City of Lansing Charter Commission Regular Meeting Agenda

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

March 4, 2025 at 6:30 PM

1. Call to Order

2. Roll Call

3. Adopt the Agenda

A. Packet Table of Contents

4. Approval of Minutes

A. February 18, 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/0103e892-a46f-42ef-ab05-7499302d9566@87509dee-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

A. Article 5: Line-by-Line Review

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.

Charter Commission Packet

Meeting Date: March 4, 2025

Table of Contents

Page	Document	Agenda Section	
1	Agenda	3.	Adopt the Agenda
2	Table of Contents		
3	02/18/2025 Minutes	4.	Approval of Minutes
7	N. Zande 2.18	6C.	Officer Reports: Clerk
9	H. Frei-Clancy 2.18		
10	C. Rosingana 2.24		
11	C. Rosingana Attachment		
12	Actions and Amendments Update memo	7.	Old Business
19	Article 2 Chapter 1 Redlined	7A.	Article 2: Line-by-Line Review
21	Vice-Chair Adams Simon email re Per Diem		
25	Allegan Charter: Yearly Cap on Compensation		
26	Battle Creek Charter: Per Meeting Yearly Cap		
27	Ferndale Charter: Per Meeting Yearly Cap		
29	Frankenmuth Charter: Per Meeting Attended		
30	Garden City Charter: Per Meeting Yearly Cap		
31	Hazel Park Charter: Per Meeting Yearly Cap		
32	Iron Mountain Charter: Per Meeting Yearly Cap		
33	Clerk Report on Historic Council Configuration		
36	Ingham County Commission Per Diem Resolution		
38	Current Salary for Council Members		
41	Becky Bennett Clarification on Ingham County Per Diem		
43	Article 4 Redlined	7B.	Article 4: Line-by-Line Review
50	Clerk Memo on Department Structure in the Charter		
51	Article 5 Text	8A.	Article 5: Line-by-line Review
61	Clerk Memo on Council Structure and Board Appointments		

Minutes for the City of Lansing Charter Commission

Regular Meeting | Tuesday, February 18, 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, Qawwee, Washington
Absent: none
Staff Present: Chief Deputy Clerk Jackson, Deputy Clerk Drever, Attorney Rewa

Call to Order

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

Roll Call

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

Adopt the Agenda

Moved by Commissioner Dowd to adopt the agenda as presented.

Motion carried.

Approval of minutes

Moved by Commissioner Boyd to approve the February 4, 2025, minutes as presented.

Motion carried.

Public Comment

Randy Dykhuis spoke about adding a sustainability department to the City in the Charter.

Olivia Vaden spoke about the importance of council support staff, increasing the number of wards, and public notices from the Board of Water and Light.

Tasha Canty spoke about the Board of Water and Light.

Nicklas Zande spoke about increasing the number of wards.

Linda Keefe spoke about paths to affordability regarding the Board of Water and Light.

Deborah Mulcahey spoke about long term vision in the charter and increasing the number of wards.

Loretta Stanaway spoke about having voted for changing the charter and commissioner responsibilities to listen to the public.

Officer Reports

Chair

Chair Jeffries expressed interest in adding a meeting in March to discuss the Board of Water and Light and sustainability.

Vice-Chair

No Report.

Clerk

Clerk Jackson acknowledged written communications in the packet and provided a budget update: The Commission has spent $171,421.23 with a remaining available balance of $328,578.77.

Old Business

A. Article 2: Line-by-line Review

Moved by Commissioner Qawwee to reduce the council members to seven, with four wards and three at-large.

Much discussion proceeded about representation, population, endorsements, and money in politics. The following comments were made by Commissioners clarifying their stances.

Commissioner Washington expressed opposition to the motion because of its limits to representation.

Commissioner Anderson expressed opposition based on the number of people who have expressed interest in increasing the number of wards to increase representation.

Commissioner Dowd expressed opposition based on the desire to increase the number of wards.

Commissioner Qawwee expressed that his rationale is to decrease the number of Council seats because the City's population is not growing and to have an odd number of members.

Vice-Chair Adams Simon expressed opposition based on wanting to increase the number of wards and not limit the number of at-large seats.

Commissioner Bauer expressed wanting a balance of ward and at-large seats so every resident has multiple Council members to represent them.

Commissioner Anderson offered an amendment to the motion for seven wards and two at-large.
Amendment not accepted.

Vice-Chair Adams Simon offered an amendment to the motion for five wards and two at-large.
Amendment not accepted.

Moved by Commissioner Lopez to call the question.
Motion failed by the following roll call vote:
YEAS: Commissioners Lopez, Washington (2)
NAYS: Commissioners Anderson, Bauer, Boyd, Dowd, Jeffries, Qawwee, Adams Simon (7)

No further discussion.

Motion [4 wards, 3 at-large] failed by the following roll call vote:
YEAS: Commissioners Bauer, Boyd, Jeffries, Qawwee (4)
NAYS: Commissioners Dowd, Lopez, Washington, Adams Simon, Anderson (5)

Moved by Commissioner Anderson to have seven wards and two at-large for nine council members total.

Much discussion proceeded about council structure and representation. The following comments were made by Commissioners clarifying their stances.

Commissioner Boyd expressed opposition to increasing the number of council members to nine.

Commissioner Dowd expressed support for increasing the number of council members because residents have expressed not being able to be in touch with their representatives.

Vice-Chair Adams Simon expressed opposition to increasing the number of council members, and she expressed support for increasing the number of wards.

Commissioner Anderson expressed her rationale for seven wards and two at-large is harm reduction.

Commissioner Dowd reminded everyone that it is not the Commission's purview to redraw the wards.

Commissioner Washington expressed support for seven wards and two at-large.

Commissioner Lopez expressed a preference for five wards and four at-large, and that he is not opposed to seven wards and two at-large.

Motion failed by the following roll call vote:
YEAS: Commissioners Dowd, Lopez, Washington, Anderson (4)
NAYS: Commissioners Boyd, Jeffries, Qawwee, Adams Simon, Bauer (5)

Moved by Commissioner Bauer to have nine council members.
Motion withdrawn.

Moved by Commissioner Anderson to have six wards and two at-large for eight total council members.

Commissioner Qawwee expressed support for an odd number of council members.

Motion failed by the following roll call vote:
YEAS: Commissioners Dowd, Washington, Anderson (3)
NAYS: Commissioners Jeffries, Lopez, Qawwee, Adams Simon, Bauer, Boyd (6)

Moved by Vice-Chair Adams Simon to have five wards and two at-large for seven total council members.
Motion carried by the following roll call vote:
YEAS: Commissioners Jeffries, Lopez, Qawwee, Adams Simon, Bauer, Boyd, Dowd (7)
NAYS: Commissioners Washington, Anderson. (2)

The Commission took a five-minute recess.

Attorney Rewa overviewed the legal opinion that addresses Article 2-104 to consider Council Compensation by per diem.

Commissioners discussed equity of committee assignments and days with multiple meetings.

No action taken.

B. Article 4: Line-by-line Review

Attorney Rewa overviewed the legal opinion that addresses Article 4-102.

Commissioners discussed the role of transparency in the mayor's annual reports; the meaning of transparency, and provisions to address noncompliance with the Charter.

Moved by Commissioner Qawwee to amend 4-102.8 to add "The report shall be presented to the City Council no later than the last regular City Council meeting of each year"

Motion carried.

Commissioners discussed anti-discrimination efforts and enforcement of the Charter.

Moved by Commissioner Washington to amend 4-102.9 to read ".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."

Motion carried.

Moved by Vice-Chair Adams Simon to amend 4-102.10 to read "The Mayor shall make an annual report on the status of 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. The support will be presented no later than the last City Council meeting of each year."

No action taken, following questions about the particulars of the report.

Motion carried, my unanimous consent, to amend 4-102.12 to align the numbering with other edits in this chapter.

Attorney Rewa overviewed the legal opinion that addresses Article 4-301.

Qawwee-

Moved by Vice-Chair Adams Simon to change "Law Department" to "Office of City Attorney."

Motion carried.

Moved by Vice-Chair Adams Simon to change "Planning Department" to "Economic Development and Planning Department."

Motion carried.

Commissioners discussed legal representation for City Council.

Public Comment

Loretta Stanaway spoke about medical services in the City and expressed opposition about Commissioners directly addressing public commenters by name.

Nicklas Zande spoke about increasing the number of wards.

Fred McLaughlin spoke about the purpose and naming of the Planning Department.

Commissioner Remarks

Commissioner Bauer remarked that she would be absent on March 11.

Adjournment

The meeting was adjourned by Chair Jeffries at 9:27 PM.

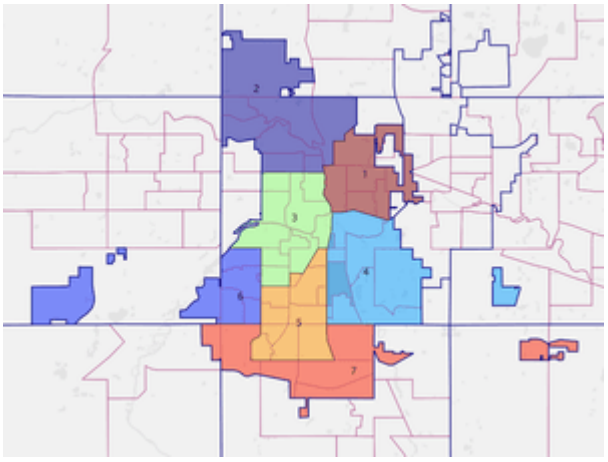
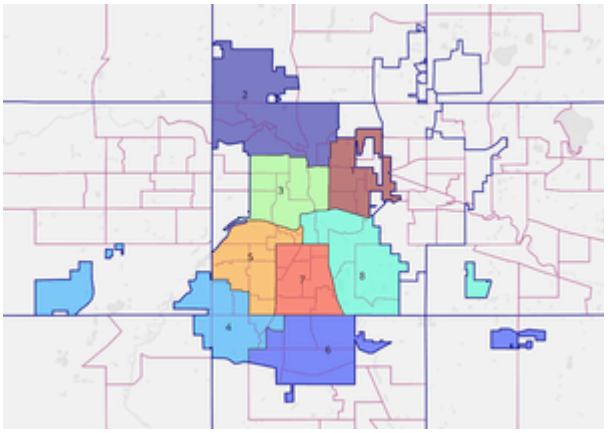
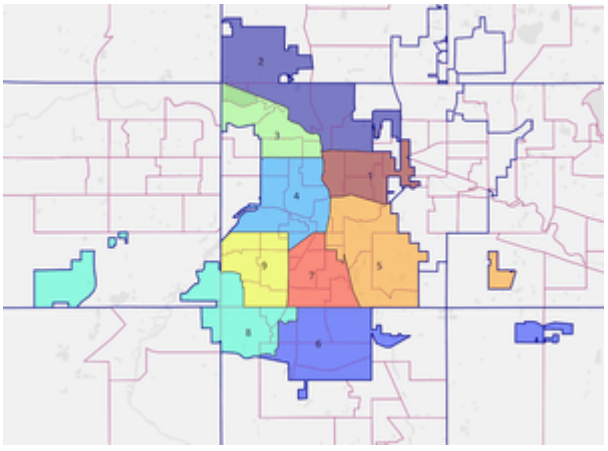
Lansing City Charter Commission Comment Submission Form

First Name	Nicklas
Last Name	Zande

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

Email	nwzande@gmail.com
Phone	5178941654
Street Address	411 West Willard Avenue

Lansing City Charter Commission Comment Submission Form

Topic	Lansing Ward Maps
Comment	See attached...
(Optional) Additional materials to be sent with your comment	  
(Optional) If your message relates to a specific article(s) in the Charter please select it here:	• ARTICLE 2 – OFFICERS AND ELECTIONS

Lansing City Charter Commission Comment Submission Form

First Name	Heidi
Last Name	Frei Clancy

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

Email	heidimfrei@gmail.com
Phone	5174205200
Street Address	1330 N. GENESEE DR.
City	LANSING
State	MI
Zip Code	48915

Lansing City Charter Commission Comment Submission Form

Topic	number of wards
Comment	Thank you for considering this comment. It is time to add more wards to ensure better and fair representation for Lansing. It is disappointing that a disproportionate number of council members reside in practically the same neighborhood. At large seats are a good idea, but we have two many of them, allowing for a disproportionate voice in City matters to come from the 4th ward, one neighborhood in particular. This is a disadvantage to candidates that would like to represent residents and have the experience and desire to do so, but may not be as politically connected or are lacking in resources. This is not representative government. It is exclusive and a relic from a time when some not-so-good decisions were made by civic 'leaders'. I am supportive of adding more wards, potentially 2-3 and reducing the at-large. I would also like to comment on the conduct of this body. Everyone that participates wants the best for this community. Some are paid (like the commission) and the citizens that engage are not. We do so voluntarily. It was disappointing for a commissioner to address a member of the public by name and also to reference their (the commissioner's) status (the number of votes or popularity achieved); perhaps it wasn't intentional but the effect was to diminish the comments by a member of the public and to 'other' that community member. That is not acceptable and can deter others from speaking to the commission and other public bodies. This should be addressed. As a resident it is concerning and sets a very bad example.
(Optional) If your message relates to a specific article(s) in the Charter please select it here:	• ARTICLE 1 - GENERAL • ARTICLE 5 – BOARDS AND COMMISSIONS

Drever, Emery

From: Carrie Rosingana <crosingana@camw.net>
Sent: Monday, February 24, 2025 2:15 PM
To: Chartercommission
Subject: [EXTERNAL] Letter from Capital Area Michigan Works! Regarding BWL Governance Structure
Attachments: LBWL Letter to Lansing Charter Commission 02.24.2025.pdf

Good afternoon,

On behalf of Capital Area Michigan Works!, please find a letter expressing support for maintaining the current governance structure of the BWL.

Please do not hesitate to reach out to me directly if you have any questions in follow-up.

Take care,
Carrie

Carrie Rosingana
(she/her/hers)
Chief Executive Officer
Capital Area Michigan Works!
Work Phone: (517) 492-5506
Cell Phone: (517) 256-5045
Fax: (517) 487-0113
E-mail: crosingana@camw.net
CAMW! Website: www.camw.org

*Capital Area Michigan Works! is a network of resources and a proud partner of the American Job Center network. We partner with businesses to develop recruiting and retention strategies and we partner with job seekers to enhance education and career opportunities.

**Capital Area Michigan Works! is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Center call 7-1-1 or (844) 578-6563.

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2110 S. Cedar Street, Lansing, Michigan 48910
Office: (517) 492-5500
Fax: (517) 487-0113
camw.org

February 24, 2025

Dear Lansing City Charter Commission Members:

Please accept this letter on behalf of Capital Area Michigan Works! (CAMW!) to express support for the Lansing Board of Water and Light (BWL) to maintain their current governance structure. As a trusted utility provider in the region that CAMW! serves and a key partner on economic projects making an impact on Lansing's growth, the BWL has continually demonstrated its commitment to providing reliable services, economic development support, and community engagement in Lansing.

The existing structure of the BWL enables it to operate as an independent body, which has proven impactful in economic projects that CAMW! has worked alongside the BWL on. The current appointment process, where the Mayor selects commissioners and the City Council confirms them, provides a balanced approach to oversight while also allowing for the BWL to effectively meet the needs of the customers it serves, both business and individuals alike. Maintaining the current structure and framework of BWL is critical to enable the well-established systems in place to continue to thrive.

CAMW! relies of the BWL as a valued regional partner. In addition to working alongside each other to support proposal work when there are economic development projects coming to fruition, the BWL is an engaged partner to CAMW! in numerous ways. The BWL has a staff member that participates as a member of the CAMW! Career Education Advisory Council and participates and sponsors youth career awareness events like MiCareer Quest Capital Area to raise awareness of the fulfilling careers in the utility industry sector. I also serve alongside a BWL staff member on the Michigan Energy Workforce Development Consortium (MEWDC) Leadership Committee. The MEWDC is an industry-led partnership of more than 50 representatives of industry, workforce, education and veterans who are committed to building and sustaining Michigan's energy industry, with a vision for equipping the energy industry with a qualified workforce to provide safe and efficient energy while protecting natural resources and serving member communities. The BWL is the only municipally-owned public utility that is a part of the MEWDC Leadership Committee and has consistently demonstrated leadership on behalf of the BWL as a key member of this committee and the consortium at large.

Thank you for your consideration. Please do not hesitate to reach out if I can provide any insight directly related to CAMW!'s engagement with BWL.

Sincerely,

Carrie Rosingana

Carrie Rosingana
Chief Executive Officer
Phone: (517) 492-5506
Email: crosingana@camw.net

Equal opportunity employer/program. *Auxiliary aids and services are available upon request to individuals with disabilities. *Michigan Relay Center call 711 or (844) 578-6563.

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
Pending	2. Election of Officers • **104 Compensation of Officers**
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 o .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 o .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) o .2 The City and all its agencies shall ensure that the civil and constitutional rights of all persons are not denied or abridged. o .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 Elective /officers o .1 …seven members of the City Council (02/18/2025) o .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) o .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 o 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 o .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) o .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 • 203 Wards o The City of Lansing shall be divided into five wards (02/18/2025)
Amendments adopted; need vote on chapter.	3. Vacancies • 302 Forfeiture and Removal for Cause o .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 is permitted to attend and speak at the hearing may not participate in the hearing as a council member or vote on the resolution of the charge. (01/21/2025) o .2 The position of an elective City officer or an appointee shall be forfeited if the officer: (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. (d) is determined by the City Council to have engaged in misconduct in the performance of official duties of the office. (01/21/2025) o .3 Decisions made by the city Council under this section are not reviewable. (01/21/2025) • 304 Temporary Absence of Mayor o .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 o 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 o .1 Special City elections shall be held when called by resolution of the City Council at least 90 days in advance of the election, or when longer as otherwise required by this Charter or state law. Any resolution calling a special election shall set forth the purpose of such election. (01/07/2025) o .2 Special elections to fill vacancies shall be called at least 90 days before the general election, or longer as otherwise required by state law. A special primary election shall be held at least 45 days before the special general election. (01/07/2025) • 2-410 Charter Revision Question (12/17/2024) o .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. o .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. o .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) o .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 o A majority of the number of Council members elected (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) o .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) o .1 The City Council, or any person or committee authorized by it for the purpose, may make investigations into the affairs of the City and the conduct of any City agency. o .2 The City Council, or any person or committee authorized by it for the purpose, may subpoena witnesses, administer oaths, take testimony and require the production of evidence in any matter pending before it. o .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, or any person or committee authorized by it for the purpose, shall apply to the appropriate court. • 207 Rights and Responsibilities of Council Members o .1 Members of the City Council shall have all of the rights appropriate to city legislators as established by this Charter or by statute, including the right to compel the attendance of City officers at its meetings and the right to make inquiries of City officers and employees and receive specific information in response. (01/21/2025) o .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. o .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) o .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) o .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 ninth working day following the adoption of the ordinance or resolution. o .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 three weeks of the notice of veto. • 306 Effective Date of Ordinance (01/07/2025) o .1 Every published ordinance shall become effective at 12:01 a.m. on the 14th day after enactment or at any later date specified • Remove 3-307; renumber subsequent sections (12/17/2024) o 3-307 Emergency Ordinances o 3-308 Codification of Ordinances o 3-309 Public Peace, Health and Safety • 308 Codification of Ordinances (01/21/2025) o .1 As of the effective date of this charter, the Codified Ordinances in existence shall remain in effect. o .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. o .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. o .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 • .9 (previously .8) add "The report shall be presented to the City Council no later than the last regular City Council meeting of each year (02/18/2025) • .10 (previously .9) 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.** • .13 (previously .12) align numbering with amended section numbers
	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 o .3 Remove the list of other agencies (02/04/2025) o Remove .7 (02/04/2025) o .2 Change "Law Department" to "Office of City Attorney" (02/18/2025) o .2 Rename "Planning Department" to "Eceonomic Development and Planning Department" (02/18/2025) • 4-303 Fire Department o Keep .2 the same (02/04/2025) o .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

ARTICLE 2 – OFFICERS AND ELECTIONS

Chapter 1. OFFICERS

2-101 Elective Officers

.1 The elective officers shall be the Mayor, ~~eight~~ seven members of the City Council and the City Clerk. (02/18/2025)

.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~~ five wards, from each of which a member of the City Council shall be nominated and elected. (02/18/20204)

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 I 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 I Fax: 734-663-4496
1675 Green Road, Ann Arbor MI 48105
www.mml.org

michigan municipal league

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 ejected 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

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).)

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.

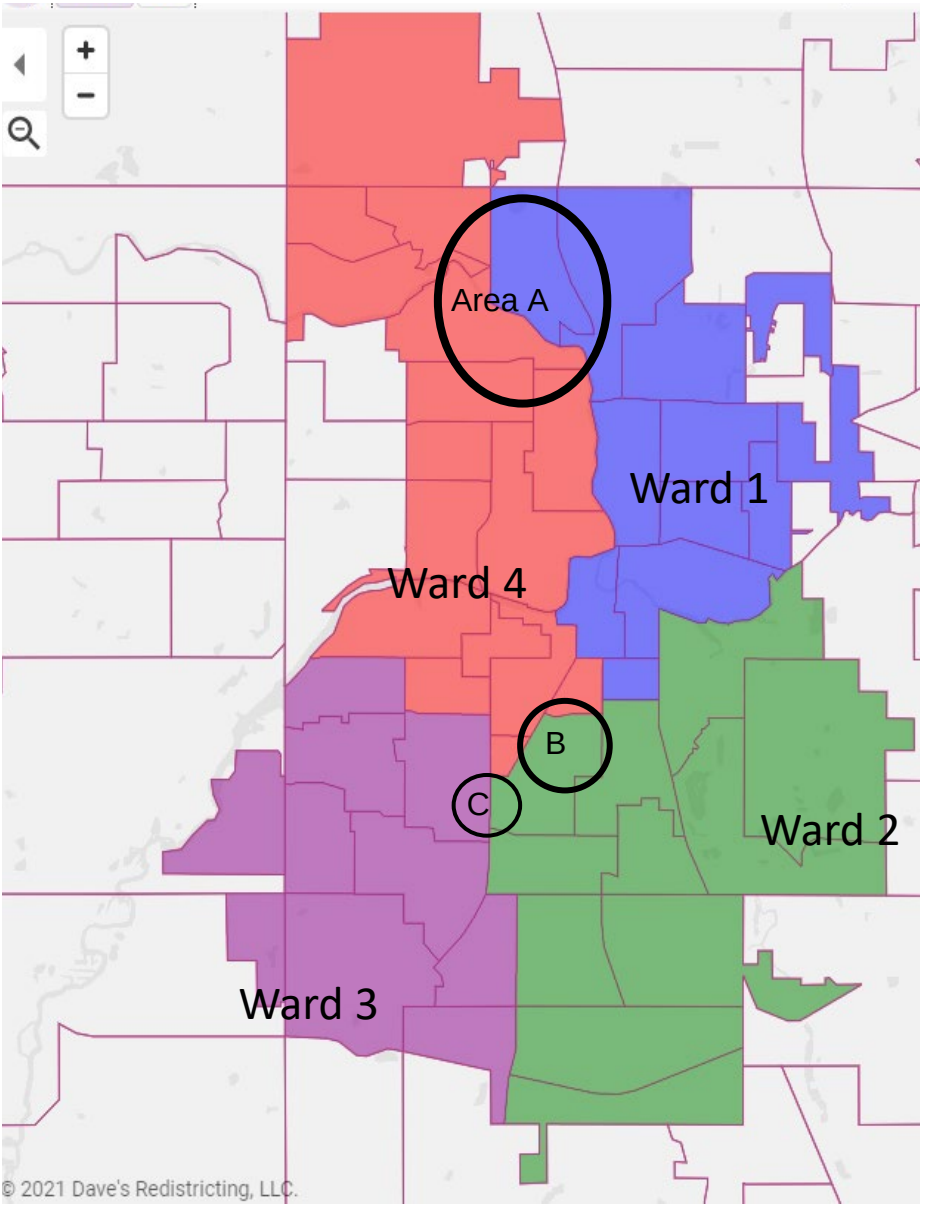
- Area A went from Ward 4 to Ward 1; voters were able to vote for the Ward 4 Council Member in 2021 and also vote for the Ward 1 Council Member in 2023.
- Area B went from Ward 1 to Ward 4; voters were not able to vote for a Ward Council Member in 2021 or 2023.
- Area C went from Ward 3 to Ward 4; these 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
1960	107807	8	4 wards, 4 at-large	2 wards and 2 at-large elected every 2 years for 4 year terms
1970	131403	8	4 wards, 4 at-large	2 wards and 2 at-large elected every 2 years for 4 year terms
1980	130414	8	4 wards, 4 at-large	2 wards and 2 at-large elected every 2 years for 4 year terms
1990	126932	8	4 wards, 4 at-large	2 wards and 2 at-large elected every 2 years for 4 year terms
2000	119766	8	4 wards, 4 at-large	2 wards and 2 at-large elected every 2 years for 4 year terms
2010	114326	8	4 wards, 4 at-large	2 wards and 2 at-large elected every 2 years for 4 year terms
2020	112796	8	4 wards, 4 at-large	2 wards and 2 at-large elected every 2 years for 4 year terms

Clerk report on historic Council Configuration (3/3)



Resolution No: 94-352

Ingham County Resolution (1/2)

AS AMENDED

Agenda Item: 19

December 13, 1994

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.

RECYCLED PAPER

UNION PRINTED

(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 superseded 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

Yeas: Jackson, Goulet, Stid, Grebner

Nays: Czarnecki

Absent: Gallagher

Approved 12/6/94

FINANCE

Yeas: Grebner, Schafer

Nays: Wilbur, Czarnecki, Bernero

Absent: Sims

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:

	January 1, 2024	January 1, 2025
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

Liisa Speaker
Vice Chairperson

Steve Young
Member

Thomas Hoisington
Member

Holli Seabury
Member

Jeff McAlvey
Member

Ben Kohrman
Member

Drever, Emery

From: Becky Bennett <BBennett@ingham.org>
Sent: Wednesday, February 19, 2025 9:21 AM
To: Jackson, Brian
Cc: Drever, Emery; Swope, Chris
Subject: RE: [EXTERNAL] Request an explanation of how County Commissioner per diem pay is determine

Good morning Brian

Commissioners receive per diem payments for the liaison committee meetings they serve on, which is two, the full Board of Commissioners' meetings and Board Leadership.

The Board of Commissioners determine the per diem amount when determining Commissioner salary.

If one Committee meets more than the others, those Committee members will end up with more per diems, as long as they attend the meetings. Our committees usually meet twice a month, there are cancellations at times and we have a summer schedule where they only meet once.

The minutes will indicate who was present and who was absent. I track the attendance and for the last Board meeting of each month. I prepare and give the Commissioners a form that lists their per diems for the month with the total amount they will receive, which they sign and return to me. My assistant inputs the per diems into the payroll system every two weeks along with our time cards.

Commissioners are allowed up to 2 per diems per day.

Commissioners were receiving per diems for outside boards, however, that has been discontinued as of January 1, 2025. It is too hard to track.

If you need additional information or have questions, I am available this morning before 10 or after 1 pm this afternoon or tomorrow after 10.

Hope this helps.

Becky Bennett, Director
Board of Commissioners' Office
676-7200

From: Jackson, Brian <Brian.Jackson@lansingmi.gov>
Sent: Wednesday, February 19, 2025 8:36 AM
To: Becky Bennett <BBennett@ingham.org>
Cc: Drever, Emery <emery.drever@lansingmi.gov>; Swope, Chris <Chris.Swope@lansingmi.gov>
Subject: Request an explanation of how County Commissioner per diem pay is determine

Becky,

The Lansing City Charter Commission is requesting information on how Ingham County Board of Commissioners per diem pay is determine, especially if one committee meets many more times than another committee assignment

- Who tracks it?
- How is it enter into a payroll system?
- What if there are more than one meeting per day?
- Do their appointments to outside boards like CAMW or Tri-County Office on Ageing are counted or not?

Before this Friday, Feb 21 afternoon, when would it be a good time to talk with you about this or is there someone else that we should follow up with?

Any assistance is really appreciated.

Brian P. Jackson, *MiPMC*
pronouns: He/Him/His
Chief Deputy City Clerk
Lansing City Clerk's Office

Chris Swope, MMC/MiPMC
Lansing City Clerk
City Hall/Main Office | 124 W. Michigan Ave. | 9th Floor | Lansing MI 48933
Reo Elections Office/Marijuana Licensing | 1221 Reo Rd. | Lansing MI 48910
Main: (517) 483-4131
Direct(517)483-4135 | Mobile: (517)614-6061
brian.jackson@lansingmi.gov
Website | Facebook | Twitter |

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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 ~~I~~ (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. The report shall be presented to the City Council no later than the last regular City Council meeting of each year. (02/18/2025)

.910 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. (02/18/2025)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.

.121 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 4-102.65, 4-102.78 (02/04/2025), 4-102.910 and 4-102.121 (02/18/2025) 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 AssistantDeputy 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 AssistantDeputy 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 AssistantDeputy 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 AssistantDeputy 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~~Office of City Attorney (Section 4-304) (02/18/2025)
(E) Parks and Recreation Department (Section 4-305)
(F) Economic Development and Planning Department (Section 4-306) (02/18/2025)
(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,
.4 The City Attorney shall prepare or approve as to form, all bonds, contracts, ordinances and other written instruments in which the City is concerned.
.5 The City Attorney shall prosecute or defend all cases in which the City is a party or has a legal interest, and may upon request, and with City Council approval, represent any officer or employee of the City in any action or proceeding involving official duties.
.6 No board or officer shall employ or retain special counsel in any matter relating to the affairs of the city without first securing the approval of such employment or retainer by the City Council. The City Council shall act only after requesting the City Attorney's written opinion.
.7 No civil litigation may be settled without the recommendation of the City Attorney and the consent of the City Council, except and to the extent that risks are covered by insurance.

4-305 Parks And Recreation Department

.1 The Director of Parks and Recreation shall be the administrative head of the Department of Parks and Recreation and shall be responsible to the Mayor for the provisions of parks, recreation and leisure services of the City in a manner consistent with the best practices therefore.
.2 The Department of Parks and Recreation shall be in charge of those agencies and programs responsible for cemetery services and facilities, forestry, parks, and recreation.

4-306 Planning Department

.1 The Director of Planning shall be the administrative head of the Department of Planning and shall be responsible to the Mayor for the planning activities of the City.
.2 Any agency with the knowledge of the Director of Planning may undertake the study of any development matter within the scope of its duties,
.3 The Department of Planning shall receive all reports concerning development matters and other information, which 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 master plan.
.5 The director shall be responsible for providing the Planning Board with staff and all information necessary for the Board to carry out its assigned duties under Sections 5-601 and 5-602 of this Charter.
.6 The department shall administer and enforce the zoning ordinances of the City and 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 social, physical and economic development of the City.

4-307 Police Department

.1 The Chief of Police shall be the administrative head of the Police Department and shall be responsible to the Mayor for the provision of Police service to the City.
.2 The Chief of Police shall be appointed by the Mayor in consultation with the Board of Police Commissioners and subject to confirmation by a majority of the members of the Board of Police Commissioners serving.

.3 The Mayor may suspend the Chief of Police and shall notify the Board of Police 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 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.

To: Charter Commissioners

From: Emery Drever, Deputy Clerk

RE: Historical Context for Department Structure in the Charter

The following explanation is an excerpt from the 1976 proposed Charter, which was the first attempt at passage by the Charter Commission:

> Consolidation of Departments
> Under the present Lansing City Charter the City has well over 20 separate departments, agencies or entities functioning within it. The Proposed Charter provides a modest reorganization of city services into 12 departments. [The Board of Water and Light and police and fire departments cannot be consolidated.] The remaining nine departments [Administration, Community Services, Finance, Human Relations, Human Services, Law, Parks and Recreation, Planning, and Public Service] are subject to realignment, or change, upon the initiative of either the Mayor or City Council. (1976)

The explanation remained similar in the 1977 proposed Charter.

The 1978 Adopted Charter was accompanied by a statement from the Commission:

> **Departments:** The structure of City Departments will continue as it currently exists within the 1955 City Charter; however, this proposed Charter encourages departmental reorganization by the Mayor and the City Council. [4-301.7] The Commission believes that City departments should be reorganized according to their major purpose and functions in order to provide services as efficiently, effectively and economically as possible. (1978)

Copies of these documents are available in the City Clerk's Office and in the Capital Area District Libraries Local History archives.

ARTICLE 5 – BOARDS AND COMMISSIONS

Chapter 1. GENERAL PROVISIONS FOR BOARDS

5-101 Citizen Involvement In Government

.1 The people of the City of Lansing have placed the basic responsibility for the management of this City in their elected officials. This Charter recognizes the important role that individual citizens play in reviewing and evaluating the needs of the City through the structure of boards and commissions. For this reason, boards, commissions and advisory committees shall be encouraged by the City of Lansing.
.2 Citizen involvement for the operation of the City shall be provided through three types of boards: an administrative board, review boards and advisory boards.

5-102 Types Of Boards

.1 The Board of Water and Light is an administrative board and has been delegated executive and policymaking responsibilities necessary to the proper operation of the agency.
.2 Review boards include those boards, which are not administrative or advisory and whose recommendations or decisions have legal significance. Examples of review boards are the Planning Board, the Board of Review and the Board of Zoning Appeals. The City may create review boards by ordinance.
.3 Advisory boards include boards, commissions and committees established by ordinance or this Charter and composed of citizens sharing the common goal of improving the general welfare through their advice and assistance to the elected and appointed full time City officials.
.4 The Board of Fire Commissioners and the Board of Police Commissioners shall act as advisory boards with the additional responsibilities described in this Charter.
.5 All other boards shall be advisory boards.
.6 The provisions of this Chapter shall not apply to the boards established for the purpose of managing employee retirement systems.

5-103 Appointment Of Board Members

.1 Every member of a board, commission or committee established by Charter or ordinance shall be an officer of the City and shall possess the qualifications required by this Charter for holding office, except that a felony conviction shall not render an individual ineligible for appointment or membership.
.2 Except as otherwise specifically provided in this Charter or State law, the Mayor shall appoint persons to all such boards, commissions and committees with the advice and consent of the Council. No such appointment shall be effective until the Council has confirmed it.
.3 The terms of the boards established in this Charter or by ordinance shall be four years commencing July 1, unless otherwise provided.
.4 The City Clerk shall report to the Mayor and Council, prior to the first Council meeting in March, a list of the terms on City Boards which shall end on June 30.
.5 The Mayor shall establish and make public a procedure, which will provide for receiving either applications or recommendations of individuals for membership on City boards, commissions or committees.

.6 The Mayor shall file a list of appointments to the several boards prior to the first Council meeting in May of each year and the Council shall act on each appointment at or prior to its first meeting in June.
.7 Appointments to fill vacancies shall be made upon the occurrence of the vacancy and each person so appointed shall take office immediately upon the confirmation of the Council to serve for the remainder of the unexpired term. In the event a vacancy is not filled within 60 days after the occurrence of the vacancy, the Council shall appoint a committee of three of its members to act instead of the Mayor in the making of such appointments.
.8 Each Board established by this Charter shall be composed of eight members. Four members shall be from the City at-large and one member shall be appointed from each of the four wards of the City in the following pattern:
(a) The First ward member shall have a term expiring in 1981 and every four years thereafter.
(b) The Second ward member shall have a term expiring in 1982 and every four years thereafter.
(c) The Third ward member shall have a term expiring in 1979 and every four years thereafter.
(d) The Fourth ward member shall have a term expiring in 1980 and every four years thereafter.
.9 The members from the City at-large shall be appointed to staggered terms, at least one of which shall expire each year.
.10 Appointments to each board, commission and committee shall be made with regard to the diversity of Lansing citizens, their variety of interests and the experience and expertise that each can contribute to the common good of the City.
.11 An ordinance creating a board, commission or committee may set forth a different size for the body or a different length of term for the members than required in this section if the Council finds that the change is appropriate.
.12 The Board of Water and Light Board Members shall include three non-voting advisory members representing utility customer communities outside the City of Lansing. Each non-voting advisory member shall be a Board of Water and Light customer, shall reside in and be appointed by the governing body of the municipality. One member shall represent the City of East Lansing and shall serve a term of four (4) years commencing July 1. One member shall represent Delta Township and shall serve a term of four (4) years commencing July 1. One member shall be at-large and shall represent the remaining municipalities and shall serve a term of one (1) year commencing July 1. The at-large representative shall serve on a rotating annual basis and be appointed by the governing body of the following municipalities in succession: Meridian Township, Delhi Township, DeWitt Township and Lansing Township. Except as provided herein, Section 2-103, Section 5-105, or State law, the provisions of this Charter shall not apply to the non-voting advisory members of the Board of Water and Light.

5-104 Ineligibility For Boards

No person holding another City office or activity employed by the City shall be eligible to be a voting member on any board.

5-105 Organization Of Boards - Rules Of Procedure

.1 Each board shall organize itself for the conduct of its business and select its own officers including a Secretary who shall take the minutes of the board meetings.
.2 Each board shall adopt its own rules of procedure consistent with this Charter.

.3 The rules shall state the schedule of the regular board meetings. The schedule shall not conflict with regular meetings of the City Council.
.4 The rules shall require that public notice of all meetings shall be given in the manner provided by statute for meetings of public bodies.
.5 The rules shall require that the public have a reasonable opportunity to be heard at all regular meetings of the board.
.6 All board meetings shall be required to be open to the public to the same extent as meetings of the City Council.
.7 The rules shall define the extent to which nonattendance at meetings may be grounds for removal from office.
.8 All rules of procedure shall be submitted to the City Attorney for approval as to form. The rules shall then be submitted to the City Clerk for transmission to the City Council. The rules shall be effective at the conclusion of the Council meetings at which they are received unless the Council directs otherwise.
.9 The Council may object to the rules in whole or in part and may return them to the board proposing their adoption with a statement of its objections and recommendations.
.10 The minutes of all board meetings; shall be filed in the office of the Clerk as a public record. No official action taken by any board at any meeting shall be valid or effective until a copy of the minutes at which the action was taken is filed with the Clerk.
.11 Members of advisory boards shall serve without compensation, but the City Council may authorize the payment of the actual and necessary expenses of board members.

5-106 Advisory Board Functions

.1 Each advisory Board shall at its regular meetings review the progress and planning of the head of the agency it serves to insure that all activities are in accordance with City policy. Each board may propose changes in agency operations for the purpose of making its program more effective.
.2 Proposed policies and programs or changes in existing policies or programs requiring Council action shall be submitted by an agency head to the appropriate advisory board prior to submission to the Mayor and Council for action. The advisory board's written recommendations concerning the proposals shall be submitted to the Mayor along with the agency's proposal. When the Mayor submits the proposal to the Council for action, the board's recommendations shall also be transmitted to the Council along with that of the Mayor.
.3 An agency's budget material, including capital improvement proposals, shall be submitted to the advisory board before submission to the Mayor and the board's written recommendations shall be submitted to the Mayor along with the agency's recommendations. The Mayor shall transmit the board's recommendations to the Council along with budget material for that agency.
.4 Each advisory board shall, prior to December 1, prepare a written report evaluating the effectiveness and analyzing the status and priorities for services and activities of the agency it advises. Copies thereof shall be filed with the Mayor, the Council and the Clerk.
.5 Each advisory board may develop its own proposals for new or altered policies and programs and transmit these to the Mayor and City Council.
.6 Each City officer who directs an agency or activity within the scope of an advisory board shall attend all of its meetings and supply necessary secretarial services.

5-107 Continuation Of Existing Boards

.1 All City Boards not established in this Charter and existing on the effective date of this Charter, whether established in the previous Charter or created by ordinance or resolution, shall continue as if created under ordinance with the status provided in this Charter.
.2 The terms of all persons serving on boards on the effective date of this Charter shall continue in accordance with law.

5-108 Limitation On Powers Of Boards

.1 The Board of Water and Light shall exercise administrative, executive and policy-making authority over the operation of those City utility services assigned to it in accordance with the provisions of this Charter.
.2 No other board, commission or committee shall exercise any administrative, appointive or policy making authority except as permitted by this Charter or required by State law.
.3 Notwithstanding any other provision of this Charter, the Board of Water and Light shall be subject to the emergency powers provided the Mayor by city ordinance and state law and shall include administrative and executive authority.

Chapter 2. BOARD OF WATER AND LIGHT

5-201 Board Of Water And Light

The Board of Water and Light, hereinafter known as the Board, shall have the full and exclusive management of the water, heat, steam and electric services and such additional utility services of the City of Lansing as may be agreed upon by the Board and City Council. The board shall be responsible to the Mayor and the City Council for the provision of these services in a manner consistent with the best practices.

5-202 Director, Internal Auditor, Secretary

.1 The Board shall appoint a Director who shall be responsible to the Board for carrying out the duties assigned by the Board and shall serve at its pleasure.
.2 The Board shall appoint an Internal Auditor who shall report directly to the Board. The Internal Auditor shall serve at the pleasure of the Board.
.3 The Board shall appoint its own Secretary who shall be responsible to the Board and shall serve at its pleasure.

5-203 Powers Of The Board

.1 The Board shall make all contracts pertaining to the conduct of the Board of Water and Light business and shall have the authority to settle litigation involving the Board of Water and Light.
.2 The Board shall have the power to acquire property, both real and personal, and interests in property in the name of the City for purposes of the Board of Water and Light.
.3 The Board shall have the power to sell real property and interests in real property not needed for the operation of the Board of Water and Light, subject to the approval of six City Council Members and subject to the limitations on the sale of real property by the City contained in this Charter.
.4 The Board shall adopt policies and procedures to assure fairness in procuring personal property and services and disposing of personal property. These policies and procedures of the Board shall parallel the policies and procedures adopted by the Council for the purchase and sale of personal

property and services unless the Board makes a specific finding that a City policy or procedure is not consistent with the best practices for public utility operation.

.5 The Board shall prepare and adopt its annual budget by June I of each year, and implement it with whatever modifications the Board may adopt from time to time. The budget and any amendments shall be filed with the City Clerk within 10 days after adoption.

.6 The Board shall submit to the Mayor, prior to October 1 of each year, its capital improvements plan for the next six years pursuant to Section 7-109.

.7 In the best interest of the City, the Board and other agencies of the City are encouraged to cooperate on projects deemed to be beneficial and to utilize each other's services.

.8 The Board of Water and Light may utilize the streets, alleys, bridges and other public places of the City for the furnishing of public utility services. In the exercise of this right, the Board of Water and Light shall furnish timely information about proposed uses to the officials of the City and to the agencies which will be most directly affected by the use.

.9 The Board may conduct whatever audits of the activities it deems appropriate and shall compensate the City for the cost of that portion of the annual audit of the City which covers the Board of Water and Light.

.10 The Board may provide for the pensioning of any employee of the Board of Water and Light or the surviving spouse or dependent of any deceased employee.

.11 The Board, except as otherwise provided in this Charter, shall be responsible for and have authority over the compensation, benefits, bonding, conditions of employment, and labor management activities for all employees of the Board of Water and Light.

5-204 Withdrawal Of Funds

.1 The funds and revenues of the Board of Water and Light shall be deposited in the City Treasury and shall be credited only to the funds and accounts of the Board of Water and Light. They shall not be withdrawn or used for any other purpose whatsoever. The Board shall have and exercise full control over all of the funds of the Board of Water and Light in the City Treasury.

.2 All warrants drawn for the payment of money under the authority of the Board shall be signed by the Secretary of the Board and countersigned by the City Controller.

.3 Whenever warrants are issued and there is no money for the payment of the warrant, the City Treasurer shall, upon presentation of the, warrant, stamp the date of presentation on the face of the warrant, together with a statement that the warrant will bear interest thereafter at the rate of 6 percent per year. The interest shall cease after notice has been given to the holder, in the manner determined by the Board, that there is sufficient money of the Board of Water and Light on hand to pay the warrant with interest. Warrants of the Board of Water and Light are not general obligations of the City.

.4 The Council may provide by ordinance procedures for the disbursement of monies of the Board of Water and Light by check issued by the Secretary of the Board in accordance with the ordinance.

5-205 Rates

.1 The Board may fix just and reasonable rates and other charges as it may deem advisable for services furnished by the Board of Water and Light.

.2 The Board shall conduct a public hearing at least 30 days prior to the effective date of any changes in rate structure. At least 45 days before the public hearing, the Board shall file with the City Clerk a

statement explaining the new rates and charges together with a notice of the public hearing. Notice to the public shall be given in the same manner as is required for proposed ordinances.

5-206 Collection And Hearing Procedure

.1 Upon the request of the Board, the City Council shall provide by ordinance for the collection of unpaid charges for public utility services furnished by the Board of Water and Light and for the imposition and enforcement of liens upon property served by the Board of Water and Light.
.2 When any person fails or refuses to pay any sums due on utility bills, the service upon which the delinquency exists may be discontinued and suit may be brought for the collection of the money owed.
.3 The Board shall establish a procedure for the resolution of disputes between the Board of Water and Light and any of its customers concerning services or billing for services furnished in accordance with filed rates, rules and regulations, and established Board policies and procedures. The procedure shall incorporate the designation of an independent hearing officer. The hearing officer shall report to the Board and the Mayor the results of each hearing conducted and shall make recommendations to the Board on any hearing, which has not been resolved. The Mayor may make recommendations to the Board on each unresolved hearing. The Board shall report its final action on any unresolved dispute, together with the hearing officer's report and recommendations to the Mayor and the City Council.

5-207 Sale Or Exchange Of Facilities

The Board shall not, unless approved by the affirmative vote of three - fifths of the electors voting thereon at a regular or special City election, sell, exchange, lease, or in any way dispose of any property, easement, equipment, privilege, or asset needed to continue the operation of the Board of Water and Light. The restrictions of this section shall not apply to the sale or exchange of articles of machinery or equipment of the Board of Water and Light, which are no longer useful or which are replaced by new machinery for the operation of the Board of Water and Light, or to the exchange of property or easements for other needed property or easements.

Chapter 3. BOARD OF POLICE COMMISSIONERS

5-301 Duties

.1 The Board of Police Commissioners, hereinafter known as the Board, is established pursuant to Article 5, Chapter I of this Charter and shall have all the powers, duties and responsibilities of advisory boards in addition to the following duties:
.2 The Board shall establish administrative rules for the organization and overall administration of the department including promotional and training procedures in consultation with the Chief of Police and Mayor. These administrative rules shall not be effectuated in accordance with Section 5-105. 8 of this Charter but shall become effective upon filing with the City Clerk.
.3 The Board shall approve rules and regulations for the conduct of the members of the Department, in consultation with the Chief of Police and the Mayor.
.4 The Board in their rules shall establish a procedure for receiving and resolving any complaint concerning the operation of the department.
.5 The Board shall review and approve the departmental budget before its submission to the Mayor.

.6 The Board shall act as the final authority of the City in imposing or reviewing discipline of the department employees consistent with the terms of State law and applicable collective bargaining contracts.
.7 The Board shall render an annual report to the Mayor and City Council, which shall include a description and evaluation of the department's activities during the previous year, including the handling of crime and complaints, if any, and proposals for future plans.
5-302 Investigatory Power
Whenever necessary to carry out its assigned duties, the Board of Police Commissioners shall have the same power to subpoena witnesses, administer oaths and require the production of evidence as the City Council.

Chapter 4. BOARD OF FIRE COMMISSIONERS

5-401 Duties

.1 The Board of Fire Commissioners, hereinafter known as the Board, is established pursuant to Article 5, Chapter 1, of this Charter and shall have all the powers duties and responsibilities of advisory boards in addition to the following duties.
.2 The board shall establish administrative rules for the organization and overall administration of the Department, in consultation with the Chief of the Fire Department and the Mayor. These administrative rules shall not be effectuated in accordance with Section 5105.8 of this Charter but shall become effective upon the filing with the City Clerk. .3 The Board shall approve rules and regulations for the conduct of the members of the Department, in consultation with the Chief of the Fire Department and the Mayor.
.4 The Board, in their rules, shall establish a procedure for receiving and resolving any complaint concerning the operation of the department.
.5 The Board shall review and approve the departmental budget before its submission to the Mayor.
.6 The Board shall act as final authority of the City in imposing or reviewing discipline of the department employees consistent with the terms of the State law and applicable collective bargaining contracts.
.7 The Board shall render an annual report to the Mayor and City Council, which shall include a description and evaluation of the department's activities during the previous year, including the handling of complaints, if any, and proposals for future plans.

CHAPTER 5. BOARD OF ETHICS

5-501 Standards Of Conduct

.1 The people of this City recognize that the continuation of the proper operation of the City requires that public officers and employees be independent, impartial and responsible to the people; that decisions and policy be made in the proper channels of governmental structure; that members of the public have access to information upon which decisions affecting their City are made; that public office and employment not be used for personal gain; that the integrity and operation of City government to be subject to scrutiny of the public; and that acts or actions not compatible with the best interests of the City be defined and prohibited.

.2 In order to provide an orderly procedure for consideration and review of the issues, which may arise concerning questions of standards of conduct for public officers and employees, a Board of Ethics is created.

5-502 Membership

.1 The Board of Ethics shall be a review board and shall consist of eight members; four members shall be appointed by the City Council, one from each city ward, and four shall be appointed by the Mayor. The City Attorney shall assist and advise the Board and the City Clerk shall serve as Recording Secretary to the Board and provide such administrative services to the Board as may be necessary; however, neither shall be eligible for appointment as board members.
.2 Of the members appointed to the initial Board, the Mayor and the City Council shall each appoint members for a one-year, a two-year, a three year, and a four-year term. A member shall hold office until a member's successor is appointed. Thereafter each Mayoral-appointed member and each Council-appointed member shall serve for a term of four years. An appointment to fill a vacancy shall be made by the Mayor to fill a vacant Mayoral appointed member position and by the City Council to fill a vacant Council-appointed member position. Persons serving as members of the Board of Ethics on the effective date of this section shall continue as members until the expiration of their original terms.
.3 Members of the Board of Ethics shall be residents of the City and shall hold no elected public office and no other City office or employment.
.4 The Board shall adopt rules governing its procedure and the holding of regular meetings, subject to the approval of City Council. Special meetings may be held when called in the manner provided in the rules of the Board. The Board shall select its own presiding officer from among its members.
.5 If any issue before the Board involves any member of the Board, such member may not participate in Board deliberations pertaining to the member's issue nor shall such involved member be eligible to vote on any actions concerning the issue.
.6 All City employees and elected or appointed officials of the City shall cooperate with any investigations by the Board; such cooperation shall include the compilation and production of any information requested by the Board during an investigation unless the information requested is exempt from disclosure under the applicable state law.
.7 If any issue before the Board involves the office of the City Attorney, the Board may engage the services of outside counsel upon terms and arrangements approved by City Council.

5-503 Duties

.1 At the request of a person, the Board of Ethics may render an informal opinion with respect to the prospective conduct of such person. An informal opinion need not be written and may be provided directly to the requestor of such opinion. All written opinions of the Board of Ethics shall be filed with the City Clerk and are open to public inspection. Written informal opinions shall be drafted in such a way as not to reveal information exempt from public disclosure under the applicable state law.
.2 The Board of Ethics on its own initiative or upon request may render and publish a formal opinion on any matter within the scope of the Board's authority which it may deem appropriate.
.3 The Board of Ethics does not have the authority to reverse or modify a prior action of the Mayor, City Council, or an officer or employee of the City. If the Board finds a prior action of the Mayor, Council, officer, or employee to have been ethically improper, the Board may advise the appropriate

party or parties that the action should be reconsidered. Upon such advice by the Board, the action shall be reconsidered by the appropriate person or public body. If the Board determines an existing City contract to be ethically improper, after such determination and advice from the Board the City may void or seek termination of the contract if legally permissible. The Board may refer a matter to the City Attorney for review and consideration for appropriate action. Upon completion of review and consideration, the City Attorney shall report its findings to the Board.

.4 The Board of Ethics may recommend to the Council standards of conduct for officers and employees of the City and changes in the procedures related to the administration and enforcement of those standards.

.5 The Board of Ethics shall review, at least annually, any documents required to be filed under ordinances adopted by the City for the purpose of establishing standards of conduct for officers and employees.

.6 The Board, when it deems it appropriate, may request the City Attorney's Office for assistance in compelling the production of documents and witnesses to assist the Board in the conduct of any investigation.

.7 Within one year from the effective date of this section the City shall provide an ethics manual for the use of all City officers and employees. Such manual shall first be approved by the Board of Ethics before distribution. Each City officer and employee shall acknowledge receipt of said manual.

.8 Proceedings before the Board are subject to the applicable state law regarding the conduct of public meetings. Records of the Board shall be filed with the City Clerk and are available for public review as required by state law.

5-504 Protection Of Public Interest

.1 The City shall adopt, by ordinance, such standards for the conduct of public affairs as may be deemed necessary to protect the public, including the ordinances referred to in this section.

.2 The City shall adopt, by ordinance, no later than one year after the effective date of this section, restrictions similar to those enacted by the State of Michigan by statute, prescribing standards of conduct for City officers and employees. To the extent permitted by law, the ordinance shall generally include, but not be limited to, prohibiting the use of City office or employment for the private benefit of any person; prohibiting the divulging of confidential information in advance of the time prescribed for its authorized release to the public; prohibiting the use of City personnel resources for private gain; prohibiting the profit from an official position and acceptance of things of value by City officers or employees; requiring the financial disclosure by City officers and employees; and requiring lobbyist disclosure for all City officers and employees.

.3 Any violations of ordinances dealing with matters in this section shall be punishable to the maximum extent permitted by law and may be made punishable by forfeiture of office or position.

5-505 Conflict Of Interest

.1 At least ten (10) days prior to the first of any of the events set forth in (A), (B), (C), (D), and (E) below, a City officer or employee who may derive any income or benefit, directly or indirectly, from a contract with the City or from any City action, shall file an affidavit with the City Clerk detailing such income and benefit to be derived:

(A) The bidding of the contract;

(B) The negotiation of the contract;

(C) The solicitation of the contract;
(D) The entry into the contract;
(E) Any City action by which the City officer or employee may derive any income or benefit, directly or indirectly.
The above provisions shall not apply to individual or collective bargaining agreements pursuant to which a City officer or employee directly or indirectly receives income or benefits in the form of official remuneration as an officer or employee, or any City action pursuant to which a City officer or employee directly or indirectly receives income or benefit as a member of the public at large or any class thereof. At the first regularly scheduled City Council meeting following the filing of an affidavit pursuant to this section, the City Clerk shall notify the City Council of such filing. In particular cases and for good cause shown, the Board may waive the ten (10) day prior notice requirement contained herein.
.2 An officer or employee who has any other conflict between a personal interest and the public interest as defined by State law, this Charter, or ordinance shall fully disclose to the City Attorney the nature of the conflict.
.3 Except as provided by law, no elective officer, appointee or employee of the City may participate in, vote upon or act upon any matter if a conflict exists.

Chapter 6. PLANNING BOARD

5-601 Planning Board

.1 There shall be a Planning Board.
.2 The members of the Planning Board shall be appointed and confirmed in the manner set forth in Section 5-103 of this Charter.
.3 In addition to the regular members of the Planning Board, the City Council shall nominate and appoint two Council members who shall serve as ex-officio members of the Board, without a vote, for a one-year term commencing on July 1 of each year.

5-602 Powers And Duties

.1 The Planning Board shall have all of the powers and duties granted to municipal planning commissions by statute and all the powers and duties of advisory boards provided by this Charter, together with such additional powers and duties as may be provided by this Charter or ordinance.
.2 The Planning Board is entitled to assistance from the staff of the Planning Department in evaluating or preparing any proposal relating to planning or development. All elective and appointive officers shall furnish to the Planning Board, within a reasonable time, available information required by the Planning Board. .3 The Planning Board shall review and make recommendations on the Planning Department draft of the Capitol Improvement Plan prior to its submission to the Mayor and Council.
.4 The Board shall develop and maintain a master plan for the orderly development of the City. The plan shall include the consideration of the impact of social, physical, and economic factors.

To: Charter Commissioners

From: Chris Swope, Lansing City Clerk

RE: City Council Structure Discussion

As the Commission enters a period of discussion and action regarding the structure of City Council, please be advised that any changes to the number of wards will affect the composition of all board and commissions:

> Each Board established by this Charter shall be composed of eight members. Four members shall be from the City at-large and one member shall be appointed from each of the four wards of the City (5-103.8)
>
> The Board of Ethics shall be a review board and shall consist of eight members; four members shall be appointed by the City Council, one from each city ward, and four shall be appointed by the Mayor. (5-502.1)

Sincerely,

Chris Swope, MMC/MiPMC
Lansing City Clerk