



**AGENDA**  
**Committee on General Services**  
**Wednesday, July 20, 2016 @ 9:30 a.m.**  
**City Council Conference Room, City Hall 10<sup>th</sup> Floor**

Councilmember Tina Houghton, Chair  
Councilmember Carol Wood, Vice Chair  
Councilmember Patricia Spitzley, Member

- 1. Call to Order**
- 2. Approval of Minutes:**
  - June 13, 2016; June 15, 2016; June 27, 2016
- 3. Public Comment on Agenda Items**
- 4. Discussion/Action:**
  - A.) RESOLUTION – Claim Appeal; Claim #1226, Molefi Bransen; 815 Baker Street
  - B.) RESOLUTION – Claim Appeal; Claim #1234, Clarice Winkler; 1625 Alpha Street
  - C.) RESOLUTION- Claim Appeal; Claim #1260; Erin Lemke; 1419 E. Saginaw
  - D.) RESOLUTION – Recognition of Non-Profit; Michigan Recreation and Park Association
  - E.) RESOLUTION – Transfer of ownership and location of Class C Licensed business, Logg N Sauce, 1224 Turner (GAP)
  - F.) RESOLUTION – Transfer ownership and location of Resort Class C License, Los Rancheros Mexican Grill LLC, 727 E. Miller Rd (GAP)
  - G.) RESOLUTION – Transfer ownership of Class C License, Slainte’ Ventures, Inc., 802-804 E. Michigan (GAP)
  - H.) RESOLUTION – Transfer of Ownership of 2014 Class C License Business with Sunday Sales (PM) Permit and Entertainment Permit, HOA Restaurant Holder, LLC, 172 E. Edgewood (GAP)
  - I.) RESOLUTION – Transfer of Liquor License; TSFR Apple Venture, LLC; 6270 S Cedar
- 5. Place on File**
  - Application for Transfer of Ownership of SDM License, Family Market, LLC, 5224 South Martin Luther King Jr. Blvd.
- 6. Other**
- 7. Adjourn**





**MINUTES**

**Committee on General Services  
Monday, June 13, 2016, 2016 @ 5:15 p.m.  
10<sup>th</sup> Floor Conference Room, City Hall**

**CALL TO ORDER**

The meeting called to order at 5:15 p.m.

**ROLL CALL**

Councilmember Tina Houghton, Chair - excused  
Councilmember Carol Wood, Vice Chair  
Councilmember Patricia Spitzley, Member

**OTHERS PRESENT**

Sherrie Boak, Council Office Manager  
Al Salas, Lansing Athletics  
Billie O'Berry, Assistant City Attorney

**Public Comment on Agenda Items**

No Comment

**Discussion/Action:**

**RESOLUTION – Community Funding Request; Lansing Athletics, South Side Boys & Girls Sports Program**

Council Member Wood gave a brief overview of the application and the fact they had been before the Committee for funding in other years.

Mr. Salas, outlined the program of South Side Boys and Girls Sports Program. The organization covers costs for the kids, so Mr. Salas is asking for Community Funding of \$1,000 to help cover the costs.

**MOTION BY COUNCIL MEMBER SPITZLEY TO APPROVE THE RESOLUTION TO GRANT COMMUNITY FUNDING FOR \$1,000.00 FOR LANSING ATHLETICS. MOTION CARRIED 2-0**

Ms. O'Berry questioned if there was a 501c3, however acknowledged they have applied and been granted funding in the past.

Adjourned at 5:21 p.m.

Submitted by Sherrie Boak, Office Manager, Lansing City Council

Approved by the Committee on \_\_\_\_\_



**MINUTES**

**Committee on General Services  
Wednesday, June 15, 2016 @ 9:30 a.m.  
10<sup>th</sup> Floor Conference Room, City Hall**

**CALL TO ORDER**

The meeting called to order at 9:39 a.m.

**ROLL CALL**

Councilmember Tina Houghton, Chair  
Councilmember Carol Wood, Vice Chair  
Councilmember Patricia Spitzley, Member

**OTHERS PRESENT**

Courtney Vincent, Administrative Assistant  
Billie O'Berry, City Attorney's Office  
Scott Sanford, Code Compliance  
Thomas Collins, Claimant  
Dwayne Garner, Men Making a Difference  
Andrew Brewer, Men Making a Difference  
Sarah Campbell, NorthWest Initiative

**Approval of Minutes**

MOTION BY COUNCILMEMBER WOOD TO APPROVE THE MINUTES FROM MAY 18, 2016, AS PRESENTED. MOTION CARRIED 3-0.

**Public Comment on Agenda Items**

No public comment.

**Discussion/Action:**

**RESOLUTION – Claims Appeal; Claim #1222, Thomas Collins for trash removal fee at 2420 Lyons Avenue**

Mr. Sanford detailed the appeal, noting the property was cited on December 8, 2015, for a trash violation with a compliance due date of December 15, 2015. The violation was still present when a Premise Office returned to recheck on December 16, 2015, so the violation was submitted to the contractor for removal. The contractor arrived on January 4, 2016, and removed the violation. Mr. Sanford noted the citation was sent to the owner at the property and specifically stated the violation pertained to deteriorated furniture on a trailer. He recommended the claim be denied.

Councilmember Wood asked if the claim was heard by the Claims Review Committee. Ms. O'Berry replied that it had, but she had not been present for the meeting.

Mr. Collins explained the items had been on the trailer with the intention of being taken to the dump as soon as he finished removing some additional items from his home. He stated he had not received the citation and would have complied if he had, as he has for all past violations. He expressed concern over what he considered to be an excessive fee for the removal of the items and said he had no problem paying \$100, which he considered to be the cost for taking the items to the dump.

Councilmember Houghton noted \$265 of the balance due was an administrative fee and the actual charge from the contractor was \$507.

Councilmember Spitzley asked why the items on the trailer were in violation. Mr. Sanford replied the City's Housing Code prohibited any trash or debris from being stored on the property regardless of where it is being stored. Councilmember Spitzley noted the information included in the meeting packet mentioned a previous violation and asked if the violation had been fixed by the claimant. Mr. Sanford replied the last violation had been taken care of by the owner and noted there had been five premise violations previous to this one. He also noted one had been recently issued for a disabled vehicle on the property.

Mr. Collins explained the previous trash violations had been paint buckets from his work as a painter, and the grass violations had been weeds. He stated he had resolved all of the violations. In regards to the violation for the disabled vehicle, he explained he had intended to turn it into a race car.

Councilmember Spitzley noted there had been almost two and a half weeks between the time the contractor had been notified and when they had removed the items. Councilmember Wood noted that, per previous conversations with the City Attorney's Office, the City is not responsible for delivery of the letter after it has been placed in the mail.

MOTION BY COUNCILMEMBER WOOD TO DENY CLAIM #1222 AT 2420 LYONS AVENUE IN THE AMOUNT OF \$700.00. MOTION CARRIED 3-0.

**RESOLUTION – Community Funding; Men Making a Difference, 2016 Family Community Cookout Festival**

Mr. Garner stated the purpose of Men Making a Difference was to do something in the community to help young men and encourage volunteerism. The group is hosting its 9<sup>th</sup> Annual Family Community Cookout Festival on July 16, 2016. Councilmember Houghton noted the group had additional costs above the Community Funding cap of \$500 and proposed an increase. Councilmember Wood suggested splitting the remaining \$1,350 in the Community Funding account for Fiscal Year 2016 between this request and the request from the NorthWest Initiative for Community Funding for the Music, Art, Dance, Drama (M.A.D.D.) Camp, giving each \$675. She also suggested granting an additional \$800 from the Fiscal Year 2017 Community Funding account. The request for \$675 would go before City Council on June 27, 2016 and the request for \$800 would go before City Council on July 11, 2016.

MOTION BY COUNCILMEMBER WOOD TO APPROVE THE COMMUNITY FUNDING REQUEST BY MEN MAKING A DIFFERENCE TO DEFRAY COSTS OF SERVICES FROM THE CITY WITH A RESOLUTION GRANTING THE AMOUNT OF \$675 FROM FISCAL YEAR 2016 FUNDS TO GO BEFORE CITY COUNCIL AT THE JUNE 27, 2016 MEETING AND A

SECOND RESOLUTION GRANTING THE AMOUNT OF \$800 FROM FISCAL YEAR 2017 TO TO DEFRAY COSTS OF SERVICES FROM THE CITY TO BE PRESENTED TO CITY COUNCIL AT THE JULY 11, 2016 MEETING. MOTION CARRIED 3-0.

**RESOLUTION – Community Funding; NorthWest Initiative, M.A.D.D. Camp**

Ms. Campbell noted both the M.A.D.D. Camp and the Back to School Camp would be held at the First Presbyterian Church, but both were events for the community. She noted the NorthWest Initiative is a community-based organization that mostly serves the northwest portion of the City of Lansing with myriad programs to help improve the lives of people in that community.

MOTION BY COUNCILMEMBER WOOD TO APPROVE THE COMMUNITY FUNDING REQUEST BY THE NORTHWEST INITIATIVE IN THE AMOUNT OF \$675.00 FROM FISCAL YEAR 2016 FUNDS TO DEFRAY COSTS ASSOCIATED WITH THE PURCHASE OF SUPPLIES FOR THE MUSIC, ART, DRAMA, AND DANCE (M.A.D.D.) CAMP TO BE HELD JULY 11, 2016 – JULY 14, 2016. MOTION CARRIED 3-0.

**RESOLUTION – Community Funding; NorthWest Initiative, Back to School Camp**

Ms. Campbell stated the Back to School Camp was a new program. It was intended to help with closing the one-week gap between the School District's free-lunch program. Activities would include learning about healthy after-school snacks, having LPD officers talk about safety tips for such things as walking home from school, appropriate bus behavior, and what to do if they do not have a phone to dial 9-1-1 in an emergency. The camp would also provide school supplies to the children for the upcoming school year.

MOTION BY COUNCILMEMBER WOOD TO APPROVE THE COMMUNITY FUNDING REQUEST BY THE NORTHWEST INITIATIVE IN THE AMOUNT OF \$500.00 FROM FISCAL YEAR 2017 FUNDS TO DEFRAY COSTS ASSOCIATED WITH THE PURCHASE OF SUPPLIES FOR THE BACK TO SCHOOL CAMP TO BE HELD AUGUST 29, 2016 – SEPTEMBER 2, 2016. MOTION CARRIED 3-0.

**RESOLUTION – Transfer of Ownership escrowed 2014 Class C & SOM Licensed business with specific purpose permit (food); Pizza Hut of America**

Councilmember Houghton noted that this request was a part of the Gap Analysis being conducted by the City Clerk's Office, and the purpose was to bring the business into compliance with City Ordinance.

MOTION BY COUNCILMEMBER WOOD TO APPROVE THE RESOLUTION FOR THE TRANSFER OF OWNERSHIP OF ESCROWED 2014 CLASS C & SOM LICENSED BUSINESS WITH SPECIFIC PURPOSE PERMIT (FOOD) TO PIZZA HUT OF AMERICA. MOTION CARRIED 3-0.

**RESOLUTION – Transfer of Ownership of 2014 Class C and SDM license; LAF Fine Dining Inc.**

Councilmember Wood noted that this request was a part of the Gap Analysis being conducted by the City Clerk's Office, and the purpose was to bring the business into compliance with City Ordinance.

MOTION BY COUNCILMEMBER WOOD TO APPROVE THE RESOLUTION FOR THE TRANSFER OF OWNERSHIP OF 2014 CLASS C AND SDM LICENSE TO LAF FINE DINING, INC. MOTION CARRIED 3-0.

**RESOLUTION – Transfer of Ownership of 2013 B-Hotel Liquor License; Izabella HMC, LLC**

Councilmember Wood noted that this request was a part of the Gap Analysis being conducted by the City Clerk's Office, and the purpose was to bring the business into compliance with City Ordinance.

MOTION BY COUNCILMEMBER WOOD TO APPROVE THE RESOLUTION FOR THE TRANSFER OF OWNERSHIP OF 2013 B-HOTEL LIQUOR LICENSE TO IZABELLA HMC, LLC. MOTION CARRIED 3-0.

**UPDATE – City Clerk Update on Liquor License Gap Analysis**

The Committee acknowledged receipt of an email from the Deputy City Clerk listing the three liquor license transfers that had just occurred as well as four more that will be on the agenda in July as all transfers bring brought into compliance through the Gap Analysis that they had conducted. An update will be provided at the July committee meeting.

**Other**

In a previous meeting there had been discussion on having the contractor responsible for the removable violations for Code Enforcement in to discuss information about their service. At the collision of the discussion with the Committee Ms. O'Berry indicated that Claims Review was having this same discussion. It was decided that Claims Review Committee would have that discussion and Ms. O'Berry would bring back the information to the Committee Meeting.

Councilmember Wood asked for an update on the issue of assessments on property that has been sold by the County. Ms. O'Berry replied she would look into it.

Returning to the issue of Code Enforcement Violations, the Committee expressed concern regarding the length of time between when the contractor is notified of a violation and when the contractor addresses the violation. Councilmember Wood suggested having an itemized bill provided to the property owners for the work the contractor completed. Councilmember Houghton suggested noting on the citation that noncompliance could result in a minimum fee of \$500. The Committee discussed the method of mailing the citations, whether bulk mail was appropriate to ensure timely delivery or if metered mail would be better and whether tagging the door of the property as with snow violations could be a viable option in addition to mailing the citation. The Committee agreed to review the different distribution methods for the citations.

Adjourned at 10:32 a.m.

Submitted by

Courtney Vincent, Administrative Assistant

Lansing City Council

Approved by the Committee on \_\_\_\_\_



## **MINUTES**

**Committee on General Services  
Monday, June 27, 2016, 2016 @ 5:20 p.m.  
City Council Conference Room, City Hall 10<sup>th</sup> Floor**

### **CALL TO ORDER**

The meeting called to order at 5:20 p.m. by Council Member Wood.

### **ROLL CALL**

Councilmember Tina Houghton, Chair - excused  
Councilmember Carol Wood, Vice Chair  
Councilmember Patricia Spitzley, Member

### **OTHERS PRESENT**

Sherrie Boak, Council Office Manager  
Aaron Fisk, Consumers Energy  
Doug Furman, Consumers Energy

### **Public Comment on Agenda Items**

No Comment

### **Discussion/Action:**

#### **RESOLUTION- Noise Waiver requested by Consumers Energy for the Installation of Natural Gas Pipeline on N. Martin Luther King Jr. Blvd.**

Mr. Fisk and Mr. Furman confirmed for the Committee that the scope of work had not changed since the last time they presented, which was when the public hearing was set. Letters did go out to all effected in the area, along with the additional properties the Committee had recommended at that time. Consumers had not received any responses or comments from that mailing. Council Member Wood asked if there would be lane closures or a complete street closure. The representatives did confirm that the vast majority of the work is for direct boring and there will be closures with two lanes each way. They will need to close MLK for a weekend for the connection.

MOTION BY COUNCIL MEMBER SPITZLEY TO APPROVE THE RESOLUTION FOR THE NOISE WAIVER FOR CONSUMERS ENERGY FOR INSTALLATION OF NATURAL GAS PIPELINE ON N MLK JR. BLVD. MOTION CARRIED 2-0.

Council Member Wood informed the representatives from Consumers that the hearing is scheduled for the Council meeting later that night, and if there are no concerns, Council will take action on the waiver also.

Adjourned at 5:24 p.m.

Submitted by Sherrie Boak,

Office Manager,

Lansing City Council

Approved by the Committee on \_\_\_\_\_





# City of Lansing

OFFICE OF THE CITY ATTORNEY

F. Joseph Abood, Interim City Attorney

May 5, 2016

Molefi Branson  
11 Ingsley Avenue  
Rutherford, NJ 07070

Re: Claim – 815 Baker Street

Dear Mr. Branson:

Please be advised that the Claims Review Committee reviewed the claim you submitted in the amount of \$440.00 for property located at 815 Baker Street Lansing, Michigan, and denied the claims you filed with the City of Lansing.

You have the right to appeal the decision of the Claims Review Committee to the Lansing City Council. If you desire to do so, please submit your appeal in writing, within thirty (30) days of the date of this letter, to the Lansing City Clerk, 9th Floor, City Hall, Lansing, MI 48933, for placement on the Council's agenda.

If you have any questions concerning this matter, please contact this office.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Rachel Prettenhofer", is written over a white rectangular background.

Rachel Prettenhofer  
Legal Clerk





RECEIVED FEB 11 2016

# City of Lansing

OFFICE OF THE CITY ATTORNEY

Janene McIntyre, City Attorney

## Claim Form – Special Assessments

Please provide the following information so we can contact you regarding your claim.

NAME: Molly Branson DATE: 2/11/16

MAILING ADDRESS: 11 Ingalls Ave.

CITY: Rosburg STATE: MI ZIP CODE: 48070

TELEPHONE: Home ( ) 204-0425 Work ( ) 974-2045  
517 517

Please provide the following information on the incident(s) for which you are filing a claim. IF YOU DO NOT PROVIDE ALL OF THE INFORMATION BELOW, WE MAY NOT BE ABLE TO PROCESS YOUR CLAIM.

ADDRESS: 815 Baker St. PARCEL NO. \_\_\_\_\_

DATE OF INCIDENT: 1/13/16 AMOUNT YOU WERE BILLED: 440.<sup>00</sup>

TOTAL AMOUNT YOU ARE CLAIMING: \$440.<sup>00</sup>

TYPE OF ASSESSMENT: trash - Admin fee / contractor charge

Please give a detailed description of the circumstances surrounding the incident, including why you feel the City should not have charged you this fee. You may attach additional pages or documentation to this form as needed.

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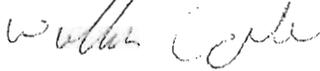
A description of the claims review process is available on our website at: [http://www.lansingmi.gov/attorney/Claims\\_review\\_process.jsp](http://www.lansingmi.gov/attorney/Claims_review_process.jsp)

Leo Cole  
Contracting and Disposal  
C: (517) 885-5540

February, 14 2016  
To Whom it May Concern,

On the date of January 13<sup>th</sup> of 2016 me and partner Marcus Atwater arrived at 813 Baker at around a quarter past 8am. To plow and shovel driveway and side walk of the apt. Building and the side walk around the building next door. While we were there was no trash in front of or behind both buildings. If there was trash I would've dumped because provide all the disposal for all of Gridirons properties in Lansing. After we finished we waited for moe to come by and paid us for the snow removal and he gave us the keys to the building next door to gather materials for another one of there houses on the other side of town. Even in coming and going throughout the day I never saw any trash of any kind. If you have any questions give me a call at (517) 885-5540.

Sincerely,



Leo Cole

**RECEIPT** DATE 1/4/16 No. 875749

RECEIVED FROM Joseph Ethridge \$ 750.00

FOR RENT OR FOR for payment of Jan. Rent & Chres on Couch DOLLARS

COUNT		<input checked="" type="radio"/> CASH
PAYMENT	<u>750.00</u>	<input type="radio"/> CHECK
AMOUNT DUE	<u>0</u>	<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD

FROM J. Ethridge TO D. Gregory

BY Joseph Ethridge 3-11

**RECEIPT** DATE 1/5/16 No. 875750

RECEIVED FROM Charline Richardsew \$ 1100.00

FOR RENT OR FOR Part 1st for payment of Jan. Rent DOLLARS

COUNT		<input checked="" type="radio"/> CASH
PAYMENT	<u>1100.00</u>	<input checked="" type="radio"/> CHECK
AMOUNT DUE	<u>0</u>	<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD

FROM D. Gregory TO C. Richardsew

BY Charline Richardsew 3-11

**RECEIPT** DATE 1/6/16 No. 875751

RECEIVED FROM Christopher Ruffen \$ 90.00

FOR RENT OR FOR for payment of Car Storage DOLLARS

COUNT		<input checked="" type="radio"/> CASH
PAYMENT	<u>90.00</u>	<input type="radio"/> CHECK
AMOUNT DUE	<u>0</u>	<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD

FROM D. Gregory TO C. Ruffen

BY Christopher Ruffen 3-11

**RECEIPT** DATE 1/13/16 No. 875752

RECEIVED FROM Leo Cole Snow Removal \$ 25.00

FOR RENT OR FOR for payment of snow Removal @ 8/13/15 DOLLARS

COUNT		<input checked="" type="radio"/> CASH
PAYMENT	<u>25.00</u>	<input type="radio"/> CHECK
AMOUNT DUE	<u>0</u>	<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD

FROM D. Gregory TO L. Cole

BY Leo Cole 3-11



**Lansing Fire Department  
Fire Marshal's Office  
Code Enforcement Section**

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

**TRASH AND DEBRIS CORRECTION NOTICE**

**GRIDIRON GROUP or Current Occupant  
11 INSLEY AVE  
RUTHERFORD, NJ 07070**

**Violation Date:** 12/11/2015  
**Violation Location:** 815 BAKER ST  
**Parcel No:** 33-01-01-22-306-131  
**Compliance Due Date:** December 18, 2015

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

*Violation: Deteriorated building materials*

*Violation: Deteriorated furniture*

*Violation: Garbage*

Failure to correct this violation by the Compliance Due Date shall cause this office to immediately hire a contractor to complete the cleanup. **If any other additional trash and/or debris (as defined in Section 302) is found on the premises by the contractor it will also be removed without additional notice.** The contractor's expenses plus a \$265.00 administrative services fee will be billed to you. If this bill is not paid within 30 days of the billing date, the amount will be assessed as a lien against your property. **Please be advised that, in an effort to discourage repeat offenses of this nature, the City will assess you an extra \$75.00 fee for each time there is an additional premise violation at the violation address above during this calendar year.** If you have any questions or concerns about complying within the time indicated, you may contact me Monday through Friday between the hours of 8-9 AM or 12-1 PM.

Pursuant to Section 107.2 of the IPMC, you have the right to appeal this notice of violation. In accordance with Section 106.3 any action taken by the City on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

**Code Officer: Mike Morrison (517) 483 4052**

"Equal Opportunity Employer"

Taxpayer's Copy



Mayor Virg Bernero

**Lansing Fire Department  
Fire Marshal's Office  
Code Enforcement Section**

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

**TRASH AND DEBRIS CORRECTION NOTICE**

**Occupant or Current Occupant**  
815 BAKER ST  
LANSING, MI 48910

**Violation Date:** 12/11/2015  
**Violation Location:** 815 BAKER ST  
**Parcel No:** 33-01-01-22-306-131  
**Compliance Due Date:** December 18, 2015

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

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**Code Officer: Mike Morrison (517) 483 4052**

"Equal Opportunity Employer"

Taxpayer's Copy



Mayor Virg Bernero

**Lansing Fire Department  
Fire Marshal's Office  
Code Enforcement Section**

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

## Trash Authorization Form

Submitted to: Eric Crutcher on 12/21/2015

TAXPAYER: GRIDIRON GROUP, 11 INSLEY AVE RUTHERFORD, NJ 07070

**Location of Work:**

**Enf Num: E15-10675**

**Address:** 815 BAKER ST

**Lot No:**

**Description:**

**Parcel No:** 33-01-01-22-306-131

Remove Trash and Debris

**Work Authorized:**

***Violation: Deteriorated building materials***

***Violation: Deteriorated furniture***

***Violation: Garbage***

**PLUS ANY OTHER INCIDENTAL TRASH / DEBRIS ON THE PROPERTY**

**Authorized Time required to complete work: 1**

**Authorized Cubic Yards: 3**

**Warning Comment:**

none

**Submitted By: Mike Morrison (517) 483 4052**

This action is authorized by the Manager of Code Compliance



**Nuisance Fees**  
 City of Lansing Treasurers Office  
 124 W Michigan Ave 1st Floor  
 Lansing, MI 48933  
 Ph: (517) 483-4361 Fx: (517) 377-0169

# Nuisance Fee Billing Statement

Date Created: 01/13/2016  
 Due Date: 02/12/2016



GRIDIRON GROUP  
 11 INSLEY AVE  
 RUTHERFORD NJ 07070

Inv Number: 00068705  
 Parcel: 33-01-01-22-306-131  
 Address: 815 BAKER ST



Parcel: 33-01-01-22-306-131 **Bill Detail**

Invoice Number	Date of Service	Enforcement Num	Address	Amount Due
00068705		E15-10675	815 BAKER ST	\$440.00
<b>Fee Details:</b>				<b>Quantity</b>
				<b>Description</b>
				<b>Balance</b>
				1.000
				Trash - Admin Fee
				\$ 265.00
				175.000
				Trash - Contractor Charge
				\$ 175.00
<b>Total Amount Due</b>				<b>\$ 440.00</b>

**Questions** regarding this invoice: Contact **CODE COMPLIANCE** at 517.483.4361

**Payment Information:**

- Make checks payable to: City of Lansing
- Mail payments or pay in person at:  
 City of Lansing Treasurers Office  
 124 W Michigan Ave 1st Fl  
 Lansing MI 48933
- In order to assure proper credit, please send the top portion of this bill along with your payment.
- Payment in full is due within 30 days from the billing date
- Any unpaid balance remains as a lien against this property and will be added to the next property tax bill.

**Appeals Process:**

If you intend to appeal this nuisance fee, you or your agent must file a written protest with the Claims Review Committee within 30 days after the nuisance fee is placed on the July or December Tax Roll. Claims forms are available in the City Attorney's Office and the City of Lansing's web address: [www.lansingmi.gov](http://www.lansingmi.gov). Return completed claim to: Lansing City Attorney's Office, 124 West Michigan Ave 5th Fl, Lansing, MI 48933

**Other Information:**

- July property taxes are due and payable on or before August 31st. December property taxes are due and payable on or before February 14th.
- For Red Tag Monitoring Fees Only – invoices not paid within 30 days are subject to a 5% penalty which will be applied on the 31st day.

**By Authority of the Lansing City Council - Ordinance Numbers 655, 676, 1060.08 and 1460.04**

Payments may be made online or in person Monday thru Friday 8:00 a.m. - 4:30 p.m., at the above address or by mail



Gridiron Group  
11 Insley ave  
Rutherford NJ 07070

May 23, 2016

Molefi Branson

Regional Property Manager, Gridiron Group Marketing LLC

11 Insley Ave

Rutherford, NJ 07070

(517) 974-2645

To Lansing city Council,

We want to Appeal! Please I am responding to a letter that we Gridiron Group LLC. I have received for trash in debris in the back of a building we own which is 815 Baker Lansing, MI 48911. On the date of December 17<sup>th</sup>, it is alleged and I do stress the word alleged that trash and debris were found outside of our building at the address as mentioned above. This is a fabrication at the very least. On the date of the alleged debris sighting, we had contractor shovel snow and remove trash. (Receipt attached). On This day as recorded the city of Lansing, was under a winter weather advisory warning. As anyone can check with the national weather advisory. Lansing Michigan received over 2 to 6 inches of snow in various parts of town. My questions are why would City workers be behind a building on a known and recorded snow day looking for trash and debris? On this day in question I had no less then two people working at the building and around the building cleaning up snow and any debris that would be

accompanied by the snow. It is stated that a bag of leaves, furniture, building debris and a box were the items left at or behind the building. We cleaned up and disposed of worn couch and building debris on the 17<sup>th</sup> of December at Granger (receipt / bank records attached). We also had brand new Gutters that were stolen by the contractor, we purchased these items less than a few months before the so called violations they can be seen in there picture with no wear on them at all. I would like to be reimbursed for such items. (Receipt attached) Where are the 3# different pictures from the # visits by the inspector and contractor? These visits would have been documented surely with their arrival time, date and proof of trash being on premises past the Dec18th deadline? Those pictures have not been produced to this point because the contractor was nowhere in site because they never followed up. Any such bags or boxes would have been discarded and down away with by either the contractor we service for trash removal our on sight grounds keeper. If a paper leaf bag or box were left there during those types of weather conditions on a known snow day would they even be visible? That would be an extremely difficult to prove or believe that under those circumstances. 1) The box would of most likely have been decomposed 2.the bag and box would have been to wet to dispose of or keep 3. The debris would have been buried under snow. 4.The weather conditions would of prevented any one without a motive or agenda to get out of their car and survey the site in question. For they're to be a paper leaf bag and cardboard box in fairly good condition outside the building at 815 bakers is hard to believe. There is no way the weather and conditions would have effected or played a part in the condition of the bags and a "box" singular. On the day in question our contractors Leo Johnson and Marcus Atwater can contest to absence of said debris in front of or behind the building. The staff members were there early in the am until 445 pm. As well as the tenants in the property adjacent to the building, which we also own 813-baker state, they saw nothing around the grounds and building. Attached we have receipts for the work rendered as well as statements from the workers and staff on site on December 17<sup>th</sup>.

Any debris or "box" singular must have been planted by the work as private contractors for the city of Lansing. This has become a common and vicious practice. I'm sorry to say that this practice has become commonplace in the Lansing area as of late. These practice our done or fabricated by sub- contractors to guarantee fines/ charges for work they so needlessly desire. They took pictures of brand new water drain gutters we had purchased a few months before u can see they look new in photo they were not trash.(receipts attached) The duplicitous business practices of Lansing contracted workers must be investigated and prosecuted as criminal in the future. Please feel free to contact me via email or phone. My Information contact information shall be listed above.

Respectfully submitted,

Damian Gregory and Molifi Branson

Lead investors of Gridiron Marketing Group llc

FORM NO. 10  
 FOR RENT  
 FOR for payment North Ann DOLLARS \$ 50.00

ACCOUNT		<input checked="" type="radio"/> CASH
PAYMENT	<u>50.00</u>	<input type="radio"/> CHECK
BAL. DUE	<u>0.00</u>	<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD

FROM Donna TO A. Denny  
 BY Keith Christy

**RECEIPT** DATE 11/17/75 No. 875755

RECEIVED FROM 240 Co \$ 100.00 DOLLARS

FOR RENT  
 FOR for payment 85 Baker Street DOLLARS

ACCOUNT		<input checked="" type="radio"/> CASH
PAYMENT	<u>100.00</u>	<input type="radio"/> CHECK
BAL. DUE	<u>0.00</u>	<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD

FROM Donna TO Donna  
 BY Keith Christy

**RECEIPT** DATE 12-18-75 No. 875756

RECEIVED FROM Crown Mechanical \$ 100.00 DOLLARS

FOR RENT  
 FOR Advance for jobs

ACCOUNT		<input checked="" type="radio"/> CASH
PAYMENT	<u>100.00</u>	<input type="radio"/> CHECK
BAL. DUE	<u>0.00</u>	<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD

FROM Donna TO Donna  
 BY Keith Christy



From: **Damian Gregory** [damian@g.ingriden.com](mailto:damian@g.ingriden.com)  
Subject: Court  
Date: April 25, 2016 at 10:15 PM  
To: **Damian Gregory** [damian@g.ingriden.com](mailto:damian@g.ingriden.com)



AT&T 10:09 PM

**815BAKER/ WARWICK**  
Mar 30, 2015 • \$105.98

## Purchases (23)



 Amerimax Home Products 2 in. x 3 in. White Aluminum Downspout **\$17.74**

\$8.87 x 2

Amerimax Home Products White Aluminum Downspout Band **\$6.48**

\$1.08 x 6

 HDX 60:25 Caulk Gun **\$1.97**

\$1.97 x 1

Cellwood 5/8 in. White J-Channel **\$3.98**

\$3.98 x 1



**815BAKER/ WARWICK**

Mar 30, 2015 • \$105.98



**Purchases (23)**



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 \$1.97 x 1

Cellwood 5/8 in. White J-Channel **\$3.98**  
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QUAD WINDOW & SIDING CLEAR **\$11.10**  
 \$5.55 x 2



Amerimax Home Products 2 in. x 3 in. **\$2.59**  
 White 15 in. Downspout Extension  
 \$2.59 x 1

2 in. x 3 in. HD White Aluminum **\$8.94**  
 Downspout A Elbow  
 \$2.98 x 3

QUAD WINDOW & SIDING CLEAR

\$11.10

\$5.55 x 2

Amerimax Home Products 2 in. x 3 in.  
White 15 in. Downspout Extension

\$2.59

\$2.59 x 1

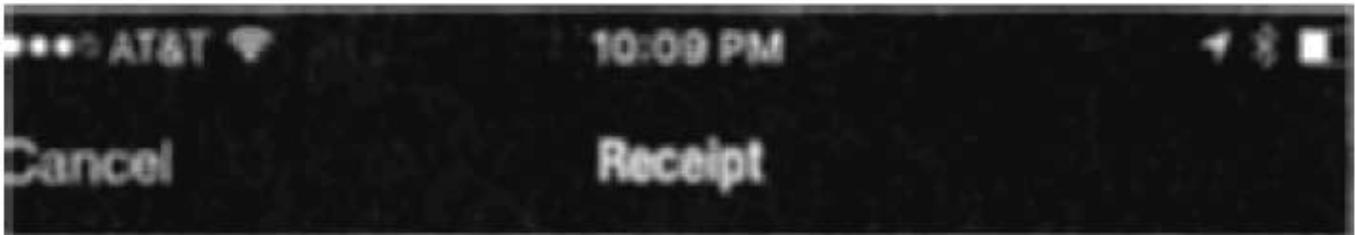
2 in. x 3 in. HD White Aluminum  
Downspout A Elbow

\$8.94

\$2.98 x 3

[Edit Job Name](#)

[View Receipt](#)



**More saving.  
More doing.™**

@HOMEDEPOTWLANSI





812 & 813 BAKER ST.

Mar 29, 2015 • \$230.62



### Purchases (41)



Amerimax Home Products 2 in. x 3 in. White Vinyl Downspout \$62.86  
 \$8.98 x 7



Amerimax Home Products 5 in. K-Style Aluminum Outside Gutter Mitre \$16.94  
 \$8.47 x 2



Amerimax Home Products 10 ft. White Traditional Vinyl Gutter \$11.94  
 \$3.98 x 3



Amerimax Home Products White Vinyl K-Style Outside Corner \$6.54  
 \$6.54 x 1



DAP 10.1 oz. Flexible Clear Sealant \$23.85  
 \$7.95 x 3



Amerimax Home Products White Vinyl K-Style Joiner \$17.44

\$4.36 x 4



MD Building Products 1-3/4 in. x 36 in. Brown Vinyl Door Bottom \$7.97

\$7.97 x 1

Edit Job Name

View Receipt



More saving.  
More doing.<sup>SM</sup>

@HOMEDEPOTWLANSI

THANK YOU FOR SHOPPING WITH US

2725 00097 13884 03/29/15 11:36 AM  
CACHED CROCO1

CASHIER - SPUSU1

ORDER ID: 2725-370656

RECALL AMOUNT 230.62

SUBTOTAL 230.62

SALES TAX 0.00

TOTAL \$230.62

XXXXXXXXXXXX9785 VISA 230.62

AUTH CODE 104520/6971549 TA

P.O.#/JOB NAME: 812 &813 Bak

CUSTOMER PRO XTRA ID ###-###-0425

MEMBERSHIP LEVEL: Bronze

Pro Xtra Paint Sav 2015 \$ 25.40

Total qualifying spend \$ 258.43

Addl spend for next level \$3741.57

Pro Xtra Savings \$ 1.95

Total Program Spend \$8637.57

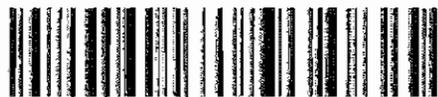
Pro Appreciation Event

March 26th 7AM-2PM

Tool Savings on Top Brands

Free Food and Giveaways

Join Us!



2725 97 13884 03/29/2015 1890



# Purchase Tracking



🔍 Baker



Cancel

**810 BAKER**

May 1, 2015 \$107.84

**813 BAKER**

Apr 23, 2015 \$131.15

**811 BAKER**

Apr 4, 2015 \$100.98

**815 BAKER**

Apr 3, 2015 \$48.15

**811 BAKER**

Apr 1, 2015 \$165.86



Molefi Branson  
Regional Property Manager, Gridiron Group Marketing LLC  
11 Ingsley Ave  
Rutherford, NJ 07070  
(517)974-2645  
2/9/16

To Lansing city Council,

I am responding to a letter that we Gridiron Group LLC., I have received for trash in debris in the back of a building we own which is 815 Baker Lansing, MI 48911. On the date of January 13<sup>th</sup>, it is alleged and I do stress the word alleged that trash and debris were found outside of our building at the address as mentioned above. This is a fabrication at the very least. On the date of the alleged debris sighting, we had a contractor shovel snow and remove trash. This day of January 13<sup>th</sup> as recorded the city of Lansing, was under a winter weather advisory warning. As anyone can check with the national weather advisory. Lansing Michigan received over 2 to 6 inches of snow in various parts of town. My question is why would City workers be behind a building on a known and recorded snow day looking for trash and debris? On this day in question I had no less than two people working at the building and around the building cleaning up snow and any debris that would be accompanied by the snow. It is stated that a bag of leaves and a box were the items left at or behind the building. Any such bags or boxes would have been discarded and down away with by either the contractor we service for trash removal or on sight grounds keeper. If a paper leaf bag or box were left there during those type of weather conditions on a known snow day they even be visible? That would be an extremely difficult to prove or believe that under those circumstances. 1) The box would most likely have been decomposed 2. the bag and box would have been too wet to dispose of or keep 3. The debris would have been buried under snow. 4. The weather conditions would have prevented any one without a motive or agenda to get out of their car and survey the site in question. For there to be a paper leaf bag and cardboard box in fairly good condition outside the building at 815 Baker is hard to believe. There is no way the weather and conditions would have effected or played a part in the condition of the bags and a "box" singular. On the day in question our contractors Leo Johnson and Marcus Atwater can contest to absence of said debris in front of or behind the building. The staff members were there early in the am until 4:45 pm. As well as the tenants in the property adjacent to the building which we also own 813 Baker state they saw nothing around the grounds and building. Attached we have receipts for the work rendered as well as statements from the workers and staff on site on January 13<sup>th</sup>.

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the Lansing area as of late. These practice our done or fabricated by sub-contractors to guarantee fines/ charges for work they so needlessly desire. The duplicitous business practices of Lansing contracted workers must be investigated and prosecuted as criminal in the future. Please feel free to contact me via email or phone. My Information contact information shall be listed above.

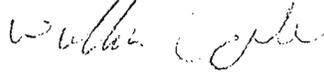
Best Regards,  
Molefi Branson

Leo Cole  
Contracting and Disposal  
C: (517) 885-5540

February, 14 2016  
To Whom it May Concern,

On the date of January 13<sup>th</sup> of 2016 me and partner Marcus Atwater arrived at 813 Baker at around a quarter past 8am. To plow and shovel driveway and side walk of the apt. Building and the side walk around the building next door. While we were there was no trash in front of or behind both buildings. If there was trash I would've dumped because provide all the disposal for all of Gridirons properties in Lansing. After we finished we waited for moe to come by and paid us for the snow removal and he gave us the keys to the building next door to gather materials for another one of there houses on the other side of town. Even in coming and going throughout the day I never saw any trash of any kind. If you have any questions give me a call at (517) 885-5540.

Sincerely,



Leo Cole

**RECEIPT** DATE 1/4/16 No. 875749

RECEIVED FROM Joseph Ethridge \$ 750.00

FOR RENT OR for payment of Jan. Rent @ Chas on Couch DOLLARS

AMOUNT	<u>750.00</u>
PAID	<u>0</u>
BALANCE DUE	<u>0</u>

CASH  
 CHECK  
 MONEY ORDER  
 CREDIT CARD

FROM J. Ethridge TO D. Gregory

BY Joseph Ethridge 3-11

**RECEIPT** DATE 1/5/16 No. 875750

RECEIVED FROM Charline Richardson \$ 1100.00

FOR RENT OR Partlett DOLLARS

for payment of Jan. Rent

AMOUNT	<u>1100.00</u>
PAID	<u>0</u>
BALANCE DUE	<u>0</u>

CASH  
 CHECK  
 MONEY ORDER  
 CREDIT CARD

FROM D. Gregory TO C. Richardson

BY Charline Richardson 3-11

**RECEIPT** DATE 1/6/16 No. 875751

RECEIVED FROM Christopher Ruffen \$ 90.00

FOR RENT OR for payment of Car Storage DOLLARS

AMOUNT	<u>90.00</u>
PAID	<u>0</u>
BALANCE DUE	<u>0</u>

CASH  
 CHECK  
 MONEY ORDER  
 CREDIT CARD

FROM D. Gregory TO C. Ruffen

BY Christopher Ruffen 3-11

**RECEIPT** DATE 1/13/16 No. 875752

RECEIVED FROM Leo Cole Snow Removal \$ 25.00

FOR RENT OR for payment of snow removal @ 8/13/815 DOLLARS

AMOUNT	<u>25.00</u>
PAID	<u>0</u>
BALANCE DUE	<u>0</u>

CASH  
 CHECK  
 MONEY ORDER  
 CREDIT CARD

FROM D. Gregory TO L. Cole

BY Leo Cole 3-11



Mayor Virg Bernero

**Lansing Fire Department  
Fire Marshal's Office  
Code Enforcement Section**

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

**TRASH AND DEBRIS CORRECTION NOTICE**

**GRIDIRON GROUP or Current Occupant  
11 INSLEY AVE  
RUTHERFORD, NJ 07070**

**Violation Date: 12/11/2015  
Violation Location: 815 BAKER ST  
Parcel No: 33-01-01-22-306-131  
Compliance Due Date: December 18, 2015**

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

***Violation: Deteriorated building materials***

***Violation: Deteriorated furniture***

***Violation: Garbage***

Failure to correct this violation by the Compliance Due Date shall cause this office to immediately hire a contractor to complete the cleanup. **If any other additional trash and/or debris (as defined in Section 302) is found on the premises by the contractor it will also be removed without additional notice.** The contractor's expenses plus a \$265.00 administrative services fee will be billed to you. If this bill is not paid within 30 days of the billing date, the amount will be assessed as a lien against your property. **Please be advised that, in an effort to discourage repeat offenses of this nature, the City will assess you an extra \$75.00 fee for each time there is an additional premise violation at the violation address above during this calendar year.** If you have any questions or concerns about complying within the time indicated, you may contact me Monday through Friday between the hours of 8-9 AM or 12-1 PM.

Pursuant to Section 107.2 of the IPMC, you have the right to appeal this notice of violation. In accordance with Section 106.3 any action taken by the City on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

**Code Officer: Mike Morrison (517) 483 4052**

"Equal Opportunity Employer"

**Taxpayer's Copy**



Mayor Virg Bernero

**Lansing Fire Department  
Fire Marshal's Office  
Code Enforcement Section**

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

**TRASH AND DEBRIS CORRECTION NOTICE**

**Occupant or Current Occupant  
815 BAKER ST  
LANSING, MI 48910**

**Violation Date: 12/11/2015  
Violation Location: 815 BAKER ST  
Parcel No: 33-01-01-22-306-131  
Compliance Due Date: December 18, 2015**

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Mayor Virg Bernero

**Lansing Fire Department  
Fire Marshal's Office  
Code Enforcement Section**

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

**Trash Authorization Form**

Submitted to: Eric Crutcher on 12/21/2015

TAXPAYER: GRIDIRON GROUP, 11 INSLEY AVE RUTHERFORD, NJ 07070

**Location of Work:**

**Enf Num: E15-10675**

**Address: 815 BAKER ST**

**Lot No:**

**Description:**

**Parcel No: 33-01-01-22-306-131**

**Remove Trash and Debris**

**Work Authorized:**

***Violation: Deteriorated building materials***

***Violation: Deteriorated furniture***

***Violation: Garbage***

**PLUS ANY OTHER INCIDENTAL TRASH / DEBRIS ON THE PROPERTY**

**Authorized Time required to complete work: 1**

**Authorized Cubic Yards: 3**

**Warning Comment:**

**none**

**Submitted By: Mike Morrison (517) 483 4052**

This action is authorized by the Manager of Code Compliance



**Nuisance Fees**  
 City of Lansing Treasurers Office  
 124 W Michigan Ave 1st Floor  
 Lansing, MI 48933  
 Ph: (517) 483-4361 Fx: (517) 377-0169

# Nuisance Fee Billing Statement

Date Created: 01/13/2016  
 Due Date: 02/12/2016  
 Pay Invoice In Full



GRIDIRON GROUP  
 11 INSLEY AVE  
 RUTHERFORD NJ 07070

Inv Number: 00068705  
 Parcel: 33-01-01-22-306-131  
 Address: 815 BAKER ST



Parcel: 33-01-01-22-306-131 **Bill Detail**

Invoice Number	Date of Service	Enforcement Num	Address	Amount Due
00068705		E15-10675	815 BAKER ST	\$440.00
<b>Fee Details:</b>				<b>Balance</b>
	<b>Quantity</b>	<b>Description</b>		
	1.000	Trash - Admin Fee		\$ 265.00
	175.000	Trash - Contractor Charge		\$ 175.00
<b>Total Amount Due</b>				<b>\$ 440.00</b>

**Questions** regarding this invoice: Contact **CODE COMPLIANCE** at 517.483.4361

**Payment Information:**

- Make checks payable to: City of Lansing
- Mail payments or pay in person at:  
 City of Lansing Treasurers Office  
 124 W Michigan Ave 1st Fl  
 Lansing MI 48933
- In order to assure proper credit, please send the top portion of this bill along with your payment.
- Payment in full is due within 30 days from the billing date
- Any unpaid balance remains as a lien against this property and will be added to the next property tax bill.

**Appeals Process:**

If you intend to appeal this nuisance fee, you or your agent must file a written protest with the Claims Review Committee within 30 days after the nuisance fee is placed on the July or December Tax Roll. Claims forms are available in the City Attorney's Office and the City of Lansing's web address: [www.lansingmi.gov](http://www.lansingmi.gov). Return completed claim to: Lansing City Attorney's Office, 124 West Michigan Ave 5th Fl, Lansing, MI 48933

**Other Information:**

- July property taxes are due and payable on or before August 31st. December property taxes are due and payable on or before February 14th.
- For Red Tag Monitoring Fees Only – invoices not paid within 30 days are subject to a 5% penalty which will be applied on the 31st day.

**By Authority of the Lansing City Council - Ordinance Numbers 655, 676, 1060.08 and 1460.04**

Payments may be made online or in person Monday thru Friday 8:00 a.m. - 4:30 p.m., at the above address or by mail















RECEIVED

2016 JUN -6 PM 4: 18

LANSING CITY CLERK

June 2, 2016

Clarice A. Winkler  
16225. Alpha Street  
Lansing, Michigan 48910

City of Lansing  
Office of the City Attorney  
F. Joseph Abood, Interim City Attorney

Re: Claim – 1625 Alpha Street

Lansing City Clerk,

Please be advised that I will appeal the decision of the Claims Review Committee to the Lansing Council. Please add me to the Council's agenda.

Thank you.

Sincerely,



Clarice A. Winkler

I was choosing to reuse and recycle, as is promoted by the City of Lansing. I'm planning a bee and butterfly garden/sanctuary in my backyard. The pallets and door were to be used in this project. These items were not trash! I paid \$50 for the 10 pallets and additional \$50 for the antique door and hardware. My health issues delayed the implementation of this project. The pallets and door were stored neatly alongside my garage (within my property line) which is too small for them and my car.

I'm including photos of my inspiration for this project.



I live on a fixed income. I receive Social Security Disability due to health issues. The \$720 fine is a huge hardship for me. I also seek \$100 or the return of my property.

In conclusion, not only was my property seized by the City of Lansing, I have have been charged for the privilege.

Sincerely,

Clarice A. Winkler

1625 Alpha Street

Lansing, Michigan 48910

DATE: 3/17/2016

PPN: 33-01-01-22-378-041  
DATE SUBMITTED: 3/10/2016  
ADDRESS OF VIOLATION: 1625 Alpha  
LISTED TAXPAYER OF RECORD: Winkler, Clarice  
OTHER TAXPAYER OF RECORD:  
CLAIMANT: Winkler, Clarice  
CLAIMANT'S ADDRESS: 1625 Alpha Street  
Lansing, MI 48910

**TYPE OF ACTIONS CONTESTED:** Trash Removal  
VIOLATION DATE: 1/22/2016  
NOTIFICATION DATE: 1/22/2016  
2<sup>ND</sup> NOTICE ASSESSMENT DATE:  
AMOUNT OF ASSESSMENT: \$720.00  
CONTRACTOR NAME - INVOICE NO. - DATE: Crutcher 16-T006 2/18/2016  
AMOUNT OF CLAIM: \$720.00

**ADDITIONAL ACTIONS CONTESTED:**  
VIOLATION DATE:  
NOTIFICATION DATE:  
2<sup>ND</sup> NOTICE ASSESSMENT DATE:  
AMOUNT OF ASSESSMENT:  
CONTRACTOR NAME - INVOICE NO. - DATE:  
AMOUNT OF CLAIM:  
MEMO DATE – INVOICE NO.:

HISTORY: Trash  
Violation  
1/22/2016

CITATIONS IN PREVIOUS YEAR:

CLAIMANT'S CIRCUMSTANCES: See Attached

CODE OFFICER'S NOTES: This property was cited for deteriorated Pallets on 1/22/2016 with a compliance due date of 1/29/2016. The officer returned to recheck the property on 2/01/2016 the violation was still present and it was submitted to the contractor for removal. The contractor arrived on 2/18/2016 and the violations were removed as well as additional violations that were found by the contractor. Pictures indicate proper actions were taken by both the contractor as well as the officer. Proper notice was sent by our office we recommend denial of the claim.

#1234



City of Lansing  
OFFICE OF THE CITY ATTORNEY

Claim Form – Special Assessments

Please provide the following information so we can contact you regarding your claim.  
NAME: Clarice A. Winkler DATE: 3/2/2016  
MAILING ADDRESS: 1625 Alpha Street  
CITY: Lansing STATE: MI ZIP CODE: 48910  
TELEPHONE: Home (248-884-8788) Work ( )

Please provide the following information on the incident(s) for which you are filing a claim. IF YOU DO NOT PROVIDE ALL OF THE INFORMATION BELOW, WE MAY NOT BE ABLE TO PROCESS YOUR CLAIM.

ADDRESS:	<u>1625 Alpha Street</u>	PARCEL NO.:	<u>33-01-01-22-378-041</u>
DATE OF INCIDENT:	<u>2/24/16</u>	AMOUNT YOU WERE BILLED:	<u>720.00</u>
TOTAL AMOUNT YOU ARE CONTESTING:	<u>720.00</u>		
TYPE OF ASSESSMENT:	<u>Trash</u>		
<p>Please give a detailed description of the circumstances surrounding the incident, including why you feel the City should not have charged you this fee. You may attach additional pages or documentation to this form as needed.</p> <p><u>The city removed 10 wooden pallets and one antique wooden door that were leaning against my garage. These were for a garden project this Spring. I was unaware that this was in violation of a city code. I did not receive a letter from the city stating that I was in violation. This type of letter should be sent requiring the recipient's signature.</u></p> <p><u>This is a perfect example of one person's "trash" being another's treasure. I feel this is a violation of my rights as a property owner. These items I'm posed no threat to public safety. I pay my taxes and maintain my property. Page 1</u></p>			

A description of the claims review process is available on our website at: [http://www.lansingmi.gov/finance/finance\\_services.asp](http://www.lansingmi.gov/finance/finance_services.asp)

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Sincerely,

A handwritten signature in cursive script that reads "Clarice A. Winkler".

Clarice A. Winkler

1625 Alpha Street

Lansing, Michigan 48910



Mayor Virg Bernero

**Lansing Fire Department  
Fire Marshal's Office  
Code Enforcement Section**

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

**TRASH AND DEBRIS CORRECTION NOTICE**

**WINKLER CLARICE A or Current Occupant  
1625 ALPHA ST  
LANSING, MI 48910-1801**

**Violation Date: 01/22/2016  
Violation Location: 1625 ALPHA ST  
Parcel No: 33-01-01-22-378-041  
Compliance Due Date: January 29, 2016**

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

***Violaton: Deteriorated Pallets***

Failure to correct this violation by the Compliance Due Date shall cause this office to immediately hire a contractor to complete the cleanup. **If any other additional trash and/or debris (as defined in Section 302) is found on the premises by the contractor it will also be removed without additional notice.** The contractor's expenses plus a \$265.00 administrative services fee will be billed to you. If this bill is not paid within 30 days of the billing date, the amount will be assessed as a lien against your property. **Please be advised that, in an effort to discourage repeat offenses of this nature, the City will assess you an extra \$75.00 fee for each time there is an additional premise violation at the violation address above during this calendar year.** If you have any questions or concerns about complying within the time indicated, you may contact me Monday through Friday between the hours of 8-9 AM or 12-1 PM.

Pursuant to Section 107.2 of the IPMC, you have the right to appeal this notice of violation. In accordance with Section 106.3 any action taken by the City on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

**Code Officer: Dave Klein (517) 483 4377**

"Equal Opportunity Employer"

**Taxpayer's Copy**



**Lansing Fire Department  
Fire Marshal's Office  
Code Enforcement Section**

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

**Trash Authorization Form**

Submitted to: Eric Crutcher on 02/02/2016

**TAXPAYER: WINKLER CLARICE A, 1625 ALPHA ST LANSING, MI 48910-1801**

**Location of Work:**

**Enf Num: E16-00688**

**Address: 1625 ALPHA ST**

**Lot No:**

**Description:**

**Parcel No: 33-01-01-22-378-041**

**Remove Trash and Debris**

**Work Authorized:**

***Violaton: Deteriorated Pallets***

**PLUS ANY OTHER INCIDENTAL TRASH / DEBRIS ON THE PROPERTY**

**Authorized Time required to complete work: 1**

**Authorized Cubic Yards: 2**

**Warning Comment:**

**none**

**Submitted By: Dave Klein (517) 483 4377**

This action is authorized by the Manager of Code Compliance



**Nuisance Fees**  
 City of Lansing Treasurers Office  
 124 W Michigan Ave 1st Floor  
 Lansing, MI 48933  
 Ph: (517) 483-4361 Fx: (517) 377-0169

# Nuisance Fee Billing Statement

Date Created: 02/24/2016

Due Date: 03/25/2016

Pay Invoice In Full



WINKLER CLARICE A  
 1625 ALPHA ST  
 LANSING MI 48910-1801

Inv Number: 00070211

Parcel: 33-01-01-22-378-041

Address: 1625 ALPHA ST



Parcel: 33-01-01-22-378-041

## Bill Detail

Invoice Number	Date of Service	Enforcement Num	Address	Amount Due
00070211		E16-00688	1625 ALPHA ST	\$720.00
<b>Fee Details:</b>				<b>Quantity</b>
				<b>Description</b>
				<b>Balance</b>
				1.000
				Trash - Admin Fee
				\$ 265.00
				455.000
				Trash - Contractor Charge
				\$ 455.00
<b>Total Amount Due</b>				<b>\$ 720.00</b>

**Questions** regarding this invoice: Contact **CODE COMPLIANCE** at 517.483.4361

### Payment Information:

- Make checks payable to: City of Lansing
- Mail payments or pay in person at:  
 City of Lansing Treasurers Office  
 124 W Michigan Ave 1st Fl  
 Lansing MI 48933
- In order to assure proper credit, please send the top portion of this bill along with your payment.
- Payment in full is due within 30 days from the billing date
- Any unpaid balance remains as a lien against this property and will be added to the next property tax bill.

### Appeals Process:

If you intend to appeal this nuisance fee, you or your agent must file a written protest with the Claims Review Committee within 30 days after the nuisance fee is placed on the July or December Tax Roll. Claims forms are available in the City Attorney's Office and the City of Lansing's web address: [www.lansingmi.gov](http://www.lansingmi.gov). Return completed claim to: Lansing City Attorney's Office, 124 West Michigan Ave 5th Fl, Lansing, MI 48933

### Other Information:

- July property taxes are due and payable on or before August 31st. December property taxes are due and payable on or before February 14th.
- For Red Tag Monitoring Fees Only – invoices not paid within 30 days are subject to a 5% penalty which will be applied on the 31st day.

**By Authority of the Lansing City Council - Ordinance Numbers 655, 676, 1060.08 and 1460.04**

Payments may be made online or in person Monday thru Friday 8:00 a.m. - 4:30 p.m., at the above address or by mail



















June 27, 2016

RECEIVED  
2016 JUL -1 PM 12: 22  
LANSING CITY CLERK

Lansing City Clerk  
9<sup>th</sup> Floor  
City Hall  
Lansing MI 48933

To Whom It May Concern;

I am writing to request to be placed on the Lansing City Council's agenda to appeal the decision of the Claims Review Committee. I am not satisfied with the decision of the Claims Review Committee and wish to further discuss the \$2,234 bill I received for the removal of trash from my rental property located at 1419 E. Saginaw Rd.

Please let me know I will be asked to attend the Lansing City Council meeting to further discuss this issue. I live in Midland, MI and would like to get the date to put on my calendar as soon as possible.

Thank you,



Erin Lemke  
4407 Congress Dr  
Midland, MI 48642



# City of Lansing

OFFICE OF THE CITY ATTORNEY

F. Joseph Abood, Interim City Attorney

June 22, 2016

Erin S. Lemke  
4407 Congress Drive  
Midland, MI 48642

Re: Claim – 1419 E. Saginaw

Dear Mr. Lemke:

Please be advised that on June 17, 2016, the Claims Review Committee reviewed your claim in the amount of \$2,234.00 regarding a trash and debris violation at the above address and GRANTED a portion of your claim, in amount of \$410.00.

Enclosed please find a Release for your review and signature. If the decision of the committee meets with your approval, please sign the release in front of a witness and have the witness also sign the form, then return the signed Release to this office. Once our office receives the signed Release, we will request the amount be removed from the tax rolls, or a refund issued if the penalty has been paid.

You have the right to appeal the decision of the Claims Review Committee to the Lansing City Council. If you desire to do so, please submit your appeal in writing, within thirty (30) days of the date of this letter, to the Lansing City Clerk, 9th Floor, City Hall, Lansing, MI 48933, for placement on the Council's agenda.

Thank you for your cooperation in this matter. If you should have any questions, please feel free to contact me.

Sincerely,

Rachel Prettenthaler  
Legal Assistant

## RELEASE

In consideration for the payment of \$410.00, by the City of Lansing, which will be remitted to me upon receipt by the City of this signed Release, or said amount reduced from the tax roll if the assessment has not been paid, I, ERIN LEMKE (the "undersigned"), for myself, my heirs, executors, administrators, representatives and assigns hereby release and discharge the City of Lansing, its officers, officials, employees, agents, insurers and any other person, firm, or corporation charged or chargeable with any responsibility or liability, from all claims, demands, actions or causes of action regarding the special assessment for a trash and debris violation on property located at 1419 E. Saginaw Lansing, Michigan.

The undersigned understands and agrees that this payment is the sole consideration for my release and is in full and complete settlement of all claims resulting from any damage. The undersigned warrants that no promise or inducement has been offered or made for my release, except as herein set forth; that this Release is executed without reliance upon any statement or representation by any of the parties released herein, or by their representatives concerning the nature and extent of any damage or injury or the legal liability therefore; and that the undersigned is of legal age and legally competent to execute this Release and accepts the full responsibility therefore.

The undersigned understands that none of the parties released admit liability of any kind and this payment and settlement in compromise is made to terminate further controversy respecting claims for damages that the undersigned has heretofore asserted or that the undersigned or his/her heirs, executors, administrators, representative or assigns might later assert.

In witness whereof, I have hereunto set my hand this \_\_\_\_ day of June, 2016.

**WITNESS:**

**CLAIMANT:**

\_\_\_\_\_

\_\_\_\_\_  
**ERIN LEMKE**

DATE: 4/21/16

1260

PPN: 33-01-01-10-481-111  
 DATE SUBMITTED: 3/17/2016  
 ADDRESS OF VIOLATION: 1419 E. Saginaw  
 LISTED TAXPAYER OF RECORD: Lemke, Erin S.  
 OTHER TAXPAYER OF RECORD:  
 CLAIMANT: Lemke, Erin S.  
 CLAIMANT'S ADDRESS: 4407 Congress Drive  
 Midland, MI 48642

**TYPE OF ACTIONS CONTESTED:** Trash Removal  
 VIOLATION DATE: 01/27/2016  
 NOTIFICATION DATE: 01/27/2016  
 2<sup>ND</sup> NOTICE ASSESSMENT DATE:  
 AMOUNT OF ASSESSMENT: \$2,234.00  
 CONTRACTOR NAME - INVOICE NO. - DATE: Crutcher 16-T009 2/22/2016  
 AMOUNT OF CLAIM: \$2,234.00

**ADDITIONAL ACTIONS CONTESTED:**  
 VIOLATION DATE:  
 NOTIFICATION DATE:  
 2<sup>ND</sup> NOTICE ASSESSMENT DATE:  
 AMOUNT OF ASSESSMENT:  
 CONTRACTOR NAME - INVOICE NO. - DATE:  
 AMOUNT OF CLAIM:  
 MEMO DATE -- INVOICE NO.:

HISTORY: Trash  
 Violation  
 01/27/2016

CITATIONS IN PREVIOUS YEAR: Trash Violation 3/17/2015      Grass Violation 7/23/2015

CLAIMANT'S CIRCUMSTANCES: See Attached

CODE OFFICER'S NOTES: This property was cited for a trash violation on 1/27/2016 with a compliance due date of 2/03/2016. The Code Compliance Officer returned on 2/04/2016 to recheck the violations and they were still present and the property was submitted to the trash contractor for removal. This contractor arrived on 2/22/2016 and the violations were still present and a cleanup was performed. This was a rather large cleanup as the pictures clearly show the contractor removed 35 yards of debris from the premises. The claimant called our office on 3/17/2016 (see attached notes) and stated the neither herself or her parents (her property managers) physically checked on the property themselves. The owner indicated she hasn't been to the property in years and wasn't sure if the garage even had a door or not. She stated multiple times that she lives in Midland so she could not check on the property herself and relies on her parent to manage the property for her. In one of the pictures of the interior garage it clearly shows a rusted and broken garage door this damage was not caused by the contractor. This matter is a civil issue between the owner and the tenant and this office recommends they seek compensation thru the court system. While it may not seem fair to the claimant that she be responsible for the cost of the removal of the trash that was not hers, it is ultimately her responsibility to maintain her property and screen her tenants. It is not the responsibility of the taxpayers of the City of Lansing to pay for the removal of debris from the claimant's property that she admittedly failed to maintain by not checking on the property herself and simply called the tenant who she had been having issues with for months. This office recommends denial of the claim.



# City of Lansing

OFFICE OF THE CITY ATTORNEY

## Claim Form – Special Assessments

Please provide the following information so we can contact you regarding your claim.

NAME: Erin S. Lemke DATE: 3/17/2016  
 MAILING ADDRESS: 4407 Congress Drive  
 CITY: Midland STATE: MI ZIP CODE: 48642  
 TELEPHONE: Home ( ) 989-205-1247 Work ( ) 989-839-4916 ext 1107

Please provide the following information on the incident(s) for which you are filing a claim. IF YOU DO NOT PROVIDE ALL OF THE INFORMATION BELOW, WE MAY NOT BE ABLE TO PROCESS YOUR CLAIM.

ADDRESS: 1419 E Saginaw PARCEL NO. 33-01-01-10-481-111  
 DATE OF INCIDENT: 3/8/2016 AMOUNT YOU WERE BILLED: \$2,234  
 TOTAL AMOUNT YOU ARE CONTESTING: \$2,234  
 TYPE OF ASSESMENT: trash removal

Please give a detailed description of the circumstances surrounding the incident, including why you feel the City should not have charged you this fee. You may attach additional pages or documentation to this form as needed.

I was notified about the trash accumulation at the property and IMMEDIATELY contacted my proptery manager David Livingston and he in turn contacted the tenant, Latisha Jackson. Latisha told David that she understood the consequences and would take care of the trash directly. David then went on a business trup and was out of the state for 3 weeks. On March 8th a trash contractor arrived and emptied out the garage and the cleaned up all the debris outside. The tenant didn't "want to pay for trash" and so used the garage as her own dumping ground. I did not know that a trash contractor would be sent to the home and I believed the tenant when she said she was going to have it cleaned up before the date listed on the paper. After the trash contractor came and removed all the trash and David investigated everything & it turns out that the contractor CLEARLY caused damage to the garage in that they removed the the metal side door to the garage which is \$2,000-\$2,500 to replace. I will

A description of the claims review process is available on our website at: [http://www.lansingmi.gov/attorney/Claims\\_review\\_process.jsp](http://www.lansingmi.gov/attorney/Claims_review_process.jsp)

take pictures and have quote of replacing the door sent to whomever it needs to go. Thank you. Erin Lemke

March 17, 2016

Addendum to Claim Form dated 3-17-2016

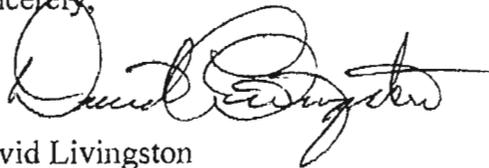
When I received notification about trash accumulation I immediately contacted the tenant, Latieshia Jackson. I informed her that she had to remove all of the trash, wherever it was. She informed me that she would take care of it. I continued to ask about trash and she told me it was taken care of.

I have had to clean up trash after other tenants have moved out and the cost to dump a large trailer never exceeded \$65.00. One time we hired it done by a contractor and the total cost was \$400.00. The amount on this invoice is more than excessive.

I have had one conversation since receiving this invoice with the tenant, Latieshia Jackson, and she denies any responsibility for this invoice claiming that she fully intended to remove all of the trash as she told me earlier, before she moved out on March 31<sup>st</sup>.

Her lease expired on January 31<sup>st</sup> and she has refused to leave while paying no rent and no utilities for two months. It does not seem fair to charge the house owner for trash removal that does not belong said owner when that owner is losing large amounts of money attempting to remove a tenant that will not pay. This situation seems very much like insult to injury.

Sincerely,

A handwritten signature in black ink, appearing to read "David Livingston", written in a cursive style.

David Livingston

Eric's Refuse LLC  
P.O. Box 16035  
Lansing, MI 48901

# Invoice

Date	Invoice #
3/7/2016	4500

<b>Bill To</b>
City of Lansing Office of Code Compliance 316 North Capital Lansing, MI 48933-1238

<b>property address</b>
1419 E Saginaw St 33-01-01-10-481-111

<b>Terms</b>

<b>work complete</b>
3/7/2016

Quantity	Item Code	Description	Price Each	Amount
1	1hr 3cy	first hour and 3 yards of debris	175.00	175.00
9	add hr	additional hour after 1	150.00	1,350.00
22	add cy	addition yards after 3	22.00	484.00
10	class 2	construction material after 3	26.00	260.00
		work complete 2/22/16 total yards 35 submitted by Dave Vincent		
All work is complete!			<b>Total</b>	\$2,269.00



Mayor Virg Bernero

**Lansing Fire Department  
Fire Marshal's Office  
Code Enforcement Section**

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

**TRASH AND DEBRIS CORRECTION NOTICE**

**Occupant or Current Occupant**  
1419 E SAGINAW ST  
LANSING, MI 48906

**Violation Date:** 01/27/2016  
**Violation Location:** 1419 E SAGINAW ST  
**Parcel No:** 33-01-01-10-481-111  
**Compliance Due Date:** February 03, 2016

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

*Violation: Garbage*

*Violation: Trash found in bags/boxes/barrels*

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

*A few items in back yard. Garage is completely full of garbage/trash.*

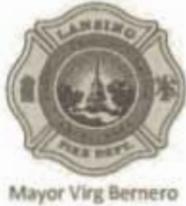
Failure to correct this violation by the Compliance Due Date shall cause this office to immediately hire a contractor to complete the cleanup. **If any other additional trash and/or debris (as defined in Section 302) is found on the premises by the contractor it will also be removed without additional notice.** The contractor's expenses plus a \$265.00 administrative services fee will be billed to you. If this bill is not paid within 30 days of the billing date, the amount will be assessed as a lien against your property. **Please be advised that, in an effort to discourage repeat offenses of this nature, the City will assess you an extra \$75.00 fee for each time there is an additional premise violation at the violation address above during this calendar year.** If you have any questions or concerns about complying within the time indicated, you may contact me Monday through Friday between the hours of 8-9 AM or 12-1 PM.

Pursuant to Section 107.2 of the IPMC, you have the right to appeal this notice of violation. In accordance with Section 106.3 any action taken by the City on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

**Code Officer:** Dave Vincent (517) 483 4379

"Equal Opportunity Employer"

Taxpayer's Copy



**Lansing Fire Department  
Fire Marshal's Office  
Code Enforcement Section**

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

**TRASH AND DEBRIS CORRECTION NOTICE**

**LEMKE ERIN S or Current Occupant  
4407 CONGRESS DR  
MIDLAND, MI 48642-3951**

**Violation Date: 01/27/2016  
Violation Location: 1419 E SAGINAW ST  
Parcel No: 33-01-01-10-481-111  
Compliance Due Date: February 03, 2016**

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

*Violation: Garbage*

*Violation: Trash found in bags/boxes/barrels*

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

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**Code Officer: Dave Vincent (517) 483 4379**

"Equal Opportunity Employer"

**Taxpayer's Copy**



Mayor Virg Bernero

**Lansing Fire Department  
Fire Marshal's Office  
Code Enforcement Section**

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

**TRASH AND DEBRIS CORRECTION NOTICE**

LIVINGSTON MARCIA or Current Occupant  
8001 E NYE HWY  
EATON RAPIDS, MI 48827-9068

Violation Date: 01/27/2016  
Violation Location: 1419 E SAGINAW ST  
Parcel No: 33-01-01-10-481-111  
Compliance Due Date: February 03, 2016

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

*Violation: Garbage*

*Violation: Trash found in bags/boxes/barrels*

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

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Code Officer: Dave Vincent (517) 483 4379

"Equal Opportunity Employer"

Taxpayer's Copy



Mayor Virg Bernero

**LANSING FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE  
Code Compliance Section**

316 N. Capitol Avenue Ste. C-2  
Lansing, MI 48933  
Phone: 517-483-4361  
Fax: 517-377-0100

16-T009

DV: 03-16-16. Marcia Livingston called and was upset about trash clean up bill. She states tenants told her it was already cleaned up. Marcia: 989-205-1247. She may come in and get pictures (explained fee for pics).

3/17/2016-spoke with Erin the owner she stated they had been in contact with the tenant who stated she took care of everything/her parents went out of town so no one checked to verify that the violations were removed/she lives in Midland and did not come to verify herself/ i asked her if the garage doors was missing she wasn't sure she hasn't been to the property herself in a few years she stated her parents take care of everything for her/ I informed her we estimated the clean up at 30 yards and 6 hours to remove/she asked for copies of the picture to be e-mailed to her she wants to file a claim to see if she can have bill reduced she can't afford the removal costs/I explained to her what is a requirement for the trash contractor (insurance policy) 3 crew members and commercial equipment for removal/she totally understood and wasn't saying the contractor over charged she just wished they had removed the trash themselves for it would have been significantly cheaper/she stated tenant hasn't paid rent in several months as well/i explained that this assessments is charged against the real property and it will be added to her property taxes/i asked if she had a mortgage on the property she indicated she did I stated her bank will pay the taxes and im sure her payment will go up/i told her because of the dollar amount she will be asked to attend the hearing/informed her this is a casual meeting in a small conference room don't be intimidated there will be people for the attorneys office, city council and a rep from our office/owner also noted several times she lives in Midland and her parents went out of town and no one checked to ensure trash was removed and that her parents do everything related to the property/lmp













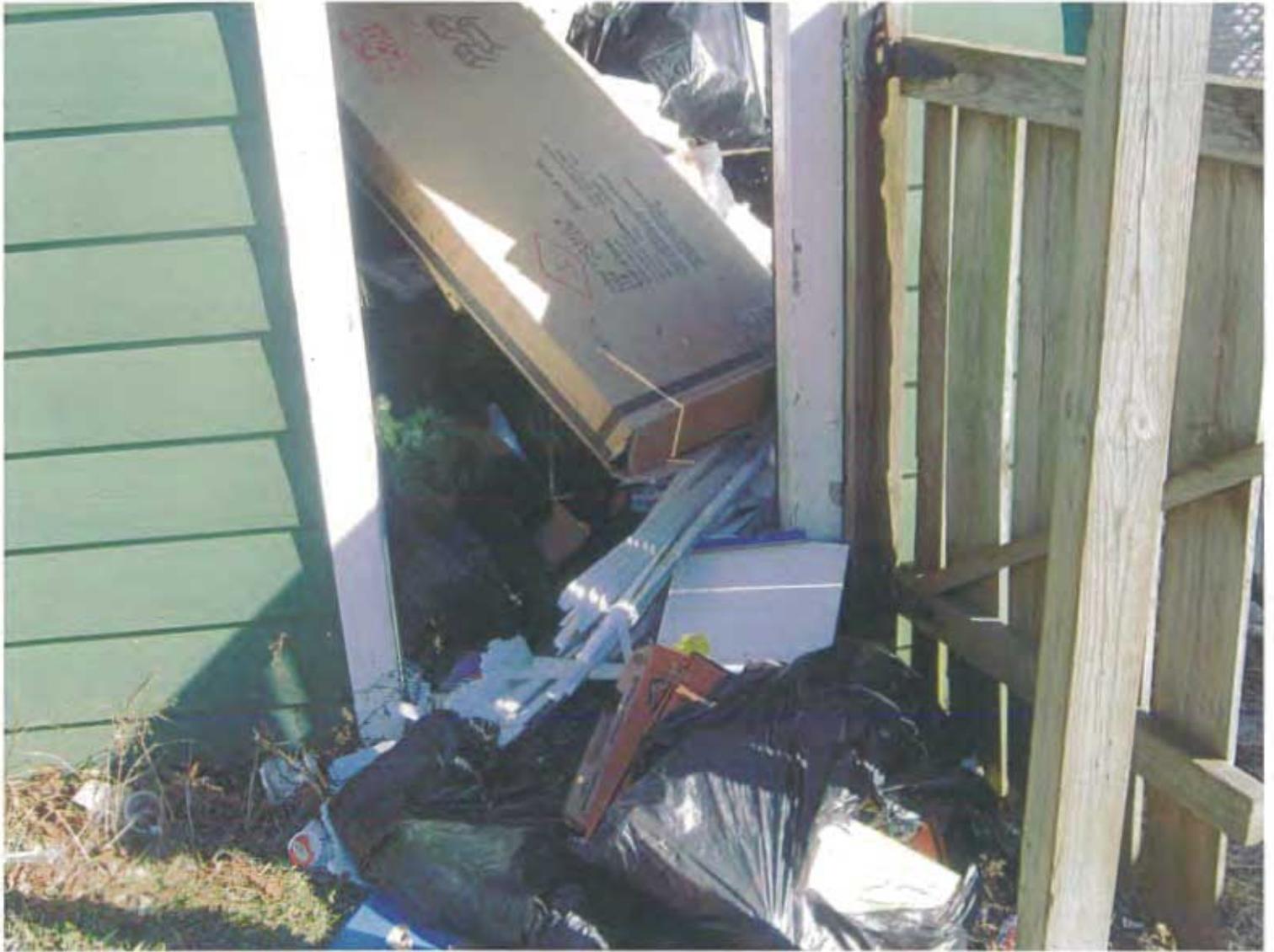


















1419 E Saginaw St (2)





---

Chris Swope  
Lansing City Clerk

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June 10, 2016

President and Members of the Lansing City Council  
10th Floor, City Hall  
Lansing, MI 48933

Dear Councilmembers:

The attached application has been submitted to the City Clerk's Office, and is being forwarded for your consideration and appropriate action:

Sincerely,

Chris Swope, CMC  
Lansing City Clerk



City of Lansing, Michigan
Application for Request for Non-Profit Status in the City of Lansing

Organization Name (As Incorporated): Michigan Recreation & Park Association

Address: 1213 Center Street; Suite B / (Mailing: PO Box 27609 Lansing, MI 48909-0608)

City: Lansing State: MI Zip: 48906

Contact Person: Ann Conklin, Chief Operating Officer

Main Contact Number: (517) 485-9888 Secondary Contact Number: ( )

Email Address: aconklin@mparks.org

Please include the following with your application:

- a. A copy of your 501(c)3 Designation
b. A copy of your Articles of Incorporation
c. A copy of your Bylaws
Includes in bylaws a dissolution provision a plan to distribute all the remaining assets to ensure that
1. All financial and contractual obligations are fulfilled and that
2. Remaining assets are distributed only to one or more similar nonprofit, tax exempt organizations and/or institutions
d. Non-refundable application fee of \$100.00 or fee waiver request\*

I hereby certify that this application is complete and accurate to the best of my knowledge, information and belief.

Ann Conklin (handwritten signature)

June 8, 2016

Signature

Date

\*Fee waiver request

I hereby certify that the assets of this non-profit organization are less than \$2,500 and I request the fee be waived. The fee would cause an extreme hardship because:

(Two blank lines for explanation of hardship)

Signature

Date

Please submitted completed application and attached documents, please return it to:
Chris Swope, City Clerk
Lansing City Clerk's Office
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695
City.clerk@lansingmi.gov 517-483-4131

(Non-Profit)

Articles of Incorporation of the Recreation Association of Michigan, Incorporated  
ARTICLES OF INCORPORATION

These articles of incorporation are signed and acknowledged by the incorporators for the purpose of forming a non-profit corporation under the provisions of Act No. 327 of the Public Acts of 1931, as amended, as follows:

ARTICLE I.

The name of the corporation is the Recreation Association of Michigan, Incorporated.

ARTICLE II.

The purpose or purposes for which the corporation is formed are as follows: To unite in one organization in the State of Michigan all recreation leaders, agencies and institutions with common interests; to coordinate the activities of all recreation agencies in the State of Michigan; and to promote and attain the highest in professional qualifications, training and ethics in recreation.

ARTICLE III.

The location and post office address of the first registered office is 605 East Ellsworth Street, Midland, Michigan, Midland County.

ARTICLE IV.

The name of the first resident agent is Ross Kressler.

ARTICLE V.

- Said corporation is organized upon a non-stock basis.
- The corporation possesses no real estate and its assets at

time of incorporation consist of cash in the amount of One Hundred Dollars or thereabouts, representing advance payment of dues by its prospective members. Said corporation plans to finance its operations through membership dues in manner as may be prescribed by the by-laws of said corporation, and through voluntary contributions.

ARTICLE VI.

The names and street addresses of the incorporators are as follows:

Ross Kressler, 605 East Ellsworth Street, Midland, Michigan; Herbert Woolweaver, 660 North Sheldon Road, Plymouth, Michigan; David Ewalt, 35 Parke Street, Pontiac, Michigan; Harry Burns, 143 Bostwick Avenue, NE, Grand Rapids, Michigan; Helen Coover, 1132 Maywood Avenue, Kalamazoo, Michigan; Thomas Belton, 5640 Williams Lake Road, Drayton Plains, Michigan; Ben Yack, 2651 Biddle Avenue, Wyandotte, Michigan; Leonard Buzz, 35 Parke Street, Pontiac, Michigan; Robert Girardin, Municipal Building, Birmingham, Michigan, Malcolm Elliott, Hoyt Park Fieldhouse, Saginaw, Michigan; Walter Gillette, 1421 West Huron Street, Ann Arbor, Michigan; Harold Myron, 10 Pitkin Avenue, Highland Park, Michigan; Edward McGowan, 17th Floor, Water Board Building, Detroit, Michigan and Everett Scherich, 211 Jackson Street, Jackson, Michigan.

ARTICLE VII.

The names and street addresses of the first board of trustees are as follows:

Ross Kressler, 605 East Ellsworth Street, Midland, Michigan; Herbert Woolweaver, 660 North Sheldon Road, Plymouth, Michigan;

David Ewalt, 35 Parke Street, Pontiac, Michigan; Harry Burns, 143 Bostwick Avenue, NE, Grand Rapids, Michigan; Helen Coover, 1132 Maywood Avenue, Kalamazoo, Michigan; Thomas Belton, 5640 Williams Lake Road, Drayton Plains, Michigan; Ben Yack, 2651 Biddle Avenue, Wyandotte, Michigan; Leonard Buzz, 35 Parke Street, Pontiac, Michigan; Robert Girardin, Municipal Building, Birmingham, Michigan, Malcolm Elliott, Hoyt Park Fieldhouse, Saginaw, Michigan; Walter Gillette, 1421 West Huron Street, Ann Arbor, Michigan; Harold Myron, 10 Pitkin Avenue, Highland Park, Michigan; Edward McCowan, 17th Floor, Water Board Building, Detroit, Michigan and Everett Scherich, 211 Jackson Street, Jackson, Michigan.

ARTICLE VIII.

The term of the corporate existence is thirty years.

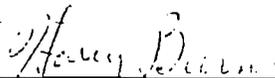
The undersigned, designated from among the incorporators to sign and acknowledge the Articles of Incorporation for themselves and for the remainder of such incorporators, as will more fully appear from a copy of the resolution duly certified by the person acting as secretary at such meeting and made a part of these Articles of Incorporation, hereby sign our names this 15th day of January, 1958.



Ross Kressler



Herbert Woolweaver



Harry Burns

STATE OF MICHIGAN.

SS.

COUNTY OF INGHAM.

On this 15th day of January, 1958, before me personally appeared Ross Kressler, Herbert Woolweaver and Harry Burns to me known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

*Vernita Easton*

Notary Public for Ingham County, Michigan

My commission expires *April 8, 1961*

CERTIFIED COPY OF RESOLUTION

Resolved that Ross Kressler, Herbert Woolweaver and Harry Burns be and they are hereby authorized and designated from among the incorporators of Recreation Association of Michigan, Incorporated to sign and acknowledge the Articles of Association for themselves and for the remainder of such incorporators.

I, Harry Burns, hereby certify that the foregoing resolution was adopted at a meeting duly held on the 15th day of January, 1958 for the purpose of organizing the Recreation Association of Michigan, Incorporated and that said resolution remains in full force and effect and that the undersigned acted as Secretary of said meeting.

Dated this 15th day of January, 1958.

Harry Burns  
Secretary

UNITED STATES OF AMERICA



Michigan Department of Commerce

Lansing, Michigan

To All To Whom These Presents Shall Come:

I, William R. Lukens, Acting Director, Michigan Department of Commerce, Do Hereby Certify That MICHIGAN RECREATION AND PARKS ASSOCIATION

non-profit was validly incorporated as a Michigan corporation on January 15, 1958 and said corporation is validly in existence under the laws of this State.

This certificate is issued to attest to the fact that the corporation is in good standing in this office as of this date and is duly authorized to transact business in Michigan and for no other purpose. It is in the usual form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.

In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 11th day of February, 19 81.

William R. Lukens

Acting Director

Internal Revenue Service  
District Director

Tax  
Exempt  
Form

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: MAR 14 1997

Michigan Recreation And Park  
Association  
2722 E. Michigan Ave. Ste. 201  
Lansing, MI 48912-4000

Person to Contact:

Ruth Ohmer

Telephone Number:

513-241-5199

Fax Number

513-684-5936

Federal Identification Number:

38-2457661

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in October 1989, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(1) 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

RECEIVED MAR 17 1997

Michigan Recreation And Park Association  
38-2457661

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

Please direct any questions to the person identified in the letterhead above.

This letter affirms your organization's exempt status.

Sincerely,



C. Ashley Bullard  
District Director

# Michigan Recreation and Park Association

## BYLAWS

1. **AUTHORITY** – Authority is vested in the Board of Directors of the Michigan Recreation and Park Association, as outlined in the mParks Constitution.
  
2. **BOARD OF DIRECTORS** – The Board of Directors shall include the President, President Elect, Secretary/Treasurer, two (2) Directors at Large, and two (2) Presidential Appointments which shall be based on Board initiatives and approved by the Board of Directors. The immediate Past President shall serve in an ex-officio capacity.
  - A. **OFFICER DUTIES** – all officers serving on the mParks Board of Directors shall conduct themselves in accordance with the tenets identified in the Association’s Creed of Ethics. The roles and responsibilities of each officer are defined below:
    - i. **PRESIDENT – (1 year term)** –The President shall chair all meetings of the Board of Directors, as well as any special meetings of the Association. The President shall also serve on the mParks Foundation Board of Directors and the Hall of Fame Committee (a sub-Committee of the Professional Recognition Committee). The President shall select two Presidential Appointees to serve on the Board of Directors (1 year term) based on current or future Board initiatives.
    - ii. **PAST PRESIDENT (1 year term)** – The immediate Past President shall serve on the Board of Directors in an ex-officio capacity. Members serving in an ex-officio capacity provide input and direction to the Board of Directors, however they do not retain voting privileges. The immediate past president shall serve as the chair of the Stakeholder’s Network.
    - iii. **PRESIDENT ELECT (1 year term)** – The President Elect shall chair meetings of the mParks Board of Directors in the absence of the President. The President Elect shall appoint the mParks member who shall serve as the Professional Development Committee Chair during the President Elect’s term as President. (The Chair of the Professional Development Committee also serves as the member responsible for the planning and execution of the mParks Annual Conference & Trade Show.) The Board of Directors shall approve the President Elect’s appointment of the Professional Development Chair via a simple majority vote.
    - iv. **SECRETARY / TREASURER (2 year term)** – This officer shall be responsible for all official notices and the editing of all minutes from the meetings of the mParks Board of Directors.
    - v. **TWO (2) DIRECTORS AT LARGE (2 year term)** – The Directors at Large are elected by the mParks membership to serve on the Board of Directors. One Director at Large will serve as the Chair of the Recreation Network and the other Director at Large will serve as Chair of the Parks/Facilities/Trails Network.
    - vi. **TWO (2) PRESIDENTIAL APPOINTMENTS (1 year term)** –The Presidential Appointments are selected by the President to serve on the Board of Directors, with an emphasis focused on a current Board initiative. The Board of Directors shall approve each Presidential Appointment via a simple majority vote.

## **FILLING A VACANCY ON THE BOARD OF DIRECTORS**

- vii. In the event of a vacancy in the office of President, the President Elect shall assume the office of President for the remainder of the current term, during which time the President Elect position shall remain vacant until the following election. The President Elect shall also complete the term of President for which he or she was originally elected. Should the President position be vacated while the President Elect position is vacant, the Board shall appoint a Past President to fill the term until the next election at which time both the President and President Elect positions will be on the ballot.
- viii. In the event of a vacancy in the office of President Elect, due to causes other than assuming the office of President, the Board of Directors shall elect a new President Elect, who shall serve the office for the remainder of the unexpired term. This individual shall also serve the term of President for the following year.
- ix. In the event of a vacancy in the office of Past President, the President shall appoint a MRPA Past President in good standing, who shall complete the remainder of the unexpired term. The Board of Directors shall approve the President's appointment via a simple majority vote.
- x. In the event of any other vacancy, the President shall appoint an Association member in good standing, who shall complete the remainder of the unexpired term. The Board of Directors shall approve any Presidential appointment via a simple majority vote.

## **B. ELECTRONIC VOTING PROCEDURE FOR THE BOARD OF DIRECTORS**

- i. Items requiring action from the Board of Directors which arise at a time when a meeting of regular business is not possible may be voted upon by electronic means.
- ii. The Board of Directors must be notified of the voting deadline on any item of business no less than seven (7) business days in advance. Said items must be posted on the mParks website for all members of the Board of Directors to review and discuss for a period of no less than five (5) business days.
- iii. The link for an electronic vote of the Board of Directors can only be sent from the mParks Business Office after being reviewed for accuracy by the President, the President Elect, the Past President, and the Secretary /Treasurer. The time period for an electronic vote shall remain open for no less than one (1) business day and no more than five (5) business days.
- iv. Electronic voting results (total yeas and total nays) shall be posted on the mParks website the next business day immediately following the close of voting. The Secretary/Treasurer shall include the voting results in the official minutes to be approved at the next meeting of the Board of Directors.

## **C. MEETINGS**

- i. Board Members shall be responsible for attending all meetings of the mParks Board of Directors. Advance notification of any absence must be reported via the mParks Business Office.
- ii. Board Members may be excused, if proper notification is made, from attending up to 1/3 of the required Board Meetings.
- iii. Board Members who are absent from more than 1/3 of the required Business Meetings held from September through August of each year shall be involuntarily dismissed from the Board of Directors.
- iv. Two (2) unexcused absences from meetings of the mParks Board of Directors that are not an emergency in nature shall be grounds for involuntary dismissal.

## **D. PARLIAMENTARY AUTHORITY**

- i. The rules contained in the current edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent

with the mParks Constitution, mParksBylaws, and any special rules of order that the Association has adopted.

**E. QUORUM**

- i. Quorum for the Board of Directors shall be four (4) of the voting members of the Board.

**3. COMMITTEES** – An mParks Committee is defined as a body of persons delegated to consider, investigate, and take action on affairs that serve the Association’s mission, goals and initiatives.

**A. THERE SHALL BE COMMITTEES SIMILAR TO, BUT NOT LIMITED TO:**

- i. **GOVERNANCE** – Responsible for nominations, recruitment, and orientation for the mParks Board of Directors, as well as assessment and oversight of the Association, including the Constitution, Bylaws, Board policies and strategic planning.
- ii. **PROFESSIONAL DEVELOPMENT** – Creates comprehensive plans for the professional growth of the membership, including education and training opportunities, certifications, and the annual mParks Conference & Trade Show.
- iii. **PUBLIC POLICY** – Monitors state and federal legislation related to parks, tourism, recreation, and natural resource issues, suggests positions to the mParks Board of Directors, and keeps the membership informed.
- iv. **PROFESSIONAL RECOGNITION** – Recognizes professional excellence through an awards program that notes outstanding contributions to the Association, the profession, and community service. The mParks Hall of Fame Committee is a sub-committee of the Professional Recognition Committee.
- v. **WAYS AND MEANS** – Reviews and makes recommendations to the mParks Board of Directors and Chief Administrator, in order to maintain and improve the financial stability of the Association. The Ways and Means Committee also provides annual budget recommendations.

**B. A NEW COMMITTEE MAY BE ADDED IF:**

- i. The Board of Directors recognizes a need consistent with the purpose of a Committee, which aligns with the goals established by the Board at its annual planning retreat.
- ii. The new Committee is discussed at a regularly scheduled meeting of the Board of Directors, with a vote at the following regularly scheduled Board Meeting. A new Committee shall be approved via a simple majority vote of the Board of Directors.

**C. AN EXISTING COMMITTEE MAY BE RESCINDED IF:**

- i. The Board of Directors recognizes that the Committee no longer meets the needs of the Association, consistent with the goals established by the Board at its annual planning retreat.
- ii. The dissolution of the Committee is discussed at a regularly scheduled meeting of the Board of Directors, with a vote at the following regularly scheduled Board Meeting. An existing Committee shall be dissolved via a simple majority vote of the Board of Directors.

**D. COMMITTEE MEMBERSHIP**

- i. Membership of a Committee shall consist of one (1) representative from each Network (defined in item 4), as well as any Association member in good standing who wishes to participate.
- ii. Information on each Committee shall be posted on the mParks website, including (but not limited to) the Committee description and contact information for the Committee Chair. Any mParks member in good standing who wishes to become a member of the Committee shall register to participate via the online signup form available at [www.mparks.org](http://www.mparks.org)

- iii. The membership of the Governance, Public Policy, Professional Recognition, Professional Development and Ways and Means Committees shall elect a Chairperson, who shall serve as the main contact person and leader of the Committee.
- iv. The Chairperson of the Professional Development Committee shall be appointed by the President Elect (per item 2 A iii), and shall also serve as the member responsible for the planning and execution of the mParks Annual Conference & Trade Show.

**E. COMMITTEE MANUAL OF PROCEDURES** - Each Committee shall be responsible for developing and submitting a Manual of Procedures, to be approved by the mParks Board of Directors by a simple majority vote. The Committee Manual of Procedures shall include the components listed in Appendix A of the mParks Bylaws.

**F. COMMITTEE STATUS**

- i. In an effort to affirm our commitment to the mParks Mission and Strategic Plan, the Board of Directors shall review the status of all Committees on an annual basis at the Annual Board Retreat.

**4. NETWORK** – An mParks Network is defined as a community of professionals exchanging information, in order to develop mutually beneficial relationships and industry-driven outcomes that serve the Association and its members. Each large Network shall be comprised of smaller Focus Areas, which shall concentrate on specific topics or areas of interest within the parks and recreation industry.

**A. THERE SHALL BE NETWORKS SIMILAR TO, BUT NOT LIMITED TO::**

- i. Facilities, Parks and Trails
- ii. Recreation
- iii. Stakeholders

**B. A NEW NETWORK MAY BE ADDED IF:**

- i. The Board of Directors recognizes a need consistent with the purpose of a Network, which aligns with the goals established by the Board at its annual planning retreat.
- ii. The new Network is discussed at a regularly scheduled meeting of the Board of Directors, with a vote at the following regularly scheduled Board Meeting. A new Network shall be approved by a simple majority vote of the Board of Directors.

**C. AN EXISTING NETWORK MAY BE RESCINDED IF:**

- i. The Board of Directors recognizes that the Network no longer meets the needs of the Association, consistent with the goals established by the Board at its annual planning retreat.
- ii. The dissolution of the Network is discussed at a regularly scheduled meeting of the Board of Directors, with a vote at the following regularly scheduled Board Meeting. An existing Network shall be dissolved via a simple majority vote of the Board of Directors.

**D. NETWORK MEMBERSHIP**

- i. Network membership shall be comprised of the Chairperson from each mParks Focus Area, as well as any Association member in good standing who wishes to participate.
- ii. Information on each Network shall be posted on the mParks website, including (but not limited to) the Network description and contact information for the Network Chair. Any mParks member in good standing who wishes to become a member of the Network shall register to participate via the online signup form available at [www.mparks.org](http://www.mparks.org).

**E. NETWORK MANUAL OF PROCEDURES** - Each Network shall be responsible for developing and submitting a Manual of Procedures, to be approved by the mParks Board of Directors by a simple majority vote. The Network Manual of Procedures shall include the components listed in Appendix B of the mParks Bylaws.

## F. NETWORK STATUS

- i. In an effort to affirm our commitment to the Association's Mission and Strategic Plan, the Board of Directors shall review the status of all Networks on an annual basis at the Annual Board Retreat.

5. **FOCUS AREAS** – An mParks Focus Area is defined as group of professionals exchanging specific information as it pertains to the parent Network. The purpose of the Focus Group is to assist members in growing professionally and to benefit the Association with shared or discovered information.

### A. THERE SHALL BE FOCUS AREAS SIMILAR TO, BUT NOT LIMITED TO:

- i. Under the **Facilities, Parks, Trails Network**, there shall be Focus Areas such as:

1. Community and Recreation Centers
2. Aquatic Facilities & Waterparks
3. Park Resources
4. Trails, Greenways, Blueways and open spaces

- ii. Under the **Recreation Network**, there shall be Focus Areas such as:

1. Aging
2. Aquatics
3. Arts & Culture
4. Health and Wellness
5. Golf
6. Programming
7. Therapeutic Recreation (TR)
8. Youth and Teens

- iii. Under the **Stakeholders Network**, there shall be Focus Areas such as:

1. Directors
2. mParks Regional Groups
3. New Professionals
4. Past Presidents
5. Marketing

### B. A NEW FOCUS AREA MAY BE ADDED IF:

- i. The appropriate parent Network recognizes a need consistent with the purpose of a Focus Area, which aligns with the goals established by the mParks Board of Directors at its annual planning retreat.
  1. The new Focus Area is discussed at a regularly scheduled meeting of the appropriate parent Network, and approved by a majority vote.

- a. If the addition of a new Focus Area is petitioned at a time when a Network meeting of regular business is not possible, the addition of a new Focus Area may be discussed and approved by electronic means.
- b. If the addition of a new Focus Area shall be determined and voted upon using electronic means, members of the appropriate parent Network shall be notified of the voting deadline via e-mail no less than seven (7) business days in advance.
- c. To allow for adequate discussion, the option of hosting a GoToMeeting shall be presented to all members of the parent Network.

**C. AN EXISTING FOCUS AREA MAY BE RESCINDED IF:**

- i. The appropriate parent Network recognizes that the Focus Area no longer meets the needs of the Association, consistent with the goals established by the Board of Directors at its annual planning retreat.
- ii. The dissolution of the Focus Area is discussed at a regularly scheduled meeting of the appropriate parent Network, and approved by a majority vote.
  - 1. If the dissolution of a new Focus Area is petitioned at a time when a Network meeting of regular business is not possible, the dissolution of a new Focus Area may be discussed and approved by electronic means.
    - a. If the dissolution of a new Focus Area shall be determined and voted upon using electronic means, members of the appropriate parent Network shall be notified of the voting deadline via e-mail no less than seven (7) business days in advance.
    - b. To allow for adequate discussion, the option of hosting a GoToMeeting shall be presented to all members of the parent Network.

**D. FOCUS AREA MEMBERSHIP**

- i. Focus Area membership shall be comprised of any Association member in good standing who wishes to participate.
- ii. Information on each Focus Area shall be posted on the mParks website, including (but not limited to) the Focus Area description and contact information for the Focus Area Chair. Any mParks member in good standing who wishes to become a member of the Focus Area shall register to participate via the online signup form available at [www.mparks.org](http://www.mparks.org).

**E. FOCUS AREA STATUS**

- i. In an effort to affirm our commitment to the Association's Mission and Strategic Plan, the mParks Network chairs shall review the status of all Focus Areas on an annual basis at the Annual Board Retreat.

**6. AD-HOC COMMITTEES** – Ad-Hoc Committees shall serve a designated term, as appointed by the President, to resolve a specific issue. Upon completion of the assigned task, the Committee shall automatically be dissolved.

**7. ASSOCIATION STAFF** – Appropriate staff shall be hired to conduct the business of the Association. The Board of Directors shall hire the Chief Administrator. In turn, the Chief Administrator shall be responsible for the administration of the Association staff. Duties and responsibilities of Association staff members shall be determined in accordance with the Personnel Policies adopted by the Board of Directors. The Annual Budget of the Association shall serve as the organization's financial guideline, and shall be reviewed by the Ways and Means Committee.

8. **ANNUAL BUDGET** – The Annual Budget of the Association shall serve as the financial guideline for mParks and shall be reviewed and approved by the Ways and Means Committee and Board of Directors.
- A. mParks staff will provide each Committee, Network and Focus Area their existing budget status by September 30 of each year. Each will review and make recommendations to the mParks staff by November 1. The mParks Business Office and Ways and Means Committee will develop the annual budget.
  - B. A preliminary budget will be presented to the mParks Board of Directors no later than December 30 annually. A final budget will be presented for approval by March 30th annually. The date, time, and physical location of the meeting that the budget is going to be approved must be announced to the general membership through eBlast or a posting on the website at least seven calendar days before the meeting.
9. **ASSOCIATION DUES** – Membership dues shall be determined by mParks Board of Directors through the annual budgeting process.
- A. mParks membership dues shall not be raised higher than the cost of living increase (as measured by the Consumer Price Index) or 5%, whichever is higher.
    - i. Any change in annual membership dues greater than the cost of living increase or 5% shall require two public hearings open to all Association members. All members shall receive notification of said public hearings via e-blast and a notification on the mParks website no less than thirty (30) days prior to the public hearing.

**10. AMENDMENTS TO THE mParks BYLAWS**

- A. Any amendments to the mParks Bylaws shall be reviewed and voted upon by the mParks Board of Directors. Amendments may be approved or denied via a simple majority vote.
- B. A public hearing open to all Association members is mandatory prior to any adoption of proposed amendment(s), to allow for full discussion.
- C. The mParks membership shall receive notice via e-mail and a posting on the mParks website regarding any proposed amendments to the mParks Bylaws, as well as the subsequent public hearing, no less than ten (10) days prior to the public hearing.
- D. Proposed amendment(s) must be reviewed by the mParks Board of Directors for a minimum of 30 days before any action may be taken.
- E. If proper notice has been provided to the membership, and required review has been conducted by the Board of Directors, voting to amend the mParks Bylaws may be conducted electronically, if necessary.

Revised by Board Action May 1995

Revised by Board Action December 2000

Revised by Board Action January 2006

Revised by Board Action August 2010

Updated May 29, 2014

Updated September 18, 2014

Revised by Board Action May 2016

# APPENDIX A

## REQUIREMENTS FOR mParks COMMITTEE MANUAL OF PROCEDURES

Each Committee of the Michigan Recreation and Park Association shall be responsible for developing and submitting a Manual of Procedures to be approved by the mParks Board of Directors. The Manual of Procedures shall be the guiding document for each Committee, and shall include the components listed below:

- A. **A mission statement** tied to the functions and purpose of the Association.
- B. **Defined roles for Committee officers**, which must include, at a minimum, a Committee Chair, Chair Elect, and Secretary.
- C. **Defined process for the election of Committee officers**. Elections must be completed by July 1 of each year. Officers shall assume their positions consistent with annual Board of Directors elections. Committee shall inform mParks Business Office of the new Committee Officers immediately following Committee Elections.
- D. **Defined terms of office for Committee officers**. Committee officers shall be elected annually, and shall hold office for no more than two consecutive years. Deviations from these term limits shall be approved by a simple majority vote of the Board of Directors.
- E. **Committee description**, which shall be updated as needed and submitted to the mParks Business Office for inclusion on the Committee page of the mParks website.
- F. **Meeting schedule**, which must be completed and submitted to the mParks Business Office by August 1 of each year.
  1. Each Committee must hold at least four (4) meetings each year, with one (1) of the meetings taking place at the annual Conference & Trade Show.
  2. Committee meetings (outside of the required meeting at the Conference & Trade Show) may be held in person, via GoToMeeting, or conference call as needed.
- G. **Standing Agenda Items for each Committee meeting** at a minimum shall include updates on:
  1. Public Policy
  2. Professional Development
  3. Professional Recognition
  4. Finance
  5. Board of Directors Priorities
  6. Best Practices and Resources
  7. Roundtable Discussion of cutting edge and forward thinking issues and trends, as well as the future direction of the Committee.
- H. **Policies and Procedures for the operation of the Committee**, which must include:
  1. Voting privileges shall be the right of mParks members only.
  2. Defined process for filling the vacancy of a Committee officer:

- a. In the event of a vacancy in the office of Committee Chair, the Chair Elect shall assume the office of Committee Chair for the remainder of the current term, during which time the Chair Elect position shall remain vacant until the following election. The Chair Elect shall also complete the term of Chair for which he or she was originally elected.
  - b. In the event of a vacancy in the office of Chair Elect, due to causes other than assuming the office of Chair, the Committee shall elect a new Chair Elect, who shall serve the office for the remainder of the unexpired term. This individual shall also serve the term of Chair for the following year.
  - c. In the event of a vacancy in the office of Secretary, the Committee Chair shall appoint a Committee member in good standing, who shall complete the remainder of the unexpired term. The Committee shall approve the appointment via a simple majority vote.
3. Removal of a Committee Officer - If a Committee Officer has violated the mParks Creed of Ethics, the Committee shall make a recommendation to the mParks Board of Directors for removal. The mParks Board of Directors shall remove or retain the Committee Officer based on a majority vote.
4. Any amendment to the Committee Manual of Procedures shall be voted upon by the Committee and approved by a majority vote. Once approved on the Committee level, any amendment must be reviewed and approved by the mParks Board of Directors via a simple majority.
5. The Committee shall submit a Budget to the mParks Business Office, which shall include detailed line item revenues and expenditures. The Committee Budget shall be submitted on an annual basis, consistent with the timelines established by the mParks Bylaws.
6. An electronic copy of Committee meeting minutes shall be submitted to the mParks Business Office no more than seven (7) days after the meeting.
7. The Committee shall prepare an Annual Report, containing reports on the activities of the previous year, as well as goals and objectives for the following year. The Annual Report must be received by the mParks Business Office as specified by the Board.
8. Each Committee shall send an e-mail notification to all Committee members regarding upcoming meetings at least seven (7) business days prior to a meeting.
9. Each Committee shall submit a Committee Update to the mParks PROfessional Quarterly at least three (3) times annually.
10. Each Committee shall submit an article related to their area of focus for publication in the mParks PROfessional Quarterly at least one (1) time annually.
11. Each Committee shall post at least one (1) question to any online mParks Discussion Group on a monthly basis.
12. Committee shall provide an update to the mParks Business Office, for inclusion in the informational packets distributed at each Board of Directors meeting. The Business Office shall provide a form for the Committee to complete prior to each meeting.
13. Each Committee shall research and submit one (1) resource or best practice for the mParks Resource Center at least four (4) times annually.

14. Each Committee shall plan and submit at least two (2) sessions for the mParks Annual Conference & Trade Show each year.
15. Each Committee (except for the Professional Recognition Committee) shall be responsible for submitting at least two (2) nominations for an mParks award via the Professional Recognition Committee. This is an annual Committee requirement.
16. The Committee shall complete all requirements to be in good standing. Committees in good standing shall send their chairperson as a representative to the Annual mParks Board of Directors Retreat, to be held on a date determined by the President. If the Committee Chair is unable to attend the Board Retreat, the Committee shall select an alternate representative via majority vote.
17. Authority shall be governed by Roberts Rules of Order and shall not conflict with the mParks Constitution or Bylaws.

# APPENDIX B

## REQUIREMENTS FOR mParks NETWORK MANUAL OF PROCEDURES

Each Network of the Michigan Recreation and Park Association shall be responsible for developing and submitting a Manual of Procedures to be approved by the mParks Board of Directors. The Manual of Procedures shall be the guiding document for each Network, and shall include the components listed below:

- A. **A mission statement** tied to the function and purpose of the Association.
- B. **Defined roles for Network officers**, which must include, at a minimum, a Network Chair, Chair Elect, and Network Secretary.
- C. **Defined process for the election of Network officers**. The chair of each Network will be determined by mParks Bylaws. Elections for other positions must be completed by July 1 of each year. Officers shall assume their positions consistent with annual Board of Directors elections. Network shall inform mParks Business Office of the new Network Officers immediately following Network Elections.
- D. **Defined terms of office for Network officers**. Network officers shall be elected annually, and shall hold office for no more than two (2) consecutive years. Deviations from these term limits shall be approved by a simple majority vote of the Board of Directors.
- E. **Network description**, which shall be updated as needed and submitted to the mParks Business Office for inclusion on the Network page of the mParks website.
- F. **Meeting Schedule**, which must be completed and submitted to the mParks Business Office by August 1 of each year.
  1. Each Network must hold at least three (3) meetings per year, with one (1) of the meetings taking place at the annual mParks Conference & Trade Show.
  2. Network meetings (outside of the required meeting at the Conference & Trade Show) may be held in person, via GoToMeeting, or conference call as needed.
- G. **Standing agenda items for each Network meeting** shall, at a minimum, include updates on:
  1. Public Policy
  2. Professional Development
  3. Professional Recognition
  4. Finance
  5. Board of Directors Priorities
  6. Focus Area Report
  7. Best Practices and Resources
  8. Roundtable Discussion of cutting edge and forward thinking issues and trends, as well as the future direction of the Network.
- H. **Policies and Procedures for the operation of the Network**, which must include:
  1. Voting privileges shall be the right of mParks members only.
  2. The definition of quorum shall be a simple majority.

3. Defined process for filling the vacancy of an officer on the Network:
  - a. In the event of a vacancy in the office of Network Chair, the Board shall appoint a new chair.
  - b. In the event of a vacancy in the office of Chair Elect, the Network shall elect a new Chair Elect, who shall serve the office for the remainder of the unexpired term.
  - c. In the event of a vacancy in the office of Secretary, the Network Chair shall appoint a Network member in good standing, who shall complete the remainder of the unexpired term. The Network shall approve the appointment via a simple majority vote.
4. Removal of a Network Officer – If a Network Officer has violated the mParks Creed of Ethics, the Network shall make a recommendation to the mParks Board of Directors for removal. The mParks Board of Directors shall remove or retail the Network Officer based on a majority vote.
5. Any amendment to the Network Manual of Procedures shall be voted upon by the Network and approved by a majority vote. Once approved on the Network level, any amendment must be reviewed and approved by the mParks Board of Directors via a simple majority.
6. Each Network shall submit a Budget to the mParks Business Office, which shall include detailed line item revenues and expenditures. The Network Budget shall be submitted on an annual basis, consistent with the timelines established by the mParks Bylaws.
7. An electronic copy of Network meeting minutes shall be submitted to the mParks Business Office within seven (7) days after the meeting.
8. The Network shall prepare an Annual Report, containing reports on the activities of the previous year, as well as goals and objectives for the following year. The Annual Report shall be received by the mParks Business Office no later than December 1 each year.
9. Each Network shall send an e-mail notification to all Network members regarding upcoming meetings at least seven (7) business days prior to a meeting.
10. Each Network shall submit a Network Update to the mParks PROfessional Quarterly at least three (3) times annually.
11. Each Network shall submit an article related to their area of focus for publication in the mParks PROfessional Quarterly at least one (1) time annually.
12. Each Network shall post at least one (1) question to any online mParks Discussion Group on a monthly basis.
13. Each Network shall provide an update to the mParks Business Office, for inclusion in the informational packets distributed at each Board of Directors meeting. The Business Office shall provide a form for the Committee to complete prior to each meeting.
14. Each Network shall research and submit at one (1) resource or best practice for the mParks Resource Center at least four (4) times annually.
15. Each Network shall plan and submit at least two (2) sessions for the mParks Annual Conference & Trade Show each year.

16. Each Network shall be responsible for submitting at least two (2) nominations for an mParks award via the Professional Recognition Committee. This is an annual Network requirement.
17. The Network shall complete all requirements to be in good standing. All networks in good standing shall send their chairperson as a representative to the Annual mParks Board of Directors. If the Network Chair is unable to attend the Board Retreat, the Network shall select an alternate representative via majority vote.
18. Authority shall be governed by Roberts Rules of Order and shall not conflict with the mParks Constitution or Bylaws.

# APPENDIX C

## REQUIREMENTS FOR MRPA FOCUS AREA MANUAL OF PROCEDURES

Each Focus Area of the Michigan Recreation and Park Association shall be responsible for developing and submitting a Manual of Procedures to be approved by the appropriate parent Network. The Manual of Procedures shall be the guiding document for each Focus Area, and shall include the components listed below:

- A. **A mission statement** tied to the functions and purpose of the Association.
- B. **Defined roles for Focus Area Officers**, which must include, at a minimum, a Focus Area Chair.
- C. **Defined process for the election of Focus Area officers.** Elections must be completed by July 1 of each year. Officers shall assume their positions consistent with annual Board of Directors elections. Focus Areas shall inform mParks Business Office of the new Focus Area Officers immediately following Focus Area election.
- D. **Defined terms of office for Focus Area officers.** Focus Area officers shall be elected annually, and shall hold office for no more than two (2) consecutive years. Deviations from these terms limits shall be approved by a simple majority vote of the Board of Directors.
- E. **Focus Area description**, which shall be updated as needed and submitted to the mParks Business Office for inclusion on the Focus Area page of the mParks website.
- F. **Meeting schedule**, which must be completed and submitted to the mParks Business Office by August 1 of each year.
  1. Each Focus Area must hold at least two (2) meetings per year, with one (1) of the meetings taking place at the annual mParks Conference & Trade Show.
  2. Focus Area meetings (outside of the required meeting at the Conference & Trade Show) may be held in person, via GoToMeeting, or conference call as needed.
- G. **Standing agenda items for each Focus Area meeting** at a minimum shall include updates on:
  1. Public Policy
  2. Professional Development
  3. Professional Recognition
  4. Best practices and Resources
  5. Roundtable discussion of cutting edge and forward thinking issues and trends
- H. **Policies and Procedures** for the operation of the Focus Area, which must include:
  1. In accordance with the goals of exchanging information and discovering new resources within the industry, each Focus Group shall be responsible for igniting member-driven discussion surrounding industry interest areas, topics, and trends.
  2. The Focus Area Chair shall endeavor to identify current topics for Focus Area discussion.
  3. Each Focus Area shall post at least one (1) question to any mParks Discussion Group on a monthly basis.

4. Each Focus Area shall research topics and submit no less than one (1) resource or best practice at least four (4) times annually.
5. Each Focus Area shall work with their parent Network in order to submit annual budget requests to fund Focus Area activities.
6. The Focus Area shall complete all requirements to be in good standing. All Focus Areas in good standing shall send their chairperson as a representative to the Annual mParks Board of Directors. If the Focus Area Chair is unable to attend the Board Retreat, the Focus Area shall select an alternate representative via majority vote.

BY THE COMMITTEE ON GENERAL SERVICES  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, Ann Conklin has requested a resolution of recognition as a Local Nonprofit Organization operating in the City of Lansing for the purpose of obtaining a charitable gaming license pursuant to MCL 432.103 (9); and

WHEREAS, the City Attorney has reported that, based on a review of the documentation submitted, the applicant qualifies as a Local Nonprofit Organization;

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, recognizes the Michigan Recreation and Park Association as a Local Nonprofit Organization operating in the City of Lansing for the purpose of obtaining a charitable gaming license.

BE IT FURTHER RESOLVED the City Clerk is requested to provide a copy of this resolution to the Michigan Recreation and Park Association of 1213 Center Street, Suite B Lansing, MI 48906.



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Chris Swope  
Lansing City Clerk

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June 10, 2016

President and Members of the Lansing City Council  
10th Floor, City Hall  
Lansing, MI 48933

Dear Councilmembers:

The attached application has been submitted to the City Clerk's Office, and is being forwarded for your consideration and appropriate action:

Sincerely,

Chris Swope, CMC  
Lansing City Clerk



City of Lansing, Michigan
On-Premises Alcohol Sales Application

Business Name: LOGG N SAUCE, LLC dba: MEAT.

Business Address: 1224 Turner St

City: LANSING State: MI Zip: 48906

Main Contact Number: (517) 303-6737 Secondary Contact Number: (517) 580-4408

Email Address: logg@meatinc.com

License(s) for which you are seeking Local Government Approval CLASS C LIQUOR LICENSE

Provide the name, age and address of the applicant, in the case of an individual, or, in the case of a copartnership, the names, addresses and ages of the persons entitled to share in the profits thereof, or, in the case of a corporation, the objects for which the corporation is organized, the names, addresses and ages of the officers and directors and, if a majority interest in the stock of such corporation is owned by one person or his or her nominee, the name, address and age of such person:

Table with 4 columns: Name, Position, Address, Age. Row 1: (applicant), Row 2: SEAN SCHUSCH, Owner, 1614 DEXEL RD, LANSING, MI 48915, 43.

If an Individual, provide Applicant's:

Date of Birth: 2/4/1973

Place of Birth: LANSING, MI

What character of business do you intend to operate? Full Service, RESTAURANT / BAR

When you are done with this form, please return it to: Chris Swope, City Clerk, Lansing City Clerk's Office, Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695, clerk@lansingmi.gov



BY THE COMMITTEE ON GENERAL SERVICES  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Licensing and Enforcement Division of the Michigan Liquor Control Commission received a request from Logg N Sauce, LLC to ; and

WHEREAS, the «Committee\_Name» met on \_\_\_\_\_ to review the request with affirmative action taken;

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council, hereby, approves the request from Logg N Sauce, LLC for a Class C Liquor License



---

Chris Swope  
Lansing City Clerk

---

June 10, 2016

President and Members of the Lansing City Council  
10th Floor, City Hall  
Lansing, MI 48933

Dear Councilmembers:

The attached application has been submitted to the City Clerk's Office, and is being forwarded for your consideration and appropriate action:

Sincerely,

A handwritten signature in cursive script that reads "Chris Swope". The signature is contained within a thin black rectangular border.

Chris Swope, CMC  
Lansing City Clerk



City of Lansing, Michigan  
On-Premises Alcohol Sales Application

Business Name: Los Rancheros Mexican Grill dba: 47-4820596

Business Address: 727 E Miller Rd.

City: Lansing State: MI Zip: 48911

Main Contact Number: (979) 301-2030 Secondary Contact Number: (517) 652-1260

Email Address: Juancruz1081@gmail.com

License(s) for which you are seeking Local Government Approval \_\_\_\_\_

Provide the name, age and address of the applicant, in the case of an individual, or, in the case of a copartnership, the names, addresses and ages of the persons entitled to share in the profits thereof, or, in the case of a corporation, the objects for which the corporation is organized, the names, addresses and ages of the officers and directors and, if a majority interest in the stock of such corporation is owned by one person or his or her nominee, the name, address and age of such person:

Name	Position	Address	Age
<u>Juan I. Cruz</u> (applicant)	<u>OWNER</u>	<u>25172 WCR 53</u> <u>Kersey, CO. 80644</u>	<u>34</u>

If an individual, provide Applicant's:

Date of Birth: 10-08-1981 Place of Birth: Mexico

What character of business do you intend to operate? Restaurant and Bar

When you are done with this form, please return it to:  
Chris Swope, City Clerk  
Lansing City Clerk's Office  
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695  
clerk@lansingmi.gov

What is the length of time your business has been of that character, or in the case of a corporation, the date when its charter was issued?

non

Have you made applications for a similar or other license on premises other than those described in this application? Yes  No

If yes, what is the disposition of any such earlier application? \_\_\_\_\_

Are building plans on file? Yes  No  If not please submit them with this application showing the entire structure and premises and, in particular, the specific areas where the license is to be utilized. Such plans shall demonstrate adequate off-street parking, lighting and refuse disposal facilities and, where appropriate, adequate plans for screening and noise control, as provided in the Zoning, Building and Housing, and Fire Prevention Codes.

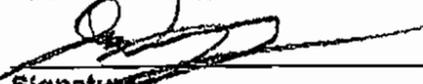
I (we) have never been convicted of a felony and is (are) not disqualified to receive a license by reason of any item contained in this chapter or the laws of the State.

I (we) will not violate any State or Federal laws or any ordinance of the City in the conduct of this business.

I (we) or my (our) agent(s) do not owe any personal property taxes.

The copy of the Michigan Liquor Control Commission application submitted with this application is a true copy of what I (we) intend to submit to the Michigan Liquor Control Commission.

***I hereby certify that this application is complete and accurate to the best of my knowledge, information and belief.***

  
Signature

05-26-16  
Date

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Notary Public, \_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of \_\_\_\_\_

When you are done with this form, please return it to:  
Chris Swope, City Clerk  
Lansing City Clerk's Office  
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695  
clerk@lansingmi.gov



---

**Chris Swope**  
Lansing City Clerk

---

**REPORT ON APPLICATION FOR:**

<u>ACTION</u>	<u>TYPE OF LICENSE</u>
<input checked="" type="checkbox"/> Transfer Ownership	<input checked="" type="checkbox"/> Class C
<input type="checkbox"/> Transfer Location	<input type="checkbox"/> SDD
<input type="checkbox"/> Add Partner	<input type="checkbox"/> SDM
<input type="checkbox"/> Drop Partner	<input type="checkbox"/> Tavern
<input type="checkbox"/> Other:	

**NAME:**

Los Rancheros Mexican Grill  
727 E. Miller Road  
Lansing MI 48911

**THAT THE REQUEST:** By Los Rancheros Mexican Grill for a Transfer ownership of Class C License & Cabaret License at 727 E. Miller Road Lansing MI 48911 Ingham County

Signature & Date

Treasury:

*Jimmy Gove* 5/27/16

Date to City Council \_\_\_\_\_

**FEE PAID**

**\$400.00 DATE PAID 5/26/2016 TO DEPARTMENT 05/27/16**

**If you have any questions, please contact Chris at: 517-483-4130. Thank you.**

**\*PLEASE RETURN THIS FORM TO CHRIS SWOPE, CITY CLERK  
FAX 517-377-0068**

Lansing City Clerk's Office  
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695  
517-483-4131 \$ 517-377-0068 FAX  
clerk.city@lansingmi.gov \$ lansingmi.gov/clerk

BY THE COMMITTEE ON GENERAL SERVICES  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Licensing and Enforcement Division of the Michigan Liquor Control Commission received a request from Los Rancheros Mexican Grill, LLC to approve Transfer Ownership of Class C Liquor License; and

WHEREAS, the Committee on General Services met on \_\_\_\_\_ to review the request with affirmative action taken;

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council, hereby, approves the request from Juan Cruz to Transfer Ownership of Class C Liquor License;



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Chris Swope  
Lansing City Clerk

---

June 10, 2016

President and Members of the Lansing City Council  
10th Floor, City Hall  
Lansing, MI 48933

Dear Councilmembers:

The attached application has been submitted to the City Clerk's Office, and is being forwarded for your consideration and appropriate action:

Sincerely,

A handwritten signature in cursive script that reads "Chris Swope". The signature is contained within a rectangular box.

Chris Swope, CMC  
Lansing City Clerk



**Chris Swope**  
Lansing City Clerk

**REPORT ON APPLICATION FOR:**

- | <u>ACTION</u>  | <u>TYPE OF LICENSE</u>                      |
|--|---|
| <input checked="" type="checkbox"/> Transfer Ownership | <input checked="" type="checkbox"/> Class C |
| <input type="checkbox"/> Transfer Location             | <input type="checkbox"/> SDD                |
| <input type="checkbox"/> Add Partner                   | <input type="checkbox"/> SDM                |
| <input type="checkbox"/> Drop Partner                  | <input type="checkbox"/> Tavern             |
| <input type="checkbox"/> Other:                        |   |

**NAME:**

SLAINTE' VENTURES, INC  
802 E. Michigan  
Lansing MI 48912

**THAT THE REQUEST:** By SLAINTE' VENTURES, INC for a Transfer ownership of Class C License at 802 - 804 E. Michigan Lansing MI 48912 Ingham County

Signature & Date

Treasury: *Sammy Good 5/27/16*

Date to City Council \_\_\_\_\_

**FEE PAID**

**\$400.00 DATE PAID 5/26/2016 TO DEPARTMENT 05/27/16**

**If you have any questions, please contact Chris at: 517-483-4130. Thank you.**

**\*PLEASE RETURN THIS FORM TO CHRIS SWOPE, CITY CLERK  
FAX 517-377-0068**



RECEIVED  
 City of Lansing, Michigan  
 On-Premises Alcohol Sales **2016 MAY 26 PM 4:40**  
 LANSING CITY CLERK

Business Name: Slainte Ventures dba: Moriarty's Pub  
 Business Address: 802 E. Michigan Ave.  
 City: Lansing State: MI Zip: 48912  
 Main Contact Number: (517) 485-5287 Secondary Contact Number: ( ) \_\_\_\_\_  
 Email Address: moriartyspub48912@gmail.com  
 License(s) for which you are seeking Local Government Approval Class C

Provide the name, age and address of the applicant, in the case of an individual, or, in the case of a copartnership, the names, addresses and ages of the persons entitled to share in the profits thereof, or, in the case of a corporation, the objects for which the corporation is organized, the names, addresses and ages of the officers and directors and, if a majority interest in the stock of such corporation is owned by one person or his or her nominee, the name, address and age of such person:

Name	Position	Address	Age
(applicant)			
Joy T. Allswede	V.P.	3200 Glasgow Dr. <sup>Lansing</sup> 48911	35
Carolyn A. Baron	Pres.	725 Leslie St <sup>Lansing</sup> 48912	43

If an Individual, provide Applicant's:

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

What character of business do you intend to operate? Neighborhood Pub and grill.

When you are done with this form, please return it to:  
 Chris Swope, City Clerk  
 Lansing City Clerk's Office  
 Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695  
 clerk@lansingmi.gov

RECEIVED  
 2016 MAY 26 PM 4:40  
 LANSING CITY CLERK  
 \$400  
 Paid 5/26/16  
 [Signature]

What is the length of time your business has been of that character, or in the case of a corporation, the date when its charter was issued?

12/15/12

Have you made applications for a similar or other license on premises other than those described in this application? Yes  No

If yes, what is the disposition of any such earlier application? \_\_\_\_\_

Are building plans on file? Yes  No  If not please submit them with this application showing the entire structure and premises and, in particular, the specific areas where the license is to be utilized. Such plans shall demonstrate adequate off-street parking, lighting and refuse disposal facilities and, where appropriate, adequate plans for screening and noise control, as provided in the Zoning, Building and Housing, and Fire Prevention Codes.

I (we) have never been convicted of a felony and is (are) not disqualified to receive a license by reason of any item contained in this chapter or the laws of the State.

I (we) will not violate any State or Federal laws or any ordinance of the City in the conduct of this business.

I (we) or my (our) agent(s) do not owe any personal property taxes.

The copy of the Michigan Liquor Control Commission application submitted with this application is a true copy of what I (we) intend to submit to the Michigan Liquor Control Commission.

**I hereby certify that this application is complete and accurate to the best of my knowledge, information and belief.**

*Carlynn D. Burton*  
Signature

5/26/16  
Date

**Subscribed and sworn to before me this**

26 day of May, 2016.

Signature *Brian P. Jaska*

Printed Name BRIAN P Jaska

Notary Public, Ingham County, Michigan

My Commission Expires: July 28 2020

Acting in the County of Lansing

When you are done with this form, please return it to:

Chris Swope, City Clerk  
Lansing City Clerk's Office  
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695  
clerk@lansingmi.gov

BY THE COMMITTEE ON GENERAL SERVICES  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Licensing and Enforcement Division of the Michigan Liquor Control Commission received a request from Slainte Ventures Inc. to Transfer ownership of Class C License; and

WHEREAS, the Committee on General Services met on \_\_\_\_\_ to review the request with affirmative action taken;

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council, hereby, approves the request from Slainte Ventures Inc. to Transfer ownership of Class C Liquor License ;



---

Chris Swope  
Lansing City Clerk

---

June 10, 2016

President and Members of the Lansing City Council  
10th Floor, City Hall  
Lansing, MI 48933

Dear Councilmembers:

The attached application has been submitted to the City Clerk's Office, and is being forwarded for your consideration and appropriate action:

Sincerely,

A handwritten signature in black ink that reads "Chris Swope". The signature is written in a cursive style and is contained within a thin black rectangular border.

Chris Swope, CMC  
Lansing City Clerk



**Chris Swope**  
Lansing City Clerk

**REPORT ON APPLICATION FOR:**

- | <u>ACTION</u>  | <u>TYPE OF LICENSE</u>                      |
|--|---|
| <input checked="" type="checkbox"/> Transfer Ownership   | <input checked="" type="checkbox"/> Class C |
| <input type="checkbox"/> Transfer Location   | <input type="checkbox"/> SDD                |
| <input type="checkbox"/> Add Partner   | <input checked="" type="checkbox"/> SDM     |
| <input type="checkbox"/> Drop Partner  | <input type="checkbox"/> Tavern             |
| <input type="checkbox"/> Other: Transfer classification type of license with Sunday Sales (PM) Permit and Entertainment Permit |   |

**NAME:**

Hoa Restaurant Holder, LLC  
Hooters  
172 E Edgewood  
Lansing MI 48912

**THAT THE REQUEST:** By Hoa Restaurant Holder, LLC for a Transfer of ownership of 2014 Class C License Business with Sunday Sales (PM) Permit and Entertainment Permit at 172 E Edgewood Lansing MI 48912 Ingham County

Signature & Date

Treasury: *Sammy Good 5/20/16*

Date to City Council \_\_\_\_\_

**FEE PAID**

**\$400.00 DATE PAID 5/19/2016 TO DEPARTMENT 05/19/16**

**If you have any questions, please contact Chris at: 517-483-4130. Thank you.**

**\*PLEASE RETURN THIS FORM TO CHRIS SWOPE, CITY CLERK**

Lansing City Clerk's Office  
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695  
517-483-4131 \$ 517-377-0068 FAX  
clerk.city@lansingmi.gov \$ lansingmi.gov/clerk



**City of Lansing, Michigan  
On-Premises Alcohol Sales Application**

Business Name: HOA Restaurant Holder, LLC dba: Hooter's

Business Address: 172 E. Edgewood

City: Lansing State: MI Zip: 48912

Main Contact Number: (517) 321-4616 Secondary Contact Number: (    ) ---

Email Address: Michael J. Brown - mbrown@cebhlaw.com

License(s) for which you are seeking Local Government Approval Class C

Provide the name, age and address of the applicant, in the case of an individual, or, in the case of a copartnership, the names, addresses and ages of the persons entitled to share in the profits thereof, or, in the case of a corporation, the objects for which the corporation is organized, the names, addresses and ages of the officers and directors and, if a majority interest in the stock of such corporation is owned by one person or his or her nominee, the name, address and age of such person:

Name	Position	Address	Age
(applicant)			
See attached Report of Members of HOA Restaurant Holder, LLC (Form LCC3010)			

If an Individual, provide Applicant's:

Date of Birth: n/a Place of Birth: n/a

What character of business do you intend to operate? restaurant

When you are done with this form, please return it to:  
Chris Swope, City Clerk  
Lansing City Clerk's Office  
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695  
clerk@lansingmi.gov

What is the length of time your business has been of that character, or in the case of a corporation, the date when its charter was issued? Delaware LLC authorized in Michigan 5-8-2014

Have you made applications for a similar or other license on premises other than those described in this application? Yes  No

If yes, what is the disposition of any such earlier application? n/a

Are building plans on file? Yes  No  If not please submit them with this application showing the entire structure and premises and, in particular, the specific areas where the license is to be utilized. Such plans shall demonstrate adequate off-street parking, lighting and refuse disposal facilities and, where appropriate, adequate plans for screening and noise control, as provided in the Zoning, Building and Housing, and Fire Prevention Codes.

I (we) have never been convicted of a felony and is (are) not disqualified to receive a license by reason of any item contained in this chapter or the laws of the State.

~~I (we) will not violate any State or Federal laws or any ordinance of the City in the conduct of this business.~~

I (we) or my (our) agent(s) do not owe any personal property taxes.

The copy of the Michigan Liquor Control Commission application <sup>cover letter</sup> submitted with this application is a true copy of what I (we) intend to submit to the Michigan Liquor Control Commission.

***I hereby certify that this application is complete and accurate to the best of my knowledge, information and belief.***

  
Signature Michael J. Brown, Esq.

May 19, 2016  
Date

***Subscribed and sworn to before me this***

19th day of May, 2016.

Signature Irene McGlinchey

Printed Name Irene McGlinchey

Notary Public, Livingston County, Michigan

My Commission Expires: 11-4-2018

Acting in the County of Eaton

When you are done with this form, please return it to:

Chris Swope, City Clerk  
Lansing City Clerk's Office  
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695  
clerk@lansingmi.gov



Michigan Department of Licensing and Regulatory Affairs  
 Liquor Control Commission (MLCC)  
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
 Mailing Address: PO Box 30005, Lansing, MI 48909  
 Toll Free (866) 813-0011 • [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_

Request ID: \_\_\_\_\_

(For MLCC use only)

**Report of Stockholders/Members/Partners**

(Authorized by MCL 436.1529(1); R 436.1051 and R 436.1110)

**Name and Registered Address of Entity**

Name of entity: HOA Restaurant Holder, LLC

Address: c/o The Corporation Company, 30600 Telegraph Road, Suite 2345

City, State, Zip Bingham Farms, MI 48025-5720

**Corporations - Please complete this section and attach more copies of this page if more room is needed.**

Name and address of all stockholders:	Certificate Numbers:	Shares Issued:	Date Issued/Acquired:
not applicable			

not applicable

Name and address of Corporate Officers and Directors, pursuant to administrative rule R 436.1109:

not applicable

**Limited Liability Companies - Please complete this section and attach more copies of this page if more room is needed.**

Name and address of all members:	Percent % Issued:	Date Issued/Acquired:
HOA Funding LLC, 1815 The Exchange, Atlanta, GA 30339	100%	April 28, 2014

HOA Funding LLC, 1815 The Exchange, Atlanta, GA 30339

Percent % Issued:

100%

Date Issued/Acquired:

April 28, 2014

Name and address of Managers and Assignees, pursuant to administrative rule R 436.1110:

MANAGERS: Terrance Marks, Matthew Wickesberg, Claudia Levitas, all at 1815 The Exchange, Atlanta, GA 30339

MLCC AUTHORIZED SIGNERS: Michael J. Brown, John B. Carlin, Jr., Scott Edwards, Ricky A. Perkins and Irene McGlinchey,

all of Carlin Edwards Brown PLLC, 6017 W. St. Joe Hwy, #202, Lansing, MI 48917



Michigan Department of Licensing and Regulatory Affairs  
 Liquor Control Commission (MLCC)  
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
 Mailing Address: PO Box 30005, Lansing, MI 48909  
 Toll Free (866) 813-0011 • [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_

Request ID: \_\_\_\_\_

(For MLCC use only)

**Report of Stockholders/Members/Partners**

(Authorized by MCL 436.1529(1); R 436.1051 and R 436.1110)

**Limited Partnerships - Please complete this section and attach more copies of this page if more room is needed.**

Name and address of all partners:	Percent % Issued:	Date Issued/Acquired:
not applicable		

Name and address of Managers, pursuant to administrative rule R 436.1111:
not applicable

**Signature of Applicant:**

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

November 6, 2014  
 Date

Michael J. Brown, Attorney and Authorized Signer

Print name of applicant/licensee and title

Signature of applicant/licensee

# Carlin Edwards Brown PLLC

Attorneys & Counselors at Law

John B. Carlin, Jr.  
Scott D. Edwards  
Michael J. Brown

6017 West St. Joe Hwy., Suite 202  
Lansing, Michigan 48917  
P. (517) 321-4617  
F. (517) 321-4642  
www.cebhlaw.com

Southeast Michigan  
2855 Coolidge Hwy., Suite 203  
Troy, Michigan 48064  
P. (248) 816-5000  
F. (248) 816-5115  
Northern Michigan  
213 East Main St., 2<sup>nd</sup> Floor  
Gaylord, Michigan 49735  
P. (989) 688-5946  
F. (989) 688-5901

June 30, 2014

Ms. Sharon Martin  
Director of Licensing  
Michigan Liquor Control Commission  
525 West Allegan  
Lansing, Michigan 48933

*Via Hand Delivery*

RE: **Application to transfer ownership of Class C License #106204 with permits**  
Applicant: HOA Restaurant Holder, LLC  
Licensee: Hooters of Lansing, LLC (BID: 136093)  
Address: 172 E. Edgewood, Lansing, MI 48912 (City of Lansing/Ingham County)

Dear Ms. Martin:

This firm represents Hooters of America, LLC ("Company"), the sole member of the current licensed entity Hooters of Lansing, LLC for the above referenced license. Pursuant to an internal reorganization, the Company is transferring all of the Hooters restaurant liquor licenses nationwide to a new entity, HOA Restaurant Holder, LLC. The internal reorganization is best understood by reference to the Hooters Post-Closing Structure Chart enclosed with this letter.

We are filing the following documents to transfer ownership of the license from Hooters of Lansing, LLC to HOA Restaurant Holder, LLC. HOA Restaurant Holder, LLC should be considered as a "chain applicant" because, upon MLCC approval, it will hold seven Michigan liquor licenses.

Enclosed are:

1. Filing fee of \$760 (\$600 Class C; \$90 Sunday Sales Permit; \$70 Investigation)
2. LCC 3011 - Application to transfer ownership
3. LCC 3010 - Report of Members for HOA Restaurant Holder, LLC (Applicant)
- 4.\*\* LCC 3010 - Report of Members for HOA Funding, LLC (100% member of Applicant)
- 5.\*\* LCC 3010 - Report of Members for HOA Systems, LLC
- 6.\*\* LCC 3010 - Report of Members for HOA Holdco, LLC

- 7.\*\* LCC 3010 - Report of Members for Hooters of America, LLC
- 8.\*\* LCC 3010 - Report of Members for HOA Restaurant Group, LLC
- 9.\*\* LCC 3010 - Report of Members for Owl Restaurant Holdings, LLC
- 10.\*\* LCC 3010 - Report of Members for Owl Wings, LLC
- 11.\*\* LCC 3010 - Report of Members for Night Owl, LLC
- 12.\*\* LCC 3010 - Report of Members for HOA Holdings, LLC
13. Certificate of Authority to Transact Business in Michigan for HOA Restaurant Holder, LLC
- 14.\*\* HOA Restaurant Holder Contribution Agreement

\*\* There are seven simultaneous Hooters applications being filed with the MLCC. After consulting with Sara Weber, we are only providing one copy of these documents to the Commission with the Hooters/Flint Township application and will not include the documents in the other six filings.

No funds are changing hands due to this reorganization.

Please authorize this application for ownership transfer as soon as possible. If you have any questions, please contact me.

Very truly yours,

CARLIN EDWARDS BROWN PLLC



Michael J. Brown  
Direct Dial: (517) 321-4616  
E-Mail: [MBrown@cebhlaw.com](mailto:MBrown@cebhlaw.com)

Enclosures  
cc w/o enc: Steve Everett

BY THE COMMITTEE ON GENERAL SERVICES  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Licensing and Enforcement Division of the Michigan Liquor Control Commission received a request from HOA Restaurant Holder, LLC to Transfer of Ownership of 2014 Class C License Business with Sunday Sales (PM) Permit and Entertainment Permit; and

WHEREAS, the Committee on General Services met on \_\_\_\_\_ to review the request with affirmative action taken;

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council, hereby, approves the request from HOA Restaurant Holder, LLC to Transfer of Ownership of 2014 Class C License Business with Sunday Sales (PM) Permit and Entertainment Permit ;



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Chris Swope  
Lansing City Clerk

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July 8, 2016

President and Members of the Lansing City Council  
10th Floor, City Hall  
Lansing, MI 48933

Dear Councilmembers:

The attached Transfer of Ownership of 2012 Class C Liquor License application has been submitted to the City Clerk's Office, and is being forwarded for your consideration and appropriate action:

Sincerely,

A handwritten signature in cursive script that reads "Chris Swope".

Chris Swope, CMC  
Lansing City Clerk



City of Lansing, Michigan RECEIVED  
On-Premises Alcohol Sales Application

2016 JUN 16 PM 3:23

LANSING CITY CLERK

Business Name: TSFR Apple Ventures dba: APPLEBEE'S GRILL & BAR

Business Address: 17800 N Laurel Park Dr. Suite 200C

City: LIVONIA State: MI Zip: 48152

Main Contact Number: (248) 357-1000 Secondary Contact Number: (248) 262-1000

Email Address: jr.Hel@SCHOSTAK.COM

License(s) for which you are seeking Local Government Approval APPLEBEE'S # 8398

6270 S CEDAR EDGE SHOPPING MALL, LANSING, MI 48911

Provide the name, age and address of the applicant, in the case of an individual, or, in the case of a copartnership, the names, addresses and ages of the persons entitled to share in the profits thereof, or, in the case of a corporation, the objects for which the corporation is organized, the names, addresses and ages of the officers and directors and, if a majority interest in the stock of such corporation is owned by one person or his or her nominee, the name, address and age of such person:

Name	Position	Address	Age
(applicant)			
Mark S. Schastak	Managing Member	17800 Laurel Park Drive Suite 200C Livonia MI 48152	54
Ken Stanek	Chief Financial Officer	17800 Laurel Park Dr. Suite 200C Livonia MI 48152	54
William Angott	Chief Executive Officer	17800 Laurel Park Suite 200C Livonia MI 48152	52

If an Individual, provide Applicant's:

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

What character of business do you intend to operate? APPLEBEE'S GRILL & BAR

When you are done with this form, please return it to:  
Chris Swope, City Clerk  
Lansing City Clerk's Office  
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695  
clerk@lansingmi.gov

What is the length of time your business has been of that character, or in the case of a corporation, the date when its charter was issued?

9/12/2012

Have you made applications for a similar or other license on premises other than those described in this application? Yes  No

If yes, what is the disposition of any such earlier application? \_\_\_\_\_

Are building plans on file? Yes  No  If not please submit them with this application showing the entire structure and premises and, in particular, the specific areas where the license is to be utilized. Such plans shall demonstrate adequate off-street parking, lighting and refuse disposal facilities and, where appropriate, adequate plans for screening and noise control, as provided in the Zoning, Building and Housing, and Fire Prevention Codes.

I (we) have never been convicted of a felony and is (are) not disqualified to receive a license by reason of any item contained in this chapter or the laws of the State.

~~I (we) will not violate any State or Federal laws or any ordinance of the City in the conduct of this business.~~

I (we) or my (our) agent(s) do not owe any personal property taxes.

The copy of the Michigan Liquor Control Commission application submitted with this application is a true copy of what I (we) intend to submit to the Michigan Liquor Control Commission.

***I hereby certify that this application is complete and accurate to the best of my knowledge, information and belief.***

Signature

Date

6/8/2016

***Subscribed and sworn to before me this***

8th day of JUNE 2016

Signature Cynthia L Barnes

Printed Name Cynthia L. Barnes

Notary Public, OAKLAND County, Michigan

My Commission Expires: OCTOBER 21, 2020

Acting in the County of WAYNE

CYNTHIA L. BARNES  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF OAKLAND  
MY COMMISSION EXPIRES Oct 21, 2020  
ACTING IN COUNTY OF WAYNE

When you are done with this form, please return it to:

Chris Swope, City Clerk  
Lansing City Clerk's Office  
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695  
clerk@lansingmi.gov



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**Chris Swope**  
Lansing City Clerk

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**REPORT ON APPLICATION FOR:**

- | <u>ACTION</u>  | <u>TYPE OF LICENSE</u>                      |
|--|---|
| <input checked="" type="checkbox"/> Transfer Ownership | <input checked="" type="checkbox"/> Class C |
| <input type="checkbox"/> Transfer Location             | <input type="checkbox"/> SDD                |
| <input type="checkbox"/> Add Partner                   | <input type="checkbox"/> SDM                |
| <input type="checkbox"/> Drop Partner                  | <input type="checkbox"/> Tavern             |
| <input type="checkbox"/> Other:                        |   |

**NAME:**

TSFR Apple Venture, LLC  
Applebee's Neighborhood Grill & Grill #8398  
6270 S. Cedar  
Lansing MI 48911

**THAT THE REQUEST:** By TSFR Apple Venture, LLC for Transfer of Ownership of 2012 Class C Liquor License at 6270 S. Cedar, Lansing MI 48911 Ingham County

Signature & Date approved 6/17/16 via  
email

Treasury: \_\_\_\_\_

Date to City Council \_\_\_\_\_

**FEE PAID**

**\$400.00 DATE PAID 6/16/2016 TO DEPARTMENT 06/17/16**

**If you have any questions, please contact Brian or Chris at: 517-483-4131. Thank you.**

**\*PLEASE RETURN THIS FORM TO CHRIS SWOPE, CITY CLERK  
FAX 517-377-0068**

Lansing City Clerk's Office  
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695  
517-483-4131 § 517-377-0068 FAX  
clerk.city@lansingmi.gov § lansingmi.gov/clerk



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**Chris Swope**  
Lansing City Clerk

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July 8, 2016

President and Council Members  
10th Floor City Hall  
Lansing, MI 48933

Dear President and Council Members:

My office has received and placed on file:

Lansing Police Department 2015 Annual Report

This document is available for review at the office of the City Clerk or at <http://www.lansingmi.gov/clerk> under the heading of Documents Placed on File.

Sincerely,

A handwritten signature in black ink that reads "Chris Swope".

Chris Swope, CMC  
Lansing City Clerk

BY THE COMMITTEE ON GENERAL SERVICES  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Licensing and Enforcement Division of the Michigan Liquor Control Commission received a request from TSFR Apple Venture, LLC to transfer of ownership of 2012 Class C Liquor License at Applebee's Neighborhood Grill 6270 S. Cedar, Lansing MI 48911 Ingham County; and

WHEREAS, the Committee on General Services met on \_\_\_\_\_ to review the request with affirmative action taken;

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council, hereby, approves the request from TSFR Apple Venture, LLC to transfer of ownership of 2012 Class C Liquor License at Applebee's Neighborhood Grill 6270 S. Cedar, Lansing MI 48911 Ingham County ;



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LIQUOR CONTROL COMMISSION  
ANDREW J. DELONEY  
CHAIRPERSON

SHELLY EDGERTON  
DIRECTOR

May 26, 2016

City of Lansing  
Attn: Clerk  
([city.clerk@lansingmi.gov](mailto:city.clerk@lansingmi.gov))

The purpose of this letter is to notify this local legislative body that the Michigan Liquor Control Commission has received an application for a license, as follows:

**Request ID#: 801742**

**Transfer interest in LICENSE TYPE: transfer all stock interest by dropping Falah H. Kejjan as member; and as a result, new member, Souriya Kejjan will hold 100% membership interest.**

**Name of applicant(s): Family Market, LLC**

**Business address and phone: 5224 S Martin Luther King Jr Blvd, Lansing 4891**

**Home address and phone number of partner(s)/subordinates:  
Sourija Kejjan, 938 Vincent Ct. Lansing, MI 48910**

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit. Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor.

Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION  
Retail Licensing Division (866) 813-0011