



Chris Swope

Lansing City Clerk

June 14, 2013

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

Dear President Wood and Council Members:

The Minutes from the Meetings of the following Boards, Commissions, and Authorities of the City of Lansing were placed on file in the City Clerk's Office and are available for review in the City Clerk's Office and on the City Clerk's website (www.lansingmi.gov/clerk) under the heading of "Documents Placed on File."

BOARD NAME

Board of Water & Light Board of Commissioners
Board of Police Commissioners
Downtown Lansing Inc. Board of Directors
Police and Fire Retirement Board of Trustees
Employees Retirement System Board of Trustees
Joint Police and Fire and Employees Retirement System
Park Board

DATE OF MEETING

March 26, 2013
April 1, 2013
April 11, 2013
April 16, 2013
April 18, 2013
April 18, 2013
March 13, 2013
April 10, 2013

If my staff or I can provide further assistance or information relative to the filing of these minutes, please contact us at 483-4131.

Sincerely,

Chris Swope, CMC
Lansing City Clerk



MINUTES OF THE BOARD OF COMMISSIONERS' MEETING

LANSING BOARD OF WATER AND LIGHT

March 26, 2013

RECEIVED
2013 MAY 29 PM 1:04
LANSING CITY CLERK

The Board of Commissioners met in the Boardroom of the Administrative Offices, 1232 Haco Drive, Lansing, Michigan.

Chairperson Sandra Zerkle called the meeting to order at 5:30 p.m.

Present: Commissioners Margaret Bossenbery, Dennis M. Louney, Anthony McCloud, Tony Mullen, David Price, Cynthia Ward and Sandra Zerkle.

Absent: Commissioner Tracy Thomas

The Corporate Secretary declared a quorum present.

Commissioner Price led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Commissioner Price, seconded by Commissioner Bossenbery to approve the Regular Board Meeting minutes of January 22, 2013.

Action: Carried Unanimously

PUBLIC COMMENTS

MEMBERS OF THE PUBLIC ARE WELCOME TO SPEAK TO THE BOARD ON ANY AGENDA SUBJECT. ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO IMMEDIATELY PRIOR TO ADJOURNMENT.

There was no Public Comment.

COMMUNICATIONS

- a. Thank you card from for BWL employee, Alan Carroll's family
Received and Place on File
- b. Thank you card from BWL employee, Tony DeLuca's family
Received and Place on File

COMMITTEE REPORTS

COMMITTEE OF THE WHOLE

February 12, 2013

The Committee of the Whole of the Lansing Board of Water and Light met at the Executive Offices located at 1232 Haco Dr., Lansing, MI, at 5:30 p.m. on Tuesday, February 12, 2013.

Committee of the Whole Chair Dennis M. Louney called the Committee of the Whole meeting to order and asked the Corporate Secretary to call the roll.

Present: Commissioners Dennis M. Louney, Anthony McCloud, Tony Mullen, David Price, Tracy Thomas and Sandra Zerkle.

Absent: Commissioners Margaret Bossenbery and Cynthia Ward.

Public Comments

There was no public comment.

Approval of Minutes

Motion by Commissioner Price, Seconded by Commissioner Thomas to approve the Committee of the Whole meeting minutes of January 8, 2012.

Action: Motion Carried

Sustainability Policy

General Manager J. Peter Lark proposed that the Board of Commissioners adopt an "Environmental Stewardship and Sustainability Policy" Resolution. The policy would direct the Board of Water & Light (BWL) to develop and implement innovative business practices and programs to promote environmental stewardship and sustainability. Many of the BWL's programs already comply with this policy, like Home Town Energy Savers, Plug-In Vehicles, Recycling & Composting and LED Street Lighting. The policy would help the Board meet requirements of the Department of Environmental Quality (DEQ) "Clean Corporate Citizens" program, now incorporated into state law. General Manager Lark stated that this issue is before the Commissioners because the State likes to see a commitment from everyone at the entity all the way to the top, which would be provided by adoption of the proposed policy resolution.

Mark Matus, Manager of BWL's Environmental Compliance Department stated that the "Clean Corporate Citizens" program requires dedication and commitment to sustainability improvements. He stated that participation in the state program was voluntary, but that there are a number of benefits for the BWL to becoming a "Clean Corporate Citizen".

According to Mr. Matus, sustainability can be defined as "meeting the needs of today, of the present, without jeopardizing the ability of future generations to meet their needs as well" and that, although sometimes used as a buzz word, many Corporations are adopting sustainability programs.

Mr. Matus said a sustainability program would produce both short and long-term benefits to the Board.

Mr. Matus reviewed some of the benefits:

- It reduces environmental impact through operating efficiencies and waste reduction

- Reduces operating cost by minimizing raw materials, emissions and waste stream
- Reduces Greenhouse Gasses by 20%
- Special Benefits such as:
 - Environmental Audit Privilege
 - DEQ permits in effect for twice the normal term
 - Routine inspections by the DEQ reduced in half
 - Opens door for awards that you might get if you were not a "Clean Corporate Citizen"

Mr. Matus discussed sustainability program components:

- Demonstrate BWL's commitment to sustainability from top down
- Coordinate ongoing BWL programs and procedures
- Adopt new, achievable goals
- Expand processes to continually improve
- Document process

One big advantage of this policy/program pointed out by Mr. Matus will be a corporate branding and public image improvement.

There was a short discussion regarding disposing of glass waste.

Commissioner Mullen questioned what is being done to support the reduction of greenhouse gases by 20%. Mr. Matus stated that one of the biggest solutions regarding greenhouse gases is the new REO Town Power Plant, which is a large component of the 20% reduction.

Commissioner Louney questioned if there was any penalty for not participating in this program since it is not a required state law. Mr. Matus stated there is no penalty for not participating in the program, it is simply the encouragement of participating to get extra benefits that the program offers as mentioned earlier.

Motion by Commissioner Price, Seconded by Commissioner Thomas to forward the proposed resolution for the Sustainability Policy to the full Board for consideration.

Action: Motion Carried

Valve Turner/Leak Detection

- **Leak Detection Equipment**

General Manager Lark introduced Alando Chappell, Manager of Water & Steam Distribution System and Scott Hamelink, Manager of Water Production who both provided information on mechanical equipment that the BWL has purchased.

Mr. Chappell provided information on the recently acquired leak detection equipment. This piece of equipment allows for the detection of leaks and minimizes water losses as well as reduces outage times. This equipment is furnished with a logger and a listening device (ear muffs). These devices are taken out into the BWL's system and are used to accurately locate water leak areas. Mr. Chappell stated that he was very pleased with the purchase of this leak detection equipment that has allowed the BWL to become

more efficient and precise in locating water leaking areas and occurrences. He stated that this equipment purchase has also saved the company money by reducing overtime cost and it also saves rate payers money.

There was a brief conversation regarding the possible need of additional units of equipment and the training process for this type of equipment. Mr. Chappell expressed that with this being new technology they wanted to master the use of it before future purchases are made and as far as training for the use of such equipment, the Union and Management are working together to learn, unify and structure the use of this equipment efficiently.

- **Valve Turner Device**

General Manager Lark discussed a new valve turning device that the BWL has acquired. You might think of valves that you might turn 2 or 3 times and then they are closed or opened, but some of these valves take 200 turns and a lot of effort and man-hours. The new device greatly reduces that effort.

Alando Chappell stated that valves are isolation points in our system that we use to shut off the water system. We have 8000 valves here at the Board of Water & Light and maintenance is performed on about 4000 a year. The valve turning device allows fewer personnel, fewer injuries and less time to reach and turn valves. This equipment obtains data, such as the proper amount of torques and number of turns to open and close valves all while logging and storing information.

Scott Hamelink stated that he was here to sing the praises of the newly acquired valve turning machine because of how it has helped in his plant. He provided an example of how this piece of equipment helped tremendously with the Dye Water Plant project for replacing valves dated 1939 and 1949. He said these valves would have been impossible and unsafe to turn without this equipment. He said this is a very valuable piece of equipment.

Other

Information from General Manager Lark:

- July 1, 2013 is the opening date for REO Town (more information to come later)
- There will be an article in tomorrow's City Pulse regarding the sale of the Board of Water & Light
- The BWL is reducing the amount of train sets that bring in coal from 5 to 4 and this will be a savings of about \$1.66 million over the next year.

Mr. Lark informed the Board of Commissioners of the death of BWL's Manager of Electric Systems and Integrity, Alan Carroll, and requested a moment of silence in his honor.

Commissioner Thomas congratulated Steve Serkaian, Director of Communications on how well he moderated the Mayor's State of the City Address.

Chair Zerkle stated that she was very impressed with the REO Town DePot building and that she received many compliments about the building during the State of the City Address.

Vice Chair Louney asked that condolences be passed along to Mr. Carroll's family on behalf of the Board of Commissioners.

Excused Absence

Motion by Commissioner Thomas seconded by Commissioner Price to excuse Commissioners Bossenbery and Ward from tonight's meeting.

Adjourn

On Motion by Commissioner Price, Seconded by Commissioner McCloud, the meeting adjourned at 6:19 p.m.

Respectfully Submitted
Dennis M. Louney, Chair
Committee of the Whole

FINANCE COMMITTEE

February 12, 2013

The Finance Committee of the Board of Water and Light met in the Executive Offices located at 1232 Haco Dr., Lansing, MI, at 6:21 p.m. on Tuesday, February 12, 2013.

Acting Finance Committee Chairperson Dennis M. Louney called the meeting to order and asked the Corporate Secretary to call the roll. The following members were present: Commissioners, Dennis M. Louney, Tony Mullen and David Price. Alternate Committee Member Tracy Thomas and Board Members Anthony McCloud and Sandra Zerkle were also present.

Absent: Commissioner Margaret Bossenbery

Public Comments

There was no Public Comment

Approval of Minutes

Motion by Commissioner Price, seconded by Commissioner Mullen to approve the Finance Committee meeting minutes of January 8, 2013.

Action: Carried Unanimously

Quarterly Financial Update

General Manager Lark provided a quarterly financial update that included information relative to Fiscal Year to date of December 31, 2012 for Electric, Water, Steam and Chilled Water services.

(The Combined Utility Financial Report is included in the 2-12-13 Finance Committee Meeting Packet)

General Manager Lark stated that the Actual Net Income is about \$22 million however, does not believe that number will hold up until the end of the year, and believes that we will actually end of about \$13 million and this is based on 2nd quarter operating results. Mr. Lark reviewed the following:

Actual v. Budgeted Variance in Combined Utility Net Income
Fiscal Year to Date December 31, 2012
Compared to FY 2013 Budget

Budgeted Net Income	(5000)
	8,830
Changes in Operating Income:	
<u>Revenue Changes (net of fuel)</u>	
Retail Electric	(603)
Wholesale Electric	378
Water Sales	394
Steam Sales	114
Chilled Water Sales	(86)
<u>Operating Expense Changes</u>	
Depreciation	1,394
Labor, Material, and Other	10,277
Other	(255)
Subtotal Changes in Operating Income	11,614
Changes in Other Income:	
Interest Earnings	856
Other Income	740
Increased PILOT	(401)
All Other - Non-Operating Variances	523
Subtotal Changes in Other Income	1,718
Actual Net Income	22,162

General Manager Lark stated that the Actual Net Income is about \$22 million however, that number may hold up until the end of the year. The results appear to end at \$13 million, based on 2nd quarter operating results. However, more data will be available following next week's round of budget review meetings and the forecast may be adjusted to reflect the results of the meetings.

Revised Combined Utility Net Income
Projection Fiscal Year 2013
Based on 2nd Quarter Operating Results

	(000s)
Net Income - Original Budget - Annual	\$ 13,997
FYTD Favorable Income Variance (\$22,162 actual minus \$8,830 budget)	\$ 13,332
Temporary O&M Expense Timing Differences	\$ (9,642)
Temporary Non-Operating Income Timing Differences	\$ (2,119)
Eliminate March 2013 Rate Increases Assumed in Budget	\$ (2,524)
Projected Net Income	\$ 13,044

General Manager Lark also reviewed the Return Deficiency on Combined Utility Net Fix Assets:

Return Deficiency on Combined Utility Net Fixed Assets

In 000's	
Budgeted Income - FY 2013	13,997
Target Income on Net Fixed Assets	31,774
Through December 2012	
Revised Projected FY 2013 Net Income:	13,044
Income Deficiency	18,730
Projected Rate Base - FY 2013:	720,500
Deficiency as a Percent of Rate Base	2.60%

Excused Absence

Motion by Commissioner Price seconded by Commissioner Mullen to excuse Commissioner Bossenbery from tonight's meeting.

Other

None

Adjourn

On Motion by Commissioner Price, seconded by Commissioner Louney, the meeting adjourned at 6:40 p.m.

Respectfully submitted
Acting Chair Dennis M. Louney
Finance Committee

COMMITTEE OF THE WHOLE March 12, 2013

The Committee of the Whole of the Lansing Board of Water and Light met at the Executive Offices located at 1232 Haco Dr., Lansing, MI, at 5:30 p.m. on Tuesday, March 12, 2013.

Committee of the Whole Chair Dennis M. Louney called the Committee of the Whole meeting to order and asked the Corporate Secretary to call the roll.

Present: Commissioners Dennis M. Louney, Margaret Bossenbery, Anthony McCloud, Tony Mullen, Tracy Thomas, Cynthia Ward and Sandra Zerkle.

Absent: Commissioner David Price

Public Comments

There was no public comment.

Approval of Minutes

Motion by Commissioner Thomas, Seconded by Commissioner Bossenbery to approve the Committee of the Whole meeting minutes of February 12, 2013.

Action: Motion Carried

Steam Replacement Overview

General Manager Lark provided a brief history of the Board of Water & Light's (BWL) steam services and reviewed the steam replacement progress. Mr. Lark stated that this subject was timely due to the recent newspaper article and Opinion in the local newspaper regarding the Board of Water & Light's Steam Utility System.

Mr. Lark stated due to our ageing coal system generating systems subject to the Environmental Protection Agency's (EPA) Maximum Available Control Technologies (MACT) we will be required to stop operating our coal boilers by the end of the year. Thus was born the idea of the REO Town Co-Generation Plant. The new plant will be more efficient and a better system for generating steam, less costly, much cleaner and will beat the December 31st 2013 cutoff date.

So as far as the state of the steam system, when it comes to generation at the BWL for steam, we must be number one in the USA as of July 1st when we go live at REO with respect to steam distribution. We have steam mains that date to about 1928 that we are still using today. We have about 9 miles of main. Those mains contain vaults, big holes in the ground where valves are located that turn steam on and off. Mr. Lark stated that one of his priorities when he first came to the BWL in 2007 was to make it safe to enter the vaults as well as making sure that the valves worked. In 2008 the Board of Commissioners supported a \$40million Bond issuance that was used in part for steam work. As a result over the last 5 or 6 years we have done a lot of work on the system and all of the valves are now working. Mr. Lark stated his Administration began a program that had not been done before he got here and resulted in the replacement of a ¼ mile of main every year for the last 6 years. He indicated he is planning to expand the progress next year, subject to approval by the Board. The expanded progress will plan for a ½ mile of replacement each year at a cost \$3.3million as opposed to \$2.2million which we have been spending for the last 6 years. At this rate the system improvements will be complete in 15 years.

We are also planning to install a control center for steam similar to the one that is at BESOC, the control center for electric, so that we can better monitor our steam system assuming approval by the Board.

General Manager Lark stated that the BWL's steam users include GM, 186 Commercial customers and several Residential customers.

General Manager Lark said also regarding steam that we have never made any money in steam, but due to very careful monitoring of our steam work we have in the first 7 months of FY 13 earned a net income of \$50,000, the first positive in 6 years.

Commissioner Bossenbery questioned the financing of this project. General Manager Lark stated that this would not be financed with new Bonds, but will be financed by internally generated cash from operations.

Commissioner McCloud questioned how the cost of the new steam control system would be covered. Mr. Lark stated that cost would be covered in the upcoming Capital Budget.

1st S.T.E.P. Program Overview (INFORMATION ONLY)

General Manager Lark said that the School to Training & Employment Program (1st S.T.E.P.) started in 2008 and it is one of the things that he is most proud of at the BWL. This program is in collaboration between BWL employees and IBEW 352. Employees mentor the 1st S.T.E.P. students. General Manager Lark stated that we have been able to do a lot for the community through this program.

Dallas Burdick, Manager of Organizational Development & Training, and Tansay Carter, Training & Development Specialist, provided a PowerPoint presentation and overview of the 1st S.T.E.P. program. Mr. Burdick stated that the idea for 1st S.T.E.P. came about in 2007 when General Manager Lark was talking with then Lansing School District Superintendent T.C. Wallace about doing something with the schools in the community. The first class began in 2008 and we are now in our 5th year and we have 10 students on board. This program was developed in partnership with a lot of people, but IBEW Local 352 gave us the 10 jobs that the students work in. We also work with Lansing Community College, Capital Area Michigan Works and the local school district in a work base learning committee and we created this work base learning program. It is a paid work base program, the kids get high school credit, they work through the program and they get a wage and also at completion of the program they get a \$1500 Scholarship.

Facts about the Program:

Launched in 2008

57 Students completed the program/perfect attendance

Awarded \$85,500 in Lansing Community College Scholarships to students

17 students have been selected to continue in employment at the BWL (post program).

Five 1st S.T.E.P. graduates are currently in jobs of technical progression or apprenticeship.

Over 40 BWL employees trained as 1st S.T.E.P. mentors

2 former 1st S.T.E.P. students are now 1st S.T.E.P. mentors and are full time employees

Tansay Carter stated one of the important things at the BWL is diversity and that is reflected in our 1st S.T.E.P. students. The PowerPoint presentation included the process to becoming a 1st S.T.E.P. student. Ms. Carter presented the Commissioners with an invitation to attend the 1st S.T.E.P. Student Reception to be held on March 28, 2013 at 4:00 p.m. Ms. Carter also informed the Commissioners about the Student Award Ceremony to be held May 21, 2013 at 4:00 p.m.

Commissioner Mullen questioned how the students are selected for the program. Mr. Burdick stated that the students go through an extensive screening process once their packet of information.

New Customer Update

Ray Moore, Manager of Customer Projects presented an update on upcoming new customer projects in the Board of Water & Light service territory. The projects include:

Norplas-Estimated Revenue is \$1.5 M
Liquid Web-Estimated Revenue is \$1 M
Meijer Distribution Center Freezer Addition-Estimated Revenue is \$754,000
Hyatt Hotel/DTN Apartment-Estimated Revenue is \$125,000
Knapp's Building-Estimated Revenue \$900,000

Mr. Moore stated that these projects come about because Lansing is a great place to set up shop and there is a great work force here. This is attributed to Board of Water & Light's leadership, great rates and a reliable utility. Also behind the scenes are the areas economic developers that work tirelessly to bring new developments to the Lansing area.

Commissioner Ward stated that she wanted to acknowledge the City of Lansing's Economic Development Board (EDC) for their work. That Board is currently chaired by Board of Water & Light's Calvin Jones.

REO Town Update

General Manager Lark stated regarding the REO Town Co-Generation Plant, it is on time and on budget. We are planning a July 1st opening and will be officially announcing it soon. Mr. Lark introduced Pete Kramer, REO Town's Owner Representative.

Mr. Kramer provided a PowerPoint update on the new Co-Generation Plant and the Depot facility. The PowerPoint showed the latest pictures of the facilities. Their pictures captured where the facilities are today compared to where they were a year ago. He said this is a fantastic architectural statement to REO Town that is going to be the foundation of rebirth in that area.

Mr. Kramer introduced Scott Potter, Senior Project Manager, who has been there with him since day one of this project.

General Manager Lark stated that he is very proud of this complex project. He acknowledged Susan Devon and Dick Peffley for their outstanding work on the project.

Commissioner Ward questioned the final inspections process. In response, Mr. Kramer stated that there are many final inspections at many different levels. There technical advisors from each of the equipment vendors that, as we buy a piece of equipment, those technical advisors work through check lists and certifications to make sure that particular pieces of equipment fully operate before we start it up in order to protect our warranty. We have the local building authority that goes through the building inspections for life safety; the construction manager has a startup of commissioning managers on site that are doing inspections and certifications on the plant all of the time. So at different levels through construction there are a lot of different eyes and inspections that have to be done. There is no governing agency that says you are 100% done; now you get to run the plant. That is up to the Board of Water & Light to determine when the plant is commercially operational. There are emissions testing and performance testing, to make sure that each piece of equipment operates to the level of what we purchased, there are liquidated damages on our contracts if the contractors don't meet those standards. There are a lot of checks and balances and punch lists that are going on right now on a system by system basis.

Chair Zerkle stated that she has been amazed by the progress and she appreciates these updates.

General Manager Lark stated that some good things are being planned for July 1st to show off the plant.

Commissioner Thomas thanked General Manager Lark for all of his work. He said General Manager Lark makes the Commissioners feel very privileged and proud to be Board members.

Dennis M. Louney said our leadership here is outstanding, it shows by the product that we have here and by people who are in this room and people who are employed by the Board of Water & Light. With this plant we are making history and everyone is a part of it and we need to recognize that we could not do this without everyone contributing. Everyone's efforts are appreciated.

Other

None

Excused Absence

Motion by Commissioner Ward seconded by Commissioner Bossenbery to excuse Commissioners Price from tonight's meeting.

Adjourn

On Motion by Commissioner Ward, Seconded by Commissioner Bossenbery, the meeting adjourned at 6:50 p.m.

Respectfully Submitted
Dennis M. Louney, Chair
Committee of the Whole

MANAGER'S RECOMMENDATIONS

General Manager Lark respectfully asked that the full Board pass the Resolution directing the Board of Water & Light to develop and implement innovative business practices and programs to promote environmental stewardship and sustainability. Mr. Lark stated that a benefit of this policy is that it allows the Board of Water & Light to achieve "Clean Corporate Citizen Status", which is a status that is provided under state law.

RESOLUTION #2013-03-01

ENVIRONMENTAL STEWARDSHIP AND SUSTAINABILITY POLICY

WHEREAS, the Lansing Board of Water & Light (BWL) is dedicated to providing its customers with safe, reliable and affordable utility products and services;

WHEREAS, it is the policy of the BWL to fulfill its mission in a responsible manner that not only complies with environmental laws, but actively promotes pollution prevention and the sustainability of our natural resources;

WHEREAS, establishing a company-wide culture of environmental stewardship and sustainability as an ongoing process that encompasses our electric, water, chilled water and steam operations, our facilities and all of our employees, as well as our residential, commercial and industrial customers, are important to demonstrating and realizing our environmental goals;

WHEREAS, adopting procedures to continually monitor, promote and improve our environmental performance will benefit the BWL and its customers over time;

WHEREAS, communicating this commitment, both internally and externally, and our efforts to achieve it are important elements of the BWL's environmental stewardship and sustainability program;

BE IT RESOLVED, that the BWL shall develop and implement innovative business practices and programs to promote environmental stewardship and sustainability.

Motion by Commissioner Price, seconded by Commissioner Ward, to approve the resolution to develop and implement an Environmental Stewardship and Sustainability Policy.

Action: Carried Unanimously

UNFINISHED BUSINESS

There was no Unfinished Business

NEW BUSINESS

There was no New Business

RESOLUTIONS

Resolution #2013-03-01, Environmental Stewardship and Sustainability Policy was adopted under the Manager's Recommendation Section of the agenda.

MANAGER'S REMARKS

General Manager Lark introduced Wayne Lynn, the new Manager of Electric System Integrity. Mr. Lynn has 23 years of experience in the technical and managerial capacity of the utility business.

General Manager Lark stated that the Board authorized and approved Bond refinancing for Thirteen Supplemental Bond in January. We have learned that Moody's & Standards & Poors (S&P) have given us a Bond rating of Aa3 and AA-; a rating that we have had for the last 6 years and has been maintained through a tremendous recession with no down

grade. Those Bonds have been issued at a very favorable term a \$4.9 Million savings to the Board of Water & Light.

General Manager Lark spoke about the Board of Water & Light's involvement with the Mayor's proposed Budget that was presented to the City Council. This proposal includes the Board of Water & Light billing customers for fire hydrant and streetlight operating and maintenance fees. The BWL use to bill the City of Lansing directly. Under the new budget proposal, if approved by the Lansing City Council, the Board of Water & Light will directly bill customers. Mr. Lark stated that a typical residential customer's bill will increase by approximately \$50.00 a year. There was dialogue regarding the BWL's options on how this process would be handled. Chair Zerkle spoke about having this matter discussed at the next Committee of the Whole meeting to get a clearer understanding of how this would be handled.

General Manager Lark introduced Monique Harvey and Christopher Rollins of Union Missionary Baptist Church; their children, Leila Ross, Jahleel and Jeriah Rollins and their Church Youth Group presented the "Pennies for Power" program with \$684.16 that they raised all in pennies. General Manager Lark thanked them for supporting the program and for helping those who are less fortunate.

General Manager Lark announced that the tickets are going on sale for the for the 2013 Lansing Board of Water & Light (BWL) Pennies for Power Dancing with the Starz Extravaganza, which will be held Thursday, April 18 from 5:30 P.M. – 8:30 P.M. He announced the lineup of dancers that include:

- Sandra Zerkle, Chair BWL Board of Commissioners and Derrick Quinney, Lansing City Councilmember
- Al Martin, WLNS TV 6 Sports Announcer and Kelly Bernero, Advocacy/Public Relations Specialist, Great Lakes Capital Fund
- Janene McIntyre, Lansing City Attorney and Chris Swope, Lansing City Clerk
- Teresa Syzmanski, Lansing Chief of Police and Tony Baltimore, Director of External Affairs, Office of Congressman Mike Rogers
- Tracy Thomas, BWL Commissioner and A'Lynne Boles Robinson, Lansing City Council Vice President
- State Representative Theresa Abed, (D-Grand Ledge) and State Representative Robert L. Kosowski, (D-Westland)
- Nicole Noll Williams, Director, Capital Region International Airport and Keith Williams, Consultant, Pondera Advisors
- Lauren Aitch, Owner, Lady Aitch Clothing for Women and former Michigan State University (MSU) basketball player and Otis Wiley, MSU Development Assistant of Annual Giving and former MSU football player

- Tony Conley, WILS 1320 radio personality and Julie Conley, Manager, First Independence Bank

Mr. Lark stated that tickets can be purchased at various locations at the BWL and on-line.

COMMISSIONERS' REMARKS

Chair Zerkle thanked the families for their effort on raising money for the "Pennies for Power" program on behalf of the Board of Commissioners.

EXCUSED ABSENCE

On **motion** by Commissioner Price, seconded by Commissioner Ward to excuse Commissioner Thomas from tonight's meeting.

PUBLIC COMMENTS

L. W. Marrow of Lansing spoke about local businesses partnering on a joint venture for an alternative fuel station to be located in Lansing.

Monique Harvey of E. Lansing, thanked the Board of Commissioner for the opportunity to work with them and allowing the young people in Church to give back to the community through the "Pennies for Power" program. She said that they look forward to working with the BWL in the future.

David Steward of DeWitt, stated that he owns several properties in the City of Lansing. Mr. Steward presented his concerns regarding copper replacement and the different mechanical codes that effect how and who can replace copper.

ADJOURNMENT

On motion by Commissioner Price, seconded by Commissioner Ward the meeting adjourned at 6:11 p.m.

M. Denise Griffin, Corporate Secretary

Preliminary Minutes filed (electronically) with Lansing City Clerk: April 4, 2013
Official Minutes (Electronic) filed with Lansing City Clerk: May 29, 2013

**BOARD OF POLICE COMMISSIONERS
MEETING MINUTES
TUESDAY, APRIL 16, 2013**

RECEIVED
2013 JUN -5 PM 4:02
LANSING POLICE DEPT

MEMBERS PRESENT:

Commissioner Sandra Kowalk-Thompson, Chair
Commissioner Patty Farhat via Skype
Commissioner Bob Noordhoek
Commissioner Jan Kolp
Commissioner Clyde Carnegie
Commissioner Drew Macon
Commissioner Maria Mejorado

MEMBERS EXCUSED:

Commissioner Bill Renfrew

OTHERS PRESENT:

Chief Teresa Szymanski
Bernard Brantley, Commission Investigator
Jim DeLine, Secretary

MEMBERS OF THE PUBLIC / GUESTS:

Michael Zdebski, Poxson St
Linda Hartman, Barstow Rd
Jane Parker, Forest Ave
Sam Brewster, Lowcroft Ave
Nick Perreault and camera operator, WLNS-TV

CALL TO ORDER – Commissioner Kowalk-Thompson

After having established a quorum, Commissioner Kowalk-Thompson called the meeting to order at 5:35 p.m. Commissioner Carnegie led those present in the Pledge of Allegiance. Commissioner Kowalk-Thompson led those present in a moment of silence in commemoration of the bombing at the Boston Marathon and in memory of Dr. Joan Jackson Johnson's recently deceased mother-in-law and brother.

PUBLIC COMMENT - Agenda Items

Members of the Neighborhood Watch Advisory Board gave a presentation honoring retiring Chief of Police Teresa Szymanski.

ADDITIONS TO THE AGENDA

None.

APPROVAL OF MINUTES - Commissioner Kowalk-Thompson

The minutes of the regular meeting of March 19 were approved as presented and placed on file.

EDUCATION PRESENTATION

There was no Education Presentation in April. Commissioner Kowalk-Thompson gave remarks acknowledging Chief Szymanski's dedication and accomplishments during her time as Chief of Police.

ADMINISTRATIVE REPORT

Chief Szymanski expressed that her retirement from LPD is "bittersweet" after twenty-six years with the Lansing Police Department.

She announced the addition of two Canine officers who will be assigned to handlers, Ofc. Michelle Hood-Marble and Ofc. Jimmy Garcia. This is a "frontloading" effort as we have some aging canines who will be

Board of Police Commissioners
Meeting Minutes of April 16, 2013
Page 2

retired from service soon. The Chief also announced the retirement of Ofc. Lynne Kentner and expressed her appreciation to Commissioner Macon for attending his retirement party. Ofc. Kentner was widely known for his traffic enforcement efforts and even received the Richard Austin award which is directed in that arena.

The Chief commended Commissioner Farhat for adding two new members to the Neighborhood Watch Advisory Board. She also expressed her appreciation to Commissioners Macon and Kowalk-Thompson for attending the Department's budget hearing before City Council's Committee of the Whole. She announced that Capt. Green had represented the Department at the recent Moms Against Violence event held at the State Capital. She noted the LPD's coordination of the Lansing Marathon coming up this Sunday is being headed by Capt. Yankowski. The Chief assured the Board that he has a "solid plan" for preparing for any situations that may occur. She also commended Lt. Judy Horning for successfully acquiring a Byrne grant of \$56,000 which will be used to purchase license plate readers and additional radar equipment.

Chief Szymanski announced that the last of officers who were laid off have been offered jobs back at LPD. We will now begin to assemble a hiring roster. Six certified officers have been interviewed and we will also interview some new academy graduates. A Field Training Officer (FTO) program is being reestablished with command and 16 officers who will be working with Bruce Sokolov and attending school for training. They will also be trained in conducting background investigations of potential new employees.

The Chief informed the Board that there are currently six officers on our injury list. Mayor Bernero will be announcing an interim Chief by week's end.

LEGAL UPDATE

Legal Advisor, Tristan Eagon, was not present.

HUMAN RELATIONS AND COMMUNITY SERVICES LIAISON

Bernard Brantley reported for Dr. Joan Jackson Johnson commenting that Chief Szymanski's retirement will be a "huge loss" to HRCS. Working with her has been fun and she was someone on whom they could always depend. He noted the recent Cesar Chavez event and a Spring Break program which served 1,200 individuals with 6,000 lunches. He expressed his appreciation to LPD for the officers who helped with delivery.

Bernard announced this month's mobile food pantry to be held at St. Casimir's church and he distributed information on a "Meet the Need" meeting to take place at Foster Community Center on Monday.

On a personal note, he commented that he would greatly miss Chief Szymanski, whom he considers a reliable friend.

FRATERNAL ORDER OF POLICE

No representative present.

UNFINISHED BUSINESS

None.

CORRESPONDENCE SENT AND RECEIVED

Correspondence for the month of March was accepted and placed on file.

DEPARTMENT REPORTS

Department reports for the month of March were accepted and placed on file.

BOARD COMMITTEE REPORTS

Gov't / Community Liaison Committee – Commissioner Kowalk-Thompson noted her attendance at the Department's budget hearing and expressed her appreciation to Board members who represent the Board at both LPD and community functions.

Awards & Incentives Committee – Commissioner Noordhoek reported that meetings have included lively conversations and the result is that several good recipients will receive awards at the May 15 ceremony which will be held at City Hall. Lt. Horning and Sgt. Thornburg have been great to work with.

Budget Committee – Commissioner Carnegie had nothing further to report.

Complaint Committee – Commissioner Farhat announced that the February meeting was a good one. They will meet next on April 24.

Commission Investigator report – Bernard Brantley had nothing further to report. Commissioner Kowalk-Thompson commended him for the scope of his work.

COMMISSIONER'S COMMENTS

Commissioner Carnegie – commented that it is good to see Commissioner Meorado back with us. He congratulated Chief Szymanski on her retirement and expressed his appreciation for her years of service. She did a great job of maintaining the integrity of the Department and was able to face challenges with a professional attitude. She established a strong foundation of leadership within the Department while remaining impartial, working well with the rank and file. Her adjustments to diminishing financial resources was very commendable.

Commissioner Kolp – expressed her appreciation to Chief Szymanski for all she has done for LPD. Enjoy your retirement!

Commissioner Macon – echoed the sentiments of Commissioners Carnegie and Kolp. He reminisced being new on the Department and Chief Szymanski serving as his mentor.

Commissioner Farhat – echoed the sentiments of the previous speakers and noted Chief Szymanski's leadership in working within the community. She helped reach the number of 180 neighborhood watches and served as a cheerleader for the program, always keeping it on "the top shelf."

Commissioner Noordhoek – noted that Chief Szymanski was absolutely the right person for the job. She did a great job for the City of Lansing in each of the different positions she held within the Department.

Commissioner Meorado – echoed the sentiments of the previous speakers. We will miss you!

Commissioner Kowalk-Thompson – echoed the sentiments of the previous speakers and commented that Chief Szymanski led the Department with integrity and diplomacy. She commended her for suggesting that, in lieu of retirement gifts or plaques, that donations be made to the Lansing Police Historical Preservation Association. This was a very honorable thing to do.

OTHER BUSINESS / DISCUSSION ITEMS

Police Academy Discussion – Commissioner Macon expounded on a draft letter distributed to Board members whereby they would request that MCOLES not support the Michigan State Police establishment

**Board of Police Commissioners
Meeting Minutes of April 16, 2013
Page 4**

of a regional police academy. Discussion was held concerning the relationship between MSP and MCOLES. It was also mentioned that the LCC academy has graduated many fine officers hired by LPD. The issue of an MSP academy was called important and referred to as a "hotbed" issue. Some Board members felt it was an issue outside the Board's arena. The following motion was passed: **Moved that the Lansing Board of Police Commissioners not take a position on the Michigan State Police proposal to initiate a basic regional training police academy.** Yeas-4, nays-1, abstentions-1

PUBLIC COMMENT

None.

ADJOURNMENT - Commissioner Kowalk-Thompson

There being no further business to discuss, Commissioner Kowalk-Thompson adjourned the meeting at 6:11 p.m.

Downtown Lansing Inc.
Board of Directors Meeting Minutes
DLI Conference Room
Thursday, April 11, 2013 @ 10:30 a.m.

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LANSING CITY CLERK

Members Present: Terry Carella, Doug Johns Jr. (11:00 a.m.), Jason Keusch, Phil Clacko, Nicki Proulx, Pamela Werling
Members Absent: Karl Dorshimer
Board Advisory Present: None
Board Advisors Absent: Jessica Yorko, Eric Rosekrans, Louise Gradwohl
Guests Present: Chris Fritz, Ellen Kent
Staff Present: Mindy Biladeau, Cathleen Edgerly, Jenn Wood

I. CALL TO ORDER

T. Carella called the meeting to order at 10:30 a.m.

II. CITIZENS COMMENTS:

None.

III. APPROVAL OF AGENDA AND MINUTES:

P. Clacko motioned to approve the agenda of the April 11, 2013 meeting and the minutes from the March 14, 2013 meeting. P. Werling seconded. Motion passed unanimously.

IV. OTCA UPDATE

None.

V. COMMUNITY POLICING UPDATE

None.

VI. DOWNTOWN MAINTENANCE UPDATE & REPORT

M. Baumgrass with Lake State Lawn & Snow Removal reported that there has been normal routine maintenance. Snow pile debris has been swept up and all the plants in the beds have been cut back. There was not much clean-up needed after St. Patrick's Day.

The tree lights in Michigan Ave. have been taken down, and he thinks that we might not have to buy any new ones for next year since there are still 2 boxes from last year.

VII. CORRESPONDENCE:

None

VIII. REPORTS

President's Report-T. Carella

None

Director's Report-M. Biladeau

M. Biladeau reported that MLive is now in its new office at 112 S. Washington Sq., and they are eager to get involved. Tetra Tech will be moving in to EDC's old suite in the Arbaugh Building in early April and are expected to be bringing approximately 40 employees.

Other businesses coming soon include Public Sector Consultants at 230 N. Washington Sq., Davenport University (expected to move in July and open for fall term) and the Knapps (expected to be completed in fall/winter of 2014).

Boost Mobile closed, and Power On has moved to the Neo Center.

Communications & Marketing Manager Report-C. Edgerly

C. Edgerly reported that traffic to the DLI website increase due to St. Patrick's Day activities, and social media hits continue to increase.

Pink Week is coming up on April 22-28, and volunteers are need to "pink up the town" on April 18. The number of business participating in Pink Week activities/promotions has increased from 15 to 24. Voting on the storefronts will occur on April 29th to give businesses more time to decorate.

The Promotions Committee has selected the bands for Taste of Downtown and staff is working on the contracts for the acts. Staff is also working on obtaining additional sponsors.

The Capital City Clean Sweep will take place on May 2, and flower planting will take place on May 21.

Financial Report:

J. Wood presented the December 2012 and January 2013 Financial Reports.

J. Wood is working with P. Clacko to draft a profit/loss statement template that can be used to present the financial reports at future meetings.

The Capital City Clean Sweep is still in need of teams to participate. There are more sponsors for the event this year than there was last year.

P. Clacko made a motion to put the President's, Director's, Communications & Marketing Manager's, and Finance reports on file. P. Werling seconded. Motion passed unanimously.

VIII. DISCUSSION/ACTION ITEMS

A. MICA Grant Request (Motion Needed)

D. Johns, Jr. made a motion to approve the MICA grant request for \$2,500.00, which funds will be used for Blues Fest and Jazz Fest in Old Town. P. Clacko seconded. Motion passed unanimously.

B. 2012 Downtown Business Owner Survey Results

C. Fritz and E. Kent of the Business Development Committee presented the results of business owner survey that the committee developed and submitted to downtown business owners. Survey asked business owners how they're doing, where they see their business going, what other businesses they would like to see downtown, and what type of assistance they would like to see from DLI, among other things.

C. Fritz also stated that the Business Development Committee plans to be active in going out in the community to recruit new businesses to downtown.

C. Michigan Main Street Contract Agreement (Motion Needed)

M. Biladeau presented the contract agreement for DLI to enter the Selected Level of the Michigan Main Street program.

J. Keusch motioned to approve the contract. D. Johns, Jr. seconded. Motion passed unanimously.

M. Biladeau will route the contract through the City Attorney's Office and Mayor's Office for final signatures.

D. DLI Lease Amendment/New Long-Term Lease

M. Biladeau reported that she sent the recommended additional language that was proposed at the last meeting to the landlord, but he would not approve it due to concerns his lender (with whom he is trying to refinance) had regarding the below-market lease rate. Therefore, the lease amendment was signed without the language extending the option to renew the lease or the "subject to availability" clause being removed.

However, M. Biladeau has already started the process of re-negotiating a new long-term lease. The landlord has asked that DLI put a proposal for a new long-term lease together. D. Johns, Jr., N. Proulx and M. Biladeau will plan to meet and put together a proposal.

E. Michigan Main Street Baseline Assessment Visit April 24-26

M. Biladeau reminded everyone that the Michigan Main Street Baseline Assessment Visit will be April 24-26. There will be a community visioning session on April 24, several stakeholder meetings on April 25, and a Board of Directors wrap-up meeting on April 26. Invitations for the community visioning and stakeholder sessions have been sent.

A 4-hour Board retreat is also required under the terms of the contract agreement the Michigan Main Street program. M. Biladeau will coordinate with Board members to obtain a date on which all members can attend the retreat. The retreat will focus on roles and responsibilities of the Board as well as a strategic planning session.

X. OTHER BUSINESS:

P. Clacko recommended the establishment of a Finance Committee to assist the Board members and staff in making financial recommendations and decisions.

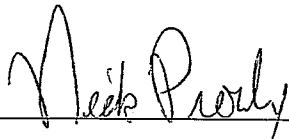
M. Biladeau reported that the City added \$22,000.00 to its FY2014 Budget for IT needs.

XI. ADJOURN:

D. Johns, Jr. motioned to adjourn at 11:55 a.m. P. Clacko seconded. Motion passed unanimously.

Minutes by N. Proulx

N. Proulx, Secretary



OFFICIAL PROCEEDINGS OF THE BOARD OF TRUSTEES CITY OF LANSING POLICE AND FIRE RETIREMENT SYSTEM

Regular Meeting
Council Conference Room
10th Floor, City Hall
Lansing, MI

April 16, 2013
Tuesday, 8:30 a.m.

The Board was called to order at 8:41 a.m.

Present: Trustees Benson, Fabus, Hecksel, Kraus, Oleson, St. Aubin, Wood— 7.
Absent: Trustee Bernero,

Others: Karen E. Williams, Finance Department; Attorney Ken Lane, Clark Hill Law Office (representing the Law Department); Bob Rose, Employees Retirement System Board.

It was moved by Trustee Hecksel and supported by Trustee Benson to approve the Official Minutes of the Police and Fire Retirement Board Meeting of March 19, 2013.

Adopted by the following vote: 7 – 0

It was moved by Trustee Hecksel and supported by Trustee Benson to approve the Official Joint Minutes of the Police and Fire Retirement System and the Employees Retirement System Board Meeting of March 19, 2013.

Adopted by the following vote: 7 – 0

Mr. Robert Rose updated the Police and Fire Retirement Board regarding the data upload from the City of Lansing Payroll System. Ms. Karen Williams updated the Board regarding the manual data input, moving information from the paper files to spreadsheet. Mr. Robert Rose explained that he has asked Tegrity to provide a presentation to the Joint Board.

Secretary's Report.

0 new fire member(s), 1 new police members, 0 reinstatement(s), 0 refund(s), 0 transfers, 0 retired. Total: Active membership: 345. 1 death(s), Robert Moss, Police, died January 17, 2013, age 80, beneficiary to receive 50%. Refunds made since the last regular meeting amounted to \$0.00. Reimbursements to the System year-to-date amount to \$0.00. Retirement allowances paid for the month of March, 2013 amounted to \$2,164,152.16. Total retirement checks printed for the P&F System: 680. Total retirement checks printed for both systems: 1553. Domestic relations order received: 0. Domestic relations orders pending: 0. Eligible domestic relations orders certified: 0.

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2013 MAY 24 PM 6:29
LANSING CITY CLERK

Regular Meeting
Council Conference Room
10th Floor, City Hall
Lansing, MI

April 16, 2013
Tuesday, 8:30 a.m.

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It was moved by Trustee Fabus and supported by Trustee Hecksel to approve the following application for Regular Age and Service Retirement :

Lynn S. Kentner, Police Department, 25 years of service credits, age 57, effective April 16, 2013.

Teresa A. Szymanski, Police Department, 26 years of service credits, age 50, effective April 19, 2013.

Adopted by the following vote: 7 – 0.

Karen Williams reported Applicant #2013-F0219 request for duty disability. Ms. Williams received the applicants documents and the applicant has been scheduled to see the medical director.

Karen Williams reported that Applicant #2013-P0115 non duty request and information has been forwarded to the Medical Director for scheduling.

Karen Williams reported that Applicant #2013-P0416 has made a request for non duty disability retirement.

It was moved by Trustee Kraus and supported by Trustee Hecksel to send Applicant #2013-P0416 to the medical director.

Adopted by the following vote: 7 -0.

There were no requests for refund of accumulated contribution.

Karen Williams reported to the Board that the MAPERS Spring Conference was scheduled for June 2-4. Ms. Williams requested that members submit their registrations to attend the Conference by May 2, 2013.

Attorney Ken Lane explained that Clark Hill was a member of the MAPERS and he is registered through the law firm. Attorney Lane stated that he will attend the Spring Conference.

Karen Williams updated the Police and Fire Retirement Office regarding the Retirement Conference. The Conference is scheduled for Thursday, September 12 at the Lansing Center. Trustee Mark Parker has contacted speakers for the event and contacted Sparrow Hospital and McLaren for perform health screenings. There will be dinner provided.

Regular Meeting
Council Conference Room
10th Floor, City Hall
Lansing, MI

April 16, 2013
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Karen Williams explained that the health screenings for retirees only. The active employees did not participate in 2008 because health screenings would be considered a negotiated benefit. Therefore, for active employees to participate, the administration would need to negotiate with each individual union.

There were no public comments.

Attorney Ken Lane provided an overview of the amendments to Public Act 314. He informed the Board that Asset Consulting Group would review the investments available under PA314. Attorney Lane stated that he would like to provide an update to the investment policy and the trustee handbooks at the next meeting.

Attorney Ken Lane reviewed the City Attorney's opinion regarding the calculation of service credits. The Police and Fire Board explained how service credits are calculated. Service credits are based upon days not hours. The Board discussed how service credits are implemented. Trustee Fabus inquired if the current policy was still appropriate in light of new working schedules in the Police and Fire Departments. Attorney Lane stated that he would bring an updated policy regarding service credits paychecks.

Trustee Wood requested that the Retirement Board discuss the Lansing Financial Health Team Report at the next month's meeting.

Trustee Wood requested to add an item to the agenda. Trustee Wood reported that during the budget hearing, a proposal was made for the Retirement Board to pay for the services provided by the City staff.

Ms. Angela Bennett stated that recommendation for the Fiscal Year 2014. Ms. Bennett explained this proposal includes the services provided by the Retirement Staff, the Payroll staff and the accounting costs. Ms. Bennett explained these pension costs totaled \$200,000 and the proposal would request reimbursement from Retirement System.

Trustee Oleson requested an itemized lists of these services for the pension boards.

Trustee Benson inquired if services that are provided to other departments are charged back also.

Trustee Wood indicated that all service such as Council Payroll is not charged back to the department. Trustee Wood inquired to the legal counsel regarding what would happen if the Retirement Board refused to pay these costs.

Trustee Fabus indicated that he had concerns that the proposal was made without input from the Retirement Boards. Trustee Fabus indicated that the City negotiates with the unions for benefits and he does not believe that the pension boards should bear the full costs of administering the Retirement System.

Trustee Kraus stated that she has been discussions with Angela Bennett regarding having the Retirement system pay for part of the administration costs. She explained that there is an indirect cost plan. Trustee Kraus explained that she details her services and those of her staff in the Treasury Department to other departments.

Trustee Wood expressed concern that this item was not placed on the agenda. Trustee Wood reviewed the purpose for the securities lending account. One of the purposes was to provide a one- time benefit increase for older retirees.

Trustee St. Aubin read a memo from Angela Bennett dated March 28, 2013 regarding the City Contribution to the Retirement System. Trustee St. Aubin indicated that \$157,599 transferred by the City to the Police and Fire Retirement System for the balance of the Fiscal Year 2013 contribution. This amount combined with the \$9,976,000 made on November 1, 2013 for the actuarial valuation calculated contribution amount.

It was moved by Trustee Wood and supported by Trustee Benson to accept the City Retirement Contribution.

Adopted by the following vote: 7 - 0

Karen Williams distributed and reviewed the March Investment and Security Lending Report.

It was moved by Trustee Oleson and supported by Trustee Hecksel to adjourn the meeting.

Adopted by the following vote: 7 -0

The meeting adjourned at 9:47 am.

Minutes approved on _____

Angela Bennett, Secretary
Police & Fire Retirement System

Brad St. Aubin, Chairperson
Police & Fire Retirement System

**OFFICIAL PROCEEDINGS OF THE BOARD OF
TRUSTEES
CITY OF LANSING
EMPLOYEES RETIREMENT SYSTEM**

Regular Meeting
City Council Conference Room
10th Floor, City Hall
Lansing, MI

April 18, 2013
Thursday, 8:30 a.m.

The Board met in regular session and was called to order at 8:39 a.m.

Present: Dedic, Kraus, McCaffery, Munroe, Parker, Rose, Wood – 7
Absent: Trustee Bernero, Taylor

Others: Karen E. Williams, Angela Bennett, Finance Department; Attorney Kenneth Lane, Clark Hill (representing the City Attorney's Office), Brad St. Aubin, Police and Fire Retirement System.

It was moved by Trustee Wood and supported by Trustee Munroe to approve the Official Minutes of the Joint Police and Fire and the Employees Retirement System Board Regular Meeting of March 19, 2013.

Adopted by the following vote: 7 - 0

It was moved by Trustee Wood and supported by Trustee Parker to approve the Official Minutes of the Employees Retirement System Board Meeting of March 21, 2013.

Adopted by the following vote: 7 - 0.

Trustee Brad St. Aubin, Police and Fire Retirement Board spoke regarding discussions comparing the City of Lansing Retirement System to the Municipal Employees Retirement System (MERS), and transferring the City of Lansing System to MERS. Trustee St. Aubin stated that the Joint Boards are implementing comprehensive software systems at a significant cost and effort. Trustee St. Aubin inquired if the Joint Boards should find out the City's intentions for the pension system based on the recommendations listed in the Financial Health Team Report.

Trustee Wood stated that MERS came to the Financial Health Team and presented information. Trustee Wood read the pension recommendations from the Financial Health Team Report.

Trustee Dedic stated that he believed that the Health Team wanted to have a comparative analysis of what services MERS performs and review what services the City performs. Trustee Dedic stated that this comparison was not done.

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Employees Retirement System
Regular Meeting of April 18, 2013
Page 2

Trustee Wood inquired asked the legal counsel to review the ordinances regarding transferring the retirement system

Attorney Ken Lane stated that he would research if the City of Lansing administration could move to MERS without a vote.

Trustee Kraus stated she had spoken with a MERS representative and there was no indication that plans have been discussed of that an in-depth analysis of the City's retirement system had taken place. Trustee Kraus stated that the Joint Board should continue with the implementation of the software system.

Ms. Angela Bennett indicated if such a transfer was considered, there would need to be much further analysis on the system.

Trustee Wood stated that the Joint Boards have expenses monies for the software implementation from their administration funds. The contracts for these software vendors are long term and there should be a provision for the money spent by the Joint Boards to be recouped if there was a transfer.

Secretary's Report. 0 new member(s), 0 reinstatement(s), 0 refund(s), 0 transfers, 1 retired. Total active membership: 342. Total deferred: 64. Refunds made since the last regular meeting amounted to \$0.00. Retirement allowances paid for the month of March 2013, amounted to \$1,812,431.98. Total retirement checks printed for the ERS System: 873. 2 death(s), Barbara Davis, died 2/27/2013, age 88, spouse of Exempt retiree; Arthur E. Buck, died 4/7/2013 (Parks/UAW, retired 2/1/1999), age 85, no beneficiary. Eligible domestic relations orders received: 0. Domestic relations orders pending: 0. Eligible domestic relations orders certified: 0.

It was moved by Trustee Kraus and supported by Trustee Parker to approve the following Request for Regular Age and Service Retirement :

Joyce L. Norin (Finance/Teamster) – 17 years, 5 months of service credits, age 62, effective April 12, 2013 (with five years of universal service credit purchases)

Christine Segerlind (Planning/Teamster) – 15 years, 3 months of service credits, age 65, effective April 12, 2013

Barbara Jo Letherby, (Finance/Teamster) – 16 years, 8 month of service credits, age 61, effective April 19, 2013

William Fuller (Public Service/Teamster) – 32 years, 5 months of total service credits includes, 29 years, 6 months of service credits in the UAW, age 53, effective April 27, 2013. (Transferred unions June 7, 2010)

Adopted by the following vote: 7 - 0

**Employees Retirement System
Regular Meeting of April 18, 2013
Page 4**

Attorney Ken Lane stated that he had reviewed the actuary report and it complies with Public Act 314.

Ms. Bennett noted that she requested Cheiron provide that a footnote be formatted differently, but she had not seen a final version.

It was moved by Trustee Wood and supported by Trustee Rose to adopt the ERS Actuary Valuation, year ending 2011 and to accept the remainder of City of Lansing Retirement Contribution.

Adopted by the following vote: 7 – 0.

Ms. Angela Bennett reported that Cheiron was reviewing the 911 transfer and found some issues and discrepancies with the data. Ms. Bennett also noted that the recent change of assumptions will need to be factored into the valuation report. They are working to provide the report at the next meeting. Ms. Bennett stated that the funds had not been transferred.

Ms. Kraus inquired about the issues and data discrepancies that were found.

Ms. Bennett noted that there were problems with multiplier differences and it appeared that base salary was used instead of final average compensation.

Trustee Mark Parker provided an update for the 2013 Retirement Conference. The Retirement Conference has been scheduled for Thursday, September 12 at the Lansing Center. The Conference committee has met and continues its planning meetings after the monthly Police and Fire Retirement meetings.

Trustee Rose provided an update for the Retirement Software implementation. Trustee Rose stated that Tegrit and the Finance Department is working on the IFAS system upload. The next phase would be to upload data from old mainframe, Bridge data. Trustee Rose stated the committee will meet to provide a recommendation for the death check software. Karen Williams indicated that she is working on the manual data input for the Arrivos software.

Karen Williams distributed and reviewed the Securities Lending Report for the month ending March 31, 2013.

The meeting adjourned at 9:13 a.m.

Minutes approved on _____

Angela Bennett, Secretary
Employees' Retirement System

Scott Dedic, Chairperson
Employees' Retirement System

CITY OF LANSING
JOINT POLICE & FIRE RETIREMENT SYSTEM
and
EMPLOYEES RETIREMENT SYSTEM
SPECIAL MEETING MINUTES

Joint Meeting
Council Conference Room
10th Floor City Hall
Lansing, MI

April 18, 2013
Tuesday, 9:15 a.m.

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LANSING CITY CLERK

The meeting was called to order at 9:20 a.m.

A quorum of the Police and Fire Retirement Board and the Employees Retirement Board was present.

Trustees present: (Police & Fire), Benson, Hecksel, Kraus, Oleson, St. Aubin, Wood – 6.

(ERS), Dedic, Kraus, McCaffery, Munroe, Parker, Rose, Wood – 7.

Other presents: Angela Bennett, Karen Williams, Finance Department; Ken Lane, Clark Hill Law Office (representing the City Attorney's Office).

Trustee Rose expressed his concerns with Boomershine Consulting Group and asked that a Request for Proposals (RFP) process for the actuary began.

Trustee Wood informed the Board that she had concerns with Cheiron and preferred Boomershine Consulting Group.

It was moved by Trustee Rose to have a RFP process for actuarial services, limited to four firms.

The motion died.

It was moved by Trustee Hecksel and supported by Trustee Oleson to terminate the contract with Cheiron and hire Boomershine Consulting Group for actuarial services for the Police and Fire Retirement System, pending legal review.

Mr. Benson requested information regarding the termination provision in the contract.

Attorney Ken Lane opined that the current contract with Cheiron had a 21-day termination provision.

Adopted by the following vote: 5- 1

Joint Meeting
Council Conference Room
10th Floor City Hall
Lansing, MI

April 18, 2013
Tuesday, 9:15 a.m.

It was moved by Trustee Kraus and supported by Trustee Benson to start the RFP process for actuarial services to begin within six months.

Roll Call Vote: 4 – 2

Yes: Benson, Kraus

No: Hecksel, Oleson, St. Aubin Wood.

The motion failed.

Ms. Angela Bennett expressed her concern and disappointment that the Retirement Board did not open up the Request for Proposals.

Trustee Munroe had concerns with Boomershine and requested that the ERS Board remain with Cheiron until the RFP process is completed.

It was moved by Trustee Parker and supported by Trustee Rose to terminate the contract with Cheiron and hire Boomershine Consulting Group for actuarial services for the Employees Retirement System, pending legal review; and for the Employees Retirement System began the RFP process within six months.

Trustee Munroe had concerns about waiting six months to begin the RFP process. Trustee Monroe expressed concern regarding the transition process and its effect on the Retirement Offices. Trustee Monroe inquired about the length of the Boomershine Contract.

Attorney Ken Lane stated that he drafts the contracts to allow for a 21-day termination period.

Adopted by the following Roll Call Vote: 5 -2

Yes: Dedic, Kraus, Munroe, Parker, Rose

No: McCaffery, Wood

Attorney Ken Lane will make contact with Boomershine Consulting Group to review contracts.

Trustee Wood requested that Police and Fire Retirement Board be invited to participate in the RFP process.

Joint Meeting
Council Conference Room
10th Floor City Hall
Lansing, MI

April 18, 2013
Tuesday, 9:15 a.m.

Ms. Angela Bennett discussed the City Budget proposal for the Retirement Boards to reimburse the City for pension costs. Ms. Angela Bennett stated that the recommendation was for the Fiscal Year 2014. Ms. Bennett explained this proposal includes the services provided by the Retirement Staff, the Payroll staff and the accounting costs. Ms. Bennett distributed a spreadsheet to detail the costs.

Trustee Wood stated this proposal is a part of the budget process. The City cannot take the money from the Retirement System without the Board's approval.

Trustee Rose inquired to the legal counsel regarding the effect of funding an employee's position by the Retirement Boards and labor issues associated with that position. Trustee Rose asked legal counsel to determine the implications of this funding change proposal.

Trustee Wood inquired to the legal counsel regarding liability issues of the Retirement Board funding a City position.

Ms. Angela Bennett stated that the reimbursement proposal from the City is for direct costs, like payroll, accounting, and pension services.

Trustee Hecksel stated that he is not clear on the proposal. Trustee Hecksel stated that the proposal requests are for \$176, 311 for administrative costs to be split by the two Retirement systems. Trustee Hecksel inquired what would happen if the Board refused the request.

Trustee Antonia Kraus requested information how this request would be handled going forward from this point.

Attorney Ken Lane opined that he did not believe that the City was obligated to provide administrative services for the Retirement System. Attorney Lane will provide further research.

Trustee McCaffery stated that he believed that the City could assess an administrative charge to the system

Trustee Rose expressed concern on who would audit these costs presented for reimbursements.

Trustee Dedic discussed about hiring a retirement analyst and legal counsel in the past. Trustee Dedic stated the he was not comfortable using the Retirement Systems Securities Lending account to pay for these services. The account was not set up to pay these fees.

Trustee Wood inquired what would happen if the securities lending account was not available. Trustee Wood inquired if the costs would be paid from the Retirement System investments.

Attorney Ken Lane requested time to investigate the questions raised by Trustees regarding the City budget recommendations.

Trustee Hecksel inquired about what other departments are charged for services.

Angela Bennett explained the City of Lansing indirect cost program and provided a list of services within the government that is not part of the General Fund. Ms. Bennett listed the Community Development, Parking, Block Grants, and Road Funds. Angela Bennett stated that she discussed the direct costs with the actuary. Ms. Bennett stated that these costs would become a part of normal costs for the Retirement System. Ms. Bennett believed that the costs should be reviewed annually.

Trustee Benson inquired about why the City of Lansing would not be responsible for these fees, instead of charge backs to the Retirement System. Many charges within federal, city, state are based on external budgets. Trustee Benson stated that the costs have not been built into Retirement System, and questioned if the Systems had a revenue source to pay these charges.

Trustee Wood requested that the both chairs provide a letter to City Council stating that no recommendations have been made.

Trustee Rose notified the Board that Tegrity would be at the next Joint Meeting.

The Meeting adjourned at 10:22 a.m.

Minutes approved on _____

Angela Bennett, Secretary

Scott Dedic, Chairperson
Employees Retirement System

Brad St. Aubin, Chairperson
Police and Fire Retirement System

**PARK BOARD NOTES
Gier Community Center
March 13, 2013**

MEMBERS PRESENT: Rick Kibbey, Dusty Fancher, Adam Hussain, Patricia Spitzley, Paul Holland,

MEMBERS ABSENT: Olivia Martin

OTHERS PRESENT: Brett Kaschinske, Parks and Recreation Director; Loretta Stanaway, Friends of Lansing Historic Cemeteries; Amy Moore, Ingham County Health Department; Kellie Brown, Board Secretary

CALLED TO ORDER: 7:15 p.m.

ADDITIONS/DELETIONS TO THE AGENDA

Rick Kibbey asked to add into Old Business A, Park Inventory, the guidelines he presented.

STATEMENT OF CITIZENS

Loretta Stanaway stated it is almost guaranteed from what she can judge is that regionalization of the RiverTrail will happen and she would caution sinking a lot of limited dollars into RiverTrail related expenditures until the County can take it over.

BOARD MEETING MINUTES

Dusty Fancher moved to accept the January 9, 2013 minutes as submitted; seconded by Patricia Spitzley. 5 years; 0 nays

Motion carried

NEW BUSINESS

Tobacco Free Parks

Amy Moore, Ingham County Health Department, provided packets, a data slide show on Tobacco Free Parks and a model tobacco free policy.

Moore stated she has approached community center advisory boards and has received positive feedback.

Dusty Fancher inquired if there are other parks in the area that are tobacco free.

Amy Moore stated she attended a meeting this evening at Delhi Township Park Board and they are interested. The boards in Ingham County are discussing what Eaton has done by starting with beaches and playgrounds and expand it out over a two year period.

Dusty Fancher inquired how Ingham County Health Department helps to promote this. Moore provided a packet on how to include it in events, notifications, and branding modeled after Minnesota parks.

Dusty Fancher stated if you confront someone in a park telling them it is a tobacco free zone and they become threatening or physical, is there liability that will come back on the park system. Moore stated the person enforcing this is a representative of the City.

Patricia Spitzley stated if a sign is put up there has to be a mechanism to enforce the policy and if we do not it is only a sign. She has issues with this being free public space and telling someone what to do. We have choices and she has a problem philosophically with this and enforcing it.

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Patricia Spitzley inquired who has adopted this policy. Moore stated Lansing Township is 100% tobacco free, Eaton County and Ingham County have both done areas, such as playgrounds, and have passed a policy which will go in affect in about 9 months and all parks will be tobacco free. Delhi did not vote today, but are thinking about the phase in process for certain areas.

Adam Hussain stated in a roundabout way, this is empowering citizens to enforce the policy and sees an issue with this.

Brett Kaschinske stated the ultimate enforcement is the police. Staff may talk to a coach or parent at a youth event. There are complaints at Concerts in the Park and he has addressed individuals about the smoke.

Patricia Spitzley stated she understands the big picture, but has a problem with telling someone they cannot enjoy a park while engaging in something that is a legal activity.

Rick Kibbey stated there may be two areas of interest – enclosed spaces and inside buildings.

Brett Kaschinske stated there are gray areas because dugouts and pavilions are not enclosed and it may be structures rather than buildings.

Paul Holland stated dugouts, pavilions, playgrounds could be no smoking where there are children and people are compacted. In most cases people will put it out or walk away, but if they don't and we have this posted we have the right to enforce this and LPD should come. If they don't then this is bad city government to have a rule and not enforce it.

Brett Kaschinske stated LPD will come, but it would be in their time.

Dusty Fancher stated what if someone does not put it out, what is the penalty.

Patricia Spitzley inquired does this need to become an ordinance and how is it going to be enforced.

Amy Moore stated it is the same as if dog waste is not picked up you have the right to ask them to leave the property.

Brett Kaschinske inquired if Ingham County has created a park ordinance that individuals may be ticketed to enforce this.

Amy Moore stated Eaton County had the County Board of Commissioners pass the tobacco free policy and Ingham County has it as a park policy. They both handle it the same way as litter, loud noise, and dog waste which is not obeying the rules that have been set forth.

Patricia Spitzley likes what has been said about the dugouts and pavilions, but in order to be enforceable this would need to be an ordinance. It needs to be spelled out what will happen to someone who is violating a park policy, but who is doing something legal.

Rick Kibbey stated it appears the Board is not ready to take a position on this. The door is open for a couple of aspects of this such as dugouts, kids' playgrounds and pavilions.

Memorial Request – Mt. Hope Cemetery Basin

Rick Kibbey stated this is an application to name the Mt. Hope Cemetery Basin in honor of Charles Fratcher who created a trust to assist with maintenance and the wellbeing of Mt. Hope Cemetery.

Loretta Stanaway stated this is the most appropriate name she could think of for this project. It is very much keeping within what Charlie was about which was remembering and honoring loved ones. This provides the opportunity to anyone who has loved ones buried in Mt. Hope Cemetery. There are many who would like to have loved ones in Mt. Hope, however because it is closed for burial space the only option is a columbarium. We are considering a columbarium tower which will give individuals a place to put two or three sets of interned ashes in an upright tower. She feels this is an appropriate choice.

Patricia Spitzley inquired if there were any Fratcher's left. Stanaway stated there is not, he was an only child.

Brett Kaschinske asked Stanaway, in her estimation, if she thought this would be approved or not since this is the Fratcher Foundation we are applying to and there are guidelines and the ruling party is PNC Bank. Stanaway does not believe there will be any hesitation on the part of PNC, because the terms of the trust was the money could only be used in Mt. Hope, not used for routine maintenance and beautifies the cemetery in ways the City cannot afford to do. The whole basin project fits into the category.

Brett Kaschinske stated we need to apply for the grant every year and each year it is approximately \$13,000.

Patricia Spitzley inquired what the cost would be.

Loretta Stanaway stated the proposal is to mimic the entrance arch to Mt. Hope on a much smaller scale and if that is not feasible it would be a sign similar to a historic marker.

Patricia Spitzley inquired if PNC could be contacted first to determine if this may be accepted before we do this. Also, is there another project waiting that may be put on hold to do this project.

Brett Kaschinske stated we do not have another immediate project planned for next year, but the basin is an ongoing project.

Rick Kibbey stated this may be a phase project, starting with an appropriate sign and the second part a decorative arch.

Paul Holland inquired if there are two separate issues; one voting on naming it after Charles Fratcher and second to provide funding for the sign as phase one.

Patricia Spitzley moved to approve the request for the memorial application to have a Fratcher Memorial sign or project. Paul Holland seconded. Rick Kibbey clarified this is to dedicate the columbarium area to Charles Fratcher with destination technology to be determined later.

Dusty Fancher inquired if the memorial request will return to the Board. Patricia Spitzley stated her motion was to only approve the application as the first phase; the second and third phases which are approving the design and the budget would come back later to the Board. 5 years; 0 days.

Motion carried.

ACT 33 Delhi Pathway

Brett Kaschinske referred to the January minutes and this parcel was included in the Consumers pathway and Frances trail. Delhi Township is going to be coming north to Maguire Park. There is a section the City owns that is at Hope Soccer Complex, which is owned by the City but managed by Ingham County. There is a small portion by Jolly and I96 where the trail will go under the bridge and the area is between the creek and railroad.

Rick Kibbey clarified the Board is willing to act on this tonight to meet the April 1, 2013 grant application deadline, but Board members would like to see a map. Dusty moved to approve the easement; Patricia Spitzley seconded. 5 years; 0 days

Motion carried.

S & S Die Property

Rick Kibbey inquired if there were any questions or thoughts from the public hearing meeting on this item.

Paul Holland moved for the City to acquire the land and apply for the grant with a 25% match. Dusty Fancher seconded. 5 years; 0 days.

Motion carried.

Paul Holland clarified the price is \$30,000 with a 25% match of about \$7,500.

Brett Kaschinske clarified closing costs and the environment study would also be added to the cost, which the city would only need 25% matching funds of the total cost.

CIP Projects

Rick Kibbey inquired how much is available. Brett Kaschinske stated approximately \$300,000 to \$400,000.

Brett Kaschinske provided a list of CIP projects and asked the Board for their priorities one through four.

Dusty Fancher informed the new members to not be scared off by a large number, because money may be set aside over a few years to fund a large project. She also asked for the safety guidelines for projects.

Patricia Spitzley inquired if number one on the list is a one-time cost or could it be done in phases. Brett Kaschinske stated he does not know how the project could be phased. There will be an assessment of a load rating, but at this time no vehicle traffic like mowers and golf carts, has been suspended.

List provided as follows:

1. RiverTrail boardwalk repair under Grand River Avenue bridge	\$ 400,000
2. Crego fishing dock	55,800
3. Crego boardwalk	125,000
4. Gier and Davis ballfield backstop extensions	15,000
5. Numerous parking lot paving	100,000
6. RiverTrail acquisition of Conrail right-of-way	300,000
7. Riverfront Park acquisition of railroad right-of-way	100,000
8. Riverfront irrigation controls on west side of park	24,000
9. RiverTrail acquisition of BW&L parcel – NW trail extension	200,000
10. RiverTrail Moores to Riverside Park	3,200,000
11. RiverTrail Michigan Avenue to Cherry Hill Park	3,300,000
12. RiverTrail north extension to Delta Township	2,500,000
13. Washington Park development of modular skate park	175,000
14. Ranney gazebo and loop trail	350,000
15. Beck pavilion and loop trail	300,000
16. Clifford loop trail	100,000
17. Turner Dodge painting	60,000
18. Kids Camp Cumberland and Beekman sites	35,000
19. Davis 4 court basketball complex	275,000
20. Cherry Hill canoe and kayak launch, walk, parking lot expansion	15,000
21. Kingsley splash playground	350,000
22. Moores pool renovation	750,000
23. Numerous Citywide repair and maintenance	40,000
24. Numerous RiverTrail paving projects	50,000
Total	\$12,819,800

Respectfully Submitted: Kellie Brown, Park Board Secretary
Approved May 8, 2013

PARK BOARD NOTES
Foster Community Center
April 10, 2013

MEMBERS PRESENT: Rick Kibbey, Paul Holland, Olivia Martin, Patricia Spitzley

MEMBERS ABSENT: Dusty Fancher, Adam Hussain

OTHERS PRESENT: Brett Kaschinske, Parks and Recreation Director; Patti Pizzano, potential board member; Kellie Brown, Board Secretary

CALLED TO ORDER: 7:10 p.m.

ADDITIONS/DELETIONS TO THE AGENDA

None

STATEMENT OF CITIZENS

None

BOARD MEETING MINUTES

Tabled until May 8, 2013 meeting due to lack of quorum

NEW BUSINESS

Consumers Pathway – Davis Park

Brett Kaschinske reviewed a map of Davis Park, the power line which runs across the south end of town and the proposed pathway. This pathway would take people through Davis Park as well as improving site lines for people crossing Pleasant Grove. This path would hook up with the existing path in Davis Park.

Budget

Brett Kaschinske provided copies of the draft budget, reviewed each line item and what is included. There will not be many changes from last year. The new line item is Information Technology (IT) which is sectioned out and each department will receive an allocation.

Paul Holland inquired if the salary increases are due to the elimination of furlough days. Kaschinske stated yes.

Rick Kibbey inquired if there is a procedure in place for receiving reports from Forestry. Kaschinske stated he would request a report from Paul Dykema.

Rick Kibbey inquired about the fringe benefits included in the department budget and is this something new. Kaschinske stated fringes were at one time under Human Resources, but for several years they have been included in individual department budgets. Kibbey inquired why the amount dropped. Kaschinske stated it is due to the increased employee contributions.

Rick Kibbey inquired how active the Turner Dodge Board is. Kaschinske explained Turner Dodge is a friend's board and Fenner's board is a Board of Directors.

The City maintains plowing, mowing and building maintenance at Fenner. Fenner will be taking on janitorial services and we are looking for them to take on temporary employee payroll to assist with reducing the City's subsidy.

Total budget is \$7,000,000 in General Funds.

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Brett Kaschinske reviewed cemetery and golf budgets.

Board members questioned the amount for salaries and fringe benefits and why the fringes are more than the wages. Kaschinske stated he would check into the figures.

Brett Kaschinske stated there are fee increases for cemeteries, golf and some Leisure Services programs.

Rick Kibbey stated from a policy stand point it is hard to subsidize golf by \$521,000.

Brett Kaschinske stated if someone took over the golf course, principal and interest for the drain project and administrative expenses would not go away.

OLD BUSINESS

Tobacco Free Parks

Olivia Martin stated she was not at the March meeting and inquired what the Board's position was on this subject.

Patricia Spitzley stated she is personally against putting a rule out that we cannot enforce.

Paul Holland stated there is not a compelling public health issue. Dugouts and playgrounds are different and he believes that is handled by individuals. Putting up a sign appears it will be a rule and it is not.

Brett Kaschinske stated Lansing Parks and Recreation has not received an amount of complaints on this matter. He has been asked by individuals at concerts, but it is the individual's right to smoke and an individual's right to move.

Patricia Spitzley stated there is not an ordinance and this could not be enforced.

Park Inventory

Rick Kibbey tabled this item.

Meeting adjourned 9:00 p.m.

Respectfully Submitted: Kellie Brown, Park Board Secretary
Approved May 8, 2013