AGENDA

Committee of the Whole
AGENDA FOR AUGUST 14, 2023 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 Wood, Chairperson
Council Member Garza, Vice Chairperson

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
   A. July 24, 2023
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Presentations:**
   B. Recycling Fee Presentation - Andy Kilpatrick
6. **Discussion/Action:**
   C. RESOLUTION - Appointment; Sharon Civils; At-Large Member; Board of Review; Term to Expire June 30, 2026
   D. RESOLUTION - Appointment; Dale Schrader; At-Large Member; Lansing Board of Water and Light Board of Commissioners; Term to Expire June 30, 2027
   E. RESOLUTION - Liquor License; CP Lansing - Red Cedar LLC
   F. DISCUSSION/ACTION - Board of Public Service Rules of Procedure
   G. RESOLUTION - Introduction and Set a Public Hearing; Amendment to Chapter 240, Section 240.02, 240.03, 240.04; Clarify role of Human Relations and Community Services (HRCS) Advisory Board
   H. RESOLUTION - Introduction and Set a Public Hearing; Amendment to Chapter 273, Section 273.01 and 273.04; Clarify Role of Human Relations and Community Services (HRCS) Advisory Board
   I. RESOLUTION - Introduction and Set a Public Hearing; Repeal Chapter 273, Section 273.06, "Examination of complaints; hearings and studies" to conform with the City Charter 5-106
   J. RESOLUTION - Introduction and Set a Public Hearing; Repeal Chapter 273, Section 273.08 "Prohibited discrimination by city departments or employees" to conform with the City Charter 5-106
   K. DISCUSSION/ACTION - Diversity Equity and Inclusion Advisory Board Rules of Procedure

L. RESOLUTION - Set Hearing; Revocation of Cabaret License; Energy Events; 3222 S MLK Jr. Blvd.

7. Other

M. Update by the Administration- South Washington Complex (SWOC) Current City Department(s) Relocations (Temporary and Permanent) & Financial Impact

N. DISCUSSION - Budget Priorities for the Fiscal Year 2024/2025 Budget

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.

MINUTES
Committee of the Whole
Monday, July 24, 2023 @ 5:30 p.m.
Tony Benavides Lansing City Council Chambers

CALL TO ORDER
Council President Wood called the meeting to order at 5:31 p.m.

PRESENT
Council Member Carol Wood
Council Member Jeremy Garza
Councilmember Adam Hussain
Councilmember Peter Spadafore- excused
Councilmember Patricia Spitzley – arrived at 5:49 p.m.
Councilmember Brian T. Jackson
Councilmember Jeffrey Brown
Councilmember Ryan Kost

OTHERS PRESENT
Sherrie Boak, Council Office Manager
Jim Smiertka, City Attorney
Lisa Hagen-Lawrence, City Attorney
Emily Linden, Internal Auditor
Shelbi Frayer, Chief Strategy Officer
Michael Lynn
Erika Lynn
Loretta Stanaway
Nick Zande

Minutes
MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE MINUTES FROM JULY 10, 2023.
MOTION CARRIED 6-0.

Public Comment
Mr. Lynn spoke on agenda item F on the ethics complaint filed by the People's Council. He informed the Committee that he filed a FOIA complaint and was provided an invoice from OCA. Was told by the OCA there was 796 communications in the FOIA, and his opinion was that this should not be on the people's dollar. Mr. Lynn provided a copy of the communication for the Council and record. Mr. Lynn concluded by asking for a complete thorough investigation.

Ms. Stanaway spoke on the ethics items on the agenda; spoke in opposition to the way the process that was done for complaint 2023-01. Ms. Stanaway then spoke on the People's Council July 10, 2023, complaint against the Mayor. Lastly Ms. Stanaway spoke in opposition to the relocation of a fire station in the Complex project.

Mr. Zande spoke on the agenda items on ethics and the South Washington complex.

Ms. Lynn clarified to Council that what was provided last time was a draft ethics complaint, and once formalized would be sent to the Ethics Board. The modification will reflect the FOIA request mentioned by Mr. Lynn earlier. Ms. Lynn went on to speak to the Ethics complaint from the People's Council, and the investigation should determine if anything is illegal. Lastly, Ms. Lynn asked Council to sign onto the ethics violation they intend to file.

Council Member Hussain stepped away from the meeting at 5:45 p.m.

Discussion/Action
RESOLUTION – Fireworks; Lansing Lugnuts for July 29, 2023
Ms. Frayer stated this is a standard application and she was available for questions.

Council Member Hussain returned to the meeting at 5:46 p.m.

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE RESOLUTION FOR THE ADDITIONAL DATE FOR THE LANSING LUGNUTS FIREWORKS DISPLAY FOR JULY 29, 2023. MOTION CARRIED 6-0.

RESOLUTION – Setting a Public Hearing; Ordinance to amend the uses of Council Chambers and Conference Room
Council President Wood went through the ordinance proposed changes. It includes clarifying the name to "Tony Benavides Lansing City Council Chambers", Council facilities labeling throughout the document, recognizing Council leadership, and security and maintenance, and changing from Channel 28 to City TV.

Council Member Spitzley arrived at 5:49 p.m.

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE RESOLUTION TO SET THE PUBLIC HEARING FOR AUGUST 14, 2023, TO AMEND THE ORDINANCE ON THE COUNCIL CHAMBERS AND CONFERENCE ROOM. MOTION CARRIED 7-0.

RESOLUTION – Setting a Public Hearing; Ordinance to amend Chief Strategy Officer Duties
Council President Wood noted this would be tabled because there are ongoing discussions with the mayor on an ad meanable language. There was a concern by the mayor on the reporting to City Council section of the changes.

Council Member Hussain asked what the mayor's concerns were and if it was reporting bi-monthly, and the Council President Wood confirmed the Mayor informed Council leadership he had a concern with meeting every other month. Council Member Spitzley asked if the mayor proposed a timeline and Council President Wood stated he has not provided a timeline.

DISCUSSION – Ethics Complaint 2023-01 Investigation Summary Report
Communication from Mitch Rice regarding Council Member Brown's Ethics Violation
Council President Wood outlined the process, noting the complaint went to the Ethics Board and they had an outside counsel with a determination. That determination came to Council with a recommendation. On June 26, 2023, Council Member Brown spoke to Council and took responsibility and acknowledged if he needed more training he would do that, and if Council deemed censorship he would adhere to that as well.

Council President Wood outlined the options Council can consider:

1. Place the report on file.

2. Take the report with its recommendation on additional training, and direct Council Leadership to work with the OCA or others to provide training to Council Member Brown by September 1, 2023.
3. Take the report recommendations for training and place on file along with removing Council Member Brown from all Committees he currently sits on.
4. Consider taking actions to remove Council Member Brown from City Council.

As leadership, Council President Wood stated she was recommending the 2nd option. It is appreciated that he took responsibility and ownership for the issues raised.

Council Jackson referenced the 16-page document from the outside counsel, interviews, call back interviews, and noted his understanding that it appeared the OCA initiated this and the Mayor also signed it. He then spoke on discussions and appeals at the AD HOC on Homelessness & Solutions Committee the Council Member Brown chairs, where he witnessed Council Member Brown doing what he thought he could do to help those residents. He then referred back to the document stated he believed it was hearsay and assumption of the OCA being weaponized, and then spoke in support of Council Member Brown. He added he never witnessed any other conversations beside those.

Council Member Spitzley spoke on the options, supporting the 1st or 2nd option.

Mr. Smiertka stated the City Attorney is not weaponized, and the OCA did not put anything together, it was provided to them and to the Ethics Board. The Board recommended an outside counsel, and that is why there was a full investigation from them. He concluded by stating the OCA follows the city ordinance.

Council Member Hussain asked for clarification on what the genesis of the complaint was. Mr. Smiertka stated he could not recall specifically. Council Member Hussain noted that he did sign it, but because of that it appears he started the allegations. He clarified for the public that he was contacted by the OCA, confirmed he did hear of the issues 3rd and 4th hand, and was uncomfortable to sign it. He stated he was advised that since he heard some of the things happened, he needed to sign the document to the Ethics Board. Council Member Hussain concurred with Council Member Jackson on the belief that the OCA was weaponized.

Council Member Spitzley referenced the handout of 16 pages for 2023-01 and an outside opinion, questioning why the OCA only did a 2 page in house opinion on the People's Council complaint against the Mayor.

Council Member Garza spoke on the reason why he signed the complaint, stating he was uncomfortable signing it, and clearly stated in his interview he never heard anything directly. He then apologized to Council Member Brown.

Council Member Jackson referenced the document and complaint, questioned why it was filed and if the motivation behind it should be investigated.

Council President Wood explained she had received a call from the Mayor and heard issues that were brought to his attention. She in turn called the OCA with what she had heard and had made it clear in her statement to the outside counsel that information she received was from the call from the Mayor.

Council Member Spitzley admitted she contacted Council Member Brown immediately when she was approached. She added that there are statements with your duties of your role as a Council Member. She asked for full investigations on all complaints, not picking and choosing.

MOTION BY COUNCIL MEMBER SPITZLEY TO HAVE COUNCIL MEMBER BROWN OBTAIN TRAINING BY THE OCA BY SEPTEMBER 1, 2023. MOTION TO PLACE ETHICS VIOLATION INVESTIGATION ON FILE. MOTIONS CARRIED 6-0.

DISCUSSION -Communication – People's Council, July 10, 2023 – Ethics Inquiry
Council Member Hussain stated he was not comfortable to speak on this based on OCA communications to each Council Member prior to the meeting.

Mr. Smiertka referenced the Campaign Finance Act, and there is potential of misdemeanor charges where complaints will be filed with the Secretary of State. The Act says Council speaks in a situation of the public, someone could file a misdemeanor against that person. The Ethics Board does not have jurisdiction over the complaint, per ordinance, because it falls under the Campaign Finance Act, an individual can file a complaint. He reiterated that if statements are made by Council, because they are in a public facility and serve in an elected office, someone could file a misdemeanor charge against them. Mr. Smiertka assured them that Council can do what they want, but OCA has to advise them as their legal counsel that they are at risk of a misdemeanor charge.

Council President Wood noted there was an ask from Council Member Hussain the OCA on what City Council can do in this case.

Mr. Smiertka referenced a memo delivered prior to this meeting, (included in the packet) which referred to MCL 169.257, more commonly known as Section 57 of the Michigan Campaign Finance Act. He explained that an appointed official can use their own time, but using a city expenditure, they cannot make statements of a political issue. Mr. Smiertka went through the memo which provided details on violations of Section 57 and what prohibitions would not apply including making statements no on City time or use of City resources; dissemination of factual information relevant to the function of the public body; use of public facility as long as others have equal opportunity to use such facility, on personal time.

Council Member Spitzley asked about clarification on an elected official or not acting for a public body that hypothetically an elected official acting on behalf of a public body that would be the question. In her opinion she believed that was the gray area in the memo. She asked the Committee if they would consider hiring an outside counsel to provide a report similar to the earlier ethics report on the Council Member Brown complaint. Mr. Smiertka disagreed with that suggestion, clarifying that the earlier Council Member Brown complaint was Ethics and this is subject to the Campaign Finance Act. Council Member Spitzley asked how it can be different because under the Council's authority they can request outside counsel. Mr. Smiertka stated that under the Campaign Finance Act, that remedy is exempt, but an individual can file a complaint. Council Member Spitzley asked if hypothetically a citizen filed a complaint with the City, can that be referred. Mr. Smiertka stated if someone feels there has been a violation, they have to sign a formal complaint.

Council Member Garza asked Mr. Smiertka for clarification on the definition for "public facility", and if Council was asked at a Ward meeting about this subject, can it be discussed. Mr. Smiertka stated that if that meeting and dialogue is in a public facility, that Council Member would be at risk of making that dialogue an opinion. He suggested the best thing to do would be to take that dialogue outside. He reiterated again that what he is stating is not a command, but the OCA duty to advise Council if there is a risk.

Council Member Hussain asked if he can use privileges as Council to obtain all City email accounts that the Mayor's email communication went to, and he also asked if the OCA communicate with the Mayor on this, and Mr. Smiertka stated he did not. Council Member Hussain then asked if an official complaint was submitted, and Council was asked to sign, would OCA be the ones asking them to sign. Mr. Smiertka stated this is different; if you have knowledge to a violation, then you have a fiduciary obligation to file the complaint. Council Member Hussain disagreed, noting that he was asked to sign the complaint against Council Member Brown with no first hand knowledge, and now he is being given different advice on this complaint. Mr. Smiertka reiterated that his is different from the complaint against Council Member Brown because this has to do with the Mayor's campaign financing and the ACT, and therefore governed by that.

Council Member Spitzley asked hypothetically, if a formal complaint comes through, is the City Council able as a body through their authority, refer it for additional legal outside attorney. Mr. Smiertka noted their office has provided an opinion to this body that this current complaint is covered by the Campaign Finance Act for remedy and if they have a complaint that person needs to file it with the Secretary of State, and added this was outlined in an earlier memo and not challenged. The memo presented at this meeting was in response from Council Member Hussain for clarification. Council Member Spitzley asked how does a "challenge" present it self to this body, and does Council have to formally "disagree with the opinion".

Council Member Hussain asked for a verbal explanation from the OCA based on earlier statements, since the OCA reports to Council and with the first complaint against Council Member Brown the OCA sought outside legal counsel, but in this case they did not. He added that in his opinion, that since the OCA also reports to the Mayor and this complaint regards the Mayor the OCA is not performing all the options. Mr. Smiertka acknowledged the OCA does report to Council and the Mayor, but in this case they saw no reason to go to outside counsel.

Council President Wood explained to the Committee that the Council in the past has gone to outside counsel, and it at that time it had to do with the retirement system and buyouts of department heads. At that time the OCA provided an opinion, and Council was not happy with that so they hired an attorney with Foster and Swift. At which point they got an opinion that their understanding was correct, and they change an ordinance because of that.

Council Member Spitzley assured Mr. Smiertka she believes the OCA is competent, and this discussion is not attacking OCA credibility. She suggested the Committee consider referring this to outside counsel and when that opinion comes back the City Council has done their due diligence.

Council Member Jackson questioned contributions by the City Attorney to the Mayor's fund, noted in the Mayor's funding request it actually stated "I am serving as Mayor", he send to City email accounts, used a similar City logo, and asked OCA how just those things along could not be a violation. Mr. Smiertka stated again that it is not an ethics but Campaign Finance Act topic, and he stood by the opinions his office provided and stated there is no need to go outside; a complaint can be filed with the Secretary of State.

Council Member Kost asked the OCA if the OCA has the authority to tell or not allow Council to go to outside Counsel and Mr. Smiertka quoted 4-304.6 from the City Charter.

Council Member Jackson stepped away from the meeting at 6:40 p.m.

The opinion of 4-304.6 is that Council will accept the OCA opinion.

Council Member Kost asked Mr. Smiertka if he contributed to City elected officials' campaigns in the past, Mr. Smiertka confirmed, and Council President Wood called for point of order.

MOTION BY COUNCIL MEMBER SPITZLEY TO REFER THE DOCUMENTS TO AN OUTSIDE LEGAL COUNSEL.

Council Member Jackson returned to the meeting at 6:42 p.m.

Council Member Hussain concurred with Council Member Spitzley for outside counsel and then referenced the Charter 4-304.6 which stated Council can act after requesting City Attorney written opinion, which they did.

MOTION CARRIED 7-0.

Council will need to review the outside counsel list and take recommendations.

Communication from Mitch Rice regarding Council Member Brown's Ethics Violation
MOTION BY COUNCIL MEMBER GARZA TO PLACE THE COMMUNICATION FROM MITCH RICE ON FILE. MOTION CARRIED 7-0.

Place on File- Communication from Kathy Krafft regarding the Cooley-Haze House
Council President Wood explained the document notes a concern because after the sale of the property the buyer never did what he verbally stated he would do, however the OCA has confirmed there was nothing binding in the purchase agreement.

MOTION BY COUNCIL MEMBER HUSSAIN TO PLACE ON FILE. MOTION CARRIED 7-0.

OTHER
Update by the Administration – South Washington Complex (SWOC) Current City Department(s) Relocations (Temporary and Permanent) & Financial Impact
Ms. Frayer acknowledged the July 10th request for financials and a cost analysis for the August 14, 2023 meeting, and confirmed there was not additional updates since that meeting.

Adjourn
The meeting adjourned at 6:47 p.m.
Respectfully Submitted by,
Sherrie Boak, Recording Secretary, Lansing City Council
Approved by the Committee

Application for Appointment to Board or Commission

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

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

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

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

Date	02/20/2023
First Name	Sharon
Middle	D
Last Name	Civils
Other name(s) by which you have been known, including maiden names	Hudson
Date of Birth	[redacted]
Address	1904 Lourdes Court
City	Lansing
State	MI
Zip Code	48910
Email	civils411@gmail.com
Gender	Female

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 3
Best Phone Number to Contact You	[redacted]
In what year did you move to Lansing?	1996
Additional Information Regarding Experience and Credentials	Analytical and problem-solving skills. The ability to work well under pressure. Pay attention to detail. Teamworking skills, Organization and time management skills, Interpersonal and communication skills. Management and leadership skills.
Occupational Background	Retired from State of Michigan: Information Technology Supervisor State of Michigan Operations Center Information Technology Specialist State of Michigan Operations
Educational Background	MBA: Technology Management Apr 2003 University of Phoenix - Phoenix, AZ BBA Bachelor of Business Administration Davenport University Jan 1991
Previous Appointments	Executive Branch Secretary of Lansing Branch NAACP
Current Appointments	NAACP Executive Member at Large
Please attach a resume if available.	*File(s) attached:* Sharon Civils Resume V4.docx
First Choice for Board to Serve on	Review Board
Second Choice of a Board to Serve on	Diversity, Equity, & Inclusion (DEI) Advisory Board
Third Choice of a Board to Serve on	Election Commission
Fourth Choice of a Board to Serve on	Board of Water and Light
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.	To bring my perspective and point of view based on reviewing rules, policies and procedures and systems that are currently in place. If they are not working due to a repetitive error, then an investigation is warranted in order to discover how to implement procedures that do give a positive outcome. I would be looking to see improvement and/or, correction and change.

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.	If certifications or other qualifications are needed to excel at the current position offered, I welcome the opportunity to fulfill the requirement.

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.	Sharon D Civils
Date & Time	02/20/2023 12:00 PM (EST)
Receive an email copy of this form.	Yes

SHARON D CIVILS

3105 S. MLK Jr. Blvd, #111, Lansing, MI 48910 | (H) 5178629064 | Civils411@gmail.com

Professional Summary

I have a passion to learn and grow and achieve new skills to help my community. Naturally having great verbal and written communication skills are essential to convey over your point of views on critical matters. I possess this ability and how to adapt to new environments. I feel technical mastery is at the core of each new endeavor and resolving critical issues these are key traits I possess. Finally, the ability to hit the ground running these are traits and talents that I possess.

Skills

- Analytical and problem-solving skills.
  The ability to work well under pressure.
  Pay attention to detail.

  , Teamworking skills.

  . Organization and time management skills.

  . Interpersonal and communication skills.

  . Management and leadership skills.

Experience

Lansing Branch NAACP – Executive Branch Secretary (Silver Life Member) 01/2018 – 12/2022
Perform secretarial duties: i.e. Schedule meetings, type up memos, take dictation
Type up minutes, prepare and schedule interviews, freedom dinners and rallies.
Elected as Executive Member at Large **January 5, 2023 -Present**

Non-Profit Lansing NAACP, **04/2009-01/2018**
Lansing Branch NAACP, {Dunning Office)530 Pine St, Lansing 48933
Served on Youth and College division
Chairperson of WIN

GLAC NANBPWC, Inc Member 01/2018 – Present
Greater Lansing Area Club, Lansing, Michigan

Serve as Chairperson of Founders Day Committee
Served on Women, s History Board
Serve on Membership Board

Zeta Phi Beta, Inc., Theta Rho Zeta Lansing, Michigan Chapter
Social Action Chairperson 12/2019 – Present

Information Technology Supervisor 01/1991 to 03/2008
State of Michigan Operations Center (incl. DTMB) – Windsor charter Township, MI Produced ad hoc

- Report and documentation for senior team staff.
- Performed initial client assessment and analysis to begin research process.
- Support chief management with daily operational functions.
- Verified data integrity and accuracy.
- Evaluated and resolved staffing problems in and efficient manner to minimize downtime.
- Participated on Human Resources hiring board to review qualifications of potential candidates.

Information Technology Specialist 03/1981 to 01/1991
State of Michigan Operations Center (incl. DTMB) – Windsor charter Township, MI

- Programming mainframes
- Data coding Secretary of state registrations
- Data coding vehicles, watercraft, and snowmobiles titles

Education

MBA: Technology Management Apr 2003
University of Phoenix - Phoenix, AZ
Technology management is a set of management disciplines that allows organizations to manage their technological fundamentals to create competitive advantage. Typical concepts used in technology management are technological roadmaps for businesses to use for marketing purposes.

It is critical to an organization survival to manage its technology strategically. Because when it is not managed, it might result into a big loss for the organization. Managing technology involves planning, designing, optimizing, operation and being in control of technological products.

BBA Bachelor of Business Administration
Davenport University Jan 1991
BBA degree offer the opportunity to be a confident **account manager, budget or management analyst, procurement officer, financial analyst, HR manager, marketing manager.** This BBA degree is a gateway to many leadership roles.

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

WHEREAS, the Mayor has made the appointment of Sharon D. Civils as an At-Large member of the Property Tax Board of Review for a term to expire June 30, 2026; and

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

WHEREAS, the Committee of the Whole met on August 14, 2023 and took affirmative action.

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

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	07/14/2023
First Name	Dale
Middle	Richard
Last Name	Schrader
Date of Birth	[redacted]
Home Address	1101 Seymour Avenue
City	Lansing
State	Michigan
Zip Code	48906
Email	schraderenviro@comcast.net
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 4

Precinct	39
Best Phone Number to Contact You	[redacted]
In what year did you move to Lansing?	1998
Additional Information Regarding Experience and Credentials	As President of Walnut Neighborhood Organization our group has cooperated with LBWL and the City of Lansing to plant almost over 70 trees. We have also installed 5 Little Libraries in the neighborhood. I've worked with Brian McGrain and Code Compliance on several challenged properties in our neighborhood and I believe that we are all better for the outcome. As President of Preservation Lansing, our group worked with then treasurer, Eric Schertzing, on historic preservation of tax foreclosed houses. I currently act as director of "Friends of Moores Park Pool, a group that has recently had success to achieve state funding for the pool restoration. I also serve on the Mayor's Sustainablity Commission and also with a group of members from MidMeac (MidMichigan Environmental Action Council), EGLE, MSU, Land Bank and others to promote "deconstruction" of old structures, promoting this - rather than demolition. I currently own and manage 22 rental houses in Lansing and have renovated over three dozen historic houses in the Walnut Neighborhood, Old Town area of Lansing over the last 25 years.
Occupational Background	I have 30 years experience of sales of industrial piping systems, pumps, pollution control equipment and groundwater and soil remediation systems. I started my own business, Schrader Environmental in 1991, and the company grew it to an 18 employee operation before it was sold it in 2014 to Clean Harbors Environmental, a multi-billion dollar company. We navigated many hurdles in an ever changing environmental industry, changing in regulations, safety and insurance requirements, and environmental regulations. Schrader Environmental company achieved national recognition for some projects. In Sauk Village, Illinois our equipment restored the drinking water supply to the entire town of 11,000 when the city's drinking water supply became contaminated with a carcinogen - vinyl chloride.. That same year 2012, we sent equipment to another emergency response at World Trade Center NY job-site after Superstorm Sandy flooded the adjacent CitiBank building basement with diesel fuel from capsized generators that threatened to leak into the WTC site and the Hudson River. Schrader Environmental sent remediation equipment to the Kalamazoo River cleanup after the catastrophic pipeline rupture there. These are examples of experiences that are difficult to duplicate but could be helpful to others in future situations. I'm proud of these accomplishments and the work that was done.
Educational Background	I attended Central Michigan University and have a degree in Business Administration 1979. My minor was Economics. I then attended Thunderbird Graduate School of International Management in Glendale, Arizona. I have always been interested in world affairs and achieved an MBA Master of Business Administration in 1981. My emphasis was international marketing. I have an active Michigan Residential Builder license. #24200643 Expiration date 5/31/2024. This license demonstrates an understanding of Michigan Building Code and building safety.

Previous Appointments	Mayor's Advisory Commission on Sustainabilty.
Current Appointments	Mayor's Advisory Commission on Sustainability
Please attach a resume if available.	*File(s) attached:* Dale Schrader Resume (2).docx
First Choice for Board to Serve on	Board of Water and Light
Second Choice of a Board to Serve on	Parks Board
Third Choice of a Board to Serve on	Historic District Commisssion
Fourth Choice of a Board to Serve on	Demolition 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.	I care deeply about the future of Lansing. I'm an environmentalist, a successful businessman, and a neighborhood leader. I've volunteered for many Lansing tasks since I sold my business in 2014. I bring a lifetime of experience in industrial equipment, but I especially value my Lansing experiences such as Walnut Neighborhood President that help me see things on a local level. I'm proud that we have planted many trees, resolved light outages with BWL, and introduced five Little Free Libraries and a wonderful community garden to the neighborhood, and I believe that Walnut is a better neighborhood than when I took over. It has been very enlightening me to work in the public sector after many years in the private sector, and I have made the adjustments. I believe my passion can be inspiring to others and I can work within committees to accomplish great things. I believe that if you work within the system you can get things done. I've always been a believer in action and it is evident in my lifetime body of work. I would be an attentive listener and could add value to the conversation. These are difficult times and we need to carefully consider the decisions we make. Though I have not agreed with every decision that Lansing or BWL has made, I am a logical person and a voice of reason. Thank you for considering me and I would very much be proud to serve in this position.

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.	Dale Schrader

Date & Time	07/14/2023 12:00 PM (EDT)
Receive an email copy of this form.	Yes

DALE SCHRADER

Owner/Property Manager
Schrader Properties, Inc. 1997-Present
Residential Builder. Renovated dozens of Lansing properties. Currently act as property manager for those owned properties.
https://www.facebook.com/Schrader-Properties-104841009949575/

President/Owner
Schrader Environmental Systems, Inc. 1990-2014 (24 years)
I was founder of this company, which provided new and used environmental remediation equipment. Equipment was for groundwater and soil remediation sites worldwide. Bought, refurbished, sold, and installed environmental remediation systems. At the peak in 2013, we had 18 employees and $5-million in annual sales. Schrader Environmental was sold to Clean Harbors Environmental in 2014.
Website: www.RemediationEquipment.com

Organizations
Preservation Lansing - President 2016-Present
This organization advocates for the protection of the architectural heritage of Lansing, Michigan.

Walnut Neighborhood Organization - President 2017-Present
The purpose of Walnut Neighborhood Organization is to enhance, promote and contribute to the community by supporting and initiating activities beneficial to Walnut Neighborhood, the City of Lansing, and society in general.

Education
MBA International Business -Thunderbird School of Global Management
BS Business Administration/Economics -Central Michigan University

Military Service
US Navy 1973-1977

LinkedIn
https://www.linkedin.com/in/dale-schrader-ab71b71a/

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

WHEREAS, the Mayor has made the appointment of Dale Schrader as an At-Large member of the Lansing Board of Water and Light Board of Commissioners for a term to expire June 30, 2027; 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 14, 2023 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the appointment of Dale Schrader as an At-Large member of the Lansing Board of Water and Light Board of Commissioners for a term to expire June 30, 2027.

On-Premises Alcohol Sales Application

Instructions

Instructions

- It is highly recommended to have all the documents ready for uploading prior to submission.
- All attachments must be in a PDF format.
- PDF files should be compressed to the smallest size possible
- If you need more time to get additional documents together, please save your application as a draft and come back to it when you are ready.
- Applications left open for more than 24 hours will need to be started over.
- If you have submitted the wrong document prior to submission of the application, or wish to update a document after submission of the application, please notify the Clerk's Office in writing at city.clerk@lansingmi.gov.
- It is the responsibility of the submitter to ensure they receive an email confirming the receipt of their application. If they do NOT receive an email with a confirmation number within 24 hours of submitting the application, it is the submitter's responsibility to notify the Clerk's Office in writing at city.clerk@lansingmi.gov.

Payments

- Payment fee must be RECEIVED by the Clerk's Office before the application will be reviewed. Failure to remit payment in a timely manner may result in denial of your application.
- Cash, Credit Card, Debit Card, Check, Electronic Check (ACH) & Money Order are accepted.
- Electronic Checks (ACH), Credit and Debit cards are accepted through the City's Point and Pay site. There is a 3% convenience fee for credit and debit card transactions.

Application Information

Non-Refundable License Fees

1. Application Fee: $1450 for New Location, $400 for Transfer of Ownership

Materials Required

1. Notary Statement
2. Attachment of Michigan Liquor Control Commission Application
3. Treasury Form(s)
4. Floor Plans, if not already on file

(City Codified Ordinances - Chapter 830)

Business Information

I am applying for:* ◉ New Location ○ Transfer of Ownership

License(s) for which I am seeking Local Government Approval* Transfer of Class C and Specially Designated Merchant ("SDM") liquor licenses

Business Name* CP Lansing - Red Cedar LLC

Does Business As Same

Address*

Street Address
3150-3160-3170 E. Michigan Ave.
Address Line 2

City	State / Province / Region
Lansing	MI

Postal / Zip Code	Country
48912	USA

Phone* 919-278-1551
xxx-xxx-xxxx

Email sarah.naumann@concordhotels.com
name@domain

Applicant Information

Applicant Name* CP Lansing - Red Cedar LLC

Address*

Street Address
3150-3160-3170 E. Michigan Ave.

Address Line 2

City
Lansing

State / Province / Region
MI

Postal / Zip Code
48912

Country
USA

Phone* 919-278-1551
xxx-xxx-xxxx

Email* sarah.naumann@concordhotels.com
name@domain

Business Owner Information

Clerk Note: Additional Information provided by client

Type of Ownership* Single   X Multiple Owners

Partner Information for Concord Hospitality Enterprises Company LLC which owns Concord Payroll LLC

Mark G. Laport 1404 Barony Lake Way Raleigh, NC 27614 DOB [redacted]1948

Richard L Branca 18 Saddle Ridge Rd Ho-Ho-Kus, NJ 07423 DOB [redacted]1948

Owner Name* Concord Payroll LLC

Address*

Street Address
11410 Common Oaks Dr.

Address Line 2

City
Raleigh

State / Province / Region
NC

Postal / Zip Code
27614

Country
USA

Phone* 919-278-1551
xxx-xxx-xxxx

Email* sarah.naumann@concordhotels.com
name@domain

Owner Date of Birth*

Owner Place of Birth*

Character of Business *

What Character of business do you intend to operate?

Food and beverage concession at the newly constructed AC Hotel by Marriot and Hyatt House Hotel

Length of Time *

What is the length of time your business has been of that charater, or in the case of a corporation, the date when its charter was issued?

Organized 10/19/2022

Similar Licenses *

Have you made applications for a similar or other license on premises other than those described in this application?

○ Yes ◉ No

Are Building Plans on File? *

◉ Yes ○ No

I (we) have never been convicted of a felony and is (are) not disqualified to receive a license by reson of any item contrained in this chapter of the laws of the State.

☑ I Agree

I (we) will not violate any State of Federal laws or any ordinance of the City in the conduct of this business.

☑ I Agree

I (we) or my (our) agent(s) do not owe any personal property taxes.

☑ I Agree

The copy of the Michigan Liquor Control Commission application submitted with this application is a true copy of what I (we) intend to submit to the Michigan Liquor Control Commission.

☑ I Agree

Fees Due $ 1,450.00

Methods for payment are on the first page of this document, under "**Payments**." Processing this application will not proceed until payment is received.

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☑ I Agree

I hereby certify that this application is complete and accurate to the best of my knowledge, information and belief. I understand that a false statement on this application may result in either a denial of this application or subsequent revocation if this license is granted.

Signature

Steven J Grobbel, Authorized Signer

Date Submitted 5/17/2023

Attachments

A Treasury Form needs to be completed by every stakeholder per the Ordinance. Please click the link below and print, complete, sign, and attach the completed form to the application using the button below. Download Treasury Form Document

Treasury Form for all Stakeholders	Treasury Report.pdf	67.03KB
Copy of Michigan Liquor Control Commission Application	CP Lansing LCC-100a.pdf	373.67KB

Your application is required to be notarized per the Ordinance. Please click the link below and print, complete, sign and have notarized, and attach the completed form to the application using the button below. **Download Notarization Document**

Notarization Document*	Notarized Statement.pdf	86.1KB
City Council Document(s)		

Approvals

Instructions to City Clerk: Note: this license cannot be issued without approval by City Council. You may attach Council documents in the Attachment page or copy them later to the repository. Following a review of details and approval by council, choose an approval decision on the Clerk Approval row, and click **Submit**.

License Desk Approval	◉ Approved	○ Denied
Police Approval	◉ Approved	○ Denied
Fire Marshal Approval	◉ Approved	○ Denied
Zoning Approval	◉ Approved	○ Denied
Building Safety Approval	◉ Approved	○ Denied
Treasury Approval	◉ Approved	○ Denied
Treasurer Approval	◉ Approved	○ Denied
Clerk Approval *	◉ Approved	○ Denied

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: ____________
Request ID: ____________
(For MLCC Use Only)

On-Premises Retailer License & Permit Application (LCC-100a)

Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): CP Lansing - Red Cedar LLC	
Address to be licensed: 3150-3160-3170 E. Michigan Ave.	
City: Lansing	Zip Code: 48912
City/township/village where license will be issued: Lansing City	County: Ingham
Federal Employer Identification Number (FEIN): 92-0791168	

Leave Blank - MLCC Use Only

1. Are you requesting a new license? ◯ Yes ◉ No
2. Are you applying ONLY for a new permit or permission? ◯ Yes ◉ No
3. Are you buying an existing license? ◉ Yes ◯ No
4. Are you transferring the classification of an existing on premises license? ◯ Yes ◉ No
5. Are you modifying the size of the licensed premises? ◯ Yes ◉ No
   If Yes, specify: ☐ Adding Space ☐ Dropping Space ☐ Redefining Licensed Premises
6. Are you transferring the location of an existing license? ◉ Yes ◯ No
7. Is this license being transferred as the result of a default or court action? ◯ Yes ◉ No
8. Do you intend to use this license actively? ◉ Yes ◯ No

Part 2 - License Transfer Information (If Applicable)

If transferring ownership of a license ONLY and not transferring the location of a license, fill out only the name of the current licensee(s)

Current licensee(s): Golden Yu & Sprite, Inc.	
Current licensed address: 2755 E. Grand Blvd., Suite A	
City: East Lansing	Zip Code: 48823-5614
City/township/village where license is issued: Meridian Twp.	County: Ingham

Part 3 - Licenses, Permits, and Permissions

Applicants for on premises licenses, permits, and permissions (e.g. restaurants, hotels, bars, etc.) must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

Part 4 - Inspection, License, and Permit Fees - Make checks payable to **State of Michigan**

Inspection Fees - Pursuant to MCL 436.1529(4) a nonrefundable inspection fee of $70.00 shall be paid to the Commission by an applicant or licensee at the time of filing of a request for a new license or permit, a request to transfer ownership or location of a license, a request to increase or decrease the size of the licensed premises, or a request to add a bar. Requests for a new permit in conjunction with a request for a new license or transfer of an existing license do not require an additional inspection fee.

License and Permit Fees - Pursuant to MCL 436.1525(1), license and permit fees shall be paid to the Commission for a request for a new license or permit or to transfer ownership or location of an existing license.

Inspection Fees:	$140.00	License & Permit Fees:	$2,718.75	**TOTAL FEES:**	$2,858.75

Schedule A - Licenses, Permits, & Permissions

Applicant name: CP Lansing - Red Cedar LLC

On-Premises License Type:

New	Transfer	License	Base Fee:	Fee Code MLCC Use Only
☐	☒	B-Hotel License	$600.00	4034
		Number of guest rooms: 295	$825.00	
☐	☐	A-Hotel License	$250.00	
		Number of guest rooms:		
☐	☐	Class C License	$600.00	
☐	☐	Tavern License	$250.00	
☐	☐	Resort License	Upon Licensure	
☐	☐	DDA/Redevelopment License	Upon Licensure	
☐	☐	Brewpub License	$100.00	
☐	☐	G-1 License	$1,000.00	
☐	☐	G-2 License	$500.00	
☐	☐	Aircraft License	$600.00	
☐	☐	Watercraft License	$100.00	
☐	☐	Train License	$100.00	
☐	☐	Continuing Care Retirement Center License	$600.00	
		☐ MCL 436.1545(1)(b)(i) ☐ MCL 436.1545(1)(b)(ii)		
		B-Hotel or Class C Licenses Only:		
☒	☐	Additional Bar(s)	$700.00	4012
		Number of Additional Bars: 2		

B-Hotel or Class C licenses allow licensees to have one (1) bar within the licensed premises. A $350.00 licensing fee is required for each additional bar over the one (1) bar initially issued with the license.

Licenses, permits, and permissions selected on this form will be investigated as part of your request. Please verify your information prior to submitting your application, as some licenses, permits, or permissions cannot be added to your request once the application has been sent out for investigation by the Enforcement Division.

Inspection, License, Permit, & Permission Fee Calculation

Number of Licenses: 2 x $70.00 Inspection Fee

Total Inspection Fee(s):	Fee Code: 4036	$140.00
Total License Fee(s):		$1,525.00
Total Permit Fee(s):		$1,193.75
TOTAL FEES DUE:		$2,858.75

Please note that requests to transfer SDD licenses will require the payment of additional fees based on the seller's previous calendar year's sales. These fees will be determined prior to issuance of the license to the applicant.

Make checks payable to **State of Michigan**

On-Premises Permits:

	Permit	Base Fee:	Fee Code MLCC Use Only
☒	Sunday Sales Permit (AM)*	$160.00	4033
☒	Sunday Sales Permit (PM)**	$318.75	4032
☐	Catering Permit	$100.00	
☐	Social District Permit	$250.00	
☐	Banquet Facility Permit - Complete Form LCC-200		

A Banquet Facility Permit is an extension of the license at a different location. It may have its own permits and permissions.

	Permit	Base Fee:
☒	Outdoor Service	No charge
☐	Dance Permit	No charge
☒	Entertainment Permit	No charge
☐	Extended Hours Permit:	No charge
	◯ Dance ◯ Entertainment Days/Hours:	
☒	Specific Purpose Permit:	No charge
	Activity requested: Hotel	
	Days/Hours requested: Sun - Sat 2:00 am - 7:00 am	
☐	Living Quarters Permit	No charge
☐	Topless Activity Permit	No charge
☐	Off-Premises Storage	No charge
☐	Direct Connection(s)	No charge
☐	On-Premises Public Swimming Pool Permit - Complete Form LCC-209	

Pursuant to MCL 436.1533, on-premises retailers may be issued a Specially Designated Merchant (SDM) license or a Specially Designated Distributor (SDD) license at the same location in conjunction with the on-premises license under certain circumstances.

Off-Premises License Type:

New	Transfer	License	Base Fee:	Fee Code MLCC Use Only
☒	☐	SDM License	$100.00	4012
☐	☐	SDD License	$150.00	

Off Premises Permits:

	Permit	Base Fee:	
☐	SDD Sunday Sales Permit (PM)** *For Spirit Products*	$22.50	
☒	SDM Sunday Sales Permit (PM)** *For Mixed Spirit Drink Products*	$15.00	4032
☐	Motor Vehicle Fuel Pumps	No charge	

*Sunday Sales Permit (AM) allows the sale of spirits, mixed spirit drink, beer, and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

**Sunday Sales Permit (PM) allows the sale of spirits and mixed spirit drink on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of beer and wine on Sunday after 12:00 noon. The Sunday Sales Permit (PM) fee is 15% of the fee for the license that allows the sale of spirits or mixed spirit drink. Additional bar fees and hotel room fees are also calculated as part of the permit fee. A separate Sunday Sales Permit (PM) is required for each license that will sell spirits or mixed spirit drink on Sunday after 12:00 noon.

Part 5a - Information on Individual Applicant, Stockholder, Member, or Limited Partner

Each individual, stockholder, member, or partner must complete Part 5a, 5b, and 5c. If a stockholder or member of an applicant company is a corporation or limited liability company, complete Part 5a and 5c and submit a completed Form LCC-301. For applications with multiple individuals, stockholders, members, or partners - each person or entity must complete a separate copy of this page.

Name: Red Cedar Hotel Holdings, LLC		
Home address: 11410 Common Oaks Dr.		
City: Raleigh	State: NC	Zip Code: 27614
Business Phone: (919) 278-1551	Cell Phone:	Email: Sarah.Naumann@concordhotels.com

Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC? If **Yes**, please list business ID numbers below. If you hold interest in 2 or more locations under the same name, please also write "chain" below. *Pursuant to MCL 436.1603, a retailer licensee may not hold interest in a manufacturer or wholesaler licensee.* ○ Yes ◉ No

Do you hold 10% or more interest in the applicant entity? ◉ Yes ○ No

If you answered "no" to the first question and "yes" to the second question, you must submit fingerprints and undergo an investigation by the MLCC. Please see the attached instructions for submitting fingerprints to the MLCC. You must submit a copy of the completed and endorsed Livescan Fingerprint Background Request (LCC-105) with your application.

Part 5b - Personal Information (Individuals) - *Must be at least 21 years of age, pursuant to administrative rule R 436.1105(1)(a).*

Date of Birth:	Social Security Number:	Driver's License Number:

Are you a citizen of the United States of America? ○ Yes ○ No

Have you ever legally changed your name? ○ Yes ○ No

If you answered "yes", please list your prior name(s) (including maiden):

Spouse's full name (if currently married):

Spouse's date of birth:

Is your spouse a citizen of the United States of America? ○ Yes ○ No

Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan? ○ Yes ○ No

Does your spouse hold a retailer, manufacturer, or wholesaler license issued by the MLCC? ○ Yes ○ No

Full disclosure of criminal history must be reported, regardless of how long ago the crime occurred. State of Michigan and federal criminal background records will be checked to verify criminal history. Failure to report criminal history charges and/or local ordinance violations may result in the denial of the application. Criminal history includes felonies, misdemeanors, and local ordinance violations in Michigan or any other state for which the applicant or applicant's spouse was found guilty, pled guilty, or pled no contest.

Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If **Yes**, list below (attach additional pages if necessary): ○ Yes ○ No

Date	City/State	Charge	Disposition

Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If **Yes**, list below (attach additional pages if necessary): ○ Yes ○ No

Date	City/State	Charge	Disposition

Part 5c - Signature

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003. (This form must be signed by the person whose information it contains).

Julie L. Richter — Julie L Richter — 1/3/23

Print Name — Signature — Date

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Part 6 - Contact Information

Provide information on the contact person for this application. Please note that corporations and limited liability companies must provide documentation (e.g. meeting minutes, corporate resolution) authorizing anyone other than the applicant or an attorney of record to be the contact person. If an authorization is not provided, your contact person will not be acknowledged if they are anyone other than the applicant or attorney.

What is your preferred method of contact?		◯ Phone ◯ Mail ◉ Email ◯ Fax
What is your preferred method for receiving a Commission Order?		◯ Mail ◉ Email ◯ Fax
Contact name: Steven Grobbel		Relationship: Attorney
Mailing address: 2055 Orchard Lake Road		
City: Sylvan Lake	State: MI	Zip Code: 48320
Phone: (248) 816-5000 x2	Fax number: (248) 816-5115	Email: sgrobbel@cebhlaw.com

Part 7 - Attorney Information (If You Have An Attorney Representing You For This Application)

Attorney name: Steven Grobbel		Member Number: P-42818
Attorney address: 2055 Orchard Lake Road, Sylvan Lake, MI 48320		
Phone: (248) 816-5000 x2	Fax number: (248) 816-5115	Email: sgrobbel@cebhlaw.com
Would you prefer that we contact your attorney for all licensing matters related to this application?		◉ Yes ◯ No
Would you prefer any notices or closing packages be sent directly to your attorney?		◉ Yes ◯ No

Part 8 - Signature of Applicant

Be advised that the information contained in this application will only be used for this request. This section will need to be completed for each subsequent request you make with this office.

Notice: When purchasing a license, a buyer can be held liable for tax debts incurred by the previous owner. Prior to committing to the purchase of any license or establishment, the buyer should request a tax clearance certificate from the seller that indicates that all taxes have been paid up to the date of issuance. Obtaining sound professional assistance from an attorney or accountant can be helpful to identify and avoid any pitfalls and hidden liabilities when buying even a portion of a business. Sellers can make a request for the tax clearance certificate through the Michigan Department of Treasury.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

Julie L. Richter	Julie L Richter	1/3/23
Print Name of Applicant & Title	Signature of Applicant	Date

Please return this completed form along with corresponding documents and fees to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Overnight deliveries: 2407 N. Grand River Avenue, Lansing, MI 48906
Fax to: 517-284-8557

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: ____________

Request ID: ____________

(For MLCC Use Only)

Report of Stockholders, Members, or Partners (LCC-301)

Part 1 - Licensee Information

Please state your name as it is filed with the State of Michigan Corporation Division.

Licensee name(s): Concord Payroll, LLC		
Address: 11410 Common Oaks Dr.		
City: Raleigh	State: NC	Zip Code: 27614

Part 2a - Corporations

- Please complete this section and attach more copies of this page if more room is needed.

Name and address of all stockholders:	No. of Shares Issued:	Date Issued/Acquired:

Name and address of Corporate Officers and Directors, pursuant to administrative rule R 436.1109:

Part 2b - Limited Liability Companies

- Please complete this section and attach more copies of this page if more room is needed.

Name and address of all members:	Percent % Issued:	Date Issued/Acquired:
Concord Hospitality Enterprises Company LLC 11410 Common Oaks Dr., Raleigh, NC 27614	100%	

Name and address of Managers and Assignees, pursuant to administrative rule R 436.1110:

Concord Hospitality Enterprises Company LLC 11410 Common Oaks Dr., Raleigh, NC 27614

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Report of Stockholders, Members, or Partners (LCC-301) - Continued

Part 2c - Limited Partnerships - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all partners:	Percent % Issued:	Date Issued/Acquired:

Name and address of Managers, pursuant to administrative rule R 436.1111:

Part 3 - Authorized Signers (Authorized in compliance with R 436.1109(1)(c) for a corporation or R 436.1110(1)(g) for a limited liability company)

Name & Title:	Mark Laport, President and CEO
Name & Title:	Julie Richter, Vice President, Secretary and Treasurer
Name & Title:	
Name & Title:	Steven Grobbel, Michael Brown, Jim Bellanca III, Teresa Whitehead and Rick Perkins, all of Carlin Edwards Brown PLLC
Name & Title:	as authorized signer for MLCC purposes

I certify that the authorized signers under Part 3 of this form have been authorized in compliance with R 436.1109(1)(c) for a corporation or R 436.1110(1)(g) for a limited liability company.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

Julie Richter, Vice President, Secretary and	Julie L Richter	3/13/23
Print Name of Applicant or Licensee & Title	Signature of Applicant or Licensee	Date

Please return this completed form to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Overnight packages: 2407 N. Grand River, Lansing, MI 48906
Fax to: 517-763-0059

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID:
Request ID:
(For MLCC Use Only)

Report of Stockholders, Members, or Partners (LCC-301)

Part 1 - Licensee Information

Please state your name as it is filed with the State of Michigan Corporation Division.

Licensee name(s): Concord Hospitality Enterprises Company, LLC		
Address: 11410 Common Oaks Dr.		
City: Raleigh	State: NC	Zip Code: 27614

Part 2a - Corporations - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all stockholders:	No. of Shares Issued:	Date Issued/Acquired:

Name and address of Corporate Officers and Directors, pursuant to administrative rule R 436.1109:

Part 2b - Limited Liability Companies - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all members:	Percent % Issued:	Date Issued/Acquired:
CHECO Holdings, LLC 11410 Common Oaks Dr., Raleigh, NC 27614	100%	7/23/2018

Name and address of Managers and Assignees, pursuant to administrative rule R 436.1110:

CHECO Holdings, LLC 11410 Common Oaks Dr., Raleigh, NC 27614

Report of Stockholders, Members, or Partners (LCC-301) - Continued

Part 2c - Limited Partnerships - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all partners:	Percent % Issued:	Date Issued/Acquired:

Name and address of Managers, pursuant to administrative rule R 436.1111:

Part 3 - Authorized Signers (Authorized in compliance with R 436.1109(1)(c) for a corporation or R 436.1110(1)(g) for a limited liability company)

Name & Title:	Mark Laport, Authorized Signer
Name & Title:	Julie Richter, Authorized Signer
Name & Title:	
Name & Title:	Steven Grobbel, Michael Brown, Jim Bellanca III, Teresa Whitehead and Rick Perkins, all of Carlin Edwards Brown PLLC
Name & Title:	as authorized signers for MLCC purposes

I certify that the authorized signers under Part 3 of this form have been authorized in compliance with R 436.1109(1)(c) for a corporation or R 436.1110(1)(g) for a limited liability company.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

Julie Richter, Authorized Signer — Print Name of Applicant or Licensee & Title

Julie L Richter — Signature of Applicant or Licensee

3/27/23 — Date

Please return this completed form to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Overnight packages: 2407 N. Grand River, Lansing, MI 48906
Fax to: 517-763-0059

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: ______
Request ID: ______
(For MLCC Use Only)

Report of Stockholders, Members, or Partners (LCC-301)

Part 1 - Licensee Information

Please state your name as it is filed with the State of Michigan Corporation Division.

Licensee name(s): CHECO Holdings, LLC		
Address: 11410 Common Oaks Dr.		
City: Raleigh	State: NC	Zip Code: 27614

Part 2a - Corporations

Part 2a - Corporations - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all stockholders:	No. of Shares Issued:	Date Issued/Acquired:

Name and address of Corporate Officers and Directors, pursuant to administrative rule R 436.1109:

Part 2b - Limited Liability Companies

Part 2b - Limited Liability Companies - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all members:	Percent % Issued:	Date Issued/Acquired:
CHECO F, LLC	85%	11/18/2022
11410 Common Oaks Dr., Raleigh, NC 27614		
CHECO Intermediate Holdings, LLC	10.03%	11/18/2022
11410 Common Oaks Dr., Raleigh, NC 27614		
Mark Laport 11410 Common Oaks Dr., Raleigh, NC 27614	4.97%	11/18/2022

Name and address of Managers and Assignees, pursuant to administrative rule R 436.1110:

CHECO F, LLC 11410 Common Oaks Dr., Raleigh, NC 27614

CHECO Intermediate Holdings LLC 11410 Common Oaks Dr., Raleigh, NC 27614

Mark Laport 11410 Common Oaks Dr., Raleigh, NC 27614

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Report of Stockholders, Members, or Partners (LCC-301) - Continued

Part 2c - Limited Partnerships - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all partners:	Percent % Issued:	Date Issued/Acquired:

Name and address of Managers, pursuant to administrative rule R 436.1111:

Part 3 - Authorized Signers (Authorized in compliance with R 436.1109(1)(c) for a corporation or R 436.1110(1)(g) for a limited liability company)

Name & Title:	Mark Laport, Authorized Signer
Name & Title:	
Name & Title:	
Name & Title:	Steven Grobbel, Michael Brown, Jim Bellanca III, Teresa Whitehead and Rick Perkins, all of Carlin Edwards Brown PLLC
Name & Title:	as authorized signers for MLCC purposes

I certify that the authorized signers under Part 3 of this form have been authorized in compliance with R 436.1109(1)(c) for a corporation or R 436.1110(1)(g) for a limited liability company.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

Mark Laport, Authorized Signer
Print Name of Applicant or Licensee & Title

Signature of Applicant or Licensee

3/27/23
Date

Please return this completed form to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Overnight packages: 2407 N. Grand River, Lansing, MI 48906
Fax to: 517-763-0059

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

WHEREAS, the Licensing and Enforcement Division of the Michigan Liquor Control Commission received a request from Liquor License; CP Lansing - Red Cedar LLC request for a B-Hotel License, Specially Designated Merchant ("SDM") a Sunday Sales (AM/PM), Social District, Entertainment, Additional 2 Bars, SDM Sunday Sales (PM) Permits at 3150, 3160, and 3170 East Michigan Avenue; and

WHEREAS, the Committee of the Whole reviewed the request with affirmative action taken.

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council, hereby, approves the request from CP Lansing - Red Cedar LLC request for a B-Hotel License, Specially Designated Merchant ("SDM") a Sunday Sales (AM/PM), Social District, Entertainment, Additional 2 Bars, SDM Sunday Sales (PM) Permits at 3150, 3160, and 3170 East Michigan Avenue.

Be it further resolved that the Social District Permit will be reviewed for Council Consideration through a separate resolution.

Chris Swope
Lansing City Clerk

July 21, 2023

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

Dear President Wood and Council Members:

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

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

Sincerely,

Chris Swope

Chris Swope, MMC/MiPMC
Lansing City Clerk

Lansing City Clerk's Office
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695
517-483-4131 • TDD 517-483-4479 • 517-377-0068 FAX
www.lansingmi.gov/clerk • clerk@lansingmi.gov

CITY OF LANSING
BOARD OF PUBLIC SERVICE
RULES OF ADMINISTRATIVE PROCEDURE

The following Rules of Administrative Procedure are adopted by the Board of Public Service (hereinafter referred to as the "Board") to facilitate the performance of its duties and the exercise of its responsibilities as set forth in Article 5, Sections 5-105 and 5-106 of the City Charter.

SECTION 1.0: OFFICERS

1.1 Organization, Election and Tenure of Officers

The Board shall organize, at its first meeting following July 1st of each year, by electing one (1) member as Chairperson and one (1) member as Vice Chairperson, and each shall hold office for one (1) year, or until a successor is elected and assumes office. In the event the Chairperson resigns, or is removed by a majority vote of the Board, a new Chairperson shall be elected to serve the remainder of the unexpired term, and the same procedure shall apply for the Vice Chairperson. A Board member shall not hold the office of Chairperson or Vice Chairperson for more than two consecutive years. In the case where no other member is willing to serve as Chairperson, the rule "no more than two consecutive years" may be suspended by an affirmative vote of ~~five~~ the majority members present at a meeting of the Board.

1.2 Duties of the Chairperson and Vice Chairperson

It shall be the Chairperson's duty (or in the Chairperson's absence, the Vice Chairperson's) to preside at all meetings of the Board; to see that all orders and regulations are executed and complied with; and to perform such other duties as may be lawfully required by the Board or which the City Council may by ordinance or resolution prescribe as provided for by the City Charter. The Chairperson may appoint standing and special committees as necessary to make an effective administrative and progressive body of this Board and to expedite certain functions of the Board. The Chairperson shall be an ex-officio member of all committees. The Transportation Engineer shall be ex-officio member of all traffic Committees. The Vice Chairperson shall enforce the three (3) minute rule for public comment at the Board meetings, per Section 2.5.

1.3 Election and Duties of Secretary

A. The Board shall, at its first meeting following July 1st of each year, select a Secretary who shall hold office for one (1) year, or until a successor is selected, unless the Secretary either resigns or is removed by a majority vote of the Board. If the Secretary of the Board is not a member of the Board, then the Secretary must be an employee of the Public Service Department and may accrue compensatory time in lieu of overtime for services rendered.

B. The Secretary shall be responsible for preparing and maintaining the minutes of the Board Meetings. Copies of the proposed minutes shall be distributed to all Board members prior to the meeting at which they will be considered for approval. The minutes of the Board meeting shall be filed in the office of the City Clerk and shall become effective the date of filing.

C. The Secretary shall be responsible for keeping record of all the Board's transactions. All communications, petitions and reports shall be addressed to the Board and delivered to the Secretary by mail or in person.

SECTION 2.0: MEETINGS

2.1 Regular and Special Meetings

The Board shall hold one (1) regular meeting each month to be held on the second Thursday of each month at 11:30 a.m., unless otherwise scheduled by action of the Board, and such other meetings as it deems necessary to carry on efficient and effective policies of the good of the Public Service Department, unless modified in advance by the Board. The Chairperson may reschedule regular meetings as necessary to assure a quorum or to avoid conflict with other meetings. Members must be physically present to be considered in attendance.

2.2 Special Meetings

Special meetings may be called at the written request of the Chairperson or ~~of five (5)~~ the majority of current members of the Board. At least eighteen (18) hours before the meeting, the Secretary shall give public notice of the meeting and shall cause each Board member to be served personally with a notice of the meeting or shall cause the notice to be left at the usual place of residence of the Board member. No business shall be transacted at any special meeting except that stated in the notice of the meeting. Notwithstanding the foregoing requirements for the calling of special meetings, any special meeting of the Board shall be a legal special meeting if all members are present or in the event that any member or members be absent, if all absent members have in writing, waived the requirements that notice be given; provided that a quorum is present.

2.3 Public Meetings

All meetings and hearings of the Board; its records, resolutions, transactions, findings and determinations, shall be open to the public, except as otherwise provided by law. The public shall have a reasonable opportunity to be heard or make public comment at all Board meetings open to the public. The name and address of each person addressing the Board will be recorded. All meetings of the Board shall be in accordance with the Open Meetings Act of 1976, P.A. 267 ("Act"), as amended and in effect at the time of such meeting. Public notice of meetings shall be given in accordance with this Act.

2.4 Quorum, Motions and Voting

A. ~~Five (5) members present shall constitute a quorum for the transaction of business.~~ A majority of the voting members seated on the Board of Public Service shall constitute a quorum for conducting business at the meeting of the board. Electronic presence or voting is not permitted. In the absence of a quorum, those present may adjourn the meeting to another day or may meet as a Committee of the Whole for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final or official. A majority affirmative vote of members present at any meeting, a quorum being present, is necessary for any action to be effective.

B. A consent agenda may be presented by the Chairperson prior to or at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Chairperson.

C. The names of the persons making each motion and its second shall be recorded. Any amendment to a motion is by majority vote of the members present. Motions may, and upon request of a member shall, be restated by the Chairperson before a vote is taken. Voting shall be recorded by verbal yeas and nays, unless otherwise ordered by the Chairperson. Every member present shall vote unless disqualified due to a conflict of interest and excused by a ~~five (5)~~ majority of members vote.

2.5 Attendance of Meetings

A. Board members shall not absent themselves from regular meetings without having notified the Chairperson or the designated representative. After Roll Call the Chairperson shall ask if there are any excused absences. All Board members shall attend no less than 75% of the meetings nor miss more than three (3) consecutive meetings in a calendar year unless excused.

B. After an explanation of excessive absenteeism, any Board member may move to excuse, warn or recommend replacement of a Board member. After a~~n~~ majority affirmative vote of ~~five Board~~ members present at a meeting of the Board, a quorum being present, a recommendation may be made to the Mayor to remove a Board member.

C. Such requirements and procedures shall not prohibit a member voluntarily resigning from the Board.

2.6 Meeting Agenda and Order of Business

The Chairperson and/or Director of Public Service shall be responsible for preparing an agenda of business along with appropriate visual aid or applicable description of each specific item to be considered at that meeting and delivering same to each member at least five (5) days before each regular meeting. Unless otherwise approved, the Order of Business shall be:

1. Call to Order
   a. Roll Call
   b. Excused Absences

2. Adjustments/Approvals of the Agenda

3. Approval of Minutes of Previous Meeting

4. Citizen Comments on Agenda Items (Chairperson may limit comments to Agenda Items provided that opportunity to comment on non-agenda items is provided as set forth at #12 below. Time Limit = three (3) minutes per speaker.

5. Action Items
   a. Consent Agenda
   b. Other items

6. Reports from Officers

7. Report from the Director of Public Service

8. Unfinished Business
   a. Old Business
   b. Tabled Business

9. New Business

10. Communications and Information Items

11. Items for the Suspension of the Rules

12. Public Comment on Non-Agenda Items Time Limit = three (3) minutes per speaker

13. Adjournment

The order of business may be changed by motion and a majority vote of Board members present at any given meeting.

2.7 Other Procedures and Rules Suspension

In all matters of procedure not covered by these rules or by the provisions of the City Charter, the provisions of "Robert's Rules of Order, Revised" shall control, with the exception that the Chairperson shall have a vote. It shall require a vote of ~~five (5)~~ the majority of members present of the Board to suspend the Rules of Administrative Procedure.

SECTION 3.0 AMENDMENT OF RULES

Amendments to the Rules of Administrative Procedure may be initiated by any member of the Board at any regular meeting and voted upon at the next regular meeting. All Board members must be notified of such amendments at least five (5) days before the amendment is to be voted upon. The affirmative vote of ~~five (5)~~ the majority of members ~~present at a meeting of~~ seated on the Board shall be required to amend these Rules of Administrative Procedure.

CITY OF LANSING
BOARD OF PUBLIC SERVICE
RULES OF ADMINISTRATIVE PROCEDURE

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Special meetings may be called at the written request of the Chairperson or the majority of seated members of the Board. At least eighteen (18) hours before the meeting, the Secretary shall give public notice of the meeting and shall cause each Board member to be served personally with a notice of the meeting or shall cause the notice to be left at the usual place of residence of the Board member. No business shall be transacted at any special meeting except that stated in the notice of the meeting. Notwithstanding the foregoing requirements for the calling of special meetings, any special meeting of the Board shall be a legal special meeting if all members are present or in the event that any member or members be absent, if all absent members have in writing, waived the requirements that notice be given, provided that a quorum is present.

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11. Items for the Suspension of the Rules

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The order of business may be changed by motion and a majority vote of Board members present at any given meeting.

2.7 <u>Other Procedures and Rules Suspension</u>

In all matters of procedure not covered by these rules or by the provisions of the City Charter, the provisions of "Robert's Rules of Order, Revised" shall control, with the exception that the Chairperson shall have a vote. It shall require a vote of the majority of members present of the Board to suspend the Rules of Administrative Procedure.

SECTION 3.0 AMENDMENT OF RULES

Amendments to the Rules of Administrative Procedure may be initiated by any member of the Board at any regular meeting and voted upon at the next regular meeting. All Board members must be notified of such amendments at least five (5) days before the amendment is to be voted upon. The affirmative vote of the majority of members seated on the Board shall be required to amend these Rules of Administrative Procedure.

City of Lansing Boards and Commissions

Updated Monday, May 22, 2023

Board of Public Service

LAST NAME, FIRST NAME	POSITION	TERM EXPIRATION
Hugh McNichol	2nd Ward	6/30/2026
Jason Wilkes	At-Large	6/30/2027
Nancy Mahlow	1st Ward	6/30/2025
Ronald Wilson	At-Large	6/30/2025
Samara Morgan	At-Large	6/30/2026
Thomas Hickson Jr.	3rd Ward	6/30/2027
vacant (John Krohn) JON Scott	At-Large	6/30/2024
vacant (Kris Young)	4th Ward	6/30/2024

Note: Some external boards have additional members appointed by other authorities. Only City of Lansing appointees are listed here.

INTRODUCTION OF ORDINANCE

Council Member Wood introduced:

An ordinance of the City of Lansing, Michigan, to amend Chapter 240 of the Lansing Codified Ordinances, Section 240.02, Section 240.03, and Section 240.04 in order to clarify the role of the HRCS Advisory Board to make it consistent with the City of Lansing Charter, including 5-106.

The Ordinance is referred to the Committee of the Whole

RESOLUTION SETTING PUBLIC HEARING
BY CITY COUNCIL

Resolved by the City Council of the City of Lansing that a public hearing be set for August 28, 2023 at 7 p.m. in Tony Benavides Lansing City Council Chambers, Tenth Floor, Lansing City Hall, 124 West Michigan Avenue, Lansing, Michigan, to amend Chapter 240 of the Lansing Codified Ordinances, Section 240.02, Section 240.03, and Section 240.04 in order to clarify the role of the HRCS Advisory Board to make it consistent with the City of Lansing Charter, including 5-106.

Interested Persons are invited to attend this Public Hearing

ORDINANCE NO.___________

An Ordinance of the City of Lansing, Michigan, to amend Chapter 240 of the Lansing Codified Ordinances, Section 240.02, Section 240.03, and Section 240.04 in order to clarify the role of the HRCS Advisory Board to make it consistent with the City of Lansing Charter, including 5-106.

The City of Lansing Ordains:

Section 1. That Chapter 240, Sections 240.02, 240.03, and 240.04 of the Codified Ordinances of the City of Lansing, Michigan, be and is hereby amended to read as follows:

Chapter 240.- Department of Human Relations and Community Services

240.02. – Definitions

As used in this chapter:

"Basic Human Services," means programs by the City or agencies that serve City of Lansing residents; meet basic human needs of residents in the City; address housing and tenant services; address the root causes of racism in Lansing and/or promote racial equity; provide life skills development, employability, development, physical health, or mental health services for City of Lansing residents.

"City-Supported Agencies," means organizations that receive separate City Council funding; such funding may be allocated by the City Appropriations Ordinance.

"Cultural Arts Programs," means organizations that facilitate community access to theater, music, museum, art and related activities.

"HRCS," means the Department of Human Relations and Community Services.

"HRCS Director," means the Director of the Department of Human Relations and Community Services or the Director's designated staff personnel.

"HRCS Advisory Board," means the Human Relations and Community Services Advisory Board.

240.03. - Funding.

(a) The City of Lansing General Fund Budget shall include, at a minimum for each fiscal year period, an appropriation equal to 1.35 percent of general fund revenue as adopted in the annual budget for the purpose of funding Basic Human Services.

(b) The evaluation and examination of the elements of Basic Human Services is reserved to HRCS. The HRCS Advisory Board may make recommendations in connection with the evaluation and awarding of grants.

~~(b)~~ **(c)** At least one-tenth of the general fund dollars 1.35 percent**,** the difference in funds allocated at 1.25 percent of general fund dollars and funds allocated at 1.35 percent of general fund dollars described in Section 240.03(a)**,** shall be reserved for local agencies or activities that address the root causes of racism and/or promote racial equity.

~~(c)~~ **(d)** Funds described in Section 240.03(a) shall be appropriated as part of the annual budget process. The Mayor, as part of the budget recommendation, may designate the HRCS Director to allocate dollars to other City departments for Basic Human Services as approved by Council.

~~(d)~~ **(e)** All funding provided to ~~the~~ HRCS ~~Department~~ for grants shall utilize an open application process in accordance with the Lansing Code of Ordinances for purchasing and competitive bid process (Chapter 206), including the sole source requirements, and other relevant Lansing ordinances.

Funding shall also satisfy the following requirements:

(1) Be awarded on a competitive basis to sustainable and viable agencies through grant contracts with the City. Should the City be mandated or elect to account for revenue which is

credited to the general fund in a separate enterprise or special revenue fund, the amount of revenue transferred to such fund from the general fund shall continue to be included in the base utilized for calculation of the 1.35 percent to be appropriated for the funding of Basic Human Services.

(2) The application for a grant shall include at a minimum the amount of funds requested, the history of grants to the applicant, the metrics of previous awards, including successes and failures of contractual objectives, a statement of compliance with federal, state, and local regulations, laws, and ordinances, specifically attesting that the applicant is familiar with, and will abide by, the Lansing Human Rights Ordinance pursuant to Chapter 297, and the filing of a verification of non-conflict of interest form pursuant to Chapter 240.04~~(a)~~(7).

(3) All applications shall be evaluated and ranked by the HRCS Advisory Board with a minimum acceptable level first being established. The City's internal auditor shall participate as an advisor during the evaluation and ranking process. All individuals participating in the evaluation and ranking process including HRCS board members and the internal auditor shall file the City of Lansing statement of financial interest and personal interest with the City Clerk prior to consideration, ranking, and evaluation of applications.

(4) HRCS Advisory Board ranking recommendations and supplemental staff evaluations and recommendations shall be provided to the Mayor for review. The Mayor will make final recommendations to City Council for approval.

(5) Only after compliance with the procedure contained in Section 240.04, ~~the~~ HRCS ~~Department~~ shall enter into contractual agreements with community-based, non-profit, charitable organizations or other City departments that provide Basic Human Services.

(6) These funds will be used to provide a locally funded revenue base that supports Basic Human Services. These funds may be used for the direct provision of Basic Human Services by local community-based, non-profit, charitable organizations or City departments and/or they may be used as match or leverage by these agencies to secure additional funds from federal, state and/or private sources to support human service delivery initiatives. All of the foregoing shall be accomplished through a competitive bid process pursuant to the Lansing Code of Ordinances.

~~(e)~~ **(f)** The 1.35 percent of the general fund revenue appropriated for Basic Human Services shall be exclusive of any direct funding of community supported agencies by City Council through a competitive bid process pursuant to the Lansing Code of Ordinances. The 1.35 percent of the general fund revenue appropriated for Basic Human Services shall also be exclusive of any funding appropriated for the purpose of supporting Cultural Arts Programs.

240.04. - Administration. Funding through ~~the~~ HRCS ~~Department~~, pursuant to Section 240.03~~(c)~~ **(d)**, shall be issued to agencies after contracts are created and approved to address Basic Human Services needs as identified by ~~the~~ HRCS ~~Advisory Board and Department~~, and after review and approval of the grant contract by the Mayor, the Finance Director, and the City Attorney, and after a verification of non-conflict of interest form required by this chapter and attestation by the agency that its members are familiar with the Lansing Human Rights Ordinance (Chapter 297) and expressly agree to comply with its provisions have been filed with ~~the~~ HRCS ~~Department~~.

The evaluation and examination of the elements of Basic Human Services is reserved to HRCS. The HRCS Advisory Board may make recommendations in connection with the evaluation and awarding of grants.

The following process shall be followed in awarding grants under this chapter:

(1) The availability of applications and grants shall be listed on the City of Lansing website and in other printed material available to the general public.

(2) A public informational meeting for interested grant applicants and the general public shall be held before the deadline for applications for grants.

(3) After the application deadline has passed, all applications for grants and applicant success metrics shall be provided to the HRCS Advisory Board members together with the verification of non-conflict of interest form required by Section 240.04(7) and an attestation of familiarity and compliance with Lansing's Human Rights Ordinance Chapter 297 prior to a meeting of the Board to discuss and score applications.

(4) The HRCS Director shall provide a recommendation to the Mayor regarding the distribution of funding based upon HRCS Advisory Board scoring **recommendations**, applicant metrics, history, and the ability of the applicant to provide services that meet the goals of the City.

(5) The Mayor will include final recommendations in the budget presented to City Council.

(6) The HRCS Director shall provide approval letters to successful agency applicants after the City budget is approved by City Council.

(7) Prior to funding each agency, its principal officers and directors, if any, shall file a verification of non-conflict of interest form prepared by the City Attorney **provided to them by HRCS,** regarding any actual or potential conflict of interest pertaining to the subject funding

approval and any ensuing contract and affirm agency familiarity and compliance with the Lansing Human Rights Ordinance pursuant to Chapter 297.

Section 2. All ordinances, resolutions or rules, parts of ordinances, resolutions or rules inconsistent with the provisions hereof are hereby repealed.

Section 3. Should any section, clause or phrase of this ordinance be declared to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be invalid.

Section 4. This ordinance shall take effect on the 30th day after enactment, unless given immediate effect by City Council and shall expire December 31, 2032.

INTRODUCTION OF ORDINANCE

Council Member Wood introduced:

An ordinance of the City of Lansing, Michigan, to amend Chapter 273 of the Lansing Codified Ordinances, Section 273.01 and Section 273.04 in order to clarify the role of the HRCS Advisory Board to make it consistent with the City of Lansing Charter, including 5-106.

The Ordinance is referred to the Committee of the Whole

RESOLUTION SETTING PUBLIC HEARING
BY CITY COUNCIL

Resolved by the City Council of the City of Lansing that a public hearing be set for August 28, 2023 at 7 p.m. in Tony Benavides Lansing City Council Chambers, Tenth Floor, Lansing City Hall, 124 West Michigan Avenue, Lansing, Michigan, to amend Chapter 273 of the Lansing Codified Ordinances, Section 273.01 and Section 273.04 in order to clarify the role of the HRCS Advisory Board to make it consistent with the City of Lansing Charter, including 5-106.

Interested Persons are invited to attend this Public Hearing

ORDINANCE NO.___________

An Ordinance of the City of Lansing, Michigan, to amend Chapter 273 of the Lansing Codified Ordinances, Section 273.01 and Section 273.04 in order to clarify the role of the HRCS Advisory Board to make it consistent with the City of Lansing Charter, including 5-106.

The City of Lansing Ordains:

Section 1. That Chapter 273, Sections 273.01 and 273.04 of the Codified Ordinances of the City of Lansing, Michigan, be and is hereby amended to read as follows:

Chapter 273.- Human Relations and Community Services Advisory Board

273.01. Statement of Purpose.

To provide a citizen board called the Human Relations and Community Services Advisory Board to foster mutual understand and respect among all groups in the city and promote essential human services to meet citizens' needs within the community; advise and recommend methods for furnishing equal services to all residents of the City; study and examine problems arising between groups in the City; ~~formulate and carry out~~ **evaluate and recommend** programs of community education and information; ~~examine reports of discrimination or prejudice;~~ cooperate with other public governmental or private agencies in ~~developing~~ **evaluating and recommending** instructions for private and public schools showing the value of diversity; cooperate with federal, state and City agencies and departments which request advice in carrying out projects within their respective authorities; ~~conciliate alleged discriminatory practices relating to City Government;~~ monitor contracting agencies doing business with the City to assure adherence to applicable laws; serve in an advisory capacity to the Mayor and City Council on issues relating to community services, human relations and budget recommendations, and prepare and submit reports to the Mayor and City Council of its activities.

273.04. Powers and general duties.

The Board shall:

(a) Foster mutual understanding and respect among all groups in the City and promote essential human services to meet citizens' needs within the community. It shall discourage discriminatory practices among any such groups or any members thereof. It shall cooperate with City, state and federal agencies, as well as with nongovernmental organizations. It shall examine and make such studies in any field of human relations as will, in the judgment of the board, aid in effectuating its general purpose;

(b) Advise the Mayor and City Council of human service needs within the community that impact the quality of life in Lansing;

(c) Advise the Mayor and City Council on the effectiveness of programs funded to provide human services within the community;

(d) Serve as a resource to assist in collaborative efforts between the human services field and other key sectors in the community;

(e) Advise and recommend methods for furnishing equal service to all residents of the City. It shall advise on the enforcement of Article I, Chapter 3, Section 1-302 of the City Charter. It shall ~~develop~~ **review and evaluate** pamphlets ~~for~~ **to be provided to** City employees ~~to study~~, which pamphlets shall prescribe methods of dealing with intergroup relations which develop respect for equal rights and which result in equal treatment under law to all residents. It shall ~~give counsel~~

~~and~~ advise on how to protect the rights of all persons to enjoy public accommodations and facilities, and to receive equal treatment from all holders of contracts or privileges from the City, and advise on the best method of maintaining equality of opportunity for employment and advancement in the City Government;

(f) Study and examine problems arising between groups in the City, which problems may result in tensions, discrimination or prejudices;

(g) ~~Formulate and carry out~~ **Evaluate and recommend** programs of community education and information, with the object of discouraging and eliminating any such tensions, prejudice or discrimination;

~~(h) Examine and, if it deems it advisable, make public, reports on any complaints of discrimination, tensions or prejudice filed with or referred to it;~~

(**h**~~i~~) Further ~~issue such~~ **evaluate and recommend** publications and reports of examinations and research as will, in its judgment, tend to minimize or eliminate prejudice, intolerance, race or neighborhood tensions and discrimination, and which will promote or tend to promote good will;

(**i**~~j~~) ~~Secure~~ **Evaluate and recommend** the cooperation of various racial, religious, nationality and ethnic groups, formal or informal groupings in the community, veterans' organizations, and fraternal, benevolent and service groups, in educational campaigns devoted to the need for eliminating group prejudice, racial or neighborhood tensions, intolerance and discrimination;

(**j**~~k~~) Cooperate with other public governmental or private agencies in ~~developing~~ **evaluating and recommending** courses of instruction for presentation in public and/or private schools, in public libraries or any other suitable place, showing and illustrating the contributions of various religions, nationalities, ethnic and other groups to the culture, tradition and progress of the City, state and nation, and further showing the deplorable effects and menace of prejudice, intolerance, discrimination and racial and neighborhood tensions;

(**k**~~l~~) Cooperate with federal, state and City agencies and departments which request advice in carrying out projects within their respective authorities to eliminate intergroup tensions and to promote intergroup harmony. It shall recommend to the Mayor and to City Council measures, including legislation, aimed at improving the ability of the various City departments and agencies to ensure protection of all persons and groups from discrimination. It shall **provide recommendations on** ~~advise any official or competent authority on~~ matters involving civil rights or the violation thereof**,** or the occurrence of tensions, prejudice**,** or discrimination that may come to its attention; and

(**l**~~m~~) Prepare and submit reports to the Mayor and City Council of its **activities** ~~activeness~~. At least one report shall be made annually.

Section 2. All ordinances, resolutions or rules, parts of ordinances, resolutions or rules inconsistent with the provisions hereof are hereby repealed.

Section 3. Should any section, clause or phrase of this ordinance be declared to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be invalid.

Section 4. This ordinance shall take effect on the 30th day after enactment, unless given immediate effect by City Council and shall expire December 31, 2032.

INTRODUCTION OF ORDINANCE

Council Member Wood introduced:

An ordinance of the City of Lansing, Michigan to repeal Chapter 273, Section 273.06 of the Lansing Codified Ordinances in order to clarify the role of the HRCS Advisory Board to make it consistent with the City of Lansing Charter, including 5-106.

The Ordinance is referred to the Committee of the Whole

RESOLUTION SETTING PUBLIC HEARING
BY CITY COUNCIL

Resolved by the City Council of the City of Lansing that a public hearing be set for August 28, 2023 at 7 p.m. in Tony Benavides Lansing City Council Chambers, Tenth Floor, Lansing City Hall, 124 West Michigan Avenue, Lansing, Michigan, to repeal Chapter 273, Section 273.06 of the Lansing Codified Ordinances in order to clarify the role of the HRCS Advisory Board to make it consistent with the City of Lansing Charter, including 5-106.

Interested Persons are invited to attend this Public Hearing

273.06. Examination of complaints; hearings and studies.

The Human Relations and Community Services Advisory Board shall receive and examine complaints of tensions, practices of discrimination and acts of prejudice against any person or group, and may conduct private or public hearings in accordance with state law with regard thereto. If through the course of an investigation it is reasonable to conclude that a violation of City ordinance has occurred, the Human Relations and Community Services Advisory Board shall issue a summary of it findings and refer to the City Attorneys office for enforcement. The Board shall also carry on studies to obtain factual data to ascertain the status and treatment of racial, religious, ethnic and other groups or persons in the City and the best means of progressively improving human relations in the City.

(Ord. No. 968, 4-28-97)

ORDINANCE NO.___________

An Ordinance of the City of Lansing, Michigan, to repeal Chapter 273, Section 273.06 of the Lansing Codified Ordinances in order to clarify the role of the HRCS Advisory Board to make it consistent with the City of Lansing Charter, including 5-106.

The City of Lansing Ordains:

Section 1. That Chapter 273, Section 273.06 of the Codified Ordinances of the City of Lansing, Michigan, be and is hereby repealed in its entirety and shall be null and void and of no effect.

Section 2. All ordinances, parts of ordinances, resolutions or rules inconsistent with the provisions hereof are hereby repealed.

Section 3. Should any section, clause or phrase of this ordinance be declared to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be invalid.

Section 4. This ordinance repeal shall take effect on the 30th day after enactment, unless given immediate effect by City Council.

INTRODUCTION OF ORDINANCE

Council Member Wood introduced:

An ordinance of the City of Lansing, Michigan, to repeal Chapter 273, Section 273.08 of the Lansing Codified Ordinances in order to clarify the role of the HRCS Advisory Board to make it consistent with the City of Lansing Charter, including 5-106.

The Ordinance is referred to the Committee of the Whole

RESOLUTION SETTING PUBLIC HEARING
BY CITY COUNCIL

Resolved by the City Council of the City of Lansing that a public hearing be set for August 28, 2023 at 7 p.m. in Tony Benavides Lansing City Council Chambers, Tenth Floor, Lansing City Hall, 124 West Michigan Avenue, Lansing, Michigan, to repeal Chapter 273, Section 273.08 of the Lansing Codified Ordinances in order to clarify the role of the HRCS Advisory Board to make it consistent with the City of Lansing Charter, including 5-106.

Interested Persons are invited to attend this Public Hearing

273.08. Prohibited discrimination by city departments or employees.

No department of the City, and no City official, agent or employee acting on behalf of the City shall discriminate in regard to any conditions of employment, against any person of a protected class as covered under the ordinances of the City of Lansing who is otherwise qualified, except where the same is a bona fide job requirement, or reasonably related to the accomplishment of a legitimate governmental purpose.

(Ord. No. 968, 4-28-97)

ORDINANCE NO.___________

An Ordinance of the City of Lansing, Michigan, to repeal Chapter 273, Section 273.08 of the Lansing Codified Ordinances in order to clarify the role of the HRCS Advisory Board to make it consistent with the City of Lansing Charter, including 5-106.

The City of Lansing Ordains:

Section 1. That Chapter 273, Section 273.08 of the Codified Ordinances of the City of Lansing, Michigan, be and is hereby repealed in its entirety and shall be null and void and of no effect.

Section 2. All ordinances, parts of ordinances, resolutions or rules inconsistent with the provisions hereof are hereby repealed.

Section 3. Should any section, clause or phrase of this ordinance be declared to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be invalid.

Section 4. This ordinance repeal shall take effect on the 30th day after enactment, unless given immediate effect by City Council.

Chris Swope
Lansing City Clerk

July 21, 2023

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

Dear President Wood and Council Members:

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

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

Sincerely,

Chris Swope

Chris Swope, MMC/MiPMC
Lansing City Clerk

Lansing City Clerk's Office
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695
517-483-4131 • TDD 517-483-4479 • 517-377-0068 FAX
www.lansingmi.gov/clerk • city.clerk@lansingmi.gov

Diversity, Equity and Inclusion Advisory Board

Rules of Procedure

Andy Schor, Mayor

Kimberly A. Coleman
HRCS Department Director

Andrea Collier, *Interim*
Diversity, Equity, and Inclusion
Coordinator

Approved: July 24, 2023

TABLE OF CONTENTS

DIVERSITY, EQUITY AND INCLUSION ADVISORY BOARD

RULES OF PROCEDURE

I. MISSION STATEMENT

The City of Lansing's Diversity, Equity and Inclusion (DEI) Advisory Board will help to carry out DEI efforts under the Administrative guidance of the Diversity, Equity, and Inclusion (DEI) Officer. The mission of the Diversity, Equity, and Inclusion Advisory Board drives policies and practices in the Lansing Community that eradicate racism and create an inclusive, fair and equitable environment where all people have access to economic opportunities, education, housing, and social resources.

II. PURPOSE

The purpose of the Diversity, Equity, & Inclusion (DEI) Advisory Board, as recommended by the Mayor's Racial Justice and Equity Alliance (MRJEA), is to assist the City of Lansing in becoming a more equitable and inclusive municipality. The ordinance establishing this Advisory Board was confirmed by City Council on April 25, 2022, to help advise City leaders on key policy decisions that impact the quality of life in the community. The Advisory Board, appointed by the Mayor and confirmed by the City Council, is comprised of a diverse group of members from within the community who have a passion for diversity, equity, and inclusion-related issues and an interest in strengthening the work of the City as it relates to racial justice and equity. Members bring a variety of backgrounds and experiences that are representative of the demographics of Lansing. Further, the Board shall perform advisory functions as established by ordinance #1300 of the City of Lansing, Michigan. The Lansing Codified Ordinances were amended by adding Chapter 256, Sections 256.01 – 256.03 to create the Diversity, Equity, and Inclusion (DEI) Advisory Board.

III. NAME AND PLACE OF BUSINESS

The name of the Board is the **DIVERSITY, EQUITY, AND INCLUSION ADVISORY BOARD** and the principal office is located at **124 W. MICHIGAN AVENUE, 4th FLOOR CITY HALL, LANSING, MICHIGAN 48933.**

IV. AFFILIATED DEPARTMENT

The Human Relations and Community Services (HRCS) Department is responsible for administration of nine City program/service areas: Equal Employment Opportunity Compliance; Non-Discrimination in City Services Enforcement; Labor Standards Compliance; Human Services Funding; Direct Citizen Assistance; Grant Development; Leadership in Addressing Key Social Concerns; and Liaison to City Boards and Committees, which address community concerns related to equity. These responsibilities may be broadly conceptualized as two functional components, which historically, have been designated as Human Relations and Community Services.

V. ADVISORY BOARD RESPONSIBILITIES

- Advise on issues of diversity, equity, and inclusion within the community with the overarching goal of ensuring Lansing is a welcoming and inclusive community to all.
- Advise and encourage initiatives and activities to learn, listen, and lead the community component of the Racial Justice and Equity Plan and promote an inclusive community that reflects the rich and diverse experiences and cultures in the City.
- Develop ongoing community related diversity and inclusion plans, performance measures, and best practices.
- Gather and review community data on relevant diversity topics and recommend ongoing Racial Justice and Equity Plan performance measures and best practices; support the facilitation of community listening and informational sessions.
- Review newly introduced City ordinances and amendments, through an equity lens, prior to consideration for passage; Assess and provide feedback for potential negative effects that may disproportionately impact citizens and the larger community.
- Advise City of Lansing DEI/HRCS Staff and designated partners to advance community-wide goals of creating a community that celebrates diversity, upholds equity and fosters inclusion.
- Build relationships among members and leaders of the Lansing community, schools, organizations, businesses, and faith-based community to support the vision, mission, and goals of the Racial Justice and Equity Plan.
- Serve as a direct liaison between the community and City Hall, amplify the voices of and address the needs of people traditionally underrepresented or excluded in government.
- Help shape and promote educational/cultural lectures, events, and activities for the community; Recommend and assists in organizing events to celebrate diversity and inclusion.
- Provide recommendations or feedback on employee DEI training and education.

VI. BY-LAWS

Section 1: **Composition of the Board**: The Diversity, Equity and Inclusion Advisory Board shall consist of eight (8) members who are appointed by the Mayor of Lansing and confirmed by the City Council. Four (4) members shall be from the City-at-large and one (1) member shall be appointed from each of the four (4) wards. Eligibility shall be in accordance with those qualifications required by the City Charter for holding office (Article 5, Chapter 1, Section 5-103). Board members' term of office will be for a period of four (4) years commencing July 1. All Board members must reside within the legal boundaries of the City of Lansing.

Section 2 The Diversity, Equity and Inclusion Advisory Board and such officers and agents shall advise, review, and assess issues and topics of DEI within the community serving as a liaison between the community and City Hall. The Board is organized under the guidance of the HRCS Department.

Section 3: Term of office for elected officials: The term for elected officers of the Advisory Board shall be one (1) year beginning at the date of election. Elected Board members may succeed themselves at the discretion of the Board.

Section 4: Removal from Office: Any member who does not maintain residency within the City of Lansing shall be removed from membership on the Board. Any member appointed as a ward representative who does not maintain residency within the ward for which they are appointed shall be removed from membership of the Board. Any member having missed three (3) unexcused absences from regular meetings during the calendar year can be removed from the Board. Upon the third unexcused absence for the calendar year of a member, the Chairperson of the Board shall notify the member of their removal. Board members may also be removed for unethical or disorderly behavior. The Chairperson shall notify the Mayor's Office of any vacancy with a request to fill the vacancy.

Section 5: Vacancies: Appointments to fill vacancies shall be made upon the occurrence of the vacancy and each person so appointed by the Mayor shall take office immediately upon the confirmation of the City Council to serve for the remainder of the unexpired term. Vacancies must be filled within sixty (60) days of the occurrence of the vacancy.

Section 6: Compensation: No member of the Board shall receive compensation from the City of Lansing.

Section 7: Ethics and Conflict of Interest: No DEI Board member who exercises any function or responsibility with the Board shall have any interest, direct or indirect, in any matter that materially benefits a Board member or directly affects persons employed by the City of Lansing who are related to the Board member by consanguinity or marriage.

Conflict of interest is defined as: DEI Board member using the position on the Board for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others.

If a Conflict of Interest exists, the affected DEI member must recuse themselves from the matter where the conflict exists. Disclosure for conflicts of interest shall be made on (form name), which contains a sworn statement of financial interest as well as the affidavit of disclosure. The form shall be reviewed by the HRCS Department for approval. If the department determines that a conflict of interest exists, the form shall be sent to the City Clerk, who will then send it to the Board of Ethics for review. After a review is conducted by the Board of Ethics, the form will go back to the Clerk for filing.

Board Members shall also be subject to the City of Lansing Ethics Ordinance (Chapter 290).

VII. BOARD MEETINGS

Section 1: Frequency: There shall be monthly meetings of the DEI Advisory Board and such additional meetings as the Board, at its discretion, may wish to hold. Meeting location and cadence (day and time) will be determined by members. Special meetings may be determined by the chair, and notification will be made by DEI/HRCS Staff by mail, e-mail or telephone to Board members in advance of such meetings, informing members of the purpose of the meeting. An annual schedule of meetings shall be filed with the City Clerk's Office, the City Council Office and shall be posted on the City website, in the City Hall Lobby, and in the Human Relations and Community Services Department.

Section 2: Schedule: Prior to January 1 of each year, the Board shall adopt a schedule of meetings for the upcoming year. At least one regular meeting shall be scheduled each month. Regularly scheduled meetings shall be held on the First Tuesday of each month for one hour at Foster Community Center, Room 213, and/or other sites in the community as determined by a vote of the Board.

Section 3: Change of Schedule: The Board may change the regular meeting schedule by a vote of its members. Any change in the schedule of meetings shall be posted within three (3) days after the change is made in accordance with the Open Meetings Act.

Section 4: Open Meetings: All meetings of the Board shall be open to the public in accordance with law. The Board may hold closed meetings to discuss matters that are exempt from open meetings in accordance with state and/or federal law.

Section 5: Public Comment: The order of business (agenda) shall allow the public the opportunity to give reasonable comment related to the responsibilities of the Board. Public comment will be limited to 2 minutes per person at a public meeting.

Section 6: Accessible Location: All meetings of the Board shall be held in an accessible location. It shall be the duty of the Secretary to ensure accessible meeting sites are used.

Section 7: Order of Business: The agenda for regular meetings of the Board shall include, but not be limited to the following:

1. Call to Order
2. Attendance
3. Approval of Minutes
4. Public Comment

5. Chairperson's Report

6. DEI Officer's Report

7. Committee Reports

8. Old Business

9. New Business

10. Adjournment

Section 8: **Quorum**: A majority of the serving members of the Board shall constitute a quorum of the Board. A quorum shall be required to conduct business including, but not limited to the approval of minutes, action on motions and approval of reports.

Section 9: **Rules**: The latest edition of Robert's Rules of Order shall guide the Board in the conduct of business, but the rules may be suspended by majority consent of the members present.

Section 10: **Voting:** Each of the Advisory Board members shall be entitled to one (1) vote on each matter submitted for a vote of the members. It shall take a majority of those members present to approve any action by the Board.

Section 11: **Special Meetings:** The Chairperson may call a special meeting. Public notice of a special meeting of the Board shall be posted stating the purpose, date, time, and place of the meeting. Such notice shall be posted on the City of Lansing website, City Hall Lobby, the City Clerk's Office, and the Human Relations and Community Services Department bulletin board at least 18 hours prior to the meeting.

VIII. AMENDMENTS

These rules of procedure (By-Laws) may be amended by 2/3 vote of the Diversity, Equity, and Inclusion Advisory Board at a regularly scheduled meeting provided that a motion for amendment had been presented at the previous regular meeting. Any amendment shall be reviewed by the Human Relations and Community Services Director and submitted to the City Attorney for review and, if acceptable, forwarded to the City Clerk's Office.

X. OFFICERS

Section 1: The elected officers follow: Chairperson, Vice Chairperson, and Secretary. For the Inaugural Board, Officers' roles shall be clarified at its first meeting and nominations by Board members and the election shall be held at the second board meeting. Subsequently, nominations will occur at the first meeting after July 1 of each year. The Board shall elect officers from amongst its members.

Section 2: **Chairperson:** The chairperson shall preside at all official meetings, public hearings and/or meetings of the Board, and shall appoint members to serve on the standing committees of the Board and other committees as necessary. Any reports generated and approved by the Board shall be signed by the Chairperson.

Section 3: **Vice Chairperson:** The Vice Chairperson shall assume the duties of the Chairperson and the Secretary in the event that either is not present or unable to perform their duties.

Section 4: **Secretary:** The Secretary shall maintain the records of the Board. These records will consist of minutes, attendance, and any reports generated by the Board. Assistance in maintaining these records may be provided by the staff of the Human Relations and Community Services Department. It will be the responsibility of the Secretary to ensure that all documents required to be filed with the City Clerk are so filed. The Secretary shall be responsible for posting notice of meetings.

Section 5: No officer shall serve in the same office for more than three (3) consecutive years.

XI. COMMITTEES

Committees shall be established by the Board. Each committee shall include at least two (2) members appointed by the Chairperson. Subcommittees may be established as needed.

XII. STAFF

The DEI Officer is the staff liaison between the department and the Board. The Board does not have any responsibility related to the staffing of the Department unless the Department Director solicits their involvement.

XIII. ANNUAL REPORT

The Board shall publish an annual report in November of each year that discusses its activities, findings, recommendations, and accomplishments. The annual report may take any form the Board so chooses. A copy of the annual report shall be delivered to the DEI Officer and the Director of the HRCS Department, and shall be available for public consumption.

City of Lansing Boards and Commissions

Updated Monday, May 22, 2023

Diversity, Equity, and Inclusion Advisory Board

LAST NAME, FIRST NAME	POSITION	TERM EXPIRATION
Amber Denney	At-Large	6/30/2023
Emily Sorroche	At-Large	6/30/2026
Florensio Hernandez	At-Large	6/30/2025
Kendall O'Connor	1st Ward	6/30/2025
Muhammad Qawwee II	At-Large	6/30/2024
Prince Jerold Solace	2nd Ward	6/30/2026
Randy Watkins	4th Ward	6/30/2024
Raquel Sparkman	3rd Ward	6/30/2023

Note: Some external boards have additional members appointed by other authorities. Only City of Lansing appointees are listed here.

DRAFT

BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING
License Revocation – Energy Event Center,

3222 S. MLK Jr BLVD STE 41A Lansing, MI. 48910

WHEREAS, Energy Event Center has previously been issued a Cabaret license by the City and;

WHEREAS, the City has received of notice of alleged violations of federal, state law and local ordinances and;

WHEREAS, in accordance with the Codified Ordinances of Lansing, Michigan, Section 808.08, before revoking a Cabaret license, Council or its designated hearing officer shall hold a hearing on the matter and serve notice to the license holder and any other person known to have a legal interest in such license, by first-class mail, posted not less than five (5) days prior to such hearing, and;

WHEREAS, a request for revocation hearing was placed in the City Clerk's Office on August 7, 2023 and;

NOW, THEREFORE, BE IT RESOLVED, that the Lansing City Council hereby sets a hearing to be held Thursday, August 24th, 2023 at 1 p.m. in the Tony Benavides Lansing City Council Chambers, City Hall, 124 W. Michigan Ave, 10th Floor, Lansing, Michigan as provided in Chapter 808, Section 808.08 of the Codified Ordinances of Lansing, Michigan, to receive evidence from the parties; that the parties be given an opportunity to appear and be heard, and thereafter, to consider the revocation of the Cabaret License held by Energy Event Center at 3222 S. MLK Jr BLVD Ste 41A, Lansing Michigan.

BE IT FINALLY RESOLVED, that the City Council designate Elizabeth O'Leary as hearing officer who will secure a court reporter for preparing a transcript; will prepare a summary of findings of fact; and will provide a recommendation to City Council to comport with the requirements of Section 808.08 of the Lansing Codified Ordinances.

Andy Schor, Mayor

Lansing Police Department
Office of the Chief of Police
Chief Ellery Sosebee
120 West Michigan Avenue
Lansing, MI 48933
Phone: (517) 483-4606
Fax: (517) 483-4617
ellery.sosebee@lansingmi.gov

Ellery Sosebee, Chief

August 4, 2023

To Lansing City Council Members –

AUG 7'23 10AMCLERK

As a result of a recent mass shooting incident and the significant police and first responder resources expended to preserve life and safety, I am requesting that the Lansing City Council take immediate action in the form of setting a hearing to consider the revocation of Energy Event Center's Cabaret License located at 3222 S. MLK Jr Blvd Suite 41A, Lansing, MI, pursuant to Lansing City Ordinance 808.08. There are significant health and safety concerns as it relates to members of the public attending events at this location given the significant gun violence that has recently occurred at the premises.

On July 30, 2023, an event was held at the Energy Event Center for a concert. Hundreds of people were in attendance for this event. At approximately 1:00 a.m., Lansing Police responded to reports of a shooting at this location. When officers arrived, a large crowd of people were present in the parking lot and multiple shooting victims were identified. In total, five shooting victims were located, ranging in age from 15-26 years old. Two of the victims of this shooting are still hospitalized in critical condition.

In response to this significant incident, 26 Lansing Police Officers responded to the scene. Due to the size and unruly nature of the crowd, LPD requested assistance from neighboring jurisdictions, and eight additional officers responded. Upon investigation, several persons of interest were detained, and eight firearms were recovered. In the parking lot alone, 70 spent bullet casings were located.

It appears that security personnel were present for the event, but Lansing Police has determined that there were no security guards to monitor the parking lot during the event. Clearly the presence of these security guards inside of the venue did nothing to deter the violent encounter from escalating to discharging firearms on the premises.

While Energy Event Center does not hold a license to sell or provide alcohol, a review of body worn camera footage of LPD officers on scene shows several individuals drinking out of alcoholic containers while on the premises, in violation of law. Many of the attendees at this event were minors and may have been allowed access to alcohol.

Based on this incident, it is clear that Energy Event Center is unable or unwilling to maintain the peace during its events and has not taken adequate steps to protect life and safety for patrons at its events. Lansing City Ordinance relating to Cabaret licenses specifically defines "premises" as "the entire lot on which a cabaret is located, all parking, parking lots, and parking facilities intended for use by patrons of the cabaret and all surrounding areas within 1,500 feet of the boundaries of the lot on which the cabaret is located." The fact that this incident occurred in the parking lot of the location does not negate the responsibility of the cabaret license holder to take affirmative steps to ensure the safety of the public for its events.

As Chief of Police, it's my job to ensure that our police department maintains order, preserves public safety, and fosters a better quality of life for those who live, work, and visit the Capital City. Energy Event Center is not doing enough to regulate the events that it hosts and is not proactively working to prevent altercations. We do not want to further expose future patrons, visitors, and residents to this type of violence. Please accept my strongest urging for the Lansing City Council to take appropriate action to revoke Event Energy Center's Cabaret license.

Respectfully,

Ellery Sosebee
Chief of Police
Lansing Police Department
120 W. Michigan Ave
Lansing, MI 48933
Ellery.Sosebee@lansingmi.gov

MEMO TITLE:	**Public Safety Project 2nd Quarterly Update**
TO:	**The City of Lansing**
PRESENTED BY:	**John McGraw - River Caddis Development**
DATE:	**June 19, 2023**

PROJECT TEAM

Owner Representative: River Caddis Development

Construction Manager: Christman Company

Design Team: Hobbs and Black Architects | BKV Group

Dear Members of the Lansing City Council,

I hope this letter finds you well. As the representative of River Caddis Development for the City of Lansing's Public Safety Project, I am pleased to provide an update on the progress we have made over the second quarter of 2023. We are proud to report that the project remains within budget, and we have obtained sign-off from all departments for the project's program.

The second quarter was a busy one for the team with various activities and accomplishments. Our efforts focused on:

- Completion of contract negotiations.
- Conducting Courts facility tours on June 20, 2023.
- Initiating the kick-off meeting with the Lansing Board of Water and Light (LBWL) on June 14, 2023.
- Commencing Schematic Design efforts across all projects.
- Updating the Master Schedule in line with the start of Schematic Design.
- Fast-tracking the development of the LPD/LFD Storage Building bidding documents for the South Washington site.
- Finalizing the Commissioning RFP.
- Completing the site and environmental survey work for the South Washington site.
- Developing bid packages for hazardous materials removal and building demolition at the South Washington site.

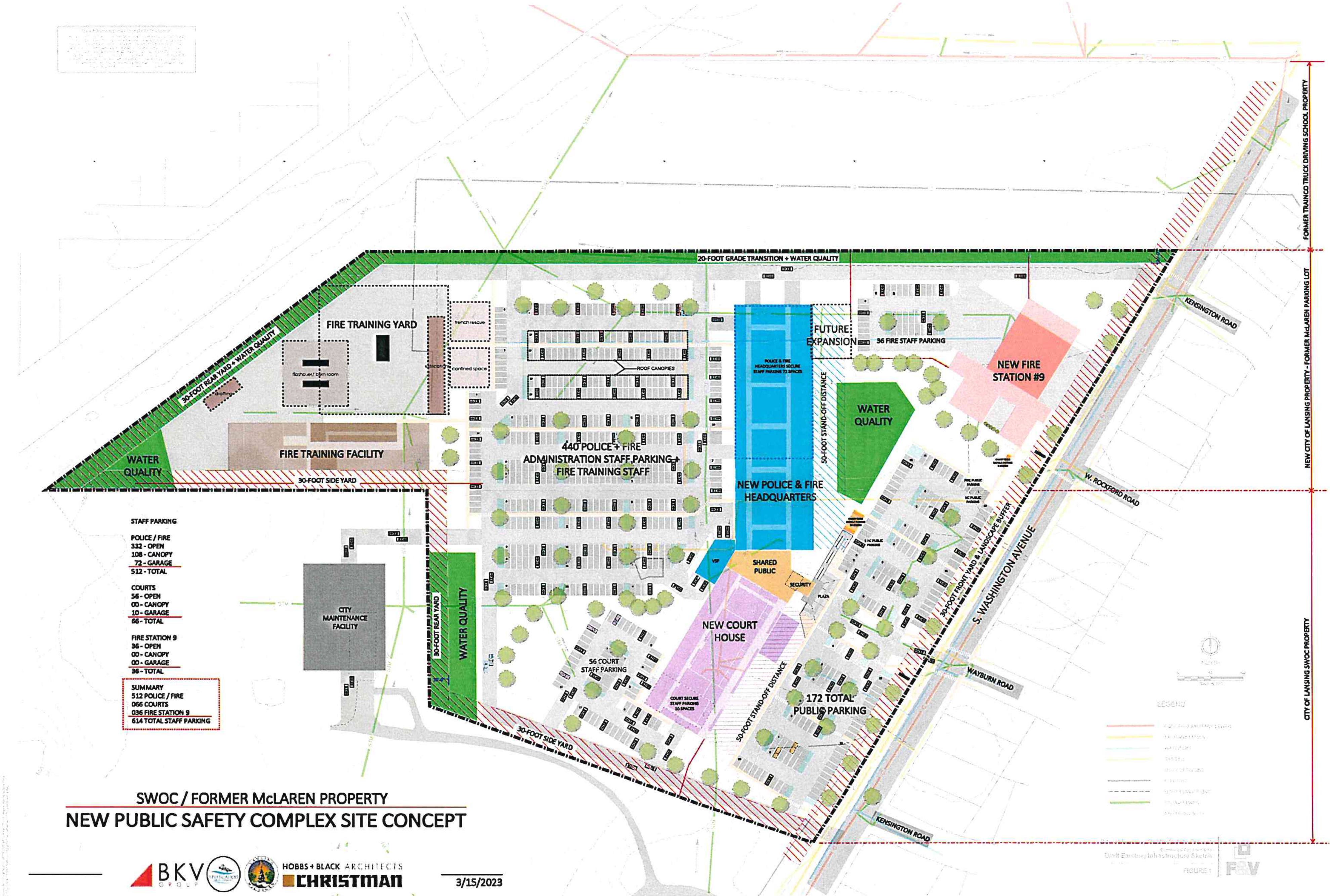
- Maintaining coordination efforts with LBWL and other utility providers.
- Awarding Geo-technical and Construction Testing work.
- Conducting geo-technical work at the South Washington site, Fire Station #2, and Fire Station #8 sites.
- Continuing planning meetings with the City IT department.
- Starting activities to vacate the SWOC buildings and site by the City.

Looking ahead to the 3rd quarter, our team will concentrate on the following:

- Completion of Schematic Design efforts.
- Issuing and Awarding the Commissioning RFP.
- Initiating Design Development efforts.
- Starting early bid package development for the CPSB (mass grading/utilities/foundations).
- Updating the Cost Model and the Master Schedule upon completion of Schematic Design.
- Issuing the LPD/LFD Storage Building at the South Washington site for contractor bidding.
- Awarding the bid packages for hazardous materials removal and building demolition at the South Washington site.
- Continuing planning meetings with LBWL, other utility providers, and the city IT department.
- Actively vacating the SWOC building and site by the city, except for the City Clerk's operations.

In conclusion, we continue to stand guided by our mission to enhance public safety through our development projects, all while honoring our commitment to fiscal responsibility and strategic efficiency. Our team is grateful for the unyielding support of the Lansing City Council, and we eagerly look forward to the progress we will make together in the coming quarter.

Thank you for your time, your trust, and your ongoing commitment to making Lansing a safer, more vibrant city for all. Please feel free to contact me with any questions or concerns you may have.



submittal @ mtg

SWOC Moves

Logistics

Group	Move Location	Tentative Move Date
Treasury	City Hall	End of August
Finance	Property Managements Bldg	Mid- October
HRCS	Oak Park	End of August
LPD Historical Items	Washington Park	October after mowing season
311 Call Center	5th Floor	10/7/2023
54A District	5th Floor/ 7th Floor CH	End of August
CARES	Foster	10/7/2023
City TV	North Cap & Container @ O&M	10/30/2023
Clerk's Office	Reo Elementary	11/20/2023

Budget Estimate

Item	Estimated IT Cost	Estimated PM Cost	Estimated Total Cost
311 - 5th floor build out	$ 6,210.00	$ 6,700.00	$ 12,910.00
IT - move to City Hall in existing IT space	$ 7,400.00	$ 3,500.00	$ 10,900.00
Clerk's Office - move to Reo School	$ 28,000.00	$ 20,000.00	$ 48,000.00
City TV - move to North Cap. Ramp	$ 53,000.00	$ 20,000.00	$ 73,000.00
Movers for all groups	$ -	$ -	$ 45,000.00
Additional Storage containers (Street/Fleet/City TV)	$ -	$ -	$ 10,000.00
CARES to Foster Center	$ 1,000.00	$ 2,500.00	$ 3,500.00
		Total	$ 203,310.00

Submitted @ mtg

8/14/2023

Resolution #2022-246- For current FY 2023/2024
Resolution #2023-____
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 2024/2025 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 2024/2025 budget.

NOW, THEREFORE BE IT RESOLVED, that the Lansing City Council has established the following as its Fiscal Year 2024/2025 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 2024.

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.

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. Sustainability Manager Assistant: This full time position would assist the Sustainability Manager with her important work load, grant writing and City sustainability efforts.
8. Increasing Transparency: In recognizing the need for further access to all meetings held by Council this can be achieved by recording, televising and/or streaming all City Council, Committee of the Whole and all other regular Committee and Ad Hoc Meetings. Equipment has been purchased by CityTV and is being installed in Council conference room and there is ongoing cost for this platform and should be incorporated in the City TV budget to maintain this service. Council should continue to look at ways to increase transparency.
9. $300,000: Expansion of the current City annual funding for the Lansing Economic Development Corporation from $300,000 to $500,000; would allow the Lansing EDC to hire new positions to increase capacity to provide a more complete level of services and programs to the businesses and citizens of Lansing. Desired positions to be funded would be as follows: Marketing and Communications Director; Small Business Development Specialist; Director of Equitable Economic Development. The Lansing EDC will provide documentation on how they intend to pay for these new positions in the FY 2024/2025 budget.
10. $400,000: Funding for additional staff arborists and equipment in forestry to more efficiently survey and maintain tree inventory consisting of hundreds of thousands of trees in what is known as a USA City of Trees.

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. The City of Lansing will include in their FY2024/2025 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 FY2024/2025.

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

1. $10,000: Printing Costs to Provide Written Materials to Residents who do not have access to computers, internet or cell phones with document capability
2. A review done by the Chief Strategy Officer to determine if there would be a savings to the public by having the City Department on Public Services be charged with the duties of bulk item and trash cleanup which is currently contracted out. This review would also determine the cost to set up a City managed system for these services.

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

1. Code Compliance Personnel Staff for Administrative tasks relating to Code Violation tracking and follow-up.
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. Explore new municipal incentives under the Inflation Recovery Act to invest in solar energy for City facilities.
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 **Ad Hoc on Housing and Resident Safety** has established the following priorities:

1. Economic Development and Planning
   a. Prepare a report of red tag statistics annually to Council during budget discussions to determine if there are fees that need to be added or updated in the upcoming budget cycle.
   b. Dedicate resources to searching appropriate databases for non-homestead ownership.
   c. Conduct a study of existing rental fees to ensure they are sufficient and consistent to meet the rigorous needs for safety housing with communities of similar size.

2. HRCS
   a. Through the Housing Ombudsman prepare education materials for renters.
      i. Rights as a renter
      ii. Know before you sign a lease
      iii. Eviction Court information
      iv. Conduct at least two housing fairs in City with MSU Law each year
      v. Creation of a brochure by the Administration on where tenants can go for assistance if they are forced to relocate due to red tags or violations by the landlord.
   b. Implement a pilot program to incentivize landlords to accept Section 8 vouchers

3. Law/Courts
   a. Support the creation of a Community Court with 54-A District Court.
   b. Implement policy where Nuisance Actions filed against recalcitrant landlords enabling City Attorney to enter into voluntary compliance agreements.

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 report of recommendations and ordinances from the Ad Hoc on Housing and Resident Safety:

Resolution 2022-010 created the Ad Hoc Committee on Housing and Resident Safety. The resolution directed the Committee to meet with stakeholders, community members and city staff, and to address and assist residents in housing safety and tenant issues. The resolution directed the committee to provide a report of their findings and recommendations by September 1, 2022 and will be dissolved December 31, 2022.

Members of the Ad Hoc Committee on Housing and Resident Safety are:
- Councilmember At-Large Patricia Spitzley, Chair
- Councilmember At-Large Carol Wood, Vice-Chair
- Councilmember At-Large Jeffrey Brown, Member

The first meeting of the Ad Hoc Committee was February 4, 2022. On the onset, the Ad Hoc Committee committed to meeting with as many stakeholders as possible to gather information regarding the housing safety and tenant issues: Those stakeholders included:
- Members of the public

- Greater Lansing Realtors Association
- 517 Can't Wait
- City of Lansing Code Enforcement
- Ingham County Land Bank
- Nation Outside
- Rental Property Owners Association of Mid Michigan
- City of Lansing Housing Ombudsman
- The Honorable Kristen Simmons, Judge 54-A District Court
- The City of Lansing Departments – Economic Development and Planning, Human Resources and Community Services

RECOMMENDATIONS

The following recommendations contained in this report represent recommendations from the Committee based on the beforementioned participants as well as input from the Lansing City Attorney's Office.

The Committee asked the City Attorney's office to review the ordinance adopted by Jackson City Council requiring relocation payments to assist tenants who are forced to leave a red tagged dwelling. Other communities that have adopted such an ordinance were Grand Rapids and Ann Arbor. Based upon the recommendation suggested by the City Attorney and the Committee immediately purposed the adoption of a resolution to encourage the State Legislature to enact Tenant Relocation Assistance Legislation. The resolution was forwarded to the entire City Council for approval and adoption.

Recommendations represent both policy recommendations and budget priorities. These are denoted by an asterisk (**) for Policy Recommendations and a plus (++) for Budget Priorities.

1. Economic Development and Planning
   a. Prioritize rental inspections to be completed in a timely manner**
   b. Prepare a report of red tag statistics annually to Council during budget discussions to determine if there are fees that need to be added or updated in the upcoming budget cycle. **++**
   c. Require that rental properties must have both a rental license and a complete inspection before occupancy. **
   d. Dedicate resources to searching appropriate databases for non-homestead ownership. **++**
   e. Conduct a study of existing rental fees to ensure they are sufficient and consistent to meet the rigorous needs for safety housing with communities of similar size. **++**
   f. Create a landlord registry either through the BS & A portal or other platform that is publicly accessible that shows housing inspections and the status (i.e. in compliance, red tags, compliance). **

2. HRCS
   a. Establish consistent coordination between code enforcement and Housing Ombudsman when homes are pink and/or red tagged **
   b. Housing Ombudsman update Council annually **
   c. Through the Housing Ombudsman prepare education materials for renters. **++**
      i. Rights as a renter
      ii. Know before you sign a lease
      iii. Eviction Court information
      iv. Conduct at least two housing fairs in City with MSU Law each year
      v. Creation of a brochure by the Administration on where tenants can go for assistance if they are forced to relocate due to red tags or violations by the landlord.
   d. Implement a pilot program to incentivize landlords to accept Section 8 vouchers **++**

3. City Council
   a. Continue the discussion to address concerns on tenant applications considering criminal backgrounds of incarcerations; to address the request for a "Fair Chance Housing Ordinance" by Nation Outside. **
   b. Continue to work with Legislature to adopt legislation that either authorizes tenant relocation payments state-wide or authorizes local governments the authority to establish a procedure for tenant relocation payments

4. Law/Courts
   a. Amend Chapter 203 Municipal Civil Infraction and Section 297.15 Civil Infractions with the Specialty Court options of Eviction Court and Community Court **
   b. Support the creation of a Community Court with 54-A District Court. **++**
   c. Update annually on the statistics of enforcement and penalties for unsafe conditions in homes, per the administrative code of civil infractions. **
   d. Implement policy where Nuisance Actions filed against recalcitrant landlords enabling City Attorney to enter into voluntary compliance agreements. **++**

Ordinances

During the first meeting of the Ad Hoc Committee, Chair Spitzley asked the City Attorney to investigate ordinances that would require a landlord to pay for a tenants housing if an when the resident was reg-tagged by the Administration. Chair Spitzley asked the City Attorney to at other communities such as Jackson, Ann Arbor, Grand Rapids who have enacted similar ordinances. Based on the review of said ordinances by the City Attorney issued to the Ad Hoc Committee on Housing a memorandum that outlined three recommendations:

1. Draft a resolution to the State Legislature requesting a state statute either authorizing tenant relocation payments or authorizing local governments to establish a procedure for tenant relocation payments. A resolution was drafted and adopted by the City Council.
2. Amend the international property maintenance code to specifically tiered red tagging to the general civil infraction penalties contained in the Code of Ordinance or to specifically create a sliding scale of penalties and adjust the civil infraction penalty for properties that are red tagged with corrections for periods of time longer than 90 days.
3. For properties that incur multiple red tags per calendar year, change the penalty to a misdemeanor offense. For multi-family locations there would need to be clarification whether the misdemeanor would relate to a per unit penalty or for the property as a whole.

The recommendations and ordinances included in this Committee Report shall be included in the FY2024/2025 Budget Priorities.

This Ad Hoc Committee also recommends continued meeting until December 31, 2022, to work on incorporating portions of tenants' rights recommendations received during the meetings into either the Human Rights Ordinance or as a standalone ordinance.

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;
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 water quality, including PFAS regulation, testing, monitoring, enforcement and reducing other forms of water pollution in the city, through maintaining and increasing funding for educational and training purposes, and working 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.