



**OFFICIAL PROCEEDINGS OF  
THE CITY COUNCIL  
CITY OF LANSING  
JULY 25, 2016**

**PUBLIC COMMENT ON LEGISLATIVE MATTERS**

City Council Chambers  
Lansing, Michigan

The City Council of the City of Lansing met in regular session and was called to order at 7:02 p.m. by Vice President Yorke

PRESENT: Council Member Hussain, Washington, Wood, Yorke

ABSENT: Council Members Brown Clarke, Dunbar (arrived at 7:04 p.m.), Houghton, Spitzley

The Council observed a moment of Meditation followed by the Pledge of Allegiance led by Vice President Yorke.

**COMMENTS BY COUNCIL MEMBERS  
AND THE CITY CLERK**

Council Member Wood invited the public to a meeting on new programs for The Southside Library through Rejuvenating South Lansing community meeting.

Council Member Dunbar arrived at 7:04 p.m.

Council Member Washington spoke about The Northtown Neighborhood Association neighborhood meeting and invited the public to her first contact meeting at the Board of Water and Light.

City Clerk Swope reminded the public of upcoming primary election and shared information on how to obtain and return absentee ballots. He also reminded the public of filing deadline for candidates for the Lansing School Board and the Lansing Community College Board of Trustees.

**APPROVAL OF PRINTED COUNCIL PROCEEDINGS**

By Council Member Wood

To approve the printed Council Proceedings of June 27 and June 30

Motion Carried

**SPEAKER REGISTRATION FOR  
PUBLIC COMMENT ON LEGISLATIVE MATTERS**

City Clerk Swope announced that the public comment registration form(s) for those intending to address Council on legislative matters will be collected and that only those persons who have fully completed the form(s) will be permitted to speak.

**MAYOR'S COMMENTS**

Executive Assistant to Mayor Bernero, Randy Hannan, spoke about free Concerts in the Parks, Jazz on the Grand concert at the City Market, Blues on the Grand at the City Market. He gave an update on the proposal status for the legacy cost study and an update on the storm debris pickup program.

Legislative Matters included the following public hearings:

1. In consideration of Z-5-2016; 2918 N. East Street; AVMM, LLC Marco's Pizza; "A" Residential District to "F" Commercial District

Council Member Washington gave an overview of the public hearing.

- Public Comment on Legislative Matters:

Ron Byrnes spoke in support of the Board of Water & Light Central Substation Project on behalf of the International Brotherhood of Electrical Workers.

**LEGISLATIVE MATTERS**

**REFERRAL OF PUBLIC HEARINGS**

1. In consideration of Z-5-2016; 2918 N. East Street; AVMM, LLC Marco's Pizza; "A" Residential District to "F" Commercial District

REFERRED TO COMMITTEE ON DEVELOPMENT AND PLANNING

**CONSENT AGENDA**

By Council Member Wood

To approve items 1a, 3d, 3e, 3f, 3g, 3h, D1a on the Consent Agenda.

Motion Carried

**RESOLUTION #2016-149**

BY COUNCIL MEMBERS BROWN CLARKE, DUNBAR, HOUGHTON, HUSSAIN, SPITZLEY, WASHINGTON, WOOD, AND YORKE  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, Janet Clark began her career as Director of Retired Senior Volunteer Program (RSVP) in 1989 with three employees and budget of \$50,000; and

WHEREAS, by 2016 Janet has grown RSVP to over eleven employees, countless volunteers and a budget of over \$800,000; and

WHEREAS, RSVP includes the following programs: Adult Respite Services which provides services for older adults and people with disabilities and their families either in home or in the onsite respite center located in Elmhurst Community Center. Ambassador for Preparedness serves as a personal preparedness role model during a community disaster. Bridge to Wellness offers classes and events to keep your mind and body active; and

WHEREAS, Foster Grandparents Program gives love, time and experience to power and shape a child's life. You are guiding them at a critical time in their lives; and

WHEREAS, Retired and Senior Volunteers, volunteering time to children in school, keep parks and trails safe and clean, welcome newcomers to the region when they step off a place, provide information in health

care settings, senior center, and nutrition sites, provide support for the older adults aging in place, and work with active military and their families as they deploy to the armed services; and

WHEREAS, Senior Companions volunteers make visits to private homes, assisted living and long term care facilities. Often deep friendships develop over time between the companion and the person they visit. Visits can involve conversation, games, listening to music, going out for lunch or other activities. The companion provides respite opportunities for caregivers or an extra set of eyes and ears for older adults who live alone; and

WHEREAS, in 1998 and 2012 Janet received the Kiwanis Club Certification of Appreciation in recognition of her volunteer services to Ingham County. In 2011, Janet Clark was nominated for Women of the Year and she was also recognized for outstanding and invaluable service to the community from Senator Stabenow's office.

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council wishes to recognize and honor Janet Clark for tireless dedication in helping to establish programming that better our community and allows the talents and resources of retired seniors to shine. We are a better community due to the twenty seven years of service by Janet Clark. "We make a living by what we get, but we make a life by what we give." -Winston Churchill

Adopted as part of the Consent Agenda

**RESOLUTION #2016-150**

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 transfer ownership of Class C License; and

WHEREAS, the Committee on General Services met on July 20, 2016 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 at 1224 Turner Street, Lansing, Michigan 48906 to transfer ownership of Class C License.

Adopted as part of the Consent Agenda

**RESOLUTION #2016-151**

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 to transfer ownership of Resort Class C Liquor License at 727 E. Miller Road, Lansing MI 48911; and

WHEREAS, the Committee on General Services met on July 20, 2016 to review the request with affirmative action taken.

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council, hereby, approves the request from Los Rancheros Mexican Grill to transfer ownership of Resort Class C Liquor License.

BE IT FURTHER RESOLVED, the City Clerk is requested to notify the Michigan Liquor Control Commission of the action taken.

Adopted as part of the Consent Agenda

**RESOLUTION #2016-152**

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 July 20, 2016 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 at 802-804 E. Michigan, Lansing, MI 48912.

BE IT FURTHER RESOLVED, the City Clerk is requested to notify the Michigan Liquor Control Commission of the action taken.

Adopted as part of the Consent Agenda

**RESOLUTION #2016-153**

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 ownership of 2014 Class C License Business with Sunday Sales (PM) Permit and Entertainment Permit; and

WHEREAS, the Committee on General Services met on July 20, 2016 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 ownership of 2014 Class C License Business with Sunday Sales (PM) Permit and Entertainment Permit at 172 E. Edgewood, Lansing MI 48912.

BE IT FURTHER RESOLVED, the City Clerk is requested to notify the Michigan Liquor Control Commission of the action taken.

Adopted as part of the Consent Agenda

**RESOLUTION #2016-154**

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 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 July 20, 2016 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 ownership of 2012 Class C Liquor License at Applebee's Neighborhood Grill, 6270 S. Cedar, Lansing MI 48911 Ingham County.

Adopted as part of the Consent Agenda

**RESOLUTION #2016-155**

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

WHEREAS,

- I. Mission Statement: "The mission of the City of Lansing Internal Auditor's office is to follow the City Charter, to improve the accountability for public funds and to improve

*operations of City government for the benefit of the citizens of the City of Lansing."*

## II. Objectives:

- a. To ensure City programs are meeting goals and objectives by conducting performance audits which make recommendations based on criteria established and evidence obtained.
- b. To ensure the integrity of City finances by conducting financial and cash audits focusing on economy, accuracy and efficiency in the use of resources used to achieve program results.
- c. To provide City Council with information necessary to performing its legislative charge.

## III. Structure

### a. Staffing

#### i. Per City Charter

1. "The City Council shall appoint a qualified person as the Internal Auditor."
2. "The Internal Auditor shall be responsible to the City Council ..."
3. "The Internal Auditor may be authorized by City Council to hire adequate staff to perform the internal auditing functions."

#### ii. With the present workload and budget constraints, no staffing recommendations are being made at this time.

### b. Reporting

#### i. Per City Ordinance regarding Council staff, the Committee on Personnel is responsible for "recruitment; selection; discipline; performance evaluations; job descriptions; policy and procedure manual development ..."

#### ii. As a member of Council staff, the Internal Auditor reports to the Council President in matters of operations including workload, scheduling and timekeeping.

### c. Committee on Ways & Means

#### i. The Internal Auditor works with the Chair of the Committee on Ways & Means in researching items referred to the Committee and attends all meetings of the Committee but has no direct reporting requirements to the Committee Chair.

#### ii. No changes to the present reporting system are being recommended at this time.

## IV. Policies

### a. Independence

#### i. The Office of the Internal Auditor functions independently of both the Council and Administration in order to best serve the citizens of Lansing.

#### ii. The Office of the Internal Auditor performs audits and reviews based on issues before Council, requests from the Administration, and requests from individual Councilmembers as well as self-initiated projects.

#### iii. Selection of audits and reviews to be conducted by the Office of the Internal Auditor are not subject to approval by the Administration or Council leadership.

### b. Confidentiality

#### i. The Internal Auditor, upon request, keeps tips and conversations confidential as to the source of information provided.

#### ii. No information received in confidence is to be accepted as fact without documented evidence.

#### iii. Upon verification, documented evidence may be utilized by the Internal Auditor without revealing the source through which the evidence was brought to light.

### c. Selection of Projects

#### i. City Charter Mandated Projects

1. Financial Transactions of all City Agencies
2. Analysis of the Financial Position of the City
3. Evaluate the Capital Improvement Plan

#### ii. Other Projects

1. In the City's Procurement Card procedure, the Internal Auditor is recognized as doing periodic audits of their use.
2. Projects are requested and suggested by Councilmembers, primarily by members of the Committee on Ways & Means.
3. Projects are self-initiated..

## V. Procedures.

### a. Annual Reports

#### i. The required Analysis of the Financial Status of the City will be compiled as soon as possible after the submission to the State of Michigan of the City's Comprehensive Annual Financial Report (CAFR).

#### ii. As soon as possible after publishing the Financial Status of the City, the Internal Auditor will update Councilmembers on the City's Long Term Debt.

#### iii. Analysis of the Capital Improvement Plan is provided in conjunction with the budget process.

### b. Cash Audits

#### i. Cash Audit Checklist

1. Currently in use.

#### ii. Cash Audit Form

1. Currently in use.

### c. Performance Audits

#### i. Audit Plan

#### 1. It is recommended that, prior to the start of a performance audit, that an audit plan be developed for the project.

#### 2. The Audit Plan would include:

- a. Audit methodology most suited to the operations being audited.
- b. Expected time frame for steps within the proposed methodology to be conducted.
- c. The format and general content of the report to be prepared.

#### ii. Field Work

#### 1. Review of like operations in municipalities similar to Lansing.

#### 2. Review of benchmarks available for like operations.

#### 3. Interviews conducted.

- a. Have interview summaries reviewed by the interviewee for accuracy / need for follow-up.

4. Conduct on site visits to operations discussed in the interviews.
- iii. Reports
  1. See separate section regarding reports.
- iv. Follow-Up audit conducted approximately 3-6 months later.
- d. Suspected Fraud
  - i. Currently the City intranet contains a Fraud Reporting Hotline link for employees. It reads as follows:
    1. "Should you have concern of a possible fraud, illegal activities, or inappropriate use of City resources, please click here to submit your concern. Concerns may be submitted anonymously. Concerns may also be addressed to Angela Bennett, abennett@lansingmi.gov, or by calling 517-483-4511."
  - ii. No information could be found on the City of Lansing website for reporting suspected fraud on the part of a City of Lansing employee by members of the general public.
  - iii. It is recommended that the Internal Auditor establish a procedure for the investigation of suspected fraud within City government.
  - iv. It is recommended that, once a procedure has been adopted, that cases of suspected fraud within City government be handled by the Office of the Internal Auditor.
- e. Procurement Cards
  - i. It is recommended that a periodic spot audit of employee use of procurement cards be included in the Audit Schedule.
  - ii. The procedure for a spot audit of procurement card use would include the following:
    1. Review selected employee procurement card monthly packets for adherence to published policies and procedures.
    2. Report findings to the Finance Director and the Committee on Ways & Means.
- f. Committee on Ways & Means Referrals
  - i. All items referred by the Council President to the Committee on Ways & Means are also, by inference, referred to the Internal Auditor.
  - ii. The Internal Auditor is to study all items referred and be prepared to discuss at the next meeting of the Committee.
  - iii. At the Internal Auditor's discretion, contact can be made with appropriate personnel in advance of the meeting to have questions answered or, alternatively, questions may be posed by the Internal Auditor to personnel attending the meeting specifically to brief the Committee on the item referred.
- g. Track Council Expenses
  - i. Provide monthly reports to individual Councilmembers on year-to-date expenditures on all line items in the Council budget.
  - ii. Provide a monthly report to each Councilmember detailing the expenditures in their individual officeholder account.

- h. Claims Review Committee
  - i. Serve on the three-member panel that hears from citizens filing a claim against charges imposed upon them by the City, primarily by the Office of Code Compliance.
- i. LEPFA Board of Commissioners
  - i. Serve as an ex-officio member of the Lansing Entertainment and Public Facilities Authority Board of Commissioners.
- j. Public Information
  - i. The Internal Auditor will publically address questions and provide presentations upon request referencing only work product of the Office of the Internal Auditor and will in no way imply that he / she is speaking on behalf of either the Administration or City Council.

Adopted as part of the Consent Agenda

## RESOLUTIONS

### RESOLUTION #2016-156

BY THE COMMITTEE ON DEVELOPMENT & PLANNING  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

Resolved by the City Council of the City of Lansing that a public hearing be set for Monday, August 22, 2016, at 7 p.m. in City Council Chambers, Tenth Floor, Lansing City Hall, 124 West Michigan Avenue, Lansing, Michigan, for the purpose of approving or opposing the Resolution for Special Land Use Permit:

SLU-3-2016: Special Land Use Permit, 125 W. Malcolm X Street, Public Utility in the "C" & "DM-4" Residential Districts

By Council Member Washington

Motion Carried

### RESOLUTION #2016-157

BY THE COMMITTEE ON DEVELOPMENT & PLANNING  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

Resolved by the City Council of the City of Lansing that a public hearing be set for Monday, August 22, 2016, at 7 p.m. in City Council Chambers, Tenth Floor, Lansing City Hall, 124 West Michigan Avenue, Lansing, Michigan, for the purpose of approving or opposing Amendment #1 to the Design Lansing Comprehensive Plan, to change the future land use designation of the eastern portion of Scott Park (approx. 4 acres) from "Open Space – Dedicated Park" to "Open Space – Quasi-Public / Utility".

By Council Member Washington

Motion Carried

### RESOLUTION #2016-158

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

WHEREAS, Molefi Branson sought to eliminate a special assessment of \$440.00 for trash and debris removal fees, and all associated penalties and interest, on the property tax bill for 815 Baker (Tax ID #33-01-01-22-306-131); and

WHEREAS, upon filing a claim to the Committee on General Services, the claim in the total amount of \$440.00 was denied on July 20, 2016.

NOW, BE IT RESOLVED, that the City Council, hereby, denies the claim of Molefi Branson in the amount of \$440.00 for trash and debris removal fees and all associated penalties and interest on the property tax bill for 815 Baker (Tax ID #33-01-01-22-306-131).

BE IT FURTHER RESOLVED, that the City Attorney shall take the appropriate steps to process this claim.

By Council Member Wood

Motion Carried

By Vice President Yorke

To Reconsider the vote by which Resolution #2016-158 was adopted

Motion Carried

By Council Member Wood

To recommit Claim Denial; Claim #1226; \$440 for trash and debris removal fees for property located at 815 Baker Street

Motion Carried

**RESOLUTION #2016-159**

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

WHEREAS, Clarice A. Winkler sought to eliminate a special assessment of \$720.00 for trash and debris removal fees, and all associated penalties and interest, on the property tax bill for 1625 Alpha (Tax ID #33-01-01-22-378-041); and

WHEREAS, upon filing a claim to the Committee on General Services, the claim in the total amount of \$720.00 was denied for \$620.00 and granted for \$100.00 on July 20, 2016; and

NOW, BE IT RESOLVED, that the City Council, hereby, denies the claim of Clarice A. Winkler in the amount of \$620.00 and grants in the amount of \$100.00 for trash and debris removal fees and all associated penalties and interest on the property tax bill for 1625 Alpha (Tax ID #33-01-01-22-378-041).

BE IT FURTHER RESOLVED, that the City Attorney shall take the appropriate steps to process this claim.

By Council Member Wood

Motion Carried

By Council Member Wood

To recommit Claim Settlement #1260, \$2,234 for trash and debris removal fees for property located at 1419 E. Saginaw Street

Motion carried

**RESOLUTION #2016-160**

BY THE COMMITTEE ON INTERGOVERNMENTAL RELATIONS  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Tri-County Aging Consortium, known as Tri-County Office on Aging, produced the Fiscal Year 2017-2019 Multi Year Plan as required by the Older American Act and the Older Michiganians Act; and

WHEREAS, the Committee on Intergovernmental Relations reviewed the document at its meeting on Tuesday, July 19, 2016; and

WHEREAS, the Lansing City Council has reviewed the Tri-County Office on Aging Fiscal Year 2017-2019 Multi Year Plan.

BE IT RESOLVED, that the Lansing City Council hereby approves said document as presented.

By Council Member Hussain

Motion Carried

**SPEAKER REGISTRATION FOR PUBLIC COMMENT  
ON CITY GOVERNMENT RELATED MATTERS**

City Clerk Swope announced that the public comment registration form(s) for those intending to address Council on City government matters will be collected and that only those persons who have fully completed the form(s) will be permitted to speak.

**REPORTS FROM CITY OFFICERS, BOARDS, AND  
COMMISSIONS; COMMUNICATIONS AND  
PETITIONS; AND OTHER CITY RELATED MATTERS**

By Council Member Wood that all items be considered as being read in full and that Vice President Yorke make the appropriate referrals

Motion Carried

• Reports from City Officers, Boards and Commissions:

1. Letter(s) from the City Clerk re:

- a. Minutes of Boards, Commissions, and Authorities placed on file in the Clerk's Office

PLACED ON FILE

2. Letter(s) from the Mayor re:

- a. Appointment of Dulce Cardenas as a 4th Ward Member to the Public Service Board for a term to expire June 30, 2020

REFERRED TO THE COMMITTEE ON PUBLIC SERVICES

- b. Appointment of Summer Schriener as a Neighborhood Representative to the Downtown Lansing Inc. Board for a term to expire June 30, 2017

REFERRED TO THE COMMITTEE ON GENERAL SERVICE

- c. Appointment of Christine Zarkovich as a Business Representative to the Downtown Lansing Inc. Board for a term to expire June 30, 2018

REFERRED TO THE COMMITTEE ON GENERAL SERVICE

- d. Appointment of Paulette Carter Scott as an At-Large Member to the Park Board for a term to expire June 30, 2020

REFERRED TO THE COMMITTEE ON PUBLIC SERVICES

- e. Reappointments of five individuals to various Boards and Commissions:

REFERRED TO THE COMMITTEE OF THE WHOLE

• Communications and Petitions, and Other City Related Matters:

1. Claim Appeal; \$525 for trash removal fees for property located at 4700 Pleasant Grove Rd.

REFERRED TO COMMITTEE ON GENERAL SERVICES

2. AT&T Michigan Annual Video Report

REFERRED TO THE COMMITTEE ON INTERGOVERNMENTAL RELATIONS

**MOTION OF EXCUSED ABSENCE**

By Council Member Wood to excuse Council Member Browne Clarke, Spitzley, and Houghton from tonight's proceedings.

Motion Carried

**PUBLIC COMMENT ON  
CITY GOVERNMENT RELATED MATTERS**

LeRoy McKnight spoke about voter turnout rates and the upcoming election.

Rose Wallace spoke about various city matters.

Maria Koutsoukos spoke about concerns of transparency.

Elvin Caldwell Jr. spoke about the Mid-Michigan Leadership Academy upcoming community event on July 29<sup>th</sup> and encouraged the public to attend.

**ADJOURNED TIME 7:36 P.M.**

---

**CHRIS SWOPE, CITY CLERK**