any special Ad-Hoc Council meeting, in order to vote or be counted as part of a quorum.



12/8/2014
8:33:43 PM

SIGNED BY
CHRIS SWOPE
LANSING CITY CLERK



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LIQUOR CONTROL COMMISSION
ANDREW J. DELONEY
CHAIRPERSON

SHELLY EDGERTON
DIRECTOR

February 10, 2017

Speedway LLC
c/o Attorney Sandra Cotter
(scotter@dykema.com)

RID # 863238

Reference/Transaction: New SDM license issued Under MCL 436.1533(7), Sunday Sales Permit (AM), and Gas Pumps to be issued under MCL 436.1541(6) 5' (inside)

Please let this letter serve as notice the Michigan Liquor Control Commission has authorized this application for a license.

Applicant/Licensee: Speedway LLC

Business address and phone number: 6736 S Cedar St, Lansing 48911

**Home address and phone number of partner(s)/subordinates:
MPC Investment LLC, 539 S Main St, Findlay, OH 45840, B (419) 422-2121**

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (866) 813-0011

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor.

Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

cc: City of Lansing (city.clerk@lansingmi.gov)



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LIQUOR CONTROL COMMISSION
ANDREW J. DELONEY
CHAIRPERSON

SHELLY EDGERTON
DIRECTOR

February 15, 2017

Speedway LLC
c/o Attorney Sandra Cotter
(scotter@dykema.com)

RID # 863390

Reference/Transaction: New SDM license issued Under MCL 436.1533(7), Sunday Sales Permit (AM), and Gas Pumps to be issued under MCL 436.1541(6) 5' (inside)

Please let this letter serve as notice the Michigan Liquor Control Commission has authorized this application for a license.

Applicant/Licensee: Speedway LLC

Business address and phone number: 6041 S Pennsylvania Ave, Lansing 48911

**Home address and phone number of partner(s)/subordinates:
MPC Investment LLC, 539 S Main St, Findlay, OH 45840, B (419) 422-2121**

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (866) 813-0011

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Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor.

Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

cc: City of Lansing (city.clerk@lansingmi.gov)



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LIQUOR CONTROL COMMISSION
ANDREW J. DELONEY
CHAIRPERSON

SHELLY EDGERTON
DIRECTOR

February 16, 2017

Capitol Beverage Company, Inc.
c/o Ida Rose Farhat; Michael C. Zahrt
(ifarhat@fosterswift.com; mzahrt@fosterswift.com)

RID # 862542

Reference/Transaction: Transfer stock interest in 2016 licensing year through a recapitalization of stock on November 28, 2016 wherein sole stockholder, Daniel C. Henry surrendered his 500 shares of stock and received 20,000 shares of stock; and wherein assignments of stock took place on December 30, 2016 which resulted in the following new shareholders and holdings: Daniel C. Henry 6,000 shares of stock, Kathleen M. Henry 6,000 shares of stock, the Daniel R. Henry and Descendants Trust, Daniel R. Henry Trustee 4,000 shares of stock and Sean P. Henry Descendants Trust, Sean P. Henry Trustee 4,000 shares of stock.

Please let this letter serve as notice the Michigan Liquor Control Commission has authorized this application for a license.

Applicant/Licensee: Capitol Beverage Company, Inc.

Business address and phone number: 5400 Aurelius Rd, 5500, Lansing 48911

Home address and phone number of partner(s)/subordinates:

Kathleen M. Henry, 3764 Chippendale Circle, Okemos, MI 48864 517.393.7700 / 517.614.2129

Danial R. Henry and Descendants Trust, 3764 Chippendale Circle, Okemos, MI 48864 517.230.6354

Sean P. Henry and Descendants Trust, 3764 Chippendale Circle, Okemos, MI 48864 517.230.6384

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (866) 813-0011

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor.

Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

cc: City of Lansing (city.clerk@lansingmi.gov)



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RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

March 1, 2017

Speedway LLC
c/o Attorney Sandra Cotter
(scotter@dykema.com)

RID # 863132

Reference/Transaction: New SDM license issued Under MCL 436.1533(7) with Sunday Sales Permit (AM) and Gas Pumps to be issued under MCL 436.1541(6) 5' (inside)

Please let this letter serve as notice the Michigan Liquor Control Commission has authorized this application for a license.

Applicant/Licensee: Speedway LLC

Business address and phone number: 3625 S Cedar St, Lansing 48910

**Home address and phone number of partner(s)/subordinates:
MPC Investment LLC, 539 S Main St, Findlay, OH 45840, B (419) 422-2121**

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (866) 813-0011

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

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