



MINUTES
Committee on General Services
Tuesday, February 11, 2020 @ 3:30 p.m.
City Council Conference Room, City Hall 10th Floor

CALL TO ORDER

The meeting called to order at 3:31 p.m.

ROLL CALL

Council Member Hussain, Chair
Council Member Wood, Vice Chair
Council Member Garza, Member

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Eric Brewer, Internal Auditor
Lisa Hagen, Assistant City Attorney/Council Research Assistant
Heather Sumner, Deputy City Attorney
Sarah Al-Saadi
Tasha Williams

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM JANUARY 28, 2020 WITH THE CORRECTION OF ADDING "HUSSAIN" AFTER "COUNCIL MEMBER" ON PAGE 2, UNDER THE SDM LICENSE DISCUSSION. MOTION CARRIED 3-0.

Public Comment on Agenda Items

No public comment at this time.

Discussion/Action:

RESOLUTION – Claim Appeal #1731; S. Al-Saadi; 2004 W Miller Rd.; \$469.00

Mr. Sanford provide dates the property was cited; 6/19/2019, a compliance date on 6/26/2019 and the date the contractor arrived, 7/1/2019. At that time, he noted the vehicle parts had been removed but the furniture was still present so it was removed by the contractor. Council Member Hussain referenced the photos which were dated June, but it was just stated July 1. Mr. Sanford stated he was using the date of the invoice itself from the contractor.

Mr. Brewer noted that the Claims Review Committee saw the claim on October 31, 2019 and based on the material, denied it in full.

Council Member Garza referenced the invoice noting on 7/1/2019 it was 4 yards, and Council Member Hussain clarified they were authorized for 6 yards, but when they picked up the items it was only 4 yards.

Council Member Hussain asked the applicant to explain to the Committee the reason for her claim and add any additional details. Ms. Al-Saadi confirmed she did put the couch outside, and when she got the notices, which her now ex-husband addressed, she was not aware of the issues. Council Member Wood asked her if she was admitting the couch was her, and she did admit along with admitting she was aware of the notice.

MOTION BY COUNCIL MEMBER WOOD TO DENY THE CLAIM #1731 FOR 2004 W MILLER IN THE AMOUNT OF \$469. MOTION CARRIED 3-0.

Ms. Al-Saadi was informed of the 2/24/2020 Council meeting date for final action.

DISCUSSION – City Contractors for Code Enforcement

Council Member Hussain referenced documents in the packet that outlined the most recent bids for trash removal, grass mowing and the board up sub-contractors. He then asked Mr. Brewer if he reviewed the documents and had comments. Mr. Brewer admitted he was not aware of a trash contractor bid that was currently posted, and contacted Ms. Robinson in purchase to confirm the document in the packet. He stated he then sent all the information onto the Claim Review Committee members as well. Mr. Brewer did not have any comments pertaining to the actual bids themselves.

Council Member Hussain asked Mr. Sanford how long Eric's Refuse has been the trash removal contractor, and Mr. Sanford confirmed they have been since 2012 and prior to that it was Tomlinson. He was questioned on the dates of the bids for the service and stated he thought a bid went out in 2014 and 2015. Mr. Brewer stated the specifications in the bid states it will be a 1-year contract with 1-year extensions up to 4 years. Council Member Wood noted that in the past, when the Committee has been told only one person submits a bid, that they should consider reposting into multiple smaller contracts. She noted her concern also that the only posting was on the MITN (Michigan International Trade Network) site, and should be posted on the City website. Council Member Wood then asked for a copy of the specifications, and to ask for the Department Director to be asked what his intention is if there is only one bidder. Council Member Hussain commented that his concern at this time was that the bidders were not on the website. He then referred to the grass contractor bid and the timeline allowed for compliance and clean up, asking if there is a way to move away from the long delay. Mr. Sanford stated that if there are long delays, they charge it back to the contractor, however it was noted that the Committee never sees those, so are not aware of the process where that occurs. Council Member Garza asked when the last time the bid for grass was posted, and Mr. Sanford it was on the same timeline as the trash bid, and those both are closing 2/24/2020. For the contractor currently doing the grass, Tomlinson has been the contractor since 2012, but he was not able to provide the number of yards they mow annually. Regarding the current bids that are out, Mr. Sanford noted that the trash cost will go up because Granger fees went up. Council Member Garza began a discussion on the accountability of the trash contractor to now take material that they can charge the City for then resell it or recycle it, such as metal, copper, furniture in good condition, etc. Mr. Sanford defended the contractor stating they dispose of all items appropriately so the City has to pay them. Council Member Wood asked that the contractor be asked to itemize and detail their invoices clearly to "materials taken to granger" "material taken to recycling". Mr. Sanford stated again he does not believe the contractor is reselling items, and so the Committee asked that the new contract be amended to include a statement that they are not allowed to sell goods to second hand stores, employees, recycling,

etc. Ms. Sumner stated she could not confirm that a statement like that could be enforceable or why it would be needed. Council Member Garza provided an example he was made aware of where the contractor took windows from property even though they were not the issue, and scraped them for the aluminum. Council Member Wood asked if the department could do a spot check and audit the contractor.

Council Member Garza asked if during board ups if a code officer is on site, and if that same practice can be done when the contractor cleans up the trash violations. Mr. Sanford stated that the contractor calls for authorization if they find something that was not listed in the original order.

Council Member Hussain stated the discussion would continue at future meetings on the recent bids when they will continue discussions on competitiveness and the capacity for each contract.

Claim Appeal #1753; T Williams; 2710 W Miller; \$265.00

Mr. Sanford informed the Committee of the timeline for the violation, beginning on 9/18/2019, and after the recheck on 9/26/2019 the contractor was called in and was on site 0/6/2019. He did note that there was a second notice fee of \$75 was waived when they confirmed the first notice was mailed incorrectly to the former owner. Mr. Brewer confirmed the claim was heard at the Review Committee and denied it in full based on the submission.

Ms. Williams appealed she was first time homeowner and bought the home while living out of state in anticipation of moving into the home when she returned to Lansing to attend graduate school at MSU. She noted that after she closed on the home, because she was not living there and could not get a post office box while residing out of state, she never received the notices. She was not aware of the grass violation or being mowed, until the tenant in the other half of the residence contacted her. Once she moved to Lansing, she did register the property as a rental and also obtained a post office box. She acknowledged the contractor mowing the yard, but was appealing the administrative fee due to her situation with the post office and moving from out of state. Council Member Garza asked when the tenant in her unit moved out and Ms. Williams confirmed not until November.

MOTION BY COUNCIL MEMBER WOOD TO DENY THE CLAIM 1753 FOR 2710 W MILLER IN THE AMOUNT OF \$265. MOTION CARRIED 3-0.

Council Member Hussain outlined the process at Council on March 24, 2020.

Other:

- a. Michigan Liquor Control Commission; Transfer License with Sunday Sales, Outdoor Service, Catering Bars and Dance-Entertainment from 7786 E. US 10, Walhalla to 419 Spring Street, Lansing. Transfer Governmental Unit from Branch Twp., Mason County to Lansing City, Ingham County **(Pending Application)**
- b. Michigan Liquor Control Commission; RID#RZ-1908-14021; Board of Trustees, Michigan State University, request to transfer of ownership of Escrowed 2019 Class C Licensed Business with Sunday Sales Permit (P.M.), Entertainment Permit and Sunday Sales Permit (A.M.) from HOA Restaurant Holder; transfer location from 172 E Edgewood Blvd., new Additional Bar Permit for a total of 2 bars, new outdoor service area; new specific purpose permit (golf), transfer classification from Class C License issued under MCL 436.1531 to Class C License issued under

MCL436.1513(4) (non-transferable) at 3535 Forest Road, Suite C88A (Pending Application)

Council Member Wood handed out Council Rules that spoke to charge for each Committee. Under Committee on General Services it speaks to “oversight of City government operations”. She asked the Committee Chairperson to begin the discussion and ask the OCA to draft an ordinance that would require all Commission and Boards attend ethics training, conflict of interest training and education on the Open Meetings Act. An emphasis was for the trainings occur annually in July. A suggestion was made for in the Ordinance the Administration coordinate a module or specifications for trainings. Ms. Hagen stated she would attempt to have a draft by March 10, 2020.

Adjourned

Adjourned at 4:32 p.m.

Submitted by Sherrie Boak,

Office Manager, Lansing City Council

Approved by the Committee on February 25, 2020