

**REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF LANSING, MICHIGAN**

**TONY BENAVIDES LANSING CITY COUNCIL CHAMBERS
LANSING CITY HALL, 10th FLOOR
124 W. MICHIGAN AVENUE**

AGENDA FOR MAY 15, 2023 AT 7:00 PM



TO THE HON. MAYOR AND MEMBERS OF THE CITY COUNCIL:

The following items were listed on the agenda in the City Clerk's Office in accordance with Section 3-103(2) of the City Charter and will be ready for your consideration at the regular meeting of the City Council at the Tony Benavides Lansing City Council Chambers, 10th Floor, City Hall.

Roll Call

Meditation And Pledge Of Allegiance

Approval Of Printed Council Proceedings

1. May 8, 2023

Consideration Of Late Items (Suspension of Council Rule #9 is needed to allow consideration of late items. Late items will be considered as part of the regular portion of the meeting to which they relate.)

Tabled Items

Special Ceremonies And Presentations

Comments By Council Members And City Clerk

Community Event Announcements (Time, place, purpose, or definition of event – 1 minute limit)

Speaker Registration For Public Comment On Legislative Matters

Mayor's Comments

Show Cause Hearings

Public Comment On Legislative Matters (Legislative matters consist of the following items on the agenda: public hearings, resolutions, ordinances for introduction, and ordinances for passage. The public may comment for up to three minutes. Speakers must sign up on BLUE form.)

Council Consideration Of Legislative Matters

Resolutions For Action

2. Fiscal Year 2023-2024 Budget (PEND-3230)

Reports From Council Committees

Ordinances For Introduction And Setting Of Public Hearings

Ordinances For Passage

**Speaker Registration For Public Comment On City Government Related Matters
Reports Of City Officers, Boards, And Commissions; Communications And
Petitions; And Other City Related Matters** (Motion that all items be considered as
being read in full and that the proper referrals be made by the President)

Item(s) from the City Clerk re:

3. Minutes of Boards and Commissions placed on file in the Clerk's Office

Item(s) from the Mayor re:

4. Re-Adopting the Codified Ordinances (PEND-3269)
5. Setting a Public Hearing on Re-Adopting the Codified Ordinances (PEND-3270)
6. Annual Training Requirement; all City Boards and Commissions training on the Ethics Ordinance, conflicts of interest, and the Open Meetings Act (PEND-3271)
7. Z-4-2023; 6 vacant lots along the west side of the 3300 block of the unimproved N. Larch Street right-of-way from "R-3" Suburban Detached Residential to "S-C" Suburban Commercial (PEND-3273)
8. Setting a Public Hearing on Z-4-2023; 6 vacant lots along the west side of the 3300 block of the unimproved N. Larch Street right-of-way from "R-3" Suburban Detached Residential to "S-C" Suburban Commercial (PEND-3272)
9. Z-5-2023; 1906 E. Miller Road and the vacant parcel at the southwest corner of E. Miller Road and Aurelius Road from "R-3" Suburban Detached Residential to "R-MX" Residential Mix (PEND-3275)
10. Setting a Public Hearing on Z-5-2023; 1906 E. Miller Road and the vacant parcel at the southwest corner of E. Miller Road and Aurelius Road from "R-3" Suburban Detached Residential to "R-MX" Residential Mix (PEND-3274)
11. Z-6-2023; 1326 N. Chestnut Street & vacant lot to its south from "R-6A" Urban Detached Residential to "R-MX" Residential Mix (PEND-3277)
12. Setting a Public Hearing on Z-6-2023; 1326 N. Chestnut Street & vacant lot to its south from "R-6A" Urban Detached Residential to "R-MX" Residential Mix (PEND-3276)
13. Noise Special Permit; E.T. MacKenzie Co. request to allow for Combined Sewer Overflow (CSO) 034E Project on Greenlawn Ave. from June 24, 2023 through November 11, 2023 and April 13, 2024 through June 29, 2024 (PEND-3280)
14. Setting a Public Hearing on Noise Special Permit; E.T. MacKenzie Co. request to allow for Combined Sewer Overflow (CSO) 034E Project on Greenlawn Ave. from June 24, 2023 through November 11, 2023 and April 13, 2024 through June 29, 2024 (PEND-3279)

15. Sole Source Purchase; Finance Department requests Maner Costerisan as the vendor for Special Services for assistance in creating a Uniform Chart of Accounts as required by the State of Michigan
16. Sole Source Purchase; Finance Department requests MGT Consulting Group as the vendor for Fiscal Year 2022-2023 Indirect Labor Cost Allocation Plan
17. Sole Source Purchase; Parks and Recreation Department requests Most Dependable Fountains Inc. as the vendor for three water fountain replacements at Turner Dodge House, Cesar E. Chavez Plaza, and Museum Drive
18. Grant Application; Michigan Department of Treasury Grant for Underfunded Pensions

Communications and Petitions

19. Claim Appeal; Claim #1951, Kings Property LLC for \$360 in grass fees at 2306 East Michigan Ave. (PEND-3281)

Motion Of Excused Absence

Remarks By Council Members

Remarks By The Mayor Or Executive Assistant

Public Comment On City Government Related Matters (City government related matters are issues or topics relevant to the operation or governance of the city. The public may comment for up to three minutes. Speakers must sign up on YELLOW form.)

Adjournment



CHRIS SWOPE, CITY CLERK

Persons with disabilities who need an accommodation to fully participate in this meeting should contact the City Clerk's Office at (517) 483-4131 (TTY 711). 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation request.

LANSING CITY COUNCIL MEETING

DATE & TIME: 5/15/2023-7:00 PM

Starting Time 7:00

REGULAR MEETING: X

SPECIAL MEETING:

ATTENDANCE

COUNCIL MEMBER	PRESENT	ABSENT	ARRIVED
BROWN	☒	☐	_____
GARZA	☒	☐	_____
HUSSAIN	☒	☐	_____
JACKSON	☒	☐	_____
KOST	☒	☐	_____
SPADAFORE	☒	☐	_____
SPITZLEY	☒	☐	_____
WOOD	☒	☐	_____

MEDITATION IN MEMORY OF: Mary

PLEDGE LED BY: _____

Adjournment Time _____

CHRIS SWOPE
LANSING CITY CLERK

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**Official Proceedings of the City Council
City of Lansing
May 8, 2023**

Tony Benavides Lansing City Council Chambers
Lansing, Michigan

The City Council of the City of Lansing met in regular session and was called to order at 7:00 p.m. by President Wood

PRESENT: Council Members Brown, Garza, Hussain, Jackson, Kost, Spitzley, Wood

ABSENT: Council Member Spadafore

A quorum was present.

Council Member Spitzley asked people to remember recent victims of gun violence in Lansing and the USA, during the moment of Meditation. The Council observed a moment of Meditation followed by the Pledge of Allegiance led by President Wood.

Approval of Printed Council Proceedings

By Vice President Garza

To approve the printed Council Proceedings of April 10, 2023

Motion Carried

By Council Member Hussain

To approve the printed Council Proceedings of April 24, 2023

Motion Carried

Special Ceremonies

Z-3-2023; 818, 820, 908, 914, May Street, 817, 821, 823, 827, 843 & 903 E. Saginaw St., 711, 713, 714, 0, 717, 718, 0, 721, 722, 723, 724, 725, 727, East Park Terrace, 709, 713, 714, 718, 717, 721, 722, 725, 729 Quaker Court, and 711, 715, 721, 727 & 737 N. Pennsylvania Avenue, Rezoning from "R-MX" Residential Mix to "DT-2" Urban Flex District

Council Member Spitzley welcomed Harry Hepler, who spoke about Z-3-2023.

Stadium North Project

President Wood welcomed Price Dobernack, Business Manager of UA Local 333 Plumbers, Pipefitters, HVAC Mechanics in Lansing, who spoke about the Stadium North Project.

Comments by Council Members and the City Clerk

Vice President Garza thanked those who attended the "Love My City" event, and thanked the South Church of the Nazarene for hosting the event.

Council Member Hussain thanked those who attended the Logan Square community conversation, and provided an update from the conversation held. Additionally he gave notice of the upcoming 3rd Ward constituent contact meeting. He made an announcement on the upcoming MDOT meeting regarding a signal change of the light at W. Saginaw and Jenison. He made comments regarding feelings of communication struggles within City Council and respective parties involved. Finally he expressed concern regarding the plaza at Pleasant Grove and Holmes, specifically concern with the owner of the plaza and the liquor store in the plaza.

President Wood reminded public of the upcoming Special Committee of the Whole Meeting which provides public with time to share additional comments and concerns on the budget.

City Clerk Swope recognized City Council Intern, Grace Hocking.

Community Event Announcements

Loretta Stanaway spoke about the Friends of Lansing Cemeteries free seed geraniums event.

Nancy Mahlow spoke about the Eastside Neighborhood Organization's Eastside Summer Festival.

Erica Lynn spoke about The Village Lansing's city-wide graduation open house celebration.

Speaker Registration for Public Comment on Legislative Matters

City Clerk Swope announced that the public comment registration form(s) for those intending to address Council on legislative matters will be collected and that only those persons who have fully completed the form(s) will be permitted to speak.

Mayor's Comments

Mayor Schor announced that LPD has sworn in six new officers, with four additional officers anticipated this month. He spoke on the success of recruitment efforts for the LPD, and thanked the Chief of Police, Human Resources Department, and Capital City Labor Program. He announced upcoming opening of Moneyball Sportswear. He thanked the new vendors at the Middle Village Micro Market, and all involved in the "I Love My City" event. He congratulated ENO on their 50th anniversary. Finally he thanked those who participated in the Ramadan celebration, and spoke on the success of the Logan Square community conversation.

Show Cause Hearings

Orders to Make Safe or Demolish to the owners of property located at 1020 Woodbine Ave.

Orders to Make Safe or Demolish to the owners of property located at 318 Clifford St.

Orders to Make Safe or Demolish to the owners of property located at 1309 W. Shiawassee St.

Council Member Hussain provided an overview on the show cause hearings

- Comment on Scheduled Show Cause Hearings:

Megan Dowell spoke about the Orders to Make Safe or Demolish to the owners of property located at 1309 W. Shiawassee St.

Ted O'Dell spoke in support of demolition regarding the Orders to Make Safe or Demolish to the owners of property located at 1309 W. Shiawassee St.

Referral of Show Cause Hearings

Orders to Make Safe or Demolish to the owners of property located at 1020 Woodbine Ave.
Referred to the Committee on Public Safety

Orders to Make Safe or Demolish to the owners of property located at 318 Clifford St.
Referred to the Committee on Public Safety

Orders to Make Safe or Demolish to the owners of property located at 1309 W. Shiawassee St.
Referred to the Committee on Public Safety

Public Comment on Legislative Matters

Legislative Matters included the following public hearings:

Fiscal Year 2023-2024 Budget

SLU-1-2023; Special Land Use Permit, 109 E. Randolph St. for a state-licensed adult foster care, small group home with a maximum capacity of 12 residents

Z-1-2023; 4111 Aurelius Road, Rezoning from MX-1, Neighborhood Mixed-Use Center to R-2, Suburban Detached Residential District

Z-3-2023; 818, 820, 908, 914, May Street, 817, 821, 823, 827, 843 & 903 E. Saginaw St., 711, 713, 714, 0, 717, 718, 0, 721, 722, 723, 724, 725, 727, East Park Terrace, 709, 713, 714, 718, 717, 721, 722, 725, 729 Quaker Court, and 711, 715, 721, 727 & 737 N. Pennsylvania Avenue, Rezoning from "R-MX" Residential Mix to "DT-2" Urban Flex District

Vice President Garza and Council Member Spitzley gave overviews of the public hearings.

Public Comment on Legislative Matters:

Loretta Stanaway spoke about Z-3-2023.

Mike Lynn spoke about various legislative matters.

Erica Lynn spoke about various legislative matters.

Nancy Mahlow spoke about various legislative matters.

Stan Shuck spoke about various legislative matters.

Legislative Matters

Referral of Public Hearings

Fiscal Year 2023-2024 Budget
Referred to the Committee of the Whole

SLU-1-2023; Special Land Use Permit, 109 E. Randolph St. for a state-licensed adult foster care, small group home with a maximum capacity of 12 residents
Referred to the Committee on Development and Planning

Z-1-2023; 4111 Aurelius Road, Rezoning from MX-1, Neighborhood Mixed-Use Center to R-2, Suburban Detached Residential District
Referred to the Committee on Development and Planning

Z-3-2023; 818, 820, 908, 914, May Street, 817, 821, 823, 827, 843 & 903 E. Saginaw St., 711, 713, 714, 0, 717, 718, 0, 721, 722, 723, 724, 725, 727, East Park Terrace, 709, 713, 714, 718, 717, 721, 722, 725, 729 Quaker Court, and 711, 715, 721, 727 & 737 N. Pennsylvania Avenue, Rezoning from "R-MX" Residential Mix to "DT-2" Urban Flex District
Referred to the Committee on Development and Planning

Consent Agenda

By Vice President Garza to approve all items on the Consent Agenda.

Motion Carried.

Resolution #2023-101

By Council Members Brown, Garza, Hussain, Jackson, Kost, Spadafore, Spitzley, Wood
Resolved by the City Council of the City of Lansing

WHEREAS, in 1968, a group of individuals began meeting in living rooms, garages, backyards and on porches and started creating a list of changes they felt were needed. In 1972 the Eastside Neighborhood Organization (ENO) was created, and in 1973 Mayor Hollister acknowledged ENO as an official neighborhood; and

WHEREAS, through the years ENO has worked diligently with the city, state, school district, Sparrow, LPD and many others. In doing so, they have tackled many issues and brought forward positive changes on noise, trash, parking, neighborhood streets, and most important a communication link between the city and residents; and

WHEREAS, progress has been made over the years with the leadership of ENO Presidents Elwood Batdorff, Robert Hull, Jerry Lawler, Rick Kibbey, Kate Young, Mary Margaret Murphy Wool, and the current President Nancy Mahlow; and

WHEREAS, the ENO has accomplished creating and building the flower garden on Michigan Avenue, working with MDOT on various road projects and clean-up projects, and making sure neighborhood standards are met at school and church building projects; and

WHEREAS, ENO continues to work with other organizations and groups such as the Fledge, Woman's Center, Allen Neighborhood Center, Punks With Lunch, East Village, Groesbeck, Prospect Place, We Care, and many more; and

WHEREAS, ENO continues a positive working relationship with Sparrow Health Systems that brought ENO a seat on a small Sparrow Board, working together on parking issues, creating a permanent street diverter, and assisting in slowing speed in various areas.

NOW THEREFORE, BE IT RESOLVED, that the Lansing City Council extends their appreciation to the Eastside Neighborhood Organization for the continued work and thank them for 50 years of service and resources to the neighborhood.

Adopted as part of the Consent Agenda

Resolution #2023-102

By Council Members Brown, Garza, Hussain, Jackson, Kost, Spadafore, Spitzley, Wood
Resolved by the City Council of the City of Lansing

WHEREAS, in 2005, the Jasmine Miles Memorial Foundation was created by family and friends to fund scholarships; and,

WHEREAS, inspired by the tragic event of Jasmine's passing in 2003, her family formed a parent action committee, *Safe Miles for Jasmine*; and

WHEREAS, working diligently alongside elected and school officials to implement new safety measures in Delta Township, which included crosswalks, new sidewalks, lowering speed limits, and identifying school zones; and

WHEREAS, demonstrating their hard work and efforts, in 2004 the passing of the *Jasmine Miles Schoolchildren Safety Act (HB 5094)* was signed into law by then Governor Jennifer Granholm; and

WHEREAS, the Jasmine Star Miles Memorial Scholarship was established to reflect the vibrant light and love of Jasmine to a deserving college bound graduating senior in the Lansing Area based on community service, leadership, citizenship, and scholarship; and

WHEREAS, this year, the Jasmine Star Miles Memorial Scholarship celebrates the 20th anniversary of Jasmine's homegoing by reflecting on her community impact over the years, and will award three scholarships for graduating seniors; and

NOW THEREFORE BE IT RESOLVED, that the City of Lansing City Council would like to recognize the Jasmine Miles Memorial Foundation for their achievements in school safety measures.

Adopted as part of the Consent Agenda

Resolution #2023-103

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

WHEREAS, the Mayor made the reappointments to various Boards as stated below:

Arts and Culture Commission:

Diane Gardin as an At-Large member for a term to expire June 30, 2027;
Kevin Bonds as the 2nd Ward member for a term to expire June 30, 2027;
Mary Toshach as an At-Large member for a term to expire June 30, 2027;

Board of Fire Commissioners:

Kathleen Tobe as the 3rd Ward member for a term to expire June 30, 2027;
Mallory Willis as an At-Large member for a term to expire June 30, 2027;

Board of Police Commissioners:

Damon Milton as an At-Large member for a term to expire June 30, 2027;
Guillermo Lopez as the 3rd Ward member for a term to expire June 30, 2027;

Board of Public Service:

Jason Wilkes as an At-Large member for a term to expire June 30, 2027;
Thomas Hickson Jr. as the 3rd Ward member for a term to expire June 30, 2027;

Board of Zoning Appeals:

Jordan Leaming as an At-Large member for a term to expire June 30, 2026;
Kurt Berryman as an At-Large member for a term to expire June 30, 2026;

Capital Area Transportation Authority Board:

Darlene Fancher as a City of Lansing member for a term to expire June 30, 2026;

Downtown Lansing, Inc. Board:

Karl Dorshimer as a City Representative member for a term to expire June 30, 2027;

Historic District Commission:

James Bell as an At-Large member for a term to expire June 30, 2026;

Lansing Entertainment and Public Facilities Authority Board of Commissioners:

Danielle Lenz as an At-Large member for a term to expire June 30, 2026;
Larry Leatherwood as an At-Large member for a term to expire June 30, 2026;
Maureen Saxton as an At-Large member for a term to expire June 30, 2026;

Lansing Gateway Corridor Improvement Authority Board of Directors (North Grand River):

Dianne Hartwell as a Resident member for a term to expire June 30, 2027;

Michigan Avenue Corridor Improvement Authority Board of Directors:

Elaine Barr as a member for a term to expire June 30, 2027;
Joan Nelson as a member for a term to expire June 30, 2027;

Park Board:

Isaac Francisco as the 3rd Ward member for a term to expire June 30, 2027;

Planning Commission:

Monte Jackson as an At-Large member for a term to expire June 30, 2027;

WHEREAS, the Mayor's office has verified that the nominees have been vetted and meet the qualifications as required by the City Charter; and

WHEREAS, the Committee of the Whole took affirmative action;

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the reappointments to various Boards as stated below:

Arts and Culture Commission:

Diane Gardin as an At-Large member for a term to expire June 30, 2027;
Kevin Bonds as the 2nd Ward member for a term to expire June 30, 2027;
Mary Toshach as an At-Large member for a term to expire June 30, 2027;

Board of Fire Commissioners:

Kathleen Tobe as the 3rd Ward member for a term to expire June 30, 2027;
Mallory Willis as an At-Large member for a term to expire June 30, 2027;

Board of Police Commissioners:

Damon Milton as an At-Large member for a term to expire June 30, 2027;
Guillermo Lopez as the 3rd Ward member for a term to expire June 30, 2027;

Board of Public Service:

Jason Wilkes as an At-Large member for a term to expire June 30, 2027;
Thomas Hickson Jr. as the 3rd Ward member for a term to expire June 30, 2027;

Board of Zoning Appeals:

Jordan Leaming as an At-Large member for a term to expire June 30, 2026;
Kurt Berryman as an At-Large member for a term to expire June 30, 2026;

Capital Area Transportation Authority Board:

Darlene Fancher as a City of Lansing member for a term to expire June 30, 2026;

Downtown Lansing, Inc. Board:

Karl Dorshimer as a City Representative member for a term to expire June 30, 2027;

Historic District Commission:

James Bell as an At-Large member for a term to expire June 30, 2026;

Lansing Entertainment and Public Facilities Authority Board of Commissioners:

Danielle Lenz as an At-Large member for a term to expire June 30, 2026;
Larry Leatherwood as an At-Large member for a term to expire June 30, 2026;
Maureen Saxton as an At-Large member for a term to expire June 30, 2026;

Lansing Gateway Corridor Improvement Authority Board of Directors (North Grand River):

Dianne Hartwell as a Resident member for a term to expire June 30, 2027;

Michigan Avenue Corridor Improvement Authority Board of Directors:

Elaine Barr as a member for a term to expire June 30, 2027;
Joan Nelson as a member for a term to expire June 30, 2027;

Park Board:

Isaac Francisco as the 3rd Ward member for a term to expire June 30, 2027;

Planning Commission:

Monte Jackson as an At-Large member for a term to expire June 30, 2027.

Adopted as part of the Consent Agenda

Resolution #2023-104

By the Committee on Ways and Means
Resolved by the City Council of the City of Lansing

WHEREAS, the City of Lansing is named as defendant in a workers' compensation action, WC 2062876-01922-001, involving alleged work related injuries/illnesses;

WHEREAS, it is proposed that the action be resolved by virtue of entering into a settlement agreement, in which, the City of Lansing would agree to pay Plaintiff the sum in the amount of ten thousand two hundred (\$10,200.00) in exchange for a complete redemption and release of the City from any past, present, and future liability regarding any alleged injuries/illnesses whatsoever;

WHEREAS, the proposed settlement is recommended by the Mayor, the Human Resources Department, the City of Lansing's Fund Administrator, and the City Attorney;

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council hereby approve payment in the amount of amount ten thousand two hundred

(\$10,200.00) pursuant to said proposed settlement agreement as a full and final settlement of said action.

BE IT FINALLY RESOLVED that the Law Department is authorized to prepare and execute the requisite documents to complete settlement of the aforementioned lawsuit.

Adopted as part of the Consent Agenda

Resolution #2023-105

By the Committee on Ways and Means
Resolved by the City Council of the City of Lansing

WHEREAS, the City of Lansing is named as defendant in a workers' compensation action, WC 2062876-01409, involving alleged work related injuries/illnesses;

WHEREAS, it is proposed that the action be resolved by virtue of entering into a settlement agreement, in which, the City of Lansing would agree to pay Plaintiff the sum in the amount of three thousand seven hundred (\$3,700.00) in exchange for a complete redemption and release of the City from any past, present, and future liability regarding any alleged injuries/illnesses whatsoever;

WHEREAS, the proposed settlement is recommended by the Mayor, the Human Resources Department, the City of Lansing's Fund Administrator, and the City Attorney;

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council hereby approve payment in the amount of three thousand seven hundred (\$3,700.00) pursuant to said proposed settlement agreement as a full and final settlement of said action.

BE IT FINALLY RESOLVED that the Law Department is authorized to prepare and execute the requisite documents to complete settlement of the aforementioned lawsuit.

Adopted as part of the Consent Agenda

Resolution #2023-106

By the Committee on City Operations
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; Padsinab, LLC request for a Class C License and a Sunday Sales (AM/PM), Social District, Dance, Entertainment, Extended Hours, SDM, SDM Sunday Sales (PM) Permits at 221 South Washington Ave.; and

WHEREAS, the Committee on City Operations met on May 8, 2023 and reviewed the request with affirmative action taken.

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council, hereby, approves the request from Padsinab, LLC request for a Class C License and Sunday Sales (AM/PM), Dance, Entertainment, Extended Hours, SDM, SDM Sunday Sales (PM) Permits at 221 South Washington Ave.

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

Adopted as part of the Consent Agenda

Resolution #2023-107

By the Committee on City Operations
Resolved by the City Council of the City of Lansing

WHEREAS, the Public Service Department updates the Public Street System in accordance with Public Act 51 of 1951, which requires that streets that are not open to automobile traffic be decertified and removed from the Act 51 Street System; and

WHEREAS, the Public Service Department has identified street segments currently shown on the Act 51 Street System Map that are no longer used as public streets; and

WHEREAS, Sparrow Health System requested that the City vacate Jerome Street between Holmes Street and Pennsylvania Avenue and vacate Holmes Street between Jerome Street and Michigan Avenue; and

WHEREAS, City Council passed Resolution #2020-134 approving this vacation, which was recorded by the Ingham County Register of Deeds; and

WHEREAS, street segments were taken out of use as public streets with the Aurelius Road bridge and street project that reconfigured the Aurelius Road/Malcolm X intersection; and

WHEREAS, Lansing Community College requested that the City vacate Schoolcraft Drive so that it could accommodate its parking access needs and operate with two-way traffic on Grand and Capitol Avenues; and

WHEREAS, City Council passed Resolution #2021-248 approving this vacation, which was recorded by the Ingham County Register of Deeds; and

WHEREAS, the Public Service Department requests to decertify the following streets that have been vacated and are no longer open for use by the public:

Jerome Street - Pennsylvania Avenue to Holmes Street, 1,377 feet
Holmes Street - Jerome Street to Michigan Avenue, 428 feet
Malcolm X Street - Regent to Aurelius/Main Connector, 676 feet
Aurelius/Main Connector - Aurelius Road to Malcolm X Street, 1,183 feet
Regent Street - Eastbound to Westbound Malcolm X Street, 211 feet
Schoolcraft Drive - Capitol Avenue to Grand Avenue, 875 feet

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the decertification of a total of 4,750 feet from the Act 51 Street System.

BE IT FINALLY RESOLVED that the Act 51 Street System Map be updated to reflect these changes.

Adopted as part of the Consent Agenda

Resolution #2023-108

By the Committee on Development and Planning
Resolved by the City Council of the City of Lansing

WHEREAS, the Mayor has made the reappointment of Michael McKissic as an At-Large member of the Economic Development Corporation / Tax Increment Finance Authority / Lansing Brownfield Redevelopment Authority Board of Directors for a term to expire February 28, 2029; and

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

WHEREAS, the Committee on Development and Planning met on May 3, 2023 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the reappointment of Michael McKissic as an At-Large member of the Economic Development Corporation / Tax Increment Finance Authority / Lansing Brownfield Redevelopment Authority Board of Directors for a term to expire February 28, 2029.

Adopted as part of the Consent Agenda

Resolution #2023-109

By the Committee on Development and Planning
Resolved by the City Council of the City of Lansing

WHEREAS, the Mayor has made the reappointment of Calvin Jones as an At-Large member of the Economic Development Corporation / Tax Increment Finance Authority / Lansing Brownfield Redevelopment Authority Board of Directors for a term to expire February 28, 2029; and

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

WHEREAS, the Committee on Development & Planning met on May 3, 2023 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the reappointment of Calvin Jones as an At-Large member of the Economic Development Corporation / Tax Increment Finance Authority / Lansing Brownfield Redevelopment Authority Board of Directors for a term to expire February 28, 2029.

Adopted as part of the Consent Agenda

Resolutions

Resolution #2023-110

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

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that the City of Lansing submits the Annual Action Plan in order to receive Community Development fund resources, including Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) program funds, for the upcoming fiscal year 2023-2024; and

WHEREAS, the CDBG (\$2,070,597), HOME (\$833,394) and ESG (\$181,593) entitlement amount allocated to Lansing for the upcoming fiscal year is \$3,085,584; and

WHEREAS, the City of Lansing estimated amounts of program income (PI) and previous year's (PY) annual funding available for CDBG are \$75,000 (\$75,000 PI) and HOME \$70,000 (\$55,000 PI, \$15,000 PY); and

WHEREAS, the total amount of federal funding allocations, program income and previous year's funding equal \$3,230,584; and

WHEREAS, pursuant to program requirements, the city has conducted a citizen participation and open review process which has included meetings and public hearings; and

WHEREAS, the City has further promoted participation, input and review in the process by conducting two (2) separate advertised public hearings before

the Lansing Planning Board, one on December 6, 2022 regarding housing and community development needs and one on February 7, 2023 regarding proposed Annual Action Plan program objectives and projected use of Federal entitlement and formula program funds; and

WHEREAS, the City did also initiate and carry out the required thirty (30) day public comment period on the proposed 2023-24 Annual Action Plan by publishing a notice of the availability of the plan in the Lansing City Pulse on March 22, 2023; and

WHEREAS, a public hearing was held before the Lansing City Council on April 24, 2023 to again receive citizen comments and recommendations and to give final review to the Annual Action Plan; and

WHEREAS, Federal regulations require the City to make certain certifications and assurances to HUD as a part of the City's application and Annual Action Plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lansing adopts the Annual Action Plan for the City of Lansing that includes housing and community development goals, objectives, strategies, and budget for the use of community development fund resources for fiscal year 2023-2024 as proposed by the Committee of the Whole; and

BE IT FURTHER RESOLVED that the Mayor, as the City's Chief Executive Officer, or his designee is hereby authorized to sign the Annual Action Plan and application for FY 2023-2024, including all understandings, assurances and certifications contained therein, and to submit the grant application to the Department of Housing and Urban Development; and

BE IT FINALLY RESOLVED that the Mayor or his designee is authorized, as the official representative of the City of Lansing, to set-up budget line items, provide any and all information, to act in connection with the Annual Action Plan application and to execute all agreements, contracts and legal documents, including the agreement between the City and the Department of Housing and Urban Development, to secure CDBG, HOME and ESG funding and implement the Annual Action Plan programs.

By Vice President Garza

Motion Carried

Resolution #2023-111

By the Committee on City Operations
Resolved by the City Council of the City of Lansing

WHEREAS, John and Gwen Johnson sought to eliminate a special assessment of \$1,127 for trash removal fees, associated penalties, and interest, on the property tax bill for 3308 Maloney Street, Lansing, MI 48912 (ID #33-01-01-30-479-141); and

WHEREAS, upon filing a claim to the Committee on City Operations, the Committee met on April 24, 2023, and denied the claim in the amount of \$1,127.

THEREFORE, BE IT RESOLVED, the City Council, hereby denies the claim in the amount of \$1,127 for trash removal fees, associated penalties, and interest on the property tax bill for 3308 Maloney Street (Tax ID #33-01-01-30-479-141).

BE IT FURTHER RESOLVED, that the City Attorney shall take the appropriate steps to process this claim.

By Council Member Hussain

Motion Carried

Resolution #2023-112

By the Committee on Development and Planning
Resolved by the City Council of the City of Lansing

A RESOLUTION TO APPROVE BYLAWS OF THE LANSING GATEWAY CORRIDOR IMPROVEMENT AUTHORITY OF THE CITY OF LANSING

WHEREAS, the City Council of the City of Lansing, MI, by Resolution 2019-333, passed on December 16, 2019, authorized the creation of the Lansing Gateway Corridor Improvement Authority (the "Authority") by the provisions of the State of Michigan's Corridor Improvement Authority Act, previously Act 280 of 2005 (MCL 125.2871, et seq.), recently reorganized as Part 6 of Act 57 of 2018 (125.4602, et seq.), as amended (the "Act"); and

WHEREAS, the Board of Directors of the Authority approved and adopted bylaws on February 21, 2023 at the Authority's Monthly Meeting; and

WHEREAS, the bylaws have been reviewed and approved as to form by the Office of the City Attorney of the City of Lansing; and

WHEREAS, the bylaws, attached hereto as Exhibit A are subject to the approval of the City Council of the City of Lansing, by the provisions of MCL 125.4608 Section 608(3).

NOW, THEREFORE, BE IT RESOLVED that, pursuant to applicable law, the City Council of the City of Lansing hereby consent to, and approve the Lansing Gateway Corridor Improvement Authority bylaws.

By Council Member Spitzley

Motion Carried

Resolution #2023-113

By the Committee on Ways and Means
Resolved by the City Council of the City of Lansing

WHEREAS, the City of Lansing was selected on April 10, 2023 to receive a Michigan Department of Environment, Great Lakes, and Energy (EGLE) Grant for \$15,000; and

WHEREAS, the City of Lansing's Public Service Department applied for a grant to help pay for the processing of electronics at the Recycle Rama event; and

WHEREAS, the Rural Electronics Recycle grant was the result of a competitive proposal process, and the proposal was submitted by the Public Service Department on March 23, 2023, approved on April 10, 2023, and will be received upon approval by Council and signed agreement; and

WHEREAS, the award for \$ 15,000 requires no matching funds.

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council approves acceptance of the grant in the total amount of \$15,000 for the grant period beginning on the date of council approval for the City of Lansing and ending on September 30, 2025.

BE IT FINALLY RESOLVED, the Administration is authorized to create appropriate accounts, to make the necessary operating transfers for the expenditure and control of the balance of the grant funds, and to execute any necessary agreements to receive the grant subject to approval as to form by the City Attorney.

By President Wood

Motion Carried

Reports From Council Committees

Committee on Public Safety Red Tag and Housing Update

Public Safety Committee Report for 5/8/2023: Red-Tag Crisis

At the Special Meeting of the Committee of the Whole (COW) on Red Tags and Housing held April 3rd, the Public Safety Committee was charged with continuing the discussion and collaborative work with myriad departments and city employees on the topic and then engaging in monthly committee reports. The committee began meeting on this issue at its April 4th meeting and identified all unanswered questions and commitments that were made during the April 3rd COW meeting. We sent those items on to the various departments with jurisdiction and began meeting with them at our April 18th meeting. We had another meeting with respective departmental leaders on May 2nd. As a result of those meetings, we have prepared a document that presents the answers that we have to date. We have organized them by department and have provided meeting notes and answers to date after each unique question. We will continue to meet until all answers are provided and we are satisfied that our processes and procedures are such that we can no longer call this housing emergency a crisis. If you have any questions, please feel free to reach out to any of the committee members.

Economic Development and Planning:

- How many months are we behind in rental inspections? What is our plan to address?

Notes: We are behind roughly about 4-6 weeks from registration to inspection; Walter believes this is appropriate timing; landlords are not supposed to move tenant in without certification contrary to what some believe; failure to register is \$150 fine.

- What is the average time for recheck to ensure the landlord is working to achieve compliance? Is there an automatic scheduling of reinspection after 30 days?

Notes: There are different recheck timelines for different violations; we were told that automatic scheduling does happen but not always after 30 days as some deadlines for various violations are of a different length.

- What steps are being put into place to ensure that everyone within the department is trained on BS and A and knows how to query and generate necessary reports? With training not occurring until the end of the month/early next month, what steps have been taken to run necessary reports now?

Notes: Training for administration was scheduled at the end of April but was cancelled and rescheduled for 5/5. No update since. The rest of the staff is scheduled for training later in May; not all staff members will receive all training as it is a very powerful tool and different levels of rights exist. We also asked for training on BS and A, back-end, read-only access, and for Ms. Linden to have the ability to pull reports.

- Have we identified a consultant to help with "top-down" review of policies and procedures?

Notes: Not as of yet. They are thinking an outside person would be best and will keep us updated.

- How many pink-tagged and red-tagged units do we have currently? Of the pink-tagged and red-tagged properties, how many have yet to have a follow-up inspection?

Notes: 290 pink-tagged; 682 red-tagged; and 501 are in the NEAT-team monitoring and assessment program. They are looking at tools/dashboards for reporting these numbers out to the public. They want to enhance transparency and take the focus from the number of tagged units to the amount of time each tagged unit remains tagged. According to Mr. Hankwitz, 0 tagged units are needing a follow-up inspection;

- Have the informational flyers and brochures been distributed to tagged units? How are we getting this information to those that are already living in tagged units?

Notes: If they appear to be occupied, we are sending the three pamphlets (put together by HRCS). These consist of Legal Aid information, Know Your Rights information, and other resource information for tenants that are facing displacement.

- What process is being worked on/has been established to ensure that tenants that are displaced due to red-tags to other units within the city are being put into units that are certified? How are we tracking the number of displaced tenants?

Notes: Mr. Hankwitz thought this was a better question for HRCS. PS did ask if Code Officers had the ability to look up BS and A information while in the

field to vet whether new residence was certified and Walter Allen stated that although code does have computers, they often lose connection in the field and code officers are unable to access information. We advised that they get with IT and LPD and figure out why they aren't having the same issues. That meeting was supposed to occur on 5/5. We have yet to receive an update.

- Is the rental inspection checklist that has been in the works since 2020 finished?

Notes: It has been finished; apparently a committee had been put together a few years ago with Steve Swan; although the checklist was finished it wasn't used until mid-March of this year.

- Have we created a checklist for NEAT-Team monitoring of red-tagged units? How are we recording and reporting?

Notes: The district officer used to actually pause the NEAT-team monitoring and was able to use their discretion; since the red-tag issue has been labeled a crisis, they have not been pausing but rather moving all red-tagged units into the NEAT program. Walter is checking on whether a policy has been drafted enshrining this to make sure we can hold up against appeals.

- Have we done anything to address the sign and return process for compliance?

Notes: Needs to be examined further. However, the ordinance states that we SHALL reinspect so some believe we are in violation of our own ordinances.

- Have we ensured no life and safety matters are able to be a part of this process?

Notes: No life and safety issues, according to Mr. Allen, were part of the sign and return process.

- What have we done to prioritize the "21 units" that have been red-tagged for over a decade? Have we worked out the issues with BS and A on the duplicate properties so that we have accurate information on tagged units?

Notes: Mr. Hankwitz stated that he is in discussion with the lead enforcement officer to prioritize those that have been red-tagged the longest. They are working to identify solutions for the individual properties. As an example, they know the \$150 monitoring fee that was established in 2005 no longer covers cost of doing business and doesn't work to compel owners to invest and bring up to code. Two are in the make safe or demolish program, 1 has been demolished by the City of Lansing, some that aren't in the process of being demo'd have no work being done, some have had permits pulled, and others are going to be inspected for further deterioration. ED and P was asked to update the list to clearly identify what is happening with each property and to begin asking for timelines from those that are pulling permits and to demonstrate financial wherewithal for bringing the property up to code. It was acknowledged they still have a lot of work to do on these properties and determining the best course of action. Mr. Allen does not believe any of the 21 units are inhabited due to NEAT-team monitoring and none have been submitted to the LPD for enforcement. The hope is that we can move some of these off of our radar and start to prioritize the next batch that have been red-tagged dating back to before 2020. With regard to duplicates, we were told that duplicate properties are part of BS and A's design; we have 56 duplicates now.

- Are we taking steps to implementing a system for evaluating employees and establishing professional development opportunities? Are we now able to track workload/time-on-task for code employees?

Notes: ED and P is exploring this; no answer at this time

- Has the job description for Code Enforcement Manager been reviewed and approved? When will the job be posted?

Notes: The job description has been reviewed and approved; this position has since been posted and applications are being received.

- What is the current timeline for the fee study referenced in COW?

Notes: The RFP has been drafted; Mr. Hankwitz will review and the hope is to issue the RFP in the very near future.

- Have you met with courts to work on cooperation and support? Have we begun to write more court compliance tickets?

Notes: Mr. Allen stated that he has not seen more tickets.

- Have you identified a strategy to keep and demolish blighted homes pre-tax auction by the county?

Notes: Not as of now.

- Have we restructured the daily schedule for code officers (e.g. time in office vs/ time in field)?

Notes: Not at this time. Current schedule is Phone hours (8-9 a.m.); (12-1); a scheduled inspection at 10 am, another at 11 am, another at 2 pm, and the last at 3:15 p.m. Lunch is taken from 1-2 p.m.; after the last inspection, officers are expected back in the office by 4 p.m. for office hours; officers also squeeze in safety inspections, rechecks, and the like when they can.

Have you created a timeline of activities to move the department forward?

- Have we done any hiring in code and premise and have we continued discussions on redistricting based on number of rental units?

Notes: Jobs are being posted (outside of code compliance manager, there is 1 premise officer position vacant); regarding redistricting, the districts have been the same for a while now (couldn't give us a date certain), and PS asked for an annual review and evaluation to determine if the districts are still appropriate based on number of rentals per district.

- Have we worked to place low-jack systems on all code vehicles? Active monitoring?

Notes: We were told that we are currently using Geotab; that this is currently working with all code vehicles with active GPS; ED and P is going to check to see if we can also monitor using cell phones.

- What "other options" to red-tagging units are being "explored" for pink-tagged properties that aren't necessarily unsafe? How many of the red-tagged units, not addresses, have been red-tagged due to lack of rental certificates?

Notes: Mr. Hankwitz stated they are exploring options, and Mr. Allen added that the State gives them an umbrella of what is considered safe but did reference that years ago, Lansing had around 7 different colors but they were all still processed in the same manner regardless of color; 37 units have went from pink to red tags due to a lack of rental certificate because there's no ability to verify if the unit is in fact safe.

- What is the current status of 2222 W. Holmes and 1317 W. Kalamazoo?

Notes: 1317 Kalamazoo; work in progress; permits are being pulled and work is being done.

- Shareable Database for Red-Tags (courts, LPD, LBWL): format and backup plan discussed; have we finalized and shared with LPD, LBWL, and courts?

Notes: Mr. Hankwitz was still getting caught up to speed on this but did say there was supposed to be a stakeholder meeting on 5/4 (have not received update since); the hope is to have a shareable database between code, 911, LPD, and other groups that is simple to read, read-only, and updated once a week; central dispatch is not willing to entertain using BS and A because its too complicated.

- BS and A access: Update on BS and A backend read only access for Councilmembers?

Notes: This is being worked on. The asks are 1.) Sherrie Boak be part of administrative training 2.) Emily Linden added to list for access and 3.) all Councilmembers have back-end access.

- Are we looking at incentives for "good actors" that meet deadlines, always register their rentals, and keep their properties up to code?

Notes: We are exploring policies to see if there are "levers" that can be utilized in this way. We are looking at other municipalities and what they are doing. However, Councilwoman Wood stated that she believes when it comes to fee structure, we can't apply different fees for different landlords because they have to cover the cost of business. Again, fees and fines and the potential for graduated fees and fines will continue to be explored and law was asked to vet the legality of what other municipalities are doing.

- Can we identify landlords that are the worst offenders and deem them "nuisance landlords"?

Notes: This is being evaluated.

- What are we doing about perennial permit pullers that pull permits to keep the city at arm's length?

Notes: ED and P is discussing and evaluating best practices to address.

Law:

- Have we met with the courts to discuss a process for efficiently obtaining administrative search warrants that would allow for life and safety issues in tagged units to be addressed by the city?

Notes: There has been a process in place historically; requires court order to actually go in and do work.

- Have you met with ED and P leadership to inform them of the process for getting information to law for misdemeanor or nuisance enforcement? Has training been developed for front-line workers?

Notes: Law stated there have been extensive meetings; however, with new leadership, additional meetings will need to be scheduled to discuss this aspect.

- What is the city's liability if we don't vacate immediately and a life and safety issue occurs?

Notes: Law stated that it is fact-dependent; city is immune due to governmental immunity but again, it is fact-dependent and they didn't want to speak to hypotheticals.

- Have we in fact reported to LPD, had a report written or search warrant requested and then report written, and conveyed to city attorney for potential prosecution? Has the process at least been ironed out?

Notes: The process is actively happening; continuing to refine process as the first batch of reports that were received weren't sufficient (e.g. requesting a charge of owner but no distinction made of whether the owner knew the squatter was there). No additional batches have been received.

- **Can PILOTS be revoked for properties that have been red-tagged and not kept up to code.**

Notes: Pilots can't be revoked simply because a unit or units are red-tagged. However, the terms of the PILOT agreement are such that the property owner only receives the payment in lieu of taxes for those units that are being rented out to low-income individuals. For units that are tagged and no leasing is being executed, the owner must pay ad valorem taxes on those units. The property owner has to certify the number of units that are rented on an annual basis to the city and MSHDA. MSHDA can audit this at any time but communicating red-tag units to the assessor, we need to come up with a process for review. Also, we are asking that law research provisions we might be able to include in future PILOT ordinances that will give us some claw back when properties or units within properties are red-tagged or lack a rental certificate. We might need to bring in MSHDA to a later public safety meeting to investigate further.

Human Relations and Community Services:

- Has the Housing Ombudsman met with the Landlord Association?

Notes: This meeting was scheduled to occur Tuesday, April 18 at 5:30. Mr. McDonald attended.

- Has the Housing Ombudsman and/or LPD Social Worker been out to red-tagged properties to speak with inhabitants? What was the result if so? What is the plan moving forward and how will Housing Ombudsman learn of tagged units?

Notes: This initiative was originally scheduled for week of April 17. Notification of tagged units are provided to the Housing Ombudsman by Code Enforcement. The housing ombudsman never connected with LPD but did recently revisit 6 of the units. None of the inhabitants asked for assistance, however, Mr. McDonald did provide information on things such as the emergency home rehabilitation program. 2 were identified as renters, 1 had a land contract, and 2 were home-owner occupied. Some stated they weren't aware that the unit was red-tagged. Others claimed they were living across the street with a neighbor. The Housing Ombudsman did ask about permits and a few have pulled permits and seem to be working toward compliance. Mr. McDonald did not connect with LPD or Law or any other department on the red-tagged properties that were inhabited although they were informed it was illegal to live in these units. The landlords of the renters were not contacted nor was the information handed over to the LPD for investigation. Housing Ombudsman was asked to continue to investigate resources and get back with the committee asap.

- Have we made ground on establishing a vacant unit bank and could the land bank be used instead of hotel program?

Notes: Discussions regarding options and opportunities did occur during Landlords Association meeting. There were some concerns about who is liable if damage is done to the property (will city serve as the guarantor?), what happens with evictions, would people be okay with unfurnished homes, etc.? All questions have to be asked if funds are going to be directed from the city to the landlords.

- Have we begun compiling a list of landlords that would be amenable to helping the city with rapid rehousing of displaced residents?

Notes: Discussions regarding options and opportunities occurred during the Landlords Association meeting on April 18. The foregoing questions were questions that need to be addressed.

- Have we begun to plan for outreach at Autumn's Ridge (e.g. neighborhood meeting, door-to-door)?

Notes: Housing Ombudsman attended the Autumn Ridge neighborhood meeting Friday, April 14. The Ombudsman is a part of the team designated to do outreach with the LPD Social Workers and police, where appropriate, to the red-tagged units. EDP, OCA, LPD, and HRCS developed this plan. More information to be provided in the future.

- Is there a strategic, long-term plan for working with code on training to aid tenants in tagged properties?

Notes: When units are red-tagged, EDP, OCA, and LPD have established an outreach plan to include the Housing Ombudsman and LPD Social Worker.

- Has customer training been established for HRCS employees working with those that are experiencing crisis?

Notes: Under review. All staff comes with previous training in various customer service-related fields. In addition, we have not been notified of any complaints.

- Has a list of agencies that help HRCS with work after 5 p.m. been created?

Notes: Yes.

- Can you discuss the most recent contract termination between the city and a partner agency? What was the issue and how was it identified?

Notes: None that we can recall.

- How many individuals or families have been turned away from the hotel program in the last 6 months? Year?

Notes: Hoteling is the shelter of the last resort. People are referred to shelters and other resources first. Eligible household types are families with children, adults who medically fragile or experiencing a disabling condition that makes it difficult or impossible to navigate a congregated shelter facility, and households falling victim to red-tag situations who cannot be sheltered. Lastly, individuals and families eligible for this service must also be Lansing residents.

- Have we ensured that the Fire Marshal's office has conducted inspections on any Lansing -located hotel being used for the city's hotel program? Have we reached out to jurisdictions where others are located and asked for inspection records? What is Advent House doing to locate other Lansing-based hotels to be part of the hotel program?

Notes: Delta Township inspects the Travelodge and the Red Roof Inn on Lansing's west side annually. The Causeway Bay on Lansing's south side is inspected annually by the City of Lansing. Copies of their inspection documents, can be requested if needed. Advent House Ministries has worked with nine hotels/motels in the Lansing area, including the Travelodge and Red Roof Inn on the westside, the Quality Inn at Frandor, the Causeway Bay,

America's Best and Super 8 on the south side, the Village Inn in Holt, the Town & Country Inn, and the Apex on the north side. They settled on using the Travelodge, primarily since the nightly rate is the lowest and the quality is good. The rate at Travelodge is \$50/night with no extra charges for having pets in the room. All other locations that are used when needed, cost between \$58 and \$85/night and additional fees for pets, either nightly or weekly.

- How much have we now paid in hotel costs for tenants displaced at 2222 W. Holmes? Are there still displaced tenants without safe, non-hotel shelter?

Notes: \$10,091.78 paid as of 4/18/23. We are unaware of any additional tenants without shelter.

Administration:

- Have you determined, after looking at CBA's, why employee evaluations have not occurred at least in the past 15 years? Are we taking steps to implementing a system for evaluating employees and establishing professional development opportunities?

Response: The Mayor is planning to implement annual evaluations. Administration is looking into the best practices and processes. A recommendation from Jane to the Mayor is forthcoming.

- Has a timeline been established for all remedies that have been discussed?

Response: Ms. DiSessa stated she wasn't clear on the question although the question was asked as part of COW. The committee explained that there were a number of things the administration has committed to (e.g. recommendations for ordinance changes, top/down review of policies and procedures, etc.) and, for accountability sake, the Council would like to see a timeline that can be applied to determine whether goals and objectives are being met. Ms. DiSessa stated she would work on this.

- Where have we landed on the red-tag ordinance and immediate displacement? What is the city's liability if we don't vacate immediately and a life and safety issue occurs?

Response: Ms. Disessa originally stated that this was a question for council leadership. She stated that the ordinance says that it is immediate enforcement as soon as a building is red tagged. She stated City Council would need to amend the ordinance if we wish to change this. As for the question regarding liability, Ms. Disessa punted to legal.

Council Member Hussain provided an update and overview on the progress this committee has made.

By Council Member Hussain that the report be made part of the public record

Motion Carried

Speaker Registration for Public Comment on City Government Related Matters

City Clerk Swope announced that the public comment registration form(s) for those intending to address Council on City government matters will be collected and that only those persons who have fully completed the form(s) will be permitted to speak.

Reports From City Officers, Boards, and Commissions; Communications and Petitions; and Other City Related Matters

By Vice President Garza that all items be considered as being read in full and that President Wood make the appropriate referrals

Motion Carried

- Reports from City Officers, Boards and Commissions:

Letter(s) from the City Clerk re:

Minutes of Boards and Commissions placed on file in the Clerk's Office

Placed on File

General Fund Status Report; Fiscal Year 2022-2023 Third Quarter

Referred to the Committee of the Whole and to the Internal Auditor

Employment Vacancy Factor Report; Fiscal Year 2022-2023 Third Quarter

Referred to the Committee of the Whole and to the Internal Auditor

Fireworks Display License; Pyrotecnico Fireworks Inc. for the City of Lansing's Independence Day Celebration

Referred to the Committee on City Operations

Letter(s) from the Mayor re:

Appointment; Jon Scott as an At Large Member of the Board of Public Service for a term to expire June 30, 2024

Referred to the Committee on City Operations

Appointment; Laura Stoken as a resident member of the Saginaw St. Corridor Improvement Authority Board of Directors for a term to expire June 30, 2025

Referred to the Committee on Development and Planning

Application for designation as Pure Michigan® Trail and Trail Town

Referred to the Committee on City Operations

Orders to Make Safe or Demolish to the owners of property located at 3421 N. Cedar St.

Referred to the Committee on Public Safety

Setting a Show Cause Hearing on Orders to Make Safe or Demolish to the owners of property located at 3421 N. Cedar St.
Referred to the Committee on Public Safety

Orders to Make Safe or Demolish to the owners of property located at 131 Jackson St
Referred to the Committee on Public Safety

Setting a Show Cause Hearing on Orders to Make Safe or Demolish to the owners of property located at 131 Jackson St
Referred to the Committee on Public Safety

Orders to Make Safe or Demolish to the owners of property located at 1722 Donora St.
Referred to the Committee on Public Safety

Setting a Show Cause Hearing on Orders to Make Safe or Demolish to the owners of property located at 1722 Donora St
Referred to the Committee on Public Safety

Sole Source Purchase; Economic, Development and Planning Department request for Michael Latas & Associates as the vendor for employment consulting and advising for on the hiring of Chief Building Inspector
Referred to the Committee on Ways and Means and to the Internal Auditor

- Communications and Petitions, and Other City Related Matters:

Claim Appeal; Claim Appeal #1970, Jenafer Quenby for \$7,558 in trash fees at 3517 Pleasant Grove Rd.
Referred to the Committee on City Operations and to the Internal Auditor

Claim Appeal; Claim #1958, Eulanda Wilson for \$7,190 in trash fees at 1017 N. Larch St.
Referred to the Committee on City Operations and to the Internal Auditor

Affidavit of Disclosure; Erin Buitendorp, Public Service Department
Referred to the Board of Ethics

Notice from the Michigan Liquor Control Commission; CP Lansing-Red Cedar LLC request for Transfer ownership escrowed 2023 Class C License with Sunday Sales Permit (PM) and Specific Purpose Permit (Food); Transfer location from 2755 E. Grand River Ave, Suite A, East Lansing; Transfer governmental unit under MCL 436.1531(1) from Meridian Twp to Lansing City; Transfer classification from Class C License to B-Hotel License with 295 rooms; New SDM License in conjunction, issued under MCL 436.1533(5)(a), non-transferable; New Sunday Sales Permit (AM/PM); new entertainment permit; new outdoor service area; new add bar permits (2), for a total of (3) bars at 3150-3160-3170 E Michigan Ave, Lansing (RID #RQ-2301-00562)
Referred to the Committee on City Operations

Motion of Excused Absence

By Vice President Garza to excuse Council Member Spadafore from tonight's proceedings.

Motion Carried

Remarks by Council Members

Council Member Hussain spoke about an upcoming meeting regarding additional pink tags.

Public Comment on City Government Related Matters

Loretta Stanaway spoke about various City matters.

Stan Shuck spoke about various City matters

Grace Haley spoke about fair housing

Jonathan Evans spoke about the Fair Chance Housing Ordinance

Dinah Dewald spoke about the Fair Chance Housing Ordinance

Daniel Arnold spoke about various City matters

Mitch Rice spoke about the Fair Chance Housing Ordinance

Jody Washington spoke about various City matters

Mike Lynn spoke about various City matters

Erica Lynn spoke about various City matters

Adjourned Time 9:33 P.M.

A handwritten signature in black ink that reads "Chris Swope". The signature is written in a cursive, flowing style. Below the signature is a solid black horizontal line.

Chris Swope, City Clerk

You will not be called to speak unless all required blanks on this form are completed.



Public Comment on Legislative Matters Registration

*The City of Lansing welcomes and encourages public comment relating to City Legislative Matters. In order to facilitate public input, you **MUST** complete this card and submit it to the City Clerk or City Clerk Staff prior the close of registration as announced by the City Clerk.*

*Legislative matters consist of the following items on the agenda: **public hearings, resolutions, ordinances for introduction, and ordinances for passage.** The public may comment for up to three minutes*.*

Agenda Item Number(s) or Description(s) Budget

Name (print) Jody Washington E-Mail (optional) _____

Address (street, city, zip) _____

Company or organization represented, etc. (if applicable) _____

Signature _____

- Public speakers will be called by the City Clerk. When the City Clerk recognizes you, please proceed to the speaker's podium and speak directly and clearly into the microphone. Do not touch the microphone.
- Direct your comments to the Council President.
- No speaker called upon to speak shall by speech or conduct disturb, disrupt, delay, interfere with, or otherwise impede the orderly conduct of the Council meeting.
- No personal attacks or defamatory remarks towards any person will be permitted.
- Questions raised during public comment may or may not be answered by the President, another Council Member, the Mayor, or member of the City Staff during the meeting.
- Time limit to address the council on legislative matters is **3 Minutes***.
- Spokespersons for a group or shared viewpoint are encouraged; however, a speaker's time limit may not be increased through assignment of someone else's time or opportunity to speak.
- No registrations will be accepted after the deadline as announced by the City Clerk.
- If you wish to submit written materials, please provide them to the City Clerk or City Clerk staff along with this form.
- The City Council conducts its open meetings in an orderly manner in accordance with the Open Meetings Act. Council meetings will not be conducted as interactive forums or "town meetings."

Thank you for your involvement and interest in our City,
Chris Swope, Lansing City Clerk, MiPMC / MMC

* *The Presiding Officer may reduce the amount of time for each speaker if he or she determines that the number of registered speakers is so numerous that the meeting cannot be timely concluded without a reduction in the time allocated for each speaker.*

Persons with disabilities who need an accommodation to fully participate in this meeting should contact the City Clerk's Office at (517) 483-4131 (TDD (517) 483-4479). 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

You will not be called to speak unless all required blanks on this form are completed.



Public Comment on Legislative Matters Registration

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*Legislative matters consist of the following items on the agenda: **public hearings, resolutions, ordinances for introduction, and ordinances for passage.** The public may comment for up to three minutes*.*

Agenda Item Number(s) or Description(s) Budget

Name (print) Mike Lynn E-Mail (optional) _____

Address (street, city, zip) Lansing

Company or organization represented, etc. (if applicable) _____

Signature [Signature]

- Public speakers will be called by the City Clerk. When the City Clerk recognizes you, please proceed to the speaker's podium and speak directly and clearly into the microphone. Do not touch the microphone.
- Direct your comments to the Council President.
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- Questions raised during public comment may or may not be answered by the President, another Council Member, the Mayor, or member of the City Staff during the meeting.
- Time limit to address the council on legislative matters is **3 Minutes***.
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Thank you for your involvement and interest in our City,
Chris Swope, Lansing City Clerk, MiPMC / MMC

* *The Presiding Officer may reduce the amount of time for each speaker if he or she determines that the number of registered speakers is so numerous that the meeting cannot be timely concluded without a reduction in the time allocated for each speaker.*

Persons with disabilities who need an accommodation to fully participate in this meeting should contact the City Clerk's Office at (517) 483-4131 (TDD (517) 483-4479). 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

You will not be called to speak unless all required blanks on this form are completed.



Public Comment on Legislative Matters Registration

*The City of Lansing welcomes and encourages public comment relating to City Legislative Matters. In order to facilitate public input, you **MUST** complete this card and submit it to the City Clerk or City Clerk Staff prior the close of registration as announced by the City Clerk.*

*Legislative matters consist of the following items on the agenda: **public hearings, resolutions, ordinances for introduction, and ordinances for passage.** The public may comment for up to three minutes*.*

Agenda Item Number(s) or Description(s) #2. Budget

Name (print) Nicklas Zende E-Mail (optional) nitzende@gmail.com

Address (street, city, zip) #11 W. Willow Ave. #8910

Company or organization represented, etc. (if applicable) Decentralize Lansing

Signature Nicklas Zende

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Agenda Item Number(s) or Description(s) 2

Name (print) Erica Lynn E-Mail (optional) _____

Address (street, city, zip) _____

Company or organization represented, etc. (if applicable) _____

Signature E. Lynn

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Resolution 2023-114

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

WHEREAS, in conformance with Article 7, Section 7-101 of the City Charter, on March 27, 2023, the Mayor submitted a proposed budget for the 2023/2024 fiscal year, which spans from July 1, 2023 through June 30, 2024; and

WHEREAS, the City Council held a series of televised public hearings to review the Mayor's budget recommendations, and a community input session on May 8, 2023; and

WHEREAS, in accordance with the City Charter and the State Uniform Budgeting and Accounting Act, notice was published and a public hearing was held on May 8, 2023, for the fiscal year 2023/2024 budget and capital improvements program, and the proposed levy for taxation; and

WHEREAS, Public Act 2 of 1968 of the State of Michigan, as amended, provides that the budget resolution of the City shall set forth the total number of mills to be levied under the General Property Tax Act, the estimated revenues by source, and amounts appropriated to defray expenditures and meet the liabilities for the City for the ensuing fiscal year; and

WHEREAS, Sec. 9901 of the American Rescue Plan Act of 2021 includes \$130.2 billion for local governments to respond to the COVID-19 public health emergency or its negative economic impacts, including the provision of government services to the extent of the reduction of revenue relative to the revenues collected in the most recent full fiscal year prior to the emergency.

WHEREAS, the City Council desires to establish certain budget policies for the fiscal year 2023/2024, which must include all policies to be carried forward into the current fiscal year;

NOW, THEREFORE, BE IT RESOLVED that 19.44 mills be levied under the General Property Tax Act for the fiscal year for City Operating; and

BE IT FURTHER RESOLVED that 0.26 mills be levied under the Section 475 of Public Act 40 of the State of Michigan, as amended, and such revenue be used to pay for the cost of drain improvements including a portion of the assessment from the Montgomery Drainage District to the City for the Montgomery Drain improvements; and

BE IT FURTHER RESOLVED that 3.9 mills be levied with such revenue to be used to pay for the new Public Safety Buildings, as approved by the voters on November 8, 2022; and

BE IT FURTHER RESOLVED that the following changes to the City's fees and charges be adopted:

Fee Proposed	From Current FY 2023	To Proposed FY 2024
<u>Building Safety</u>		
Paper application fee	27.50	35.00
Investigation fee	150.00	200.00
Paper application fee	27.50	35.00
Investigation fee	150.00	200.00
Paper application fee	27.50	35.00
Investigation fee	150.00	200.00
Investigation fee	150.00	200.00

Code Compliance

Lack of Certificate Fee	New	100.00
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Courts

Default Fee - Late Assessment	25.00	30.00
Alcohol/Drug Assessments	90.00	100.00

South Capitol

Reserved (SCR Back Surface Lot)	144.00	147.00
Covered	117.00	120.00
Roof	92.00	95.00

North Grand

Reserved - 1st floor	163.00	166.00
Valet/Cage Area permit	163.00	166.00
Reserved - 4th Floor Area	163.00	166.00
covered	143.00	146.00
Roof	112.00	115.00

North Capitol

General	120.00	123.00
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Transient Parking Rates

Hourly rate (LC)	2.00	3.00
Daily Maximum (LC)	10.00	15.00
Lost Ticket Fee (LC)	20.00	30.00

Special Events

Special Event fee	10.00	12.00
Reserving a parking lot (per space)	20.00	30.00

Adult Sports

Recreational Softball League Team fee	240.00	250.00
Co-ed and Women's Softball	260.00	270.00
Men's softball	325.00	335.00
Men's double header softball	395.00	405.00

Community Center-Seniors

Senior out of town trips	75.00	100.00
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Community Center

Kids Camp Resident Fee	40.00	80.00
Kids Camp Pre Care Resident Fee	30.00	-
Kids Camp Post Care Resident Fee	40.00	-
Meeting rms outside of hours - non residents	85.00	120.00
Community room outside of hours res	90.00	100.00
N/R Com rm out of hours	85.00	150.00
Gym out of hours -res	80.00	100.00
Gym out of hours - non res	85.00	150.00
Gym out of hour non athletic - nr	100.00	225.00
Gym out of hours non athletic -res	95.00	150.00
Kids Camp Resident Fee	40.00	80.00
Kids Camp Pre Care Resident Fee	30.00	-
Kids Camp Post Care Resident Fee	40.00	-

Turner Dodge

Short Ceremony Rental - res	New	175.00
Short Ceremony Rental - non res	New	250.00
Birthday Party - res	110.00	175.00
Birthday Party -non res	New	250.00
School Tours	75.00	125.00
Resident first floor	120.00	125.00
Non Res first floor	135.00	185.00
Resident whole house	155.00	160.00
Non Res whole house	170.00	240.00
Guided Tour	New	10.00

Parks Administration

1/2 day, Weekday, 1/2 pavilion	70.00	75.00
1/2 day, Weekend, 1/2 pavilion	80.00	85.00
1/2 day, holiday, 1/2 pavilion	100.00	105.00
whole day, weekday, 1/2 pavilion	140.00	150.00
whole day weekend, 1/2 pavilion	160.00	170.00
whole day, holiday, 1/2 pavilion	165.00	175.00
1/2 day, weekday, whole pav	115.00	125.00
1/2 day, weekend, whole pav	135.00	145.00
1/2 day, holiday, whole pav	200.00	210.00
whole day, whole pav weekday	190.00	200.00
whole day, whole pav, weekend	220.00	235.00
whole day, whole pav, holiday	275.00	290.00

Cemetery

Monument Cuts	150.00	250.00
Cremation Tent Rental	New	250.00
Cremation Tent Rental-Same Day Serv	New	300.00

Sewer

Sewer monthly fixed charge	13.00	13.60
Industrial Pretreatment Charge	6.15	6.45
Commodity Charge	7.70	8.00

Public Service Operations and Maintenance

32 Gallon Cart	54.00	56.00
65 Gallon Cart	59.00	61.00
95 Gallon Cart	63.00	65.00
EOW 32 Gallon Cart	27.00	28.00
Bulk Rate (per item)	33.00	36.00
Commercial Recycling Fee	52.00	53.00
Recycle/Yard Waste Collection Fee	119.00	122.00

BE IT FINALLY RESOLVED that the following appropriations and revenue projections are adopted as the City's budget for the FY 2023/2024 fiscal year:

	FY 2024 Proposed	Council Changes	FY 2024 Adopted
Estimated Revenues			
Property Taxes	50,606,500		50,606,500
Income Taxes	39,350,000		39,350,000
Return on Equity	26,800,000		26,800,000
State Revenues	22,424,475		22,424,475
Charges for Services	9,295,300		9,295,300
Fines & Forfeitures	1,505,200		1,505,200
Licenses & Permits	1,824,800		1,824,800
Other Revenue	412,000		412,000
Transfers from Other Funds	100,000		100,000
Interest & Rent	621,195		621,195
Use of (Contribution to) Fund Balance	2,762,033	(2,762,033)	-
Total Revenue	155,701,503	(2,762,033)	152,939,470

Appropriations

City Council			
Personnel	541,898		541,898
Operating	250,910	(135,301)	115,609
Total	792,808	(135,301)	657,507
Internal Audit			
Personnel	219,000		219,000
Operating	12,514	(12,514)	-
Total	231,514	(12,514)	219,000
Courts			
Personnel	5,088,290		5,088,290
Operating	1,536,070	(563,169)	972,901
Total	6,624,360	(563,169)	6,061,191
Mayor's Office			
Personnel	1,577,579	(268,000)	1,309,579
Operating	273,438	(155,592)	117,846
Total	1,851,017	(423,592)	1,427,425
Office of Community Media			
Personnel	588,100	34,456	622,556
Operating	82,438	(78,538)	3,900
Total	670,538	(44,082)	626,456

City Clerk's Office			
Personnel	1,183,378		1,183,378
Operating	597,287	(178,292)	418,995
Total	1,780,665	(178,292)	1,602,373
Neighborhood and Citizen Engagement			
Personnel	1,018,426		1,018,426
Operating	537,981	(64,738)	473,243
Total	1,556,407	(64,738)	1,491,669
Economic Development and Planning			
Personnel	3,451,387		3,451,387
Operating	3,369,382	(548,665)	2,820,717
Total	6,820,769	(548,665)	6,272,104
Assessing			
Personnel	1,707,829		1,707,829
Operating	279,721	(279,721)	-
Total	1,987,550	(279,721)	1,707,829
Finance Operating			
Personnel	1,770,206		1,770,206
Operating	554,720	(86,316)	468,404
Total	2,324,926	(86,316)	2,238,610
Treasury/Income Tax			
Personnel	1,749,356		1,749,356
Operating	583,003	(295,974)	287,029
Total	2,332,359	(295,974)	2,036,385
Human Resources			
Personnel	1,968,618		1,968,618
Operating	1,130,947	(864,777)	266,170
Total	3,099,565	(864,777)	2,234,788
City Attorney			
Personnel	2,364,324		2,364,324
Operating	275,851	(275,851)	-
Total	2,640,175	(275,851)	2,364,324
Police			
Personnel	45,756,734	120,000	45,876,734
Operating	8,709,861		8,709,861

Total	54,466,595	120,000	54,586,595
Fire			
Personnel	35,171,150	120,000	35,291,150
Operating	6,157,067	-	6,157,067
Total	41,328,217	120,000	41,448,217
Public Service			
Personnel	3,635,596	60,000	3,695,596
Operating	9,752,393	59,000	9,811,393
Total	13,387,989	119,000	13,506,989
Human Relations and Community Service			
Personnel	1,894,264		1,894,264
Operating	176,012	(24,512)	151,500
Total	2,070,276	(24,512)	2,045,764
Parks and Recreation			
Personnel	5,299,345		5,299,345
Operating	4,035,790	(1,242,196)	2,793,594
Total	9,335,135	(1,242,196)	8,092,939
Human Services and Racial Equity			
Operating	2,084,932		2,084,932
Total	2,084,932	-	2,084,932
City Supported Agencies			
Operating	549,500		549,500
Total	549,500	-	549,500
City Recognitions			
Operating	10,000		10,000
Total	10,000	-	10,000
Non-Departmental			
Vacancy Factor	(1,500,000)		(1,500,000)
Library Lease	136,500		136,500
Debt Service	1,341,410		1,341,410
Net Transfers	8,065,796	59,000	8,065,796
Total	8,043,706	59,000	8,102,706
ARPA Revenue Loss	(8,287,500)		(8,287,500)
Total Appropriations	163,989,003	(4,621,700)	159,367,303

II. Special Revenue Funds

Major Streets Fund

Estimated Revenues

Gas and Weight Tax Receipts	11,500,000		11,500,000
Utility Permit Fees (Metro Act)	525,000		525,000
Reimbursements	600,000		600,000
Miscellaneous Revenue	80,000		80,000
Use of/(Contribution to) Fund Balance	3,093,118	-	3,093,118
Total Revenue	15,798,118	-	15,798,118

Appropriations

Personnel	2,954,588		2,954,588
Operating	3,838,878		3,838,878
Capital	4,150,000		4,150,000
Debt Service	472,587		472,587
Transfers	4,382,065		4,382,065
Total Appropriations	15,798,118	-	15,798,118

Local Streets Fund

Estimated Revenues

Gas and Weight Tax Receipts	3,752,628		3,752,628
Miscellaneous Revenue	150,000		150,000
Transfers from Other Funds	6,933,565	59,000	6,992,565
Use of/(Contribution to) Fund Balance	2,498,500	-	2,498,500
Total Revenue	13,334,693	59,000	13,393,693

Appropriations

Personnel	2,976,056		2,976,056
Operating	3,264,707		3,264,707
Capital	6,475,000		6,475,000
Debt Service	618,930		618,930
Total Appropriations	13,334,693	-	13,334,693

Stadium Fund

Estimated Revenues

Reimbursements	125,000		125,000
Stadium Naming Rights	137,000		137,000
Transfers from Other Funds	475,716		475,716

Interest Income	10,000		10,000
Total Revenue	747,716	-	747,716

Appropriations

Operating	747,716		747,716
Total Appropriations	747,716	-	747,716

Building Departments Fund

Estimated Revenues

Licenses & Permits	2,814,500		2,814,500
Charges for Services	-		-
Use of/(Contribution to) Fund Balance	225,128	-	225,128
Total Revenue	3,039,628	-	3,039,628

Appropriations

Personnel	2,325,278		2,325,278
Operating	714,350		714,350
Total Appropriations	3,039,628	-	3,039,628

Community Block Development Grant (CDBG) Fund

Estimated Revenues

Federal Grants	3,852,148		3,852,148
General Fund Transfer	139,080		139,080
Total Revenue	3,991,228	-	3,991,228

Appropriations

Personnel	1,007,117		1,007,117
Operating	2,984,111		2,984,111
Total Appropriations	3,991,228	-	3,991,228

HOME Grant Fund

Estimated Revenues

Federal Grants/Income	903,397		903,397
Total Revenue	903,397	-	903,397

Appropriations

Personnel	78,381		78,381
Operating	825,016		825,016
Total Appropriations	903,397	-	903,397

Emergency Shelter Grant (ESG) Fund

Estimated Revenues

Federal Grants	181,593	181,593
Total Revenue	181,593	181,593

Appropriations

Operating	181,593	181,593
Total Appropriations	181,593	181,593

Federal Drug Enforcement Special Revenue Fund

Estimated Revenues

Use of/(Contribution to) Fund Balance	186,000	186,000
Total Revenue	186,000	186,000

Appropriations

Operating	132,000	132,000
Capital	54,000	54,000
Total Appropriations	186,000	186,000

Tri-County Metro Drug Law Enforcement Fund

Estimated Revenues

Drug Forfeitures	50,000	50,000
Contributions from Local Units	400,000	400,000
Interest Income	-	-
Use of/(Contribution to) Fund Balance	(209,000)	(209,000)
Total Revenue	241,000	241,000

Appropriations

Personnel	-	-
Operating	241,000	241,000
Total Appropriations	241,000	241,000

Downtown Lansing, Inc.

Estimated Revenues

Special Assessments	365,000	365,000
Grants	4,200,000	4,200,000
Miscellaneous	317,000	317,000
Transfer from General Fund	85,000	85,000
Use of/(Contribution to) Fund Balance	(561,913)	(561,913)

Total Revenue	4,405,087	-	4,405,087
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Appropriations

Personnel	443,000		443,000
Operating	3,962,087		3,962,087
Total Appropriations	4,405,087	-	4,405,087

III. Enterprise Funds

Cemeteries Fund

Estimated Revenues

Cemetery Service Revenue	309,000		309,000
Sale of Lots	155,000		155,000
Transfer from Parks Millage	527,827		527,827
Transfer from Perpetual Care	-		-
Total Revenue	991,827	-	991,827

Appropriations

Personnel	598,563		598,563
Operating	393,264		393,264
Transfers	-		-
Total Appropriations	991,827	-	991,827

Golf Fund

Estimated Revenues

Transfers In - Parks Millage	100,383		100,383
Total Revenue	100,383	-	100,383

Appropriations

Operating	100,383		100,383
Total Appropriations	100,383	-	100,383

Parking Fund

Estimated Revenues

Parking Revenue	3,887,800		3,887,800
Baseball Revenue	35,000		35,000
Parking Fines	621,000		621,000
Other Revenue	40,000		40,000
Use of/(Contribution to) Fund Balance	777,522		777,522
Total Revenue	5,361,322	-	5,361,322

Appropriations

Personnel	2,181,422		2,181,422
Operating	2,331,800		2,331,800
Capital	131,000		131,000
Debt Service	717,100		717,100
Total Appropriations	5,361,322	-	5,361,322

Wastewater Fund**Estimated Revenues**

Sewer Charges	35,980,000		35,980,000
Interest Income	150,000		150,000
Miscellaneous Income	20,000		20,000
Use of/(Contribution to) Fund Balance	9,177,792		9,177,792
Total Revenue	45,327,792	-	45,327,792

Appropriations

Personnel	8,093,656		8,093,656
Operating	10,426,713		10,426,713
Capital	13,201,000		13,201,000
Debt Service	13,306,423		13,306,423
Return on Equity	300,000		300,000
Total Appropriations	45,327,792	-	45,327,792

Refuse Fund**Estimated Revenues**

Operating Income	3,500,000		3,500,000
Interest Income	1,500		1,500
Use of/(Contribution to) Fund Balance	1,187,174		1,187,174
Total Revenue	4,688,674	-	4,688,674

Appropriations

Personnel	1,471,453		1,471,453
Operating	1,517,221		1,517,221
Capital	1,700,000		1,700,000
Total Appropriations	4,688,674	-	4,688,674

Recycling Fund**Estimated Revenues**

Operating Income	4,666,600		4,666,600
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Interest Income	6,000		6,000
Use of/(Contribution to) Fund Balance	19,177		19,177
Total Revenue	4,691,777	-	4,691,777

Appropriations

Personnel	1,744,984		1,744,984
Operating	2,696,793		2,696,793
Capital	250,000		250,000
Total Appropriations	4,691,777	-	4,691,777

III. Capital Project Funds

Capital Improvement Fund

Estimated Revenues

Transfer from General Fund	2,200,000		2,200,000
Loan Revenue	180,000		180,000
PEG (Cable Capital) Revenues	450,000		450,000
Use of/(Contribution to) Fund Balance	3,611,780		3,611,780
Total Revenue	6,441,780	-	6,441,780

Appropriations

Capital	5,811,780		5,811,780
PEG Capital/Debt Service	350,000		350,000
Debt Service	180,000		180,000
Transfer to General Fund	100,000		100,000
Total Appropriations	6,441,780	-	6,441,780

Parks Millage Fund

Estimated Revenues

Parks Transfer	2,514,500		2,514,500
Total Revenue	2,514,500	-	2,514,500

Appropriations

Transfers to Golf/Cemetery Funds	628,210		628,210
Capital	1,886,290		1,886,290
Total Appropriations	2,514,500	-	2,514,500

Public Safety Fund

Estimated Revenues

Property Tax Levy	10,152,539		10,152,539
Total Revenue	10,152,539	-	10,152,539

Appropriations

Debt Service	10,152,539		10,152,539
Total Appropriations	10,152,539	-	10,152,539

BE IT FINALLY RESOLVED, that the following polices are hereby established for the 2023/2024 fiscal year:

FY 2023/2024 Budget Policies

In accordance with the State Uniform Budget and Accounting Act (Public Act 2 of 1968), the City of Lansing's annual appropriations, as set forth in the annual budget resolution, shall be made in accordance with Generally Accepted Accounting Principles (GAAP) and shall apply to all funds except internal service funds, debt service funds, permanent funds, and trust and agency funds.

The City's fiscal year is July 1 through June 30. In accordance with the City Charter, on or before the fourth Monday in March, the Mayor submits to the City Council a proposed operating budget for the fiscal year commencing the following July 1. No later than the third Monday in May, the Council adopts the budget and sets the property tax rates for the ensuing fiscal year.

Appropriations are set forth in the annual budget resolution. Authority to transfer between appropriations is dictated by City Charter; however, additional administrative budget transfer authority is granted for the following instances. The Administration is requested to submit to Council quarterly reports of such transfers.

Wastewater Funds – the transfer residual State Revolving Fund (SRF) loan and/or bond proceeds between projects and project segments.

Flood Control – the transfer of funds for flood control and/or storm sewer purposes to address flooding or unanticipated storm sewer maintenance needs.

Major and Local Street (Act 51) Funding – Transfer authority is not limited by departmental allocation, and administrative authority is included for appropriation of MDOT special authorization funding.

Parking System – the transfer of capital project accounts from operating accounts is permitted to meet bid or unforeseen capital needs.

Debt Service Funds – the transfer of residual balances between general obligation bond debt service accounts.

Vacancy Factor/funded and unfilled Positions - The budget includes an attrition vacancy allowance in each department's budget. The Administration is requested to provide Council on a quarterly basis, thereafter, a list of vacant positions by department. The Administration is also requested to provide, on a quarterly basis, a detailed list by Department of all positions by title, FTE, wages and fringes, and impact on programs and/or services which are included within this allowance. The personnel wages and fringes associated with all positions identified above, and any such position vacated, thereafter, shall be placed in a budget control account, and will require City Council approval for expenditure.

Any residual funds in the salary line item, that would create a new position after Council has approved this budget, Council requests being notified of changes in positions within sixty (60) days of action. This budget is being approved based on the number of employees provided by the Administration at the time of adoption.

In addition, administrative authority is granted for the transfer of wage and fringe benefit reserves to departmental budgets upon settlement of a collective bargaining agreement.

Carryforwards

Authority is granted to reappropriate available capital project balances as of June 30, 2023 into the FY 2023/2024 budget. All non-capital balances require City Council approval to carryforward, except for encumbered (purchase order) obligations less than \$5,000 and not more than 8 months old.

- Human Services and Community Supported Agencies Funding

The plan for funding Agencies submitted to Council designate particular Agencies. If any agency does not apply for or use their funding, all funds will remain in their respective account(s) for additional appropriation and approval by Council for Human Services and Community Supported Agencies use pursuant to the Charter transfer authority. The Administration/Human Relations Community Services Department is requested to submit to Council a quarterly report on the status of the Human Services and Community Supported Agencies' funding. This report should include the accounting level detail appropriation; amount spent, balance, and a notation as to whether the balance of funds is expected to be spent by the end of the Fiscal Year; if not, why.

General Fund Reserve Policy

The City's General Fund reserves consist of the General Fund balance and the Budget Stabilization Fund. Use of and contributions to the Budget Stabilization Fund are dictated by Ordinance section 218.05.

The targeted unrestricted balance for the combination of the General Fund balance and the Budget Stabilization Fund is a minimum of 12% of General Fund expenditures and a maximum of 15% of General Fund expenditures. Except when projected revenues (excluding transfers) are projected to decrease more than 0% in a given year, if events necessitate that the combined balances drop below 12% of General Fund expenditures, annual appropriations of a minimum of \$500,000 will be made until the 12% target is reached. In the event that combined reserves are projected to exceed 15% of General Fund expenditures, the excess amount will be used to supplement pension and/or retiree healthcare prefunding.

Debt Management

Appropriations are made to adequately fund annual debt service obligations. Adherence will be made to required debt service reserves, where applicable, as well as to the provision of annual disclosures as required by outstanding bond obligations.

Investment Policy

Management of cash investments is governed by the City's investment policy and in accordance to State statute, with the objective being the maximization of return on the City's governmental funds through pooling of funds where appropriate and permitted, monitoring of interest rates and fee structures. Investments of the Employee Retirement System, the Police and Fire Retirement System, and the VEBA, are governed those respective boards and dictated by their respective investment policies.

Strategic Planning and Budget Development

In working toward the goal of the incorporation of strategic planning into the budget process, this next year, Administration is encouraged to work towards developing a multi-year budgeting process. This process should align the City's master plan, strategic goals, and performance metrics to short-term and long-term budget priority-setting by Council in accordance with Financial Health Team recommendations.

Civil Actions, Claims, and Damages

Whenever a claim is made or any civil action is commenced against the Mayor, a City Council member, a non-bargaining unit employee, a Lansing retirement board trustee, or a member of a City advisory board established by the City Charter or ordinance (collectively in this provision "the Employee or Officer") for damages caused by an act or acts of the Employee or Officer within the scope of his or her authority and while in the course of his or her employment with the City or while performing his or her duties on behalf of the retirement board or advisory board, the City will pay for, engage, or furnish the services of an attorney

to advise the Employee or Officer as to the claim and to appear for and represent the Employees or Officers in the action. If the City Attorney does not provide the attorney services, the attorney selection shall be made by the City Attorney in the manner the City Charter requires. The City may compromise, settle, and pay a claim before or after the commencement of any civil action. Whenever any judgment for damages caused by the act or acts of the Employee or Officer covered under this provision is awarded against the Employee or Officer as the result of a civil action, the City will, to the extent not covered by insurance, indemnify the Employee or Officer or will pay, settle, or compromise the judgment. The City's obligations under this provision, however, is contingent upon the Employee or Officer giving prompt notice of the commencement of the action and upon the Employee or Officer cooperating in the preparation, defense, and settlement of the action. The terms "scope of authority" "course of employment" and "performing duties" under this provision do not include any act or acts of Employee or Officer of (i) fraud, (ii) dishonesty, (iii) willful, intentional, or deliberate violation of the law or breach of fiduciary duty, (iv) criminal act, or (v) traffic violation; nor does this provision abrogate or diminish governmental immunity of the City or the Employee or Officer. This provision does not apply to the Lansing Housing Commission nor the Board of Water and Light employees or board/commissioner members.

Grants

In order to receive timely Council consideration of the approval of any grant award, every application for any grant requiring legislative approval shall be submitted to Council, and, upon notification of the award of such a grant, the acceptance shall be submitted to Council. Once accepted administrative authority is granted to create necessary accounts and transfers in accordance with the requirements of the grantor. Any grant that can be applied for administratively should be submitted for Council review within 10 days of the application.

Transparency and Accountability in Government

Council will review, and when necessary, pass policies, procedures and ordinances to achieve improved transparency and accountability with respect to economic incentives, outsourcing of service and contracting within City government.

Bi-annually reporting of the metrics for the 311 Call Center; number of calls, number of calls referred to departments; number of calls not referred but assisted by the 311 Call Center.

Non-Motorized Vehicle Safety

Public Service is encouraged to develop a strategy and program to protect bike lanes at busy intersections to increase rider safety and educate motorists on proper interaction with bike lanes at intersections. If possible, the barriers should be removable to facilitate street sweeping and snow plowing.

Environmental Stewardship

The City of Lansing is concerned about its environment and strives to be a good steward of such. The City recognizes the importance of sustainability and supports the Paris Agreement. The City recognizes to reduce the City's net emissions output, increase its energy efficiency and improve its wastewater treatment and waste management programs.

Lansing Home Ownership Program for Employees (L-Hope)

L-Hope shall cover these groups, all full time and part time year round employees, whose bargaining units have agreed to participate in the program, and the following non-bargaining employee groups: Executive Management Group, Non-Bargaining Group, Mayoral Staff, District Court employees, and the City Council Staff employees, and shall continue as funded.

Forestry

Forestry is requested to initiate a stump removal study that would determine the number of employees and amount of equipment, and then base the recommendation on how many stumps can be removed per year. The results of the study will be presented to City Council no later than 9/1/2023.

Warming and Cooling Centers

The Administration is requested to determine the cost to run (per day) community centers as warming and cooling centers for a total of approximately 60 in a year, 24 hours/day, which would include utilities, staff and security and report back to Council no later than 9/1/2023.

Social Worker Project with Community Mental Health (CMH)

The Administration is requested to work with Community Mental Health to determine the feasibility of contracting with them for a Social Worker Housing Outreach Specialist to work with the homeless and report back on the status of the contract by 9/1/2023.



Chris Swope

Lansing City Clerk

May 10, 2023

Members of the Lansing City Council
10th Floor City Hall
Lansing, MI 48933

Dear Councilmembers:

The Minutes from the Meetings of the following Boards, Commissions, and Authorities of the City of Lansing were placed on file in the City Clerk's Office and are available for review in the City Clerk's Office and at the following website: [Agendas & Minutes | Lansing, MI - Official Website \(lansingmi.gov\)](https://www.lansingmi.gov/agendas-minutes)

BOARD NAME

DATE OF MEETING

Board of Ethics

April 11, 2023

Fire Board of Commissioners

April 12, 2023

Park Board

April 12, 2023

Planning Commission

April 4, 2023

Historic District Commission

February 27, 2023

If my staff or I can provide further assistance or information relative to the filing of these minutes, please contact us at 483-4131.

Sincerely,

Chris Swope, MMC/MiPMC
Lansing City Clerk

ORDINANCE No. _____

An Ordinance of the City of Lansing, Michigan, Re-Adopting the Codified Ordinances of the City of Lansing.

THE CITY OF LANSING ORDAINS:

SECTION 1. That the Code of Ordinances of the City of Lansing, Michigan, as amended and republished by municipal code corporation through Supplement 59, and all general and permanent legislation of the City from the date of entry through December 31, 2022, except any ordinance repealed as provided by law, as revived, codified, arranged, numbered, edited, and consolidated into component codes, titles, chapters, and sections are hereby approved and readopted as the Codified Ordinances of Lansing, Michigan 2022, complete to December 31, 2022.

SECTION 2. The readoption of Codified Ordinances shall not be construed to affect a right or liability accrued or incurred under any legislative provision prior to the effective date of such readoption or an action or proceeding for the enforcement of such right or liability. Such readoption shall not be construed to relieve any person from punishment for an act committed in violation of any such legislative provision, nor to affect an indictment or prosecution thereof. For such purposes, any such legislative provision shall continue in full force notwithstanding its repeal for the purpose of revision and codification.

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 other than the part so declared to be invalid.

Section 4. All ordinance or parts of ordinances in conflict with any of the provisions of this ordinance are hereby repealed.

24 Section 5. This ordinance shall take effect on the 30th day after enactment unless given
25 immediate effect by City Council and shall expire December 31, 2032.

RESOLUTION #2023-

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

Resolved by the City Council of the City of Lansing that a public hearing be set for Monday, _____, 2023, at 7 p.m. in the Tony Benavides Lansing City Council Chambers, 124 W. Michigan Avenue, Lansing Michigan, for the purpose of:

Approving or opposing the readoption of the Codified Ordinances of the City of Lansing

Resolution #2023-###

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

WHEREAS, the City of Lansing has numerous boards and commissions that are either advisory or have decision making authority and are subject to the City of Lansing Ethics Ordinance, Conflict of Interest policies, and hold meetings that may be subject to the Open Meetings Act, 15.261 *et seq*; and

WHEREAS, in Resolution 2020-190 Lansing City Council established a requirement that all members of boards and commissions receive training regarding the ethics ordinance, conflicts of interest, and the Open Meetings Act;

WHEREAS, Resolution 2020-190 also contained a provision that the Lansing City Council reaffirm the annual training requirement for members of boards and commissions.

NOW, THEREFORE, BE IT RESOLVED that, on an annual basis, every member of a board or commission authorized by city ordinance or the city charter shall obtain training on the ethics ordinance, conflicts of interest, and the Open Meetings Act;

BE IT FINALLY RESOLVED that a new appointee to a board or commission must complete the above training within sixty (60) days of their appointment.

ORDINANCE # _____

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN, PROVIDING FOR THE REZONING OF A PARCEL OF REAL PROPERTY LOCATED IN THE CITY OF LANSING, MICHIGAN AND FOR THE REVISION OF THE DISTRICT MAPS ADOPTED BY SECTION 1246.02 OF THE CODE OF ORDINANCES.

The City of Lansing ordains:

Section 1. That the district maps adopted by and incorporated as Section 1242.02 of the Code of Ordinances of the City of Lansing, Michigan be amended to provide as follows:

To change the zoning classification of the property described as follows:

Case Number:	Z-4-2023
Parcel Number's:	33-01-01-04-230-331, 33-01-01-04-230-321, 33-01-01-04-230-331, 33-01-01-04-230-341, 33-01-01-04-230-351, 33-01-01-04-230-360
Addresses:	6 vacant lots along the west side of the 3300 block of the unimproved N. Larch Street right-of-way
Legal Descriptions:	Lots 43, 44, 45, 46, 47 & 50, Supervisors Plat of Schworer's Bloomfield Farms from R-3" Suburban Detached Residential to "S-C" Suburban Commercial

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

Section 3. This ordinance was duly adopted by the Lansing City Council on _____, 2023, and a copy is available in the office of the Lansing City Clerk, 9th Floor, City Hall, 124 W. Michigan Avenue, Lansing, MI 48933.

Section 4. This ordinance shall take effect on the 30th day after enactment.

GENERAL INFORMATION

APPLICANT/OWNER:	Tews Properties, LLC 3323 N. East Street Lansing, MI 48906
REQUESTED ACTIONS:	Rezone vacant lots from “R-3” Suburban Detached Residential to “S-C” Suburban Commercial
EXISTING LAND USE:	6 vacant lots
EXISTING ZONING:	“R-3” Suburban Detached Residential District
PROPOSED ZONING:	“S-C” Suburban Commercial District
PROPERTY SIZE:	1 parcel at 66’ x 150 = 9,900 square feet 5 parcels at 60’ x 198’ = 11,880 square feet 69,300 square feet total – 1.59 acres
SURROUNDING LAND USE:	N: Single-Family Residential S: Single-Family Residential E: Retail, Auto Repair, Fence Contractor W: Single-Family Residential
SURROUNDING ZONING:	N: “R-3” Suburban Detached Residential S: “R-3” Suburban Residential District E: “S-C” Suburban Commercial W: “R-3” Suburban Residential District
MASTER PLAN:	The Design Lansing Comprehensive Plan designates the subject property for “Low-Density Residential” land use.

DESCRIPTION:

This is a request to rezone 6 vacant parcels located on an unimproved section of N. Larch Street that extends south off of E. Frederick Avenue, west of N. East Street, from “R-3” Suburban Detached Residential to “S-C” Suburban Commercial. The properties that are the subject of this request are legally described as:

Lots 43, 44, 45, 46, 47 & 50, Supervisors Plat of Schworers Bloomfield Farms

The purpose of the rezoning is to permit use of the subject properties for storage of equipment and materials related to the fence contracting business at 3323 N. East Street. The applicant has also requested that the City vacate the unimproved section of N. Larch Street located east of and between the subject properties and the properties that have frontage along N. East Street. That request is still pending and was recommended for denial by the Planning Commission at its April 4, 2023, meeting.

The properties to the east, including 3323 N. East Street which is the site of the applicants fence contracting business are zoned “S-C” Suburban Commercial. The applicant would like to combine 3323 N. East Street with the properties to the west creating one large parcel of land that would be entirely zoned “S-C” so that he can have outdoor storage related to his business. In order for the properties to be combined, the Larch Street right-of-way that separates them would have to be vacated. Under the proposed “S-C” zoning, storage could only be “accessory” or “incidental” to the primary use which is the office for the business. Open storage would not be permitted in the “S-C” district. It would have to be confined to an enclosed building or an area surrounded by a fence that effectively screens the storage area.

At its April 4, 2023, meeting. The Planning Commission recommended denial of rezoning the subject properties to the “IND-1” Suburban Industrial zoning district. This request is being reconsidered for rezoning to “S-C” as that is what the applicant originally intended. The “IND-1” district was an error by the author of this report.

COMPATIBILITY WITH SURROUNDING LAND USE:

The subject properties are surrounded to the north, south and west by residential zoning and land uses. The properties to the east that front along N. East Street are zoned “S-C” Suburban Commercial and include the applicant’s fence contracting business (Pro-Soil), Auto Zone and Tripp’s Auto Body Collision. The applicant purchased the 6 lots behind his business at 3323 N. East Street that are the subject of this request so that he can lawfully utilize them for outdoor storage related to his business. The applicant has been cited by the City in the past for using the lots for outdoor storage in violation of the Zoning Ordinance. During that time, the City received complaints from neighboring residential property owners about the unsightly appearance of the storage and the disruptive level of activity that was occurring on the site.

The applicant’s property at 3323 N. East Street is separated from the lots that are the subject of this rezoning by a platted, but not constructed public street (N. Larch Street). The applicant has a pending Act 33 request to vacate the unimproved right-of-way. If approved, the applicant would become the owner of that part of the right-of-way that he owns on both sides of it. This right-of-way is intended to provide street access to the vacant lots located to its east so that they could be developed for single family residential homes, as permitted under the current zoning designation. The person wishing to do so would be responsible for constructing the street in accordance with all City requirements applicable thereto.

Although use of the subject properties is challenging because they do not currently have frontage on an improved street, approval of the rezoning to allow storage on the site could negatively impact the existing residential uses to the north, south, and west from an appearance standpoint as well as the potential to generate noise, light glare, fumes, and heavy traffic. The “S-C” Commercial district allows uses as auto repair, auto sales, and light manufacturing uses, none of which would be appropriate on a site that is surrounded on 3 sides by single family residential uses. Based upon the single-family residential zoning and the single-family residential land use pattern being advanced the City’s Master Plan, the owners of the surrounding residential properties have a reasonable expectation that if the subject properties ever were to develop, that it would be for single family residential use only. It would be unreasonable and unfair to those residents to change the zoning to allow for far more intensive uses and outdoor, albeit screened storage in particular.

COMPLIANCE WITH MASTER PLAN:

The Design Lansing Comprehensive Plan designates the subject property for “Low-Density Residential” land use. The Plan specifies the following for this land use classification:

“To provide an environment for low-density, single-family detached dwellings.”

The existing R-3, Suburban Detached Residential zoning is a single-family residential zoning district and is thus, consistent with the Comprehensive Plan designation. The proposed commercial zoning would allow uses that are completely contrary to the low-density residential land use pattern being advanced in the Plan. It would also be contrary to the most basic, fundamental principle of planning and zoning which is to protect property values and quality of life standards by ensuring compatibility of land uses.

IMPACT ON VEHICULAR AND PEDESTRIAN TRAFFIC:

The proposed rezoning could result in heavy truck traffic coming into the neighborhood. Frederick Street is classified as a local road that is designed for a low volume of residential traffic. The impacts of industrial grade vehicles could also impact the quality of life for residents in the area with respect to noise, fumes, vibrations, and other potential nuisances.

IMPACT ON PUBLIC FACILITIES:

Any new construction would require extending utilities to the site(s) at the sole expense of the property owner. There are no utilities in the unimproved N. Larch Street right-of-way that is proposed for vacation.

ENVIRONMENTAL IMPACT:

It is not anticipated that the proposed rezoning would have any negative impacts on the natural environment. Any use of the site, including storage, would require the construction of a paved driveway and parking area, constructed in accordance with all City ordinance requirements including stormwater management systems.

IMPACT ON FUTURE PATTERNS OF DEVELOPMENT:

Rezoning the subject properties from residential to commercial could have negative impacts on future patterns of development in the area. The proposed commercial zoning is contrary to the residential land use pattern being advanced in the Master Plan as described on page 2 of this report. Furthermore, use of the subject property for outdoor storage could infringe on the enjoyment and privacy of the surrounding residential area. In addition to storage, many of the uses permitted in the “S-C” zoning district would significantly increase the level of activity on the site and generate noise, light glare and heavy traffic that would negatively impact adjoining residential uses. Approval of a rezoning request that is in direct conflict with the Master Plan and incompatible with the surrounding zoning and land use patterns, could set a negative precedent for future requests of a similar nature involving the rezoning of residential properties in the area and in other locations in the City as well.

SUMMARY

This is a request to rezone 6 vacant parcels located on an unimproved section of N. Larch Street that extends south off of E. Frederick Avenue, west of N. East Street, from “R-3” Suburban Detached Residential to “S-C” Suburban Commercial. The properties that are the subject of this request are legally described as:

Lots 43, 44, 45, 46, 47 & 50, Supervisors Plat of Schworers Bloomfield Farms

The purpose of the rezoning is to permit use of the subject properties for storage of equipment and materials related to a fence construction business.

The findings of fact, as outlined in this staff report do not support a positive recommendation for the requested rezoning. The proposed rezoning is not consistent with the existing zoning and land use patterns in the area and with the low-density residential future land use pattern being advanced in the Design Lansing Comprehensive Plan. Additionally, the proposed rezoning may have negative impacts on traffic patterns, the environment, and future patterns of development in the area.

RECOMMENDATION

Pursuant to the findings described in this report, staff recommends denial of Z-4-2023

Respectfully Submitted,

**Susan Stachowiak
Zoning Administrator**



PETITION FOR RE-ZONING

CITY OF LANSING
PLANNING OFFICE

Reset Form

Print

FILE NUMBER: 2-4-2023

DATE SUBMITTED: 02/16/2023

To the Honorable Mayor and City Council:

The undersigned do hereby petition for approval to rezone the following described property:

5 seperate lots including unimproved abandoned r.o.w.

Street address, including zip code, of property to be rezoned

From Lansing district to Lansing district.

Legal description: 33-01-01-04-230-311, 33-01-01-04-230-321, 33-01-01-04-230-331, 33-01-01-04-230-341, 33-01-01-04-230-351, 33-01-01-04-230-360

Applicant: Tews Properties LLC

Address (including zip code): 3323 N East Street

Phone number(s): 517-267-8767

Fax number: _____ Email: darrentews@prosoil.us

Name of owner: Tews Properties LLC

Address (including zip code): 3323 N East Street Lansing, MI 48906

Phone number: 517-267-8767

Interest in Property (please check one):

- ☐ Option to buy ☐ Owner
☐ Lessee ☐ Represent owner

☒ Other (please specify): Rezone lots from Zoned R4 to Zoned SC

IF MORE SPACE IS NEEDED FOR THE ITEMS LISTED BELOW, PLEASE ATTACH EXTRA SHEETS

Do you have a specific plan for using this property? ☒ Yes ☐ No

If so, describe and / or explain the specific land use proposed for this property:

These lots including the abandoned unimproved r.o.w. will be used to store all of our fencing products and job materials for upcoming projects. No spoils or waste of any kind will be placed or stored on these lots.

Please answer the following:

☐ Check here if residential

Number of bedrooms:	<u>Bedrooms</u>	<u># of Units</u>	<u>Total Bedrooms</u>
Efficiency		_____	_____
One bedroom		_____	_____
Two bedrooms		_____	_____
Three bedrooms		_____	_____
TOTAL UNITS		_____	

of accessible onsite parking spaces: _____

☐ Check here if non-residential

Number of employees (largest shift): _____

Number of accessible onsite parking spaces: _____

Hours and days / week of operation: _____

Explain what changes or changing conditions make the passage of this rezoning necessary:

Our company has been in City of Lansing for over 20 years. Our business has grown to the point where we need additional re-zoned property to be sustainable in our work force. These lots were purchased from the property tax auction and now have been paying taxes on these lots. The amount temporary fence panels used in multiple projects has grown significantly and the company needs more space.

Comment on other circumstances which justify the amendment:

If rezoned to SC as such our other property that is all adjoining these lots will provide additional tax revenue for the City. We have been proactive in hoping to get these lots re-zoned we have already installed the 6' chain link fence around the entire perimeter.

A site plan is always helpful in analyzing the petition to rezone land.

A site plan, if appropriate at this time, should be attached to each copy of not less than 1" = 100', identifying the land which would be affected by the rezoning, the existing zoning classification of all abutting land within 300 feet, all public and private rights-of-way and easements. also, show the proposed development on the land with setbacks, access points, locations of accessory structures, trash receptacles, and parking spaces. A Landscape Screening and Buffering plan must be submitted in accordance with Chapter 1290.

If exhibits are to be furnished late, please indicate date of submittal: _____

If exhibits are not submitted in a timely manner, the petition may be tabled or the process delayed.

FEES:

Less than one (1) acre: \$500.00

One (1) to three (3) acres: \$650.00

Greater than three (3) acres: \$800.00

Please have the petition reviewed by and filed with the Planning Office. The Planning Office will transmit it to the City Clerk for official submission.

Signature of applicant: _____

Darren Tews

Name:

Darren Tews

For assistance, please contact:

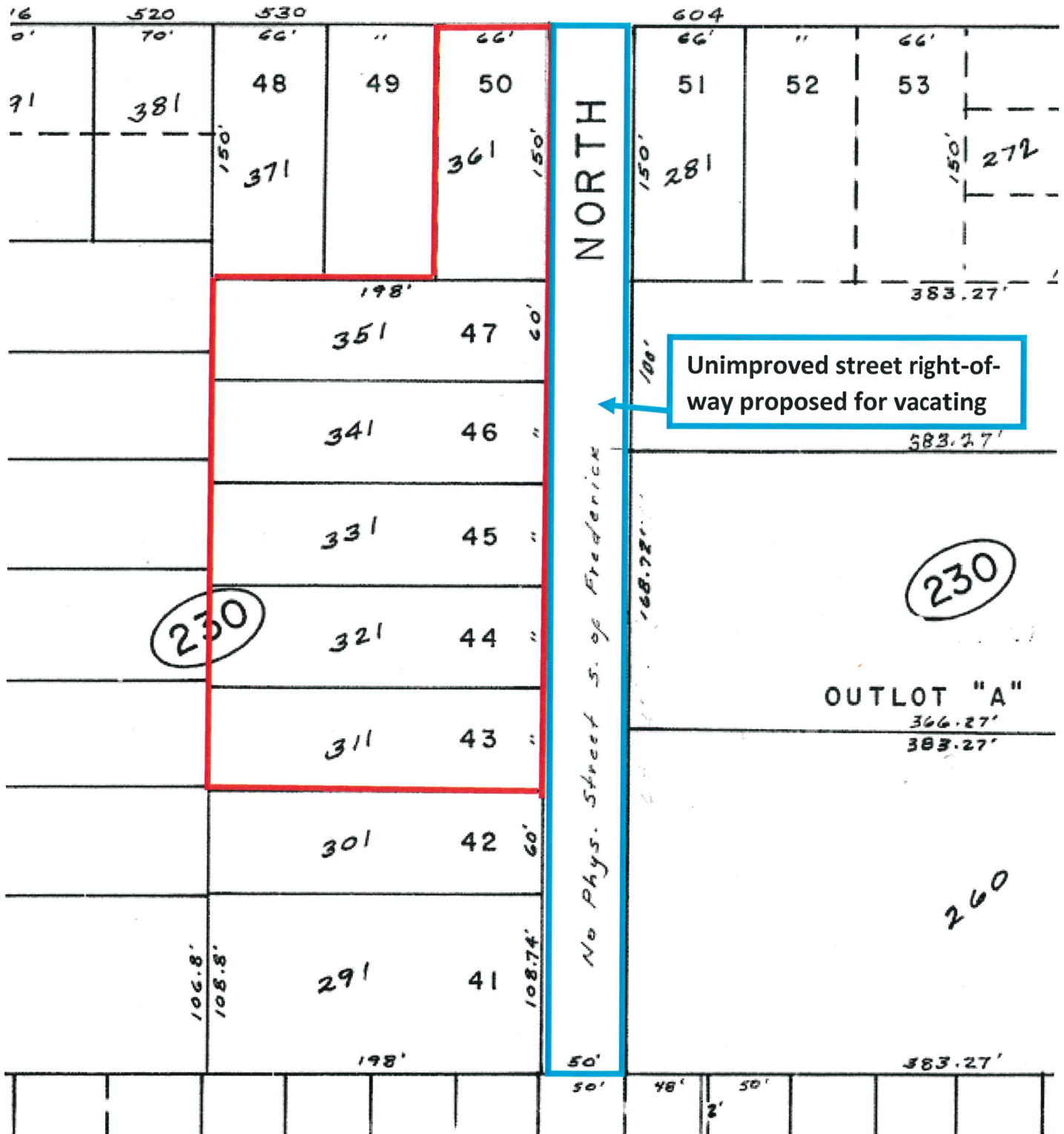
PLANNING OFFICE
316 N. CAPITOL AVE., SUITE D-1
LANSING, MI 48933-1236
(517) 483-4066
FAX: (517) 483-6036

FREDERICK STREET

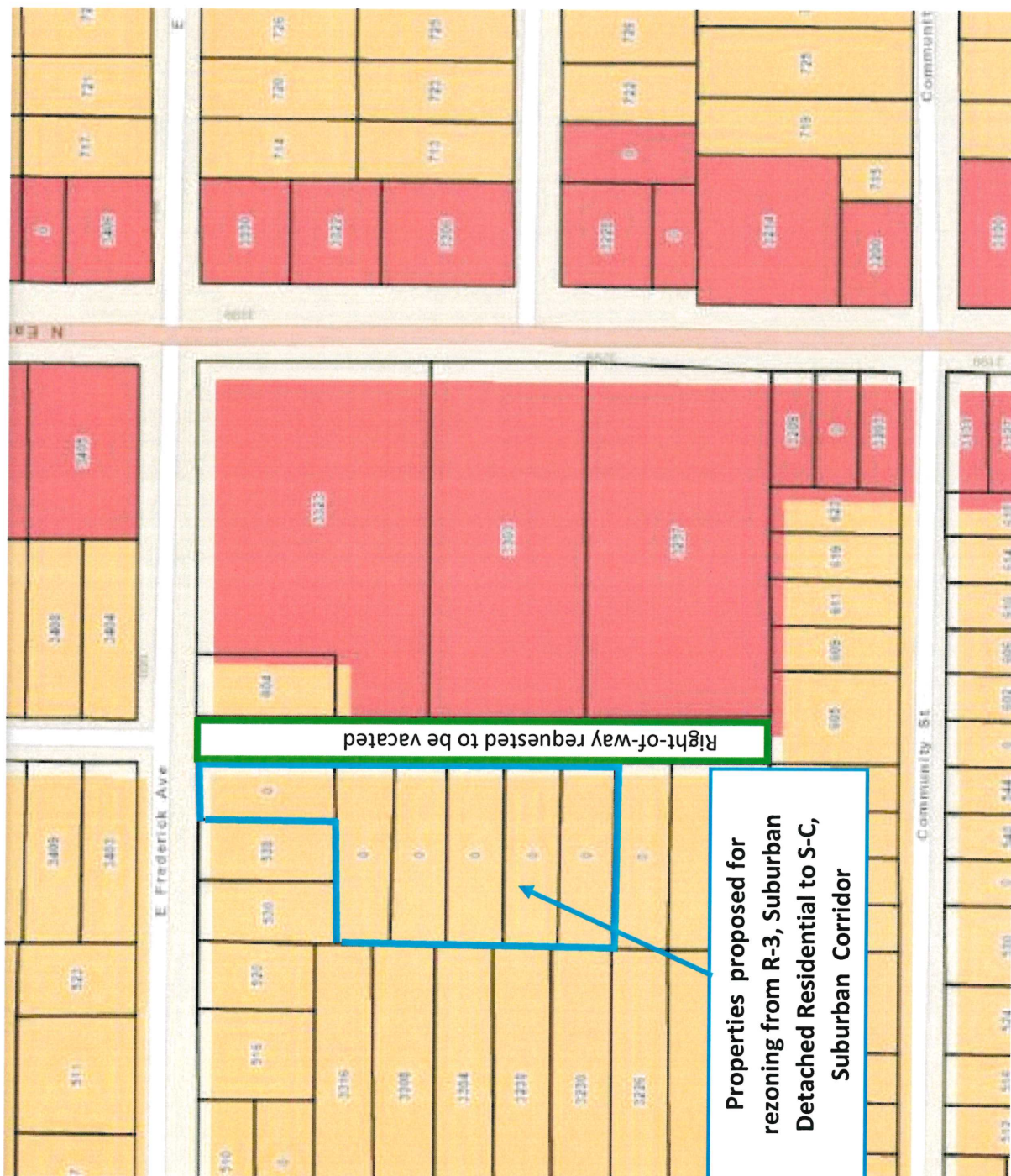


FREDERICK

AVE.



City of Lansing Zoning Map



Zoning Districts

- R-1 - Suburban Detached Res.
- R-2 - Suburban Detached Res.
- R-3 - Suburban Detached Res.
- R-4 - Urban Detached Res.
- R-5 - Urban Detached Res.
- R-6A - Urban Detached Res.
- R-6B - Urban Detached Res.
- R-MX - Residential Mix
- MFR - Multi-Family Residential
- R-AR - Residential Adaptive Reuse
- S-C - Suburban Corridor
- MX-C - Mixed-Use Corridor
- MX-1 - Mixed-Use Neighborhood Center
- MX-2 - Mixed-Use Community Center
- MX-3 - Mixed-Use District Center
- IND-1 - Suburban Industrial
- IND-2 - General Industrial
- IND-3 - Urban Industrial
- INST-1 - Suburban Institution
- INST-2 - Urban Institution



North

View of property from E. Frederick Avenue



Z-4-2023

Z-4-2023, N. Larch Street Rezoning from “R-3” Suburban Detached Residential to “S-C” Suburban Commercial

At its May 4, 2023, meeting, the Planning Board voted 3-1 to recommend denial of Z-4-2023. This is a request to rezone 6 vacant parcels located on an unimproved section of N. Larch Street that extends south off of E. Frederick Avenue, west of N. East Street, from “R-3” Suburban Detached Residential to “S-C” Suburban Commercial.

The purpose of the rezoning is to permit use of the subject properties for storage of equipment and materials related to the fence contracting business at 3323 N. East Street.

The Planning Board held a public hearing at its May 2, 2023, meeting at which the applicant spoke in favor of the rezoning and 2 individuals spoke in opposition to the request.

INTRODUCTION OF ORDINANCE

The following ordinance of the City of Lansing, Michigan, for amending the Code of Ordinances by providing for the rezoning of property located in the City of Lansing, Michigan, and for the revision of the district maps adopted by Section 1242.02 of the Zoning Ordinance for property located at:

Z-4-2023: 6 vacant lots along the west side of the 3300 block of the unimproved N. Larch Street right-of-way from "R-3" Suburban Detached Residential to "S-C" Suburban Commercial

was introduced by the Committee on Development & Planning, read a first time by its title and referred to the Committee on Development and Planning.

Resolution #2023-###

By the Committee on Development and Planning
Resolved by the City Council of the City of Lansing

Resolved by the City Council of the City of Lansing that a public hearing be set for Monday, _____, 2023, at 7 p.m. in City Council Chambers, 10th Floor, Lansing City Hall, 124 W. Michigan Avenue, Lansing, Michigan, for the purpose of approving and/or opposing the Ordinance for rezoning:

Z-4-2023: 6 vacant lots along the west side of the 3300 block of the unimproved N. Larch Street right-of-way from "R-3" Suburban Detached Residential to "S-C" Suburban Commercial

**CITY OF LANSING
NOTICE OF PUBLIC HEARING**

**Z-4-2023, N. Larch Street
Rezoning from “R-3” Suburban Detached Residential
to “S-C” Suburban Commercial**

The Lansing City Council will hold a public hearing on Monday, , 2023 at 7:00 p.m. in Council Chambers, 10th Floor, Lansing City Hall, 124 W. Michigan Avenue, Lansing, Michigan to consider a request to rezone 6 vacant parcels located along the west side of the 3300 block of the unimproved of N. Larch Street right-of-way that extends south off of E. Frederick Avenue, from “R-3” Suburban Detached Residential to “S-C” Suburban Commercial. The properties that are the subject of this request are legally described as:

Lots 43, 44, 45, 46, 47 & 50, Supervisors Plat of Schworer’s Bloomfield Farms

The purpose of the rezoning is to permit use of the subject properties for storage of materials related to the fence construction/contracting business at 3323 N. East Street

For more information, please call Lansing City Council at 517-483-4177. If you are interested in this matter, please attend the public hearing or send a representative. Written comments will be accepted between 8 a.m. and 5 p.m. on City business days if received before 5 p.m., Monday, 2023 at the City Clerk’s Office, Ninth Floor, City Hall, 124 West Michigan Ave., Lansing, MI 48933 or email city.clerk@lansingmi.gov.

Chris Swope, City Clerk

GENERAL INFORMATION

APPLICANT: Green Development Ventures, LLC
2186 East Centre Avenue
Portage, MI 49002

OWNER: Michael David Skory
1652 Ridgewood Drive
East Lansing, MI 4 8823

REQUESTED ACTIONS: Rezone from “R-3” Suburban Detached Residential Mix to “R-MX” Mixed Residential

EXISTING LAND USE: Vacant parcel at the southwest corner of E. Miller Road & Aurelius Road & a single family residential dwelling on the property to its west at 1906 E. Miller Road

PROPERTY SIZE: 1906 E. Miller Road – 79,200 square feet
Vacant Parcel - 405,109.5 square feet
Total: 484,309.5 square feet – 11.11 acres

SURROUNDING LAND USE: N: Vacant property & Office Building
S: Church
E: Various Commercial & Industrial Uses
W: Single Family Residential

SURROUNDING ZONING: N: “IND-1” Suburban Industrial
S: “R-3” Suburban Detached Residential
E: Delhi Township Zoning
W: “R-3” Suburban Detached Residential

MASTER PLAN: The Design Lansing Master Plan designates the future land use of the subject property for low density residential development. E. Miller Road & Aurelius Road are both designated as prime connector roads.

DESCRIPTION:

This is a request to rezone 1906 E. Miller Road and the adjoining vacant parcel of land at the southwest corner of E. Miller Road and Aurelius Road from “R-3” Suburban Detached Residential to “R-MX” Mixed Residential. The purpose of the rezoning is to permit a multi-unit residential development consisting of duplexes and detached single family dwellings. Attached is a basic development plan that is merely intended to show that the site could be developed for at least 55 units in compliance with the density restrictions and development requirements of the proposed “R-MX” zoning district. All of the units will be rentals.

REZONING ANALYSIS

COMPATIBILITY WITH SURROUNDING LAND USE:

The proposal is to rezone 1906 E. Miller Road and the vacant 9.3-acre parcel at the southwest corner of E. Miller Road and Aurelius Road and the south 1.48 acres of the adjoining property to its west (1906 E. Miller Road). The north 147 feet of 1906 E. Miller Road will be split off from the remainder of the property and the existing single-family home will remain thereon. The property is currently zoned “R-3” Residential, which district permits one single family residential dwelling unit per parcel. The proposed “R-MX” zoning, by contrast, permits multiple family residential development to the density necessary to accommodate the proposed development. The acreage of the subject property (11.11 acres) is more than sufficient to allow the 55, 3-bedroom unit concept plan provided by the applicant, under the permitted density of the proposed “R-MX” zoning. The concept plan/number of units is subject to change.

The proposed development will be compatible with and have no negative impacts on any of the surrounding properties. The site is surrounded by a church to its south, a vacant parcel, and an office building to the north, a 4.3-acre property to the west with a single-family home located near its north property line and various commercial and industrial uses on the east side of Aurelius Road in Delhi Township. There is an existing multi-unit condominium complex to the west of the 4.3-acre parcel which is just one property west of the subject properties.

The existing single-family zoning of the subject properties is not appropriate given the surrounding non-residential land uses and location at the intersection of 2 high traffic volume roads. A rezoning of the property would be necessary to allow for any reasonable use of the site. The proposed R-MX zoning allows for a multi-family residential development which would not only be an appropriate use of the site given its location but would also provide much needed housing in the City.

COMPLIANCE WITH MASTER PLAN:

The proposed rezoning will allow for development that is consistent with the Design Lansing Master Plan’s low-density residential (up to 6 dwelling units per acre) future land use designation for the subject properties. The applicant’s proposal is to develop approximately 55 units on a 11.11-acre site for a density of 4.95 units per acre which is well within the density being advanced in the Master Plan.

IMPACT ON VEHICULAR AND PEDESTRIAN TRAFFIC:

The site is located on and will have direct access to E. Miller Road and Aurelius Road, both of which are designated as prime connectors (minor arterials) and are designed to accommodate a relatively high volume of traffic. While the traffic generated by approximately 55 dwelling units will be negligible, concentrating multi-unit residential development along minor arterials such as E. Miller and Aurelius Roads is good planning/traffic management practice and preserves low traffic volumes on secondary, single family residential streets. Any changes to the roadways deemed necessary by the City’s Transportation Engineer to accommodate the development such as acceleration/deceleration lanes will be the installation and financial responsibility of the developer. The roads that are interior to the site will be privately owned and maintained.

The proposed development will generate additional pedestrian traffic in the area. Sidewalk along both road frontages will be required. The need for safety mechanisms such as pedestrian crosswalk signals will be determined by the City's Transportation Engineer during site plan review.

The subject properties are located on two major bus routes which will allow the future occupants of the homes to be less dependent on privately owned automobiles.

IMPACT ON PUBLIC FACILITIES:

The site plan for the proposed development will require administrative review and approval. Primary components of this review are the plans for the storm sewer/drainage and all other utility systems.

ENVIRONMENTAL IMPACT:

The site plan will be reviewed for compliance with all applicable City codes and ordinances, many of which are specifically designed to ensure that the development does not have any negative impact on the environment. Furthermore, E. Miller Road and Aurelius Road are major bus routes which will allow residents of the development to be less dependent on private transportation. Reducing motorized traffic has a positive impact on the environment as less traffic results in less pollution created by greenhouse gas emissions. It also results in less wear and tear on roads.

IMPACT ON FUTURE PATTERNS OF DEVELOPMENT:

The rezoning will allow for residential development of the subject properties, consistent with the City's Master Plan and with proper planning principles in general, and thus, will have no negative impacts on future patterns of development in the area. The only other parcel in the area that would be appropriate for a new housing development is the adjacent 4.3-acre site to the west of the subject property at 1906 E. Miller Road. This site contains a single-family home and adjoins an existing multi-unit condominium development to its west. A rezoning to accommodate a multi-unit development on this 4.3-acre site would create a consistent zoning and land use pattern along the 1700-1900 blocks of E. Miller Road and would be given a favorable staff recommendation on the same bases as this request.

SUMMARY

This is a request to rezone 1906 E. Miller Road and the vacant parcel of land at the southwest corner of E. Miller Road and Aurelius Road from "R-3" Suburban Detached Residential to "R-MX" Mixed. The purpose of the rezoning is to permit a multi-unit residential development consisting of duplexes and detached single family condominiums. Attached is a basic development that is merely intended to show that the site can be developed for at least 55 units in compliance with the density restrictions and development requirements of the proposed "R-MX" zoning district.

The findings of fact as described in this staff report support a positive recommendation for the requested rezoning. The proposed rezoning will have no negative impacts on traffic, public services, the environment, or future patterns of development in the area. In addition, new residential units will provide much needed housing with convenient access to public transportation.

RECOMMENDATION

Pursuant to the findings described above, the following motion is offered for the Planning Board's consideration:

"I make a motion to recommend approval of Z-5-2023 to rezone 1906 E. Miller Road and the 9.3-acre parcel at the southwest corner of E. Miller Road and Aurelius Road from "R-3" Suburban Detached Residential to "R-MX" Mixed Residential."

Respectfully Submitted,

Susan Stachowiak
Zoning Administrator



PETITION FOR RE-ZONING

CITY OF LANSING
PLANNING OFFICE

Reset Form

Print

FILE NUMBER:

5-2023

DATE SUBMITTED: 3/28/23

To the Honorable Mayor and City Council:

The undersigned do hereby petition for approval to rezone the following described property:

1906 E. Miller Road (Parcels 33-01-05-10-226-151 and 33-01-05-10-226-140)

Street address, including zip code, of property to be rezoned

From R-3, Suburban Residential district to R-MX, Mixed Residential district.

Legal
description:

See attached

Applicant: Green Development Ventures, LLC

Address (including zip code): 2186 East Centre Avenue, Portage, MI 49002

Phone number(s): (269) 365-8548 Mike West, Project Manager

Fax number: _____ Email: mwest@allenedwin.com

Name of owner: Michael David Skory

Address (including zip code): 1652 Ridgewood Drive, East Lansing, MI 48823

Phone number: _____

Interest in Property (please check one):

☒ Option to buy

☐ Owner

☐ Lessee

☐ Represent owner

☐ Other (please specify): purchase agreement dated 3-6-23 (Letter of Authorization attached)

IF MORE SPACE IS NEEDED FOR THE ITEMS LISTED BELOW, PLEASE ATTACH EXTRA SHEETS

Do you have a specific plan for using this property? ☒ Yes ☐ No

If so, describe and / or
explain the specific land use
proposed for this property:

Mixed detached single family and two family attached residential housing
development (approximately 58 total dwelling units on 10 acres).

Please answer the following:

☐ Check here if residential

Number of bedrooms:

<u>Bedrooms</u>	<u># of Units</u>	<u>Total Bedrooms</u>
Efficiency	_____	_____
One bedroom	_____	_____
Two bedrooms	_____	_____
Three bedrooms	58	174
TOTAL UNITS	58	

of accessible onsite parking spaces: 232

☐ Check here if non-residential

Number of employees (largest shift): _____

Number of accessible onsite parking spaces: _____

Hours and days / week of operation: _____

Explain what changes or changing conditions make the passage of this rezoning necessary:

Housing shortage and strong demand for additional residential housing options in the City of Lansing.

Comment on other circumstances which justify the amendment:

Proposed R-MX zoning is consistent with City Master Plan and surrounding land use/zoning pattern.

A site plan is always helpful in analyzing the petition to rezone land.

A site plan, if appropriate at this time, should be attached to each copy of not less than 1" = 100', identifying the land which would be affected by the rezoning, the existing zoning classification of all abutting land within 300 feet, all public and private rights-of-way and easements. also, show the proposed development on the land with setbacks, access points, locations of accessory structures, trash receptacles, and parking spaces. A Landscape Screening and Buffering plan must be submitted in accordance with Chapter 1290.

If exhibits are to be furnished late, please indicate date of submittal: Concept plan (see attached)

If exhibits are not submitted in a timely manner, the petition may be tabled or the process delayed.

FEES:

Less than one (1) acre:	\$500.00
One (1) to three (3) acres:	\$650.00
Greater than three (3) acres:	\$800.00

Please have the petition reviewed by and filed with the Planning Office. The Planning Office will transmit it to the City Clerk for official submission.

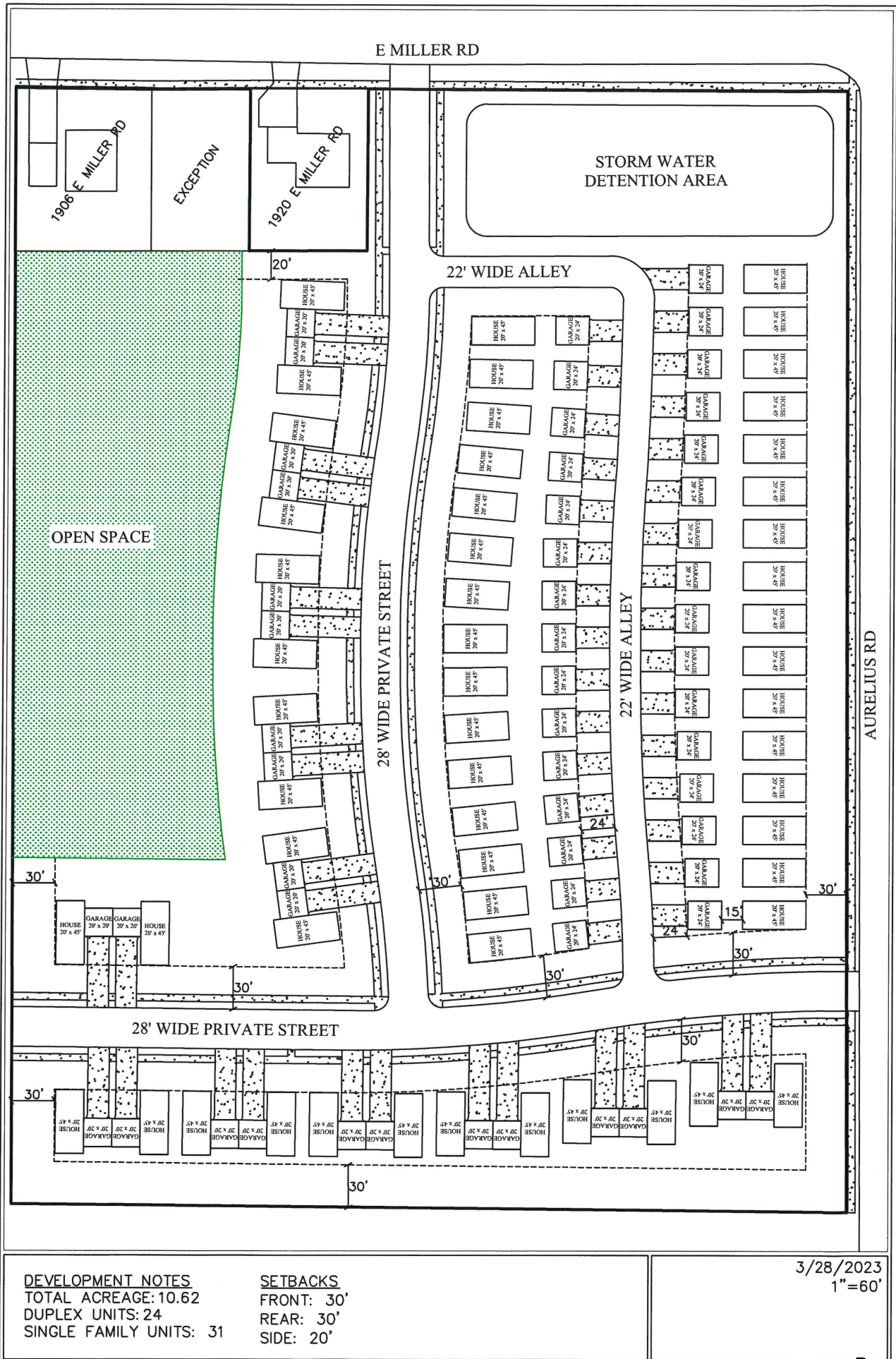
Signature of applicant: _____

Michael West 3/28/23

Name: Michael West, Green Development Ventures LLC

For assistance, please contact:

PLANNING OFFICE
316 N. CAPITOL AVE., SUITE D-1
LANSING, MI 48933-1236
(517) 483-4066
FAX: (517) 483-6036

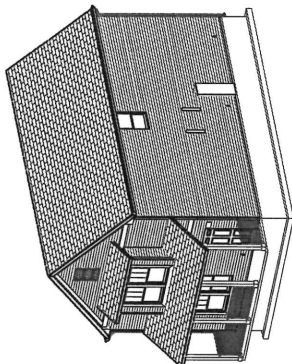
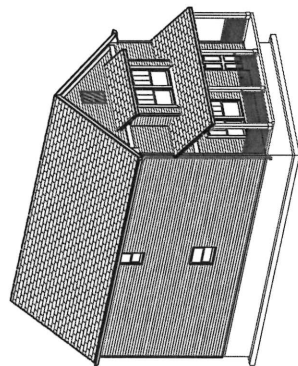
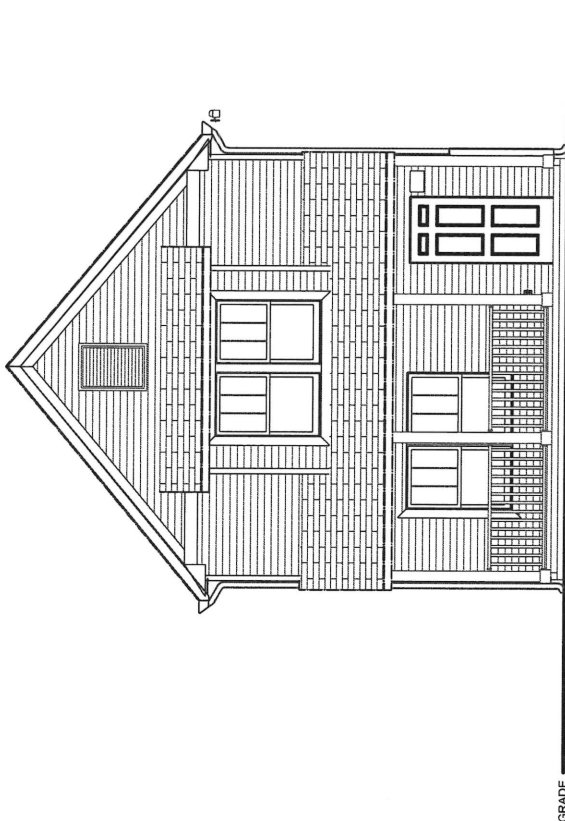






FRONT ELEVATION

SCALE: 1/4"=1'-0"



A-01

11440S

FOR: Allen Edwin Homes

LOT #:

LOCATION:

PRINT DATE:
06/02/2022

ALLEN
EDWIN
HOMES

ALLEN EDWIN HOMES
2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

ELEVATION A1

GARAGE RIGHT

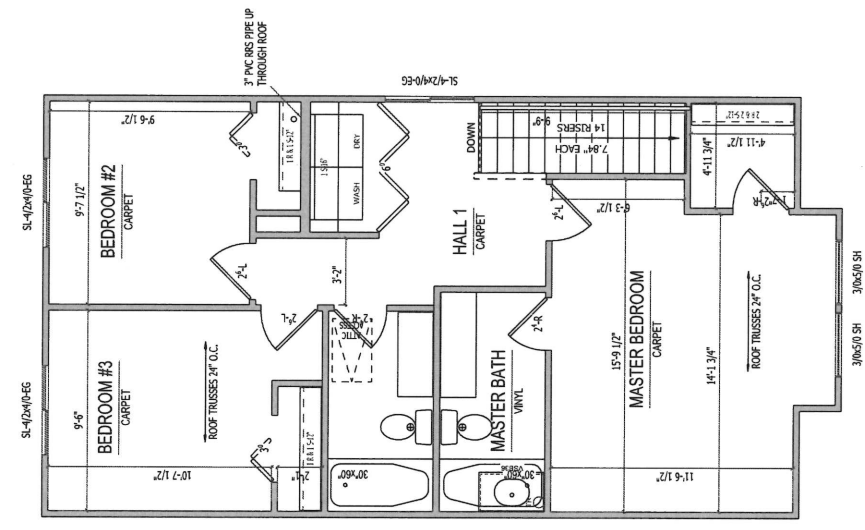
REVISION

REV. NO. DATE

REMARKS

SECOND FLOOR PLAN

SCALE: 1/4"=1'-0"



- GENERAL FLOOR PLAN NOTES:
1. ALL EXTERIOR WALLS TO BE 24 STUDS 16" O.C.
 2. WINDOWS TO BE VINYL SINGLE-HANG, 6" MIN. OVER SILL, AND INDICATED BY NUMBER ON PLAN.
 3. DIMENSIONS ARE FROM FACE OF STUDS.
 4. DOORS 16" O.C. TYP.
 5. PROVIDE EXTRA STUDS AS INDICATED ON PLAN.
 6. ALL WINDOWS, TO BE 6'-0" TO 7'-0" ABOVE FLOOR UNLESS OTHERWISE NOTED.
 7. PROVIDE STUDS FOR BEARING AT OPENINGS.
 8. 3/4" WIDE AND GREATER.
 9. UPPER KITCHEN CABINETS 54" ABOVE SUBFLOOR.
 10. 16" O.C. STUDS AT KITCHEN WALLS w/ CABINETS.

REVISION	DATE	REV. NO.	REMARKS
ELEVATION A1			
GARAGE RIGHT			

ALLEN EDWIN HOMES

2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

ALLEN
EDWIN
HOMES

11440S

FOR: Allen Edwin Homes

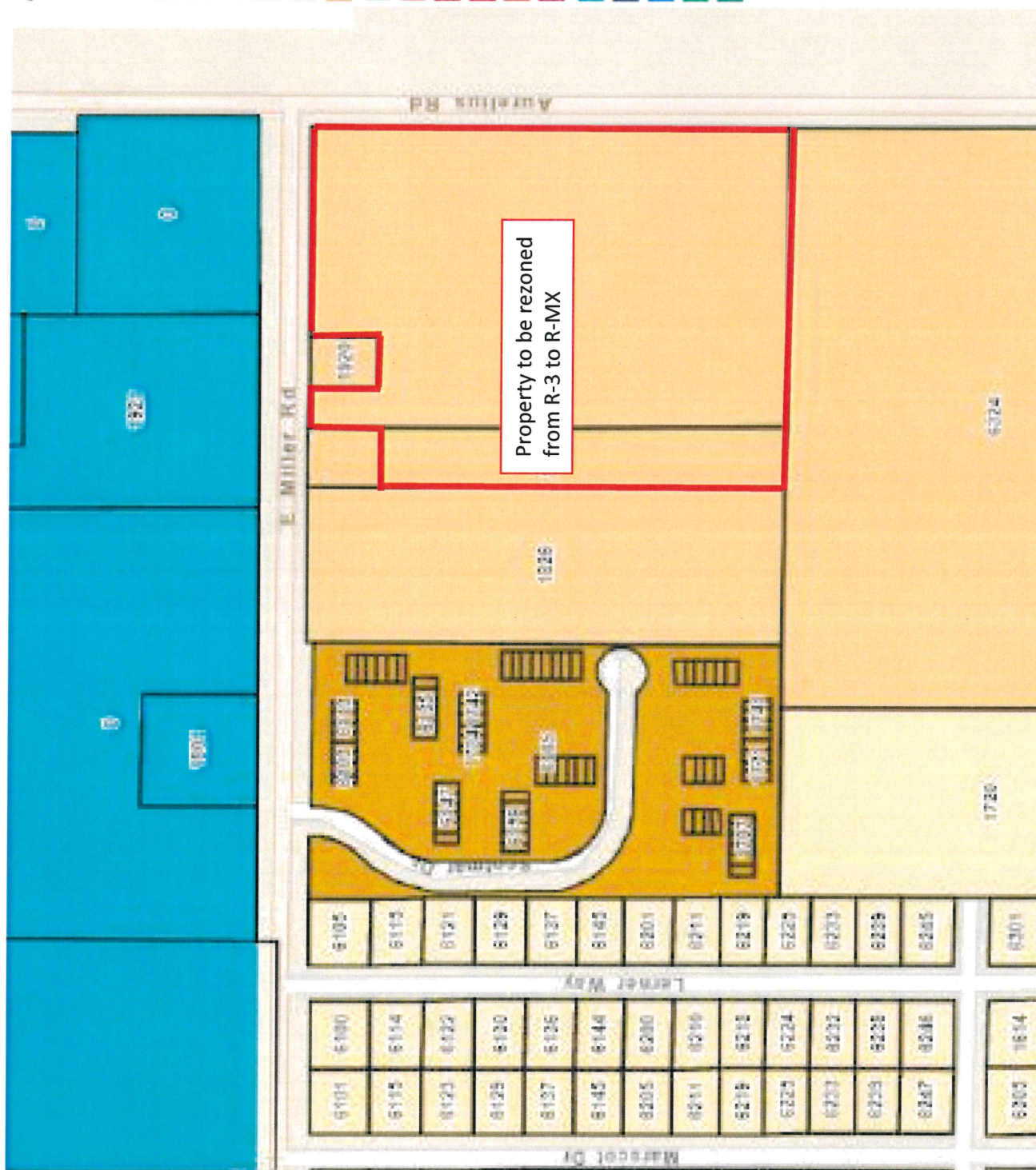
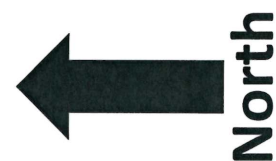
LOCATION: LOT #:

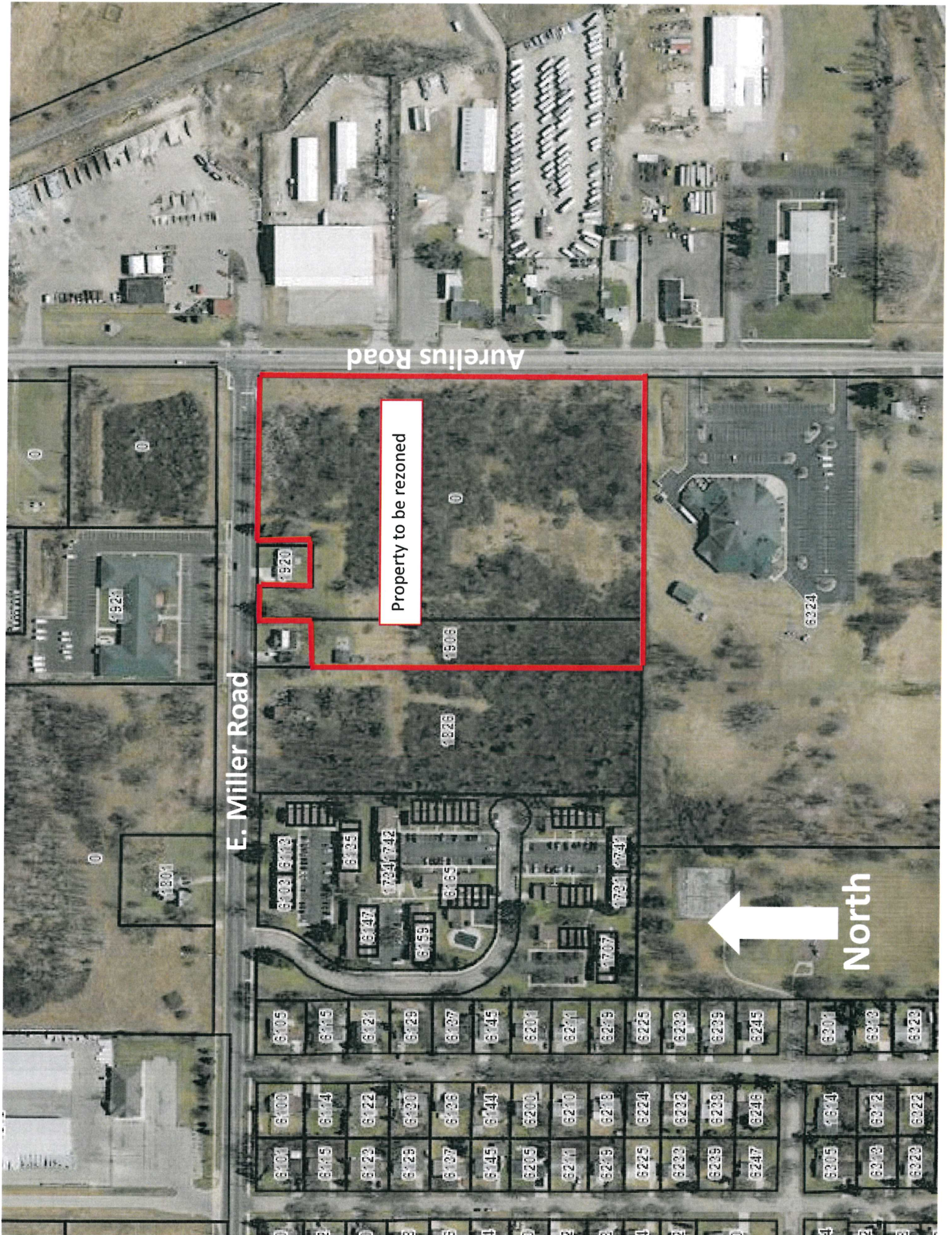
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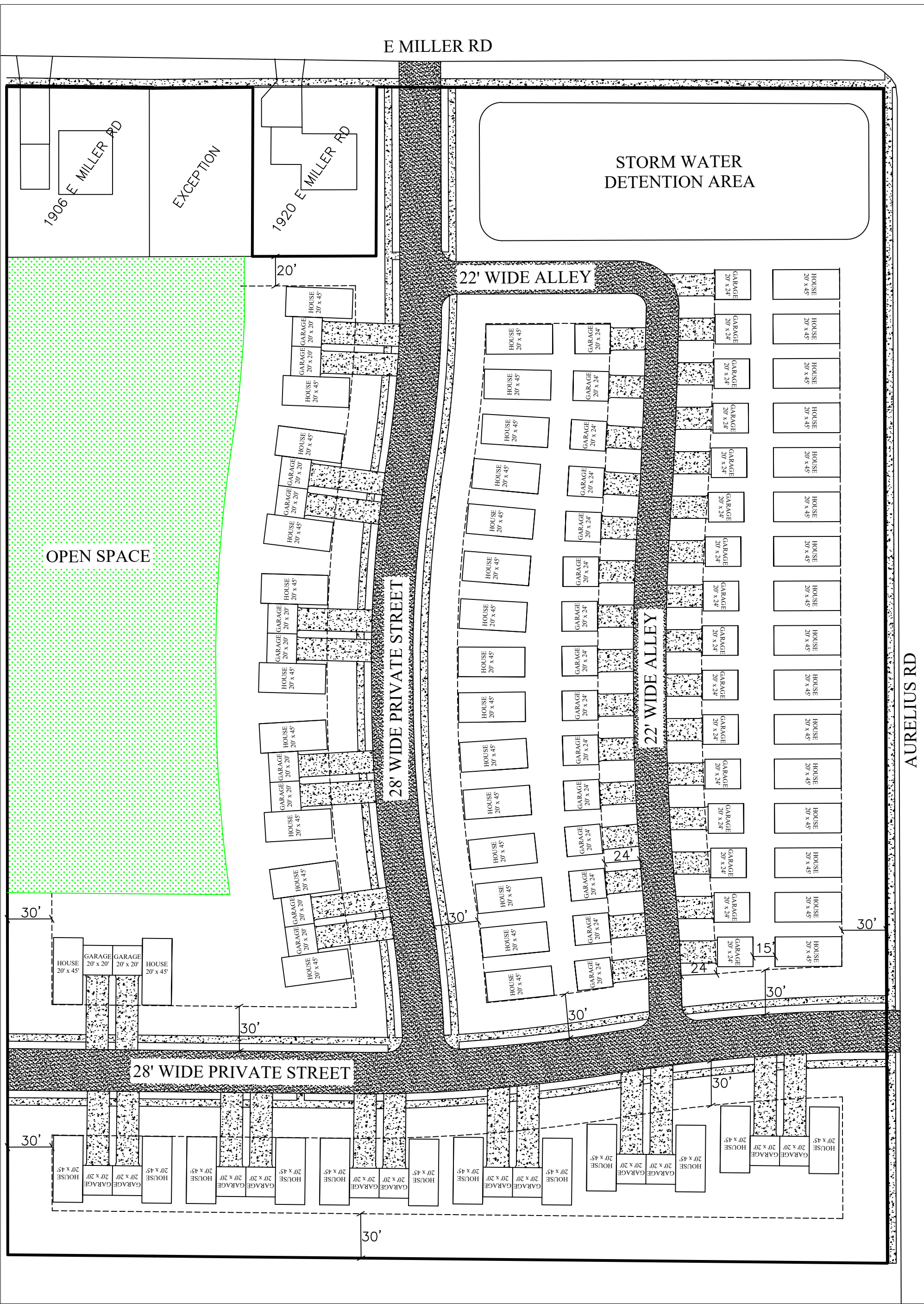
SHEET NUMBER A-08

Zoning Districts

- R-1 - Suburban Detached Res.
- R-2 - Suburban Detached Res.
- R-3 - Suburban Detached Res.
- R-4 - Urban Detached Res.
- R-5 - Urban Detached Res.
- R-6A - Urban Detached Res.
- R-6B - Urban Detached Res.
- R-MX - Residential Mix
- MFR - Multi-Family Residential
- R-AR - Residential Adaptive Reuse
- S-C - Suburban Corridor
- MX-C - Mixed-Use Corridor
- MX-1 - Mixed-Use Neighborhood Center
- MX-2 - Mixed-Use Community Center
- MX-3 - Mixed-Use District Center
- IND-1 - Suburban Industrial
- IND-2 - General Industrial
- IND-3 - Urban Industrial
- INST-1 - Suburban Institution
- INST-2 - Urban Institution







AURELIUS RD

DEVELOPMENT NOTES
TOTAL ACREAGE: 10.62
DUPLEX UNITS: 24
SINGLE FAMILY UNITS: 31

SETBACKS
FRONT: 30'
REAR: 30'
SIDE: 20'

3/28/2023
1"=60'

REVISION					
ELEVATION A1	REV. NO.	DATE			
GARAGE RIGHT					
REMARKS					

ALLEN EDWIN HOMES

2186 E. Centre Street
Portage, MI 49002
(269) 321-2600
www.allenedwin.com

ALLEN
EDWIN
HOMES

FOR: Allen Edwin Homes

LOT #: 1440S

LOCATION: 1440S

PRINT DATE: 06/02/2022

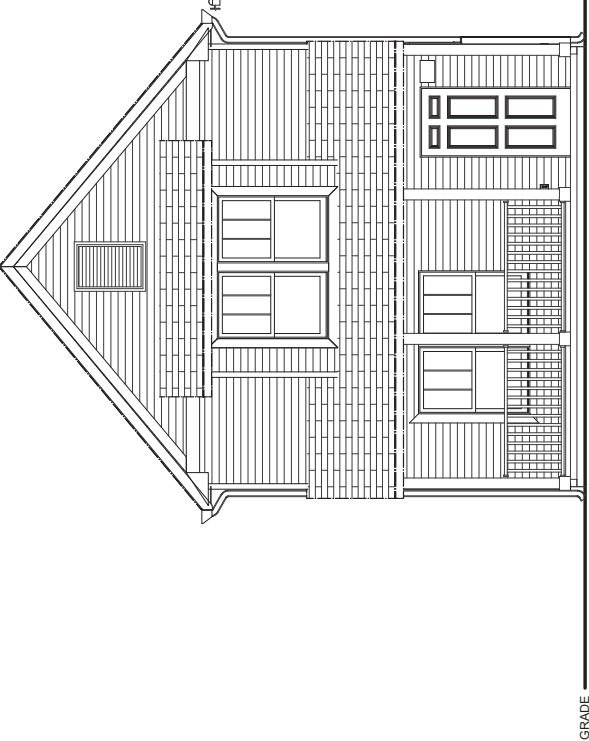
A-01

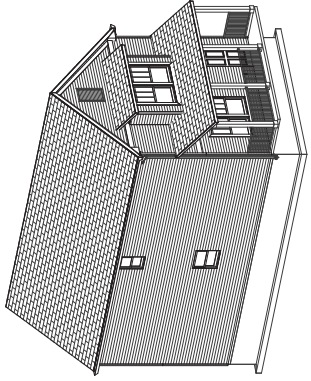
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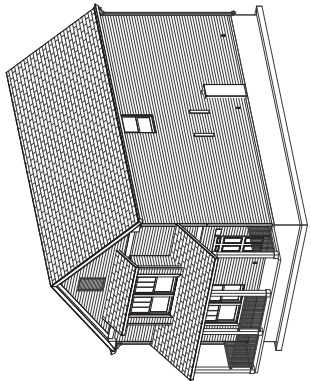
FRONT ELEVATION

SCALE: 1/4"=1'-0"

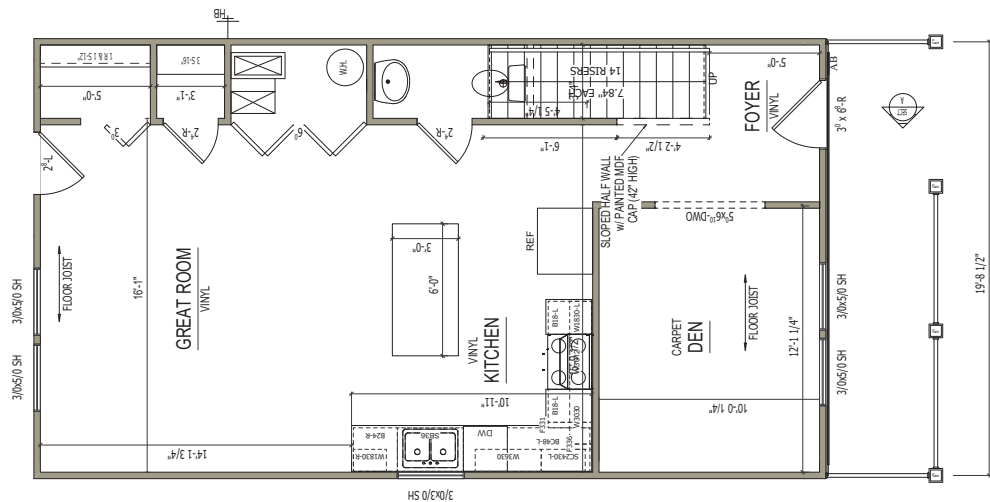
GRADE







- GENERAL FLOOR PLAN NOTES:**
1. ALL INTERIOR NONLOAD BEARING WALLS TO BE 5/8" THICK CONCRETE BLOCK.
 2. WINDOW/DOOR TO BE VINYL SINGLE-HUNG, SIZE AS INDICATED BY NUMBER.
 3. ALL DIMENSIONS ARE FROM FACE OF STUDS.
 4. PROVIDE BLOCKING ABOVE WINDOWS.
 5. PROVIDE 1" OC JOIST STUDS AS INDICATED AT ALL BEAM BEARING LOCATIONS.
 6. ALL WINDOW/HT. TO BE 6'-10 7/8" ABOVE FINISHED FLOOR.
 7. PROVIDE 2" CHERRY LAMINATE DOORS.
 8. 6" WIDE AND GREATER.
 9. UPPER KITCHEN CABINETS 5'4" ABOVE SUBFLOOR.
 10. KITCHEN WALLS w/ CABINETS.



FIRST FLOOR PLAN

SCALE: 1/4"=1'-0"

REVISION	REV. NO.	DATE	REMARKS
ELEVATION A1			
GARAGE RIGHT			

ALLEN EDWIN HOMES
 2186 E. Centre Street
 Portage, MI 49002
 (269) 321-2600
 www.allenedwin.com

!1440S
 FOR: Allen Edwin Homes
 LOT #:
 LOCATION:
 SHEET NUMBER: A-07
 CG Visions 2006 PLAN CREATION DATE: 10/01/2019

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- Page 79 of 15



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E. Miller Road

Aurelius Road

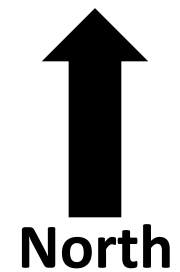
Property to be rezoned

North



Zoning Districts

- R-1 - Suburban Detached Res.
- R-2 - Suburban Detached Res.
- R-3 - Suburban Detached Res.
- R-4 - Urban Detached Res.
- R-5 - Urban Detached Res.
- R-6A - Urban Detached Res.
- R-6B - Urban Detached Res.
- R-MX - Residential Mix
- MFR - Multi-Family Residential
- R-AR - Residential Adaptive Reuse
- S-C - Suburban Corridor
- MX-C - Mixed-Use Corridor
- MX-1 - Mixed-Use Neighborhood Center
- MX-2 - Mixed-Use Community Center
- MX-3 - Mixed-Use District Center
- IND-1 - Suburban Industrial
- IND-2 - General Industrial
- IND-3 - Urban Industrial
- INST-1 - Suburban Institution
- INST-2 - Urban Institution



Z-5-2023

**1906 E. Miller Road and the vacant parcel at the southwest corner
of E. Miller Road and Aurelius Road**

**Rezoning from “R-3” Suburban Detached Residential
to “R-MX” Residential Mix**

At its May 4, 2023, meeting, the Planning Board voted unanimously to recommend approval of Z-4-2023. This is a request to rezone 1906 E. Miller Road and the adjoining vacant parcel at the southwest corner of E. Miller Road and Aurelius Road from “R-3” Suburban Detached Residential to “R-MX” Residential Mix. The purpose of the rezoning is to permit multiple family residential use of the subject properties consisting of duplexes and single family detached units.

The Planning Board held a public hearing at its May 2, 2023, meeting at which the applicant spoke in favor of the rezoning and 1 area resident spoke in opposition to the request, citing concerns about increased traffic in the area.

ORDINANCE # _____

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN, PROVIDING FOR THE REZONING OF A PARCEL OF REAL PROPERTY LOCATED IN THE CITY OF LANSING, MICHIGAN AND FOR THE REVISION OF THE DISTRICT MAPS ADOPTED BY SECTION 1246.02 OF THE CODE OF ORDINANCES.

The City of Lansing ordains:

Section 1. That the district maps adopted by and incorporated as Section 1242.02 of the Code of Ordinances of the City of Lansing, Michigan be amended to provide as follows:

To change the zoning classification of the property described as follows:

Case Number:	Z-5-2023
Parcel Number's:	33-01-05-10-226-140 & 33-01-05-10-226-151
Addresses:	1906 E. Miller Road and the vacant parcel at the southwest corner of E. Miller Road and Aurelius Road
Legal Descriptions:	1906 E. Miller Road: Commencing 627 feet West of the Northeast Corner of Section 10, thence South 825 feet, East 100 feet, North 825 feet, West 100 feet to the point of beginning; Vacant parcel: North 825 feet of the East 527 feet of the Northeast 1/4 of Section 10, T3N, R2W, except the North 147 feet of the West 83.5 feet of the East 459.5 feet thereof, from "R-3" Suburban Detached Residential to "R-MX" Residential Mix.

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

Section 3. This ordinance was duly adopted by the Lansing City Council on _____, 2023, and a copy is available in the office of the Lansing City Clerk, 9th Floor, City Hall, 124 W. Michigan Avenue, Lansing, MI 48933.

Section 4. This ordinance shall take effect on the 30th day after enactment.

INTRODUCTION OF ORDINANCES

The following ordinance of the City of Lansing, Michigan, for amending the Code of Ordinances by providing for the rezoning of property located in the City of Lansing, Michigan, and for the revision of the district maps adopted by Section 1242.02 of the Zoning Ordinance for property located at:

Z-5-2023: 1906 E. Miller Road and the vacant parcel at the southwest corner of E. Miller Road and Aurelius Road from “R-3” Suburban Detached Residential to “R-MX” Residential Mix

was introduced by the Committee on Development & Planning, read a first time by its title and referred to the Committee on Development and Planning.

Resolution #2023-###

By the Committee on Development and Planning
Resolved by the City Council of the City of Lansing

Resolved by the City Council of the City of Lansing that a public hearing be set for Monday, _____, 2023, at 7 p.m. in City Council Chambers, 10th Floor, Lansing City Hall, 124 W. Michigan Avenue, Lansing, Michigan, for the purpose of approving and/or opposing the Ordinance for rezoning:

Z-5-2023: 1906 E. Miller Road and the vacant parcel at the southwest corner of E. Miller Road and Aurelius Road from "R-3" Suburban Detached Residential to "R-MX" Residential Mix

**CITY OF LANSING
NOTICE OF PUBLIC HEARING**

**Z-5-2023, 1906 E. Miller Road and the vacant parcel at the southwest corner
of E. Miller Road and Aurelius Road**

Rezoning from “R-3” Suburban Detached Residential to “R-MX” Residential Mix

The Lansing City Council will hold a public hearing on Monday, , 2023 at 7:00 p.m. in Council Chambers, 10th Floor, Lansing City Hall, 124 W. Michigan Avenue, Lansing, Michigan to consider a request to rezone 1906 E. Miller Road and the vacant parcel of land at the southwest corner of E. Miller Road and Aurelius Road from “R-3” Suburban Detached Residential to “R-MX” Residential Mix. The purpose of the rezoning is to permit multiple family residential use of the subject properties.

For more information, please call Lansing City Council at 517-483-4177. If you are interested in this matter, please attend the public hearing or send a representative. Written comments will be accepted between 8 a.m. and 5 p.m. on City business days if received before 5 p.m., Monday, 2023 at the City Clerk’s Office, Ninth Floor, City Hall, 124 West Michigan Ave., Lansing, MI 48933 or email city.clerk@lansingmi.gov.

Chris Swope, City Clerk

Z-6-2023

1326 N. Chestnut Street and the vacant lot to its south

**Rezoning from “R-6A” Urban Detached Residential
to “R-MX” Mixed Residential.**

At its May 4, 2023, meeting, the Planning Board voted 3-1 to recommend approval of Z-6-2023. This is a request to rezone the property at 1326 N. Chestnut Street and the vacant lot to its south from “R-6A” Urban Detached Residential to “R-MX” Mixed Residential. The purpose of the rezoning is to permit 1, 4-unit row house on the subject properties (will be combined into 1 parcel if the rezoning is approved).

The Planning Board held a public hearing at its May 2, 2023, meeting at which the applicant spoke in favor of the rezoning and 5 area residents spoke in opposition to the request, citing concerns about increased traffic in the area, limited availability of on-street parking, and increased level of activity in general being disruptive to the neighborhood.

ORDINANCE # _____

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN, PROVIDING FOR THE REZONING OF A PARCEL OF REAL PROPERTY LOCATED IN THE CITY OF LANSING, MICHIGAN AND FOR THE REVISION OF THE DISTRICT MAPS ADOPTED BY SECTION 1246.02 OF THE CODE OF ORDINANCES.

The City of Lansing ordains:

Section 1. That the district maps adopted by and incorporated as Section 1242.02 of the Code of Ordinances of the City of Lansing, Michigan be amended to provide as follows:

To change the zoning classification of the property described as follows:

Case Number:	Z-6-2023
Parcel Number's:	33-01-01-09-181-031 & 33-01-09-181-141
Addresses:	1326 N. Chestnut Street and the vacant parcel to its south at the northeast corner of N. Chestnut Street and Pleasant Street
Legal Descriptions:	Lots 19, 20 & 21, Assessors Plat No 15, recorded in Liber 10, Page 18, from "R-6A" Urban Detached Residential to "R-MX" Residential Mix

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

Section 3. This ordinance was duly adopted by the Lansing City Council on _____, 2023, and a copy is available in the office of the Lansing City Clerk, 9th Floor, City Hall, 124 W. Michigan Avenue, Lansing, MI 48933.

Section 4. This ordinance shall take effect on the 30th day after enactment.

GENERAL INFORMATION

APPLICANT/OWNER:	Sanba & Brandi Saidy Sowe Home International, LLC 6263 Skyline Drive East Lansing, MI 48823
REQUESTED ACTIONS:	Rezone from “R-6A” Urban Detached Residential Mix to “R-MX” Mixed Residential
EXISTING LAND USE:	2 vacant parcels at the northeast corner of N. Chestnut Street and Pleasant Street
PROPERTY SIZE:	99' x 105' = 10,395 square feet – .23 acres
SURROUNDING LAND USE:	N: Single Family Residential S: Single Family Residential E: Single Family Residential W: Single Family Residential
SURROUNDING ZONING:	N: “R-6” Urban Detached Residential S: “R-MX” Mixed Residential E: “R-6” Urban Detached Residential W: “R-6” Urban Detached Residential
MASTER PLAN:	The Design Lansing Master Plan designates the future land use of the subject properties for medium – low density residential development. Chestnut and Pleasant Streets are designated as local roads.

DESCRIPTION:

This is a request to rezone the property at 1326 N. Chestnut Street and the vacant lot to its south from “R-6A” Urban Detached Residential to “R-MX” Mixed Residential. The purpose of the rezoning is to permit a multiple family residential building on the subject property. The applicant is considering a 4-unit row house with parking behind the building. Floor plans and a rendering of the proposed building façade are attached. The site currently consists of 2 separate parcels of land that will be combined to create a site large enough to accommodate a 4-plex under the proposed R-MX zoning district.

REZONING ANALYSIS**COMPATIBILITY WITH SURROUNDING LAND USE:**

The property is currently zoned “R-6A” Residential, which district permits one single family residential dwelling unit per parcel of land. The proposed “R-MX” zoning, by contrast, permits multiple family residential development to the density necessary to accommodate the proposed 4-unit building on the .23-acre site.

The proposed development will have no negative impacts on the surrounding properties. While the site is located in a neighborhood that is primarily single family residential, the proposed 4-unit building will be generally compatible with and appropriate for the area in which it would be located. Under the existing zoning, the site could be developed into 3 detached single-family homes as it currently consists of 2 parcels and the parcel at 1326 could be split, thus creating 3 separate parcels, all of which would be buildable for a single-family home without the need for a rezoning. The proposed zoning merely allows for 4 units and allows them to be attached. In addition, since all of the properties on the south side of Pleasant Street are currently zoned R-MX, the requested R-MX zoning will be consistent with the established zoning pattern in the area and will not represent a “spot zone” which is generally considered to be an unacceptable planning and zoning practice.

COMPLIANCE WITH MASTER PLAN:

The proposed rezoning will allow for attached single family homes which is consistent with the Design Lansing Master Plan’s moderate-low density residential future land use designation for the subject properties. The purpose of this designation as stated in the Plan is:

“To provide an environment for medium-low density single-family detached; single-family attached (townhomes); and 2-family dwelling units.”

IMPACT ON VEHICULAR AND PEDESTRIAN TRAFFIC:

The traffic generated by 4 dwelling units will be negligible and will have no impacts on the transportation system in the area. Additionally, the subject property is located just one block from Willow Street which is major bus route, thus allowing the future occupants of the units to be less dependent on privately owned automobiles. The applicant will be required to provide 2 on-site parking spaces for each unit. The parking spaces will be located behind the building.

IMPACT ON PUBLIC FACILITIES:

The site plan for the proposed development will require administrative review and approval. Primary components of this review are the plans for the storm sewer/drainage and all other utility systems.

ENVIRONMENTAL IMPACT:

The site plan will be reviewed for compliance with all applicable City codes and ordinances, many of which are specifically designed to protect the natural environment. These include a restriction on lot coverage, requiring best stormwater management/treatment practices, requiring landscaping, and preserving existing trees to the extent possible. In addition, the site is located one block north of Willow Street which is a major bus route. Convenient access to public transportation allows residents to be less dependent on private transportation. Reducing motorized traffic has a positive impact on the environment as less traffic results in less pollution created by greenhouse gas emissions. It also results in less wear and tear on roads.

IMPACT ON FUTURE PATTERNS OF DEVELOPMENT:

The rezoning will allow for residential development of the subject properties, consistent with the City's Master Plan. Approval of the rezoning will not result in any negative impacts on future patterns of development in the area. Given the existing zoning pattern, future requests for rezonings to accommodate higher density residential development in the area, depending on the size of the property and the adjoining zoning, would be given a favorable staff recommendation on the same bases as this request.

SUMMARY

This is a request to rezone the property at 1326 N. Chestnut Street and the vacant lot to its south from "R-6A" Urban Detached Residential to "R-MX" Mixed Residential. The purpose of the rezoning is to permit a multiple family residential building on the subject property. The applicant is considering a 4-unit row house with parking behind the building. The site currently consists of 2 separate parcels of land that will be combined to create a site large enough to accommodate a 4 plex under the proposed R-MX zoning district.

The findings of fact as described in this staff report support a positive recommendation for the requested rezoning. The proposed rezoning will have no negative impacts on traffic, public services, the environment, or future patterns of development in the area. In addition, the new residential units will provide much needed housing with convenient access to public transportation.

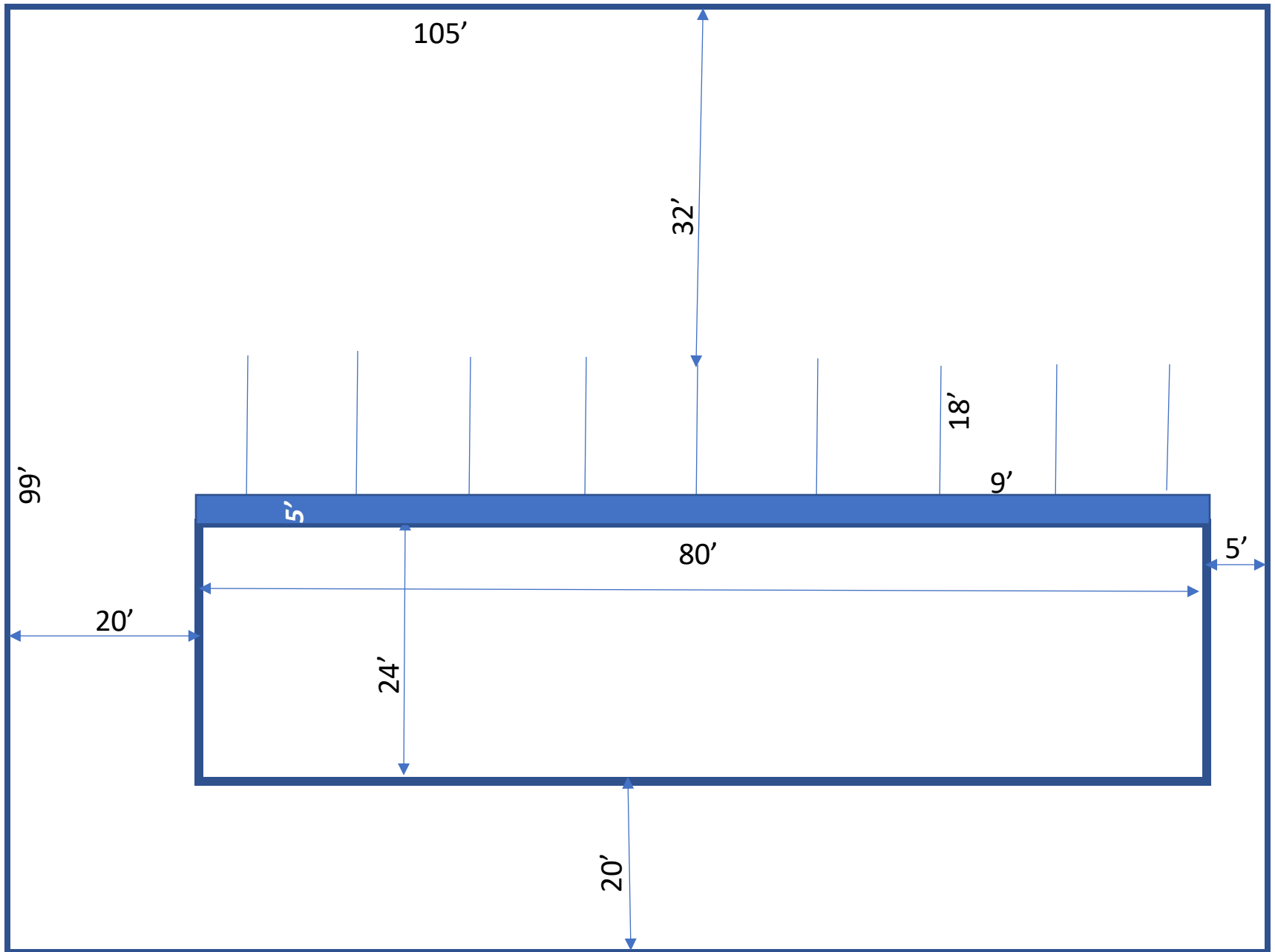
RECOMMENDATION

Pursuant to the findings described above, the following motion is offered for the Planning Board's consideration:

"I make a motion to recommend approval of Z-6-2023 to rezone the property at 1326 N. Chestnut Street and the property to its south at the northeast corner of N. Chestnut Street and Pleasant Street from "R-3" Suburban Detached Residential Mix to "R-MX" Residential Mix."

Respectfully Submitted,

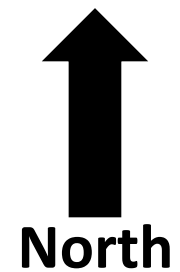
**Susan Stachowiak
Zoning Administrator**

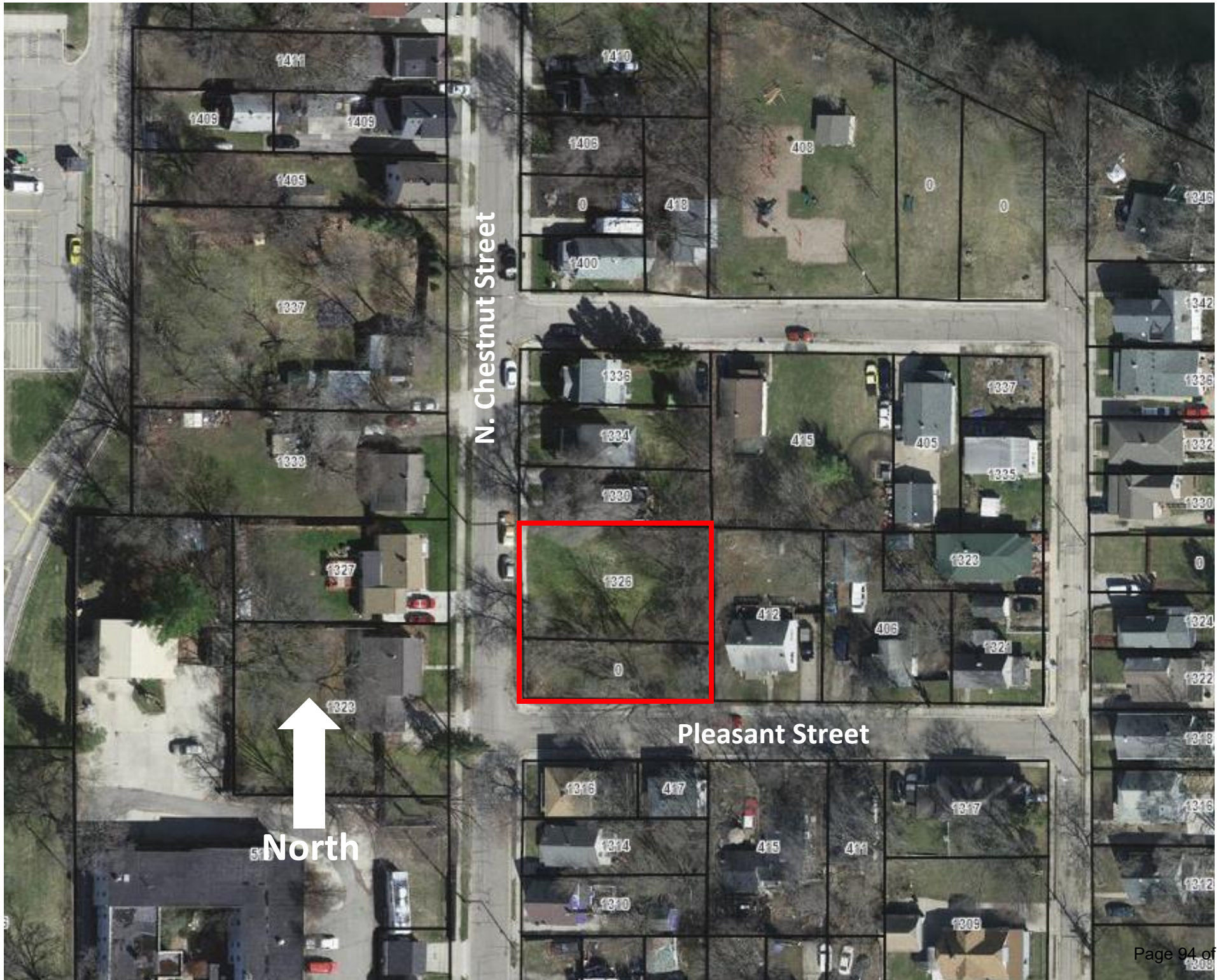




Zoning Districts

- R-1 - Suburban Detached Res.
- R-2 - Suburban Detached Res.
- R-3 - Suburban Detached Res.
- R-4 - Urban Detached Res.
- R-5 - Urban Detached Res.
- R-6A - Urban Detached Res.
- R-6B - Urban Detached Res.
- R-MX - Residential Mix
- MFR - Multi-Family Residential
- R-AR - Residential Adaptive Reuse
- S-C - Suburban Corridor
- MX-C - Mixed-Use Corridor
- MX-1 - Mixed-Use Neighborhood Center
- MX-2 - Mixed-Use Community Center
- MX-3 - Mixed-Use District Center
- IND-1 - Suburban Industrial
- IND-2 - General Industrial
- IND-3 - Urban Industrial
- INST-1 - Suburban Institution
- INST-2 - Urban Institution





INTRODUCTION OF ORDINANCE

The following ordinance of the City of Lansing, Michigan, for amending the Code of Ordinances by providing for the rezoning of property located in the City of Lansing, Michigan, and for the revision of the district maps adopted by Section 1242.02 of the Zoning Ordinance for property located at:

Z-6-2023: 1326 N. Chestnut Street & vacant lot to its south from “R-6A” Urban Detached Residential to “R-MX” Residential Mix

was introduced by the Committee on Development & Planning, read a first time by its title and referred to the Committee on Development and Planning.

Resolution #2023-###

By the Committee on Development and Planning
Resolved by the City Council of the City of Lansing

Resolved by the City Council of the City of Lansing that a public hearing be set for Monday, _____, 2023, at 7 p.m. in City Council Chambers, 10th Floor, Lansing City Hall, 124 W. Michigan Avenue, Lansing, Michigan, for the purpose of approving and/or opposing the Ordinance for rezoning:

Z-6-2023: 1326 N. Chestnut Street & vacant lot to its south from "R-6A" Urban Detached Residential to "R-MX" Residential Mix

**CITY OF LANSING
NOTICE OF PUBLIC HEARING**

**Z-6-2023, 1326 N. Chestnut Street & Vacant Lot to its South
Rezoning from “R-6A” Urban Detached Residential
to “R-MX” Residential Mix**

The Lansing City Council will hold a public hearing on Monday, , 2023 at 7:00 p.m. in Council Chambers, 10th Floor, Lansing City Hall, 124 W. Michigan Avenue, Lansing, Michigan to consider a request to rezone the property at 1326 N. Chestnut Street and the vacant lot to its south from “R-6A” Urban Detached Residential to “R-MX” Residential Mix. The purpose of the rezoning is to permit a multiple family residential building on the subject property.

For more information, please call Lansing City Council at 517-483-4177. If you are interested in this matter, please attend the public hearing or send a representative. Written comments will be accepted between 8 a.m. and 5 p.m. on City business days if received before 5 p.m., Monday, 2023 at the City Clerk’s Office, Ninth Floor, City Hall, 124 West Michigan Ave., Lansing, MI 48933 or email city.clerk@lansingmi.gov.

Chris Swope, City Clerk

Resolution #2023-###

By the Committee on Development and Planning
Resolved by the City Council of the City of Lansing

WHEREAS, a public hearing was held on Monday, **June 19**, 2023, in consideration of the request by E.T. MacKenzie Co., the construction contractor for the Combined Sewer Overflow (CSO) 034E Project, for issuance of a waiver of the noise ordinance on Saturdays from 8:00 AM to 4:30 PM for the periods June 24, 2023, through November 11, 2023, and April 13, 2024, through June 29, 2024; and

WHEREAS, timely completion of this project is specifically required by Administrative Consent Order #ACO-05153, entered Dec. 19, 2019; and

WHEREAS, the large amount of construction required for this project will encompass the rest of the 2023 construction season and continue for the first few months of the 2024 construction season; and

WHEREAS, this project includes a significant amount of utility work and other improvements on the local neighborhood streets within the project area and on major street, Greenlawn Ave.; and

WHEREAS, the City of Lansing Public Service Department recommends that the contractor be granted the requested noise waiver in order to:

- reduce the amount of time local access for property owners is impacted;
- allow the contractor to have the ability to work some Saturdays when necessary for completion of important work activities; and
- keep the project on-schedule.

WHEREAS, no substantive written or verbal comments in opposition to this noise waiver were received from anyone within the project area at the public hearing or during the public comment period.

NOW THEREFORE BE IT RESOLVED that the City Council grant a waiver of the noise ordinance to E.T. MacKenzie Co., while the company is conducting work as part of the CSO 034E Project on Saturdays from 8:00 AM to 4:30 PM for the periods June 24, 2023, through November 11, 2023, and April 13, 2024, through June 29, 2024.

Resolution #2023-###

By the Committee on City Operations
Resolved by the City Council of the City of Lansing

WHEREAS, the City of Lansing Department of Public Service and the Lansing Board of Water & Light are partnering to construct the utility and infrastructure improvements associated with the Combined Sewer Overflow (CSO) 034E Project, a triangular-shaped project area generally bounded by S. Washington Ave. on the westside, Eaton Road on the eastside and Greenlawn Ave. on the southside; and

WHEREAS, timely completion of this project is specifically required by Administrative Consent Order #ACO-05153, entered Dec. 19, 2019; and

WHEREAS, the large amount of construction required for this project will encompass the rest of the 2023 construction season and continue for the first few months of the 2024 construction season; and

WHEREAS, this project includes a significant amount of utility work and other improvements on the local neighborhood streets within the project area and on major street, Greenlawn Ave.; and

WHEREAS, for the periods June 24, 2023, through November 11, 2023, and April 13, 2024, through June 29, 2024, E.T. MacKenzie Co., has requested a waiver of the noise ordinance on Saturdays from 8:00 AM to 4:30 PM; and

WHEREAS, the City of Lansing Public Service Department recommends that the contractor be granted the requested noise waiver in order to:

- reduce the amount of time local access for property owners is impacted;
- allow the contractor to have the ability to work some Saturdays when necessary for completion of important work activities; and
- keep the project on-schedule.

NOW THEREFORE BE IT RESOLVED that a public hearing be held on Monday, June 19, 2023, at 7:00 PM in the City of Lansing Council Chambers, 124 W. Michigan Ave., in consideration of the request for granting a waiver of the noise ordinance to E.T. MacKenzie Co., while the company is conducting work as part of the CSO 034E Project on Saturdays from 8:00 AM to 4:30 PM for the periods June 24, 2023, through November 11, 2023, and April 13, 2024, through June 29, 2024.

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
FROM: Stephanie Robinson, Senior Buyer
DATE: May 8, 2023
SUBJECT: Sole Source Purchase –Maner Costerisan

Please include this Sole Source packet of information in your transmittal to Council as required by the Purchasing Ordinance Section 206.05.

In summary, the Purchasing Office processed the following Sole Source transaction:

Department: Finance Department

Vendor: Maner Costerisan

Item Purchased: Special Services for Assistance in creating a Uniform Chart of Accounts as required by the State of Michigan

Dollar Amount: \$ 19,200.00

Additional information pertaining to this purchase is attached for your information.

This letter is filed in accordance with the Purchasing Ordinance Section 206.05 (a) and (b).

sr



FINANCE DEPARTMENT
124 W Michigan Ave., 8th Floor
Lansing, Michigan 48933
517.483.4500

To: Andy Schor, Mayor

From: Desiree A. Kirkland

Date: April 17, 2023

Subject: Sole Source Procurement 206.05(c)(3): Special Services Or Facilities Are Required—Maner Costerisan

Please let this memo serve as justification for obtaining a sole source contract with Maner Costerisan for the period beginning on the “Contract Effective Date” of April 17, 2023, and ending on June 30, 2023. The cost of this agreement is \$19,200.

The State of Michigan’s Uniform Chart of Accounts has been updated and requires that local units of government follow and comply with these changes. These changes affect the accounting and auditing responsibilities of the unites and provides instruction on the appropriate methods and procedures to be used when filing statutorily mandated financial reports.

The scope of accounting and consulting services that can be provided to the City are outlined in their contract. While this listing includes the full range of services available from Maner Costerisan, the specific services anticipated to be provided at the current time are separated from those other services that are available upon request. We need to begin preparations now so that we can ensure compliance by the June 2023 filing date.

Maner Costerisan has specialized knowledge and expertise regarding the City’s payroll and finance system, based on their history in assisting the City through numerous audits and projects.

I respectfully request that you grant approval for this sole source contract. Please contact me if you have any questions.



2425 E. Grand River Ave.,
Suite 1, Lansing, MI 48912
☎ 517.323.7500
🖨 517.323.6346

April 17, 2023

City of Lansing
Lansing, Michigan

Maner Costerisan is pleased that the City of Lansing (the City) has expressed interest in our firm and our municipal government expertise. We are submitting the following proposed engagement letter for consideration.

We are prepared to provide a full range of accounting and consulting services to the City of Lansing. The purpose of this engagement letter is to identify the scope of available accounting and consulting services, the specific services anticipated at this time, and confirm the terms of our engagement.

Scope of Services

The scope of accounting and consulting services that can be provided to the City are outlined below. While this listing includes the full range of services available from Maner Costerisan, the specific services anticipated to be provided at the current time are separated below from those other services that are available upon request.

We understand that our duties will potentially help ensure the completion of the following items:

- Provide assistance in relation to the City's work with their general ledger vendor in the modification of the City's chart of accounts to get the chart of accounts in compliance with the State of Michigan Uniform Chart of Accounts.
- Provide financial consulting services upon request, as long as it does not hinder our independence to continue to conduct the City's annual audit.

City Responsibilities

The City is, and will continue to be, solely responsible for establishing and maintaining an effective accounting and internal control system, including, without limitation, systems designed to assure compliance with policies, procedures, and applicable laws and regulations.

City management will be responsible for establishing the scope of the accounting and consulting services and the resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the accounting and consulting services to be performed by Maner Costerisan, providing overall direction and oversight for each service, reviewing, approving, and accepting the results of the work.

You retain responsibility for performing management functions and making management decisions, including but not limited to, the adequacy of the City's policies and procedures. Accordingly, we will routinely submit to you journal entries, listings of transactions or other entries or changes or a summary of these for your approval. You should review these items and contact us regarding any questions or changes that you wish to be made. Further, you are responsible for designating a qualified management-level individual to be responsible and accountable for overseeing these services.

As indicated above, management is responsible for supplying us with all necessary information and for allowing us access to personnel to assist in performing our services. A list of information and assistance that management will need to provide will be supplied by us. Your failure to provide this information in a timely manner may impair our ability to provide service and may result in increased fees.

The City agrees that any final reports issued by Maner Costerisan in the conduct of our services engagement are intended solely for the information and use of City staff, management, and the governing body. Any such reports may include wording that describes the limitations on their distribution.

Maner Costerisan Responsibilities

Maner Costerisan is responsible for providing the services requested from those anticipated or available, as defined in the Scope of Services section of this letter. Such services will be performed in accordance with the applicable accounting and consulting professional standards of the American Institute of CPAs (AICPA).

Maner Costerisan will be responsible for reporting or otherwise communicating to City management and/or the City Council any findings or recommendations, it determines necessary, resulting from the accounting and consulting services provided.

Additional Terms and Responsibilities

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, we will inform the appropriate level of management of any material errors and of any evidence or information that comes to our attention during the performance of our procedures, indicating that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our procedures regarding illegal acts that may have occurred.

You are responsible for the safeguarding of assets, for the proper recording of transactions in the general ledger, for the substantial accuracy of the financial records, and the full and accurate disclosure to us of all relevant facts affecting the engagement. You also have the final responsibility for any filings we do on your behalf and, therefore, the appropriate officials should review them carefully before an authorized officer signs and submits.

If, during our work, we discover information that affects prior-year information, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year information. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue. We will be happy to assist in adjusting information and/or filings as part of this engagement.

We value each and every one of our clients as well as each and every one of our employees. We have spent a great deal of time and resources to locate, train, and retain our employees. We respectfully request that you do not solicit our employees to work for you. If you do hire one of our employees within 2 years of when they last worked for Maner Costerisan, we will be due a finder's fee equal to 50% of the annual salary they were earning as of their last day of employment. Payment will be due within 10 days of your receipt of our invoice.

Considering our current relationship as an independent member of the BDO Alliance USA, the firm may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by a such third-party service provider.

In connection with this engagement, we may communicate with you or others via e-mail transmission. As e-mails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that e-mails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication or e-mail transmissions, or for the unauthorized use or failed delivery of e-mails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, you agree that, notwithstanding the statute of limitations of the State of Michigan, any claim based on this engagement must be commenced within 12 months after performance of our service, unless you have previously provided us with a written notice of a specific defect in our services that forms the basis of the claim.

You agree that our maximum liability to you for any negligent errors or omissions committed by us in the performance of the engagement will be limited to the amount of our fees for this engagement, except to the extent determined to result from our gross negligence or willful misconduct.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules. If the parties are unable to resolve the dispute through mediation within 60 days from the date notice is first given from one party to the other as to the existence of a dispute and the demand to mediate, then they may proceed to resolve the matter by arbitration if this agreement provides that the particular dispute is subject to arbitration, or by whatever other lawful means are available to them if this agreement does not provide for arbitration of the particular dispute. Costs of any mediation proceeding shall be shared equally by all parties.

The City of Lansing and Maner Costerisan both agree that any dispute over fees charged by Maner Costerisan to the client will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration shall be binding and final. The arbitration shall take place at Lansing, Michigan. Any hearing shall be before one arbitrator in accordance with Rule 17 of the Commercial Arbitration Rules of the American Arbitration Association (the Rules). Any award rendered by the Arbitrator pursuant to this Agreement may be filed and entered and shall be enforceable in the appropriate court of the County in which arbitration proceeds. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution. The prevailing party shall be entitled to an award of reasonable attorney's fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by our firm in providing the services including travel, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Associate	\$ 190
Manager	240
Senior Manager	260
Principal	385

We do not bill for phone calls and questions regarding minimal research (less than one half hour). Brief phone conversations during the year are encouraged at no additional cost. Our rates increase annually on an incremental basis.

Our services will require a mixed time from various levels of staffing. We will work as efficiently and effectively as possible to maintain reasonable costs. We will bill the City any costs based on the hours and rates of the team members involved until our services are no longer needed. Our ability to keep costs down is predicated on City of Lansing staff cooperation and providing necessary information on a timely basis. If the City would like additional assistance over the noted elements those hours will be billed at the rates noted after approval is given.

The above rates were utilized in the estimation of the following project and estimated costs. Because actual hours utilized and therefore actual costs incurred, may vary from these estimates, these estimates should be used only as a guide of anticipated costs. All actual costs incurred will be billed but these estimated hours are reasonable, but not absolute, expectations of the investment needed to complete each task.

1. Assist the City with an evaluation of the current chart of accounts and determine how the City is currently using their current general ledger software and what potential changes could be implemented to gain the full utilization of the software throughout the accounting function of the City. Also, propose recommended modifications to the chart to assure the City's chart is in compliance with the updated Uniform Chart of Accounts as provided by the State of Michigan Department of Treasury.

	<u>Anticipated Hours</u>	<u>Hourly Rate</u>	<u>Estimated Cost</u>
Manager	80	\$ 240	<u>\$ 19,200</u>

All of the hours are estimates based on our knowledge and experience working with other governmental entities and of what we feel the City needs to successfully develop systems/processes/procedures for the future. However, these hours are only estimates. **If we spend less time conducting a particular phase of the engagement, the City would only be billed for the value of the services provided.** However, if more time is needed to successfully complete a component of this engagement over the hours we have estimated, we will discuss that with the City before we proceed. With an engagement such as this, the City has 100% control over the hours to be invested in the project and the resulting cost. We will bill the City for all the time spent on each phase of the engagement as we conduct the services. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not completed the entire scope of service. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

We will bill the City as the work progresses and only bill for the value of the services provided during the project. We will invest the time required to ensure that the professional relationship we will develop with the City remains strong and we continue to be the City's trusted advisor in all financial matters. We will rely on the City to monitor the cumulative fees and expenses charged and notify us if and when the cumulative amount approaches the total appropriated level.

If the City were to need additional services rendered by other team members, those hours would be billed at the following rates:

<u>Team Member Level</u>	<u>Hourly Rate</u>
Principal	\$ 275 - 390
Manager/Senior Manager	200 - 280
Associate	150 - 220
Administrative	100 - 200

Maner Costerisan may perform additional services upon receipt of a request from the City with terms and conditions that are acceptable to the City and Maner Costerisan.

Very truly yours,

Maner Costerisan PC

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. We look forward to continuing our professional relationship with the City of Lansing.

This letter correctly sets forth the understanding of the City of Lansing:

By: _____

Title: _____

Date: _____

**CITY OF LANSING**

124 W. Michigan Ave
Lansing, MI 48933
(517) 483-4128

TO:

MANER COSTERISAN
2425 E GRAND RIVER AVE STE 1
LANSING, MI 48912

PURCHASE ORDER

P.O. NUMBER	P088825
DATE	05/03/23
VENDOR I.D.	V050270
DELIVERY DATE	
FOB	
REQUISITION NO	PR017898
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

PHONE#

FAX#

Page 1 of 1

DELIVER ITEMS TO:

FINANCE DEPARTMENT OPERATIONS
124 W MICHIGAN AVE 8TH FL
LANSING, MI 48933

SEND INVOICE TO:

FINANCE DEPARTMENT OPERATIONS
124 W MICHIGAN AVE 8TH FL
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	SPECIAL SERVICES FOR ASSISTANCE IN CREATING A UNIFORM CHART OF ACCOUNTS AS REQUIRED BY THE STATE OF MICHIGAN	19,200	LS	1.00	19,200.00
				TAX	0.00
				TOTAL	19,200.00

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. Goods other than those specified on this order must not be substituted or prices changed without authorization.
2. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantity is on back order or cancelled.

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
FROM: Stephanie Robinson, Senior Buyer
DATE: May 8, 2023
SUBJECT: Sole Source Purchase –MGT Consulting Group

Please include this Sole Source packet of information in your transmittal to Council as required by the Purchasing Ordinance Section 206.05.

In summary, the Purchasing Office processed the following Sole Source transaction:

Department: Finance Department
Vendor: MGT Consulting Group
Item Purchased: FY23 Indirect Labor Cost Allocation Plan Services
Dollar Amount: \$ 22,500.00

Additional information pertaining to this purchase is attached for your information.

This letter is filed in accordance with the Purchasing Ordinance Section 206.05 (a) and (b).

sr

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: May 3, 2023

SUBJECT: Sole Source – MGT Consulting Group

The Finance Department requests that MGT Consulting Group be designated as a Sole Source consultant for the Fiscal Year 2023 Indirect Labor Cost Allocation Plan (CAP).

Please see the attached letter from Cynthia Gill and Desiree Kirkland regarding the request.

Based on the attached letter Purchasing recommends issuing a sole source purchase order to MGT Consulting Group in the amount of \$ 22,500 from account 1012710-743000 for the Finance Department.

This consultant has not been identified as a Lansing based firm.

Attachment

Date: _____

Approved _____ Denied _____

Andy Schor, Mayor



FINANCE DEPARTMENT
124 W Michigan Ave., 8th Floor
Lansing, Michigan 48933
517.483.4500

To: Stephanie Robinson, Senior
Buyer

From: Cynthia Gill, Controller

Cc: Desiree A Kirkland, Finance Director

Date: April 26, 2023

Subject: Sole Source Procurement– Indirect Labor Cost Allocation Plan

Please let this memo serve as justification for obtaining a sole source contract with MGT Consulting Group (MGT) for the Fiscal Year 2023 Indirect Labor Cost Allocation Plan (CAP), under the sole source procurement provisions outlined in City Ordinance, Title 2, Chapter 206.05. The cost of this agreement is \$22,500. The account number is 1012710 – 743000.

MGT has submitted the attached proposal to perform the FY23 CAP. This CAP will identify the costs of indirect services provided by central service departments of the City of Lansing, based on actual expenditures for the fiscal year ending June 30, 2023. This CAP is used by the City to claim indirect costs as charges against grants and contracts (awards). This CAP is submitted for use by the Michigan Department of Human Services and other State and Federal grantors (such as HUD).

In accordance with City Ordinance 206.05(c)(3), Sole Source Procurements, the criteria followed in determining that MGT is the sole source for supplying the requested service are:

- 1) Special services or facilities are required.
The **special services** required in this project includes the need for a team of trained individuals to work together to complete a thorough Study. MGT has a trained team and also has access to models they have created to successfully perform similar work with other municipalities, in 62 different counties in the state of Michigan.

- 2) The source is unique or special in nature.
MGT is **unique** in that they have trained professionals within their organization to perform these types of Studies. There are very few organizations that provide this type of service and MGT performs this type of study for numerous other municipalities and is well respected in the industry. In talking with Controllers in several other counties, as well as our auditors, Maner Costerisan, there are only two providers of this type of cost study in the state – MGT & Maximus.
- 3) The cost for the project is \$22,500 with results promised within 60 days of receipt of the needed records. I find these costs to be competitive and reasonable for the scope of work proposed. We need this CAP performed as quickly as possible. MGT has agreed to deliver an initial draft of the deliverable to the City within 60 days, depending on availability of data from the City. The final deliverable will be delivered to the City 30 days after draft comments are received by MGT from the City.

The account that will be used to fund this request is: 1012710-743000 (Finance Operations – Contractual Services).

For FY22, our plan would be to prepare an RFP for this Indirect Labor CAP study as well as the Fringe Benefit study, in March 2023.

I respectfully request that you grant approval for this sole source contract. Please contact me if you have any questions. Thank you.

Approved:

Desiree A. Kirkland
Finance Director

Date

MASTER ENGAGEMENT AGREEMENT

THIS MASTER ENGAGEMENT AGREEMENT (“Agreement”), made and entered into as of March 10, 2023 (“Effective Date”) by and between **MGT of America Consulting, LLC**, with offices located at 4320 West Kennedy Boulevard, Tampa, FL 33609 (“MGT”) and the **City of Lansing**, with offices located at 124 West Michigan Ave., Lansing, MI 48933 (“Client”), sets forth the parties’ understanding pursuant to which MGT shall be engaged by Client.

I. SCOPE OF SERVICES

The scope of MGT’s services to be provided to Client on a project shall be set out in individual annexes to this Agreement (“Annex” or “Annexes”). Each Annex, upon execution by both parties, shall by this reference be incorporated in and made part of this Agreement. Each Annex shall specify the scope of Services to be performed by MGT (“Services”), term or period of performance, key MGT staff members assigned to assist in the performance of such Services and the payment terms for such Services, as well as any other details specified by the parties. Should the Services as described in any Annex change in any material way, an adjustment to MGT’s fees and promised delivery dates for such Services may be required. MGT undertakes to advise Client promptly should any such adjustment be necessary and to negotiate with Client in good faith to arrive at a mutually acceptable revision to the applicable Annex.

II. STAFFING

MGT shall assign staff members to perform all Services. Should any staff members be unable to perform Services, MGT may substitute another similarly-qualified staff member. MGT may, from time to time and in its discretion, augment the listed staff as needed to perform the Services. All tasks are to be completed virtually, unless Client and MGT mutually agree to add in-person work for an additional fee (to be determined). All requests for in-person work must be made in writing and must be approved by MGT and incorporated as an amendment and/or annex to this Agreement.

III. FEES AND DISBURSEMENTS

All invoices submitted by MGT to Client shall be due and payable on a NET30 basis. MGT reserves the right to impose an interest charge equal to one and one-half percent (1.5%) per month in respect of any invoice which is outstanding for more than thirty (30) days.

IV. TERM AND TERMINATION

This Agreement shall be effective on the Effective Date and shall continue for a period of four (4) years unless otherwise terminated or extended as provided herein.

Each Annex shall set forth the period of performance in which MGT shall perform the project-specific Services and may provide for additional option periods. Client may elect to exercise such option periods by notifying MGT of their intention, at which time compensation and scope can be determined and agreed upon by both parties.

Either party shall have the right to terminate this Agreement and any Annex by giving thirty (30) days’ prior written notice to the other party. If this Agreement or any Annex is so terminated in advance of its scheduled completion, Client shall pay to MGT, upon receipt of an invoice, any and all proper charges earned and/or incurred by MGT in connection with the Services pursuant to this Agreement and the Annexes up to the time of its termination and shall indemnify MGT as provided

in Section V.3, General Indemnification, herein.

V. GENERAL PROVISIONS

1. Modification, Cancellation or Suspension of Work

Upon consultation with MGT, Client shall have the right to modify, cancel or suspend any and all plans, schedules or work in progress under any Annex, and, in such event, MGT shall immediately take proper steps to carry out such instructions. In the event Client elects to modify the scope, an adjustment to the Annex Compensation may be necessary, and MGT will advise Client of any changes to Compensation.

2. Delay

If during the term, Client causes delay resulting from Client's (i) failure to provide requested information on a timely basis, (ii) providing of inaccurate, incorrect or false information, (iii) Client's failure to provide access to appropriate personnel if required by the Annex Scope, or (iv) delay due to Client rescheduling Annex Scope; and such delay causes MGT any or all of (i) duplicate work efforts, (ii) corrective work efforts, or (iii) more than 7 days of idle time, MGT reserves the right to charge additional fees on either or both of (i) hourly rate (ii) and material costs.

3. General Indemnification

Client shall fully defend, indemnify and hold harmless MGT and its officers, directors, employees, agents, representatives or successors and assigns (collectively, "Indemnified Parties") from and against any and all claims, demands, actions or causes of actions and any and all liabilities, costs and expenses (including but not limited to attorney's fees and expenses, incurred in the defense of an Indemnified Party, including costs of appeal) damage or loss in connection therewith, what may be asserted by Client, its officers, employees, agents, representatives, successors or assigns or any other third party on account of, or sustained or alleged to have been sustained by, or arising out of or growing out of bodily injury, including death, or loss of use or damage to or destruction of property caused by, arising out of, sustained or alleged to have been sustained by, or in any way incidental to or in connection with Client's performance of the Services under this Agreement or Statement of Work, regardless of whether such claims, demands, actions, causes of action or liability are or alleged to have been caused by in part or contributed to by the negligence, fault, or strict liability of any Indemnified Party.

MGT's indemnity obligation under this Paragraph is contingent upon MGT ("Indemnitee") seeking indemnity by (i) promptly notifying the Client ("Indemnitor") of each claim; provided, however, that Indemnitee's failure to give prompt notice to Indemnitor of any such claim shall not relieve Indemnitor of any obligation under this paragraph except and to the extent that such failure materially prejudices Indemnitor's ability to defend against such claim; (ii) provide the Indemnitor with sole control over the defense and/or settlement thereof provided however, that Indemnitor shall not settle any claim that includes an admission of wrongdoing by Indemnitee or otherwise adversely affects Indemnitee's interests without its prior consent; and (iii) at Indemnitor's request and expense, provide full information and reasonable assistance to Indemnitor with respect to such claim.

4. Confidentiality

MGT shall maintain in confidence all information and data relating to Client, its Services, products,

business affairs, marketing and promotion plans or other operations and its associated companies which are disclosed to MGT by or on behalf of Client (whether orally or in writing and whether before, on or after the date of this Agreement) or which are otherwise directly or indirectly acquired by MGT from Client, or any of its affiliated companies, or created in the course of this Agreement.

MGT shall ensure that it, its officers, employees and agents only use such confidential information in order to perform the Services, and shall not without Client's prior written consent, disclose such information to any third-party nor use it for any other purpose; provided, however, that MGT shall have the right to disclose Client's name and the general nature of MGT's work for Client in pitches and business proposals.

The above obligations of confidentiality shall not apply to the extent that MGT can show that the relevant information:

- (1) was at the time of receipt already in MGT's possession;
- (2) is, or becomes in the future, public knowledge through no fault or omission of MGT;
- (3) was received from a third-party having the right to disclose; or
- (4) is required to be disclosed by law.

5. Non-Solicitation

During the term of this Agreement, and for a period of two (2) years after the termination thereof, neither party shall directly nor indirectly solicit for employment any person or persons currently employed, or who were employed in the last twelve months by the other unless (a) the other party has given its prior written consent, (b) the employer has terminated his or her position, or (c) the employer-party terminated his or her employment. Direct solicitation does not include advertisements published in the general media and, except to the extent that an individual was specifically encouraged to respond to such advertisements, nothing in this clause restricts an individual employee's right to seek employment with the other party to perform work unrelated to this Agreement.

6. Risk

All MGT analysis, projections, forecasts, and conclusions rely upon the accuracy of information provided by Client as well as near-term and long-term assumptions influenced by factors outside of MGT's control and for which may adversely impact Client. Changes such as Client's financial health, as well as state, local, and global economic conditions, may impact Client, the accuracy of projections and or feasibility of Services. Additional risks to Client include but are not limited to changes to demand, competition, regulatory changes, as well as force majeure events.

7. Force Majeure

Neither party will be in breach of its obligations under this Agreement (other than payment obligations) or incur any liability to the other party for any losses or damages of any nature whatsoever incurred or suffered by that other party if and to the extent that it is prevented from carrying out those obligations by, or such losses or damages are caused by, a force majeure event, except to the extent that the relevant breach of its obligations would have occurred, or the relevant losses or damages would have arisen, even if the Force Majeure had not occurred. Force Majeure is defined as acts of God, war, act(s) of terrorism, fires, explosions, natural disasters, to include without limitation, hurricanes, floods, and tornadoes, failure of transportation, labor strike, loss or

shortage of transportation facilities, lockout or commandeering of materials, products, plants or facilities by the government or other order (both federal and state), interruptions by government or court orders (both federal and state), present and future orders of any regulatory body having proper jurisdiction, civil disturbances to include without limitation, riots, rebellions, and insurrections, epidemics, pandemics, or other national, state, or regional emergencies, and any other cause not enumerated in this provision, but which is beyond the reasonable control of the party whose performance is affected and which by the exercise of all reasonable due diligence, such party is unable to overcome. Such excuse from performance will be effective only to the extent and duration of the Force Majeure event(s) causing the failure or delay in performance and provided that the affected party has not caused such Force Majeure event(s) to occur and continues to use diligent, good faith efforts to avoid the effects of such Force Majeure event(s) and to perform the obligation(s). Written notice of a party's failure or delay in performance due to Force Majeure must be given within a reasonable time after its occurrence and which notice must describe the Force Majeure event(s) and the actions taken to minimize the impact of such Force Majeure event(s). Notwithstanding the foregoing, a party's financial inability to perform its obligations shall in no event constitute a Force Majeure event.

8. Exclusion of Liability caused by Political or Regulatory Decisions

While Client has engaged MGT to assist it in dealing with certain regulatory or political decisions or actions that may adversely affect Client's business, and while MGT has agreed to provide such assistance, MGT shall not be responsible for nor liable to Client for any loss, damage, or other adverse consequence that may result from any regulatory or political decision or action being rendered against Client or Client's interests.

9. Governing Law, Submission to Jurisdiction and Consent to Suit

THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED AND INTERPRETED IN ACCORDANCE WITH THE LAWS OF THE STATE OF FLORIDA (IRRESPECTIVE OF THE CHOICE OF LAWS PRINCIPLES OF THE STATE OF FLORIDA) AS TO ALL MATTERS, INCLUDING MATTERS OF VALIDITY, CONSTRUCTION, EFFECT, ENFORCEABILITY, PERFORMANCE AND REMEDIES. CLIENT SUBMITS ITSELF AND ITS PROPERTY IN ANY LEGAL ACTION OR PROCEEDING RELATING TO THIS AGREEMENT TO THE EXCLUSIVE JURISDICTION OF ANY STATE OR FEDERAL COURT WITHIN HILLSBOROUGH COUNTY, FLORIDA AND CLIENT HEREBY ACCEPTS VENUE IN EACH SUCH COURT.

10. Dispute Resolution Procedure

In the event of a dispute, controversy or claim by and between Client and MGT arising out of or relating to this Agreement or matters related to this Agreement, the parties will first attempt in good faith to resolve through negotiation any such dispute, controversy or claim. Either party may initiate negotiations by providing written notice in letter form to the other party setting forth the subject of the dispute and the relief requested. The recipient of such notice will respond in writing within five (5) business days with a statement of its position on, and recommended solution to, the dispute. If the dispute is not resolved by this exchange of correspondence, then senior management representatives of each party with full settlement authority will meet at a mutually agreeable time and place within fifteen business days of the date of the initial notice in order to exchange relevant information and perspectives and to attempt to resolve the dispute. If the dispute is not resolved by these negotiations, the matter will be submitted to a mutually agreeable certified mediator. The mediation shall take place in Tampa, Florida.

Except as provided herein, no civil action with respect to any dispute, controversy or claim arising out of or relating to this Agreement may be commenced until the matter has been submitted for mediation. Either party may commence mediation by providing to the other party a written request for mediation, setting forth the subject of the dispute and the relief requested. The parties will cooperate in selecting a mediator and in scheduling the mediation proceedings. The parties will participate in the mediation in good faith and will share equally in its costs. All offers, promises, conduct and statements, whether oral or written, made in the course of the mediation by either of the parties, their agents, employees, experts or attorneys, or by the mediator, are confidential, privileged and inadmissible for any purpose, including impeachment, in any litigation or other proceeding involving the parties; provided, however, that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation. Either party may seek equitable relief prior to the mediation to preserve the *status quo* pending the completion of that process. Except for such an action to obtain equitable relief, neither party may commence a civil action with respect to the matters submitted to mediation until after the completion of the initial mediation session. Mediation may continue after the commencement of a civil action, if the parties so desire. The provisions of this clause may be enforced by any court of competent jurisdiction, and the party seeking enforcement shall be entitled to an award of all reasonable costs, fees and expenses, including legal fees, to be paid by the party against whom enforcement is ordered. In addition, should the dispute under this Agreement involve the failure to pay fees and/or Disbursements under Section III hereof, and the matter is not resolved through negotiation or mediation, Client shall pay all costs of collection, including, but not limited to, MGT's legal fees and costs should MGT prevail.

11. Assignment

Neither party may assign any of its rights or delegate any of its duties or obligations under this Agreement without the express written consent of the other party. Notwithstanding the foregoing, MGT, or its permitted successive assignees or transferees, may assign or transfer this Agreement or delegate any rights or obligations hereunder without consent: (i) to any entity controlled by, or under common control with, MGT, or its permitted successive assignees or transferees; or (ii) in connection with a merger, reorganization, transfer, sale of assets or change of control or ownership of MGT, or its permitted successive assignees or transferees.

12. Non-Discrimination/Equal Employment Practices

Neither party shall unlawfully discriminate or permit discrimination against any person or group of persons in any matter prohibited by federal, state or local laws. During the performance of this Agreement, neither party or their employees, agents or subcontractors, if any, shall discriminate against any employee or applicant for employment because of age, marital status, religion, gender, sexual orientation, gender identity, race, creed, color, national or ethnic origin, medical conditions, or physical disability, or any other classifications protected by local, state or federal laws or regulations. The parties further agree to be bound by applicable state and federal rules governing equal employment opportunity and non-discrimination.

13. Partial Invalidity

In the event that any provision of this Agreement shall be declared illegal or invalid for any reason, said illegality or invalidity shall not affect the remaining provisions hereof, but such illegal or invalid provision shall be fully severable and this Agreement shall be interpreted and enforced as if such illegal or invalid provision had never been included herein.

14. Notices

All notices required or permitted to be given pursuant to this Agreement shall be deemed given, if and when personally delivered, delivered by fax, with receipt confirmed, or courier or by overnight mail delivery, in writing to the party or its designated agent or representative at the address stated in the first paragraph of this Agreement or at another address designated by the party.

15. Counterparts and Execution

This Agreement and any Annexes may be executed in counterparts, each of which when so executed shall be deemed an original and all of which together shall constitute one and the same instrument. The counterparts of this Agreement may be executed by electronic signature and delivered by facsimile, scanned signature, or other electronic means by any of the parties to any other party and the receiving party may rely on the receipt of this Agreement so executed and delivered as if the original had been received.

16. Survival

Sections III, IV, and V of this Agreement and the payment obligations described in the Annex(es) shall continue notwithstanding the termination or expiration of the Agreement or any Annex(es).

17. Entire Agreement

This Agreement and attached Annex(es) constitute the entire and only Agreement between the parties respecting the subject matter hereof. Each party acknowledges that in entering into this Agreement it has not relied on any representation or undertaking, whether oral or in writing, save such as are expressly incorporated herein. Further, this Agreement may be modified only in a writing signed by the parties. Any purchase order provided by Client will be limited by, and subject to, the terms and conditions of this Agreement and any corresponding Annex. Additional or contrary terms, whether in the form of a purchase order, invoice, acknowledgement, confirmation or otherwise, will be inapplicable, and the terms of this Agreement will control in the event of any conflict between such terms and this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

MGT OF AMERICA CONSULTING, LLC

CITY OF LANSING



Name: Patrick J. Dyer

Name:

Title: Vice President

Title:

Date: 3/13/2023

Date:

FEIN: 81-0890071

ANNEX NO. 1 TO MASTER ENGAGEMENT AGREEMENT

This Annex No. 1 to Master Engagement Agreement (“Annex”) between MGT of America Consulting, LLC, (“MGT”), and the City of Lansing (“Client” or “City”), sets forth the parties’ understanding pursuant to which MGT shall provide the below-specified project-level Services to Client.

A. **SCOPE.** MGT shall provide to City the following services (“Services”):

1. A Citywide 2 CFR Part 200 central services cost allocation plan (“CAP”) based on actual costs for fiscal year 2022.

2. Negotiation of the CAP with representatives of the federal cognizant agency and/or the State, as required.

3. Explain calculation methods and assumptions used in the indirect CAP. This explanation may be written or verbal as requested by City.

4. Provide recommendations on methods to enhance indirect cost revenues.

B. **PERIOD OF PERFORMANCE.** The Services shall be performed, and the products of the services shall be delivered on the following schedule: Upon signature of this Annex, an initial draft of the deliverable will be provided to the City within 60 days, depending on availability of data from the City. The final deliverable will be delivered to the City 30 days after draft comments are received by MGT from the City.

C. **MGT STAFF MEMBERS.** Stephanie Farrell shall serve as Executive-in-Charge and point of contact for MGT under this Agreement.

D. **COMPENSATION.** Total fixed contract value of Annex 1 is of \$22,500 for the above Services.

E. **PAYMENT.** MGT shall submit one invoice for the total value after delivery of the final CAPs to City. Payment will be due within 30 days after correct invoice submission.

MGT OF AMERICA CONSULTING, LLC

CITY OF LANSING



Name: Patrick J. Dyer

Name:

Title: Vice President

Title:

Date: 3/13/2023

Date:

FEIN: 81-0890071



CITY OF LANSING

124 W. Michigan Ave
Lansing, MI 48933
(517) 483-4128

TO: MGT OF AMERICA LLC
4320 WEST KENNEDY BLVD STE 200
TAMPA, FL 33609

PURCHASE ORDER	
P.O. NUMBER	P088826
DATE	05/03/23
VENDOR I.D.	V038073
DELIVERY DATE	
FOB	
REQUISITION NO	PR017899
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

PHONE# (888) 302-0899 FAX#

DELIVER ITEMS TO:

FINANCE DEPARTMENT OPERATIONS
124 W MICHIGAN AVE 8TH FL
LANSING, MI 48933

Page 1 of 1

SEND INVOICE TO:

FINANCE DEPARTMENT OPERATIONS
124 W MICHIGAN AVE 8TH FL
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	FY2023 INDIRECT LABOR COST ALLOCATION PLAN SERVICES	22,500	LS	1.00	22,500.00
				TAX	0.00
				TOTAL	22,500.00

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. Goods other than those specified on this order must not be substituted or prices changed without authorization.
2. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantity is on back order or cancelled.

Deanne A. Rutland

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
FROM: Stephanie Robinson, Senior Buyer
DATE: May 8, 2023
SUBJECT: Sole Source Purchase –Most Dependable Fountains

Please include this Sole Source packet of information in your transmittal to Council as required by the Purchasing Ordinance Section 206.05.

In summary, the Purchasing Office processed the following Sole Source transaction:

Department: Parks & Recreation Department/PS Building Maintenance
Vendor: Most Dependable Fountains
Item Purchased: Three Water Fountain Replacements for Turner Dodge, Lot 56 & Museum Drive
Dollar Amount: \$ 22,500.00

Additional information pertaining to this purchase is attached for your information.

This letter is filed in accordance with the Purchasing Ordinance Section 206.05 (a) and (b).

sr

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: April 27, 2023

SUBJECT: Sole Source – Most Dependable Fountains Inc

The Parks & Recreation Department requests that Most Dependable Fountains Inc. be designated as a Sole Source for the procurement of three water fountain replacements at Turner Dodge House Lot 56.

Please see the attached letter from Brett Kaschinske regarding the request.

Based on the attached letter we recommend issuing a sole source purchase order to Most Dependable Fountains Inc , in the amount of \$ 15,225.00 for FY23 from account number 1013140.746401 per the request of the Parks & Recreation Department.

Attachment

Date: _____

Approved _____ Denied _____

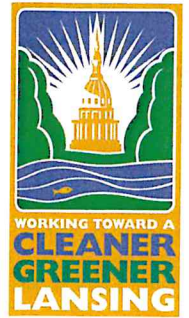
Andy Schor, Mayor



Andy Schor, Mayor

PUBLIC SERVICE DEPARTMENT

7th Floor City Hall
124 West Michigan Avenue
Lansing, Michigan 48933
(517) 483-4455
FAX: (517) 483-6082
www.lansingmi.gov/pubserv



MEMORANDUM

TO: Stephanie Robinson, Senior Buyer, City of Lansing

FROM: Building Maintenance/ Parks and Recreation

DATE: April 26, 2023

SUBJECT: Sole Source Request for Most Dependable Fountains, Inc. - Water fountain Replacements.

The Property Management Division would like to use Most Dependable Fountains INC. as a Sole Source Vendor to purchase drinking fountains for 3 locations, Turner Dodge, Lot 56, and Museum Drive in the amount of \$15,225.00. In 2020 the Building Maintenance Department researched and priced out water fountains and parts, to potentially have a standard design and style to use at all our public water fountain locations.

We have already replaced water fountains which have been purchased through MDF.

MDF is the only manufacturer that can produce the specific water fountain, that the Building Maintenance Department has already started to use in replacing any water fountains that need to be replaced. In addition to standard same style fountains, we can get all replacement parts, that can be used on all MDF fountains.

Therefore, it is requested that Most Dependable Fountains INC. at 5705 Commander Dr. Arlington, TN 38002 be selected as our Sole Source supplier for the purchase of water fountains, on this purchase and future purchases.

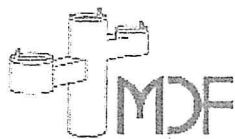
X 

Brett Kaschinske
Director, Parks and Recreation

4/26/23

Work Order.

Quote



**MOST DEPENDABLE
FOUNTAINS, INC.**
5705 Commander Dr. Arlington, TN 38002

Quote QTE67476
Date 2/28/2023
Page 1/1

Quoted by:

(901) 867-0039

Bill To: CITY OF LANSING
621 EAST HAZEL STREET
LANSING MI 48912

Ship To: CITY OF LANSING
CITY OF LANSING
621 EAST HAZEL STREET
LANSING MI 48912

Purchase Order No.		Customer ID		Shipping Method	Payment Terms	Req Ship Date	Master No.
		517-483-4262		FEDEX 85	NET 30	0/0/0000	132,444
Quantity	Item Number	Description		UOM	Discount	Unit Price	Ext. Price
1	10155 SMSS	10155 SMSS BOTTLE FILLER		EA	\$0.00000	\$4,575.00000	\$4,575.00
		GREEN					
1.000	MISC ITEMS	MISC ITEMS		EA	\$0.00000	\$0.00000	\$0.00
		BUILD WITH EXTERNAL FLANGE					

CURRENT PRODUCTION APPROX. 3 WEEKS
QUOTED BY CATHY TUTOR
please email PO to cathy@mostdependable.com
Thank you!

3X

Subtotal	\$4,575.00
Freight	\$500.00
Tax	\$0.00
Total	\$5,075.00

ONE YEAR WARRANTY. LABOR NOT INCLUDED
PRICES SUBJECT TO CHANGE WITHOUT NOTICE
CALIFORNIA SALES TAX IS SUBJECT TO CHANGE BASED ON SHIP TO ZIP CODE

\$15,225.00

Turner Dodge House
Lot 56
Museum Drive.



April 13, 2023

Most Dependable Fountains, Inc. is the sole supplier of the MDF outdoor drinking fountains, and parts.
Most Dependable Fountains, Inc. has an exclusive design that is not sold elsewhere.

Thank you,

A handwritten signature in black ink, which appears to read "Anita Beachum". The signature is fluid and cursive, with the first name "Anita" and last name "Beachum" clearly distinguishable.

Anita Beachum
National Sales Director
Most Dependable Fountains, Inc.

**CITY OF LANSING**

124 W. Michigan Ave
Lansing, MI 48933
(517) 483-4128

TO: MOST DEPENDABLE FOUNTAINS
PO BOX 587
5705 COMMANDER DRIVE
ARLINGTON, TN 38002-0587

PURCHASE ORDER	
P.O. NUMBER	P088828
DATE	05/03/23
VENDOR I.D.	V030236
DELIVERY DATE	
FOB	
REQUISITION NO	PR017901
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

PHONE# (901) 867-4008 FAX# (901) 867-4008

Page 1 of 1

DELIVER ITEMS TO:

PUBLIC SERVICE PROPERTY MANAGEMENT - HAZ
621 E HAZEL ST
LANSING, MI 48912

SEND INVOICE TO:

PUBLIC SERVICE PROPERTY MANAGEMENT
621 E HAZEL ST
LANSING, MI 48912

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	REPLACE 3 WATER FOUNTAINS TURNER DODGE LOT 56 MUSEUM DRIVE	3	LS	5,075.00	15,225.00
				TAX	0.00
				TOTAL	15,225.00

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. Goods other than those specified on this order must not be substituted or prices changed without authorization.
2. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantity is on back order or cancelled.

Devin A. Kunkland

THIS ITEM NOT AVAILABLE AT TIME OF PRINT



City of Lansing

OFFICE OF THE CITY ATTORNEY

James D. Smiertka, City Attorney

April 24, 2023

Kings Property LLC
3515 Walbri Drive
Bloomfield Hills, MI 48304

Re: Claim – 2306 E. Michigan

Dear Kings Property LLC:

Please be advised that the Claims Review Committee reviewed the claim you submitted in the amount of \$360.00 for a grass violation for property located at 2306 E. Michigan, Lansing, Michigan, and denied the claims you filed with the City of Lansing.

You do have the right to appeal the decision of the Claims Review Committee to the Lansing City Council. If you desire to do so, please submit your appeal in writing, within thirty (30) days of the date of this letter, to the Lansing City Clerk, 9th Floor, City Hall, Lansing, MI 48933, for placement on the Council's agenda.

If you have any questions concerning this matter, please contact this office.

Sincerely,

Venus Kumar

Venus Kumar
Paralegal

Claim: 1951

MAY 9'23 10AMCLERK

Appeal for Claim - 2306 E. Michigan Ave Lansing

Dear City Council -

This is Min from Kings Property LLC and I am appealing for the claim regarding 2306 E. Michigan Ave. The claim is in the amount of \$360 for a grass violation. As I mentioned to Claims Review Committee, after I received the violation letter, I reached out to my contractor Dallas Cole and he completed the grass cut and charged me for \$75. I don't have evidence such as before and after pictures. But I can bring him to the meeting with me. He is currently renovating the building for me to open a business later this year.

Thank you for your time.

 5/5/2023
Min Hu
Kings Property LLC

Claim: 1951

DATE: 2/24/2023

PPN: 33-01-01-14-305-422
 DATE SUBMITTED: 1/13/2023
 ADDRESS OF VIOLATION: 2306 E. Michigan Ave
 LISTED TAXPAYER OF RECORD: Kings Property LLC
 OTHER TAXPAYER OF RECORD:
 CLAIMANT: Kings Property LLC
 CLAIMANT'S ADDRESS: 3515 Walbri Dr.
 Bloomfield Hills, MI 48304
 TYPE OF ACTIONS CONTESTED: Grass Mowing
 VIOLATION DATE: 9/20/2022
 NOTIFICATION DATE: 9/20/2022
 2ND NOTICE ASSESSMENT DATE:
 AMOUNT OF ASSESSMENT: \$360.00 + \$75.00 2nd notice
 fee
 CONTRACTOR NAME - INVOICE NO. - DATE: Tomlinson 22-G0023
 10/24/2022
 AMOUNT OF CLAIM: \$360.00

1951

4/13/23

10:45am

ADDITIONAL ACTIONS CONTESTED:
 VIOLATION DATE:
 NOTIFICATION DATE:
 2ND NOTICE ASSESSMENT DATE:
 AMOUNT OF ASSESSMENT:
 CONTRACTOR NAME - INVOICE NO. - DATE:
 AMOUNT OF CLAIM:
 MEMO DATE - INVOICE NO.:

HISTORY:	Trash Removal 4/05/2022	Grass Violation 6/28/2022	Grass Mowing 9/20/2022
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CITATIONS IN PREVIOUS YEAR:	Trash 3/02/2021	Grass Mowing 6/24/2021
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CLAIMANT'S CIRCUMSTANCES: See Attached

CODE OFFICER'S NOTES: This property was cited for a grass violation on 9/20/2022 with a compliance due date of 9/27/2022. The officer rechecked the property on 10/10/2022 the property was still in violation it was then submitted to the contractor to abate. The contractor arrived on 10/24/2022 the property was still in violation the contractor mowed and weed whipped the property. This office recommends denial of the claim.

RECEIVED JAN 13 2023



City of Lansing

OFFICE OF THE CITY ATTORNEY

1951

Claims Review Committee Form

(Commonly including: Grass, Trash, Weeds and Board-Up Violations)

NAME: Kings Property LLC DATE: 1/11/2023
MAILING ADDRESS: 3515 Walbridge Dr. EMAIL: janethumun@yahoo.com
CITY: Bloomfield Hills STATE: MI ZIP CODE: 48304
TELEPHONE: Home () 734-276-0802 Work () 734-276-0802

Please provide the following information on the incident(s) for which you are filing a claim. WE MAY NOT BE ABLE TO PROCESS YOUR CLAIM IF YOU DO NOT PROVIDE ALL OF THE INFORMATION BELOW.

ADDRESS: 2306 E Michigan Ave Lansing PARCEL NO. 33-01-01-14-305-422
DATE OF INCIDENT: 12/12/2022 AMOUNT YOU WERE BILLED: 360⁰⁰
TOTAL AMOUNT YOU ARE CONTESTING: 360⁰⁰
TYPE OF ASSESSMENT: Grass and Weeds - Admin Fee & Contractor C

Please give a detailed description of the circumstances surrounding the incident, including why you feel the City should not have charged you this fee. You may attach additional pages or documentation to this form as needed.

I received an mail from City of Lansing for a bill of \$360⁰⁰ related to grass and weeds - Admin fee and Contractor C.
I called city Lyma from public service said the charge is related to the violation back to Sept and job was done in late Oct. However, I have hired my own contractor to remove the weeds in Oct, and he confirmed that no one had done anything when he was there, so I don't believe that I should be charged. I have text message as evidence of my own contractor done the job. I paid him \$75⁰⁰ and I also paid a

A description of the claims review process is available on our website at: <https://www.lansingmi.gov/211/Claims-Against-Lansing>

penalty of \$75⁰⁰ from the city back in Dec.



CITY OF LANSING

316 N. CAPITOL SUITE C2

Lansing, MI 48933

Ph: (517) 483-4361

Fax: (517) 377-0100

DUE DATE: 01/11/2023

INVOICE

12/20/2022

TOTAL AMOUNT DUE

\$ 360.00



Bill To:

KINGS PROPERTY L L C

46616 PINEHURST CIR

NORTHVILLE, MI 48168

Invoice Number	Record No.	Address	Amount Due
00213977	E22-09816	2306 E MICHIGAN AVE	\$360.00
12/12/2022			
Grass and Weeds - Admin Fee			
Grass and Weeds - Contractor C			
TOTAL DUE:			\$360.00

Questions regarding this invoice: Contact CODE COMPLIANCE at 517.483.4361

Payment Information:

- Make checks payable to: City of Lansing
- Mail payments or pay in person at:
City of Lansing Treasurers Office
124 W Michigan Ave 1st Fl
Lansing MI 48933
- In order to assure proper credit, please send the top portion of this bill along with your payment.
- Payment in full is due within 30 days from the billing date
- Any unpaid balance remains as a lien against this property and will be added to the next property tax bill.

July x Oct

Appeals Process:

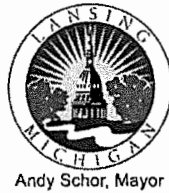
If you intend to appeal this nuisance fee, you or your agent must file a written protest with the Claims Review Committee within 30 days after the nuisance fee is placed on the July or December Tax Roll. Claims forms are available in the City Attorney's Office and the City of Lansing's web address: www.lansingmi.gov. Return completed claim to: Lansing City Attorney's Office, 124 West Michigan Ave 5th Fl, Lansing, MI 48933

Other Information:

- July property taxes are due and payable on or before August 31st. December property taxes are due and payable on or before February 14th.
- For Red Tag Monitoring Fees Only – invoices not paid within 30 days are subject to a 5% penalty which will be applied on the 31st day.

By Authority of the Lansing City Council - Ordinance Numbers 655, 676, 1060.08 and 1460.04

Payments may be made online or in person Monday thru Thursday 8:00 a.m. - 4:30 p.m., at the above address or by mail



Andy Schor, Mayor

ECONOMIC DEVELOPMENT & PLANNING
CODE ENFORCEMENT OFFICE

22-G0023

owner called she stated our contractor did not do the work her contractor did I told her we have before and after pictures showing the property was in violation she was going to get with her contractor she is out of town everything is delayed she received the notice and sent her contractor to mow when I told her we were there on 10/10 she std her contractor mowed it on iether 10/11 or 10/12 so there was nothing for us to mow on 10/24 I informed her the pictures show the property out of compliance/lmp owner has filed a claim prev for this property 7/18/22



Economic Development & Planning Code Enforcement Office

316 N. Capitol, Ste C-1, Lansing, MI 48933-1238
(517) 483-4361 FAX (517) 377-0100

GRASS AND WEEDS CORRECTION NOTICE

KINGS PROPERTY L L C
46616 PINEHURST CIR
NORTHVILLE, MI 48168

Violation date: 09/20/2022

Violation Location: 2306 E MICHIGAN AVE

Parcel No: 33-01-01-14-305-422

Compliance Due Date: 09/27/2022

You are hereby notified that this Office has found a violation of the City of Lansing Housing Code Section 302 EXTERIOR PROPERTY AREA at the above referenced location.

Description

Grass & Weeds: Entire Yard Grass and weeds must be below the 8" maximum allowed length.

Under Section 107.7, any person with a legal interest, who receives or has actual or constructive notice, may appeal the violation and compliance order. Appeals under Section 302.4 shall be filed in writing to the Office of the Manager of Code Enforcement within 3 days after the compliance due date.

Any Premises or portion thereof on which there exists growth of grass and/or weeds exceeding eight inches in height located anywhere on the premises - which includes but not limited to front, side, rear, back yard, driveway, next to fences, between curb and sidewalk or next to vehicles - shall be deemed , and hereby declared to be a substandard premises and is subject to abatement pursuant to Section 302.4 of the Lansing Housing Code.

Failure to comply by the compliance due date will leave no alternative but to have the work completed by our contractor. All costs incurred, which consist of the contractors fees plus \$265.00 City service charge, shall be charged to you as an assessment against your property. **Please be advised that, in an effort to discourage repeat offenses of this nature, the City will assess graduated fees from \$75.00 to \$300.00 for each time there is an additional premise violation at the violation address above during this calendar year.**

If you have any questions or concerns about complying within the time indicated, you may contact me Monday through Friday between the hours of 8-9 - AM or 12-1 - PM

Pursuant to Section 107.2 of the IPMC, you have the right to appeal this notice of violation. In accordance with Section 106.3 any action taken by the City on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

Officer: Chris Breiter (517) 483 4379 Chris.Breiter@lansingmi.gov



Economic Development & Planning Code Enforcement Office

316 N. Capitol, Ste C-1, Lansing, MI 48933-1238
(517) 483-4361 FAX (517) 377-0100

GRASS AND WEEDS CORRECTION NOTICE

Occupant
2306 E MICHIGAN AVE
LANSING, MI 48912

Violation date: 09/20/2022

Violation Location: 2306 E MICHIGAN AVE

Parcel No: 33-01-01-14-305-422

Compliance Due Date: 09/27/2022

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Andy Schor, Mayor

Economic Development & Planning Code Enforcement Office

316 N. Capitol, Ste C-1, Lansing, MI 48933-1238
(517) 483-4361 FAX (517) 377-0100

Weeds Authorization Form

Submitted to: David B Tomlinson on 10/10/2022

TAXPAYER: KINGS PROPERTY L L C, 46616 PINEHURST CIR NORTHVILLE, MI 48168

Location of Work:

Enf Num: E22-09816

Address: 2306 E MICHIGAN AVE

Lot No:

Description:

Parcel No: 33-01-01-14-305-422

Violation:

Grass & Weeds: Entire Yard Grass and weeds must be below the 8" maximum allowed length.

Estimated Time required to complete work: 1

Warning Comment:

weeds around building and lot.

Submitted By: Chris Breiter (517) 483 4379

This action is authorized by the Manager of Code Compliance

Document's Author: CBreiter Date Created: 10/10/22 11:12 AM



Nuisance Fees
City of Lansing Treasurers Office
124 W Michigan Ave 1st Floor
Lansing, MI 48933
Ph: (517) 483-4361 Fx: (517) 377-0169

Nuisance Fee Billing Statement

Date Created: 12/12/2022

Due Date: 01/11/2023

Pay Invoice In Full



KINGS PROPERTY L L C
46616 PINEHURST CIR
NORTHVILLE MI 48168

Inv Number: 00213977

Parcel: 33-01-01-14-305-422

Address: 2306 E MICHIGAN AVE

Parcel: 33-01-01-14-305-422

Bill Detail

Invoice Number	Date of Service	Enforcement Num	Address	Amount Due
00213977		E22-09816	2306 E MICHIGAN AVE	\$360.00
Fee Details:				Balance
	Quantity	Description		
	1.000	Grass and Weeds - Admin Fee		\$ 265.00
	95.000	Grass and Weeds - Contractor Cha		\$ 95.00
Total Amount Due				\$ 360.00

Questions regarding this invoice: Contact **CODE ENFORCEMENT** at 517.483.4361

Payment Information:

- Make checks payable to: City of Lansing
- Mail payments or pay in person at:
City of Lansing Treasurers Office
124 W Michigan Ave 1st Fl
Lansing MI 48933
- In order to assure proper credit, please send the top portion of this bill along with your payment.
- Payment in full is due within 30 days from the billing date
- Any unpaid balance remains as a lien against this property and will be added to the next property tax bill.

Appeals Process:

If you intend to appeal this nuisance fee and it is attached to your tax bill, you or your agent must file a written protest with the Claims Review Committee within 30 days after the nuisance fee is placed on the July or December Tax Roll. Claims forms are available in the City Attorney's Office and the City of Lansing's web address: www.lansingmi.gov. Return completed claim to: Lansing City Attorney's Office, 124 West Michigan Ave 5th Fl, Lansing, MI 48933

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By Authority of the Lansing City Council - Ordinance Numbers 655, 676, 1060.08 and 1460.04

Payments may be made online or in person Monday thru Friday 8:00 a.m. - 4:30 p.m., at the above address or by mail

Date work completed: 10-24-22

From:
David Tomlinson
2500 Pinch Hwy.
Charlotte, MI 48813

Bill To:
City Of Lansing
Office of Code Compliance
316 North Capitol Avenue
Lansing, MI 48933-1238

Vendor Number: V001476

Purchase Order No: 87992

Location Description:

Violation Type:	Grass and Weeds
Invoice Number:	22-G0023
Work Authorized:	Entire Lot
Location:	2306 E MICHIGAN AVE
Parcel Number:	33-01-01-14-305-422

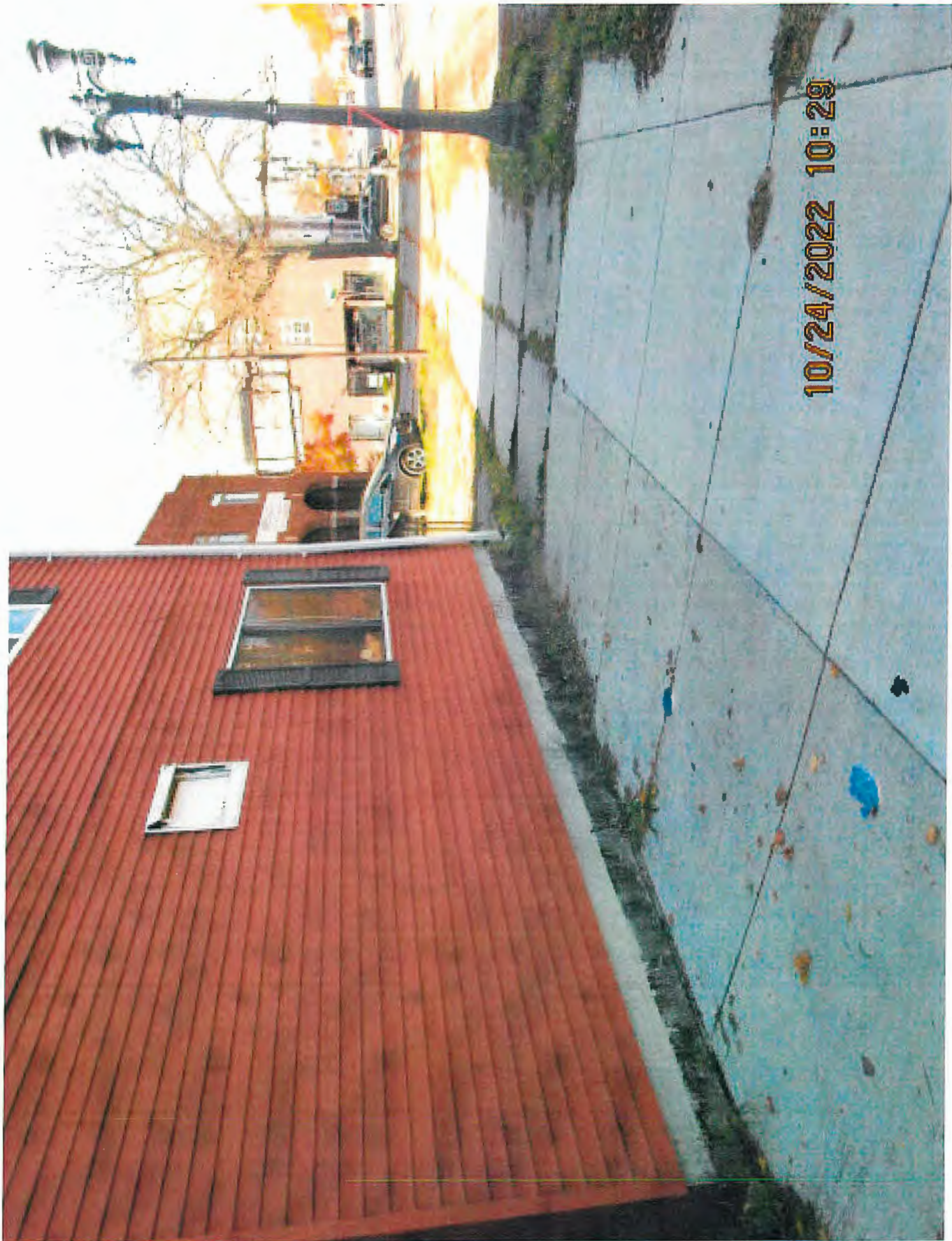
Mowing Done by Tomlinson

TOTAL INVOICE \$95.00









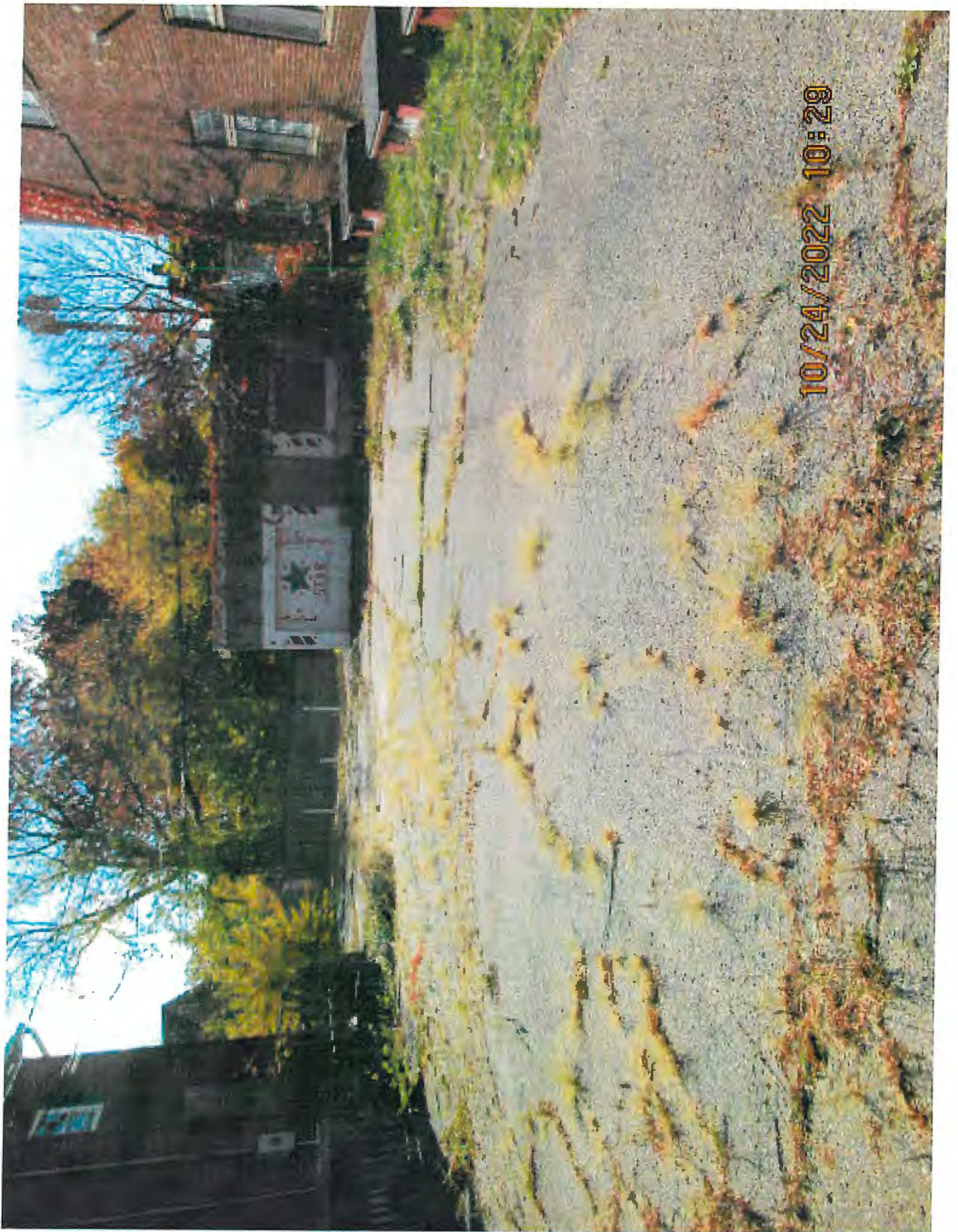


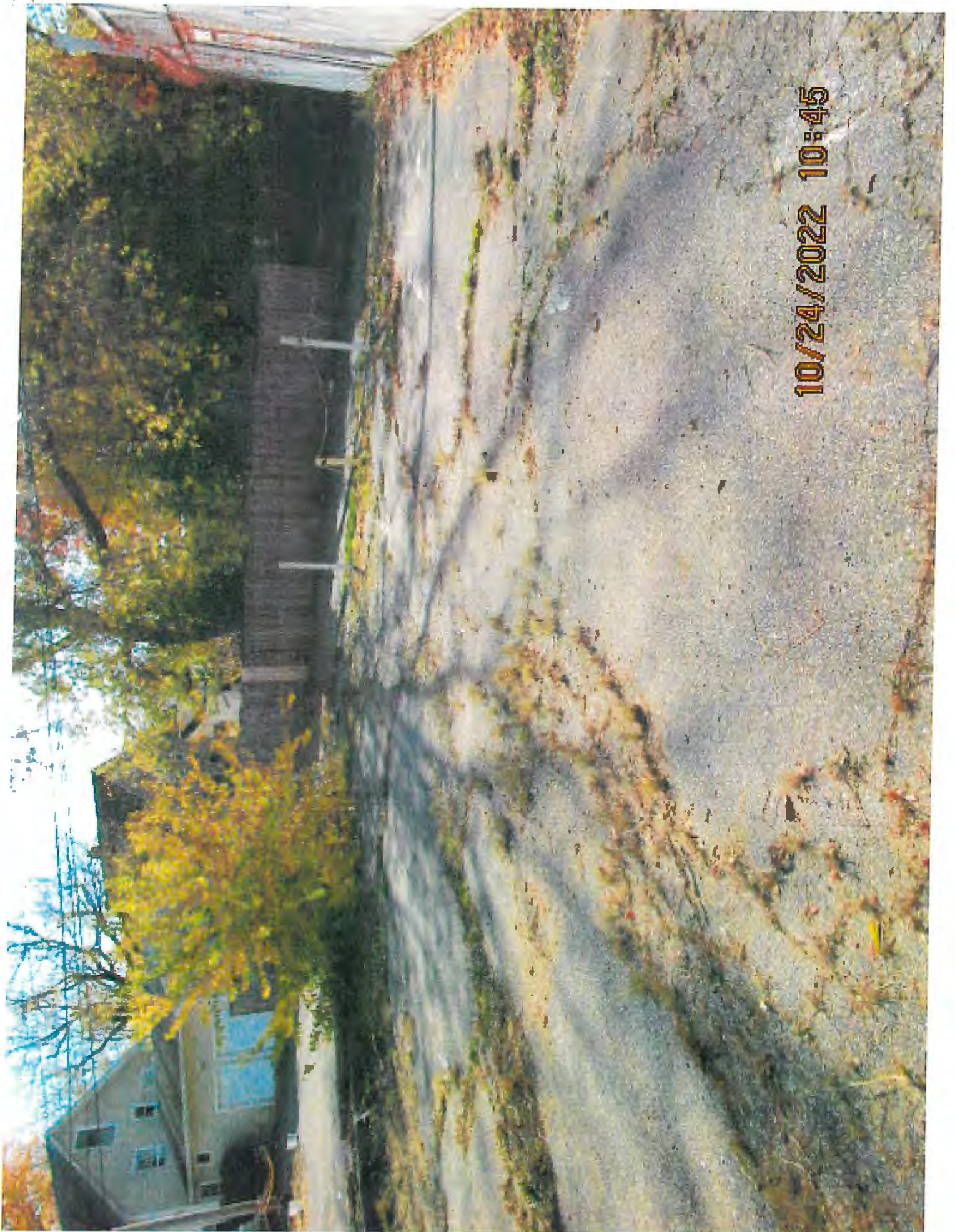


10/24/2022 10:45









You will not be called to speak unless all required blanks on this form are completed.



Public Comment on City Government Matters Registration

*The City of Lansing welcomes and encourages public comment relating to City Government Related Matters. In order to facilitate public input, you **MUST** complete this card and submit it to the City Clerk or City Clerk Staff prior the close of registration as announced by the City Clerk.*

Each member of the public who has registered to speak will have up to a total of three minutes to address Council on City Government Related Matters that concern them. A **City Government Related Matter** is an issue or topic relevant to the operation or governance of the City.*

Topic(s) to be addressed Budget

Name (print) Jody Washburn E-Mail (optional) _____

Address (street, city, zip) _____

Company or organization represented, etc. (if applicable) _____

Signature _____

- Public speakers will be called by the City Clerk. When the City Clerk recognizes you, please proceed to the speaker's podium and speak directly and clearly into the microphone. Do not touch the microphone.
- Direct your comments to the Council President.
- No speaker called upon to speak shall by speech or conduct disturb, disrupt, delay, interfere with, or otherwise impede the orderly conduct of the Council meeting.
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- Questions raised during public comment may or may not be answered by the President, another Council Member, the Mayor, or member of the City Staff during the meeting.
- Time limit to address the council on legislative matters is **3 Minutes***.
- Spokespersons for a group or shared viewpoint are encouraged; however, a speaker's time limit may not be increased through assignment of someone else's time or opportunity to speak.
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- The City Council conducts its open meetings in an orderly manner in accordance with the Open Meetings Act. Council meetings will not be conducted as interactive forums or "town meetings."

Thank you for your involvement and interest in our City,
Chris Swope, Lansing City Clerk, MiPMC / MMC

** The Presiding Officer may reduce the amount of time for each speaker if he or she determines that the number of registered speakers is so numerous that the meeting cannot be timely concluded without a reduction in the time allocated for each speaker.*

Persons with disabilities who need an accommodation to fully participate in this meeting should contact the City Clerk's Office at (517) 483-4131 (TDD (517) 483-4479). 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

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Topic(s) to be addressed Budget

Name (print) Erica Lynn E-Mail (optional) _____

Address (street, city, zip) _____

Company or organization represented, etc. (if applicable) _____

Signature E. Lynn

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Topic(s) to be addressed Budget dissatisfaction

Name (print) Nick Szabo E-Mail (optional) nick.szabo@gmail.com

Address (street, city, zip) 411 W Willow Ave. Lansing, MI

Company or organization represented, etc. (if applicable) Decentralize Lansing

Signature Nick Szabo

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Topic(s) to be addressed Budget

Name (print) M. H. Lynn E-Mail (optional) _____

Address (street, city, zip) _____

Company or organization represented, etc. (if applicable) _____

Signature [Handwritten Signature]

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