



AGENDA
Committee on General Services
Monday, July 22, 2019 @ 8:00 a.m.
City Council Conference Room, City Hall 10th Floor

Councilmember Jody Washington, Chair
Councilmember Brian T. Jackson, Vice Chair
Councilmember Carol Wood, Member

1. Call to Order

2. Approval of Minutes:

- July 8, 2019

3. Public Comment on Agenda Items

4. Discussion/Action:

A.) RESOLUTION – Claim Appeal; Claim #1679; 811 N Jenison; Faitha Clark; \$744

B.) DISCUSSION – Ordinance Amendments to Chapter 288- Employee Qualifications

5. Other:

- Michigan Liquor Control Commission; Transfer License with Sunday Sales, Outdoor Service, Catering Bars and Dance-Entertainment from 7786 E. US 10, Walhalla to 419 Spring Street, Lansing. Transfer Governmental Unit from Branch Twp., Mason County to Lansing City, Ingham County **(Pending Application)**
- Michigan Liquor Control Commission; Transfer Ownership of a 2018 Class C and SDM Licensed Business w/Sunday Sales, Dance-Entertainment Permit and Outdoor Service from Leo's Outpost, Inc. located at 600 S. Pennsylvania, Lansing, MI 48912 **(Pending Application)**
- Michigan Liquor Control Commission; Transfer Ownership of an escrowed 2018 Class C Licensed Business w/Dance Entertainment Permit from Tini Bikinis-Lansing, LLC; transfer location from 511 East Hazel., Lansing; cancel existing Outdoor Service and request new Sunday Sale to Bar Mitena, LLC 2001 East Michigan Avenue **(Application Routed)**
- Michigan Liquor Control Commission; Transfer Stock Interest through Transfer of Stock from Corporation to New & Existing Stockholders for Mash Mavericks at 523 E. Shiawassee Street **(Pending Application)**

6. Place On File

7. Adjourn

PUBLIC COMMENT AND SIGN IN SHEET

DRAFT



MINUTES

Committee on General Services

Monday, July 8, 2019 @ 8:00 a.m.

City Council Conference Room, City Hall 10th Floor

CALL TO ORDER

The meeting called to order at 8:07 a.m.

ROLL CALL

Council Member Jody Washington, Chair

Council Member Brian T. Jackson, Vice Chair- left the meeting at 8:35 a.m.

Council Member Carol Wood, Member

OTHERS PRESENT

Sherrie Boak, Council Office Manager

Eric Brewer, Internal Auditor

Lisa Hagen, Council Legal Analyst

Scott Sanford, Code Compliance

Edgar Rivera-Perez

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM JUNE 24, 2019 AS PRESENTED. MOTION CARRIED 3-0.

Public Comment on Agenda Items

No comments at this time.

Discussion/Action:

Department Withdrawal- Noise Waiver 8:00 a.m. – 8:00 p.m.; Miller Road (Cedar to Aurelius) July 8, 2019 – August 4, 2019; Turner Street (Douglas to Randolph) July 15, 2019 – August 18, 2019

MOTION BY COUNCIL MEMBER WOOD TO RECEIVE AND PLACE ON FILE.

RESOLUTION – Claim Appeal; Claim #1695; 1412 N Jenison; Edgar Rivera-Perez; \$489

Mr. Sanford informed the Committee that the property was cited on 2/25/2019 with a compliance date of 3/4/2019, and when it was rechecked the violations were still present. The contractor arrived on 3/8/2019 and removed the couch from the porch. It was noted that the couch was outside for 14 days, and referred to the photos. Mr. Brewer confirmed the Claims Review Committee did review it and did adjust the amount down to 1 yard, taking the amount to \$460. Now that the owners have appealed to Council the Claims Review Committee determination is no longer an offer.

DRAFT

Mr. Rivera- Perez informed the Committee that they were returning the couch back to the store under warranty and were waiting the company to pick it up. When it was removed, he assumed it was that company. Mr. Rivera- Perez also appealed that they never got the notice, a knock on the door or a sticker so they had no clue it was a violation. Mr. Sanford stated it was mailed to the residence and the land contractor holder. Council Member Jackson referred to a letter from the claimant and asked when he left town. Mr. Rivera-Perez stated he was out of town February 25th, but his step son was at the house during that time and did not receive any notification or knock on the door. Council Member Jackson encouraged Mr. Sanford to have his staff knock on the doors. Council Member Washington asked if it was under warranty why they put it on the porch, and Mr. Rivera-Perez stated they didn't have any room in the house because they had already purchased replacement couches, and if the warranty did not cover it they were going to put at the curb. Mr. Smiertka was asked what steps the City is required in notifications, and Mr. Smiertka stated it is service of process via the assessor records for ownership which is also the process used in courts.

Council Member Washington asked for a breakdown on the fees and Mr. Sanford stated it was \$265 Administrative Fee, \$224 from contractor for base fee on hours and yardage along with an additional charge by Granger. Mr. Rivera-Perez questioned that it would take an hour to remove a couch, and Mr. Sanford stated it is a minimum time. Mr. Rivera-Perez appealed again that he did not get the notice. Council Member Wood asked what date the warranty company gave on when they would pick up the couch and was told no date was given, they were supposed to call and state if they would even pick up or if it could be thrown away.

MOTION BY COUNCIL MEMBER WOOD TO REDUCE THE CLAIM TO \$460 IN CONCURRENCE WITH THE CLAIMS REVIEW COMMITTEE, AND RECOMMEND THE PEREZ FAMILY PURSUE A CLAIM WITH THE WARRANTY COMPANY SINCE THERE ARE PHOTOS OF THE COUCH ON THE PORCH.

Council Member Jackson stated in his opinion a clause in the resolution would not help the claimants, and the \$20 reduction was too small. He then went onto state his thoughts on the Eric Refuse extreme fees and what he thought was an extreme administrative fee for one person. Lastly, he again appealed that they being knocking on doors when they see a violation, then leave a sticker if they are not home, followed by the notification they are already mailing. Council Member Jackson also noted he believed that there should be consideration for residents' struggles and now the loss of their warranty. Council Member Jackson then asked Council Member Wood to consider an amendment to her motion to reduce the administrative fees and/or Eric's Refuse charges to make the final amount \$200. Council Member Washington stated her belief that the Council cannot take socio-economics into determining the fees; it has to be the same for every resident, in addition the City is not a trash removal business. She continued by stating that based on information Code Compliance has provided in the past, with 1,000 complaints they cannot knock on every door, and their fees cover their expenses because they have to be self-supporting.

Mr. Rivera-Perez informed the Committee and Mr. Sanford there are other homes with junk in his neighborhood and felt they discriminated against him, at which Council Member Washington encouraged him to report all those properties to Code Compliance.

Council Member Wood spoke briefly on historical practices where Public Service picked up the items but it was not cost effective, and Code Compliance has informed Council in the past Eric's Refuse is the only company that ever submits a proposal when the RFP goes out. Regarding notices, there is an understanding they go out, and there might be a delay in the mail, and some of his neighbors might have also gotten notices and they are in the process of compliance also.

Council Member Washington stated she would support a reduction in the Eric's Refuse fee from \$224 to \$112. Council Member Jackson supported a reduction also, but noted that according to Mr. Sanford 99% of the people comply and 1% appeal, so knocking on the door might reduce that more. Council Member Washington noted that could be addressed in their policy, however it would address this case and Council cannot determine or write the department policies.

COUNCIL MEMBER WOOD WITHDREW HER EARLIER MOTION.

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MOTION BY COUNCIL MEMBER WOOD TO REDUCE THE CLAIM BY \$112 AND DENY THE BALANCE OF THE CLAIM IN THE AMOUNT OF \$377, AND RECOMMEND THE CLAIMANTS APPEAL WITH THE WARRANTY COMPANY USING THIS RESOLUTION AND PHOTOS IN SMALL CLAIMS COURT. MOTION CARRIED 2-1.

Council Member Jackson left the meeting at 8:35 a.m.

Mr. Rivera-Sanchez spoke to Mr. Sanford on other neighbors who have issues and violations. Mr. Sanford stated he would have his staff check the whole 1400 block on Jenison.

Council Member Washington informed the claimant that they could make payment arrangements with the City Treasurer on the first floor of City Hall. Mr. Rivera-Sanchez asked if the Council would reduce it more. Council Member Washington stated that the motion is a recommendation from this Committee to the complete Council.

Council Member Wood asked Mr. Smiertka if the Council can dictate policy, and Mr. Smiertka confirmed the ordinance speaks to trash and cost removal, the administration of that is up to the Executive branch. Mr. Sanford admitted that the Code Enforcement office does have a hang tag they could put out if they find a violation, and then noted that his understanding as of recently is that Public Service has eliminated the use of a large item sticker.

DISCUSSION – Ordinance Chapter 288 – Employee Qualifications

Council Staff detailed the items in the packet which included the current ordinance and the requested contract for the Neighborhood and Citizen Engagement Director.

Council Member Wood noted to Law and the Committee that some positions were created by executive order, and could be defined differently than what currently is there, so Law was asked to look at these and additional information. Mr. Smiertka stated the executive orders in 2018 and 2019 were for consolidation during transitions. Therefore, the terminology of the previous office was carried into the new, so it would just be a cleanup. Council Member Wood asked if any Executive Orders done under the previous Administration would still be in effect. Mr. Smiertka stated the executive orders were reorganization under the Charter. If it was a temporary action, it would go away. Council Member Wood then asked for a Law to provide a copy of the resolution that established Mr. Tate as the Chief Labor Negotiator.

Ms. Hagen acknowledged she had a list of positions to begin work on and there will be an ordinance to amend and an ordinance for any repeals that have to occur.

Council Member Washington asked Law if the OCA was doing a complete cleanup of the ordinances to make them current. Mr. Smiertka stated they have not, but it could start at Committee.

Council Member Wood began a discussion on if the Committee should have a code compliance and claim training in the future before any future claims. Mr. Brewer stated there is a handout that is provided to Council Members when they become part of the Committee on what steps are taken at the Claims Review Committee. Council Member Wood asked for a “cheat –sheet” on what can be considered. Mr. Smiertka asked Mr. Sanford if they send out their letters certified mail and was told they only send certified for demolitions.

OTHER

Michigan Liquor Control Commission; Transfer License with Sunday Sales, Outdoor Service, Catering Bars and Dance-Entertainment from 7786 E. US 10, Walhalla to 419 Spring Street, Lansing. Transfer Governmental Unit from Branch Twp., Mason County to Lansing City, Ingham County (**Pending Application**)

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Michigan Liquor Control Commission; Transfer Stock Interest through Transfer of Stock from Corporation to New & Existing Stockholders for Mash Mavericks at 523 E. Shiawassee Street**(Pending Application)**

Michigan Liquor Control Commission; Transfer Ownership of an escrowed 2019 with Sunday Sales Permit (PM) Only from Elioun, Inc., transfer location from 1908 E Michigan Avenue Suite A to 600 E. Michigan, Lansing to be held with SDM License**(Pending Application)**

Adjourned

Adjourned at 9:04 a.m.

Submitted by Sherrie Boak,

Office Manager,

Lansing City Council

Approved by the Committee on _____

Claim #1679

811 N. Jenison Ave

\$744.00

Incident Date (per claim application) – 12/7/2018

Incident Date (per Code Report) – 11/30/2018

Taxes – Not yet applied to tax bill

Filed Claim – 02/04/2019

Claims Review Committee Hearing – April 25, 2019

Claims Review Committee Letter – 5/3/2019

Referred to City Council – 06/14/2019

Referred to Committee on General Services – 06/24/2019



City of Lansing

OFFICE OF THE CITY ATTORNEY

1679

Claims Review Committee Form

(Commonly including: Grass, Trash, Weeds and Board-Up Violations)

NAME: Faitha D. Clark DATE: 1/25/19
 MAILING ADDRESS: 811 N. Jenison Ave EMAIL: dclarkcalc1@excite.com
 CITY: Lansing STATE: MI ZIP CODE: 48915-1310
 TELEPHONE: Home (517) 202-5689 Work (517) 485-4949

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

ADDRESS: 811 N. Jenison Ave. PARCEL NO. 33-01-01-08-378-231
 DATE OF INCIDENT: 12/7/18 AMOUNT YOU WERE BILLED: \$744.00
 TOTAL AMOUNT YOU ARE CONTESTING: \$744.00
 TYPE OF ASSESMENT: _____

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 attached letter.

A description of the claims review process is available on our website at: <https://lansingmi.gov/349/Claims-Review-Process>

Address: 811 N. Jenison Ave.

Parcel Number: 33-01-01-08-378-231

The first two people I arranged to remove inappropriate items in the yard and on the porch did not do the job. The third person did the job on Tuesday, December 4th which was before the compliance deadline of December 7th. However, the following Tuesday items were removed from my porch that were not a code violation. I called the Code Officer, Everett Coates, several times over the next two days before he was able to return my call on Friday.

In speaking with Mr. Coates he was surprised that the before and after pictures the cleaning crew always took and posted within a few hours had not yet been posted. I listed the items stolen and he could not see them in his 'before' pictures and stated it would not have been a violation. He suggested I call his supervisor, Mr. Scott Stanford. Mr. Stanford never returned my calls.

The list of items removed from my porch included my **front door screen insert**. I have a very old front door with a winter insert and a summer insert. I keep them stored behind a wicker settee on the porch against the house wall so they do not become damaged. Mr. Coates said he could not see it in his pictures so it was obviously not an offense. It was custom made to fit my door several years ago and I need it returned. I have no idea how much it would cost to replace just the insert as it was included in other work being done at the time.

The other non-offensive items include:

A '**sno-broom**' for removing snow from my vehicle. It was even branded with the name.

A **storage tote** for outdoor decorations (not visible unless you were all the way on the porch. It had the lid securely on).

The City of Lansing issued recycling bin. (We had been encouraged to keep it on the porch to aid in recycling efforts!).

A small, **outdoor toddler molded bench**.

A small **tote with tile cutter equipment**.

Backer boards for laying tile. (They did at least leave the boxes of tiles)

A box of '**string back bags**'. They were in plastic bags. Admittedly the box they were in was tattered. They were on the wicker settee not scattered.

I did have several boxes on one side of the porch to be used in packing. They were not flattened, but ready to be used. They were not water or weather damaged, but admittedly not stacked 'neat and tidy'.

A yard waste bag. I missed the last City pickup of yard waste. I removed the bag from the street side and placed it by my porch on the driveway so when the bag disintegrated over the winter the leaf and yard debris would not fall into the street and cause unsafe road conditions or block the drainage at the curb. My neighbors have left their bags on the edge of the street with no tags, so perhaps I should have done that as well.

RECEIVED JUN 14 2019

May 23, 2019

Address: 811 N. Jenison Ave.

Parcel Number: 33-01-01-08-378-231

Claim: 1679

I am including my original protest letter at the end of this appeals letter. I am a bit confused with the letter from the City stating the amount owed was for grass mowing. I am including a copy of that letter. Perhaps my appeal has been confused with another case? There was no mowing involved.

I do still protest the removal of the items listed. They were not inappropriate items to have on the porch. As the weather is getting nicer I really need the screen insert for the front door returned or replaced. Again, it was stored behind the settee and only about four inches were visible when on the porch on the side. You can see a very small portion in one photo. It was NOT visible from the street or even most of the porch.

I have another item to list that was stolen. I had a wrought iron chair base on the porch to be picked up for refinishing. I did not list it before because I thought it had been picked up by the person who was to do the refinishing. There was nothing wrong with it other than I wished it to have a new coat of paint. I have a complete matching chair in the house; and the seat of the chair now with no base.

Again, the furniture in the yard had already been removed. There was no cause for the listed items to be removed. They were appropriate property to have.



Faitha D. Clark

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City of Lansing

OFFICE OF THE CITY ATTORNEY

James D. Smiertka, City Attorney

May 3, 2019

Faitha Clark
811 N Jenison Ave.
Lansing, MI 48916

Re: Claim – 811 N Jenison Ave.

Dear Ms. Clark:

Please be advised that the Claims Review Committee reviewed the claim you submitted in the amount of \$744.00 for grass mowing for property located at 811 N Jenison 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 blue ink that reads "Venus Kumar".

Venus Kumar
Paralegal

Claim: 1679

DATE: 3/15/2019

PPN: 33-01-01-08-378-231
 DATE SUBMITTED: 2/04/2019
 ADDRESS OF VIOLATION: 811 N Jenison Ave
 LISTED TAXPAYER OF RECORD: Clark, Faitha D.
 OTHER TAXPAYER OF RECORD:
 CLAIMANT: Clark, Faitha D.
 CLAIMANT'S ADDRESS: 811 N. Jenison Ave
 Lansing, MI 48915-1310

1679

TYPE OF ACTIONS CONTESTED: Trash Removal
 VIOLATION DATE: 11/30/2018
 NOTIFICATION DATE: 11/30/2018
 2ND NOTICE ASSESSMENT DATE:
 AMOUNT OF ASSESSMENT: \$744.00
 CONTRACTOR NAME - INVOICE NO. - DATE: Crutcher 19-T001 12/12/2018
 AMOUNT OF CLAIM: \$744.00

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	Trash
Violation	Violation
8/02/2018	11/30/2018

CITATIONS IN PREVIOUS YEAR:

CLAIMANT'S CIRCUMSTANCES: See Attached

CODE OFFICER'S NOTES: This property was cited for a trash violation on 11/30/2018 with a 12/07/2018 compliance due date. The Premise Officer returned on 12/10/2018 the indoor furniture in the front and rear yard were removed but all the violations on the front porch remained. The Premise Officer submitted the property to the contractor and they were directed to clean the front porch. The contractor arrived on 12/12/2018 and upon their inspection found multiple violations on the front porch and they were removed. Based on the submittal photos and trash contractor photos this office recommends denial of the claim as the claimant did not comply with the trash notification.

**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: 01/02/2019

Due Date: 02/01/2019

Pay Invoice In Full



CLARK FAITHA D

811 N JENISON AVE

LANSING MI 48915-1310

Inv Number: 00125487

Parcel: 33-01-01-08-378-231

Address: 811 N JENISON AVE

Parcel: 33-01-01-08-378-231

Bill Detail

Invoice Number	Date of Service	Enforcement Num	Address	Amount Due
00125487		E18-10673	811 N JENISON AVE	\$744.00
Fee Details:		Quantity	Description	Balance
		1.000	Trash - Admin Fee	\$ 265.00
		479.000	Trash - Contractor Charge	\$ 479.00
Total Amount Due				\$ 744.00

Questions regarding this invoice: Contact **CODE ENFORCEMENT** 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 US
ericsrefuse@hotmail.com

INVOICE

BILL TO

Economic Development &
Planning Code
Enforcement Office
316 N Capitol, Ste. C-1
Lansing, MI 48933-1238

INVOICE # 2391

DATE 01/01/2019

PROPERTY ADDRESS
811 N Jenson AVE

PARCEL NUMBER
33-01-01-08-378-231

ACTIVITY	QTY	RATE	AMOUNT
city:1hour 3 yards first hour and 3 cubic yards	1	175.00	175.00
city:add hours any hours after 1	1	150.00	150.00
city:add cy any after 3	7	22.00	154.00
12/12/18 10 yards Everrett Coates			

BALANCE DUE

\$479.00



Andy Schor, Mayor

Economic Development & Planning Code Enforcement Office

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 12/10/2018

TAXPAYER: CLARK FAITHA D, 811 N JENISON AVE LANSING, MI 48915-1310

Location of Work: **Enf Num: E18-10673**

Address: 811 N JENISON AVE

Lot No:

Description:

Parcel No: 33-01-01-08-378-231

Remove Trash and Debris

Work Authorized:

Violation: Indoor type furniture in the outdoors

Violation: Garbage

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

PLUS ANY OTHER INCIDENTAL TRASH / DEBRIS ON THE PROPERTY

Authorized Time required to complete work: 3

Authorized Cubic Yards: 9

Warning Comment:

All on front porch

Submitted By: Everett Coates (517) 483 7621

This action is authorized by the Manager of Code Compliance



Andy Schor, Mayor

Economic Development & Planning Code Enforcement Office

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

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

TRASH AND DEBRIS CORRECTION NOTICE

CLARK FAITHA D
811 N JENISON AVE
LANSING, MI 48915-1310

Violation Date: 11/30/2018
Violation Location: 811 N JENISON AVE
Parcel No: 33-01-01-08-378-231
Compliance Due Date: December 07, 2018

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: Indoor type furniture in the outdoors

Violation: Garbage

Violation: Paper/Glass/Plastic/Metal/Cardboard 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: Everett Coates (517) 483 7621 Everett.Coates@lansingmi.gov

"Equal Opportunity Employer"

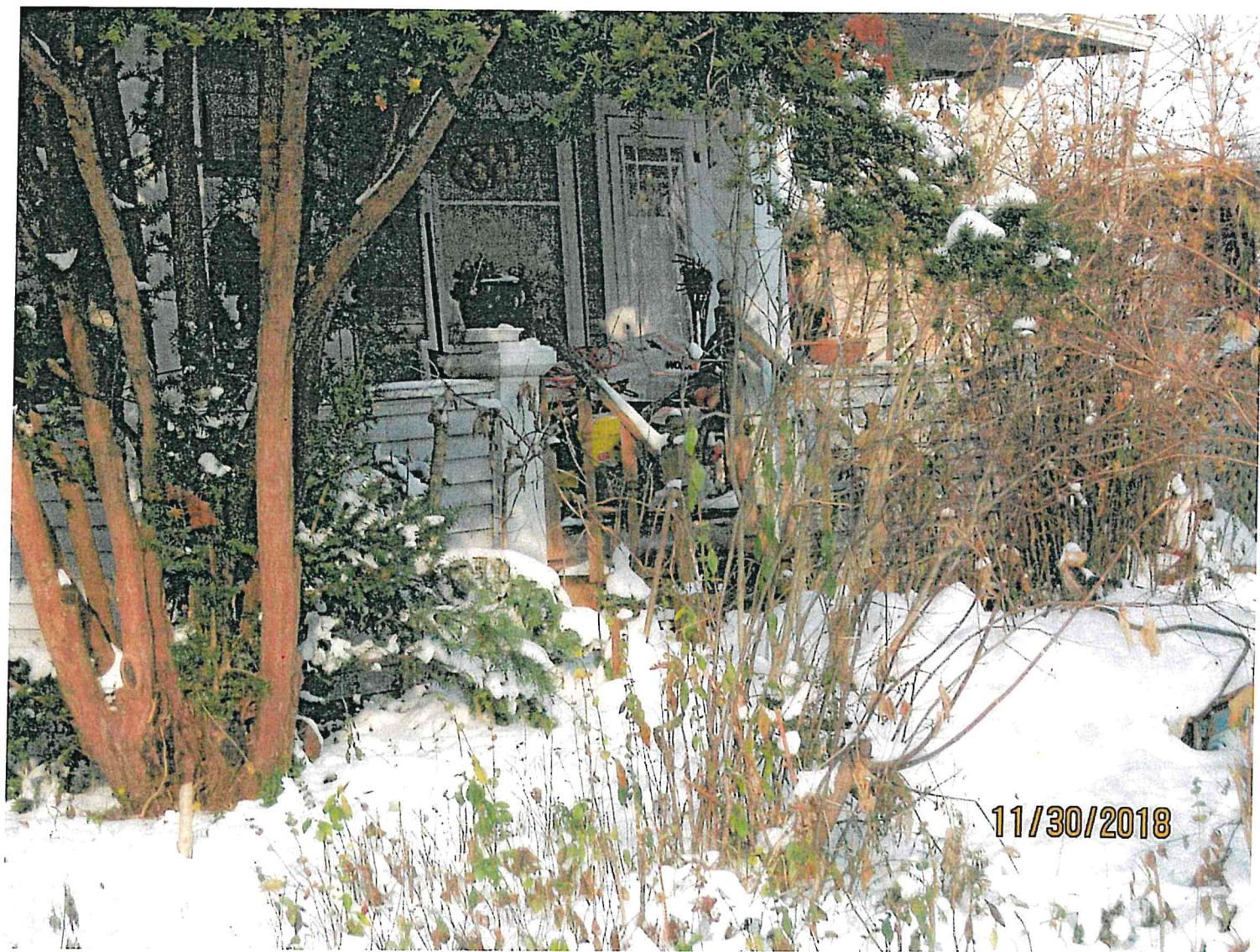
Taxpayer's Copy











11/30/2018







811

12/12/2018 07:10





12/12/2018 07:12







12/12/2018 08:03





12/12/2018 08:44



12/12/2018 08:44



12/12/2018 08:44



811 N JENISON AVE LANSING, MI 48915 (Property Address)

Parcel Number: 33-01-01-08-378-231



Item 1 of 3

[1 Image / 2 Sketches](#)**Property Owner: CLARK FAITHA D****Summary Information**

- > Residential Building Summary
 - Year Built: 1919
 - Full Baths: 2
 - Sq. Feet: 1,740
 - Bedrooms: 0
 - Half Baths: 0
 - Acres: 0.120
- > 1 Invoice Found, Amount Due: 0.00
- > Assessed Value: \$51,200 | Taxable Value: \$42,838
- > Property Tax information found
- > 6 Building Department records found

Owner and Taxpayer Information

Owner	CLARK FAITHA D 811 N JENISON AVE LANSING, MI 48915-1310	Taxpayer	SEE OWNER INFORMATION
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General Information for Tax Year 2019

Property Class	RESIDENTIAL – IMPROVED	Unit	33 CITY OF LANSING - INGHAM
School District	LANSING	Assessed Value	\$51,200
MAP #	P -0610 -0071	Taxable Value	\$42,838
TOP TEN	Not Available	State Equalized Value	\$51,200
NEW PERMITS	Not Available	Date of Last Name Change	01/20/2010
USER ALPHA 3	Not Available	Notes	Not Available
Historical District	Not Available	Census Block Group	Not Available
TYPE CODE	Not Available	Exemption	No Data to Display

Principal Residence Exemption Information

Homestead Date 02/04/2010

Principal Residence Exemption	June 1st	Final
2019	100.0000 %	100.0000 %

Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2018	\$50,500	\$50,500	\$41,834
2017	\$49,200	\$49,200	\$40,974
2016	\$48,300	\$48,300	\$40,609

Land Information

Zoning Code	Not Available	Total Acres	0.120
Land Value	\$11,400	Land Improvements	\$0
Renaissance Zone	No	Renaissance Zone Expiration Date	No Data to Display
ECF Neighborhood	21B	Mortgage Code	No Data to Display
Lot Dimensions/Comments	No Data to Display	Neighborhood Enterprise Zone	No

Lot(s)	Frontage	Depth
Lot 1	40.00 ft	131.00 ft
Total Frontage: 40.00 ft		Average Depth: 131.00 ft

Legal Description

LOT 20 BLOCK 2 DAYTONS ADD

Sale History

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page
12/03/2009	\$0.00	QC	CLARK BRUCE WYNNE & FAITHA D	CLARK FAITHA D	CASH	L3366-P435
07/27/1998	\$0.00	QC			UNKNOWN	2666/123

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page
			CLARK BRUCE WYNNE & FAITHA D	CLARK BRUCE W & FAITHA D		
05/28/1980	\$0.00	??	FLEET MORTGAGE CORP	CLARK BRUCE W & FAITHA D	CASH	L1646-P1280

Building Information - 1740 sq ft 2 STY (Residential)

General

Floor Area	1,740 sq ft	Estimated TCV	<i>Not Available</i>
Garage Area	480 sq ft	Basement Area	1,008 sq ft
Foundation Size	1,008 sq ft		
Year Built	1919	Year Remodeled	<i>Not Available</i>
Occupancy	Single Family	Class	C
Effective Age	100 yrs	Tri-Level	No
Percent Complete	100%	Heat	Forced Air w/ Ducts
AC w/Separate Ducts	No	Wood Stove Add-on	No
Basement Rooms	0	Water	<i>Not Available</i>
1st Floor Rooms	0	Sewer	<i>Not Available</i>
2nd Floor Rooms	0	Style	2 STY
Bedrooms	0		

Area Detail - Basic Building Areas

Height	Foundation	Exterior	Area	Heated
2 Story	Basement	Siding	732 sq ft	2 Story
1 Story	Basement	Siding	276 sq ft	1 Story

Basement Finish

Recreation	408 sq ft	Recreation % Good	0%
Living Area	0 sq ft	Living Area % Good	0%
Walk Out Doors	0	No Concrete Floor Area	0 sq ft

Plumbing Information

3 Fixture Bath	2	Extra Sink	2
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Built-In Information

Garbage Disposal	1
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Fireplace Information

Interior 1 Story	2
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Garage Information

Area	480 sq ft	Exterior	Siding
Foundation	18 Inch	Common Wall	Detached
Year Built	<i>No Data to Display</i>	Finished	No
Auto Doors	0	Mech Doors	0

Porch Information

WCP (1 Story)	160 sq ft	Foundation	Standard
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****Disclaimer:** BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

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

WHEREAS, Faitha D Clark sought to eliminate a special assessment of \$744.00 for trash removal and all associated penalties and interest, on the property tax bill for 811 N. Jenison Avenue (Tax ID #33-01-01-08-378-231); and

WHEREAS, upon filing a claim to the Committee on General Services, the Committee met on July 22, 2019 and _____ the claim in the amount of \$744.00.

THEREFORE, BE IT RESOLVED, the City Council, hereby, _____ the claim in the amount of \$744.00 for the trash removal and all associated penalties and interest on the property tax bill for 811 Jenison Avenue (Tax ID #33-01-01-08-378-231).

BE IT FURTHER RESOLVED, that the City Attorney shall take the appropriate steps to process this claim.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN, TO REPEAL
CHAPTER 288, SECTION 288.18, TO ELIMINATE THE MINIMUM QUALIFICATIONS
FOR THE DIRECTOR OF MANAGEMENT SERVICES, AS NO SUCH POSITION EXISTS
WITHIN THE CITY.

THE CITY OF LANSING ORDAINS:

Section 1. That Chapter 288, Section 288.18, of the Codified Ordinances of the City of
Lansing, Michigan, be and are hereby repealed in their entirety and shall be null and void of no
effect.

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

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

Section 4. This ordinance repeal shall take effect on the 30th day after enactment, unless
given immediate effect by City Council.

Approved as to form:

City Attorney

Dated: _____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN, TO AMEND THE
LANSING CODIFIED ORDINANCES BY AMENDING CHAPTER 288 SECTION 288.10
and 288.14 AND ADDING 288.20 TO CORRECT THE NAMES OF VARIOUS CITY
DEPARTMENTS AND SPECIFY THE MINIMUM REQUIREMENTS FOR THE DIRECTOR
OF EACH DEPARTMENT.

THE CITY OF LANSING ORDAINS:

Section 1. That Chapter 288, Section 288.10, 288.14, AND 288.20, of the Codified
Ordinances of the City of Lansing, Michigan, be and are hereby amended to read as follows:

**288.10. - Director of ECONOMIC DEVELOPMENT AND PLANNING ~~planning and~~
~~neighborhood development.~~**

The Director of ~~Planning and Neighborhood Development~~ ECONOMIC DEVELOPMENT
AND PLANNING shall satisfy the following minimum qualifications:

(a) *Training and Experience.* He or she shall have a bachelor's degree in urban planning, public
administration, business administration or a related field and five years of professional
management experience in positions of increasing responsibility, two years of which must have
been with a state or local governmental agency. Additionally, the candidate shall have completed
16 quarter hours or equivalent semester hours of college level course work in supervisory
management. An equivalent combination of training and experience in related activities may be
substituted for supervisory experience and up to eight quarter hours of the required supervisory
management course work.

(b) *Knowledge and Skills*. He or she shall have comprehensive knowledge of the principles and practices of organizational development, community planning and public management, as applied to municipal development, and of State and local legislation, codes and ordinance enforcement as related to city planning. He or she shall have considerable knowledge of the principles of building construction and real estate development and of research methods and techniques and application and utilization in the data processing field. He or she shall have some knowledge of marketing practices. He or she shall have considerable skill in expressing oneself clearly and concisely, orally and in writing, and in establishing and maintaining effective relationships with contractors, developers and diverse citizen groups. He or she shall have comprehensive skill in planning, scheduling and directing the work of professional personnel and in planning and administering long and short-range programs for effective Municipal development. He or she shall have considerable skill in Federal, State and local law interpretation.

288.14. - Director of HUMAN RESOURCES ~~personnel and training~~.

The HUMAN RESOURCES ~~Personnel and Training~~ Director shall satisfy the following minimum requirements:

(a) *Training and Experience*. He or she shall have a bachelor's degree in psychology, public personnel administration, labor and industrial relations or a related field and six years of professional personnel management experience, three of which must have been with a state or local government agency. Additionally, the candidate shall have completed 16 quarter hours or equivalent semester hours of college level course work in supervisory management. An equivalent combination of training and experience in related activities may be substituted for

supervisory experience and up to eight quarter hours of the required supervisory management course work.

(b) *Knowledge and Skills*. He or she shall have comprehensive knowledge of the standard principles, practices, methods and techniques of public personnel administration and of analysis of departmental personnel requirements and structuring of required programs; considerable knowledge of local government organization and its department operating requirements, and of recent developments, current literature and sources of information in public personnel management. He or she shall have considerable skill in expressing oneself clearly and concisely, orally and in writing, and in establishing and maintaining effective working relationships with City officials and personnel. He or she shall have considerable knowledge of and experience in collective bargaining and labor contract administration; in administering State and Federal public employment programs; and in administering and evaluating personnel testing and evaluation procedures.

288.20 DIRECTOR OF NEIGHBORHOODS AND CITIZEN ENGAGEMENT

(A) *TRAINING AND EXPERIENCE*.

(B) *KNOWLEDGE AND SKILLS*.

Section 2. All ordinances, resolutions or rules, parts of ordinances, resolutions or rules inconsistent with the provisions are repealed.

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

1 Section 4. This ordinance shall take effect on the 30th day after enactment, unless given
2 immediate effect by City Council.

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Approved as to form:

City Attorney

Dated: _____

CHAPTER 288. - EMPLOYEE QUALIFICATIONS

288.01. - Qualifications generally.

The department heads specified in this chapter shall satisfy the minimum qualifications set forth in this chapter, except where expressly waived as provided in Section 288.98.

(Ord. No. 535, 5-14-79)

288.02. - City treasurer.

The City Treasurer shall satisfy the following minimum requirements:

- (a) *Training and Experience.* He or she shall have a bachelor's degree in business administration, accounting or a related field and five years of employment experience in a government fiscal agency, including two years at the supervisory level.
Additionally, the candidate shall have completed 16 quarter hours or equivalent semester hours of college level course work in supervisory management. An equivalent combination of training and experience in related activities may be substituted for supervisory experience and up to eight quarter hours of the required supervisory management course work.
- (b) *Knowledge and Skills.* He or she shall have considerable knowledge of theory and practices of government finance; Federal, State and municipal tax laws and provisions pertaining to the administration of City funds; and the application and use of computer-assisted tax accounting programs. He or she shall have a good knowledge of modern office, banking and collection practices and procedures and of operations and procedures of various City agencies.

(Ord. No. 731, 11-10-86)

288.03. - City assessor.

The City Assessor shall satisfy the following minimum requirements:

- (a) *Training and Experience.* He or she shall have a bachelor's degree in public administration, business administration or a related field, a State of Michigan Level IV Assessor's Certificate and five years of experience in public assessment, including three years at the supervisory level, and experience defending assessments before the small claims and full Michigan Tax Tribunal. Additionally, the candidate shall have completed 16 quarter hours or equivalent semester hours of college level course work in

supervisory management. An equivalent combination of training and experience in related activities may be substituted for supervisory experience and up to eight quarter hours of the required supervisory management course work.

- (b) *Knowledge and Skills.* He or she shall have comprehensive knowledge of appraisal methods and techniques; Michigan property tax laws; and the theory and practice of property assessment. He or she shall have considerable knowledge of real estate terminology and instruments of transfer; building materials, practices and terminology; and the application and use of computer-assisted assessment programs. He or she shall have considerable skill in planning and supervising the work of employees and in preparing budgets. He or she shall have comprehensive skill in interpreting legislation, in evaluating ratio studies and in communicating assessment policies and practices to taxpayers, local officials and the general public.

(Ord. No. 731, 11-10-86)

288.04. - Director of finance.

The Finance Director shall satisfy the following minimum requirements:

- (a) *Training and Experience.* He or she shall have a bachelor's degree in business administration, public administration or a related field and five years of experience in performing municipal financial management, including three years of experience at a supervisory level in the area of financial management. Additionally, the candidate shall have completed 16 quarter hours or equivalent semester hours of college level course work in supervisory management. An equivalent combination of training and experience in related activities may be substituted for supervisory experience and up to eight quarter hours of the required supervisory management course work.
- (b) *Knowledge and Skills.* He or she shall have considerable knowledge of legislation and practices related to City budget programs, taxation, investments and recording procedures, and of the practice and principles of effective management. He or she shall have comprehensive knowledge of the theory and practices of government finance. He or she shall have considerable skills in planning and directing the work of others; in establishing effective working relationships with others; and in communicating with taxpayers, community groups and other governmental officials. He or she shall have comprehensive skill in directing governmental finance related activities and in planning and directing functions relating to governmental finance, assessment, recording and related operations. He or she shall have considerable skill in coordinating and directing diverse functions toward a single purpose and in preparing complex reports, budgets and presentations. He or she shall have considerable knowledge and skill in the use and application of computer-assisted financial management and accounting systems.

(Ord. No. 731, 11-10-86)

288.05. - City attorney.

The City Attorney shall satisfy the following minimum requirements:

- (a) *Training and Experience.* He or she shall have been graduated from an accredited school of law and shall have had four years of professional legal experience, including at least one year in the practice of municipal law. Additionally, the candidate shall have completed 16 quarter hours or equivalent semester hours of college level course work in supervisory management. An equivalent combination of training and experience in related activities may be substituted for supervisory experience and up to eight quarter hours of the required supervisory management course work.
- (b) *Licenses and Certificates.* He or she shall have been admitted to the State bar.
- (c) *Knowledge and Skills.* He or she shall have comprehensive knowledge of the City Charter, the Codified Ordinances of the City and general city and state law, with particular reference to municipal legal provisions and municipal law. He or she shall have considerable knowledge of established precedents and sources of legal reference and of judicial procedures and rules of evidence. He or she shall have good knowledge of the organization, functions and legal limitations on the authority of the various City departments; demonstrated ability in the preparation of clear, concise and well-reasoned legal opinions; considerable skill in determining whether a legal or administrative approach will best resolve a City problem; in organizing, interpreting and applying legal principles and knowledge to complex legal problems; in supervising the preparation and trial of important cases and in presenting material clearly; in dealing effectively with persons considering litigation against the City; in the conduct of legal research and analysis of data; and in the determination of proper courses of action and presentation of facts and arguments. The candidate should also have experience and working skill in planning and supervising the work of personnel.

(Ord. No. 731, 11-10-86)

288.06. - Chief of police.

The Police Chief shall satisfy the following minimum requirements:

- (a) *Training and Experience.* He or she shall have a bachelor's degree in criminal justice, business administration, social science or an equivalent area and ten years of experience as a police officer, at least four (4) years of which must be at a management level, equivalent to the rank of police lieutenant or above in a city with a population of

at least 100,000. Additionally, the candidate shall have completed 16 quarter hours or equivalent semester hours of college level course work in supervisory management. An equivalent combination of training and experience in related activities may be substituted for supervisory experience and up to eight quarter hours of the required supervisory management course work.

- (b) *Knowledge and Skills.* He or she shall have comprehensive knowledge of the principles, practices and methods of local police administration, organization and operation, including crime prevention; considerable knowledge of the operating procedures of police departments and limitations upon departmental authority, and of Municipal, County, State and Federal criminal and related laws, ordinances and codes. He or she shall have comprehensive skill in the application of modern law enforcement principles and practices; in the analysis of the community's law enforcement needs and developing and implementing plans to satisfy the community's needs; in planning, organizing, assigning, coordinating, supervising and inspecting the work of various police divisions; in establishing and maintaining effective working relationships with other public officials, department members and the general public; and in analyzing police problems and developing plans, programs and policies to resolve them.

(Ord. No. 826B, 12-10-90)

288.07. - Fire chief.

The Fire Chief shall satisfy the following minimum requirements:

- (a) *Training and Experience.* He or she shall have a bachelor's degree in fire administration, business administration, social sciences or an equivalent area and ten years of fire service experience, at least four of which must be at a management level, equivalent to the rank of Fire Captain or above in an organization structured similar to the Lansing Fire Department or an equivalent combination of training, education and experience. Additionally, the candidate shall have completed 16 quarter hours or equivalent semester hours of college level course work in supervisory management or related areas. An equivalent combination of training and experience in related activities may be substituted for supervisory experience and up to eight quarter hours of the required supervisory management course work.
- (b) *Knowledge and Skills.* He or she shall have comprehensive knowledge of the principles, practices and methods of fire service administration, organization and operations, including fire prevention and inspection, emergency management programming and preparation, emergency medical services, fire suppression techniques and operation, including those involved in industrial, commercial and residential structures and hazardous materials and technical rescue operations. Considerable knowledge of

operating procedures of fire departments and limitations of departmental authority and of Municipal, County, State and Federal Fire Codes and emergency preparedness legislation, and related laws, ordinances and accepted standards. He or she shall have comprehensive skill in the application of modern fire service delivery systems, in the analysis of the community's fire service needs and developing and implementing plans to satisfy the community's needs. In addition, he or she shall possess the knowledge and skill to budget, plan, organize, assign, coordinate, train, supervise and monitor the work of various fire divisions. Additional critical knowledge and skills include establishing and maintaining effective working relationships with other public officials, department members, other departments, community groups and the general public, and in analyzing fire and EMS problems and developing service delivery plans, programs and policies to resolve them.

(Ord. No. 889, 7-25-94; Ord. No. 1006, § 1, 8-23-99)

288.08. - Director of public service.

The Public Service Director shall satisfy the following minimum requirements:

- (a) *Training and Experience.* He or she shall have a bachelor's degree in civil engineering and ten years of professional civil engineering experience, including five years at the supervisory level. Additionally, the candidate shall have completed 16 quarter hours or equivalent semester hours of college level course work in supervisory management. An equivalent combination of training and experience in related activities may be substituted for supervisory experience and up to eight quarter hours of the required supervisory management course work.
- (b) *Licenses and Certificates.* He or she shall be a registered civil engineer in the State.
- (c) *Knowledge and Skills.* He or she shall have a comprehensive knowledge of the principles and practices of civil, structural, hydraulic and utility engineering, as applied to the preparation of plans, designs, estimates and reports of public works engineering; of field engineering, including surveying, inspection, construction and maintenance methods and the use of appropriate materials and equipment; of State and local codes and ordinances relative to civil engineering and construction work; and of the design requirements for various improvements and structures such as streets, storm drains, sewers and reinforced concrete structures. He or she shall have comprehensive skill in preparing clear and comprehensive technical reports and evaluations of engineering problems, and in representing the City with engineering groups and public works contractors. He or she shall have comprehensive skill and knowledge in planning, scheduling and effectively directing the work of personnel.

(Ord. No. 731, 11-10-86)

288.09. - Director of parks and recreation.

The Parks and Recreation Director shall satisfy the following minimum requirements:

- (a) *Training and Experience.* He or she shall have a bachelor's degree in recreational administration, public administration or a related field and six years experience in supervising field operations in park, forestry or recreation services. Additionally, the candidate shall have completed 16 quarter hours or equivalent semester hours of college level course work in supervisory management. An equivalent combination of training and experience in related activities may be substituted for up to eight quarter hours of the required supervisory management course work.
- (b) *Knowledge and Skills.* He or she shall have comprehensive knowledge of principles and practices of municipal park, recreation, cemetery and forestry operation management. He or she shall have comprehensive skill in supervising and coordinating staff members that have diverse skills and educational backgrounds; in preparing budgets and financial reports; in preparing technical reports; and in planning and directing parks and recreation systems.

(Ord. No. 731, 11-10-86)

288.10. - Director of planning and neighborhood development.

The Director of Planning and Neighborhood Development shall satisfy the following minimum qualifications:

- (a) *Training and Experience.* He or she shall have a bachelor's degree in urban planning, public administration, business administration or a related field and five years of professional management experience in positions of increasing responsibility, two years of which must have been with a state or local governmental agency. Additionally, the candidate shall have completed 16 quarter hours or equivalent semester hours of college level course work in supervisory management. An equivalent combination of training and experience in related activities may be substituted for supervisory experience and up to eight quarter hours of the required supervisory management course work.
- (b) *Knowledge and Skills.* He or she shall have comprehensive knowledge of the principles and practices of organizational development, community planning and public management, as applied to municipal development, and of State and local legislation, codes and ordinance enforcement as related to city planning. He or she shall have

considerable knowledge of the principles of building construction and real estate development and of research methods and techniques and application and utilization in the data processing field. He or she shall have some knowledge of marketing practices. He or she shall have considerable skill in expressing oneself clearly and concisely, orally and in writing, and in establishing and maintaining effective relationships with contractors, developers and diverse citizen groups. He or she shall have comprehensive skill in planning, scheduling and directing the work of professional personnel and in planning and administering long and short-range programs for effective Municipal development. He or she shall have considerable skill in Federal, State and local law interpretation.

(Ord. No. 731, 11-10-86)

288.11. - Director of human relations and community services.

The Human Relations and Community Services Director shall satisfy the following minimum requirements:

- (a) *Training and Experience.* He or she shall have a bachelor's degree in public administration, social science or a related field and five years of experience in directing a department or agency which serves multiple constituency groups, enforces local, State and Federal equal opportunity and affirmative action mandates and assesses human service needs to fund community agencies delivering related services, three years of which must have been in a managerial position. Additionally, the candidate shall have completed 16 quarter hours or equivalent semester hours of college level course work in supervisory management. An equivalent combination of training and experience in related activities may be substituted for supervisory experience and up to eight quarter hours of the required supervisory management course work.
- (b) *Knowledge and Skills.* He or she shall have knowledge of the principles and practices of program development and administration, including comprehensive knowledge of budgetary procedures, and considerable knowledge of local, State and Federal equal opportunity and affirmative action mandates and human services administration skill in preparing and managing complex budgets with an emphasis on the delivery of human service needs. He or she shall have skill in directing investigations to resolve complaints and violations of local, State and Federal discriminatory statutes, in negotiating contracts and agreements with Federal and State agencies for funding and implementation of City-supported services; in establishing relationships with community representatives and agencies to provide guidance in obtaining grants and initiating local projects; in planning, organizing and executing compliance programs in the areas of employment, housing and wages and hours under the authority of local,

State and Federal statutes; in consulting with members of advisory boards in planning activities and overseeing expenditures; in coordinating directly, or through subordinates, activities of staff engaged in evaluating agency proposals and/or investigating complaints; in supervising and coordinating activities of staff engaged in carrying out departmental objectives, utilizing knowledge of department purpose, City rules and regulations, policies, procedures and practices. He or she must possess strong communication skills.

(Ord. No. 878, 4-18-94)

288.12. - Director of emergency services. (Repealed)

Editor's note— Section 288.12 was repealed by Ordinance 877, passed April 18, 1994.

288.13. - Director of purchasing. (Repealed)

Editor's note— Section 288.13 was repealed by Ordinance 795, passed March 6, 1989.

288.14. - Director of personnel and training.

The Personnel and Training Director shall satisfy the following minimum requirements:

- (a) *Training and Experience.* He or she shall have a bachelor's degree in psychology, public personnel administration, labor and industrial relations or a related field and six years of professional personnel management experience, three of which must have been with a state or local government agency. Additionally, the candidate shall have completed 16 quarter hours or equivalent semester hours of college level course work in supervisory management. An equivalent combination of training and experience in related activities may be substituted for supervisory experience and up to eight quarter hours of the required supervisory management course work.
- (b) *Knowledge and Skills.* He or she shall have comprehensive knowledge of the standard principles, practices, methods and techniques of public personnel administration and of analysis of departmental personnel requirements and structuring of required programs; considerable knowledge of local government organization and its department operating requirements, and of recent developments, current literature and sources of information in public personnel management. He or she shall have considerable skill in expressing oneself clearly and concisely, orally and in writing, and in establishing and maintaining effective working relationships with City officials and personnel. He or she shall have considerable knowledge of and experience in collective

bargaining and labor contract administration; in administering State and Federal public employment programs; and in administering and evaluating personnel testing and evaluation procedures.

(Ord. No. 731, 11-10-86)

288.15. - Director of human relations. (Repealed)

Editor's note— Section 288.15 was repealed by Ordinance 877, passed April 18, 1994.

288.16. - Human resources director. (Repealed)

Editor's note— Section 288.16 was repealed by Ordinance 877, passed April 18, 1994.

288.17. - Director of labor relations. (Repealed)

Editor's note— Section 288.17 was repealed by Ordinance 877, passed April 18, 1994.

288.18. - Director of management services.

The Director of Management Services shall satisfy the following minimum requirements:

- (a) *Training and Experience:* He or she shall have a Bachelor's Degree in Public or Business Administration or a related field and five years of supervisory level experience in administering diverse projects and operations simultaneously, or an equivalent combination of training and experience, additionally, the candidate shall have completed 16 quarter hours of college level course work in supervisory management. An equivalent combination of experience in related activities may be substituted for up to eight quarter hours of the required supervisory management course work.
- (b) *Knowledge and Skills:* He or she shall have comprehensive knowledge of the principles and practices of public administration; considerable knowledge of computers and communications services; considerable knowledge of government operations; and comprehensive skill in planning, coordinating, directing and evaluating the work of personnel with diverse skills, experience and background; in the application of sound management principles to complex and diverse problems; in budget preparation; in communicating verbally and in writing; and in analyzing data and formatting programs designed to give maximum efficiency of management service delivery. Ability to coordinate work activities and work effectively with all City departments.

(Ord. No. 981, § 1, 2-16-98)

288.19. - Director of information technology.

The information technology director shall satisfy the following minimum requirements:

- (a) *Training and Experience* . He or she shall have a bachelor's degree in computer science, data processing, business administration, or a related field plus seven years of professional information technology management experience, which includes five years in either a project management or similar supervisory capacity.
- (b) *Knowledge and Skills* . He or she shall have considerable knowledge of the principles and practices for the development and implementation of enterprise information technology initiatives, cyber security and systems. He or she shall have considerable knowledge of business theory, business processes, management, budgeting, and business office operations. He or she shall have substantial exposure to data processing, hardware platforms, mobile computing, enterprise software applications and outsourced systems. He or she shall possess a good understanding of computer characteristics, features, and integration capabilities. In addition, he or she shall have experience with systems design and development based upon business requirements analysis as well as proven experience in information technology planning, organization, and development, combined with an understanding of the City's information technology goals and objectives. He or she shall demonstrate the ability to apply information technology to solve business problems as well as an in-depth knowledge of applicable laws and regulations. He or she shall also exhibit understanding of records retention, emergency management information, human resource management, principles, practice and procedures, leadership ability, as well as superior analytical, evaluative, and problem-solving capabilities.

(Ord. No. 1187, § 1, 3-10-14)

288.98. - Waiver of qualifications.

Any of the qualifications for department, division or agency heads set forth in this chapter may be waived upon recommendation of the Mayor and approval of Council.

(Ord. No. 535, 5-14-79)



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 9, 2019

John Simmons
c/o Simmons Properties, LLC
info@glelevators.com

RID # 1901-00057 Reference/Transaction: Transfer Location 2018 Resort Class C & SDM License With Sunday Sales Permit (AM), Sunday Sales Permit (PM), Outdoor Service (1 Area), Catering Permit, (2) Bars And Dance-Entertainment Permit, (Original 550 Resort License, Not At Its Original Location, Must Meet Seating And Food Requirements) From 7786 E Us 10, Walhalla To 419 Spring St, Lansing And Transfer Governmental Unit From Branch Twp, Mason County To Lansing City, Ingham County

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: Simmons Properties, LLC

Business address and phone number: 419 Spring St, Lansing MI 48912, Ingham County

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

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: Lansing City Clerk



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 14, 2019

Michael Brown, attorney
c/o Leo's Post, LLC
mbrown@cebhlaw.com

RID # 1902-02235 Reference/Transaction: Transfer Ownership 2018 Class C and SDM Licensed Business With Sunday Sales Permit (PM), Dance-Entertainment Permit, And Outdoor Service (1 Area) From Leo's Outpost, Inc. located at 600 S Pennsylvania, Lansing MI 48912, Ingham County

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: Leo's Post, LLC

Business address and phone number: 600 S Pennsylvania, Lansing MI 48912, Ingham County

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

Peter Cronk, 12760 Warm Creek Dr, DeWitt MI 48820- C. 517-899-9764

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: Lansing City Clerk



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

February 8, 2019

Bar Mitena, LLC
Michael Luther
(mjluther@gmail.com)

Request ID # 1811-16186 Re: Transfer Ownership escrowed 2018 Class C licensed business with Dance-Entertainment Permit from Tini Bikinis-Lansing, LLC; transfer location from 511 E Hazal, Lansing; cancel existing Outdoor Service and request new Sunday Sales Permit (AM & PM).

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: Bar Mitena, LLC

Business address and phone number: 2001 E Michigan Ave, Lansing 48912

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

1. Jonathan Berlinski, 1123 Abbot, East Lansing 48823; C (517) 214-9795
2. Thomas Cochran, 624 W Grand River Ave, Williamston 48895; C (517) 862-6159
3. Justin King, 302 High St, Williamston 48895; C (734) 330-9371
4. Michael Luther, 1221 Buckingham, Haslett 48840
5. Matthew Martyn, 901 Cleveland, Lansing 48906, C (517) 214-9796

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

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



XV B 2

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 26, 2019

Mash Mavericks, Inc.
c/o Scott Ellis
(email: sellis@michigrain.net)

RID #1812-16586

Reference/Transaction: Transfer stock interest through transfer of stock from the corporation to new and existing stockholders as follows: existing stockholders Scott Ellis (1,365.41 shares); Pat Scully (975.29 shares); William Ellis (1,300.39 shares); Thomas Ellis (1,300.39 shares); New Stockholders; James Mitte (2,600.78 shares); James Mathes (2,375.68 shares); Don and Shirley Kowalk (300 shares); William Towns (200 shares); Jason Russell (200 shares); Dennis Dekok (1,111.11 shares); Jeremy Bowen (230 shares); Joseph Mitte (150 shares); Yaser Berry (639.89 shares); Cheryl Kowalk (300 shares) and Ryan Cressman (200 shares), in conjunction with 2018 Small Distiller, Seller of Alcohol licensed corporation with On-Premise Tasting Room Permit, and Sunday Sales Permits (AM & PM) located at 523 E. Shiawassee St., Lansing, MI. 48912, Ingham County.

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: Mash Mavericks

Business address and phone number: 523 E. Shiawassee St., Lansing, MI. 48912, Ingham County (B) 517-220-0560

Home address and phone number of partner(s)/subordinates: James Mathes, 22163 Genesis Dr., Woodhaven, MI. 48183 (C) 734-276-0259; James Mitte II, 5248 Prairie View, Brighton, MI. 48116 (B) 810-360-0180 (C) 248-762-4270; Jason Russell, 106000 Sun Da Go Dr., Middleville, MI. 49333 (B) 616-528-4071 (C) 616-308-7626; Dennis De Kok, 4045 Marabaibo Shores Dr., SE, Grand Rapids, MI. 49546 (B) 616-340-8868; Joseph Mitte, 5190 Mystic Lake Drive, Brighton, MI. 48118 (C) 810-623-8540; Ryan Cressman, 2317 W. /Price Rd., St. Johns, MI. 48879 (C) 517-290-2145; William Towns, 3770 Baumhoff Ave., Comstock Park, MI. 49321 (C) 616-485-6719; Yaser Berry, 22547 Morley Ave., Dearborn, MI. 48124 (B) 734-844-2420 (C) 313-779-0444; Jeremy Bown, 154 Post Rd., North Hampton, NH. 03862 (C) 978-816-6522; Cheryl Kowalk, 12740 Crescent Dr., Grand Ledge, MI. 48837 (C) 517-627-2825; Shirley Kowalk, 2241 Cedarbend Drive, Holt, MI. 48842 (B) 517-374-9611 (C) 517-256-6917; Donald Kowalk, 2241 Cedarbend Drive, Holt, MI. 48842 (B) 517-367-4830 (C) 517-897-7140

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

jmm

cc: Lansing City Council