



AGENDA
Committee on Public Safety
Wednesday, July 11, 2018 @ 3:30 p.m.
City Council Conference Room, 10th Floor

Council Member Carol Wood, Chair
Council Member Adam Hussain, Vice Chair
Council Member Jeremy Garza, Member

1. Call to Order

2. Roll Call

3. Minutes

- June 27, 2018

4. Public Comment on Agenda Items

5. Discussion:

- A. RESOLUTION – Set Show Cause Hearing; Make Safe or Demolish; 500 Leshner Place
- B. UPDATE – Ordinance- Trash & Recycling Bins
- C. UPDATES – Nikos Signage – Pennsylvania & Jolly
- D. UPDATES – Fire Inspections at Logan Square and Pleasant Grove/Holmes
- E. DISCUSSION- Procedures on the Appointment of the new Fire Chief
- F. DISCUSSION – Gun Safety Task Force
- G. DISCUSSION/Place on File – Rules of Procedures for the Board of Police Commissioners

6. Other

7. Adjourn



DATE July 11, 2018

[illegible]



MINUTES
Committee on Public Safety
Wednesday, June 27, 2018 @ 2:30 p.m.
City Council Conference Room, 10th Floor

CALL TO ORDER

The meeting called to order at 2:30 p.m.

ROLL CALL

Council Member Carol Wood, Chair
Council Member Adam Hussain, Vice Chair
Council Member Jeremy Garza, Member- excused

OTHERS PRESENT

Sherrie Boak, Council Staff
Council Member Spadafore – left at 3:21 p.m.
Jim Smiertka, City Attorney- left at 3:38 p.m.
Lisa Hagen, Assistant City Attorney
Scott Sanford, Code Compliance
Chief Yankowski, LPD
Andi Crawford, Neighborhoods and Citizen Engagement Department
Lisa Hagen, Assistant City Attorney
Joseph Abood, Chief Deputy City Attorney- arrived at 3:22 p.m.
Mark Lawrence, Citizen Advocate; Mayor's Office
Ryan Peterson, Intern City Attorney
Scott Sanford, Code Compliance
Eric Pratl, LPD Community Service Officer
Mayor Schor- arrived at 2:40 p.m. left at 2:59 p.m.
Brian McGrain, Economic Development & Planning
Juanita Peters
Willie Peters, Old School Car Club #68
Dagmar Olds
Jason Wilkes
Kathy Miles
Rachelle White, SWAG and Center of the Plate Catering
Elaine Womboldt
Money Singh
Chris Jerome, VFGroup
Mandeep Singh, Von's Food Market
Money Singh, Von's Food Market
Ben Singh, Von's Food Market
Mandup Singh, Von's Food Market

Mary Ellen Purificato
David M. Wiener, Southside Community Coalition
Harold Leeman

Minutes

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE MINUTES FROM JUNE 6, 2018 AS PRESENTED. MOTION CARRIED 2-0.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE MINUTES FROM JUNE 7, 2018 AS PRESENTED. MOTION CARRIED 2-0.

Introductions

DISCUSSION/ACTION:

DISCUSSION – Plaza at the intersection of Pleasant Grove/Holmes

Ms. Miles asked for action and stated her opinion it was too late for task forces.

Mr. Jerome spoke on his businesses near Edgewood and Cedar, and asked Council to consider taking advantage of the Brownfield programs.

Ms. Womboldt spoke on conversations she had with other residents regarding the issues at this property.

Mr. Wiener acknowledged that the neighborhoods, non-profits, Council and the LPD have been making attempts to bring up the quality in that area, and he was looking for support and partnership to face the challenges.

Council Member Wood asked for a show of hands from those present that had businesses in the center, and six (6) people raised their hands. Council Member Wood asked for a show of hands for those present that were part of SWAG, and four (4) raised their hands. She then outline that the discussion at this meeting was to discuss the recent police activity.

Mayor Schor acknowledged that he has been aware of the issues in this area and has put together a team to address solutions. Those team members he included were Chief Yankowski, Mr. Mc Grain, Andi Crawford, City Attorney's and Mr. Lawrence. This team has begun discussing solutions and are willing to sit down with Council and members of the public, and encouraged everyone present to contact his office.

Chief Yankowski updated the Committee and public on recent events at the site, confirmed there have been multiple discussions over the years, and gun violence will not be tolerated in the City and they will hold those responsible accountable. The recent activity was the first shooting in 2018, and from the LPD standard they are taking a community policing approach. Common complaints they hear are loitering, drug transactions, and nuisances. The Chief continued by assuring the Committee and the public that the LPD will have a presence with visual uniform officers and community outreach programs. The LPD has also had a public safety camera on site since 2007 and utilize it often to keep track of the issues. There is a detailed action plan, which does not have all law enforcement, but a presence on sit.

Council Member Wood asked the Chief if the LPD had "No Loitering" letters from all the businesses. Chief Yankowski admitted that recently they have approached all the businesses to "re-up" them, and as of this date have two. They are also approaching them with a "No Drug Loitering" letters.

Officer Pratl confirmed they have the letters from Center of the Plate Catering and the Meat Market. They will be holding a Community Engagement Event on June 28, 2018 at 1:30 p.m. were they reach out to the rest of the businesses with the hopes of having those letters signed on the spot.

Mr. Singh with Vons, asked for the letter to sign and also asked for clarification on what it covered. Chief Yankowski explained it would authorize the LPD to authority to take action if the owners are not present if someone is trespassing, and if the owner is present authorizes them to intervene. The letters can specify "general" or a person specific, and is renewed annually. Council Member Wood asked that the LPD report back at a future Committee meeting on the number of letters were signed.

Council Member Wood asked all the businesses that were present if they had cameras and if they had notified the LPD they had them. Three (3) businesses raised their hands. Chief Yankowski asked them sign up for the "Scram Program", which he will get forms for that to them on June 28th as well. This program, he explained, would allow the LPD to view the camera, but not give the LPD their access or passwords but makes them aware for investigations if they need it.

Council Member Hussain spoke strongly on the community in the area, the affect that the property is placing on not retaining its residents and businesses and asked the Administration to take the topic seriously.

Council Member Wood asked Mr. McGrain to address the building safety issues and any future plans. Mr. McGrain deferred to Mr. Sanford who stated to the Committee that premise inspectors went in area this week along with Logan Square. They wrote up violations based on the complaints they had received. Mr. Sanford wanted it noted that the department now also has a code officer working after hours on residential streets.

Council Member Wood asked Mr. McGrain if building safety was able to go in and do a site evaluation or if the Fire Marshall was. Mr. McGrain noted their department is addressing the premise, and he was then asked to follow up with Building Safety to perform inspections inside the buildings. Council Staff was asked to reach out to the Fire Marshall for an update on Fire inspections at the next meeting. Ms. White confirmed her unit was inspected last year for the business to occupy. Mr. McGrain stated he would follow up with Mr. Bennett on any inspections. Council Member Hussain also asked him to reach out to the property owner regarding the concrete barriers which invite loitering, and ask him to consider other options such as bollards. Ms. Crawford stated that currently there is a plaza owner, Dr. Salama, who is selling on a land contract. Mr. Singh confirmed their family is in the process of purchasing on the land contract and they plan to add camera's to the front of every tenant space for safety. They have also begun work on the parking lot by fixing the potholes in half and striping that half. Once the sale is complete, they will sell the proposed Town Square portion to SWAG and then complete the work on the parking lot.

Council Member Wood asked the purchasers, Singhs, if the sale will close in 90 days, they confirmed noting the seller has the final documents currently so they are waiting on those; if the cameras at the front of the tenant spaces would be installed in 30 days, they confirmed. The liens on the titles are part of the paperwork that Dr. Salama currently has, so those should be cleared with the sale. Council Member Wood asked if the Singhs could complete the parking lot repairs after the SWAG project is complete, they confirmed. The steps that will take place is the sale will occur with Dr. Salama and the Singh's, then the Singh's will sell the Town Center portion to SWAG and appropriate easements, then the parking lot will be completed.

Chief Yankowski noted that they have reached out to MSU to meet with their crime and prevention enforcement design group to look at the area for improvement for safety. They currently have no timeline, but he will update the Committee in the future.

Council Member Wood asked Mr. Smiertka if it would help in their prosecution on the violations if they had impact statements from the residents. She noted for the public that the area is flagged as a “zero tolerance” area, so there are no plea bargains. She then asked Law for a point person so that any cases coming forward, residents can be notified to their statements put together.

The City Attorney Interns obtained the contact information for all the businesses that were present.

Council Member Wood asked if the points stated earlier could be written into a Letter of Agreement for everyone to sign off as the agreed upon expectations. The City Attorneys agreed and stated they could get to the owners.

Ms. Miles asked if the Public Safety camera was working, and the Chief assured her it was. He added that LPD recently met with Quality Dairy and all their technology has been upgraded at all their locations.

Council Member Wood made a statement to all the public present that the City will not tolerate intimidation of businesses or owners who are working to make change.

Ms. Crawford wanted the Committee to know that the Southside Community Coalition has been working in the area, the Beacon Field received a \$75,000 award and hopes to be built this year and the Town Square project has acquired an art project that is under contract, but recently extended until the project can begin.

ORDINANCE - Amendment to Chapter 664, Section 664.04; Gambling

MOTION BY COUNCIL MEMBER HUSSAIN TO RECONSIDER THE ORDINANCE AMENDMENTS TO CHAPTER 664; SECTION 664.04. MOTION CARRIED 2-0.

MOTIN BY COUNCIL MEMBER HUSSAIN TO WITHDRAW THE COMMITTEE’S ACTION FOR RECOMMENDATION OF THE ORDINANCE CHANGES. MOTION CARRIED 2-0.

Mr. Petersen spoke to the Committee on the recent changes based on discussions at the last meeting and prior to the public hearing at Council. Those included the affect this ordinance would have on “claw games” or “crane games”. Mr. Petersen referred the Committee to the changes that are now reflected in the definitions for *Gambling Game* which not states it will “not include any redemption game; crane game; or game, lottery, or there activity authorized or licensed pursuant to State law or regulation.” In addition, a definition for “Redemption Game” and “Crane Game” were added to the ordinance. Council Member Wood inquired into a question at an earlier meeting about if there was any statue that would allow or prohibit card games at Senior Centers. Mr. Abood stated you can call anything a “senior center”, but he was not sure if it would be the criteria to fall under the State Statue just used for “*Gambling Game*” definition.

Council Member Hussain asked Mr. Petersen if the entity that reached out to Mr. Smiertka after the last meeting was aware of the recent changes and are satisfied with the answers to their questions. Me. Petersen confirmed a copy was sent to them. Council Member Hussain then asked Chief Yankowski if this new ordinance would help the LPD with enforcement. The Chief acknowledged it will allow the LPD to use their resources and prioritize.

After a brief Committee discussion it was determined the Ordinance came out of Committee, a hearing was held, and was referred back to Committee. The Committee then took action to adopt it, however that is when it was pulled from the Council agenda. Mr. Abood assured the Committee that the changes were significant enough, he agreed a hearing should be held.

Mr. Wilkes asked if the new ordinance would allow the LPD to recoup funds from the State, and Chief Yankowski stated that the forfeiture laws are to the point where they will not be able to. Council Member Wood asked if there is any authority in the forfeiture laws that lets them take property that was purchased with gambling funds. Chief Yankowski did not have that response, and would look into it.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION TO INTRODUCE AND SET THE PUBLIC HEARING FOR THE AMENDMENT TO CHAPTER 664; SECTION 664.04 FOR JULY 23, 2018. MOTION CARRIED 2-0.

UPDATES – Fence Tickets at 3801 Walton Property

Mr. Sanford confirmed tickets were issued, but then rescinded because the owner installed a new fence. Photos of the fence were submitted.

UPDATES – Logan Square Enforcement

Mr. Sanford confirmed the new code officers were present at the site on July 26th. He added that the new officers have been assigned one premise will be covering the corridors in the City.

Council Member Wood asked Mr. McGrain if the tickets had been issued for the parking lot violations, which the Committee was told were zoning violations. Mr. McGrain could not provide an answer, but stated he would investigate and report back. He did confirm tickets were issued on the signs. Council Member Wood asked if the department was able to get into vacant tenant spaces, and Mr. McGrain committed to speaking to Mr. Bennett in Building Safety to see if inspections were done on non-occupied buildings.

Council Member Wood asked Council Staff to place a request to the Fire Marshall to attend the next meeting, July 11th to speak on inspection updates.

Council Member Hussain informed Mr. McGrain that there was working being performed in a tenant space and was informed there were no permits pulled. He asked for an updated on that violation.

Council Member Wood recapped for Mr. McGrain and Law that the City had met with the owner in the past with a list of items which he stated he would be addressing, however none of those items have been followed up on. Mr. McGrain stated he would follow up on those as well.

Council Member Wood asked what the status of the parking lot lighting ordinance was that went to the Planning Board. Staff was going to look into its progress.

Council Member Wood asked Mr. Abood if a letter of agreement was ever done for the Logan Square and if not, if it could be done now. She also asked if it could be added to a resolution or Committee Report that is adopted at Council, and then in turn would provide more validity. Mr. Abood stated he would look into the enforcement through a resolution.

Other/Place in File

- Communication from T.J. Moore; RE: Gambling Ordinance

Mr. Wilkes mentioned a concern with the parking lot lights that are not working at the Averill School and asked if a Council Member could contact the school on his behalf, and Council Member Wood stated she would reach out.

ADJOURN

The meeting was adjourned at 4:10 p.m.

Submitted by

Sherrie Boak, Council Office Manager

Lansing City Council

Approved:

CITY OF LANSING - DEMOLITION BOARD
REPORT FOR CITY COUNCIL
CASE OVERVIEW SHEET

ADDRESS:	500 Leshar Place
PARCEL NUMBER:	33-01-01-15-104-431

LISTED TAXPAYER:	Shane, Thomas
INTERESTED PARTIES:	
SEV INFORMATION:	\$16,900.00
LAND VALUE:	\$8,179.00
BUILDING VALUE:	\$25,703.00
LOT SIZE:	

LEGAL DESCRIPTION:	LOT 16 BLOCK 2 ASSESSORS PLAT NO 7
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ORDER OF DEMOLITION BOARD

DEMOLITION BOARD MEETING DATE:	4/20/2017
ORDER:	MAKE SAFE OR DEMOLISH BY 5/24/2018
REASON/CONDITIONS:	DANGEROUS BUILDING
HEARING OFFICER:	DAVE MUYLLE

CURRENT CITY COUNCIL ACTIVITY

REQUEST FOR SHOW CAUSE SENT:	
SHOW CAUSE HEARING DATE:	
PUBLIC SAFETY COMMITTEE WILL REVIEW:	

SHOW CAUSE HEARING DATE:	
DEMOLITION CASE FILE #:	2018-D001

HOUSING CODE VIOLATION LTR:	3/31/2016
ORIGINAL RED TAG DATE:	3/31/2016
ZONING:	R DM-3
ESTIMATE OF REPAIRS:	\$136,740.00
PICTURES:	YES
OTHER:	

CURRENT PERMIT ACTIVITY

BUILDING:	Required, not yet pulled
ELECTRICAL:	Required, not yet pulled
MECHANICAL:	Required, not yet pulled
PLUMBING:	Required, not yet pulled
DEMOLITION:	na

500 Lesher Place

- Original Red Tag Date
 - 3/31/2016
- Submitted Into Make Safe Or Demolish Process
 - 10/20/2017
- Property Vacant/Repairs Exceed Building SEV
 - Property vacant more than 180 days
 - Repairs exceed building SEV
- Title Information
- Thomas, Shane

500 Lesher Place

Property Value Information

- SEV

- \$8,900 (*as of 1/20/14*)

- Structure

- \$6,929 (*as of 1/20/14*)

- Land

- \$10,868 (*as of 1/20/14*)

- Estimate of Repairs

- \$130,075.00

500 Leshner Place.

Housing Code Correction Letters

- Code Compliance Inspection Date

- 03/31/2016

- Code Compliance Letter Written

- 03/31/2016

- Code Compliance Due Date

- 04/30/2016

500 Lesher Place.

Demolition Board Actions

- Demolition Board Show Cause Hearings
 - 2/22/2018 tabled till 3/22/2018
- Order by Demolition Board
 - MS or D by 05/24/2018
- Request Sent To City Council for Show Cause Hearing
 - 6/11/2018

500 Lesher Place.

City Council Actions

- Show Cause Hearing Held
 -
- Public Safety Committee Meeting
 -
- Resolution passed by City Council
- Extension Requested By Owner

500 Leshher Place .

General Comments

- None of the required permits have been pulled as of 06/11/18.

RECOMMENDATIONS

● FOR NEW CASES:

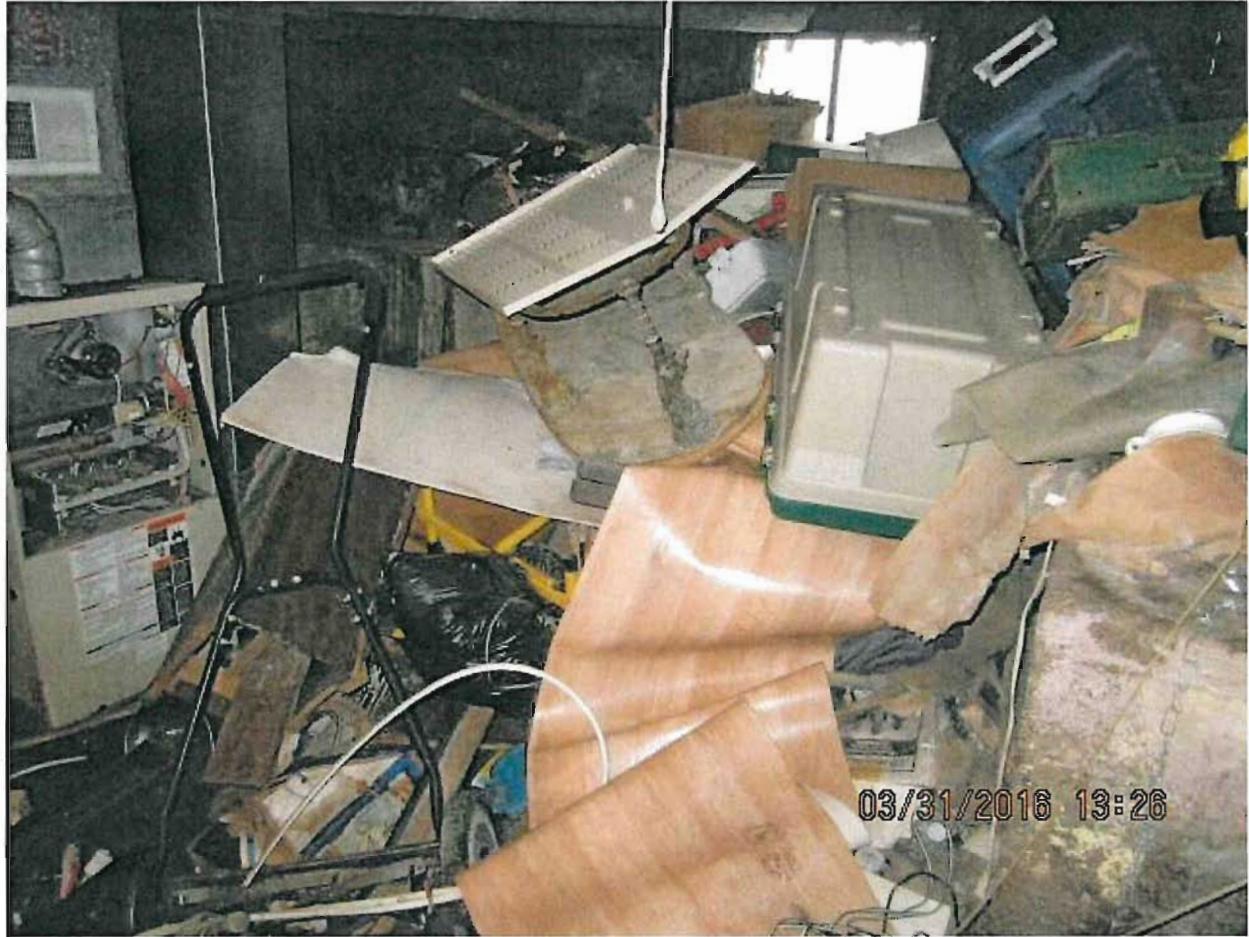
- Recommend time frame for MS or D. This requires a resolution be passed by City Council –
 - 60 days for regular demolitions
 - 30 days for fire-damaged demolitions
- Table case – Stays at PS Committee level for future review.

● FOR EXTENSION REQUESTS:

- Grant extension if requested. Requires new resolution be passed by City Council.
- Deny extension requested. Case will proceed in demo process and be sent out to bid for demolition.

● FOR TABLED CASES:

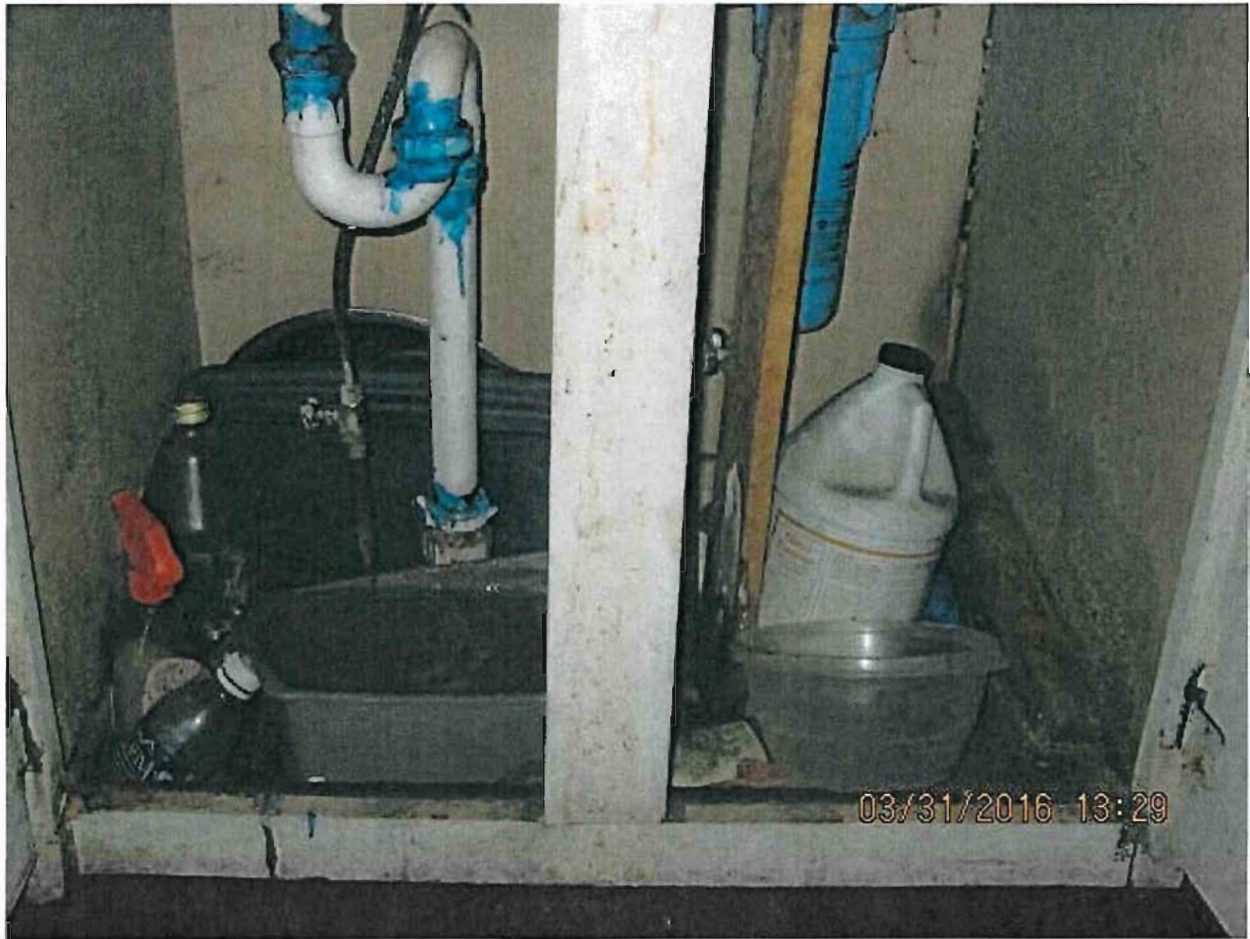
- Recommend time frame for MS or D. This requires a resolution be passed by City Council –
 - 60 days for regular demolitions
 - 30 days for fire-damaged demolitions
- Return case to table – Stays at PS Committee level for future review.





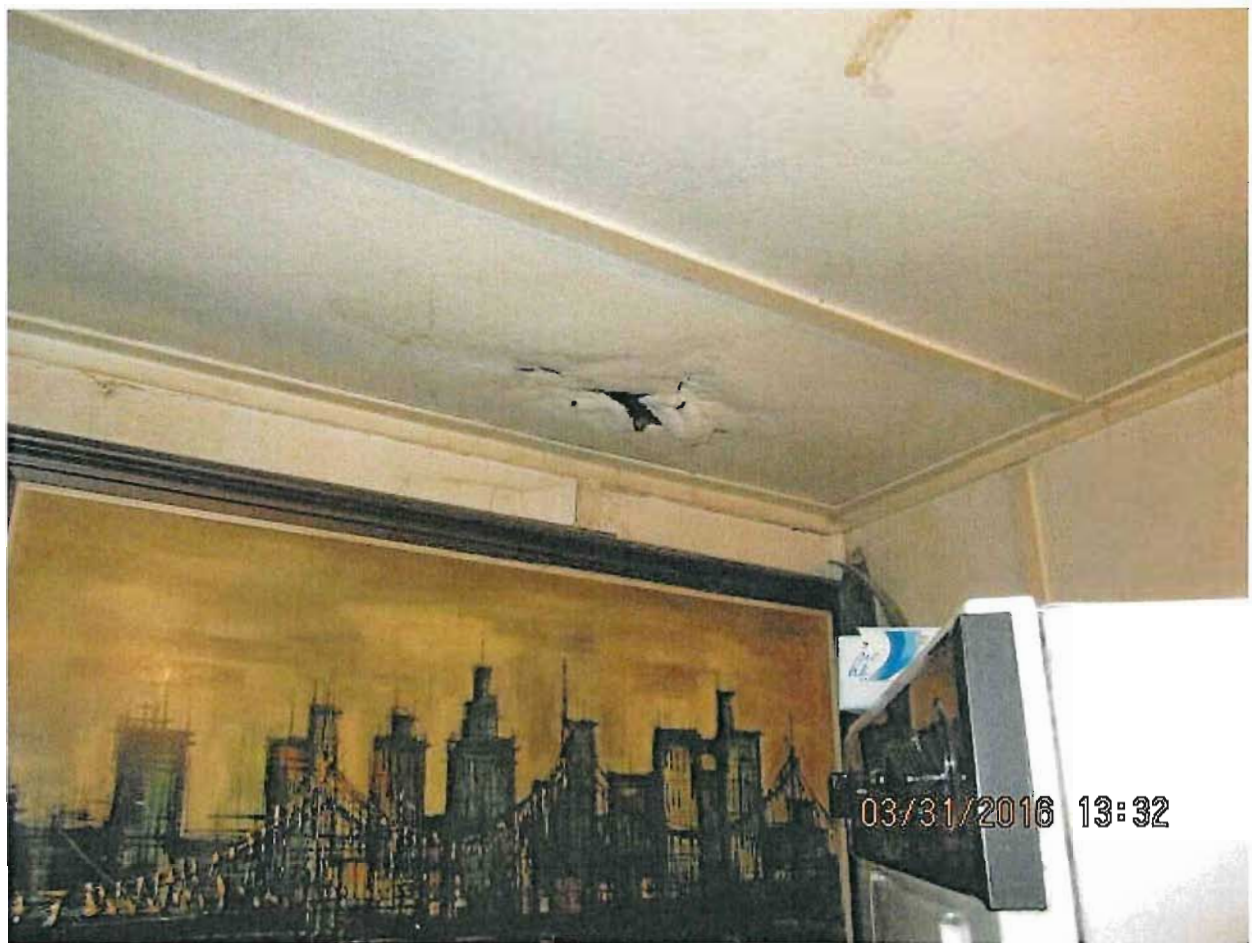


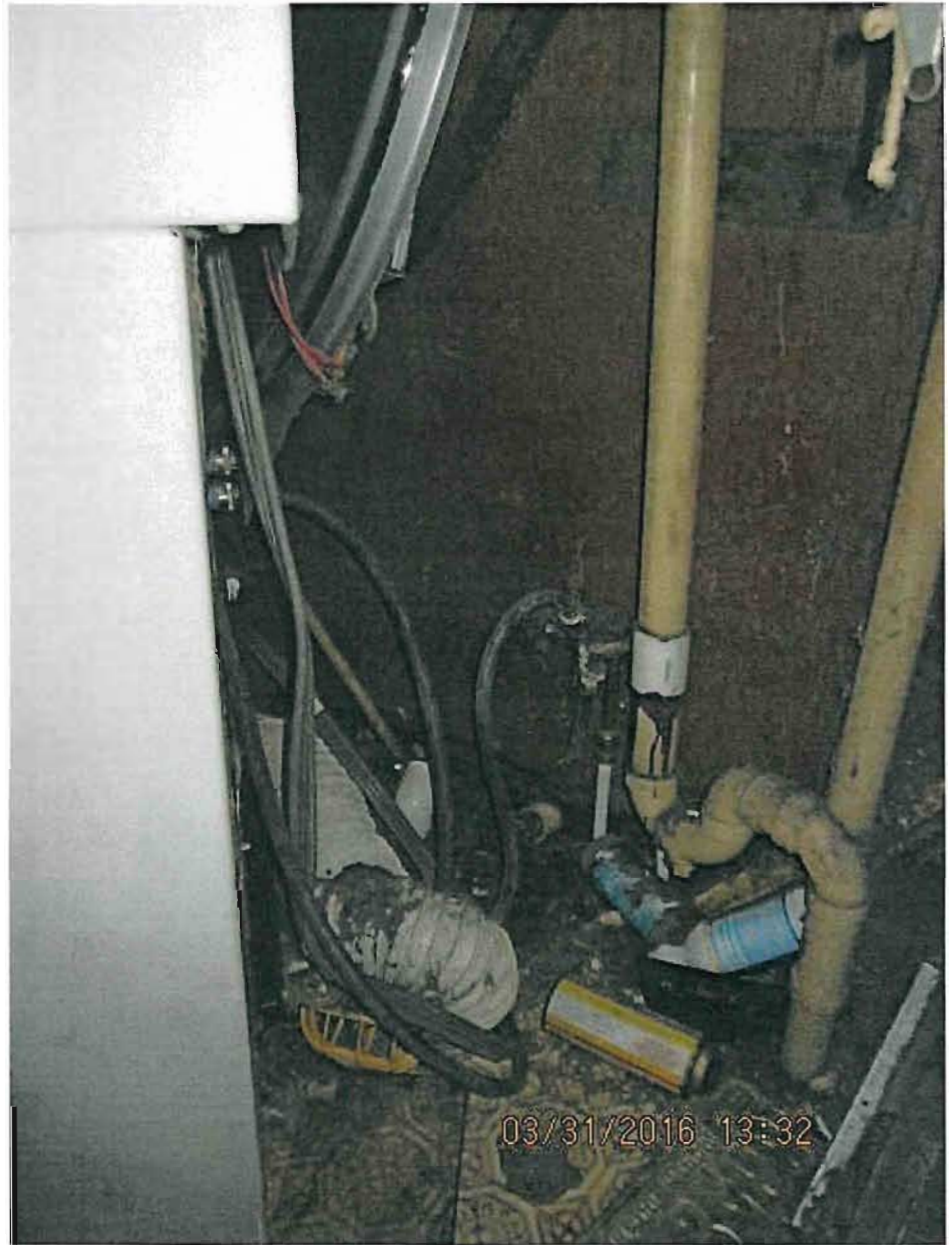




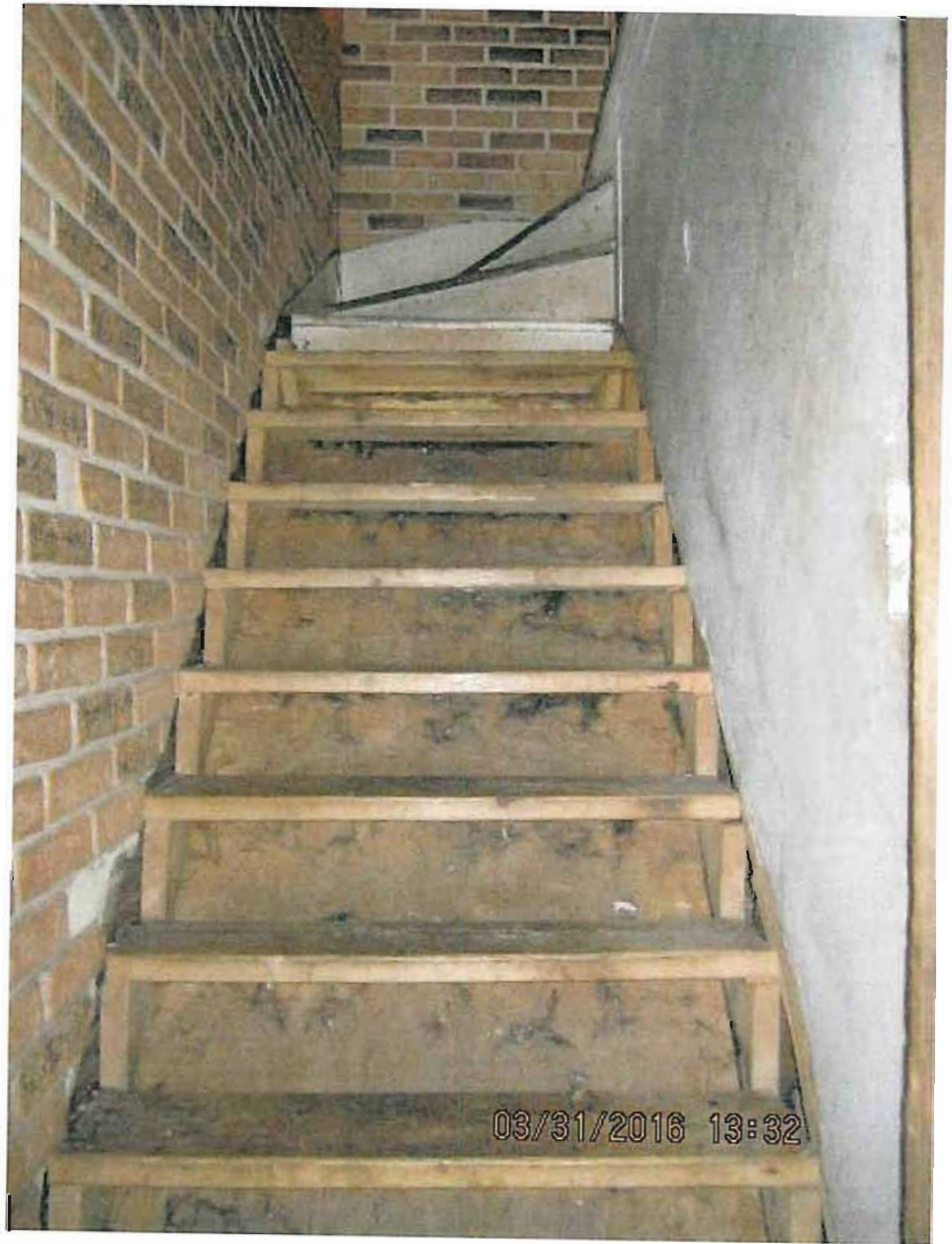






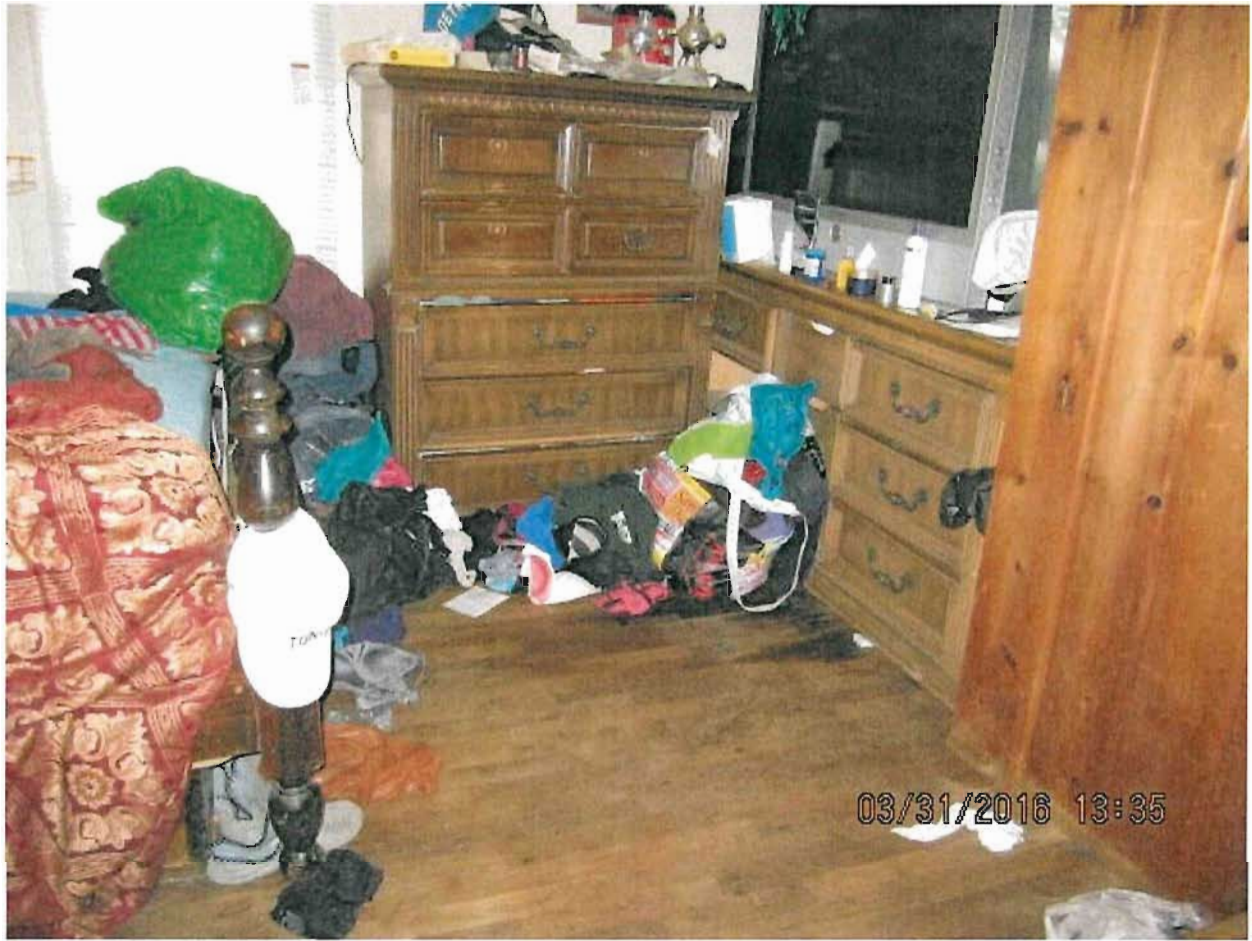




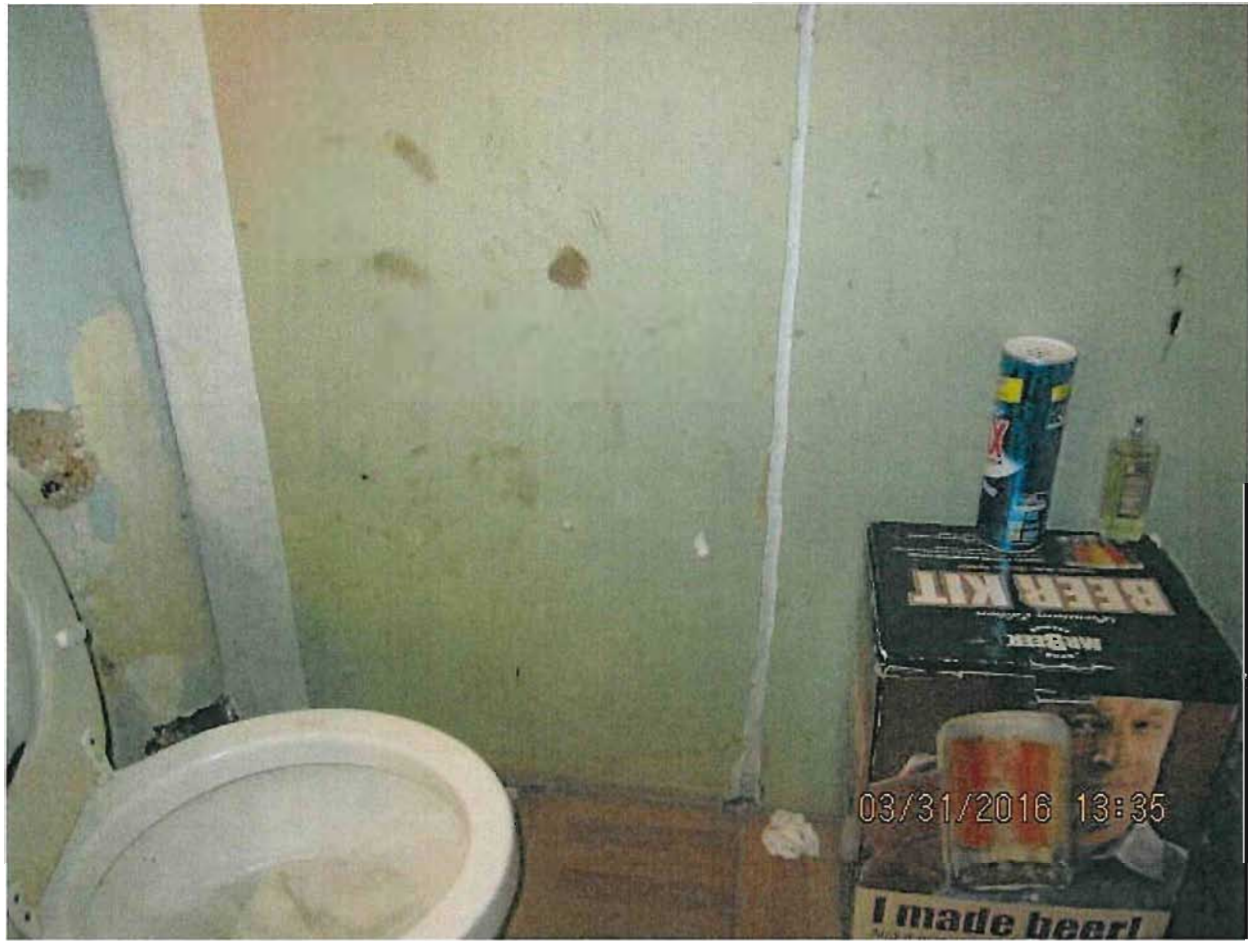


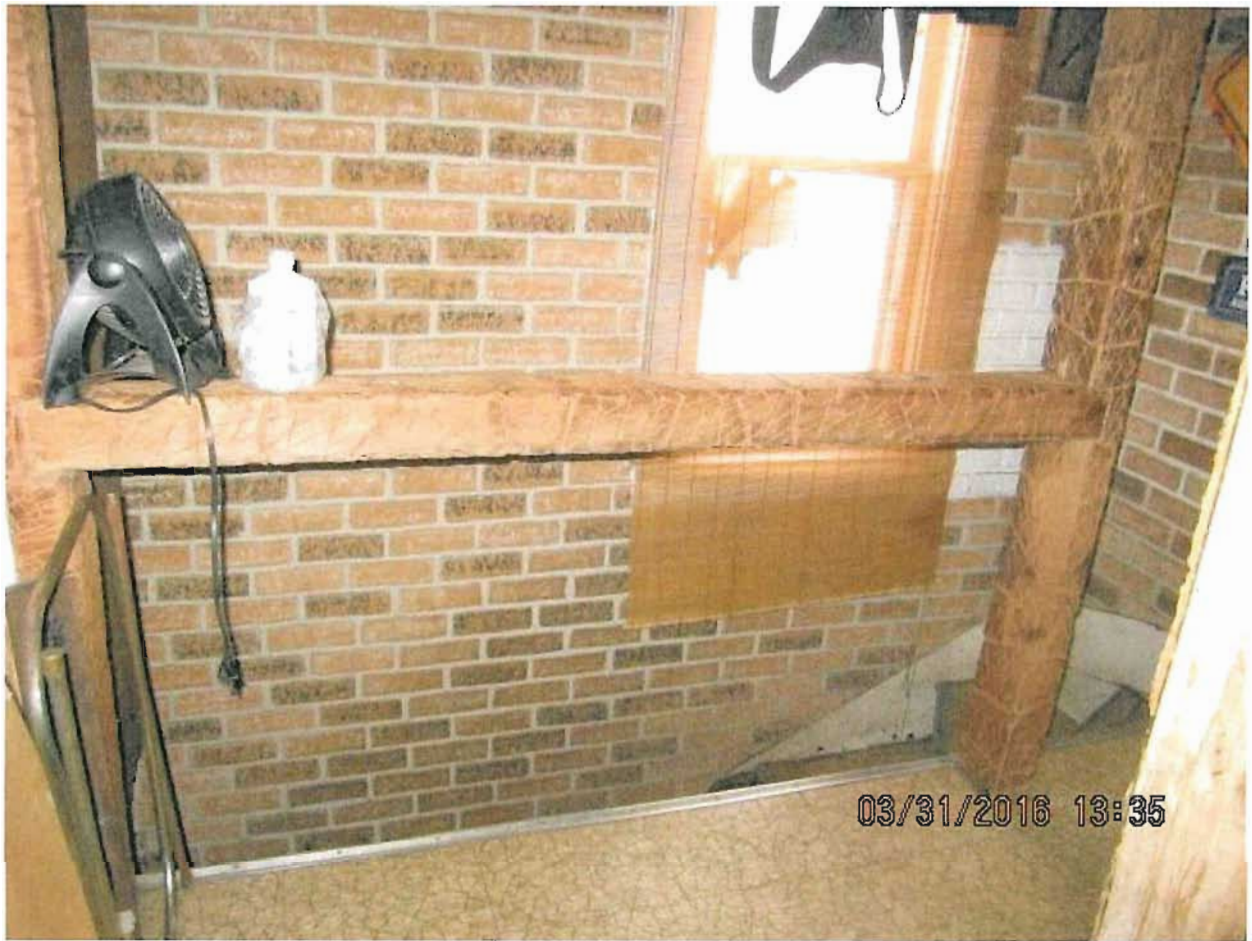




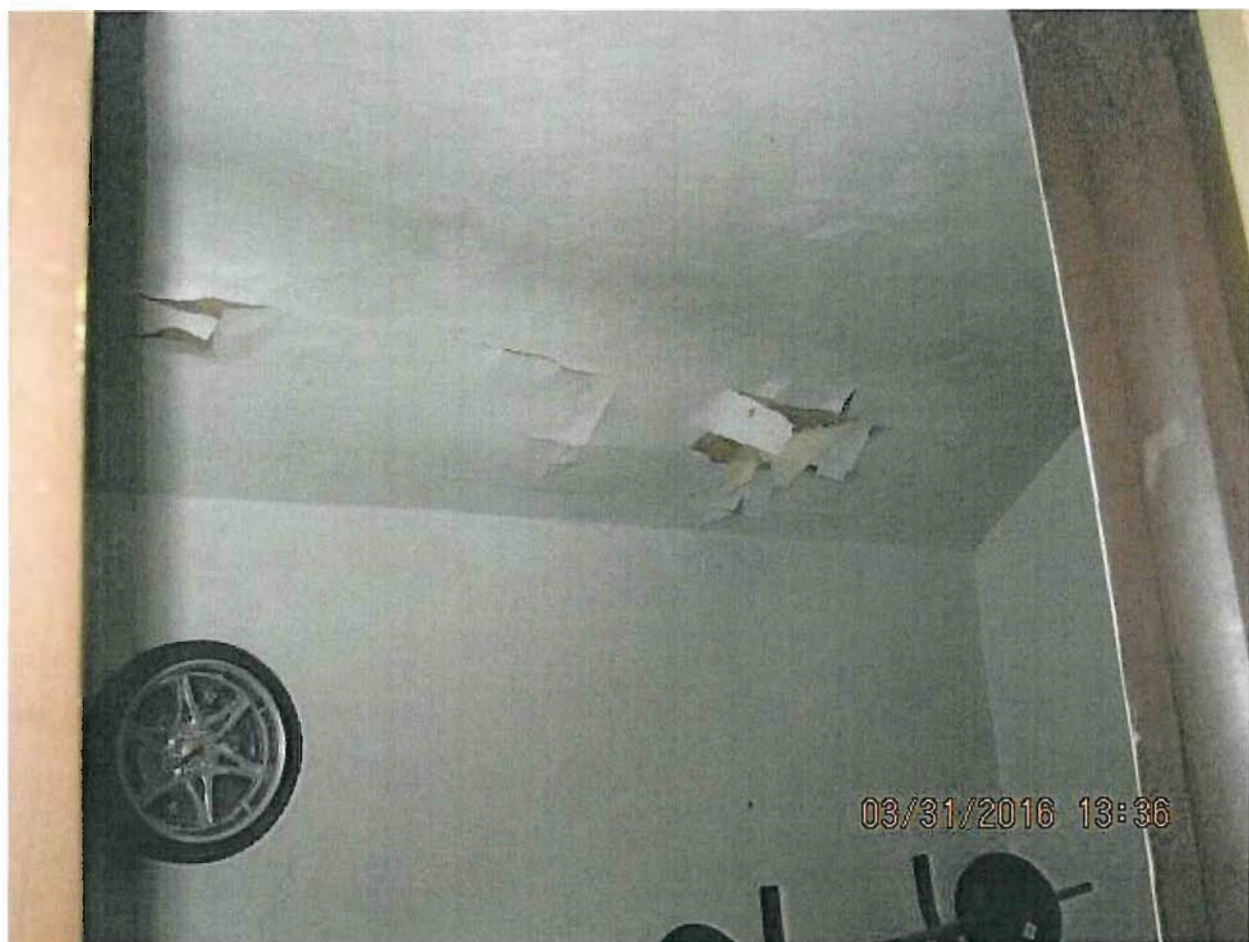


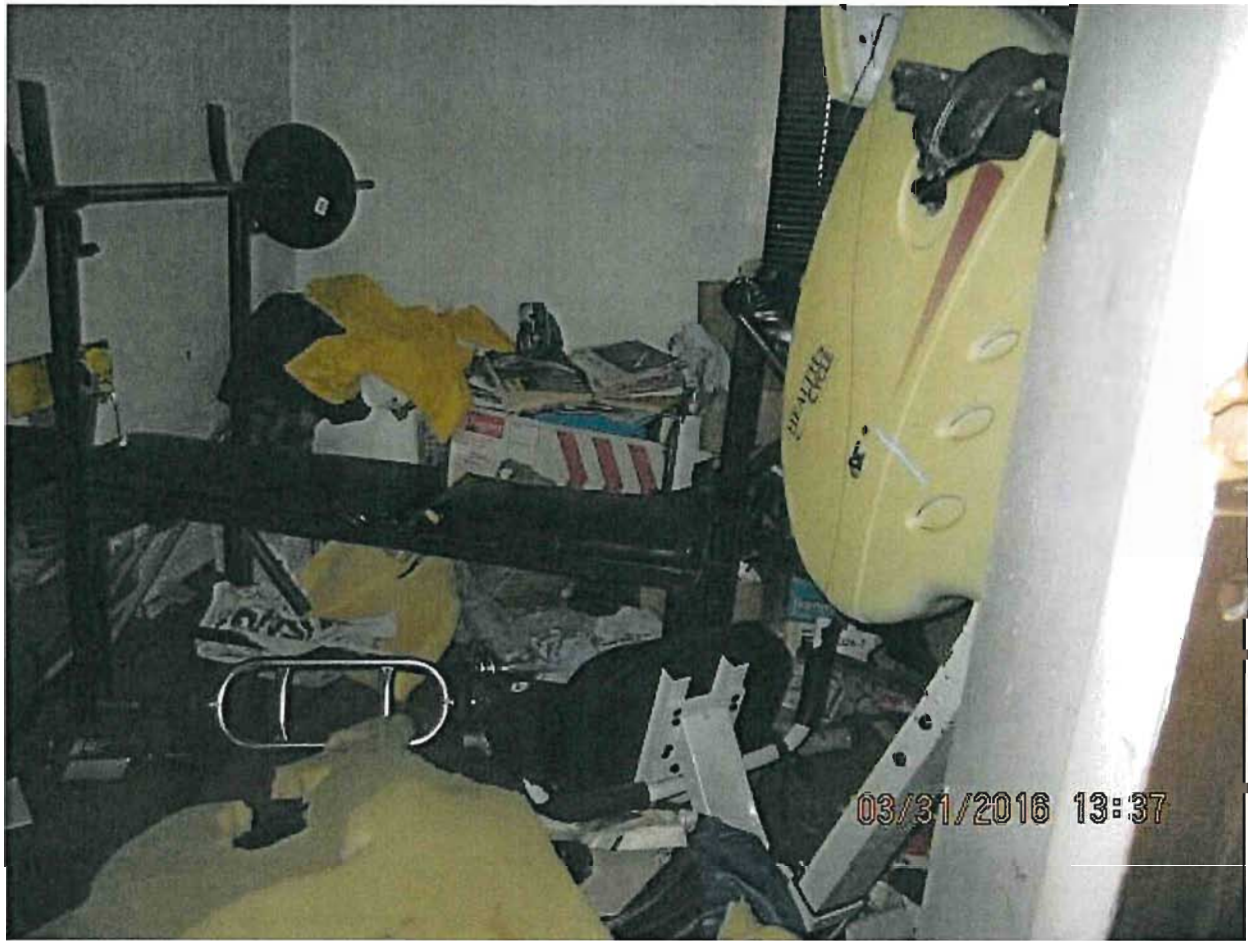


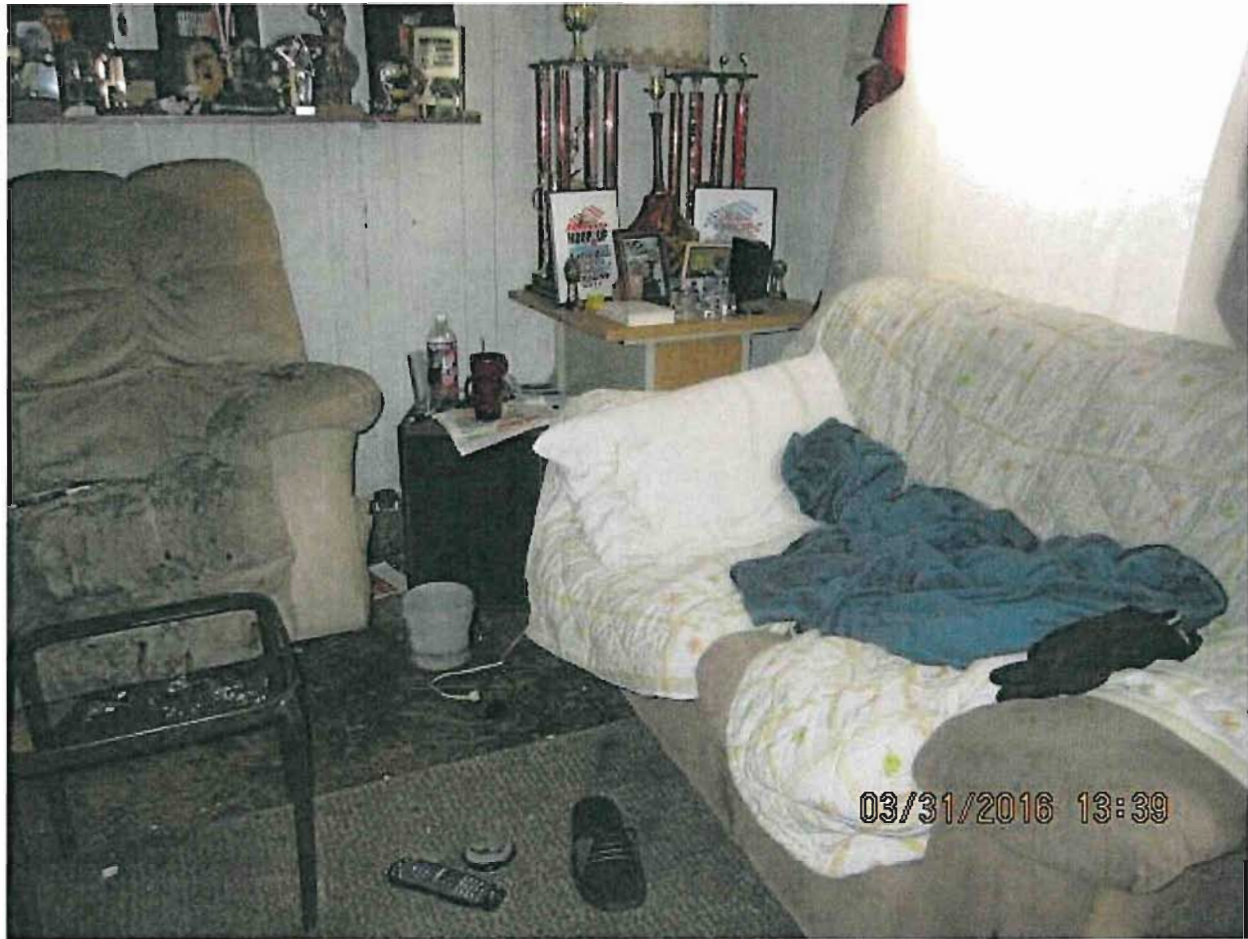






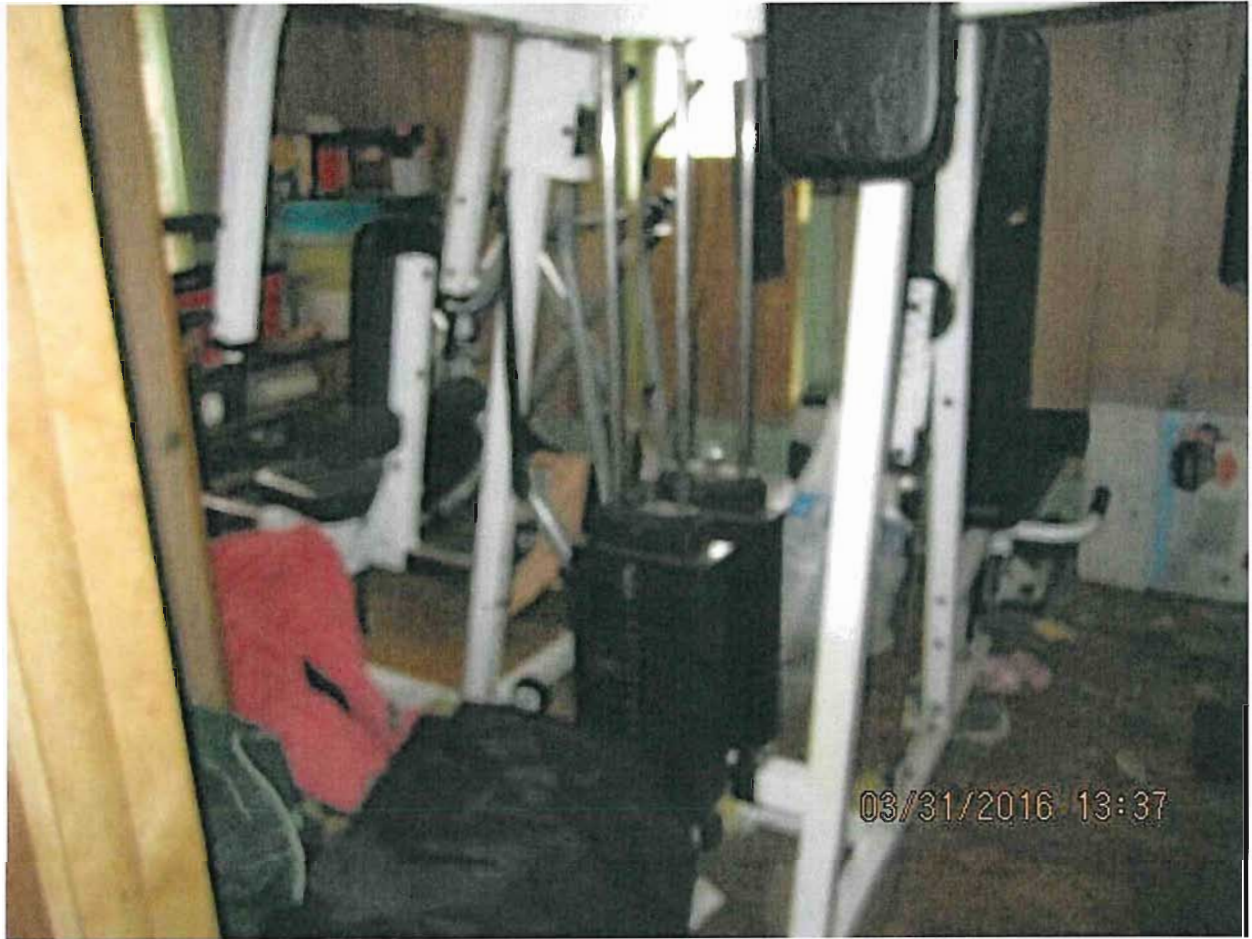


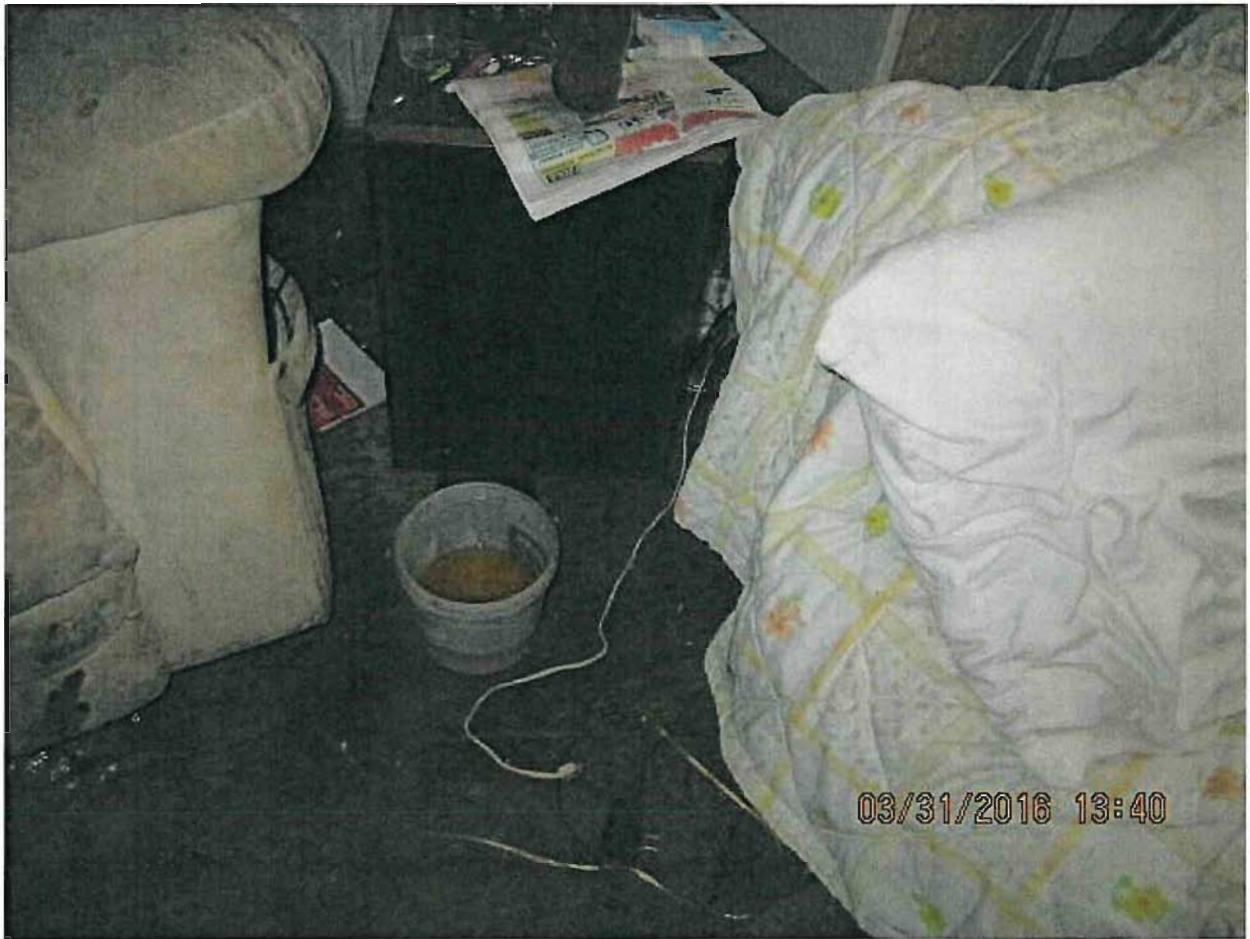




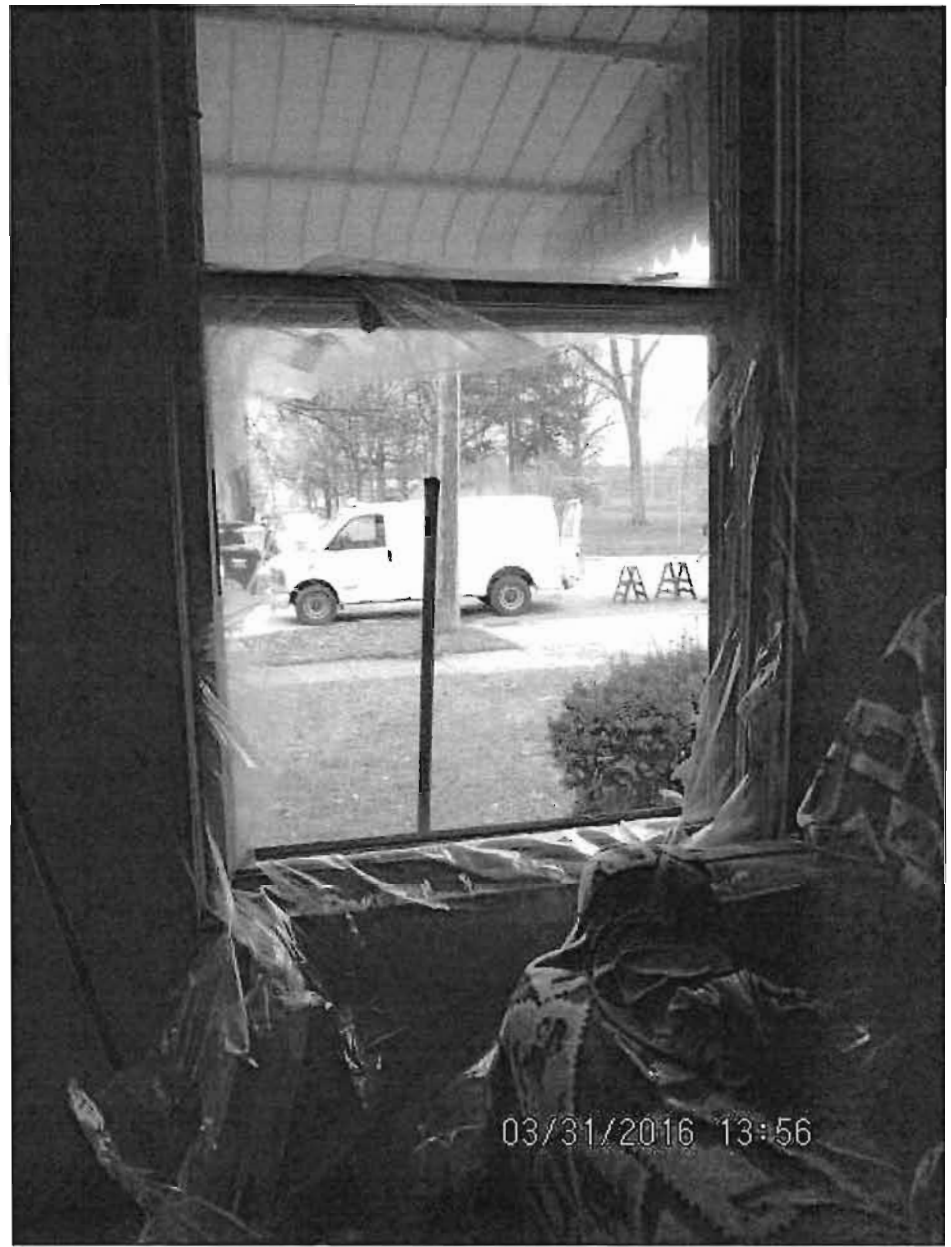








03/31/2016 13:40





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ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN, TO AMEND THE
LANSING CODIFIED ORDINANCES BY AMENDING CHAPTER 1060, SECTION 05,
SECTION 07, SECTION 08, AND SECTION 99, TO BROADEN AND CLARIFY
ENFORCEMENT OF COLLECTION BIN REQUIREMENTS.

THE CITY OF LANSING ORDAINS:

Section 1. That Chapter 1060, Section 05, of the Codified Ordinances of the City of
Lansing, Michigan, be and is hereby amended to read as follows:

(a) Between each collection period, the owner, tenant, lessee or occupant of any property shall
provide a suitable place on the premises to store solid waste and/or recyclable materials. Solid
waste and/or recycling and/or yard waste containers shall be placed and protected so that they
cannot be easily disturbed by animals and in a place which, if possible, is not visible from the
street and away from places occupied by other persons.

(b) Solid waste and/or recycling containers and/or yard waste containers, which will be picked
up **FROM THE SIDE OF THE STREET** ~~by Public Service Department employees~~ from
residential sites of generation, shall be set out in the right-of-way (adjacent to the street) on
designated collection days, which shall be specified ~~in the rules and regulations prepared~~ by
the Public Service Director and approved by Council. The schedule shall provide **FOR A**
MAXIMUM OF one collection weekly. The solid waste and/or recycling containers shall not be
placed between the sidewalk and the curb (adjacent to the street) prior to 4:00 p.m. of the day
preceding the scheduled collection day. No later than 7:00 a.m. on the day following the
collection day, the solid waste and/or recycling containers shall be promptly removed from

1 between the right-of-way (locations adjacent to the street) by the owner, resident, tenant, lessee
2 or occupant.

3 Section 2. That Chapter 1060, Section 07, of the Codified Ordinances of the City of
4 Lansing, Michigan, be and is hereby amended to read as follows:

5 (a) The owner or occupant of a residential site of generation unit shall promptly clean up and
6 remove any scattered solid waste, rejected items, recyclable material and/or yard waste resulting
7 from the breakage or opening of any ~~City~~ collection bag, can or other container or refuse bag
8 intended for collection from the residential site of generation unit within twenty-four hours after
9 the same has been scattered.

10 (b) Within twenty-four hours after written notification by the City, the owner or occupant of a
11 residential site of generation unit shall, in accordance with this chapter, properly dispose of any
12 such scattered refuse, rejected items, any ~~City~~ collection bag (and the contents thereof), intended
13 for collection which is either broken or otherwise open, any ~~City~~ collection bag which weighs in
14 excess of thirty pounds, any ~~City~~ collection bag which contains unacceptable materials for
15 collection or any ~~City~~ collection bag which was placed on the curb in front of the residence prior
16 to 4:00 p.m. of the day preceding the collection day, or later than 7:00 a.m. of the day of
17 collection.

18 (c) Notification shall be in writing and sent by first class mail to the owner or party in interest
19 of the property on which or in front of which the violation of this chapter exists. The name and
20 address of the owner or party in interest of the residential site of generation shall be determined
21 from the last local tax assessment record for the property. Notice shall also be given to the
22 occupant of the property on which or in front of which the violation exists, by either giving a

1 copy of the notice personally to a person at the residence or by sending a copy of the notice by
2 first class mail to the "occupant," as addressee, addressed to the property, if there is a residential
3 site of generation thereon, and by posting a copy of the notice in a conspicuous place at the
4 property or on a building thereon.

5 Section 3. That Chapter 1060, Section 08, of the Codified Ordinances of the City of
6 Lansing, Michigan, be and is hereby amended to read as follows:

7 (a) *Removal or Abatement.* Any solid waste, recyclable material and/or yard waste
8 accumulated in a manner which is a public nuisance; any scattered solid waste, rejected items,
9 recyclable material and/or yard waste; broken or open ~~City~~ collection containers; yard waste
10 collection or recyclable material containers in excess of thirty pounds; ~~City or private~~ collection
11 containers containing unacceptable materials; or ~~City or private~~ collection containers placed in
12 front of a residential site of generation contrary to any collection procedure referred to in Section
13 1060.05; or any bulk item accumulated beyond the time frame identified in Section 1060.12, or
14 unacceptable bulk item or bulk item placed in front of a residential site of generation contrary to
15 collection procedures referred to in Sections 1060.14 and 1060.15, is hereby declared to be a
16 public nuisance and is subject to removal or abatement. If a violation of this chapter is not
17 corrected within seven days after notice is given in the manner provided in Section 1060.07 or
18 1060.16, respectively, then the City, through its Public Service Director or **authorized**
19 **AUTHORIZED CITY OFFICIAL** ~~representative~~, agent or designee, may remove or abate the
20 nuisance.

21 (b) *Expenses.*

1 (1) The complete expense, including the administration costs to the City, incurred in the
2 removal, abatement or preparation of materials for recycling shall be the sole responsibility of
3 the owner or party in interest of the property on which or in front of which the condition existed,
4 and shall be paid by the owner or party in interest in whose name the property appears on the
5 City's latest real property tax assessment records. The expense shall be a penalty for income tax
6 purposes.

7 (2) The complete expense incurred shall be a lien against the real property and shall be
8 reported to the City Assessor, who shall assess the same against the property on which or in front
9 of which the nuisance was located.

10 (3) The owner or party in interest in whose name the property appears upon the last local tax
11 assessment records shall be notified of the amount of such cost by first class mail at the address
12 shown on the records. If he or she fails to pay the same within thirty days after mailing, by the
13 City Assessor, of a notice of the amount thereof, the City Assessor shall add the same to the next
14 tax roll of the City, and such amount shall be collected in the same manner in all respects as
15 provided by law for the collection of taxes by the City.

16 Section 4. That Chapter 1060, Section 99, of the Codified Ordinances of the City of
17 Lansing, Michigan, be and is hereby amended to read as follows:

18 (a) Any violation of this Chapter 1060 shall be deemed to be a civil infraction pursuant to Code
19 Chapter 203.

20 (b) The following schedule of civil fines payable to the Municipal Ordinance Violations Bureau
21 for admissions of responsibility to civil infraction violation notices is established under this
22 chapter:

First offense \$20.00

First repeat offense 40.00

Second (or any subsequent) repeat offense 60.00

(c) All Public Service Department **AND ECONOMIC DEVELOPMENT AND PLANNING**
personnel are hereby designated ~~as authorized City officials~~ **AUTHORIZED CITY**
OFFICIALS to issue municipal civil infraction citations or municipal civil infraction violation
notices pursuant to Code Section 203.01.

Section 5. All ordinances, resolutions or rules, parts of ordinances, resolutions or rules
inconsistent with the provisions are repealed.

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

Section 7. This ordinance shall take effect on the 30th day after enactment, unless given
immediate effect by City Council.

Approved as to form:

City Attorney

Dated: _____

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Chris Swope
Lansing City Clerk

May 18, 2018

President Wood and Council Members
124 W. Michigan Ave., 10th Floor
Lansing, MI 48933

Dear President Wood and Council Members:

Pursuant to Article 5, Section 5-105.8 of the Lansing City Charter, the attached Rules of Administrative Procedure for the Board of Police Commissioners have been approved as to form by the City Attorney and placed on file in my office.

The Charter stipulates that these rules will be effective at the conclusion of the Council meeting at which they are received unless the Council directs otherwise. The Charter further allows the Council to object to the rules in whole or in part and to return them to the board proposing their adoption with a statement of its objections and recommendations.

Sincerely,

Chris Swope, CMMC/MMC
Lansing City Clerk



Lansing Police Department Manual

Mike Yankowski, Chief of Police

200.4 — BOARD OF POLICE COMMISSIONERS — MEETINGS

Operational Procedure

Effective Date: 01/2017

Rescinds: 02/2001

PURPOSE

The purpose of this administrative procedure is to establish the manner in which Board of Police Commissioners meetings are scheduled and the order in which they are to be conducted.

SCHEDULING

- The Board will schedule their regular monthly meetings on the third Tuesday of each month at 5:30 pm.
- Public notice of any special meeting will be posted at least eighteen (18) hours before the meeting.
- All meeting notices will be prepared and posted, in compliance with the Open Meetings Act, by person designated by the Board as the Board Secretary/ Designee.
- In the case of a special meeting, which may be called by the Board Chairperson, Vice-Chairperson, or Acting Chairperson, each Board member will be notified in advance of the time and place of such meeting.
- All meetings of the Board will be governed by the Open Meetings Act of 1976, PA 267, MCLA 15.261; MSA 4.1800. Public notice of meetings will be given in accordance with this Act.

ELECTION AND TERMS OF OFFICE

- The Board will, at its regular meeting in June, elect a Chairperson and Vice-Chairperson to serve for two year terms. In the event that the June meeting is not conducted, the Board will elect a Chairperson and Vice-Chairperson at the next meeting conducted by the Board. In such a situation, the incumbent officers will retain the positions and discharge applicable responsibilities until the next election.
- Any member of the Board is eligible for election or re-election; however, no member may be elected to the position of Chairperson for more than two (2) consecutive terms.
- The Chairperson will preside at all Board meetings. In the event the Chairperson is absent, the Vice-Chairperson will preside. If both officers are absent, the members present will elect an Acting Chairperson to preside at that meeting only.
- If the Chairperson position becomes vacant prior to the end of the term, the Vice-Chairperson will become Chairperson for the remainder of the term. The Board may elect a new Vice-Chairperson to complete such a term.

CHAIRPERSON'S RESPONSIBILITIES

- The Chairperson will appoint such standing committees or ad-hoc committees, as are necessary to perform the administrative duties of the Board. Once standing committee or ad-hoc committee appointments are made by the Chairperson, those committee appointees will remain in place to coincide with the Chairperson's two (2) year term of office. When selecting committees efforts should be made by the Chairperson to ensure each Board Member has the opportunity to be exposed to various committee assignments during their time on the Board.

- In addition to presiding at all Board meetings the Chairperson will perform all the duties of Board Chairperson as may be necessary or as described in this procedure.
- Unless otherwise provided by this procedure, "Robert's Rules of Order" will govern the conduct of Board meetings.

TERMS, QUORUM, AND ATTENDANCE

- Elected officers of the Board will serve for two (2) year terms, or until they are replaced in an election.
- A quorum at all meetings will consist of five (5) members of the Board.
- Attendance. The Lansing City Charter provides that, "The rules will define the extent to which non-attendance at meetings may be grounds for removal from office" Lansing City Charter, Section 5-105.7.
 - The Board secretary will record the attendance of members at every regularly scheduled or special Board meeting, and maintain attendance records for the Board.
 - A violation of either of the following attendance requirements may constitute grounds for removal from office:
 - Absence from three consecutive regularly scheduled meeting
 - Absence from four or more regularly scheduled meetings in any calendar year.
 - In the event that a meeting is canceled in advance, by the Chairperson, or Vice-Chairperson, due to an expected lack of a quorum, those Board members who indicate their availability to the Board Secretary will not be considered absent. In order to be considered not absent under this subsection, the board member will notify, or cause to be notified, the Board's Secretary of their availability for the meeting by 2:00 p.m. on the meeting date.
- In the event that the attendance policy is violated, the Board Chairperson will cause a written notice of the violation to be submitted to the Mayor. In the event that the Chairperson is in violation, the Vice-Chairperson will cause the same notification to be submitted.
- In addition to the above notification, the Board may, within its discretion, include a recommendation to the Mayor regarding a proposed sanction or solution for the attendance violation. In the alternative, the Board may also submit a recommendation that no action be taken due to any mitigating circumstance. In either case, the content of the recommendation must be approved by a majority of the members serving. A notification of violation will be submitted regardless of whether the Board decides to include a recommendation

BOARD SECRETARY

The Board will appoint a secretary or secretaries to record the proceedings of all meetings. The Board secretary will submit a copy of this record to the City Clerk within seven (7) days of the meeting.

MEETING AGENDA

The meeting agenda for regularly scheduled board meetings, unless otherwise posted or for special meetings, will be available and posted in compliance with the Open Meetings Act.

PUBLIC COMMENT

- The Board recognizes the right and encourages "Public Comment" at meetings. In order to facilitate the orderly conduct of business, each individual's time for comment is limited to three (3) minutes, unless this time limit is extended by majority vote of the Board Members present.

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- The scope of Public Comment, at the beginning of the meeting, will be limited to those items which fall within the authority of the Board. The scope of Public Comment, at the end of the meeting, may include any topic of interest that is relevant to issues directly related to the Lansing Police Department.

APPROVED AS TO FORM
Lisa K. Hugen
for CITY ATTORNEY

RECEIVED
2018 MAY 15 AM 9:00
LANSING CITY CLERK

Economic Development & Planning - Code Enforcement Office / Public Service		Policy Number 001-2018
SUBJECT Handling of Trash Receptacles left at Curb	DATE July 9, 2018	PAGE NUMBER 1 of 2

PURPOSE:

To provide clarification for the reporting, tagging and removal of waste receptacles left at the curb. The Public Service code Section 1063.06, allows trash and recycling container to be placed at the curb and they must be promptly removed after the collection is completed.

REASON:

Section 1063.06 of the Public Service Code state in part:

1063.06 *Location of solid waste and recycling containers*

(a) *Between each collection period, the owner tenant, lessee or occupant of any property shall provide a suitable place on the premises to store solid waste and/or recyclable materials. Solid waste and recycling and/or yard waste containers shall be placed and protected so that they cannot be easily disturbed by animals an in a place which, if possible, is not visible from the street and away from places occupied by other persons.*

(b) *Solid waste and/or recycling containers and/or yard waste containers, which will be picked up by Public Service Department employee's from residential sites of generation, shall be set out in the right of way on designated collection days, which shall be specified in the rules and regulations prepared by the Public Service Director and approved by Council. The schedule shall provide one collection weekly. The solid waste and/or recycling containers shall not be placed between the sidewalk and the curb prior to 7:00 pm of the day proceeding the scheduled collection day, the recycling containers shall be promptly removed from between the right of way by the owner, resident, tenant, lessee or occupant.*

202. General definitions.

(a) *Terms Defined.*

(1) *Right-of-way means the area between the sidewalk and the curb, or within six feet from the curb if no sidewalk is in place, whichever is applicable.*

submittal @mtg

Economic Development & Planning - Code Enforcement Office / Public Service		Policy Number 001-2018
SUBJECT Handling of Trash Receptacles left at Curb	DATE July 9, 2018	PAGE NUMBER 2 of 2

POLICY:

Solid waste and/or recycle bins left in the right of way after the collection date shall be identified and tagged with an adhesive sticker to notify the owner, tenant, lessee or occupant that they are in violation of the Public Service Ordinance 1063.06. This adhesive sticker will be applied by both Code Enforcement and Public Service personnel as the violation is found. The adhesive sticker will be placed on the bin over the opening side. This Policy will apply to all solid waste and/or recycle bins regardless of the servicing company (City of Lansing, Granger etc...).

This tag constitutes legal notice as required by the MCL (1063.08 (c)). The tag shall be placed on the receptacle and a photograph taken with a digital camera with a time date stamp showing the time of the offense.

The exact procedures will be as follows:

A: Tagging a receptacle in violation:

1. Affix the notice to the receptacle found in violation.
2. Take picture documenting the violation.
3. Record the serial number on the container.
4. Send picture of offending receptacle along with the serial number of the bin to Public Service by email.
5. Public Service will record the number of violations, type and date of offence in the BS&A data base for Cart records.
6. Public Service will send a warning letter to the individual paying the bill for the receptacle with a warning that any further violations of the Ordinance will result in Public Service confiscating the offending receptacle.