

# **REGULAR MEETING OF BOARD OF PUBLIC SERVICE SEPTEMBER 12, 2024**

**PRESENT:** Thomas Hickson, Nancy Mahlow, Hugh McNichol, Samara Morgan, and Jason Wilkes

**ABSENT:** Jon Scott, and Ronald Wilson

**STAFF:** Jeremiah Kilgore, Andrew Kilpatrick, Nicole McPherson, and Mitch Whisler.

**VISITORS:** Mark Clouse

## **1) CALL TO ORDER:**

Chair Wilkes called the meeting to order at 11:32 a.m., at the City of Lansing, City Hall, Public Service Department.

- a. Roll Call
- b. Excused Absences: Jon Scott, and Ronald Wilson

## **2) ADJUSTMENTS/APPROVAL OF THE AGENDA:**

Chair Wilkes requested approval of the agenda, Mr. McNichol moved, Mr. Hickson seconded, and MOTION CARRIED UNANIMOUSLY, to approve the agenda as submitted.

## **3) APPROVAL OF BOARD MINUTES:**

**August 8, 2024**

Chair Wilkes requested approval of the minutes, Ms. Mahlow moved, Mr. McNichol seconded, and MOTION CARRIED UNANIMOUSLY, to approve the minutes as submitted.

## **4) CITIZEN COMMENTS: None**

## **5) ACTION ITEMS:**

FY 25/26 Board of Public Service Budget Priorities – the board reviewed and discussed the proposed priorities. Ms. Mahlow asked for a revision to include traffic calming and public safety. Mr. Hickson moved to approve, Ms. Morgan seconded, MOTION CARRIED UNANIMOUSLY, to approve the proposed priorities, with the revision, created by Mr. McNichol.

### **Traffic Requests:**

Engineers Report #23-04 Parking Regulation Request: Red Cedar Development – Two-hour parking time limit. A request from the Red Cedar development to install two-hour time limit signs at the on-street parking areas within the Red Cedar Development. The signs have been installed on a trial basis. The Transportation and Non-Motorized Section Recommends that the signs be approved and made permanent. Mr. Hickson moved to approve the recommendation, Ms. Morgan seconded, and MOTION CARRIED UNANIMOUSLY.

Engineering Report #24-01 Parking Regulations Survey: 1600 Block of West Washtenaw Street. A request was received from a resident to remove the existing parking restriction along the north side of the 1600 block of West Washtenaw Street and allow unrestricted on-street parking. After a review and a survey, it is recommended by the Transportation and Non-Motorize Section to remove the existing No Parking 7 a.m. – 4 p.m. School Days signs and allow unrestricted parking along the north side of Washtenaw Street from McPherson Avenue to West Street. Ms. Morgan moved to approve the recommendation, Mr. McNichol seconded, and MOTION CARRIED UNANIMOUSLY.

Engineering Report #24-03 Parking Regulation Request: 200 North Grand Avenue. A request from the Information Technology Department was received, to add a loading/unloading zone along the west side of the 200 block of North Grand Avenue to allow staff a place to park while loading/unloading computer equipment. The Transportation and Non-Motorized Section recommends that a loading/unloading zone along the west side of the 200 block of North Grand Avenue be installed just south of the existing 30-minute metered parking area to meet the needs of the Information Technology Department. Mr. Hickson moved to approve the recommendation, Ms. Mahlow seconded, and the MOTION CARRIED UNANIMOUSLY.

Engineering Report #24-06 Traffic Control Request: Astor Avenue and Palmer Street. A request was received from a resident to install flashing arrow lights at the intersection of Astor Avenue and Palmer. After investigating, the Transportation and Non-Motorized Section recommends that a new stop sign be installed on Astor Avenue at Palmer Street and a new W1-7 target arrow warning sign be installed on the west side of the intersection facing east. Mr. Hickson moved to approve the recommendation, Ms. Morgan seconded, and MOTION CARRIED UNANIMOUSLY.

Engineering Report #24-07 Parking Regulation Request: 1100 North Washington Avenue – ADA Parking Spaces. A request was received from Elderly Instruments to install ADA parking spaces along North Washington Avenue. The Transportation and Non-Motorized Section recommends two handicap spaces be implemented along the east side of Washington Avenue north of Maple Street and one along the west side of Washington Avenue south of Cesar Chavez Avenue based on PROWAG requirements and taking a proactive approach to the anticipated adoption of the DOJ and FHWA. Ms. Mahlow moved to approve the recommendation, Mr. McNichol seconded, and MOTION CARRIED UNANIMOUSLY.

## **6) REPORT OF OFFICERS:**

Administration Division: A written report was distributed.

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

Engineering Division: A written report was distributed.

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

## **7) DIRECTOR'S REPORT:**

Director Kilpatrick reported on the following: MLK project, one-way streets, Michigan Avenue project, tack trucks, and a request to rename a city street/impact.

**8) UNFINISHED BUSINESS:**

Chair Wilkes requested a review of the February 2024 Board of Public Service minutes, which indicated unanimous approval of the parking regulations for Westchester Rd and East Westchester Rd in the Cambridge Downs Subdivision. Ms. Mahlow and Chair Wilkes expressed that their concerns regarding the exclusive parking regulations were not accurately reflected in the minutes.

**Motion to amend February minutes:**

Mr. Hickson proposed a motion to amend the February minutes to attempt to address concerns raised by Ms. Mahlow and Chair Wilkes, by striking “request” and inserting “report” to reflect the Board’s support for the Department’s traffic report instead of the neighborhood’s full request. Mr. McNichol seconded the motion.

Vote: The motion failed with a vote of 2 in favor, 2 against, and 1 abstain.

**Motion to be noted in today’s minutes only:**

Following further discussion, Chair Wilkes motioned to have the record reflect that Ms. Mahlow and Mr. Wilkes did not support the parking regulations for Westchester Rd and East Westchester Rd in the Cambridge Downs Subdivision. Ms. Mahlow seconded the motion. Vote: The motion was approved with a vote of 3 in favor, 1 against, and 1 abstain.

**Public Comment:**

Mark Clouse, a resident of the Cambridge Downs Subdivision, voiced his concerns regarding public safety related to the lack of parking regulations. He highlighted issues stemming from the lack of sidewalks, which necessitated pedestrians walking in the roadway and navigating around parked cars.

**9) NEW BUSINESS:**

A request to change the name of a street in the city was presented to the Board. Mr. McNichol motioned to receive the request and put it on the October agenda under New Business, Ms. Mahlow seconded, and MOTION CARRIED UNANIMOUSLY.

**10) COMMUNICATIONS AND INFORMATION ITEMS: None**

**11) ITEMS FOR THE SUSPENSION OF THE RULES: None**

**12) PUBLIC COMMENTS: None**

**13) ADJOURN:**

The meeting adjourned at 1:11 p.m.

Respectfully submitted by,  
Janette Tate, Recording Secretary