

City of Lansing Charter Commission

Regular Meeting Agenda



Tony Benavides Lansing City Council Chambers
Lansing City Hall, 10th floor
124 W. Michigan Avenue

February 18, 2025 at 6:30 PM

1. Call to Order

2. Roll Call

3. Adopt the Agenda

4. Approval of Minutes

- A. February 4, 2025 Minutes

5. Public Comment

- A. People wishing to share public comment virtually may do so. The deadline to register to comment this way is 6PM, 30 minutes before the start of the meeting. Sign up at this link: <https://events.gcc.teams.microsoft.com/event/a84ffd62-4f88-49a7-b5f4-0db41353f2c3@87509dec-095b-4ff8-ba5a-0035cdfc715d>
People sharing public comment in person at the meeting may sign up when they arrive to the meeting.

6. Officer Reports

- A. Chair
- B. Vice-Chair
- C. Clerk

7. Old Business

- A. Article 2: Line-by-Line Review
- B. Article 4: Line-by-Line Review

8. New Business

9. Public Comment

10. Commissioner Remarks

11. Adjournment

Persons with disabilities who need an accommodation to fully participate in this meeting should contact the City Clerk's Office at (517) 483-4131 (TTY 711). 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation request.

Minutes for the City of Lansing Charter Commission

Regular Meeting | Tuesday, December 3, 2025, 6:30 PM

Tony Benavides City Council Chambers,
Lansing City Hall, 10th floor, 124 W. Michigan Ave.

Present: Commissioners Adams Simon, Anderson, Bauer, Boyd, Dowd, Jeffries, Lopez (tardy), Qawwee,

Absent: Commissioner Washington (excused)

Staff Present: City Clerk Swope, Deputy Clerk Drever, Attorney Rewa

Call to Order

The meeting was called to order by Chair Jeffries at 6:30 PM.

Roll Call

Clerk Swope called the roll of the Commission. A quorum was present.

Adopt the Agenda

Moved by Commissioner Boyd to adopt the agenda as presented.

Motion Carried.

Approval of minutes

Moved by Commissioner Bauer to approve the January 21, 2025, minutes as presented.

Motion Carried.

Public Comment

Joy Gleason spoke about the people voting for changing the Charter.

Randy Dykhuis spoke about creating a Sustainability and Environmental Affairs Department in the Charter.

Heath Lowry spoke about expanding the number of wards, strengthening Council's investigative powers, and echoed Randy Dykhuis' comments about a Sustainability Department.

Trini Pehlivanoglu spoke about service as an At-Large member of City Council; increasing transparency in the appointments process; auditing the Board of Water and Light; implementing a conflict wall for the City Attorney; expanding the Internal Auditor's role; and adding a strategic plan to the Charter.

Stan Shuck spoke about having voted for changing the Charter, conducting audits of City Departments, and expanding Board of Water and Light oversight.

Michael Dombrowski spoke about making board appointments more transparent and making the boards' oversight more effective.

Nicklas Zande spoke about increasing the number of wards, aligning wards with established neighborhoods, and about having voted for changing the Charter.

Brad Jorae spoke about section 4-303.5: updating the language to protect ambulatory services.

Nancy Mahlow spoke about having voted for changing the Charter and establishing a Sustainability Department.

Linda Appling spoke about keeping the at-large seats on Council and monetary influence in elections.

Fredric McLaughlin spoke about building community through city planning.

Farhan Sheikh-Omar spoke about eliminating at-large seats on Council.

Officer Reports

Chair

No Report.

Vice-Chair

No Report.

Clerk

Clerk Swope acknowledged written communications in the packet.

Old Business

A. Article 2: Line-by-Line Review

Attorney Rewa overviewed the legal opinion that addresses the definition of default.

Moved by Commissioner Qawwee to amend 2-103.2 to read “No person who is in default to the City shall be eligible to hold any City office, unless such default is eliminated within 15 days after written notice thereof by the City Clerk. No person seeking elective office shall be in default to the City at the time such person files for office or any time thereafter during the person’s candidacy or term of office. Any officer in default to the City during the term of office is subject to forfeiture or dismissal. The City shall develop, through ordinance, such procedures to ensure that the provisions of this section continue to be met during an officer’s term in office.”

Motion carried.

B. Article 3: Line-by-Line Review

Attorney Rewa

Moved by Commissioner Boyd to amend 3-207 to add .6, which reads “No employee shall be discharged, threatened, or otherwise discriminated against regarding the employee’s compensation, terms, conditions, location, or privileges of employment because the employee is requested by the City Council to participate in an investigation, hearing, or inquiry of the City Council, or participates in same.”

Motion carried.

New Business

A. Article 4: Line-by-Line Review

Attorney Rewa overviewed the legal opinion which addresses topics in Article 4: City Attorney, typos, enumeration of departments, and bringing language up to date with regards to implementation and diversity.

Motion carried, by unanimous consent, to fix the typos in 4-102.

Commissioners discussed attorneys for the city and mayoral staff position descriptions.

Moved by Vice-Chair Adams Simon to change “Executive Assistant to the Mayor” to “Deputy to the Mayor.”

Discussion followed about the position title and duties.

Motion carried 7-1 with Commissioner Anderson against.

Moved by Commissioner Bauer to add the strategic plan language as 4-102.4 and renumber the subsequent sections. 4-102.4 will read “Within one year of being sworn in, the Mayor shall present to the Council and public a written three-year strategic plan for the City of Lansing that provides a vision, goals and objectives, and how progress will be measured. The plan shall include

- 1) comprehensive data on and analysis of the city’s current situation, including demographic and economic trends; environmental and health threats and trends; technological trends; regional factors and opportunities; education needs; land use and transportation; neighborhoods and housing, and the social landscape;
- 2) active involvement of citizens, community organizations, local businesses, other government agencies, and internal staff from all levels and functions;
- 3) high-level strategic goals that are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART);
- 4) detailed strategies and action plans for achieving the goals; and
- 5) a system for regularly measuring and reviewing progress and publicly reporting on the implementation of the plan. The Mayor shall report on the progress of creating and implementing the plan at the annual State of the City Address and in the annual budget presented to the City Council.”

Motion carried.

Commissioners discussed the timing and content of mayoral annual reports and presentations to the Council.

Moved by Commissioner Anderson to amend 4-102.9 to add “shall make an annual report no later than the last regular City Council meeting in January of each year”

Motion withdrawn.

Commissioners discussed how the mayor reduces discrimination and reports on diversity efforts.

Commissioners discussed the organizational structure of the City’s departments and agencies throughout review of this article.

Moved by Commissioner Anderson to remove the list of agencies in 4-301.3.

Motion carried.

Moved by Commissioner Dowd to strike 4-301.7

Motion carried 7-1, with Commissioner Qawwee voting against.

Moved by Vice-Chair Adams Simon to keep the language 4-303.2 the same.

Motion carried 7-1, with Commissioner Boyd against.

Moved by Vice-Chair Adams Simon to amend 4-303.5 to read “The department shall maintain and operate ambulance services, advanced life support (ALS), and other lifesaving and emergency services necessary for the welfare of the residents of the city of Lansing. The Lansing Fire Department is designated as the primary provider of emergency medical services, ensuring the highest standards of care, as directed by the Council.”

Motion carried.

The Chair suspended new business.

Public Comment

Mike Lynn spoke about the work of the Commission and recommended implementing punishments for noncompliance with the Charter.

Randy Dykhuis spoke about the Board of Water and Light administration and oversight. He Echoed Mike Lynn's comments about punishments for noncompliance.

Fredric McLaughlin spoke about specific language in 4-201.3 and recommended 4-306 names the City of Lansing Planning Department, without reference to economics.

Erica Lynn spoke about having voted for changing the Charter and how the Commissioners allocate discussion time.

Linda Appling continued her comments supporting having At-Large seats on Council.

Brad Jorae expressed his thanks for the commission adopting his amendment and explained the importance of transparency with the Fire Board.

Joy Gleason spoke about increasing transparency between the City Attorney and Mayor. She proposed a City Council structure of 6 wards and 3 at-large.

Commissioner Remarks

Commissioner Anderson spoke about the timeline of the Commission's work.

Commissioner Boyd spoke about her approach to work on the Commission.

Adjournment

The meeting was adjourned by Chair Jeffries at 9:32 PM.

From: Nancy Mahlow <nmahlow2012@gmail.com>
Sent: Monday, February 3, 2025 11:59 PM
To: Chartercommission
Subject: [EXTERNAL] Review of the City Charter

I want to comment on a recent statement by a commissioner concerning whether the charter is "opened for review" or when the citizens voted to make substantial changes to reflect the current status of our city rules, ordinances, etc. This was an insult to the voters who strongly expressed their concerns with the current city charter. You are here to listen to the constituents and bring this charter current.

The citizens voted for drastic changes to the present city charter. This document has been in existence for over 50 years, with only minor changes several years ago. We **MUST** bring it into the 21st century. You are entitled to your own opinion; however, when it comes to this charter, you must consider our opinions, suggestions, etc. as our voice was heard when you were elected.

The following are my suggestions for change

Article 2

City Attorney - This position should be elected by the citizens. The mayor should not appoint the city attorney as this creates a conflict of interest as the city attorney works for the city council and the mayor.

Create a "policymaker position" that should not be decided by or placed under the mayor.

City Council -At one time, the city council had approximately 5 staff members to conduct council business and provide coverage to council members. Presently, there are two staff members, which causes a huge problem if one is absent. Their budget should allow for an increase in positions.

Agree a policymaker position should be created but do not put this under the mayor.

A. Presently there are 4 At-Large and 4 ward members. There should be more accountability for city council attendance at all meetings. If a council member misses a meeting their pay should be cut. When you are employed and don't show up for work you do not get paid (unless your employer has provided leave time.)

Changes to the structure of the council should be considered. Having an even number of council members creates a problem when votes are needed and continuously has a tie vote. Creating a 9-member council would solve the problem. Breaking the present wards into smaller areas helps constituents have better communication with their ward person. Some of the present wards are too large and again there is a lack of communication with the present makeup of the council.

It becomes difficult when At-Large members do not attend neighborhood meetings, return calls, and simply interact with their constituents. They are receiving a nice income and do not have to show what they have done to earn it.

Council absent - What constitutes an "excused absent", and what time frame is allowed for a council member to call in?

Should they be paid for an absence whether excused or not? Should there be several absences before their per diem is cut which would be based on council and committee meetings?

Article 2, 2-301 Absence from Office - Several years ago, there was an issue with the absence of a council member for several months, and they were never removed. There should be stronger language regarding this issue. If a council member is absent for 60 days, they should be removed.

Depending on the felony, should the 20-year period decrease? This depends on the felony charge.

City Charter - Things change almost daily within our city and consider opening the charter to 10 years.

The filing fee should remain at \$100.

Article 3

Rules - What type of rules are used? Robert's Rules of Order or Mason, does this change when a new mayor is elected?

m - What is a reasonable opportunity for the public to be heard?

3-201 -.1 - There should be more than 26 weeks for council meetings. Should hold at least one more meeting in December.

3-202 - Give 24 hr notice for a special meeting.

3-205 - Voting - One line says 2/3 vote of five members, and another sentence says 2/3 vote of six members. Which is it? Be consistent.

.2 Cleanup of the paragraph

3-305 .1 - Veto - Concerns that a personal decision might cause a veto by the mayor.

Article 4

1. Mayor - The distance they can travel to conduct city business. A cell phone is not acceptable, we are paying for a mayor to be within the city limits. When the mayor is unavailable the city council president should represent the city, not a "deputy director (which does not exist in the present Charter). This would require changing Article 4.12.

A. The mayor should be limited to the number of staff within the administration. The administration presently has a huge budget, which is a big concern for many because our taxes pay for this. A "deputy mayor" or "administrative staff" was not elected to be the voice of our city whether that is making announcements on city issues or talking with others within our city. There is too much money budgeted for this office regarding wages, benefits, etc.

B. Promotion of department heads should require communication with the city council and the mayor. The mayor should not solely make the promotional decision. The decision for these positions should be based on merits and require a yearly evaluation (which does not exist today).

C. Chief of Police - Presently the charter says "shall notify the Board of Police Commissioners of the reasons for the

suspension. The Board shall convene at the earliest opportunity after the suspension.... A time period should be decided (3 days after the suspension; 5 days, etc)

D. Presently there is no accountability on spending within a department. For example, Public Service can purchase up to \$5,000 without any oversight. I found this appalling to the taxpayers. There should be written approval and a limit on the amount.

E. Use of cell phones and emails - Should have rules regarding these,

I will continue to review this charter and make suggestions for change. Again, I will say you were elected to review AND make appropriate changes to this charter.

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Nancy Mahlow
nmahlow2012@gmail.com
517-372-3249

Drever, Emery

From: Trinidad Pehlivanoglu <trinidad.pehli@gmail.com>
Sent: Tuesday, February 4, 2025 1:44 PM
To: Chartercommission
Subject: [EXTERNAL] Lansing City Charter Input
Attachments: CharterCommission_02042025.pdf

Hello,

Please see the attached letter with ideas/input as to the Lansing City Charter. Many of these topics have been discussed by the Commission, community members, and other community leaders.

I am happy to discuss these ideas in greater detail with any Commissioner, please feel free to contact me.

Thank you,
Trini Pehlivanoglu

Trini Pehlivanoglu
3408 Inverary Drive
Lansing, MI 48911

February 4, 2025

Lansing City Charter Commission
124 W. Michigan Ave.
Lansing, MI 48933
Charter.commission@lansingmi.gov

Re: Lansing City Charter Input

Charter Commission Members:

Thank you for taking time to read my thoughts and comments as to the Lansing City Charter. Below I have listed points that have been brought forward by community members, Charter Commissioners, and other community leaders.

City Attorney

- The City Attorney represents both the Mayor and City Council, per current Charter.
- I suggest a concept modeled after the State of Michigan Attorney General's Office, which enacts a "Conflict Wall" for matters in which the Mayor and Council have differing opinions or priorities.
(See Attachment A)
 - By utilizing a Conflict Wall, there is no communication between the attorneys assigned to research and represent each office on a singular matter.
 - Any internal electronic documents and research are protected and restricted by password access or a firewall.
 - I believe this could be utilized whether the Charter Commission votes on an appointed or elected City Attorney.

Internal Auditor

- The Internal Auditor employed by City Council is an essential figure.
- This position has been a revolving door for the past several years, and the position has been vacant for up to eight months at a time.
- In order to conduct department and agency audits according to the audit schedule, as well as conduct audits or gather information at Council member request, is too heavy a workload for one employee.
- I suggest that the Internal Auditor have a team with at least two additional employees to carry out this important work.

Board of Water and Light

- I suggest that Article 3, Chapter 4, Section 3-402.8 should be altered or eliminated. *"The Internal Auditor shall have no authority to audit the activities of the Board of Water and Light except as requested in writing by the Board."*
 - The City of Lansing is subject to an internal and external audit. The Board of Water and Light should be subject to the same level of audit.
 - If language is eliminated in Article 3, there could be language requiring an external audit within Article 5, Chapter 2, Section 5-202.2.

Policy Analyst

- Council members would greatly benefit from the expertise of a policy analyst.

Committee and Board Appointments

- Currently, all applicants for boards and commissions are first vetted through the Mayor's office, and sent at the Mayor's discretion to Council for consideration per current Charter. I see at least two solutions to be included in the Charter:
 - I suggest that all applications are first sent to Council through Committee. After fully vetting all applicants in an open meeting, the selected applicant is sent to the Mayor's office.
- **OR**
 - I suggest that if the current system continues, the Mayor's office will forward all applicants along with the selected applicant in order to move forward.
- Either option will create a system with greater transparency and allow Council to have an avenue to ensure appointments are made openly and fairly.

Annual Review

- I believe that all city employees, including contracted employees, should receive an annual review, to be kept on file with the City's Human Resources office.
- Annual reviews are a meaningful way to gauge efficiency of the City and our workforce.

Strategic Plan

- It has been suggested that a Strategic Plan be created and reviewed on a cadence stated within the Charter. I agree.
- I believe that a Strategic Plan should be updated every three to five years, and include immediate, interim, and long-term goals.
- The plan should also include deliverables needed to meet the goals and continuous evaluation of metrics to gauge success.
- For ease of use, the full plan could be a link in the Charter so that updates are always available.

Attendance/ Per-diem Pay

- Council members should be accountable for attending Committee of the Whole, City Council, Committee, and Outside Committee meetings as assigned.

- Currently, attendance for the official record is taken for Committee of the Whole, City Council, and regular Committee meetings. Attendance for outside committee work is not accounted for in our attendance spreadsheet.
- If per-diem pay is a consideration, all Council members MUST receive an equal number of assignments.
- Currently, Council members are placed on internal and external committees by the Council President/leadership. The assignments vary and are not equally distributed. **(See Attachment B)**

Council Size

- I believe that council should have an odd-number of council members to prevent stalemates that may lead to inaction.

Council At-Large and Ward Representatives

- There has been much discussion regarding the number of wards and whether at-large members have any value.
- I would like to say that I personally find meaning in the work I do, the residents I serve, and take my at-large service very seriously.
- It is my opinion that meaningful leadership will come down to the person elected, regardless of at-large or ward representation. Over time we have seen effective and ineffective service in each role.
- It is my hope that Charter Commissioners have done their due diligence in researching facts, metrics, and any available data to reach a decision that will provide the best representation for all of us.

Thank you for your time and service to the residents of Lansing.

Sincerely,



Trini Pehlivanoglu

3rd Ward Resident

Lansing City Council Member, At-Large

Attachment A

GRIFFIN, J.

Appellant Attorney General appeals as of right an order of the Public Service Commission (PSC) granting appellee Detroit Edison Company's motion to terminate the proceedings in Case Nos. 00-011449 and 00-011528 regarding Edison's request for a suspension of its power supply cost recovery (PSCR) clause.

At the time of oral arguments in this appeal, the Attorney General was both appellant and counsel for appellee PSC. Upon calling the case, the Court raised the issue of the apparent conflict of interest of the Attorney General regarding her dual roles. When the opposing assistant attorneys general were unable to cite any authority to support their adversarial relationship, this Court invited supplemental briefs on the issue. Following our inquiry, appellee PSC objected to a brief prepared by its assigned assistant attorney general that argued the Attorney General and her assistant attorneys general had no conflict of interest. Thereafter, appellee PSC requested that the Attorney General appoint a special assistant attorney general to represent its interests. By mutual agreement, the Attorney General eventually appointed attorney Allan Falk as special assistant attorney general for the PSC. However, a stipulation for substitution of counsel has not been filed. Further, the Attorney General represents that her appointment of Mr. Falk is a limited appointment for the purpose of filing a brief on the conflict question only.

The authority of the Attorney General to appoint special assistant attorneys general is well established. See, e.g., *Dearborn Fire Fighters v Dearborn*, [394 Mich. 229, 309-310](#); [231 N.W.2d 226](#) (1975) (opinion by Williams, J.); *Sprick v Regents of Univ of Michigan*, [43 Mich. App. 178, 184](#); [204 N.W.2d 62](#) (1972); OAG, 1985, No 6295, p 72 (May 15, 1985). In addition, the Legislature through statutory enactment has recognized the position of "independent special assistant attorney general." See, e.g., [MCL 333.16237\(2\)](#); MSA 14.15(16237)(2). Once appointed, an independent special assistant attorney general is not subject to the control and direction of the Attorney General. *Id.* Rather, and if needed, the independent special assistant attorney general is supervised by the court.

Attorney General v. Public Service Comm, 243 Mich. App. 487, 489-91 (Mich. Ct. App. 2000)

Attachment B

This list references the assigned internal Council committees only.

Name	2025 Committee Assignment	Number of Meetings per Month
Ryan Kost	Personnel	At call of the Chair
	Development and Planning	2
	Public Safety	2
Tamera Carter	Personnel	At call of the Chair
	Equity, Diversity, & Inclusion	1
	Municipal Audit	1
Jeremy Garza	City Operations	2
	Development & Planning	2
	Ways and Means	2
Adam Hussain	Development & Planning	2
	Public Safety	2
	Ways and Means	2
Trini Pehlivanoglu	Personnel	At call of the Chair
	Public Safety	2
	Municipal Audit	1
Brian Jackson	Personnel	At call of the Chair
	Equity, Diversity, & Inclusion	1
Jeffrey Brown	City Operations	2
Peter Spadafore	City Operations	2
	Equity, Diversity, & Inclusion	1
	Ways and Means	2
	Municipal Audit	1

2025
Lansing City Council
Standing Committees/Boards/Commissions
Assignments and Schedule
***Updated 1/27/2025**

Committee of the Whole	<i>Days: Monday Time: 5:30 p.m.</i>	Committee on Personnel	<i>At Call of the Chair</i>
Ryan Kost- Chairperson	<i>Before each scheduled Council Mtg.</i>	Tamera Carter - Chair	
Tamera Carter - Vice Chair		Ryan Kost- Vice Chair	
		Brian T. Jackson-Member	
		Trini Pehlivanoglu - Member	
Committee on City Operations	<i>Days: 1st & 3rd Thursday Time: 4:00 p.m.</i>	Committee on Development & Planning	<i>Days: 2/4 Wednesday Time: 3:30 p.m.</i>
Jeffrey Brown - Chair		Jeremy Garza - Chair	
Peter Spadafore - Vice Chair		Adam Hussain- Vice Chair	
Jeremy Garza - Member		Ryan Kost - Member	
Committee on Equity Diversity & Inclusion	<i>Days: 2nd Wednesday Time: 4:30 p.m.</i>	*Committee on Municipal Audit	<i>Days: Monday 2/10;3/10;4/7;5/5;6/9 Time: 4:00 p.m.</i>
Brian T Jackson- Chair		Peter Spadafore - Chair	
Peter Spadafore- Vice Chair		Tamera Carter - Vice Chair	
Tamera Carter - Member		Trini Pehlivanoglu - Member	
Committee on Public Safety	<i>Days: 2nd/4th Tuesday Time: 4:00 p.m.</i>	Committee on Ways and Means	<i>Days: 1st/3rd Wednesday Time: 3:30 p.m.</i>
Trini Pehlivanoglu - Chair		Adam Hussain- Chair	
Adam Hussain- Vice Chair		Jeremy Garza- Vice Chair	
Ryan Kost - Member		Peter Spadafore - Member	

2025 Council Member Board and Commission Assignments-

Capital Area Michigan Works Admin. Board: *Council Members Pehlivanoglu, Kost and Carter*
Capital Region Airport Authority: *Council Member Spadafore*
City of Lansing & Charter Township of Lansing Liaison Commission: *Council Member Pehlivanoglu*
Community Corrections Advisory Board: *Council Member Kost*
Downtown Lansing, Inc.: *Council Member Spadafore*
Employee Retirement: *Council Member Garza*
Police & Fire Retirement: *Council Member Garza*
Lansing Entertainment & Public Facilities Authority: *Council Member Jackson*
Planning Commission: *Council Members Kost and Hussain*
Tri-County on Aging Consortium Board: *Council Members Kost and Pehlivanoglu*
Tri-County Regional Planning Commission: *Council Members Hussain, Pehlivanoglu and Spadafore*

Lansing City Charter Commission Comment Submission Form

02/05/2025 10:41 PM (EST)

Lansing City Charter Commission Comment Submission Form

First Name	Concerned
Last Name	Citizen

(Optional) Contact information is optional, but providing it will make it easier for potential follow up.

Comment	City of Lansing has the 17th highest tax rate relative to property value in the ENTIRE COUNTRY, the city is also burdened with millions in unfunded pension liabilities yet we can't get the streets plowed. Why would you consider expanding the city government even further by creating a sustainability department? Maybe look at reducing the bloated departments of HRCS, financial empowerment, etc. Your goal should be to streamline government and add transparency not to generate more departments. An anonymous citizen
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Drever, Emery

From: Cindy Kangas <cindy@camconline.org>
Sent: Wednesday, February 12, 2025 8:57 AM
To: Chartercommission
Subject: [EXTERNAL] Letter in Support of LBWL

Dear Members of the Lansing City Charter Commission,

On behalf of the Capital Area Manufacturing Council (CAMC), I am writing to express my strong support for maintaining the current governance structure of the Lansing Board of Water and Light (BWL). As a trusted utility provider and a key partner to the manufacturing industry in our region, BWL has consistently demonstrated its commitment to reliable service, economic development, and community engagement.

The existing structure, which ensures BWL operates as an independent entity, has proven to be effective in supporting business and industry. The current appointment process—where the Mayor selects commissioners and the City Council confirms them—provides a balanced approach to oversight while allowing BWL to function efficiently. Any changes to this well-established system could create unnecessary disruptions, uncertainty, and potential inefficiencies in service delivery.

Manufacturers in the Capital Area rely on BWL for consistent and affordable energy to support operations, workforce growth, and long-term investments. The stability of BWL's governance directly impacts our members and their ability to remain competitive. As such, we respectfully urge the Charter Commission to maintain the current structure and leadership framework of BWL to ensure continued success for businesses and residents alike.

Thank you for your consideration, and please do not hesitate to reach out if I can provide any further insight from the manufacturing community.

Sincerely,
Cindy Kangas
Executive Director
Capital Area Manufacturing Council
Office: (517) 939-9910
[CAMC Online](#)
[CAMC Facebook](#)



Drever, Emery

From: Randy Dykhuis <rwdykhuis@outlook.com> on behalf of Randy Dykhuis <randy@dykhuis.net>
Sent: Thursday, February 13, 2025 1:01 PM
To: Chartercommission
Subject: [EXTERNAL] Sustainability and environmental affairs commission
Attachments: Sustainability department need and article 4 wording.pdf

Please see the attached document. Thank you.

Lansing needs a Sustainability and Environmental Affairs Department, and it should be part of the charter. Other Michigan cities have departments or highly situated offices dedicated to sustainability and the environment. These include Ann Arbor, Grand Rapids, and Detroit. Lansing does currently have a Sustainability Office within the Public Services Department, but it does not have equal standing to the highest administrative levels in the city. This needs to change.

Lansing is already witnessing the effects of a warming world and will face many more challenges in the years ahead. We need a city department that is well-staffed and focused on how we as a city can adapt to increasingly erratic weather patterns, mitigate the emissions of greenhouse gases, and work to increase the supply of energy from clean, renewable resources. By taking these steps, the department would have a direct impact on public health.

All residents would experience health benefits from lower levels of water, air, and solid waste pollution and other sustainability actions such as restoration of Lansing's tree canopy. However, it is the city's less well-off residents who bear the brunt of the environmental damage in the community. A Sustainability and Environmental Affairs Department would ensure environmental justice concerns are always top-of-mind.

There are some potential objections:

1. *This does not belong in the charter.* The departments in the current charter, police, fire, finance, planning, etc, are undeniably essential to the healthy functioning of the city. In 2025, it is impossible to say that attention to environmental affairs is not essential to the health and well-being of the city's residents. It belongs in the charter.
2. *It is too expensive.* The underlying assumption is that a new department would require new financial resources. Most of the staff that would be required for the department likely already work for the city and could be easily reassigned. (See below for the answer as to why it is a bad idea to keep things decentralized.) Viewed from a larger lens, is it too expensive to protect the health and welfare of Lansing residents as they struggle to cope with ever stronger storms, increased flooding, and other unpredictable weather events? The city needs a department that considers the public health impacts of a changing climate, air and water pollution, and solid waste disposal.
3. *This work is already being done in existing city departments.* In a city where decision-making about sustainability and the environment is decentralized, duplication of effort and lack of focus is guaranteed. A central department in which sustainability and environmental impact is top-of-mind would be much more

efficient, leading to less duplication, less expense, and greater responsiveness to unforeseen events, while being much better able to plan for the future.

There are no good reasons that a sustainability and environmental affairs department should not be in the charter. It is needed. And now's the time.

See below for suggested wording for addition to Article 4. Note that Section 4-309.5 refers to a Sustainability and Environmental Affairs Board, which would need to be created in Article 5.

ARTICLE 4 – EXECUTIVE BRANCH

Chapter 3. DEPARTMENTS

4-309 Sustainability and Environmental Affairs Department

.1 The Director of Sustainability and Environmental Affairs shall be the administrative head of the Department of Sustainability and Environmental Affairs and shall be responsible to the Mayor for the sustainability, environmental affairs activities, and environmental justice within the City.

.2 Any agency, with the knowledge of the Director of Sustainability and Environmental Affairs, may undertake the study of any sustainability or environmental matter within the scope of its duties.

.3 The Department of Sustainability and Environmental Affairs shall receive all reports concerning sustainability or environmental matters, environmental justice, and other information that it requests.

.4 The director shall, with the head of any agency involved, evaluate all reports and information received by the department in the light of the policies, programs and priorities of the adopted sustainability plan.

.5 The director shall be responsible for providing the Sustainability and Environmental Affairs Board with staff and all information necessary for the Board to carry out its assigned duties under Sections 5-701 and 5-702 of this Charter.

.6 The department shall prepare plans for the City and its various departments when such plans involve the character, location and extent of activities and facilities which impact on the natural environment of the City.

TO: Lansing City Charter Commission

From: Emery Drever, Deputy City Clerk

Date: February 10, 2025

Re: Actions Update

The following chapters are pending approval:

Article 2- Officers and Elections: pending	
Status	Chapter
Pending	1. Officers • 101 Elective Officers ○ .1 enumeration of elective officers ○ .3 pending # of vacancies
Pending	2. Election of Officers • 104 Compensation of Officers • 203 Wards ○ .1 number of wards
Pending	3. Vacancies
Pending	4. Ballot Issues

Article 3- Legislative Branch: pending	
Status	Chapter
Pending	2. Meetings of Council
Pending	3. Legislation
Pending	4. Internal and External Audits

Article 4- Executive Branch: pending	
Status	Chapter
Pending	1. Mayor
Pending	2. Executive Staff
Pending	3. Departments
	4. Department and Agency Heads
	5. Clerk

The following actions have been taken:

Article 1- General: Adopted as Amended	
Status	Chapter
Adopted as presented	1. Government
Adopted as Amended	2. Interpretation of Charter: 205, Definitions • DEFAULT TO THE CITY means the omission or failure to timely perform a legal or contractual duty owed to the City of Lansing. This includes, but is not limited to, failure to pay any monetary obligation, including taxes, fees, or fines. Default to the City includes failure to pay property taxes for property located in the City, regardless whether the tax liability is owed to the City or the County. (1/7/2025) • PERSON means a human being regarded as an individual and artificial entities recognized as persons by state law. (11/26/24) • PUBLISH means making something public in the manner stated in or authorized by this Charter or law, or if no direction is given in this Charter, by posting to the City's website and by any means determined by the City to achieve widespread dissemination to the general public in the City to inform on matters of municipal concerns. (12/17/2024) • VOTERS means ELECTORS. (12/17/2024)
Adopted as Amended	3. Rights of Public • 301 City Records to be Public ○ .1 All records of the City shall be public, in accordance with State law, and shall be kept in City offices, except when required for official reasons to be elsewhere, and shall be available pursuant to law. (12/3/2024) • 302 Non-Discrimination and Civil Rights ○ .1 It is the intent of the City that no person or group be denied the equal protection of the laws; nor shall any person be denied the enjoyment of their civil rights or be discriminated against because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, gender identity or expression, pregnancy, breastfeeding a child or expressing human milk, veteran status, medical condition including genetic characteristics, HIV status, source of income, ancestry, student status, housing status, political affiliation or belief, service in armed forces in sovereign nations, linguistic characteristics such as accent or limited English, English proficiency, or other characteristic as defined by law, or any other basis prohibited by law, including any additional protections identified by law, as all forms of discrimination adversely affect Lansing citizens and the quality of life and opportunities available to all people.. (11/26/2024) ○ .2 The City and all its agencies shall ensure that the civil and constitutional rights of all persons are not denied or abridged. ○ .3 The City shall take such action, and shall adopt such ordinances, as shall be necessary to accomplish the purpose of this section. (11/26/24)
Adopted as presented	4. Governmental Cooperation
Adopted as presented	5. Penalties

Article 2- Officers and Elections: actions	
Status	Chapter
Amendments adopted; need vote on chapter.	1. Officers • 101 Term of Office. ○ .2 The term of every elective city officer is four (4) years and commences at noon on the first (1st) day of January after the regular city general election. (12/17/2024) ○ .3 In 2027, there will be four (4) vacancies upon the council to be filled. The four (4) qualified candidates receiving the highest number of votes shall be elected to a term of office of two (2) years. Beginning in 2029, each councilperson shall be elected to a four-year term. (12/17/2024) • 102 Qualifications for Elective Office ○ A person seeking elective office must be a citizen of the United States, a resident, and a qualified and registered voter of the City of Lansing for one (1) year by the deadline for filing for office and retain that status throughout their tenure in any such elective office. In addition, a ward Council Member shall be a resident of the ward from which elected or chosen for one (1) year by the deadline for filing for office and retain that status throughout their tenure as a ward Council Member. (12/17/2024) • 103 Ineligibility for Office ○ .1 A person is ineligible for election or appointment as any elective officer and ineligible to hold an employment position within the City that is policy-making or that has discretionary authority over public assets if, within the immediately preceding 20 years, the person was convicted of a felony involving dishonesty, deceit, fraud, or a breach of the public trust and the conviction was related to the person's official capacity while the person was holding any elective office or position of employment in local, state, or federal government.(11/12/2024) ○ .2 No person who is in default to the City shall be eligible to hold any City office, unless such default is eliminated within 15 days after written notice thereof by the City Clerk. No person seeking elective office shall be in default to the City at the time such person files for office or any time thereafter during the person's candidacy or term of office. Any officer in default to the City during the term of office is subject to forfeiture or dismissal. The City shall develop, through ordinance, such procedures to ensure that the provisions of this section continue to be met during an officer's term in office. (02/04/2025).
	2. Election of Officers
Amendments adopted; need vote on chapter.	3. Vacancies • 302 Forfeiture and Removal for Cause ○ .1 The City Council shall declare the forfeiture of the office of any elective officer or appointee and may remove for cause any person elected or appointed to an office for a fixed term. In every case there shall be a public hearing before the City Council with notice published in the same manner as notices of proposed ordinances. A Council member charged with conduct constituting grounds for forfeiture <u>is permitted to attend and speak at the hearing</u> may not participate in <u>the hearing as a council member or vote on</u> the resolution of the charge. (01/21/2025) ○ .2 The position of an elective City officer or an appointee shall be forfeited if <u>the officer</u>: (01/21/2025) (a) lacks at any time any qualifications required by this Charter. (b) is convicted of a felony while holding the office or appointment. (c) violates a provision of this Charter punishable by forfeiture.

	<u>(d) is determined by the City Council to have engaged in misconduct in the performance of official duties of the office. (01/21/2025)</u> ○ .3 Decisions made by the city Council under this section are not <u>reviewable</u>. (01/21/2025) • 304 Temporary Absence of Mayor ○ .6 For purposes of this section, “temporary absence of the Mayor from the City or inability of the Mayor to perform the duties of office” shall mean such an absence, condition, sickness, or other cause that renders the Mayor incapable for the time being of performing the act that may be in question, which act must present such a necessity for immediate attention as to require it to be then executed. (12/17/2024)
Amendments adopted; need vote on chapter.	4. Ballot Issues • 401 Recall ○ Any official holding an elective office may be recalled and the office be filled in the manner provided by law. (12/17/2024) • 406 Special Elections ○ .1 Special City elections shall be held when called by resolution of the City Council at least <u>90</u> days in advance of the election, or when <u>longer as otherwise</u> required by this Charter or state law. Any resolution calling a special election shall set forth the purpose of such election. (01/07/2025) ○ .2 Special elections to fill vacancies shall be called at least 90 days before the general election, <u>or longer as otherwise required by state law</u>. A special primary election shall be held at least <u>45</u> days before the special general election. (01/07/2025) • 2-410 Charter Revision Question (12/17/2024) ○ .1 The question of whether there shall be a general revision of the City Charter may be submitted to the voters in the manner provided by law. ○ .2 When the question of having a general revision of this Charter shall be submitted to the voters as required pursuant to subsection .1, the charter commission shall be selected at the same election at which the proposition to revise is submitted; the selection shall be void if the proposition to revise is not adopted. ○ .3 No city officer or employee, whether elected or appointed, shall be eligible to a place on the commission.

Article 3- Legislative Branch: actions	
Status	Chapter
Adopted as presented	1. Structure
Amendments adopted; need vote on chapter.	2. Meetings of Council • 202 Special Meetings (01/07/2025) ○ .2 At least 18 hours before the meeting, the clerk shall give public notice of the meeting; and shall cause each Council member to be personally notified; and shall verify receipt of notification by each Council Member. • 203 Quorum ○ A majority of the number of Council members <u>elected</u> (01/21/2025) shall be a quorum for the transaction of business at all of its meetings. In the absence of a quorum, any number less than a quorum may recess or adjourn any meeting or hearing to a later time. (01/07/2025) • 205 Voting (01/21/2025) ○ .1 An action of the Council shall become effective with an affirmative vote of a majority of the number of council members elected, except as otherwise provided by this Charter for the filling of vacancies and resolving a conflict of interest of a Council member. A vote of two-thirds of the Council shall require an affirmative vote two-thirds of the number of members elected. If there are one or more vacancies existing on the Council and a vote of two-thirds of the Council members serving is required, an affirmative vote of five Council members shall be sufficient to adopt. • 206 Investigations (01/07/2025) ○ .1 The City Council, <u>or any person or committee authorized by it for the purpose</u>, may make investigations into the affairs of the City and the conduct of any City agency. ○ .2 The City Council, <u>or any person or committee authorized by it for the purpose</u>, may subpoena witnesses, administer oaths, take testimony and require the production of evidence in any matter pending before it. ○ .3 To enforce a subpoena or order for production of evidence or to impose any penalty prescribed for failure to obey a subpoena or order, the City Council, <u>or any person or committee authorized by it for the purpose</u>, shall apply to the appropriate court. • 207 Rights and Responsibilities of Council Members ○ .1 Members of the City Council shall have all of the rights appropriate to city legislators as established by this Charter or by statute, <u>including the right to compel the attendance of City officers at its meetings and</u> the right to make inquiries of City officers and employees and receive specific information in response. (01/21/2025) ○ .4 It shall be the duty of every officer and employee to cooperate with any inquiry or investigation of the City Council. Such cooperation shall include the compilation and production of any information requested by the City Council as authorized by this Charter unless the information requested is exempt from disclosure under the applicable state law. ○ .5 No person shall willfully and without justification or excuse obstruct or interfere with an investigation or inquiry of the City Council authorized by this Charter. A person who violates this Chapter may be subject to one or more of the following: a. If an employee, a recommendation that the employee be reviewed for disciplinary action; (01/21/2025)

	b. If an officer, removal or forfeiture proceedings; c. Prosecution by the City’s law department; d. Any other penalty defined by the City Council through ordinance or rule. (01/21/2025) ○ .6 No employee shall be discharged, threatened, or otherwise discriminated against regarding the employee’s compensation, terms, conditions, location, or privileges of employment because the employee is requested by the City Council to participate in an investigation, hearing, or inquiry of the City Council, or participates in same. (02/04/2025)
Amendments adopted; need vote on chapter.	3. Legislation ● 305 Veto (12/17/2024) ○ .2 No ordinance or resolution of the City Council subject to review by the Mayor shall have any force or effect if the Mayor prepares and signs a notice in writing suspending the operation of such ordinance or resolution which sets forth reasons for the veto, and the notice is filed in the office of the City Clerk before five o’clock on the afternoon of the <u>ninth</u> working day following the adoption of the ordinance or resolution. ○ .3 If a notice of veto is filed, the ordinance or resolution shall not become law without further affirmative vote of two-thirds of the Council members serving at a meeting held within <u>three</u> weeks of the notice of veto. ● 306 Effective Date of Ordinance (01/07/2025) ○ .1 Every published ordinance shall become effective at 12:01 a.m. on the <u>14th</u> day after enactment or at any later date specified ● Remove 3-307; renumber subsequent sections (12/17/2024) ○ 3-307 Emergency Ordinances ○ 3-308 Codification of Ordinances ○ 3-309 Public Peace, Health and Safety ● 308 Codification of Ordinances (01/21/2025) ○ .1 As of the effective date of this charter, the Codified Ordinances in existence shall remain in effect. ○ .2 Any future codification or re-codification shall be enacted by ordinance and shall be published promptly in loose leaf form, together with this Charter and commentary and any amendments, pertinent provisions of the State Constitution and other laws of Michigan, and other rules and regulations as the City Council may specify within the enacting ordinance. ○ .3 The compilation described in sub-sections .1 and .2 shall be known as the Codified Ordinances of the City of Lansing and shall be available electronically to all members of the public. ○ .4 No less than once per year the Clerk shall cause the Codified Ordinances to be updated to reflect amended, added, or repealed City Ordinances.
	4. Internal and External Audits
Adopted as presented	5. Council Staff

Article 4: Executive Branch Maintain current form of government (10/22/2024)	
Amendments adopted; chapter needs passage	1. Mayor 4-102 • Add .4 Within one year of being sworn in, the Mayor shall present to the Council and public a written three-year strategic plan for the City of Lansing that provides a vision, goals and objectives, and how progress will be measured. The plan shall include 1) comprehensive data on and analysis of the city's current situation, including demographic and economic trends; environmental and health threats and trends; technological trends; regional factors and opportunities; education needs; land use and transportation; neighborhoods and housing, and the social landscape ; 2) active involvement of citizens, community organizations, local businesses, other government agencies, and internal staff from all levels and functions; 3) high-level strategic goals that are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART); 4) detailed strategies and action plans for achieving the goals; and 5) a system for regularly measuring and reviewing progress and publicly reporting on the implementation of the plan. The Mayor shall report on the progress of creating and implementing the plan at the annual State of the City Address and in the annual budget presented to the City Council. (02/04/2025); renumber subsequent sections
	2. Executive Staff • 4-201 Deputy to the Mayor (02/04/2025); change all references from Executive Assistant to Deputy
	3. Departments • 4-301 Organization of Departments ○ .3 Remove the list of other agencies (02/04/2025) ○ Remove .7 (02/04/2025) • 4-303 Fire Department ○ Keep .2 the same (02/04/2025) ○ .5 The department shall maintain and operate ambulance services, advanced life support (ALS), and other lifesaving and emergency services necessary for the welfare of the residents of the city of Lansing. The Lansing Fire Department is designated as the primary provider of emergency medical services, ensuring the highest standards of care, as directed by the Council. (02/04/2025)
	4. Department and Agency Heads
	5. City Clerk



ATTORNEYS AND COUNSELORS AT LAW

2851 CHARLEVOIX DRIVE, S.E., SUITE 203 • GRAND RAPIDS, MICHIGAN 49546 • PHONE: (616) 975-7470 • FACSIMILE: (616) 975-7471

Kristen L. Rewa
krewa@cmda-law.com

February 14, 2025

Via Email

Mr. Brian C. Jeffries
Chairperson
Lansing Charter Commission
124 W. Michigan Ave., 9th Floor
Lansing, MI 48933
Brian.Jeffries@lansingmi.gov

Re: Article 2, Sec. 2-104 Compensation of Officers (per diem council pay)

Dear Mr. Jeffries:

This letter addresses a request for Charter language requiring City Council members' compensation to be based in part on per diem attendance at public meetings in a manner similar to the compensation model for the Ingham County Board of Commissioners.

The compensation of the City's officers is a mandatory provision which must be included in the City's Charter. MCL 117.3(d). Alternatively, the HRCA allows a city to create a local officers compensation commission "which shall determine the salaries of each local elected official." MCL 117.5c(a). The HRCA provides for this alternative to alleviate the need for a city to have to amend its charter each time it wished to change the compensation of elected officials. *Hunt v City of Ann Arbor*, 77 Mich App 304, 308; 258 NW2d 81 (1977). Because officer compensation is a mandatory charter provision and an LOCC is an alternative, we see no legal prohibition to revising the City Charter to require city councilmember compensation to include per diem pay for council meetings attended, but leaving the specific salary and per diem rate to the election officers compensation commission.

Several cities in Michigan specifically provide for per diem payments for members of their city council. The payments range from \$5 to \$60 per meeting. For many of these cities, this per diem is the only wage provided to the members of the legislative bodies (with some providing fringe benefits and/or expense reimbursement). Most, but not all, cities with per diem payments also put an annual cap on the total payments received by a single council member. These annual caps ranged from \$270 to \$4,000 per year.

To the extent the Commission wishes to revise the method of compensation for members of City Council, we recommend that the Charter provide the general direction, but

leave the specifics to be set by the EOCC. That way, the EOCC could recommend a change in the amount of the per diem based on current circumstances, just as it does the base salary. If the per diem amount is specified in the Charter, it could only be changed by charter amendment.

If the Commission wishes to make a change to 2-104, there are some practical issues to consider. First, it is possible that this change could result in a reduction in pay to the City Council. The HRCA only prohibits reduction in pay for sitting judges. MCL 117.5. As such, the HRCA does not prohibit a city from reducing the pay of an elected city council member. An elected office is not property protected by the due process clause of the constitution. *Taylor v. Beckham*, 178 U.S. 548, 576 (1900); *Moncier v. Haslam*, 570 F. App'x 553, 559 (6th Cir. 2014). Moreover, elected officials in Michigan do not have a contractual right to compensation or continuation in their salaries. *Porter v. City of Highland Park*, No. 263470, 2006 WL 1479909, at *3 (Mich. Ct. App. May 30, 2006) (citing *Attorney Gen v. Jochim*, 99 Mich. 358, 367 (1894)). In *Porter*, for example, the Court of Appeals determined that there was no statutory or constitutional violation when an emergency financial manager used statutory authority to reduce a mayor's salary to zero. *Porter, supra*. If an elected official's salary "is reduced below what seems to him reasonable, it may be a hardship, but it is not a legal wrong." *Jochim, supra*.

Another consideration is how this provision will be applied to councilmembers that are on staggered terms. It would be inequitable to provide that the change applies only upon the next term of office because such a provision would only apply to half of the council (with potentially the other half maintaining the current pay structure). We recommend that the Commission provide guidance that the change to compensation take place at the same time for all council members, such as the next year the EOCC is required to meet following approval of this language.

Language was developed to provide a maximum amount of meetings that qualify for per diem payment, to allow for proper budgeting. The proposed number was based on a council member serving on council and 4 board/standing committee that meet twice per month, for a total of 130 meetings (Ingham County caps per diem compensation at 80 meetings). The Commission should consider whether this number needs to be adjusted. Additionally, language was developed to require that the per diem payments provide a meaningful amount of a member's overall compensation – 25% is suggested, but certainly open to discussion. Further language was developed in Article 9 to assist the EOCC in creating this blended compensation with guidance that it is anticipated that the base salary will be reduced and reallocated into per diem payments. However, we added language to clarify to the EOCC that it may increase the total overall compensation in that first year (to account, for example, for cost of living raises, or an increase in pay based on increased duties).

Chapter 280, the elected officer's compensation commission ordinance provides that the EOCC meets in even-numbered years. The City Council can "veto" the EOCC determination by a 2/3 vote, in which case, the prior compensation remains in place. We have drafted language in 9-102 to prohibit a veto in the first year to ensure that the new compensation model is enacted.

Proposed Language:

2-104 Compensation Of Officers

.1 The City shall, by ordinance, determine the compensation or the procedure for determining the compensation of all officers and employees of the City, **except as provided in this Charter.**

.2 The elected officers compensation commission previously created by ordinance ~~may~~ **shall** continue to determine the compensation of all elected officials after the effective date of this Charter. The compensation commission ordinance shall ~~be amended to~~ provide a procedure for calling the compensation commission together at a time to be determined by the City Council.

.3 The compensation of city council members shall be based on an annual base salary and a per diem payment for each officially called standing committee, board, and council meeting for which the official is a member up to a maximum of 130 meetings per year; provided however, that a council member shall not be entitled to more than one per diem per day regardless of the number of meetings attended. The elected officers compensation commission shall establish the annual base salary and per diem rate; provided, however, that the maximum per diem compensation shall account for at least twenty-five percent of the total annual compensation.

.4 The City may, by ordinance, at any time alter any procedure for determining compensation of any officers or employees.

And

9-102 Compensation Of Officers

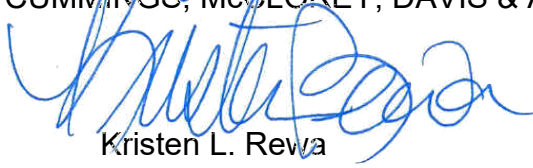
.1 Except as otherwise provided herein, the compensation of all persons holding office under this Charter shall continue according to the schedule of compensation in existence prior to the effective date of this Charter. Any change in compensation shall be made in the manner determined by law.

.2 The elected officers compensation commission shall establish the compensation of City Council members in compliance with Section 2-104.3 in the first even-numbered year immediately following approval of this Charter revision. The previous annual salary of members of city council shall not serve as the base salary. The base salary shall be reduced and any such reduction shall be reallocated to per diem compensation consistent with the provisions of this Charter; provided however, nothing in this Charter prohibits the compensation commission from establishing an increase in the overall compensation. The City Council shall not reject the compensation established for members of City Council by the elected

officers compensation commission in the first even-numbered year immediately following approval of this Charter revision.

Very truly yours,

CUMMINGS, McCLOREY, DAVIS & ACHO, P.L.C.



Kristen L. Rewa

cc: Vice Chair Lori Adams Simon (lori.simon@lansingmi.gov)
Chris Swope, MMC/MiPMC (Chris.Swope@lansingmi.gov)
Brian P. Jackson, MiPMC, (Brian.Jackson@lansingmi.gov)

Drever, Emery

From: Simon, Lori
Sent: Wednesday, January 22, 2025 11:12 AM
To: Chartercommission
Cc: Kristen Rewa
Subject: Per Diem For Council Members
Attachments: CH Allegan - per meeting yearly cap.pdf; CH Battle Creek - per meeting yearly cap by LOCC.pdf; CH Ferndale - per meeting-yearlyccap.pdf; CH Frankenmuth - per meeting attended.pdf; CH Garden City - per meeting-yearly cap.pdf; CH Hazel Park - per meeting-yearly cap.pdf; CH Iron Mountain - per meeting yearly cap.pdf; Clerk report on historic Council configuration.pdf; 94-352.pdf; 2024 EOCC Council Members.pdf

Good morning Commissioners:

I reached out to Mark Skidmore (MSU) and the MI Municipal League to research cities that pay council per diem.

Please see the attached sample charter provisions. Also, I've included the clerk's report on historic council configuration, the Ingham County Resolution, and the current salary for councilmembers.

I would like the commission to develop language to include a per diem provision for council in our charter.

Thank you and be well!

Lori

Lori Adams Simon, MPA, CDM, CTA

Vice-Chairperson

City of Lansing Charter Commission

Lori.Simon@lansingmi.gov

517.449-5309

From: Kim Cekola <kcekola@mml.org>
Sent: Wednesday, January 15, 2025 2:51 PM
To: Simon, Lori <Lori.Simon@lansingmi.gov>
Subject: RE: [EXTERNAL] Per Diem For Council Members

Hi Lori,

Here are sample charter provisions from other cities that pay their councils per meeting rather than a yearly sum.

Please let me know if you need anything further.

Best,
Kim Cekola

Kim Cekola
Research Specialist/Editor

Member & Affiliate Engagement Department
Ph: 734-669-6321 | Fax: 734-663-4496
1675 Green Road, Ann Arbor MI 48105
www.mml.org

Have you set up your profile on the new League Portal? It's now the place to register for events and much more. Sign up and log in [here](#).

The information contained in this email is provided solely for general informational purposes and should not be interpreted as legal advice. The League encourages municipal officials to consult with their legal counsel on questions of law.

From: Simon, Lori <Lori.Simon@lansingmi.gov>
Sent: Thursday, January 9, 2025 4:50 PM
To: Kim Cekola <kcekola@mml.org>
Cc: Dan Gilmartin <dpg@mml.org>; Skidmore, Mark <mskidmor@msu.edu>
Subject: RE: Per Diem For Council Members

All:
Thank you!
Lori

Thank you and be well!

Lori

**Lori Adams Simon, MPA, CDM, CTA
Vice-Chairperson
City of Lansing Charter Commission
Lori.Simon@lansingmi.gov
517.449-5309**

From: Kim Cekola <kcekola@mml.org>
Sent: Thursday, January 9, 2025 4:37 PM
To: Simon, Lori <Lori.Simon@lansingmi.gov>
Cc: Dan Gilmartin <dpg@mml.org>; Skidmore, Mark <mskidmor@msu.edu>
Subject: RE: [EXTERNAL] Per Diem For Council Members

Hi Lori,

Most definitely this is something I can help you with. The Michigan Municipal League has a charter database, and I will see if I can procure some sample language from other cities on paying councilmembers per meetings attended.

Please expect an email from me in a few days.

Sincerely,
Kim Cekola

Kim Cekola
Research Specialist/Editor
Member & Affiliate Engagement Department
Ph: 734-669-6321 | Fax: 734-663-4496
1675 Green Road, Ann Arbor MI 48105
www.mml.org



The information contained in this email is provided solely for general informational purposes and should not be interpreted as legal advice. The League encourages municipal officials to consult with their legal counsel on questions of law.

From: Dan Gilmartin <dpg@mml.org>
Sent: Thursday, January 9, 2025 4:11 PM
To: Skidmore, Mark <mskidmor@msu.edu>; Simon, Lori <Lori.Simon@lansingmi.gov>
Cc: Kim Cekola <kcekola@mml.org>
Subject: Re: Per Diem For Council Members

I'm looping Kim onto this email. She should be able to provide some comparables for you.

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Skidmore, Mark <mskidmor@msu.edu>
Sent: Thursday, January 9, 2025 2:51:33 PM
To: Simon, Lori <Lori.Simon@lansingmi.gov>
Cc: Dan Gilmartin <dpg@mml.org>
Subject: RE: Per Diem For Council Members

Hi Lori,

I don't have any immediate information about such language, but I will have a look.

In the meantime, Perhaps Dan Gilmartin of the Michigan Municipal League will have a suggestion.

Dan, please meet Lori Simon who is serving on the Lansing Charter Commission. As outlined in her message below, she is looking for template language about paying council member on a per diem basis as opposed to a base salary.

Best regards,

Mark

From: Simon, Lori <Lori.Simon@lansingmi.gov>
Sent: Thursday, January 9, 2025 2:46 PM
To: Skidmore, Mark <mskidmor@msu.edu>
Subject: Per Diem For Council Members

Good afternoon Mr. Skidmor:

I have been trying to research language or examples of MI cities that pay their councilmembers a per diem by meeting attendance instead of a base salary.

Would you have any information or know of a resource I can use to develop language for the charter?

Thank you and be well!

Lori

Lori Adams Simon, MPA, CDM, CTA

Vice-Chairperson

City of Lansing Charter Commission

Lori.Simon@lansingmi.gov

517.449-5309

Section 5.9. - The mayor and mayor pro tempore.

The council at its first meeting following each regular city election shall elect one of its members as mayor and one mayor pro tem by an affirmative vote of a majority of its members, and who shall serve for one year or until their successors are elected. The mayor shall be chief executive of the city, shall preside at all meetings of the council, and shall speak and vote at such meetings as any other councilmember. For all ceremonial purposes and for purposes of military law, the mayor shall be recognized as head of the city government and shall possess all powers and duties as otherwise provided by statute, but shall have no administrative duties. The mayor pro tem shall act as mayor during the absence or disability of the mayor.

Section 5.10. - Compensation for councilmembers.

(a)

The councilmembers shall receive twenty-five dollars (\$25.00) per meeting up to a maximum of eight hundred dollars (\$800.00) in total remuneration per year. The mayor shall receive thirty dollars (\$30.00) per meeting up to a maximum of nine hundred sixty dollars (\$960.00) per year. Such compensation shall be paid quarterly, or more often as the council directs, and shall be the only compensation which may be paid councilmembers for the discharge of any official duties as a councilmember for or on behalf of the city during their tenure in office, except that they may be reimbursed for necessary expenses actually incurred by them on city business. Such reimbursement must be approved by council. The council may establish and provide in advance, a per diem rate to meet basic expenses. Whenever timely, requests for travel should be submitted for council approval in advance.

(b)

A local officers compensation commission is created which shall determine the salaries of each local elected official. The commission shall consist of five (5) members. The members shall be registered electors of the city, appointed by the mayor subject to confirmation by a majority of the members elected and serving in the council. The terms of office shall be five (5) years except that of the members first appointed, one each shall be appointed for terms of one (2), two (2), three (3), four (4), and five (5) years. The first members shall be appointed within thirty (30) days after the effective date of the charter. Members other than the first members shall be appointed before October 1 of the year of appointment. Vacancies shall be filled for the remainder of the unexpired term. A member or employee of the legislative, judicial, or executive branch of government or a member of the immediate family of a member or employee of the legislative, judicial, or executive branch of government shall not be a member of the commission.

(c)

The commission shall determine the salary of each local elected official. The council, by resolution adopted by roll call vote by 5/7 of the members elected to and serving on the council shall approve it. The determination of the commission shall be effective thirty (30) days following approval by the council. If the determination is rejected, the existing salary shall prevail. The expense allowance or reimbursement paid to elected officials in addition to salary shall be for expenses incurred in the course of city business and accounted for to the city.

(d)

The commission shall meet for not more than fifteen (15) session days in each odd-numbered year and shall make its determination within forty-five (45) calendar days after its first meeting. A majority of the members of the commission constitutes a quorum for conducting the business of the commission. The commission shall not take action or make a determination without a concurrence of a majority of the members appointed and serving on the commission. The commission shall elect a chairperson from among its members. As used in this section, "session day" means a calendar day on which the commission meets and a quorum is present. The members of the commission shall not receive compensation, but shall be entitled to actual and necessary expenses incurred in the performance of official duties.

(e)

The business which the commission may perform shall be conducted at a public meeting of the commission held in compliance with Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting of the commission shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

(f)

CHAPTER 2: COMMISSION xx

Battle Creek Code of Ordinances

Section 2.10 Compensation.

Each member of the City Commission shall be compensated at the rate of \$20 per regular or special meeting attended, but not to exceed \$1,200 per year. The Mayor shall receive the sum of \$50 per month in addition to his compensation as Commissioner.

(EDITOR'S NOTE: On October 14, 1997, the Local Officers Compensation Commission of the City voted to increase compensation of City Commissioners to \$75.00 per Commission meeting attended, and of the Mayor to \$75.00 per Commission meeting attended plus \$150.00 per month salary. Provision was also made for reimbursement of out-of-pocket expenses, including mileage expense of 31¢ per mile, to the Mayor and City Commissioners for expenses incurred in the course of City business and accounted for to the City.)

passage of any ordinance or resolution, unless in any given case a greater number is required by this charter or state

Section 7. [Election by commission of mayor and mayor pro tem].

The Commission, at its first regular meeting following the first election under this charter and following each regular municipal election thereafter, shall elect one of its members as Mayor, who shall be the presiding officer of the Commission and executive head of the City, and who shall perform such other duties as are or may be imposed or authorized by the laws of the State and this charter. In times of public danger or emergency, he may take command of the police, and such other departments and subordinates of the City as may be deemed necessary by the Commission, and maintain order and enforce laws. The Commission shall also, at the said first regular meeting, elect by ballot, another member of the Commission as Mayor Pro Tem, who, during the absence or disability of the Mayor to perform his duties, shall act in his stead and shall, during the time of such absence or disability, exercise all the duties and possess all the powers of the Mayor. In the absence or disability of the Mayor Pro Tem, the Commission may temporarily appoint one of its members to that office. The Mayor and Mayor Pro Tem shall receive compensation only as Commissioners. The Mayor as a member of the Commission shall have the right to vote upon all matters before the Commission and shall possess all the other rights and powers of members of that body. He shall not have the right of veto.

Editor's note—Reference to election of the mayor by the commission does not agree with section 4, as amended, and is therefore not correct. The mayor is elected by the qualified electors of the city.

Section 8. [Commission compensation; relation to administrative branch].

Each Commissioner shall be paid for his services the sum of \$10.00 for each and every meeting of the Commission

CH Ferndale - per meeting yearly cap (2/2)

Ch. III, § 8

FERNDAL CODE

attended by such member; provided, however, that no member of the Commission shall be entitled to receive more than \$500.00 in any one year and pro rata for any portion of year. Except as to Divisions and Departments under the direction of the Commission and except for the purpose of inquiry, the Commission and each of its members shall deal with the administrative branch of the City government solely through the Manager and neither the Commission nor any member thereof shall give any order or direction either publicly or privately to any of the subordinates of the Manager.

State law reference—Provision in Charter for compensation of officers is mandatory, MSA § 5.2073.

Section 9. [Vacancies in elective offices].

A vacancy in any elective office shall within thirty days after such vacancy occurs be filled by appointment by a majority of the members of the Commission, or of the remaining members of the Commission when the vacancy is in the Commission. Such appointee shall hold office until the next regular municipal election taking place more than sixty days after such vacancy occurs, at which election a successor shall be elected for the unexpired term of the member in whose office the vacancy occurs. Provided, however, that the term of no member shall be lengthened by his resignation and subsequent appointment. When a vacancy occurs in any office to which a person has been appointed for a definite term, such vacancy shall within 30 days be filled for the unexpired term, by appointment made in the manner provided for full term appointments to such office.

Section 10. [Absenteeism of commission members].

Absence from five consecutive regular meetings shall automatically operate to vacate the seat of a member of the Commission, unless the absence is excused by the Commission, by resolution setting forth such excuse and entered upon the journal.

CH Frankenmuth - per meeting attended

CHAPTER 5 THE CITY COUNCIL

City Governing Body.

Section 5.1. All legislative or policy forming powers of the city shall be vested in, exercised, and determined by a Council of seven members, including the Mayor.

Election of Council.

Section 5.2. At each regular city election there shall be elected a Mayor and three Councilmen from the city at large.

Judge of Qualifications of Members.

Section 5.3. The Council shall be the judge of the eligibility and qualification of its own members according to the terms of this charter, subject only to review by the courts.

Remuneration of Member of the Council.

Section 5.4. Each member of the Council, including the Mayor, shall receive a per diem of \$5.00 for each regular meeting of the Council actually attended by him for his services to the city during any term of office to which he has been elected. Upon authorization of the Council, reasonable expenses may be allowed to its members when actually incurred on behalf of the city.

Functional Duties of the Mayor.

Section 5.5. The Mayor shall, in addition to any powers and duties otherwise provided or required of him by law, have powers and duties as follows:

- (1) He shall be the ceremonial head and chief officer of the city;
- (2) He shall be the presiding officer of the Council;
- (3) He shall have all of the powers and duties of a Councilman, including the power and duty to vote;
- (4) He shall give the Council information concerning matters concerning the legislative and policy functions of the Council and give his recommendations thereon;
- (5) He shall, in emergencies, have the powers conferred by law upon peace officers and shall exercise such powers to correlate the work of the city's officers and departments to prevent disorder, to preserve the public peace and health, and to provide for the safety of persons, and
- (6) He shall execute or authenticate by his signature such instruments of the city as the Council, this charter, or any State or Federal law may require, and
- (7) He shall make appointments of members of committees, boards, and commissions of the city which are authorized by law or direction of the Council.

Selection of Mayor Pro Tem.

Section 5.6. The Council shall, at its first regular meeting following each regular city election, select one if its members to serve as Mayor Pro Tem. The Mayor Pro Tem shall perform the duties of the Mayor when, on account of absence from the city, disability, or otherwise, the Mayor is temporarily unable to perform the duties of his office, and in case of vacancy in the office of Mayor, until such vacancy is filled by the Council. The Mayor Pro

CHARTER
OF THE
CITY OF GARDEN CITY, MICHIGAN
ADOPTED 1975

ARTICLE I: INCORPORATION,
BOUNDARIES, AND POWERS

Sec. 1.01 INCORPORATION.

The municipal corporation, now existing and known as the "City of Garden City", shall be and continue a municipal corporation under the laws of the State of Michigan.

Sec. 1.02 BOUNDARIES.

The boundaries of the city shall be those presently on file with the office of the Secretary of State of Michigan, together with such territory or territories as may from time to time be annexed thereto and less such territory as may from time to time be detached therefrom in the manner prescribed by law.

Sec. 1.03 POWERS OF THE CITY.

The city shall have all powers possible for a city to have under the constitution and laws of this state as fully and completely as though they were specifically enumerated in this Charter. The specific mention of particular powers in the Charter shall not be construed as limiting in any way the general power stated in this article.

Sec. 1.04 INTERGOVERNMENTAL RELATIONS.

The city may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with any one or more states or civil divisions or agencies thereof, or the United States or any agency thereof, as provided by law.

ARTICLE II: CITY COUNCIL

Sec. 2.01 GENERAL POWERS AND DUTIES.

All powers of the city shall be vested in a Council, except as otherwise provided by law or this Charter, and the Council shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the city by law.

Sec. 2.02 THE COUNCIL.

The Council shall consist of seven members, one of whom shall be the Mayor, nominated and elected at large in a nonpartisan election.

Sec. 2.03 THE MAYOR.

At each regular election, a Mayor, who shall be the chief executive officer of the city, shall be elected for a term of two years. He shall have an equal voice and vote in the proceedings of the Council, but shall have no veto power. The Mayor shall preside at meetings of the Council, shall be recognized as head of the city government for all ceremonial purposes, and by the governor for purposes of military law, but shall have no administrative duties. The Council member receiving the highest number of votes in each general election shall act as Mayor Pro-Tem during the absence or disability of the Mayor and, if a vacancy occurs, shall become Mayor for the remainder of the unexpired term.

Sec. 2.04 QUALIFICATIONS.

Only qualified voters (Sec. 11.01) of the city shall be eligible to hold the office of Council member or Mayor.

Sec. 2.05 TERM OF OFFICE.

Four Council members shall be elected every two years. The two candidates receiving the largest number of votes shall be elected to four-year terms. The candidates receiving the third and fourth largest number of votes shall be elected to two-year terms.
(Amendment adopted by electorate, 11-8-83)

Sec. 2.06 COMPENSATION AND EXPENSES.

(A) The Council. Each member of the Council shall receive as compensation an amount equal to \$60 per regular meeting attended not to exceed \$2,880 in any one fiscal year. Councilmembers shall be compensated for up to four absences per year. Compensation shall be paid monthly. Councilmembers shall also receive \$10,000 of group term life insurance during their term of office.
(Effective 7-1-85)

(B) The Mayor. The Mayor shall receive compensation in the amount of \$4,000 per fiscal year. Compensation shall be paid monthly. The Mayor shall also receive \$10,000 of group term life insurance during his or her term of office.
(Effective 7-1-85)

(C) Expenses. The Mayor and Council members shall receive actual and necessary expenses incurred in the performance of their duties of office. Expenditures in excess of \$100 must have prior approval by a majority of the Council. A public report of all expenditures detailing items of expense, stating the purpose of the expense, and, when appropriate, the value received by the city, shall be presented at the next regular Council meeting for approval by a majority of the Council.

CH Hazel Park - per meeting yearly cap

SALARIES, ABSENCES

SECTION 4.12. (a) The salary of each member of the council shall be five dollars (\$5.00) per Council meeting attended, but not to exceed one hundred eighty dollars (\$180.00) in any one fiscal year, except that of the Mayor, who shall receive seven dollars and fifty cents (\$7.50) per Council meeting attended, but not to exceed two hundred seventy dollars (\$270.00) in any one fiscal year. Such salaries shall be payable monthly and shall constitute the only salary or wages which may be paid for services performed by such officers of the city for the performance of any official duty or duties for and on behalf of the city during their term of office. Upon authorization of the Council, reasonable expenses may be allowed for expenses incurred for and on behalf of the city.

(b) Absence of a member of the Council from four (4) consecutive regular meetings of the Council, unless authorized or excused by a majority vote of the members thereof, shall operate to vacate the seat of such member.

(ft.nt.- For statutory provisions requiring cities to provide by charter for the qualifications, duties and compensation of its officers, see MCL §117.3(d).)

DISCIPLINE

SECTION 4.13. The Council may, by a vote of not less than two (2) of its members, compel the attendance of its members, and other officers of the city at its regular meetings and enforce orderly conduct therein; and any member of the Council or other officer of the city who refuses to attend such meetings and conduct himself/herself in an orderly manner thereat shall be deemed guilty of misconduct in office.

(ft.nt.- For statutory provisions requiring cities to provide by charter for the duties of its officers, see MCL §117.3(d).)

PUBLICATION

SECTION 4.14. The proceedings of the Council may be published once in a legal newspaper, having a general circulation in the city, after a contract shall have been entered into with such newspaper; but if no contract can be so made that shall be satisfactory to the Council, it shall publish said proceedings in such other manner as it may prescribe.

(ft.nt.- For statutory provisions requiring cities to provide by charter for the keeping of a journal of its legislative body, see MCL §117.3(m); for provisions authorizing cities to provide by charter for the administration of municipal government, see MCL §117.4j(3).)

CH Iron Mountain - per meeting yearly cap

sister, half-sister, or the spouse of any of them. All relationships shall include those arising from adoption. This section shall in no way disqualify such relatives or their spouses who are appointive officers of employees of the city at the time of the election or appointment of said official or employed by the city at the time of adoption of this Charter.

Sec. 4.10. - Compensation for councilmen.

- (a) The Councilmen shall receive ten dollars (\$10.00) per meeting up to a maximum of five hundred (\$500.00) dollars in total remuneration per year. The mayor shall receive an additional one hundred twenty-five (\$125.00) dollars per year. Such compensation shall be paid quarterly, or more often as the Council directs, and shall be the only compensation which may be paid Councilmen for the discharge of any official duties as a Councilman for or on behalf of the city during their tenure in office, except that they may be reimbursed for necessary expenses actually incurred by them on city business. Such reimbursement must be approved by Council. The Council may establish and provide in advance, a per diem rate to meet basic expenses. Whenever timely, requests for travel should be submitted for Council approval in advance.
- (b) Provisions of this section shall not be subject to review by a compensation commission.

Sec. 4.11. - Judge qualifications of members.

The Council shall be the judge of the election and qualifications of its members and of the grounds of forfeiture of their office and for that purpose shall have power to subpoena witnesses, administer oaths and require production of evidence. A member charged with conduct constituting grounds for forfeiture of his office shall be entitled to a public hearing on demand, and notice of such hearing shall be published in one (1) or more newspapers for general circulation in the City at least one (1) week in advance of the hearing. Decisions made by the Council under this section shall be subject to review by the courts.

Sec. 4.12. - Organization of the council; mayor and mayor pro tem.

The Council at its first meeting following each regular city election shall elect one (1) of its members as mayor and one (1) mayor pro tem by an affirmative vote of a majority of its members, and who shall serve for two (2) years or until their successors are elected. The mayor

Clerk report on Historic Council Configuration (1/3)

To: Lansing City Charter Commission

From: Chris Swope, Lansing City Clerk

Re: Configuration of City Council

Commissioners,

As you consider the configuration of the Lansing City Council, I want to provide some historical information. Prior to 1955, all Council Members were elected by Ward for 2-year terms, with one member elected annually to each Ward. The number of Wards went from 3 to 8 over time, so the Council ranged from 6 to 16 members. The current configuration of 8 members with 4 at large and 4 ward seats began with the 1955 Charter when the City population was around 100,000. Note: the City Charter has always provided for an even number of Council Members. The attached chart shows the City's population at each census along with the Council configuration in place at the time.

Additionally, I would like to bring to your attention that the staggering of Ward seats into different election years has caused gaps in elected representation. Per the Charter, Council Members serve staggered 4-year terms, so two ward seats and two at-large seats are up for election at a time, on alternating odd years. The Home Rule Cities Act provides for the reapportionment of wards every ten years to balance the population.

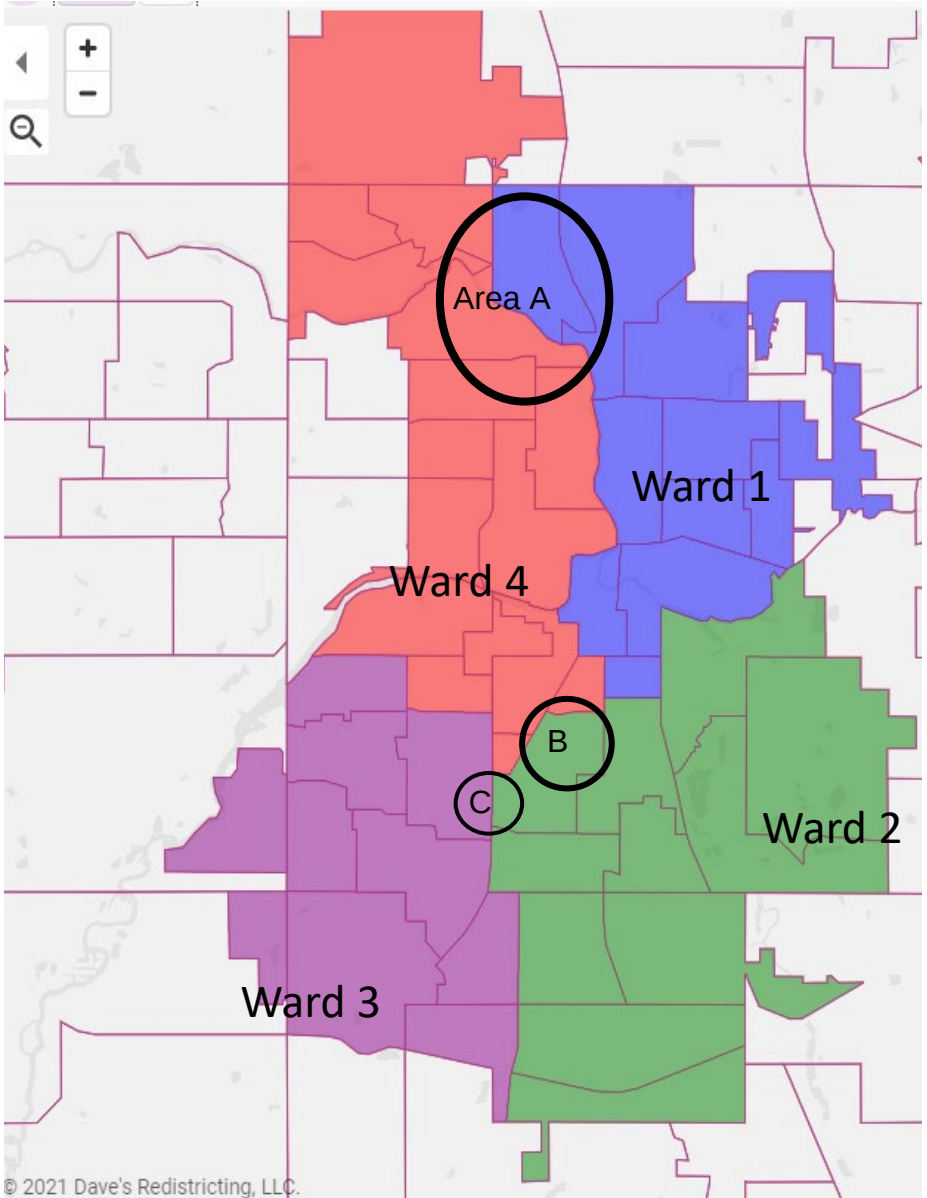
My concern is the offset terms causes inequity in representation for some voters. The most recent reapportionment was adopted at the end of 2021; please see the attached map.

- Area A went from Ward 4 to Ward 1; voters were able to vote for the Ward 4 Council Member in 2021 and also vote for the Ward 1 Council Member in 2023.
- Area B went from Ward 1 to Ward 4; voters were not able to vote for a Ward Council Member in 2021 or 2023.
- Area C went from Ward 3 to Ward 4; these voters, like Area B, have not had a say in their Ward Council Member since 2019.

Clerk Report on historic council configuration (2/3)

Lansing population and Council configuration				
year	population	council size	configuration	election
1860	3074	6	3 wards, 2 per ward	1 per ward elected annually for 2 year terms
1870	5241	8	4 wards, 2 per ward	1 per ward elected annually for 2 year terms
1880	8319	12	6 wards, 2 per ward	1 per ward elected annually for 2 year terms
1890	13102	12	6 wards, 2 per ward	1 per ward elected annually for 2 year terms
1900	16485	12	6 wards, 2 per ward	1 per ward elected annually for 2 year terms
1910	31229	12	6 wards, 2 per ward	1 per ward elected annually for 2 year terms
1920	57327	16	8 wards, 2 per ward	1 per ward elected annually for 2 year terms
1930	78397	16	8 wards, 2 per ward	1 per ward elected annually for 2 year terms
1940	78753	16	8 wards, 2 per ward	1 per ward elected annually for 2 year terms
1950	92129	16	8 wards, 2 per ward	1 per ward elected annually for 2 year terms 2 wards and 2 at-large elected every 2 years
1960	107807	8	4 wards, 4 at-large	for 4 year terms 2 wards and 2 at-large elected every 2 years
1970	131403	8	4 wards, 4 at-large	for 4 year terms 2 wards and 2 at-large elected every 2 years
1980	130414	8	4 wards, 4 at-large	for 4 year terms 2 wards and 2 at-large elected every 2 years
1990	126932	8	4 wards, 4 at-large	for 4 year terms 2 wards and 2 at-large elected every 2 years
2000	119766	8	4 wards, 4 at-large	for 4 year terms 2 wards and 2 at-large elected every 2 years
2010	114326	8	4 wards, 4 at-large	for 4 year terms 2 wards and 2 at-large elected every 2 years
2020	112796	8	4 wards, 4 at-large	for 4 year terms

Clerk report on historic Council Configuration (3/3)



Resolution No: 94-352
December 13, 1994

Ingham County Resolution (1/2)

AS AMENDED

Agenda Item: 19
Date Received: _____

Ingham County Board of Commissioners



RESOLUTION

RESOLUTION TO ESTABLISH COMMISSIONERS' COMPENSATION AND MILEAGE REIMBURSEMENT EFFECTIVE JANUARY 1, 1995

Introduced by the Administrative Services/Personnel
Committee

WHEREAS, the present Board of Commissioners is empowered to establish the compensation for the Board of Commissioners, which must take effect after a general election; and

WHEREAS, the Board has not adjusted its compensation since 1989; and

THEREFORE BE IT RESOLVED, that the compensation for Ingham County Board of Commissioners shall remain:

Board Chair	\$14,000
Chair Pro Tem, Vice Chair Pro Tem and all Standing Committee Chairs	\$10,000
Remaining Committee Members	\$ 9,100

BE IT FURTHER RESOLVED that each Commissioner shall also be paid a \$30 per diem for attending each officially called Standing Committee and Board meeting of which the Commissioner is a member, including Committee of the Whole and Board Leadership to a maximum of 80 per year; provided, however, that a Commissioner shall not be entitled to more than one per diem per day regardless of the number of meetings attended.

BE IT FURTHER RESOLVED that the Board of Commissioners Chairperson, as an Ex-Officio of all Committees, shall be paid a per diem subject to a maximum of 80 per year.

BE IT FURTHER RESOLVED that the above stated salaries for Ingham County Commissioners shall not preclude a Commissioner from receiving a per diem payment when he/she is appointed to a statutory board and/or agency by the County Board of Commissioners. Commissioners shall receive the same per diem as non-Commissioner members appointed by the Board of Commissioners to statutory boards and/or agencies, in addition to the above stated salary, provided that a per diem Commissioner payment is not prohibited by the specific statute in question.



19

BE IT FURTHER RESOLVED that the Administrative Assistant to the Board shall be responsible for periodically preparing appropriate vouchers for the payment of per diem for each Commissioner, based on the approved minutes of each Standing Committee, Committee of the Whole, and Board Leadership meeting, and that said voucher shall be approved and signed by the individual Commissioners prior to its submission for payment.

BE IT FURTHER RESOLVED that Commissioners shall receive mileage reimbursement for travel outside Ingham County only for actual miles traveled on County business, at a rate as provided by the Internal Revenue Service, beginning January 1, 1995; provided, however, that said mileage reimbursement is not more than that set for State officers as determined by the State Officers Compensation Commission. In the event that the above stated mileage reimbursement exceeds the mileage rate established by the State Officers Compensation Commission, then under such circumstances the rate established by the State Officers Compensation Commission shall supersede the above stated rates. This paragraph shall apply to out-of-county travel only. Commissioners shall not receive mileage reimbursement for intracounty travel, except when in the process of traveling out of the county as stated above and as otherwise provided hereunder.

BE IT FURTHER RESOLVED that effective January 1, 1995, each commissioner shall be reimbursed for each mile necessarily traveled in going to and returning from each meeting, session or function attended by said member on County business, at the rate provided by the Internal Revenue Service, but only for miles traveled in excess of 2,000 per year; provided, however, that said mileage reimbursement rate shall not exceed the mileage reimbursement set for state officers as determined by the State Officers Compensation Commission; then, under such circumstances, the rate established by the State Officers Compensation Commissioner shall supersede the above-stated rates. This paragraph shall apply to intracounty travel only.

BE IT FURTHER RESOLVED that each Commissioner may, at his/her own expense, purchase health insurance, including dental and vision, as now or in the future provided by the County to its Managers.

BE IT FURTHER RESOLVED that the reimbursement for expenses associated with conferences and conventions shall be as provided for Commissioners in the Ingham County Travel Policy.

BE IT FURTHER RESOLVED that all prior resolutions inconsistent with the above are repealed as of January 1, 1995.

ADMINISTRATIVE SERVICES/PERSONNEL

FINANCE

Yeas: Jackson, Goulet,
Stid, Grebner

Yeas: Grebner, Schafer

Nays: Czarnecki

Nays: Wilbur, Czarnecki, Bernero

Absent: Gallagher

Absent: Sims

Approved 12/6/94

Failed 12/7/94



Elected Officers Compensation Commission

MAR11'24 3PMCLERK

March 11, 2024

Mr. Chris Swope
Lansing City Clerk
Ninth Floor, City Hall
Lansing, Michigan 48933

Dear Mr. Swope:

As Secretary to the City of Lansing Elected Officers Compensation Commission, I hereby submit the attached 2024-25 Salary Determination Letter and 2024 Elected Officials Summary of Fringe Benefits for filing as the 2024-25 determinations of the Elected Officers Compensation Commission for the City Council Members, Council President and Council Vice President.

If you have any questions with respect to this filing, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

Sherrie Boak
City Council Office Manager
Elected Officers Compensation Commission Recording Secretary



Elected Officers Compensation Commission

March 11, 2024

Council President Jeremy Garza
Members of the Lansing City Council
Tenth Floor City Hall
Lansing, Michigan 48933

Dear President Garza and Councilmembers:

The Elected Officers Compensation Commission (EOCC) met during February and March 2024. The EOCC reviewed internal economic and financial documents and the current salary and benefit compensation packages of the Mayor, City Clerk, and members of the City Council. In addition, the EOCC compared various salary structures held by similar officers in comparable communities across Michigan and neighboring states. The following people attended the Commission meetings to answer questions and share their thoughts; Elizabeth O'Leary, Jake Brower, Clerk Swope, and Mayor Schor.

Our determination is based on the national and state economic climate, the current financial condition of the City, our review of executive and legislative responsibilities, and salary/benefit comparisons with other Michigan communities and with recent compensation changes in the city work force. The Commission considered the compensation history for all relevant positions going back as far as 1991, and considered the feedback from various executive officers and City staff.

Current salary for council members (3/3)

Determination

The Commission determines that annual salaries and respective effective dates, shall be as follows:

	<u>January 1, 2024</u>	<u>January 1, 2025</u>
City Council President	\$29,834.98	\$30,730.03
City Council Vice President	\$28,155.09	\$28,999.74
Council Members	\$27,327.14	\$28,146.95

Fringe Benefits

The Commission adopts by reference the Elected Officials Summary of Fringe Benefits 2024, attached. The benefits are to be provided for the elected officials as set forth therein. Of note, the current health care made available to elected officials comports with the three-tier optional plan provided to employees of the City. The intention of this change is to comply with Public Act 152 of 2011, which capped the amount the City can pay for health care premiums. This change will provide elected officers the same coverage employees are provided. Pursuant to the 2017 EOCC recommendation, Council members may purchase health care at their own expense.

Other Compensation

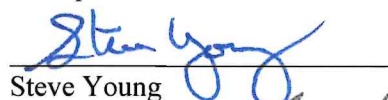
It is acknowledged that none of the elected officers earn compensatory, vacation, or sick time, and upon termination, they are not entitled to any compensation for the same.

TRANSMITTAL

We, the members of the Elected Officers Compensation Commission, respectfully, adopt the collective determinations now transmitted.

ELECTED OFFICERS COMPENSATION COMMISSION

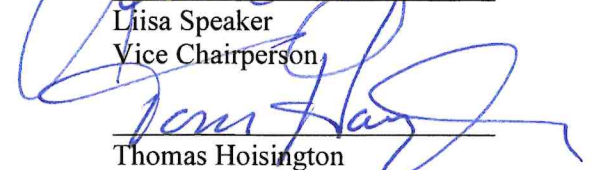

Derek Melot
Chairperson

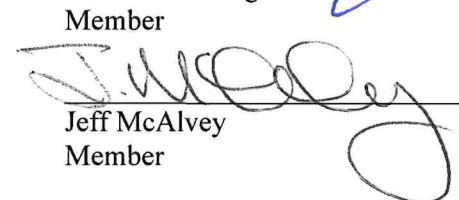

Steve Young
Member


Holli Seabury
Member


Ben Kohrman
Member


Liisa Speaker
Vice Chairperson


Thomas Hoisington
Member


Jeff McAlvey
Member

ARTICLE 2 – OFFICERS AND ELECTIONS

Chapter 1. OFFICERS

2-101 Elective Officers

.1 The elective officers shall be the Mayor, eight members of the City Council and the City Clerk.

~~.2 Term of Office. The term of every elective city officer is four (4) years and commences at noon on the first (1st) day of January after the regular city general election. (12/17/2024) Each officer shall have a term of four years terminating at 12 Noon on January first and shall serve until the election and qualification of a successor.~~

~~.3 In 2027, there will be four (4) vacancies upon the council to be filled. The four (4) qualified candidates receiving the highest number of votes shall be elected to a term of office of two (2) years. Beginning in 2029, each councilperson shall be elected to a four-year term. The terms of office of the Council Members shall be staggered so that two City Council Members elected from wards shall stand for elections every two years and two City Council Members elected at large shall stand for election every two years(12/17/2024).~~

2-102 Qualifications For Elective Office

~~A person seeking elective office must be a citizen of the United States, a resident, and a qualified and registered voter of the City of Lansing for one (1) year by the deadline for filing for office, and retain that status throughout their tenure in any such elective office. In addition, a ward Council Member shall be a resident of the ward from which elected or chosen for one (1) year by the deadline for filing for office, and retain that status throughout their tenure as a ward Council Member Every city official holding elective office shall be a registered elector in the City of Lansing and shall have been a resident of the city for one year prior to taking office. A ward Council Member shall be a resident of the ward from which elected or chosen. (12/17/2024)~~

2-103 Ineligibility For Office

~~.1 A person is ineligible for election or appointment as any elective officer and ineligible to hold an employment position within the City that is policy-making or that has discretionary authority over public assets if, within the immediately preceding 20 years, the person was convicted of a felony involving dishonesty, deceit, fraud, or a breach of the public trust and the conviction was related to the person's official capacity while the person was holding any elective office or position of employment in local, state, or federal government. Any person who has been convicted of either a violation of the election laws of this City, this State or the United States of America or a violation of a public trust or any felony shall not be eligible to hold any City office for a period of 20 years from the date of the conviction. (11/12/2024)~~

~~.2 No person who is in default to the City shall be eligible to hold any City office, unless such default is eliminated within 15 days after written notice thereof by the City Clerk. No person seeking elective office shall be in default to the City at the time such person files for office or any time thereafter during the person's candidacy or term of office. Any officer in default to the City during the term of office is~~

subject to forfeiture or dismissal. The City shall develop, through ordinance, such procedures to ensure that the provisions of this section continue to be met during an officer's term in office. (02/04/2025)-

.3 A person who holds or has held any elective City office shall not be eligible for appointment to a non-elective office or employment for which compensation is paid by or through any agency of the City until the person has been out of office for one year.

2-104 Compensation Of Officers

.1 The City shall, by ordinance, determine the compensation or the procedure for determining the compensation of all officers and employees of the City.

.2 The elected officers compensation commission previously created by ordinance may continue to determine the compensation of all elected officials after the effective date of this Charter. The compensation commission ordinance shall be amended to provide a procedure for calling the compensation commission together at a time to be determined by the City Council.

.3 The City may, by ordinance, at any time alter any procedure for determining compensation of any officers or employees.

2-105 Bonds Of Officers

.1 All officers and employees who receive, distribute or are responsible for City funds, shall be bonded in the sum determined by the City Council.

.2 The City Council may require bonds from other officers and employees.

.3 All bonds shall be approved by the City Attorney and filed with the City Clerk.

2-106 Oath Of Office

Every elective officer and every appointee before entering on official duties shall take and subscribe the following oath: "I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State and that I will faithfully discharge the office of _____, according to the best of my ability," and shall file that oath, duly certified by the officer before whom it was taken, in the office of the City Clerk.

Chapter 2. ELECTION OF OFFICERS

2-201 Time Of Elections

The primary and general elections for all City offices shall be at the time provided by State law.

2-202 Non-Partisan Ballot

The Clerk shall prepare ballots which shall conform to the provisions of law. No party vignette or emblem or other designation shall appear on the ballot in regard to City officers.

2-203 Wards

.1 The City of Lansing shall be divided into four wards, from each of which a member of the City Council shall be nominated and elected.



ATTORNEYS AND COUNSELORS AT LAW

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Kristen L. Rewa
krewa@cmda-law.com

February 14, 2025

Via Email

Mr. Brian C. Jeffries
Chairperson
Lansing Charter Commission
124 W. Michigan Ave., 9th Floor
Lansing, MI 48933
Brian.Jeffries@lansingmi.gov

Re: Article 4

Dear Mr. Jeffries:

This letter addresses a request for Charter language concerning article 4 provisions reviewed at the February 4 meeting.

I. 4-102 Obligations Of Leadership

A. 4-102.5 (currently .4) [Annual Report]

The Commission asked that transparency language be included in this provision. The changes to the report deadline from the 2/4/25 meeting are included below.

Proposed Language

.5.4 No later than ~~the last regular City Council meeting in January~~ March 1st of each year, the Mayor shall present a state of the City report to the City Council and to the public, outlining the activities of each of the departments and agencies of the City, their existing programs and services and an analysis of their adequacy. The report shall contain the Mayor's observations on the effectiveness of the organization of the several departments and agencies of the City and any recommendations for reorganization to increase efficiency, effectiveness and economy of operation. The report shall also contain a summary of the financial conditions of the city. ~~The report shall also outline and provide analysis of the transparency efforts of the Agency of the Executive Branch.~~

B. 4-102.9 (currently .8) [Real Property Annual Report]

The Commission discussed whether this report was being prepared currently; whether to add a deadline; and whether to keep this provision in the Charter. To the extent the Commission does not consider this report to be critical to the functioning of city government, we recommend removing this provision. However, to the extent the Commission wishes to keep the provision in the report, we have drafted language consistent with its discussions at the 2/4/25 meeting. The Commission could also consider requiring the report be prepared, but on a less than annual basis e.g. once per mayoral term).

Proposed Language

.8 The Mayor shall make an annual report to the City Council which shall itemize all the interests in real property owned by the City. The report shall include the status of all parcels and an analysis and recommendation for the appropriate management and use of each. The report shall be presented to the City Council no later than the last regular City Council meeting of each year.

C. 4-102.10 (currently .9) [unlawful discrimination]

The Commission asked for language modifying this section, including language that allows for permissive language to resolve disputes. Notably, there are several ordinances that prohibit discrimination in housing, employment, city contracts, and the Human Rights Ordinance. We recommend leaving language in the charter providing for responsibility for those ordinances with permissive language for the remainder of the section.

Current language

.10 The Mayor shall be responsible for reducing any unlawful discrimination and increasing mutual understanding among the residents of the community.

Proposed language

.10 The Mayor shall be responsible for enforcing anti-discrimination ordinances. The Mayor may also develop programs and initiatives that resolve disputes and foster mutual understanding among the residents of the community.

C. 4-102.11 (currently .10) [affirmative action annual report]

The Commission could consider (1) removing this provision; (2) including legally permissible language in the general annual report requirements. If the Commission wishes to keep this section separate, proposed language is provided.

Proposed Language

.11 The Mayor shall make an annual report on the status of ~~affirmative action programs of the City~~ initiatives and programs of the City that promote opportunity

and inclusion. Such report shall include information concerning the demographics of city officers and employees, including promotions, hiring, and turnover.

E. 4-102.12 (currently .11) [mayor investigation]

The section currently provides:

.11 The Mayor shall receive, investigate, and respond to all requests for information and all complaints concerning the operation of the City government in a prompt and efficient manner.

The Commission discussed (1) what is the scope of this provision; (2) should a deadline be provided in this section; (3) how can the Commission ensure compliance with this provision.

The scope of this provision is broad. It appears to provide the Mayor with the general responsibility for information requests and processing complaints. We do not recommend that a deadline be placed in the Charter. Given how broad this provision is, provision of information, investigations and responses can range from simple to complex. As such, establishing one deadline would not be appropriate for all circumstances.

In terms of compliance, it is the responsibility of City Officers to ensure compliance with the Charter; not the Charter Commission.

F. 4-102.13 (currently .12) Delegation of Duties

.13 The Mayor may delegate any of the duties described in Sections 4-102.5 [budget], 4-102.7 [property management], 4-102.9 [discrimination] and 4-102.11 (investigate) to another officer of the city by filing notice of specific delegation with the City Clerk.

At a minimum, this provision should be edited to reflect the renumbering of provisions within this section.

Proposed Language

.13 The Mayor may delegate any of the duties described in Sections 4-102.56, 4-102.78, 4-102.910 and 4-102.1112 to another officer of the city by filing notice of specific delegation with the City Clerk.

II. 4-301 Organization Of Departments

A. Sec 4-301.2 Charter Departments/agencies

The Commission asked that Sec. 4-301.2 be changed to reflect the current names of the referenced departments/agencies. In so doing, the Commission asked (1) is there a difference between using the term “department” and “agency”; (2) is the Board of Water and Light a “department”; and (2) is there a difference between using the term “City Attorney’s Office” and

“Department of Law”?

First, “Agency” and “Agency of the Executive Branch” are both defined in the Charter:

AGENCY means any board, commission, department, division, office or other organization of City government and includes any elective officer, appointee, or person acting or purporting to act in the exercise of official duties.

AGENCY OF THE EXECUTIVE BRANCH means those instrumentalities of government under the direction of the Mayor in Article 4 of this Charter and does not refer to any elected officer.

By definition, a “department” is an “agency” but not all “agencies” are “departments”. For example, boards are “agencies” but not departments. While “department” is not itself defined, the term is used throughout Article 4 and elsewhere in the Charter in a manner that appears to be specific to and synonymous with Agency of the Executive Branch, in short, a division of city government that falls under the direction of the Mayor.

To that end, the Board of Water and Light is not a “department” because it does not fall under the administrative or executive direction of the Mayor. See 4-301.7 (renumbered) “No agency of the executive branch shall have any administrative authority over the Board of Water and Light; see also, Art 5, Ch 2). Moreover, the language of 4-301.2 refers to these entities as “agencies”. While the Section is titled “Organization of Departments”, recall that section headers are not official or controlling language in the Charter. Sec 1-204.

Regarding the City Attorney, whether it is called an “office” or a “department” colloquially does not change what it is within the structure of the City. In the current structure of city government, The City Attorney is the administrative head of the “Department of Law” which is described as an “agency” of the City. Sec 4-301.2. Other department heads are also defined as the “administrative head” of their respective department (e.g., Parks and Recreation, Planning, Public Service Department). However, the City Attorney is the only department head responsible to both the Mayor and City Council.

“Officer” is broadly defined in the Charter to include any elected or appointed official, board member, or department head. “Office” is not defined. However, that term generally refers to an agency of government that is run by an independent and often elected official. In the Lansing Charter, “office” appears to refer specifically to an elected official. For example, Sec 4-501.1 refers to the “Office of the City Clerk”, an elected position. The Charter also generally refers to “elective office”. See Art 2. Although the City Attorney is not an elected position, it is not wholly responsible to the Mayor, either. As such, changing the name to City Attorney can be appropriate.

Proposed Language

.2 The following agencies of the City shall have the power and duties described in this Charter:

(A) Board of Water and Light (Sections 5-201 to 5-207)

- (B) Finance Department (Section 4-302)
- (C) Fire Department (Section 4-303)
- (D) **Law Department Office of the City Attorney** (Section 4-304)
- (E) Parks and Recreation Department (Section 4-305)
- (F) **Economic and Planning Department** (Section 4-306)
- (G) Police Department (Section 4-307)
- (H) Public Service Department (Section 4-308)

III. 4-302 Finance Department

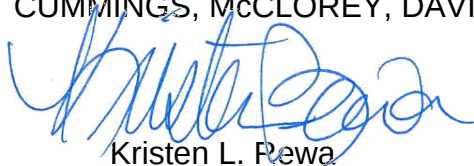
The Commission asked for updated language in Sec 4-302 regarding the relationship between the Finance Department and Accounting, Assessing, Budget, Income Tax, and Treasury to reflect the current organizational chart.

Proposed Language

.2 The Department of Finance shall ~~be in charge of~~ coordinate with the divisions of Accounting, Assessments, Budget Management, Income Tax, and Treasury.

Very truly yours,

CUMMINGS, McCLOREY, DAVIS & ACHO, P.L.C.



Kristen L. Rewa

cc: Vice Chair Lori Adams Simon (lori.simon@lansingmi.gov)
 Chris Swope, MMC/MiPMC (Chris.Swope@lansingmi.gov)
 Brian P. Jackson, MiPMC, (Brian.Jackson@lansingmi.gov)

To: Charter Commissioners

From: Emery

Re: Reorganizing Article 4 Chapter 1 for clarity and cohesion

Here is a proposal to reorganize mayoral duties into two sections: Mayor as Executive Authority and Executive Transparency and Accountability. The only language changed is the original 4-102.12 about delegation, which is embedded into relevant provisions.

4-101 Mayor as Executive Authority

.1 The Mayor shall be the chief executive officer of the City of Lansing and shall devote full time to the service of the City. The Mayor shall exercise all of the powers and duties granted to the Mayor by law or this Charter.

.2 The Mayor shall exercise supervision and coordination over the several departments of government, and see that the laws, ordinances, and regulations of the City are enforced and for that purpose, the Mayor shall be a conservator of the peace. The Mayor may exercise within the City the powers conferred upon sheriffs to suppress disorder and enforce the laws of the State and the ordinances and regulations of the City.

.3 The Mayor or a designee shall attend all regular and special meetings of the City Council to submit such reports and proposals to the City Council as are appropriate, and to respond to questions of the Council members and citizens.

.4 The Mayor shall be responsible for the management of real property owned by the City in accord with Section 8-403 of this Charter.

.5 The Mayor shall receive, investigate, and respond to all requests for information and all complaints concerning the operation of the City government in a prompt and efficient manner.

4-102 Executive Transparency and Accountability

.1 No later than March 1st of each year, the Mayor shall present a state of the City report to the City Council and to the public, outlining the activities of each of the departments and agencies of the City, their existing programs and services and an analysis of their adequacy. The report shall contain the Mayor's observations on the effectiveness of the organization of the several departments and agencies of the City and any recommendations for reorganization to increase efficiency, effectiveness and economy of operation. The report shall also contain a summary of the financial conditions of the city.

.2 The Mayor or a delegated officer shall be responsible for the development and preparation of the budget.

.3 Within one year of being sworn in, the Mayor shall present to the Council and public a written three-year strategic plan for the City of Lansing that provides a vision, goals and objectives, and how progress will be measured. The plan shall include 1) comprehensive data on and analysis of the city's current situation, including demographic and economic trends; environmental and health threats and trends; technological trends; regional factors and opportunities; education needs; land use and transportation; neighborhoods and housing, and the social landscape ; 2) active involvement of

citizens, community organizations, local businesses, other government agencies, and internal staff from all levels and functions; 3) high-level strategic goals that are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART); 4) detailed strategies and action plans for achieving the goals; and 5) a system for regularly measuring and reviewing progress and publicly reporting on the implementation of the plan. The Mayor shall report on the progress of creating and implementing the plan at the annual State of the City Address and in the annual budget presented to the City Council.

.4 The Mayor shall respond to any Internal Auditor report on irregularities or erroneous accounting methods. Such response shall be made in writing to the City Council within 30 days of receipt and shall contain the Mayor's recommendations for the elimination or correction of the indicated irregularities or errors.

.5 The Mayor or a delegated officer shall make an annual report to the City Council which shall itemize all the interests in real property owned by the City. The report shall include the status of all parcels and an analysis and recommendation for the appropriate management and use of each.

.6 The Mayor or a delegated officer shall be responsible for reducing any unlawful discrimination and increasing mutual understanding among the residents of the community.

.7 The Mayor or a delegated officer shall make an annual report on the status of affirmative action programs of the City.

.8 The Mayor shall recommend to the City Council from time to time, proposals for meeting the needs and addressing the problems of the City.

.9 Should the Mayor delegate responsibilities as allowed by this Charter, the Mayor shall file a specific delegation with the City Clerk.

ARTICLE 4 – EXECUTIVE BRANCH (maintain current form 10/22/24)

Chapter 1. MAYOR

4-101 Mayor

The Mayor shall be the chief executive officer of the City of Lansing and shall devote full time to the service of the City. The Mayor shall exercise all of the powers and duties granted to the Mayor by law or this Charter.

4-102 Obligations Of Leadership

.1 The Mayor shall exercise supervision and coordination over the several departments of government, and see that the laws, ordinances, and regulations of the City are enforced and for that purpose, the Mayor shall be a conservator of the peace. The Mayor may exercise within the City the powers conferred upon sheriffs to suppress disorder and enforce the laws of the State and the ordinances and regulations of the City.

.2 The Mayor, or the Executive Assistant~~Deputy~~ to the Mayor, shall attend all regular and special meetings of the City Council to submit such reports and proposals to the City Council as are appropriate, and to respond to questions of the Council members and citizens.

.3 The Mayor shall recommend to the City Council +(02/04/2025) from time to time, proposals for meeting the needs and addressing the problems of the City.

.4 Within one year of being sworn in, the Mayor shall present to the Council and public a written three-year strategic plan for the City of Lansing that provides a vision, goals and objectives, and how progress will be measured. The plan shall include 1) comprehensive data on and analysis of the city's current situation, including demographic and economic trends; environmental and health threats and trends; technological trends; regional factors and opportunities; education needs; land use and transportation; neighborhoods and housing, and the social landscape ; 2) active involvement of citizens, community organizations, local businesses, other government agencies, and internal staff from all levels and functions; 3) high-level strategic goals that are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART); 4) detailed strategies and action plans for achieving the goals; and 5) a system for regularly measuring and reviewing progress and publicly reporting on the implementation of the plan. The Mayor shall report on the progress of creating and implementing the plan at the annual State of the City Address and in the annual budget presented to the City Council. (02/04/2025)

~~.5~~4 No later than the last regular City Council meeting in January of each year, the Mayor shall present a state of the City report to the City Council and to the public, outlining the activities of each of the departments and agencies of the City, their existing programs and services and an analysis of their adequacy. The report shall contain the Mayor's observations on the effectiveness of the organization of the several departments and agencies of the City and any recommendations for reorganization to increase efficiency, effectiveness and economy of operation. The report shall also contain a summary of the financial conditions of the city.

~~.6~~5 The Mayor shall be responsible for the development and preparation of the budget.

.76 The Mayor shall respond to any Internal Auditor report on irregularities or erroneous accounting methods. Such response shall be made in writing to the City Council within 30 days of receipt and shall contain the Mayor's recommendations for the elimination or correction of the indicated irregularities or errors.

.87 The Mayor shall be responsible for the management of real property owned by the City in accord with Section 8-403 of this Charter.

.98 The Mayor shall make an annual report to the City Council which shall itemize all the interests in real property owned by the City. The report shall include the status of all parcels and an analysis and recommendation for the appropriate management and use of each.

.910 The Mayor shall be responsible for reducing any unlawful discrimination and increasing mutual understanding among the residents of the community.

.110 The Mayor shall make an annual report on the status of affirmative action programs of the City.

.124 The Mayor shall receive, investigate, and respond to all requests for information and all complaints concerning the operation of the City government in a prompt and efficient manner.

.132 The Mayor may delegate any of the duties described in Sections 4-102.5, 4-102.7 (02/04/2025), 4-102.9 and 4-102.11 to another officer of the city by filing notice of specific delegation with the City Clerk.

Chapter 2. EXECUTIVE STAFF

4-201 ~~Executive Assistant Deputy~~ To The Mayor (02/04/2025)

.1 The Mayor shall have ~~a Deputyan Executive Assistant~~ who shall perform such duties and functions as may be required by this Charter or directed by the Mayor for the efficient operation of administrative services and functions.

.2 The Mayor may direct the ~~Executive Assistant Deputy~~ to act on behalf of the Mayor with other officers of the City for the purpose of coordinating departments, the development of the budget, communication with City Council, and in carrying out the ordinances and policies of the City.

.3 The ~~Executive Assistant Deputy~~ shall be appointed solely on the basis of the person's ability to exercise the powers and perform the duties conferred upon the Executive Assistant pursuant to this Charter, or which may be assigned to the ~~Executive Assistant Deputy~~ by the Mayor. This ability shall have been demonstrated by relevant executive or administrative experiences in a federal, state or municipal government or by equivalent experiences in a field other than government.

.4 The ~~Executive Assistant Deputy~~ shall be appointed by the Mayor and shall serve at the pleasure of the Mayor.

Chapter 3 DEPARTMENTS

4-301 Organization Of Departments

.1 All departments, divisions of departments and agencies of the City in existence on the effective date of this Charter, whether created by the previous Charter or by ordinance, shall continue as if created by ordinance until changed in accordance with this Charter.

.2 The following agencies of the City shall have the power and duties described in this Charter:

(A) Board of Water and Light (Sections 5-201 to 5-207)

(B) Finance Department (Section 4-302)

- (C) Fire Department (Section 4-303)
- (D) Law Department (Section 4-304)
- (E) Parks and Recreation Department (Section 4-305)
- (F) Planning Department (Section 4-306)
- (G) Police Department (Section 4-307)
- (H) Public Service Department (Section 4-308)

.3 Other agencies of the City previously established by ordinance, or otherwise, shall continue in existence subject to reorganization in accord with this charter.

~~These include:~~

- ~~(1) Air Pollution~~
- ~~(2) Building Inspection and Safety~~
- ~~(3) Central Garage~~
- ~~(4) City Market~~
- ~~(5) Civic Center~~
- ~~(6) Community Development~~
- ~~(7) Data Processing~~
- ~~(8) Emergency Services~~
- ~~(9) Housing Commission~~
- ~~(10) Housing and Redevelopment~~
- ~~(11) Human Relations~~
- ~~(12) Human Resources~~
- ~~(13) Municipal Parking System~~
- ~~(14) Personnel~~
- ~~(15) Program Coordinator~~
- ~~(16) Property Management~~
- ~~(17) Purchasing~~
- ~~(18) Safety~~
- ~~(19) Traffic~~
- ~~(20) Weights and Measures (02/04/2025)~~

.4 Except as otherwise provided by this Charter; services, agencies and instrumentalities of the City shall be organized as far as practicable according to their major purpose and function in order to provide service as efficiently, effectively and economically as possible.

.5 To the extent permitted by law, the City may, by ordinance, establish, abolish and reorganize departments, other than the Fire Department, Police Department and the Board of Water and Light.

.6 The Fire Department and Police Department may be assigned, by ordinance, additional duties compatible with the general purposes of the departments. The Board of Water and Light may be assigned added duties by agreement between the Board and the City Council. No agency of the executive branch shall have any administrative authority over the Board of Water and Light.

~~.7 The Mayor may prepare one or more executive reorganizational plans which, consistent with law and this Charter, provide for reorganization of one or more agencies of the executive branch, and assign authorized programs, services and activities to each agency. The Mayor shall submit an initial reorganizational plan not later than January 31, 1979. A reorganizational plan, as proposed by the Mayor, shall be submitted to the City Council and made public. The City Council shall study and conduct public hearings on the plan and may request the Mayor to make modifications in it. Ninety~~

~~days after the submission of a plan to the City Council, the plan shall become effective and shall become operational as stated in the plan, with such modifications as are accepted by the Mayor, unless disapproved by a resolution adopted by two-thirds of the City Council members serving. (02/04/2025)~~

4-302 Finance Department

.1 The Director of Finance shall be the administrative head of the Department of Finance and shall be responsible to the Mayor for the provision of financial services to the City in a manner consistent with the best practices therefore.

.2 The Department of Finance shall be in charge of the divisions of Accounting, Assessments, Budget Management, Income Tax, and Treasury.

4-303 Fire Department

.1 The Fire Chief shall be the administrative head of the Fire Department and shall be responsible to the Mayor for the provision of its fire protection services, fire prevention services and such other services as may be assigned to it by the City. All services shall be rendered to the city in a manner consistent with the best standards and practices.

.2 The Fire Chief shall be appointed by the Mayor from candidates recommended by the Board of Fire Commissioners.

.3 The Mayor may suspend the Fire Chief and shall notify the Board of Fire Commissioners of the reasons for the suspension. The Board shall convene at the earliest opportunity after the suspension and shall determine, by a majority of the Board serving, whether the suspension shall continue. The Fire Chief may be removed by the Mayor only with the concurrence of a majority of the Board serving.

.4 Each member of the Fire Department shall, before entering upon the duties of the office or employment, take an oath of office similar to that required of other officers of the City. A copy of the oath shall be subscribed in the presence of the City Clerk and filed in the office of the City Clerk.

~~.5 The department shall maintain and operate ambulance services, advanced life support (ALS), and other lifesaving and emergency services necessary for the welfare of the residents of the city of Lansing. The Lansing Fire Department is designated as the primary provider of emergency medical services, ensuring the highest standards of care, as directed by the Council. (02/04/2025) The Department shall maintain and operate such ambulance, inhalator, and other life saving and emergency services as the welfare of the inhabitants of the City may require and as the Council may direct.~~

4-304 Law Department

.1 The City Attorney may be appointed by the Mayor and confirmed by the City Council. The City Attorney shall be the administrative head of the Department of Law and shall be responsible to the Mayor and the City Council to see that the legal affairs of the City are properly managed.

.2 The City Attorney shall be the prosecutor for the people of the City for all cases arising under this Charter and ordinances of the City and, when authorized to do so by law, cases arising under State law.

.3 The City Attorney shall advise the officers and agencies of the City, in writing, on matters relating to their official duties upon request,

1 .4 The City Attorney shall prepare or approve as to form, all bonds, contracts, ordinances and other
2 written instruments in which the City is concerned.

3 .5 The City Attorney shall prosecute or defend all cases in which the City is a party or has a legal
4 interest, and may upon request, and with City Council approval, represent any officer or employee of
5 the City in any action or proceeding involving official duties.

6 .6 No board or officer shall employ or retain special counsel in any matter relating to the affairs of the
7 city without first securing the approval of such employment or retainer by the City Council. The City
8 Council shall act only after requesting the City Attorney's written opinion.

9 .7 No civil litigation may be settled without the recommendation of the City Attorney and the consent
10 of the City Council, except and to the extent that risks are covered by insurance.

11 4-305 Parks And Recreation Department

12 .1 The Director of Parks and Recreation shall be the administrative head of the Department of Parks
13 and Recreation and shall be responsible to the Mayor for the provisions of parks, recreation and
14 leisure services of the City in a manner consistent with the best practices therefore.

15 .2 The Department of Parks and Recreation shall be in charge of those agencies and programs
16 responsible for cemetery services and facilities, forestry, parks, and recreation.

17 4-306 Planning Department

18 .1 The Director of Planning shall be the administrative head of the Department of Planning and shall
19 be responsible to the Mayor for the planning activities of the City.

20 .2 Any agency with the knowledge of the Director of Planning may undertake the study of any
21 development matter within the scope of its duties,

22 .3 The Department of Planning shall receive all reports concerning development matters and other
23 information, which it requests.

24 .4 The director shall, with the head of any agency involved, evaluate all reports and information
25 received by the department in the light of the policies, programs and priorities of the adopted master
26 plan.

27 .5 The director shall be responsible for providing the Planning Board with staff and all information
28 necessary for the Board to carry out its assigned duties under Sections 5-601 and 5-602 of this
29 Charter.

30 .6 The department shall administer and enforce the zoning ordinances of the City and prepare plans
31 for the City and its various departments when such plans involve the character, location and extent of
32 activities and facilities which impact on the social, physical and economic development of the City.

33 4-307 Police Department

34 .1 The Chief of Police shall be the administrative head of the Police Department and shall be
35 responsible to the Mayor for the provision of Police service to the City.

36 .2 The Chief of Police shall be appointed by the Mayor in consultation with the Board of Police
37 Commissioners and subject to confirmation by a majority of the members of the Board of Police
38 Commissioners serving.

39 .3 The Mayor may suspend the Chief of Police and shall notify the Board of Police Commissioners of
40 the reasons for the suspension. The Board shall convene at the earliest opportunity after the
41 suspension and shall determine, by a majority of the Board serving, whether the suspension shall

continue. The Chief of Police may be removed by the Mayor only with the concurrence of a majority of the Board serving.

.4 Each member of the Police Department shall, before entering upon the duties of the office or employment, take an oath of office similar to that required of other officers of the City. A copy of the oath shall be subscribed in the presence of the City Clerk and filed in the office of the City Clerk.

.5 The police officers shall have and exercise all the immunities, privileges and powers of peace officers granted bylaw, for the preservation of quiet, good order and for the safety of persons and property. They shall possess and exercise the powers of arrest granted to peace officers by law, and shall promptly take any person who is arrested before the proper magistrate or court to be dealt with according to law. Violations of City ordinances shall be deemed to be misdemeanors for the purpose of establishing the power of police officers in making arrests.

4-308 Public Service Department

.1 The Director of Public Service shall be the administrative head of the Department of Public Service and shall be responsible to the Mayor for the maintenance and operation of the public works and service facilities of the City in a manner consistent with the best practices therefore.

.2 The Department of Public Service shall be in charge of those agencies and programs responsible for the provision of construction, engineering, maintenance, sewage and waste disposal services and facilities, and traffic.

.3 Persons appointed to serve as Director of Public Service and City Engineer shall be registered Professional Engineers of the State of Michigan.

Chapter 4 - DEPARTMENT AND AGENCY HEADS

4-401 Heads Of Departments

.1 The City Council shall adopt ordinances setting forth the qualifications for each head of a department, division or agency to be appointed by the Mayor. Such ordinances shall be adopted before any person may be considered for the position and no later than 30 days after the creation of a position. No amendment of an ordinance on qualifications shall affect the status of any person holding office at the time consideration of the amendment is commenced.

.2 Unless otherwise stated in this Charter, the Mayor shall appoint a qualified person as head of each City department.

.3 The head of each department may also serve as a head of an agency or division.

.4 The head of each department of the City shall be responsible to the Mayor for the administration of the department and shall, under direction of the Mayor, implement the policies, including affirmative action, as expressed in the ordinances and resolutions of the City Council.

.5 Unless otherwise stated in this Charter, every person appointed by the Mayor to an indefinite term may be suspended or removed by the Mayor. The Mayor shall file a notice of every suspension or removal with the City Clerk for delivery to the City Council. If the City Council determines by a vote of two-thirds of Council members serving within 30 days of the notice of its receipt of suspension or removal that the action was not in the best interest of the City, the person may, in the discretion of the City Council, be reinstated to office without loss of compensation.

4-402 Heads Of Agencies

- .1 The head of an agency or division may also serve as the head of a department.
- .2 The head of each agency or division within a department shall be appointed by the department head unless this Charter or an ordinance provides for appointment by the Mayor.
- .3 Whenever an agency or division head is appointed by the Mayor, the appointment shall be subject to the provisions of Section 4-401 of this Charter.
- .4 Notwithstanding the provisions of any ordinance, the Mayor shall appoint the Treasurer, the Assessor, and the Chief Personnel officer.

Chapter 5. CLERK

4-501 City Clerk.

- .1 The City Clerk shall be the administrative head of the Office of the City Clerk and shall be responsible to the people of the City of Lansing for the proper maintenance of the records of the City and for the orderly conduct of elections.
- .2 The City Clerk shall be the Clerk of the City Council and shall keep a printed journal in the English language of its proceedings. The City Clerk shall attend all meetings of the City Council.
- .3 The City Clerk shall be the custodian of all papers, documents, surety bonds and records which pertain to the City, the custody of which is not otherwise provided.
- .4 The signature of the City Clerk shall be the official certification for all ordinances, resolutions and other actions by the Council.
- .5 The City Clerk shall make the records of the City, including all Council actions, available to the public during regular business hours.
- .6 The City Clerk shall have custody of the City Seal and shall affix it to all documents requiring the seal and shall attest the documents and instruments.
- .7 The City Clerk shall have the power to administer any oath required for municipal purposes by law.
- .8 The office of the City Clerk shall have a supply of forms required to be filed with the City for any purpose either by the provisions of this Charter, by ordinance or by law.
- .9 The City Clerk shall be the chief elections officer of the City.

4-502 Chief Deputy City Clerk

The City Clerk shall designate one member of the office of the City Clerk to be the Chief Deputy City Clerk who shall retain that designation at the pleasure of the City Clerk.

In the absence or disability of the City Clerk, or while the position is vacant pending action by the City Council, the Chief Deputy City Clerk shall exercise all powers and perform all of the duties of the City Clerk to the full extent permitted by law.