



**MINUTES**  
**Committee on Ways and Means**  
**Friday, February 5, 2021 @ 2:00 p.m.**

<https://us02web.zoom.us/j/81382997422>; ID 813 8299 7422 Dial In: (646) 876 9923

Held virtually in an effort to protect the health and safety of the public & to mitigate the spread of COVID 19

**CALL TO ORDER**

The meeting was called to order at 2:00 p.m.

**Members Present via audio/video**

Council Member Carol Wood, Chair remotely from Lansing, Michigan

Council Member Brandon Betz, Vice Chairperson (absent)

Council Member Peter Spadafore, remotely from Lansing, Michigan

**OTHERS PRESENT**

Sherrie Boak, City Council Office Manager

Mary Bowen, OCA

Amber Paxton, Financial Empowerment

Andy Kilpatrick, Public Service

Brett Kaschinske, Parks and Recreation

Robert Widigan, Finance Director

Jake Brower, Budget Director

Eric Brewer, Council Internal Auditor

William Engelter, LPD

**Public Comment**

No public comment at this time. Council Member Wood noted two items on the agenda will be moved to February 19<sup>th</sup>. One was the sole source from HR and the retiree healthcare update.

**Minutes**

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE MINUTES FROM NOVEMBER 13, 2020 AS PRESENTED. ROLL CALL VOTE, MOTION CARRIED 2-0.

**Discussion/Action:**

RESOLUTION – Grant Acceptance; Cities for Financial Empowerment Fund, Expert City Stipend Award

Ms. Paxton briefly outlined the annual one-time grant, which is not automatically repeated, therefore the need to present to Council at this time for the Financial Empowerment to provide guidance. This year it is with Richmond County, VA, and Washtenaw County, Michigan. The \$10,000 is a stipend, and there is no proof of expenses needed, but is used for the

communications with those communities. This will go into budget and they will have until 5/31/2021 to expend. Council Member Spadafore asked with current travel restrictions, how they will advise those communities. Ms. Paxton stated it is gaged by the verified assistance provided by the City. Council Member Wood asked why, since it began 9/15/2020, why Council is just seeing it, and was told there was an initial delay with the OCA on the language with the presiding law. It was then submitted in November or December in 2020, but due to timing of this Committee schedule, this was the first meeting. Council Member Wood asked Mr. Brewer if there were any issues with the grant, and Mr. Brewer stated he had no concerns.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE GRANT FOR THE EXPERT CITY STIPEND AWARD. ROLL CALL VOTE, MOTION CARRIED 2-0.

RESOLUTION – Bike Locker Fees; Fee Change

Mr. Kilpatrick stated several years ago there was a grant for lockers, and now that they are installed, they are now proposing fees. The proposed fees are daily, weekly and monthly. The lockers are located near State complexes, and 2 locations can only be rented by State employees. The remaining 4 are public, and he offered to provide a map of the locations before the Council meeting on 2/8/2021. Mr. Kilpatrick explained the process to reserve lockers, make payments, and utilizing a phone app. He stated he would look into the cash options also, adding the City is no removing the traditional bike racks. Council Member Wood asked what the charge was on the app company, and Mr. Kilpatrick stated that the City is not paying an actual cost to run the app, but 20-30% of fee collected, and that is not incorporated into an increased rental fee. Mr. Brewer asked how many batteries the lockers go through, what the expenditures are to operate on a monthly basis. Mr. Kilpatrick stated that since they are new they do not have exact expenditure costs, but a battery costs between \$8-\$10 and then the cost of labor to change. They do not believe they should make money until 10-15 years, and the fees cannot exceed the cost to do business. Council Member Wood asked for a report in the future and asked about procedures during COVID.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION FOR THE BIKE LOCKER FEE CHANGE. ROLL CALL VOTE, MOTION CARRIED 2-0.

RESOLUTION- Grant Acceptance; Tri-County Regional Planning Commission Transportation Alternatives Program; Grant for Forest Road/Collins Road

Mr. Kilpatrick explained that the City has secured funding sources to do improvements and this grant is for the pathway along Forest road. There is also federal funding to redo Collins from Harrison to Dunkel, reconfigure the bike lanes and State funds for improvements on Forest road and a round-about at Forest and Collins. This grant specifically is for the path portion selected by Tri-County Regional Planning Commission. Council Member Wood asked about any topography that might be effected and Mr. Kilpatrick confirmed there will be trees be removed and replaced. Mr. Kilpatrick was asked to inform the residents, neighborhood associations and MSU about this, and he confirmed during they project they have met with them, but once the plans are 100% they will have final meetings with MSU and the associations. He was also encouraged to speak to Council Member Garza since it is in his Ward. Mr. Brewer had no comments.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION FOR THE GRANT FOR THE FOREST ROAD/COLLINS RAOD TRI COUNTY REGIONAL PLANING TRANSPORTATION PROGRAM. ROLL CALL VOTE, MOTION CARRIED 2-0.

Mr. Kilpatrick explained the process, noting the funds will be run through Ingham County and the City will not be the fiduciary. The County could ask for direct expenses but there is no match on the State funding. Council Member Wood asked if the City was getting the funds for the roads, and Mr. Kilpatrick confirmed they are City roads so they will, and the only reason the County is involved is because of how it is written. The City will run the bid for the project and the County will be involved so they concur with the final determination. Council Member Wood asked Council Member Spadafore to ask about the project at his next Tri Council Regional Planning meeting.

RESOLUTION- Proposed Fees; Reduced Parks & Recreation Department Softball Fees for Early Registration

Mr. Kaschinske informed the Committee that they are proposing this now, instead of with the new budget so that they can begin early registration March 1<sup>st</sup> with the new fees. This was initiated because Delta Township is also doing it. Mr. Kaschinske then explained the breakdown the discount rate would be reduced by \$100 for each of the rates, and will be in effect for a set 10 day period. Council Member Wood asked if they expected less teams because of COVID, and Mr. Kaschinske acknowledged no, but they would be spacing the games out more to accommodate the COVID requirements by the Health Department. Council Member Wood then referred to the budget and the assumption that was expected for revenue, and asked how that would impact. Mr. Kaschinske informed the Committee that if they get all the teams back from 2019, it would be \$325/team for 16 teams, the \$260/team rate had 21 teams, and the \$240/team rate there were 38 teams. If they all sign up early that would be a loss of \$6,500. Mr. Brewer had no comments.

**MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION FOR THE SOFTBALL EARLY REGISTRATION FEE CHANGES.**

Council Member Wood asked about the impact of the \$6,500, how it would affect the budget and if it can be absorbed. Mr. Brower stated it would depend on the expenditures, and per the quarterly report, Parks and Recreation was at 36.4% of their budget and expected to be 46%. It will have to be considered with other revenues.

**ROLL CALL VOTE, MOTION CARRIED 2-0.**

RESOLUTION – Budget Carryforwards FY 2020

Mr. Brower outlined the carry forwards in the resolution, such as the LFD Upgrades, LPD Security and the carry forwards of the Human Service Department unspent funds, and he clarified that this actually address two (2) years of carry forwards. Mr. Engelter detailed the upgrades with LFD technology including upgrades to the outside warning signals in the City. They have currently put in a CIP, and planned to replace them last year but were not able to so want to carry forward so the funds are not lost. Council Member Spadafore spoke in support of the LFD CIP, and asked Mr. Brower about the use of the fund balance, and if those funds in the previous FY were unspent and went into the Fund Balance from FY2019, can they be pulled from the fund balance and put back into this specific account. Council Member Spadafore asked why the funds from HRCS were carry forwards, and not making those agencies reapply. Mr. Brower explained to the Committee that this is required by City Ordinance. HRCS has to go through the agencies that did not use their funds and determined if they are still needed. Council Member Wood added to the explanation that in the past, at the end of the fiscal year, these roll over back into the same HRCS accounts until HRCS comes to Council to move them if the agencies say they still need those funds. Council Member Wood noted if the Committee wanted to wait, HRCS could be asked to the next meeting to explain. Council Member

Spadafore asked if each department needs to be separated out. OCA indicated that during Council action, Council can asked to be recused.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION FOR THE BUDGET CARRYFORWARDS FOR FY 2020.

Council Member Wood asked for the status of the security doors at the operational center, and Mr. Brower stated the interior doors are being upgraded where the connection is between the school and the LPD.

Mr. Brewer had not comments on this item.

ROLL CALL VOTE, MOTION CARRIED 2-0.

SOLE SOURCE- Human Resources; Segal Waters Consulting; Vendor for Classification Services

Council Member Wood noted that Ms. Sanchez –Gazelle was not able to attend, so this item is moved to the next Committee meeting, February 19, 2021.

**Other**

PLACE ON FILE – GRANT APPLICATION NOTIFICATION; Capitol Area Response Effort (CARE) and Victims of Crime Act (VOCA) Grant; Lansing Police Department

MOTION BY COUNCIL MEMBER SPADAFORE TO PLACE ON FILE. ROLL VOTE, MOTION CARRIED 2-0.

UPDATE – Retirees Healthcare Savings– Chief Strategy Officer

Council Member Wood informed the Committee and public that Ms. Kehler was not able to attend this meeting, and so this discussion and update would take place at the next meeting, February 19, 2021.

Council Member Wood noted that the Peace Initiative was referred to the Committee, but she was also aware that the County would not be doing anything until their next budget cycle, so the Committee could speak to the Administration about putting funds in the FY 2021/2022 budget. Council Member Spadafore asked Mr. Brewer to review the TMO items and see if there are any outstanding debts to the City not reflected in the deal.

Council Member Wood asked for the Administration in the future to make sure applicants do not have any outstanding unpaid permits, fees and fines.

Council Member Spadafore noted to the Committee that he will be meeting with Mr. Brewer regarding the creation of an Auditing Committee.

**ADJOURN**

Adjourned at 3:04 p.m.

Submitted by,

Sherrie Boak, Council Office Manager

Lansing City Council

Approved by the Committee on February 19, 2021