

AGENDA

Committee on City Operations AGENDA FOR JUNE 5, 2024 AT 4:00 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.
To view the meeting live and participate in virtual public comment: <https://www.lansingmi.gov/1212/Council-Committee-Meetings>

Council Member Jackson, Chairperson

Council Member Hussain, Vice Chairperson

Council Member Kost, Member

- 1. Call to Order**
- 2. Roll Call**
- 3. Minutes**
 - A. May 15, 2024
- 4. Public Comment on Agenda Items (Up to 3 Minutes)**
- 5. Discussion/Action:**
 - B. RESOLUTION - Appointment; Jena McShane as a Resident member of the Lansing Public Media Authority Board for a term to expire June 30, 2024
 - C. RESOLUTION - Appointment; Lillian Werbin as a Non-Resident member of the Lansing Public Media Authority Board for a term to expire June 30, 2026
 - D. RESOLUTION - Setting a Public Hearing on Special Assessment; Snow and Ice Removal Winter 2023-2024
 - E. RESOLUTION - Community Funding Application; Capitol Collective DBA Lansing 5:01 Dam Jam Music Festival
 - F. RESOLUTION - Claim Appeal; Claim #2056, 917 Chittock Street LLC for \$1435 in trash fees at 926 Everett Drive
- 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.



MINUTES
Committee on City Operations
Wednesday, May 15, 2024 @ 4:00 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Jackson called the meeting to order at 4:00p.m.

PRESENT

Council Member Jackson, Chair
Council Member Hussain, Vice-Chair
Council Member Kost, Member

OTHERS PRESENT

Renee Richmond, Council Administrative Assistant
Lisa Hagen-Lawrence, OCA
Jeffrey Oade
Don Loding
Andy Kilpatrick, Director Public Service

MINUTES

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE MINUTES FROM APRIL 17, 2024, AS PRESENTED. MOTION CARRIED 3-0.

PUBLIC COMMENT

No public present.

Discussion/Action

RESOLUTION – Liquor License Transfer; Darlington and Bartram request for transfer of 5,000 shares in conjunction with Class C and Specially Designated Merchant licenses and Sunday Sales (AM/PM), Outdoor Service Area, and Dance Permits, at 1210 S. Washington Avenue
Mr. Oade explained it's been a family business since the 1950's and the stocks were in his parents name and now transferring to him. Councilmember Jackson asked for clarification as he was confused if it is a private or publicly owed, Mr. Oade explained it is a C-Corp., Ms. Hagen-Lawrence explained there is a certain threshold of ownership and it has to go back through local government for approval.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION FOR THE LIQUOR LICENSE TRANSFER; DARLINGTON AND BARTRAM REQUEST FOR TRANSFER OF 5,000 SHARES IN CONJUNCTION WITH CLASS C AND SPECIALLY DESIGNATED

MERCHANT LICENSES AND SUNDAY SALES (AM/PM), OUTDOOR SERVICE AREA, AND DANCE PERMITS, AT 1210 S. WASHINGTON AVENUE. MOTION CARRIED 3-0.

RESOLUTION – Non-Profit Recognition; KPS Special Olympics Golf Classic

Mr. Loding explained he is overseeing the golf classic in its 37th year at the Lansing City Country Club. In order to get a raffle license they were told they had to get this recognition, adding this is a one purpose only one time a year the golf outing. Councilmember Jackson asked where the Special Olympics is held and is this for tax purposes, Mr. Loding explained it is held statewide but for Lansing it is in Area Eight on Wabash Road. Ms. Hagen-Lawrence responded that it is not for tax purposes, under charitable gaming it has to be recognized as a non-profit. Councilmember Kost asked why it is held at a private and not public golf course, Mr. Loding indicated that it has been held at the City Country Club for 37 years and they've kept it there in tradition.

MOTION BY COUNCIL MEMBER KOST TO APPROVE THE RESOLUTION FOR THE NON-PROFIT RECOGNITION; KPS SPECIAL OLYMPICS GOLF CLASSIC. MOTION CARRIED 3-0.

RESOLUTION – Special Assessment; Glenburne Commons, Trash & Grass Abatement

Councilmember Jackson summarized the public hearing was held last week and this is something that is done every year. Councilmember Hussain added that prior to 2016 it was unkept and a hazard, the residents are appreciative of the City for taken care of it.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION FOR THE SPECIAL ASSESSMENT; GLENBURNE COMMONS, TRASH & GRASS ABATEMENT. MOTION CARRIED 3-0.

RESOLUTION – Authorizing the Public Service Director to apply for State Highway Right of Way on behalf of the City

Mr. Kilpatrick informed the committee that historically they've done an annual permit with MDOT for maintenance, this allows us to have a resolution one time and then all we would have to do is show proof of insurance and procedurally it is just easier. Councilmember Jackson asked if the city is getting money, Mr. Kilpatrick answered no, the permit now allows the city to do maintenance now in the MDOT right of way. Councilmember Jackson also asked if they are able to pick up trash in the right of way, Mr. Kilpatrick noted yes and if MDOT approves it they can get paid for it. Councilmember Hussain asked what is included in the maintenance, Mr. Kilpatrick listed plowing, street sweeping, potholes and other road maintenance, mowing, maintenance of trash when given permission, this gives broader maintenance rights.

MOTION BY COUNCIL MEMBER KOST TO APPROVE RESOLUTION TO AUTHORIZE THE PUBLIC SERVICE DIRECTOR TO APPLY FOR STATE HIGHWAY RIGHT OF WAY ON BEHALF OF THE CITY. MOTION CARRIED 3-0.

Other

Councilmember Hussain asked Mr. Kilpatrick if he's received correspondence regarding the sidewalks. Mr. Kilpatrick confirmed the Jolly Rd/Kensington woods area and currently there are no sidewalks, no lighting, slightly difficult because the road itself is not under our jurisdiction, he continued properties are but northside is Delta Township so need approval.

Councilmember Jackson asked about the medians/island on the west side, that the grass is getting long could he do those. Mr. Kilpatrick responded probably, we have 2 contracts one right of way and one is parks mowing, which just started for the season but will check into it.

Councilmember Hussain mentioned cemetery and parks, Mr. Kilpatrick said he would look into it for him on cost etc.

Adjourn

Adjourned at 4:18pm

Submitted by Renee Richmond

Recording Secretary, Lansing City Council

Approved by the Committee on

DRAFT

Application for Appointment to Board or Commission

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

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

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

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

Date	11/13/2023
First Name	Jena
Last Name	McShane
Other name(s) by which you have been known, including maiden names	Jena Hovey
Date of Birth	
Home Address	1817 drexel
City	lansing
State	MI
Zip Code	48915
Email	jenahovey517@gmail.com

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 4
------	--------

Best Phone Number to Contact You	5174491567
In what year did you move to Lansing?	2001
Additional Information Regarding Experience and Credentials	Contributing photographer for Loud Hailer Magazine
Occupational Background	15 years of photography experience and owner of McShane Photography specializing in concert photography, portraits, landscapes, & fine art.
Educational Background	Associates Degree in Photography from Lansing Community College
First Choice for Board to Serve on	Lansing Public Media Authority Board
Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission.	I'm passionate about music and want to see Lansing become a destination for national music acts and to bring more people and revenue to the city.
This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.	
Agreement to Background Check Authorization	☒ I agree
Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge.	Jena McShane
Date & Time	11/13/2023 12:00 PM (EST)
Receive an email copy of this form.	Yes

BY THE COMMITTEE ON CITY OPERATIONS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Mayor has recommended the appointment of Jena McShane as a member of the Lansing Public Media Authority Board for a term to expire June 30, 2024; and

WHEREAS, the Mayor's office has confirmed with this resolution, that they have vetted the applicant based on the original application and believes that the applicant meets the qualifications as required by the City Charter; and

WHEREAS, the Committee on City Operations met on June 5, 2024, and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the appointment of Jena McShane as a member of the Lansing Public Media Authority Board for a term to expire June 30, 2024.

Application for Appointment to Board or Commission

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

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

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

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

Date	09/14/2023
First Name	Lillian
Last Name	Werbin
Other name(s) by which you have been known, including maiden names	Lily
Date of Birth	
Home Address	1414 Wellington Rd
City	Lansing
State	MI
Zip Code	48910
Email	Lillianw@elderly.com
Gender	None

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 1
Best Phone Number to Contact You	5172858848
In what year did you move to Lansing?	1992
Additional Information Regarding Experience and Credentials	Lillian is President/Co-Owner of Elderly Instruments and is a proud creator and protector of inclusionary experiences. Lillian is sitting Chair of Bluegrass Pride, a member of the Rhapsody Project, the IBMA Foundation, the Arnold Shultz Advisory Fund committee, the Banjo Gathering Host Committee, and Co-Directs Midwest Banjo Camp and Midwest Ukulele Camp. Lillian is passionate about using open dialogue to forge deeper connections and is the winner of the 2022 IBMA's Momentum Award for Industry Involvement.
Occupational Background	Owner of Elderly Instruments, Sturdy Roots, and The Banjo Gathering.
Educational Background	BA in Public Relations from Western Michigan University
Previous Appointments	None
Current Appointments	None
First Choice for Board to Serve on	Lansing Public Media Authority Board
Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission.	I believe I have a usable skillset and history working on projects like this.
This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.	
Agreement to Background Check Authorization	☒ I agree
Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge.	Lillian Werbin
Date & Time	09/14/2023 11:46 AM (EDT)
Receive an email copy of this form.	Yes

BY THE COMMITTEE ON CITY OPERATIONS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Mayor has recommended the appointment of Lillian Werbin as a Non-Resident member of the Lansing Public Media Authority Board for a term to expire June 30, 2026; and

WHEREAS, the Mayor's office has confirmed with this resolution, that they have vetted the applicant based on the original application and believes that the applicant meets the qualifications as required by the City Charter; and

WHEREAS, the Committee on City Operations met on June 5, 2024, and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the appointment of Lillian Werber as a Non-Resident member of the Lansing Public Media Authority Board for a term to expire June 30, 2026.

WOID	PARCEL ID	SITE ADDRESS	OWNER NAME	OWNER ADDRESS	OWNER CITY
971313	33010505327003	5505 S M L KING JR BLVD	SILVER STONE	127 PUBLIC SQ	CLEVELAND
971410	33010129258121	1120 VICTOR AVE	PERRY JAMES	1005 SAULS PARK	GARNER
971539	33010129204021	1222 COOPER AVE	SEILER BRITTANY	1222 COOPER AVE	LANSING
971415	33010129258041	1220 VICTOR AVE	HOUSE DIANNA L	1220 VICTOR AVE	LANSING
971561	33010129203201	1321 LENORE AVE	TRAXLER HEATHER	1321 LENORE AVE	LANSING
971537	33010129258201	1125 W RUNDLE AVE	ENGARDIO RICHARD S & RITA J	4207 BARTON	LANSING
971536	33010129258191	1121 W RUNDLE AVE	PORTER STEVEN	2114 W RUNDLE AVE	LANSING
971542	33010129206262	1205 COOPER AVE	ZAMORA JONATHON & RABIDEAU RAE	230 WILBUR ST SE	GRAND RAPID
971557	33010129204001	2003 MARION AVE	DANCEY ALISON A	2003 MARION AVE	LANSING
971312	33010128426003	2701 S CEDAR ST	2701 LANSING MI LLC	549 EMPIRE BOULEVARD	BROOKLYN
971409	33010129128241	2012 PATTENGILL AVE	COOPER FAITH L	2012 PATTENGILL AVE	LANSING
971505	33010129208041	1218 GORDON AVE	QUENBY MARSHA	1218 GORDON AVE	LANSING
971389	33010129257051	1406 VICTOR AVE	MARTINEZ DANIELLE	1406 VICTOR AVE	LANSING
971480	33010504201150	410 E JOLLY RD	RGMZ WA CMBS LLC	PO BOX 1159	DEERFIELD

OWNER STATE	OWNER ZIP	DATE OF SERVICE	SERVICE TIME	COST
OH	44114	01/22/2024	F: 101-120 MIN	\$499.00
NC	27529	01/22/2024	B: 21-40 MIN	\$219.00
MI	48910	01/23/2024	C: 41-60 MIN	\$289.00
MI	48910	01/22/2024	B: 21-40 MIN	\$219.00
MI	48910	01/22/2024	C: 41-60 MIN	\$289.00
MI	48917	01/22/2024	B: 21-40 MIN	\$219.00
MI	48910	01/22/2024	C: 41-60 MIN	\$289.00
MI	49548	01/23/2024	C: 41-60 MIN	\$289.00
MI	48910	01/22/2024	F: 101-120 MIN	\$499.00
NY	11225	01/18/2024	F: 101-120 MIN	\$499.00
MI	48910	01/22/2024	C: 41-60 MIN	\$289.00
MI	48910	01/23/2024	C: 41-60 MIN	\$289.00
MI	48910	01/22/2024	C: 41-60 MIN	\$289.00
IL	60015	01/22/2024	F: 101-120 MIN	\$499.00

BY THE COMMITTEE ON CITY OPERATIONS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

SNOW AND ICE REMOVAL ASSESSMENT ROLL WINTER 2023-24

WHEREAS, pursuant to Chapter 1020.06, Snow and Ice, adopted by this Council, the City Assessor has completed the assessment roll for removal of snow and/or ice adjacent to certain properties within the City.

WHEREAS, the owners of these properties were given proper notice in accordance with Chapter 1020.06(c)(1) to remove the snow and/or ice from the public sidewalk adjacent to their property.

WHEREAS, the City incurred costs for the removal of snow and/or ice, which it is required to recover in accordance with Chapter 1020.06(c)(2).

WHEREAS, pursuant to Chapter 1020.06, the fees for those costs were adopted by Council.

WHEREAS, those costs incurred between December 1, 2023 and April 30, 2024, by the City total \$4,676.00.

NOW, THEREFORE, BE IT RESOLVED the Lansing City Council will hold a public hearing on Monday, June 24, 2024 at 7:00 PM, in the Council Chambers, to review, prior to confirmation, said assessment roll; and

BE IT FURTHER RESOLVED, that the City Clerk shall give notice of hearings in special assessment proceedings to each owner of, or party in interest in, property to be assessed, whose name appears upon the last local tax assessment records, by first class mail addressed to such owner or party at the address shown on the tax records, at least ten days before the date of such hearing. Said notices shall include the time and place of the hearing; a description of the properties determined by the Director of Public Service to have violated Chapter 1020.06 which are contained in the special assessment roll; where the special assessment roll is on file with the City Clerk and may be examined at the City Clerk's office;

BE IT FURTHER RESOLVED, that any person aggrieved by the assessments as contained in the special assessment roll, or the necessity of the removal of snow and ice, may file a written objection thereto which must be delivered to the City Clerk prior to the close of the hearing, or the person may appear and protest the same at the public hearing in person or by his or her representative; that the appearance and protest or written protest in the manner described is required if the person desires to appeal the amount of the assessment to the Michigan Tax Tribunal;

BE IT FINALLY RESOLVED, that pursuant to the requirement of 1962 PA 162, as amended, a written appeal of the Special Assessment may be made to the Michigan

Tax Tribunal, 611 West Ottawa St., P.O. Box 30232, Lansing, MI 48909; if filed within thirty days after confirmation of the special assessment roll and if the Special Assessment was protested at this hearing.

Application for Community Funding

Organization Name: The Capitol Collective DBA Lansing 5:01

Tax Id#: 272406103

Mailing Address: 1820 Dennison Rd
City, State, Zip: East Lansing, MI 48823

Contact Person(s) and Title(s): Josh Holliday, Director of Festivals & Communication

Phone Number : 517-667-8163 Cell Number: 517-667-8163

E-mail Address: hollid26@gmail.com

Amount Requested: \$ 500

Event Title & Type: Dam Jam Music Festival

Date of Event: July 19 - 20 Time of Event: 6 PM - 11 PM and 11 AM - 11 PM

- Reason for Request: (check all that apply)

☒ Defray costs for Rental of Facility ☐ Defray costs for Set Up

☐ Defray costs for Rental of the Showmobile ☒ Defray costs for Misc. Rental

☒ Defray costs for "Other" (Pease Explain: electrical power)

- Facility Requested For Event and or Equipment (Attached a copy of the rental form)

☒ City Park ☐ City Building ☐ Cooley Law School Stadium

☐ Lansing Center ☐ Mobile Stage Unit ☐ Other Equipment

What is the expected rental rate for the facility requested and or equipment: \$ \$3,000

Admission fee or registration fee for the event: \$ free to the community

Total Estimated Attendance: 3,500 Estimated Lansing Residents Attendance: 2,500+

If your organization has applied for other City funding for this event, please list each Department and amount requested:

We have received a grant through the City of Lansing Public Arts grant.

Please list all other organizations that are sponsoring or participating in your event:

Lansing501.com/sponsors

If your organization received funding from the Lansing City Council previously please list the amount, year, and purpose:

<u>YEAR</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL amount of funds granted by the City in the previous year: \$ 9,000

Please list any admission fee or registration fee for this event: \$ free to the community

Along with the completion of this application, the following MUST be attached:
(Please check after each is completed and attached)

- ☐ A BUDGET FOR YOUR EVENT
- ☐ A LIST OF POTENTIAL FUNDING SOURCES AND HOW EACH FUNDING SOURCE WILL BE USED TOWARDS THE EVENT
- ☐ LIST OF YOUR ORGANIZATION'S OFFICERS
- ☐ A COPY OF COMPLETED RESERVATION FORM OR CONTRACT FOR FACILITY FOR THE EVENT

If your request is granted, you must complete return the attached Community Funding Reporting Statement to the City Council within 60 days after the event. To be eligible for Community Funding in future fiscal years this must be completed.

Date: 4/22/24 Signed: Joshua Holliday

Community Funding Reporting Statement
Do not submit this form with your application
Complete and return no later than 60 days after event

If approved for funding the COMMUNITY FUNDING REPORT STATEMENT is required to be filled out and submitted to the City Council no later than 60 days after your event has taken place.

This form is to be returned, along with a written analysis of your event and an accounting of how funds for the event were spent. These items are to be returned to:

Lansing City Council
124 W. Michigan Avenue, 10th Floor
Lansing, MI 48933
Attention: Council Office Manager

If this information is not returned an applicant will forfeit their right to apply for funding during the next fiscal year.

COMMUNITY FUNDING REPORTING STATEMENT

Organization/Group Name:

Organization Address:

Event Name and Type of Event:

Date of Event: _____

Phone Number: _____ Cell: _____

Email: _____

Contact Person: _____

Financial Reporting Information

Revenue Raised:

Total Donations and Contributions: \$ _____
(List each donation & contribution source along with the amount on a separate sheet of paper)

Admission/Registration Fee: \$ _____

Advertisements: \$ _____

Other Sales and Revenue: \$ _____
(List all other sales & revenue and the amounts raised on a separate sheet of paper)

Total Revenue: \$ _____
(Add all of the line items under "Revenue Raised")

Expenses:

Wages/Salaries: \$ _____

Printing: \$ _____

Facility Rentals: \$ _____

Meals/Refreshments: \$ _____

Other: \$ _____

Total Expenses: \$ _____
(Add all line items of "Expenses")

Attendance Totals: _____

Please return this completed form within 60 days after the event to:
Lansing City Council
124 West Michigan Avenue, 10th Floor
Lansing, MI 48933
Attention: Council Office Manager

Board of Directors

Gabriela Allum Strom

Lansing 5:01 Role: Board President

Current Job: Innovations Manager at Spartan Innovations

Audrey Tipper

Lansing 5:01 Role: Board Secretary

Current Job: Owner of Three Happy Turtles

Sara Parkinson

Lansing 5:01 Role: Board Treasurer

Current Job: Communications Specialist at Ingham Intermediate School District

Jeff Smith

Lansing 5:01 Role: Board Member

Current Job: Director at University Corporate Research Park at MSU Foundation

Paul Jaques

Lansing 5:01 Role: Board Member

Current Job: Managing Director, Student Venture Creation, MSU Burgess Institute for Entrepreneurship & Innovation

Tim Schmitt

Lansing 5:01 Role: Board Member

Current Job: Economic Development Director at Meridian Township

Lesley Gottschalk

Lansing 5:01 Role: Board Member

Current Job: Marketing Manager at PK Companies

Key Personnel

Christopher Sell

Lansing 5:01 Contractual Role: Founder/Executive Director

Career Outside of Lansing 5:01: Associate Director of Development at Michigan State University

Josh Holliday

Lansing 5:01 Contractual Role: Communications & Events Director

Career Outside of Lansing 5:01: Director of Communications at Midland Center for the Arts

Whitney Roberts

Lansing 5:01 Contractual Role: Communications Coordinator

Career Outside of Lansing 5:01: Owner at Whit & Co.

Joe Courtade Moon

Grand River Connection Committee Coordinator

Career Outside Lansing 5:01; Assistant Director, Residential Business Community, Michigan State University

Natalie Puckett

Lansing 5:01 Contractual Role: Graphic Designer

Career Outside of Lansing 5:01: Graphic Designer at Wharton Center for Performing Arts

James Lenon

Lansing 5:01 Contractual Role: Photographer

Career Outside of Lansing 5:01: Director of Communications at Michigan Senate

Joe Matteson

Lansing 5:01 Contractual Role: Videographer

Career Outside of Lansing 5:01: Freelance Videographer

		INCOME			CASH	TOTALS	SOURCE OF LINE ITEM	HOW LINE ITEM WILL BE USED
		REVENUE - EARNED						
			Dam Jam 2023		\$ 7,100.00		Beverage Sales	
			Best of Lansing 2023		\$ 6,000.00		Ticket Sales	
		TOTAL EARNED INCOME			\$ -	\$ 13,100.00		
		REVENUE - UNEARNED						
		Corporate, Foundation & Private Support						
			Corporate Support					
			Local Employer Sponsorship		\$ 31,600.00		Local Employer Sponsorships ranging from \$500 - \$10,000 per sponsorship	
			Foundation Support					
					\$ -			
						\$ 31,600.00		
		Other Unearned Revenue						
					\$ -			
						\$ -		
		In-Kind Revenue						
			Itemized in expense column					
		City of Lansing Arts Project Grant			\$ 9,000.00	\$ 9,000.00	City of Lansing	
		TOTAL CASH REVENUE				\$ 53,700.00		
		EXPENSES - CASH		CASH	IN-KIND	TOTALS	SOURCE OF LINE ITEM	HOW LINE ITEM WILL BE USED
		Employee Expenses						
			Graphic Design Apprentice	\$ 1,400.00				Making flyers and brochures for event
			Videographer	\$ 3,300.00				Post-event recap video

			Photographer	\$ 1,000.00				Event photos for promotion
			Grants and Events Intern	\$ 1,000.00				Event logistics
						\$ 6,700.00		
			Non-Employee Art Expenses					
			<i>Dam Jam - Artist Expenses</i>					
		Line 10	Regional Bands	\$ 14,000.00				To provide entertainment
						\$ 14,000.00		
			Additional Project Related Costs					
			<i>Dam Jam - General</i>					
			Staging and Lighting (Message Makers)	\$ 15,000.00				For stage and lighting set-up
			City of Lansing Electrical Power	\$ 2,500.00				For electrical power
			Tables, Linens, Chairs, Bathrooms, & Equipment	\$ 1,500.00				To provide seating, bathrooms, and other amenities to attendees
			Dam Crafty Station	\$ 1,500.00				To encourage attendees to create their own art
			Event Security	\$ 2,500.00				To provide assistance in case of emergency and ensure vendor
						\$ 23,000.00		
			<i>Dam Jam - Marketing</i>					
			Dam Jam Marketing	\$ 10,000.00				For radio, TV, and social media
						\$ 10,000.00		
				\$ 53,700.00	\$ -			
			TOTAL CASH EXPENSE			\$ 53,700.00		

BY THE COMMITTEE ON CITY OPERATIONS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, The Capitol Collective dba Lansing 5:01 requested \$500 to defray costs for rental/facility event permit and other costs associated with their event, "Dam Jam Music Festival" to be held July 19-20, 2024; and

WHEREAS, the maximum total amount of Community Funding Account to be awarded to an organization in one fiscal year is \$500; and

WHEREAS, the Committee on City Operations met on June 5, 2024, reviewed the request, and approved \$_____.

THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby approves an allocation from Community Funding Account to The Capitol Collective dba Lansing 5:01 in the amount of \$_____ to defray costs for a rental/facility permit and other costs associated with their event "Dam Jam Music Festival" to be held on July 19-20, 2024.

BE IT FURTHER RESOLVED that the Mayor and the Finance Department shall process this request by charging \$_____ to the Council Community Promotion Account – 101.112101.741289.0.

BE IT RESOLVED that The Capitol Collective dba Lansing 5:01 shall submit a written analysis of the event, including information regarding the number of attendees, a detailed account as to contributors, funds received, expended and residual funds to the Lansing City Council within 60 days after the event.

City of Lansing

Department of Parks and Recreation
2400 Hall St
Lansing, MI 48906

Phone: (517) 483-4276
Payment: (517) 483-4276
E-mail: lucy.kish@lansingmi.gov

Statement

Statement #: RT 70140
Date: 5/29/2024
Customer ID: Josh Holliday
Capitol Collective DBA Lansing 5:01

Bill To: Josh Holliday
Capitol Collective DBA Lansing 5:01
1820 Dennison Rd
East Lansing MI 48823

Date	Type	Invoice #	Description	Amount	Payment	Balance
Payable upon receipt of invoice			Special Event Application Fee Total	\$ 250.00		\$ 250.00
			Parks and Recreation Permit Fee	\$ 50.00		\$ 50.00
	3 days @ \$150		Park Rental Fee	\$ 450.00		\$ 450.00
			Parks Damage Deposit	\$ -		\$ -
	10		Trash Cans	\$ 240.00		\$ 240.00
			Access to Electric	\$ -		\$ -
			City Water Hookup	\$ -		\$ -
			Gray Water Tank	\$ -		\$ -
			Support Personnel	\$ -		\$ -
	1		< 3 Electrical Panels	\$ 150.00		\$ 150.00
			Additional < 3 Electrical Panels	\$ -		\$ -
	1		Generator	\$ 595.00		\$ 595.00
	35		Cable Ramp	\$ 122.50		\$ 122.50
			Electrical Cords	\$ -		\$ -
			Plumbing Contractor	\$ -		\$ -
			Electrical Contractor	\$ -		\$ -
			LFD Emergency Management	\$ -		\$ -
			Uniform LPD Officer	\$ -		\$ -
			LFD Safety Inspection	\$ -		\$ -
				\$ 1,857.50	Total Due	\$ 1,857.50

Reminder: Please include the statement number on your check.

REMITTANCE	
Customer Name:	
Customer ID:	Josh Holliday
Statement #:	RT 70140
Date:	5/29/2024
Amount Due:	\$1,857.50
Amount Enclosed:	

Claim #2056
926 Everett Drive
\$1435

Parcel No. 33-01-01-20-107-161

B. Incident Date (per claim application) –	<u>11-17-2023</u>
C. Incident Date (per code report) –	<u>10-06-2023</u>
D. Taxes –	<u>Not on 2023 taxes</u>
E. Filed Claim –	<u>12-18-2023</u>
F. Claims Review Committee Hearing –	<u>04-12-2024</u>
G. Claims Review Committee Letter –	<u>04-16-2024</u>
H. Referred to City Council –	<u>05-05-2024</u>
I. Referred to Committee on City Operations -	<u>05-16-2024</u>



City of Lansing

OFFICE OF THE CITY ATTORNEY

2056

Claims Review Committee Form

(Commonly including: Grass, Trash, Weeds and Board-Up Violations)

NAME: 917 CHITLOCK STREET LLC DATE: 12/1/23
 MAILING ADDRESS: 114 BANK ST EMAIL: NEAL W 3434@gmail.com
 CITY: LANSING STATE: MI ZIP CODE: 48910
 TELEPHONE: Home () 517-749-6215 Work () _____

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: 926 EVERETT PARCEL NO. 33-01-01-20-107-161
 DATE OF INCIDENT: 11/17/2023 AMOUNT YOU WERE BILLED: \$1435.00
 TOTAL AMOUNT YOU ARE CONTESTING: \$1435.00
 TYPE OF ASSESMENT: TRASH & DEBRIS

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.

THE OWNER/DEVELOPER IS A LICENSED CONTRACTOR
WITHIN THE CITY OF LANSING MI. MR. URGENT MAINTAINS ALL OF
HIS PROPERTIES AND WORKSITES IN ACCORDANCE TO THE LAWS OF
LANSING MI. WE ARE PROTESTING THIS FEE BECAUSE THE MATERIAL
DEBRIS WAS REMOVED BEFORE THE NOTICE WAS DELIVERED. WE NEED
PROOF OF SERVICE.

A description of the claims review process is available on our website at: <https://www.lansingmi.gov/211/Claims-Against-Lansing>

CONFIDENTIALITY NOTICE: This email contains information from the sender that may be CONFIDENTIAL, LEGALLY PRIVILEGED, PROPRIETARY or otherwise protected from disclosure. This email is intended for use only by the person or entity to whom it is addressed. If you are not the intended recipient, any use, disclosure, copying, distribution, printing, or any action taken in reliance on the contents of this email, is strictly prohibited. If you received this email in error, please contact the sending party by replying in an email to the sender, delete the email from your computer system and shred any paper copies of the email you printed.

From: mark king <mkeworldwide@gmail.com>
Sent: Sunday, May 5, 2024 10:28 PM
To: CityAtty <CityAtty@lansingmi.gov>; Clerk, City <City.Clerk@lansingmi.gov>
Cc: Wright Faith Venture <neilw3434@gmail.com>
Subject: [EXTERNAL] CITY CLAIM APPEAL - 917 CHITTOCK ST LLC

Hello. We are writing today to appeal the attached decision letter by the claims committee in regards to our property at 926 Everett Dr. We have presented information that contradicts the decision of the committee and we need the council members to review. Please place us the agenda to present our information.

Kindest regards,

Neil Wright
Owner
917 CHITTOCK ST LLC

Mk

MARK KING DIRECTOR 313-355-2829



City of Lansing

OFFICE OF THE CITY ATTORNEY

Gregory S. Venker, Interim City Attorney

April 16, 2024

917 Chittock Street LLC
114 Bank Street
Lansing, MI 48910

Re: Claim – 926 Everett Dr.

917 Chittock Street LLC:

Please be advised that the Claims Review Committee reviewed the claim you submitted in the amount of \$1,435.00 for a trash violation for property located at 926 Everett Dr., 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: 2056

DATE: 3/22/2024

PPN: 33 01 01 20 107 161
 DATE SUBMITTED: 12/18/2023
 ADDRESS OF VIOLATION: 926 EVERETT DR.
 LISTED TAXPAYER OF RECORD: WRIGHT, CORNELIOUS
 OTHER TAXPAYER OF RECORD:
 CLAIMANT: WRIGHT, CORNELIOUS
 CLAIMANT'S ADDRESS: 114 BANK ST.
 LANSING, MI 48910
 TYPE OF ACTIONS CONTESTED: TRASH REMOVAL
 VIOLATION DATE: 10/06/2023
 NOTIFICATION DATE: 10/06/2023
 2ND NOTICE ASSESSMENT DATE:
 AMOUNT OF ASSESSMENT: \$1,435.00
 CONTRACTOR NAME - INVOICE NO. - DATE: TRUMBLE 23-T031
 10/20/2023
 AMOUNT OF CLAIM: \$1,435.00

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:	GRASS MOWING 5/15/2023	TRASH VIOLATION 6/28/2023	TRASH REMOVAL 10/06/2023	TRASH REMOVAL 11/17/2023
----------	------------------------------	---------------------------------	--------------------------------	--------------------------------

CITATIONS IN PREVIOUS YEAR:

CLAIMANT'S CIRCUMSTANCES: **See Attached**

CODE OFFICER'S NOTES: This property was cited for a trash violation on 10/06/2023 with a compliance due date of 10/13/2023. The Premise Officer returned on 10/16/2023 as noted in the recheck photos the violations were still present, they were then submitted to the trash contractor to abate. The contractor arrived on 10/20/2023 as noted in the contractor photos the violations were still present, they were then abated. This office recommends denial of the claim.



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

TRASH AND DEBRIS CORRECTION NOTICE

Occupant
926 EVERETT DR
LANSING, MI 48915

Violation Date: 10/06/2023
Violation Location: 926 EVERETT DR
Parcel No: 33-01-01-20-107-161
Compliance Due Date: October 13, 2023

You are hereby notified that this Office has found a violation of the City of Lansing Housing Code Section 302 EXTERIOR PROPERTY at the above referenced location.

Violation: Trash found in bags/boxes/barrels

Violation: Garbage

Violation: Paper/Glass/Plastic/Metal/Cardboard debris

Violation: Deteriorated building materials

Violation: Trash found in bags/boxes

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 308 shall be filed in writing to the Office of the City Attorney within 3 days after the compliance due date.

Failure to correct this violation by the Compliance Due Date shall cause this office to immediately hire a contractor to complete the cleanup. **Please be advised that moving the items to another area on the property does not bring the violation into compliance. If any other additional trash and/or debris (as defined in Section 302) is found on the premises by the contractor it will also be removed without additional notice.** The contractor's expenses plus a \$265.00 administrative services fee will be billed to you. If this bill is not paid within 30 days of the billing date, the amount will be assessed as a lien 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 for any questions or extensions.

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.



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

TRASH AND DEBRIS CORRECTION NOTICE

917 CHITTOCK STREET L L C
114 BANK ST
LANSING, MI 48910

Violation Date: 10/06/2023
Violation Location: 926 EVERETT DR
Parcel No: 33-01-01-20-107-161
Compliance Due Date: October 13, 2023

You are hereby notified that this Office has found a violation of the City of Lansing Housing Code Section 302 EXTERIOR PROPERTY at the above referenced location.

Violation: Trash found in bags/boxes/barrels

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Economic Development & Planning Code Enforcement Office

316 N. Capitol, Ste C-1, Lansing, MI 48933-1238
(517) 483-4361 FAX (517) 377-0100

Trash Authorization Form – West Side

Submitted to: Matt Trumble on 10/16/2023

TAXPAYER: 917 CHITTOCK STREET L L C, 114 BANK ST LANSING, MI 48910

Location of Work:

Enf Num: E23-11738

Address: 926 EVERETT DR
Lot No:
Description:
Parcel No: 33-01-01-20-107-161

Remove Trash and Debris

Work Authorized:

Violation: Trash found in bags/boxes/barrels

Violation: Garbage

Violation: Paper/Glass/Plastic/Metal/Cardboard debris

Violation: Deteriorated building materials

Violation: Trash found in bags/boxes

PLUS ANY OTHER INCIDENTAL TRASH / DEBRIS ON THE PROPERTY

Authorized Time required to complete work: 1

Authorized Cubic Yards: 12

Warning Comment:

trash bags & brush piles

Submitted By: Jeremy Bliesener (517) 483 7620

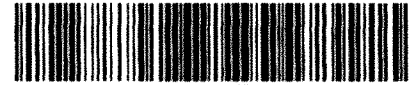
This action is authorized by the Manager of Code Compliance



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: 10/06/2023
 Due Date: 11/05/2023
 Pay Invoice In Full



917 CHITTOCK STREET L L C
 114 BANK ST
 LANSING MI 48910

Inv Number: 00238322
 Parcel: 33-01-01-20-107-161
 Address: 926 EVERETT DR

Parcel: 33-01-01-20-107-161

Bill Detail

Invoice Number	Date of Service	Enforcement Num	Address	Amount Due
00238322		E23-11738	926 EVERETT DR	\$150.00
	Fee Details:	Quantity	Description	Balance
		1.000	Trash 3rd Notice	\$ 150.00



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: 10/23/2023
 Due Date: 11/22/2023
 Pay Invoice In Full



917 CHITTOCK STREET L L C
 114 BANK ST
 LANSING MI 48910

Inv Number: 00239245
 Parcel: 33-01-01-20-107-161
 Address: 926 EVERETT DR

Parcel: 33-01-01-20-107-161

Bill Detail

Invoice Number	Date of Service	Enforcement Num	Address	Amount Due
00239245		E23-11738	926 EVERETT DR	\$1,435.00
	Fee Details:	Quantity	Description	Balance
		1.000	Trash - Admin Fee	\$ 265.00
		1170.000	Trash - Contractor Charge	\$ 1,170.00

Trumble Trucking & Excavating, Inc

October 22, 2023

2422

SERVICE ADDRESS:

926 Everett dr
33-01-01-20-107-161

Economic Develop & Planning
Enforcement Office
316 N Capital, Ste. C-1
Lansing, Mi 48933-1238
Phone

DESCRIPTION	AMOUNT
1 hour 3 yards .5 hour	\$450.00
Compactable in excess of 3 yards \$30X24	\$ 720.00
Non-compactable in excess of 3 yards \$32x	N/A
Applicances w/freon \$75 each x	N/A
Tires up to 32 inches \$25 each x	N/A
Tires over 32 inches \$60 each x	N/A
17 yard trailer 2 man crew	

Jeremy Bliesener 10/20/23

Make all checks payable to Trumble Trucking & Excavating, Inc.
If you have any questions concerning this invoice, please contact
Matt Trumble at 517.213.9500

THANK YOU FOR YOUR BUSINESS!

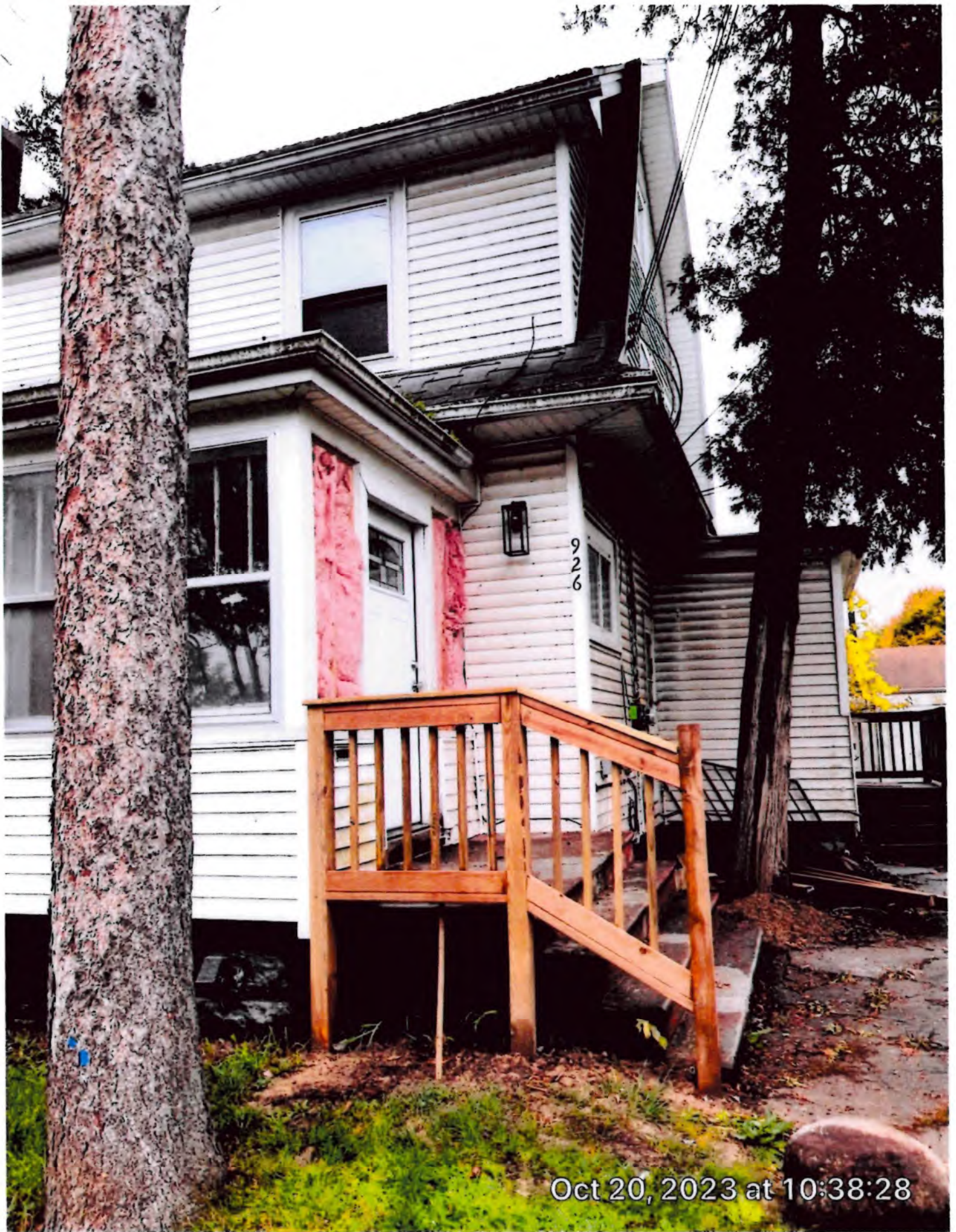
TOTAL \$1,170.00



DSC04094

10/06/2023 11:54

JBLIESENER





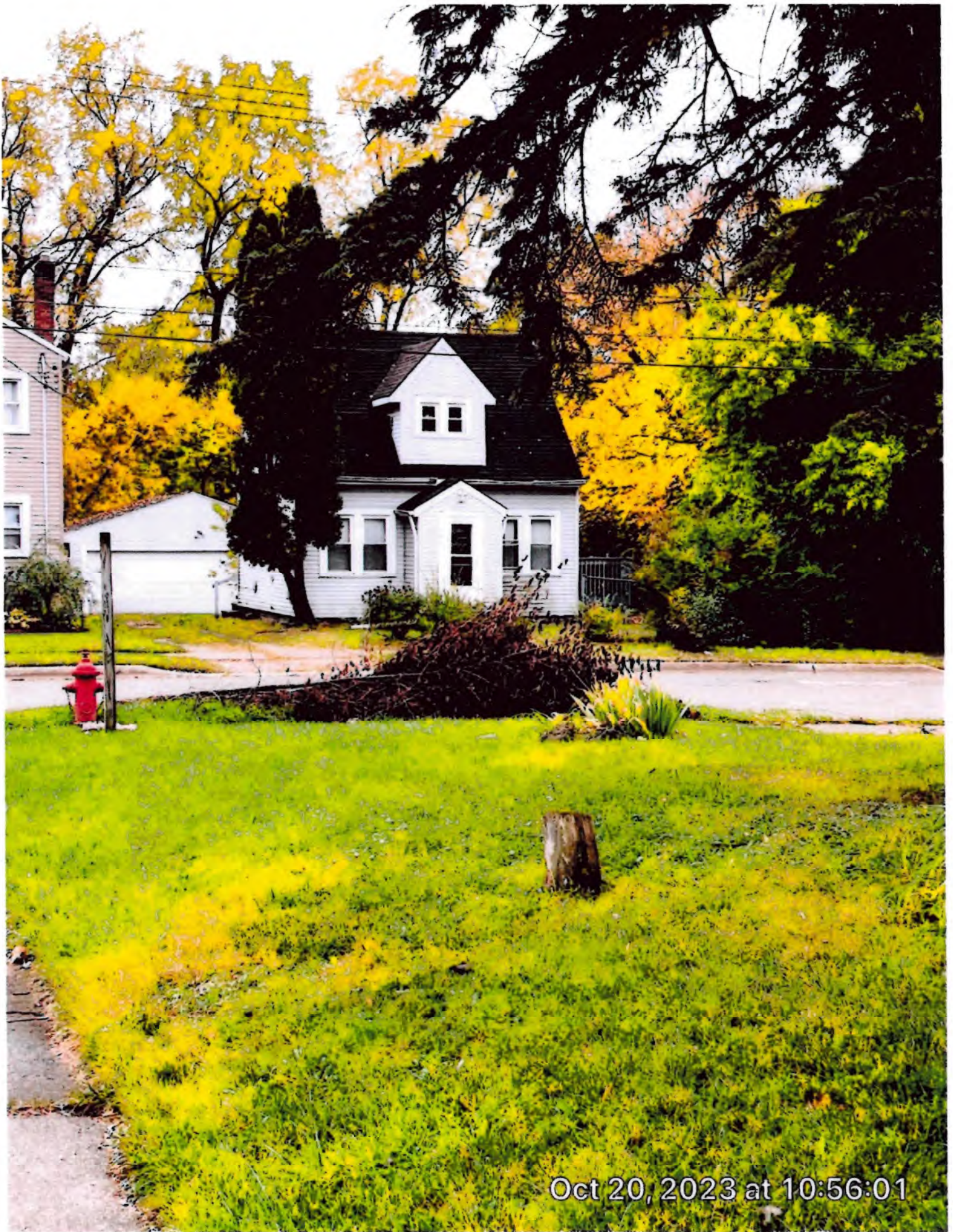
Oct 20, 2023 at 10:38:37





Oct 20, 2023 at 10:38:45











Oct 20, 2023 at 10:55:48

926 EVERETT DR LANSING, MI 48915 (Property Address)

Parcel Number: 33-01-01-20-107-161



Item 1 of 4

[2 Images / 2 Sketches](#)**Property Owner: 917 CHITTOCK STREET L L C****Summary Information**

> Residential Building Summary

- Year Built: 1923
- Full Baths: 1
- Sq. Feet: 1,320
- Bedrooms: 3
- Half Baths: 0
- Acres: 0.116

> Assessed Value: \$59,200 | Taxable Value: \$43,185

> Property Tax information found

> 31 Building Department records found

Owner and Taxpayer Information**Owner**917 CHITTOCK STREET L L C
114 BANK ST
LANSING, MI 48910**Taxpayer**

SEE OWNER INFORMATION

Legal Description

LOT 72 RIVERCREST SUB

Other Information**Recalculate amounts using a different Payment Date**

You can change your anticipated payment date in order to recalculate amounts due as of the specified date for this property.

Enter a Payment Date

Tax History****Note:** On March 1 at 12:00 AM, Summer and Winter local taxes become ineligible for payment at the local unit.

Year	Season	Total Amount	Total Paid	Last Paid	Total Due
2023	Winter	\$1,058.21	\$1,058.21	01/04/2024	\$0.00

General Information for 2023 Winter Taxes

School District	33020	PRE/MBT	0.0000%
Taxable Value	\$41,129	S.E.V.	\$51,200
Property Class	401 - RESIDENTIAL-IMPROVED	Assessed Value	\$51,200
Tax Bill Number	No Data to Display	Last Receipt Number	00005734
Last Payment Date	01/04/2024	Number of Payments	1
Base Tax	\$1,054.19	Base Paid	\$1,054.19
Admin Fees	\$4.02	Admin Fees Paid	\$4.02
Interest Fees	\$0.00	Interest Fees Paid	\$0.00
Total Tax & Fees	\$1,058.21	Total Paid	\$1,058.21
Renaissance Zone	Not Available	Mortgage Code	Not Available

Tax Bill Breakdown for 2023 Winter

Taxing Authority	Millage Rate	Amount	Amount Paid
INGHAM COUNTY	4.530800	\$186.34	\$186.34
AIRPORT AUTH.	0.699000	\$28.74	\$28.74
CATA	2.989500	\$122.95	\$122.95
CADL-LIBRARY	1.560000	\$64.16	\$64.16
RCYCL/YARD	0.000000	\$122.00	\$122.00
GRASS & WEED	0.000000	\$265.00	\$265.00
GRASS & WEED	0.000000	\$190.00	\$190.00
TRASH	0.000000	\$75.00	\$75.00
Admin Fees		\$4.02	\$4.02
Interest Fees		\$0.00	\$0.00
	9.779300	\$1,058.21	\$1,058.21

[Click here for a printer friendly version of Winter 2023 Tax information](#)

2023	Summer	\$2,874.24	\$2,874.24	08/18/2023	\$0.00	
2022	Winter	\$505.88	\$505.88	01/12/2023	\$0.00	
2022	Summer	\$2,598.94	\$2,598.94	08/22/2022	\$0.00	
2021	Winter	\$526.69	\$526.69	12/31/2021	\$0.00	
2021	Summer	\$2,506.00	\$2,506.00	07/14/2021	\$0.00	
2020	Winter	\$516.48	\$0.00		\$516.48	** Read Note(s) Above
2020	Summer	\$2,495.20	\$0.00		\$2,495.20	** Read Note(s) Above
2019	Winter	\$473.45	\$0.00		\$473.45	** Read Note(s) Above
2019	Summer	\$2,451.31	\$0.00		\$2,451.31	** Read Note(s) Above

Load More Years

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