



AGENDA
Committee on Public Services
Friday, March 3, 2017 @ 3:30 p.m.
City Council Conference Room, City Hall 10th Floor

Councilmember Kathie Dunbar, Chair
Councilmember Carol Wood, Vice Chair
Councilmember Tina Houghton, Member

- 1) Call to Order**
- 2) Public Comment on Agenda Items**
- 3) Minutes**
 - February 17, 2017
- 4) Discussion/Action:**
 - A.) Park Board Rules of Procedures**
 - B.) DISCUSSION – Glenburne Commons Special Assessment**
- 5) Adjourn**



MINUTES
Committee on Public Service
Friday, February 17, 2017 @ 3:30 p.m.
City Hall, Conference Room, 10th Floor

CALL TO ORDER

The meeting called to order at 3:37 p.m.

ROLL CALL

Councilmember Kathie Dunbar, Chair
Councilmember Carol Wood, Vice Chair
Councilmember Tina Houghton, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Scott Sanford, Code Compliance
Sharon Frischman, City Assessor
Andy Kilpatrick, Public Service
Ann Parry, Public Service
Heather Sumner, City Attorney arrived at 3:53 p.m.
Chris Mumby arrived at 3:55 p.m.

Council Member Dunbar passed the gavel to Council Member Wood.

Minutes

MOTION BY COUNCIL MEMBER DUNBAR TO APPROVE THE MINUTES FROM OCTOBER 24, 2016 AS PRESENTED. MOTION CARRIED 3-0.

Council Member Wood passed the gavel back to Council Member Dunbar.

Discussion/Action:

RESOLUTION – Public Improvement I & II; Jolly Road, Sidewalk Rehabilitation

Ms. Parry informed the Committee that the sidewalk repair will be in conjunction with the Jolly Road rehab project currently planned. The sidewalk repairs are under design and it appears there are 50 flags for sidewalk, and preliminary it appears 30 will have repairs. The preliminary cost is at \$22,000, this would be split 50/50 between the City and the property owners. Ms. Parry did confirm that the City will pay all the design work.

Council Member Houghton asked if the \$22,000 would be decided evenly, and Ms. Parry explained that it would be divided to the property owners depending on the number of sidewalk flags on their property would be repaired. It would be a onetime charge which they could pay upfront, have added to their taxes or make payments on. Ms. Parry added that it would also depend on the maximum assessment.

DRAFT MINUTES

Council Member Wood asked if they are considering or plan to use the sawing/milling/leveling process they used in the Averill neighborhood on these sidewalks. Mr. Kilpatrick admitted that that process was successful in Averill, and they will consider that. If flags can be cut they will, if they can't they will be replaced. Ms. Parry stated that based on the examination so far there are 79 that could be saw/milled.

Council Member Wood asked about the corner commercial lot and what was planned for that location. Ms. Parry assured her they will have ADA ramps at the corners, however the property is outside of the project area. The City has met with that property owner already and she is aware of the project and what impact it will have on them.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR PUBLIC IMPROVEMENT I/II; JOLLY ROAD, SIDEWALK REHABILITATION.

Mr. Kilpatrick was asked for an update on the pot holes status and if they have considered milling the road and placing it back down instead of resurfacing. Mr. Kilpatrick stated that would not be ideal with streets that have curb and gutters.

RESOLUTION – Greater Lansing Regional Committee on Storm Water

The Committee reviewed the document and confirmed they do not have a concern continuing. Mr. Mumby noted that the Committee reviews regulations and rules to follow when offering public education, awareness, and makes sure the City stays in compliance. He offered to send the Committee the dues the City pays to be a part of the Committee.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR THE GREATER LANSING REGIONAL COMMITTEE ON STORM WATER. MOTION CARRIED 3-0.

RESOLUTION – Set a Public Hearing; Sidewalk Snow Removal Assessment

Mr. Mumby confirmed that because of the quiet winter his department looked into doing this assessment earlier than past years.

Ms. Frischman asked why the items do not get invoiced instead of a special assessment. Council Member Wood noted it states the practice and procedures in an Ordinance. Council Member Dunbar asked Ms. Sumner to research why it could or could not be handled under an invoice instead of the ordinance, and compare it to the tall grass and weed ordinance which does get invoiced. Ms. Sumner confirmed she could research and provide an update to the Committee.

Council Member Wood asked Mr. Mumby to research and determine how many repeat offenders are.

MOTION BY COUNCIL MEMBER HOUGHTON TO APPROVE THE RESOLUTION TO SET THE PUBLIC HEARING FOR MARCH 13, 2017 FOR THE SIDEWALK SNOW REMOVAL ASSESSMENT AS PRESENTED. MOTION CARRIED 3-0.

Discussion – Glenburne Commons Special Assessment

Council Member Dunbar asked for input and updates from Mr. Mumby and Mr. Sanford, noting that over the last six (6) months when she inquired which each of their departments, she was told it was someone else's hands. Mr. Mumby confirmed that the Public Service Department will help to determine a reasonable cost and estimate to create the assessment for it. Council Member Dunbar stated that this was initially started to assess the residents with a

DRAFT MINUTES

lump sum for the large clean up and survey, then create an annual assessment consistent from year to year. Because the work was never started last year, the residents will now have a higher assessment this year. She continued by confirming that the first step will be to create a survey, which will help determined encroachments and the difference in topography.

Mr. Mumby confirmed again that Public Service will address the contracting of an estimate for the assessment, and research a survey. Mr. Sanford asked if Code Compliance was now out of the process. Council Member Dunbar asked Mr. Sanford and Mr. Mumby to work together to determine which of their contractors would be the best and reasonable in price. Mr. Sanford informed the Committee that the current contractor Code Compliance uses was the contractor that originally was mowing Glenburne years ago. Mr. Mumby stated his department will do whatever Council requires of them. Mr. Sanford asked who was going to pay for the survey, and Mr. Mumby stated it could be part of the assessment. Council Member Dunbar stated she could update the residents, however they were already made aware last fall that there would need to be a survey and they would incur the costs along with the large clean up and mowing the first time.

Council Member Dunbar asked Ms. Frischman if they could do an assessment in two tiers; one for the residents who abut the commons area and one tier for those that are in the condo association and do not abut. Ms. Frischman stated that could be done.

Council Member Dunbar recapped the steps, beginning with the cost for the initial trash and mowing, a survey cost and the two week cycle mowing cost. This would be then divided amongst the parcels, and then Council can hold the public hearing. Currently Council cannot do anything until there is a roll for the service. Mr. Mumby stated his department can work on that for mowing.

Everyone agreed they could report back on what they were charged with at the meeting on March 3rd, 2017 at 3:30 p.m.

Ms. Frischman asked if the City can charge an admin fee. Ms. Sumner stated she would research to see if that is an option, and if the City does if it would appear the City was their "association".

Council Member Wood asked if it could be approached as a pilot program for five (5) years with the condition they take it over after that.

There was a discussion on the number of parcels owned by the City, County and Lansing Housing Commission, and if they would be charged the assessment. Ms. Sumner stated she would research that procedure also, since some are exempt from taxes however not exempt from special assessments. Council Member Wood suggested that the law clinic or MSU law could work on the re-establishment for the association. Ms. Frischman asked if the State could help, and was told that the State could force them to reconstitute themselves. Ms. Sumner was asked to research that would enforce the Land Division Act. Ms. Frischman stated she would generate a list of parcels affected.

Council Member Dunbar confirmed the next meeting date would be March 3rd at 3:30 p.m., and the current departments should be present again.

ADJOURN

The meeting was adjourned at 4:44 p.m.

Submitted by, Sherrie Boak, Recording Secretary Lansing City Council

Approved: _____



Chris Swope

Lansing City Clerk

February 24, 2017

President Spitzley and Council Members
10th Floor City Hall
Lansing, MI 48933

Re: Park Board Rules of Procedure

Dear President and Members of Council:

The attached Park Board Rules of Procedure have been approved by the City Attorney and submitted to my office. The Lansing City Charter provides "The rules shall be effective at the conclusion of the Council meetings at which they are received unless the Council directs otherwise." The Charter further provides "The Council may object to the rules in whole or in part and may return them to the board proposing their adoption with a statement of its objections and recommendations.

Sincerely,

A handwritten signature in cursive script that reads "Chris Swope".

Chris Swope, CMC
Lansing City Clerk

PARK BOARD RULES OF PROCEDURE

The Park Board is composed of citizens of the City of Lansing appointed by the Mayor and confirmed by City Council. The goal of the Park Board is to improve the general welfare of Lansing citizens through the services of the Parks and Recreation Department. The Board shall perform its function in accordance with provisions of Section 5-106 of the Lansing City Charter.

1. The Park Board shall annually organize at the first meeting in July by electing one of its members as President and another member as Vice-President. The elected officers shall hold their office for a period of one year. They may be re-elected at that time. The Director of the Parks and Recreation Department or his/her designee shall act as recorder for each meeting and shall prepare draft copies of the minutes for each meeting to be approved at the next meeting.
2. The President shall conduct the monthly meetings, and may appoint sub-committees and act as a representative or spokesperson for the Board with the approval of the Board. In the absence of the President, the Vice-President will perform the duties of the President.
3. A majority of the members serving on the Park Board shall constitute a quorum for the transaction of business and the taking of official action at its meetings.
4. No official action shall be taken as to the adoption of a comprehensive master plan, any part of a comprehensive master plan, or to recommend the renaming of city property to City Council without an affirmative vote of 2/3 of the members serving on the Park Board at the time of the vote.
5. Any amendment to a motion must be made by a majority vote of those members present.
6. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to another time or may meet for the purpose of accumulating and accepting public comments on such matters as are on the agenda. However, no official action(s) may be taken at that meeting.
7. If a member is absent for more than three (3) unexcused absences annually, the member may be removed from the Board by an affirmative vote of 2/3 of the members serving on the Park Board at the time, excluding that member.
8. The Park Board shall schedule at least one regular meeting each month, usually on the second Wednesday of the month. Meetings will normally begin at 7:00 p.m. and may be held at an appropriate location decided by the Board. The date, time, and location of each meeting shall be posted in accordance with the Michigan Open Meetings Act.
9. A special meeting may be called at any time by the President with notice to all members and public notification as required.
10. Robert's Rules of Order will be used to conduct meetings.

11. All meetings of the Park Board shall be open to the public. Those in attendance shall have the opportunity to speak on any issue related to parks and recreation services not otherwise on the agenda at the end of the meeting and may speak on any agenda issue during the meeting after Park Board members have had an opportunity to discuss the issue or prior to the Board voting on the issue. The President may impose a time limit on public comments when the audience is large or the agenda is long.
12. Minutes of all Board Meetings shall be filed in the office of the City Clerk as a matter of public record.
13. As outlined in the City Charter, the Board is responsible for preparation and submission of an annual report by December 1, evaluating the Parks and Recreation Department. The Board shall also provide recommendations concerning the Department's budget, including capital improvement proposals.

Approved As To Form

 2/13/17
James D. Smiertka
Lansing City Attorney