

**CITY OF EAST LANSING  
CITY COUNCIL  
WORK SESSION MINUTES  
September 11, 2012**

Present: Beard, Loomis, Triplett, Goddeeris

Absent: None

The meeting was called to order at 7:00 p.m. by Mayor Goddeeris. The meeting was held in Courtroom #2 of the 54-B District Court, 101 Linden Street, East Lansing.

**Item 1** **Communication from Audience**

- Michael Kelly, City Construction, spoke regarding St. Anne lofts
- Curt Mulder, City Construction, spoke regarding St. Anne lofts
- Dick VanderZyden, City Construction, spoke regarding St. Anne lofts

**Item 2** **Approval of the Minutes**

It was moved by Beard and seconded by Triplett to approve the minutes of the August 21, 2012 work session.

ALL YEAS  
MOTION CARRIED

It was moved by Triplett and seconded by Beard to approve the minutes of the August 28, 2012 special meeting.

ALL YEAS  
MOTION CARRIED

**Item 3** **New World Systems Software**

Jill Feldpausch, Assistant Finance Director/Treasurer; and Alan McCarrick, Information Systems Administrator, gave a brief overview of current financial system which has been in place since 1997, need for upgrade, and the New World Systems standard software license and services agreement.

Jason Maples, James Kallio, and Gary Zepke, New World Systems, Troy, Michigan, presented a navigation tour of the new software and its use within and among City departments.

Council discussed firewalls, security, use by residents, training, support, and archived data conversion.

Goddeeris said the New World Systems software contract will be on Council consent agenda next week.

Loomis asked how this bid process and award meshed with the City's local vendor preference policy and if Council would need to approve an exception. Feldpausch said she would look into it and respond to Council.

**Item 4** **Third Party Administrator Agreement - HHP**

Triplett said this item is related to the Avondale Square project and asked to be excused from discussion of the Third Party Administrator Service Agreement, in accordance with his prior public disclosure statements of June 3 and July 15, 2008.

It was moved by Beard and seconded by Loomis to excuse Triplett from discussion of this item.

ALL YEAS  
MOTION CARRIED

Triplett stepped away from the Council table and sat in the audience.

Amy Schlusler-Owens, Community Development Specialist I, briefed Council and answered questions on a Third Party Administrator Services Agreement between the City of East Lansing and Hometown Housing Partnership, Inc., (HHP) for MSHDA (Michigan State Housing Development Authority) down payment assistance program for Avondale Square.

Schlusler-Owens also briefed Council on an Administrative Services Agreement in which the City would provide HHP with administrative rights to execute template loan documents. She said this agreement will expire in 2014 or upon approval for HHP to become an FHA (Federal Housing Administration) approved lender.

Goddeeris said the Third Party Administrator Agreement will be on Council October 2 agenda and the Administrative Services Agreement will be on Council agenda September 18, 2012.

Triplett returned to the Council table.

**Item 5** **Baseball Tomorrow Fund Grant Application**

Tim McCaffrey, Director of Parks, Recreation and Art, briefed Council on a Baseball Tomorrow fund grant application for improvements to the baseball and softball fields at Patriarche Park.

It was moved by Loomis and seconded by Beard to authorize the City Manager to sign and file a Baseball Tomorrow Fund grant application with all understandings and assurances; and furthermore, authorize the Assistant Director of Parks, Recreation and Arts to serve as City representative in connection with the application. Said application is to be a request for \$70,000 for improvements to the baseball and softball fields at Patriarche Park.

ALL YEAS  
MOTION CARRIED

**Item 6** **LAP Respite Center Board of Directors Appointment**

Tim McCaffrey, Director of Parks, Recreation and Arts, briefed Council on Item 6 of LAP Respite Center service agreement regarding Council appointment to LAP Respite Center Board of Directors.

It was moved by Loomis and seconded by Triplett to name Kevin Beard as City Council appointment to the LAP Respite Center Board of Directors.

ALL YEAS  
MOTION CARRIED

**Item 7** **Guidelines for Naming Public Properties**

Tim McCaffrey, Director of Parks, Recreation and Arts, said Tom Yeadon, City Attorney; Marie McKenna, City Clerk; and he met via teleconference to discuss Council concerns with the existing policy resolution for naming public properties. He said a memo from Yeadon is included in Council packet outlining current policy resolution and opinion regarding guidelines vs. mandatory statements. McCaffrey also said Yeadon has provided draft Policy Resolution 2012-5 addressing those concerns.

Council discussed land transfer and clarification of ambiguities and language.

Goddeeris thanked City Attorney for his work and said Policy Resolution 2012-5 will be on consent agenda next week.

**Item 8** **50/50 Restaurant Food/Alcohol Reports Policy**

Lori Mullins, Community and Economic Development Administrator, highlighted May 2012 issues summary and findings document regarding the City's 50/50 policy which is the requirement for restaurants to report quarterly on sales of food and alcohol to show that alcohol sales are no more than 50 percent of their total sales. She said included in the Council packet is a May 30, 2012 letter from the DDA (Downtown Development Authority) which states the DDA Board agrees the current reporting requirement is ineffective and requests that City Council consider eliminating the requirement.

Council discussed City history of alcohol sales, safety, level playing field for establishments, enforcement options, operating standards, Responsible Hospitality Council (RHC) best management practices, staff training, and partnership with law enforcement.

Mullins said she will come back to Council with recommended goals, potential tools for addressing those goals, and options to replace the 50/50 reporting requirement.

**Item 9** **Class C Liquor License Application – 1015 Trowbridge Road**

Removed from agenda per applicant.

**Item 10** **Liquor License Application – 313 E. Grand River Avenue**

Lori Mullins, Community and Economic Development Administrator, briefed Council and answered questions on resolution in support of an application to the State for a Development District liquor license for State Side Deli located at 313 East Grand River Avenue.

It was moved by Triplett and seconded by Goddeeris to approve a resolution recommending approval of an application for a Development District Liquor License for State Side Deli located at 313 E. Grand River Avenue, above all others, under Section 521a(1b) of Public Act 501 of 2006, as included in Council packet of September 11, 2012.

Spencer Soka, 2103 Isaac Lane, spoke regarding liquor license and desire for long-term business at current location.

Council discussed liquor license application scoring system; asset value and cost of Development District liquor license, quota license, and liquor license sale on open market; quota license in reserve and impact on downtown development.

ALL YEAS  
MOTION CARRIED

**Item 11** **Regional Vendor and Bid Process**

Todd Sneathen, Director of Public Works and Environmental Services, briefed Council and answered questions on construction projects that Public Works has competitively bid since 2009. He said staff recommends the local purchasing preference provision of the purchasing policy be amended to add an additional exception for any construction contract estimated to cost over \$250,000.

Council discussed other exceptions to policy, information for business community, and additional data.

Sneathen said he would continue to keep track of bids, bidding process, and costs.

**Item 12** **CENC Reorganization**

George Lahanas, City Manager, briefed Council and answered questions on his recommendation to reorganize the Department of Code Enforcement and Neighborhood Conservation (CENC) in order to improve service efficiency and effectiveness. He highlighted organizational structure, strengthening department culture, and implementing integrated software.

Goddeeris said this will be on the business agenda next week.

**Item 13** **Proposed Fireworks Ordinance**

Erik Altmann, 702 Snyder Road, spoke regarding fireworks and noise ordinances.

Alice Dreger, 621 Sunset Lane, spoke regarding fireworks and noise ordinances.

George Lahanas, City Manager, said City fireworks concerns can be discussed with City lobbyists at upcoming meeting.

Tom Yeadon, City Attorney, answered questions on a draft fireworks ordinance.

Council discussed fireworks ordinance language, State statute language and holiday dates, enforcement of violation, noise ordinance, and community education.

Goddeeris said to move ahead with the ordinance.

#### **Item 14**

#### **St. Anne Report**

Tim Dempsey, Planning and Community Development Director, updated Council and answered questions on status of outstanding items on temporary certificate of occupancy for St. Anne lofts, communication from City Construction regarding four outstanding items from City's letter dated August 15, and status of C2AE update.

Dempsey said reports are expected by this Friday's deadline date and would grant an extension deadline only if the City needed more time to review reports.

#### **Item 15**

#### **City Council Interview Questions**

Goddeeris said as of the 4:00 p.m. deadline last Friday, 16 applications for Council member had been received at the Clerk's office. She said there are four requirements that must be met: 1) resident of City of East Lansing; 2) registered to vote in City of East Lansing; 3) must not be in default to the City; 4) must have clear background check.

Goddeeris said out of the 16 applicants, one is not registered to vote in City of East Lansing and two are in default to the City due to sidewalk assessments.

Tom Yeadon, City Attorney, said applicants who do not meet the four criteria are not eligible to be selected to fill the Council member position.

By consensus, Council agreed that all outstanding issues must be resolved by 4:00 p.m. on Friday, September 14. Goddeeris asked the City Clerk to contact the three applicants to convey that information.

By consensus, Council agreed to conduct 20 minute interviews, with a five minute break between applicants, on Saturday, September 15. Council will convene at 8:00 a.m. and the first interview will begin at 8:15.

Council reviewed previous interview questions used in 1993 and 2006. By consensus, Council agreed to ask four interview questions of each applicant. It was agreed to combine question 1 from 2006 with question 2 from 1993, use questions 2 and 3 from 2006, eliminate question 4 from 2006 and replace it with a question regarding the applicant's intent to run for Council office in November 2013. The following questions will be asked of applicants:

1. Given the current challenges before Council and the community, what issues currently facing East Lansing do you see as the highest priority and why?

2. What experiences do you have that will be helpful to you as a member of the City Council?
3. What motivated you to apply to the East Lansing City Council and what is your vision for the City?
4. Are you going to run for the remainder of the term in November of 2013 if appointed?

By consensus, Council agreed to a lottery to determine contact order and the City Clerk will contact applicants to schedule interview times. Goddeeris said applications are public documents and will be posted on the City website.

#### **Item 16**

#### **City Attorney Performance Evaluation**

Goddeeris said the contract for the City Attorney expires on September 30, 2012. Council discussed evaluation criteria within contract; evaluation timing due to contract expiration date and swearing-in of new Council member; and presentation of background by Tom Yeadon, City Attorney.

At September 18 Council meeting, Goddeeris requested Yeadon present his background introduction to the public. At September 25 work session, she requested Yeadon have a contract prepared expiring June 30, 2013, which lines up with City's fiscal year budget. She said Council will conduct a performance evaluation at that work session, using three criteria from within current contract and will then make a decision about going forward with contract date or not. She said if Council chooses to go forward, another performance evaluation will be placed on April 2013 Council agenda, allowing Council to evaluate Yeadon after one year of service.

#### **Item 17**

#### **Street Closure Request**

It was moved by Loomis and seconded by Beard to approve street closure request for Hawksridge Court on September 23, 2012 from 1:00 p.m. to 4:00 p.m. for annual picnic.

ALL YEAS  
MOTION CARRIED

#### **Item 18**

#### **Council Member Reports**

Councilmember Loomis:

- No Report

Councilmember Beard:

- Provided copies of August 2012 edition of Greater Lansing Monthly which highlights East Lansing Prime Time Seniors' program on page 32.
- Provided cards with website *ideas.MidMichiganSustainability.org* supporting HUD (Housing and Urban Development) Mid Michigan sustainability grant which is sponsored by Tri-County Regional Planning Commission.

Mayor Pro Tem Triplett:

- No Report

Mayor Goddeeris:

- Said MSU Federal Credit Union had a remodeling in downtown East Lansing and they passed along their thanks to the City's building department for their support.
- Said a School / Intergovernmental committee meeting is tentatively scheduled for October 30, which is the fifth Tuesday in October.

**Item 19**

**City Manager's Report**

City Manager George Lahanas:

- Reported on two community meetings held at Hannah Community Center last week to receive input on next steps for the Park District Planning Area, formerly known as City Center II.

**Item 20**

**Adjournment**

It was moved by Beard and seconded by Triplett to adjourn.

ALL YEAS  
MOTION CARRIED

There being no further business the meeting was adjourned at 10:45 p.m.

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Diane Goddeeris  
Mayor

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Nancy O. Wagner  
Administrative Secretary