



**AGENDA**  
**Committee on General Services**  
**Monday, July 10, 2017 @ 4:30 p.m. (note day/time)**  
**City Council Conference Room, City Hall 10<sup>th</sup> Floor**

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

- 1. Call to Order**
- 2. Approval of Minutes:**
  - June 22, 2017
- 3. Public Comment on Agenda Items**
- 4. Discussion/Action:**
  - A.) RESOLUTION** – Community Funding Request; Keys to Creativity
  - B.) RESOLUTION** – Community Funding Request; Bluebell “NW#301”
- 5. Adjourn**



## **MINUTES**

### **Committee on General Services**

**Thursday, June 22, 2017 @ 2:00 p.m.**

**City Council Conference Room, City Hall 10<sup>th</sup> Floor**

### **CALL TO ORDER**

The meeting called to order at 2:00 p.m. by Council Member Washington

### **ROLL CALL**

Councilmember Tina Houghton, Chair- excused

Councilmember Jody Washington, Vice Chair

Councilmember Carol Wood, Member

### **OTHERS PRESENT**

Sherrie Boak, Council Office Manager

Brandon Waddell, Assistant City Attorney

Scott Sanford, Code Compliance

Dee Dee Fuller, Celebrations

Megan Higle, Lansing Children's Choir

Ben English, Lansing Children's Choir

Scott Ellis, MLBA

Kathy Miles

Kristen Fero, Celebrations

Kenyon Shane, Celebrations

Naja Nona

Ann Tegue

### **Public Comment on Agenda Items**

No public comment at this time, but during agenda items.

### **Minutes**

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM JUNE 12, 2017 AS PRESENTED. MOTION CARRIED 2-0.

### **Discussion/Action**

**RESOLUTION – Fireworks Display by Wolverine Fireworks for the City of Lansing Independence Day Celebration**

No applicant was present, but Council Member Washington clarified it was an annual general request for the downtown fireworks for the holiday of the Fourth of July.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR THE FIREWORKS DISPLAY FOR THE CITY OF LANSING INDEPENDENCE DAY CELEBRATION. MOTION CARRIED 2-0.

RESOLUTION – Community Funding; Lansing Children's Choir

Ms. Hagle explained that the organization is its own identity and just have their offices at the church, then provided a letter from the organization with their tax ID. The camp was then outlined to offer up to 65 kids from the Lansing area an opportunity to experience and participate in art, drama, music, dance and afternoon outdoor events at Ferris Park. The participants are not registered on income base, and are open to the public. To reach the kids they have advertised via the elementary schools, private schools, kid's choir, Northwest Initiative and the local church food banks.

Council Member Wood asked staff to research and obtain the event report from last year before the funds are released this year.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR COMMUNITY FUNDING IN THE AMOUNT OF \$500 FOR THE 2017 MADD CAMP BY THE LANSING CHILDREN'S CHOIR, CONTINGENT THAT THE 2016 EVENT FUNDING REPORT IS SUBMITTED. MOTION CARRIED 2-0.

RESOLUTION – Claim Appeal #1387, 202 W Jolly Rd.; A. Tegue

Mr. Sanford informed the Committee that the property was cited on July 7, 2016, with a compliance date of July 14<sup>th</sup>. It was re-inspected on July 15, 2016, and the contractor arrived on July 18<sup>th</sup> to mow the violation. The claimant informed their office they were out of town and had a neighbor who was supposed to perform the work. Ms. Tegue arrived to the meeting and Mr. Sanford cited the details again.

Ms. Tegue confirmed she was out of town in 2016 however had mowed the property June 26<sup>th</sup> before she left, and also believed the photos from the contractor do not reflect a before and after, but the same picture from another angle. Mr. Sanford confirmed that photo 1156 in the packet was the before picture.

MOTION BY COUNCIL MEMBER WOOD TO DENY THE CLAIM APPEAL FOR 202 W JOLLY BY ANN TEGUE. MOTION CARRIED 2-0.

RESOLUTION – Claim Appeal #1413; 3001 W Holmes Rd.; N. Nona

Mr. Sanford spoke to the owner, Mr. Nona on the verification of his role on the property since the records represented a land contract sale to Michaela Middleswarth. Mr. Nona confirmed he sold on a land contract, and he did get the violation notice and hand delivered it to Ms. Middleswarth. Council Member Wood informed that Mr. Nona is the legal owner, and therefore the Committee cannot hear his appeal. Mr. Nona stated he is in the process of taking Ms. Middleswarth to court to get the house back. Council Member Wood then informed him he could refile his claim after his court proceedings are final and he is the owner once again. Mr. Nona was directed to send a letter and copy of the court documents to Council staff when he was ready to refile the claim.

The Committee took no action.

ORDINANCE – Amendments to 830.06- Liquor Licenses

Comments from the City Clerk on the amendments were placed on file. (attached) It was noted that there was already a public hearing scheduled for June 26<sup>th</sup>, 2017.

Mr. Ellis spoke on his concerns, which questioned the addition of “(E) To a person having business conducted at that location by a manager or agent, unless such manager or agent possesses the same qualifications required for the license application.” And “(J) where it speaks to the sale is incidental or subordinate to other permitted business”. Mr. Ellis’s understand is that the business would have to have 50% or more in sales of food or the City could recommend denial in their annual review.

Mr. Waddell confirmed he did not see any issue in removing the new proposed (E) if the Committee requested it. The consensus of the Committee was to remove it. Mr. Waddell stated he would have to speak to City Attorney Smiertka and Mr. Roberts in Law before he could suggest or accept any changes to that section. Council Member Wood asked Mr. Waddell to provide the two changes in Draft #3 at the next Committee meeting on July 27<sup>th</sup>, but also noted for the public the scheduled public hearing will still occur on June 26<sup>th</sup>. Once the Draft #3 comes through the Committee they will schedule a second public hearing.

Ms. Miles spoke in opposition to the changes in the ordinance.

No action was taken.

RESOLUTION – Transfer of Ownership of Resort Class C License at 200 Edgewood Blvd., Celebration Banquets, LLC

Council Member Wood asked the applicants if they could continue to wait until the ordinance is passed, and the concurred.

Council Rules

This will be discussed at the next meeting.

Other/Place On File

Council Member Wood placed the follow on file.

- New SDM License Issued under 436.1533(5); New Sunday Sales Permit (AM), Family Dollar Stores of Michigan, LLC; 726 E. Michigan Avenue
- New SDM License issued with Sunday Sales Permit (AM) and Gas Pumps, Fuel Mart 3814 Inc., 3814 W. Jolly Road, 48911
- New SDM License Issued, New Gas Pumps to be issued, Valero Gas Station LLC, 500 W. Mount Hope, 48910
- SDM License under MCL436.1533(7); Sunday Sales (AM) and Gas Pumps; 2704 Lake Lansing Road, Mobile Service Inc.

The following will remain on the agenda until the City Clerk can report out.

- Transfer Ownership Escrowed 2017 Class C License from Lansing Retail Center, LLC to Acapulco Mexican Grill, Inc., 300 N. Clippert, Site 17, and Transfer Governmental Unit from Lansing City to Lansing Township-**CLERK VERIFYING**

OTHER

ORDINANCE FOR INTRODUCTION AND SETTING OF HEARING – CHAPTER 608

Council Member Wood presented proposed changes to Chapter 608, Section 608.04 which addresses the sale and consumption of alcohol at the South Washington Operations Center, a City property.

Ms. Miles spoke in opposition to the change.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION TO INTRODUCE AND SET THE PUBLIC HEARING FOR THE AMENDMENTS TO CHAPTER 608 FOR JULY 10, 2017. MOTION CARRIED 2-0.

Council Member Wood then presented the Committee Vice Chairperson with a claim form presented to her from a non-profit that was being charged property tax, and when it was recognized it ceased, but they were not reimbursed what they had paid. There were two years of taxes, and the County paid back one year, but they have filed a claim with the City for the second year. Council Staff was asked to refer the claim through the Clerk's office for placement on the Council agenda for June 26<sup>th</sup>.

Adjourned at 2:55 p.m.

Submitted by Sherrie Boak, Office Manager,  
Lansing City Council

Approved by the Committee on \_\_\_\_\_

**From:** Swope, Chris

**Sent:** Wednesday, June 14, 2017 2:26 PM

**To:** O'Berry, Billie; Smiertka, Jim

**Cc:** Hannan, Randy; Boak, Sherrie; Jackson, Brian; Houghton, Tina; Wood, Carol; Washington, Jody

**Subject:** Liquor license amendment

Jim and Billie,

I believe the proposed subsection J needs to be removed from the amendment to Chapter 830. This would be a major change to liquor license policy in the City of Lansing and would endanger the licenses of numerous current establishments. We have many establishments where beer, wine, and liquor sales is the primary business. I don't believe this is a wise move.

Additionally, please explain subsection E. Is it intended that we would require an application process for every manager of every licensed establishment and City Council approval?

**830.06. Criteria for revocation or objection to transfer, issuance or renewal.**

Upon determination of the existence of any one or more of the following elements or grounds, the City may recommend revocation of an already existing license or object to the transfer, issuance or renewal of a license:

(E) TO A PERSON HAVING BUSINESS CONDUCTED AT THAT LOCATION BY A MANAGER OR AGENT, UNLESS SUCH MANAGER OR AGENT POSSESSES THE SAME QUALIFICATIONS REQUIRED FOR THE LICENSE APPLICANT;

(J) FOR PREMISES, UNLESS THE SALE OF BEER, WINE OR SPIRITS IS SHOWN TO BE INCIDENTAL AND SUBORDINATE TO OTHER PERMITTED BUSINESS USES UPON THE SITE, SUCH AS, BUT NOT LIMITED TO, FOOD SALES, MOTEL OPERATIONS OR RECREATIONAL ACTIVITIES;

Sincerely,



Chris Swope, CMMC/CMC

Lansing City Clerk

124 W. Michigan Ave, 9th Floor  
Lansing, MI 48933-1695

2015

Application for Community Funding  
09-30-13

Organization Name: Keys to Creativity

Tax Id#: 47-4150913

Mailing Address: 5746 W. Saginaw Hwy

City, State, Zip: Lansing MI 48917

Contact Person(s) and Title(s): Larry Gruet Director

Daytime Phone: (517) 944-5453

Fax Number: N/A

E-mail Address: Keystocreativityart@gmail.com

Amount Requested: \$500

Event Title & Type: Alfred Schmidt Southside Community Picnic & Concert

**Reason for Request: (check all that apply)**

Defray costs for Rental of Facility \_\_\_\_\_ Defray costs for Set Up \_\_\_\_\_

Defray costs for Rental of the Showmobile X Defray costs for Misc. Rental \_\_\_\_\_

Defray costs for Other \_\_\_\_\_ Please Explain: \_\_\_\_\_

**Facility Requested For Event and or Equipment (please check)**

City Park \_\_\_\_\_ City Building \_\_\_\_\_ Oldsmobile Park \_\_\_\_\_

Lansing Center \_\_\_\_\_ Showmobile (mobile stage unit) \_\_\_\_\_ Other Equipment \_\_\_\_\_

What is the expected rental rate for the facility requested and or equipment? \$700

Date(s) and Time(s) of Event: July 23, 2017

Total Estimated Attendance: 750

Estimated Lansing Residents in Attendance: 750

If your organization has applied for other City funding for this event, please list each

Department and amount requested: N/A

Please list all other organizations that are sponsoring or participating in your event: \_\_\_\_\_

If your organization received funding from the Lansing City Council previously please list the amount, year, and purpose: N/A

Total amount of funds and sources granted by the City this year: 0

Total amount of funds and sources granted by the City in the previous year: 0

Please list any admission fee or registration fee for this event: N/A

**ALONG WITH THIS COMPLETED FORM YOU MUST ATTACH THE FOLLOWING:**

(Please check after each is completed and attach)

- ☒ A BUDGET FOR YOUR EVENT \_\_\_\_\_
- ☐ A LIST OF POTENTIAL FUNDING SOURCES AND HOW EACH FUNDING SOURCE WILL BE USED TOWARDS THE EVENT \_\_\_\_\_
- ☒ LIST OF YOUR ORGANIZATION-S OFFICERS \_\_\_\_\_
- ☐ A COPY OF COMPLETED RESERVATION FORM OR CONTRACT FOR FACILITY FOR THE EVENT \_\_\_\_\_

If your request is granted, you must provide an accounting of how the funds received were spent and a written analysis of the event to the City Council within 60 days after the event. Attached please find a Community Funding Reporting Statement - it must be completed and returned along with the written analysis after the event has taken place to be eligible for Community Funding for the next fiscal or future fiscal years.

SIGNED: \_\_\_\_\_

DATE: 6/26/17

**DO NOT WRITE BELOW THIS LINE**

Approved by the Committee on General Services and City Council

Date Approved \_\_\_\_\_ Resolution # \_\_\_\_\_ Signature \_\_\_\_\_

# COMMUNITY FUNDING REPORTING STATEMENT

C9-30-13

Organization/Group Name: Keys to Creativity  
Event Name & Type: Alfred Schmidt Southside Community Picnic & Concert  
Organization Address: 5746 W Saginaw Hwy  
Phone Number: 517 944-5453  
Contact Person: Larry Gredt  
Date of Event: July 23, 2017

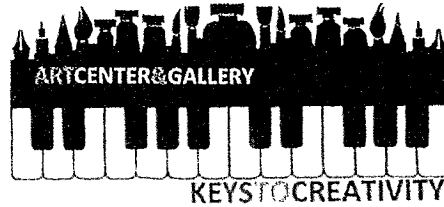
## FINANCIAL REPORTING INFORMATION:

### Revenue Raised:

- Total Donations and Contributions  
(List each donation & contribution source along with the amount on a separate sheet of paper) \_\_\_\_\_
- Admission/Registration Fee 0
- Advertisements \_\_\_\_\_
- Other Sales and Revenue Food Vendors \$750  
(List all other sales & revenue and the amounts raised on a separate sheet of paper)
- Total Revenue (please add all of the line items under "Revenue Raised") \_\_\_\_\_

## EXPENSES

- Wages/Salaries 0
- Printing 0
- Facility Rentals \$6276
- Meals/Refreshments 0
- Other 0
- Total Expenses (please add all line items of Expenses) \_\_\_\_\_
- Attendance Totals \_\_\_\_\_



## **Keys to Creativity Board of Directors 2017**

### **Executive Director (non-voting)**

Larry Grudt  
Board of Directors, Capital Area Blues Society

### **President**

Bethany Grudt  
Administrator, Hasselbring-Clark Company, Inc

### **Vice President**

Julian Van Dyke  
Retired, Artist

### **Treasurer**

Anne Slocum  
Accountant, Jersey Giant

### **Membership**

Lanet Sawyer  
Debt Relief Legal Clinic, PLLC

### **Event Gallery Management and Booking**

Dianne May  
Artist, Dianne May Consulting

### **At-Large**

Douglas Milligan  
Consultant, Process Involvement Consultant  
Douglas R. Milligan Photography



## Alfreda Schmidt Southside Community Picnic and Concert

Keys to Creativity along with the City of Lansing wish to develop a city-wide family friendly event that would be located in the Southside Community at the Alfreda Schmidt Community Center outdoors. Developed as an enrichment opportunity for the local community, and a chance to showcase the neighborhood for the larger community.

### Budget

|                          |        |
|--------------------------|--------|
| Generator and Electrical | \$947  |
| 5 Trash cans             | \$140  |
| Showmobile               | \$750  |
| Moonwalk                 | \$200  |
| Portable toilets         | \$425  |
| Obstacle Course          | \$325  |
| Total                    | \$2787 |

### Other costs

|                            |        |
|----------------------------|--------|
| Tent (20x40)with 10 tables | \$350  |
| Grey water                 | \$20   |
| Basic water                | \$532  |
| 2nd total                  | \$3689 |

### Entertainment

|         |       |
|---------|-------|
| Band(s) | \$500 |
|---------|-------|

|                  |        |
|------------------|--------|
| Total Expeditors | \$6976 |
|------------------|--------|

### Income

|                             |       |
|-----------------------------|-------|
| 5 food vendors @ \$150 each | \$750 |
|-----------------------------|-------|

Please contact 517.483.4276 if you are not positive your event will require a SEPA form

**SEPA****SPECIAL EVENT PERMIT APPLICATION****1 APPLICANT (BINDING PARTY)**Name Larry GrudtAddress 1021 Britten AveTitle DirectorCity, State, Zip Lansing, MI 48910Company/Organization/Group Keys to CreativityOrganization type (Please check)  
☐ Profit ☒ Non-profit ☐ Other (Please specify) \_\_\_\_\_**2 EVENT COORDINATOR(S)**Name ☒ Check here if same as aboveDaytime phone 517 944 5453  
Cell phone

Address \_\_\_\_\_

Email keystocreativityart@gmail.comCity, State, Zip ☐ Check here if same as above**3 EVENT DAY CONTACT INFORMATION**Name ☒ Check here if same as above

Daytime phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

City, State, Zip ☐ Check here if same as above**4 EVENT INFORMATION**SouthsideEvent Name Community Picnic and Concert

Type of Event (Please check all that applies and attach a Route Map and/or Site Map for your event)

☐ Walk/Run: City streets/sidewalk☐ Festival: City streets/sidewalk☐ March/Parade: City streets/sidewalk☐ Walk/Run: Rivertrail☐ Festival: City owned parks☐ Other: Specify Below

Other Event Type (Please specify: Picnic, Wedding Reception, Concert, Play, etc.)

Community picnic, drumming and concert☐ PARADE (If checked, please complete the following questions)Animals involved? ☐ YES ☒ NOVehicles involved? ☐ YES ☒ NO☐ Major streets involved? If checked, which streets and where on these streets? (Attach Route Map showing streets)**Event Route/Location**

If planning a Festival, Community Event, etc., a Site Map must be submitted with your SEPA application.

If planning a run/walk event, a Route Map must be submitted with your SEPA application.

(Please note that the City may amend the proposed route as needed.)

**Event Description and Purpose**Alfreda Schmidt Southside Community Center

#### 4 EVENT INFORMATION - CONTINUED

Will your event have alcohol or vendors? (If yes, please specify below)

ALCOHOL? ☐ YES ☐ NO (If Yes, provide map showing where alcohol is to be sold/consumed)

VENDORS? ☐ YES ☐ NO

(If Yes, give list of vendors and needs)

xx

City of Lansing Liquor Application

State of Michigan - Michigan Liquor Control Commission Website

Will your event have fireworks? ☐ YES ☐ NO

SEPA Recreational Burn Permit application

Will your event have a recreational fire? ☐ YES ☒ NO

Local Street/Block Closure/Noise Waiver

Will your event produce elevated noise levels? ☒ YES ☐ NO

Tent/Building Permit Application

Will your event have a tent or temporary structure? ☐ YES ☒ NO

2,3  
July 24, 2017

12:00 noon

Does event need street(s) closed for set-up? ☐ YES ☒ NO

If yes, please explain:

Event Set-up date

Event Set-up time

3:00pm

10:00pm

Event Start time

Event End time

23  
July 22, 2017

10:00pm

Event Tear-down date

Event Tear-down time

23  
July 24, 2017

July 22, 2017

Event Start date

Event End date

750

Anticipated daily attendance

Has event occurred in Lansing before?

☐ YES ☒ NO

If yes, where?

#### 5 CITY SERVICES REQUIRED

Fill in all information applicable to your event

##### METERS CAPPED

Parking Meter Maps 2016

Street

Block (ie: 100 S)

Side

Meter Numbers

Street

Block (ie: 100 S)

Side

Meter Numbers

Street

Block (ie: 100 S)

Side

Meter Numbers

Street

Block (ie: 100 S)

Side

Meter Numbers

Street

Block (ie: 100 S)

Side

Meter Numbers

If you would like to rent the City of Lansing Showmobile (mobile stage) complete the information below. If questions call (517) 483-4276.

☒ Request for showmobile

Delivery Date

23  
July 22, 2017

Pick Up Date

July 22, 2017

\* Location

Alfreda Schmidt Southside Community Center

Showmobile P.A. System?

☒ YES ☐ NO

☒ Resident

☐ Non Resident

(Residents must be located in 2 of 4 voting wards in Lansing)

Stage Extension? ☐ YES ☐ NO

Deliver to address or location:

Alfreda Schmidt Southside Community Center

## 5 CITY SERVICES REQUIRED - CONTINUED

ADDITIONAL CITY SERVICES (electricity, water, restrooms, trashcans, etc.)

Please check all services desired

- |                                             |                 |       |
|---------------------------------------------|-----------------|-------|
| <input type="checkbox"/> USE OF PARKING LOT | LOT # OR NAME   | _____ |
| <input type="checkbox"/> USE OF CITY PARK   | CITY PARK NAME  | _____ |
| <input type="checkbox"/> GENERATOR RENTAL   | QUANTITY NEEDED | _____ |
| <input type="checkbox"/> RECYCLING RACKS    | QUANTITY NEEDED | _____ |
| <input type="checkbox"/> GRAY WATER TANK    | QUANTITY NEEDED | _____ |

☐ TRAFFIC CONTROL BARRICADING (See TTCP) (if available)

☐ SITE IMPROVEMENT (Pothole filling, sidewalk wedging, etc.)

Description

☐ POWER WASHING / CLEANING PRIOR TO EVENT

Description

☐ BANNERS (Installation/removal)

Specifics

☒ INFLATABLE OBSTACLE COURSE

[Link to Form](#)

[Link to Photos](#)

☐ INFLATABLE CLIMBING WALL

[Link to Form](#)

[Link to Photos](#)

☒ INFLATABLE MOON WALK

[Link to Form](#)

[Link to Photos](#)

Once a choice is made,  
please fill out form and  
return with SEPA  
application

☐ ACCESS TO CITY WATER

Specifics

☐ ACCESS TO ELECTRIC

Specifics

☐ OTHER

Specifics

### USE OF PARKING LOTS

There are a few City parking lots that are available for rental for the setup of the event on the lot.

[Event Map full lot Model](#)

Contact (517) 483-7821 for more information.

Parking lot # or name

## 6 ATTACHMENTS

Please check off items attached to this application:

- |                                                                                        |                                                                                                                                            |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| A <input type="checkbox"/> Site plan                                                   | G <input type="checkbox"/> Fireworks Display permit or application                                                                         |
| B <input type="checkbox"/> Event set-up plan                                           | H <input type="checkbox"/> Community Use Fund Application                                                                                  |
| C <input type="checkbox"/> Detailed security plan (including name of security company) | I <input type="checkbox"/> Waiver of Noise Ordinance (temp)                                                                                |
| D <input type="checkbox"/> Trash removal plan                                          | J <input type="checkbox"/> Street closure petition                                                                                         |
| E <input type="checkbox"/> Restroom / Port-a-John plan                                 | K <input type="checkbox"/> Burn permit application                                                                                         |
| F <input type="checkbox"/> Copy of Liquor License - if required                        | L <input type="checkbox"/> Attach MLCC and City of Lansing Approval of Beer/Wine sales<br>and/or Parks Beer/Wine application - if required |

## 7 INSURANCE / BONDING

Attach a copy of your certificate of insurance and endorsement form.

Contact (517) 483-4276 for questions.

If alcohol is being sold, served, or consumed on City property, a liquor liability is also required.

## 8 STREET CLOSURE PETITION

See final page of application for Petition Form. Contact (517) 483-4276 for further information on street closure petition requirements.

## 9 SIGNATURE

Must be signed by person with fiduciary authority to bind organization.

By submitting this form, you understand that your information will be sent to the City of Lansing. Only employees of the City of Lansing will use your information, and it will only be used for the purpose of filing and taking action against this form. Your information will not be distributed to any third parties.

\_\_\_\_\_  
Larry Grudt  
Applicant  
  
\_\_\_\_\_  
Director  
Title

\_\_\_\_\_  
Keys to Creativity  
Organization  
  
\_\_\_\_\_  
4/24/2017  
Date

**RESOLUTION #2015-134**

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

**WHEREAS, Capital Area Blues Society, Keys in the Cities Project has requested \$500.00 to defray costs associated with piano maintenance and tarps for their Keys in the Cities Public Art Placement to be held May 30, 2015 – October 12, 2015; and**

**WHEREAS, the Committee on General Services met on May 18, 2015, reviewed the request and approved \$500.00; and**

**WHEREAS, the maximum total amount of Community Funding Account to be awarded to an organization in one fiscal year is \$500.00.**

**NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby approves an allocation from Community Funding Account to Capital Area Blues Society, Keys in the Cities Project has requested \$500.00 to defray costs associated with piano maintenance and tarps for their Keys in the Cities Public Art Placement to be held May 30, 2015 – October 12, 2015.**

**NOW, THEREFORE, BE IT FURTHER RESOLVED that the Mayor and the Finance Department shall process this request by charging \$500.00 to the Council Community Promotion Account – 101.112101.741289.0.**

**BE IT FINALLY RESOLVED that the Capital Area Blues Society shall submit a written analysis of the event, including information regarding the number of attendees, a detailed account as to contributors, funds received, expended and residual funds to the Lansing City Council within 60 days after the event.**



6/8/2015  
8:28:57 PM

SIGNED BY  
CHRIS SWOPE  
LANSING CITY CLERK

## COMMUNITY FUNDING REPORTING STATEMENT

09-30-13

Organization/Group Name: Capital Area Blues Society

Event Name & Type: Keys in the Cities, ten artist painted pianos placed in Lansing

Organization Address: P.O. Box 1004 Okemos, MI 48805-1004

Phone Number:(517) 944 - 5453.

Contact Person: Larry Grudt

Date of Event: May 30, 2015 to October 12, 2015

### FINANCIAL REPORTING INFORMATION:

#### Revenue Raised:

|                                   |        |
|-----------------------------------|--------|
| Total Donations and Contributions | \$8000 |
|-----------------------------------|--------|

(List each donation & contribution source along with the amount on a separate sheet of paper)

|                            |     |
|----------------------------|-----|
| Admission/Registration Fee | N/A |
|----------------------------|-----|

|                |     |
|----------------|-----|
| Advertisements | N/A |
|----------------|-----|

|                                                         |        |
|---------------------------------------------------------|--------|
| Other Sales and Revenue - Two Men and a Truck (In-kind) | \$5000 |
|---------------------------------------------------------|--------|

(List all other sales & revenue and the amounts raised on a separate sheet of paper)

|                                                                         |        |
|-------------------------------------------------------------------------|--------|
| Total Revenue (please add all of the line items under "Revenue Raised") | \$8000 |
|-------------------------------------------------------------------------|--------|

### EXPENSES

|                                |        |
|--------------------------------|--------|
| Wages/Salaries paid to artists | \$3000 |
|--------------------------------|--------|

|          |     |
|----------|-----|
| Printing | N/A |
|----------|-----|

|                  |     |
|------------------|-----|
| Facility Rentals | N/A |
|------------------|-----|

|                    |     |
|--------------------|-----|
| Meals/Refreshments | N/A |
|--------------------|-----|

|                                              |       |
|----------------------------------------------|-------|
| Other - Materials, tarps, paint, plywood.... | \$500 |
|----------------------------------------------|-------|

|                                                        |        |
|--------------------------------------------------------|--------|
| Total Expenses (please add all line items of Expenses) | \$3500 |
|--------------------------------------------------------|--------|

|                   |        |
|-------------------|--------|
| Attendance Totals | 10,000 |
|-------------------|--------|

Please return this form filled out within 60 days after the event to: Lansing City Council, 124 West Michigan Avenue, 10<sup>th</sup> Floor, Lansing, MI, 48933 - Attention: Committee on General Services Staff or email it to [sherrienboak@lansingmi.gov](mailto:sherrienboak@lansingmi.gov)

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

WHEREAS, Keys to Creativity requested \$500.00 to defray costs associated with facility rental for their "Community Picnic and Concert" to be held on July 23<sup>rd</sup>, 2017; and

WHEREAS, the maximum total amount of Community Funding Account to be awarded to an organization in one fiscal year is \$500.00; and

WHEREAS, the Committee on General Services met on July 10, 2017, reviewed the request and approved \$500.00.

THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby approves an allocation from Community Funding Account to Keys to Creativity in the amount of \$500.00 to defray costs associated with facility rental for their "Community Picnic and Concert" to be held on July 23<sup>rd</sup>, 2017.

BE IT FURTHER RESOLVED that the Mayor and the Finance Department shall process this request by charging \$500.00 to the Council Community Promotion Account – 101.112101.741289.0.

BE IT RESOLVED that Keys to Creativity shall submit a written analysis of the event, including information regarding the number of attendees, a detailed account as to contributors, funds received, expended and residual funds to the Lansing City Council within 60 days after the event.

Application for Community Funding  
09-30-13

Organization Name: Bluebell Park "NW#301"  
Tax Id#: "not applicable"  
Mailing Address: 5211 Tulip Ave.  
City, State, Zip: Lansing, MI 48911  
Contact Person(s) and Title(s): Marilyn Irvine, NW Coordinator  
Daytime Phone: 517 614-2754 / 517 393-1575  
Fax Number: "not applicable"  
E-mail Address: irvinemarie@comcast.net  
Amount Requested: \$250.<sup>00</sup> or \$350.<sup>00</sup>  
Event Title & Type: National Night Out Neighborhood Picnic

Reason for Request: (check all that apply)

Defray costs for Rental of Facility \_\_\_\_\_ Defray costs for Set Up \_\_\_\_\_  
Defray costs for Rental of the Showmobile \_\_\_\_\_ Defray costs for Misc. Rental X  
Defray costs for Other \_\_\_\_\_ Please Explain: \_\_\_\_\_

Facility Requested For Event and or Equipment (please check)

City Park NA City Building NA Oldsmobile Park NA  
Lansing Center NA Showmobile (mobile stage unit) NA Other Equipment X

What is the expected rental rate for the facility requested and or equipment? \$250 in flatable  
\$100 Karaoke machine

Date(s) and Time(s) of Event: Tues, August 1, 2017 6pm-8pm  
Total Estimated Attendance: 130  
Estimated Lansing Residents in Attendance: 100

If your organization has applied for other City funding for this event, please list each

Department and amount requested: NA

Please list all other organizations that are sponsoring or participating in your event: \_\_\_\_\_

Some Businesses Donate Prizes, Block captains provide prizes  
hot dogs, buns, water bottles

If your organization received funding from the Lansing City Council previously please list

the amount, year, and purpose: NA

Total amount of funds and sources granted by the City this year: they keep up the park!

Total amount of funds and sources granted by the City in the previous year: NA ↑

Please list any admission fee or registration fee for this event: -0-

**ALONG WITH THIS COMPLETED FORM YOU MUST ATTACH THE FOLLOWING:**

(Please check after each is completed and attach)

- ☒ A BUDGET FOR YOUR EVENT \_\_\_\_\_
- ☐ A LIST OF POTENTIAL FUNDING SOURCES AND HOW EACH FUNDING SOURCE WILL BE USED TOWARDS THE EVENT NA
- ☐ LIST OF YOUR ORGANIZATION-S OFFICERS \_\_\_\_\_
- ☐ A COPY OF COMPLETED RESERVATION FORM OR CONTRACT FOR FACILITY FOR THE EVENT \_\_\_\_\_

**If your request is granted, you must provide an accounting of how the funds received were spent and a written analysis of the event to the City Council within 60 days after the event. Attached please find a Community Funding Reporting Statement - it must be completed and returned along with the written analysis after the event has taken place to be eligible for Community Funding for the next fiscal or future fiscal years.**

SIGNED: Marilyn Irvine

DATE: 6-29-17

**DO NOT WRITE BELOW THIS LINE**

Approved by the Committee on General Services and City Council

Date Approved \_\_\_\_\_ Resolution # \_\_\_\_\_ Signature \_\_\_\_\_

Bluebell Park NW #301 Budget

\$250.00                      Lansing Parks & Rec Rental                      **Obstacle Course Inflatable**

\$100.00 or less                      A-1 Rental                      **Karaoke Machine**

**Block Captains** (we are not an organization nor do we have officers)

Marilyn Irvine, Elaine Bogart, Sue Chmurynsky, MaryLou Gebhardt, Cathi Kiebler, Maureen Dunham, Kathi Dibeau, Maggie Gambill, Marleen Ingersoll, Jenette Gray, Judy VanPeenen



# LANSING PARKS AND RECREATION INFLATABLE RENTAL REQUEST: OBSTACLE COURSE

## Rental Request Details

Name and Address of Requesting Organization/ Responsible Agent: Bluebell Park NW #301,  
Marilyn Irvine, Coordinator Today's Date: 6-28-17

Phone Number: 517 614-2754 Email: irvine.marie@comcast.net

Name of Alternate Contact: Cathi Kiebler Phone Number: 517 882-4659

Event Date: Tues. Aug. 1, 2017 Event Location: Bluebell Park

Event Title and Description/Purpose: National Night Out Picnic in Park  
Get neighbors together.

Location on site the inflatable is to be set up: "West side" of Playground equipment.

Best place on site to park & unload: Enter park @ north side, Church Parking Lot

Best place on site to park the truck after unloading: Park near inflatable set-up.

Time you would like the inflatable up and running: 6:00 pm to 8:00 pm.

(Staff will show up 30min before start time to set up inflatable and will take down after the allotted rental time)

|                                | Resident Use<br>within City Limits | Non-Resident Use<br>or Resident Use outside City Limits | To be paid<br>through Community<br>Funding Contract |
|--------------------------------|------------------------------------|---------------------------------------------------------|-----------------------------------------------------|
| Two hour rental                | \$250                              | \$375                                                   | Amount Due:                                         |
| Additional hours needed: _____ | \$75/each                          | \$100/each                                              |                                                     |
| Total                          | <u>\$250.00</u>                    |                                                         | <u>250.00</u>                                       |

## Rental Agreements

I, Marilyn Irvine, agree to provide two(2) separate 20amp, 110volt outlets ON SEPARATE CIRCUITS, within 100 feet of the inflatable, or provide my own generator to provide power for this inflatable. I agree that if there is not sufficient power supplied by myself/organization to run this inflatable, that Lansing Parks and Recreation is not responsible to provide me with power of any kind unless otherwise agreed upon in a separate agreement.

Marilyn Irvine

Signature of Representative

I, Marilyn Irvine, agree to be responsible for the conduct of our group and for damages to the equipment I am renting. I also agree to arrange operation times with Lansing Parks and Recreation staff and to notify the staff of any significant change. I understand that failure to meet any of these obligations may result in charges to cover damaged equipment, cancellation of reservations and denial of any future rental privileges.

Marilyn Irvine

Signature of Representative

Refund Policy - 30 Days prior to use, full refund, less \$10 service charge. Within 30 days to use, no refunds. Full refund for inclement weather as long as canceled an hour before event.

Return to: Schmidt Community Center, Attn: Marcus Wells 5825 Wise Rd Lansing, MI 48911  
Phone: 517-483-4290 or 517-881-1919; Fax: 517-882-3457 or email to: [marcus.wells@lansingmi.gov](mailto:marcus.wells@lansingmi.gov)

## Payment Method (Check One):

## Office Use Only

- ☐ Cash ☐ Check (# \_\_\_\_\_)  
☐ Money Order (# \_\_\_\_\_)  
☐ Credit Card: Visa/MasterCard/Discover  
Last 4 #'s - \_\_\_\_\_

Date Paid: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Amount Due: \_\_\_\_\_

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

WHEREAS, Bluebell Park “NW#301” requested \$350.00 to defray costs associated with inflatable rentals for their “National Night-Out Neighborhood Picnic” to be held on August 1, 2017; and

WHEREAS, the maximum total amount of Community Funding Account to be awarded to an organization in one fiscal year is \$500.00; and

WHEREAS, the Committee on General Services met on July 10, 2017, reviewed the request and approved \$350.00.

THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby approves an allocation from Community Funding Account to Bluebell Park “NW #301” in the amount of \$350.00 to defray costs associated with inflatable rentals for their “National Night-Out Neighborhood Picnic” to be held on August 1<sup>st</sup>, 2017.

BE IT FURTHER RESOLVED that the Mayor and the Finance Department shall process this request by charging \$350.00 to the Council Community Promotion Account – 101.112101.741289.0.

BE IT RESOLVED that Bluebell Park “NW#301” shall submit a written analysis of the event, including information regarding the number of attendees, a detailed account as to contributors, funds received, expended and residual funds to the Lansing City Council within 60 days after the event.