REGULAR MEETING OF
BOARD OF PUBLIC SERVICE
NOVEMBER 9, 2023

PRESENT: Thomas Hickson, Nancy Mahlow, Jon Scott, Samara Morgan, and Ronald Wilson

ABSENT: Hugh McNichol, and Jason Wilkes

STAFF: Joseph Castillo, Andrew Kilpatrick, and Nicole McPherson

VISITORS: None

1) CALL TO ORDER:

In Chair Hickson absence, Ms. Mahlow called the meeting to order at 11:36 a.m., at the City of Lansing Wastewater Treatment Plant.

a. Roll Call
b. Excused Absences: Hugh McNichol, and Jason Wilkes

2) ADJUSTMENTS/APPROVAL OF THE AGENDA:

Ms. Mahlow requested approval of the agenda, Mr. Wilson moved, Mr. Scott seconded, MOTION CARRIED UNANIMOUSLY, to approve the agenda, as submitted.

3) APPROVAL OF BOARD MINUTES:

September 14, 2023
Ms. Mahlow requested approval of the minutes, Mr. Wilson moved, Ms. Morgan seconded, MOTION CARRIED UNANIMOUSLY, to approve the minutes, as submitted.

4) CITIZEN COMMENTS: None

5) DIRECTOR'S REPORT:

11:40 a.m. Chair Hickson arrived and continued to chair the meeting.

Director Kilpatrick reported on the following: charter commission, public safety complex, budget, deficit, public right of way, permit requirements, streets, sewers, and yard waste.

12:00 p.m. Director Kilpatrick left.

6) ACTION ITEMS:

The proposed 2024 Board of Public Service meeting schedule. Ms. Mahlow moved to approve, Mr. Wilson seconded, MOTION CARRIED UNANIMOUSLY, to approve the schedule.

The proposed 2024 Division Reporting schedule. Mr. Wilson moved to approve, Ms. Mahlow seconded, MOTION CARRIED UNANIMOUSLY, to approve the schedule.

Traffic Requests:
Engineering Report #22-01 Parking Regulation Removal Request: Spencer Street
Request was made to remove the existing "No parking 7 a.m. to 4 p.m. School days" parking prohibition along the east side of Spencer Street from Michigan Avenue to Ottawa Street. After a required petition was received, the Transportation and Non-Motorized Section recommends removing the restricted parking. Mr. Wilson moved to approve, Ms. Mahlow seconded, MOTION CARRIED UNANIMOUSLY, to approve.

Engineering Report #22-12 Parking Regulation Request: 1600 Block East Kalamazoo Street
Allen Neighborhood Center made a request to restrict parking along the north side of the 1600 block of East Kalamazoo Street. Afte review, the Transportation and Non-Motorized Section recommends parking restrictions of two-hour parking from 8 a.m.-6 p.m. Monday through Friday and to provide a designated loading/unloading zone. Mr. Wilson moved to approve, Ms. Mahlow seconded, MOTION CARRIED UNANIMOUSLY, to approve.

Engineering Report #23-03 Parking Regulation Request: Gary Avenue
Request was made to prohibit parking along the east side of the street from Douglas Avenue to the southern dead end of the street. After reviewing the Transportation and Non-Motorized Section recommends the prohibition based on the no parking signs were missing and no parking was supposed to be on one side of the street. Mr. Wilson moved to approve, Mr. Scott seconded, MOTION CARRIED UNANIMOUSLY, to approve.

Engineering Report #23-08 Parking Regulation Request: 100 West Michigan Avenue
Request was made by City staff to remove the handicap reserved parking space along the north side of Michigan Avenue west of the City Hall garage driveway. After conducting a review and finding that the space is not ADA compliant the Transportation and Non-Motorized Section recommends removing the space and converting two spaces for curbside loading/unloading. Mr. Wilson moved to approve, Mr. Scott seconded, MOTION CARRIED UNANIMOUSLY, to approve.

Engineering Report #23-09 Traffic Control Request: Brighton Drive and Alpine Drive/Tennyson Lane
Cityworks Request #152145 requested a traffic review at the intersection of Brighton Drive and Alpine Drive/Tennyson Lane. After conducting an investigation, the Transportation and Non-Motorized Section recommends removing existing yield signs on Alpine Drive and Tennyson Lane at Brighton Drive and replace with stop signs. Ms. Mahlow moved to approve, Mr. Scott seconded, MOTION CARRIED UNANIMOUSLY, to approve.

7) REPORT OF OFFICERS:

Engineering Division: A written report was distributed.

Ms. McPherson gave a brief overview of the report. Discussion and questions followed.

Property Management Division: A written report was distributed.

Mr. Castillo gave a brief overview of the report. Discussion and questions followed.

8) UNFINISHED BUSINESS: None

9) NEW BUSINESS: None

10) COMMUNICATIONS AND INFORMATION ITEMS:

Slip and Fall article was discussed relating to liability. The chair requested it remain on the agenda for further discussion/review. Will move it to Unfinished Business under the Agenda.

11) ITEMS FOR THE SUSPENSION OF THE RULES: None

12) ADJOURN:

The meeting adjourned at 12:43 p.m.

Respectfully submitted by,
Janette Tate, Recording Secretary