

AGENDA

Committee on Ways and Means AGENDA FOR MARCH 7, 2024 AT 3:00 PM



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

To provide input or ask questions on any item that is listed on the agenda,
members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting.
view on: <https://www.youtube.com/@lansingcitycouncil4446/streams>

Council Member Spadafore, Chairperson
Council Member Carter, Vice Chairperson
Council Member Brown, Member

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
 - A. February 1, 2024
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Discussion/Action:**
 - B. RESOLUTION - Workers Compensation Settlement; Claim #WC 2876-21-0003758
 - C. RESOLUTION - Grant Acceptance; National League of Cities (NLC) Cities Addressing Fines & Fees Equitably Initiative (CAFFE) Faculty Advisor Grant for the Office of Financial Empowerment
 - D. RESOLUTION - Grant Acceptance; Michigan Natural Resources Trust Fund (MNRTF) Grant; Frances River Lot Deck Improvements
6. **Other**
7. **Adjourn**

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

DRAFT



MINUTES
Committee on Ways and Means
Thursday, February 1, 2024 @ 3:00 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Spadafore called the meeting to order at 3:00 p.m.

PRESENT

Council Member Peter Spadafore, Chair
Council Member Tamera Carter, Vice Chair
Council Member Jeffrey Brown, Member

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Lisa Hagen-Lawrence, OCA
Greg Venker, OCA
Emily Linden, Council Internal Auditor
Jake Brower, Chief Strategy Officer
Desiree Kirkland, Finance Director
Zach McElroy, Mayor's Office

Minutes

Council Member Spadafore passed the gavel to Council Member Carter

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE MINUTES OF DECEMBER 11, 2023. MOTION CARRIED 3-0.

Council Member Carter passed the gavel to Council Member Spadafore

Public Comment

No public comment at this time.

Discussion/Action:

RESOLUTION – Worker Compensation Settlement; Claim #WC2062876-01143

Ms. Hagen-Lawrence summarized the worker compensation settlement claims handled by a third party, and explained why the redacted memo is submitted to prevent personal confidential information on the claimant.

DRAFT

Council Member Brown asked if Council makes the determination if City is liable before 3rd party. Ms. Hagen-Lawrence noted the third party makes the determination, and Council approves the recommended settlement. OCA also reviews the files and meets with the quarterly with the third party.

MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE RESOLUTION FOR THE WORKERS COMPENSATION CLAIM WC2062876-01143. MOTION CARRIED 3-0.

Ms. Hagen-Lawrence asked if the questions needed to be answered, and Council Member Spadafore confirmed. Ms. Hagen-Lawrence stated Council did pass a previous resolution, after that a new medical need came in on this, so this is a recommendation for a new settlement amount. The claimant will not return to work, is on duty-disability retirement, was not offered another job, claimant unable to work after incident, will qualify for duty disability, and this is a complete and full redemption.

DISCUSSION- Workers Compensation Settlement; Claim #2876-21-0002849

MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE RESOLUTION FOR THE WORKERS COMPENSATION CLAIM WC 2876-21-0002849.

Ms. Hagen-Lawrence noted that the claimant will not return to work, was not offered another job, this does not apply towards duty disability, is not at the time where they can collect retirement and this will be a full and complete redemption for the city.

MOTION CARRIED 3-0.

RESOLUTION – Grant Acceptance; Revitalization and Placemaking (RAP) Grant Amendment #1

Mr. Brower stated they were previously awarded the grant for an additional million on top of the original of \$6 million and so they are now asking Council to accept the grant amendment, and this will fund 4 projects; CAPH Walter French, DLI Macatto Club at Knapps building, Landbank Row Housing 9 condo units, and balcony renovations at the Lansing Center.

Council Member Brown asked about the Walter French site and securing funds with the City and the owner; exactly where the funding amounts were determined, along with how all four (4) of these projects were determined. Mr. Brower stated the initial application spoke to the eligible projects that aligned with grant appropriation as existed. The City submitted applications with these partners, and it is a 50% match. Grant is up to 50% of grant project of max of \$5 million. Mr. Brower noted that the Walter French project is also getting other sources because it is a \$40 million project. Overall the City is not contributing to the match, the other agencies have their own sources. Council Member Brown asked how their projects were chosen and Mr. Brower stated he was not here when those projects were chosen. He was also asked what the eligible activities are, specifically asking if the Macatto project would cover only facilities or the business reimbursements. Mr. Venker explained that RAP focus on physical improvements, not for programming expenses. Council Member Brown asked again if there were fixtures and the business moved, can they take those fixtures with them. Council Member Spadafore explained the grant is for physical infrastructure.

Council Member Spadafore asked what part of the projects were increased with this change in the grant. Mr. McElroy confirmed all projects increased.

DRAFT

MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE RESOLUTION FOR THE GRANT ACCEPTANCE FOR REVITALIZATION AND PLACEMAKING (RAP) GRANT. MOTION CARRIED 3-0.

PLACE ON FILE – Sole Source Purchase; LPD Flock Group; License Plate Recognition Cameras

Council Member Spadafore explained the sole source process through purchasing, and per the purchasing ordinance there is a bidding process. In 2024 the internal auditor will review and evaluated the ordinance and contract and report to the Committee. The auditor will determine if the sole source is eligible, approve it but changes should be made before the next time it is purchases, or ask the staff to come to Committee to speak to the purchase and issues.

Ms. Linden stated in this case Flock Group is the sole manufacture, and therefore the purchase meets requirements and she recommended for approval.

Council Member Brown asked Ms. Linden how she reviewed the purchase and what her rating system was. Ms. Linden stated she could provide the Committee with the ordinance that speaks to the qualifications, but one criteria has been bet, and they do not have to meet all of them. In this case this is the only camera available that is compatible with the current City software. Ms. Hagen-Lawrence read the criteria in the ordinance.

Ms. Boak stated she will have the ordinance in the Committee folders for all future Sole Sources.

MOTION BY COUNCIL MEMBER CARTER TO PLACE ON FILE. MOTION CARRIED 3-0.

PLACE ON FILE – Sole Source Purchase; LPD DJ's Auto Sales

Ms. Linden stated in this case that there are specific vehicles needed for special operations, and according to LPD they searched within 30 miles and this dealership met their criteria and needs. Ms. Linden recommended approval of the sole source.

Council Member Brown asked the OCA, if even with the recommendations of the internal auditor, what authority does Council have to reject or deny the sole source. Mr. Venker stated that everyone is bound by what is stated in the sole source ordinance and there is an obligation to notify Council if it is followed. If a contract is duly entered into, there is no duty under sole source to break that. Council Member Brown asked for clarity on if Council does not agree, then there is nothing in the ordinance to stop a contract from being executed, and Mr. Venker confirmed. If the process is followed there is nothing, if Council does disagree after the fact, that does not open a new avenue of action.

MOTION BY COUNCIL MEMBER CARTER TO PLACE ON FILE. MOTION CARRIED 3-0.

PLACE ON FILE – Sole Source Purchase; Public Service; Kennedy Industries Inc – Dry Pit Sewage Pump

Ms. Linden confirmed that Kennedy Industries is the exclusive authorize sales, and distribution and service in lower Michigan. Because of these they meet requirements and she recommended approval to the Committee.

Council Member Brown asked Ms. Linden what she is looking at when she makes her recommendations. Ms. Linden stated she works with the departments and confirms on behalf of Council they are the only authorized dealer.

MOTION BY COUNCIL MEMBER CARTER TO PLACE ON FILE. MOTION CARRIED 3-0.

DRAFT

PLACE ON FILE- Sole Source Purchase; Finance Department; Plante Moran for E-Filing and Print/Mail Services

Ms. Linden noted that per the department Plane Moran does have historical expertise with the City in this service. There were errors in the contract that were brought to the attention of the department; contract should be 12/31/2023 and April 2024, and contract was dated 12/1 however the work has not been started. Since the filing deadline is March 1, 2024, Ms. Linden recommended approval, however encouraged Finance in the future to put this out to bid because there are other companies that can do the work. Ms. Kirkland confirmed they will look to search for the service earlier next year, but in the past it has been Plante Moran.

MOTION BY COUNCIL MEMBER CARTER TO PLACE ON FILE. MOTION CARRIED 3-0.

OTHER

No

ADJOURN

Adjourned at 3:32 p.m.

Submitted by,

Sherrie Boak, Recording Secretary,
Lansing City Council

Approved by the Committee on



City of Lansing

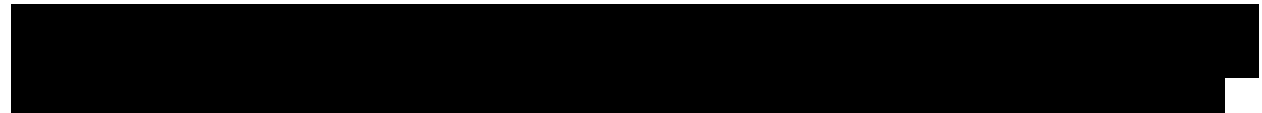
OFFICE OF THE CITY ATTORNEY

TO: Ways and Means Committee

FROM: F. Joseph Abood, Chief Deputy City Attorney

DATE: February 13, 2024

RE: WC Settlement 2876-21-0003758, Privileged and Confidential



CompOne Administrators, Inc. has evaluated this claim for settlement. We have negotiated a settlement of \$24,900.00 to release all past, present, and future claims against the City of Lansing.

The Mayor, the Law Department and the Department of Human Resources support the recommendation for settlement and the Department of Human Resources advises that funds are available in the Workers Compensation Claims account. We are requesting your approval of the redemption of this case.

Please contact this office as soon as possible with any concerns you may have regarding the redemption of this claim.

cc: Elizabeth O'Leary, Human Resources Director
Kathy Woodman, Health & Wellness Administrator

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 2876-21-0003758, involving alleged work related injuries/illnesses; and

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 of twenty four thousand nine hundred (\$24,900.00) in exchange for a complete redemption and release of the City from any past, present, and future liability regarding any alleged injuries/illnesses whatsoever; and

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 of twenty four thousand nine hundred (\$24,900.00) 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.



CITY OF LANSING

INTERNAL AUDITOR

124 W MICHIGAN AVE FL 10

LANSING MI 48933-1605

(517) 483-4159

Date: February 22nd, 2024
To: Committee on Ways and Means
From: Emily Linden, Internal Auditor
Subject: CAFFE Faculty Advisor Grant

Overview

- Department: Neighborhoods and Citizen Engagement – Office of Financial Empowerment
- Grant Name: Cities Addressing Fines and Fees Equitably (CAFFE) Faculty Advisor
- City Contact: Amber Paxton
- Award Date: July 30, 2023
- Grant Cycle: January 23, 2023-June 30, 2024
- Amount: \$10,000
- One-time money
- No City match required

Eligible Uses

- This money is to offset costs and support the faculty advisor to the program (Amber Paxton).
 - Paying for technical support specific to the program
 - Time, travel, and logistical costs to attend cohort meetings, convenings, and site visits.
 - Other activities that support the National League of Cities and the CAFFE cohort cities.

Other Notes

- CAFEE is a program of the National League of Cities.
- The City received a \$40,000 grant in 2019 through this program for a two-year pilot focused on helping Lansing citizens with driving while license suspended debt.
 - That program was successful leading the National League of Cities to reach out asking if Amber Paxton would serve as a faculty advisor to the 2023-2024 cohort of grant recipients.
 - Director Paxton was unaware that this stipend grant was involved before receiving the MOU on November 9th, 2023.
 - Director Paxton then asked them to sign the MOU first and send back to the City – a signed version was received by the City on January 15, 2024.



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE:

GRANT NAME: Cities Addressing Fines & Fees Equitably (CAFFE) Faculty Advisor

DEPARTMENT: Neighborhoods & Citizen Engagement (OFE)

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Amber Paxton amber.paxton@lansingmi.gov

APPLICATION DATE: N/A

AWARD DATE: July 30, 2023

GRANT CYCLE: January 23, 2023 – June 30, 2024

Check One: ☐ Annual ☒ One-Time

FUND AMOUNT: \$10,000.00 (Breakdown below should total this amount)

GOODS & SERVICES \$

PERSONNEL \$

CONSTRUCTION \$

LAND \$

OTHER (Misc operating) \$ 10,000.00 to support Faculty Advisor participation

CITY MATCH (IF APPLICABLE): \$ N/A

GRANT PAYS FOR: Providing technical assistance, defraying travel and logistical costs to the CAFFE Initiative convening and/or site visits, and other activities that support National League of Cities and the CAFFE cohort cities.

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

Cities Addressing Fines & Fees Equitably is a program of the National League of Cities (NLC). We received a grant of \$40,000 in 2019 for a two-year pilot where we focused our work on helping people with Driving While License Suspended Debt. NLC asked OFE Director Amber Paxton to serve as a Faculty Advisor to the 2023-2024 cohort. The \$10,000 grant is to offset any cost of time, travel and other expenses related to serving as faculty.

As noted on the MOU, Director Paxton was not aware there was a stipend until receiving the MOU on November 9, 2023. We asked them to sign first and send to us and received the signed version on January 15, 2024.

CITIES ADDRESSING FINES AND FEES EQUITABLY (CAFFE)

Memorandum of Understanding

Between

National League of Cities Institute

and

Amber Paxton CAFFE Faculty
Faculty Advisor

PURPOSE

This Memorandum of Understanding (MOU) sets forth the terms of participation and understanding between the National League of Cities Institute (NLCI) and Amber Paxton (CAFFE Faculty) as part of NLCI's *Cities Addressing Fines and Fees Equitably (CAFFE) Initiative*, beginning January 23, 2023, through June 30, 2024 (the project term).

NOTE: Received this
MOU Nov 9, 2023, received signed 1/15/24.

BACKGROUND

With support from and in collaboration with JPMorgan Chase Foundation, NLCI's CAFFE Initiative aspires to improve the financial stability of residents who are at risk of losing income and assets, and (re)entering the judicial system due to unpaid debt to city governments. City leaders have seen the devastating economic impacts that court debt can have on low-income residents, particularly residents of color. Cities historically have turned to municipal fines and fees to fill budget gaps, despite many residents' inability to pay these debts. CAFFE faculty advisors are members of advanced cities in this work and will provide peer expertise and guidance to a cohort of less experienced cities lead by NLCI.

EFFECTIVE DATE AND TERMINATION RIGHTS

This MOU will take effect upon the last party's signature and shall remain in effect until June 30, 2024. Either party may terminate this MOU upon delivery of written notice to the other party. Upon termination, the Faculty Advisor must promptly refund any unused grant funds to NLCI within 30 days of termination.

PROJECT OVERVIEW

The 18-month CAFFE Initiative seeks to increase racial equity and economic mobility for residents by helping cities mitigate the often-harmful impacts of municipal fines and fees on low-income residents. It will also strive to implement innovative court sanctions that provide restorative justice and compassion accountability. CAFFE will provide cities with technical assistance, peer learning opportunities, and grant funding to achieve these goals.

The project timeline encompasses three core phases: assessment of levied fines and fees, adjustment of policies and practices, and implementation of financial empowerment strategies into the city's collection process. The CAFFE Initiative runs from January 2023 through June 2024.

GRANT AWARD AND USE OF FUNDS

Upon approval of this MOU, NLCI will provide the CAFFE Faculty Advisor's city a grant in the amount of \$10,000 to support the Faculty Advisor's participation in this effort. This grant support includes providing technical assistance, defraying travel and logistical costs to the CAFFE Initiative convening and/or site visits, and other activities that support NLCI and CAFFE cities.

DISTRIBUTION OF AWARD

NLCI shall distribute the funds to the CAFFE Faculty Advisor upon the receipt of a completed W-9 form, completed ACH form, a signed copy of this MOU, and successful approval of your proposed budget.

ROLES AND RESPONSIBILITIES OF FACULTY ADVISOR

By signing this MOU and by serving as a CAFFE Faculty Advisor, you agree to participate in the following activities of the Cities Addressing Fines and Fees Equitably (CAFFE) Initiative:

- a. Participating as needed in CAFFE Initiative monthly calls and technical assistance calls with current city cohort members;
- b. Serving as an advisor to the current city cohort members and NLCI about program design and implementation strategies; and
- c. Attending the CAFFE Initiative's cross-site convenings and site visits as needed.

Cities Addressing Fines and Fees Equitably (CAFFE) Initiative

By signing this document, I acknowledge that I have read and agreed to provisions set forth in this MOU agreement for the National League of Cities Institute's *Cities Addressing Fines and Fees Equitably Initiative*. We look forward to your advice and guidance in contributing to the CAFFE Initiative's success.

Faculty Advisor

Amber N Paxton

Signature

Amber N Paxton

Printed Name

Director Offc of Financial
Empower

Title & City

1/23/24

Date

National League of Cities Institute

Joseph Breems

Signature

Joseph Breems

Printed Name

January 15, 2024

Date

Senior Executive, Center for Municipal Practice
National League of Cities Institute

Please email these completed pages to Chanell Hasty at hasty@nlc.org

Approved as to form:

City of Lansing:

for

City Attorney

Mayor Andy Schor

Resolution #2024-###

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

WHEREAS, the City of Lansing was asked in June 2022 to provide assistance by allowing Office of Financial Empowerment Director Amber Paxton to serve as a “faculty advisor” to the National League of Cities (NLC) for the Cities Addressing Fines & Fees Equitably Initiative;

WHEREAS, on November 9, 2023 the City of Lansing received an MOU from NLC indicating that funding would be provided, and on January 15, 2024 City of Lansing received the same MOU signed by their Senior Executive and Director of Municipal Practice;

WHEREAS, the City of Lansing’s Office of Financial Empowerment, which is part of the Department of Neighborhoods & Citizen Engagement will be receiving \$10,000.00 in funding from National League of Cities for the purposes of offsetting the costs of staff time spent on the project, and any and all other expenses including unreimbursed travel costs related to the project;

WHEREAS, this funding was not the result of a competitive proposal process, but rather stems from Lansing being a selected participant in the prior cohort of CAFFE, and will be received upon approval by Council and signed agreement;

WHEREAS, the award for \$10,000.00 does not require a local match;

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council approves acceptance of the CAFFE Faculty Advisor funding in the total amount of \$10,000.00 for the period beginning January 23, 2023 and ending on June 30, 2024.

BE IT FINALLY RESOLVED, the Administration is authorized to create appropriate accounts and to make the necessary operating transfers for the expenditure and control of the balance of the grant funds.



CITY OF LANSING

INTERNAL AUDITOR

124 W MICHIGAN AVE FL 10

LANSING MI 48933-1605

(517) 483-4159

Date: March 7th, 2024

To: Committee of the Whole

From: Emily Linden, Internal Auditor

Subject: Grant Acceptance; Michigan Natural Resources Trust Fund (MNRTF) – Frances River Lot Deck Improvements

Overview

- Department: Parks and Recreation
- Grant Name: Michigan Natural Resources Trust Fund Grant
- City Contact: Brett Kaschinske
- Award Date: TBD, application deadline is April 1st, 2024
- Grant Cycle: 2024
- Amount being Requested: \$400,000
- One-time money
- \$104,000 minimum City match required
 - 26% minimum match required
 - Match is coming from the Parks Grant Match fund

The City is planning to repair the 25-year-old trail and decks along Moores River Drive by Frances Park.

MNRTF Grant Program Objective: Projects provide for natural resource protection and outdoor recreation. By law, no less than 25 percent of the trust fund amount available for annual appropriation can be used for acquisition of public land and no less than 25 percent of the trust fund can be used for development of public recreation facilities. Final grant recommendations are made by the Michigan Natural Resources Trust Fund Board to the state legislature for final approval.

Criteria: Applications will be evaluated based on criteria such as:

- Natural resource access and conservation
- Proximity to population clusters
- Applicant's committed matching funds
- Applicant's financial need
- Priority projects of the trust fund board such as:
 - Trails
 - Regional significance

- Public access to lakes and rivers
- Wildlife habitat
- Hunting access

Other Notes

- MNRTF requires a resolution from the governing body of the applicant supporting the applications, acknowledging the required match, and committing to the amount and source of match that are specified in the application.
- The Parks Board approved the submission of this grant on February 14, 2024.



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: February 19, 2024

GRANT NAME: TF24-0013 Frances River Lot Deck Improvements Grant Michigan Natural Resources Trust Fund

DEPARTMENT: Parks and Recreation

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Brett Kaschinske, Director, 483-4042

APPLICATION DATE 04/01/2024

AWARD DATE: TBD

GRANT CYCLE: 2024

Check One: Annual X One-Time

FUND AMOUNT: \$400,000 (Breakdown below should total this amount)

GOODS & SERVICES	\$0.00
PERSONNEL	\$0.00
CONSTRUCTION	\$400,000.00
LAND	\$0.00
OTHER (Training)	\$0.00

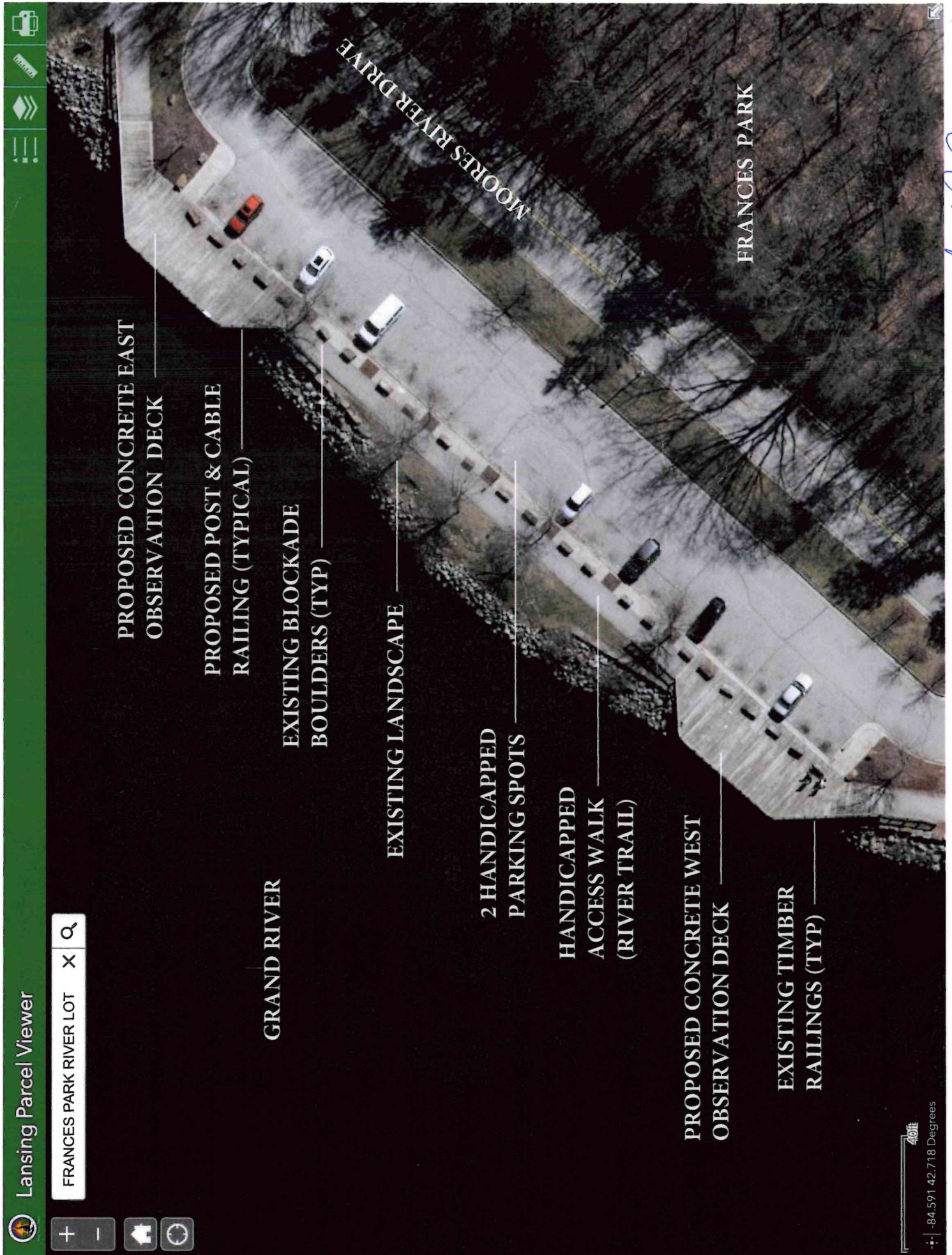
CITY MATCH (IF APPLICABLE): \$104,000 minimum

GRANT PAYS FOR: reconstruction and resurfacing

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

The City of Lansing is looking to repair and replace 25-year-old trail and decks along Moores River Drive

SITE DEVELOPMENT PLAN



FRANCES PARK RIVER IOT

submitted to mtr

RESOLVED BY THE LANSING CITY COUNCIL
BY THE COMMITTEE ON WAYS AND MEANS
Authorizing Michigan Natural Resources Trust Fund (MNRTF) Grant Funding

WHEREAS, the Parks and Recreation Department is applying for grant funding through Michigan Natural Resources Trust Fund (MNRTF); and

WHEREAS, MNRTF will be accepting grant applications for the next grant cycle no later than April 1, 2024; and

WHEREAS, MNRTF requires a resolution from the governing body of the applicant supporting the applications, acknowledging the required match and committing to the amount and source of match that are specified in the applications; and

WHEREAS, the Parks Board at its February 14, 2024 meeting approved the submission of the grant; and

WHEREAS, the Parks and Recreation Director is recommending the City apply for grant funding for the following projects:

TF24-0013 Frances River Lot Deck Improvements	\$400,000
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NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes the submission of the grant application to the Michigan Natural Resources Trust Fund for the above projects; and

BE IT FINALLY RESOLVED that the City of Lansing, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources and that the City of Lansing Parks and Recreation Department does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide funding with a minimum twenty-six percent (26%) to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times in perpetuity.
3. To regulate the use of the property acquired and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
4. To comply with any and all terms of said Agreement included all terms not specifically set forth in the foregoing portions of this Resolution.