

AGENDA

Committee on Ways and Means November 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.
To view the meeting live and participate in virtual public comment: <https://www.lansingmi.gov/1212/Council-Committee-Meetings>

Updated 11/5/2024

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Minutes**
 - A. October 17, 2024
- 4. Public Comment on Agenda Items (Up to 3 Minutes)**
- 5. Discussion/Action:**
 - B. RESOLUTION - Donation Acceptance; Shaymak Events Charity Golf Outing donation to the Victim Advocate Unit
 - C. RESOLUTION - Grant Acceptance; Michigan Natural Resources Trust Fund Grant for land acquisition of 1624 E. Cavanaugh Rd. and Parcel 23-50-80-01-282-004
- 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, October 17, 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- excused

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Cheryl Rupprecht, LPD
Charles Randall, Internal Auditor
Greg Venker, OCA
Lisa Hagen-Lawrence, OCA

Minutes

MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE MINUTES OF OCTOBER 3, 2024 ON FILE. MOTION CARRIED 2-0.

Public Comment

No public comment at this time.

Discussion/Action:

RESOLUTION – Donation Acceptance; Police Department Special Tactics and Rescue Team (START)

Ms. Rupprecht explained to the Committee this has become a historical donation. There was a fallen officer that was part of the tactical team, and they hold a golf outing using those raised funds for Start Team equipment and training. This varies annually depending on the fund raising.

MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE RESOLUTION FOR DONATION ACCEPTANCE FOR START. MOTION CARRIED 2-0.

RESOLUTION – Donation Acceptance; LPD designated Funds for Social Work Unit

Ms. Rupprecht explained to the Committee that this was anonymous, and no indicator if it will be reoccurring. It was accepted for diapers and toys, on behalf of the unit for those served by the Social Worker. Council Member Carter asked if this was a one-time donation, and Ms. Rupprecht concurred it was anonymous and will be used for the request.

DRAFT

MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE RESOLUTION FOR DONATION ACCEPTANCE FOR THE SOCIAL WORK UNIT OF LPD. MOTION CARRIED 2-0.

RESOLUTION – Grant Acceptance; LPD Capital Area Response Effort (CARE) Grant

Ms. Rupprecht confirmed this was a historical grant where the City will be reimbursed for contract workers. The MDHHS is who the grant is received through and they do work with different funding sources with the Federal agencies. For the City purposes it could be called a sub grant, but for the City purposes it is coming through the MDHHS.

MOTION BY COUNCIL MEMBER CARTER TO RESOLUTION GRANT ACCEPTANCE FOR THE CAPITAL AREA RESPONSE EFFORT (CARE). MOTION CARRIED 2-0.

RESOLUTION – Grant Acceptance; LPD Services Training Officers Prosecutors (STOP) Violence Against Women Grant

Ms. Rupprecht outlined this grant, noting this is through MDHHS office and historical reimbursement and the City has gotten it since FY 2020. This is for one detective and one crime analyst. They are trying to make more efforts in face to face communications and the crime analyst supports the courts. Council Member Carter asked if this has been successful, and Ms. Rupprecht acknowledged she asked for analytics but was not able to get anything before the meeting, but if it was not successful they would not have applied again. The City is responsible for 25% of the overall expenses, and LPD is now working with the staff to track the expenses and they encourage applying for this grant annually to benefit on these available funds.

MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE RESOLUTION FOR THE GRANT ACCEPTANCE FOR THE STOP VIOLENCE AGAINSE WOMEN GRANT. MOTION CARRIED 2-0.

PLACE ON FILE-Sole Source; LPD for All City Management Services as the vendor for the School Crossing Guard Program

Mr. Randall explained his review, noting this is reoccurring of \$340,000. It is a unique vendor because it can write this large FTE, and after investigating it does meet the ordinance.

MOTION BY COUNCIL MEMBER CARTER TO PLACE ON FILE. MOTION CARRIED 2-0.

PLACE ON FILE – Sole Source; Public Service; Wonderware Software as the vendor for Supervisory Control an Acquisition System for the Waste Water Treatment Plant

Mr. Randall explained in his investigation he found this is a unique piece of software. It is operational technology and has extra security. This is the only software the City can run on, and the only vendor authorized to sell in this region.

MOTION BY COUNCIL MEMBER CARTER TO PLACE ON FILE. MOTION CARRIED 2-0.

PLACE ON FILE – Sole Source; LFD; for Phoenix Safety Outfitters as vendor for Turnout Gear for Fire Academy Recruits

Mr. Randall did inform the Committee that the LFD is moving to PFAS free for safety purposes. This is a unique vendor for short turn around for new academy graduates. He did reach out to the Chief to go out to bid in the future for other PFAS. This is the separate from the previously approved grant for turnout gear.

MOTION BY COUNCIL MEMBER CARTER TO PLACE ON FILE. MOTION CARRIED 2-0.

DRAFT

OTHER

Council Member Spadafore stated they have asked the budget office to put together on the funding to CADL and Ms. Fountain will be at the next meeting to speak on the new division in her department on Neighborhood Safety.

ADJOURN

Adjourned at 3:12 p.m.

Submitted by, Sherrie Boak,

Recording Secretary,

Lansing City Council

Approved by the Committee on



**CITY OF LANSING
INTERNAL AUDITOR**
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

MEMO: 3861 Donation Acceptance; Shaymak Events Charity Golf Outing

Date: November 07, 2024

To: Ways & Means Committee

From: Charles H Randall, Internal Auditor

Overview

\$9,548.23 donation from the 2024 Shaymak Charity Golf Outing for the City of Lansing - Police Department - Investigations Division - Victim Advocate Unit for unrestricted use. The unit intends to use the donation as needed.

Comments / Questions

Sincerest thanks and appreciation to Shaymak Events for the generous donation.

Recommendation

Internal Audit recommends council approval of this resolution.

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, Shaymak Events Charity golf outing chose the LPD Victim Advocates Unit to benefit from the 2024 Shaymak Charity Golf Outing and donated a check dated September 6, 2024 to LPD Victim Advocate Unit; and

WHEREAS, the funds are dedicated to the Victim Advocate Unit for use; and

WHEREAS, the VICTIM ADVOCATE Unit, a division of Investigations intends to use the donated funds in the amount of \$9,548.23 as needed.

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council approves acceptance of the donation to the Victim Advocate Unit, a division of Investigations totaling \$9,548.23.

BE IT FINALLY RESOLVED, that 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 awarded grant funds.



ShayMak
MORTGAGE

114 W. Main St, Unit 1
DeWitt, MI 48820

msufcu
MSU FEDERAL CREDIT UNION

3777 West Road
PO. Box 1208
East Lansing, MI 48826-1208

VOID AFTER NINETY DAYS

00 0802364470
74-7966
2724

September 6, 2024

PAY

*** NINE THOUSAND FIVE HUNDRED FORTY EIGHT DOLLARS AND 23 CENTS ***

\$9,548.23

To the Order of:

CASHIER'S CHECK

LANSING POLICE DEPARTMENT

RE: SHAYMAK EVENTS
MEMO: 2024 SHAYMAK CHARITY GOLF
OUTING PROCEEDS - Victim Advocates

MICHIGAN STATE UNIVERSITY FEDERAL CREDIT UNION

[Signature]

SECURITY FEATURES INCLUDED. DETAILS ON BACK.



**CITY OF LANSING
INTERNAL AUDITOR**
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

MEMO: 3859 Grant Acceptance; Michigan Natural Resources Trust Fund Grant

Date: November 07, 2024
To: Ways & Means Committee
From: Charles H Randall, Internal Auditor

Overview

Acceptance of this grant was approved in Resolution 2024-011. However, the City's acceptance of project agreement terms is a condition for the MNRTF grants. This resolution is the acceptance of all the agreement terms, not just the terms presented in the resolution.

Comments / Questions

Resolution indicates documented retained in perpetuity. Agreement requires a much shorter retention.

DP&R is checking with City Attorney if this conflicts with documentation / information retention policies.

Resolution has an audit clause that refers to making documents available to the City of Lansing Department of Parks and Recreation for auditing. Per the agreement and usual audit clauses, the auditor would be the Grantor (Michigan Department of Natural Resources) not Grantee.

DP&R is checking with City Attorney and DNR to ensure this is correctly stated.

Recommendation

Internal Audit council recommends approval of this resolution once the above comments are satisfied.



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: December 18, 2023

GRANT NAME: 1624 E Cavanaugh Land Acquisition Grant Michigan Natural Resources Trust Fund

DEPARTMENT: Parks and Recreation

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

APPLICATION DATE 04/01/2023

AWARD DATE: 12/18/23

GRANT CYCLE: 2023

Check One: Annual X One-Time

FUND AMOUNT: \$300,000 (Breakdown below should total this amount)

GOODS & SERVICES	\$0.00
PERSONNEL	\$0.00
CONSTRUCTION	\$0.00
LAND	\$300,000 (grant)
OTHER (Training)	\$0.00

CITY MATCH (IF APPLICABLE): \$78,000 maximum

GRANT PAYS FOR: land acquisition

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

The City of Lansing is looking to acquire 0.98-acre property. The owner of the property reached out to the City of Lansing requesting that the City purchase the property through the DNR grant acquisition process. The property is adjacent to the River Trail just south of Hawk Island.



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: December 18, 2023

GRANT NAME: Waverly Road Parcel 23-50-80-01-282-004 Land Acquisition Grant Michigan Natural Resources Trust Fund

DEPARTMENT: Parks and Recreation

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

APPLICATION DATE 04/01/2023

AWARD DATE: 12/18/23

GRANT CYCLE: 2023

Check One: Annual X One-Time

FUND AMOUNT: \$500,000 (Breakdown below should total this amount)

GOODS & SERVICES	\$0.00
PERSONNEL	\$0.00
CONSTRUCTION	\$0.00
LAND	\$500,000 (grant)
OTHER (Training)	\$0.00

CITY MATCH (IF APPLICABLE): \$130,000 maximum

GRANT PAYS FOR: land acquisition

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

The City of Lansing is looking to parcel 23-50-80-01-282-004 currently owned by Lansing Christian Center Church for the expansion of the South Lansing River Trail west towards the Grand River.

Resolution #2023-047

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

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, 2023; 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 and Recreation Director is recommending the City apply for grant funding for the following projects:

Land acquisition of 1624 E. Cavanaugh	\$300,000
Land Acquisition of Parcel 23-50-80-01-282-004	\$500,000
Development Grant for Pickle Ball Courts at St. Joseph Park	\$300,000
Recreation Passport for fitness facility at Davis Park	\$150,000
Land and Water Conservation Fund for Tennis at Letts	\$500,000

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes the submission of grant applications 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 maximum 26% match on the \$300,000 grants and 50% on the \$500,000 grants 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.

Resolution #2024-011

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

WHEREAS, the Committee on Ways and Means, Resolution #2023-047, recommended and Lansing City Council authorized the submission of a grant application to the Michigan Natural Resources Trust Fund (MNRTF); and

WHEREAS, the Parks & Recreation Department of the City of Lansing received funding from the Michigan Natural Resources Trust Fund (MNRTF); and

WHEREAS, the funding will be used for two (2) projects, the Sycamore Creek Cavanaugh Road and Waverly Road acquisitions, within the parks system within the City of Lansing as follows;

Land acquisition of 1624 E. Cavanaugh	\$300,000
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Land Acquisition of Parcel 23-50-80-01-282-004	\$500,000
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And

WHEREAS, the Parks and Recreation Department is requesting acceptance of the Michigan Natural Resources Trust Fund (MNRTF) funds; and

WHEREAS, the City of Lansing recognizes the importance of the continued development of these and other enhancements and has committed to implementing a maintenance plan/program over the design life of the facilities and has budgeted specific monies to ensure the continued maintenance of the enhancements; and

WHEREAS, the Administration and the City Council recognize the importance and need for safe recreation and non-motorized transportation facilities;

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council, hereby, approves acceptance of the Michigan Natural Resources Trust Fund (MNRTF) funds TF23-0032 and TF23-0043.

BE IT FINALLY RESOLVED, the Administration is authorized to receive the funds, create the necessary accounts, and make necessary transfers for their administration in accordance with the requirements of the grantor.

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

Authorizing Michigan Natural Resources Trust Fund (MNRTF) Grant Funding

WHEREAS, the Parks and Recreation Department applied for grant funding through Michigan Natural Resources Trust Fund (MNRTF for grant cycle 2023); and

WHEREAS, MNRTF requires a resolution from the governing body of the applicant accepting the Project Agreements, acknowledging the requirements required within the Project Agreements; and

WHEREAS, the Parks and Recreation Director is recommending the City accept the Project Agreements for the following projects:

Land acquisition of 1624 E. Cavanaugh	\$300,000
Land acquisition of Parcel 23-50-80-01-282-004	\$500,000

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes the acceptance of 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 Project Agreements 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 projects during the project period and to provide funding approved with Resolution #2024-011 to match the grant authorized by the Parks and Recreation Department.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the Parks and Recreation Department for auditing at reasonable times in perpetuity.
3. To regulate the use of the property acquired and reserved under these Agreements to assure the use thereof by the public on equal and reasonable terms.
4. To comply with any and all terms of said Agreements including all terms not specifically set forth in the foregoing portions of this Resolution.