

AGENDA

Committee of the Whole AGENDA FOR AUGUST 8, 2022 AT 5:30 PM



Lansing City Hall, Tony Benavides Lansing City Council Chambers
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 Hussain, Chairperson
Council Member Wood, Vice Chairperson

1. Call to Order

2. Roll Call

3. Minutes

A. July 25, 2022

4. Public Comment on Agenda Items (Up to 3 Minutes)

5. Presentations:

B. US Department of Housing and Urban Development Letter of Findings for Non-Compliance with CDBG Housing Rehabilitation Requirements CDBG Program- Economic Development & Planning Director Brian McGrain

6. Discussion/Action:

C. RESOLUTION - Reappointment; Kenric Hall; CVB Designee member; Lansing Entertainment and Public Facilities Authority Board of Commissioners (LEPFA); Term to expire June 30, 2025

D. RESOLUTION - Appointment; Eric Schertzing; At-Large member of the Board of Review; Term to expire June 30, 2025

E. RESOLUTION - Ballot Proposal; Lansing Township Residents Request Annexation to the City of Lansing, Area A

F. RESOLUTION - Ballot Proposal; Lansing Township Residents Request; Annexation to the City of Lansing, Area B

Closed Session

G. Pursuant to MCL 15.268(e), Council will recess into closed session to consult with the City Attorney in connection with the following specific pending litigation. An open meeting will have a detrimental financial effect on the litigating or settlement position of the City of Lansing concerning this case.

Burwell v City of Lansing, et al.

Reconvene

7. Other

H. DISCUSSION - Fiscal Year 2023/2024 Budget Priorities

8. 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.

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MINUTES

Committee of the Whole

Monday, July 25, 2022 @ 5:30 p.m.

Tony Benavides Lansing City Council Chambers

CALL TO ORDER

Council President Hussain called the meeting to order at 5:31 p.m.

PRESENT

Councilmember Adam Hussain
Councilmember Carol Wood
Councilmember Peter Spadafore
Councilmember Patricia Spitzley
Councilmember Jeremy Garza
Councilmember Brian T. Jackson
Councilmember Jeffrey Brown
Councilmember Brian Daniels

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Jane DiSessa, Deputy Mayor
Jim Smiertka, OCA
Mark Lawrence, Mayor's Office
Lisa Hagen, OCA
Heather Shawa, BWL Chief Financial Officer
Mark Mattus, BWL General Counsel
David Price, BWL Board of Commissioners
Calvin Jones, BWL
Scott Taylor, BWL Finance Director
Kevin McGraw, River Caddis
John McGraw, River Caddis
Loretta Stanaway
Elaine Fischhoff
Michael Lynn
Mayor Schor – arrived at 5:43 p.m.
Chief Sosebee, LPD
Chief Sturdivant
Chief Judge Buchanan, 54-A District Court
Anethia Brewer, 54-A District Court

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Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM JULY 11, 2022 AS PRESENTED. MOTION CARRIED 8-0.

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE MINUTES FROM JULY 19, 2022 COMMITTEE AND BWL BOARD JOINT MEETING, AS PRESENTED. MOTION CARRIED 8-0.

Public Comment

Ms. Fischhoff spoke on the BWL Rules of Procedures and her objections to those, particularly the rule that spoke to the notice of the agenda to the public. Ms. Fischhoff then spoke on the Ballot Bond Proposal and endorsed the comments on lack of specifics.

Ms. Stanaway spoke briefly on the BWL budget and proposed prices and the changes for costs on water lawns and flowers. Ms. Stanaway then spoke on the Bond Proposal Ballot language and lack of specific on location, structure, who would construct, number of facilities, and the option of tax-free buildings that already exist.

Mr. Lynn spoke on ARPA funding and \$1.9 million for the Mayor to allocate, and asking for more to be done on more accountability. Mr. Lynn then spoke on the ballot proposal and that even though it is obvious the facilities need to be addressed, but there still needs to be clarification on what needs to be fixed.

Council Member Spitzley stepped away at 5:41p.m.

Presentations

BWL Annual Report, Budget for Fiscal Year 2023 and Capital Forecast for Fiscal Years 2023-2028

Mr. Taylor and Ms. Shawa presented to the Committee the plan and highlights to the budget and forecast. Mr. Taylor began with the highlights but first spoke on the funds and reinvestment on the infrastructure. Erickson will cease in December, and Delta is up and running. The forecast is done by looking at actual results and future loads, determining the sale volumes.

Council Member Spitzley returned to the meeting at 5:43 p.m.

A public rate hearing will be in September, so they have not been approved but the forecast is to take effect in December. For the 2023 cash flows, some highlighted included gas pipeline refund which came at \$7,001,546 for the first refund in the first year. Additional another item is the decommissioning of the Eckert facility at (\$2,850,000).

Council Member Wood noted they mentioned a potential rate increase, and what that would be. Electric at 2%, water and steam at 9.5-9.95%, and chilled water at 4%, needed for the return, but reiterated the public hearing will be held and after the hearing the Board of Commissioners will take all that into consideration.

Council Member Wood asked about a separate watering meter for water grass and flowers mentioned in public comment, and Ms. Shawa stated that option is still available.

Discussion/Action

DISCUSSION – Board of Water and Light Rules of Procedure

Council President Hussain noted the rules are done by the BWL board, then vetted by the OCA before taken to City Council. Per charter if Council does not act, they are adopted, and

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they were referred at the last meeting. This gave the BWL Board an opportunity to come in and explain the changes, and if there are changes Council can reject some changes and send back to BWL Board.

Mr. Price outlined their process which they have been looking at for 5- 6 years but never got around to looking at them line for line, addressing non-voting members and their voting in closed session, and changes to other Committees. The first step was to speak to the Board Members and compiling the recommended changes, went to the Executive Committee to review, and then taken to the BWL Committee of the Whole at which point each change was voted on. It was then put to the full Board where it passed unanimously.

Mr. Mattus confirmed the City Attorney was present for the process with the BWL Board and he then spoke on the issue raised by Ms. Fischhoff in her public comment. He noted that the 18 hour notice speaks to the Open Meetings Act minimum requirement and BWL publishes their agendas more than 3 days before the meeting.

Council Member Spitzley asked if the previous version said 3 days under the agenda item why was it changed to 18 hours if 3 days is their standard practice. Mr. Price believed it was changed to be in compliance with the Open Meetings Act, and their practice would be 3 days, but they did not want to put themselves in jeopardy if they did not meet 3 days. Council Member Spitzley stated it does reflect a lack of transparency.

Council Member Jackson stated the reason the citizens want to have the agenda earlier than 18 hours is to review the agenda items and if they want to come to the meeting along with research the items. Council Member Jackson asked for these sections to be re-examined. Mr. Price stated if City Council would be interested in making those changes they can send it back to the BWL Commission and he would work to make it happen.

Council Member Wood referenced 2.1 which speaks to 3 days, but then under 10.2 three days was removed and changed to 18 hours from the previous 3 days, which was reference earlier.

Council President Hussain reference 1.2.1 and the change to four members. Mr. Price referenced the Roberts Rules of Order and the status of quorum, noting the Chairperson can call a special meeting, so the change does not stop a Special meeting from being called.

Council President Hussain referenced 6. Annual Organization which spoke to added language of a Chair or Vice Chair not being able to serve as Chairperson of Standing Committee. Mr. Price explained the reasoning for the change.

Council President Hussain asked the OCA to take the proposed changes back to the BWL Board of Commissioners.

MOTION BY COUNCIL MEMBER WOOD TO HAVE THE CHAIR WORK WITH OCA ON ISSUES PROPOSED TONIGHT AND SEND BACK TO THE BOARD WITH THOSE ISSUES.
MOTION CARRIED 8-0.

RESOLUTION – Ballot Proposal; Public Safety Building and Equipment Bond Proposal

MOTION BY COUNCIL MEMBER WOOD TO REMOVE THE ITEM FROM THE TABLE.
MOTION CARRIED 8-0.

Mr. Kevin McGraw initially apologized for the last presentation and the vague information provided because he was not sure what direction on information he was given to release, and therefore this time they will fully answer all questions. In addition to the presentation, he noted

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Council also has been given a written response to their questions. He briefly summarized projects listed in their responses in Michigan, their time spent thus far, and assured the Council they will have control of the project and will assist with hiring a construction manager, promote and educate the public.

Mr. John McGraw went through the presentation which included their approach, looking at existing facility approach and new facility approaches. The presentation detailed the renovations including MEP system updates, Health and Safety Issues, Accessibility Updates, Functionality Updates and Building Code Updates. Regarding the next steps, it includes the land location, put out a competitive process with assistance from the purchasing department for contractors, engineers, and local work force. Next they would formally engage Grass Roots for campaign focus on ballot questions to educate citizens on the process and the project. River Caddis will assist financially or other wise to make this happen. They are also asking for groups to work with Council on the process and make sure they deliver what they say they will deliver. Once construction drawings are completed they can line item the budget that will show and explain each item, and then they can issue bonds. Finally once that occurs they can immediately start the initial renovations. Regarding the question on waiting another year for the ballot, Mr. John McGraw stated the issues are critical and prices are not going down, and if the need is there they are providing a solution that will bring this project to a reality.

Council Member Spitzley noted to Mr. McGraw that this ballot proposal just came before Council even though they, River Caddis, has been working with the Administration for years, and that is why Council has questions. She then asked why they have listed such a high cost for Station 1 if they are only removing the administrative offices.

Council Member Spadafore stepped away from the meeting at 6:25 p.m.

Mr. John McGraw said in Station 1, the Executive Administration will be moved, and that number was from a square footage base that was utilized as a budget number.

Council Member Spadafore returned to the meeting at 6:26 p.m.

Council Member Spitzley referenced projects where they have listed their role as the construction consultants and asked if they will be more involved in the City of Lansing project or just a construction consultant. Mr. Kevin McGraw confirmed they will assist the City and they responded with the list of projects and construction consultants because that was the question they were asked.

Council Member Spitzley noted they stated “we are currently getting private property”, then asked who “we” was. Mayor Schor responded to that question noting the City is speaking with McLaren on the vacant parking lot next to SWOC and if this passes on the ballot in November they will work with McLaren. He added that “we” is the City of Lansing.

Council Member Wood reiterated to the Chiefs that Council understands their needs, and their questions have to do with the information Council has received to make sure they are making a decision related to the public and they are getting the information they need to make a decision on the vote. Council Member Wood went to the Q & A letter from River Caddis, page 1 where it states “indirect” and “soft costs” asking what those are. Mr. John McGraw stated the hard costs are building and soft costs will include fixtures, furniture, equipment, architects, engineering, technology and design.

Council Member Spitzley stepped away from the meeting at 6:31 p.m.

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Mr. McGraw added that they typically consider 20-30% for soft cost and this is at 22%. Council Member Wood asked for specifics on what the "owner contingency" was since the City is the owner and this is a City project.

Council Member Spitzley returned to the meeting at 6:32 p.m.

Mr. John McGraw stated this contingency is a construction contingency and since they are planning for the future and there is no total cost without the plan, they have projected this amount at the top of the inflation rate and been an issue for 20 years. Council Member Wood recapped that they stated earlier they used the figures based on square footage, but yet they estimated the contingency so high. It is noted the inflation is 10.4% but they are projecting 12%. Mr. Kevin McGraw confirmed they would rather project high then lower and not have the contingency. Council Member Wood asked if the municipal projects they noted were older than 20 years and Mr. McGraw stated they were not.

Council Member Wood asked if the River Caddis or the McGraw had any personal relationship with Grass Roots Midwest, and Mr. Kevin McGraw stated they did not.

Council Member Wood asked them to explain their statement of "financially help support the campaign" to educate the public. Mr. Kevin McGraw stated the City cannot lobby, so River Caddis will be, and at this time they are at risk and incentivized to get this done. Council Member Wood asked if the ballot passes will they get paid. Mr. McGraw stated they would get paid, she then asked if they would take the funds paid to them to then pay for the campaigning they did. Mr. Kevin McGraw stated will not. Council Member Wood asked what the cost of the campaign would be, and Mr. John McGraw stated he was not sure if he could talk about that. It was stated the advocacy team was separate.

Council Member Wood noted the reports state the funds spent so far are at \$150,000 and she asked what line item those funds were budgeted in. Mayor Schor was not able to provide that information but thought it was a certain amount per month. Mr. Smiertka stated this was a contract with the Lansing Building Authority with an agreement which was the result of an RFP by the Building Authority, and therefore not funded by the City line items.

Council Member Wood asked if this passes, will the City have to pay back the Lansing Building Authority. Mr. Smiertka stated it was not discussed, and the Mayor added the intention that if it goes through, it will be recaptured.

Council Member Wood asked Mr. McGraw what they were getting paid, and Mr. John McGraw stated that agreement with the City has not been finalized, but have agreed to market rate which is similar to what they do with county and school programs. They are assuming the fair market will be 2.5% - 4.5% of the \$175,000,000.

Council Member Spadafore explained that this is authorizing up to, if they do not spend up to that there is no need to issue the bonds, and if the project comes in within the assessed costs, they won't be spending as much.

Chief Sosebee reiterated the importance of this bond.

Chief Sturdivant concurred with the importance of this action to address specific needs of the work and home place of their officers, and he noted health and safety concerns

Judge Buchanan spoke on the effect this would have on the courts.

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Council President Hussain asked the Committee if their questions have been answered or if there was an interest to table action until the August 8, 2022 Committee and Council meeting.

Council Member Spadafore stated his questions have been answered.

Council Member Spitzley acknowledged the conditions of the buildings for police, fire and courts and their concerns. However, some of the questions she felt were still not answered and Council has been put in a position to make a decision in a short period of time. It is appropriate for Council to ask the hard questions and speak to the residents who will be paying the additional costs. Council Member Spitzley noted that there are residents who still remember the last millage and the promises that were not met. She supported sending it to the people for a vote so they can speak and have their questions answered.

Council Member Daniels informed the Committee he utilizes Grass Roots for his current campaign. Mr. Smiertka asked if he had ownership in Grass Roots, at which he stated no, and therefore Mr. Smiertka stated there is no conflict.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION WITH THE BALLOT PROPOSAL LANGUAGE FOR THE PUBLIC SAFETY BUILDING AND EQUIPMENT BOND PROPOSAL. MOTION CARRIED 8-0.

RESOLUTION – Process for ARPA Fund Allocation

Mayor Schor asked if the River Caddis representatives should stay for Council and Council determined if they could stay for public comment and be available to respond.

Council President Hussain recapped that this resolution speaks to the ARPA funds 2nd tranche, and tonight at Council is the supplemental appropriation of those funds. The uniform budgeting act requires a yes or no vote on the resolution with no power to amend the resolution. It was noted that if the resolution fails, the Mayor would bring something new for Council to consider. Council President Hussain finalized that no funds have been received, they are scheduled to be received in August, with no funding cut, no funding taken away, but it was told to Council it was a proposal to organizations; not a done deal as portrayed to the community.

Council Member Wood suggested amending the resolution to add:

Whereas, City Council asks the Mayor to provide Council a report on the process of awarding the grants and who received the grants.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE AMEND TO THE RESOLUTION. MOTION CARRIED 8-0.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR THE PROCESS FOR ARPA FUND ALLOCATION WITH THE AMENDMENT.

Council Member Jackson asked about taking the fleet fund and giving that amount to the Mayor's allocation to address the COVID costs and in response to health and safety.

Council President Hussain stated this resolution is on the process for spending, and the ARPA funds resolution is on the Council agenda for action, reminding Council however the only thing Council can do is vote for or against the ARPA spending resolution; they cannot vote to amend.

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MOTION CARRIED 8-0.

Other

No other topics discussed.

Adjourn

The meeting adjourned at: 7:00 p.m.

Respectfully Submitted by,
Sherrie Boak, Recording Secretary,
Lansing City Council

Approved by the Committee



November 12, 2021

Brian McGrain
Director
Economic Development and Planning
City of Lansing
316 N. Capitol Ave Ste. D-1
Lansing, MI 48933

Dear Brian McGrain:

SUBJECT: Non-Compliance with CDBG Housing Rehabilitation Requirements
Community Development Block Grant (CDBG) Program

In reviewing the City of Lansing's rehabilitation processes and responsiveness to program complaints, this Office has determined that the City has failed to comply with the requirements contained in 2 CFR Part 200 Subpart D (Post Federal Award Requirements). Therefore, we are issuing four Findings which requires your immediate attention.

FINDING #1: Rehabilitation written policies and procedures.

Condition

The grantee's policies for procurement, contractor selection, and dispute resolution were not encompassing of the requirements and necessities of the program. Additionally, the City does not have a policy nor practice for contractors that fail to perform or receive legitimate complaints.

1. The review exposed relaxed contractor oversight as well. Regarding the complaints reviewed, the Rehabilitation Specialist agreed with the homeowners about substandard work in an area of the roofs. Interviews with the CDBG Coordinator and Development Manager revealed that Fredrickson—the contractor involved in both complaints—was not cautioned concerning workmanship nor unprofessional behavior. Further, the grantee is not tracking complaints in general.
2. Evaluating the quality of work should be conducted prior to considering the work "complete" and contractor payment. Tracking poor performance and misconduct is simply good business sense. Appropriate contractor oversight will not only improve performance and conduct, but health and safety practices as well.
3. The management of the grantee's Single Family Owner Occupied Rehab Program should be structured in a manner to show capable staff completing tasks proficiently. Interviews concluded there are no routine staff meetings and currently the data entered into the Community Development Manager (CDM)— software application —by the Rehabilitation

Specialist is not verified for accuracy or timely entry. CDM is designed to manage community development, construction projects, housing rehabilitation, weatherization programs, affordable housing development and provide asset building services to tenants. The software manages everything in one place and in real time. It also has built in reports and the flexibility to develop custom reports. Nonetheless, when HUD asked for inventory related and contractor history related reports, the grantee had to reach out to CDM technical support to create the spreadsheets. The City should ask for training from CDM in efforts of getting the potential from the software that it can provide.

Criteria

24 CFR 570.501(b); 2 CFR Part 200.303. the program participant is responsible to maintain systems and written procedures for ensuring that CDBG funds are used in accordance with program requirements. Such as, maintain written procedures describe its management of the CDBG program.

The Department's policy on housing rehabilitation emphasizes, as a priority, increasing the efficiency and effectiveness of local rehabilitation programs.

Cause

The grantee's policies for procurement, contractor selection, and dispute resolution are lacking conclusiveness and do not cover various circumstances that are foreseen. The City does not have a policy nor practice for contractors that fail to perform or receive legitimate complaints.

Effect

The grantee does not have sufficient policies and procedures to manage the program efficiently, effectively, and economically.

Corrective Actions

Grantee should have policies and procedures to carry out each requirement applicable to the rehabilitation program. The Policies and Procedures for the CDBG requirements above should be updated or developed and adopted to include procedures for foreseen situations. Additionally, the procedures should include annual staff training, contractor/subrecipient training, frequency of the solicitation for pre-qualifying contractors, and tracking poor performers with clear resolutions or penalties. Notify this office of completion within 30 days of the date of this report.

FINDING #2: Failure to monitor rental projects.

Condition

HUD interviewed the Community Development Coordinator and the Development Manager which revealed the grantee does not monitor rental projects to determine if the benefit of Low- and Moderate-income (LMI) persons requirements are met.

Criteria

570.208(a)(3). CDBG National Objective for housing rehabilitation activities is to benefit LMI persons.

Cause

The rehabilitation team was not mindful they should income certify new and on-going occupants of rental unit enforce affordability requirements.

Effect

HUD is not able to determine compliance as it is possible that the intended low/mod income persons are not the current beneficiaries of the rental units and/or landlords are not charging affordable rents.

Corrective Actions

The grantee should monitor all rental units that are under the affordability requirements within 30 days of the date of this letter. A copy of the monitoring schedule is due to this office within 7 days of the date of this letter to close this finding, which is subject to future verification.

FINDING #3: Failure to follow Dispute Resolution Procedures.

Condition

The Grantee's "General Complaint and Appeal Process" includes two steps categorized as Informal and Formal. The Informal Process is the written grievance between the complainant and the development staff involved in the complaint. The Formal Process involves the written appeal of the Informal process results and is between the complainant and the Department of Economic Development and Planning Development Director. The written process then calls for the Director to review and respond to the complaint in writing within 10 business days, which was not provided with the complaint regarding IDIS #1915.

Criteria

1. 2 CFR 200.303 Internal controls. The non-Federal entity must:
 - (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.
2. City of Lansing Office of Planning and Development General Complaint and Appeal Process.

Cause

The grantee did not follow its dispute resolution procedures.

Effect

The complainant for IDIS #1915 did not receive due process as written in the City's General Complaint and Appeal Process. It is possible the dispute could have been resolved in a timely manner.

Corrective Actions

Within 30 days of the date of this letter, the dispute policy should be updated with contributions and input from the current contractors and should include the departments' up-to-date organizational chart showing lines of responsibility. The grantee should retrain all pre-qualified

contractors as well as the rehabilitation staff on their dispute procedures and ensure that all future beneficiaries are informed of the dispute resolution process. Notify this office once complete.

FINDING #4: Bids not solicited from an adequate number of qualified sources.

Condition

Interviews with the rehabilitation staff determined the grantee maintains a pre-qualified list of contractors. The staff did not note the date of the last solicitation for contractors or how many contractors responded. Currently there are seven contractors on the list, however many from the list is not responding to bids on a routine basis and the grantee is not soliciting from contractors outside of the pre-qualified list.

Criteria

2 CFR 200.319(e) Competition. All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and 2 CFR 200.320 Methods of Procurement.

Cause

The grantee presumed solicitation from the pre-qualified list was sufficient to meet the requirement.

Effect

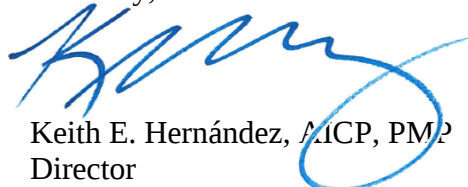
Procurement of construction related projects was not in a manner that encouraged adequate competition.

Corrective actions

The City should aggressively promote and use broader outreach measures to encourage additional contractor participation. Pre-qualified lists of vendors/contractors, if used, must be current, developed through open solicitation, include adequate numbers of qualified sources, and must allow entry of other firms to qualify at any time during the solicitation period. Correspondingly, if an adequate number of responders (three or more) is not routinely received, the grantee should try additional promotion and outreach strategies.

Thank you for your prompt attention to this letter. If you have any questions, please contact CPD Representative Portia D. McGoy at portia.d.mcgoy@hud.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Keith E. Hernández", with a large circular flourish at the end.

Keith E. Hernández, AICP, PMP
Director
Office of Community Planning and Development



January 31, 2022

Brian McGrain
Director
Economic Development and Planning
City of Lansing
316 N. Capitol Ave Ste. D-1
Lansing, MI 48933

Dear Brian McGrain:

SUBJECT: Non-Compliance with CDBG Housing Rehabilitation Requirements
Community Development Block Grant (CDBG) Program

In reviewing the City of Lansing's rehabilitation procedures and response to program complaints, this Office determined that the City failed to comply with the requirements contained in 2 CFR Part 200 Subpart D (Post Federal Award Requirements). Subsequently four Findings were issued on November 21, 2021.

The City timely responded to the Findings on December 15, 2021 and January 18, 2022. The intent of this letter is to provide a disposition to the Findings.

FINDING #1: Rehabilitation written policies and procedures.

Corrective Actions

Grantee should have policies and procedures to carry out each requirement applicable to the rehabilitation program. The Policies and Procedures for the CDBG requirements above should be updated or developed and adopted to include procedures for foreseen situations. Additionally, the procedures should include annual staff training, contractor/subrecipient training, frequency of the solicitation for pre-qualifying contractors, and tracking poor performers with clear resolutions or penalties. Notify this office of completion within 30 days of the date of this report.

Grantee Response

The Development Office has written and adopted the following policies and procedures:

- Unforeseen Circumstances
- Annual Staff Training
- Contractor Training
- Sub Recipient Training
- Frequency of Solicitation for Pre-Qualifying Contractors
- Contractor Complaint Policy including procedures for tracking complaints.

Disposition

From the City's response, it is not clear if the following is included in the Policies and Procedures. Please verify or add the following to the applicable Policies and Procedures to close this Finding:

- a. Contractor Oversight
 - a. The procedure to determine the acceptable quality of work prior to issue the work "complete" and contractor payment
 - b. The procedure to track poor performance and misconduct (with clear resolutions or penalties)
- b. The procedure and schedule of staff rehabilitation activities management meetings
- c. The procedure for checking/verifying data entered into CDM (Community Development Manager System)
- d. The City's plan for requesting CDM training/updating from the System contractor in efforts of getting the better utilization of the software
- e. Procedure and schedules for Annual Staff Training
- f. Procedure and schedules for Contractor Training

This Finding remains open.

FINDING #2: Failure to monitor rental projects.

Corrective Actions

The grantee should monitor all rental units that are under the affordability requirements within 30 days of the date of this letter. A copy of the monitoring schedule is due to this office within 7 days of the date of this letter to close this finding, which is subject to future verification.

Grantees Response

The Development Office has completed monitoring and certified tenants in all but three (3) of its 165 rental units. The 3 units that are uncompiled have been sent finding letters. If they remain uncompiled further action will be taken. The rental monitoring worksheet is attached to this correspondence.

Disposition

This Finding is closed, but subject to future verification.

FINDING #3: Failure to follow Dispute Resolution Procedures.

Corrective Actions

Within 30 days of the date of this letter, the dispute policy should be updated with contributions and input from the current contractors and should include the departments' up-to-date organizational chart showing lines of responsibility. The grantee should retrain all pre-qualified contractors as well as the rehabilitation staff on their dispute procedures and ensure that

all future beneficiaries are informed of the dispute resolution process. Notify this office once complete.

Grantee Response

The Development Office has updated its Dispute Resolution Policy, Procedure and Practice to include an "Informal Complaint Procedure", a "Formal Complaint Procedure" and the current Development Office Organizational Chart. This updated document will be provided to current clients via mail and to future clients at the loan closing.

The Development Office has also written and adopted a contractor complaint policy and procedure that clearly outlines the roles of the contractor, rehab specialist, and homeowner; and reiterates the contract requirements. Both documents were provided to pre-qualified contractors at a mandatory Contractor Meeting held on Friday, December 17, 2021; also included the updated Contractor Handbook, which each newly approved contractor receives upon approval.

Disposition

It is not clear that the required actions to close this finding has been met. Please verify the following:

- a. There was input from the current contractors. This language should also be adopted in the P&P.
- b. The City retrained all pre-qualified contractors.
- c. The City retrained all rehabilitation staff.
- d. The dispute procedures ensures that all future beneficiaries are informed of the dispute resolution process. "Language should be in the P&P".
- e. The meeting scheduled for December 17, 2021 occurred.

This Finding remains open.

FINDING #4: Bids not solicited from an adequate number of qualified sources.

Corrective actions

The City should aggressively promote and use broader outreach measures to encourage additional contractor participation. Pre-qualified lists of vendors/contractors, if used, must be current, and developed through open solicitation, including adequate numbers of qualified sources, and must allow entry of other firms to qualify at any time during the solicitation period. Correspondingly, if an adequate number of responders (three or more) is not routinely received, the grantee should try additional promotion and outreach strategies.

Grantees Response

The Development Office has developed and adopted a Policy and Procedure that outlines a yearly contractor solicitation plan. This plan includes yearly requests for applications from qualified contractors via printed media including publications aimed at minority populations, as well as social media and City TV as well as written request letters sent to MSHDA's Minority Business Enterprises and Women Owned Business Enterprises, to take place in January of each year.

Additionally, this year the Development Office plans radio advertisements requesting applications from qualified contractors as well.

Disposition

This Finding is closed.

Two of the four Findings are closed (#2 and #4). Findings #1 and #3 remain open and a response is due within 10 days from the date of this letter. The City's response must be emailed to detroitcpd@hud.gov with a copy to CPD Representative, Portia D. McGoy at Portia.D.McGoy@hud.gov. Please email Portia D. McGoy with any questions. Thank you for your cooperation.

Sincerely,

DocuSigned by:

26ED05B813C34BA...

Keith E. Hernández, AICP, PMP
Director
Office of Community Planning and Development



March 16, 2022

Brian McGrain
Director
Economic Development and Planning
City of Lansing
316 N. Capitol Ave Ste. D-1
Lansing, MI 48933

Dear Mr. Brian McGrain:

SUBJECT: Non-Compliance with CDBG Housing Rehabilitation Requirements
Community Development Block Grant (CDBG) Program

In reviewing the City of Lansing's rehabilitation procedures and responsiveness to program complaints, this Office determined that the City failed to comply with the requirements contained in 2 CFR Part 200 Subpart D (Post Federal Award Requirements). Subsequently four Findings were issued on November 21, 2021. The City timely responded to the Findings on December 15, 2021 and January 18, 2022, which closed Findings #2 and #4. The intent of this letter is to provide a disposition to Findings #1 and #3, which the City Submitted responses on February 28, 2022 and March 15, 2022.

FINDING #1: Rehabilitation written policies and procedures.

Corrective Actions

Grantee should have policies and procedures to carry out each requirement applicable to the rehabilitation program. The Policies and Procedures for the CDBG requirements above should be updated or developed and adopted to include procedures for foreseen situations. Additionally, the procedures should include annual staff training, contractor/subrecipient training, frequency of the solicitation for pre-qualifying contractors, and tracking poor performers with clear resolutions or penalties.

Grantee's Response

From the City's previous response, it was not clear if the following activities were included in the Policies and Procedures.

- a. Contractor Oversight
 - i. The procedure for evaluating the quality of work prior to considering the work "complete" and contractor payment.
 - ii. The procedure for tracking poor performance (with clear resolutions or penalties)
 - iii. The procedure for tracking misconduct (with clear resolutions or penalties)
- b. The plan for having routine staff meetings
- c. The procedure for checking/verifying data entered into CDM (Community Development Management system).

- d. The City's plan for requesting training from CDM in efforts of updating the management functions of the software
- e. Procedures for Annual Staff Training
- f. Procedures for Contractor Training
- g. Procedures for Subrecipient Training

The City has updated and forwarded the Contractor Complaint Policy, P&P for Annual Staff Training, and Contractor Training Policy with all requested language. They also created P&P for the current regular staff meetings held on Monday mornings to discuss and brain-storm current and future projects.

The City explained the CDM software has checks and balances built in that safeguards the accuracy of data and therefore a formal procedure is not needed. The updated Community Development Organization Chart (with lines of responsibility) was also submitted.

Disposition

The requested information received was found acceptable. **This finding is closed.**

FINDING #3: Failure to follow Dispute Resolution Procedures.

Corrective Actions

Within 30 days of the date of the Non-Monitoring Findings letter, the dispute policy should be updated with contributions and input from the current contractors and should include the departments' up-to-date organizational chart showing lines of responsibility. The grantee should retrain all pre-qualified contractors as well as the rehabilitation staff on their dispute procedures and ensure that all future beneficiaries are informed of the dispute resolution process. Notify this office once complete.

Grantee Response

The Development Office has updated its Dispute Resolution Policy, Procedure and Practice to include an "Informal Complaint Procedure", a "Formal Complaint Procedure" and the current Development Office Organizational Chart. This updated document will be provided to current clients via mail and to future clients at the loan closing.

The Development Office has adopted the written contractor complaint policy and procedure that clearly outlines the roles of the contractor, rehab specialist and homeowner, and reiterates the contract requirements. Both documents were provided to pre-qualified contractors at the mandatory Contractor Meeting held on Friday, December 17, 2021. And the documents are included in the updated Contractor Handbook, which each newly approved contractor receives upon approval.

Furthermore, the City verified the following:

- i. There was input from the current contractors and rehab staff regarding the Complaint P&P. There is also language included in the P&P to continue to use the input of contractors and staff.

- ii. The City retrained all pre-qualified contractors
- iii. The City retrained all rehabilitation staff
- iv. The dispute procedures ensure that all future beneficiaries are informed of the dispute resolution process. *“Language should be in the P&P”*.
- v. The meeting scheduled for December 17, 2021 occurred.

Disposition

The required actions to close this finding have been met. **This finding is closed.**

The City is reminded that policies and procedures are living documents. They should be updated to meet the needs of the applicable programs regularly. If you have any questions, please contact CPD Representative Portia D. McGoy at portia.d.mcgoy@hud.gov.

Sincerely,

Keith E. Hernández, AICP, PMP
Director
Office of Community Planning and Development

From: [Plummer, Marilyn](#)
To: [Hetke, Veronica](#)
Subject: Fw: [EXTERNAL] Online Form Submittal: Application for Appointment to Board or Commission
Date: Tuesday, March 9, 2021 2:24:34 PM
Attachments: [image005.png](#)
[image006.png](#)

From: Plummer, Marilyn
Sent: Thursday, February 13, 2020 2:55 PM
To: Scott Keith <Scott.Keith@lepfa.com>
Cc: Schor, Andy (Schor.Andy@lansingmi.gov) <Schor.Andy@lansingmi.gov>
Subject: FW: [EXTERNAL] Online Form Submittal: Application for Appointment to Board or Commission

Hey Scott,

My apology, I do have an application from Kenric Hall and it is shown below. Do you expect any other applications? We need to vet all applicants prior to Mayor's appointment recommendation to City Council.

Marilyn D. Plummer

Community Outreach Coordinator

City of Lansing – Office of Mayor Andy Schor

124 W. Michigan Ave. | Lansing, MI 48933

O: 517-483-4164 | C: 517-648-7480 | Lansing, MI 48933 | E: Marilyn.Plummer@Lansingmi.gov

[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [Census 2020 Website](#)



From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, February 12, 2020 4:19 PM
To: Plummer, Marilyn <Marilyn.Plummer@lansingmi.gov>; Mayor Intern <Mayor.Intern@lansingmi.gov>; Tim.Hilton@lansingmi.gov
Subject: [EXTERNAL] Online Form Submittal: Application for Appointment to Board or Commission

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."

(Section Break)

Date	2/12/2020
First Name	Kenric
Middle	Allen
Last Name	Hall
Other name(s) by which you have been known, including maiden names	Field not completed.
Date of Birth	
Address	1230 Starboard Drive
City	Okemos
State	Michigan
Zip Code	48864
Email	kenrichall@radlansing.com
Gender	male
Find my ward:	Lansing Neighborhoods Ward Map
Ward	Regional
Precinct	Field not completed.
Best phone number to contact you	517-267-3446

Last 4 digits of social security number	██████
In what year did you move to Lansing?	0000
Additional information regarding experience and credentials	General Manager of the Lansing Radisson Hotel
Occupational Background	Executive - Hospitality/Lodging Management
Educational Background	B.S. from the Ohio State University
Previous Appointments	GLCVB Board Member
Current Appointments	<i>Field not completed.</i>
Please attach a resume if available	<i>Field not completed.</i>
First choice for board to serve on	Lansing Entertainment and Public Facilities (LEPFA)
Second choice of a board to serve on	<i>Field not completed.</i>
Third choice of a board to serve on	<i>Field not completed.</i>
Fourth choice of a board to serve on	<i>Field not completed.</i>
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	Strengthen partnership and Collaboration with the Lansing Convention Center
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	<i>Field not completed.</i>

how you will be qualified
or eligible before you
would be sworn in to an
appointed office

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

kenric A. Hall

Date & Time

2/12/2020 4:15 PM

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

BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Mayor has made the reappointment of Kenric Hall as a CVB Designee member of the Lansing Entertainment and Public Facilities Authority Board of Commissioners for a term to expire June 30, 2025; 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 of the Whole met on August 8, 2022 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the reappointment of Kenric Hall as a CVB Designee member of the Lansing Entertainment and Public Facilities Authority Board of Commissioners for a term to expire June 30, 2025.

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	06/01/2022
First Name	Eric
Middle	Anthony
Last Name	Schertzing
Date of Birth	
Address	322 Pere Marquette Dr Unit 14
City	LANSING
State	MI
Zip Code	48912
Email	schertzing@aol.com
Gender	Male

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	006
Best Phone Number to Contact You	5173037233
In what year did you move to Lansing?	2022 most recently
Additional Information Regarding Experience and Credentials	Former Ingham County Treasurer, Served on Ingham County OPEB and Deferred Compensation Committees. Long term member of Michigan Government Finance Officers Association and served on two of their national committees.
Occupational Background	Former Ingham County Treasurer 2001-2022 Former Ingham County Chief Deputy Drain Commissioner 1993-2000 Special Assistant to Congressman Bob Carr 1983-1991
Educational Background	Public Administration Master from Western Michigan Political Science Undergrad at James Madison College at MSU
Previous Appointments	none
Current Appointments	none
First Choice for Board to Serve on	Employees' Retirement System Board of Trustees
Second Choice of a Board to Serve on	Capital Area Transportation Authority (CATA)
Third Choice of a Board to Serve on	Economic Development Corporation / Tax Increment Finance Authority / Brownfield Redevelopment Authority
Fourth Choice of a Board to Serve on	Review Board
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.	My experience can help make Lansing a better place. Financial health underlies my work in Drains and Treasury. The fiduciary responsibility of the county was strengthened in my leadership on the Deferred Compensation and Other Post-Employment Benefits Boards. Financial health for individuals and communities is key to thriving and growing.
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.	My experience is ample for the retirement system board. I work to fully understand my responsibilities and play an active role in the bodies I serve. To learn more I believe in Board training and educational opportunities.

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. Eric Anthony Schertzing

Date & Time 06/01/2022 12:00 PM (EDT)

Receive an email copy of this form. Yes

BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Mayor has made the appointment of Eric Schertzing as an At-Large member of the Board of Review for a term to expire June 30, 2025; 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 of the Whole met on August 8, 2022 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the appointment of Eric Schertzing as an At-Large member of the Board of Review for a term to expire June 30, 2025.

Andy Schor
Mayor



City Hall - 9th Floor
124 W. Michigan Avenue
Lansing, MI 48933-1694
PH: 517.483.4141 – FAX: 517.483.6066
Lansing.Mayor@lansingmi.gov

Andy Schor, Mayor

OFFICE OF THE MAYOR
CITY OF LANSING, MICHIGAN

July 22, 2022

Lansing City Council
Adam Hussain, President
124 W Michigan Ave. 10th Floor
Lansing, MI 48933

Dear Mr President:

My office is in receipt of a packet of signatures from residents of Lansing Township living in the Groesbeck area asking that an annexation question be placed on the November general election ballot. At this time, the only sections of Lansing Township proposed to be annexed are the portions that are fully encircled in the northeast corner of the city.

A resolution of City Council can place the question on the ballot for the voters of that area to decide. Attached you will find the packet of signatures that was received by my office, as well as draft resolutions calling for the question of annexation to be placed on the ballot this November.

Please feel free to contact my office if you have additional questions or would like more information.

Respectfully,

A handwritten signature in black ink, appearing to read "A. Schor", is written over a horizontal line.

Andy Schor
Mayor

July 14, 2022

RECEIVED

JUL 21 REC'D

MAYOR'S OFFICE

Andy Schor

Mayor City of Lansing

Lansing City Hall

124 W. Michigan Ave

Lansing, Michigan 48933

Mr. Mayor,

This letter represents a request by residents of the "LANSING TOWNSHIP ISLAND" within the Groesbeck Neighborhood on the East Side of the City of Lansing.

Our request is for the annexation of this "TOWNSHIP ISLAND" to the City of Lansing. There is broad support of the residents in this area to become a part of the City and leave the Lansing Township.

Your help to consider our request is our first petition for such action. You will find a sampling of supporting residents endorsing this request attached. We wish to thank you for your consideration and support to start the process of annexation.

Best Regards,

John DeMarco

Spokesperson for the undersigned residents

SIGNATURE	ADDRESS
Mary E Clark	1630 Wood Street
Lisa Gahr	1730 wood street
Juanita W. Belfer	1804 wood street

①
CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Ben Reisinger *1234 Weber Pr. Lansing 48902*

①
CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Carl Whizit

1604 Gay Ln. Lansing 48912



CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

- Madeline Mery 1706 Springfield Lane, Lansing 48912
- Edward Mery 1706 Springfield Lane, Lansing 48912
- Glenn Asiata 1709 Springfield Lane Lansing 48912
- Karen Asiata 1709 Springfield Ln Lansing 48912
- _____
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7

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Nancy Bohnet	Nancy Bohnet	1423 Gay Ln.,	Lans	48912
Kari Brattin	Kari Brattin	1303 N. Hartford	Lans	48912
Dalyce Dombrowski	Dalyce Dombrowski	1426 Gay Ln	Lans	48912
Michael VanHul	Michael VanHul	1503 Gay Ln	Lansing	48912
Deborah VanHul	Deborah VanHul	1503 Gay Ln	Lansing	48912
Debra VanNortwick	Debra VanNortwick	1424 Weber Dr.	Lansing	48912
Kyle Aten	Kyle Aten	1520 Gay	Lansing	48912

10

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Jane Permoda 1700 Autumn Ln, Lansing MI

Joel Brown 1700 Autumn Ln Lansing MI

John 1115 N. Magnolia Ave Lansing MI

Ken 1115 N. MAGNOLIA AVE. 48917

Carol Steinberg 1104 N. Magnolia Ave, Lansing 48912

Theresa Walker 1225 N. Magnolia Ave, Lansing 48912

Wm. W. W. 1225 N. Magnolia Ave Lansing 48912

Royleen LaCross 1004 N. Magnolia Ave., Lansing, MI 48912

Jody LaCross 1004 N. MAGNOLIA AVE, LANSING MI, 48912

Thelene Lempa 1025 N Magnolia Ave., Lansing MI 48912

1

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Kimberly S. Snellenberger 2402 Ridgeline Dr.

14

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Christine R. Rosales CHRISTINE REAGEN ROSALES 1418 WEBER DR,
LANSING, MI 48912

Joseph Podday 1424 Weber Dr Lansing MI 48912

Susan Howell 1610 Springfield Ln. Lansing MI 48912

Cynthia K. Jar 1610 Springfield Lane Lansing MI 48912

97

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

1. Sarah Rockstad 1616 Autumn Ln.
2. Neal Feldman ~~1616 Autumn Ln~~ 2405 Mark Ave
3. Ronda Baker 2315 Mark Av.
4. Harlan G. Gillissen 2406 Mark Ave.
5. Antoinette Feldman 2405 Mark Ave
6. Sherrie Medved 2412 Mark Ave.
7. John Rockstad 1616 Autumn Ln.

(13)
296-1085

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Gean Gilbert

1712 Gay Lane

Jeffery Gilbert

1712 Gay Lane

Danief Schneider

2414 Lyman

x Carol Schneider

2414 Lyman Dr

X. F. Sell

2509 Lyman Dr

x Munn Calhoun

2516 Lyman Dr

DR. L. S.

2415 Lyman Dr

→ Anne Pairs

2415 Lyman Dr.

Adrienne Wilkerson

1718 Gay Lane

SB

1823 Gay Ln

Larry Ottner

1929 Gay Lane

Raymond Ottner

1929 Raymond Ottner
Gay Lane

x Ken En

2502 Lyman Dr

13

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

LETTER SIGS
AUTUMN LANE

SIGNATURE

ADDRESS

Jane Deuling

1726 Autumn Lane

Karthik Sivakumar

1706 Autumn Ln

Kylash Sivakumar

1706 Autumn Ln

Robert Schneider

1721 Autumn Ln

Michael E. Manta

1721 Autumn Ln

* → Justin Gaster

1727 Autumn Ln

Mike

1738 Autumn Ln

Don A. Biebel

1802 Autumn Lane

Sally W. Blankenbryer

1802 Autumn Lane

Gerry Ward

1733 Autumn Lane

Peter S. F. F. F. F.

1828 Autumn Lane

Thomas E. F. F. F.

1828 Autumn Lane

John

1820 Autumn Lane

14

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

MaryAnn Saunders	1734 Gay Lane 48912
x Daniel A Reid	1705 Gay Lane 48912
x Robyn Reed	1705 Gay Lane 48912
x John DeMarco	1704 Gay Lane 48912
x Connie J Demasco	1704 Gay Lane 48912
x Jack Wright	1604 Gay Lane 48912
x J D Burt	1620 GAY LANE 48912
x Kathryn Barrett	1620 Gay LN. 48912
x Mary Bennett	1524 Gay Ln 48912
x Daniel E. Kuch	2416 Groesbeck AVE 48912
x Jocelyn Davis	1815 Gay Lane Lans 48912
x Katherine Brent	1733 Gay Ln Lansing 48912
x Andrew Duent	1733 Gay Ln Lansing 48912
x John Williamson	1718 Gay Ln Lansing MI 48912

14

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

MA Zmudice Kathy Zmudice 1611 Springfield Lane, Lansing MI 48912

* Catherine M. Kueh 2416 Groesbeck Ave Lansing MI 48912

* Adam J. 2423 Ridgeline Dr Lansing, MI 48912

* Ashley Johnson 2423 Ridgeline Dr Lansing MI 48912

* Vince Watson 2406 Groesbeck Ave Lansing, MI 48912

* Joel E. Jolley 1719 Mayhew Lansing MI 48912

* Reba Jane Torongo 2504 RIDGELINE, LANSING MI 48912

* Patma Solom 1236 WEBB DRIVE, Lansing MI 48912

Brenda Legend 1808 Gay Ln Lansing MI 48912

Sam Cull 2508 Lyman Lansing, MI 48912

* James W. Dany 1619 Gay Lane Lansing Twp MI 48912

* Kathleen Wood 2422 Ridgeline Dr Lansing 48912

* Charles E. Cron 2505 Ridgeline Dr. Lansing MI 48912

* Jo Aullenkager 2505 Ridgeline Dr Lansing 48912

*
*
*



CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Maikson R. McKenzie

1230 Blake Ave Lansing 48912

Juanita Magallon

1222 Blake Ave Lansing 48912

Guy Milton

1236 Blake Ave Lansing 48912

Deanna Croftchik

1236 Blake Ave Lansing 48912

Corannon Sibb

1230 Blake Ave. Lansing 48912

Teresa Brantley

1237 Blake Avenue, Lansing 48912

Kay Zink

1244 Blake Ave, Lansing MI 48912

Stacey Paul Smith

2724 Hopkins Ave, Lansing 48912

Judy Ballance

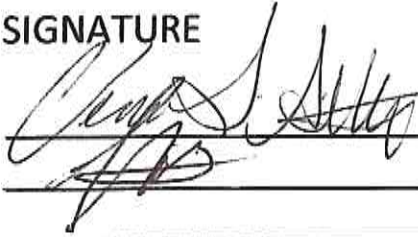
1623 Antler Lane Lansing MI 48912

8

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

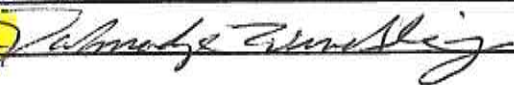
ADDRESS



2511 GAY LANE
2511 GAY LANE

Michelle Repreice

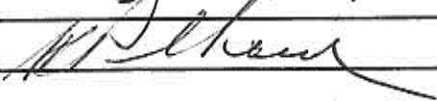
1504 Gay Ln



1504 Gay Ln

Cathy Bengemann

1715 SPRINGFIELD LN



1515 Gay Lane

Greg Kind

2508 Ridgeline Dr.

Vicki Hanel

1315 Weber Dr.

12 CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Frank Alliepie 1622 AUTUMN LANE

Margaret E. Alliepie 1622 Autumn LA 7/19/22

Susan M. Bucks 1611 Autumn LN 7/19/22

Theresa H. Bucks 1611 Autumn LN 7/19/22

* Melinda Milosin 1415 N Foster Ave 7/19/22

Melinda Milosin 1415 N Foster Ave 7/19/22

Will 1403 N. Foster Ave 7/19/22

John A. Galt 1231B N. Foster Ave 7/19/22

* Dorothy 1523 N Foster

* Louis B. Brown 1119 N. Foster Ave

Marsha Gull 1520 Wood St. 7/20/22

Paul Gull 1520 WOOD ST. 7/20/22

Autumn Lane to Heights
MARK Ave (to Hayford)
Groesbeck Ave (from Aut LN to Hayford)

Heights Ave (from Aut. LN to Hayford)

Springfield

GAY LANE (to Tulane ? CULDA SA E ?)

Ridgeline (from GAULA to Hayford)

CYMAN (from GAY LA to Hayford)

HAYFORD (from Heights to Marguerite)

Magnolia (from Marguerite to Hopkins)

Hopkins (from Wood to Chester)

DOWLER (from G.R. to Hopkins)

Blake (from Woodruff to Hopkins)

Kimberly (Woodruff to Hopkins)

Weber (from Woodruff + MARK)

Foster (from GA to Weber)



nt.civicplus.com ↻

Resolution #2022-###

By the Committee of the Whole
Resolved by the City Council of the City of Lansing

WHEREAS, the Michigan Charter Township Act provides for the elimination of free standing islands of township property completely surrounded by a city through annexation by methods contained in the Act, being MCL 42.34; and

WHEREAS, one such annexation method is through a procedure involving the State Boundary Commission and the Michigan Home Rule City Act under MCL 42.34(2); and

WHEREAS, an alternative method is provided under MCL 42.34(3) when the portion of township is contiguous on all sides by a city and the annexation is approved by a majority vote of the electors in that portion of the charter township; and

WHEREAS, the Mayor has received a written request signed by residents in an island area of Lansing Charter Township, which is completely surrounded by the City of Lansing, expressing the desire to be annexed to the City of Lansing; and

WHEREAS, the written request has been placed on file with the City Clerk; and

WHEREAS, the City of Lansing already supplies the subject land area with water, electric, and sanitary sewer utility services and is ready and capable of providing it with efficient and protective police and fire services, as well as solid waste disposal and recycling services; and

WHEREAS, a list of all parcels of property that are contained in the island area that is proposed to be annexed are attached to this Resolution; and

WHEREAS, the Mayor supports the annexation of the island area upon the majority vote of the electors in the area as provided in MCL 42.34(3); and

WHEREAS, the City Council concurs to the annexation of the island area into the City, subject to the majority vote of the electors in the area; and

WHEREAS, the statutory provision of MCL 42.34(3) does not require a petition to initiate the ballot proposal to effectuate the voting requirement nor does the statute mandate the affirmative method to cause a proposition to be placed on the ballot; and

WHEREAS, in acknowledgement of the fact that the subject township territory is a freestanding island of property completely surrounded by the City of Lansing and contiguous to the City on all sides, and in the further acknowledgement that the City has received a written request from township residents in the area that the island be annexed into the City;

NOW, THEREFORE, BE IT RESOLVED that the City finds and concludes that the written request is a sufficient basis in law and fact for the City, by this resolution, to forward to the Ingham County Clerk the ballot proposal herein contained to place the ballot question of annexation before the island area voters in implementation and in compliance with MCL 42.34(3).

BE IT FURTHER RESOLVED that the City Council of the City of Lansing hereby forwards this resolution to the Ingham County Clerk to submit to the electors in the area of the Charter Township of Lansing (legally described below in the resolution) for the adoption or rejection at the election to be held on November 8, 2022, the following annexation proposal:

A PROPOSAL FOR THE ANNEXATION OF CERTAIN TERRITORY IN THE CHARTER
TOWNSHIP OF LANSING, INGHAM COUNTY, MICHIGAN TO THE CITY OF
LANSING, EATON AND INGHAM COUNTIES, MICHIGAN

Shall the following parcel of Lansing Charter Township land legally described below, which is an island surrounded by and contiguous to the City of Lansing on all sides, and generally described as: the area within the Charter Township of Lansing, comprised of Voter Precincts 1 and 2, and that is situated within a larger parcel located east of Wood Street, west of Coolidge Road, south of Tulane Drive and north of Michigan Avenue, including adjacent rights of way, except properties in the 1600-1800 blocks of Wood Street, be annexed from Lansing Charter Township to the City of Lansing, such that this land will thereafter be included within the territory and jurisdiction of the City of Lansing?

Legal description to be annexed:

A parcel of land situated in the State of Michigan, County of Ingham, Charter Township of Lansing, including the adjacent public rights of way, being all the area within the Northeast quarter of Section 14, Town 4 North, Range 2 West, and in addition the area within Section 11, Town 4 North, Range 2 West, except the South 555 feet of the North 1097 feet of the West 205 feet of Section 11; and excepting from this description areas already within the incorporated limits of the cities of Lansing and East Lansing.

A "YES" VOTE MEANS THE PROPERTY WILL BE ANNEXED.

A "NO" VOTE MEANS THE PROPERTY WILL NOT BE ANNEXED.

BE IT FURTHER RESOLVED that the City Clerk transmit the ballot proposal to the Ingham County Clerk for inclusion in the November 8, 2022 ballot for the electors in the area described in the proposal.

BE IT FINALLY RESOLVED that upon the condition precedent of the majority vote being canvassed in the affirmative for the annexation to the City of Lansing of the described township island area, the annexation shall be effective December 31, 2022.

List of Parcels

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33-21-01-11-404-005
33-21-01-11-404-006
33-21-01-11-405-001
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33-21-01-11-406-004
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33-21-01-11-406-010
33-21-01-11-406-013
33-21-01-11-406-014
33-21-01-11-407-001

33-21-01-11-407-004
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33-21-01-11-452-001
33-21-01-11-453-006
33-21-01-11-454-003
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33-21-01-11-455-003
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33-21-01-11-456-025
33-21-01-11-456-026
33-21-01-14-205-002
33-21-01-14-205-006

33-21-01-14-205-016
33-21-01-14-205-025
33-21-01-14-205-030
33-21-01-14-205-036
33-21-01-14-206-001
33-21-01-14-206-017
33-21-01-14-206-020

33-21-01-14-206-011
33-21-01-14-205-001
33-21-01-14-206-008
33-21-01-14-206-005
33-21-01-14-206-007
33-21-01-14-254-001
33-21-01-14-205-034
33-21-01-14-205-022
33-21-01-14-205-037
33-21-01-14-204-002
33-21-01-14-206-019
33-21-01-14-205-036
33-21-01-14-204-003
33-21-01-14-206-021
33-21-01-14-206-009
33-21-01-14-206-018
33-21-01-14-205-024
33-21-01-14-204-001
33-21-01-14-205-032
33-21-01-14-206-010
33-21-01-14-205-038
33-21-01-14-205-015

Andy Schor
Mayor



City Hall - 9th Floor
124 W. Michigan Avenue
Lansing, MI 48933-1694
PH: 517.483.4141 – FAX: 517.483.6066
Lansing.Mayor@lansingmi.gov

Andy Schor, Mayor

OFFICE OF THE MAYOR
CITY OF LANSING, MICHIGAN

July 22, 2022

Lansing City Council
Adam Hussain, President
124 W Michigan Ave. 10th Floor
Lansing, MI 48933

Dear Mr President:

My office is in receipt of a packet of signatures from residents of Lansing Township living in the Groesbeck area asking that an annexation question be placed on the November general election ballot. At this time, the only sections of Lansing Township proposed to be annexed are the portions that are fully encircled in the northeast corner of the city.

A resolution of City Council can place the question on the ballot for the voters of that area to decide. Attached you will find the packet of signatures that was received by my office, as well as draft resolutions calling for the question of annexation to be placed on the ballot this November.

Please feel free to contact my office if you have additional questions or would like more information.

Respectfully,

A handwritten signature in black ink, appearing to read "A. Schor", is written over a horizontal line.

Andy Schor
Mayor

July 14, 2022

RECEIVED

JUL 21 REC'D

MAYOR'S OFFICE

Andy Schor

Mayor City of Lansing

Lansing City Hall

124 W. Michigan Ave

Lansing, Michigan 48933

Mr. Mayor,

This letter represents a request by residents of the "LANSING TOWNSHIP ISLAND" within the Groesbeck Neighborhood on the East Side of the City of Lansing.

Our request is for the annexation of this "TOWNSHIP ISLAND" to the City of Lansing. There is broad support of the residents in this area to become a part of the City and leave the Lansing Township.

Your help to consider our request is our first petition for such action. You will find a sampling of supporting residents endorsing this request attached. We wish to thank you for your consideration and support to start the process of annexation.

Best Regards,

John DeMarco

Spokesperson for the undersigned residents

[illegible]

①
CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Ben Reisinger *1234 Weber Pr. Lansing 48902*

①
CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Carl Whizit

1604 Gay Ln. Lansing 48912



CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

- Madeline Mery 1706 Springfield Lane, Lansing 48912
- Edward Mery 1706 Springfield Lane, Lansing 48912
- Glenn Asiata 1709 Springfield Lane Lansing 48912
- Karen Asiata 1709 Springfield Ln Lansing 48912
- _____
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7

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Nancy Bohnet	Nancy Bohnet	1423 Gay Ln.,	Lans	48912
Kari Brattin	Kari Brattin	1303 N. Hartford	Lansing	48912
Dalyce Dombrowski	Dalyce Dombrowski	1426 Gay Ln	Lans	48912
Michael Van Hal	Michael Van Hal	1503 Gay Ln	Lansing	48912
Deborah Van Hal	Deborah Van Hal	1503 Gay Ln	Lansing	48912
Debra Van Nortwick	Debra Van Nortwick	1424 Weber Dr.	Lansing	48912
Kyle Aten	Kyle Aten	1520 Gay	Lansing	48912

10

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Jane Permoda 1700 Autumn Ln, Lansing MI

Joel Brown 1700 Autumn Ln Lansing MI

John 1115 N. Magnolia Ave Lansing MI

Ken 1115 N. MAGNOLIA AVE. 48917

Carol Steinberg 1104 N. Magnolia Ave, Lansing 48912

Theresa Walker 1225 N. Magnolia Ave, Lansing 48912

Wm. W. W. 1225 N. Magnolia Ave Lansing 48912

Royleen LaCross 1004 N. Magnolia Ave., Lansing, MI 48912

Jody LaCross 1004 N. MAGNOLIA AVE, LANSING MI, 48912

Thelene Lempa 1025 N Magnolia Ave., Lansing MI 48912

1

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Kimberly S. Snellenberger 2402 Ridgeline Dr.

14

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Christine R. Rosales CHRISTINE REAGEN ROSALES 1418 WEBER DR,
LANSING, MI 48912

Joseph Podday 1424 Weber Dr Lansing MI 48912

Susan Howell 1610 Springfield Ln. Lansing MI 48912

Cynthia K. Jar 1610 Springfield Lane Lansing MI 48912

97

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

1. Sarah Rockstad 1616 Autumn Ln.
2. Neal Feldman ~~1616 Autumn Ln~~ 2405 Mark Ave
3. Ronda Baker 2315 Mark Av.
4. Harlan G. Gillissen 2406 Mark Ave.
5. Antoinette Feldman 2405 Mark Ave
6. Sherrie Medved 2412 Mark Ave.
7. John Rockstad 1616 Autumn Ln.

(13)
296-1085

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Gean Gilbert

1712 Gay Lane

Jeffery Gilbert

1712 Gay Lane

Danief Schneider

2414 Lyman

x Carol Schneider

2414 Lyman Dr

X- F. Sell

2509 Lyman Dr

x Munn Calkins

2516 Lyman Dr

F. Calkins

2415 Lyman Dr

→ Anne Pairs

2415 Lyman Dr

Adrienne Wilkerson

1718 Gay Lane

S. G.

1823 Gay Ln

Larry Ottner

1929 Gay Lane

Raymond Ottner

1929 Raymond Ottner
Gay Lane

x Ken En

2502 Lyman Dr

13

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

LETTER SIGS
AUTUMN LANE

SIGNATURE

ADDRESS

Jane Deuling	1726 Autumn Lane
Karthik Sivakumar	1706 Autumn Ln
Kylash Sivakumar	1706 Autumn Ln
Robert Schneider	1721 Autumn Lane
Michael E. Manta	1721 Autumn Ln.
* -> Justin Gaster	1727 Autumn Ln.
Mike	1738 Autumn Ln
Donal A. Biebel	1802 Autumn Lane
Sally W. Blankenbryg	1802 Autumn Lane
Gerry Ward	1733 Autumn Lane
Peter S. F. F. F. F.	1828 Autumn Lane
Thomas E. F. F. F.	1828 Autumn Lane
John	1820 Autumn Lane

14

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

MaryAnn Saunders	1734 Gay Lane 48912
x Daniel A Reid	1705 Gay Lane 48912
x Robyn Reed	1705 Gay Lane 48912
x John DeMarco	1704 Gay Lane 48912
x Connie J Demasco	1704 Gay Lane 48912
x Jack Wright	1604 Gay Lane 48912
x J D Bunk	1620 GAY LANE 48912
x Kathryn Barrett	1620 Gay Ln. 48912
x Mary Bennett	1574 Gay Ln 48912
x Daniel E. Kuch	2416 Groesbeck AVE 48912
x Jocelyn Davis	1815 Gay Lane Lans 48912
x Katherine Brent	1733 Gay Ln Lansing 48912
x Andrew Duent	1733 Gay Ln LANSING 48912
x John Williamson	1718 Gay Ln Lansing MI 48912

14

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

MAYOR Kathy Zurnak 1611 Springfield Lane, Lansing MI 48912

* Catherine M. Kueh 2416 Groesbeck Ave Lansing MI 48912

* Adam J. 2423 Ridgeline Dr Lansing, MI 48912

* Ashley Janson 2423 Ridgeline Dr Lansing MI 48912

* Vince Watson 2406 Groesbeck Ave Lansing, MI 48912

* Janel E. Jolley 1719 Mayhew Lansing MI 48912

* Reba Jane Torongo 2504 RIDGELINE, LANSING MI 48912

* Patma Solom 1236 WEBB DRIVE, Lansing MI 48912

Brenda Legend 1808 Gay Ln Lansing MI 48912

Sam Cull 2508 Lyman Lansing, MI 48912

* James W. Dany 1619 Gay Lane Lansing Twp MI 48912

* Kathleen Wood 2422 Ridgeline Dr Lansing 48912

* Charles E. Cron 2505 Ridgeline Dr. Lansing MI 48912

* Jo Aulenburger 2505 Ridgeline Dr Lansing 48912

*



CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Maikson R. McKenzie

1230 Blake Ave Lansing 48912

Juanita Magallon

1222 Blake Ave Lansing 48912

Guy Milton

1236 Blake Ave Lansing 48912

Deanna Croftchik

1236 Blake Ave Lansing 48912

Corannon Sibb

1230 Blake Ave. Lansing 48912

Teresa Brantley

1237 Blake Avenue, Lansing 48912

Kay Zink

1244 Blake Ave, Lansing MI 48912

Stacey Paul Smith

2724 Hopkins Ave, Lansing 48912

Jay Ballone

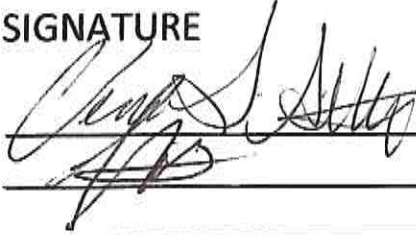
1623 Antler Lane Lansing MI 48912

8

CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

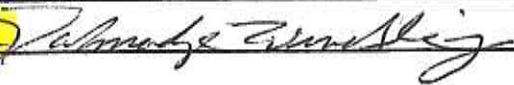
ADDRESS



2511 GAY LANE
2511 GAY LANE

Michelle Repreice

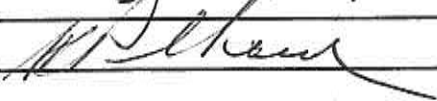
1504 Gay Ln



1504 Gay Ln

Cathy Bengemann

1715 SPRINGFIELD LN



1515 Gay Lane

Greg Kind

2508 Ridgeline Dr.

Vicki Hanel

1315 Weber Dr.

12
CITY OF LANSING ANNEXATION OF GROESBECK ISLAND ENDORSEMENT

SIGNATURE

ADDRESS

Frank Allgeier 1622 AUTUMN LANE

Margaret E. Allgeier 1622 Autumn LA 7/19/22

Susan M. Buck 1611 Autumn LN 7/19/22

Theresa H. Buck 1611 Autumn LN 7/19/22

* Memete Milosin 1415 N Foster Ave 7/19/22

Melinda Hieb 1415 N Foster Ave 7/19/22

Will 1403 N. Foster Ave 7/19/22

John A. Galt 1231B N. Foster Ave 7/19/22

* Dorothy 1523 N Foster

* Louis B. Brown 1119 N. Foster Ave

Marsha Gull 1520 Wood St. 7/20/22

Paul Gull 1520 WOOD ST. 7/20/22

Autumn Lane to Heights
MARK Ave (to Hayford)
Groesbeck Ave (from Aut LN to Hayford)

Heights Ave (from Aut. LN to Hayford)

Springfield

GAY LANE (to Tulane ? CULDA SA E ?)

Ridgeline (from GAULA to Hayford)

CYMAN (from GAY LA to Hayford)

HAYFORD (from Heights to Marguerite)

Magnolia (from Marguerite to Hopkins)

Hopkins (from Wood to Chester)

Downer (from G.R. to Hopkins)

Blake (from Woodruff to Hopkins)

Kimberly (Woodruff to Hopkins)

Weber (from Woodruff + MARK)

Foster (from GA to Weber)



Resolution #2022-###

By the Committee of the Whole
Resolved by the City Council of the City of Lansing

WHEREAS, the Michigan Charter Township Act provides for the elimination of free standing islands of township property completely surrounded by a city through annexation by methods contained in the Act, being MCL 42.34; and

WHEREAS, one such annexation method is through a procedure involving the State Boundary Commission and the Michigan Home Rule City Act under MCL 42.34(2); and

WHEREAS, an alternative method is provided under MCL 42.34(3) when the portion of township is contiguous on all sides by a city and the annexation is approved by a majority vote of the electors in that portion of the charter township; and

WHEREAS, the Mayor has received a written request signed by residents in an island area of Lansing Charter Township, which is completely surrounded by the City of Lansing, expressing the desire to be annexed to the City of Lansing; and

WHEREAS, the written request has been placed on file with the City Clerk; and

WHEREAS, the City of Lansing already supplies the subject land area with water, electric, and sanitary sewer utility services and is ready and capable of providing it with efficient and protective police and fire services, as well as solid waste disposal and recycling services; and

WHEREAS, a list of all parcels of property that are contained in the island area that is proposed to be annexed are attached to this Resolution; and

WHEREAS, the Mayor supports the annexation of the island area upon the majority vote of the electors in the area as provided in MCL 42.34(3); and

WHEREAS, the City Council concurs to the annexation of the island area into the City, subject to the majority vote of the electors in the area; and

WHEREAS, the statutory provision of MCL 42.34(3) does not require a petition to initiate the ballot proposal to effectuate the voting requirement nor does the statute mandate the affirmative method to cause a proposition to be placed on the ballot; and

WHEREAS, in acknowledgement of the fact that the subject township territory is a freestanding island of property completely surrounded by the City of Lansing and contiguous to the City on all sides, and in the further acknowledgement that the City has received a written request from township residents in the area that the island be annexed into the City;

NOW, THEREFORE, BE IT RESOLVED that the City finds and concludes that the written request is a sufficient basis in law and fact for the City, by this resolution, to forward to the Ingham County Clerk the ballot proposal herein contained to place the ballot question of annexation before the island area voters in implementation and in compliance with MCL 42.34(3).

BE IT FURTHER RESOLVED that the City Council of the City of Lansing hereby forwards this resolution to the Ingham County Clerk to submit to the electors in the area of the Charter Township of Lansing (legally described below in the resolution) for the adoption or rejection at the election to be held on November 8, 2022, the following annexation proposal:

A PROPOSAL FOR THE ANNEXATION OF CERTAIN TERRITORY IN THE CHARTER
TOWNSHIP OF LANSING, INGHAM COUNTY, MICHIGAN TO THE CITY OF
LANSING, EATON AND INGHAM COUNTIES, MICHIGAN

Shall the following listed parcels and described land, which is an island surrounded by and contiguous to the City of Lansing on all sides, and generally described as the properties in the 1600-1800 blocks of Wood Street, including adjacent right of ways, be annexed from Lansing Charter Township to the City of Lansing, such that this land will thereafter be included within the territory and jurisdiction of the City of Lansing?

Parcels to be annexed:

Tax Parcel No. 33-21-01-11-110-001, 1804 Wood Street; Tax Parcel No. 33-21-01-11-110-002, 1730 Wood Street; Tax Parcel No. 33-21-01-11-110-003, 1720 Wood Street; Tax Parcel No. 33-21-01-11-110-004, 1712 Wood Street; Tax Parcel No. 33-21-01-11-110-005, 1704 Wood Street; Tax Parcel No. 33-21-01-11-110-006, 1604 Wood Street; Tax Parcel No. 33-21-01-11-110-007, 1630 Wood Street.

Legal description to be annexed:

A parcel of land situated in the State of Michigan, County of Ingham, Charter Township of Lansing, including the adjacent public rights of way, being all the area within the South 555 feet of the North 1097 feet of the West 205 feet of Section 11, Town 4 North, Range 2 West.

A "YES" VOTE MEANS THE PROPERTY WILL BE ANNEXED.

A "NO" VOTE MEANS THE PROPERTY WILL NOT BE ANNEXED.

BE IT FURTHER RESOLVED that the City Clerk transmit the ballot proposal to the Ingham County Clerk for inclusion in the November 8, 2022 ballot for the electors in the area described in the proposal.

BE IT FINALLY RESOLVED that upon the condition precedent of the majority vote being canvassed in the affirmative for the annexation to the City of Lansing of the described township island area, the annexation shall be effective December 31, 2022.

List of Parcels

33-21-01-11-110-001
33-21-01-11-110-002
33-21-01-11-110-003
33-21-01-11-110-004
33-21-01-11-110-005
33-21-01-11-110-006
33-21-01-11-110-007



Andy Schor, Mayor

RESPONSE TO CITY COUNCIL INQUIRIES CONCERNING LANSING TOWNSHIP ANNEXATION

AUGUST 8, 2022

1. What is the estimated annual tax revenue from property and income taxes and what method was used to determine?

Answer:

The estimated annual tax revenue from property and income tax is \$1.5 million annually. This is a conservative number and could potentially be higher.

The Lansing Twp Groesbeck neighborhood has an estimated population of 2,100 residents (1,834 voters per the City Clerk records.)

According to the US Census Bureau:

<https://www.census.gov/quickfacts/fact/table/lansingchartertownshipinghamcountymichigan/PST045221>

If there are 2.2 persons per household and the median household income is \$50,249.00, with a conservative estimate of 772 working population.

Working pop.	772
Avg. income	50,249
Taxable income	\$38,792,228.00
Tax rate	1%
CITY TAX high est.	\$387,922

Approximately 700 parcels:

576 Single family of which 90 are rentals

37 Apartment buildings totaling around 724 units

About 62 Commercial properties, not including exempt parcels (school, church, parks)

Total 2022 TV is \$ 68,589,540

Multiply by 19.5 mills (.0195) = \$1,337,500

This does not include the 1% admin fee on the rest of the millage. (Est. \$25,000)

2. How many of the properties are rental properties?

Answer:

Approximately 700 parcels:

576 Single family of which 90 are rentals

37 Apartment buildings totaling around 724 units

- 3. What exactly does the Township owe in terms of debt and what amount of that will we take on if the annexation initiatives are successful?**

Answer:

The township currently owes approximately \$33.2 million in debt. They have \$13 million in DDA TIF debt that stays with the DDA and not with the property owners. 20% of the tax base of the township is in the area asking to be annexed.

If annexation passes, the City of Lansing would generate approximately \$1.5 million per year in new taxes (approximately \$1.287 million in property tax and approximately \$250,000 in income taxes).

20% of the current \$33.2 million in movable debt equals \$6.6 million and is spread out until 2040. Lansing estimates we will make at least \$1.5 million per year in new revenues from this area. Based on that, we expect to pay \$250,000 in Twp debt per year.

Another factor will be increased revenue sharing from the State of Michigan to the City with additional residents.

Additionally, our lobbyist has informed us that there are no longer State Department of Treasury consolidation grant dollars available. The Legislature gave \$200 million for school consolidation in the last budget, so we will ask for similar dollars in the next supplemental for community consolidation.

It should be noted that there is also another \$8 million in township assessment currently in appeals at the Michigan Tax Tribunal (similar to another recent case the Twp lost). It is expected the annexation vote will be before that is decided and this will not impact these residents.

The City of Lansing expects to work closely with the Ingham County Treasurer to determine final debt. However, the \$6.6 million debt would be the maximum owed and could potentially be less.

- 4. What current special assessments are township residents paying to deal with long-term debts and would those assessments follow them and still be collected by the township, separate from property and income tax collected by the city?**

Answer:

Any benefit that was specially assessed will follow the parcel. This is for things like streets, sidewalks, drains, or other public works. The township essentially deletes the annexed parcels from their assessment roll, and we create a new matching roll for those parcels and those amounts, collect, and then pay it over to the township.

Any service that is specially assessed will not follow the parcel. This is for things like operating revenue for police, fire or utilities. The township will no longer be providing services to those parcels, so the assessment would cease.

5. If necessary, can we legally place the annual tax revenue received into escrow to pay the debt assumed?

Answer:

After consulting with the County Treasurer, we will not need to place money into escrow or into any reserve dollar account in our budget (similar to debt) and will be able to pay the estimated \$250,000 per year until 2040.

6. Do we have a determination from State of Michigan that escrowing taxes is legal?

Answer:

No. See above.

7. Would that include all millages or just property taxes?

Answer:

No. See above.

8. If the township increases their debt would that carry-over to those properties?

Answer:

No, unless the debt were to increase before December 31, 2022.

9. If there is a lawsuit what is the estimated cost to defend the suit? We know we have attorneys that we are paying, but if they are working on this, they are not working on something else.

Answer:

Like all legal issues that come before the City, the City Attorney will work with counsel to determine appropriate fees needed to defend this.

10. What are we hearing from the State Department and Michigan Legislature regarding consolidation of grant dollars and supplemental for community consolidation?

Answer:

We will talk to the Legislature regarding an appropriation for consolidation if this issue passes. They have done this for other areas of the state, including \$200 million for school consolidation in the last budget, so we will ask for similar dollars in the next supplemental for community consolidation.

11. What is the estimated annual cost, in dollars, to provide services such as code, public safety, and public services to the subject area?

Answer:

Economic Development & Planning:

Here are some implications for EDP:

- We would attach a zoning designation to the entire area, and future Planning/Zoning actions (rezonings, special land uses, variances, lot splits/combos, etc.) would come through ED&P.

- There are several multi-family buildings in this area (though they generally appear to be well-kept), as well as some single-family homes that are rentals. These would come to us new and would all require inspection and addition into our rental pool. This could require an additional staff person. Additionally, we would handle any premise complaints in this area.
- Building permitting for this area would also come through our office, whether its small-scale residential additions or larger commercial projects.
- There might be ancillary additional work via Development and Parking Teams, but likely not substantial.

The good news is additional activity generally brings with it additional revenue due to fees, so for us (even if there were a need to add an additional staff person) this addition could be cost-neutral.

Fire:

The City of Lansing currently provides significant mutual aid to Twp residents.

The annual rough cost estimate for Fire/EMS services to the Groesbeck area of Lansing Township is approximately \$441,000.00. This calculation is based on the following formula:

- Lansing Twp 2022 Fire/EMS Budget = \$1.7 million
- Total Lansing Twp residents = 8100
- \$1.7 million divided by 8100 = \$210.00 per resident
- \$210.00 x 2100 Groesbeck residents = \$441,000.00

Police:

The City of Lansing currently provides significant mutual aid to Twp residents.

We estimate police coverage for the Groesbeck area would be approximately \$400,000.

Public Services:

The impact to Public Services would be as follows:

Roads

Roads would stay under the jurisdiction of the Ingham County Road Department until there is a jurisdictional transfer. If the roads stayed with Ingham County, they would take care of all maintenance (plowing, sweeping, potholes, etc.), but the City would be responsible for providing funds for any projects. If the roads are transferred, the City would take care of everything. We do not assess for road projects but can for sidewalk repairs.

Since funding for roads comes from the state through Act 51 (gas & weight taxes), as well as from our streets and sidewalk millage, taking on the roads should be fiscally neutral for the City. We also believe the sidewalks would become the City's since this is the case with sidewalks along state trunklines.

We are not sure if street trees would be the City's or Ingham County Road Departments, if there is not a transfer for road jurisdiction. The assumption is that like sidewalks, the street trees would be the City's in ICRD rights of way.

If roads are transferred, the City would also receive money for any telecommunications in the rights of way from the state. We would also be responsible for permitting all driveway approaches and any other work in the public rights of way. We are currently unsure about what happens with the cable franchise and associated fees. BWL return on equity payment would increase, if based on the fees

derived within the annexed section. If current payment is based on revenue from the entire service territory, then this would not change this payment.

City Services

The City would provide recycling and yard waste. We have the capacity to add these services with existing staff and equipment. Trash is on a subscription basis, and we could provide trash services to those who subscribe. Recycling is paid for by all residents through an annual fee.

12. Is there any greenspace that is considered a park in the area that is being considered?

Answer:

No. Both the Twp park and Twp Fire Station located in the proposed annexation area would remain Twp property, owned and maintained by Lansing Twp, but located within the City of Lansing.

13. What will be the increase to property owners for Drain project if it is considered on population, whether a few cents or dollars?

Answer:

There would be no change in payments for the drain assessment, however, there would be process changes. If the township has already assessed, then the residents would still pay the assessment from the township. If the township has not assessed, then they would be on the Lansing tax rolls. We assume that the Lansing percentage of the total assessment would go up because we now have more residents in the drain district. The residents would then pay what they would have paid previously. We could either assess them the full amount and exempt them from the citywide Drain Code assessment, or we could include them in the citywide Drain Code assessment and assess them the balance. We will work with City Council, OCA, Public Service, and the Drain Commissioner to work on a final agreement.

14. Does this area have a separated sewer system? If not, how much will it cost the City to put in separated sewers?

Answer:

This area is separated and the City already maintains the sanitary sewers. The Ingham County Drain Commissioner maintains the storm sewers. This could remain as is, or the storm sewers could be transferred to the City. If transferred to the City, drain costs would come from General Fund, or from the Citywide drain tax.

15. How much will this added to street lighting and fire hydrants expenses with BWL?

Answer:

Lansing Township has approximately 65 fire hydrants in the proposed annexation area. Yearly maintenance is \$630.00 per hydrant, making annual costs a total of \$41,000.

The BWL currently maintains streetlights in this area and would continue without an expected added cost impact.

YEAR	ANNUAL TOTAL	2012 Downtown Dev Refunding				2022 Downtown Dev Refunding				DDA 2010 Series A				DDA 2010 Series B			
		May 1		Nov 1		May 1		Nov 1		July 1		July 1		July 1		July 1	
		PRIN	INT	PRIN	INT	PRIN	INT	PRIN	INT	PRIN	INTEREST	PRIN	INTEREST	PRIN	INTEREST	PRIN	INTEREST
2022	1,233,137	490,000	72,413	67,206	67,206	70,567	112,906	380,000	70,567	(257,793)	303,750	303,750	(75,871)	108,388	(75,871)	108,388	108,388
2023	1,645,477	505,000	67,206	61,525	61,525	69,104	70,567	385,000	69,104	(257,793)	303,750	303,750	(75,871)	108,388	(75,871)	108,388	108,388
2024	1,645,754	515,000	61,525	55,409	55,409	67,429	69,104	385,000	67,429	(257,793)	303,750	303,750	(75,871)	108,388	(75,871)	108,388	108,388
2025	1,644,995	530,000	55,409	49,116	49,116	65,157	67,429	390,000	65,157	(257,793)	303,750	303,750	(75,871)	108,388	(75,871)	108,388	108,388
2026	1,652,283	550,000	49,116	42,241	42,241	62,096	65,157	400,000	62,096	(257,793)	303,750	303,750	(75,871)	108,388	(75,871)	108,388	108,388
2027	1,656,870	565,000	42,241	34,825	34,825	58,656	62,096	405,000	58,656	(257,793)	303,750	303,750	(75,871)	108,388	(75,871)	108,388	108,388
2028	1,654,599	580,000	34,825	26,850	26,850	54,565	58,656	415,000	54,565	(257,793)	303,750	303,750	(75,871)	108,388	(75,871)	108,388	108,388
2029	2,462,494	600,000	26,850	18,225	18,225	50,166	54,565	420,000	50,166	(257,793)	303,750	303,750	(75,871)	108,388	(75,871)	108,388	108,388
2030	2,450,536	610,000	18,225	9,075	9,075	45,336	50,166	430,000	45,336	(257,793)	303,750	303,750	(75,871)	108,388	(75,871)	108,388	108,388
2031	2,430,883	605,000	9,075			40,176	45,336	440,000	40,176	(255,429)	303,750	303,750	(66,544)	81,738	(66,544)	81,738	81,738
2032	1,813,015					34,676	40,176	455,000	34,676	(239,174)	303,750	303,750	(47,491)	53,950	(47,491)	53,950	53,950
2033	1,818,803					28,648	34,676	465,000	28,648	(210,889)	303,750	303,750	(27,384)	24,863	(27,384)	24,863	24,863
2034	1,813,376					22,138	28,648	480,000	22,138	(181,601)	303,750	303,750					
2035	1,810,625					15,178	22,138	490,000	15,178	(151,238)	303,750	303,750					
2036	1,805,518					7,828	15,178	505,000	7,828	(119,731)	303,750	303,750					
2037	1,803,075									(87,005)	303,750	303,750					
2038	1,283,026									(53,063)	303,750	303,750					
2039	1,276,981									(17,902)	303,750	303,750					
2040	1,274,286																
2041	-																
2042	-																
2043	-																
REMAINING		prin	int			prin	int	prin	int	prin	int	prin	int	prin	int	prin	int
		5,550,000	801,357			6,445,000	1,496,346	9,000,000	5,282,326	9,000,000	5,282,326	3,335,000	1,265,704				
ORIGINAL PRINCIPAL		8,870,000				6,445,000		9,000,000				7,315,000					
PRINCIPAL PAID		3,320,000				-		-		-		3,980,000					
RECAP		PRIN (22-42)	INT (22-42)														
2012 REF		5,550,000	801,357														
2022 REF		6,445,000	1,496,346														
2010A		9,000,000	5,282,326														
2010B		3,335,000	1,265,704														
TOTALS		24,330,000	8,845,733														

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RESOLUTION #

BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Charter of the City of Lansing requires the Council to adopt an annual statement of Budget Policies and Priorities serving to guide the Administration in developing and presenting the Fiscal Year 2023/2024 Budget; and

WHEREAS, the City Council established the following Mission;

The City of Lansing's mission is to ensure quality of life by:

- I. Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors,
- II. Securing short- and long-term financial stability through prudent management of city resources,
- III. Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses,
- IV. Adopting sustainable practices that protect and enhance our cultural, natural and historical resources,
- V. Facilitating regional collaboration and connecting communities; and

WHEREAS, the standing committees of the City Council have met to evaluate the budget and recommend an annual statement of budget policies and priorities to guide the Administration in developing and presenting the Fiscal Year 2023/2024 budget.

NOW, THEREFORE BE IT RESOLVED, that the Lansing City Council has established the following as its Fiscal Year 2023/2024 Budget Policies and Priorities and requests that the Administration review them and encourages that they, to the extent practical, be included in the Administration's budget presented due to the City Council by the fourth Monday in March 2023.

BE IT FURTHER RESOLVED, the **Committee of the Whole** has established the following priorities:

1. \$100,000: (1) FTE focus specifically on housing legal assistance for tenants and homeowners in the City.
2. Fund sidewalk repair by \$200,000 for a total of \$500,000, with a priority placed on underserved areas.
3. Fund local street repair funding by \$1.7 million for a total of \$5 million, with a priority placed on underserved areas.
4. Funding for GED prep and passage program.
5. Funding to disseminate information on how to file a Complaint against the police.
 - a. Printing costs to add text to reverse side of of LDP business cards.

HIGHLIGHTED SECTIONS REPRESENT WHAT WAS PRESENTED TO THE ADMINISTRATION FROM THE COMMITTEES IN 10/1/2021 FOR THE CURRENT FY 2022-2023 BUDGET

6. \$250,000 for the creation of a cold case unit in the Lansing Police Department. This unit would consist of 2 detectives, 1 administrative assistant, 1 data technician, 1 investigator, and 1 attorney.
7. The creation of a Business Analyst position in the Office of Financial Empowerment to assist small business in the City of Lansing.

BE IT FURTHER RESOLVED, the **Committee on Development and Planning** has established the following priorities:

1. \$80,000: (1) FTE Financial Empowerment Employee; RE: Focus on Small Business, Minority Businesses; Female Owned Businesses
2. \$215,000: Reactivation of the Façade Improvement Grant Program
3. \$50,000: Analysis of Facade Improvement Grant Program to include Return on Equity Report on Previous Façade Grants provided to small businesses
4. \$40,000: Initiate an RFP for Engagement of Stakeholders and Completion of Community Facilities Plan, including school and county buildings, complete with inventory of assets and goals/objectives for facilities, that will serve as the basis for community facility decisions into the future.

BE IT FURTHER RESOLVED, the **Committee on Equity, Diversity, and Inclusion** has established the following priorities:

1. \$500,000: (4) FTE Social Workers-(1) FTE Administrative Assistant (LFD)
2. \$125,000: (1) FTE Grant Writer (Neighborhood Citizen Engagement OR HRCS); RE: Assist Local Groups and organizations in grant research, grant writing and monitoring.
3. The City of Lansing will include in their FY2022/2023 Budget public safety planning, a commitment, support and a partnership with Advance Peace which will help lives and reduce the life altering trauma experienced by people living in the impacted communities and by the service providers who support them, including law enforcement. Council asks the Administration to focus the budget allocations to fully fund the City portion for FY2022/2023.
4. **Need Based Vouchers for Quality Child Care**
The Administration should include money in its budget to offset the high, prohibitive costs of quality childcare, including before and after care. Studies are clear that the benefits of quality childcare include better brain development, school readiness and is a determining factor of future success. The pandemic has strained many families' abilities to work and provide quality care for their children. These challenges are exacerbated especially in low income and single parent households. The Administration should use partnerships and/or Federal stimulus money to achieve this priority. "Childcare" is explicitly mentioned as a permissible use under the Act (see question/answer 2.16 of official U.S. Treasury Q&A). The Administration should establish a needs based voucher program that will allow parents to use the voucher at a childcare provider of their choice.

HIGHLIGHTED SECTIONS REPRESENT WHAT WAS PRESENTED TO THE ADMINISTRATION FROM THE COMMITTEES IN 10/1/2021 FOR THE CURRENT FY 2022-2023 BUDGET

5. \$125,000 – MRJEA – Acquire an outside auditor to evaluate the metrics of the MRJEA Program and performance measures on the policies.

BE IT FURTHER RESOLVED, the **Committee on City Operations** has established the following priorities:

1. \$5,000: Training Modules on Ethics Ordinance and Related Policies, Conflicts of Interest Policies, and the Open Meetings Act, among others, for Boards and Commissions (Dept. OCA)
2. \$10,000: Printing Costs to Provide Written Materials to Residents who do not have access to computers, internet or cell phones with document capability

BE IT FURTHER RESOLVED, the **Committee on Public Safety** has established the following priorities:

1. Traffic Speed Wagons (Public Service Department)
2. Portable Speed Bumps (Public Service Department)
3. Reinstate the LFD apprenticeship/intern program (Lansing Fire Department)

BE IT FURTHER RESOLVED, the **Committee on Ways and Means** has established the following priorities:

1. Encourage the Administration to focus in on budget allocations and centralize the fees and costs associated with items such as Information Technology, utilities, etc.
2. Encourage the Chief Strategy Officer to perform an audit report on short and long term resolutions for the current forecast of the City's revenues and expenditures within all departments.

BE IT FURTHER RESOLVED, the City Council would like to continue its commitment, if funding is available, to:

- Maintain and improve the City's infrastructure;
- Preserve and ensure clean, safe, well-maintained housing and neighborhoods;
- Provide comprehensive and affordable recreational programs and youth and family services;
- Explore alternatives for improved efficiency in service and delivery.

BE IT FURTHER RESOLVED, the City Council has accepted the following recommendations from the Board of Public Service:

1. Increase general fund support for implementation of the City's Street System Asset Management Plan, with a priority placed on reconstructing and preserving neighborhood streets, especially in those areas of the city which have been historically underserved. We encourage the Department to continue utilizing new and innovative ways to extend the life of our existing streets;

**HIGHLIGHTED SECTIONS REPRESENT WHAT WAS PRESENTED TO THE ADMINISTRATION FROM
THE COMMITTEES IN 10/1/2021 FOR THE CURRENT FY 2022-2023 BUDGET**

2. Maintain and expand funding for sidewalk repairs and right-of-way maintenance and improvement, with a priority placed on underserved areas; this should all be done while keeping safety a priority for Lansing residents and visitors, and meeting or exceeding the compliance with the Americans with Disabilities Act;
3. Maintain and expand funding to update and improve the fleet of city vehicles, with specific priority for the Department;
4. Establish Lansing as a leader in PFAS regulation, testing, monitoring and enforcement through maintaining and increasing funding for educational and training purposes, and working with relevant federal, state, county and local governments, and non government organizations;
5. Expand opportunities for multi-family residential and business recycling;
6. Follow recommendations (to the greatest extent feasible) of the energy audit of all facilities and properties to save on energy and cut costs by replacing wasteful devices with ones that are energy efficient and reduce the carbon footprint of the City of Lansing.