

AGENDA

Committee on Ways and Means AGENDA FOR JULY 11, 2022 AT 4:30 PM



Lansing City Hall, City Council Conference Room
124 W. Michigan Avenue, 10th Floor

To provide input or ask questions on any item that is listed on the agenda,
members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting.

Council Member Spadafore, Chairperson
Council Member Garza, Vice Chairperson
Council Member Wood, Member

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
 - A. June 27, 2022
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Discussion/Action:**
 - B. RESOLUTION - Appointment; Peter Jones; At-Large member -Income Tax Board of Review; Term to expire June 30, 2026
 - C. RESOLUTION - Grant Acceptance; AARP Community Challenge Grant
 - D. RESOLUTION -Request for Approval; Tri-County Office on Aging Fiscal Years 2023-2025 Multi Year Plan
 - E. RESOLUTION - Set a Public Hearings; Grant- Michigan Economic Development Center (MEDC) Support Grant
6. **Other**
7. **Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.



MINUTES
Committee on Ways and Means
Monday, June 27, 2022 @ 4:30 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Spadafore called the meeting was called to order at 4:30 p.m.

PRESENT

Council Member Peter Spadafore, Chair
Council Member Jeremy Garza, Vice Chair
Council Member Carol Wood, Member

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Jim Smiertka, OCA
Robert Emerson
Amber Paxton
Nick Hefty, Ingham County
Barb Kimmel, EDP
Desiree Kirkland, Finance Director
Jane Bais DeSessa
Doris Witherspoon

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM JUNE 13, 2022 AS PRESENTED. MOTION CARRIED 3-0.

Public Comment

No public comment at this time.

Discussion/Action:

RESOLUTION – Appointment; Robert Emerson; At Large Member; Income Tax Board of Review; Term to Expire June 30, 2026

Mr. Emerson updated the Committee on his 26 years in State Legislature and 4 years as Budget Director, and his when he was approached by the Mayor to serve on this board.

Council Member Wood asked Ms. Kirkland on the commitment of time. Ms. Kirkland stated if the City cannot resolve someone's issue and come to resolution, it would come to the Income Tax Board of Review. She noted they have not met in years.

DRAFT

Council Member Spadafore noted it was an At Large position but asked for confirmation he was a resident of the Ward 1, and Mr. Emerson confirmed.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR THE APPOINTMENT OF ROBERT EMERSON TO THE INCOME TAX BOARD OF REVIEW WITH A TERM TO EXPIRE JUNE 30, 2026. MOTION CARRIED 3-0.

RESOLUTION – Appointment; Peter Jones; At Large Member, Income Tax Board of Review; Term to Expire June 30, 2026

Mr. Jones contacted the office earlier and was not able to attend. Therefore, this item was moved to the July 11, 2022.

RESOLUTION – Offender Success Contract Bonus

Ms. Paxton informed the Committee the City has a contract with the State since 2017 where they do wrap around services for people returning to the City of Lansing. The City is eligible to receive bonuses, but this is the first time they have received bonuses. Ms. Paxton explained she reached out in October when they received word of the bonus, but never heard back from Finance until last week, and appreciated this immediate action from Council. The intention is to provide this bonus to Peckham for tracking employment contract in-kind, and the bonus came at their performance. In addition an amount of the bonus will go to the contracted employee.

Council Member Garza asked who the contracted employee is, and Ms. Amber stated he is a contracted employee through their office.

Council Member Wood noted her concern with just getting it, and Ms. Paxton stated she sent the question on if Council needed approval to Finance and HR and there was not response, so she recently reached out to OCA who informed her it needed to come to Council and she is concerned the bonus funds will go away if not spent by June 30. Council Member Wood understand the reasoning and did voice a concern that departments did not respond to her in a timely manner.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR THE OFFENDER SUCCESS CONTRACT BONUS. MOTION CARRIED 3-0.

RESOLUTION – Grant Application; Ingham County/City of Lansing Community Corrections Program Subcontracts for Fiscal Year 2022-2023

Mr. Hefty stated each year there is an annual application, and since this is a joint venture it requires both the City and Board of Commissioners to agree to enter into this. This year they are requesting \$40,000 from the State to cover administrative costs. This was approved by the Council Board of Commissioners and asked if the Committee for questions.

Council Member Wood asked if anyone replaced Jim Webster, and Mr. Hefty stated he has not been replaced, and he will be replaced with an Ingham County Employee.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR THE GRANT APPLICATION FOR THE INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS PROGRAM SUBCONTRACTS FOR FY 2022-2023. MOTION CARRIED 3-0.

RESOLUTION – Grant; Michigan Economic Development Center (MDEC) Support Grant

Mr. Smiertka stated they were not informed until this morning it was not getting acted on tonight. Ms. Kimmel stated EDP has never received a grant before from MEDC, so when they found out they were a resolution was drafted. After a resolution was written the MEDC asked for additional information on the resolution and have requested a public hearing. Ms. Kimmel asked to schedule a public hearing.

Council Member Spadafore stated at the next meeting a resolution should be written for setting a public hearing. Ms. Kimmel stated she would work on that, and Mr. Smiertka stated she should get document directly to him.

Ms. Kimmel briefly outlined the grant itself of \$1,000,000 for individual grants for \$10,000-\$50,000 for businesses in the DLI.

Council Member Garza asked for the boundaries of the Principal Shopping District.

RESOLUTION – Amended Community Development Block Grant for the 5-Year Consolidated Plan 2022-2026 and Annual Action Plan for Fiscal year 2022-2023

Ms. Kimmel and Ms. Witherspoon stated they did get the final allocations from HUD and this amendment shows the revisions.

Council Member Spadafore asked what the difference was, and it was not more in HUD, less in CDBG and slightly less in ESG.

Council Member Wood stated there is a Late Item tonight of a letter of an audit that will be referred to Committee of the Whole.

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE RESOLUTION FOR THE AMENDED COMMUNITY DEVELOPMENT BLOCK GRANT FOR THE 5- YEAR CONDOLIDATED PLAN 2022-2026 AND ANNUAL ACTION PLAN FOR FISCAL YEAR 2022-2023. MOTION CARRIED 3-0.

Other

No further discussion items.

ADJOURN

Adjourned at 4:53 p.m.

Submitted by,

Sherrie Boak, Council Office Manager

Lansing City Council

Approved by the Committee _____

Application for Appointment to Board or Commission

Thank you for your interest in serving on a Lansing Board, Commission, or Committee.

Certain boards, commissions, or committees require appointees to be a registered elector in the City of Lansing (Charter Section 2-102) and be a resident of Lansing for one year prior to taking office (Charter Section 2-102).

Appointees to every board, commission, or committee must not be in default to the City at the time of taking office (Charter Section 2-103.2) and not have been convicted, within 20 years of taking office, of a violation of the election laws of the City of Lansing, State of Michigan, or the United States; a violation of public trust; or any felony (Charter Section 2-103.1).

Lansing City Charter, Section 5-104, Ineligibility For Boards, restricts certain City employee activities on some boards: "No person holding another City office or activity employed by the City shall be eligible to be a voting member on any board."

Date	12/17/2021
First Name	Peter
Last Name	Jones
Date of Birth	
Address	322 N Fairview Ave
City	Lansing
State	MI
Zip Code	48912
Email	jonespeterj1972@gmail.com
Gender	M

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 1
Precinct	005

Best Phone Number to Contact You	517-410-3904
In what year did you move to Lansing?	1998
Additional Information Regarding Experience and Credentials	Current business owner and property manager in the City of Lansing. 30 Years of private sector management experience
Occupational Background	Retail Manager Property Manager Business Owner
Educational Background	High School Grad Some college
Previous Appointments	N/A
Current Appointments	N/A
First Choice for Board to Serve on	Income Tax Board of Review
Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission.	I have completed the City of Lansing Citizens Academy and have an interest in serving my community. My volunteer service for the past several years has been in the Lansing School District Athletic programs and serving as the Lansing Eastern PTA Vice President. Now that my son has graduated, I am shifting my focus to serving on city boards and commissions. I am aware of the time commitment of this board and am available for those required times.
Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office.	I meet all of the requirements.
This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.	
Agreement to Background Check Authorization	• I agree
Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge.	Peter Jones

Date & Time	12/17/2021 12:00 PM (EST)
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Receive an email copy of this form.	Yes
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BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Mayor has made the appointment of Peter Jones as an At-Large member of the Income Tax Board of Review for a term to expire June 30, 2026; and

WHEREAS, the nominee has been vetted by the Mayor's Office and meets the qualifications as required by the City Charter; and

WHEREAS, the Committee on Ways and Means met on July 11, 2022 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the appointment of Peter Jones as an At-Large member of the Income Tax Board of Review for a term to expire June 30, 2026.



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: Monday, July 11, 2022

GRANT NAME: AARP Community Challenge Grant

DEPARTMENT: Public Service Department

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Erin Buitendorp, erin.buitendorp@lansingmi.gov, 517-483-5104

APPLICATION DATE: 3/22/2022 AWARD DATE: 5/18/2022

GRANT CYCLE: FY23 Check One: ☐ Annual ☒ One-Time

FUND AMOUNT: \$6,516.00 (Breakdown below should total this amount)

GOODS & SERVICES \$6156

PERSONNEL \$360

CONSTRUCTION \$0.00

LAND \$0.00

OTHER (Training)

CITY MATCH (IF APPLICABLE): \$ 0

GRANT PAYS FOR: The grant funds the installation of bike racks, traffic delineators, and temporary street art.

FUND ALLOCATIONS (Please describe the purpose of the grant and allowable uses):

The funds will be used to encourage community building, place a spotlight on traffic safety and increase volunteer collaboration between older adults and school-age children. Specifically, the funding covers the installation of bike racks, traffic delineators, and temporary street art. The Public Service Department will partner with the Lansing School District and Department of Neighborhoods, Arts, and Citizen Engagement for volunteer engagement. The AARP Community Challenge grant states funds must be used toward creating vibrant public places that improve open spaces, parks, and access to other amenities.

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, in March of 2022, the City of Lansing applied for an AARP Community Challenge Grant to fund the installation of bike racks, traffic delineators, and temporary street art; and

WHEREAS, on May 18, 2022, the City of Lansing received notification that it was awarded the grant in the amount of \$6,516; and

WHEREAS, the funded work must be completed by November 30, 2022; and

WHEREAS, the funds will be used to encourage community building, place a spotlight on traffic safety and increase volunteer collaboration between older adults and school-age children; and

WHEREAS, the City of Lansing will partner with the Lansing School District and Department of Neighborhoods, Arts, and Citizen Engagement for volunteer engagement; and

WHEREAS, the Administration and City Council recognize the importance of creating engagement between neighborhoods and the school community; and

WHEREAS, the Public Service Department is requesting acceptance of the AARP Community Challenge grant.

NOW, THEREFORE, BE IT RESOLVED, that the Lansing City Council approves acceptance of the AARP Community Challenge grant for the purposes of funding installation of bike racks, traffic delineators, and temporary street art.

BE IT FINALLY RESOLVED, the Administration is authorized to receive the funds, create the necessary accounts, and make necessary transfers for administration of the grant in accordance with the requirements of the grantor.



June 24, 2022

Lansing City Council
Lansing City Hall
124 W Michigan Ave #10
Lansing, MI 48933

Dear Lansing City Council:

The Tri-County Office on Aging's (TCOA) Fiscal Year 2023-2025 Multi-Year Plan is available for review. This planning document is required under the Older Americans Act and Older Michiganians Act. The Michigan Bureau of Aging, Community Living, and Supports (ACLS Bureau, formerly AASA) requires TCOA to ask major cities and county commissions to approve the plan. We are requesting that this plan be approved by July 12, 2022. A resolution endorsing the plan would be appreciated. If the Board/Council does not respond by July 14, 2022, TCOA will consider this passive approval of the plan.

We have sent an electronic copy via email to Lansing City Council, with a copy to TCOA Administrative Board Members Brian Daniels, Patricia Spitzley, Lucianna Solis, and Chris Swope. You may also view the plan and its attachments on the TCOA website at www.tcoa.org/documents. Simply click the link referring to the Multi-Year Plan document.

The City of Lansing, along with Clinton, Eaton and Ingham counties and the City East of Lansing, is a member of the Tri-County Aging Consortium. The Consortium members appoint representatives to serve on TCOA's Administrative Board, which has the responsibilities of agency operations, and must endorse and recommend approval of the Plan to the ACLS Bureau. The Board endorsed the plan on May 16, 2022. Older adults are appointed by the City of Lansing serve on the Advisory Council that reviewed and recommended approval to the Consortium Administrative Board.

Please email the resolution to LongK@tcoa.org at your earliest convenience. If you have further questions, please feel free to contact me. I can be reached at 517-887-1348.

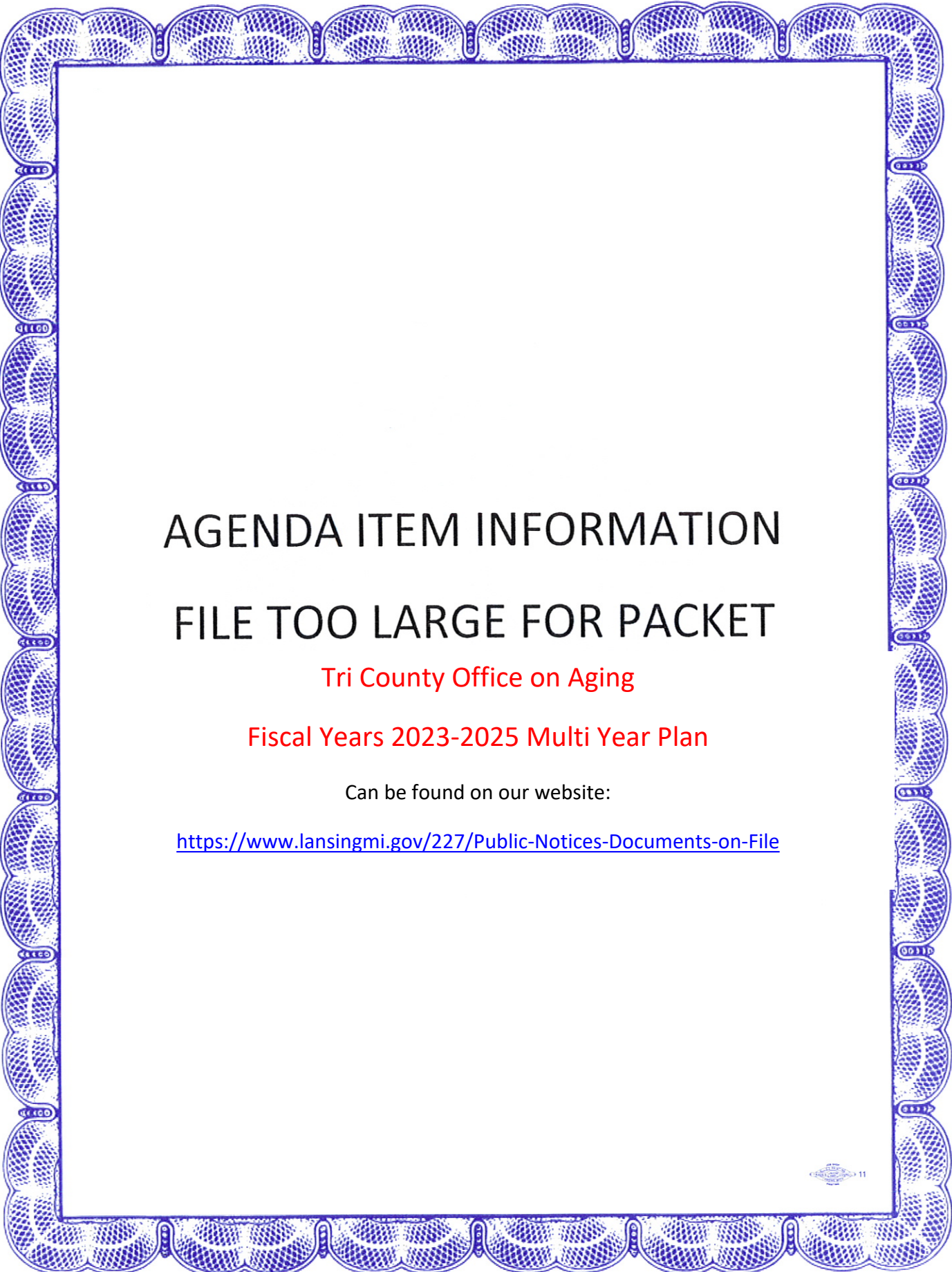
Thank you for your attention to this issue.

Sincerely,

Kate Long
Planner

5303 S. Cedar Street, Suite 1, Lansing, MI 48911-3800
Telephone 517.887.1440 • Toll Free 1.800.405.9141
Fax 517.887.8071 • www.tcoa.org





AGENDA ITEM INFORMATION

FILE TOO LARGE FOR PACKET

Tri County Office on Aging

Fiscal Years 2023-2025 Multi Year Plan

Can be found on our website:

<https://www.lansingmi.gov/227/Public-Notices-Documents-on-File>

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Tri-County Aging Consortium, known as Tri-County Office on Aging, produced the Fiscal Year 2023-2025 Multi Year Implementation Plan as required by the Older Americans Act and the Older Michiganians Act; and

WHEREAS, the Committee on Ways and Means met and reviewed the document at its meeting on July 11, 2022; and

WHEREAS, Lansing City Council has reviewed the Tri-County Office on Aging's Fiscal Year 2023-2025 Multi Year Implementation Plan.

BE IT RESOLVED, that the Lansing City Council hereby approves said document.

**Department of Economic
Development and Planning**
Brian McGrain, Director



Andy Schor, Mayor

Development Office
316 N. Capitol Avenue, Suite D-1
Lansing, Michigan 48933
PH: 517.483.4040 – FAX: 517.483.6036
www.lansingmi.gov/development

MEMORANDUM

TO: Mayor Schor

FROM: Barbara Kimmel, Development Manager

DATE: June 9, 2022

SUBJECT: Resolution for MEDC Small Business Support Grant

Attached please find the Resolution to accept the MEDC Small Business Support Grant of \$1,000,000 along with the Grant Information Form required by Council.

ED&P STAFF RECOMMEND FORWARDING THE RESOLUTION AND GRANT INFORMATION FORM TO THE CLERK FOR INCLUSION IN THE AGENDA FOR THE CITY COUNCIL MEETING SCHEDULED FOR MONDAY, JUNE 13, 2022.



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: 6.9.22

GRANT NAME: Michigan Economic Development Corporation Small Business Support Grant (CDBG-CV Funds)

DEPARTMENT: Development Office

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Barbara Kimmel barb.kimmel@lansingmi.gov 517-483-4053

APPLICATION DATE: 6.9.22

AWARD DATE: Pending Council approval

GRANT CYCLE: Award Date through May 31, 2023

Check One: ☐ Annual ☒ One-Time

FUND AMOUNT: \$1,000,000 (Breakdown below should total this amount)

GOODS & SERVICES	\$0
PERSONNEL	\$150,000
CONSTRUCTION	<u>\$0.00</u>
LAND	\$0
OTHER (Small Business Support)	<u>\$ 850,000</u>

CITY MATCH (IF APPLICABLE): None required.

GRANT PAYS FOR: Administrative costs for City of Lansing Development Office, Administrative and personnel costs for Downtown Lansing Inc for Program Delivery, and grants to small businesses.

FUND ALLOCATIONS (Please describe the purpose of the grant and allowable uses):

The purpose of the Small Business Assistance CARES program is to provide vital funding assistance, in the form of grants, in amounts ranging from \$10,000 to \$50,000 to support small businesses located within the Principal Shopping District A central business district that were greatly impacted by the COVID-19 pandemic. If awarded, selected businesses will receive reimbursement-based grant funds within 30 days of receiving copies of all receipts and a line-item budget breakdown of what eligible expenses were incurred.

Boundaries are:

North: Shiawasse Street

South: Lenawee Street

East: Pere Marquette (Including old Clara's site and the Courtyard Marriott)

West: East side of Capitol Avenue.

Eligible uses for grant funds will include

- payroll and other operating costs
- equipment and inventory costs
- expenses for technical assistance items for design and layout of interior and exterior space such as conceptual renderings of floor plans, merchandise layout, other interior and exterior design concepts
- training for business planning, accounting practices and systems, online sales, succession planning
- Expenses for outdoor and patio or retail pop-up sales space including seating, palates, hostess stands, outdoor signage, display racks, mobile point-of-sale systems, beer garden or other place-based outdoor activation that meet all requirements of the City of Lansing and are deemed acceptable by the MEDC
- Expenses for marketing, technology, operational changes such as shifting from dine-in to carry out, and point-of sale system, or inventory expenses for retail goods.

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

RESOLUTION TO SET PUBLIC HEARING FOR THE MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION (MEDC) SMALL BUSINESS SUPPORT GRANT

Resolved by the City Council of the City of Lansing that a public hearing be set for Monday, July 25, 2022 at 7 p.m. in the Tony Benavides Lansing City Council Chambers, Tenth Floor, Lansing City Hall, 124 West Michigan Avenue, Lansing, Michigan, for the purpose of receiving comments on the proposed Michigan Economic Development Corporation (MEDC) Small Business Support Grant for FY23.