



AGENDA
Committee on General Services
Monday, September 9, 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:

- August 26, 2019

3. Public Comment on Agenda Items

4. Discussion/Action:

A.) RESOLUTION – Fireworks Display License; Amendment for Lansing Lugnuts & Melrose Pyrotechnics, Inc at Thomas M. Cooley Law School Stadium, 505 E Michigan Avenue; Adding September 28, 2019

B.) RESOLUTION – Set Public Hearing; Noise Waiver-Red Cedar Development

C.) RESOLUTION – Introduction and Set Public Hearing; 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)**

6. Place On File

7. Adjourn



DATE Sept 9, 2019

[illegible]

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MINUTES
Committee on General Services
Monday, August 26, 2019 @ 8:00 a.m.
City Council Conference Room, City Hall 10th Floor

CALL TO ORDER

The meeting called to order at 8:00 a.m.

ROLL CALL

Council Member Jody Washington, Chair- excused
Council Member Brian T. Jackson, Vice Chair
Council Member Carol Wood, Member

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Eric Brewer, Internal Auditor
Lisa Hagen, Council Legal Analyst
Mike Bird, Mash Mavericks
Jim Smiertka, City Attorney – arrived at 8:11 a. m.

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM AUGUST 12, 2019 AS PRESENTED. MOTION CARRIED 2-0.

Public Comment on Agenda Items

No comments at this time.

Discussion/Action:

RESOLUTION – Introduction and Set Public Hearing; Ordinance Amendments to Chapter 288- Employee Qualifications

Ms. Hagen explained to the Committee that at the last meeting Council Member Washington asked for more research into why the Director of Neighborhood Engagement was only required to have a qualification of a Bachelor's degree, however the assistant to that position was posted for a required Master's degree. Therefore, Ms. Hagen stated, she approached HR and was told that it was only a Bachelor's degree for the Director position because that was the minimum requirement for all Directors. Committee members discussed changing the requirements of the Director or the assistant to Bachelor's. Council Member Wood explained to the Committee that the ordinance is written that each director has a minimum requirement for the job and if they do not have those, then they have to come to Council to waive those requirements. The positions under the director are not covered in that ordinance. She then recommended that 288.20

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DIRECTOR OF NEIGHBORHOODS AND CITIZEN ENGAGEMENT state “Master’s degree preferred” because in her opinion it did not make sense to have someone under a position be required to have more qualifications. Council Member Jackson questioned then changing all Director’ positions. Council Member Wood asked to table the discussion until the HR Director can attend to explain why. The Committee tabled the discussion until the September 9, 2019 meeting.

RESOLUTION - 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

Mr. Bird reviewed the application and confirmed that it was not a transfer of ownership, but a transfer of stock amongst current stock holders, in which they were able to acquire \$150,000. Council Member Wood added that the business is already open, the Council is only approving the transfer. Council Member Jackson asked Mr. Bird why the City is involved if it was just an internal transfer amongst stockholders. Mr. Bird replied that City thought it was a complete change of ownership, and Council Member Wood added that the City has to have the stock transfer approved as part of the ordinance.

MOTION BY COUNCIL WOOD TO APPROVE THE RESOLUTION FOR THE TRANSFER FOR MASH MAVERICKS AT 523 E SHIAWASSEE STREET. MOTION CARRIED 2-0.

RESOLUTION – Community Funding Request; Lansing Neighborhood Council- RE: Lansing Harmony Celebration

No applicant present.

Council Member Wood explained the event was in its’ second year, and their request would be to defray costs of the rentals from Parks and Recreation. She asked Mr. Brewer to provide the current balance in the Community Funding account. Mr. Brewer stated the budget is \$7,000 however there was a \$9,000 + carry forward from the previous year.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION WITH AN AMOUNT OF \$1,500.

She noted that the application states the maximum requested amount they can ask for is \$500, however the Committee can review the balance of the funds to consider an increase. In this case, they would not receive the actual funds, but it would be an Inter-Departmental Voucher to the Parks department to go towards their rentals. Council Member Jackson recapped that when Men Making A Difference applied they were only given an increase to \$1,000, so inquired into why this event was going to be given \$1,500. Council Member Wood stated that the total rental on this event with the City is \$3,400, and when Men Making A Difference requested the funds it was near the end of the fiscal year and the Committee was not sure what other organizations would request funds and what would be left.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR COMMUNITY FUNDING FOR LANSING NEIGHBORHOOD COUNCIL FOR THE LANSING HARMONY EVENT FOR SEPTEMBER 14, 2019 IN THE AMOUNT OF \$1,500.00. MOTION CARRIED 2-0.

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,

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Lansing. Transfer Governmental Unit from Branch Twp., Mason County to Lansing City, Ingham County **(Pending Application)**

- Michigan Liquor Control Commission; Rite Aid of Michigan, Inc. application for New SDM License Issued Under MCL 436.1533(5)(b)(ii); New Sunday Sales Permit (AM) located at 1004 E Michigan Avenue.

Council Staff confirmed a letter was sent by Committee Chairperson Washington after the last meeting.

MOTION BY COUNCIL MEMBER WOOD TO PLACE ON FILE. MOTION CARRIED 2-0.

Adjourned

Adjourned at 8:14 a.m.

Submitted by Sherrie Boak,

Office Manager,

Lansing City Council

Approved by the Committee on _____

Scott, Tracy

From: noreply@civicplus.com
Sent: Thursday, August 8, 2019 11:06 AM
To: Clerk, City
Subject: [EXTERNAL] Online Form Submittal: Application for Firework Display

Application for Firework Display

Melrose Pyrotechnics

Step 1

Contact us

If you desire assistance or have questions about this form, you can email us at city.clerk@lansingmi.gov, call us at (517) 483-4133, or visit us in the City Clerk's office, located on the 9th floor of City Hall (124 W Michigan Avenue, Lansing, MI 48933).

Instructions

Application for a license required by this section shall be made in writing to the City Clerk at least 30 business days before the proposed date of the use or display unless application within a shorter period of time is approved by the Fire Marshal. Fill out and submit this form. Bring the materials listed below to the City Clerk's office to complete the application process.

Materials

1. Non-Refundable License fee of \$150.

2. Proof of an insurance policy naming the City as co-insured, available for the payment of any damages arising out of an act or omission of the licensee or his agents, employees, or subcontractors, covering the following: (a) At least \$500,000.00 for property damage; and (b) at least \$500,000.00 for injury to one person and \$1,000,000.00 for injury to two or more persons resulting from the same occurrence.

3. Copies of State issued identification for each person who will operate the display.

4. If the applicant is a nonresident person, written appointment of a resident agent to serve as legal representative upon whom all process in an action or proceeding against the person may be served.

Step 2

Applicant Information

First Name Michael

Last Name Falk

Phone Number	6167940205
Email Address	mfalk@melrosepyro.com
Home Street Address	9019 West Belding Road, Suite 3
City	Belding
State	Michigan
Zip code	48809

Step 3

Business Name	Melrose Pyrotechnics Inc.
Business Phone Number	800-771-7976
Business Email Address	mfalk@melrosepyro.com
Business Street Address	9019 West Belding Road, Suite 3
City	Belding
Zip code	48809
State	Michigan

Step 4

Business Owner First Name	Michael
Last Name	Cartolano
Owner Phone Number	800-771-7976
Owner Email Address	mike@melrosepyro.com
Street Address	PO Box 302
City	Kingsbury
State	IN
Zip Code	46345

Step 5

Date and Time of Display	9/28/2019 9:00 PM - 9/28/2019 10:00 PM
Exact Location of Display	Cooley Law School Stadium, 505 E. Michigan Ave

Type and Quantity of Fireworks to be used in Display	Approximately 500 aerial display shells - 19mm to 2.5" in diameter Approximately 25 close proximity special effects.
Manner and location of the storage of the fireworks prior to the display	No storage - Delivery on date of display

Step 6

Operator #1 Information

First Name	Blane
Last Name	Quilhot
Age	
Description of Relevant Experience	26 years experience / 250+ displays

(Section Break)

Operator #2 Information

First Name	Richard
Last Name	Quilhot
Age	
Description of Relevant Experience	26 years experience / 250+ displays

Step 7

Operator #3 Information

First Name	Shawn
Last Name	Hubbard
Age	
Description of Relevant Experience	11 years experience / 50+ displays

(Section Break)

Operator #4 Information

First Name	Brian
Last Name	Quilhot
Age	
Description of Relevant Experience	11 years experience / 50+ displays
Step 8	
Operator #5 Information	
First Name	<i>Field not completed.</i>
Last Name	<i>Field not completed.</i>
Age	<i>Field not completed.</i>
Description of Relevant Experience	<i>Field not completed.</i>
(Section Break)	
Has the applicant, any person with an ownership interest in the applicant, or any person who will operate the display had any citation or conviction for, or guilty plea to, a violation of the laws of the United States, any State or any local unit of government regulating the sale, use, or possession of fireworks?	No
If yes, please explain:	<i>Field not completed.</i>
Step 9	
Treasury Request Form	Link
Print, fill out, and fax/mail Treasury Request Form	I have faxed or mailed the Treasury Request form to the City Clerk.
Step 10	

I certify that neither the Applicant nor any person with ownership interest is in default to the City of Lansing. By my signature, I swear (or affirm) that all information provided in this application is true.

Electronic Signature Agreement	I agree.
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Electronic Signature	Michael E Falk
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Email not displaying correctly? [View it in your browser.](#)

OFFICIAL USE ONLY

Approvals:

Sgt. Officer Monica Ford 8/9/19
Police Department Date

Sgt. Judy Kehue 8/14/19
City Treasurer Date

Sgt. Shela Platner 8/15/19
Fire Marshal Date

Sgt. Lisa Hagen 8/9/19
City Attorney Date

OFFICIAL USE

Amount paid: 0

Date paid: 0

License #: 4524

Lansing City Clerk's Office
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695
517-483-4131 • 517-377-0068 FAX
www.lansingmi.gov/clerk • city.clerk@lansing.mi.gov

RESOLUTION

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

WHEREAS, the City Clerk has forwarded an application for a City License, which has been routinely processed without objection, and is ready for final action by this Council; and,

WHEREAS, all required signatures have been obtained supporting the application for a fireworks display license;

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council, hereby, approves the application for a City License as follows:

FIREWORKS DISPLAY LICENSE:

Lansing Lugnuts/Melrose Pyrotechnics Inc. for a public display of fireworks in the City of Lansing at 505 E Michigan Ave., to be held on September 28, 2019

CONTINENTAL/FERGUSON LANSING, LLC

August 30, 2019

Mr. Andrew Kilpatrick
Public Service Director
City of Lansing
Public Service Department
124 W. Michigan Avenue
7th Floor City Hall
Lansing, MI 48933

RE: Extended Work Hours Request – Red Cedar Development

Dear Mr. Kilpatrick,

I am writing to request extended work hours to meet the construction schedule for the project. We need the following work hours to have the possibility of delivering the project in accordance with the development agreement.

September 23 through November 30, 2019:
24 hours a day / 7 days a week

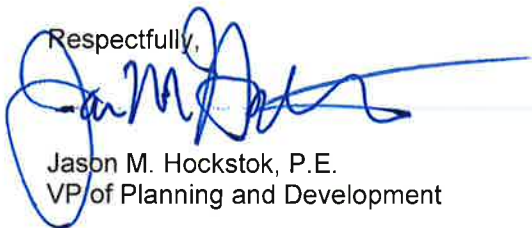
December 1, 2019 for the duration of the project:
Monday through Friday 7 am to 7 pm
Saturday 8 am to 5 pm

The extended work hours are required in the initial phase due to the significant earthwork operation needed to prepare the building pads removing them from the floodplain and to prepare the site for the forthcoming winter conditions ensuring the vertical construction continues. A successful earthwork operation in the first eight weeks of this project is critical or the overall development will be delayed a minimum of six months missing the commitments of the Brownfield Plan and Development Agreement previously approved by City Council.

The extended work requirements for the remainder of the project is also necessary to insure a timely delivery of the vertical construction of the Integrated Parking Structure, the individual projects, and the remaining infrastructure for the overall development.

We appreciate your consideration of this matter and the City's continuing support of the Red Cedar Development. Please feel free to contact me should you have any questions or require additional clarifications.

Respectfully,



Jason M. Hockstok, P.E.
VP of Planning and Development

CC: Carol Wood – City of Lansing City Council President

RESOLUTION #2019-

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

WHEREAS, Continental/Ferguson Lansing, LLC, as developer for the Red Cedar redevelopment project anticipates beginning grading and other construction operations on the site of the former Red Cedar Golf Course, as soon as the property has been sold by the City; and

WHEREAS, sale of the property is anticipated in September, as long as all conditions contained in the development agreement have been met; and

WHEREAS, the developer is requesting a waiver of the noise ordinance to allow work 24 hours a day, 7 days a week from October 1, 2019 through the end of November 30, 2019 to perform the earthwork needed to prepare the building pads; and

WHEREAS, the developer is also requesting a waiver of the noise ordinance to allow work on weekdays, including holidays from 7 am to 7 pm and on Saturdays from 8 am to 5 pm beginning December 1, 2019 for the duration of the project to permit timely completion of the overall project; and

WHEREAS, the City of Lansing Public Service Department recommends that the contractor be granted the requested noise waiver in order to minimize the overall construction duration of the project.

NOW THEREFORE BE IT RESOLVED that a public hearing be held on September 23, 2019 at 7:00 PM in the City of Lansing Council Chambers, 124 W. Michigan, in consideration of the request submitted by Continental/Ferguson Lansing, LLC.

INTRODUCTION OF ORDINANCE

Council Member Washington introduced:

An ordinance of the City of Lansing, Michigan, to amend the Lansing Codified Ordinances by amending Chapter 288, Sections 288.10 and 288.14 and adding 288.20 to correct the names of various City departments and specific the minimum requirements for the Director of each department.

The Ordinance is referred to the Committee on General Services

RESOLUTION SETTING PUBLIC HEARING BY CITY COUNCIL

Resolved by the City Council of the City of Lansing that a public hearing be set for Monday, September 23, 2019 at 7 p.m. in City Council Chambers, Tenth Floor, Lansing City Hall, 124 West Michigan Avenue, Lansing, Michigan, for the purpose of amending the Lansing Codified Ordinances by amending Chapter 288, Sections 288.10 and 288.14 and adding 288.20 to correct the names of various City departments and specific the minimum requirements for the Director of each department.

Interested Persons are invited to attend this Public Hearing

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~~ QUALIFICATIONS:

(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

THE NEIGHBORHOODS AND CITIZEN ENGAGEMENT DIRECTOR SHALL SATISFY THE FOLLOWING MINIMUM QUALIFICATIONS:

(A) *TRAINING AND EXPERIENCE*. HE OR SHE SHALL HAVE A BACHELOR'S DEGREE IN EITHER ECONOMICS, POLITICAL SCIENCE, COMMUNICATIONS, PUBLIC ADMINISTRATION, BUSINESS ADMINISTRATION OR A RELATED FIELD AND FOUR (4) YEARS OF SUPERVISORY LEVEL EXPERIENCE. ADDITIONALLY, THE CANDIDATE SHALL HAVE COMPLETED SIXTEEN (16) QUARTER CREDIT HOURS OR TWELVE (12) SEMESTER CREDIT HOURS OF COLLEGE LEVEL COURSE WORK

1 IN SUPERVISORY MANAGEMENT. AN EQUIVALENT COMBINATION OF TRAINING
2 AND EXPERIENCE IN RELATED ACTIVITIES MAY BE SUBSTITUTED FOR
3 SUPERVISORY EXPERIENCE AND UP TO EIGHT (8) QUARTER HOURS OF THE
4 REQUIRED SUPERVISORY MANAGEMENT COURSE WORK.

5 (B) *KNOWLEDGE AND SKILLS*. HE OR SHE SHALL HAVE CONSIDERABLE
6 KNOWLEDGE OF ORGANIZATION DEVELOPMENT, BUDGET ADMINISTRATION,
7 AND GRANT WRITING TO SECURE FUNDING RELATED TO COMMUNITY
8 OUTREACH PROGRAMS. HE OR SHE SHALL HAVE CONSIDERABLE SKILL IN
9 WORKING WITH NEIGHBORHOOD, COMMUNITY, COMMERCIAL, AND FAITH-
10 BASED GROUPS TO IMPROVE NEIGHBORHOOD RESIDENT INVOLVEMENT. HE OR
11 SHE SHALL HAVE CONSIDERABLE SKILL IN SOURCING, SECURING, AND
12 MANAGING RESOURCES FROM THE COMMUNITY. HE OR SHE SHALL HAVE
13 CONSIDERABLE SKILL IN PLANNING AND DIRECTING THE WORK OF OTHERS; IN
14 ESTABLISHING EFFECTIVE WORKING RELATIONSHIPS WITH OTHERS; AND IN
15 COMMUNICATING WITH TAXPAYERS, COMMUNITY AND NEIGHBORHOOD
16 GROUPS, AND OTHER GOVERNMENTAL OFFICIALS.

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

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

Section 4. This ordinance shall take effect on the 30th day after enactment, unless given
immediate effect by City Council AND SHALL EXPIRE DECEMBER 31, 2028.

Approved as to form:

City Attorney

Dated: _____



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