

**Resolution Documentation in Laserfiche**

This documentation refers to Laserfiche’s online client  
Last Updated by John Foltz 11/21/2024

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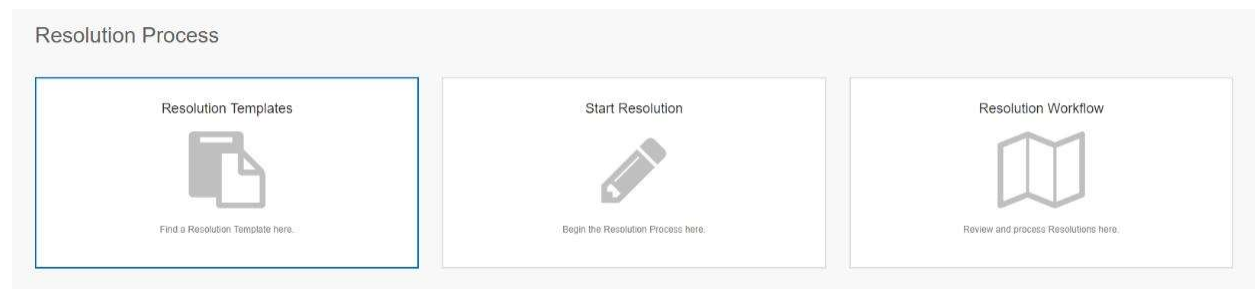
## Step 1: Getting Started

1. Open a web browser and go to [edocs.lansingmi.gov](https://edocs.lansingmi.gov)  
**IMPORTANT:** \* If testing, please use: [edocstest.lansingmi.gov](https://edocstest.lansingmi.gov)

## Step 2: Resolution Templates

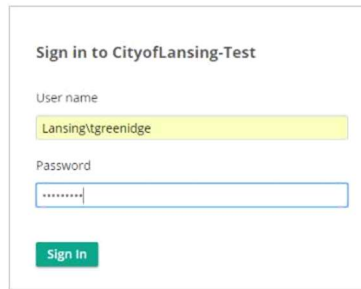
### Resolution Templates:

- Resolution Templates are default resolution documents that can be edited and saved to your local computer to later upload the completed document in Step 3 – The Resolution Form Process.
1. Under the Resolution Process section, select **Resolution Templates** button to edit a default **Resolution Template**.



2. You will be navigated to the Laserfiche Repository.
3. Here, you will need to login using your City of Lansing domain credentials like displayed below:

Username:   Lansing\username  
Password:   .....



Sign in to CityofLansing-Test

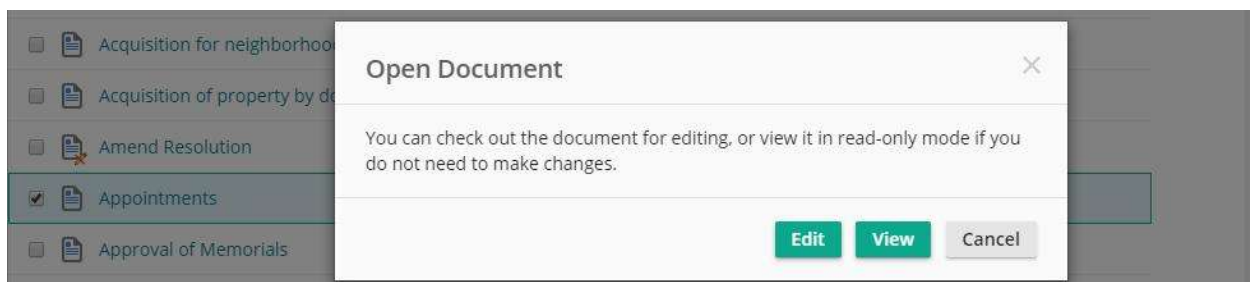
User name  
Lansing\greenidge

Password  
\*\*\*\*\*

Sign in

Version 10.2 | © 2003-2017 Laserfiche

4. Here you can select a resolution document to edit or view.
5. Select a document to edit or view.



**NOTE:** To see if Council action requires a public hearing, then please see [PUBLIC NOTIFICATIONS](#).

6. The document will open in Word using the *Laserfiche Web Plugin Connector*.
7. An alert will popup stating the above. Go ahead and open the document using the *Laserfiche Web Plugin Connector*.
8. Edit your document in word and save a copy of the document to your desktop or desired location on your pc.
9. You can now use this edited document to upload in the Resolution Form.

## Step 3: Resolution Submission Form

1. Go to [edocs.lansingmi.gov](https://edocs.lansingmi.gov)

**IMPORTANT:** \* If testing, please use: [edocstest.lansingmi.gov](https://edocstest.lansingmi.gov)

2. Under the Resolution Process section, select the **Start Resolution** button to start the **Resolution Process**.



3. You will be redirected to the Resolution Forms page where you can begin the Resolutions Process.

There are 3 different types of resolutions:

- Resolution
- Ordinance
- Tribute

There are 3 different types of processes:

- Mayor Initiated
- Clerk or Council Initiated
- Tribute



## Resolution Submission Form

**Contact Person\***

**Contact Phone\***   
(NNN) NNN-NNNN xNNN

**Resolution Type\***

**Process\***

**Department\***

**Subject\***

**Committee**

**Council Member**

[Add](#)

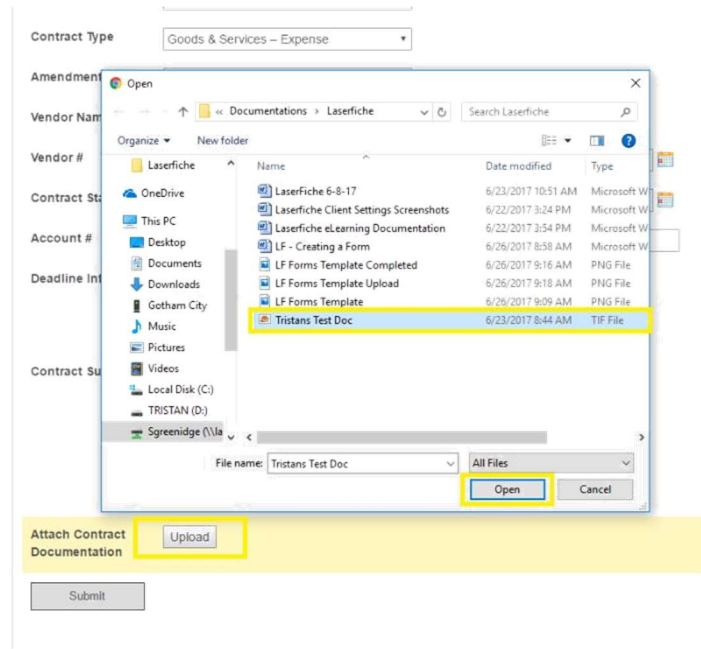
**City Attorney**

**Summary\***

[Get a resolution template from the library](#)

Please upload a document before proceeding

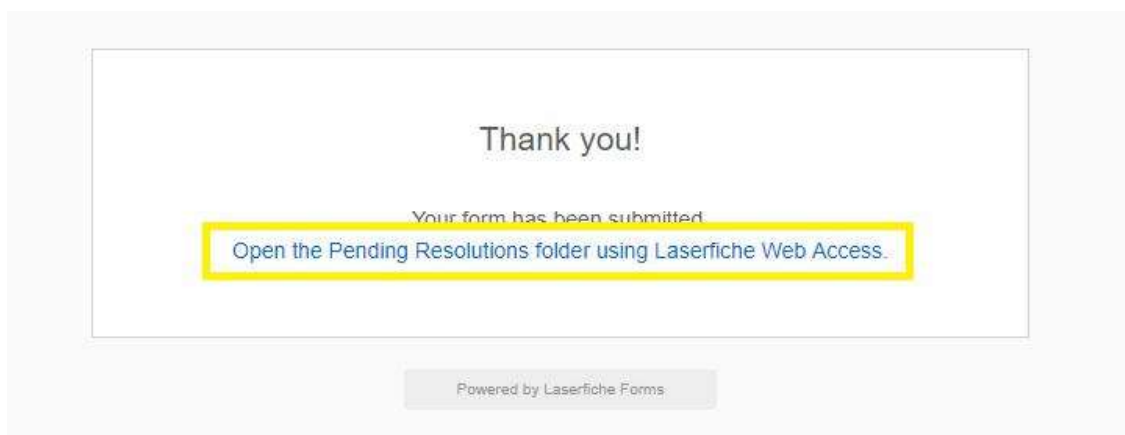
- To upload a document, select the **Upload Button** to load a word document. Then select the document and click the **Open Button** as shown below:



- On completion, select the **Submit Button** to finalize your resolution form.



- Once finalized you will be redirected to the following page:
- To view Pending Resolutions**, select the link highlighted in the example image below stating to *Open the Pending Resolutions folder using Laserfiche Web Access.*

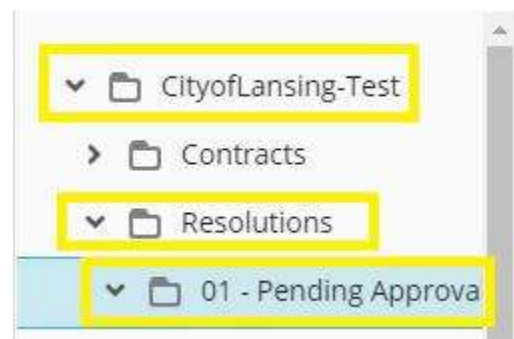


8. You have now been directed to from Laserfiche Forms to the Laserfiche Repository.
9. If necessary, use your City of Lansing domain credentials to login like displayed below:

Username:     Lansing\username  
 Password:     .....

## Step 4: Pending Resolutions

1. All resolutions start in its respective department chosen in the form you have filled out.
2. Navigate to that particular department to begin the resolution routing process.
3. Navigate to the contract just created by selecting the appropriate drop-downs in the left navigation menu panel.
4. Select the **City of Lansing Folder**  
 Select the **Resolutions Folder**  
 Select the **01 - Pending Approval Folder**  
 (Links are highlighted in the above image).
5. Once in the **01 - Pending Approval Folder**, Select the department folder necessary to locate the resolution you have just created.
6. For example purposes we will use the IT folder to begin, located under **City of Lansing -> Resolutions -> 01-Pending Approval -> Information Technology**.

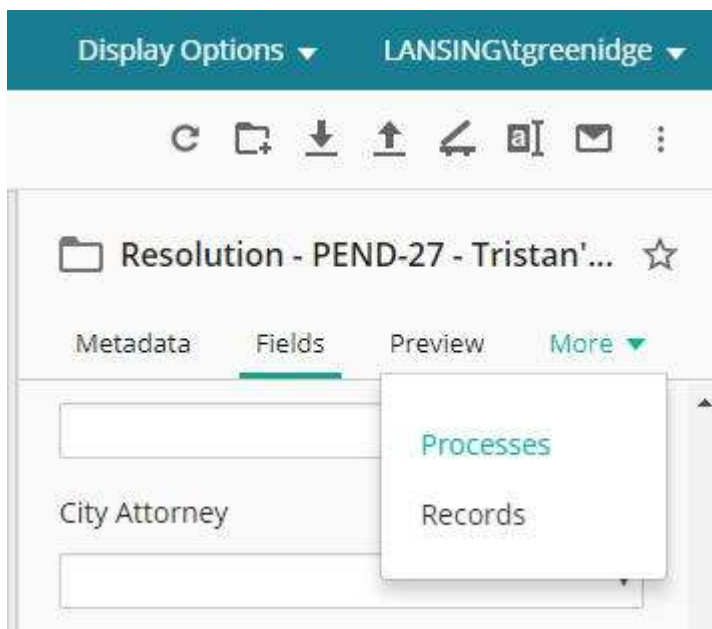


7. Under the department Information Technology Folder, I have located the file **TEST 1 – Mayor Initiated**. Select the resolution, ordinance or tribute to begin the approval process.

Information Technology > Resolution - PEND-76 - TEST 1 - Mayor Initiated 2 entries

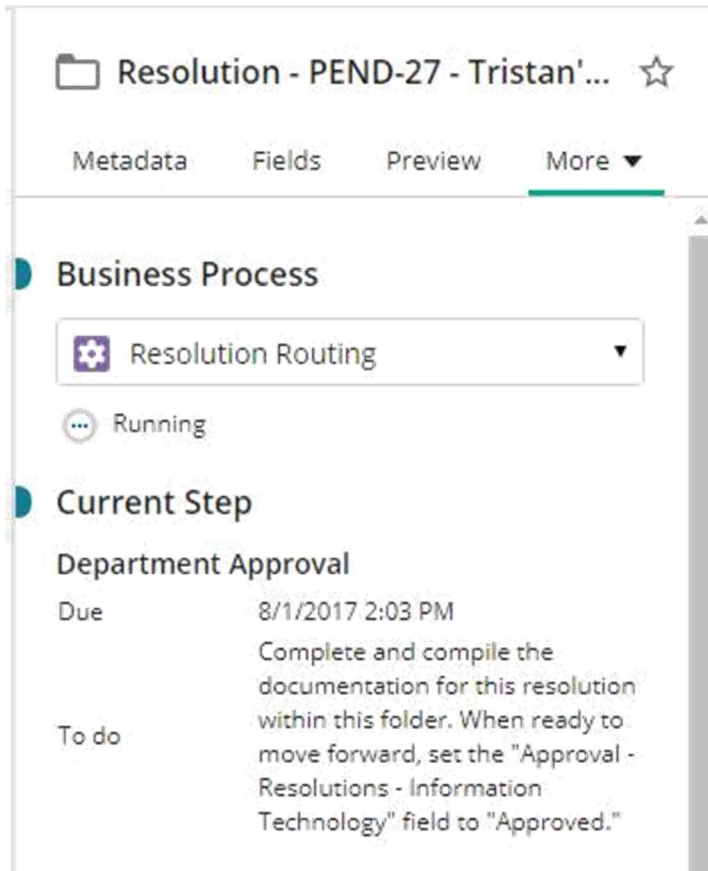
	Name	Creation date	Last modified	Pages	Template
	Resolution - PEND-76 - TEST 1...	7/31/2017 10:27 AM	7/31/2017 10:27 AM	1	
	Resolutions TEST	7/31/2017 10:27 AM	7/31/2017 10:27 AM		

8. In the navigation bar on the right, select the **More Dropdown Tab** and click on **Processes**.



9. Here you can view the **To Do Steps** to approve this resolution form under **Current Step**.





10. Select the **Fields Tab** to begin the approval process.

## Step 5: Resolutions Approval Process

Again there are there different types of approval processes:

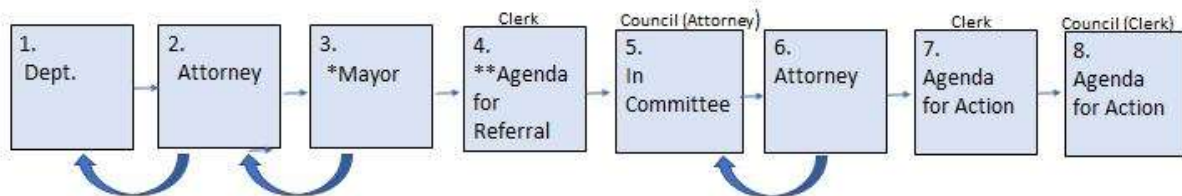
- Mayor Initiated
- Clerk or Council Initiated
- Tribute

1. Go to the corresponding section below: Either mayor initiated, clerk or council initiated or tribute initiated.

## Mayor Initiated

- Below is an overview of the **Pending Approval Resolution Folder Flow**. Refer to this diagram for a better understanding of the approval process

### Pending Approval Resolution Folder Flow



#### Step 1 – Department to City Attorney

- A mayor initiated resolution, ordinance or tribute starts in the department folder. (The department selected in the form you created).
- So under the appropriate department, select the resolution, ordinance or tribute you have created to begin the approval process.
- Then select the **Fields Tab** to review the resolution form.
- Here you can review and edit the resolution form.
- To approve the resolution form in the **Department's folder** and pass it on to the city attorney's folder, simply scroll down in the panel on the right. Under the **Fields Section**, Select an approval decision.
- Once selected, click on the **Save Button** that appears on the bottom of the section as displayed below:



A screenshot of the 'Fields' section in a web application. It includes a header 'Fields' and a button 'Add/remove fields'. Below this is the text 'Approval - Resolutions - Information Technology'. There are two dropdown menus, both labeled 'Please Select an Approval Decision:'. The first dropdown has 'Approved' selected and highlighted in blue. Below the dropdowns is a date field showing '8/7/2017' with a calendar icon and a right arrow. Further down is a 'Current Step Owner' field with 'Information Technology' and a right arrow. Below that is a 'Current Step Title' field with '01 - Awaiting Department Approval' and a right arrow. At the bottom, there are two buttons: 'Save' (highlighted with a yellow box) and 'Cancel'.

8. The Resolution is now onto the **City Attorney** for approval.

### Step 2 – City Attorney to Mayor

9. Navigate to the **City Attorney Folder**:

**City of Lansing -> Resolutions -> 01-Pending Approval -> City Attorney**

10. Locate the resolution in the **City Attorney's folder** and click on the resolution.

	Resolution - PEND-69 - TEST 1 - Mayor Initiated	7/28/2017 9:25 AM	7/28/2017 9:27 AM	Resolutions
	Resolution - PEND-76 - TEST 1...	7/31/2017 10:26 AM	7/31/2017 2:48 PM	Resolutions

11. Then select the **Fields Tab** to review the resolution form.
12. To approve the resolution form in the **City Attorney's folder** and pass it on to the mayor's folder, simply scroll down in the panel on the right. Under the **Fields Section**, Select an approval decision.
13. Once selected, click on the **Save Button** that appears on the bottom of the section as displayed below:

14. The Resolution is now onto the **Mayor** for approval.

### Step 3 – Mayor to Agenda for Referral

15. Navigate to the **Mayor's Folder**:

**City of Lansing -> Resolutions -> 01-Pending Approval -> Mayor**

16. Locate the resolution in the **Mayor's folder** and click on the resolution.
17. Then select the **Fields Tab** to review the resolution form.
18. To approve the resolution form in the **Mayor's folder** and pass it on to the mayor's folder, simply scroll down in the panel on the right. Under the **Fields Section**, select an approval decision.

\* An Attorney must allow be assigned for approval.

19. Once selected, click on the **Save Button** that appears on the bottom of the section as displayed below:

Fields

Add/remove fields

Approval - Resolutions - Mayor

Please Select an Approval Decision: ▼

Please Select an Approval Decision:

Approved

Send Back for Rework

Hold

Tabled

Current Step Owner

Mayor >

Current Step Title

03 - Awaiting Mayor Approval >

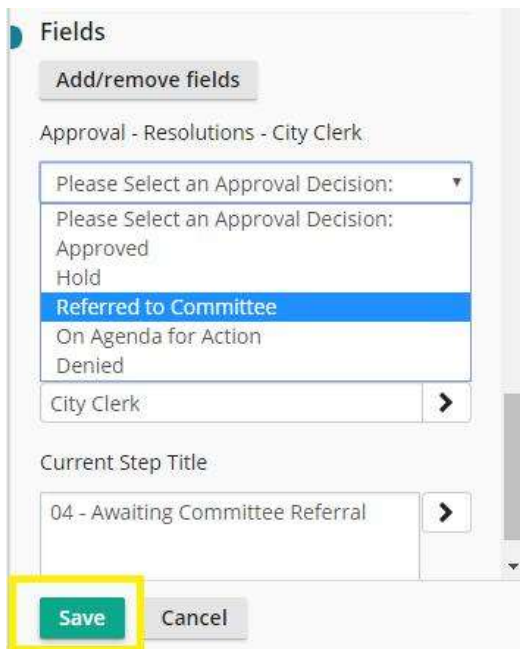
Save Cancel

20. The Resolution is now onto the **Agenda for Referral** for approval.

#### Step 4 – Agenda for Referral to In Committee

21. Navigate to the **Agenda for Referral Folder**:
- City of Lansing -> Resolutions -> 01-Pending Approval -> Agenda for Referral**
22. Locate the resolution in the **Agenda for Referral's folder** and click on the resolution.
23. Then select the **Fields Tab** to review the resolution form.
24. To approve the resolution form in the **Agenda for Referral's folder** and pass it on to the mayor's folder, simply scroll down in the panel on the right. Under the **Fields Section**, select an approval decision.

\* Must select a committee for approval choice “Referred to Committee”.



25. Once selected, click on the **Save Button** that appears on the bottom of the section.

26. The Resolution is now onto the **In Committee** for approval.

#### Step 5 – In Committee to City Attorney

27. Navigate to the **In Committee Folder**:

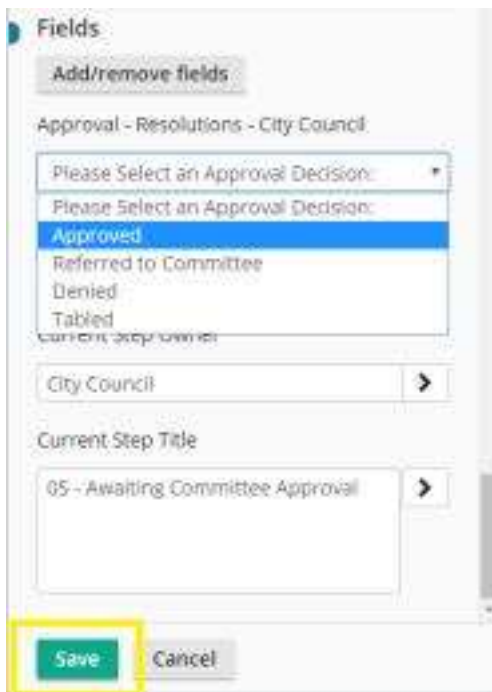
**City of Lansing -> Resolutions -> 01-Pending Approval -> In Committee -> [Specific Committee Folder]**

28. Locate the resolution in the **In Committee's folder** and click on the resolution.

29. Then select the **Fields Tab** to review the resolution form.

30. To approve the resolution form in the **In Committee's folder** and pass it on to the mayor's folder, simply scroll down in the panel on the right. Under the **Fields Section**, select an approval decision.

31. Once selected, click on the **Save Button** that appears on the bottom of the section.



32. The Resolution is now onto the **City Attorney** for approval.

#### Step 6 – City Attorney to Agenda for Action

33. Navigate to the **City Attorney Folder**:

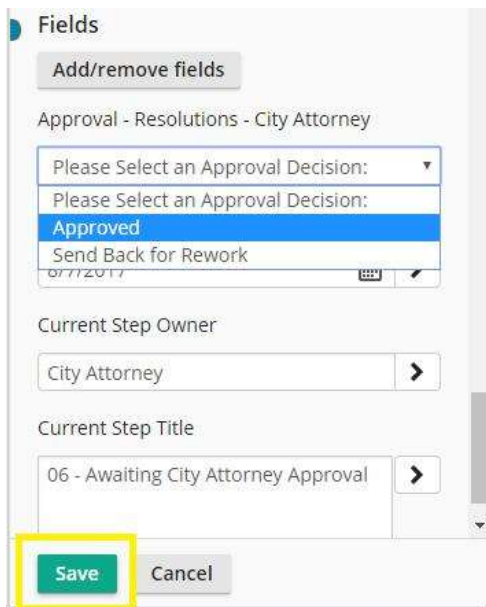
**City of Lansing -> Resolutions -> 01-Pending Approval -> City Attorney**

34. Locate the resolution in the **City Attorney's folder** and click on the resolution.

35. Then select the **Fields Tab** to review the resolution form.

36. To approve the resolution form in the **City Attorney's folder** and pass it on to the mayor's folder, simply scroll down in the panel on the right. Under the **Fields Section**, select an approval decision.

37. Once selected, click on the **Save Button** that appears on the bottom of the section.



38. The Resolution is now onto the **Agenda for Action** (Clerk) for approval.

#### Step 7 – Agenda for Action (Clerk) to Agenda for Action (Council – Clerk)

39. Navigate to the **Agenda for Action Folder**:

**City of Lansing -> Resolutions -> 01-Pending Approval -> Agenda for Action**

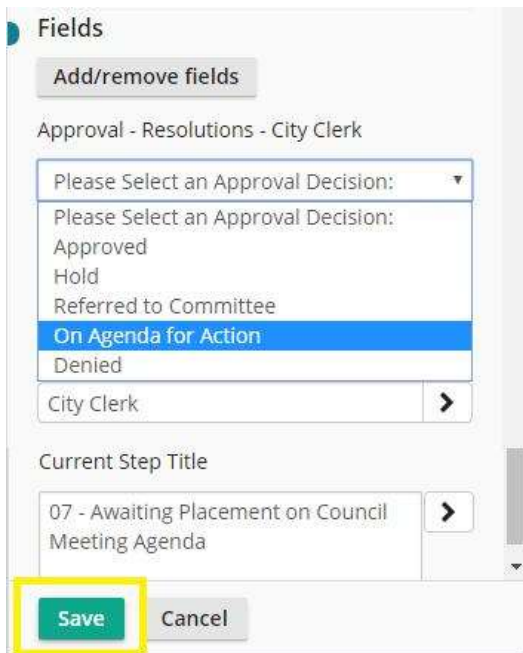
40. Locate the resolution in the **Agenda for Action's** folder and click on the resolution.

41. Then select the **Fields Tab** to review the resolution form.

42. To approve the resolution form in the **Agenda for Action's** folder and pass it on to the mayor's folder, simply scroll down in the panel on the right. Under the **Fields Section**, select an approval decision.

\* Must select "On Agenda for Action".

43. Once selected, click on the **Save Button** that appears on the bottom of the section.



44. The Resolution is now onto the **Agenda for Action** (Council - Clerk) for approval.

#### Step 8 – Agenda for Action to Approve

45. Navigate to the **Agenda for Action Folder**:  
**City of Lansing -> Resolutions -> 01-Pending Approval -> Agenda for Action**
46. Locate the resolution in the **Agenda for Action's** folder and click on the resolution.
47. Then select the **Fields Tab** to review the resolution form.
48. To approve the resolution form in the **Agenda for Action's** folder and pass it on to the mayor's folder, simply scroll down in the panel on the right. Under the **Fields Section**, select an approval decision.



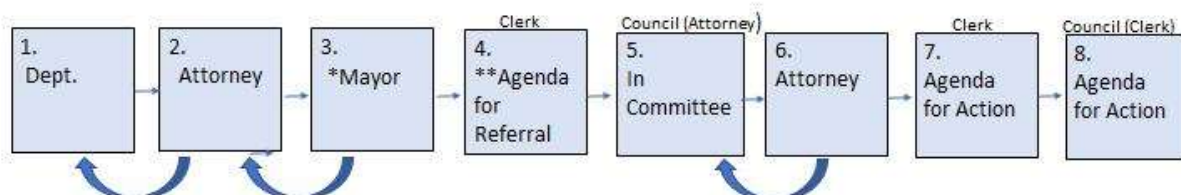
49. Once selected, click on the **Save Button** that appears on the bottom of the section.

50. The Resolution has now been approved and can be found in the following folder: **City of Lansing -> Resolutions -> 02 – Approved**

## Clerk or Council Initiated

1. Below is an overview of the **Pending Approval Resolution Folder Flow**. Refer to this diagram for a better understanding of the approval process

### Pending Approval Resolution Folder Flow



#### Step 1 – Department to Agenda for Referral

2. A Clerk or Council initiated resolution, ordinance or tribute starts in the department folder. (The department selected in the form you created. Either City Clerk, City Council or City Attorney).
3. So under the appropriate department, select the resolution, ordinance or tribute you have created to begin the approval process.
4. Navigate to the **Departments Folder**:  
**City of Lansing -> Resolutions -> 01-Pending Approval -> [City Clerk, Council or Attorney]**

5. Locate the resolution in the **Department's Folder** and click on the resolution.
6. Then select the **Fields Tab** to review the resolution form.
7. Here you can review and edit the resolution form.
8. To approve the resolution form in the **Department's folder** and pass it on to the agenda for referral folder, simply scroll down in the panel on the right. Under the **Fields Section**, Select an approval decision.
9. Once selected, click on the **Save Button** that appears on the bottom of the section as displayed below:

The screenshot shows a 'Fields' section with the following elements:

- Add/remove fields** button
- Section header: **Approval - Resolutions - City Clerk**
- Dropdown menu: **Please Select an Approval Decision:**
  - Approved (selected)
  - Hold
  - Referred to Committee
  - On Agenda for Action
  - Denied
- Text input field: **City Clerk** with a right arrow button
- Section header: **Current Step Title**
- Text input field: **01 - Awaiting Initial Clerk/Council Approval** with a right arrow button
- Save** and **Cancel** buttons at the bottom

10. The Resolution is now onto the **Agenda for Referral** for approval.

#### Step 4 – Agenda for Referral to In Committee

11. Navigate to the **Agenda for Referral Folder**:  
**City of Lansing -> Resolutions -> 01-Pending Approval -> Agenda for Referral**
  12. Locate the resolution in the **Agenda for Referral's folder** and click on the resolution.
  13. Then select the **Fields Tab** to review the resolution form.
  14. To approve the resolution form in the **Agenda for Referral's folder** and pass it on to the mayor's folder, simply scroll down in the panel on the right. Under the **Fields Section**, select an approval decision.
- \* Must select a committee for approval choice "Referred to Committee".

**Fields**

Add/remove fields

Approval - Resolutions - City Clerk

Please Select an Approval Decision: ▼

- Please Select an Approval Decision:
- Approved
- Hold
- Referred to Committee**
- On Agenda for Action
- Denied

City Clerk >

Current Step Title

04 - Awaiting Committee Referral >

**Save** Cancel

15. Once selected, click on the **Save Button** that appears on the bottom of the section.

16. The Resolution is now onto the **In Committee** for approval.

#### Step 5 – In Committee to City Attorney

17. Navigate to the **In Committee Folder**:

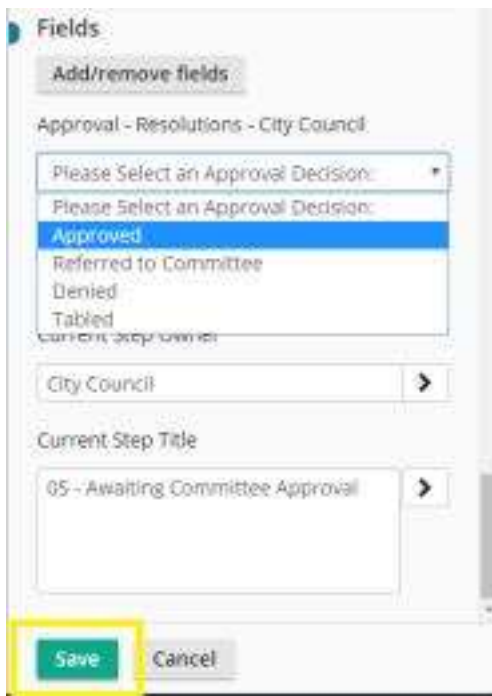
**City of Lansing -> Resolutions -> 01-Pending Approval -> In Committee -> [Specific Committee Folder]**

18. Locate the resolution in the **In Committee's folder** and click on the resolution.

19. Then select the **Fields Tab** to review the resolution form.

20. To approve the resolution form in the **In Committee's folder** and pass it on to the mayor's folder, simply scroll down in the panel on the right. Under the **Fields Section**, select an approval decision.

21. Once selected, click on the **Save Button** that appears on the bottom of the section.



22. The Resolution is now onto the **City Attorney** for approval.

#### Step 6 – City Attorney to Agenda for Action

23. Navigate to the **City Attorney Folder**:

**City of Lansing -> Resolutions -> 01-Pending Approval -> City Attorney**

24. Locate the resolution in the **City Attorney's folder** and click on the resolution.

25. Then select the **Fields Tab** to review the resolution form.

26. To approve the resolution form in the **City Attorney's folder** and pass it on to the mayor's folder, simply scroll down in the panel on the right. Under the **Fields Section**, select an approval decision.

27. Once selected, click on the **Save Button** that appears on the bottom of the section.



28. The Resolution is now onto the **Agenda for Action** (Clerk) for approval.

#### **Step 7 – Agenda for Action (Clerk) to Agenda for Action (Council – Clerk)**

29. Navigate to the **Agenda for Action Folder**:

**City of Lansing -> Resolutions -> 01-Pending Approval -> Agenda for Action**

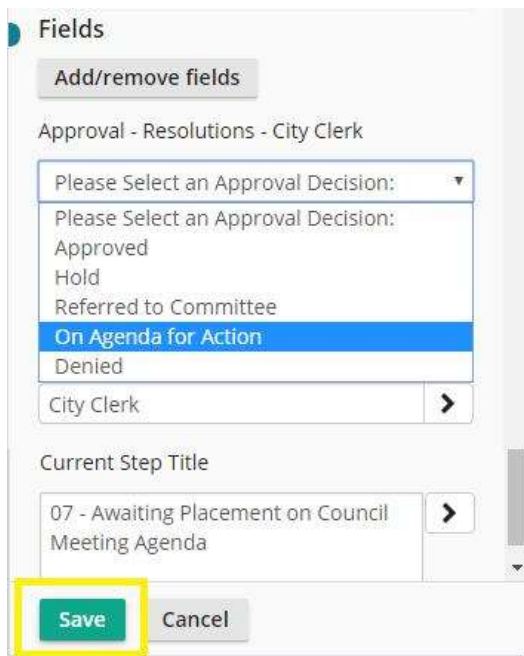
30. Locate the resolution in the **Agenda for Action's** folder and click on the resolution.

31. Then select the **Fields Tab** to review the resolution form.

32. To approve the resolution form in the **Agenda for Action's** folder and pass it on to the mayor's folder, simply scroll down in the panel on the right. Under the **Fields Section**, select an approval decision.

*\* Must select "On Agenda for Action".*

33. Once selected, click on the **Save Button** that appears on the bottom of the section.



34. The Resolution is now onto the **Agenda for Action** (Council - Clerk) for approval.

#### Step 8 – Agenda for Action to Approve

35. Navigate to the **Agenda for Action Folder**:

**City of Lansing -> Resolutions -> 01-Pending Approval -> Agenda for Action**

36. Locate the resolution in the **Agenda for Action's** folder and click on the resolution.

37. Then select the **Fields Tab** to review the resolution form.

38. To approve the resolution form in the **Agenda for Action's** folder and pass it on to the mayor's folder, simply scroll down in the panel on the right. Under the **Fields Section**, select an approval decision.

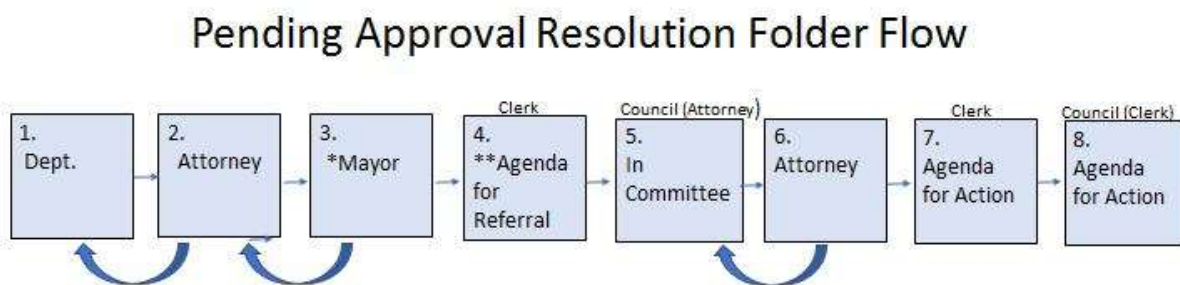
39. Once selected, click on the **Save Button** that appears on the bottom of the section.

The screenshot shows a 'Fields' configuration window. At the top, there's a button 'Add/remove fields'. Below it, the section is titled 'Approval - Resolutions - City Clerk'. There's a dropdown menu labeled 'Please Select an Approval Decision:' with 'Approved' selected. Other options in the dropdown include 'Hold', 'Referred to Committee', 'On Agenda for Action', and 'Denied'. Below the dropdown is a text field for 'City Clerk' with a right arrow button. Further down, there's a section for 'Current Step Title' with a text field containing '08 - Awaiting Council Meeting Decision' and a right arrow button. At the bottom, there are two buttons: 'Save' (highlighted with a yellow box) and 'Cancel'.

40. The Resolution has now been approved and can be found in the following folder: **City of Lansing -> Resolutions -> 02 – Approved**

## Tribute Initiated

1. Below is an overview of the **Pending Approval Resolution Folder Flow**. Refer to this diagram for a better understanding of the approval process



### Step 1 – Department to Approve

2. A Tribute initiated resolution, ordinance or tribute starts in the department folder. (The department selected in the form you created).
3. So under the appropriate department, select the resolution, ordinance or tribute you have created to begin the approval process.
4. Navigate to the **Departments Folder**:

**City of Lansing -> Resolutions -> 01-Pending Approval -> [Department]**

5. Locate the resolution in the **Department's Folder** and click on the resolution.
6. Then select the **Fields Tab** to review the resolution form.
7. Here you can review and edit the resolution form.
8. To approve the resolution form in the **Department's folder** and pass it on to the **02 Approved Folder**, simply scroll down in the panel on the right. Under the **Fields Section**, Select an approval decision.

**Fields**

Add/remove fields

Approval - Resolutions - City Council

Please Select an Approval Decision: ▼

- Please Select an Approval Decision:
- Approved**
- Referred to Committee
- Denied
- Tabled

Current Step Owner

City Council >

Current Step Title

01 - Awaiting Council Meeting Decision >

**Save** Cancel

9. Once selected, click on the **Save Button** that appears on the bottom of the section as displayed below:
10. The Resolution has now been approved and can be found in the following folder: **City of Lansing -> Resolutions -> 02 – Approved**



## Public Hearing Resolutions

A separate Resolution Submission Form needs to be created specifically for the resolution to set a Public Hearing.

To determine if the council action requires needs a special hearing and how many days must be publish prior to passage, please see below.

- The Subject begin with “Public Hearing ...” and end with the description resolution (i.e. Public Hearing ACT-8-2019 Sale of Hawk Park)

Attached to the form the following items

- ☐ Word doc of the resolution to set the public hearing ([See templates](#))
- ☐ Notice of Public Hearing which templates can be found at:  
<https://edocs.lansingmi.gov/laserfiche/browse.aspx?repo=CityofLansing#?id=301>
- Any supplemental documents that you believe the Mayor, Attorney or City Council deem necessary in order to set the Public Hearing. Those documents must contain the word “SUPP” at the beginning of their title.

## Public Notification

Item	Must Be Published	Law
Special Land Use (SLU)/Chapter 1282.02 MCL 125.3502 & 125.3103	At Least 15 Days	
Zoning Ordinance	At Least 15 Days	
Brownfields	At Least 10 Days (not more than 40)	
Make Safe Or Demolish (MSD)	48/24 Hour Notice(In House)	
Personal Property Exemption(PPE)	Public Hearing Not Required By Law	
IFT Exemption Certificate	At Least 10 Days	
Introduction Of Ordinance Public Hearing (except Zoning)	At Least 5 Days	
Sale Of Real Property - \$50,000 (Value) Or More	At Least 10 Days – Public Hearing Must Occur 7 Days Prior To Council Action On The Issue Of Sale. Complete Documentation On The Details Of The Sale Must Be On File In The City Clerk’s Office For 30 Days Prior To The Public Hearing.	
- Act		
- Easements		
Obsolete Rehabilitation District (OPRA) <b>Certificates Can Be Less Time</b>	At Least 10 Days And No>30 Days	
Special Assessments (Public Improvement)	give notice of hearings in special assessment proceedings to each owner of, or party in interest in, property to be assessed, whose name appears upon the last local tax assessment records, by <b>first class mail addressed</b> to such owner or party at the address shown on the tax records, <b>at least ten days before the date of such hearing.</b>	Chapter 1026.02 (C)
Budget, Tax Rate And Truth in Taxation.	At Least 6 Days (Please Note That The Bolded Language Must Appear In 11 Point Bold Face Type)	
Notice Of Intent To Bond	See Res 1/4 Page In Size - <b>Must Be Published In The Lansing State Journal Unless Otherwise Noted In Res</b>	
Noise Special Permit aka Noise Waiver 654.11	12 Day Notice To Residents – mailed to those within 500 ft – Post On Clerk’s Board And City Hall Lobby	
Consolidated Strategy & Plan Actions Submission Plan	(CDBG Regulations (Page 6) States “HUD Does Not Specify A Time, Two Weeks Is Adequate-Small Print Notice A Few Days Before The Public Hearing Does Not Constitute As Adequate”) Note-Should Be Done In Late March.	

Establishment Of The Principal Shopping District Zones	At Least 10 Days And (not more than 20 Days	
Business Financing Assistance Program (BFAP) Loan	At Least 10 Days	
Improvement Authorities	At Least 20 Days and not more than 40 <b>Must Be Published Twice</b>	MCL 125.4101 - 125.4915
Industrial Development Districts (IDD)	No Notice Timeframe Required, Follow Introduction Of Ordinance	
P.A. 425 Agreements	No Notice Timeframe Required, Follow Introduction Of Ordinance	
Make Safe or Demolish	10 days by certified mail, return receipt AND on building	MCL 125.540 and 125.541.