



AGENDA
Committee on General Services
Monday, October 28, 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:

- October 14, 2019

3. Public Comment on Agenda Items

4. Discussion/Action:

- A.) RESOLUTION – Fireworks Display License; Ace Pyro LLC; Silver Bells in the City, November 22, 2019
- B.) RESOLUTION – Recognition of Non-Profit Status; One Starfish
- C.) RESOLUTION – Claim Appeal # 1740; Lewis Hanft; 214 Lathrop; \$3,140
- D.) ORDINANCE –Amendments to Chapter 288, Section 288-10, Section 288-14 and Section 288.20; Employee Qualifications

5. Other

- a. 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)**
- b. Michigan Liquor Control Commission; RID#RZ-1908-14021; Board of Trustees, Michigan State University, request to transfer of ownership of Escrowed 2019 Class C Licensed Business with Sunday Sales Permit (P.M.), Entertainment Permit and Sunday Sales Permit (A.M.) from HOA Restaurant Holder; transfer location from 172 E Edgewood Blvd., new Additional Bar Permit for a total of 2 bars, new outdoor service area; new specific purpose permit (golf), transfer classification from Class C License issued under MCL 436.1531 to Class C License issued under MCL436.1513(4) (non-transferable) at 3535 Forest Road, Suite C88A **(Pending Application)**

6. Adjourn

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MINUTES
Committee on General Services
Monday, October 14, 2019 @ 8:00 a.m.
City Council Conference Room, City Hall 10th Floor

CALL TO ORDER

The meeting called to order at 8:01 a.m.

ROLL CALL

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

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Lisa Hagen, Assistant City Attorney/ Council Research Assistant
Lynne Puente, Code Compliance
Gayle Miller
Heather Sumner, Deputy City Attorney
Eric Brewer, Council Internal Auditor

Minutes

MOTION BY COUNCIL MEMBER JACKSON TO APPROVE THE MINUTES FROM SEPTEMBER 30, 2019 AS PRESENTED. MOTION CARRIED 2-0.

Public Comment on Agenda Items

No comments at this time.

Discussion/Action:

RESOLUTION –Claim #1708; Gayle Miller; 2705 Gibson; \$558.40

Ms. Puente acknowledged a conversation with the code officer who charged the fine, and informed her that it appeared on site that the door was kicked in. The LPD contacted Code Compliance at 7 pm on 4/26/2019; and the policy is that when LPD calls Code they immediately call the Board-Up Crew for immediate safety. LPD stays on site until the Board-Up crew arrives, and once it is secured, they do not leave any notes on the door. Council Member Jackson asked if Code attempts to call the owner at the same time. Ms. Puente admitted that there is not always a phone number readily available or even on file, so their policy is for an immediate call to the Board-Up crew, then the Code Officer meets LPD at site and waits until the Board-Up crew arrives.

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Ms. Miller appealed the claim and fines, in addition to acknowledging they have other rentals in the City that they maintain, have licensed and registered. She admitted that in this case, the door was damaged prior to this tenant and it was repaired poorly, which caused the doorplate to fall off and the door not stay securely closed. She appealed for Code to contact the owners and in her case; she believed she or her handy man could have been on site in 10 minutes. Ms. Miller appealed for a reduction or waiving of the fee and asked the Committee to correct the policy to inform owners to address it before a cost is incurred. A question was then asked, if the owner gave permission, if once they are notified the Code office and LPD can leave the property. Ms. Puente stated the City would not do that because there have been situations in the past where a structure was left open and it attracts people who want to steal items in the house or even the copper and metal. Ms. Miller than asked what the \$200 title search charge was, and Ms. Puente clarified it was the Administrative fee, which includes Code, LPD, paperwork and administrative duties applied to the claim.

The Committee and Ms. Miller spoke about the situation that caused the Board-Up crew to be on site, costs, and the repair of the door that caused Code to call to the property.

Mr. Brewer acknowledged the claim was before the Claims Review Committee on July 25, 2019 and based in the same information they denied the claim in full.

MOTION BY COUNCIL MEMBER JACKSON TO REDUCE THE FINE BY \$200 FOR THE CLAIM AT 2705 GIBSON.

Council Member Washington stated her opposition and the support for code compliance when a violation is evident, that the property itself is being taken care and the cause is not tenant or property owner created. Ms. Miller again objected to the violation.

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

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: Tuesday, August 20, 2019 8:04 AM
To: Clerk, City
Subject: [EXTERNAL] Online Form Submittal: Application for Firework Display

Application for Firework Display *ACE Pyro LLC*

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	Matthew
Last Name	Jenca

Phone Number	(517) 331-1171
Email Address	jenca911@gmail.com
Home Street Address	4133 Wilson Ave. SW
City	Grandville
State	MI
Zip code	49418

Step 3

Business Name	ACE Pyro, LLC
Business Phone Number	(734) 428-0900
Business Email Address	laura@acepyro.com
Business Street Address	9700 Burmeister Rd.
City	Saline
Zip code	48176
State	MI

Step 4

Business Owner First Name	Aaron
Last Name	Enzer
Owner Phone Number	(734) 428-0900
Owner Email Address	aaron@ace-e.com
Street Address	9700 Burmeister Rd.
City	Saline
State	MI
Zip Code	48176

Step 5

Date and Time of Display	11/22/2019 8:30 PM - 11/22/2019 11:00 PM
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Exact Location of Display Behind the State Capital Building at 100 N. Capital Ave in Lansing, MI

Type and Quantity of Fireworks to be used in Display Multiple ~~2.5" - 6"~~ Display Shells *3" + 4" only*
~~Multiple Multi Shot Display Cakes.~~

Manner and location of the storage of the fireworks prior to the display None, fireworks product will be brought from company storage in time for display setup.

Step 6

Operator #1 Information

First Name Matt

Last Name Jenca

Age 

Description of Relevant Experience 10+ years of experience working with professional fireworks.

(Section Break)

Operator #2 Information

First Name *Field not completed.*

Last Name *Field not completed.*

Age *Field not completed.*

Description of Relevant Experience *Field not completed.*

Step 7

Operator #3 Information

First Name *Field not completed.*

Last Name *Field not completed.*

Age *Field not completed.*

Description of Relevant Experience *Field not completed.*

(Section Break)

Operator #4 Information

First Name *Field not completed.*

Last Name *Field not completed.*

Age *Field not completed.*

Description of Relevant Experience *Field not completed.*

Step 8

Operator #5 Information

First Name *Field not completed.*

Last Name *Field not completed.*

Age *Field not completed.*

Description of Relevant Experience *Field not completed.*

(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: *Field not completed.*

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	Matthew Jenca
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Email not displaying correctly? [View it in your browser.](#)

Boak, Sherrie

From: Scott, Tracy
Sent: Tuesday, October 15, 2019 9:34 AM
To: Jackson, Brian
Subject: FW: 2019 Silver Bells in the City

Here Ye

Tracy L. Scott

Election and Licensing Clerk

Lansing City Clerk's Office

124 W. Michigan Avenue | Lansing, MI 48933

O: 517-483-4133 Fax: 517-377-0068

tracy.scott@lansingmi.gov

[Website](#) | [Facebook](#) | [Twitter](#)



Chris Swope, CMMC/CMC
Lansing City Clerk

From: Cheril Cruden <CCruden@tpgrp.com>
Sent: Monday, September 30, 2019 2:04 PM
To: Laura Klepi <Laura@acepyro.com>; Scott, Tracy <Tracy.Scott@lansingmi.gov>
Cc: Swope, Chris <Chris.Swope@lansingmi.gov>
Subject: [EXTERNAL] RE: 2019 Silver Bells in the City

Laura,

Again yes we will be sending out a revised certificate once the new 11-1-19 policy is bound showing the new policy term. We are still working on the quoting process. Your application was submitted to the insurance carrier. They are very busy and unfortunately it does take a little time for them to underwrite the policy coverage and send us a quote.

Cheril Cruden | Associate Account Manager | The Partners Group | 11225 SE 6th St., Suite 110 | Bellevue, WA 98004 | Ph: 425.467.3151 | Fax: 425.455.6727 | www.tpgrp.com CA Lic.#0165458

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From: Laura Klepi <Laura@acepyro.com>
Sent: Monday, September 30, 2019 10:30 AM

To: Cheril Cruden <CCruden@tpgrp.com>; Scott, Tracy <Tracy.Scott@lansingmi.gov>
Cc: Swope, Chris <Chris.Swope@lansingmi.gov>
Subject: RE: 2019 Silver Bells in the City

Cheril,

That was the information I took directly from your email to me regarding the COI past the 11/1 issue and how it was being handled. So, I am extremely confused at your reply. I know you can't "issue" a COI nor a cover page, we understand that. What we are trying to confirm from what you stated in your prior emails, is that for displays after the 11/1 date that were already accidentally issued a COI, that had the verbiage you expressed applied to them, would be sent a revised COI and letter showing the display covered in the new policy period. Is this still correct? Or, has something changed that I am not finding in any of our email correspondence?

Furthermore, we have already submitted our application and documentation for the renewal. Considering we have already done our part of this, we are very hopeful it shouldn't take much longer for a new policy to be written and put in place. What else must we do to get this moving forward faster?

Thanks,

Laura

From: Cheril Cruden [<mailto:CCruden@tpgrp.com>]
Sent: Monday, September 30, 2019 1:21 PM
To: Scott, Tracy <Tracy.Scott@lansingmi.gov>
Cc: Swope, Chris <Chris.Swope@lansingmi.gov>; Laura Klepi <Laura@acepyro.com>
Subject: RE: 2019 Silver Bells in the City

Hello,

Per our telephone conversation Friday morning I explained that we cannot issue a certificate for the 11-1-19 to 11-1-20 policy term as we have no policy in place.... There is no insurance coverage at this time for after 11-1-19. Legally we cannot issue certificates of insurance showing dates after 11-1-19 for policies that do not exist. We are working on the 11-1-19 renewal for the insured and we expect to have it all finalized within the next couple weeks. Once it is all finalized and a policy is bound we will be issuing certificates with the new policy dates and we will revise the attached certificates & send them to you.

Thank you,
Cheril

Cheril Cruden | Associate Account Manager | The Partners Group | 11225 SE 6th St., Suite 110 | Bellevue, WA 98004 | Ph: 425.467.3151 | Fax: 425.455.6727 | www.tpgrp.com CA Lic.#0165458

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From: Scott, Tracy <Tracy.Scott@lansingmi.gov>
Sent: Friday, September 27, 2019 10:57 AM

To: Cheril Cruden <CCruden@tpgrp.com>

Cc: Swope, Chris <Chris.Swope@lansingmi.gov>; Laura Klepi <Laura@acepyro.com>

Subject: 2019 Silver Bells in the City

Good afternoon Cheril,

Per the below previous verbiage and per our phone conversation,

Can you please explain the earliest possible time, that the certificate of liability and endorsement (showing city of Lansing as an additional insured) expiring in 2020, can be provided?

We will be inserting the following verbiage in those certificates ~ *"If event dates or coverage extensions are added which are outside the scope of the current policy coverage will **not** apply. In order for coverage to apply, the event must take place during the policy term and any special forms must be specifically endorsed on the policy."*

Once we have your 11-1-19 renewal set up we will issue a revised renewal certificate taking this verbiage out and you will then have a current, correct certificate resent to that specific certificate holder. I will be revising the certificates you issued shortly.

Please feel free to contact me, with questions or concerns.

Thank you for your help.

Have a great weekend.

Tracy L. Scott

Election and Licensing Clerk

Lansing City Clerk's Office

124 W. Michigan Avenue | Lansing, MI 48933

O: 517-483-4133 Fax: 517-377-0068

tracy.scott@lansingmi.gov

[Website](#) | [Facebook](#) | [Twitter](#)



Chris Swope, CMMC/CMC
Lansing City Clerk

OFFICIAL USE ONLY

Approvals:

Sig. Off. Monika Ford 9/17/19 Sig. Judy Kehoe 9/17/19
Police Department Date City Treasurer Date

Fire Marshal Date City Attorney Date

OFFICIAL USE

Amount paid: \$ 150.00
Date paid: 8/26/19
License #: ~~8120~~ 4540

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

OFFICIAL USE ONLY

Ace Pyro

Approvals:

Police Department

Date

Judy Kehler
City Treasurer

Date

9/17/19

Fire Marshal

Date

City Attorney

Date

OFFICIAL USE

Amount paid: ^{\$} *150.00*

Date paid: *8/26/19*

License #: ~~8720~~ *4540*

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OFFICIAL USE ONLY

Approvals:

OFFICE / MONIKA 9/17/19
Police Department Ford Date
#007

City Treasurer Date

Fire Marshal Date

City Attorney Date

OFFICIAL USE

Amount paid: \$ 150.00

Date paid: 8/26/19

License #: ~~8720~~ 4540

Lansing City Clerk's Office
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www.lansingmi.gov/clerk • city.clerk@lansing.mi.gov

OFFICIAL USE ONLY

Approvals:

Sig Off. Monika Freed 9/17/19
Police Department Date

Sig. Judy Kehlee 9/17/19
City Treasurer Date

Sig. Marsha Blake 10/21/19
Fire Marshal Date

[Signature] 10-24-19
City Attorney Date

OFFICIAL USE

Amount paid: \$ 150.00
Date paid: 8/26/19
License #: ~~8720~~ 4540

Lansing City Clerk's Office
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695
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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:

Ace Pyro, LLC for a public display of fireworks in the City of Lansing on the West of the State Capitol Building at 100 N. Capital Ave. to be held on November 22, 2019.



City of Lansing, Michigan
Application for Request for Non-Profit Status in the City of Lansing

Organization Name (As Incorporated): One Starfish

Address: 1504 Knollwood Ave.

City: Lansing State: MI Zip: 48906

Contact Person: Debra Fast

Main Contact Number: (517) 719-7531 Secondary Contact Number: (517) 719-7531

Email Address: OneStarfishGuatemala@AOL.com

Please include the following with your application:

- a. A copy of your 501(c)3 Designation
b. A copy of your Articles of Incorporation
c. A copy of your Bylaws
- Includes in bylaws a dissolution provision a plan to distribute all the remaining assets to ensure that
1. All financial and contractual obligations are fulfilled and that
2. Remaining assets are distributed only to one or more similar nonprofit, tax exempt organizations and/or institutions
d. Non-refundable application fee of \$100.00 or fee waiver request*

I hereby certify that this application is complete and accurate to the best of my knowledge, information and belief.

Debra J. Fast
Signature

9.16.19
Date

*Fee waiver request

I hereby certify that the assets of this non-profit organization are less than \$2,500 and I request the fee be waived. The fee would cause an extreme hardship because:

we are a very small organization with less than \$1200 in our account.

Debra J. Fast
Signature

9.16.19
Date

Please submitted completed application and attached documents, please return it to:
Chris Swope, City Clerk
Lansing City Clerk's Office
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695
City.clerk@lansingmi.gov 517-483-4131

One Starfish Corporation Nonprofit Bylaws

ARTICLE I. NAME OF ORGANIZATION

The name of this corporation shall be One Starfish Corporation. The business of the corporation may be conducted as One Starfish Corporation, One Starfish or One Starfish Guatemala.

ARTICLE II. CORPORATE PURPOSE

Section 1. Nonprofit Purpose

One Starfish is a non-profit corporation and shall be operated exclusively for charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

Section 2. Specific Purpose

One Starfish promotes the betterment of life for the indigenous people of Guatemala, through health, education, nutrition and community development initiatives. Effecting long-term change in families and their communities while demonstrating the love of God.

The specific objectives and purpose of this organization shall be:

- a. may provide for health needs, such as medication, doctors' visits, medical emergencies, along with other health needs that may arise.
- b. may provide for educational needs, such as tuition, sponsorships, graduation fees, cost of books and other school supplies, along with other unforeseen education costs.
- c. may provide food, vitamins, feeding programs, nutrition education, along with other unforeseen nutritional needs.
- d. may provide small business startup loans, purchasing houses and/or land, dwelling repair, updating community buildings and/or houses, along with other community/housing projects yet to be established.

Section 3. Powers

The corporation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the corporation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

Section 4. Nonprofit Status and Exempt Activities Limitation.

- a. Nonprofit Legal Status. One Starfish Corporation is a Michigan non-profit public benefit corporation, to be operated as if tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.
- b. Exempt Activities Limitation. Notwithstanding any other provision of these Bylaws, no director, officer, employee, member, or representative of this corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization as if exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the corporation shall inure to the benefit or be distributable to any director, officer, member, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation and these Bylaws.
- c. Distribution Upon Dissolution. Upon termination or dissolution of the One Starfish Corp., any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c)(3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation.
- d. The organization to receive the assets of the One Starfish Corp. hereunder shall be selected in the discretion of a majority of the managing body of the corporation, and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against the One Starfish Corp., by one (1) or more of its managing body which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the State of Michigan.
- e. In the event that the court shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose, which, at least generally, includes a purpose similar to the One Starfish Corp., then the court shall direct the distribution of its assets lawfully available for distribution to the Treasurer of the State of Michigan to be added to the general fund.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility for Membership

The membership of the corporation shall consist of the members of the Board of Directors.

Section 2. No Membership Classes

The corporation shall have no members who have any right to vote or title or interest in or to the corporation, its properties and franchises.

Section 3. Non-Voting Affiliates

The board of directors may approve classes of non-voting affiliates with rights, privileges, and obligations established by the board. Affiliates may be individuals, businesses, and other organizations that seek to support the mission of the corporation. The board, a designated committee of the board, or any duly elected officer in accordance with board policy, shall have authority to admit any individual or organization as an affiliate, to recognize representatives of affiliates, and to make determinations as to affiliates' rights, privileges, and obligations. At no time shall affiliate information be shared with or sold to other organizations or groups without the affiliate's consent. At the discretion of the board of directors, affiliates may be given endorsement, recognition and media coverage at fundraising activities, clinics, other events or at the corporation website. Affiliates have no voting rights, and are not members of the corporation.

Section 4. Dues

Any dues for affiliates shall be determined by the board of directors.

ARTICLE IV. MEETINGS OF MEMBERS

Section 1. Regular Meetings.

Regular meetings of the members shall be held annually, at a time and place designated by the chair.

Section 2. Special Meetings.

Special meetings may be called by the chair, the Executive Committee, or a simple majority of the board of directors.

Section 3. Notice of Meetings

A notice of each meeting shall be given to each board member, by mail or email, not less than two weeks prior to the meeting.

Section 4. Quorum

A quorum for a meeting of the members shall consist of at least fifty percent (50%) of the active membership.

Section 5. Voting

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

ARTICLE V. BOARD OF DIRECTORS

Section 1. General Powers

The affairs of the Corporation shall be managed by its Board of Directors. The Board of Directors shall have control of and be responsible for the management of the affairs and property of the Corporation.

Section 2. Number of Directors

The number of Directors shall be fixed from time-to-time by the Directors but shall consist of no less than four (4) nor more than ten (10) including the following officers: the President, the Vice-President, the Secretary, and the Treasurer.

- a. Attend scheduled meetings.
- b. Support the vision & mission of the organization.

Section 3. Terms

- a. All directors shall be elected to serve a one-year term, however the term may be extended until a successor has been elected.
- b. Director terms shall be staggered so that approximately half the number of directors will end their terms in any given year.
- c. Directors may serve terms in succession.

Section 4. Regular and Annual Meetings

An annual meeting of the Board of Directors shall be held at a time and day of each calendar year and at a location designated by the Executive Committee of the Board of Directors. The Board of Directors may provide by resolution the time and place, for the holding of regular meetings of the Board. Notice of these meetings shall be sent to all members of the Board of Directors no less than two (2) weeks, prior to the meeting date.

Section 5. Special Meetings

Special meetings of the Board of Directors may be called by or at the request of the President or any two members of the Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any location, as the place for holding any special meeting of the Board called by them.

Section 6. Quorum

The majority of current members of the Board of Directors shall be necessary at any meeting to constitute a quorum to transact business, but a lesser number shall have power to adjourn to a specified later date without notice. The act of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws.

Section 7. Forfeiture

Any member of the Board of Directors who fails to fulfill any of his or her requirements as set forth in Section 2(a & b) of this Article by September 1st shall automatically forfeit his or her seat on the Board. The Secretary shall notify the Director in writing that his or her seat has been declared vacant, and the Board of Directors may forthwith immediately proceed to fill the vacancy. Members of the Board of Directors who are removed for failure to meet any or all of the requirements of Section 2(a & b) of this Article are not entitled to vote at the annual meeting and are not entitled to the procedure outlined in Section 14 of this Article in these by-laws.

Section 8. Vacancies

Whenever any vacancy occurs in the Board of Directors it shall be filled within a reasonable time by a majority vote of the remaining members of the Board of Directors at a regular meeting. Vacancies may be created and filled according to Article IV Section 5.

Section 9. Compensation

Members of the Board of Directors shall not receive any compensation for their services as Directors.

Section 10. Confidentiality

Directors shall not discuss or disclose information about the Corporation or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the Corporations' purposes, or can reasonably be expected to benefit the Corporation. Directors shall use discretion and good business judgment in discussing the affairs of the Corporation with third parties. Without limiting the foregoing, Directors may discuss upcoming fundraisers and the purposes and functions of the Corporation, including but not limited to accounts on deposit in financial institutions.

Each Director shall execute a confidentiality agreement consistent herewith upon being voted onto and accepting appointment to the Board of Directors.

Section 11. Advisory Council

An Advisory Council may be created whose members shall be elected by the members of the Board of Directors annually but who shall have no duties, voting privileges, nor obligations for attendance at regular meetings of the Board. Advisory Council members may attend said meetings at the invitation of a member of the Board of Directors. Members of the Advisory Council shall possess the desire to serve the community and support the work of the Corporation by providing expertise and professional knowledge. Members of the Advisory Council shall comply with the confidentiality policy set forth herein and shall sign a confidentiality agreement consistent therewith upon being voted onto and accepting appointment to the Advisory Council.

Section 12. Parliamentary Procedure

Any question concerning parliamentary procedure at meetings shall be determined by the President by reference to Robert's Rules of Order.

Section 13. Removal.

Any member of the Board of Directors or members of the Advisory Council may be removed with or without cause, at any time, by vote of three-quarters (3/4) of the members of the Board of Directors if in their judgment the best interest of the Corporation would be served thereby. Each member of the Board of Directors must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action.

Members of the Board of Directors who are removed for failure to meet the minimum requirements in Section 2(a & b) of this Article in these by-laws automatically forfeit their positions on the Board pursuant to Section 7 of this Article, and are not entitled to the removal procedure outlined in Section 14 of this Article.

Section 14. Resignation.

Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice. The acceptance of the resignation shall not be necessary to make it effective.

ARTICLE VI. OFFICERS

The officers of the corporation shall be a board president, vice-president, secretary, and treasurer, all of whom shall be chosen by, and serve at the pleasure of, the board of directors. Each board officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the board or by direction of an officer authorized by the board to prescribe the duties and authority of other officers. The board may also appoint additional vice-presidents and such other officers as it deems expedient for the proper conduct of the business of the corporation, each of whom shall have such authority and shall perform such duties as the board of directors may determine. One person may hold two or more board offices, but no board officer may act in more than one capacity where action of two or more officers is required.

Section 1. President

The President shall preside at all meetings of the membership. The President shall have the following duties:

- a. He/She shall preside at all meetings of the board of directors.
- b. He/She shall have general and active management of the business of this board of directors.
- c. He/She shall see that all orders and resolutions of the board of directors are brought to the board of directors.
- d. He/She shall have general superintendence and direction of all other officers of this corporation and see that their duties are properly performed.
- e. He/She shall submit a report of the operations of the program for the fiscal year to the board of directors and members at their annual meetings, and from time to time, shall report to the Board all matters that may affect this program.
- f. He/She shall be Ex-officio member of all standing committees and shall have the power and duties usually vested in the office of the President.

Section 2. Vice-President

The Vice-President shall be vested with all the powers and shall perform all the duties of the President during the absence of the latter. The Vice-Presidents duties are:

- a. He/She shall have the duty of chairing their perspective committee and such other duties as may, from time to time, be determined by the board of directors.

Section 3. Secretary

The Secretary shall attend all meetings of the board of directors and of the Executive Committee, and all meetings of members, and assisted by a staff member, will act as a clerk thereof. The Secretary's duties shall consist of:

- a. He/She shall record all votes and minutes of all proceedings in a book to be kept for that purpose. He/She in concert with the President shall make the arrangements for all meetings of the board of directors, including the annual meeting of the organization.
- b. Assisted by a staff member, he/she shall send notices of all meetings to the members of the board of directors and shall take reservations for the meetings.
- c. He/She shall perform all official correspondence from the board of directors as may be prescribed by the board of directors or the President.

Section 4. Treasurer

The Treasures duties shall be:

- a. He/She shall submit for the Finance and Fund Development Committee approval of all expenditures of funds raised by the board of directors, proposed capital expenditures (equipment and furniture) , by the staff of the agency.
- b. He/She shall present a complete and accurate report of the finances raised by this board of directors at any other time upon request to the board of directors.
- c. He/She shall have the right of inspection of the funds resting with the One Starfish including budgets and subsequent audit reports.
- d. It shall be the duty of the Treasurer to assist in direct audits of the funds of the program according to generally accepted accounting principles.
- e. He/She shall perform such other duties as may be prescribed by the board of directors or the President under whose supervision he/she shall be.

Section 5. Election of Officers

Officers of the board of directors shall be eligible to succeed themselves in their respective offices.

ARTICLE VII. COMMITTEES

Section 1. Committee Formation

The board may create committees as needed, such as fundraising, housing, public relations, data collection, etc. The board chair appoints all committee chairs.

Section 2. Executive Committee

The four officers serve as the members of the Executive Committee, if formed. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors, and is subject to the direction and control of the board of directors.

Section 3. Finance Committee

The treasurer is the chair of the Finance Committee if formed, which includes three other board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other board members. The board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the board or the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, board members, and the public.

ARTICLE VIII. CORPORATE STAFF

Section 1: Executive Director

The Board of Directors reserves the right to hire an Executive Director when and if the need arises.

ARTICLE IX. – Conflict of Interest and Compensation

Section 1: Purpose

The purpose of the conflict of interest policy is to protect this nonprofit, and future tax-exempt, organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2: Definitions

a. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers,

who has a direct or indirect financial interest, as defined below, is an interested person.

b. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
2. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Section 3. Procedures

a. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

c. Procedures for Addressing the Conflict of Interest

1. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
2. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
3. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

d. Violations of the Conflicts of Interest Policy

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5. Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and

Section 7. Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE X. IDEMNIFICATION

Section 1. General

To the full extent authorized under the laws of the state of Michigan, the corporation shall indemnify any director, officer, employee, or agent, or former member, director, officer, employee, or agent of the corporation, or any person who may have served at the corporation's request as a director or officer of another corporation (each of the foregoing members, directors, officers, employees, agents, and persons is referred to in this Article individually as an "indemnitee"), against expenses actually and necessarily incurred by such indemnitee in connection with the defense of any action, suit, or proceeding in which that indemnitee is made a party by reason of being or having been such member, director, officer, employee, or agent, except in relation to matters as to which that indemnitee shall have been adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty. The foregoing indemnification shall not be deemed exclusive of any other rights to which an indemnitee may be entitled under any bylaw, agreement, resolution of the Board of Directors, or otherwise.

Section 2. Expenses

Expenses (including reasonable attorneys' fees) incurred in defending a civil or criminal action, suit, or proceeding may be paid by the corporation in advance of the final disposition of such action, suit, or proceeding, if authorized by the Board of Directors, upon receipt of an undertaking by or on behalf of the indemnitee to repay such amount if it shall ultimately be determined that such indemnitee is not entitled to be indemnified hereunder.

Section 3. Insurance

The corporation may purchase and maintain insurance on behalf of any person who is or was a member, director, officer, employee, or agent against any liability asserted against such person and incurred by such person in any such capacity or arising out of such person's status as such, whether or not the corporation would have the power or obligation to indemnify such person against such liability under this Article.

ARTICLE XI. BOOKS AND RECORDS

ARTICLE XI. BOOKS AND RECORDS

The corporation shall keep complete books and records of account and minutes of the proceedings of the Board of Directors.

ARTICLE XII. AMENDMENTS

Section 1. Articles of Incorporation

The Articles may be amended in any manner at any regular or special meeting of the Board of Directors, provided that specific written notice of the proposed amendment of the Articles setting forth the proposed amendment or a summary of the changes to be effected thereby shall be given to each director at least three days in advance of such a meeting if delivered personally, by facsimile, or by e-mail or at least five days if delivered by mail. As required by the Articles, any amendment to Article III or Article VI of the Articles shall require the affirmative vote of all directors then in office. All other amendments of the Articles shall require the affirmative vote of an absolute majority of directors then in office.

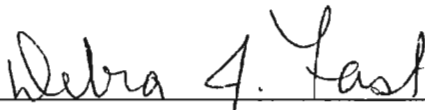
Section 2. Bylaws

The Board of Directors may amend these Bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be effected thereby shall be given to each director within the time and the manner provided for the giving of notice of meetings of directors.

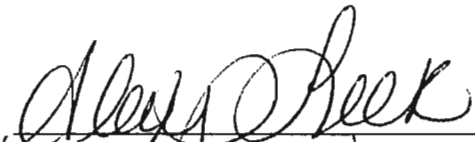
ADOPTION OF BYLAWS

We, the undersigned, are all of the initial directors or incorporators of this corporation, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the ## preceding pages, as the Bylaws of this corporation.

ADOPTED AND APPROVED by the Board of Directors on this 15 day of December 2015



Debra Fast, President – One Starfish Corp.



ATTEST: *Nancy Beck* Vice President – One Starfish Corp.

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU**

FILED

APR 01 2015

ADMINISTRATOR
CORPORATIONS DIVISION

Date Received
MAR 31 2015

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Name Debra Jean Fast		
Address 1504 Knollwood Ave.		
City Lansing	State Michigan	ZIP Code 48906

From InPort1 20150609 11:40:00
CASH: 1639 BAL: 20.00
ID: DEBRA FAST

EFFECTIVE DATE:

Document will be returned to the name and address you enter above.
If left blank, document will be returned to the registered office.

71629P

ARTICLES OF INCORPORATION
For use by Domestic Nonprofit Corporations
(Please read information and instructions on the last page)

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is:
One Starfish

ARTICLE II

The purpose or purposes for which the corporation is formed are:
To promote the betterment of life for the indigenous people of Guatemala, through health, education, nutrition and community development initiatives. Effecting long-term change in families and their communities while demonstrating the love of God.

ARTICLE III

1. The corporation is formed upon a Nonstock basis.
(Stock or Nonstock)

2. If formed on a stock basis, the total number of shares the corporation has authority to issue is _____
If the shares are or are to be divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class to the extent that the designations, numbers, relative rights, preferences, and limitations have been determined are as follows:

BA

Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

I, (We), the incorporator(s) sign my (our) name(s) this 18 day of March, 2015

Delinda K. Thomas

Barbara J. Fast

Ulbra J. Fast

Cynthia J. Fast

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 08 2016

ONE STARFISH
1504 KNOLLWOOD AVENUE
LANSING, MI 48906-4728

Employer Identification Number:
47-4273031
DLN:
26053712004266
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
March 31, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

Date of this notice: 06-15-2015

Employer Identification Number:
47-4273031

Form: SS-4

Number of this notice: CP 575 E

ONE STARFISH
1504 KNOLLWOOD AVE
LANSING, MI 48906

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 47-4273031. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it's very important that you use your EIN along with your complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information shown above isn't correct, please send us the correction using the attached tear-off stub.

Annual filing requirements

Most organizations with an EIN have an annual filing requirement, even if they engage in minimal or no activity.

A. If you are tax exempt, you may be required to file one of the following returns or notices:

Form 990, Return of Organization Exempt From Income Tax
Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
Form 990-PF, Return of Private Foundation
Form 990-N, e-Postcard (available online only)

Additionally, you may be required to file your annual return electronically.

If an organization required to file a Form 990, Form 990-PF, Form 990-EZ, or Form 990-N does not do so for three consecutive years, its tax-exempt status is automatically revoked as of the due date of the third return or notice.

Please refer to www.irs.gov/990filing for the most current information on your filing requirements.

B. If you are not tax-exempt, you may be required to file one of the following returns:

Form 1120, U.S. Corporation Income Tax Return
Form 1041, U.S. Income Tax Return for Estates and Trusts
Form 1065, U.S. Return of Partnership Income

Please refer to Publication 1635, Understanding Your EIN, for more information about which forms you may be required to file.

Applying for Tax-Exempt Status

Receiving an EIN from the IRS is not the same thing as receiving IRS recognition of tax-exempt status. To apply for formal recognition of tax-exempt status, most organizations will need to complete either Form 1023, *Application for Recognition Under Section 501(c)(3) of the Internal Revenue Code*, or Form 1024, *Application for Recognition of Exemption Under Section 501(a)*. Submit the completed form, all applicable attachments, and the required user fee to:

Internal Revenue Service
PO Box 12192
Covington, KY 41012-0192

Publication 557, *Tax Exempt Status for Your Organization*, has details on the application, process as well as information on returns you may need to file.

Additional information

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you don't have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. **This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.** You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.
- * Provide future officers of your organization with a copy of this notice.

If you have questions about your EIN, you can contact us using the phone number or address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you don't need to write us, please don't complete and return this stub.

Your name control associated with this EIN is ONES. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.

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

WHEREAS, One Starfish has requested a resolution of recognition as a Local Nonprofit Organization operating in the City of Lansing for the purpose of obtaining a charitable gaming license pursuant to MCL 432.103 (9); and

WHEREAS, the City Attorney has reported that, based on a review of the documentation submitted, the applicant qualifies as a Local Nonprofit Organization;

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, recognizes the One Starfish as a Local Nonprofit Organization operating in the City of Lansing for the purpose of obtaining a charitable gaming license.

BE IT FURTHER RESOLVED the City Clerk is requested to provide a copy of this resolution to the One Starfish of 1504 Knollwood Avnue. Lansing, MI 48906.

Claim #1740

214 Lathrop Street

\$3,140.00

Incident Date (per claim application) – 10/30/2018

Incident Date (per Code Report) – 10/30/2018

Taxes- Added to 2019 Summer Taxes

Filed Claim – 8/8/2019

Claims Review Committee Hearing – N/A

Claims Review Committee Letter – N/A

Referred to City Council – 10/3/2019

Referred to Committee on General Services – 10/14/2019

RECEIVED AUG 08 2019

City of Lansing

OFFICE OF THE CITY ATTORNEY



1740

Claims Review Committee Form

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

NAME: LEWIS E HANFT DATE: 5 Aug. 2019
 MAILING ADDRESS: 8905 Kingsland Hwy EMAIL: Louscuttingedge@yahoo
 CITY: LANSING RAPIDS STATE: MI ZIP CODE: 48827
 TELEPHONE: Home () 517 231 7436 Work () 517-231-8180

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: 214 LATHROP St LANSING PARCEL NO. 33-01-01-15-406-171
 DATE OF INCIDENT: Oct. 30 2018 AMOUNT YOU WERE BILLED: 3,140⁰⁰
 TOTAL AMOUNT YOU ARE CONTESTING: 3,140⁰⁰
 TYPE OF ASSESSMENT: WOOD / BRUSH cleanup

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.

I own both 210 & 214 LATHROP.
214 is a vacant lot next to my house on 210.
I called today to pay my TAXES & was informed
of this charge. I'm still in shock! I was never
aware there were any debris that needed to be
cleaned up and was never mailed anything stating
that fact. They said they mailed 214 however there
is no mailbox @ 214 so no way to get mail.
I can not afford this extra expense and am asking for help.

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

To download the claim form: <https://www.lansingmi.gov/DocumentCenter/View/4639/Claims-Review-Committee-Form?bidId=>

DATE: 9/19/2019

PPN: 33-01-01-15-406-171
 DATE SUBMITTED: 8/08/2019
 ADDRESS OF VIOLATION: 214 Lathrop Street
 LISTED TAXPAYER OF RECORD: Hanft, Lewis E.
 OTHER TAXPAYER OF RECORD:
 CLAIMANT: Hanft, Lewis E.
 CLAIMANT'S ADDRESS: 8905 Kingsland Highway
 Eaton Rapids, MI 48827

TYPE OF ACTIONS CONTESTED: Trash Removal
 VIOLATION DATE: 10/30/2018
 NOTIFICATION DATE: 4/30/2018
 2ND NOTICE ASSESSMENT DATE:
 AMOUNT OF ASSESSMENT: \$3,140.00
 CONTRACTOR NAME - INVOICE NO. - DATE: Crutcher 18-T094 11/13/2018
 AMOUNT OF CLAIM: \$3,140.00

1740

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

HISTORY: Grass
 Violation
 8/13/2019

CITATIONS IN PREVIOUS YEAR: Trash
 Violation
 10/30/2018

CLAIMANT'S CIRCUMSTANCES: See Attached

CODE OFFICER'S NOTES: This property was cited for the trees that were cut down and left on the property on 10/30/2018. The notice was sent to the taxpayer of record at the time, the owner of the property listed his address as 214 Lathrop. The owner of the property did not update his address with the Assessor until August of this year and also has not paid the Winter 2018 and Summer 2019 Taxes. By ordinance this office is required to send all notifications to the taxpayer of record. The owner of this property owns a tree cutting service and should have been aware after the trees were cut down they could not be left on the property the violations were on the property for at least 20 days from the time our office sent notification to the time the contractor showed up this office recommends denial of the claim.

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

Invoice No.: 00124001

Date: 11/28/2018

Record: E18-10007

HANFT LEWIS E
214 LATHROP ST
LANSING, MI 48912

TOTAL AMOUNT DUE

\$3,140.00

Item Category	Item Description	Amount Due
Code Compliance	Trash - Admin Fee	\$265.00
Code Compliance	Trash - Contractor Charge	\$2,875.00
Total Amount Due		\$3,140.00

Eric's Refuse LLC
P.O. Box 16035
Lansing, MI 48901 US
ericorefuse@hotmail.com

INVOICE

BILL TO

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

INVOICE # 2334

DATE 11/27/2018

PROPERTY ADDRESS

214 Lathrop ST

PARCEL NUMBER

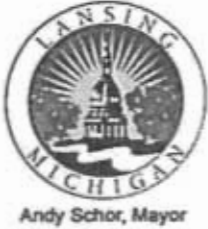
33-01-01-15-406-171

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	5	150.00	750.00
city:add hours any hours after 1	13	150.00	1,950.00

11/13/18
15 yards
Amy Castillo
cut entire tree and removed it
from snow

BALANCE DUE

\$2,875.00



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

HANFT LEWIS E
214 LATHROP ST
LANSING, MI 48912

Violation Date: 10/30/2018
Violation Location: 214 LATHROP ST
Parcel No: 33-01-01-15-406-171
Compliance Due Date: November 06, 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: Brush & Tree Limb debris

INSPECTOR COMMENTS: *Entire vacant lot.*

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: Amy Castillo (517) 702 4751 amy.castillo@lansingmi.gov

"Equal Opportunity Employer"

Taxpayer's Copy



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 11/09/2018

TAXPAYER: HANFT LEWIS E, 214 LATHROP ST LANSING, MI 48912

Location of Work:

Enf Num: E18-10007

Address: 214 LATHROP ST
Lot No:
Description:
Parcel No: 33-01-01-15-406-171

Remove Trash and Debris

Work Authorized:

Violation: Brush & Tree Limb debris

INSPECTOR COMMENTS: *Entire vacant lot.*

PLUS ANY OTHER INCIDENTAL TRASH / DEBRIS ON THE PROPERTY

Authorized Time required to complete work: 1

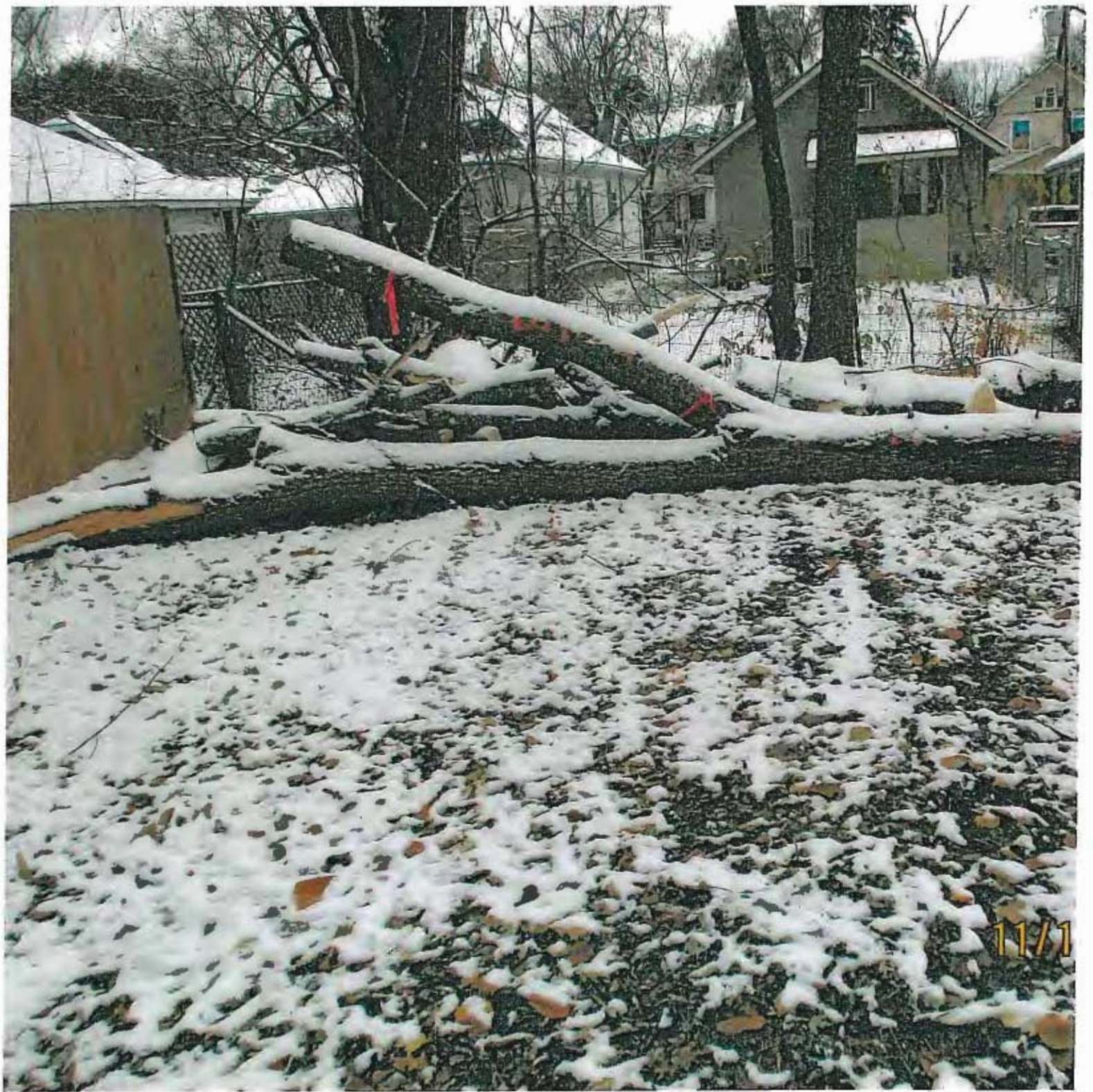
Authorized Cubic Yards: 3

Warning Comment:

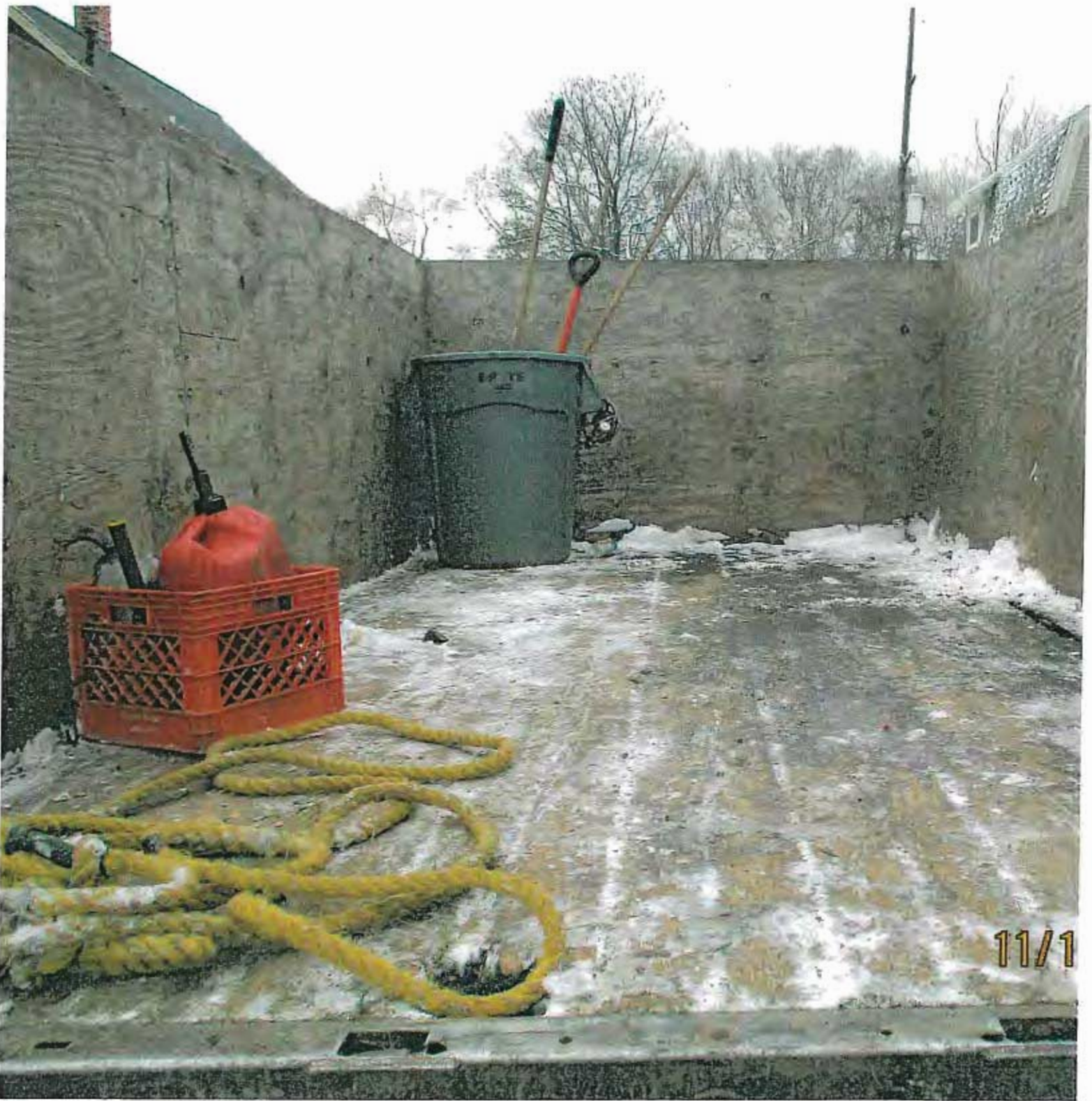
Chainsaw required to cut up large tree that is laying on the ground.

Submitted By: Amy Castillo (517) 702 4751

This action is authorized by the Manager of Code Compliance



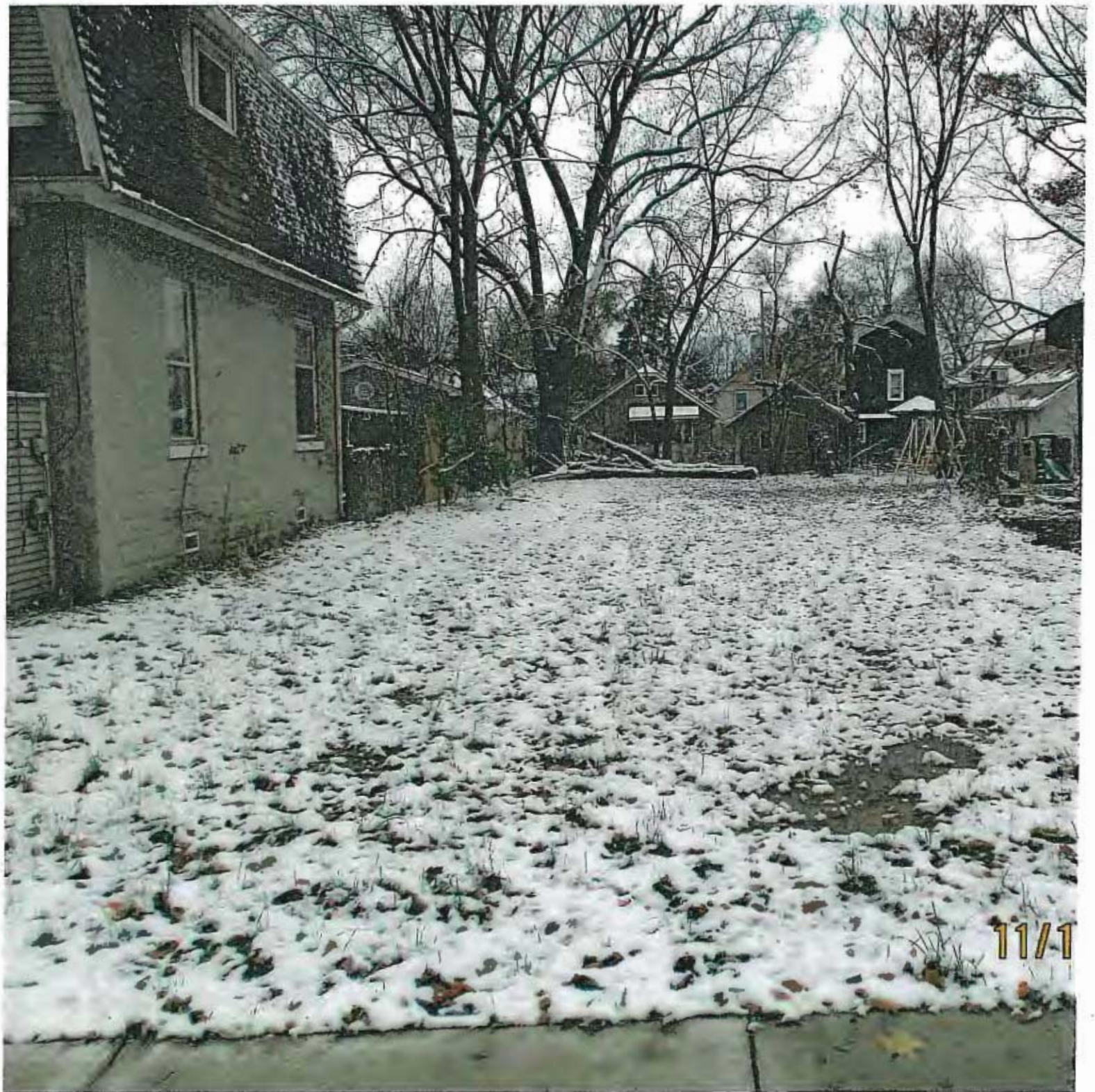




11/1







11/1

214 LATHROP ST LANSING, MI 48912 (Property Address)

Parcel Number: 33-01-01-15-406-171



Item 1 of 3 1 Image / 2 Sketches

Property Owner: HANFT LEWIS E**Summary Information**

- > Residential Building Summary
 - Year Built: 1912
 - Full Baths: 1
 - Sq. Feet: N/A
 - Bedrooms: 0
 - Half Baths: 0
 - Acres: 0.092
- > Assessed Value: \$4,500 | Taxable Value: \$4,500
- > Property Tax information found
- > 10 Building Department records found
- > 1 Invoice Found, Amount Due: 0.00

Owner and Taxpayer Information

Owner	HANFT LEWIS E 8905 KINGSLAND HWY EATON RAPIDS, MI 48827	Taxpayer	SEE OWNER INFORMATION
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General Information for Tax Year 2019

Property Class	RESIDENTIAL – VACANT	Unit	33 CITY OF LANSING - INGHAM
School District	LANSING	Assessed Value	\$4,500
MAP #	P -1230 -0024	Taxable Value	\$4,500
TOP TEN	<i>Not Available</i>	State Equalized Value	\$4,500
NEW PERMITS	<i>Not Available</i>	Date of Last Name Change	08/05/2019
USER ALPHA 3	<i>Not Available</i>	Notes	<i>Not Available</i>
Historical District	<i>Not Available</i>	Census Block Group	<i>Not Available</i>
TYPE CODE	<i>Not Available</i>	Exemption	<i>No Data to Display</i>

Principal Residence Exemption Information

Homestead Date 12/30/1997

Principal Residence Exemption	June 1st	Final
2019	0.0000 %	0.0000 %

Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2018	\$27,000	\$27,000	\$24,074
2017	\$26,200	\$26,200	\$23,579
2016	\$25,100	\$25,100	\$23,369

Land Information

Zoning Code	<i>Not Available</i>	Total Acres	0.092
Land Value	\$9,000	Land Improvements	\$0
Renaissance Zone	No	Renaissance Zone Expiration Date	<i>No Data to Display</i>
ECF Neighborhood	38B	Mortgage Code	<i>No Data to Display</i>
Lot Dimensions/Comments	<i>No Data to Display</i>	Neighborhood Enterprise Zone	No

Lot(s)	Frontage	Depth
Lot 1	33.00 ft	121.00 ft
Total Frontage: 33.00 ft		Average Depth: 121.00 ft

Legal Description

S 7 FT LOT 16 & N 26 FT LOT 17 HARRAHS ADD

Sale History

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page
09/24/2018	\$3,000.00	CD	FEDERAL HOME LOAN MORTGAGE CORP	HANFT LEWIS E	1ST SALE AFTER BANK	2018 033266
11/16/2017	\$12,768.00	SD			OTHER	2017 041843

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page
			FINNERTY DELRAE/ SHERIFF'S SALE	FEDERAL HOME LOAN MORTGAGE CORP		
11/01/1995	\$30,000.00	WD		FINNERTY DELRAE	CONV	

Building Information - 0 sq ft 2 STY (Residential)

General

Floor Area	0 sq ft	Estimated TCV	<i>Not Available</i>
Garage Area	0 sq ft	Basement Area	0 sq ft
Foundation Size	0 sq ft		
Year Built	1912	Year Remodeled	<i>Not Available</i>
Occupancy	Single Family	Class	C
Effective Age	107 yrs	Tri-Level	No
Percent Complete	0%	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		

Basement Finish

Recreation	0 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	1
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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, Lewis E Hanft sought to eliminate a special assessment of \$3,140.00 brush removal fees, all associated penalties and interest, on the property tax bill for 214 Lathrop Street (Tax ID #33-01-01-15-406-171); and

WHEREAS, upon filing a claim to the Committee on General Services, the Committee met on October 28, 2019 and _____ the claim in the amount of \$3,140.00.

THEREFORE, BE IT RESOLVED, the City Council, hereby _____ the claim in the amount of \$3,140.00 for brush removal fees, all associated penalties and interest on the property tax bill for 214 Lathrop Street (Tax ID #33- 01-01-15-406-171).

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

1 applied to municipal development, and of State and local legislation, codes and ordinance
2 enforcement as related to city planning. He or she shall have considerable knowledge of the
3 principles of building construction and real estate development and of research methods and
4 techniques and application and utilization in the data processing field. He or she shall have some
5 knowledge of marketing practices. He or she shall have considerable skill in expressing oneself
6 clearly and concisely, orally and in writing, and in establishing and maintaining effective
7 relationships with contractors, developers and diverse citizen groups. He or she shall have
8 comprehensive skill in planning, scheduling and directing the work of professional personnel and
9 in planning and administering long and short-range programs for effective Municipal
10 development. He or she shall have considerable skill in Federal, State and local law
11 interpretation.

12 **288.14. - Director of HUMAN RESOURCES ~~personnel and training~~.**

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

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

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

12 **288.20 DIRECTOR OF NEIGHBORHOODS AND CITIZEN ENGAGEMENT**

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

15 (A) *TRAINING AND EXPERIENCE*. HE OR SHE SHALL HAVE A BACHELOR'S DEGREE
16 IN EITHER ECONOMICS, POLITICAL SCIENCE, COMMUNICATIONS, PUBLIC
17 ADMINISTRATION, BUSINESS ADMINISTRATION OR A RELATED FIELD AND FOUR
18 (4) YEARS OF SUPERVISORY LEVEL EXPERIENCE. ADDITIONALLY, THE
19 CANDIDATE SHALL HAVE COMPLETED SIXTEEN (16) QUARTER CREDIT HOURS
20 OR TWELVE (12) SEMESTER CREDIT HOURS OF COLLEGE LEVEL COURSE WORK
21 IN SUPERVISORY MANAGEMENT. AN EQUIVALENT COMBINATION OF TRAINING
22 AND EXPERIENCE IN RELATED ACTIVITIES MAY BE SUBSTITUTED FOR

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

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

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

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

22
23
24

Approved as to form:

1
2
3
4

City Attorney

Dated: _____

GRETCHEN WHITMER
GOVERNORSTATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSINGORLENE 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



XV B 2

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Thursday, September 26, 2019

Michael J. Brown, Attorney
C/O BOARD OF TRUSTEES, MICHIGAN STATE UNIVERSITY
mbrown@cebhlaw.com

RID # RQ-1908-14021 **Reference/Transaction:** TRANSFER OWNERSHIP ESCROWED 2019 CLASS C LICENSED BUSINESS WITH SUNDAY SALES PERMIT (PM), ENTERTAINMENT PERMIT, AND SUNDAY SALES PERMIT (AM) FROM HOA RESTAURANT HOLDER, LLC (A DELAWARE LIMITED LIABILITY COMPANY); TRANSFER LOCATION FROM 172 E EDGEWOOD BLVD TO 3535 FOREST RD, STE C88A, LANSING; NEW ADD BAR PERMIT, FOR A TOTAL OF (2) BARS; NEW OUTDOOR SERVICE AREA; NEW SPECIFIC PURPOSE PERMIT (GOLF); TRANSFER CLASSIFICATION FROM CLASS C LICENSE ISSUED UNDER MCL 436.1531 TO CLASS C LICENSE ISSUED UNDER MCL 436.1513(4) (NON-TRANSFERABLE) AT 3535 FOREST RD STE C88A, LANSING, MI 48910-3831 IN LANSING CITY IN 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: BOARD OF TRUSTEES, MICHIGAN STATE UNIVERSITY

Business address and phone number: 3535 FOREST RD STE C88A, LANSING, MI 48910-3831 IN LANSING CITY IN INGHAM COUNTY

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

Board of Trustees, Michigan State University; 426 Auditorium Rd Hannah Administration Building Rm 450 East Lansing MI 48824-1046

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 (517) 284-6330

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: HOA RESTAURANT HOLDER, LLC (A DELAWARE LIMITED LIABILITY COMPANY) estherm@hooters.com
LANSING CITY chris.swope@lansingmi.gov

MICHIGAN LIQUOR CONTROL COMMISSION
PAT GAGLIARDI, CHAIRMAN
525 W. Allegan St. • P.O. BOX 30005 • LANSING, MICHIGAN 48909
www.michigan.gov/lcc • 866-813-0011