AGENDA
Committee of the Whole
Monday, September 9, 2019 @ 5:30 p.m.
Tony Benavides Lansing City Council Chambers
City Hall 10th Floor

Council Member Wood, Chairperson
Council Member Spadafore, Vice Chairperson

1. Call to Order
2. Roll Call
3. Minutes
   - August 26, 2019
4. Public Comment on Agenda Items (Up to 3 Minutes)
5. Action:
   A.) RESOLUTION – Michigan Department of Environment, Great Lakes & Energy Recycling Infrastructure Grant
6. Presentations:
   - Economic Development & Planning Updates including LEAP
7. Discussion/Action:
   A.) DISCUSSION – FY2020/2021 Budget Priorities
8. Other
   - PENDING – Lansing Connect Overview (Committee of the Whole 8/12/2019)
9. Adjourn

The City of Lansing’s Mission is to ensure quality of life by:
I. Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors
II. Securing short and long term financial stability through prudent management of city resources.
III. Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.
IV. Adopting sustainable practices that protect and enhance our cultural, natural and historical resources.
V. Facilitating regional collaboration and connecting communities
<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>Purpose for Attending</th>
<th>Email Address</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loretta Stanaway</td>
<td>546 Armstrong</td>
<td>Self</td>
<td><a href="mailto:lorettastanaway@gmail.com">lorettastanaway@gmail.com</a></td>
<td>648-5730</td>
</tr>
<tr>
<td>Sean Kelley</td>
<td>1000 W Jolly Rd</td>
<td>DEMA NJ</td>
<td></td>
<td>817-882-8287</td>
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<tr>
<td>Mary Reynolds</td>
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CALL TO ORDER
Council Member Wood called the meeting called to order at 5:30 p.m.

PRESENT
Councilmember Kathie Dunbar - arrived 5:34 p.m.
Councilmember Jeremy A. Garza
Councilmember Adam Hussain
Council Member Brian T. Jackson
Councilmember Peter Spadafore - excused
Councilmember Patricia Spitzley
Councilmember Jody Washington
Councilmember Carol Wood

OTHERS PRESENT
Sherrie Boak, Council Staff
Jim Smiertka, City Attorney
Lisa Hagen, Assistant City Attorney & Council Legal Analyst
Samantha Harkins, Deputy Mayor
Heather Sumner, Deputy Chief City Attorney
Chris Swope, City Clerk
Robin Stites, Election Clerk – City Clerk
John Pavlik
Mike Harms

MINUTES
MOTION BY COUNCIL MEMBER SPITZLEY TO APPROVE THE MINUTES FROM AUGUST 12, 2019 AS PRESENTED. MOTION CARRIED 6-0.

Paused meeting at 5:34 p.m. for a check of the room for building maintenance. The meeting came back on line at 5:35 p.m.
PUBLIC COMMENT
Mr. Pavlik spoke on a letter he received from the City Zoning office on signage issues at his property. He was requesting to be involved on future communications on the City sign regulations.

Council Member Washington stepped away from the meeting at 5:35 p.m.

Mr. Pavlik continued to speak on other items in the stores that have a potential for distraction.

Council Member Washington returned to the meeting at 5:36 p.m.

Mr. Pavlik concluded his time by asking for a discussion on signage setback, and special allowances for banners.

Council Member Spitzley noted that the changes are recommendations that come to Council and when those occur all meetings are public and he can attend any he chooses. Council Member Garza stated to Mr. Pavlik he was interested in a meeting with him in the future and Mr. McGrain and Ms. Stachowiak can join them. Council President Wood noted for Mr. Pavlik that many ordinance have already been on the books for a period of time, but with a new Corridor Enforcement Officer, they are finally being enforced.

Council President Wood distributed a memo on the timeline for the Ordinance Amendments to Chapter 1300 the Committee on Public Safety has been reviewing. She added that when the document was referred from the Administration there were some items the Committee was not made aware of. Therefore to meet the timeline there is a necessity to pass the Ordinance on September 30, 2019 from Council. This will meet the 30 days for adoption and the November 1, 2019 deadline. Council Member Spitzley spoke in opposition of the timing the Committee was given and historically would not support a public hearing and passage the same night, but noted the Council at this point has no choice. Council Member Washington also spoke in opposition to the hearing and passage the same night, because it does not allow Council time to consider any comments made at that hearing. Council Member Jackson noted to the Committee that in 2019 it appeared recreational marihuana was going to pass Council should have known it was coming and should have asked for it. Council President Wood assured him that Council did speak to the Mayor on it, however the Administration asked for time to review things and requested that they, the Administration, wanted to propose the ordinance to Council. She concluded that the Planning Board recommendations should come to the Committee at their meeting on September 5th and then on September 9th and 23rd the Committee of the Whole will have the document.

DISCUSSION/ACTION:
ORDINANCE- Amendment Chapter 288 Section 288.21 – Chief Strategy Officer
MOTION BY COUNCIL MEMBER SPITZLEY TO APPROVE THE ORDINANCE AMENDMENT TO CHAPTER 288 SECTION 288.21 – CHIEF STRATEGY OFFICER.
MOTION CARRIED 7-0.

RESOLUTION – Polling Location Changes; Ward 3-Precinct 28; Ward 3-Precinct 29; Ward 3-Precinct 31
Mr. Swope highlighted the presentation in the packet on the proposed relocations and the reason for those changes. The department goal is to have changes completed by the 2020 election, but to make some changes for the smaller elections and therefore they are looking to implement for the November 2019 election. Council Member Garza questioned the move to Dwight Rich because of his understanding the school was still under reconstruction. The Clerk stated the School District informed them the school would be open by September 9,
2019. Mr. Swope concluded by listing the methods they will use to notify the residents effect, and those included new voter registration cards, email notifications, and signage.

MOTION BY COUNCIL MEMBER SPITZLEY TO APPROVE THE RESOLUTION FOR THE POLLING LOCATION CHANGES FOR WARD 3. MOTION CARRIED 7-0.

RESOLUTION – Townsend Ramp Unappropriated process to the Flood Plain Remapping Project
Ms. Harkins acknowledged a resolution over the last three (3) months that spoke to an allocation of funding from the sale of the Townsend Ramp to be applied to the designated amounts for residents in the Flood Plain Remapping project, however she noted that in error that resolution did not speak to the amount the City would have to pay for their parcels. Therefore this proposed resolution reflects the charges of $60,000 to be funded from the Townsend Ramp sale as well. Council Member Spitzley stated her confusion on why the Council is just finding out at this time, and if it wasn’t caught how it would have gotten paid. Council President Wood stated that it appeared at the time of the first resolution the Administration did not know the amount of the City parcels, so this is correcting that now.

MOTION BY COUNCIL MEMBER SPITZLEY TO APPROVE THE RESOLUTION FOR THE TOWNSEND RAMP UNAPPROPRIATED FUNDS TO BE SPEND ALSO ON CITY PARCELS FOR THE FLOOD PLAIN REMAPPING PROJECT. MOTION CARRIED 7-0.

Closed Session
MOTION BY COUNCIL MEMBER SPITZLEY TO GO INTO CLOSED AT 6:05 P.M FOR THE FOLLOWING:

<table>
<thead>
<tr>
<th>Case Name</th>
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<tbody>
<tr>
<td>3208 MLK Inc. v. Clerk, City of Lansing, Lansing Medical Marihuana Commission</td>
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<tr>
<td>Block 100 v. City of Lansing, LBA (Radisson)</td>
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<tr>
<td>Burwell v City of Lansing, Anderson, Liskiewicz, Kelley, Ouderkirk &amp; Ridenour</td>
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<tr>
<td>City of Lansing v. Brassington, Gillespie, Burke, and Powers and intervening defendant Lansing Firefighters Association, Local 421</td>
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<tr>
<td>City of Lansing, et al. v. Purdue Pharma, et al. (Opioid Litigation)</td>
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<tr>
<td>Fineout v. Kostanko</td>
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<tr>
<td>Funk v City Of Lansing</td>
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<tr>
<td>Gardner/Holsey/Hill</td>
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<tr>
<td>Greenwave Naturals, LLC v. Lansing City Clerk (Appeal - MI Court of Appeals)</td>
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<tr>
<td>Jackson &amp; Lansing Railroad Co. v. South St LLC, SC Environmental Services, LLC, John Kendrick Sears, Norfolk Southern Railway Co., City of Lansing, Jelsema Concrete Construction, Inc., and Hamilton Mutual Insurance Co.</td>
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<tr>
<td>Klein, Sheri v. City of Lansing</td>
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<td>Lynn, Michael v. City of Lansing</td>
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<td>Ray v City of Lansing</td>
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<tr>
<td>Spalding, Estate of v. Eaton County, City of Lansing, Ingham County, et al.</td>
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<tr>
<td>Trevino, HydroWorld v. Blackburn, Allen, Carter, Shields, and City of Lansing</td>
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RESOLUTION – Workers Compensation Claim – WC2062876-01055

- Pursuant to MCL 15.268(e); Consult with the City Attorney in connection with specific pending litigation. An open meeting will have a detrimental financial effect on the litigating or settlement position of the Lansing City Council.

{Reconvene} Committee reconvened regular session at 6:35 p.m.

Discussion/Action – CONTINUED
RESOLUTION – Workers Compensation Claim – WC2062876-01055

MOTION BY COUNCIL MEMBER SPITZLEY TO APPROVE THE RESOLUTION FOR THE WORKERS COMPENSTAION CLAIM WC2062876-01055. MOTION CARRIED 7-0.

Other
FY2020/2021 – Budget Priorities
Council President Wood noted to the Committee this was a reminder for all Committees to review at their meetings, and the Committee of the Whole will review at the September 9th and September 23rd meeting.

ADJOURN
The meeting was adjourned at 6:37 p.m.
Respectfully Submitted by,
Sherrie Boak, Recording Secretary
Lansing City Council
Approved by the Committee on
LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: 8/26/19

GRANT NAME: Michigan Department of Environment, Great Lakes and Energy Recycling Infrastructure Grant

DEPARTMENT: Public Service

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Lori Welch, lori.welch@lansingmi.gov, 483-4599

APPLICATION DATE: 5/1/2019 AWARD DATE: 8/2/2019

GRANT CYCLE: Reimbursement requests must be submitted by September 30, 2020.

Check One: ___Annual   X___One-Time

FUND AMOUNT: 480,000.00 (Breakdown below should total this amount)

GOODS & SERVICES 480,000.00

PERSONNEL

CONSTRUCTION $0.00

LAND $0.00

OTHER (Training)

CITY MATCH (IF APPLICABLE): Lansing: $93,616.80   East Lansing: 120,745.00

GRANT PAYS FOR: two recycling trucks, one for City of Lansing and one for City of East Lansing

FUND ALLOCATIONS (Please describe the purpose of the grant and allowable uses):

Funds will be used to purchase a new Labrie recycling truck for Lansing and a new Heil recycling truck for East Lansing.
August 2, 2019

Ms. Lori Welch
City of Lansing
601 E South Street
Lansing, Michigan 48910

Dear Ms. Welch:

SUBJECT: Fiscal Year 2019 (FY19) — Recycling Infrastructure Grant Agreement (Agreement)

You are hereby informed that your project under the FY19 Recycling Grant Program has been recommended for funding in the amount of $480,000.00.

To accept the award, you must sign two originals of the enclosed Agreement and return both to the Department of Environment, Great Lakes and Energy (EGLE). The Agreement language should not be altered in any way. The Agreement will become effective once it is signed by you (the Grantee) and Mr. Jack Schinderle, Division Director, Materials Management Division, (MMD), EGLE.

The Agreement must be signed by an individual authorized to make such a legal commitment for the Grantee. The Grantee’s Contact may be someone other than the signatory, but this individual must be authorized to request and implement changes, and to sign reimbursement requests submitted under the Agreement.

The Agreement identifies the project ending date as September 30, 2020; however, no costs should be incurred, nor can costs be reimbursed by EGLE, until after your Agreement has been fully executed. For that reason, it is important that the signed Agreement be returned as soon as possible.

Appendix A of the Agreement outlines the project specific requirements and reimbursement process. Any changes made in your project relating to specific activities or scope of work must be approved by your Recycling Specialist, Mr. Brian Burke, MMD. He can be reached at 989-894-6293 or at burkeb@michigan.gov. You should not incur any project costs until proposed changes have been approved.

Please return your signed Agreements to my attention at the following address:

Administration Section
Resource Management Group
Department of Environment, Great Lakes and Energy
P.O. Box 30241
Lansing, Michigan 48909-7741
If you have any questions specific to the project, please contact your Recycling Specialist, Mr. Brian Burke, MMD. For general questions relating to grant administration, please contact me by phone or campbellc@michigan.gov.

Sincerely,

Christina Campbell
Administration Section
Materials Management Division
517-420-1395/campbellc@michigan.gov

Enclosures
cc: Mr. Brian Burke, EGLE
RECYCLING INFRASTRUCTURE GRANT AGREEMENT
BETWEEN THE
MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
AND CITY OF LANSING

This Grant Agreement ("Agreement") is made between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Materials Management Division ("State"), and City of Lansing ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. Legislative appropriation of Funds for grant assistance is set forth in Public Acts of 2018, Public Act No. 588. This Agreement is subject to the terms and conditions specified herein.

Project Name: City of Lansing
Amount of grant: $480,000.00
Amount of match: $214,351.80 = 31%
Start Date (date executed by EGLE): __________

GRANTEE CONTACT:
Lori Welch, Environmental Specialist
Name/Title
City of Lansing
Organization
601 E South Street
Address
Lansing, MI 48910
Address
517-483-4599
Telephone number

Fax number
lori.welch@lansingmi.gov
E-mail address
38-6004628
Federal ID number -
069835882
Grantee DUNS number - (Required for Federal Funding)

STATE'S CONTACT:
Emily Freeman, Recycling Specialist
Name/Title
Materials Management Division
Division/Bureau/Office
P.O. Box 30241
Address
Lansing, MI 48909-7741
Address
517-256-9466
Telephone number

Fax number
freemane@michigan.gov
E-mail address

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

FOR THE GRANTEE:

Signature ____________________________ Date __________
Name/Title ____________________________

FOR THE STATE:

Signature ____________________________ Date __________
Jack Schinderle, Division Director, Materials Management Division
Name/Title ____________________________
I. PROJECT SCOPE

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

Upon signature by the State, the Agreement shall be effective from the Start Date until the End Date on page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

III. CHANGES

Any changes to this Agreement shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit quarterly financial and progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following:

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>January 1 – March 31</td>
<td>April 30</td>
</tr>
<tr>
<td>April 1 – June 30</td>
<td>July 31</td>
</tr>
<tr>
<td>July 1 – September 30</td>
<td>Before October 15*</td>
</tr>
<tr>
<td>October 1 – December 31</td>
<td>January 31</td>
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*Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State shall be submitted to the State's contact at the address on page 1. All required supporting documentation (invoices, proof of payment, etc.) for expenses must be included with the report.

(B) The Grantee shall provide a final project report in a format prescribed by the State.
The Grantee shall submit the final status report, including all supporting documentation for expenses, along with the final project report and any other outstanding products within 30 days from the End Date of the Agreement.

(C) The Grantee must provide 2 copies of all products and deliverables in accordance with Appendix A.

(D) All products shall acknowledge that the project was supported in whole or in part by Recycling Grant Program, EGLE, per the guidelines provided by the program.

V. GRANTEE RESPONSIBILITIES

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

VI. USE OF MATERIAL

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

VII. ASSIGNABILITY

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.
VIII. SUBCONTRACTS

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

IX. NON-DISCRIMINATION

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 et seq., the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 et seq., and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

X. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 et seq.

XI. LIABILITY

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

XII. CONFLICT OF INTEREST

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

XIII. ANTI-LOBBHYING

If all or a portion of this Agreement is funded with federal funds, then in accordance with OMB Circular A-21, A-87, or A-122, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.
If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan’s lobbying statute, MCL 4.415(2). “Lobbying” means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action.” The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

XIV. DEBARMENT AND SUSPENSION

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at www.SAM.gov to verify that its agents, and its subcontractors:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.

(2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).

(4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

(5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

XV. AUDIT AND ACCESS TO RECORDS

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of [five] years after the final payment has been issued to the Grantee by the State.

XVI. INSURANCE

(A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee’s actions under this Agreement.

(B) The Grantee must comply with applicable workers’ compensation laws while engaging in activities authorized under this Agreement.
XVII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee’s billings, or to immediately refund to the State, the total amount representing such duplication of funding.

XVIII. COMPENSATION

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the SIGMA Vendor Self Service website (https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService).

(F) An amount equal to .5 percent of the grant award will be withheld by the State until the project is completed in accordance with Section XIX, Closeout, and Appendix A.

(G) The Grantee is committed to the match percentage on page 1 of the Agreement, in accordance with Appendix A. The Grantee shall expend all local match committed to the project by the End Date on page 1 of the Agreement.

XIX. CLOSEOUT

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State’s claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

XX. CANCELLATION

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee.
The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the State and the State will no longer be liable to pay the grantee for any further charges to the grant.

XXI. TERMINATION

(A) This Agreement may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.

b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.

c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.

d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.

e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;

b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;

c. Convicted under State or federal antitrust statutes; or

d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity,

e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

XXII. IRAN SANCTIONS ACT

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.
I. GRANT APPLICATION; PROJECT SCOPE

The scope of this project is outlined in the Grantee’s approved Fiscal Year 2019 Recycling Infrastructure Grant Program Proposal, which is included in this grant agreement as part of this Appendix A, as well as any subsequent modifications to the original grant proposal as approved by the State.

II. GRANT REIMBURSEMENT PROCESS

Breakdown of project funds covered under this Agreement:

- Grant Amount = $480,000.00
- Matching Funds = $214,361.80
- Total Grant Budget = $694,361.80

The total payment made to the Grantee by the State shall not exceed $480,000.00. Any additional costs associated with the project shall be the responsibility of the Grantee.

The Grantee is responsible for the payment of all eligible costs necessary to complete the project. The Grantee shall submit reimbursement requests to the State which specify the time period covered by the reimbursement request and the payments made by the Grantee during the time period. Grant reimbursements will be for up to 75 percent of the documented purchase expenditures, not to exceed the awarded grant amount, less a 5 percent retention amount that will be released upon approval of the final report. The final report is due six months after the infrastructure item(s) have been purchased and/or constructed, but no later than February 28, 2021.

A request for payment shall be submitted by the Grantee on a form provided by the State and shall include proof of payment to the vendor (such as canceled checks, ACH, wire transfer confirmations, bank statements, etc.) and proof of receipt of goods. Grantees will be reimbursed up to 75 percent of documented purchase expenditures, not to exceed the awarded grant amount. The remaining unreimbursed expenditures serve as the required match amount for the grant. Reimbursement forms will be available on the EGLE’s Recycling Program website located at: http://www.michigan.gov/mirecycles.

The Grantee is responsible for ensuring that all partner entities fulfill their commitments under the grant proposal.

The Grantee is responsible for ensuring that all products requiring reimbursement acknowledge that the project was supported in whole or in part by the EGLE Recycling Grant Program.

III. REPORTING REQUIREMENTS

The Grantee shall comply with all reporting requirements of the State during the Agreement Period.
QUARTERLY REPORT

The Grantee shall submit the final quarterly status and financial report, including all supporting documentation for expenses, by September 30, 2020. Supporting documentation must include proof of payment and proof of receipt of goods.

Quarterly progress and financial reports must be submitted at least every three months during the Agreement Period, even if no funds were expended. Provide the following narrative using the numbers and headings listed below:

I. SUMMARY OF ACTIONS TAKEN DURING THE CURRENT PERIOD

A. Describe the tasks completed and how project funds were expended during the time period covered by the report. If no funds were expended during the current period, include a statement to that effect and explain why. A description of tasks completed during the current period must still be included.

B. If any products were developed during the time period covered by the report, include a copy of the products with the report.

II. SUMMARY OF ACCOMPLISHMENTS DURING THIS PERIOD

A. Goals and objectives as set forth in the grant application and grant contract. List the project’s stated goals and objectives and describe how the project is meeting them.

B. Additional project accomplishments not included in original project goals and objectives.

C. Project data: Provide any data collected during the current period, as described in the grant application incorporated with this contract. Attach available documentation which supports the data. If the data provided covers a previous reporting period, specify the dates which the data is from.

III. SUMMARY OF REMAINING ACTIONS TO BE TAKEN

A. Describe the remaining tasks to be completed and indicate whether or not these tasks will be completed within the approved project schedule. For tasks which will not be completed within the approved project schedule, discuss the reasons for the delay and provide the revised task completion date.

IV. PROBLEMS ENCOUNTERED DURING THIS PERIOD

A. Identify any problems encountered during the current reporting period and explain how they were resolved. Describe the impact these problems have had or will have on project design, completion, and operations.

V. ADDITIONAL COMMENTS

A. Provide any additional comments relevant to the status of the project and its operations.

VI. FINANCIAL DOCUMENTATION

A. Provide required documentation, including proof of payment and proof of receipt of goods, for funds expended during the reporting period.
FINAL PROJECT REPORT

The purpose of the final project report is to provide the State with data on your project and a narrative discussion about your project, including an evaluation of the project to date. The final report is due six months after the infrastructure item(s) have been purchased and/or constructed, but no later than February 28, 2021. Retained funds will be forfeited by the Grantee if the final report is not accepted.

Identify the time period covered by the final project report. Provide the following narrative information using the numbers and headings listed below:

I. PROJECT DESCRIPTION
   
A. Provide a description of the project funded.
   
   i. Provide a 4-5 sentence summary of the project, including the following information, as applicable: description of item purchased and/or constructed, geographical area served, population and/or number of households/units served, volume of containers, collection frequency, collection method, list of recyclable or organic materials collected, name and location of recycling processor, increase in processing capacity, and description of how project will be sustained beyond the grant timeline.
   
   ii. Include any news articles and/or photographs as appropriate.
   
   iii. Include the date project operations began and a discussion of the current status of project operations.
   
B. List and explain the steps involved in completing the project, from planning through implementation to ongoing operations. Include the dates of major project activities and events.
   
C. List and discuss other entities (e.g., companies, nonprofit groups, local units of government) that played a role in planning and implementing the project and briefly describe their role. Describe any formal agreements that were entered into as a part of project implementation.

II. PROJECT DATA
   
A. Diversion rate, participation rate, and geographical area. Project data must also be submitted through the ReTRAC system.
   
   i. For the time period covered by this report, provide the quantity of recyclable or organic materials diverted, in tons or cubic yards/time period. Specify which recyclable or organic materials are included in this reported volume. Describe the methods for measuring these quantities.
   
   ii. Provide diversion rates prior to the grant project, if known.
   
   iii. For the time period covered by this report, provide information on the number of people and/or number of households/units served by the project. Describe the methods for measuring these numbers.
   
   iv. Provide information on the number of people and/or number of households/units served prior to the grant project, if known.
v. For the time period covered by this report, provide information on the geographical area served by the project.

vi. Provide previous information on the geographical area served by the program prior to the current grant project.

B. Education and Outreach Program. Provide the following information for all project related promotional activities which have occurred as a result of the project:

i. Types of groups (audience) targeted.

ii. Types of promotional materials developed.

iii. Methods used to distribute information or materials.

iv. Planned/future educational efforts.

III. PROJECT COSTS: Provide the following information regarding additional costs required to implement the project:

A. Provide the dollar amounts and a description of all additional program related capital costs which have been incurred during the time period covered by this report. Identify the specific dates these costs were incurred.

B. For the time period covered by this report, provide the dollar amounts and a description of all additional costs (beyond match) required to complete the project. Identify the specific dates these costs were incurred.

C. For the time period covered by this report, provide the dollar amount and a description of the costs needed to operate the project.

D. Describe the funding mechanisms utilized to operate and maintain the project activities.

IV. PROJECT EVALUATION

A. Goals and Objectives. Summarize each of the project’s goals and objectives as stated in your original proposal. Discuss (in both narrative and numerical terms) how well you are meeting each goal and objective. For each goal or objective that is not being met, discuss why.

i. If the project goals and objectives have changed from those that were originally established, discuss how and why. Also, discuss how these changes have impacted the final project.

ii. Recovery/Access/Participation Goals: As a part of the above discussion of project goals and objectives, identify the increase in either volume collected (in tons or cubic yards per year) by material type, or geographical access/population served that the project is currently achieving. If the project is not meeting its goals, provide a discussion on why these goals are not being met. Also, indicate what steps you are taking in order to meet the stated goals in the future, and provide a timeframe for meeting these goals.

B. Discuss any project accomplishments not included in the project’s original goals and objectives.
C. Discuss the economic impact the project has had on the local economy. Include information on new jobs created and sustained and any other relevant economic information.

D. List and describe all significant problems encountered during project implementation, including any cost overruns, institutional barriers, local issues, etc. Describe how the problems were addressed and resolved. Describe any impact these problems had in project design, implementation and/or ongoing operations.

E. Describe the most successful components of the project and explain why you think they are successful.

F. Describe the least successful components of the project and explain why you think they are not successful.

G. Lessons Learned. Discuss any conclusions you have made about the technical and economic feasibility of carrying out a similar project. Identify what you would do differently if you were to carry out a similar project, and why.

V. ADDITIONAL COMMENTS

A. Provide any additional information relevant to the status of the project and its operations.

The quarterly and final project report must be signed by the authorized contact person for the project. Indicate any name, address or telephone number changes for the contact person and/or the project.

Submit the quarterly and final project reports to the attention of the State’s contact at the following email address:

EGLE-RecyclingGrant@michigan.gov
Applicant Name: City of Lansing, Capital Area Recycling and Trash

Street Address: 601 E. South St.

City/State/Zip/County: Lansing, MI 48910, Ingham

Mailing Address: (if different from street address)

City/State/Zip:

Contact Person and Title: Lori Welch, Environmental Specialist

Contact Person's E-Mail Address: lori.welch@lansingmi.gov

Contact Person's Telephone Number: 517-483-4599

Grant Amount Requested: $705,000.00

Local Match Amount: (must be equal to or greater than 25 percent of the total grant budget) $289,361.80

Total Grant Budget: $994,361.80

DUNS Number: 069835882

Federal Identification Number: 38-6004628

Senator: Curtis Hertel

Representative: Sarah Anthony

Applicant Signature: (application must be signed by the person accepting responsibility for the terms and conditions of the grant agreement if awarded)

Print Name: Lori Welch

Signature: 

Date: 5-1-19
Project Description:

1. Goals & Objectives: Increase Recycling Capacity by Increasing Fleet Capacity; Build a Regional Recycling Education Center into the new Emterra Material Recovery Facility

The City of Lansing and the City of East Lansing are long established leaders in curbside recycling services. The cities have benefitted from a five year intergovernmental agreement for hauling and processing curbside recyclables that has allowed increased economies of scale for processing contracts. Their regional cooperation has led to both the growth of recycling opportunities in the region and the long anticipated establishment of a state of the art material recovery facility being built for the region, with Emterra Environmental being the private partner who will build, own and operate the facility. With the establishment of the Emterra MRF comes additional responsibility on both communities to meet the minimum tonnage agreed to for the most cost effective pricing structure. Increasing volume can only happen by increasing capacity for hauling through infrastructure investment. Automated Recycling trucks are both one of the most critical and one of the costliest investments of a curbside recycling program.

Both Cities recognize the importance of a robust education and outreach program to achieve higher recycling rates. Existing efforts, such as newsletters, flyers, mailings, social media and websites, will be enhanced with the addition of an education center in the new MRF. The center will be used for public tours, community and school presentations and more. Because local and regional residents have not been exposed to a local MRF before, there will be great interest in this new facility. Seeing the process in person will help to inform the public about contamination, recycling right and how their actions at the curbside impact what happens at the MRF.

Increased tonnage will also be achieved by acquiring additional municipal partners who will utilize the new Emterra MRF. There is an expectation for the municipal partnership between Lansing and East Lansing to grow to include surrounding counties and townships. Several communities have resolutions supporting the regional MRF already and others have expressed a great deal of interest in utilizing the facility. The vision of the regional initiative from the beginning has been to collaborate with Tri-County communities to develop a sustainable, consistent, and efficient regional recycling system in order to provide consistent recycling education and outreach to citizens; accept a common, standard set of materials so everyone in the region, regardless of hauler/service provider, can recycle the same items; to establish an adequate number of drop off sites in the region and enhance commercial and multi-family recycling opportunities in the region. We believe these efforts to grow regional recycling in the Tri-County area, providing additional automated trucks to Lansing and East Lansing and funding an education center at the MRF will all work towards increasing the recycling rate in the region and ultimately in the State of Michigan.

2. Description of current recycling program, including (if applicable):

City of East Lansing:

- The City of East Lansing currently runs a robust biweekly automated curbside single stream residential recycling program, a source separated drop off site, and collects recycling from all
government buildings, downtown public space recycling containers, and public space recycling in Parks facilities.
- The City of East Lansing collects approximately 2,000 tons of recycling per year from all City run recycling programs currently. Curbside recycling averages 120 tons per month and continues to grow as housing in the City has been expanding. Tonnage is reported based on load weights and processor’s records. The City’s participation rate is over 78% and the diversion rate was most recently calculated at nearly 40%.
• Geographic Area: The City of East Lansing has a population of approximately 48,500 residents; median age is 21; Housing is 34% owner occupied and 66% renter occupied; over 7,000 households are served by the City’s curbside recycling program. The City runs its own residential recycling, yard waste & refuse services for single family households and multi-family households of 20 units or less; Multi-family housing units of over 20 units and commercial establishments are served by commercial haulers such as Granger, Republic & Waste Management.

• The City has an intergovernmental agreement with the City of Lansing for single stream material processing, currently through Republic. Drop off site materials are processed through both MSU Recycling and Granger Recycling. Public space recycling is collected by our operations staff and processed through our City of Lansing/Republic contract.

• The City’s current education and outreach is based from materials developed with The Recycling Partnership, materials developed in house, and newsletters and social media.

• Community support/partners: Dart Container, Simple Recycling, Commission on the Environment

• The City’s funding source is the Solid Waste Fund, a fully sustainable resident millage.

• Current outreach and education to residents is focused on how, when, and what to recycle to ensure collection of the highest volume of clean recyclable material; formal outreach and education occurs twice per year targeted to all residents. The City utilizes print, social media throughout the year to education residents on how to recycle.

City of Lansing

• The City of Lansing has a population of 114,600, with approximately 38,000 single family households and 2,645 commercial properties (including multi-family properties).

• Lansing operates a comprehensive municipal trash, yard waste and recycling program. The refuse collection program has been in operation for over 100 years. In fact, it’s one of the oldest Pay-As-You-Throw (PAYT) trash programs in the country. The refuse and yard waste collected from Lansing residents is transported to local privately owned and operated facilities.

• The City of Lansing’s curbside recycling program began in 1991. A comprehensive education and outreach program, along with a supportive and committed administration, has led to the success of this program. The single stream transition took place in 2010, followed by the bins to carts transition, which occurred in 2013. It was at this time that the collection changed from weekly to bi-weekly, the trucks became fully automated and every household was provided with a 96 gal cart. The City provides commercial recycling, which includes (limited) multi-family recycling services, as well as public space recycling. The current residential recycling participation rate is 77%. The diversion rate was last calculated at 34%. The City of Lansing’s recycling program recovers approximately 500 tons/month on average as documented in monthly reports from current processor, Republic.

• Materials collected include office paper, junk mail, newspapers, magazines, gift wrap, greeting cards, cartons, phone books, aluminum and metal cans, paperboard, corrugated cardboard and paper bags, glass bottles and jars (all colors), bulky rigid plastics, #1, 2 and #4-7 plastic containers.

• Lansing’s recycling transfer station currently acts as the drop off site for all materials collected by the City of Lansing. In 2015, the Cities of Lansing and East Lansing entered into an intergovernmental agreement which allows the City of East Lansing to utilize Lansing’s transfer station. Additionally, several small local haulers use the facility. The transfer station averages over 600 tons/month in total.

• Currently, CEI is the contracted hauler for the City of Lansing to transport recyclables to a Material Recovery Facility in Southfield, MI, the site is owned by RRRASOC (the multi city recycling authority) and operated by Republic. Lansing and East Lansing work within a contract with Republic to process all single stream materials at this MRF.
• The recycling (and yard waste) programs are funded by an annual fee that is assessed to all single family households in the City of Lansing. The commercial recycling program is subscription based.
• The City of Lansing’s education and outreach program includes a newsletter that is inserted in to “Lansing Living” magazine, a quarterly publication, direct mailed to single family households and widely distributed throughout the community, social media, website, school recycling partnership, participation in regional events such as the Lansing home and garden show and more.

3. Description of the planned recycling program, including the information listed below, if applicable. If the information will remain the same as described in the previous section, indicate “same as above”.

Lansing and East Lansing will continue to operate the same municipal collection routes, using the same curbside carts. The two cities will continue working together through a municipal partnership agreement. However, the agreement will be modified to reflect a new processing partner. As a result of an RFP issued in late 2017, Emterra Environmental has a purchase agreement on a property in the City of Lansing that will become a regional MRF, eliminating the need for the materials to be hauled outside of the area. Lansing and East Lansing will commit tonnage to this facility and will work with other potential regional partners to increase the flow of materials into the facility. There is a strong interest in public education and outreach and both cities, as well as Emterra are strongly committed to a robust education campaign. Therefore, a public education center will be included with the building design. This will be used for tours, community and school presentations, etc. All partners recognize the importance of strong, consistent messaging in the region.

• Description of the infrastructure item(s) to be purchased by the grant and how they will be used to either enhance an existing recycling program or start a new program.

  • Emterra facility enhancement – public education and outreach center – The recycling education center is expected to be no less than 1000 square feet. The center will be used to engage the public, create awareness and to provide a more in depth look into the processing of materials. Lansing and East Lansing will help to foster interest in this new facility and use the center to supplement existing education and outreach efforts. Features of the education center will include: an observation area, A/V system (TV, Monitors, speakers, projector, etc), classroom style arrangement with tables and chairs, and other amenities. Grant funds will be utilized only for building improvements within the education center and for purchasing the needed amenities within the center.
  • Both the City of Lansing and the City of East Lansing require a new recycling truck to better accommodate the municipal routes each city covers and the expected growth and increase due to the new regional MRF, community collaboration and increased education and outreach efforts. The City of Lansing expects to expand collection to residents in Lansing Township, this will provide more convenient recycling services to Township residents who currently are limited to inconvenient drop off sites. Lansing and East Lansing are both committed to increasing participation in the commercial and multi-family sectors. Additional trucks will provide the necessary resources for collections to grow.

• If the infrastructure item(s) are to be owned by someone other than the applicant, please describe the owner relationship.

Emterra will own and operate the MRF/education center. The City of Lansing has a 10 year contract with Emterra for dedicated tonnage into the facility. The City of East Lansing has a long term municipal partnership with the City of Lansing for the same dedication of tonnage arrangement. Each City will own their own grant requested recycling truck to serve increased tonnage in their communities.

• List of recyclable materials to be collected at Emterra’s Lansing facility:
• Glass, transparent and translucent food and beverage bottles and containers. Paper labels are acceptable as are rings and lids on glass containers. All colors of glass are accepted — green, amber, or clear.
• Tin/Steel Cans, tin plated, food and beverage containers, all sizes; paper labels are acceptable. Metal pots and pans, metal trays, metal bakeware, toasters, metal utensils are not acceptable.
• Aluminum used beverage containers and foil, clean of food.
• All Plastic Bottles — including but not limited to:
  • HDPE Plastic Bottles (SPI Code #2) — blow-molded (bottle-necked) natural and colored HDPE containers, including plastic milk jugs, water jugs, detergent bottles, and similar items; caps and labels are acceptable. Motor oil and anti-freeze containers are not acceptable. Tubs, pots, and trays are not acceptable.
  • PET Plastic Bottles (SPI Code #1) — blow-molded (bottle-necked) clear and green PET containers, such as soda bottles, dishwashing soap bottles, and some shampoo bottles. Tubs, pots, and trays are not acceptable.
• PET Clamshell — PET plastic container for take-out, and produce. Clean of food.
• Household Plastic Containers #1, #2 and #4 through #7 excluding Styrofoam and #3.
• Buckets, crates, toys, trays, furniture, bins, barrels, etc., often referred to as "injection grade : such as injection HDPE", are not acceptable.
• Multi-coated/Plastic Coated Paper Beverage Cartons including milk and juice cartons also known as aseptic containers. Poly-coated freezer cartons are not acceptable.
• Newspaper — old newspapers and advertisement inserts. Old newspaper that contains incidental moisture from rain on collection days is acceptable. Moisture over 12% is not acceptable. Wet and or soiled paper or yellowed newsprint is unacceptable.
• Magazine — old magazines containing glossy coated paper, including catalogues, glossy fillers or mailers. Moisture over 12% is not acceptable.
• Old Corrugated Cardboard (OCC) & Kraft Paper Bags — old corrugated containers (cardboard) that are flattened that have liners of Kraft, jute, or test liner. Staples and tape with water-soluble glues do not have to be removed. Moisture over 12% is not acceptable. Pizza boxes free of food are acceptable. Wax-coated and or stained / soiled old corrugated containers are not acceptable.
• Office Paper (White and Colored), household writing paper, post-its, all residential mail including envelopes (manila and regular), all types and sizes of dry, loose white and colored ledger and copier paper, note pad paper (no backing), loose leaf fillers, computer paper (continuous-form perforated white bond or green-bar paper). Shredded office paper must be placed in clear plastic bags and tied.
• Boxboard — all non-corrugated, commonly used in dry food and cereal boxes, shoe boxes, and other similar packaging. Boxboard that has been contaminated or has food is not acceptable. Plastic film or greasy paper liner in cereal boxes must be removed.
• Telephone books.

Description of projected increase based on the grant-funded project, as applicable. Provide explanation of calculation method or data source.

The City of East Lansing based their current recycling fleet on 2015 projections that monthly curbside tonnage would double with the implementation of single stream carts. In reality, the monthly tonnage has well over doubled and continues to increase. We have reached max capacity on most routes with our current fleet and adding service stops in the Northern Tier due to increases in residential construction. Projections for growth are discussed below. The City of Lansing is expanding service, as well, with the intent of providing service to Lansing Township, as well as increasing service to multi-family and commercial locations.
• Increase in recycling processing capacity volume or tonnage (in tons or cubic yards):
  o 25% increase in tonnage expected in the first two years in City of Lansing
• Increase in collection capacity volume or tonnage (in tons or cubic yards):
  o 50% increase in collection capacity for the City of East Lansing as the City currently has only one dedicated recycling truck
  o 20% increase in collection capacity for the City of Lansing
• Increase in access or participation:
  o Both Lansing and East Lansing are dedicated to increasing participation with businesses, multi-family dwellings and surrounding townships where possible.
• Increase in population and/or number of households/units served:
  o Based on population projections for the next two years, East Lansing expects to serve approximately 200 additional single family residential sites.
  o Additionally, East Lansing expects increases in small multi family, non-profit, and educational sectors based on current requests that are not able to be met based on current lack of truck capacity.
• Increase in geographical area to be served:
  o The City of Lansing expects to begin provide curbside recycling service to Lansing Township, an area not currently served by curbside recycling.

• Proposed qualitative and quantitative methods to measure and/or track increase, participation, and relevant metrics:

  Include proposed frequency of monitoring/measurement.

  o Both cities track tonnage monthly, this practice will continue and quarterly comparisons will be made throughout grant period.
  o Participation studies will be conducted in both cities and information compared to existing baseline data.
  o Number of new commercial/M-F customers will be measured throughout grant period, to be included in final report.
  o Number of township subscriptions will be tracked will be measured throughout grant period, to be included in final report.
  o Success of the Education Center will be measured by usage/# of participants and will be measured throughout grant period, to be included in final report.
  o All reports will contain recycling data, including volume, approximate number of residents reached, lessons learned, and anecdotal observations where appropriate.
  o The Cities of Lansing and East Lansing are experienced using Re-Trac for data reporting, if necessary.

• Description of education and outreach associated with the grant project, if applicable. Grant applicants are encouraged to use the Recycle, MI™ logo on education and outreach materials.
  o Both cities are committed to robust recycling education and outreach as described under the Project Description. Both new automated vehicles will have a Recycle, MI sign on the side and the new Emterra MRF education center will also have a sign on the building or somewhere near the entrance.

• Description of community support and/or partners for the grant project:
Letters of commitment from Emterra and the City of East Lansing are attached.

Resolutions from several communities are attached stating their commitment to enhancing regional recycling. These resolutions were the result of an effort led by Lansing and East Lansing to attract a private partner to invest in recycling infrastructure.

- Description of how the project will be sustained beyond the grant timeline, including a description of existing or proposed operational funding sources such as user fees, millage, special assessments, or general funds, etc., to be used.

- Both cities have long term sustainable funding sources that have supported the programs for decades:
  - The City of Lansing has a recycling/yard waste fee that appears on the Winter property tax assessment to fund recycling and waste reduction efforts. The fee is currently $105/household/year, but is evaluated annually.
  - East Lansing has a solid waste fund which is a millage used for all residential waste and recycling services.
  - There is a ten year contract with Emterra for use of this facility. It is the only single stream MRF in the region. The partnership will continue into the foreseeable future.

4. Describe how an evaluation of the project will be done, including how success will be defined and measured. A final report will be required, which must include any relevant and measurable data including previous and new diversion and/or participation rates (if known), lessons learned, and recommendations for future actions.

- Program successes will include:
  - Tonnage increase – projected tonnage increases met
  - Participation increase – projected increases met
  - Service area increase – projected increases met
- The cities of Lansing and East Lansing will do monthly, quarterly and annual tonnage/data reports
- Recycling route audits will be conducted after full project implementation and comparisons will be made to existing baseline data to determine participation impact
- Utilization of the education center will be measured in terms of number of visitors, number events, tours, activities and presentations provided.

5. Describe how evaluation results will be used and distributed, including any products that will result from the planned program.

- Both the City of Lansing and the City of East Lansing use data to drive future planning and decision making and frequently share this information via their websites, as would be the case in this project.
- Both the City of Lansing and the City of East Lansing are willing to serve as a resources for other communities interested in starting education centers, expanding recycling capacity.
Work Plan:

1. Identify the tasks and responsible party for procurement of the infrastructure item(s) proposed in the application.
   - City of Lansing and City of East Lansing will dedicate an administrative team (hereby referred to as The Administrative Team), made up of Lori Welch from the City of Lansing and Cathy DeShambo from the City of East Lansing, to oversee all aspects of the grant. For particular tasks of the work plan, each City may include additional staff as appropriate in the decision making process.

Task: Specify, quote and order new automated Recycling Truck: City of East Lansing: Staff responsible: Cathy DeShambo in collaboration with Garage and Recycling Division Staff
   - Sub Task 1-Seek truck specifications and pricing
   - Sub Task 2- Seek body graphics incorporating Recycle Michigan and DEQ logos
   - Sub Task 3- Submit to DEQ for Approval
   - Sub Task 5-Place order

Task: Specify, quote and order new automated Recycling Truck: City of Lansing: Staff responsible: Lori Welch in collaboration with Garage and Recycling Division Staff
   - Sub Task 1-Seek truck specifications and pricing
   - Sub Task 2- Seek body graphics incorporating Recycle Michigan and DEQ logos
   - Sub Task 3- Submit to DEQ for Approval
   - Sub Task 5-Place order

Task: Design a multi-purpose Recycling Education Center within Emterra’s Facility: Staff responsible: The Administrative Team in collaboration with Emterra staff, engineers and construction team
   - Sub Task 1- Review similar sized recycling education centers for best practices
   - Sub Task 2- Identify needed construction, design, and tools such as computers, smart boards
   - Sub Task 3- Secure pricing for construction and outfitting the Education Center
   - Sub Task 4- Submit to DEQ for Approval
   - Sub Task 5-Order tools and materials

2. Identify the tasks and responsible party for deployment and/or utilization of the infrastructure item(s) proposed in the application.
   - The City of Lansing and City of East Lansing will be responsible for the deployment and utilization of their respective recycling trucks when received
   - Emterra leadership will be the primary responsible party for the recycling education center. The Administrative Team will work closely on the utilization of the facility.

Task: Deploy new automated Recycling Truck: City of Lansing: Staff responsible: Lori Welch in collaboration with Garage and Recycling Division Staff
   - Sub Task 1 - Deploy vehicle within fleet
Sub Task 2 – Track data
Sub Task 3 – Prepare quarterly report
Sub Task 4 – Prepare final report

Task: Deploy new automated Recycling Truck: City of Lansing; Staff responsible: Cathy DeShambo in collaboration with Garage and Recycling Division Staff

Sub Task 1 - Deploy vehicle within fleet
Sub Task 2 – Track data
Sub Task 3 – Prepare quarterly report
Sub Task 4 – Prepare final report

Task: Installation of a multi-purpose Recycling Education Center within Emterra’s Facility; Staff responsible: The Administrative Team in collaboration with Emterra staff, engineers and construction team

Sub Task 1 – Oversee installation and set-up
Sub Task 2 - Promote launch of recycling education center
Sub Task 3 – Track data
Sub Task 4 – Prepare quarterly report
Sub Task 5 – Prepare final report

3. Identify the tasks and party responsible for preparing quarterly progress reports and the final project report.

- The Administrative Team will be responsible for tasks associated with preparing and submitting all quarterly reports and the final project report
- The Administrative Team will work closely with Emterra in preparing quarterly reports, as well as the final report

See above tasks broken out by primary task and sub task for each aspect of the grant request.
Timeline: In no more than two pages, please provide a timeline of activities, showing when each task described in the work plan will be started and completed. Number the pages and attach them to the work plan.

<table>
<thead>
<tr>
<th>Task</th>
<th>Expected Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Task:</strong> Specify, quote and order new automated Recycling Truck: City of East Lansing</td>
<td>Within four weeks of Grant Agreement signed by both parties</td>
</tr>
<tr>
<td><strong>Task:</strong> Deployment of automated recycling truck for City of East Lansing</td>
<td>March 2020</td>
</tr>
<tr>
<td><strong>Task:</strong> Specify, quote and order new automated Recycling Truck: City of Lansing</td>
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</tr>
<tr>
<td><strong>Task:</strong> Deployment of automated recycling truck for City of Lansing</td>
<td>March 2020</td>
</tr>
<tr>
<td><strong>Task:</strong> Design a multi-purpose Recycling Education Center within Emterra’s Facility</td>
<td>September 2019-January 2020</td>
</tr>
<tr>
<td><strong>Task:</strong> Construct a multi-purpose Recycling Education Center within Emterra’s Facility</td>
<td>January 2020-June 2020</td>
</tr>
<tr>
<td><strong>Task:</strong> Data collection (participation studies, route audits, tonnage reviews, etc.)</td>
<td>Ongoing throughout grant period with reporting completed in quarterly reports</td>
</tr>
<tr>
<td><strong>Task:</strong> Quarterly reports</td>
<td>On time according to schedule provided by state</td>
</tr>
<tr>
<td><strong>Task:</strong> Final report</td>
<td>Within 6 months upon completion of purchases, but not later than February 28, 2021</td>
</tr>
</tbody>
</table>
Budget:

Costs as currently known are included in the application budget form. Costs for recycling trucks are total and accurate quotes specified by the municipalities and ready for purchase as is. Costs on the Education Center are currently estimated based on similar projects. These are the best estimates, considering that the education center was not included in the original design. We estimate that approximately 60% of the total amount budgeted for the education center would be dedicated to construction activities and 40% dedicated to A/V equipment and other materials and supplies.

Match funding for the recycling truck purchases will be sourced from the respective municipalities. The City of Lansing is providing 39% match on their request for a recycling truck; The City of East Lansing is providing 50% match on their request for a recycling truck; Emterra is providing 12.5% match on the request for the Education Center and the Cities of Lansing and East Lansing will equally split the remaining 12.5% to total of 25% match. Overall, the total project proposes a 29% match that exceeds the required 25% match:

<table>
<thead>
<tr>
<th></th>
<th>Budget Total</th>
<th>Grant Request</th>
<th>Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labrie Recycling Truck/Lansing</td>
<td>$333,616.80</td>
<td>$240,000.00</td>
<td>$93,616.80 (39%)</td>
</tr>
<tr>
<td>Heil Recycling Truck/East Lansing</td>
<td>$360,745.00</td>
<td>$240,000.00</td>
<td>$120,745.00 (50%)</td>
</tr>
<tr>
<td>Education Center Emterra</td>
<td>$300,000.00</td>
<td>$225,000.00</td>
<td>$37,500.00 (12.5%)</td>
</tr>
<tr>
<td>Education Center Lansing</td>
<td>$994,361.80</td>
<td>$705,000.00</td>
<td>$289,361.80 (29%)</td>
</tr>
<tr>
<td>Totals</td>
<td>$994,361.80</td>
<td>$705,000.00</td>
<td>$289,361.80 (29%)</td>
</tr>
<tr>
<td>Line Item No.</td>
<td>Budget Line Item Description</td>
<td>Quantity</td>
<td>Unit Price</td>
</tr>
<tr>
<td>--------------</td>
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<td>--------------</td>
</tr>
<tr>
<td>1</td>
<td>Labrie Recycling Truck/Lansing</td>
<td>1</td>
<td>$333,616.80</td>
</tr>
<tr>
<td>2</td>
<td>Heil Recycling Truck/East Lansing</td>
<td>1</td>
<td>$360,745</td>
</tr>
<tr>
<td>3</td>
<td>Education Center</td>
<td>1</td>
<td>$300,000</td>
</tr>
</tbody>
</table>

**Total Grant Budget** $994,361.80

<table>
<thead>
<tr>
<th>Grant Amount Requested</th>
<th>Local Match Amount</th>
<th>Total Grant Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$705,000</td>
<td>$289,361.80</td>
<td>$994,361.80</td>
</tr>
</tbody>
</table>

The local match amount must equal at least 25 percent of the **total grant budget**. The local match amount can be greater than 25 percent of the total grant budget. The grant amount requested cannot exceed $100,000.00.

For example, if the grant amount requested is $100,000.00, the local match amount would have to be at least $33,333.33, and the **total grant budget** would be $133,333.33.
April 30, 2019

Andy Kilpatrick  
Public Service Director  
City of Lansing  
124 W. Michigan Avenue  
7th Floor City Hall  
Lansing, MI 48933

Re: Michigan Department of Environment, Great Lakes and Energy Recycling Infrastructure Grant

Emterra Environmental USA is pleased to lend support to your proposal to the Michigan Department of Environment, Great Lakes and Energy for the Recycling Infrastructure Grant.

Emterra believes, along with the cities of Lansing and East Lansing, that civic engagement, education and outreach are critical to the success of a recycling program, and therefore, we are committed to incorporating a Recycling Education Center (REC) into the new Material Recovery Facility in Lansing. Lansing, East Lansing, and Emterra would be able to use this Recycling Education Center for tours and presentations to schools, colleges, community groups, business associations, chambers of commerce, and others. Tour guide, supervision, and expense would be the responsibility of the entity touring.

We are committed to working with the City of Lansing and the City of East Lansing on this effort by sharing half of the 25% match up to $75,000 in matching funds for the Recycling Education Center with the City of Lansing. The Emterra portion of a 25% match would be a maximum of $37,500.

We look forward to working with you on this important effort to enhance recycling in the Greater Lansing region.

Sincerely,

[Signature]

Angelo Caramagno  
Emterra Environmental USA, General Manager
April 30, 2019

Andy Kilpatrick
Public Service Director
City of Lansing
124 W. Michigan Avenue
7th Floor City Hall
Lansing, MI 48933

Re: Michigan Department of Environment, Great Lakes and Energy Recycling Infrastructure Grant

The City of East Lansing is pleased to partner on and to support the City of Lansing proposal to the Michigan Department of Environment, Great Lakes and Energy for the Recycling Infrastructure Grant.

The City of East Lansing believes regional partnerships are the key to growing recycling volumes in the State of Michigan. Our nearly five year intergovernmental agreement with the City of Lansing has proven that we are stronger together; building capacity, increasing recycling volumes, and growing access are all goals we mutually support and are committed to together. The recycling truck infrastructure and the Education Center that will be purchased with this grant will support our mutual goals and strengthen recycling in our region.

We are committed to working with the City of Lansing and Emterra on this effort by providing $139,495 in matching funds for the work of this grant: $120,745 toward a recycling truck and $18,750 toward the Education Center. We further commit to full partnership on grant implementation and reporting.

We look forward to working with you on this important effort to enhance recycling in the Greater Lansing region.

Sincerely,

[Signature]

Catherine DeShambo

Environmental Services Administrator
City of East Lansing
517-319-6936 Office
cdesham@cityofeastlansing.com
RESOLUTION IN SUPPORT OF PARTICIPATION IN THE REGIONAL RECYCLING INITIATIVE

WHEREAS, the recycling rate in Michigan is 15%, one of the lowest in the nation; and,

WHEREAS, it is estimated that approximately $435 million worth of recyclable materials are placed in Michigan landfills each year; and,

WHEREAS, Governor Snyder launched an initiative to double the rate of recycling in Michigan; and,

WHEREAS, in the tri-county area there are a number of urban and rural residents, businesses, and institutions whom lack access to any recycling services; and,

WHEREAS, there are existing recycling programs residents are not utilizing fully or correctly; and,

WHEREAS, there is little regional cooperation between tri-county communities on contracting for recycling services; and,

WHEREAS, recyclable materials collected in the tri-county area are currently transported to recycling centers in other parts of the state because there are no local facilities in the region; and,

WHEREAS, materials diverted from disposal contribute to the health and welfare of local communities and businesses; and,

WHEREAS, the City of East Lansing acknowledges that it is committed to:

- Working toward consistent ordinances that encourage haulers to use the designated regional transfer or processing facility;
- Working toward hauling of recyclable materials to a cooperative processing facility or transfer station;
- Seeking a private sector partner to build, own, and/or operate a transfer station or material recovery facility and/or develop a phased into approach working toward regional infrastructure;
• Accepting a common set of materials so everyone in the region, regardless of hauler/service provider, can recycle the same items;
• Providing consistent recycling education and outreach to citizens;
• Establishing an adequate number of drop off sites in the region;
• Working cooperatively with other communities in the region by 2018.

NOW, THEREFORE, BE IT RESOLVED, that the East Lansing City Council, at the recommendation of the Commission on the Environment, hereby supports the City of East Lansing's participation in the Regional Recycling Initiative.

Moved by Council member: Altmann

Supported by Council member: Woods

ADOPTED: Yeas: 5
Nays: 0
Absent: 0

Mark Meadows, Mayor
Adopted: February 2, 2016

CLERKS CERTIFICATION: I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the East Lansing City Council at a public meeting held on February 2, 2016, the original of which is part of the Council's minutes.

Marie E. Wicks, City Clerk
City of East Lansing
Ingham and Clinton Counties, Michigan
RESOLUTION #2016-204

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

WHEREAS, the residential recycling rate in Michigan is estimated to be 15%, one of the lowest in the nation; and

WHEREAS, it is estimated that tri-county residents pay to dispose of recyclable materials each year that could contribute millions to the local economy; and

WHEREAS, Governor Snyder launched an initiative to double the rate of recycling in Michigan; and

WHEREAS, in the tri-county area convenient recycling services are not consistently available to urban and rural residents, businesses, and institutions; and

WHEREAS, there are existing recycling programs residents are not utilizing fully or correctly; and

WHEREAS, there is an interest in developing regional cooperation to enhance recycling services for all tri-county community residents; and

WHEREAS, materials diverted from disposal contribute to the productive economic use of local communities and businesses; and

WHEREAS, the City of Lansing City Council acknowledges that it is committed to:
  • Increased levels of consistent education and outreach to citizens
  • Enhanced recycling and related services
  • Greater program cost efficiencies
  • As demand warrants, support development of increased capacity to handle regional recycling needs and materials
  • Developing beneficial relationships with private sector partners
  • Enhanced sense of place and community pride;

THEREFORE BE IT RESOLVED, the City of Lansing City Council hereby authorizes participation in the Regional Recycling Initiative.
EATON COUNTY BOARD OF COMMISSIONERS
RESOLUTION TO PARTICIPATE IN THE REGIONAL RECYCLING INITIATIVE

November 18, 2015

Introduced by the Public Works and Planning Committee
Commissioner Osieczonek moved for the approval of the following resolution. Seconded by Commissioner Augustine.

WHEREAS, the recycling rate in Michigan is 15%, one of the lowest in the nation; and

WHEREAS, it is estimated that approximately $435 million worth of recyclable materials are placed in Michigan landfills each year; and

WHEREAS, Governor Snyder launched an initiative to double the rate of recycling in Michigan; and

WHEREAS, in the tri-county area there are a number of urban and rural residents, businesses, and institutions whom lack access to any recycling services; and

WHEREAS, there are existing recycling programs residents are not utilizing fully or correctly; and

WHEREAS, there is little regional cooperation between tri-county communities on contracting for recycling services; and

WHEREAS, recyclable materials collected in the tri-county area are currently transported to recycling centers in other parts of the state because there are no local facilities in the region; and

WHEREAS, materials diverted from disposal contribute to the health and welfare of local communities and businesses; and

WHEREAS, the Eaton County Board of Commissioners acknowledges that it is committed to:

- Working toward consistent ordinances that encourage haulers to use the designated regional transfer or processing facility;
- Working toward cooperative hauling of recyclable materials to a processing facility or transfer station;
- Seeking a private sector partner to build, own, and/or operate a transfer station or material recovery facility and/or develop a phased into approach working toward regional infrastructure;
- Accepting a common set of materials so everyone in the region, regardless of hauler/service provider, can recycle the same items;
- Providing consistent recycling education and outreach to citizens;
- Establishing an adequate number of drop off sites in the region; and
- Working cooperatively with other communities in the region by 2018.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes, the County’s participation, through its Resource Recovery Department in the Regional Recycling Initiative.Carried.
CHARTER TOWNSHIP OF DELTA
EATON COUNTY, MICHIGAN
RESOLUTION

At a regular meeting of the Township Board of the Charter Township of Delta, Eaton County, Michigan (the "Township"), held on March 20, 2017, at 6:00 p.m.:

PRESENT: Trustees: Supervisor Kenneth R. Fletcher, Treasurer Howard A. Pizzo, Clerk Mary R. Clark, Trustee Andrea M. Cascarilla, Trustee Dennis R. Fedewa, Trustee Karen J. Mojica, and Trustee Deana M. Newman

ABSENT: Trustees: None

The following resolution was offered by Treasurer Howard A. Pizzo and seconded by Trustee Dennis R. Fedewa:

PRESENTED BY THE PARKS, RECREATION & CEMETERIES COMMISSION

WHEREAS, the recycling rate in Michigan is 15%, one of the lowest in the nation;

WHEREAS, it is estimated that tri-county residents pay to dispose of millions of dollars' worth of recyclable materials each year;

WHEREAS, Governor Snyder launched an initiative to double the rate of recycling in Michigan;

WHEREAS, in the tri-county area there are a number of urban and rural residents, businesses, and institutions whom lack access to convenient recycling services;

WHEREAS, there are existing recycling programs residents are not utilizing fully or correctly;

WHEREAS, there is interest in developing regional cooperation to enhance recycling services for all tri-county community residents;

WHEREAS, there is interest in increasing the economies of scale and developing additional capacity to process materials within the region to the benefit of the region;
WHEREAS, materials diverted from disposal contribute to the productive economic use of local communities and businesses; and

WHEREAS, The Charter Township of Delta acknowledges that it is committed to:

- Increased levels of consistent education and outreach to citizens
- Enhanced recycling and related services
- Greater program cost efficiencies
- Increased capacity to handle regional recycling needs and materials
- Providing communities and residents with more options for service provision
- Developing beneficial relationships with private sector partners
- Enhanced sense of place and community pride

THEREFORE, BE IT RESOLVED THAT the Charter Township of Delta hereby authorizes participation in the Regional Recycling Initiative.

DATE 3.20.17

AYES: Trustees: Supervisor Kenneth R. Fletcher, Treasurer Howard A. Pizzo, Clerk Mary R. Clark, Trustee Andrea M. Cascarilla, Trustee Dennis R. Fedewa, Trustee Karen J. Mojica, and Trustee Deana M. Newman

NAYS: Trustees: None

RESOLUTION DECLARED ADOPTED.

Mary R. Clark  
Delta Township Clerk

STATE OF MICHIGAN  

)
COUNTY OF EATON  ) ss:

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Delta, Eaton County, Michigan, at a regular meeting held on March 21, 2016, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the Open Meetings Act.

Mary R. Clark
Delta Township Clerk
SALES QUOTE

QUOTE DATE: April 15, 2019

PREPARE FOR:
Carl Denison
Dept of Public Service:
City of Lansing
601 E. South Street
Lansing, MI 48910

Per your request I am pleased to Quote on the following:

Contract: Labrie Enviro Equip Group - Sourcewell Formerly NJPA
Contract No: 112014-LEG

TYPE OF EQUIPMENT:
1 - 31 Cubic Yard (27 yd Body - 4 Cubic Yard Hopper)
Labrie Expert Helping Hand - Mounted on a
2019 Mack LR64R Chassis

Body Information Listed below:

FEATURES:

Configurative Features:

Drop-frame only by Labrie (Hydraulic and fuel tank not included - Must be selected separately)
Tanks: Saddle tanks; combo 65 gal. fuel/71 gal. hydraulic (Cab-over Diesel)

Lifting arm options:
Long Reach Extensions (RH-side Helping Hand only)

Cans & Tippers Options:
L-H Side Cart Tipper - Series 220 Cylinder Style - Includes Packer and Crusher Panel Controls and Chute controls if equipped (N/A with Helping Hand Comingle units)

Control option:
Auxiliary arm controls in-cab; RH-side (Mini-joystick style)
Single crusher panel control: additional in-cab including limit switch on L-H side
Hopper door (requires camera in hopper installed at factory)

Hydraulic Option:
Packer cylinders hydraulic oil regeneration (not available with ISL-G engine)

Lighting Options:
LED Light package: additional red central brake light stop-turn& tail lights in special tailgate light box
Location: LH-side hopper (1)
Location: RH-side rail (4)
Work light kit: dual -in-cab single manual switch -LED Type
Camera Options:
Hopper LH-side (4)
RH-side rail (6)
Tailgate center 2/3 (1)
Triple Zone Defense: 7" color LCD swivel monitor (incl. heater and shutters-
Night vision and sound)

Body Options:
Anti-Sail Bars on rear mud flaps (N/A with tag axle or comingle body or 15CY body)
Clean out tools (broom & shovel kit including brackets installed inside RH-side door;
Hoe including bracket installed on LH-side body)

Paint Options:
Body: 1 Color Urethane Body Paint (Included in unit base price- includes
Bolt on parts painted body color)
Caution this vehicle makes frequent stops stay back 50 feet – 66"x20"

Non Standard options:
Lighting, Specs Lansing, Sound Off FORCE strobe light system (10 strobes)
Amber/Green –AU EX
Electrical – Programming – Strobe Lights and/or flashing lights ON either by
Manual switch/pump on/reverse (+ driving position selector on Labrie Cad Mod)
Hydraulic shut down system with error message on multiplex display – Filler
In by-pass mode

Chassis is being presented as a “Sourced Good” or a “Non-Contract Price Item”

PRICE:

(1) 31 Yd Labrie $165,490.00
Less 2% Discount $3,309.80

Sub Total $162,180.20
Freight and PDI $3,000.00
FOB Grand Rapids, MI $3,077.00
Steel Sur Charge $1,100.00

Sub Total $169,357.20

(1) Mack LR64R Chassis $164,259.60

Delivered Price $333,616.80

Body delivery 60 days after Chassis arrives at the body manufacture

Chassis is being presented as a “Sourced Good” or a “Non-Contract Price Item”

PREPARED BY: [Signature]

ACCEPTED BY: Tom Fredrickson, Sales Representative
March 1, 2019

Ms. Cathy DeShambo
Environmental Services Administrator
City of East Lansing
410 Abbot Road
East Lansing, MI 48823

Dear Cathy,

Please consider the following proposal for the purchase of (1) Heil Multipack Refuse/Recycling Body mounted on Autocar Truck Chassis with the diesel engine option. This pricing is derived from the NJPA/Sourcewell Contract.

- Heil 24 cubic yard Multipack Refuse/Recycling Body $163,420.00
- Full Factory Mount $6,095.00
- Tri-Cuff Grabbers $1,355.00
- Grabber Interlock $1,230.00
- Front Mount Vane Pump Included
- Joystick with Operator Presence Switch $275.00
- Remote Lift Controls-under seat RHS $1,580.00
- Front Hopper and Lift Work Lights $490.00
- Tailgate-Dual Hopper Work Lights $365.00
- Dual Hopper Work Lights Outside of Hopper $485.00
- Body Side Backing Assist Lights $520.00
- Bayne BTL-1110 Cart Tipper $6,135.00
- Heavy Duty Contractor Package $1,555.00
- Front Hopper and Body Floor Liners $1,420.00
- Severe Duty Packer Wear Bar Kit $1,200.00
- Mud Flaps-Anti-Sail-Forward of Rear Tires $235.00
- Hopper Hood $2,035.00
- 20 LB. External Fire Extinguisher with Bracket $515.00
- 3rd Eye Triple Camera System-Rear/Arm/Hopper $3,195.00
- Lift Mounted Hydraulic Tank $750.00
- Broom and Shovel Rack $225.00
- Peterson Multi-Function Strobe Package $630.00
- Painted White Included
- (12) Month Body Warranty Included
- Freight, Installation and Training $4,200.00

Street Sweepers • Refuse Collection Bodies • Recycling Equipment • Salt Spreaders
• BODY TOTAL $197,920.00
• AUTOCAR TRUCK CHASSIS WITH DIESEL ENGINE $162,825.00
• PACKAGE TOTAL $360,745.00

This truck/body combination is equipped identical to the unit you purchased in 2015, along with any product improvements since that time.

Thank you for the opportunity and for your interest in the Heil product and Bell Equipment Company. Please call or email me with any questions.

Yours truly,

Clark R. Bushman
Vice President/Sales
Bell Equipment Company
SALES QUOTE

QUOTE DATE: April 15, 2019

PREPARE FOR: Carl Denison
Dept of Public Service
City of Lansing
601 E. South Street
Lansing, MI 48910

Per your request I am pleased to Quote on the following:

Contract: Labrie Enviro Equip Group – Sourcewell Formerly NJPA
Contract No: 112014-LEG

TYPE OF EQUIPMENT:
1 - 31 Cubic Yard (27 yd Body – 4 Cubic Yard Hopper)
Labrie Expert Helping Hand – Mounted on a
2019 Mack LR64R Chassis

Body Information Listed below:

FEATURES:

Configurative Features:

Drop-frame only by Labrie (Hydraulic and fuel tank not included –
Must be selected separately)
Tanks- Saddle tanks; combo 65 gal. fuel/71 gal. hydraulic (Cab-over Diesel)

Lifting arm options:
Long Reach Extentions (RH-side Helping Hand only)

Cans & Tippers Options:
L-H Side Cart Tipper – Series 220 Cylinder Style – Includes Packer and
Crusher Panel Controls and Chute controls if equipped (N/A with Helping
Hand Comingle units)

Control option:
Auxiliary arm controls in-cab; RH-side (Mini-joystick style)
Single crusher panel control; additional in-cab including limit switch on L-H side
Hopper door (requires camera in hopper installed at factory)

Hydraulic Option:
Packer cylinders hydraulic oil regeneration (not available with ISL-G engine)

Lighting Options:
LED Light package: additional red central brake light stop-turn& tail lights
in special tailgate light box
Location: LH-side hopper (1)
Location: RH-side rail (4)
Work light kit: dual -in-cab single manual switch –LED Type
Camera Options:
Hopper LH-side (4)
RH-side rail (6)
Tailgate center 2/3 (1)
Triple Zone Defense: 7" color LCD swivel monitor (incl. heater and shutter-Night vision and sound)

Body Options:
Anti-Sail Bars on rear mud flaps (N/A with tag axle or comingle body or 15CY body)
Clean out tools (broom & shovel kit including brackets installed inside RH-side door; Hoe including bracket installed on LH-side body)

Paint Options:
Body: 1 Color Urethane Body Paint (Included in unit base price - includes Bolt on parts painted body color)
Caution this vehicle makes frequent stops stay back 50 feet – 65"x20" 

Non Standard options:
Lighting, Specs Lansing, Sound Off FORCE strobe light system (10 strobes) Amber/Green –AU EX
Electrical – Programming – Strobe Lights and/or flashing lights ON either by Manual switch/pump on/reverse (+ driving position selector on Labrie Cad Mod)
Hydraulic shut down system with error message on multiplex display – Filter In by-pass mode

Chassis is being presented as a “Sourced Good” or a “Non-Contract Price Item”

PRICE:
(1) 31 Yd Labrie $165,490.00
Less 2% Discount $3,309.80
Sub Total $162,180.20
Freight and PDI $3,000.00
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Sub Total $169,357.20
(1) Mack LR64R Chassis $164,259.60

Delivered Price $333,616.80

Body delivery 60 days after Chassis arrives at the body manufacture

Chassis is being presented as a “Sourced Good” or a “Non-Contract Price Item”

PREPARED BY: ____________________________

ACCEPTED BY: ____________________________

Tom Fredrickson, Sales Representative

3301 3 Mile Rd NW
Grand Rapids MI
RESOLUTION

BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, on May 1, 2019 the City of Lansing’s Capital Area Trash and Recycling, together with the City of East Lansing, applied for a Recycling Infrastructure Grant to fund the purchase of two new recycling trucks; and

WHEREAS, on August 2, 2019 the City of Lansing received notification from the State of Michigan’s Department of Environment, Great Lakes, and Energy (EGLE) that the City has received a portion of the FY19 Recycling Infrastructure Grant; and

WHEREAS, the City of Lansing and the City of East Lansing will equally share the proceeds of the grant, but the City of Lansing will administer; and

WHEREAS, The City of Lansing’s share of the amount awarded is $240,000 and the grant requires the City match the grant in the amount of $93,616.80; and

WHEREAS, the funded work must be completed by September 30, 2020; and

WHEREAS, the funds will be used for the purchase of a new recycling truck in order to increase the service area and area participation in recycling; and

WHEREAS, the funds for the local match are available in the Fleet Maintenance Internal Service Fund; and

WHEREAS, the Public Service Department is requesting acceptance of the FY19 Recycling Infrastructure Grant; and

WHEREAS, the Administration and the City Council recognize the importance of innovative funding for recycling improvements within the City of Lansing.

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council, hereby approves acceptance of the FY19 Recycling Infrastructure grant for the purposes of the purchase of a new recycling truck;

BE IT FINALLY RESOLVED, the Administration is authorized to receive the funds, create the necessary accounts, and make necessary transfers for administration in accordance with the requirements of the grantor.
Intentionally Left Blank
WHEREAS, the Charter of the City of Lansing requires the Council to adopt an annual statement of Budget Policies and Priorities serving to guide the Administration in developing and presenting the Fiscal Year 2019-2020/2021 Budget; and

WHEREAS, the City Council established the following Mission/Vision and goals; and

The City of Lansing’s mission is to ensure quality of life by:

I. Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors
   a. The City’s diverse economy generates and retains (sustains) high quality stable jobs that strengthen the sales and property tax base and contribute to an exceptional quality of life.
   b. The City is governed in a transparent, efficient, accountable and responsive manner on behalf of all citizens.
   c. The City’s neighborhoods have various resources that allow them to be on a long term viable and appealing basis.
   d. Support economic development initiatives that promote and retain new industries and markets.

II. Securing short and long term financial stability through prudent management of city resources.
   a. Wise stewardship of financial resources results in the City’s ability to meet and exceed service demands and obligations without compromising the ability of future generations to do the same.
   b. Pursue and facilitate shared services regionally that allow for cost savings and revenue enhancement.
   c. Support initiatives that build the City’s property and income tax base.

III. Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.
   a. The City’s core services and infrastructure are efficiently, effectively and strategically delivered to enable economic development and to maintain citizen’s health, safety and general welfare.

IV. Adopting sustainable practices that protect and enhance our cultural, natural and historical resources.
   a. Seek partnership opportunities with educational and corporate institutions and to maintain and expand our talent base.
   b. Create vibrant places, support events and activities that showcase our waterfront and green spaces.
   c. Raise the level of support for projects and initiatives that showcase local and state history.
V. Facilitating regional collaboration and connecting communities.
   a. The City has a safe efficient and well connected multimodal transportation
      system that contributes to a high quality of life and is sensitive to surrounding
      uses.
   b. Seek a balanced distribution of affordable housing in the tri-county region.

WHEREAS, the City Council would like to continue its commitment, if funding is available, to:
   • Maintain and improve the City’s infrastructure;
   • Preserve and ensure clean, safe, well-maintained housing and neighborhoods;
   • Provide comprehensive and affordable recreational programs and youth and
     family services;
   • Explore alternatives for improved efficiency in service and delivery; and

WHEREAS, in considering these Fiscal Year 2019-2020/2021 Budget priorities, the
Administration is encouraged to ascertain the feasibility of funding any new programs
through either the reduction of spending in existing program areas or the exploration of
new funding sources that would assure the sustainability of the program; and

WHEREAS, the Administration was encouraged to supplement, not supplant any existing
resources for police, fire and local roads with the General Fund revenues collected under
this millage; and

WHEREAS, the Administration is requested to include in its Fiscal Year 2019-2020
2020/2021 Budget, the necessary funding to accomplish all requested plans, studies,
evaluations, reviews, report submissions, program assessments, and analyses noted
within this resolution below, or alternatively documentation as to why such activities are
prohibitively costly; and

WHEREAS, the Lansing City Charter states that the budget proposal due on the fourth
Monday in March of each year shall contain “the necessary information for understanding
the budget” and how the proposal addresses the priorities proposed by the City Council.

NOW BE IT RESOLVED, that the Lansing City Council, hereby, acknowledges that the
City will likely need to adopt, at best, a budget which recognizes the structural changes
that are the result of lost revenues and future liabilities, encourages the Administration to
prudently develop next year’s budget with the following conditions:
   • Protection of public and emergency services.

BE IT FURTHER RESOLVED, that the Administration is requested to review the attached
statement of policies and priorities and implement those items that would boost
efficiencies to increase productivity or reduce costs, that could replace existing
programming, or if funding becomes available, that could be considered as new
programming; and
BE IT FURTHER RESOLVED, that the Administration is requested, to the extent practicable, to include non-appropriations clauses and other similar out provisions in existing and future leases, and vendor contracts upon review of City Council; and

NOW THEREFORE BE IT FURTHER RESOLVED that the Administration is requested to develop and provide all plans, studies, evaluations, reviews, report submissions, program assessments, and analyses noted as set forth below in this resolution, or alternatively, documentation as to why such activities were prohibitively costly, by the fourth Monday in March 2019 March 2020.

I. Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors.

   a) The City’s diverse economy generates and retains (sustains) high quality stable jobs that strengthen the sales and property tax base and contribute to an exceptional quality of life

      (1) Economic Development For presentation to City Council beautification standard/expectation and a storm water mitigation plan for all proposed development projects that receive incentives from the City. Such standards should serve as a planning and economic development tool that will enhance property values, create jobs, and revitalize neighborhoods and business areas. These standards and plan should be presented to the City Council.

   b) The City is governed in a transparent efficient accountable and responsive manner on behalf of all citizens.

      (1) A delineation of recommendations of the Financial Health Team, noting which recommendations have been implemented, which are in the FY 2018/2019 2020/2021 proposed Budget, which are planned to be implemented at a future time, and which have been determined not to be implemented at any time. A timetable for future implementation is requested.

      (2) Supplemental Accounting Level Detail. A plan and timeline for the implementation of performance-based budgeting.

      (3) Development and analysis of a cost recovery schedule for City services.

      (4) Development of a return on investment analysis for all proposed changes in City services.
Identification of, and a complete and ongoing analysis of, the City's structural deficits and the Administration's plan to eliminate the same.

Incorporate into the proposed Budget a 5-Year projection of revenues and expenditures.

Continue to invest one-time money into Retirement & OPEB obligations and how to increase funding.

Continue to invest one-time money into Infrastructure, including sidewalks.

Continue to invest one-time money into hardware and software investments for City operations.

c) The City's neighborhoods have various resources that allow them to be long term viable and appealing.

A researched report on surrounding community models for neighborhood organization technical support structure within the City.

Working with the City Attorney and Code Compliance Division to expedite improvements or closure of abandoned, neglected, and burned out houses and commercial buildings by using the International Property Maintenance Code (IPMC) and adopt the latest version of the IPMC from the State of Michigan. Development of aggressive policies to deal with problematic property owners.

Food Access: Together with the City of Lansing Economic Development Corporation development of a plan should increase quality food access throughout the City using all incentives available.

Code Compliance: Assurance that the Code Compliance Department is conducting the appropriate inspections and issuing appropriate fines to ensure the buildings in our City are safe and that we have quality neighborhoods and conduct a study of Code Compliance to determine a level of service for first time inspections and re-inspections assuring the safety of the housing stock for residential and mobile homes.

Further expand down payment assistance programs with employers to encourage employees to live in the City of Lansing, and encourage employment of Lansing Residents.
d) Support economic development initiatives that will promote and retain new industries and markets.

e) Funding through HRCS for a G.E.D. program that targets lower income areas.

II. Securing short and long-term financial stability through prudent management of City resources.

a) Wise stewardship of financial resources results in the City’s ability to meet and exceed service demands and obligations without compromising the ability of future generations to do the same.

(1) Administration is requested to submit the following list of deliverables when they are due per City Charter and State Statue and adhere to them based on these priorities.

(a) Comprehensive Annual Financial Audit (CAFR) annually, no later than December 31st of each year, in accordance with the State Statue.

(b) During the months of October, January and April of each fiscal year, the Director of Finance’s written report showing the control of expenditures. (Charter- Article 7-110)

(c) By September 1st of each fiscal year, a written budget update report so that Council can review their standings on current budget items in preparation for the Council required creation of Budget Policies and Priorities that need to be adopted by October 1, 2019. (Charter- Article 7-102)

(d) No later than the last regular City Council meeting in January of each year, a State of the City report to the City Council and to the public. (Charter- Article 4 -102.4)

(e) The Proposed Budget with annual estimate of all revenues and annual appropriation of expenditures no later than the 4th Monday in March of each year. (Charter – Article 7-101)

(f) A presentation to Council of each department budget in preparation for Council to adopt the Budget Resolution no later than the 3rd Monday in May each year.
b) Pursue and facilitate shared services regionally that allow for cost savings and revenue enhancement.

(1) Pursue partnerships with stakeholders, (intra municipal and intergovernmental), to align services in relation to public services.

(2) Facilities Plan: Submit to the City Council a five and ten-year Master Facilities Plan including school and county facilities that are used for current and future City uses. City Council is also requesting that the Administration continue to work on any delayed maintenance issues with regard to all City Facilities.

c) Support initiatives that build City’s property and income tax base

III. Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.

a) The City’s core services and infrastructure are efficiently, effectively and strategically delivered to enable economic development and to maintain citizen’s health, safety and general welfare.

(1) Establish funding for two additional Code Compliance Officer as well as an additional support staff to track down property owners that have not scheduled re-inspection and to research properties suspected of being unregistered rentals.

(2) City-wide Emergency Preparedness: Allocation of sufficient funding for the Emergency Management Division to prepare City Employees with appropriate emergency training, continue efforts to prepare the public and neighborhood groups to assist in emergencies, and provide basic search and rescue operations and necessary emergency equipment at key City facilities, and communicate the plan to the Lansing City Council and the public. Updated and continual training should be provided. The Administration shall assist residents in times of unforeseen disasters.

(3) Fire Facilities Maintenance: The Administration is to conduct a study of the maintenance needs of all fire stations and report to City Council an update of the status of the study by the 4th Monday of March. Along with a funding recommendation for short and long-term improvement to these structures.

(4) Regionalism: The Administration should continue with the current regional efforts and look into the possibility of expanding the efforts.
(5) Police-Community Relations: Designate funding to help the Police Department to ensure the improvement of police-community relations. Reaffirming the City’s commitment to equality and freedom for all people regardless of actual or perceived race, sex, religion, ancestry, national origin, color, age, height, weight, student status, marital status, familiar status, housing status, military discharge status, sexual orientation, gender identification or express, mental or physical limitation, and legal source of income.

(6) Crime Prevention: Designate funding to invest in programs for long-term crime prevention strategies.

(7) Allocate Overtime for Problem Solving Area: Designate sufficient funding for overtime for police officers to address problem solving to help certain crime and address quality of life issues.

(8) Community Policing: Continue and increase funding along with searching for grant funds for COPs in neighborhoods with a goal not only to reduce crime but to stabilize the neighborhood over an extended period of time that will help to ensure its ability to rebound.

(9) Establish a Community Policing within the 2nd Ward.

(10) Leadership vacancies: Develop and implement a plan and timeline to fill all funded vacancies and provide a report to City Council.

(11) Front –loading of Police Officers: Continue to front-load Police Officers so that we have officers ready to take the road when officers retire.

(12) Increase street sweeping, especially areas heavily traversed by bikes.

(13) A study to determine the effectiveness of traffic calming and what measures may be successful and funding to implement.

IV. Adopting sustainable practices that protect and enhance our cultural, natural and historical resources.

a) Seek partnership opportunities with educational and corporate institutions and to maintain and expand our talent base.

b) Create vibrant places, support events and activities that showcase our waterfront and green spaces.

(1) Trail/Greenways Encouraging the Parks and Recreation Department to work collaboratively with the Tri-County Planning Commission to
develop/expand our citywide/regional trail system and seek opportunities to reduce expenses in this effort. Additionally, look at the feasibility of connecting the River Trail (through bike lanes/Greenways to Trails) where there is currently no access to the trail.

c) Raise the level of support for projects and initiatives that showcase local and state history.

c) Raise the level of support for projects and initiatives that showcase local and state history.

**Committee on Intergovernmental Relations**

d) Designate funding for a City Sustainability Coordinator to implement the deliverables, findings and recommended steps from the Lansing Climate Action Planning Project.

V. Facilitating regional collaboration and connecting communities

a) The City has a safe efficient and well-connected multimodal transportation system that contributes to a high quality of life and is sensitive to surrounding uses.

(1) Corridor: City Council encourages the Administration continue to develop a plan and report its status to the Lansing City Council that seeks to revitalize and enhance all major corridors that lead into the City.

b) Seek a balanced distribution of affordable housing in the tri-county region.

**RESOLVED**, recognizing the financial challenges facing the City of Lansing (“City”) and its Public Service Department (“Department”), including the Department’s obligations to comply with numerous mandates, including unfunded mandates, the Lansing Board of Public Service supports the efforts of the Department.

**RESOLVED**, the Board of Public Service supports and recommends the following budget priorities to the Lansing City Council for consideration with Council’s Budget Policies and Priorities for the Fiscal Year July 1, 1920–June 30, 2021:

1. General Fund levels should be increased for implementation of the City’s Street System Asset Management Plan, and for additional funding for reconstructing neighborhood streets with a Pavement Surface Evaluation Rating of 4 or lower. We encourage support for the department to look for new and innovative ways to extend the life of our existing streets and seek additional funding.

2. Increase compliance with the City’s Complete Streets Ordinance, and additional funding of the sidewalk gap closure program, sidewalk repairs and right-of-way maintenance and improvement, consistent with keeping
safety a priority for Lansing residents and visitors, while meeting or exceeding the compliance with the Americans with Disabilities Act.

3. Increase funding to update and improve the fleet of city vehicles, with specific priority for the Public Service Department;

4. Increase funding for the cleaning and maintenance of our wastewater aeration basins to remove sludge and silt buildup from the bottom of these tanks and repairing them once cleaned. This will allow us to be at or above the recommended guidelines.

5. The City should approve a budget to: (i) expand opportunities for multi-family residential and business recycling; and (ii) implement organic waste recovery;

6. Follow recommendations of the energy audit of all facilities and properties to save on energy and cut costs by replacing wasteful devices with ones that are energy efficient and reduce the carbon footprint of the City of Lansing.

7. Fund training and work with federal, state, county, local municipalities, and organizations to become a leader in PFAS regulation, testing, monitoring and enforcement.

RESOLVED, recognizing the financial challenges facing the City of Lansing (“City”) and its Public Service Department (“Department”), including the Department’s obligations to comply with numerous mandates, including unfunded mandates, the Lansing Board of Public Service supports the efforts of the Department.

RESOLVED, the Board of Public Service supports and recommends the following budget priorities to the Lansing City Council for consideration with Council’s Budget Policies and Priorities for the Fiscal Year July 1, 2018 – June 30, 2019:

8. General Fund levels should be increased for implementation of the City’s Street System Asset Management Plan, and for additional funding for reconstructing neighborhood streets with a Pavement Surface Evaluation Rating of 4 or lower;

9. Continued implementation of the recommendations in the City’s Complete Streets Ordinance, and funding of the sidewalk gap closure program, sidewalk repairs and right-of-way maintenance and improvement, consistent with keeping safety a priority;

10. Increase funding to update and improve the fleet of city vehicles, with specific priority for the Public Service Department;

11. Continued support for maintaining, keeping current and updating of the City’s Cityworks Asset Management Software, consistent with legal requirements and improved efficiencies, along with other financial considerations.
12. The City should approve a budget to: (i) expand opportunities for multi-family residential and business recycling; and (ii) implement organic waste recovery;

13. Explore the establishment of a Material Recovery Facility (MRF) for the recovery of recyclable commodities; and

14. The Department’s efforts to secure approval for the implementation of the Wet Weather Program, submitted to the Michigan Department of Environmental Quality in 2011.

RESOLVED, as the Department generates savings through improved efficiencies in service delivery and other areas, these savings should be maintained within the Department.
What does it mean to have an issue "closed" in Lansing Connect?

How a case is ‘closed’ in Lansing Connect depends on the problem type and how the problem should be addressed. Some problems require a comprehensive solution. For example, road repair solutions are comprehensive versus fixing just one problem a citizen identifies.

Here are some examples of why a Lansing Connect request may be closed

- The request has been turned into a work order. The integration with Cityworks is connected to a Service Request. The Service Request sends an employee to verify if there is a valid issue. If there is a valid issue, the Service Request is turned into a Work Order. The Service Request is then marked “Complete” or “Closed”. This status change causes the City Sourced status to change to “Closed”. This issue still exists, but is now tied to the Work Order. There is not the ability to transfer the status from the Service Request to Work Order at this time.

- From a Code Enforcement standpoint, “closed” would typically indicate that we have revisited a site where we have substantiated a complaint, and either the resident has taken care of the situation, or we find that the situation still exists, at which point we would dispatch a contractor to remedy the situation. We close out a situation in BS&A in the latter case when we receive the bill from the Contractor.

- Duplicate Request - some citizens put in multiple requests for service for the same problem which means the problem has been resolved based on an earlier submission. The citizen may be unaware of how the problem is being addressed which results in the complaint being ‘closed’ without further information to the citizen. There is a manual way to merge duplicate Service Requests together into one and use that Service Request to communicate to all the end users who submitted the same issue. We have not regularly been using this feature. We hope to have an update that will let our citizens know when they are reporting a duplicate complaint so they know the problem is being addressed and they do not think their complaint is being ignored.

- **Solid Waste Requests:**
  - The issue has had a work order entered into BS&A
  - The service request is not valid (i.e. missed recycle in the wrong week, new service set up, out of City Service Area)
All other Service Requests:
  - Automatically closed when the CityWorks Work order generated from the Service Request closes - can take several weeks
  - Closed due to being a non-issue or not a request for service (information only)

Closed due to not being a City of Lansing issue or not in the City Service Area

People can tell where their request is in the process by checking Lansing Connect for progress. Now, it's either open/closed and that doesn't provide other details (some sort
of notes would be helpful). Future implementations make it easier for city staff to share status details with those who report it.

**Does it mean a letter is sent when an issue is closed? How can a citizen tell whether an issue resolved?**

Letters are not sent to the complaining party but they can check Lansing Connect for progress. Citizens who violate ordinances will be given notice through letters and door knob notices when appropriate. The complaining party will not be told whether a fine is issued because it’s a privacy issue for those who are fined. Complaining parties can check Lansing Connect for resolution or contact the department responsible for fixing the problem if they have questions not covered by the Lansing Connect.

**Councilmember Dunbar suggested a before/after photo option of Lansing Connect, is that possible?**

Yes. For some issues like sidewalk snow but is impractical for others like potholes. For premise violations, we do before and after pictures for trash and substantial violations, but we do not generally do them for long grass violations. Future implementations will make it easier for City staff to share details with those who report it.

**Madame President wants to know how much did we paid for CityWorks? Do we have an annual or monthly amount we continue to pay? Was the contractor on site when we implemented**

The City paid $34,800 this year for Lansing Connect. The price has remained fairly steady. The contractor was not onsite when it was implemented.

**Councilmember Hussain would like to know if we can have an “other” category.**

We need to ask Councilmember Hussain for examples of what would fit in the “other” category. Currently, we have the following status categories: submitted, received, in process, on hold, referred to department, could not verify, closed, not an issue, cancelled. Does his request refer to the types of problems citizens should be able to report?
BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, Kroger has announced it is discontinuing free publications throughout the chain at the end of the month due to decreased "customer engagement" as media increasingly become more digital; and

WHEREAS, The Mayor and Lansing City Council are staunch supporters of local businesses and work diligently to encourage citywide support from its residents and neighbors; and

WHEREAS, the following publication pays for placement in racks at the stores and would be affected by Kroger's change in policy: The Lansing City Pulse; and

WHEREAS, the City of Lansing and the neighboring municipalities use this publication to inform the community of important notices and issues; and

WHEREAS, this policy would have an adverse impact on thousands of Lansing-area residents who rely upon it for public notices from their local governing offices and surrounding municipalities;

NOW, THEREFORE BE IT RESOLVED that the Lansing City Council, hereby, strongly encourages Kroger to change their policy and resume allowing publications to offer their free newspapers and support the public notification process.
RESOLUTION #
BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the City Council of the City of Lansing has previously declared its intent to create and provide for the operation of a corridor improvement authority, potentially to be called the “Lansing Gateway Corridor Improvement Authority,” (the Authority) in Resolution 2019-225, passed after reconsideration on August 26, 2019, pursuant to Part 6, Corridor Improvement Authorities, of the Recodified Tax Increment Financing Act, Public Act 57 of 2018, as amended (the Act); and

WHEREAS, in Resolution 2019-225 City Council set a public hearing on September 23, 2019 in the City Council Chambers of the City of Lansing, 10th Floor, Lansing City Hall, Lansing Michigan, at 7:00 P.M., for the purpose of receiving comment on the establishment of the Authority, pursuant to the Act; and

WHEREAS, City Council has determined to hold a second public hearing on October 14, 2019, to allow further public comment on establishment of the Authority, also pursuant to the Act.

NOW, THEREFORE, BE IT RESOLVED that City Council Resolution 2019-225 is hereby amended to include a second public hearing, to be held in the City Council Chambers of the City of Lansing, 10th Floor, Lansing City Hall, Lansing Michigan, at 7:00 P.M. on the 14th day of October, 2019 for the purpose of receiving comment on the establishment of the Lansing Gateway Corridor Improvement Authority as set forth in Public Act 57 of 2018. Notice of the public hearing shall be published twice in a newspaper of general circulation in the municipality, not less than 20 or more than 40 days before the date of the hearing. Not less than 20 days before the hearing, the governing body proposing to create the authority shall also mail notice of the hearing to the property taxpayers of record in the Proposed Development Area, to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the authority is established and a tax increment financing plan is approved, and to the state tax commission. Failure of a property taxpayer to receive the notice does not invalidate these proceedings. Notice of the hearing shall be posted in at least 20 conspicuous and public places in the Proposed Development Area not less than 20 days before the hearing. The notice shall state the date, time, and place of the hearing and shall describe the boundaries of the Proposed Development Area. A citizen, taxpayer, or property owner of the municipality or an official from a taxing jurisdiction with millage that would be subject to capture has the right to be heard in regard to the establishment of the authority and the boundaries of the Proposed Development Area. The governing body of the municipality shall not incorporate land into the Proposed Development Area not included in the description contained in the notice of public hearing, but it may eliminate described lands from the development area in the final determination of the boundaries; and

BE IT FINALLY RESOLVED that nothing else within City Council Resolution 2019-225 is amended, modified, or changed, including but not limited to the Proposed Development Area as detailed in original Exhibits A and B.
RESOLUTION #
BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the City Council of the City of Lansing has previously declared its intent to create and provide for the operation of a corridor improvement authority, potentially to be called the “South Martin Luther King Jr. Boulevard Corridor Improvement Authority,” (the Authority) in Resolution 2019-226, passed after reconsideration on August 26, 2019, pursuant to Part 6, Corridor Improvement Authorities, of the Recodified Tax Increment Financing Act, Public Act 57 of 2018, as amended (the Act); and

WHEREAS, in Resolution 2019-226 City Council set a public hearing on September 23, 2019 in the City Council Chambers of the City of Lansing, 10th Floor, Lansing City Hall, Lansing Michigan, at 7:00 P.M., for the purpose of receiving comment on the establishment of the Authority, pursuant to the Act; and

WHEREAS, City Council has determined to hold a second public hearing on October 14, 2019, to allow further public comment on establishment of the Authority, also pursuant to the Act.

NOW, THEREFORE, BE IT RESOLVED that City Council Resolution 2019-226 is hereby amended to include a second public hearing, to be held in the City Council Chambers of the City of Lansing, 10th Floor, Lansing City Hall, Lansing Michigan, at 7:00 P.M. on the 14th day of October, 2019 for the purpose of receiving comment on the establishment of the Lansing Gateway Corridor Improvement Authority as set forth in Public Act 57 of 2018. Notice of the public hearing shall be published twice in a newspaper of general circulation in the municipality, not less than 20 or more than 40 days before the date of the hearing. Not less than 20 days before the hearing, the governing body proposing to create the authority shall also mail notice of the hearing to the property taxpayers of record in the Proposed Development Area, to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the authority is established and a tax increment financing plan is approved, and to the state tax commission. Failure of a property taxpayer to receive the notice does not invalidate these proceedings. Notice of the hearing shall be posted in at least 20 conspicuous and public places in the Proposed Development Area not less than 20 days before the hearing. The notice shall state the date, time, and place of the hearing and shall describe the boundaries of the Proposed Development Area. A citizen, taxpayer, or property owner of the municipality or an official from a taxing jurisdiction with millage that would be subject to capture has the right to be heard in regard to the establishment of the authority and the boundaries of the Proposed Development Area. The governing body of the municipality shall not incorporate land into the Proposed Development Area not included in the description contained in the notice of public hearing, but it may eliminate described lands from the development area in the final determination of the boundaries; and

BE IT FINALLY RESOLVED that nothing else within City Council Resolution 2019-226 is amended, modified, or changed, including but not limited to the Proposed Development Area as detailed in original Exhibits A and B.
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