



## **AGENDA - CITY COUNCIL**

Tuesday, March 24, 2026

6:30 PM

**1. CALL TO ORDER.**

**2. PLEDGE OF ALLEGIANCE.**

A. Invocation to be given by Fifth Ward Councilmember Shalanda Hunt.

**3. ROLL CALL.**

**4. ADOPTION OF AGENDA.**

**5. PRESENTATIONS/PROCLAMATIONS.**

**6. PUBLIC HEARINGS.**

**7. CITIZEN COMMENTS.**

(3-Minute Limit)

**8. CONSENT CALENDAR.**

Consent Action

A. Minutes — Regular Meeting of the Jackson City Council on March 10, 2026

*Approve the proposed meeting minutes from the Regular Meeting of the Jackson City Council on March 10, 2026*

B. Resolution Honoring Pastor James L. Hines 38th Pastoral Anniversary – Lily Missionary Baptist Church

*Approve the resolution honoring Pastor James L. Hines' 38 years at Lily Missionary Baptist Church and, for the next year, honorably name Plymouth Street between East Avenue and Page Avenue to Pastor James L. Hines Drive and erect signs to display this honor for all to see.*

- C. Appointment to the Human Relations Commission  
*Approve the Mayor's recommendation to appoint Anne delrala to the Human Relations Commission for a three-year term, beginning immediately and ending on December 31, 2028.*
- D. Board and Commission Resignations  
*Place on file the resignation(s) of David Hammontree (Election Commission), Anna Hand (Historic District Commission), and Derek Dobies (Board of Review)*
- E. 2025 Community Police Oversight Commission Annual Report  
*Receive and place on file.*
- F. Special Event Application: Free Comic Book Day  
*Approve a request from the GamePlace LLC to host the Free Comic Book Day on May 2, 2026, in downtown Jackson.*
- G. Special Event Application: 12th Annual Heart of a Lion 5k  
*Approve a request from the Jackson Area 19 Special Olympics to host the 12 Annual Heart of a Lion 5k on August 23, 2026, at Ella Sharp Park.*
- H. Special Event Application: Bark for Life  
*Approve a request from the American Cancer Society to host the Bark for Life on May 3, 2026, in downtown Jackson.*
- I. Special Event Application: Jackson High School Commencement Ceremony  
*Approve a request from the McKibbin Media Group to host the Jackson High School Commencement Ceremony on May 22, 2026, in downtown Jackson.*
- J. Special Event Application: Bike Night  
*Approve a request from Bella Notte Ristorante to host the Bike Night on Tuesdays, April - October 2026 in downtown Jackson.*
- K. Special Event Application: No Kings Rally  
*Approve a request from the Jackson County Democratic Committee to host the No Kings Rally on March 28, 2026, in downtown Jackson.*

- L. Special Event Application: Memorial Day Cascades Fireworks Show  
*Approve a request from Jackson County Parks to host the Memorial Day Cascades Fireworks Show on May 23, 2026 (Rain Date: May 24), in Jackson.*
- M. Special Event Application: Independence Day Cascades Fireworks Show  
*Approve a request from Jackson County Parks to host the Independence Day Cascades Fireworks Show on July 3, 2026 (Rain date: July 5), in Jackson.*
- N. Special Event Application: Labor Day Cascades Fireworks Show  
*Approve a request from Jackson County Parks to host the Labor Day Cascades Fireworks Show on September 5, 2026 (Rain Date: September 6), in Jackson.*
- O. Special Event Application: Jackson Annual Juneteenth Celebration  
*Approve a request from the Jackson Juneteenth Committee to host the Jackson Annual Juneteenth Celebration on June 20, 2026, in downtown Jackson.*
- P. Special Event Application: Grand River Farmers Market by Grow Jackson  
*Approve a request from Grow Jackson to host the Grand River Farmers Market on Fridays, May 1 - October 30, 2026, in downtown Jackson.*
- Q. Special Event Application: Recovery Out Loud Walk 2026  
*Approve a request from Home of New Vision to host the Recovery Out Loud Walk on September 12, 2026, in downtown Jackson.*
- R. Special Event Application: Downtown Jackson Artwalks  
*Approve a request from the Jackson Downtown Development Authority/Art 634 to host the Downtown Jackson Artwalks on April 11, June 13, September 5, and November 28, 2026, in downtown Jackson.*
- S. Special Event Application: Gus Macker 3-on-3 Basketball Tournament  
*Approve a request from the Michigan Sports Facility to host the Gus Macker 3-on-3 Basketball Tournament on May 29-31, 2026, in downtown Jackson.*
- T. City of Jackson, Michigan Financial Statements for the Seven Months Ended January 31, 2026

- U. Amendment to the Bylaws of the Downtown Development Authority  
*Approval of the request from the Jackson Downtown Development Authority (DDA) to amend their bylaws to change its meeting schedule to bi-monthly.*
- V. Establish a public hearing date regarding East Washington Avenue, Page Avenue and Elm Avenue (The East Side Commerce Corridor project).  
  
*Establish April 21, 2026 at the City Council meeting as the time and place for a presentation and public hearing regarding the East Side Commerce Corridor project for street construction on Page Avenue, E. Washington Avenue and Elm Avenue.*

**9. OTHER BUSINESS.**

- A. Resolution — Special Assessment Roll No. 3454.
  - 1. Recess as City Council and convene as a Board of Review.
  - 2. Approve the Resolution confirming Special Assessment Roll No. 3454.
  - 3. Adjourn as a Board of Review and reconvene as City Council.

*Consider and approve the Resolution to Confirm Special Assessment Roll No. 3454; Street Resurfacing on Bloomfield Boulevard from West Avenue to Fourth Street.*
- B. East Side Economic Development Update
- C. Receipt of the Draft 2026-2027 Annual Action Plan for CDBG/HOME Funds  
*Receive and place on file the 2026-2027 Annual Action Plan Draft for CDBG/HOME funds*

**10. NEW BUSINESS.**

- A. Ordinance—Water System Revenue Bond  
  
*Adopt the proposed Water System Junior Revenue Bonds, Series 2026 (LTGO) Ordinance taking advantage of the State program allowing the City to make mandated water system improvements and benefit from principal loan forgiveness and lower interest rates.*

- B. Resolution - Issuance of Capital Improvement Bonds, Series 2026 (Limited Tax General Obligation)

*Approve the Resolution authorizing the issuance of 2026 Capital Improvement Bonds (Limited Tax General Obligation)*

- C. Resolution — Local Bridge Program Funding Application (MDOT)

*Approve a resolution for application to the Michigan Department of Transportation (MDOT) for Local Bridge Program Funding, authorization for the City Clerk to execute the resolution, and authorization for the City Engineer to file an application for the Martin Luther King, Jr. Drive bridge over the Grand River.*

- D. Resolution — MDOT Street Decertification

*Adopt a resolution to decertify street segments that are ineligible for Act 51 local street funding (portions of Birchwood Drive, Columbus Street, Joy Street, Maplewood Drive and Oakhill Avenue), remove them from the City of Jackson local street network and authorize the City Clerk to sign the attached resolution.*

- E. Resolution — MDOT Street Segments Certification

*Adopt a resolution to add segments of Orchard Place and Second Street to the City of Jackson Act 51 local street network map that are open for all-day all-year public use and authorize the City Clerk to sign the resolution.*

- F. Contract Award - Street resurfacing on Bloomfield Boulevard from West Avenue to Fourth Street

*Approve the award for street resurfacing on Bloomfield Boulevard from West Avenue to Fourth Street to Michigan Paving and Materials, Co., of Grand Rapids, Michigan at a cost of \$195,696.00 and authorize the Mayor and City Clerk to execute the appropriate documents.*

G. Contract Award — Monkey Run Interceptor Rehabilitation

*Approve the award of the Monkey Run Interceptor Rehabilitation contract to LGC Global, Inc. of Detroit, Michigan at a cost of \$1,773,002.00 and authorize the Mayor and City Clerk to execute the appropriate documents.*

H. Contract Change Order—MLK Playground Project

*Approve the change order for the MLK Playground Project in the increased amount of \$152,501 to cover additional project costs and necessary modifications to the current contracted playground supplier, Sinclair Recreation of Holland, Michigan.*

I. Contract Amendment — Interceptor Sewer Rehabilitation Engineering Contract

*Approve Amendment 2 to the Interceptor Sewer Rehabilitation Engineering contract with NTH Consultants, Ltd. of Northville, Michigan in the amount of \$225,800.00, and authorize the City Manager and City Engineer to sign the appropriate document.*

J. Purchase — Lead Service Line Replacement Program Inventory Materials

*Approve the purchase of \$200,000.00 in inventory materials by the Public Works Department for the Lead Service Line Replacement program.*

K. 100 Homes Program — Realtor Commission

*Approve a flat-fee commission rate of \$1,500 for any licensed realtor who brings an approved 100 Homes Program buyer to the City, provided said buyer meets all program rules, utilizes approved City supports, and takes ownership of the new home within the prescribed timeline; authorize City staff to make any necessary program guideline adjustments and create any necessary contractual/other paperwork; and authorize the City Manager to execute any related agreements.*

**11. CITY COUNCILMEMBER'S COMMENTS.**

**12. CITY MANAGER'S COMMENTS.**

**13. ADJOURNMENT.**



## CITY COUNCIL MEETING MINUTES

March 10, 2026

### **CALL TO ORDER:**

The Jackson City Council met in regular session in Council Chambers and was called to order at 6:30 p.m. by Mayor Daniel J. Mahoney.

### **PLEDGE OF ALLEGIANCE AND INVOCATION:**

Council joined in the Pledge of Allegiance. Invocation was given by Mayor Daniel Mahoney.

### **ROLL CALL:**

Present: Mayor Daniel Mahoney, First Ward Councilmember Arlene Robinson, Vice Mayor/Second Ward Councilmember Freddie Dancy, Third Ward Councilmember Angelita Gunn, Fourth Ward Councilmember Conner Wood, and Sixth Ward Councilmember Will Forgrave.

Absent: Fifth Ward Councilmember Shalanda Hunt.

Also present: City Manager Jonathan Greene, City Attorney Matthew Hagerty, City Clerk Andrea Muray, Police Chief Chris Simpson, City Engineer Troy White, and Director of Public Works Mike Osborne.

### **ADOPTION OF AGENDA:**

Motion was made by Councilmember Wood, seconded by Councilmember Gunn to adopt the agenda. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, and Forgrave (6). Nays: none. Motion carried.

### **PRESENTATIONS/PROCLAMATIONS:**

A presentation of the City of Jackson Planning Commission Annual Report for 2025 was given by Planning Director and Zoning Administrator John O'Connor.

**PUBLIC HEARINGS:**

**A. Confirm Special Assessment Roll No. 3454**

Motion was made by Councilmember Wood, seconded by Councilmember Forgrave to open the public hearing of confirmation for Special Assessment Roll No. 3454. Vote was done by voice with all in favor. Motion carried.

Jennier French (732 Bloomfield) and Robert Luton (721 Bloomfield) sent in correspondence in favor of the project. Dan Casillo (771 Bloomfield) sent in correspondence regarding questions on the scope of the project.

Tim Powers (709 Bloomfield) and Terri Daly (745 Bloomfield) both spoke in favor of the project.

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to close the public hearing. Vote was done by voice with all in favor. Motion carried.

**CITIZEN COMMENTS:**

Citizen comments were heard and the meeting continued.

**CONSENT CALENDAR:**

**A. Minutes – Regular Meeting of the Jackson City Council on February 24, 2026**

*Approve the proposed meeting minutes from the Regular Meeting of the Jackson City Council on February 24, 2026.*

**B. Special Event Application: 21st Annual Art, Beer, and Wine Festival**

*Approve a request from the Ella Sharp Museum to host the 21st Annual Art, Beer, and Wine Festival on June 6, 2026, at Ella Sharp Park*

**C. Special Event Application: Alzheimer's Association Walk to End Alzheimer's - Jackson**

*Approve a request from the Alzheimer's Disease & Related Disorders Association to host the Alzheimer's Association Walk to End Alzheimer's on September 19, 2026, in downtown Jackson.*

**D. Special Event Application: Breakthrough T1D Walk**

*Approve a request from the Breakthrough T1D to host the Breakthrough T1D Walk on June 12-13, 2026, at Ella Sharp Park.*

- E. Special Event Application: Jack-O-Lantern Howl-O-Ween**  
*Approve a request from Jack-son Signature, LLC to host the Jack-O-Lantern Howl-O-Ween on October 25, 2026, in downtown Jackson.*
- F. Special Event Application: Child Abuse Prevention Month Kickoff & Pinwheel Garden**  
*Approve a request from the Council for the Prevention of Child Abuse & Neglect to host the Child Abuse Prevention Month Kickoff & Pinwheel Garden on April 9, 2026, in downtown Jackson.*
- G. Special Event Application: Relay for Life of Jackson County**  
*Approve a request from the American Cancer Society to host the Relay for Life of Jackson County on July 31-August 1, 2026, in Jackson.*
- H. Special Event Application: Food Truck Tuesdays**  
*Approve a request from Tiki Sam to host the Food Truck Tuesdays in 2026 on the following days: June 9, 23; July 14, 28; and August 11, 25 in downtown Jackson.*
- I. Traffic Control Order 2418**  
*Approve Traffic Control Order (TCO) 2418 to designate lane assignments on Blackstone Street between Glick Highway and Van Buren Street to match recently completed construction to add a left turn lane for southbound traffic.*
- J. Traffic Control Order 2419-2422**  
*Approve Traffic Control Orders (TCOs) 2419 through 2422 to designate travel lane and on-street parking assignments on Martin Luther King Jr. Drive between South Street and Morrell Street to match the configuration that will result from the current construction project.*
- K. Traffic Control Order 2423-2427**  
*Approve Traffic Control Orders (TCOs) 2423 through 2427 to designate travel lane assignments on Lansing Avenue between Steward Avenue and McKinley Street to match recently completed construction to modernize traffic signals along the Lansing Avenue corridor.*
- L. Traffic Control Order 2428**  
*Approve Traffic Control Order 2428 to prohibit left turn movements from southbound Clinton Road on to northbound Lansing Avenue.*
- M. Traffic Control Order- 2429**  
*Approve Traffic Control Order (TCO) 2429 to establish a four-way stop at the intersection of Washington Avenue and Fourth Street*

**N. Appointments to the Human Relations Commission**

*Approve the Mayor's recommendation to appoint Mary Bracey, Amanda Hale, and Nicole Hughes to the Human Relations Commission for a three-year term, beginning immediately and ending on December 31, 2028.*

**O. Appointment to the Environmental Commission**

*Approve the Mayor's recommendation to appoint Derek Dobies to fill a vacancy on the Environmental Commission for a three-year term, beginning immediately and expiring on May 31, 2029.*

**P. Reappointment to the Downtown Development Authority**

*Approval of the Mayor's recommendation to reappoint Bradley Johncox to the Downtown Development Authority, for a four-year term, beginning April 1, 2026 and ending on March 31, 2030.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Gunn to approve the consent calendar. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, and Forgrave (6). Nays: none. Motion carried.

**OTHER BUSINESS:** none.

**NEW BUSINESS:**

**A. Contract Award - Utilities Improvements Project**

**Recommendation:** *Approve the award of the Utilities Improvements Project contract to Dunigan Bros., Inc., of Jackson, Michigan at a cost of \$4,299,282.00 and authorize the Mayor and City Clerk to execute the appropriate documents*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to approve the award of the Utilities Improvements Project Contract to Dunigan Brothers, Inc. of Jackson, Michigan at a cost of \$4,299,282.00. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, and Forgrave (6). Nays: none. Motion carried.

**B. Contract Award - East Ganson Street Water Service Replacements**

**Recommendation:** *Approve the award of the East Ganson Street Water Service Replacements contract to Super Construction, LLC of Bay City, Michigan at a cost of \$369,000.00 and authorize the Mayor and City Clerk to execute the appropriate documents.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to approve the award of the East Ganson Street Water Service Replacements Contract to Super Construction, LLC of Bay City, Michigan at a cost of \$369,000.00, and authorize the Mayor and City Clerk to execute the appropriate documents. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, and Forgrave (6). Nays: none. Motion carried.

**C. Contract Award – Wastewater Treatment Plant Anaerobic Digester Improvement Project, Design and Construction Administration Services**

**Recommendation:** *Approve the Contract with Fishbeck to Provide Design and Construction Administration Services for the Wastewater Treatment Plant Anaerobic Digester Improvement Project in the amount of \$360,000.00.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to approve the contract with Fishbeck to provide design and construction administration services for the Wastewater Treatment Plant Anaerobic Digester Improvement Project in the amount of \$360,000.00. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, and Forgrave (6). Nays: none. Motion carried.

**D. Contract Award – Wastewater Treatment Plant Anaerobic Digester Improvement Project, Construction Management Services**

**Recommendation:** *Approve the construction management contract with Fishbeck for the digester project in an amount not to exceed 4% of the total approved bid price, authorize the Director of Public Works to execute same on behalf of the City, and authorize the City Manager and/or City Attorney to make minor modifications as needed.*

Motion was made by Councilmember Wood, seconded by Councilmember Gunn to approve the construction management contract with Fishbeck for the digester project in an amount not to exceed 4% of the total approved bid price, authorize the Director of Public Works to execute same on behalf of the City, and authorize the City Manager and/or City Attorney to make minor modification as needed. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, and Forgrave (6). Nays: none. Motion carried.

**E. Contract Award – Morrell Street Engineering**

**Recommendation:** *Approve the award for the Morrell Street Engineering contract to Hubble, Roth & Clark, Inc. of Jackson, Michigan in the amount of \$442,488.50, and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.*

Motion was made by Councilmember Forgrave, seconded by Councilmember Robinson to approve the award for the Morrell Street Engineering Contract to Hubble, Roth, & Clark, Inc. of Jackson, Michigan in the amount of \$442,488.50, and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, and Forgrave (6). Nays: none. Motion carried.

**F. Resolution to establish a fee schedule for Right of Way permits**

**Recommendation:** *Approve a resolution to establish a fee schedule for right-of-way permits issued by the Engineering Department.*

Motion was made by Councilmember Wood, seconded by Councilmember Gunn to approve a resolution to establish a fee schedule for right-of-way permits issued by the Engineering Department. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, and Forgrave (6). Nays: none. Motion carried.

**G. Contract Award – 2026 Parks, Cemeteries, Downtown, and Trails Mowing and Irrigation**

**Recommendation:** *Approve the 2026 Parks, Cemeteries, Downtown, and Trails Mowing and Irrigation Contract in the amount of \$285,987.27 to Picture Perfect Lawn Care LLC, of Concord, Michigan.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Robinson to approve the 2026 Parks, Cemeteries, Downtown, and Trails Mowing and Irrigation Contract in the amount of \$285,987.27 to Picture Perfect Lawn Care LLC of Concord. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, and Forgrave (5). Nays: Councilmember Wood (1). Motion carried.

**H. Budget Amendment/Programming Changes – JACKSONHOUSING24 State of Michigan Allocation Grant**

**Recommendation:** *Approve budget and programming changes to the City of Jackson’s JACKSONHOUSING24 State of Michigan Allocation Grant, authorize staff to administer grant funds in accordance with the approved budget amendment and scope of work changes, and authorize the City Manager to execute any/all documents related to these changes.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Gunn to approve budget and programming changes to the City of Jackson’s JACKSONHOUSING24 State of Michigan Allocation Grant, authorize staff to administer grant funds in accordance with the approved budget amendment and scope of work changes and authorize the City Manager to execute any and all documents related to these changes. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, and Forgrave (6). Nays: none. Motion carried.

**I. Pension Modifications – City of Jackson Police Department (POLC S & POLC NS)**

**Recommendation:** *Approve the Letter of Agreement modifying pension benefits for members hired after July 1, 2012, who participate in the City’s Act 345 retirement system.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to approve the Letter of Agreement, modifying pension benefits for members hired after July 1, 2012, who participate in the City’s Act 345 Retirement System. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, and Forgrave (6). Nays: none. Motion carried.

**CITY COUNCILMEMBER’S COMMENTS:**

Mayor Mahoney, Vice Mayor Dancy, and Councilmembers Robinson, Gunn, Wood, and Forgrave all offered comments.

**MANAGER’S COMMENTS:**

City Manager Jonathan Greene declined to offer comments.

**ADJOURNMENT:**

No further business being offered, a motion to adjourn was made by Vice Mayor Dancy, seconded by Councilmember Robinson. Mayor Mahoney adjourned the meeting at 7:29 p.m.



**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** Resolution Honoring Pastor James L. Hines 38th Pastoral Anniversary – Lily Missionary Baptist Church

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**Recommendation:**

Approve the resolution honoring Pastor James L. Hines' 38 years at Lily Missionary Baptist Church and, for the next year, honorably name Plymouth Street between East Avenue and Page Avenue to Pastor James L. Hines Drive and erect signs to display this honor for all to see.

**City of Jackson, Michigan**  
**Resolution Honoring Pastor James L. Hines 38<sup>th</sup>**  
**Pastoral Anniversary – Lily Missionary Baptist Church**

WHEREAS, Pastor James L. Hines has faithfully served as the pastor of Lily Missionary Baptist Church in Jackson, Michigan for thirty-eight years, providing spiritual leadership, guidance, and encouragement to his congregation and to the broader Jackson community; and

WHEREAS, throughout his years of ministry, Pastor Hines has demonstrated a deep and abiding commitment to uplifting others, particularly through his passion for creating opportunities that empower and inspire young people to reach their full potential; and

WHEREAS, under Pastor Hines' leadership, Lily Missionary Baptist Church has continued its tradition of faith, fellowship, and community service, serving as a place of hope, mentorship, and support for individuals and families throughout Jackson; and

WHEREAS, during times of civil unrest within our community, Pastor Hines has been a valued partner to the City of Jackson, offering leadership, dialogue, and a steady voice committed to unity, understanding, and healing; and

WHEREAS, Pastor Hines' dedication to service, compassion for others, and commitment to building a stronger and more inclusive community reflect the very best of faith leadership and civic partnership; and

WHEREAS, the celebration of thirty-eight years of pastoral leadership is a significant milestone and a testament to Pastor Hines' faithful service and enduring impact on the lives of many;

NOW, THEREFORE, BE IT RESOLVED, that the Jackson City Council does hereby recognize and congratulate

**Pastor James L. Hines**

on the occasion of his 38th Anniversary as Pastor of Lily Missionary Baptist Church, and extend our sincere appreciation for his leadership, his advocacy for youth, and his commitment to strengthening and uniting our community.

NOW, BE IT FURTHER RESOLVED that, for the next year, Plymouth Street between East Avenue and Page Avenue shall be given the honorary name of Pastor James L. Hines Drive and signs shall be erected to display this honor for all to see.

State of Michigan        )  
County of Jackson     )ss  
City of Jackson        )

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 24<sup>th</sup> day of March, 2026.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 24<sup>th</sup> day of March, 2026.

\_\_\_\_\_  
Daniel Mahoney, Mayor

\_\_\_\_\_  
Andrea Muray, City Clerk

**MEMO TO:** City Councilmembers  
**FROM:** Daniel J. Mahoney, Mayor  
**DATE:** March 24, 2026  
**SUBJECT:** Appointment to the Human Relations Commission

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**RECOMMENDATION:**

**Approve the Mayor's recommendation to appoint Anne deIrala to the Human Relations Commission for a three-year term, beginning immediately and ending on December 31, 2028.**

It is my recommendation to appoint Anne deIrala to the Human Relations Commission, for a three-year term ending December 31, 2028.

Your consideration and concurrence is appreciated.

DJM:imm

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Lisa Moutinho](#)  
**Subject:** Online Form Submittal: City of Jackson Board/Commission Application  
**Date:** Wednesday, February 25, 2026 1:12:10 PM

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## City of Jackson Board/Commission Application

### City of Jackson Board/Commission Application

First Name	Anne
Last Name	de Irala
Address	650 S. Alpine Lake Drive Apt G
City	Jackson
State	MI
Zip	49203
Phone Number	7343237275
Email	anne@nonprofnetwork.org
Last four digits of Social Security Number	OK 3/20/26
Occupation	Community Engagement and Access Facilitator, Nonprofit Network

Describe your community involvement.

As a Jackson resident, I've had the privilege of contributing to our community in a variety of roles. I previously worked in Community Services at the Jackson District Library and currently serve as the Community Engagement and Access Facilitator at Nonprofit Network, where I am a Certified Nonprofit Professional. I also sit on the Advisory Board for Jackson Area Recovery Community as an ally of Home of New Vision.

I'm actively involved in the Jackson Collaborative Network, serving on both the JCN Council and Management Committee, and I represent Nonprofit Network in monthly ALPACT meetings. I am a Certified Bridges Out of Poverty Trainer and an ACES (Adverse Childhood Experiences) Michigan Champion. I've facilitated trauma-informed workshops for

numerous local groups and organizations.

Embedded in the local nonprofit sector, I also participate in Jackson Chamber of Commerce activities. Beyond my professional and civic commitments, I'm a proud parent of a 1st grader at Sharp Park Academy and deeply passionate about our community.

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Are you a City of Jackson resident? Being a non-resident does not prevent you from serving on a board or commission. However, some boards and commissions have residency requirements.

Yes

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If you answered "No" where do you reside?

*Field not completed.*

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If you answered "Yes" how long have you been a City resident?

8 years

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Which board or commission are you interested in? Please only select no more than three board/commissions to serve on. Reference the board/commission section of the City website to understand the function of each entity:  
<https://www.cityofjackson.org/288/Boards-Commissions>

Human Relations Commission

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If you selected the Civil Service Board, are you a registered voter? Only registered voters can serve on this commission.

*Field not completed.*

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Why do you want to serve on your selected board or commission?

I want to serve on this commission because I deeply believe in fostering a community where everyone feels respected and included. I'm committed to helping identify areas where discrimination may exist and working collaboratively to recommend solutions that promote fairness and understanding. I see this as an opportunity to contribute my skills and perspective to create meaningful, positive changes and support the City Manager and City Council in building stronger human relations across our community.

Upload additional documents

Field not completed.

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(Section Break)

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#### Appointment Process

*Following the submission of your completed application, it will be reviewed by the City Manager's Office and the City Treasurer's Office. The Treasurer will review your application to ensure you do not owe the City unpaid taxes or fines. After that clearance, the Mayor will review your application and make a recommendation for an appointment to a board or commission by the City Council. If the recommendation is confirmed by the City Council, you may officially start the process of becoming a member of a board or commission.*

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(Section Break)

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#### City Charter Section 2.15. - Person in Default to the City.

*The city shall not contract with, or give an appointive position to, one who is in default to the city. No person who is in default to the city may accept or hold an elective or appointive position unless the default is resolved. Written notice describing the default shall be filed with the clerk and verified by the treasurer and served upon the candidate before the oath of office is given, or upon the officeholder. The term "default" shall not apply if the candidate or officeholder shall, within 30 days after receiving the notice, resolve the default, or if the person shall contest it by any recognized means of legal procedure before a court or tribunal of competent jurisdiction. In the event the indebtedness is upheld, the person shall have 30 days after final determination of the obligation is made to pay it in full.*

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(Section Break)

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#### Final Submission

*Completed applications are kept on file for up to one year after submission. You will be contacted using the information you provided if you are selected for final consideration by the City Council. A board or commission appointment is a non-paid volunteer position.*

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Digital Signature

Anne de Irala

Date of Submission

02/25/2026

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Email not displaying correctly? [View it in your browser.](#)



**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** Board and Commission Resignations

*Place on file the resignation(s) of David Hammontree (Election Commission), Anna Hand (Historic District Commission), and Derek Dobies (Board of Review)*

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**Recommendation:**

**From:** [Derek Dobies](#)  
**To:** [Andrea Muray](#)  
**Cc:** [Matthew M. Hagerty](#); [Jason Yoakam](#); [Jonathan Greene](#)  
**Subject:** Resignation from Board of Review  
**Date:** Thursday, February 26, 2026 2:22:30 PM  
**Attachments:** [Board of Review Resignation.pdf](#)

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Dear Clerk Muray,

Please accept this letter as my formal resignation from my appointment to the City of Jackson Board of Review, effective immediately.

Let me know if any additional documentation is required.

Very Respectfully,

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Derek Dobies  
cell: 517-499-6647

**From:** [Anna Pack](#)  
**To:** [Roberta Hubbell](#)  
**Cc:** [John O'Connor](#); [Andrea Muray](#); [Jonathan Greene](#)  
**Subject:** Re: Historic District Commission  
**Date:** Tuesday, March 10, 2026 11:32:51 AM

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Good morning,  
Please remove me, I apologize as I thought I had sent an email to Sven regarding some personal matters that prohibited me from pursuing my position on the council.

Thank you.

Anna Hand

On Tue, Mar 10, 2026 at 11:30 AM Roberta Hubbell <[rhubbell@cityofjackson.org](mailto:rhubbell@cityofjackson.org)> wrote:

Good Afternoon Ms. Hand,

Attached you will find a correspondence from the City Attorney regarding your appointment in the Historic District Commission. A physical copy has also been sent to you at the address listed in the correspondence. If you have any questions, please feel free to reach out to me directly.

Thank you,

*Roberta Hubbell*

*Paralegal*

*Jackson City Attorney*

*161 W. Michigan Ave.*

*Jackson, MI. 49201*

*(517)768-6441*



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**From:** [David R. Hammontree](#)  
**To:** [Andrea Muray](#)  
**Cc:** [Lisa Moutinho](#)  
**Subject:** Elections Commission Resignation  
**Date:** Monday, March 16, 2026 12:40:24 PM

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Madam Clerk Muray:

I must resign from the City of Jackson Elections Commission.

It has been a pleasure and a privilege to serve on this commission. I appreciate the ongoing work you and the commission do to support integrity in our local election process.

I am grateful to the City Council for appointing me and for the responsibilities entrusted to me during my service.

My best to you,

DRH

--

David R. Hammontree, Ph.D.

# **City of Jackson: Community Police Oversight Commission (CPOC)**

Annual Report to the City of Jackson City Council and Residents

Reporting Year: 2025

## Introduction — Letter to the Community

December 14, 2025

Dear Jackson Community,

In 2025, your Community Police Oversight Commission (CPOC) focused on strengthening trust, clarity, and collaboration between residents and the Jackson Police Department (JPD). We advanced a review-focused oversight model that examines department actions after investigations are complete, ensuring our work respects due process, City ordinances, and confidentiality while making room for honest conversation and learning.

We held regular public meetings, launched the Informational Committee to coordinate data requests, and sustained the Complaint Review Committee (CRC) with a rotation to expand commissioner participation. In February and June, the CRC conducted its sessions with full access to finalized complaint files, body-worn camera footage, and relevant policies. Our discussions emphasized policy context, de-escalation, and aligning perceptions with case realities. Across the year, the Commission recognized JPD's thorough follow-through on complaints and reaffirmed the public's need for clear explanations of ordinances, search procedures, and complaint processes.

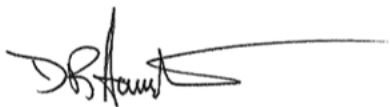
On October 9, we hosted our first community forum to present our mission and membership, address public awareness gaps, and invite extended Q&A. Residents asked for more transparency and practical pathways to engage—clearer online complaint forms, education on mental-health calls, exploration of citizen ride-alongs, or observation programs, and options for anonymous complaints. We also discussed the role of accurate information in solving violent crime, the importance of community unity across cases, and ways to collaborate with other City Commissions as well as other partners for broader reach.

We listened to concerns about traffic safety, fireworks tensions, those in need of housing, aggressive panhandling, and the impact of staffing on visible non-enforcement presence like bike and foot patrols. Our goal in the year ahead is to meet these concerns with steady outreach, plain-language education about policies and procedures, and accessible contact pathways to your oversight commission.

Looking forward to 2026, CPOC will emphasize visibility and communication (web refresh and rotating meeting locations), continued complaint review with public-facing summaries that respect confidentiality, a simple high-level dashboard and short policy briefs, youth engagement and exploration of safe observation experiences, dedicated commissioner training in use-of-force and policy orientation, and formal participation with ALPACT to keep dialogue active and informed.

Thank you for your candor, patience, and partnership. Oversight works best when it is grounded in facts, respect, and shared responsibility. On behalf of the Commission, I invite you to attend our meetings, join our forums, and help us build trust with conversation, clarification, and community .

Respectfully,

A handwritten signature in black ink, appearing to read 'D. Hammontree', with a long horizontal flourish extending to the right.

**David R. Hammontree, Ph.D.**

Chair, Community Police Oversight Commission

## Overview

### Summary

The Community Police Oversight Commission (CPOC) continued its mission in 2025 to strengthen trust between the Jackson Police Department (JPD) and the community through transparency, accountability, and engagement. This year marked significant progress in policy review, complaint oversight, community outreach, and collaborative initiatives aimed at improving public safety and communication.

### Commission Composition and Leadership

Role	Name
Chair	David Hammontree
Vice Chair	Thaddeus Williams
Secretary	Vittoria Jimerson (appointed May 2025)
Commissioners	Salena Taylor, Shalanda Hunt
Council Liaison	Christy May Davis
Staff Support	Chief Christopher Simpson, Deputy Chief Sergio Garcia, Lt. John Lillie, Chief Elmer Hitt (ret.)

## Meetings and Attendance

CPOC held five regular meetings and one community outreach forum in 2025:

- January 9 – Organizational meeting; Chair/Vice Chair selection; Complaint Review Committee appointments.
- March 13 – Goal setting; creation of Informational Committee; discussion of oversight priorities.
- May 8 – Secretary appointment; updates on violent crime and recruitment; Project Safe Neighborhood Grant briefing.
- July 10 – Regular updates; community outreach planning.
- September 11 – Focused discussion on public perception, outreach strategies, and planning for October forum.
- October 9 – Community Engagement Forum (public Q&A session).
- November 13 – Scheduled meeting (quorum not met).

## Key Actions and Achievements

### Complaint Review Committee

Established rotation system for commissioner participation to ensure fairness and availability. Conducted initial review meeting in February; emphasized transparency and ordinance compliance.

## Policy and Oversight Initiatives

Reviewed JPD policies (Chapter 1) and discussed access for complaint investigations. Supported creation of Informational Committee to gather and report statistical data on priority topics (traffic stops, sex trafficking awareness, outreach strategies).

## Recruitment and Staffing

Monitored JPD staffing challenges: Department goal: 51 officers; current staffing at 47. Recruitment incentives: \$10,000 bonus, academy tuition coverage. Project Safe Neighborhood Grant (\$300,000 over three years) launched to reduce violent crime through proactive policing and ATF collaboration.

## Community Outreach

Organized October 9 Community Forum attended by residents, commissioners, and council members. Addressed misconceptions about JPD, promoted unity, and gathered feedback on policing and complaint processes. Proposed initiatives: Accessible complaint forms on JPD website, mental health education and clinician-on-duty programs, ride-alongs and youth engagement programs, anonymous complaint systems.

## Challenges Identified

- Persistent community mistrust and misinformation regarding police investigations.
- Limited public awareness of CPOC's role and accomplishments.
- Staffing shortages impacting JPD's ability to maintain traffic enforcement and outreach programs.

## Goals for 2026

- Expand public education on JPD policies and complaint processes.
- Increase visibility through media coverage, group photo, and website updates.
- Implement Use of Force training for commissioners.
- Strengthen partnerships with ALPACT and other community organizations.
- Host quarterly community forums to maintain dialogue and transparency.

# Expanded Narrative for 2025

## Introduction

The Community Police Oversight Commission (CPOC) was created to strengthen police–community relations, increase transparency, and provide outside review after police investigations conclude. This annual narrative summarizes the Commission’s work throughout 2025—its meetings, committee activities, complaint review, outreach, and areas for improvement—grounded in the ordinance and the year’s official minutes.

## Mandate and Operating Framework

Under Article V of the City ordinance, CPOC’s purposes include improving police–community relations; recommending policies and practices; providing oversight with an emphasis on equitable treatment; gathering and analyzing information on police conduct; and creating a process for outside review of incidents. Reviews occur after the City and Department complete all related proceedings (investigative, criminal, disciplinary, and complaint). The Commission’s conclusions are advisory (not binding), and investigative files related to alleged criminal activity or rule violations are confidential under MCL 423.501. Membership comprises five residents or business owners appointed by the Mayor and approved by Council, with an emphasis on diversity and independence; a City Councilmember serves as a non-voting liaison.

### Year in Review: Leadership, Meetings, and Key Actions

January 9, 2025 (Regular Meeting). The Commission elected David Hammontree as Chair and Thaddeus Williams as Vice Chair, formed the Complaint Review Committee (CRC), and adopted a bimonthly schedule (March 13, May 8, July 10, September 11, November 13). Updates included separation of Police and Fire services and Chief Hitt’s anticipated retirement.

February 13, 2025 (CRC Inaugural Session). The CRC met with full access to complaint files, body-camera footage, internal reports, and policy references. Discussions with JPD leadership emphasized correlating each complaint to specific department policies, aligning perceptions with case realities, and the importance of de-escalation and public communication.

March 13, 2025 (Regular Meeting). The Commission created an Informational Committee (Commissioners Shalanda Hunt and Vittoria Jimerson) to coordinate statistical information requests with JPD and report progress at each meeting. Priority topics identified for 2025 included traffic stops, sex-trafficking awareness resources, communication and outreach strategies, and data gathering. Commissioners reviewed Chapter 1 of JPD policy (Law Enforcement Authority, CEO role, Oath of Office, policy overview).

May 8, 2025 (Regular Meeting). The Commission appointed Vittoria Jimerson as Secretary and approved a rotation policy for CRC participation to broaden commissioner involvement across the year. JPD briefed the Commission on the Project Safe Neighborhoods (PSN) grant (over \$300,000 across three years) targeting high-violence areas through increased patrols and proactive policing, with ATF support (including an analyst and federal charging pathways). Recruitment updates noted three recruits in

academy, a deficit of five officers, and five eligible retirements in 2026; incentives include a \$10,000 bonus or academy payment and some MCOLES reimbursement. Outreach planning covered Juneteenth, Summer Fest, the Flat Iron District Block Party, and bike/foot patrol visibility as manpower allows.

June 25, 2025 (CRC). The CRC met (Councilmember Christy Davis, Vice Chair Thaddeus Williams, Commissioner Shalanda Hunt) to review an alleged false arrest and racial bias case, watching video and discussing policy context.

July 10, 2025 (Regular Meeting). JPD reported major investigations (e.g., April 20 shooting on Orchard Place; June 16 shooting on Robinson with multiple firearms) and discussed fireworks-related tensions and the need for proactive presence. Plans advanced for a Citizen Police Academy and a youth citizen academy. Outreach calendar highlights included the ALPACT playground build (July 11), Hot Air Jubilee, Summerfest, Back to School Blast, Relay for Life (Aug 1), GVI engagement (July 23), blood drive at Commonwealth Center, Ward 4 meeting (July 8), and ongoing active-shooter training and outreach. Commissioners discussed traffic concerns, recruitment challenges affecting specialized units, homelessness and service coordination, aggressive panhandling, officer rotations to prevent burnout, and ideas to deepen engagement.

September 11, 2025 (Regular Meeting). Deputy Chief Sergio Garcia reported three homicides with suspects apprehended and in custody; staffing stood at 47 officers with a goal of 51 to support traffic enforcement, crime unit operations, and school assignments. The Department continued internal policy reviews, annual training and equipment testing, and discussed sharing general policy information with CPOC and the public (e.g., de-escalation, extradition, cold case processes). Commissioners focused on public perception, equitable investigative effort across cases, visibility of the Commission, and community unity. The Commission approved an October community forum.

## Complaint Review Committee: 2024 Cases Reviewed in 2025

The CRC reviewed nine finalized complaints from 2024. Dispositions provided by JPD leadership:

CRC takeaways underscored the frequency of emotionally charged interactions, the neutral application of established policies by officers, and the divergence between initial complaint perceptions and case realities. The CRC commended JPD's thorough follow-through on complaints and identified public education needs around ordinances, vehicle search procedures, and how complaint reviews work.

## Outreach and Engagement: October Community Forum

On October 9, 2025, the Commission held its first community forum at City Hall (see [WLNS report](#)). Attendance included at least 12 residents, 5 commissioners, and 4 councilmembers. The program presented CPOC's mission and membership, addressed the Commission's visibility, and invited extended Q&A. Residents called for clearer communication channels (including posting commissioner contact information), a more accessible online complaint form, public education on mental-health calls, exploration of citizen ride-alongs or observation programs, and anonymous complaint systems. The discussion also emphasized the role of accurate information in solving violent crimes, unity across cases, and collaboration with the Youth Council and DEI Department to broaden reach.

## Themes and Challenges

**Visibility & Public Awareness.** Despite operating for three years, the Commission remains insufficiently recognized; residents asked for accessible contact pathways, a group photo, and straightforward explainers on oversight.

**Perception & Misinformation.** Persistent narratives about police practices sometimes outpace facts; the Commission’s review and outreach aim to align public understanding with policy and case realities.

**Community Cooperation.** Solving serious crimes relies on verifiable information from residents; cultural barriers to sharing information remain, especially around ‘snitching,’ which forum discussions reframed in the context of protecting the community.

**Resourcing & Capacity.** Staffing constraints affect both enforcement and non-enforcement visibility (e.g., traffic enforcement unit timing and bike/foot patrol presence).

## Recommendations to JPD, City Council and the Community

- Refresh CPOC’s public page with commissioner photos, roles, contact email, meeting schedule, and a plain-language overview of oversight and the complaint process.
- Endorse quarterly neighborhood forums with rotating locations, basic logistical support (space, printing, accessibility), and collaboration with Youth Council and DEI to improve visibility and two-way dialogue.
- Formalize high-level, privacy-respecting data sharing between CPOC and JPD (e.g., traffic stop context, outreach activities, training categories) to inform public education without exposing confidential details.
- Publish anonymized public summaries of finalized complaint reviews to improve understanding of how complaints are examined while honoring legal confidentiality.
- Promote cross-commission coordination, including ALPACT participation and joint sessions with relevant city bodies to share best practices and expand reach.
- Support commissioner professional development—orientation on use-of-force frameworks, policy basics, complaint handling, and confidentiality—using gap months for board development.
- Facilitate community partnerships addressing neighborhood safety, including clear merchant reporting channels for investigation.

## Goals for 2026

**Visibility & Communication.** Refresh the Commission’s web presence; publish plain-language explainers of policies and complaint processes; continue quarterly rotating forums; deploy QR-based feedback; and take a group photo to increase recognition.

**Complaint Review.** Maintain the CRC rotation protocol; provide accessible, public-facing explanations of how complaint reviews work; streamline the online complaint form with JPD to make it easier for residents to use.

**Data & Policy Insight.** Establish a simple public dashboard of high-level indicators (e.g., topics discussed, outreach activities) and publish short policy education briefs on topics such as, but not limited to, de-escalation, search and seizure, extradition cooperation, and the cold case process.

**Community Trust & Partnership.** Expand youth engagement (including information sessions); explore safe, structured ride-along or observation options; co-host community events; and sustain outreach on resident-raised topics like traffic safety, fireworks tensions, and neighborhood concerns.

**Board Development.** Use ‘gap months’ for commissioner training on use-of-force and defensive tactics overview, complaint handling, confidentiality requirements, and ordinance orientation for new members.

**ALPACT Coordination.** Formalize participation and a rotation schedule for attendance; bring meeting insights back to CPOC agendas to inform outreach and community education.

## Closing

The Commission’s work this year strengthened its review-focused oversight model, established practical committee structures, and opened new channels for community dialogue—culminating in the October forum’s clear call for visibility, clarity, and collaboration. With the recommendations above and an emphasis on narrative goals for 2026, CPOC is committed to building trust through consistent engagement, accessible education, and thoughtful review—so that residents, commissioners, and officers can continue moving forward together.

## Appendices

Appendix 1- Meeting Minutes for 2025: Jan 9, Mar 13, May 8, Jul 10, and Sep 11.

Appendix 2 - Complaint Review Committee Notes

**Community Police Oversight Commission Meeting Minutes**

Thursday, January 9, 2025

6:00 p.m.

2<sup>nd</sup> Floor City Hall, Council Chambers

1. CALL TO ORDER by Thaddeus Williams at 6:00pm
2. ROLL CALL– current membership is at 3. Two seats are vacant. Two members needed for quorum.

Commissioners Present: David Hammontree, Salena Taylor, Thaddeus Williams

Staff Present: Elmer Hitt (Chief of Police) Sergio Garcia (Deputy Chief of Police)

Also, President: Christy Davis (City Councilmember Liaison)

Absent: None

3. ADOPTION OF AGENDA
  - A. **Motion by Williams** to add item 7D. **Support by Taylor. Motion passes unanimously.**
  - B. **Motion by Hammontree** to approve adoption of revised Agenda. **Second by Williams. Motion passes unanimously.**
4. CITIZEN COMMENTS (3-Minute Limit)
  - A. One citizen addressed the commission.
5. APPROVAL OF MINUTES
  - A. **Motion to approve by Taylor, support by Hammontree. Passes unanimously**
6. OLD BUSINESS
  - A. Racial Equity Audit Update – Progress update given by Chief Hitt and Commissioner Hammontree pertaining to suggestion about possible directions the CPOC may take.
7. NEW BUSINESS
  - A. Director of Police and Fire Services Position Change.
    - i. Director/Chief Hitt summarized the Council decision to separate the roles of Police and Fire Chief.

- ii. Chief Hitt announced he will be retiring sometime in February and shared (not yet officially announced) information about the next JPD Chief.

B. Selection of 2025 Chair and Vice Chair

- 1. **Motion for made by Williams nominating Hammontree as Chair for 2025. Supported by Taylor. Passes unanimously.**
- 2. **Motion made by Hammontree nominating Williams as Vice Chair for 2025. Support from Taylor. Passes unanimously.**

C. Complaint Review Committee Selection

- i. The Complaint Review Committee is composed of two (2) members of the Commission appointed by City Council, and the City Council member designated liaison.
- ii. Selena Taylor and David Hammontree were selected as the CPOC Commissioners to serve on the Complaint Review Committee. **Motion by Williams. Support from Hammontree. Passes unanimously.**
- iii. The 2025 Complaint Committee of the Community Police Oversight Commission comprises Christy Davis, David Hammontree, and Salena Taylor. All agreed on a first meeting on Feb 13, 2025, at 2:30pm (216 E. Washington Ave.).

D. 2025 Schedule

- i. Discussion on 2025 meeting times.
- ii. Motion to schedule bimonthly meetings for 2025. **William support, Taylor Seconds. Vote passes unanimously**
- iii. **Motion to made by Williams to approve meeting dates for 2025 (below). Support by Hammontree. Passes unanimously.** Time and location will remain the same (6pm 2<sup>nd</sup> Floor City Hall)
  - 1. **CPOC Meeting Dates for 2025**
    - i. March 13
    - ii. May 8
    - iii. July 10
    - iv. September 11
    - v. November 13

8. COUNCILMEMBER LIASON COMMENTS

Davis thanked Chief Hitt for his years of service.

9. COMMISSIONER COMMENTS

**Taylor:** Gives thanks and looks forward to the year.

**Williams:** Acknowledges Robert Porter's service on the commission, Chief Hitt for his tenure and service with JPD, and Hammontree for willingness to serve as CPOC Chair for 2025.

**Hammontree:** Congratulates Chief Hitt for his service. Thanks, Robert Porter, for his work on the commission, Commissioner Williams for his willingness to continue to serve as Vice Chair, and to Deputy Chief Garcia for his participation with the CPOC, which we hope will continue. Hammontree also thanks the CPOC for the nomination and support for the Chair role in 2025.

10. DIRECTOR/CHIEF COMMENTS

Supports bimonthly meetings as a productive means to free up time for the complaint committee to meet. Thanks commissioners for their best wishes with the reminder that this is not his last official meeting with the CPOC as Chief.

11. ADJOURNMENT

- A. **Motion by Williams. Support by Taylor. Meeting adjourns 6:38pm.**
- B. Next scheduled CPOC meeting: Thursday 13 March. 6pm.

**Community Police Oversight Commission Meeting Minutes**

Thursday, March 13, 2025  
6:00 p.m.  
2<sup>nd</sup> Floor City Hall, Council Chambers

1. CALL TO ORDER by Chair Hammontree at 6:02pm
2. ROLL CALL –
  - A. Commissioners Present: David Hammontree (Chair), Thaddeus Williams (Vice Chair), Shalanda Hunt, Vittoria Jimerson
  - B. Excused: Salena Taylor
  - C. City Councilmember Liaison: Christy May Davis (5<sup>th</sup> Ward)
  - D. Staff Present: Christopher Simpson (Chief of Police),
3. ADOPTION OF AGENDA
  - A. *Motion by Hunt, support by Williams. **Motion passes unanimously.***
4. CITIZEN COMMENTS
  - A. None
5. APPROVAL OF MINUTES from January 9, 2025
  - A. *Motion to approve by Jimmerson, support by Williams. **Motion passes unanimously.***
6. REGULAR ITEMS
  - A. **Recent incidents:**
    - i. Chief Simpson provided updates on recent incidents. He also committed to providing a more detailed briefing to the commission at the May 8th meeting.
  - B. **JPD Updates**
    - i. The following items were discussed: new police academy recruits, new transfers to the Jackson Police Department (JPD), and various recruiting methods currently in place to attract and retain qualified personnel.
7. NEW ITEMS

A. **A. Complaint Review Committee**

- i. **Recap of 2-12-25 meeting:** Chair Hammontree and Councilmember Davis shared their impressions of the first Complaint Review Committee meeting. They provided insights into the committee's functioning and initial observations.
- ii. **Committee Composition and Rotation:** The ordinance language specifies that the Complaint Committee is composed of two members of the Commission (Sec 21-106-h). Commissioner Hammontree recommended a rotation of commissioners for this committee throughout the year, based on availability. He plans to make a motion regarding this rotation at the May meeting if required.

B. **Goal Setting for 2025**

- i. **Oversight Basics Review:** The committee reviewed the basics of oversight with a specific focus on a review-focused model. The goal is to achieve a more focused and effective approach to oversight activities.
- ii. **Identifying Priority Topics:** Priority topics for 2025 were identified, informed by the department's strategic goals and areas of greatest community concern. Topics of discussion included: Traffic stops, Sex trafficking awareness resources, Overall communication and outreach strategies, and data gathering data.

iii. **Informational Committee:**

- 1. **A motion was made by Chair Hammontree** to create an Informational Committee was made to explore the gathering and dissemination of statistical information related to priority topics. **The motion was seconded by Commissioner Hunt and passed unanimously.**
- 2. **Committee Members:** Commissioner Hammontree nominated Commissioners Hunt and Jimmerson to comprise the Informational Committee for 2025. This nomination was supported by Commissioner Williams and passed unanimously.
- 3. **Committee Responsibilities:** The Informational Committee will coordinate with Chief Simpson to request and gather the desired information. They will report progress during each CPOC meeting to ensure transparency and continuous improvement.

8. UNFINISHED ITEMS

A. **Role of CPOC and Community Outreach Events:** The role of the Community Police Oversight Commission (CPOC) and the planning of community outreach events were discussed. The importance of CPOC's involvement in community engagement and outreach was highlighted.

B. **Policies and Procedures:**

- i. **Department Policies:** Chapter 1 of the department's policies, available on the department's website, was reviewed. This chapter includes overviews of Law Enforcement Authority, the role of the Chief Executive Officer, the Oath of Office, and a general overview of the Policy Manual.

- ii. **Complaint Committee Access:** The Complaint Committee's access to specific complaints and related policies was discussed. This ensures that the committee can effectively address and resolve complaints within the framework of established policies.

C. **C. CPOC Relationship with ALPACT (Advocates and Leaders for Police and Community Trust)**

- i. **ALPACT Overview:** Chief Simpson provided a summary of ALPACT and its role at both the state and community levels. He noted that there is a role for CPOC in ALPACT and committed to keeping commissioners updated on the next meeting. Commissioner Hammontree suggested that commissioners could attend these meetings on a rotational basis, depending on their availability.

D. **Action Item:** Commissioner Jimmerson will contact Chief Simpson regarding the ALPACT April meeting.

9. QUESTIONS FOR THE CHIEF

A. **Items Discussed:**

- i. **Rehabilitative Services and Requirements:** The impact of rehabilitative services and requirements on drug-related and violent crime was discussed. The conversation highlighted the importance of effective rehabilitation programs in reducing crime rates.
- ii. **Violent Crime in Jackson:** Questions were raised about the Gang Violence Initiative (GVI), federal crime statistics, and current gang-related indictments in Jackson. The discussion focused on understanding the scope and nature of violent crime in the city.
- iii. **Parolee Retraining and Services:** The availability of services for parolee retraining was discussed, including GVI services and programs offered by Nation Outside. The importance of providing support and resources for parolees to reintegrate into society was emphasized.
- iv. **JPD Continuing Training and Learning Issues:** The ongoing training and learning initiatives within the Jackson Police Department (JPD) were reviewed. Topics included the use of MCOLES (Michigan Commission on Law Enforcement Standards) funds and other resources for specialized training to enhance the department's capabilities.
- v. **City/County Citizens Police Academy:** Inquiries were made about the upcoming City/County Citizens Police Academy. The discussion covered the goals, structure, and benefits of the academy for community engagement and public safety education.

10. CITY COUNCILMEMBER LIAISON COMMENTS

- A. **Councilmember Davis** highlighted several upcoming issues and expressed a desire for increased community engagement. She suggested collaborating with other city commissions to enhance community involvement.

11. COMMISSIONER COMMENTS

- A. **Commissioner Hunt** expressed gratitude for the productive conversation and looked forward to receiving more information.
- B. **Commissioner Jimerson** appreciated the open dialogue and looked forward to the upcoming year. She voiced concerns about economic challenges and crime rates, emphasizing the importance of Jackson Police Department (JPD) outreach efforts. She cited examples such as the Trunk or Treat events in October as effective community engagement initiatives.
- C. **Vice Chair Williams** expressed excitement about being present and was pleased to hear about the complaint committee meeting and the rotating participation. He stressed the importance of addressing topical issues, no matter how small they may seem, and advocated for giving complaints the necessary space, time, and energy.
- D. **Chair Hammontree** welcomed Chief Simpson and new commissioners Hunt and Jimmerson. He thanked Vice Chair Williams for his focus on the on-the-ground goals of the commission. He also encouraged Councilmember Davis to keep asking questions and engaging the commission with ideas for outreach.

12. CHIEF COMMENTS

- A. **Chief Simpson** emphasized the importance of attention to detail and encouraged commissioners to do their due diligence in understanding what works well in Jackson. He invited commissioners to bring all their ideas to the meetings, with the shared goal of addressing and resolving problems. He also offered to provide his contact information for any further inquiries or requests for information.

13. ADJOURNMENT. Motion by Williams to adjourn at 7:33pm.

14. NEXT MEETING: Scheduled for May 8, 2025.

**Community Police Oversight Commission Meeting Minutes**

Thursday, May 8, 2025

6:00 p.m.

10<sup>th</sup> Floor City Hall, Council Chambers

1. CALL TO ORDER
2. ROLL CALL - current membership is at 5 (Full Board). Three commissioners needed for quorum.
  - A. Commissioners: David Hammontree (Chair), Thaddeus Williams (Vice Chair), Vittoria Jimerson, Salena Taylor
  - B. Staff: Lt. John Lillie
  - C. Absent: Shalanda Hunt, Christopher Simpson (Chief of Police), Christy Davis (Council liaison)
3. ADOPTION OF AGENDA
  - A. *Motion by Hammontree, supported by Williams. **Motion passes unanimously.***
4. CITIZEN COMMENTS
  - A. none
5. APPROVAL OF MINUTES
  - A. Approval of March 13, 2025 Minutes
    - i. *Motion to approve by Taylor, supported by Williams. **Motion passes unanimously.***
6. NEW ITEMS
  - A. CPOC Secretary Position for 2025
    - i. Hammontree nominates Commissioner Jimerson as Secretary for 2025. Support by Taylor. **Motion passes unanimously.**
7. REGULAR ITEMS
  - A. Incidents
    - i. Orchard Place Murder - Investigative Leads. Ongoing.

- ii. Shooting at Stop 1 (MLK CIA) - Report to the prosecutor - Firearm recovered - testing of the gun - charges are pending

**B. JPD Updates**

- i. Summary: discussion on new police academy recruits, new transfers to the Jackson Police Department (JPD), and various recruiting methods currently in place to attract and retain qualified personnel. Summer Safety Series - Group Violence Intervention (3-4 dates this year)
- ii. City of Jackson Law Enforcement memorial was held on 5-7-2025. Awards Banquet is scheduled June 6, 2025.
- iii. The Project Safe Neighborhood Grant has been initiated to target high-violence areas with the goal of reducing shootings and confirmed shootings through increased patrols and proactive policing. The grant, which totals over \$300,000, will be implemented over a three-year period. The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is involved in the project, providing an analyst position filled by a retired Detroit Police Officer and assuming federal charges. The grant funds will support extra patrols and self-initiated active police work in high-crime and violent crime areas, with the objective of curtailing shootings and violent crimes.
- iv. Summer Safety Series w/ Group Violence intervention. (outside of National Night Out – August 5 at the Boos Center).
- v. The recruitment efforts for the department are currently focused on several key areas. Three recruits have recently started the academy at Washtenaw Community College. However, there is a current deficit of five officers, and an additional five officers are eligible to retire in 2026, which could pose challenges for backfilling positions. To address these issues, the Recruit Team is actively expanding the search for new recruits. Incentives for recruitment include a \$10,000 bonus for successful hires or payment for the academy. Additionally, some reimbursement is available from the Michigan Commission on Law Enforcement Standards (MCOLS). Two new cadets are set to join the department soon.

**C. Complaint Review Committee**

- i. Committee Composition and Rotation:
  - 1. The ordinance language specifies that the Complaint Committee is composed of two members of the Commission (Sec 21-106-h).  
**Commissioner Hammontree motioned for a rotation of commissioners for this committee throughout the year, based on availability. Support by Taylor. Motion passes unanimously.**

**D. Policies and Procedures – no discussion this month.**

**E. Commissioner Concerns/Questions for the Chief:**

- i. Speeding in the Flatiron district discussed.

1. Chief Simpson response (via email) from Lt. Lille’s meeting notes: “We will send out officers based on the complaints for speeders reference time, date, where etc. My plan is to get a permanent traffic enforcement unit on board by 2026/2027 but it is based on manpower concerns.”
- ii. Immigration and Customs Enforcement (ICE) and community perceptions discussed.
  1. Chief Simpson response (via email) from Lt. Lille’s meeting notes: “ICE. Jackson County Sheriff’s Office did sign on a 287(g) agreement with ICE that allows them to activate an in custody detainer on an inmate at the Jackson County Jail that ICE has a warrant for or an interest. This does not extend to the road patrol and going into houses, churches and schools. <https://www.ice.gov/287g>”

**F. Community Outreach**

- i. Summer outreach opportunities discussed: Juneteenth, Summer Fest, Flat Iron District Block Party, GVI Volunteers all discussed.
- ii. Bike Patrol: would be covered under this ATF grant?
- iii. Chief Simpson’s written response to summer outreach activities and opportunities: “With summer on the horizon we will have officers on foot and Bike patrols when applicable to manpower and calls for service (911 calls). We strive to be visible and involved with all of our community and not just from an enforcement perspective.”

**8. COMMITTEE UPDATES**

**A. Informational Committee (Hunt and Jimerson)**

- i. **Committee Responsibilities:** The Informational Committee will coordinate with Chief Simpson to request and gather the desired information. They will report progress during each CPOC meeting to ensure transparency and continuous improvement.
- ii. Commissioner Jimerson will contact Hunt to develop an action plan for the Informational committee.

**9. UNFINISHED ITEMS**

**A. Advocates and Leaders for Police and Community Trust (ALPACT) Update**

- i. Chief Simpson communicated via email that CPOC participation ALPACT is still on the table. Chief Simpson will make a motion for the Committee to be added and will apprise the Chair of the vote.

**B. Goal Setting – no discussion this month.**

**10. COMMISSIONER COMMENTS**

- A. Commissioner Taylor:** none
- B. Commissioner Jimerson:** Connecting POC to TACOM and MI Army National Guard.

- C. Vice Chair Williams:** Vice Chair Williams expressed excitement about being present and was pleased to hear about the complaint committee meeting and the rotating participation. He stressed the importance of addressing topical issues, no matter how small they may seem, and advocated for giving complaints the necessary space, time, and energy.
- D. Chair Hammontree:** Chair Hammontree thanked Lt. Lillie for filling in for tonight meeting and expressed his appreciation for the positive interactions, contributions, and insights.

11. STAFF COMMENTS

- A. Lt. Lille:** Provided a summary of updates and will meet with Chief Simpson to convey our questions and recap the general discussion.

12. ADJOURNMENT. Motion by Vice Chair Williams to adjourn at 7:05pm. Passes unanimously.

13. NEXT MEETING: Scheduled for July 8, 2025.

## Community Police Oversight Commission Meeting Minutes

**Date:** Thursday, July 10, 2025

**Time:** 6:00 p.m.

**Location:** 2nd Floor City Hall, Council Chambers

### 1. Call to Order

- The meeting was called to order at 6:09 p.m.

### 2. Roll Call

- **Current Membership:** 5 (Full Board)
- **Quorum Required:** 3 Commissioners
- **Present:**
  - David Hammontree (Chair)
  - Shalanda Hunt
  - Vittoria Jimerson (arrived at 6:26 p.m.) (Secretary)
  - Thaddeus Williams (Vice Chair)
- **Absent:** Salena Taylor (excused)
- **City Council Liaison:** Christy May Davis (5<sup>th</sup> Ward Councilmember)
- **Staff:** Chief Christopher Simpson

### 3. Adoption of Agenda

- Motion to adopt the agenda by Thaddeus Williams, supported by Shalanda Hunt. Motion passed unanimously.

### 4. Citizen Comments

- None

### 5. Approval of Minutes

- Motion to approve the minutes from May 8, 2025, by Thaddeus Williams, supported by Shalanda Hunt. Motion passed unanimously.

### 6. Chief's Report

- **A. Incidents:**
  - **Major Investigations:** April 20<sup>th</sup> shooting at 900 block of Orchard Place discussed.

- **Shooting Incident:** A shooting occurred on June 16 at the 300 block of Robinson, with multiple shots fired from several different firearms. Recovery efforts are ongoing, and an investigation is pending.
- **Fireworks Incident (July 3rd):** Reports of disturbances involving fights among juveniles and adults, particularly at ISD and Cascades Manor House.
  - Discussion on proactive measures regarding fireworks and community tensions. Emphasis on the need for police presence to anticipate and mitigate potential issues before they escalate.
- **B. JPD Updates:**
  - **Citizen Police Academy:** Discussion on the initiative aimed at educating and engaging the community about law enforcement practices and increasing participation. Plans for a youth citizen academy are also in development.
  - **New Officer:** JPS has recruited a new officer from the Eaton County Sheriff's Department following that county's failed millage.
  - **Police Academy:** Three recruits are currently in training.
- **C. Policies and Procedures:**
  - Plans discussed about using CPOC meeting gap months for board development, including the use of force policy, defensive tactics, and search and seizure procedures.
- **D. Community Outreach:**
  - **Recruitment Efforts:** Ongoing initiatives to engage the community.
  - **Juneteenth Celebration:** Successful event with law enforcement presence.
  - **Upcoming Events:**
    - ALPACT playground build scheduled for July 11.
    - Hot Air Jubilee, Summerfest, Back to School Blast, and Relay for Life on August 1.
    - GVI summer series events, including a community engagement event on July 23 from 12-1:30 p.m.
    - Blood drive at Commonwealth Center.
    - Attendance at Ward 4 meeting on July 8.
    - Active shooter training and outreach efforts continue.
- **E. Goal Setting:**
  - Discussion on increasing attendance at community events, including YMCA tournaments and a block party in the Flatiron District on August 9 from 11 a.m. to 3 p.m.

## 7. Committee Updates

- **A. Complaint Review Committee:**
  - Reviewed one complaint from June 12. The committee watched video evidence and discussed policy implications.
  - Emphasized the importance of understanding the context of incidents, including the nuances of domestic violence cases.
  - Encouraged members to attend the August 19 City Council meeting to update the council on complaint committee and to encourage the public's attendance to CPOC meetings.
- **B. Informational Committee:**
  - No updates provided.

## 8. Unfinished Items

- **A. ALPACT Updates:**
  - Seeking alternates for meetings on the 3rd Wednesday of each month at MLK Center from 10 a.m. to 12 p.m.

- **Motion made** by Hunt and supported by Williams for Commissioner Vittoria Jimerson to serve as ALPACT representative alternate. Motion passed unanimously.
- Playground build scheduled for July 11.

## 9. Open Discussion (New Items/Commissioner Concerns)

- **A. Sheriff Open House:**
  - Discussion on community engagement and concerns related to ICE (Immigration and Customs Enforcement) activities in the area.
- **B. Traffic Concerns:**
  - Discussion on issues of reckless driving. The need for increased traffic enforcement was emphasized.
- **C. Recruitment Issues:**
  - Challenges in recruiting for both Fire and Police departments were discussed. The need for specialized units such as traffic, gang/group, and neighborhood units was highlighted. Concerns were raised about the impact of staffing shortages on community safety and engagement.
- **D. Homelessness and Community Resources:**
  - Discussion on the increase in homelessness and the challenges faced by local organizations in providing support. Concerns were raised about individuals being turned away from shelters and the need for better coordination among service providers.
- **E. Aggressive Panhandling:**
  - Concerns were raised about aggressive panhandling in downtown areas. The need for enforcement of existing ordinances to protect businesses and patrons was discussed. Communication ongoing to encourage merchants to report incidents to law enforcement for investigation.
- **F. Officer Assignments and Career Development:**
  - Discussion on the importance of rotating officer assignments to prevent burnout and promote career development. The need for officers to have opportunities for special assignments was emphasized.
- **G. Community Engagement Initiatives:**
  - Suggestions for enhancing community engagement through events and outreach programs were discussed. The importance of building relationships between law enforcement and community members was highlighted.

## 10. City Councilmember Liaison Comments

- **Christy May Davis:** No comments.

## 11. Commissioner Comments

- **Vittoria Jimerson:** No comments.
- **Thaddeus Williams (Vice Chair):** Positive feedback on community engagement efforts.
- **Shalanda Hunt:** No comments.
- **David Hammontree (Chair):** Thanked everyone for their contributions and encouraged continued collaboration.

## 12. Staff Comments

- **Chief Simpson:**

- Emphasized the importance of understanding use of force policies and the need for training on these topics. Plans to provide a briefing on the use of force policy and defensive tactics in the upcoming meetings were discussed.
- Mentioned the upcoming report from the equity office regarding the first phase of the equity audit.

### **13. Adjournment**

- The meeting was adjourned at 7:39 p.m.

### **14. Next Meeting**

- Scheduled for 11 September 2025, at 6:00 p.m.

**Minutes prepared by:** D.R. Hammontree (Chair)

**Date of preparation:** 14 June 2025

**Community Police Oversight Commission**

**Meeting Minutes**

**Date:** Thursday, September 11, 2025

**Time:** 6:00 p.m.

**Location:** 2nd Floor, City Hall – Council Chambers

**1. Call to Order:** Chair David Hammontree called the meeting to order at 6:00 p.m.

**2. Roll Call**

**Commissioners Present:**

- David Hammontree – Chair
- Shalanda Hunt
- Vittoria Jimerson – Secretary
- Salena Taylor
- Thaddeus Williams – Vice Chair

**Absent (excused):**

- Christy Davis – City Council Liaison

**Staff Present:**

- Deputy Chief Sergio Garcia

**Quorum:** Achieved (3 commissioners required; 5 present)

**3. Adoption of Agenda:** Motion to adopt agenda by Hammontree; seconded by Taylor. Motion carried.

**4. Citizen Comments**

- None.

**5. Approval of Minutes**

- **July 10, 2025, Minutes** – Motion to approve by Williams; seconded by Jimerson. Approved unanimously.

## **6. Chief's Report – Deputy Chief Sergio Garcia**

### **A. Incidents**

- Three homicides reported; all suspects apprehended, in custody, and proceeding through the court process.
- No unusual trends beyond these incidents.

### **B. JPD Updates**

- Three officers graduated from the Police Academy and are now active.
- One officer resigned following the November 6 incident involving the use of a firearm in the line of duty.
- One officer currently in training.
- Department staffing at 47 officers; goal is 51 to support traffic enforcement, crime unit operations, and school assignments.
- Recruitment ongoing.

### **C. Policies and Procedures**

- Ongoing inner department review of policies.
- Emphasis on fairness to both officers and the community.
- Annual training and equipment testing in place.
- Discussion on sharing general policy information with the Commission and public (e.g., de-escalation, extradition, cold case processes).
  - Recent extradition from California cited as an example of interagency cooperation.
- Recognition of community involvement in solving cases.

### **D. Community Outreach**

- Topics for commissioner/public education: de-escalation, extradition, cold case procedures, and redefining perceptions around “snitching.”
- Discussion on addressing gun violence, including data on firearm recoveries.

## **7. Committee Updates**

**A. Board Development** – Use of Force Training for commissioners in 2026.

**B. Complaint Review Committee** – Available during gap months as needed.

**C. Information & Outreach Committee** (See 9.C)

## **8. Unfinished Business/ Working Items**

- Goal setting for the Commission
  - Need to improve communication about Commission activities, goals, and role in the community (leads to Open Discussion below)

## **9. Open Discussion / Commissioner Concerns**

### **A. Commissioners Discussion on Community Perception and Outreach**

- Commissioner Taylor began discussion outlining various concerns and frustrations:
  - Stressed the importance of communicating that all cases receive equal investigative effort from JPD, regardless of the victim’s identity or connections.
  - Addressed misconceptions following recent high-profile cases, clarifying the importance strong community cooperation, not preferential treatment.
  - Expressed concern that the Commission remains largely unknown to the public despite operating for three years, with no group photo, media coverage, or public awareness of its role and work.
  - Shared personal observations from reviewing complaint data, concluding that JPD’s negative reputation in the community is often unwarranted and based on misinformation.
  - Emphasized that the Commission should be seen as a positive bridge between the police and the community.
  - Noted divisions within the community, including comparisons of homicide case timelines, and urged unity in supporting all victims and families.
  - Recounted recent incidents of gun violence during and after a community event, underscoring the ongoing need for police presence and public cooperation.
  - Urged the Commission to remain active and vocal in sharing accurate information about police work, reinforcing that community members may one day need to rely on law enforcement.

### **B. Discussion on Unsolved Cases, Community Cooperation, and Public Perception**

- Commissioners and JPD Deputy Chief discussed the challenge of solving violent crimes in a small city without community cooperation.
  - While some families maintain ongoing contact with investigators and receive updates, others may be unaware of investigative progress.
  - DC Garcia emphasized that cases remain open indefinitely and leads are pursued as far as possible given available evidence.
  - Acknowledged long-standing mistrust and cultural attitudes toward “snitching,” clarifying that providing information about violent crimes when not personally involved should not be considered “snitching.”
  - Urged residents to share solid, verifiable information rather than rumors, to help bring closure to families.
  - Highlighted the recent murder case as an example where community cooperation led to a quick arrest, noting that the circumstances resonated

widely because the victim could have been “anyone’s daughter, granddaughter, or niece.”

- Raised concerns about the prevalence of firearms in the community, including youth access, and the need to address how weapons are obtained.

### **C. . Community Outreach**

- Based on Open Discussion the focused moved to public outreach strategies:
  - Community Forums
  - Importance of open forums to highlight Commission accomplishments.
  - Advertising and invitations for community participation.
  
- Proposal to use the October “gap month” to host a **CPOC Engagement (Q&A) Session: Motion to proceed with a Community Forum made by Taylor, supported by Hunt. Motion passes unanimously.**
  
- Work toward the **October 9** Community forum/engagement session with open dialogue.
  - Coordination with City Staff to book 2<sup>nd</sup> floor chambers (Hunt)
  - A summary sheet of CPOC accomplishments (Garcia)
  - A QR code for residents to submit questions or concerns
  - Information-gathering activities
  - Refreshments and community-building elements
  - A group photo to increase public recognition of the Commission
  - planned in two parts, including possible collaboration with the Youth Council and City DEI Department.
  - Fact sheet to include relevant community information.

### **10. Additional Items**

- National Guard resource table: 300–400 new members in the area. Jimmerson will contact Chief Simpson for more information.

### **11. Commissioner/Staff Comments:**

None after lengthy discussion. The consensus is that Commissioners are ready to move forward with public engagement.

**12. Adjournment:** Meeting adjourned at 7:19pm

**13. Next Meeting:** Scheduled for 13 November, 6pm.

**Community Police Oversight Commission**  
**Complaint Review Committee Report**  
Thursday, 13 February 2025

The Complaint Review Committee of the City of Jackson Community Police Oversight Commission met on Feb 13, 2025 (2:45pm – 6pm) comprising David Hammontree (CPOC Chair) Salena Taylor, Christy May Davis (5<sup>rd</sup> Ward Councilmember). Chief Hitt, Deputy Chief Garcia, and incoming Chief Simpson were in attendance.

The purpose of the Complaint review committee is to “Review of the outcome of any finalized Department investigations into complaints against the Department by a member of the public” (City of Jackson Ordinance Article V Sec.21-106-h).

This meeting marked the inaugural session of the Complaint Review Committee. The insights gained from this meeting will contribute to the establishment of a streamlined process for review, dialogue, and recommendations. With the process now initiated, Review Committee members are better positioned to decide on future meeting dates, contingent on the number of complaints received.

The Review Committee was granted access to all incident files related to each complaint, which included body camera footage, internal investigation reports, personal statements, and conclusions from department leadership. Chief Hitt presented each complaint, followed by body camera footage (if available), an overview of all file material, and overall conclusions.

The Review Committee engaged in a candid discussion with the Jackson Police Department (JPD) leadership regarding these complaints. Each complaint was correlated with specific department policies, providing helpful context for committee members.

The **nine** complaint/allegations from 2024 addressed:

- Complainant questioned how the officer obtained his vehicle info, and why the officer-initiated contact (AR-24-01<sup>1</sup>, 01/19/24). JPD Disposition = **Not Sustained**.
- Securing personal property (AR-24-03). JPD Disposition = **Not Sustained**.
- Alleged illegal search (IJ-24-01, 05/19/24). JPD Disposition = **Sustained, Exonerated, Unfounded**
- Alleged unlawful arrest and detainment (IJ-24-02, 06/28/24). JPD Disposition = **Exonerated**

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<sup>1</sup> Internal Complaint Number

- Wallet turned into JPD containing \$700 in cash. Wallet was returned to owner, and the owner claimed to be missing \$200 from the wallet (IN-24-01, 02/06/24). JPD Disposition = **Not Sustained/Unfounded**.
- Alleged unprofessional service (IN-24-02, 04/28/24). JPD Disposition = **Sustained**.
- Alleged racial profiling (IN-24-03, 06/02/24). JPD Disposition = **Unfounded**.
- Complainant felt a traffic crash was not handled properly by officers. (IN-24-04, 07/23/24). JPD Disposition = **Exonerated**.

The discussion of the **nine** complaints focused on four main areas of review: Police, Procedure, Training, and Communication with the Public, culminating in an overall committee recommendation.

Due to the extensive length of the initial meeting and the number of complaints, the Review Committee decided to forgo a report form for each individual case in favor of this overall review of the year. It is anticipated that future meetings will allow for more time to address specifics, particularly in relation to the severity of the complaints.

The committee's key takeaways from the year's citizen complaints highlighted an appreciation for various "teachable moments," understanding difficult interactions, and emphasizing the importance of de-escalation.

Officers frequently handle individuals' personal frustrations and circumstances. It is evident that officers operate within established policies and maintain neutrality in these situations. Many complaints arise from some complainants' defensive attitudes at the beginning of situations, often extending beyond the incidents themselves.

Committee members commended the department for their thorough follow-up on all complaints, regardless of severity. It is apparent that the commitment to follow-through is genuine, with each situation serving as a lesson in maintaining public trust and service.

The committee also gained valuable insights into public perception of City ordinances, search procedures (specifically related to vehicles), and other issues involved in daily operations.

The committee noted that the initial perception of complaints did not align with the realities of the nine cases reviewed. This understanding will aid in better communicating with the public, aligning with the primary purpose of the Community Police Oversight Commission to "improve and strengthen police-community relations" (Article V, Sec. 21-102).

We, the Members of the City of Jackson Community Police Oversight Commission Complaint Committee, hereby certify the foregoing as our official review findings and recommendations:

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

Received and reviewed by:

\_\_\_\_\_  
Jackson Police Department Date

By: Christopher Simpson

Its: Chief of Police

**CITY OF JACKSON**  
**COMMUNITY POLICE OVERSIGHT COMMISSION**

***COMPLAINT COMMITTEE REVIEW FORM***

**Incident date:** 02 / 06 / 25

**Internal Complaint Number:** IJ-25-01

**Summary of complaint allegations:**

Alleged false arrest and racial bias.

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**JPD Disposition:**

- Sustained
- Exonerated
- Not sustained
- Unfounded

**Complaint Committee review date of JPD Investigation and Findings:** 6/12/25

**Complaint Committee members present:** Christy May Davis, Thaddeus Williams + Shalonda Hart

**COMPLAINT COMMITTEE AREAS OF REVIEW:**

**1. Policy:**

401.3 - Bias influenced Policing Prohibited  
310.8 - Standards for arrest (dA)

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**2. Procedure:**

- Bias - influenced policing is strictly prohibited
- Officers having probable cause to believe that a person has committed a domestic violence offense should make an arrest.

**CITY OF JACKSON**  
**COMMUNITY POLICE OVERSIGHT COMMISSION**

***COMPLAINT COMMITTEE REVIEW FORM***

**Incident date:** 02 / 06 / 25

**Internal Complaint Number:** IJ-25-01

**Summary of complaint allegations:**

Alleged false arrest and racial bias.

**JPD Disposition:**

- Sustained  
 Exonerated  
 Not sustained  
 Unfounded

**Complaint Committee review date of JPD Investigation and Findings:** 6/12/25

**Complaint Committee members present:** Christy May Davis, Thaddeus Williams + Shalonda Hart

**COMPLAINT COMMITTEE AREAS OF REVIEW:**

**1. Policy:**

401.3 - Bias influenced Policing Prohibited  
310.8 - Standards for arrest (dA)

**2. Procedure:**

- Bias-influenced policing is strictly prohibited
- Officers having probable cause to believe that a person has committed a domestic violence offense should make an arrest.

3. **Training:**

N/A

4. **Communication with Public:**

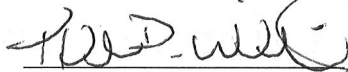
- Track on Annual Report

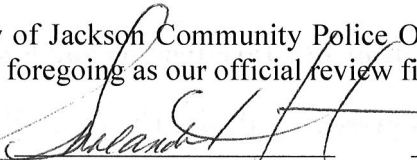
- Citizen Comments next Council meeting

5. **Complaint Committee Recommendations:**

N/A

We, the Members of the City of Jackson Community Police Oversight Commission Complaint Committee, hereby certify the foregoing as our official review findings and recommendations:

  
Committee Member

  
Committee Member

  
Committee Member

Received and reviewed by:

\_\_\_\_\_  
Jackson Police Department  
By: Christopher A. Simpson  
Its: Chief of Police

\_\_\_\_\_  
Date



**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** Special Event Application: Free Comic Book Day

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**Recommendation:**

Approve a request from the GamePlace LLC to host the Free Comic Book Day on May 2, 2026, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Free Comic Book Day.

I recommend approval of the Special Event Application for the Free Comic Book Day. Your consideration and concurrence is appreciated.

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director, DDA Director

**DATE:** March 24, 2026

**RECOMMENDATION:** Approve a request from the GamePlace LLC to host the Free Comic Book Day on May 2, 2026, in downtown Jackson.

### ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$0.00
Public Works	X		\$0.00
		<b>TOTAL</b>	<b>\$0.00</b>

### DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Use of sidewalks

### OWNERSHIP

Insurance Status: Approval is dependent on the receipt of proper insurance documents.

## SOLUTION

## FACILITATE IMPLEMENTATION

Approve a request from the GamePlace LLC to host the Free Comic Book Day on May 2, 2026, in downtown Jackson.

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## ATTACHMENTS

1. SEA-Free Comic Book Day

By: M. Evans Date: 3/5/26  
 Fee Rec: \_\_\_\_\_ Date: \_\_\_\_\_  
 Cash: \_\_\_\_\_ Check #:   
 Approved through City Council  
 Yes/No: \_\_\_\_\_ Date: \_\_\_\_\_

## 2026 SPECIAL EVENT APPLICATION

Submit your application to [mevans@cityofjackson.org](mailto:mevans@cityofjackson.org) or drop it off at  
 City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

**Application must be submitted 60 days prior to event date**

### Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

Level 1: \$75 (0-1 city resources)

*Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.*

Level 2: \$150 (No road closure, needs 2 city resources) \*Does not include closing Hayes Court

Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)

LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.

Insurance documentation for sponsoring organization

Event Map –Please indicate the location of all items (see page 4 for detailed information needed)

Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District

Cannabis Consumption Area License and Liability insurance (if applicable)

Carnival Ride Permit (if applicable)

Insurance documentation for all vendors (if applicable)

Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

### Applicant Information

**EVENT NAME:** Free Comic Book Day

Sponsoring Organization Legal Name : GamePlace LLC

Street Address : 139 S Mechanic St

Tax ID# : 46-3568250

Website : nostalgia-ink.net

Contact Name 1 : Tim Stairs

Email: timstairs@gmail.com

Phone: 517-917-2453

Contact Name 2 : Jessica Stairs

Email: jessica.stairs@yahoo.com

Phone: 517-917-2454

Contact Name/Phone# During Event: Jessica Stairs - 517-917-2454

### Event Details

Event Date(s): \_\_\_\_\_ Set up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_

May 2 2026

8:00am

10:00am

4:00pm

5:00pm

Has this event occurred before?  Yes  No If yes, how many previous years? 20 years

What is the expected attendance? 200 Do you expect to do this event next year?  Yes  No

### Type of Event Please check all that apply

Festival  March/Parade  Walk/Run\*  Other  Retail Promotional Event

**\*Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

**Description of Event** This description will be posted on the Special Events Calendar

Free Comic Book Day is a nationally recognized annual promotional event celebrating literacy, art, and local small businesses. Our store will distribute complimentary comic books to community members and host light family-friendly activities outside our building to welcome foot traffic.

**Event Location** Please include the location on the map

Horace Blackman Park      Bucky Harris Park      MLK Equality Trail  
TRUE City Square Stage      Grand River Farmers Market Pavilion      Ella Sharp Park  
\*requires Ella Sharp Board approval

Other Location 139 S Mechanic St, 145 S Mechanic, and 120 E Cortland

**Requested Street Closure(s)** Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name: \_\_\_\_\_ Cross Street 1: \_\_\_\_\_ Cross Street 2: \_\_\_\_\_  
Closure Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Closure End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street Name: \_\_\_\_\_ Cross Street 1: \_\_\_\_\_ Cross Street 2: \_\_\_\_\_  
Closure Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Closure End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street Name: \_\_\_\_\_ Cross Street 1: \_\_\_\_\_ Cross Street 2: \_\_\_\_\_  
Closure Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Closure End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street Name: \_\_\_\_\_ Cross Street 1: \_\_\_\_\_ Cross Street 2: \_\_\_\_\_  
Closure Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Closure End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street Name: \_\_\_\_\_ Cross Street 1: \_\_\_\_\_ Cross Street 2: \_\_\_\_\_  
Closure Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Closure End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street Name: \_\_\_\_\_ Cross Street 1: \_\_\_\_\_ Cross Street 2: \_\_\_\_\_  
Closure Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Closure End Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Bathroom Plan** Please include bathroom locations on the map

**Facilities:** How many restrooms/portable toilets will be provided, including ADA options? 7

**Service Provider:** Who will supply and service the restrooms (name/contact)? Yes

**Placement:** Where will restrooms be located? \*Please include locations on the map Nostalgia, Ink and GamePlace

**Additional Notes:**

**Bucky Harris Park Bathrooms Use:** Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.



## Waste Management Plan Please include garbage locations on the map

\*If the area of your event is not cleaned up, you will be invoiced the cost of services.

**Collection:** How will garbage be managed during and after the event?

**Service Provider:** Who is responsible for waste removal (name/contact)?

**Reciprocals:** How many bins will be provided? \*Please include locations on the map   
For large events, how many roll-offs?

**Cleanup:** Who will handle post-event cleanup?

**Additional notes:**



## Other City Resource Requests \*Include all extra resources on map

**Electrical Power:** Do you need electrical power? Yes  No  **\*\*All electrical lines MUST be properly covered to minimize tripping hazards\*\***

If yes, what?

**Will you have food trucks?**

Please add food truck names and locations on the map.

Yes  No  If yes, how many food trucks do you anticipate?

Using generators? Yes  No

Do you need to rent power boxes for the food trucks?  Yes  No   
\$25 per box rental cost (adapters included)

If yes, how many?

**Will you have Vendors/ Other food on site?**

Yes  No  If yes, how many?

Using generators? Yes  No

Do you need to rent power boxes?  Yes  No   
\$25 per box rental cost (adapters included)

If yes, how many?

**Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?**

Yes  No  If yes, what?

Using generators? Yes  No

Do you need to rent power boxes?  Yes  No   
\$25 per box rental cost (adapters included)

If yes, how many?

**Other electrical power needed?**

Yes  No  If yes, what?

Wattage needed:

Number of plug-ins needed:

**Water:** Do you need water? Yes  No  If yes, please indicate the needed requirement:

Location of where the water is needed:

**Fireworks:** Do you plan to do fireworks? Yes  No

\*If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.

**Police Department:** Do you require police assistance? Yes  No

If yes, please explain:

**Alcohol Sales:** Yes  No

\*If yes, attach liquor license and liquor liability insurance

**Cannabis Consumption Area:** Yes  No

\*If yes, attach Cannabis Consumption License and liability insurance

**Other Requests:**

Traffic Cones How many?

15 foot Mobile Stage

25 foot Mobile Stage

Other

Other

Section 1 - General Information

Business Name

The Firm

Internal Business Name

Phone No.

Page 1 of 2

Section 2 - Financial Information

Are you a sole proprietorship, partnership, or other unincorporated entity?



If yes, please provide the following information:

Year	Revenue	Net Income	Assets	Liabilities
2018				
2019				
2020				
2021				
2022				

If yes, please attach your detailed firework plan along with all required approval documents from the appropriate local authorities.



If yes, attach your license and liability insurance



If yes, attach Cannabis Consumption License and liability insurance



## Required Attachments for Application Processing



**Insurance** Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> <li>Showing a liability coverage of at least \$1,000,000</li> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>

I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.



**Event Map** Please include **all event details** and activities on the map for review and processing.

Route plan	Emergency vehicle access	Requested street closures	Food Truck Locations
Vendor locations	Dispersal locations	Requested reserved parking	
<input checked="" type="checkbox"/> Tent locations	Trash Receptacle locations	Requested electrical location	
Assembly locations	Bathroom locations	Alcohol/Cannabis sales locations	

*\*If these details change, a revised map must be provided seven days prior to event.  
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

Additional Comments:

This event will have sidewalk tents with activities.

**\*Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.**

## Special Event Application Policy

*Additional charges may incur if policies are broken.*

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
  - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
  - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
  - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

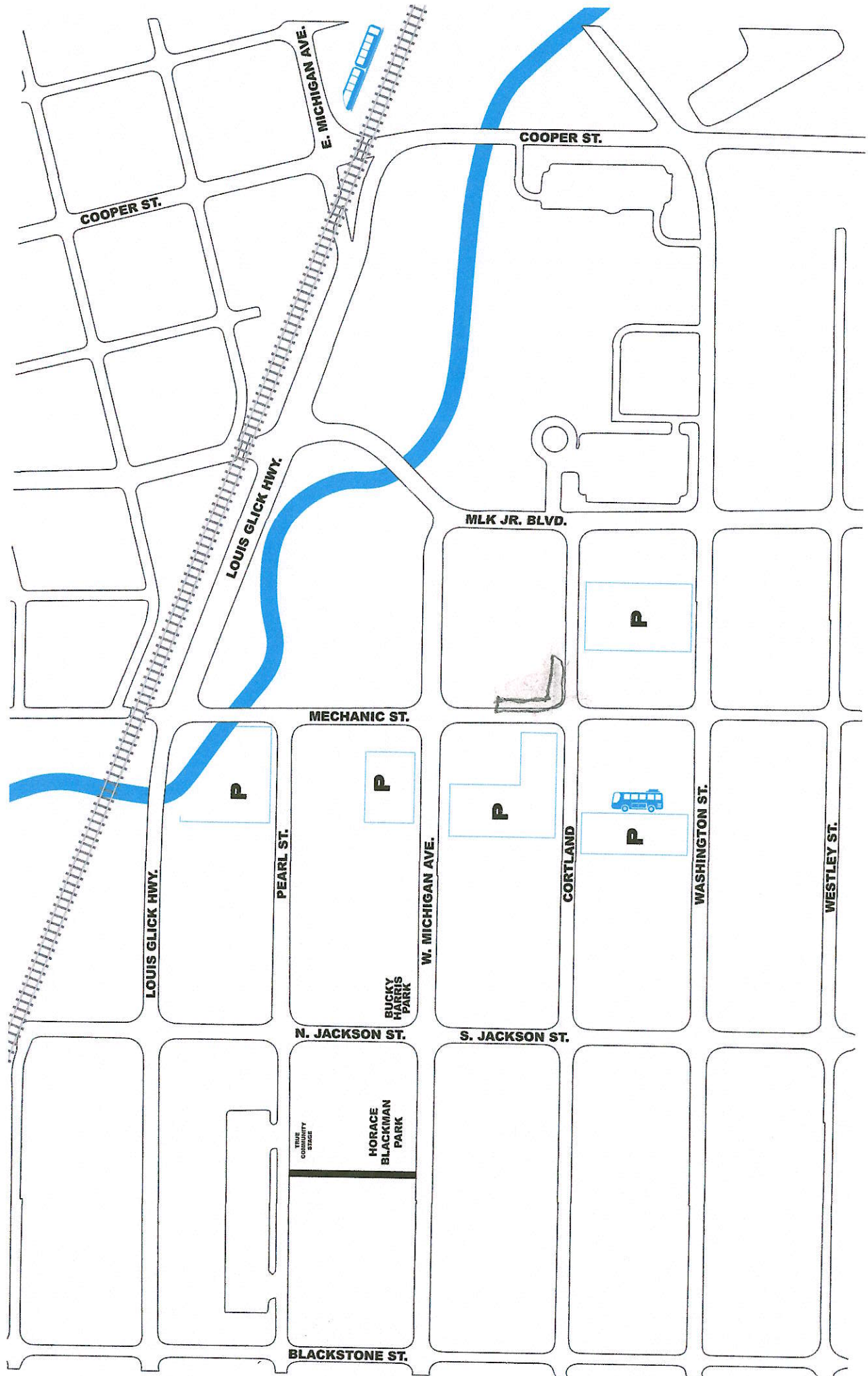
## Special Event Application

*Certification and Signature*

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature: 

Date: 2-25-26







**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** Special Event Application: 12th Annual Heart of a Lion 5k

---

**Recommendation:**

Approve a request from the Jackson Area 19 Special Olympics to host the 12 Annual Heart of a Lion 5k on August 23, 2026, at Ella Sharp Park.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the 12th Annual Heart of a Lion 5k.

I recommend approval of the Special Event Application for the 12th Annual Heart of a Lion 5k. Your consideration and concurrence is appreciated.

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director, DDA Director

**DATE:** March 24, 2026

**RECOMMENDATION:** Approve a request from the Jackson Area 19 Special Olympics to host the 12 Annual Heart of a Lion 5k on August 23, 2026, at Ella Sharp Park.

### ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$165.00
Public Works	X		\$1500.00
		<b>TOTAL</b>	<b>\$1665.00</b>

### DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Road closures, use of Ella Sharp Park, traffic cones, 25-foot mobile stage

### OWNERSHIP

Insurance Status: The insurance is on file with the City Attorney and the Downtown Development Authority.

## SOLUTION

## FACILITATE IMPLEMENTATION

Approve a request from the Jackson Area 19 Special Olympics to host the 12 Annual Heart of a Lion 5k on August 23, 2026, at Ella Sharp Park.

---

## ATTACHMENTS

1. SEA-12th Annual Heart of a Lion 5k

By: **M. Evans** Date: **1/21/26**

Fee Rec: Date:

Cash: Check #:

Approved through City Council

Yes/No: Date:

## 2026 SPECIAL EVENT APPLICATION

Submit your application to [mevans@cityofjackson.org](mailto:mevans@cityofjackson.org) or drop it off at  
City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

**Application must be submitted 60 days prior to event date**

### Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

Level 1: \$75 (0-1 city resources)

*Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.*

Level 2: \$150 (No road closure, needs 2 city resources) \*Does not include closing Hayes Court

Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)

LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.

Insurance documentation for sponsoring organization

Event Map –Please indicate the location of all items (see page 4 for detailed information needed)

Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District

Cannabis Consumption Area License and Liability insurance (if applicable)

Carnival Ride Permit (if applicable)

Insurance documentation for all vendors (if applicable)

Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

### Applicant Information

**EVENT NAME:** **12th Annual Heart of a Lion 5K**

Sponsoring Organization Legal Name : **Jackson Area 19 Special Olympics**

Street Address : **210 E McDevitt Ave, Jackson, MI 49203**

Tax ID# : **38-1964643**

Website : **SOMI.ORG**

Contact Name 1 : **Amy Gingras**

Email: **agingras01@comcast.net**

Phone: **517 262-1445**

Contact Name 2 : **Randy Coleman**

Email: **area19forms@somi.org**

Phone: **517 740-3887**

Contact Name/Phone# During Event: **Amy Gingras 517 262-1445**

### Event Details

Event Date(s): Set up Time: Start Time: End Time: Tear Down Time:

**08/23/2026**

**6 a.m.**

**9 a.m.**

**11 a.m.**

**12:00 p.m.**

Has this event occurred before?  Yes  No If yes, how many previous years? **Eleven**

What is the expected attendance? **250** Do you expect to do this event next year?  Yes  No

### Type of Event Please check all that apply

Festival

March/Parade

Walk/Run\*

Other

**\*Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

**Description of Event** This description will be posted on the Special Events Calendar

**12th Annual Heart of a Lion 5K Run/Walk. All proceeds benefit the Jackson Area 19 Special Olympics. Special Olympics provides year sports training and athletic competition for individuals with intellectual and physical disabilities. The Heart of a Lion is proud to be a part of the ORS Race Series in Jackson.**

**Event Location** Please include the location on the map

Horace Blackman Park      Bucky Harris Park      MLK Equality Trail  
TRUE City Square Stage      Grand River Farmers Market Pavilion       Ella Sharp Park  
\*requires Ella Sharp Board approval  
Other Location

**Requested Street Closure(s)** Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000 people.**

Street Name: **Maplewood**      Cross Street 1: **S. Oakwood**      Cross Street 2:  
Closure Start Date: **08/23/26**      Time: **8 a.m.**      Closure End Date: **08/23/26**      Time: **12 p.m.**

Street Name: **S. Oakwood**      Cross Street 1: **Birchwood**      Cross Street 2: **Maplewood**  
Closure Start Date: **08/23/26**      Time: **8 a.m.**      Closure End Date: **08/23/26**      Time: **12 p.m.**

Street Name: **Birchwood**      Cross Street 1: **S. Oakwood**      Cross Street 2: **Maplewood**  
Closure Start Date: **08/23/26**      Time: **8 a.m.**      Closure End Date: **08/23/26**      Time: **12 p.m.**

Street Name: **S. Oakwood**      Cross Street 1: **Birchwood**      Cross Street 2: **Maplewood**  
Closure Start Date: **08/23/26**      Time: **8 a.m.**      Closure End Date: **08/23/26**      Time: **12 p.m.**

Street Name:      Cross Street 1:      Cross Street 2:  
Closure Start Date:      Time:      Closure End Date:      Time:

Street Name:      Cross Street 1:      Cross Street 2:  
Closure Start Date:      Time:      Closure End Date:      Time:

**Bathroom Plan** Please include bathroom locations on the map

**Facilities:** How many restrooms/portable toilets will be provided, including ADA options? **2 additional porta potties**

**Service Provider:** Who will supply and service the restrooms (name/contact)? **All American Portable Toilets 517 764-7908**

**Placement:** Where will restrooms be located? \*Please include locations on the map **Near Carters Comer**

**Additional Notes:** **Porta potties will be delivered on Friday August 21st and picked up on Monday August 24th**

**Bucky Harris Park Bathrooms Use:** Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.

## Waste Management Plan Please include garbage locations on the map

\*If the area of your event is not cleaned up, you will be invoiced the cost of services.

**Collection:** How will garbage be managed during and after the event? **Large garbage cans will be placed in the finish line area**

**Service Provider:** Who is responsible for waste removal (name/contact)? **N/A**

**Reciprocals:** How many bins will be provided? \*Please include locations on the map **N/A**  
*For large events, how many roll-offs?*

**Cleanup:** Who will handle post-event cleanup? **Jackson Area 19 Special Olympics**

**Additional notes:** **Following the race volunteers will remove any trash from the course, parking lots and the finish line area**

## Other City Resource Requests \*Include all extra resources on map

**Electrical Power:** Do you need electrical power? Yes  No  **\*\*All electrical lines MUST be properly covered to minimize tripping hazards\*\***

If yes, what?

**Will you have food trucks?** Yes  No  If yes, how many food trucks do you anticipate?   
*Please add food truck names and locations on the map.*

Using generators? Yes  No  Do you need to rent power boxes for the food trucks? Yes  No  If yes, how many?   
*\$25 per box rental cost (adapters included)*

**Will you have Vendors/ Other food on site?** Yes  No  If yes, how many?

Using generators?  Yes  No  Do you need to rent power boxes? Yes  No  If yes, how many?   
*\$25 per box rental cost (adapters included)*

**Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?** Yes  No  If yes, what?

Using generators?  Yes  No  Do you need to rent power boxes? Yes  No  If yes, how many?   
*\$25 per box rental cost (adapters included)*

**Other electrical power needed?** Yes  No  If yes, what?

Wattage needed:  Number of plug-ins needed:

**Water:** Do you need water? Yes  No  If yes, please indicate the needed requirement:

Location of where the water is needed:

**Fireworks:** Do you plan to do fireworks? Yes  No  *\*If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

**Police Department:** Do you require police assistance? Yes  No  If yes, please explain: **The police officers have assisted the Special Olympics athletes**

**Alcohol Sales:** Yes  No  *\*If yes, attach liquor license and liquor liability insurance*

**Cannabis Consumption Area:** Yes  No  *\*If yes, attach Cannabis Consumption License and liability insurance*

### Other Requests:

Traffic Cones How many?  15 foot Mobile Stage  25 foot Mobile Stage

Other

Other

## Required Attachments for Application Processing

**Insurance** *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> <li>Showing a liability coverage of at least \$1,000,000</li> <li>Identifying "City of Jackson" &amp; " Jackson Downtown Development Authority" as additional insured</li> </ul>
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**Event Map** *Please include all event details and activities on the map for review and processing.*

Route plan	Emergency vehicle access	Requested street closures	Food Truck Locations
Vendor locations	Dispersal locations	Requested reserved parking	
Tent locations	Trash Receptacle locations	Requested electrical location	
Assembly locations	Bathroom locations	Alcohol/Cannabis sales locations	

*\*If these details change, a revised map must be provided seven days prior to event.  
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

Additional Comments:

**I will attach a map of the 5K route.  
We will be utilizing the parking lot that is owned by the City of Jackson for the finish line area and the bandstand for announcements and awards.**

**\*Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.**

## Special Event Application Policy

*Additional charges may incur if policies are broken.*

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- 9.One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

## Special Event Application

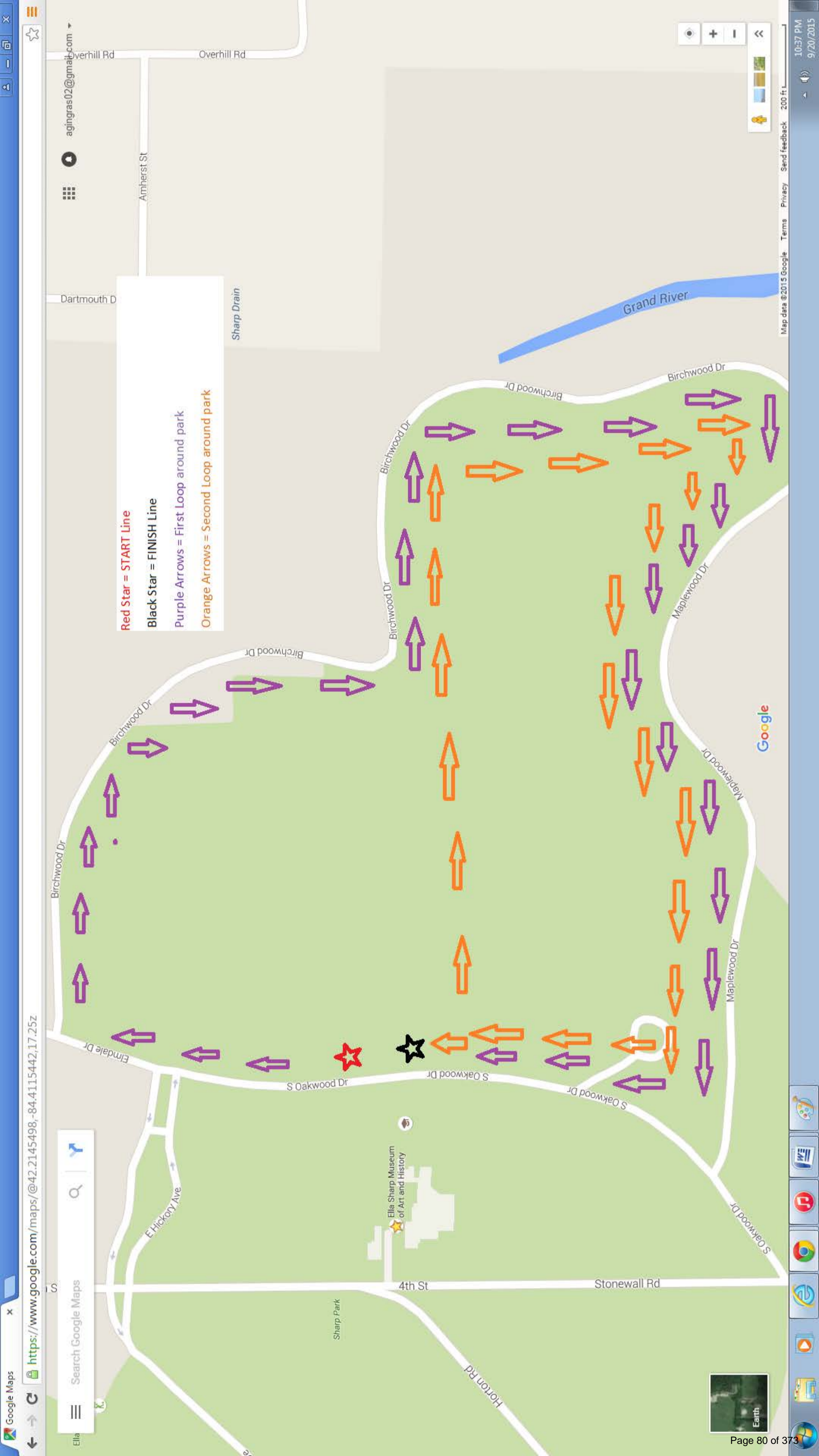
### ***Certification and Signature***

- 1.I am the person with authority to act on behalf of the sponsoring organization.
- 2.I have submitted all required documents in support of the Special Event Application
- 3.A Special Event Application Fee is submitted along with this application.
- 4.Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
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- 7.The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
- 8.If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
- 9.As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
- 10.By signing this Special Event Application, I declare I am 21 years of age or older.
- 11.If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
- 12.On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
- 13.The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature:

*Amy Gingras*

Date: 01/20/2026



**Red Star = START Line**  
**Black Star = FINISH Line**  
**Purple Arrows = First Loop around park**  
**Orange Arrows = Second Loop around park**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/20/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> American Specialty Insurance & Risk Services, Inc. dba American Specialty Insurance & Risk Services Agency 7609 W. Jefferson Blvd., Suite 100 Fort Wayne IN 46804		<b>CONTACT NAME:</b> <b>PHONE (A/C, No. Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Special Olympics, Inc. 2600 Virginia Avenue NW Floors 10 & 11 Washington DC 20037		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Philadelphia Indemnity Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 18058	

**COVERAGES**

CERTIFICATE NUMBER: 1002437878

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

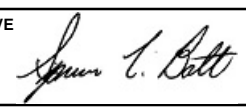
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: OTHER	N		PHPK2638240-020	12/31/2025	12/31/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2638240-020	12/31/2025	12/31/2026	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ NON-OWNED/HIRED AUTO \$ 1,000,000
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB894526-020	12/31/2025	12/31/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

- Coverage applies to the following: SPECIAL OLYMPICS MICHIGAN, CENTRAL MICHIGAN UNIVERSITY, 1120 S. MISSION STREET, MOUNT PLEASANT, MI 48858.

- Named Insured (cont'd): All Special Olympics Accredited U.S. Programs

**CERTIFICATE HOLDER****CANCELLATION**

City of Jackson - Ella Sharp Park  2800 Fourth St  Jackson MI 49203	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## ADDITIONAL REMARKS SCHEDULE

<b>AGENCY</b> American Specialty Insurance & Risk Services, Inc.		<b>NAMED INSURED</b> Special Olympics, Inc. 2600 Virginia Avenue NW Floors 10 & 11 Washington, DC 20037	
<b>POLICY NUMBER</b> PHPK2638240-020		<b>EFFECTIVE DATE:</b> 12/31/2025	
<b>CARRIER</b> Philadelphia Indemnity Insurance Company	<b>NAIC CODE</b> 18058		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** ACORD 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE - Certificate #1002437878

- The Hired Auto Physical Damage limit contains a \$1,000 collision deductible and a \$100 other than collision deductible (for commercially rented vehicles only). Nonowned and Hired Auto (NOHA) liability is excess of any valid and collectible insurance.
- Coverage for property you rent or occupy, property loaned to you and property in the care, custody, or control of the Insured, \$100,000 limit subject to a \$2,500 deductible per loss, excluding watercraft, aircraft, and autos.
- Coverage applies to SPECIAL OLYMPICS MICHIGAN, HEART OF A LION 5K RUN/WALK from August 22, 2026 through August 23, 2026.



**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** Special Event Application: Bark for Life

---

**Recommendation:**

Approve a request from the American Cancer Society to host the Bark for Life on May 3, 2026, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Bark for Life.

I recommend approval of the Special Event Application for the Bark for Life. Your consideration and concurrence is appreciated.

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director, DDA Director

**DATE:** March 24, 2026

**RECOMMENDATION:** Approve a request from the American Cancer Society to host the Bark for Life on May 3, 2026, in downtown Jackson.

### ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$0.00
Public Works	X		\$0.00
		<b>TOTAL</b>	<b>\$0.00</b>

### DESCRIBE THE CONSEQUENCES

Conditions & Considerations: use of Horace Blackman Park, power

### OWNERSHIP

Insurance Status: Approval is dependent on the receipt of proper insurance documents.

## SOLUTION

## FACILITATE IMPLEMENTATION

Approve a request from the American Cancer Society to host the Bark for Life on May 3, 2026, in downtown Jackson.

---

## ATTACHMENTS

1. SEA-Bark for Life Updated

By:	Date:
Fee Rec:	Date:
Cash:	Check #:
Approved through City Council	
Yes/No:	Date:

## 2026 SPECIAL EVENT APPLICATION

Submit your application to [mevans@cityofjackson.org](mailto:mevans@cityofjackson.org) or drop it off at  
City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

**Application must be submitted 60 days prior to event date**

### Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

*Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.*

- Level 1: \$75 (0-1 city resources)
- Level 2: \$150 (No road closure, needs 2 city resources) *\*Does not include closing Hayes Court*
- Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)
- LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.

- Insurance documentation for sponsoring organization
- Event Map –Please indicate the location of all items (see page 4 for detailed information needed)
- Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District
- Cannabis Consumption Area License and Liability insurance (if applicable)
- Carnival Ride Permit (if applicable)
- Insurance documentation for all vendors (if applicable)
- Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

### Applicant Information

**EVENT NAME:**

Sponsoring Organization Legal Name :

Street Address :

Tax ID# :  Website :

Contact Name 1 :  Email:  Phone:

Contact Name 2 :  Email:  Phone:

Contact Name/Phone# During Event:

### Event Details

Event Date(s):  Set up Time:  Start Time:  End Time:  Tear Down Time:

Has this event occurred before?  Yes  No If yes, how many previous years?

What is the expected attendance?  Do you expect to do this event next year?  Yes  No

### Type of Event Please check all that apply

Festival  March/Parade  Walk/Run\*  Other

**\*Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

**Description of Event** This description will be posted on the Special Events Calendar

[Empty text box for event description]

**Event Location** Please include the location on the map

Horace Blackman Park     
  Bucky Harris Park     
  MLK Equality Trail  
 TRUE City Square Stage     
  Grand River Farmers Market Pavilion     
  Ella Sharp Park  
*\*requires Ella Sharp Board approval*  
 Other Location

**Requested Street Closure(s)** Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name:  Cross Street 1:  Cross Street 2:   
 Closure Start Date:  Time:  Closure End Date:  Time:

Street Name:  Cross Street 1:  Cross Street 2:   
 Closure Start Date:  Time:  Closure End Date:  Time:

Street Name:  Cross Street 1:  Cross Street 2:   
 Closure Start Date:  Time:  Closure End Date:  Time:

Street Name:  Cross Street 1:  Cross Street 2:   
 Closure Start Date:  Time:  Closure End Date:  Time:

Street Name:  Cross Street 1:  Cross Street 2:   
 Closure Start Date:  Time:  Closure End Date:  Time:

Street Name:  Cross Street 1:  Cross Street 2:   
 Closure Start Date:  Time:  Closure End Date:  Time:

**Bathroom Plan** Please include bathroom locations on the map

**Facilities:** How many restrooms/portable toilets will be provided, including ADA options?

**Service Provider:** Who will supply and service the restrooms (name/contact)?

**Placement:** Where will restrooms be located? *\*Please include locations on the map*

**Additional Notes:**

**Bucky Harris Park Bathrooms Use:** Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.

## Waste Management Plan Please include garbage locations on the map

\*If the area of your event is not cleaned up, you will be invoiced the cost of services.

**Collection:** How will garbage be managed during and after the event?

**Service Provider:** Who is responsible for waste removal (name/contact)?

**Reciprocals:** How many bins will be provided? *\*Please include locations on the map*  
*For large events, how many roll-offs?*

**Cleanup:** Who will handle post-event cleanup?

**Additional notes:**

## Other City Resource Requests \*Include all extra resources on map

**Electrical Power:** Do you need electrical power?  Yes  No **\*\*All electrical lines MUST be properly covered to minimize tripping hazards\*\***

If yes, what?

**Will you have food trucks?**

*Please add food truck names and locations on the map.*

Yes

No

If yes, how many food trucks do you anticipate?

Using generators?

Yes  No

Do you need to rent power boxes for the food trucks?  
\$25 per box rental cost (adapters included)

Yes  No

If yes, how many?

**Will you have Vendors/ Other food on site?**

Yes

No

If yes, how many?

Using generators?

Yes  No

Do you need to rent power boxes?  
\$25 per box rental cost (adapters included)

Yes  No

If yes, how many?

**Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?**

Yes  No

If yes, what?

Using generators?

Yes  No

Do you need to rent power boxes?  
\$25 per box rental cost (adapters included)

Yes  No

If yes, how many?

**Other electrical power needed?**

Yes  No

If yes, what?

Wattage needed:

Number of plug-ins needed:

**Water:** Do you need water?  Yes  No If yes, please indicate the needed requirement:

Location of where the water is needed:

**Fireworks:** Do you plan to do fireworks?  Yes  No

*\*If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

**Police Department:** Do you require police assistance?  Yes  No If yes, please explain:

**Alcohol Sales:**  Yes  No *\*If yes, attach liquor license and liquor liability insurance*

**Cannabis Consumption Area:**  Yes  No *\*If yes, attach Cannabis Consumption License and liability insurance*

**Other Requests:**

Traffic Cones How many?

15 foot Mobile Stage

25 foot Mobile Stage

Other

Other

## Required Attachments for Application Processing

### ■ Insurance *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> <li>Showing a liability coverage of at least \$1,000,000</li> <li>Identifying "City of Jackson" &amp; " Jackson Downtown Development Authority" as additional insured</li> </ul>
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>

■ I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.

### ■ Event Map *Please include **all event details** and activities on the map for review and processing.*

Route plan	Emergency vehicle access	Requested street closures	Food Truck Locations
Vendor locations	Dispersal locations	Requested reserved parking	
Tent locations	Trash Receptacle locations	Requested electrical location	
Assembly locations	Bathroom locations	Alcohol/Cannabis sales locations	

*\*If these details change, a revised map must be provided seven days prior to event.  
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

Additional Comments:

**\*Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.**

## Special Event Application Policy

*Additional charges may incur if policies are broken.*

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
  - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
  - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
  - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

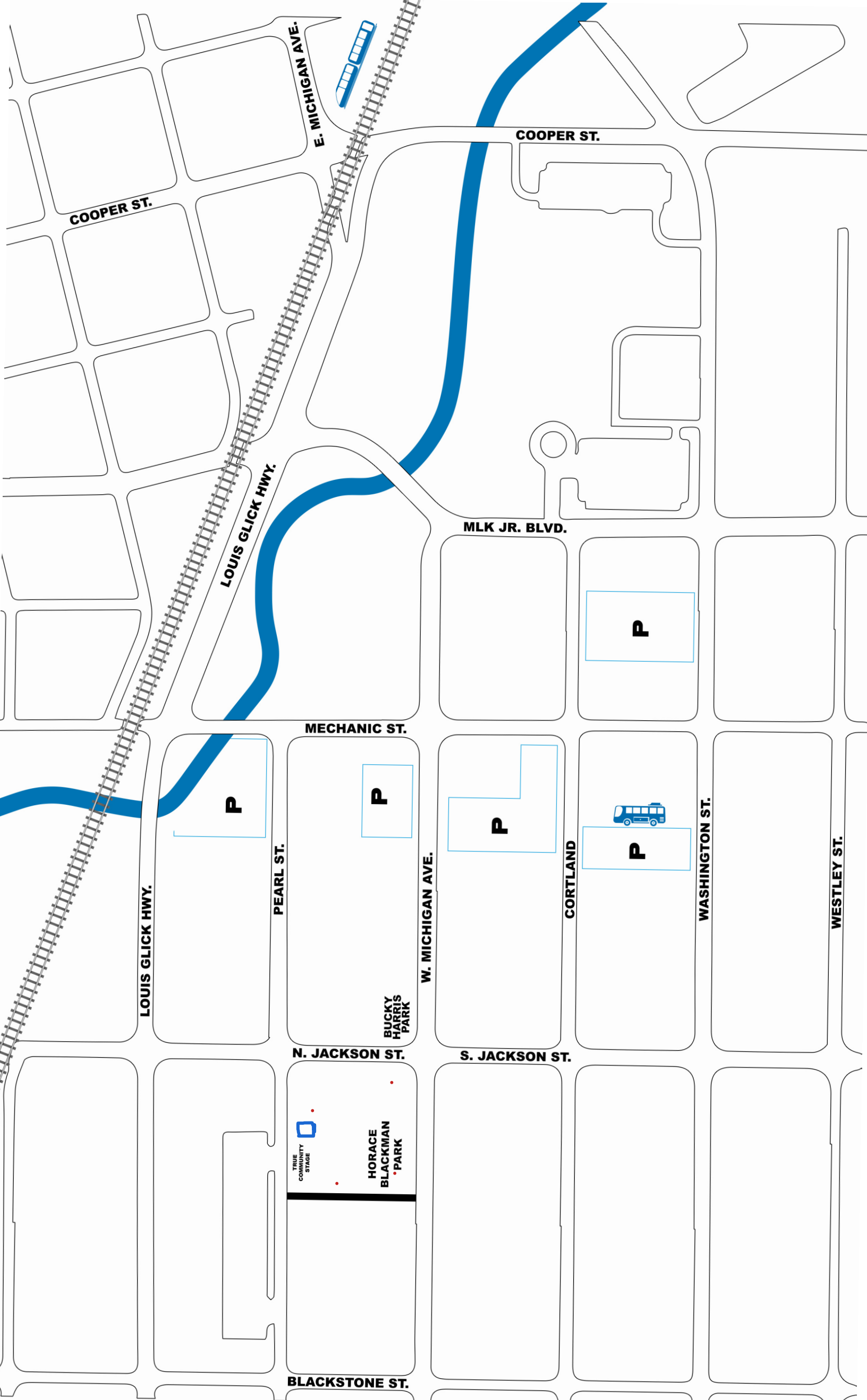
## Special Event Application

*Certification and Signature*

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



COOPER ST.

E. MICHIGAN AVE.

COOPER ST.

LOUIS GLICK HWY.

MLK JR. BLVD.

P

MECHANIC ST.

P

P

P

P

LOUIS GLICK HWY.

PEARL ST.

W. MICHIGAN AVE.

CORTLAND

WASHINGTON ST.

WESTLEY ST.

BUCKY HARRIS PARK

N. JACKSON ST.

S. JACKSON ST.

TRUE COMMUNITY STAGE

HORACE BLACKMAN PARK

BLACKSTONE ST.



**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** March 24, 2026

**SUBJECT:** Special Event Application: Jackson High School Commencement Ceremony

---

**Recommendation:**

Approve a request from the McKibbin Media Group to host the Jackson High School Commencement Ceremony on May 22, 2026, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Jackson High School Commencement Ceremony.

I recommend approval of the Special Event Application for the Jackson High School Commencement Ceremony. Your consideration and concurrence is appreciated.

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director, DDA Director

**DATE:** March 24, 2026

**RECOMMENDATION:** Approve a request from the McKibbin Media Group to host the Jackson High School Commencement Ceremony on May 22, 2026, in downtown Jackson.

### ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$0.00
Public Works	X		\$800.00
		<b>TOTAL</b>	<b>\$800.00</b>

### DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Road closure, traffic cones

### OWNERSHIP

Insurance Status: The insurance is on file with the City Attorney and the Downtown Development Authority.

**SOLUTION**

**FACILITATE IMPLEMENTATION**

Approve a request from the McKibbin Media Group to host the Jackson High School Commencement Ceremony on May 22, 2026, in downtown Jackson.

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**ATTACHMENTS**

- 1. SEA-Jackson High School Commencement

By: M. Evans Date: 3/16/20  
 Fee Rec: \$225 Date: 3/16/20  
 Cash: Check #: 081413  
 Approved through City Council  
 Yes/No: Date:

**SPECIAL EVENT APPLICATION 2025**

Submit your application to mevans@cityofjackson.org or drop it off at  
 City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

Application must be submitted 60 days prior to event date

**Application attachments**

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

**Authority**

*Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.*

- Level 1: \$75 (0-1 city resources)
- Level 2: \$150 (No road closure, needs 2 city resources) \*Does not include closing Hayes Court
- Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)

If you would like to apply for a non-profit/low resource fee waiver, see page 4.

- LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.
- Insurance documentation for sponsoring organization
- Event Map -Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)
- Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District
- Cannabis Consumption Area License and Liability insurance (if applicable)
- Carnival Ride Permit (if applicable)
- Insurance documentation for all vendors (if applicable)
- Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

**Applicant Information**

**EVENT NAME:** Jackson High School Commencement Ceremony  
 Sponsoring Organization Legal Name : Jackson Public Schools - Jackson High  
 Street Address : 544 Wildwood  
 Tax ID# : Website : jpsk12.org  
 Contact Name 1 : Maehelle Shelton Email: maehelle.shelton@jpsk12.org Phone: 841-3702  
 Contact Name 2 : Monica Pierce Email: monica.pierce@jpsk12.org Phone: 841-3701  
 Contact Name/Phone# During Event: Officer David Stallworth 517-581-2981

**Event Details**

Event Date(s): 5/22/25 Set up Time: 5 PM Start Time: 6 PM End Time: 8:30 PM Tear Down Time: 9 PM  
 Has this event occurred before?  Yes  No If yes, how many previous years? 109  
 What is the expected attendance? 2,000 Do you expect to do this event next year?  Yes  No

**Type of Event** Please check all that apply

- Festival March/Parade Walk/Run\* Other Commencement Ceremony

\*Downtown 5K/10K's: Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

**Description of Event** This description will be posted on the Special Events Calendar

Commencement Ceremony for Jackson High School graduates, Class of 2026

**Event Location** Please include the location on the map

Horace Blackman Park      Bucky Harris Park      MLK Equality Trail  
TRUE City Square Stage      Grand River Farmers Market Pavilion      Ella Sharp Park  
\*requires Ella Sharp Board approval

Other Location Jackson High School - Withington Stadium

**Requested Street Closure(s)** Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name: Wildwood Ave      Cross Street 1: Stewart      Cross Street 2:  
Closure Start Date: 5/22/26      Time: 5 PM      Closure Start Date: 5/22/26      Time: 8:30 PM  
end

Street Name:      Cross Street 1:      Cross Street 2:  
Closure Start Date:      Time:      Closure Start Date:      Time:

Street Name:      Cross Street 1:      Cross Street 2:  
Closure Start Date:      Time:      Closure Start Date:      Time:

Street Name:      Cross Street 1:      Cross Street 2:  
Closure Start Date:      Time:      Closure Start Date:      Time:

Street Name:      Cross Street 1:      Cross Street 2:  
Closure Start Date:      Time:      Closure Start Date:      Time:

Street Name:      Cross Street 1:      Cross Street 2:  
Closure Start Date:      Time:      Closure Start Date:      Time:

**Bathroom Plan** Please include bathroom locations on the map

**Facilities:** How many restrooms/portable toilets will be provided, including ADA options?

**Service Provider:** Who will supply and service the restrooms (name/contact)?

**Placement:** Where will restrooms be located? \*Please include locations on the map

**Additional Notes:**

**Bucky Harris Park Bathrooms Use:** Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.

## Waste Management Plan Please include garbage locations on the map

\*If the area of your event is not cleaned up, you will be invoiced the cost of services.

**Collection:** How will garbage be managed during and after the event?

**Service Provider:** Who is responsible for waste removal (name/contact)?

**Reciprocals:** How many bins will be provided? *\*Please include locations on the map  
For large events, how many roll-offs?*

**Cleanup:** Who will handle post-event cleanup?

**Additional notes:**

## Other City Resource Requests \*Include all extra resources on map

**Electrical Power:** Do you need electrical power? Yes  No  **\*\*All electrical lines MUST be properly covered to minimize tripping hazards\*\***

<b>Will you have food trucks?</b> <small>Please add food truck names and locations on the map.</small>		Yes	No	If yes, how many food trucks do you anticipate?		
Using generators?	Yes	No	Do you need to rent power boxes for the food trucks? \$25 per box rental cost (adapters included)	Yes	No	If yes, how many?
<b>Will you have Vendors/ Other food on site?</b>		Yes	No	If yes, how many?		
Using generators?	Yes	No	Do you need to rent power boxes for the food trucks? \$25 per box rental cost (adapters included)	Yes	No	If yes, how many?
<b>Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?</b>		Yes	No	If yes, what?		
Using generators?	Yes	No	Do you need to rent power boxes for the food trucks? \$25 per box rental cost (adapters included)	Yes	No	If yes, how many?
<b>Other electrical power needed?</b>		Yes	No	If yes, what?		
Wattage needed:		Number of plug-ins needed:				

**Water:** Do you need water? Yes  No  If yes, please indicate the needed requirement:  
Location of where the water is needed:

**Fireworks:** Do you plan to do fireworks? Yes  No  *\*If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

**Police Department:** Do you require police assistance? Yes  No  If yes, please explain:

**Alcohol Sales:** Yes  No  *\*If yes, attach liquor license and liquor liability insurance*

**Cannabis Consumption Area:** Yes  No  *\*If yes, attach Cannabis Consumption License and liability insurance*

**Other Requests:**

Traffic Cones How many? 15 foot Mobile Stage 25 foot Mobile Stage

Other Setup the same as previous years

Other

## Required Attachments for Application Processing

### Insurance *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> <li>Showing a liability coverage of at least \$1,000,000</li> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>

I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.

### Event Map *Please include **all event details** and activities on the map for review and processing.*

Route plan	Emergency vehicle access	Requested street closures	Food Truck Locations
Vendor locations	Dispersal locations	Requested reserved parking	
Tent locations	Trash Receptacle locations	Requested electrical location	
Assembly locations	Bathroom locations	Alcohol/Cannabis sales locations	

*\*If these details change, a revised map must be provided seven days prior to event.  
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

*I am a representative of a non-profit organization and respectfully request that the application fee be waived or considered for reduction. **Justification for Fee Waiver** (Please briefly explain financial limitations and community benefits of this event):*

**\*Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.**

## Special Event Application Policy

*Additional charges may incur if policies are broken.*

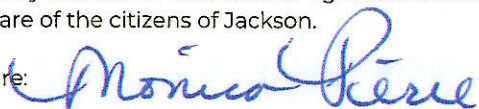
1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
  - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
  - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
  - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

## Special Event Application

*Certification and Signature*

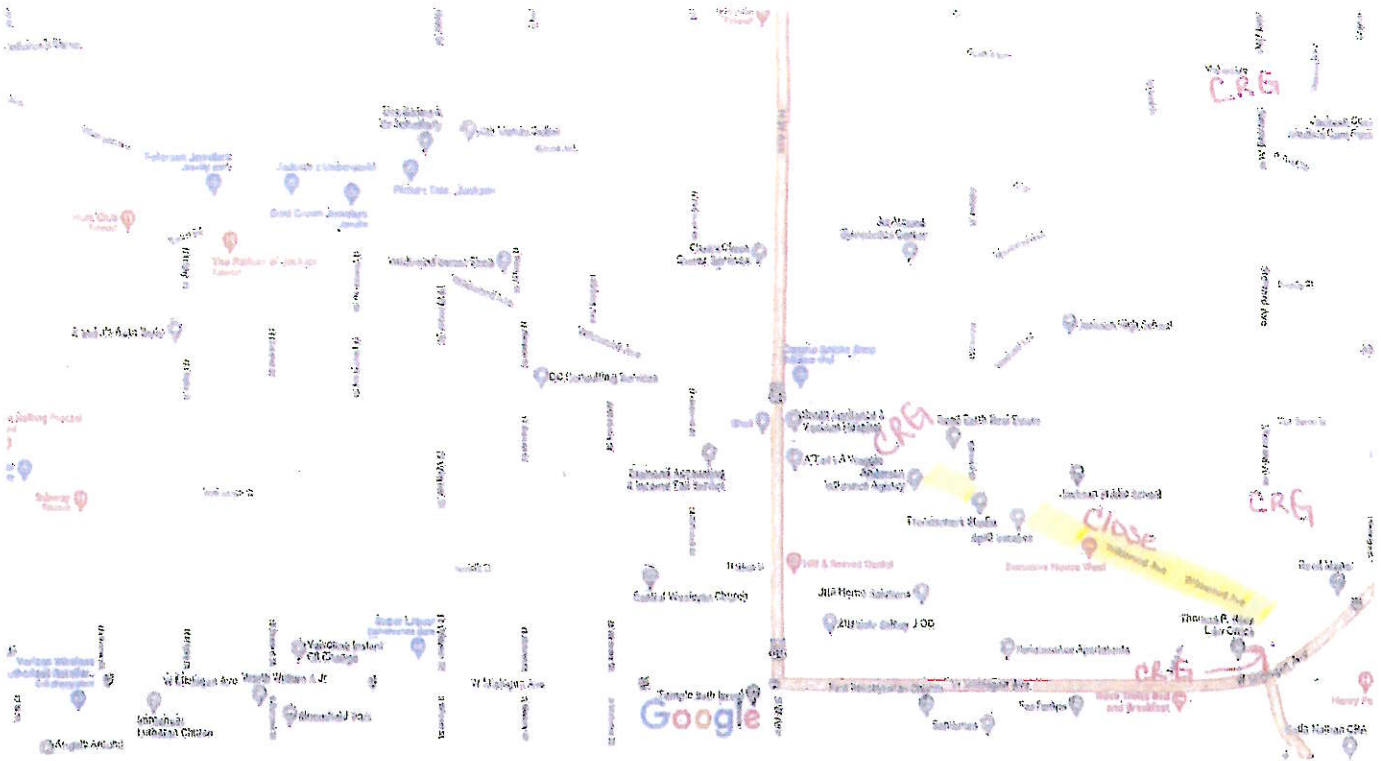
1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature:

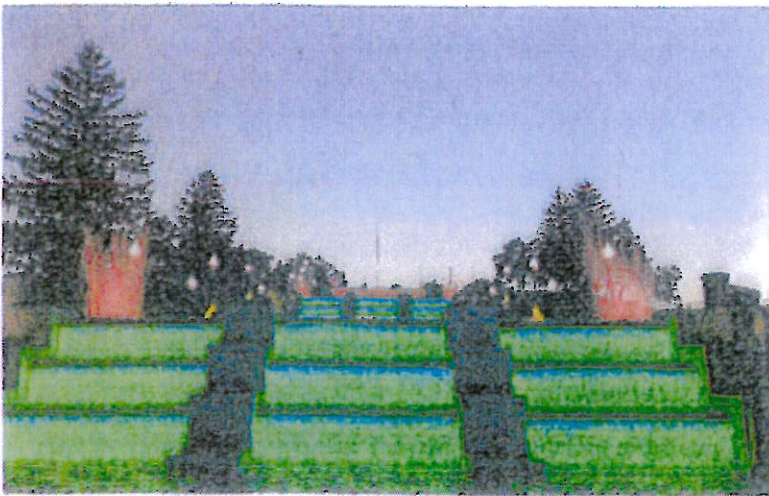


Date:

2-27-26



Map data ©2021 200 ft



Just need  
Wildwood Ave  
Closed

Jackson

Michigan

Sunny · 57°F  
11:58 AM



Directions



Save



Nearby



Send to your  
phone



Share

Quick facts

**CERTIFICATE OF COVERAGE**

PRODUCER <b>SET SEG</b> 1520 Earl Avenue East Lansing, MI 48823	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE REFERENCE NUMBER BELOW.
<b>COMPANIES AFFORDING COVERAGE</b>	


MEMBER <b>Jackson Public Schools</b> 522 Wildwood Ave   Jackson, MI 49201	<b>A</b> MASB-SEG Property/Casualty Pool, Inc.
--	--

THIS IS TO CERTIFY THAT THE COVERAGE REFERENCE NUMBER OF COVERAGE LISTED BELOW HAVE BEEN ISSUED TO THE MEMBER NAMED ABOVE FOR THE COVERAGE REFERENCE NUMBER PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE COVERAGE REFERENCE NUMBER DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH COVERAGE REFERENCE NUMBERS.

CO LTR	TYPE OF COVERAGE	COVERAGE REFERENCE NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Premises/Operations <input checked="" type="checkbox"/> Products/Completed Operations <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Personal Injury	PC-38170-2026-01	5/22/2026	5/23/2026	BI & PD COMBINED OCCURRENCE	\$1,000,000
					BI & PD COMBINED AGGREGATE	\$3,000,000
					PERSONAL INJURY OCCURRENCE	\$1,000,000
					PERSONAL INJURY AGGREGATE	\$3,000,000
A	<b>EXCESS LIABILITY</b> <input checked="" type="checkbox"/> General Liability <input checked="" type="checkbox"/> Automobile Liability <input checked="" type="checkbox"/> Garage Liability	PC-38170-2026-01	5/22/2026	5/23/2026	OCCURRENCE	\$10,000,000
					ANNUAL AGGREGATE	\$10,000,000

**DESCRIPTION** The City of Jackson/Downtown Development Agency is added as additional insured under Jackson Public Schools general liability coverage limited to the activities performed by or on behalf of Jackson Public Schools as it represents the districts use of facilities for graduation on May 22, 2026 with a rain date of May 23, 2026.

CERTIFICATE HOLDER City of Jackson/Downtown Development Agency 161 W. Michigan Ave.   Jackson, MI 49201 Additional Insured	SHOULD ANY OF THE ABOVE DESCRIBED COVERAGE REFERENCE NUMBERS BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
--	--

AUTHORIZED REPRESENTATIVE   Katie Lehman PROPERTY/CASUALTY DEPARTMENT	2/24/2026
---	-----------



**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** Special Event Application: Bike Night

---

**Recommendation:**

Approve a request from Bella Notte Ristorante to host the Bike Night on Tuesdays, April - October 2026 in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Bike Night.

I recommend approval of the Special Event Application for the Bike Night. Your consideration and concurrence is appreciated.

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director, DDA Director

**DATE:** March 24, 2026

**RECOMMENDATION:** Approve a request from Bella Notte Ristorante to host the Bike Night on Tuesdays, April - October 2026 in downtown Jackson.

### ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$0.00
Public Works	X		\$0.00
		<b>TOTAL</b>	<b>\$0.00</b>

### DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Use of parking spaces and sidewalk

### OWNERSHIP

Insurance Status: The insurance is on file with the City Attorney and the Downtown Development Authority.

## SOLUTION

## FACILITATE IMPLEMENTATION

Approve a request from Bella Notte Ristorante to host the Bike Night on Tuesdays, April - October 2026 in downtown Jackson.

---

## ATTACHMENTS

1. SEA-Bike Night at Bella Notte

By: M. Evans Date: 3/5/20  
Fee Rec: \_\_\_\_\_ Date: 3/5/20  
Cash: \_\_\_\_\_ Check #: 23398 \$75

Approved through City Council

Yes/No: \_\_\_\_\_ Date: \_\_\_\_\_

## 2026 SPECIAL EVENT APPLICATION

Submit your application to [mevans@cityofjackson.org](mailto:mevans@cityofjackson.org) or drop it off at  
City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

**Application must be submitted 60 days prior to event date**

### Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

Level 1: \$75 (0-1 city resources)

*Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.*

Level 2: \$150 (No road closure, needs 2 city resources) \*Does not include closing Hayes Court

Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)

LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.

Insurance documentation for sponsoring organization

Event Map -Please indicate the location of all items (see page 4 for detailed information needed)

Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District

Cannabis Consumption Area License and Liability insurance (if applicable)

Carnival Ride Permit (if applicable)

Insurance documentation for all vendors (if applicable)

Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

### Applicant Information

**EVENT NAME:** Bike Night

Sponsoring Organization Legal Name : Bella Notte Ristorante

Street Address : 137 W Michigan

Tax ID# :

Website :

Contact Name 1 : Gregory

Email:

gawalker@modernmachinistool.com Phone: 206 2673

Contact Name 2 : Jeff

Email:

info@bellanotteristorante.com Phone: 7825727

Contact Name/Phone# During Event: Gregory Walker 206 2673

### Event Details

Event Date(s):

Set up Time:

Start Time:

End Time:

Tear Down Time:

April - October - Tuesday 4:00pm 4:00pm 9:00 PM 0

Has this event occurred before?  Yes  No If yes, how many previous years? 4

What is the expected attendance?

20-50

Do you expect to do this event next year?

Yes

No

### Type of Event Please check all that apply

Festival

March/Parade

Walk/Run\*

Other

Bike Night

\*Downtown 5K/10K's: Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

**Description of Event** This description will be posted on the Special Events Calendar

Motor Cycles Parked in seven parking spots in front of Bella Notte Ristorante

**Event Location** Please include the location on the map

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park

\*requires Ella Sharp Board approval

Other Location

Seven Parking spots in Front of Bella Notte

**Requested Street Closure(s)** Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name: \_\_\_\_\_ Cross Street 1: \_\_\_\_\_ Cross Street 2: \_\_\_\_\_  
Closure Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Closure End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street Name: \_\_\_\_\_ Cross Street 1: \_\_\_\_\_ Cross Street 2: \_\_\_\_\_  
Closure Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Closure End Date: \_\_\_\_\_ Time: \_\_\_\_\_

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Street Name: \_\_\_\_\_ Cross Street 1: \_\_\_\_\_ Cross Street 2: \_\_\_\_\_  
Closure Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Closure End Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Bathroom Plan** Please include bathroom locations on the map

**Facilities:** How many restrooms/portable toilets will be provided, including ADA options? \_\_\_\_\_

**Service Provider:** Who will supply and service the restrooms (name/contact)? \_\_\_\_\_

**Placement:** Where will restrooms be located? \*Please include locations on the map \_\_\_\_\_

**Additional Notes:** We will use bathrooms in Bella Notte

**Bucky Harris Park Bathrooms Use:** Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.

# Waste Management Plan Please include garbage locations on the map

\*If the area of your event is not cleaned up, you will be invoiced the cost of services.

**Collection:** How will garbage be managed during and after the event?

Sing as Bella Nottes sidewalk cafe

**Service Provider:** Who is responsible for waste removal (name/contact)?

**Reciprocals:** How many bins will be provided? \*Please include locations on the map  
For large events, how many roll-offs?

**Cleanup:** Who will handle post-event cleanup?

**Additional notes:**

# Other City Resource Requests \*Include all extra resources on map

**Electrical Power:** Do you need electrical power? Yes  No  **\*\*All electrical lines MUST be properly covered to minimize tripping hazards\*\***

If yes, what?

**Will you have food trucks?**

Please add food truck names and locations on the map.

Yes  No  If yes, how many food trucks do you anticipate?

Using generators? Yes  No  Do you need to rent power boxes for the food trucks? Yes  No  \$25 per box rental cost (adapters included)

If yes, how many?

**Will you have Vendors/ Other food on site?**

Yes  No  If yes, how many?

Using generators? Yes  No  Do you need to rent power boxes? Yes  No  \$25 per box rental cost (adapters included)

If yes, how many?

**Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?**

Yes  No  If yes, what?

Using generators? Yes  No  Do you need to rent power boxes? Yes  No  \$25 per box rental cost (adapters included)

If yes, how many?

**Other electrical power needed?**

Yes  No  If yes, what?

Wattage needed: Number of plug-ins needed:

**Water:** Do you need water? Yes  No  If yes, please indicate the needed requirement:

Location of where the water is needed:

**Fireworks:** Do you plan to do fireworks?

Yes  No  *\*If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

**Police Department:** Do you require police assistance?

Yes  No  If yes, please explain: Bella Notte sidewalk cafe

**Alcohol Sales:** Yes  No  *\*If yes, attach liquor license and liquor liability insurance*

**Cannabis Consumption Area:** Yes  No  *\*If yes, attach Cannabis Consumption License and liability insurance*

**Other Requests:**

Traffic Cones How many? 15 foot Mobile Stage 25 foot Mobile Stage

Other

Other

## Required Attachments for Application Processing

**Insurance** Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> <li>Showing a liability coverage of at least \$1,000,000</li> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>

I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.

**Event Map** Please include **all event details** and activities on the map for review and processing.

Route plan	Emergency vehicle access	Requested street closures	Food Truck Locations
Vendor locations	Dispersal locations	Requested reserved parking	
Tent locations	Trash Receptacle locations	Requested electrical location	
Assembly locations	Bathroom locations	Alcohol/Cannabis sales locations	

*\*If these details change, a revised map must be provided seven days prior to event.  
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

Additional Comments:

**\*Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.**

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## Special Event Application

*Certification and Signature*

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2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
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10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE READ AND BE FAMILIAR WITH YOUR RESPONSIBILITIES, BEST PRACTICES, AND GUIDELINES, FOR EVENTS DOWNTOWN JACKSON AND THE CITY OF JACKSON, MICHIGAN.**

## EVENT ORGANIZER RESPONSIBILITIES

**01** Send out vendor guidelines. It is your responsibility to communicate these guidelines and adhere to them.

**02** Keep fire hydrants and emergency lanes clear.

**03** Inform downtown businesses of any street closures and times of closures.

**04** If you need additional resources you will have to go through the application process again. The city can no longer accommodate changes to the application after approval. If you are adding to your event, please fill out another application within the timeline.

**05** The event organizer is responsible for ensuring that adequate trash management (not city trash cans) and restroom facilities are provided, appropriate to the anticipated number of attendees.

**01** No stakes, yard signs, or anything that punctures the ground.

We have sprinkler systems in the parks and wood chipped gardens.

**02** Need electricity?

Ask your event coordinator in plenty of time before the event. We have some power throughout the city, but you will need to coordinate ahead of time to be able to use it. \*\*Plugs at the base of the trees CANNOT be used. Usage will blow a fuse.

**Tents and inflatables must be weighed down. No stakes, please!**

Downtown is often windy! Stakes are not allowed due to the sprinkler system.

**Please clean up after yourself.**

We take pride in our downtown but it takes the work of everyone to keep it looking nice. Please dispose of any trash and take what you brought.

**05** If you need to drive in the park, stay on the sidewalks.

Cars on the grass will damage our sprinkler system!

**06** Please set up and tear down within the parameters your event organizer has given you.

**07** Glitter and confetti are prohibited at all events.

### ADDITIONAL SAFETY NOTES

AS APPLICABLE:

- Keep fire hydrants and emergency lanes clear
- Ear Muffs
- Safety Glasses
- Masker
- Respirator
- Face Shield
- Safety Harness
- Safety Belt
- Gloves
- Boots



Questions?

Contact Melissa at [mevans@cityofjackson.org](mailto:mevans@cityofjackson.org)  
[jacksondda@cityofjackson.org](mailto:jacksondda@cityofjackson.org)

01-0439-00  
THE CRAFT AGENCY INC  
PO BOX 1187  
JACKSON MI 49204-1187

# *Auto-Owners*<sup>®</sup> INSURANCE

LIFE • HOME • CAR • BUSINESS

PO BOX 30660 • LANSING, MI 48909-8160

**Agency phone: 517.787.0077**

Home-Owners Insurance Company

01-21-2026

You can view your policy or change your paperless options at any time online at [www.auto-owners.com](http://www.auto-owners.com).

PREGO LLC  
DBA BELLA NOTTE RISTORANTE  
137-139 W MICHIGAN AVE  
JACKSON MI 49201-1303

RE: Policy 174601-06477354-24

Thank you for selecting Auto-Owners Insurance Group to service your insurance needs!

Auto-Owners and its affiliate companies offer a full complement of policies, each of which has its own eligibility requirements, coverages, and rates. Please take this opportunity to review your insurance needs with your Auto-Owners agent **517.787.0077**, and discuss which company and program might be appropriate for you. After talking with your agent, if there are any unanswered questions, please contact us at 517.323.1200.

Auto-Owners Insurance Company was formed in 1916. Our A+ (Superior) rating by AM Best signifies that we have the financial strength to provide the insurance protection you need. The Auto-Owners Insurance Group is comprised of five property and casualty companies and a life insurance company.

*Serving Our Policyholders and Agents Since 1916*



INSURANCE COMPANY  
6101 ANACAPRI BLVD., LANSING, MI 48917-3999

**TAILORED PROTECTION POLICY DECLARATIONS**

AGENCY THE CRAFT AGENCY INC  
01-0439-00 MKT TERR 024 517-787-0077

Audit

**POLICY NUMBER 174601-06477354-24**  
Company Use 06-46-MI-0000

INSURED PREGO LLC  
DBA BELLA NOTTE RISTORANTE

ADDRESS 137-139 W MICHIGAN AVE  
JACKSON MI 49201-1303

Company  
Bill

Policy Term	
12:01 a.m.	12:01 a.m.
10-26-2024	to 10-26-2025

55096 (06-06)

**AUDIT INFORMATION**

**Audit Period:** From 10-26-2024 To 10-26-2025 At 12:01 A.M. Standard Time At Your Mailing Address Shown Above.

See Audit Adjustment(s) On Attached Schedule:

Telephone

55097 (06-06)

**GENERAL LIABILITY**

**LOCATION 0001 - BUILDING 0001**

**Location:** 137 W Michigan Ave Jackson, MI 49201-1303

CLASSIFICATION	CODE	ACTUAL EXPOSURE	RATE	BASIS/PREMIUM
Commercial General Liability Plus Endorsement Included At 7.5% Of The Premises Operation Premium  Period: 10-26-2024 to 10-26-2025	00501			Prem/Op Prem

CLASSIFICATION	CODE	ACTUAL EXPOSURE	RATE	BASIS/PREMIUM
Restaurants - With Sale Of Alcoholic Beverages That Are 30% Or More Of But Less Than 75% Of The Total Annual Receipts Of The Restaurant - Without Dance Floor  Period: 10-26-2024 to 10-26-2025	16916			Gross Sales
Prem/Op		732,515	0.6870	\$503
Prod/Comp Op		732,515	0.0300	\$22

CLASSIFICATION	CODE	ACTUAL EXPOSURE	RATE	BASIS/PREMIUM
Halls (For-Profit)  Period: 10-26-2024 to 10-26-2025	44276			Area
Prem/Prod/C-Op				900



Home-Owners Ins. Co.

Issued 01-21-2026

AGENCY THE CRAFT AGENCY INC  
01-0439-00 MKT TERR 024

Company POLICY NUMBER 174601-06477354-24  
Bill 06-46-MI-0000

INSURED PREGO LLC

Term 10-26-2024 to 10-26-2025

CLASSIFICATION	CODE	ACTUAL EXPOSURE	RATE	BASIS/PREMIUM
Liquor Liability - Restaurants	58161			Gross Sales
Period: 10-26-2024 to 10-26-2025				
Liquor Liab		274,812	4.7020	\$1,292

Note: \* - Audited Class

TERRORISM				\$27.00
TOTAL GL AUDITABLE PREMIUM				\$1,817.00
TOTAL GL NON-AUDITABLE PREMIUM				\$927.00
TOTAL GL BALANCE TO MINIMUM PREMIUM				\$221.00
TOTAL GL PREMIUM				\$2,965.00
TOTAL GL PREMIUM CREDITED				\$2,360.00
GL ADDITIONAL PREMIUM				\$605.00

**PREMIUM AUDIT NON-COMPLIANCE PENALTY APPLIED**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/04/2026

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> The Craft Agency Inc. 2533 Spring Arbor Rd P O Box 1187 Jackson MI 49204		<b>CONTACT NAME:</b> Shawna Bahr <b>PHONE (A/C, No, Ext):</b> (517) 787-0077 <b>E-MAIL ADDRESS:</b> sab@craftagency.com		<b>FAX (A/C, No):</b> (517) 787-9356	
<b>INSURED</b> Prego LLC, DBA: Bella Notte Ristorante 137 - 139 W Michigan Avenue Jackson MI 49201		<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
		<b>INSURER A:</b> Auto Owners			18988
		<b>INSURER B:</b> Home Owners Ins			26638
		<b>INSURER C:</b> MI Restaurant & Lodging Fund			
		<b>INSURER D:</b>			
		<b>INSURER E:</b>			
		<b>INSURER F:</b>			

**COVERAGES**                      **CERTIFICATE NUMBER:** 25/26 Updated                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			06477354	10/26/2025	10/26/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> 19			5147735400	10/26/2025	10/26/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			5147735401	10/26/2025	10/26/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	BELLA1R	01/01/2026	12/31/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
City of Jackson & Jackson Downtown Development Authority are named as Additional Insured with respect to the General Liability.

<b>CERTIFICATE HOLDER</b> City of Jackson Jackson Downtown Development Authority 161 W Michigan Ave Jackson MI 49201	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** Special Event Application: No Kings Rally

---

**Recommendation:**

Approve a request from the Jackson County Democratic Committee to host the No Kings Rally on March 28, 2026, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the No Kings Rally.

I recommend approval of the Special Event Application for the No Kings Rally. Your consideration and concurrence is appreciated.

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director, DDA Director

**DATE:** March 24, 2026

**RECOMMENDATION:** Approve a request from the Jackson County Democratic Committee to host the No Kings Rally on March 28, 2026, in downtown Jackson.

### ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$200.00
Police	X		\$650.00
Public Works	X		\$500.00
		<b>TOTAL</b>	<b>\$1350.00</b>

### DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Road closure, use of Horace Blackman Park, power, traffic cones, JPD assistance

### OWNERSHIP

Insurance Status: The insurance is on file with the City Attorney and the Downtown Development Authority.

## SOLUTION

## FACILITATE IMPLEMENTATION

Approve a request from the Jackson County Democratic Committee to host the No Kings Rally on March 28, 2026, in downtown Jackson.

---

## ATTACHMENTS

1. SEA-No Kings Rally

By: M. Evans Date: 2/23/26  
 Fee Rec: \_\_\_\_\_ Date: \_\_\_\_\_  
 Cash: \_\_\_\_\_ Check #: \_\_\_\_\_  
 Approved through City Council  
 Yes/No: \_\_\_\_\_ Date: \_\_\_\_\_

**SPECIAL EVENT APPLICATION 2025**

Submit your application to [mevans@cityofjackson.org](mailto:mevans@cityofjackson.org) or drop it off at  
 City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

**Application must be submitted 60 days prior to event date**

**Application attachments**

The application will not be submitted for approval until all attachments are attained.

**Application Fee: Nonrefundable. Cash or check only. Please make checks out to *Downtown Development Authority***

- Level 1: \$75 (0-1 city resources) Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.
- Level 2: \$150 (No road closure, needs 2 city resources) *\*Does not include closing Hayes Court*
- Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)

*If you would like to apply for a non-profit/low resource fee waiver, see page 4.*

- LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.
- Insurance documentation for sponsoring organization
- Event Map –Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)
- Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District
- Cannabis Consumption Area License and Liability insurance (if applicable)
- Carnival Ride Permit (if applicable)
- Insurance documentation for all vendors (if applicable)
- Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

**Applicant Information**

**EVENT NAME: NO KINGS RALLY**

Sponsoring Organization Legal Name : JACKSON COUNTY DEMOCRATIC COMMITTEE

Street Address : 134 N. MECHANIC ST

Tax ID# : 38-1914331

Website : JACKSONCOUNTYDEMS.ORG

Contact Name 1 : AMADOR YBARRA

Email: AVYBARRA@GMAIL.COM

Phone: (517) 812-6039

Contact Name 2 : KIM MULVIHILL

Email: KJPT1@GMAIL.COM

Phone: (517) 983-8048

Contact Name/Phone# During Event: AMADOR YBARRA (517) 812-6039

**Event Details**

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
MARCH 28, 2026	9:00 AM	11:00 AM	2:00 PM	until 3:00 PM
Has this event occurred before?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, how many previous years?			
What is the expected attendance? 1000	Do you expect to do this event next year?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

**Type of Event** Please check all that apply

Festival    March/Parade    Walk/Run\*  Other **COMMUNITY RALLY**

**\*Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

**Description of Event** This description will be posted on the Special Events Calendar

THE NO KINGS RALLY IS A PEACFUL PROTEST TO SEND THE MESSAGE THAT WE THE PEOPLE DO NOT ACCEPT AN AUTHORITARIAN FORM OF GOVERNMENT AND WILL STAND AGAINST DICTATORSHIP IN OUR COMMUNITY.

**Event Location** Please include the location on the map

- Horace Blackman Park      Bucky Harris Park      MLK Equality Trail  
 TRUE City Square Stage      Grand River Farmers Market Pavilion      Ella Sharp Park  
\*requires Ella Sharp Board approval
- Other Location

**Requested Street Closure(s)** Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name: Hayes Ct      Cross Street 1: Pearl St      Cross Street 2: W Michigan Ave  
Closure Start Date: 3/28/26      Time: 9:00 AM      Closure End Date: 3/28/26      Time: 3:00 PM

Street Name:      Cross Street 1:      Cross Street 2:  
Closure Start Date:      Time:      Closure End Date:      Time:

Street Name:      Cross Street 1:      Cross Street 2:  
Closure Start Date:      Time:      Closure End Date:      Time:

Street Name:      Cross Street 1:      Cross Street 2:  
Closure Start Date:      Time:      Closure End Date:      Time:

Street Name:      Cross Street 1:      Cross Street 2:  
Closure Start Date:      Time:      Closure End Date:      Time:

Street Name:      Cross Street 1:      Cross Street 2:  
Closure Start Date:      Time:      Closure End Date:      Time:

**Bathroom Plan** Please include bathroom locations on the map

**Facilities:** How many restrooms/portable toilets will be provided, including ADA options? 3

**Service Provider:** Who will supply and service the restrooms (name/contact)? ALL AMERICAN PORTABLE TOILETS

**Placement:** Where will restrooms be located? \*Please include locations on the map See attached map

**Additional Notes:**

**Bucky Harris Park Bathrooms Use:** Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.

**Waste Management Plan** Please include garbage locations on the map

\*If the area of your event is not cleaned up, you will be invoiced the cost of services.

**Collection:** How will garbage be managed during and after the event? **BAGGED AND REMOVED BY EVENT STAFF**

**Service Provider:** Who is responsible for waste removal (name/contact)? **AMADOR YBARRA (517) 6812-6039**

**Reciprocals:** How many bins will be provided? \*Please include locations on the map **Pre-existing park bins**  
For large events, how many roll-offs?

**Cleanup:** Who will handle post-event cleanup? **EVENT STAFF**

**Additional notes:** **WE WILL COLLECT, REMOVE AND RESTORE THE PARK BACK TO NORMAL FUNCTION.**

**Other City Resource Requests** \*Include all extra resources on map

**Electrical Power:** Do you need electrical power?  Yes  No **\*\*All electrical lines MUST be properly covered to minimize tripping hazards\*\***

**Will you have food trucks?**  Yes  No If yes, how many food trucks do you anticipate? **5**  
*Please add food truck names and locations on the map.*  
Using generators?  Yes  No Do you need to rent power boxes for the food trucks?  Yes  No If yes, how many? **3**  
\$25 per box rental cost (adapters included)

**Will you have Vendors/ Other food on site?**  Yes  No If yes, how many?  
Using generators?  Yes  No Do you need to rent power boxes?  Yes  No If yes, how many?  
\$25 per box rental cost (adapters included)

**Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?**  Yes  No If yes, what?  
Using generators?  Yes  No Do you need to rent power boxes?  Yes  No If yes, how many?  
\$25 per box rental cost (adapters included)

**Other electrical power needed?**  Yes  No If yes, what? **POWER FOR P. A. SYSTEM**  
Wattage needed: **100** Number of plug-ins needed: **2**

**Water:** Do you need water?  Yes  No If yes, please indicate the needed requirement:  
Location of where the water is needed:

**Fireworks:** Do you plan to do fireworks?  Yes  No \*If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.

**Police Department:** Do you require police assistance?  Yes  No If yes, please explain: **ENFORCE RESERVED PARKING**

**Alcohol Sales:**  Yes  No \*If yes, attach liquor license and liquor liability insurance

**Cannabis Consumption Area:**  Yes  No \*If yes, attach Cannabis Consumption License and liability insurance

**Other Requests:**

Traffic Cones How many? **20**  15 foot Mobile Stage  25 foot Mobile Stage

Other **TRASH CANS WITH LINERS PLACED AS MARKED ON THE MAP (IF ALLOWED TO PROVIDE ADDITIONAL)**

Other

## Required Attachments for Application Processing

### Insurance *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> <li>Showing a liability coverage of at least \$1,000,000</li> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>

I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.

### Event Map *Please include **all event details** and activities on the map for review and processing.*

- |  |  |   |  |
|--|--|---|--|
| <input checked="" type="checkbox"/> Route plan         | <input checked="" type="checkbox"/> Emergency vehicle access   | <input checked="" type="checkbox"/> Requested street closures     | <input checked="" type="checkbox"/> Food Truck Locations |
| <input checked="" type="checkbox"/> Vendor locations   | <input checked="" type="checkbox"/> Dispersal locations        | <input checked="" type="checkbox"/> Requested reserved parking    |  |
| <input checked="" type="checkbox"/> Tent locations     | <input checked="" type="checkbox"/> Trash Receptacle locations | <input checked="" type="checkbox"/> Requested electrical location |  |
| <input checked="" type="checkbox"/> Assembly locations | <input checked="" type="checkbox"/> Bathroom locations         | Alcohol/Cannabis sales locations                                  |  |

*\*If these details change, a revised map must be provided seven days prior to event.  
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

I am a representative of a non-profit organization and respectfully request that the application fee be waived or considered for reduction. **Justification for Fee Waiver** (Please briefly explain financial limitations and community benefits of this event):

WE ARE AN ALL VOLUNTEER COMMUNITY ORGANIZATION. WE PROVIDE RESOURCES FOR COMMUNITY EVENTS.

*\*Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.*

## Special Event Application Policy

*Additional charges may incur if policies are broken.*

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
  - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
  - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
  - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

## Special Event Application

*Certification and Signature*

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature:



Date:

2/23/26



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/23/2026

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<b>PRODUCER</b> Walton Insurance Group 2929 Spring Arbor Rd. P.O. Box 3029 Jackson MI 49204	<b>CONTACT NAME:</b> Kathleen DeLaney <b>PHONE (A/C, No. Ext):</b> (517) 796-6226 <b>E-MAIL ADDRESS:</b> kdelaney@waltoninsurancegroup.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Jackson County Democratic Committee 135 N Mechanic St Jackson MI 49201	<b>INSURER A:</b> Auto Owners Insurance Company	<b>NAIC #</b> 18988
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CL2622332535      **REVISION NUMBER:**

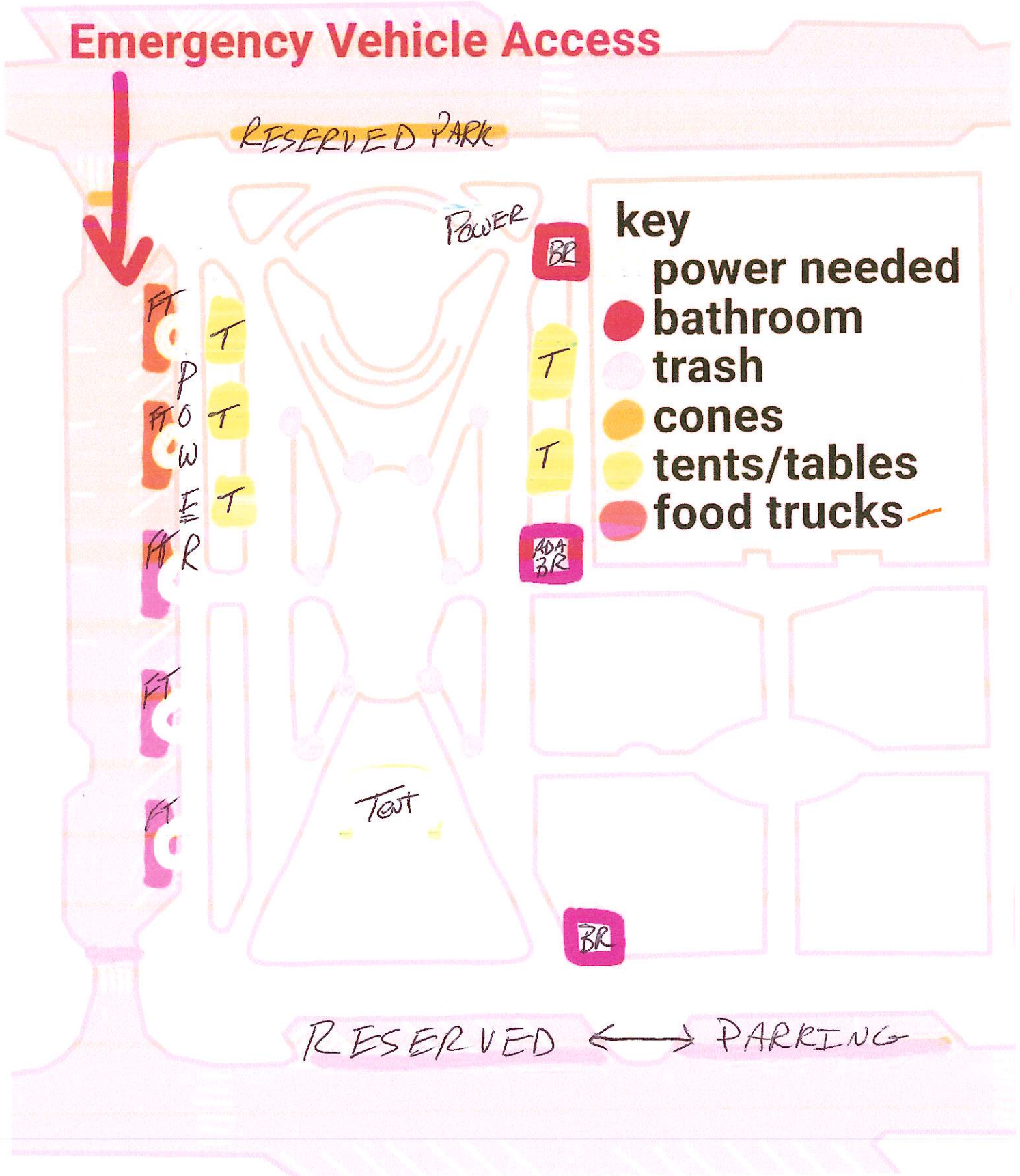
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		06343991	11/15/2025	11/15/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ excluded GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
City of Jackson and Downtown Development Authority are additional insured for event taking place March 28, 2026.

<b>CERTIFICATE HOLDER</b> (866) 971-2151      sallard@cityofjackson.org  City of Jackson Downtown Development Authority 161 W Michigan Ave Jackson, MI 49201	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE K DeLaney/KDELA
--	---

# Emergency Vehicle Access





**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** March 24, 2026

**SUBJECT:** Special Event Application: Memorial Day Cascades Fireworks Show

---

**Recommendation:**

Approve a request from Jackson County Parks to host the Memorial Day Cascades Fireworks Show on May 23, 2026 (Rain Date: May 24), in Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Memorial Day Cascades Fireworks Show.

I recommend approval of the Special Event Application for the Memorial Day Cascades Fireworks Show. Your consideration and concurrence is appreciated.

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director, DDA Director

**DATE:** March 24, 2026

**RECOMMENDATION:** Approve a request from Jackson County Parks to host the Memorial Day Cascades Fireworks Show on May 23, 2026 (Rain Date: May 24), in Jackson.

### ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$2000.00
Public Works	X		\$2000.00
		<b>TOTAL</b>	<b>\$4000.00</b>

### DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Road closures, light towers, Jackson Police Department assistance

### OWNERSHIP

Insurance Status: The insurance is on file with the City Attorney and the Downtown Development Authority.

## SOLUTION

## FACILITATE IMPLEMENTATION

Approve a request from Jackson County Parks to host the Memorial Day Cascades Fireworks Show on May 23, 2026 (Rain Date: May 24), in Jackson.

---

## ATTACHMENTS

1. SEA-Memorial Day Fireworks 2026

By: _____	Date: _____
Fee Rec: _____	Date: _____
Cash: _____	Check #: _____
Approved through City Council	
Yes/No: _____	Date: _____

## 2026 SPECIAL EVENT APPLICATION

Submit your application to [mevans@cityofjackson.org](mailto:mevans@cityofjackson.org) or drop it off at  
City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

**Application must be submitted 60 days prior to event date**

### Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

*Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.*

- Level 1: \$75 (0-1 city resources)
- Level 2: \$150 (No road closure, needs 2 city resources) \*Does not include closing Hayes Court
- Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)
- LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.

- Insurance documentation for sponsoring organization
- Event Map –Please indicate the location of all items (see page 4 for detailed information needed)
- Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District
- Cannabis Consumption Area License and Liability insurance (if applicable)
- Carnival Ride Permit (if applicable)
- Insurance documentation for all vendors (if applicable)
- Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

### Applicant Information

**EVENT NAME:** \_\_\_\_\_

Sponsoring Organization Legal Name : \_\_\_\_\_

Street Address : \_\_\_\_\_

Tax ID# : \_\_\_\_\_ Website : \_\_\_\_\_

Contact Name 1 : \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name 2 : \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name/Phone# During Event: \_\_\_\_\_

### Event Details

Event Date(s): \_\_\_\_\_ Set up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_

Has this event occurred before?  Yes  No If yes, how many previous years? \_\_\_\_\_

What is the expected attendance? \_\_\_\_\_ Do you expect to do this event next year?  Yes  No

### Type of Event Please check all that apply

Festival  March/Parade  Walk/Run\*  Other \_\_\_\_\_

**\*Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

■ **Description of Event** This description will be posted on the Special Events Calendar

[Empty text box for event description]

■ **Event Location** Please include the location on the map

Horace Blackman Park     
  Bucky Harris Park     
  MLK Equality Trail  
 TRUE City Square Stage     
  Grand River Farmers Market Pavilion     
  Ella Sharp Park  
*\*requires Ella Sharp Board approval*  
 Other Location

■ **Requested Street Closure(s)** Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name:  Cross Street 1:  Cross Street 2:   
 Closure Start Date:  Time:  Closure End Date:  Time:

Street Name:  Cross Street 1:  Cross Street 2:   
 Closure Start Date:  Time:  Closure End Date:  Time:

Street Name:  Cross Street 1:  Cross Street 2:   
 Closure Start Date:  Time:  Closure End Date:  Time:

Street Name:  Cross Street 1:  Cross Street 2:   
 Closure Start Date:  Time:  Closure End Date:  Time:

Street Name:  Cross Street 1:  Cross Street 2:   
 Closure Start Date:  Time:  Closure End Date:  Time:

Street Name:  Cross Street 1:  Cross Street 2:   
 Closure Start Date:  Time:  Closure End Date:  Time:

■ **Bathroom Plan** Please include bathroom locations on the map

**Facilities:** How many restrooms/portable toilets will be provided, including ADA options?

**Service Provider:** Who will supply and service the restrooms (name/contact)?

**Placement:** Where will restrooms be located? *\*Please include locations on the map*

**Additional Notes:**

**Bucky Harris Park Bathrooms Use:** Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.

## Waste Management Plan Please include garbage locations on the map

\*If the area of your event is not cleaned up, you will be invoiced the cost of services.

**Collection:** How will garbage be managed during and after the event?

**Service Provider:** Who is responsible for waste removal (name/contact)?

**Reciprocals:** How many bins will be provided? *\*Please include locations on the map*   
*For large events, how many roll-offs?*

**Cleanup:** Who will handle post-event cleanup?

**Additional notes:**

## Other City Resource Requests \*Include all extra resources on map

**Electrical Power:** Do you need electrical power?  Yes  No **\*\*All electrical lines MUST be properly covered to minimize tripping hazards\*\***

If yes, what?

**Will you have food trucks?**  Yes  No If yes, how many food trucks do you anticipate?   
*Please add food truck names and locations on the map.*

Using generators?  Yes  No Do you need to rent power boxes for the food trucks?  Yes  No If yes, how many?   
\$25 per box rental cost (adapters included)

**Will you have Vendors/ Other food on site?**  Yes  No If yes, how many?

Using generators?  Yes  No Do you need to rent power boxes?  Yes  No If yes, how many?   
\$25 per box rental cost (adapters included)

**Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?**  Yes  No If yes, what?

Using generators?  Yes  No Do you need to rent power boxes?  Yes  No If yes, how many?   
\$25 per box rental cost (adapters included)

**Other electrical power needed?**  Yes  No If yes, what?

Wattage needed:  Number of plug-ins needed:

**Water:** Do you need water?  Yes  No If yes, please indicate the needed requirement:

Location of where the water is needed:

**Fireworks:** Do you plan to do fireworks?  Yes  No *\*If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

**Police Department:** Do you require police assistance?  Yes  No If yes, please explain:

**Alcohol Sales:**  Yes  No *\*If yes, attach liquor license and liquor liability insurance*

**Cannabis Consumption Area:**  Yes  No *\*If yes, attach Cannabis Consumption License and liability insurance*

**Other Requests:**

Traffic Cones How many?   15 foot Mobile Stage  25 foot Mobile Stage

Other

Other

## Required Attachments for Application Processing

### ■ Insurance *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> <li>Showing a liability coverage of at least \$1,000,000</li> <li>Identifying "City of Jackson" &amp; " Jackson Downtown Development Authority" as additional insured</li> </ul>
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>

■ I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.

### ■ Event Map *Please include **all event details** and activities on the map for review and processing.*

Route plan	Emergency vehicle access	Requested street closures	Food Truck Locations
Vendor locations	Dispersal locations	Requested reserved parking	
Tent locations	Trash Receptacle locations	Requested electrical location	
Assembly locations	Bathroom locations	Alcohol/Cannabis sales locations	

*\*If these details change, a revised map must be provided seven days prior to event.  
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

Additional Comments:

**\*Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.**

## Special Event Application Policy

*Additional charges may incur if policies are broken.*

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
  - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
  - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
  - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

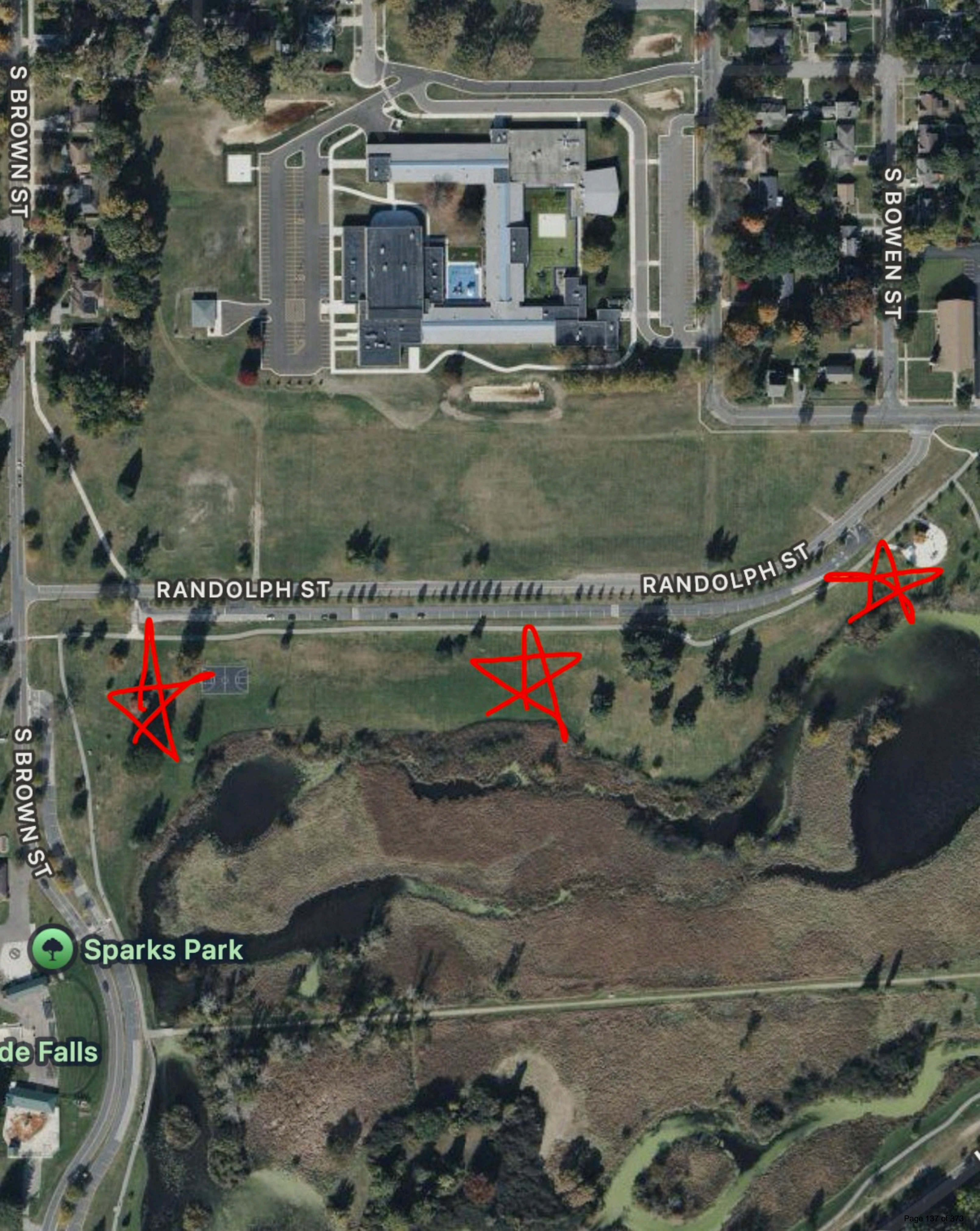
## Special Event Application

*Certification and Signature*

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature:

Date:



S BROWN ST

S BOWEN ST

RANDOLPH ST

RANDOLPH ST

S BROWN ST

Sparks Park

de Falls

Cascade Falls Jackson, Michigan  
May 23, 2026  
\$4,500.00 Proposal  
Includes Insurance & Labor

**Open**

30      3"      Assorted Color Chains 10/1

**Main Show**

12      3"      Hekou Salutes W/Tails

36      3"      Sunny Assorted Shells W/ tails

36      4"      Dragon Head Assorted Shells

18      5"      Tsky Assorted Shells

**Grand Finale**

60      2.5"      Color and Report Shells Chained 10/1

60      3"      Titanium Salutes Chained 12/1

72      3"      Color and Report Shells Chained 12/1



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/11/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Partners Group Ltd 1111 Lake Washington Blvd N. Suite 400 Renton WA 98056	<b>CONTACT NAME:</b> Sally Boyce <b>PHONE (A/C. No. Ext):</b> 425-897-6026 <b>E-MAIL ADDRESS:</b> ssboyce@tpgrp.com		<b>FAX (A/C. No):</b> 425-455-6727
	<b>INSURER(S) AFFORDING COVERAGE</b>		
<b>INSURED</b> Wolverine Fireworks Display, Inc. 205 West Seidlers Road Kawkawlin MI 48631	14347	<b>INSURER A :</b> Palomar Excess and Surplus Insurance Company <b>INSURER B :</b> Continental Indemnity Company <b>INSURER C :</b> Allianz Global Corporate & Specialty SE <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>	<b>NAIC #</b> 16754 28258

**COVERAGES**

CERTIFICATE NUMBER: 2072132897

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		AESPLMRGL2600021	2/1/2026	2/1/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BESCRMNI01160117125501	2/1/2026	2/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			25QS1585	2/1/2026	2/1/2027	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

The following are included as Additional Insured on General Liability as their interest may appear as respects operations performed by or on behalf of the Named Insured per form ECG 20592 0509 attached:  
 Jackson County Parks Department, MyFive, Inc., Jackson DDA, Little Ceasars Enterprise, Sponsor Margaret Myers, City of Jackson, County of Jackson and Summit Township.  
 Date of Events: 5/23/26 RD: 5/24/26, 7/3/26 RD: 7/5/26, 9/5/26 RD: 9/6/26  
 Location of Events: Cascade Park's, Jackson, MI

**CERTIFICATE HOLDER****CANCELLATION**

Jackson County Parks Department 1992 Warren Avenue Jackson MI 49203	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** March 24, 2026

**SUBJECT:** Special Event Application: Independence Day Cascades Fireworks Show

---

**Recommendation:**

Approve a request from Jackson County Parks to host the Independence Day Cascades Fireworks Show on July 3, 2026 (Rain date: July 5), in Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Independence Day Cascades Fireworks Show.

I recommend approval of the Special Event Application for the Independence Day Cascades Fireworks Show. Your consideration and concurrence is appreciated.

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director, DDA Director

**DATE:** March 24, 2026

**RECOMMENDATION:** Approve a request from Jackson County Parks to host the Independence Day Cascades Fireworks Show on July 3, 2026 (Rain date: July 5), in Jackson.

### ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$2000.00
Public Works	X		\$2000.00
		<b>TOTAL</b>	<b>\$4000.00</b>

### DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Road closures, light towers, Jackson Police Department assistance

### OWNERSHIP

Insurance Status: The insurance is on file with the City Attorney and the Downtown Development Authority.

## SOLUTION

## FACILITATE IMPLEMENTATION

Approve a request from Jackson County Parks to host the Independence Day Cascades Fireworks Show on July 3, 2026 (Rain date: July 5), in Jackson.

---

## ATTACHMENTS

1. SEA-Independence Day Fireworks 2026

By: _____	Date: _____
Fee Rec: _____	Date: _____
Cash: _____	Check #: _____
Approved through City Council	
Yes/No: _____	Date: _____

## 2026 SPECIAL EVENT APPLICATION

Submit your application to [mevans@cityofjackson.org](mailto:mevans@cityofjackson.org) or drop it off at  
City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

**Application must be submitted 60 days prior to event date**

### Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

*Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.*

- Level 1: \$75 (0-1 city resources)
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- Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)
- LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.

- Insurance documentation for sponsoring organization
- Event Map –Please indicate the location of all items (see page 4 for detailed information needed)
- Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District
- Cannabis Consumption Area License and Liability insurance (if applicable)
- Carnival Ride Permit (if applicable)
- Insurance documentation for all vendors (if applicable)
- Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

### Applicant Information

**EVENT NAME:** \_\_\_\_\_

Sponsoring Organization Legal Name : \_\_\_\_\_

Street Address : \_\_\_\_\_

Tax ID# : \_\_\_\_\_ Website : \_\_\_\_\_

Contact Name 1 : \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name 2 : \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name/Phone# During Event: \_\_\_\_\_

### Event Details

Event Date(s): \_\_\_\_\_ Set up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_

Has this event occurred before?  Yes  No If yes, how many previous years? \_\_\_\_\_

What is the expected attendance? \_\_\_\_\_ Do you expect to do this event next year?  Yes  No

### Type of Event Please check all that apply

Festival  March/Parade  Walk/Run\*  Other \_\_\_\_\_

**\*Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

■ **Description of Event** This description will be posted on the Special Events Calendar

[Empty text box for event description]

■ **Event Location** Please include the location on the map

Horace Blackman Park     
  Bucky Harris Park     
  MLK Equality Trail  
 TRUE City Square Stage     
  Grand River Farmers Market Pavilion     
  Ella Sharp Park  
*\*requires Ella Sharp Board approval*  
 Other Location

■ **Requested Street Closure(s)** Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name:  Cross Street 1:  Cross Street 2:   
 Closure Start Date:  Time:  Closure End Date:  Time:

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■ **Bathroom Plan** Please include bathroom locations on the map

**Facilities:** How many restrooms/portable toilets will be provided, including ADA options?

**Service Provider:** Who will supply and service the restrooms (name/contact)?

**Placement:** Where will restrooms be located? *\*Please include locations on the map*

**Additional Notes:**

**Bucky Harris Park Bathrooms Use:** Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.

## Waste Management Plan Please include garbage locations on the map

\*If the area of your event is not cleaned up, you will be invoiced the cost of services.

**Collection:** How will garbage be managed during and after the event?

**Service Provider:** Who is responsible for waste removal (name/contact)?

**Reciprocals:** How many bins will be provided? *\*Please include locations on the map*  
*For large events, how many roll-offs?*

**Cleanup:** Who will handle post-event cleanup?

**Additional notes:**

## Other City Resource Requests \*Include all extra resources on map

**Electrical Power:** Do you need electrical power?  Yes  No **\*\*All electrical lines MUST be properly covered to minimize tripping hazards\*\***

If yes, what?

**Will you have food trucks?**

*Please add food truck names and locations on the map.*

Yes  No If yes, how many food trucks do you anticipate?

Using generators?  Yes  No Do you need to rent power boxes for the food trucks?  Yes  No  
\$25 per box rental cost (adapters included)

If yes, how many?

**Will you have Vendors/ Other food on site?**

Yes  No If yes, how many?

Using generators?  Yes  No Do you need to rent power boxes?  Yes  No  
\$25 per box rental cost (adapters included)

If yes, how many?

**Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?**

Yes  No If yes, what?

Using generators?  Yes  No Do you need to rent power boxes?  Yes  No  
\$25 per box rental cost (adapters included)

If yes, how many?

**Other electrical power needed?**  Yes  No If yes, what?

Wattage needed: Number of plug-ins needed:

**Water:** Do you need water?  Yes  No If yes, please indicate the needed requirement:

Location of where the water is needed:

**Fireworks:** Do you plan to do fireworks?  Yes  No *\*If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

**Police Department:** Do you require police assistance?  Yes  No If yes, please explain:

**Alcohol Sales:**  Yes  No *\*If yes, attach liquor license and liquor liability insurance*

**Cannabis Consumption Area:**  Yes  No *\*If yes, attach Cannabis Consumption License and liability insurance*

**Other Requests:**

Traffic Cones How many? 15 foot Mobile Stage 25 foot Mobile Stage

Other

Other

## Required Attachments for Application Processing

### ■ Insurance *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> <li>Showing a liability coverage of at least \$1,000,000</li> <li>Identifying "City of Jackson" &amp; " Jackson Downtown Development Authority" as additional insured</li> </ul>
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>

■ I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.

### ■ Event Map *Please include **all event details** and activities on the map for review and processing.*

Route plan	Emergency vehicle access	Requested street closures	Food Truck Locations
Vendor locations	Dispersal locations	Requested reserved parking	
Tent locations	Trash Receptacle locations	Requested electrical location	
Assembly locations	Bathroom locations	Alcohol/Cannabis sales locations	

*\*If these details change, a revised map must be provided seven days prior to event.  
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

Additional Comments:

**\*Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.**

## Special Event Application Policy

*Additional charges may incur if policies are broken.*

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
  - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
  - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
  - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

## Special Event Application

*Certification and Signature*

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature:

Date:

Cascade Falls Jackson, Michigan  
 July 3, 2026  
 \$12,000.00 Proposal  
Includes Insurance & Labor

**Open**

36	3"	Salutes Chained 12/1
2	3"	25 Shot RWB Glitter

**Main Show**

72	3"	Sunny Assorted Shells (A)
72	3"	Galastar Assorted Shells Chained 12/1
72	3"	Tsky Assorted Shells

Total  
216

36	4"	Sunny Assorted Shells ( C)
36	4"	Flower King Special Assortment
12	4"	Red heart Shells

Total  
84

**Mid Show**

2	120 Shot	Silver Stobe Willow to Red
1	500 Shot	Violet "Z" brocade fan
1	300 Shot	RWB Moving Stars

18	5"	Sunny Assorted Shells
18	5"	Lidu Assorted Pattern Shells Consisting of: Double crossette ring, three cross rings, saturn ring, spiral ring, smile face, square, brocade crown ring cover, blue ring, rainbow, single heart

Cascade Falls Jackson, Michigan  
 July 3, 2026  
 \$12,000.00 Proposal  
Includes Insurance & Labor

Total  
36

9	6"	Sunny Assorted Shells
18	6"	Sunny RWB Assortment Shells Red Glitter to White Glitter w/Tail, Twitter Glitter w/Gold Tail, Silver Tourbillion Ring w/ Blue Pistil w/Tail, Silver Brocade & Red Dahila w/Tail, Red to White Strobe w/Tail, Red & Blue Chrysanthemum w/Tail, Silver to Blue Peony w/Tail, White Strobe

Total  
27

4	8"	Assorted Color Shells
---	----	-----------------------

Total  
4

**Grand Finale**

120	2.5"	Titanium Salutes Chained 10/1
60	3"	Finale Red, White & Blue Peony 10/1
144	3"	Finale Titanium Salute 12/1
60	4"	Assorted Color And Salutes Finales 6/1
2	8"	Red Willow



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/11/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Partners Group Ltd 1111 Lake Washington Blvd N. Suite 400 Renton WA 98056	<b>CONTACT NAME:</b> Sally Boyce <b>PHONE (A/C. No. Ext):</b> 425-897-6026 <b>E-MAIL ADDRESS:</b> ssboyce@tpgrp.com		<b>FAX (A/C. No):</b> 425-455-6727
	<b>INSURER(S) AFFORDING COVERAGE</b>		
<b>INSURED</b> Wolverine Fireworks Display, Inc. 205 West Seidlers Road Kawkawlin MI 48631	14347	<b>INSURER A :</b> Palomar Excess and Surplus Insurance Company <b>INSURER B :</b> Continental Indemnity Company <b>INSURER C :</b> Allianz Global Corporate & Specialty SE <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>	<b>NAIC #</b> 16754 28258

**COVERAGES**

CERTIFICATE NUMBER: 2072132897

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		AESPLMRGL2600021	2/1/2026	2/1/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BESCRMNI01160117125501	2/1/2026	2/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			25QS1585	2/1/2026	2/1/2027	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

The following are included as Additional Insured on General Liability as their interest may appear as respects operations performed by or on behalf of the Named Insured per form ECG 20592 0509 attached:  
 Jackson County Parks Department, MyFive, Inc., Jackson DDA, Little Ceasars Enterprise, Sponsor Margaret Myers, City of Jackson, County of Jackson and Summit Township.  
 Date of Events: 5/23/26 RD: 5/24/26, 7/3/26 RD: 7/5/26, 9/5/26 RD: 9/6/26  
 Location of Events: Cascade Park's, Jackson, MI

**CERTIFICATE HOLDER****CANCELLATION**

Jackson County Parks Department 1992 Warren Avenue Jackson MI 49203	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** March 24, 2026

**SUBJECT:** Special Event Application: Labor Day Cascades Fireworks Show

---

**Recommendation:**

Approve a request from Jackson County Parks to host the Labor Day Cascades Fireworks Show on September 5, 2026 (Rain Date: September 6), in Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Labor Day Cascades Fireworks Show.

I recommend approval of the Special Event Application for the Labor Day Cascades Fireworks Show. Your consideration and concurrence is appreciated.

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director, DDA Director

**DATE:** March 24, 2026

**RECOMMENDATION:** Approve a request from Jackson County Parks to host the Labor Day Cascades Fireworks Show on September 5, 2026 (Rain Date: September 6), in Jackson.

### ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$2000.00
Public Works	X		\$2000.00
		<b>TOTAL</b>	<b>\$4000.00</b>

### DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Road closures, light towers, Jackson Police Department assistance

### OWNERSHIP

Insurance Status: The insurance is on file with the City Attorney and the Downtown Development Authority.

## SOLUTION

### FACILITATE IMPLEMENTATION

Approve a request from Jackson County Parks to host the Labor Day Cascades Fireworks Show on September 5, 2026 (Rain Date: September 6), in Jackson.

---

### ATTACHMENTS

1. SEA-Labor Day Fireworks 2026

By: _____	Date: _____
Fee Rec: _____	Date: _____
Cash: _____	Check #: _____
Approved through City Council	
Yes/No: _____	Date: _____

# 2026 SPECIAL EVENT APPLICATION

Submit your application to [mevans@cityofjackson.org](mailto:mevans@cityofjackson.org) or drop it off at  
City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

**Application must be submitted 60 days prior to event date**

## Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

*Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.*

- Level 1: \$75 (0-1 city resources)
- Level 2: \$150 (No road closure, needs 2 city resources) \*Does not include closing Hayes Court
- Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)
- LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.

- Insurance documentation for sponsoring organization
- Event Map –Please indicate the location of all items (see page 4 for detailed information needed)
- Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District
- Cannabis Consumption Area License and Liability insurance (if applicable)
- Carnival Ride Permit (if applicable)
- Insurance documentation for all vendors (if applicable)
- Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

## Applicant Information

**EVENT NAME:** \_\_\_\_\_

Sponsoring Organization Legal Name : \_\_\_\_\_

Street Address : \_\_\_\_\_

Tax ID# : \_\_\_\_\_ Website : \_\_\_\_\_

Contact Name 1 : \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name 2 : \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name/Phone# During Event: \_\_\_\_\_

## Event Details

Event Date(s): \_\_\_\_\_ Set up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_

Has this event occurred before?  Yes  No If yes, how many previous years? \_\_\_\_\_

What is the expected attendance? \_\_\_\_\_ Do you expect to do this event next year?  Yes  No

## Type of Event Please check all that apply

Festival  March/Parade  Walk/Run\*  Other \_\_\_\_\_

**\*Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

■ **Description of Event** This description will be posted on the Special Events Calendar

[Empty text box for event description]

■ **Event Location** Please include the location on the map

Horace Blackman Park     
  Bucky Harris Park     
  MLK Equality Trail  
 TRUE City Square Stage     
  Grand River Farmers Market Pavilion     
  Ella Sharp Park  
*\*requires Ella Sharp Board approval*  
 Other Location

■ **Requested Street Closure(s)** Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name:  Cross Street 1:  Cross Street 2:   
 Closure Start Date:  Time:  Closure End Date:  Time:

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■ **Bathroom Plan** Please include bathroom locations on the map

**Facilities:** How many restrooms/portable toilets will be provided, including ADA options?

**Service Provider:** Who will supply and service the restrooms (name/contact)?

**Placement:** Where will restrooms be located? *\*Please include locations on the map*

**Additional Notes:**

**Bucky Harris Park Bathrooms Use:** Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.

## Waste Management Plan Please include garbage locations on the map

\*If the area of your event is not cleaned up, you will be invoiced the cost of services.

**Collection:** How will garbage be managed during and after the event?

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**Reciprocals:** How many bins will be provided? *\*Please include locations on the map*  
*For large events, how many roll-offs?*

**Cleanup:** Who will handle post-event cleanup?

**Additional notes:**

## Other City Resource Requests \*Include all extra resources on map

**Electrical Power:** Do you need electrical power?  Yes  No **\*\*All electrical lines MUST be properly covered to minimize tripping hazards\*\***

If yes, what?

**Will you have food trucks?**

*Please add food truck names and locations on the map.*

Yes  No If yes, how many food trucks do you anticipate?

Using generators?  Yes  No Do you need to rent power boxes for the food trucks?  
\$25 per box rental cost (adapters included)  Yes  No

If yes, how many?

**Will you have Vendors/ Other food on site?**

Yes  No If yes, how many?

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\$25 per box rental cost (adapters included)  Yes  No

If yes, how many?

**Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?**  Yes  No If yes, what?

Using generators?  Yes  No Do you need to rent power boxes?  
\$25 per box rental cost (adapters included)  Yes  No

If yes, how many?

**Other electrical power needed?**  Yes  No If yes, what?

Wattage needed: Number of plug-ins needed:

**Water:** Do you need water?  Yes  No If yes, please indicate the needed requirement:

Location of where the water is needed:

**Fireworks:** Do you plan to do fireworks?  Yes  No *\*If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

**Police Department:** Do you require police assistance?  Yes  No If yes, please explain:

**Alcohol Sales:**  Yes  No *\*If yes, attach liquor license and liquor liability insurance*

**Cannabis Consumption Area:**  Yes  No *\*If yes, attach Cannabis Consumption License and liability insurance*

**Other Requests:**

Traffic Cones How many? 15 foot Mobile Stage 25 foot Mobile Stage

Other

Other

## Required Attachments for Application Processing

### ■ Insurance *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
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Vendor locations	Dispersal locations	Requested reserved parking	
Tent locations	Trash Receptacle locations	Requested electrical location	
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3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
  - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
  - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
  - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

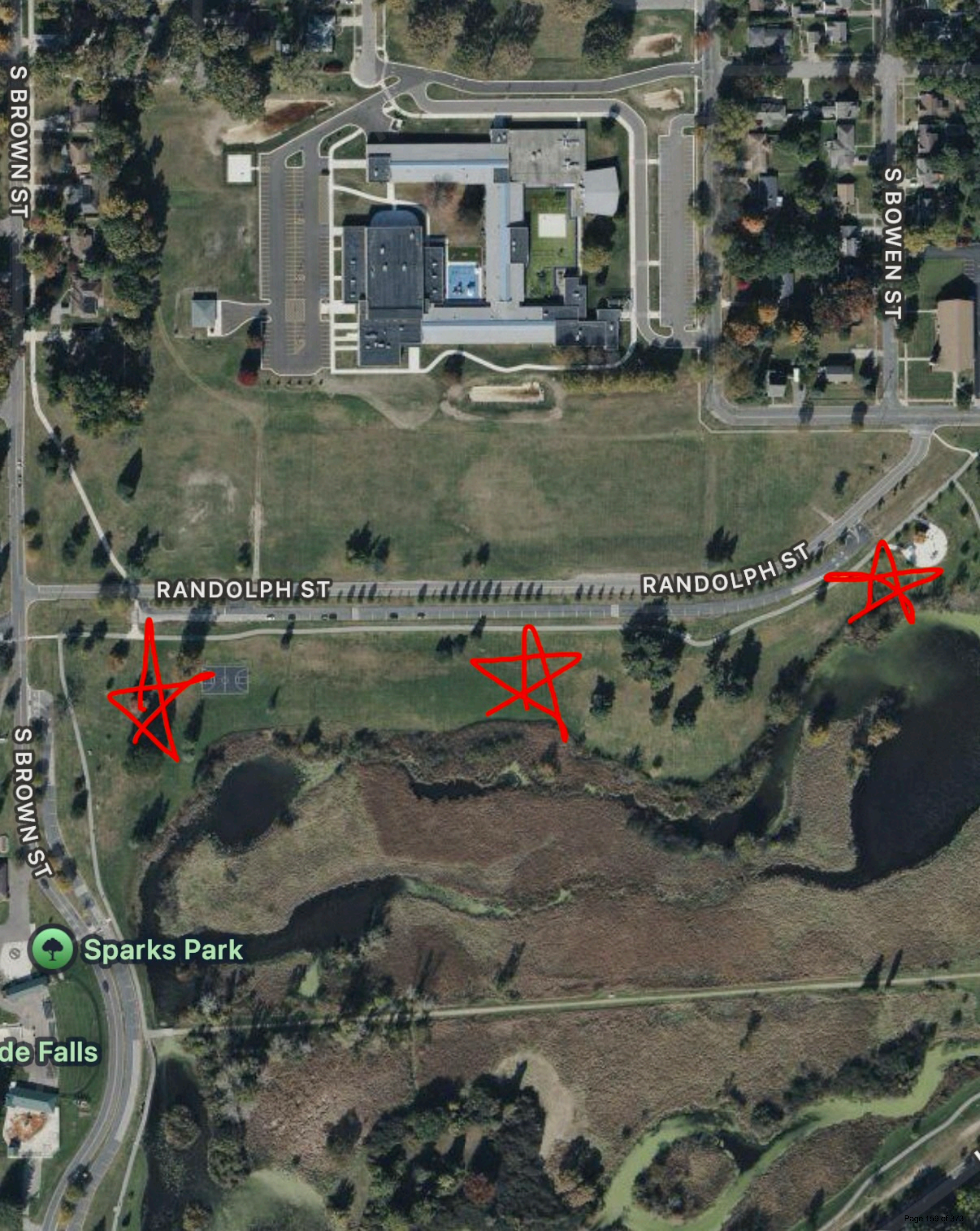
## Special Event Application

*Certification and Signature*

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature:

Date:



S BROWN ST

S BOWEN ST

RANDOLPH ST

RANDOLPH ST

S BROWN ST



Sparks Park

de Falls

Cascade Falls Jackson, Michigan  
September 5, 2026  
\$4,500.00 Proposal  
Includes Insurance & Labor

**Open**

30      3"      Assorted Color Chains 10/1

**Main Show**

12      3"      Hekou Salutes W/Tails

36      3"      Shenma Assorted Shells W/ tails

36      4"      Dragon Head Assorted Shells

18      5"      Tsky Assorted Shells

**Grand Finale**

60      2.5"      RWB Finale, Shells Chained 10/1

60      3"      Titanium Salutes Chained 12/1

72      3"      Color and Report Shells Chained 12/1



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/11/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Partners Group Ltd 1111 Lake Washington Blvd N. Suite 400 Renton WA 98056	<b>CONTACT NAME:</b> Sally Boyce <b>PHONE (A/C. No. Ext):</b> 425-897-6026 <b>E-MAIL ADDRESS:</b> ssboyce@tpgrp.com		<b>FAX (A/C. No):</b> 425-455-6727
	<b>INSURER(S) AFFORDING COVERAGE</b>		
<b>INSURED</b> Wolverine Fireworks Display, Inc. 205 West Seidlers Road Kawkawlin MI 48631	14347	<b>INSURER A :</b> Palomar Excess and Surplus Insurance Company <b>INSURER B :</b> Continental Indemnity Company <b>INSURER C :</b> Allianz Global Corporate & Specialty SE <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>	<b>NAIC #</b> 16754 28258

**COVERAGES**

CERTIFICATE NUMBER: 2072132897

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		AESPLMRGL2600021	2/1/2026	2/1/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BESCRMNI01160117125501	2/1/2026	2/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			25QS1585	2/1/2026	2/1/2027	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

The following are included as Additional Insured on General Liability as their interest may appear as respects operations performed by or on behalf of the Named Insured per form ECG 20592 0509 attached:  
 Jackson County Parks Department, MyFive, Inc., Jackson DDA, Little Ceasars Enterprise, Sponsor Margaret Myers, City of Jackson, County of Jackson and Summit Township.  
 Date of Events: 5/23/26 RD: 5/24/26, 7/3/26 RD: 7/5/26, 9/5/26 RD: 9/6/26  
 Location of Events: Cascade Park's, Jackson, MI

**CERTIFICATE HOLDER****CANCELLATION**

Jackson County Parks Department 1992 Warren Avenue Jackson MI 49203	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** March 24, 2026

**SUBJECT:** Special Event Application: Jackson Annual Juneteenth Celebration

---

**Recommendation:**

Approve a request from the Jackson Juneteenth Committee to host the Jackson Annual Juneteenth Celebration on June 20, 2026, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Jackson Annual Juneteenth Celebration.

I recommend approval of the Special Event Application for the Jackson Annual Juneteenth Celebration. Your consideration and concurrence is appreciated.

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director, DDA Director

**DATE:** March 24, 2026

**RECOMMENDATION:** Approve a request from the Jackson Juneteenth Committee to host the Jackson Annual Juneteenth Celebration on June 20, 2026, in downtown Jackson.

### ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$822.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$2000.00
Police	X		\$540.00
Public Works	X		\$1200.00
		<b>TOTAL</b>	<b>\$4562.00</b>

### DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Road closures, use of Horrace Blackman Park, Bucky Harris Park, Bucky Harris bathrooms, traffic cones (short and tall), picnic tables, removal of light pole, power, trash

### OWNERSHIP

Insurance Status: Approval is dependent on the receipt of proper insurance documents.

## SOLUTION

### FACILITATE IMPLEMENTATION

Approve a request from the Jackson Juneteenth Committee to host the Jackson Annual Juneteenth Celebration on June 20, 2026, in downtown Jackson.

---

#### ATTACHMENTS

1. SEA Jackson Annual Juneteenth Celebration 2026

By: M. Evans Date: 1/27/26  
 Fee Rec: \_\_\_\_\_ Date: \_\_\_\_\_  
 Cash: \_\_\_\_\_ Check #: \_\_\_\_\_  
 Approved through City Council  
 Yes/No: \_\_\_\_\_ Date: \_\_\_\_\_

## 2026 SPECIAL EVENT APPLICATION

Submit your application to [mevans@cityofjackson.org](mailto:mevans@cityofjackson.org) or drop it off at  
 City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

Application must be submitted 60 days prior to event date

### Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

Level 1: \$75 (0-1 city resources)

*Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.*

Level 2: \$150 (No road closure, needs 2 city resources) \*Does not include closing Hayes Court

Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)

LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.

Insurance documentation for sponsoring organization

Event Map -Please indicate the location of all items (see page 4 for detailed information needed)

Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District

Cannabis Consumption Area License and Liability insurance (if applicable)

Carnival Ride Permit (if applicable)

Insurance documentation for all vendors (if applicable)

Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

### Applicant Information

**EVENT NAME:** Jackson Annual Juneteenth Celebration

Sponsoring Organization Legal Name : Jackson Juneteenth Committee

Street Address : 1737 Spring Arbor Rd., BOX 197 Jackson, MI 49203

Tax ID# : 99-3247528

Website : www.facebook.com/JacksonJuneteenth

Contact Name 1 : Kelly Crum

Email: Kelly.crum@jpsk12.org

Phone: 517-841-2145

Contact Name 2 : John Willis

Email: jwillis@cityofjackson.org

Phone: 517-768-6438

Contact Name/Phone# During Event: Kelly Crum 517-841-2145

### Event Details

Event Date(s): \_\_\_\_\_ Set up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_

Saturday, June 20th 2026

7:00 am

2:00 pm

9:30 pm

9:30 pm

Has this event occurred before?  Yes  No If yes, how many previous years? 22

What is the expected attendance? 3000+ Do you expect to do this event next year?  Yes  No

### Type of Event Please check all that apply

Festival  March/Parade  Walk/Run\*  Other \_\_\_\_\_

\*Downtown 5K/10K's: Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

**Description of Event** This description will be posted on the Special Events Calendar

Juneteenth is a significant observance that commemorates the emancipation of enslaved African Americans and celebrates Black history, culture, resilience, and freedom. The Jackson Juneteenth Celebration is a community-centered event focused on cultural expression, community connection, and reflection. Each year, the celebration brings together families, community members, local organizations, and businesses to honor history while promoting understanding, inclusion, and continued progress toward equity.

**Event Location** Please include the location on the map

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park  
*\*requires Ella Sharp Board approval*

Other Location

**Requested Street Closure(s)** Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name: Michigan Ave.

Cross Street 1: Blackstone St

Cross Street 2: N. Jackson St.

Closure Start Date: June 20th 2026

Time: 7:00 am

Closure End Date: June 20th 2026

Time: 11:00 pm

Street Name: Hayes Ct.

Cross Street 1: Pearl St.

Cross Street 2: Michigan St.

Closure Start Date: June 20th 2026

Time: 7:00 am

Closure End Date: June 20th 2026

Time: 11:00 pm

Street Name: N. Jackson St.

Cross Street 1: Pearl St

Cross Street 2: Cortland St.

Closure Start Date: June 20th 2026

Time: 7:00 am

Closure End Date: June 20th 2026

Time: 11:00 pm

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

**Bathroom Plan** Please include bathroom locations on the map

**Facilities:** How many restrooms/portable toilets will be provided, including ADA options? bathroom trailer + 1 ADA portable

**Service Provider:** Who will supply and service the restrooms (name/contact)? All American Toilets

**Placement:** Where will restrooms be located? \*Please include locations on the map Hayes Court Corner

**Additional Notes:**

**Bucky Harris Park Bathrooms Use:** Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.



## Waste Management Plan Please include garbage locations on the map

\*If the area of your event is not cleaned up, you will be invoiced the cost of services.

**Collection:** How will garbage be managed during and after the event?

**Service Provider:** Who is responsible for waste removal (name/contact)?

**Reciprocals:** How many bins will be provided? \*Please include locations on the map   
For large events, how many roll-offs?

**Cleanup:** Who will handle post-event cleanup?

**Additional notes:**



## Other City Resource Requests \*Include all extra resources on map

**Electrical Power:** Do you need electrical power?  Yes  No **\*\*All electrical lines MUST be properly covered to minimize tripping hazards\*\***  
If yes, what?

**Will you have food trucks?**  Yes  No

Please add food truck names and locations on the map.

If yes, how many food trucks do you anticipate?

Using generators?  Yes  No

Do you need to rent power boxes for the food trucks?  Yes  No

\$25 per box rental cost (adapters included)

If yes, how many?

**Will you have Vendors/ Other food on site?**  Yes  No

If yes, how many?

Using generators?  Yes  No

Do you need to rent power boxes?  Yes  No

\$25 per box rental cost (adapters included)

If yes, how many?

**Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?**  Yes  No

If yes, what?

Using generators?  Yes  No

Do you need to rent power boxes?  Yes  No

\$25 per box rental cost (adapters included)

If yes, how many?

**Other electrical power needed?**  Yes  No

If yes, what?

Wattage needed:

Number of plug-ins needed:

**Water:** Do you need water?  Yes  No

If yes, please indicate the needed requirement:

Location of where the water is needed:

**Fireworks:** Do you plan to do fireworks?  Yes  No

\*If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.

**Police Department:** Do you require police assistance?  Yes  No

If yes, please explain:

**Alcohol Sales:**  Yes  No

\*If yes, attach liquor license and liquor liability insurance

**Cannabis Consumption Area:**  Yes  No

\*If yes, attach Cannabis Consumption License and liability insurance

**Other Requests:**

Traffic Cones How many?

Other

Other

## Required Attachments for Application Processing

**Insurance** *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> <li>Showing a liability coverage of at least \$1,000,000</li> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>

I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.

**Event Map** *Please include **all event details** and activities on the map for review and processing.*

- |  |  |   |  |
|--|--|---|--|
| <input checked="" type="checkbox"/> Route plan         | <input checked="" type="checkbox"/> Emergency vehicle access   | <input checked="" type="checkbox"/> Requested street closures     | <input checked="" type="checkbox"/> Food Truck Locations |
| <input checked="" type="checkbox"/> Vendor locations   | Dispersal locations  | Requested reserved parking  |  |
| <input checked="" type="checkbox"/> Tent locations     | <input checked="" type="checkbox"/> Trash Receptacle locations | <input checked="" type="checkbox"/> Requested electrical location |  |
| <input checked="" type="checkbox"/> Assembly locations | <input checked="" type="checkbox"/> Bathroom locations         | Alcohol/Cannabis sales locations                                  |  |

*\*If these details change, a revised map must be provided seven days prior to event.  
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

**Additional Comments:**

**\*Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.**

## Special Event Application Policy

*Additional charges may incur if policies are broken.*

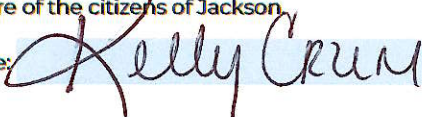
1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
  - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
  - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
  - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/fag/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

## Special Event Application

*Certification and Signature*

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
  11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature:



Date:

1-23-2026

# eteenth Map

**Arrival Times:**  
 AVOne: 7 AM  
 AV7: 7:30 AM  
 Jackson Rental: 8:30 AM  
 Framing Truck: 9 AM  
 PlanetX 9 AM-11AM  
 Hospitality Decor: 11 AM  
 Vendors: 10 AM-12PM  
 Job Fair: 12:45 PM  
 Petting Zoo: 1:30 PM

Vendor check-in table

Hospitality tent

Food vendors

Sponsors/ Vendors

Vendor check-in table

Vendors

Vendors

W MICHIGAN AVE

Vendors

Food trucks/ Food vendors

Sound tent

Stage

Job Fair

Food trucks/ Food vendors

Kidzone tent

First Congregational Church Historical Marker

Police simulator

Kid Zone 2  
4 Man Joust & Tug war

Kid Zone 3  
18ft Screamer Slide

Blackman Park

Kid Zone 1  
30 11 3 Lanes obstacle

Corn hole  
Yard pong  
Giant Jenga  
Face painting

Police Departments

Bathroom

N JACKSON ST

Firetruck

Basketball

Gaming truck

Mobile Gaming  
Foam Party

Animals

Jumbo Petting Zoo  
40 assorted animals (C  
Hand sanitizing stati  
Grain for animals

Mark

City C



**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** March 24, 2026

**SUBJECT:** Special Event Application: Grand River Farmers Market by Grow Jackson

---

**Recommendation:**

Approve a request from Grow Jackson to host the Grand River Farmers Market on Fridays, May 1 - October 30, 2026, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Grand Rivers Farmers Market by Grow Jackson.

I recommend approval of the Special Event Application for the Grand River Farmers Market by Grow Jackson. Your consideration and concurrence is appreciated.

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director, DDA Director

**DATE:** March 24, 2026

**RECOMMENDATION:** Approve a request from Grow Jackson to host the Grand River Farmers Market on Fridays, May 1 - October 30, 2026, in downtown Jackson.

### ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$150.00
Police	X		\$0.00
Public Works	X		\$0.00
		<b>TOTAL</b>	<b>\$150.00</b>

### DESCRIBE THE CONSEQUENCES

Conditions & Considerations: use of pavilion, powerwash pavilion, power

### OWNERSHIP

Insurance Status: Approval is dependent on the receipt of proper insurance documents.

## SOLUTION

### FACILITATE IMPLEMENTATION

Approve a request from Grow Jackson to host the Grand River Farmers Market on Fridays, May 1 - October 30, 2026, in downtown Jackson.

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#### ATTACHMENTS

1. SEA-Grand River Farmers Market

By: _____	Date: _____
Fee Rec: _____	Date: _____
Cash: _____	Check #: _____
Approved through City Council	
Yes/No: _____	Date: _____

## 2026 SPECIAL EVENT APPLICATION

Submit your application to [mevans@cityofjackson.org](mailto:mevans@cityofjackson.org) or drop it off at  
City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

**Application must be submitted 60 days prior to event date**

### Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

*Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.*

- Level 1: \$75 (0-1 city resources)
- Level 2: \$150 (No road closure, needs 2 city resources) *\*Does not include closing Hayes Court*
- Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)
- LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.

- Insurance documentation for sponsoring organization
- Event Map –Please indicate the location of all items (see page 4 for detailed information needed)
- Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District
- Cannabis Consumption Area License and Liability insurance (if applicable)
- Carnival Ride Permit (if applicable)
- Insurance documentation for all vendors (if applicable)
- Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

### Applicant Information

**EVENT NAME:** \_\_\_\_\_

Sponsoring Organization Legal Name : \_\_\_\_\_

Street Address : \_\_\_\_\_

Tax ID# : \_\_\_\_\_ Website : \_\_\_\_\_

Contact Name 1 : \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name 2 : \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name/Phone# During Event: \_\_\_\_\_

### Event Details

Event Date(s): \_\_\_\_\_ Set up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_

Has this event occurred before?  Yes  No If yes, how many previous years? \_\_\_\_\_

What is the expected attendance? \_\_\_\_\_ Do you expect to do this event next year?  Yes  No

### Type of Event Please check all that apply

Festival  March/Parade  Walk/Run\*  Other \_\_\_\_\_

**\*Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

■ **Description of Event** This description will be posted on the Special Events Calendar

[Empty text area for event description]

■ **Event Location** Please include the location on the map

Horace Blackman Park     
  Bucky Harris Park     
  MLK Equality Trail  
 TRUE City Square Stage     
  Grand River Farmers Market Pavilion     
  Ella Sharp Park  
*\*requires Ella Sharp Board approval*  
 Other Location

■ **Requested Street Closure(s)** Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name:  Cross Street 1:  Cross Street 2:   
 Closure Start Date:  Time:  Closure End Date:  Time:

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■ **Bathroom Plan** Please include bathroom locations on the map

**Facilities:** How many restrooms/portable toilets will be provided, including ADA options?

**Service Provider:** Who will supply and service the restrooms (name/contact)?

**Placement:** Where will restrooms be located? *\*Please include locations on the map*

**Additional Notes:**

**Bucky Harris Park Bathrooms Use:** Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.

## Waste Management Plan Please include garbage locations on the map

\*If the area of your event is not cleaned up, you will be invoiced the cost of services.

**Collection:** How will garbage be managed during and after the event?

**Service Provider:** Who is responsible for waste removal (name/contact)?

**Reciprocals:** How many bins will be provided? *\*Please include locations on the map*  
*For large events, how many roll-offs?*

**Cleanup:** Who will handle post-event cleanup?

**Additional notes:**

## Other City Resource Requests \*Include all extra resources on map

**Electrical Power:** Do you need electrical power?  Yes  No **\*\*All electrical lines MUST be properly covered to minimize tripping hazards\*\***

If yes, what?

**Will you have food trucks?**

*Please add food truck names and locations on the map.*

Yes

No

If yes, how many food trucks do you anticipate?

Using generators?

Yes

No

Do you need to rent power boxes for the food trucks?  
\$25 per box rental cost (adapters included)

Yes

No

If yes, how many?

**Will you have Vendors/ Other food on site?**

Yes

No

If yes, how many?

Using generators?

Yes

No

Do you need to rent power boxes?  
\$25 per box rental cost (adapters included)

Yes

No

If yes, how many?

**Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?**

Yes

No

If yes, what?

Using generators?

Yes

No

Do you need to rent power boxes?  
\$25 per box rental cost (adapters included)

Yes

No

If yes, how many?

**Other electrical power needed?**

Yes

No

If yes, what?

Wattage needed:

Number of plug-ins needed:

**Water:** Do you need water?  Yes  No If yes, please indicate the needed requirement:

Location of where the water is needed:

**Fireworks:** Do you plan to do fireworks?  Yes  No *\*If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

**Police Department:** Do you require police assistance?  Yes  No If yes, please explain:

**Alcohol Sales:**  Yes  No *\*If yes, attach liquor license and liquor liability insurance*

**Cannabis Consumption Area:**  Yes  No *\*If yes, attach Cannabis Consumption License and liability insurance*

**Other Requests:**

Traffic Cones How many?

15 foot Mobile Stage

25 foot Mobile Stage

Other

Other

## Required Attachments for Application Processing

### ■ Insurance *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> <li>Showing a liability coverage of at least \$1,000,000</li> <li>Identifying "City of Jackson" &amp; " Jackson Downtown Development Authority" as additional insured</li> </ul>
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>

■ I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.

### ■ Event Map *Please include **all event details** and activities on the map for review and processing.*

Route plan	Emergency vehicle access	Requested street closures	Food Truck Locations
Vendor locations	Dispersal locations	Requested reserved parking	
Tent locations	Trash Receptacle locations	Requested electrical location	
Assembly locations	Bathroom locations	Alcohol/Cannabis sales locations	

*\*If these details change, a revised map must be provided seven days prior to event.  
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

Additional Comments:

**\*Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.**

## Special Event Application Policy

*Additional charges may incur if policies are broken.*

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
  - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
  - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
  - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

## Special Event Application

*Certification and Signature*

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature:

Date:



**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** March 24, 2026

**SUBJECT:** Special Event Application: Recovery Out Loud Walk 2026

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**Recommendation:**

Approve a request from Home of New Vision to host the Recovery Out Loud Walk on September 12, 2026, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Recovery Out Loud Walk.

I recommend approval of the Special Event Application for the Recovery Out Loud Walk. Your consideration and concurrence is appreciated.

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director, DDA Director

**DATE:** March 24, 2026

**RECOMMENDATION:** Approve a request from Home of New Vision to host the Recovery Out Loud Walk on September 12, 2026, in downtown Jackson.

### ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$170.00
Public Works	X		\$400.00
		<b>TOTAL</b>	<b>\$570.00</b>

### DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Road closure, Jackson Police Department assistance

### OWNERSHIP

Insurance Status: The insurance is on file with the City Attorney and the Downtown Development Authority.

## SOLUTION

## FACILITATE IMPLEMENTATION

Approve a request from Home of New Vision to host the Recovery Out Loud Walk on September 12, 2026, in downtown Jackson.

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## ATTACHMENTS

1. SEA-Recovery Out Loud Walk 2026

By: _____	Date: _____
Fee Rec: _____	Date: _____
Cash: _____	Check #: _____
Approved through City Council	
Yes/No: _____	Date: _____

## 2026 SPECIAL EVENT APPLICATION

Submit your application to [mevans@cityofjackson.org](mailto:mevans@cityofjackson.org) or drop it off at  
City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

**Application must be submitted 60 days prior to event date**

### Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

*Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.*

- Level 1: \$75 (0-1 city resources)
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- Insurance documentation for sponsoring organization
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- Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District
- Cannabis Consumption Area License and Liability insurance (if applicable)
- Carnival Ride Permit (if applicable)
- Insurance documentation for all vendors (if applicable)
- Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

### Applicant Information

**EVENT NAME:** \_\_\_\_\_

Sponsoring Organization Legal Name : \_\_\_\_\_

Street Address : \_\_\_\_\_

Tax ID# : \_\_\_\_\_ Website : \_\_\_\_\_

Contact Name 1 : \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name 2 : \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name/Phone# During Event: \_\_\_\_\_

### Event Details

Event Date(s): \_\_\_\_\_ Set up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_

Has this event occurred before?  Yes  No If yes, how many previous years? \_\_\_\_\_

What is the expected attendance? \_\_\_\_\_ Do you expect to do this event next year?  Yes  No

### Type of Event Please check all that apply

Festival  March/Parade  Walk/Run\*  Other \_\_\_\_\_

**\*Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

**Description of Event** This description will be posted on the Special Events Calendar

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**Event Location** Please include the location on the map

Horace Blackman Park     
  Bucky Harris Park     
  MLK Equality Trail  
 TRUE City Square Stage     
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 Other Location

**Requested Street Closure(s)** Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name:  Cross Street 1:  Cross Street 2:   
 Closure Start Date:  Time:  Closure End Date:  Time:

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*For large events, how many roll-offs?*

**Cleanup:** Who will handle post-event cleanup?

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## Other City Resource Requests \*Include all extra resources on map

**Electrical Power:** Do you need electrical power?  Yes  No **\*\*All electrical lines MUST be properly covered to minimize tripping hazards\*\***

If yes, what?

**Will you have food trucks?**  Yes  No If yes, how many food trucks do you anticipate?   
*Please add food truck names and locations on the map.*

Using generators?  Yes  No Do you need to rent power boxes for the food trucks?  Yes  No *If yes, how many?*   
\$25 per box rental cost (adapters included)

**Will you have Vendors/ Other food on site?**  Yes  No If yes, how many?

Using generators?  Yes  No Do you need to rent power boxes?  Yes  No *If yes, how many?*   
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**Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?**  Yes  No If yes, what?

Using generators?  Yes  No Do you need to rent power boxes?  Yes  No *If yes, how many?*   
\$25 per box rental cost (adapters included)

**Other electrical power needed?**  Yes  No If yes, what?

Wattage needed:  Number of plug-ins needed:

**Water:** Do you need water?  Yes  No If yes, please indicate the needed requirement:

Location of where the water is needed:

**Fireworks:** Do you plan to do fireworks?  Yes  No *\*If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

**Police Department:** Do you require police assistance?  Yes  No If yes, please explain:

**Alcohol Sales:**  Yes  No *\*If yes, attach liquor license and liquor liability insurance*

**Cannabis Consumption Area:**  Yes  No *\*If yes, attach Cannabis Consumption License and liability insurance*

**Other Requests:**

Traffic Cones How many?   15 foot Mobile Stage  25 foot Mobile Stage

Other

Other

## Required Attachments for Application Processing

### ■ Insurance *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
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8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
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## Special Event Application

*Certification and Signature*

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
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7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature:

Date:

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

<p><b>Name Of Additional Insured Person(s) Or Organization(s):</b>  City of Jackson  Jackson Downtown Development Authority</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

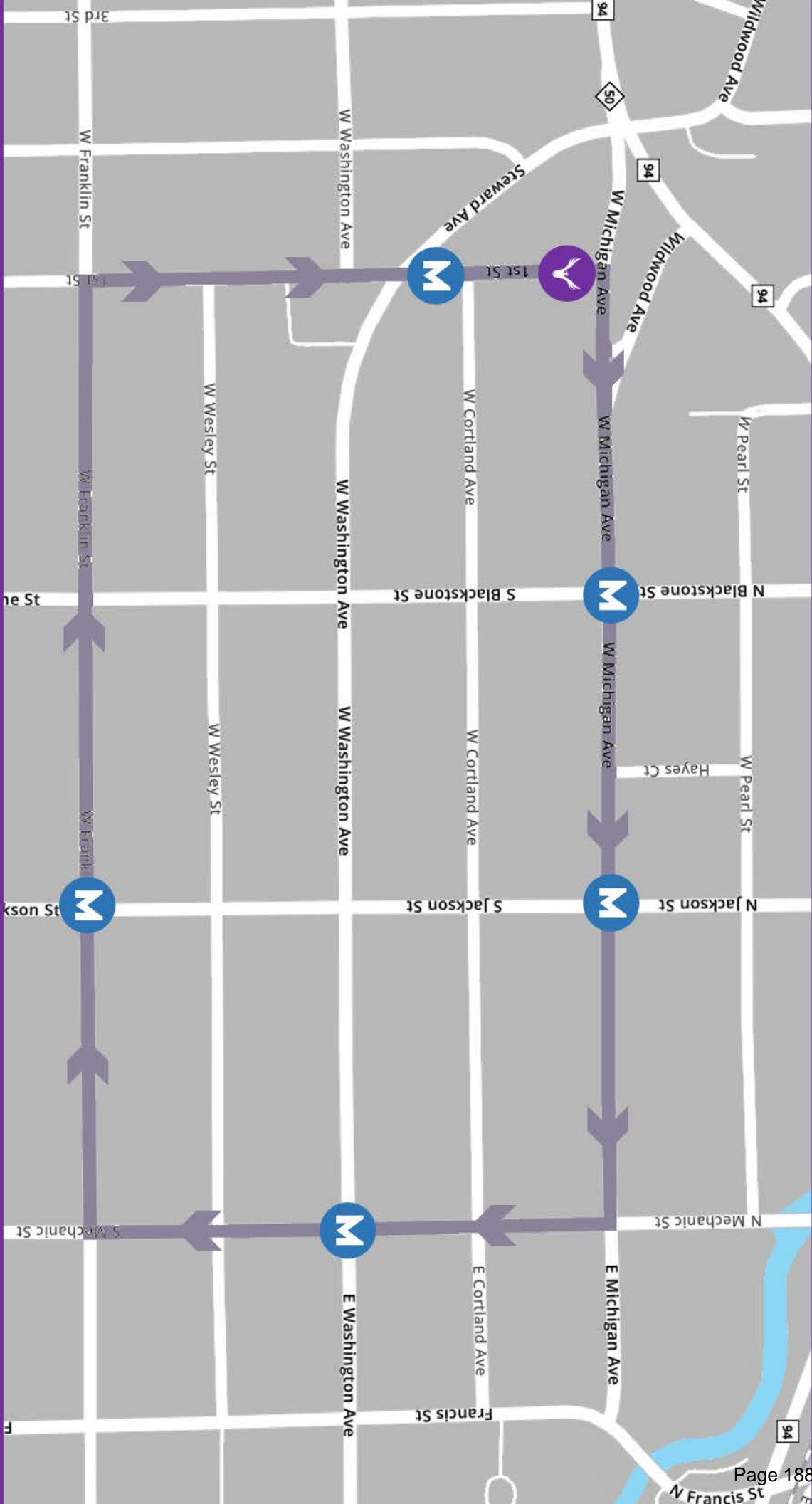
If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

# RECOVERY WALK ROUTE



**WALK START/STOP**



**WALK ROUTE**



**WALK MARSHALL**



**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** Special Event Application: Downtown Jackson Artwalks

---

**Recommendation:**

Approve a request from the Jackson Downtown Development Authority/Art 634 to host the Downtown Jackson Artwalks on April 11, June 13, September 5, and November 28, 2026, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Downtown Jackson Artwalks.

I recommend approval of the Special Event Application for the Downtown Jackson Artwalks. Your consideration and concurrence is appreciated.

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director, DDA Director

**DATE:** March 24, 2026

**RECOMMENDATION:** Approve a request from the Jackson Downtown Development Authority/Art 634 to host the Downtown Jackson Artwalks on April 11, June 13, September 5, and November 28, 2026, in downtown Jackson.

### ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$0.00
Public Works	X		\$0.00
		<b>TOTAL</b>	<b>\$0.00</b>

### DESCRIBE THE CONSEQUENCES

Conditions & Considerations: None

### OWNERSHIP

Insurance Status: This event is covered under the City of Jackson's insurance policy.

## SOLUTION

## FACILITATE IMPLEMENTATION

Approve a request from the Jackson Downtown Development Authority/Art 634 to host the Downtown Jackson Artwalks on April 11, June 13, September 5, and November 28, 2026, in downtown Jackson.

---

## ATTACHMENTS

1. SEA-Downtown Artwalks

By: _____	Date: _____
Fee Rec: _____	Date: _____
Cash: _____	Check #: _____
Approved through City Council	
Yes/No: _____	Date: _____

## 2026 SPECIAL EVENT APPLICATION

Submit your application to [mevans@cityofjackson.org](mailto:mevans@cityofjackson.org) or drop it off at  
City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

**Application must be submitted 60 days prior to event date**

### Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

*Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.*

- Level 1: \$75 (0-1 city resources)
- Level 2: \$150 (No road closure, needs 2 city resources) \*Does not include closing Hayes Court
- Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)
- LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.

- Insurance documentation for sponsoring organization
- Event Map –Please indicate the location of all items (see page 4 for detailed information needed)
- Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District
- Cannabis Consumption Area License and Liability insurance (if applicable)
- Carnival Ride Permit (if applicable)
- Insurance documentation for all vendors (if applicable)
- Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

### Applicant Information

**EVENT NAME:** \_\_\_\_\_

Sponsoring Organization Legal Name : \_\_\_\_\_

Street Address : \_\_\_\_\_

Tax ID# : \_\_\_\_\_ Website : \_\_\_\_\_

Contact Name 1 : \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name 2 : \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name/Phone# During Event: \_\_\_\_\_

### Event Details

Event Date(s): \_\_\_\_\_ Set up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_

Has this event occurred before?  Yes  No If yes, how many previous years? \_\_\_\_\_

What is the expected attendance? \_\_\_\_\_ Do you expect to do this event next year?  Yes  No

### Type of Event Please check all that apply

Festival  March/Parade  Walk/Run\*  Other \_\_\_\_\_

**\*Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

■ **Description of Event** This description will be posted on the Special Events Calendar

[Empty text box for event description]

■ **Event Location** Please include the location on the map

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park  
*\*requires Ella Sharp Board approval*

Other Location

[Empty text box for other location]

■ **Requested Street Closure(s)** Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name: [ ] Cross Street 1: [ ] Cross Street 2: [ ]  
Closure Start Date: [ ] Time: [ ] Closure End Date: [ ] Time: [ ]

Street Name: [ ] Cross Street 1: [ ] Cross Street 2: [ ]  
Closure Start Date: [ ] Time: [ ] Closure End Date: [ ] Time: [ ]

Street Name: [ ] Cross Street 1: [ ] Cross Street 2: [ ]  
Closure Start Date: [ ] Time: [ ] Closure End Date: [ ] Time: [ ]

Street Name: [ ] Cross Street 1: [ ] Cross Street 2: [ ]  
Closure Start Date: [ ] Time: [ ] Closure End Date: [ ] Time: [ ]

Street Name: [ ] Cross Street 1: [ ] Cross Street 2: [ ]  
Closure Start Date: [ ] Time: [ ] Closure End Date: [ ] Time: [ ]

Street Name: [ ] Cross Street 1: [ ] Cross Street 2: [ ]  
Closure Start Date: [ ] Time: [ ] Closure End Date: [ ] Time: [ ]

■ **Bathroom Plan** Please include bathroom locations on the map

**Facilities:** How many restrooms/portable toilets will be provided, including ADA options? [ ]

**Service Provider:** Who will supply and service the restrooms (name/contact)? [ ]

**Placement:** Where will restrooms be located? *\*Please include locations on the map* [ ]

**Additional Notes:** [ ]

**Bucky Harris Park Bathrooms Use:** Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.

## Waste Management Plan Please include garbage locations on the map

\*If the area of your event is not cleaned up, you will be invoiced the cost of services.

**Collection:** How will garbage be managed during and after the event?

**Service Provider:** Who is responsible for waste removal (name/contact)?

**Reciprocals:** How many bins will be provided? *\*Please include locations on the map*  
*For large events, how many roll-offs?*

**Cleanup:** Who will handle post-event cleanup?

**Additional notes:**

## Other City Resource Requests \*Include all extra resources on map

**Electrical Power:** Do you need electrical power?  Yes  No **\*\*All electrical lines MUST be properly covered to minimize tripping hazards\*\***

If yes, what?

**Will you have food trucks?**

*Please add food truck names and locations on the map.*

Yes

No

If yes, how many food trucks do you anticipate?

Using generators?

Yes  No

Do you need to rent power boxes for the food trucks?  
\$25 per box rental cost (adapters included)

Yes  No

If yes, how many?

**Will you have Vendors/ Other food on site?**

Yes

No

If yes, how many?

Using generators?

Yes  No

Do you need to rent power boxes?  
\$25 per box rental cost (adapters included)

Yes  No

If yes, how many?

**Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?**

Yes

No

If yes, what?

Using generators?

Yes  No

Do you need to rent power boxes?  
\$25 per box rental cost (adapters included)

Yes  No

If yes, how many?

**Other electrical power needed?**

Yes

No

If yes, what?

Wattage needed:

Number of plug-ins needed:

**Water:** Do you need water?  Yes  No If yes, please indicate the needed requirement:

Location of where the water is needed:

**Fireworks:** Do you plan to do fireworks?  Yes  No

*\*If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

**Police Department:** Do you require police assistance?  Yes  No If yes, please explain:

**Alcohol Sales:**  Yes  No *\*If yes, attach liquor license and liquor liability insurance*

**Cannabis Consumption Area:**  Yes  No *\*If yes, attach Cannabis Consumption License and liability insurance*

**Other Requests:**

Traffic Cones How many?

15 foot Mobile Stage

25 foot Mobile Stage

Other

Other

## Required Attachments for Application Processing

### ■ Insurance *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> <li>Showing a liability coverage of at least \$1,000,000</li> <li>Identifying “City of Jackson” &amp; “ Jackson Downtown Development Authority” as additional insured</li> </ul>
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying “City of Jackson” &amp; “Jackson Downtown Development Authority” as additional insured</li> </ul>
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying “City of Jackson” &amp; “Jackson Downtown Development Authority” as additional insured</li> </ul>
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> <li>Identifying “City of Jackson” &amp; “Jackson Downtown Development Authority” as additional insured</li> </ul>

■ I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.

### ■ Event Map *Please include **all event details** and activities on the map for review and processing.*

Route plan	Emergency vehicle access	Requested street closures	Food Truck Locations
Vendor locations	Dispersal locations	Requested reserved parking	
Tent locations	Trash Receptacle locations	Requested electrical location	
Assembly locations	Bathroom locations	Alcohol/Cannabis sales locations	

*\*If these details change, a revised map must be provided seven days prior to event.  
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

Additional Comments:

**\*Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.**

## Special Event Application Policy

*Additional charges may incur if policies are broken.*

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
  - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
  - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
  - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

## Special Event Application

*Certification and Signature*

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature:

Date:



**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** Special Event Application: Gus Macker 3-on-3 Basketball Tournament

---

**Recommendation:**

Approve a request from the Michigan Sports Facility to host the Gus Macker 3-on-3 Basketball Tournament on May 29-31, 2026, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Gus Macker 3-on-3 Basketball Tournament.

I recommend approval of the Special Event Application for the Gus Macker 3-on-3 Basketball Tournament. Your consideration and concurrence is appreciated.

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director, DDA Director

**DATE:** March 24, 2026

**RECOMMENDATION:** Approve a request from the Michigan Sports Facility to host the Gus Macker 3-on-3 Basketball Tournament on May 29-31, 2026, in downtown Jackson.

### ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$548.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$5500.00
Public Works	X		\$1500.00
		<b>TOTAL</b>	<b>\$7548.00</b>

### DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Road closures, traffic cones, power, bleachers, trash, Horace Blackman Park, Buck Harris Park and bathrooms

### OWNERSHIP

Insurance Status: Approval is dependent on the receipt of proper insurance documents.

## SOLUTION

### FACILITATE IMPLEMENTATION

Approve a request from the Michigan Sports Facility to host the Gus Macker 3-on-3 Basketball Tournament on May 29-31, 2026, in downtown Jackson.

---

#### ATTACHMENTS

1. SEA-Gus Macker 2026

By:	Date:
Fee Rec:	Date:
Cash:	Check #:
Approved through City Council	
Yes/No:	Date:

# SPECIAL EVENT APPLICATION

Submit your application to [mevans@cityofjackson.org](mailto:mevans@cityofjackson.org) or drop it off at  
City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

**Application must be submitted 60 days prior to event date**

## Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

*Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.*

- Level 1: \$75 (0-1 city resources)
- Level 2: \$150 (No road closure, needs 2 city resources) \*Does not include closing Hayes Court
- Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)
- LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.

- Insurance documentation for sponsoring organization
- Event Map –Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)
- Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District
- Cannabis Consumption Area License and Liability insurance (if applicable)
- Carnival Ride Permit (if applicable)
- Insurance documentation for all vendors (if applicable)
- Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

## Applicant Information

**EVENT NAME:** \_\_\_\_\_

Sponsoring Organization Legal Name : \_\_\_\_\_

Street Address : \_\_\_\_\_

Tax ID# : \_\_\_\_\_ Website : \_\_\_\_\_

Contact Name 1 : \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name 2 : \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name/Phone# During Event: \_\_\_\_\_

## Event Details

Event Date(s): \_\_\_\_\_ Set up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_  
*Event times: 5/30 7:30am - 8:30pm, 5/31 8:00pm - 6pm*

Has this event occurred before?  Yes  No If yes, how many previous years? \_\_\_\_\_

What is the expected attendance? \_\_\_\_\_ Do you expect to do this event next year?  Yes  No

## Type of Event Please check all that apply

Festival  March/Parade  Walk/Run\*  Other \_\_\_\_\_

**\*Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

■ **Description of Event** This description will be posted on the Special Events Calendar

[Empty text box for event description]

■ **Event Location** Please include the location on the map

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park  
*\*requires Ella Sharp Board approval*

Other Location

[Empty text box for other location]

■ **Requested Street Closure(s)** Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Please see the attached page for dates and times for closures.

Street Name: [ ] Cross Street 1: [ ] Cross Street 2: [ ]  
Closure Start Date: [ ] Time: [ ] Closure End Date: [ ] Time: [ ]

Street Name: [ ] Cross Street 1: [ ] Cross Street 2: [ ]  
Closure Start Date: [ ] Time: [ ] Closure End Date: [ ] Time: [ ]

Street Name: [ ] Cross Street 1: [ ] Cross Street 2: [ ]  
Closure Start Date: [ ] Time: [ ] Closure End Date: [ ] Time: [ ]

Street Name: [ ] Cross Street 1: [ ] Cross Street 2: [ ]  
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Street Name: [ ] Cross Street 1: [ ] Cross Street 2: [ ]  
Closure Start Date: [ ] Time: [ ] Closure End Date: [ ] Time: [ ]

Street Name: [ ] Cross Street 1: [ ] Cross Street 2: [ ]  
Closure Start Date: [ ] Time: [ ] Closure End Date: [ ] Time: [ ]

■ **Bathroom Plan** Please include bathroom locations on the map

**Facilities:** How many restrooms/portable toilets will be provided, including ADA options? [ ]

**Service Provider:** Who will supply and service the restrooms (name/contact)? [ ]

**Placement:** Where will restrooms be located? *\*Please include locations on the map* [ ]

**Additional Notes:** [ ]

**Bucky Harris Park Bathrooms Use:** Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.

## Waste Management Plan Please include garbage locations on the map

\*If the area of your event is not cleaned up, you will be invoiced the cost of services.

**Collection:** How will garbage be managed during and after the event?

**Service Provider:** Who is responsible for waste removal (name/contact)?

**Reciprocals:** How many bins will be provided? *\*Please include locations on the map*  
*For large events, how many roll-offs?*

**Cleanup:** Who will handle post-event cleanup?

**Additional notes:**

## Other City Resource Requests \*Include all extra resources on map

**Electrical Power:** Do you need electrical power?  Yes  No **\*\*All electrical lines MUST be properly covered to minimize tripping hazards\*\***

**Will you have food trucks?**  Yes  No If yes, how many food trucks do you anticipate?

*Please add food truck names and locations on the map.*

Using generators?  Yes  No Do you need to rent power boxes for the food trucks?  Yes  No  
\$25 per box rental cost (adapters included)

If yes, how many?

**Will you have Vendors/ Other food on site?**  Yes  No If yes, how many?

Using generators?  Yes  No Do you need to rent power boxes?  Yes  No  
\$25 per box rental cost (adapters included)

If yes, how many?

**Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?**  Yes  No If yes, what?

Using generators?  Yes  No Do you need to rent power boxes?  Yes  No  
\$25 per box rental cost (adapters included)

If yes, how many?

**Other electrical power needed?**  Yes  No If yes, what?

Wattage needed:  Number of plug-ins needed:

**Water:** Do you need water?  Yes  No If yes, please indicate the needed requirement:

Location of where the water is needed:

**Fireworks:** Do you plan to do fireworks?  Yes  No ***\*If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.***

**Police Department:** Do you require police assistance?  Yes  No If yes, please explain:

**Alcohol Sales:**  Yes  No ***\*If yes, attach liquor license and liquor liability insurance***

**Cannabis Consumption Area:**  Yes  No ***\*If yes, attach Cannabis Consumption License and liability insurance***

**Other Requests:**

Traffic Cones How many?   15 foot Mobile Stage  25 foot Mobile Stage

Other

Other

Requesting Fire Department/EMS  
DPW + TRUCK UNLOAD - TBC based on Semi delivery from the previous event.  
+ BASKET MOVING / SETUP - Friday @ 4:00 PM  
+ TRUCK LOAD - Sunday TBC (likely 4:00-7:00 PM)

## Required Attachments for Application Processing

### ■ Insurance *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> <li>Showing a liability coverage of at least \$1,000,000</li> <li>Identifying "City of Jackson" &amp; " Jackson Downtown Development Authority" as additional insured</li> </ul>
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>

■ I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.

### ■ Event Map *Please include **all event details** and activities on the map for review and processing.*

Route plan	Emergency vehicle access	Requested street closures	Food Truck Locations
Vendor locations	Dispersal locations	Requested reserved parking	Map updates have been requested from the organizers 2/26/26. M.E.
Tent locations	Trash Receptacle locations	Requested electrical location	
Assembly locations	Bathroom locations	Alcohol/Cannabis sales locations	

*\*If these details change, a revised map must be provided seven days prior to event.  
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

Additional Comments:

**\*Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.**

## Special Event Application Policy

*Additional charges may incur if policies are broken.*

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
  - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
  - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
  - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

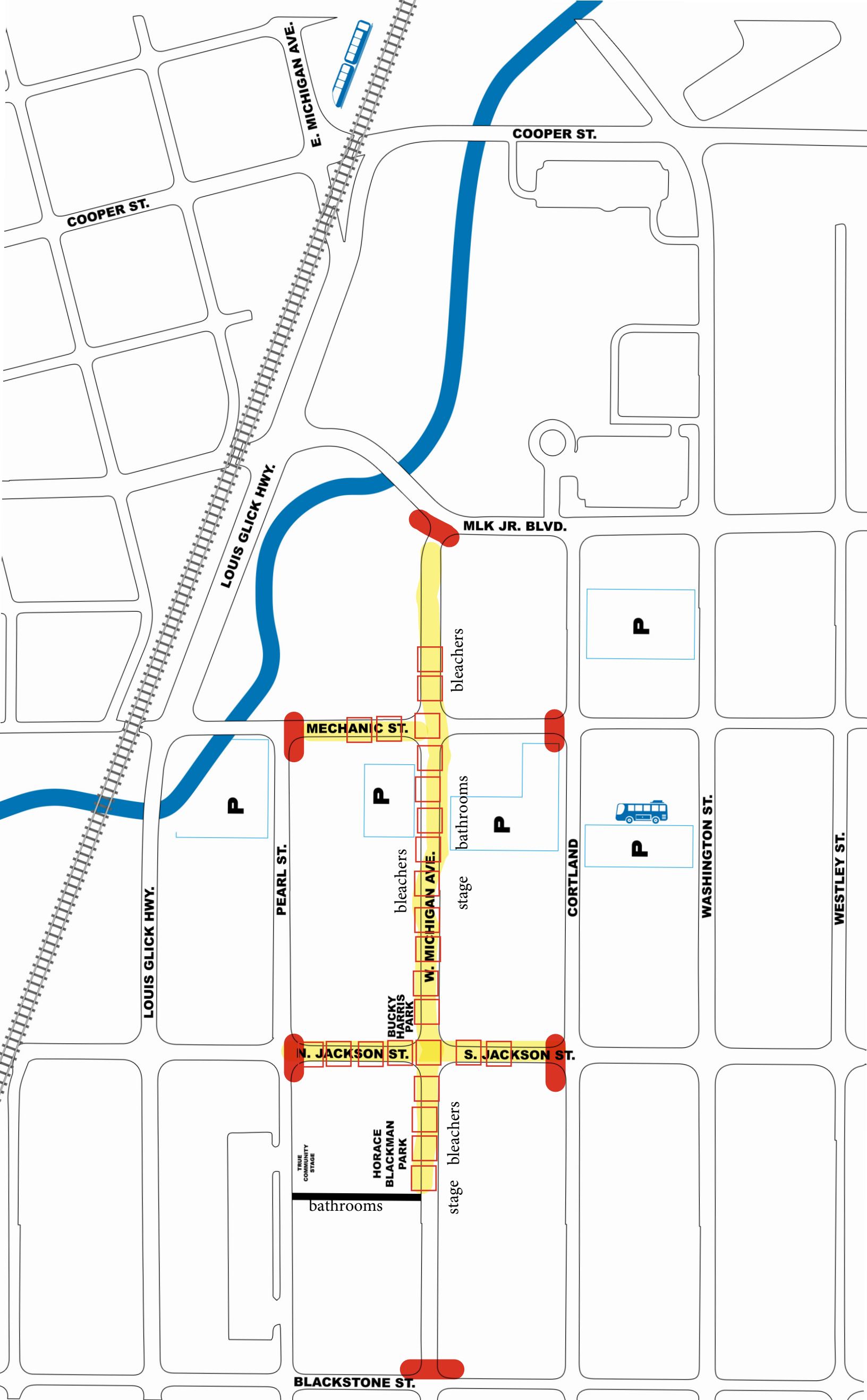
## Special Event Application

*Certification and Signature*

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature:

Date:



After meeting with the Gus Macker team, the DDA proposed the following setup plan to avoid closing a large portion of downtown for four days.

- **Thursday after 5:00 PM:** Court boundaries will be taped. Roads will be closed in sections as needed and reopened once each section is complete, rather than closing all roads at once. This work will be handled by the Gus Macker team; Requesting DPW to place signage Thursday before 5:00 PM.
- **Friday (during the day):** Michigan Avenue will remain open. Jackson Street and Mechanic Street will be closed for setup activities.
- **Friday after 5:00 PM:** All designated roads will be closed to complete final setup.



# City of Jackson, Michigan Financial Statements

As of and For the Seven Months Ended January 31, 2026

*Preliminary/Unaudited*

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# EXPENDITURE SUMMARY

FUND TYPE/FUND NAME	25-26	25-26	Activity For 1/31/2026	YTD Balance 1/31/2026	% Bdgt Used	Variance -
	Original Budget	Amended Budget				Favorable/ (Unfavorable)
<b>GENERAL FUND</b>						
<b>101 GENERAL FUND</b>						
101-000 CITY COUNCIL	116,763	116,763	10,087	65,931	56.47	50,832
103-000 CHARTER REVIEW COMMITTEE	2,500	2,500	-	-	-	2,500
172-000 CITY MANAGER	557,670	557,670	39,551	274,814	49.28	282,856
191-000 FINANCE	718,276	718,276	54,196	454,672	63.30	263,604
215-000 CITY CLERK	393,599	393,599	34,542	222,372	56.50	171,227
228-000 MANAGEMENT INFORMATION SYSTEMS	724,624	724,624	23,690	263,291	36.33	461,333
233-000 PURCHASING	142,769	142,769	18,573	130,717	91.56	12,052
253-000 CITY TREASURER	364,513	364,513	37,782	217,149	59.57	147,364
254-000 INCOME TAX ADMINISTRATION	254,014	254,014	16,781	151,149	59.50	102,865
257-000 CITY ASSESSOR	577,894	577,894	45,008	319,038	55.21	258,856
262-000 CITY CLERK-ELECTIONS	262,094	262,094	14,552	75,100	28.65	186,994
265-000 CITY HALL AND GROUNDS	882,990	882,990	50,896	317,290	35.93	565,700
266-000 CITY ATTORNEY	916,369	916,369	67,547	500,756	54.65	415,613
270-000 PERSONNEL	671,362	671,362	33,994	225,698	33.62	445,664
278-000 UNALLOCATED	889,433	889,433	39,402	520,334	58.50	369,099
299-000 ADMINISTRATIVE HEARINGS BUREAU	246,453	246,453	9,775	81,723	33.16	164,730
301-000 POLICE	12,847,458	12,847,458	908,226	6,654,965	51.80	6,192,493
311-225 OSHP GRANT	6,692	6,692	3,650	17,759	265.38	(11,067) <i>Note 2</i>
320-000 CONSORTIUM TRAINING	75,000	75,000	-	28,721	38.29	46,279
321-000 MCOLES TRAINING PA302	20,000	20,000	-	6,625	33.13	13,375
322-000 MCOLES TRAINING CPE	45,000	45,000	-	55,593	123.54	(10,593)
325-000 MCOLES TRAINING ACTIVE SHOOTER	-	-	-	12,785	-	(12,785) <i>Note 2</i>
340-000 FIRE SUPPRESSION	7,186,364	7,186,364	560,575	3,950,549	54.97	3,235,815
350-000 PUBLIC SAFETY-UNALLOCATED	1,929,262	1,929,262	166,320	1,171,793	60.74	757,469
442-000 FORESTRY	922,074	922,074	83,546	311,778	33.81	610,296
444-000 SIDEWALK CONSTRUCTION	160,334	160,334	349	34,270	21.37	126,064
445-000 DRAINS AT LARGE	120,117	120,117	1,007	8,019	6.68	112,098
450-000 STREET LIGHTING	710,185	710,185	56,773	301,606	42.47	408,579
455-000 WEED CONTROL	115,052	115,052	-	37,205	32.34	77,847
465-000 GROUNDS MAINTENANCE	479,196	479,196	148,115	261,488	54.57	217,708
567-000 CEMETERIES	565,819	565,819	16,731	244,273	43.17	321,546
571-000 TAX PROPERTY MAINTENANCE	193,110	193,110	2,732	145,954	75.58	47,156
572-000 CIVIC AFFAIRS	164,667	164,667	1,270	71,714	43.55	92,953
701-000 PLANNING	414,369	414,369	18,349	132,572	31.99	281,797
728-000 ECONOMIC DEVELOPMENT	175,000	175,000	385,776	471,193	269.25	(296,193) <i>Note 2</i>
752-000 PARKS, RECREATION & GROUNDS ADMIN.	381,864	381,864	41,433	250,158	65.51	131,706
758-000 LT. NIXON MEMORIAL POOL	304,200	304,200	9,311	125,404	41.22	178,796
771-000 PARKS & FACILITIES MAINTENANCE	1,190,799	1,190,799	67,537	653,467	54.88	537,332
776-000 CITY CENTER (FKA MASONIC TEMPLE)	160,020	160,020	20,551	95,783	59.86	64,237
803-000 HISTORICAL DISTRICT	13,711	13,711	1,324	8,305	60.57	5,406
806-000 DIVERSITY, EQUITY & INCLUSION	467,190	467,190	38,282	233,268	49.93	233,922
965-000 CONTRIBUTIONS TO OTHER FUNDS	1,114,222	1,824,222	-	-	-	1,824,222
<b>101 GENERAL FUND TOTAL</b>	<b>37,483,028</b>	<b>38,193,028</b>	<b>3,028,233</b>	<b>19,105,281</b>	<b>50.02</b>	<b>19,087,747</b>
<b>102 BUDGET STABILIZATION FUND</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>
<b>GENERAL FUND TOTAL</b>	<b>37,533,028</b>	<b>38,243,028</b>	<b>3,028,233</b>	<b>19,105,281</b>	<b>49.96</b>	<b>19,137,747</b>
<b>PERMANENT FUNDS</b>						
151 CEMETERY PERPETUAL MAINTENANCE FUND	25,000	25,000	-	-	-	25,000
155 ELLA W. SHARP PARK ENDOWMENT FUND	32,500	32,500	-	-	-	32,500
160 LLOYD E. MOUNT ENDOWMENT FUND	5,100	5,100	-	-	-	5,100
<b>PERMANENT FUNDS TOTAL</b>	<b>62,600</b>	<b>62,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>62,600</b>
<b>SPECIAL REVENUE FUNDS</b>						
202 MAJOR STREET FUND	22,399,852	22,399,852	489,559	12,207,704	54.50	10,192,148

	25-26 Original Budget	25-26 Amended Budget	Activity For 1/31/2026	YTD Balance 1/31/2026	% Bdgt Used	Variance - Favorable/ (Unfavorable)
203 LOCAL STREET FUND	1,813,306	1,813,306	116,635	807,755	44.55	1,005,551
208 ELLA W. SHARP PARK OPERATING FUND	1,206,031	1,206,031	65,922	728,395	60.40	477,636
213 OPIOID SETTLEMENT FUND	50,000	50,000	-	150	0.30	49,850
218 AFFORDABLE HOUSING FUND	1,840,146	1,840,146	10,927	388,593	21.12	1,451,553
234 HCDF MICH GRANT FUND	859,000	859,000	69	10,717	1.25	848,283
245 PUBLIC IMPROVEMENT FUND	2,011,884	2,011,884	-	157,487	7.83	1,854,397
246 CORTLAND ST REDEVELOPMENT PROJECTS FUND	293,503	293,503	8,041	18,610	6.34	274,893
249 BUILDING DEPARTMENT FUND	670,257	670,257	61,660	376,453	56.17	293,804
251 HOUSING CODE ENFORCEMENT FUND	1,571,885	1,571,885	77,717	494,212	31.44	1,077,673
252 BUILDING DEMOLITIONS FUND	3,170,210	3,470,210	8,826	506,035	14.58	2,964,175
265 DRUG LAW ENFORCEMENT FUND	36,494	36,494	2,619	10,891	29.84	25,603
272 SAFER GRANT FUND	-	-	-	-	-	-
273 PROJECT SAFE NEIGHBORHOOD FUND	126,680	126,680	2,132	49,104	38.76	77,576
275 BYRNE/JAG PROGRAMS FUND	-	-	5,000	30,404	-	(30,404) <i>Note 2</i>
279 AMERICAN RESCUE PLAN ACT FUND	5,000	5,000	-	-	-	5,000
280 HOUSING STABILITY FUND	595,000	595,000	-	(20,255)	(3.40)	615,255
285 BROWNFIELD ASSESSMENT GRANT FUND	30,000	30,000	-	24,456	81.52	5,544
296 RECREATION ACTIVITY FUND	528,763	528,763	12,055	289,166	54.69	239,597
297 RECREATION MILLAGE FUND	1,111,131	1,111,131	39,775	397,513	35.78	713,618
<b>SPECIAL REVENUE FUNDS TOTAL</b>	<b>38,319,142</b>	<b>38,619,142</b>	<b>900,937</b>	<b>16,477,390</b>	<b>42.67</b>	<b>22,141,752</b>
<b>DEBT SERVICE FUNDS</b>						
308 2020 CAPITAL IMP. BONDS DEBT SERV. FUND	223,713	223,713	-	10,856	4.85	212,857
352 2017 MTF BONDS DEBT SERVICE FUND	761,341	761,341	-	50,670	6.66	710,671
353 2024 MTF BONDS DEBT SERVICE FUND	473,000	473,000	-	84,250	17.81	388,750
367 2021 CITY HALL REFUNDING DEBT SERVICE FUND	786,355	786,355	-	7,677	0.98	778,678
385 2016 CAPITAL IMP BOND DEBT SERVICE FUND	146,632	146,632	-	146,631	100.00	1
386 2018 CAPITAL IMP BOND DEBT SERVICE FUND	1,405,250	1,405,250	-	227,250	16.17	1,178,000
389 2017 BRA TIF REFUNDING DEBT SERVICE FUND	1,823,416	1,823,416	-	81,708	4.48	1,741,708
391 2021 BRA TIF REFUNDING DEBT SERVICE FUND	38,593	38,593	-	19,296	50.00	19,297
394 2001 DDA TIF DEBT SERVICE FUND	3,190,825	3,190,825	-	-	-	3,190,825
395 2019 DDA TIF REFUNDING DEBT SERVICE FUND	205,949	205,949	-	82,975	40.29	122,974
<b>DEBT SERVICE FUNDS TOTAL</b>	<b>9,055,074</b>	<b>9,055,074</b>	<b>-</b>	<b>711,313</b>	<b>7.86</b>	<b>8,343,761</b>
<b>CAPITAL PROJECTS FUNDS</b>						
401 CAPITAL PROJECTS FUND	1,700,000	1,700,000	112,250	559,554	32.91	1,140,446
402 WATER EQUIPMENT & REPLACEMENT FUND	19,641,466	20,788,326	744,596	11,695,967	56.26	9,092,359
403 LEAD SERVICE LINE REPLACEMENT FUND	1,372,110	1,372,110	14,307	242,636	17.68	1,129,474
404 DPS SANITARY SEWER MAINTENANCE FUND	462,407	462,407	33,176	219,586	47.49	242,821
405 SANITARY SEWER REPLACEMENT FUND	5,909,958	5,909,958	43,931	1,260,598	21.33	4,649,360
406 WASTEWATER EQUIPMENT REPLACEMENT FUND	687,653	687,653	140,585	325,493	47.33	362,160
407 2022 SEWER SYSTEM PROJECT CONSTRUCTION FUND	-	-	-	833,162	-	(833,162) <i>Note 2</i>
409 2023 WATER SYSTEM PROJECT CONSTRUCTION FUND	7,071,428	7,071,428	433,286	2,552,140	36.09	4,519,288
410 2024 WATER SYSTEM PROJECT CONSTRUCTION FUND	2,545,763	2,545,763	20,410	1,661,782	65.28	883,981
426 2024 MICHIGAN TRANSPORTATION BONDS CONST FUND	1,179,518	1,179,518	-	-	-	1,179,518
488 MLK CORRIDOR IMP. AUTHORITY FUND	1,735,250	1,735,250	50,128	384,042	22.13	1,351,208
489 BROWNFIELD REDEVELOPMENT FUND	2,339,154	2,339,154	1,319	497,477	21.27	1,841,677
494 DDA PROJECT FUND	3,396,774	3,396,774	-	82,975	2.44	3,313,799
<b>CAPITAL PROJECTS FUNDS TOTAL</b>	<b>48,041,481</b>	<b>49,188,341</b>	<b>1,593,988</b>	<b>20,315,412</b>	<b>41.30</b>	<b>28,872,929</b>
<b>ENTERPRISE FUNDS</b>						
514 AUTO PARKING SYSTEM FUND	280,491	280,491	852	2,556	0.91	277,935
518 PARKING ASSESSMENT FUND	452,046	452,046	24,404	133,395	29.51	318,651
519 COOPER/FRANCIS PARKING DECKS FUND	294,502	294,502	186	30,248	10.27	264,254
590 SEWER FUND	12,240,694	12,240,694	841,693	6,043,285	49.37	6,197,409
591 WATER FUND	38,993,869	39,393,869	3,090,388	16,921,147	42.95	22,472,722
<b>ENTERPRISE FUNDS TOTAL</b>	<b>52,261,602</b>	<b>52,661,602</b>	<b>3,957,523</b>	<b>23,130,631</b>	<b>43.92</b>	<b>29,530,971</b>
<b>INTERNAL SERVICE FUNDS</b>						
641 PUBLIC ADMINISTRATION FUND	902,686	902,686	97,727	458,110	50.75	444,576
642 ENGINEERING ADMINISTRATION FUND	328,348	328,348	34,129	146,795	44.71	181,553

	25-26 Original Budget	25-26 Amended Budget	Activity For 1/31/2026	YTD Balance 1/31/2026	% Bdgt Used	Variance - Favorable/ (Unfavorable)
643 LOCAL SITE REMEDIATION REVOLVING FUND	20,000	20,000	134	3,419	17.10	16,581
661 MOTOR POOL & GARAGE FND	1,867,706	1,867,706	86,519	725,288	38.83	1,142,418
676 WORKERS COMPENSATION FUND	254,889	254,889	10,650	176,590	69.28	78,299
677 SELF-INSURED HEALTHCARE FUND	6,449,450	6,449,450	527,606	2,876,311	44.60	3,573,139
<b>INTERNAL SERVICE FUNDS TOTAL</b>	<b>9,823,079</b>	<b>9,823,079</b>	<b>756,765</b>	<b>4,386,513</b>	<b>44.66</b>	<b>5,436,566</b>
<b>CUSTODIAL FUND</b>						
<b>703 COUNTY &amp; SCHOOL TAX FUND</b>	<b>34,150,000</b>	<b>34,150,000</b>	-	-	-	<b>34,150,000</b>
<b>PENSION TRUST FUNDS</b>						
731 EMPLOYEES RETIREMENT FUND	4,300,000	4,300,000	418,316	2,877,328	66.91	1,422,672
732 POLICE & FIRE PENSION FUND	421,000	421,000	26,473	229,441	54.50	191,559
734 POLICE & FIRE ACT 345 PENSION FUND	6,210,000	6,210,000	575,289	3,607,463	58.09	2,602,537
736 PUBLIC EMPLOYEE HEALTHCARE FUND	33,000	33,000	-	18,787	56.93	14,213
<b>PENSION TRUST FUNDS TOTAL</b>	<b>10,964,000</b>	<b>10,964,000</b>	<b>1,020,078</b>	<b>6,733,019</b>	<b>61.41</b>	<b>4,230,981</b>
<b>SPECIAL ASSESSMENTS FUNDS</b>						
852 2020 SPEC. ASSESSMENT BONDS DEBT SERVICE FUND	161,788	161,788	-	155,953	96.39	5,835
895 SPECIAL ASSESSMENT FUND	270,588	270,588	-	155,953	57.63	114,635
<b>SPECIAL ASSESSMENTS FUNDS TOTAL</b>	<b>432,376.00</b>	<b>432,376.00</b>	-	<b>311,906.00</b>	<b>72.14</b>	<b>120,470.00</b>
<b>ALL FUNDS TOTAL EXPENDITURES</b>	<b>240,642,382</b>	<b>243,199,242</b>	<b>11,257,524</b>	<b>91,171,465</b>	<b>37.49</b>	<b>152,027,777</b>

# REVENUE SUMMARY

FUND TYPE/FUND NAME	25-26	25-26	Activity For 1/31/2026	YTD Balance 1/31/2026	% Bdgt Used
	Original Budget	Amended Budget			
<b>FUND TYPE/FUND NAME</b>					
<b>101 GENERAL FUND</b>					
PROPERTY TAXES	11,853,075	11,853,075	74,802	11,770,138	99.30
INCOME TAXES	11,100,000	11,100,000	1,274,408	7,195,206	64.82
STATE REVENUE SHARING	5,953,956	5,953,956	-	2,790,419	46.87
FEDERAL GRANTS	207,860	207,860	-	50,537	24.31
STATE GRANTS	191,000	191,000	384,142	522,085	273.34
CHARGES FOR GOODS AND SERVICES	1,447,377	1,447,377	76,197	349,779	24.17
FINES AND FORFEITS	384,920	384,920	(41,269)	65,524	17.02
INVESTMENT INCOME	660,000	660,000	3,173	258,660	39.19
MISCELLANEOUS	283,192	283,192	30,719	232,167	81.98
CONTRIBUTIONS FROM OTHER FUNDS	533,327	533,327	-	9,800	1.84
LICENSES AND PERMITS	342,015	342,015	545	104,167	30.46
CONTRIBUTIONS FROM LOCAL UNITS	12,500	12,500	-	6,246	49.97
PROCEEDS FROM SALE OF CAPITAL ASSETS	30,000	30,000	(27)	28,318	94.39
<b>GENERAL FUND TOTAL</b>	<b>32,999,222</b>	<b>32,999,222</b>	<b>1,802,690</b>	<b>23,383,046</b>	<b>70.86</b>
<b>CONSOLIDATED WITH GENERAL FUND</b>					
<b>102 BUDGET STABILIZATION</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>19,854</b>	<b>39.71</b>
<b>ALL OTHER FUNDS</b>					
<b>PERMANENT FUNDS</b>					
151 CEMETERY PERPETUAL MAINTENANCE	45,000	45,000	2,414	13,197	29.33
155 ELLA W. SHARP ENDOWMENT FUND	32,500	32,500	-	-	-
160 LLOYD E. MOUNT ENDOWMENT	5,100	5,100	-	-	-
<b>PERMANENT FUNDS TOTAL</b>	<b>82,600</b>	<b>82,600</b>	<b>2,414</b>	<b>13,197</b>	<b>15.98</b>
<b>SPECIAL REVENUE FUNDS</b>					
202 MAJOR STREET	21,413,990	21,413,990	397,776	10,427,129	48.69
203 LOCAL STREET	1,224,732	1,224,732	113,431	600,202	49.01
208 ELLA W. SHARP PARK OPERATING	1,205,450	1,205,450	58,121	490,967	40.73
213 OPIOID SETTLEMENT FUND	-	-	-	68,750	-
218 AFFORDABLE HOUSING FUND	1,840,146	1,840,146	-	186,220	10.12
234 HCDF MICH GRANT	859,000	859,000	-	(7,546)	(0.88)
245 PUBLIC IMPROVEMENT	1,548,167	1,548,167	4,338	1,495,235	96.58
246 CORTLAND ST REDEVELOPMENT PROJECTS FUND	2,500	2,500	-	4,657	186.28
249 BUILDING DEPARTMENT	538,500	538,500	48,632	390,277	72.47
251 HOUSING CODE ENFORCEMENT	1,231,000	1,231,000	95,193	542,664	44.08
252 BUILDING DEMOLITIONS	3,172,500	3,472,500	(6)	1,469	0.04
265 DRUG LAW ENFORCEMENT	50,000	50,000	1,148	14,913	29.83
273 PROJECT SAFE NEIGHBORHOOD	126,680	126,680	501	39,234	30.97
275 BYRNE/JAG PROGRAMS	-	-	-	25,404	-
279 AMERICAN RESCUE PLAN ACT	5,000	5,000	-	-	-
280 HOUSING STABILITY	595,000	595,000	23,200	(49,856)	(8.38)
285 BROWNFIELD ASSESSMENT GRANT	30,000	30,000	11,058	35,514	118.38
296 RECREATION ACTIVITY	521,500	521,500	16,089	164,196	31.49
297 RECREATION MILLAGE	1,220,000	1,220,000	-	404,178	33.13
<b>SPECIAL REVENUE FUNDS TOTAL</b>	<b>35,584,165</b>	<b>35,884,165</b>	<b>769,481</b>	<b>14,833,607</b>	<b>41.34</b>
<b>DEBT SERVICE FUNDS</b>					
308 2020 CAPITAL IMP. BONDS DEBT SERV. FUND	223,713	223,713	-	10,856	4.85
352 2017 MTF BONDS D/S FUND	761,341	761,341	-	50,670	6.66
353 2024 MTF BONDS D/S FUND	473,000	473,000	-	84,250	17.81
367 2021 CITY HALL REFUNDING DEBT SERV FUND	588,000	588,000	1,561	545,842	92.83
385 2016 CAPITAL IMP BOND DEBT SERVICE FUND	146,632	146,632	-	146,631	100.00
386 2018 CAPITAL IMP BOND DEBT SERVICE FUND	1,405,250	1,405,250	-	-	-
389 2017 BRA TIF REFUNDING DEBT SERVICE FUND	1,823,416	1,823,416	-	81,708	4.48
391 2021 BRA TIF REFUNDING DEBT SERVICE FUND	38,593	38,593	-	19,296	50.00
394 2001 DDA TIF DEBT SERVICE	3,190,825	3,190,825	-	-	-
395 2019 DDA TIF REFUNDING DEBT SERVICE	205,949	205,949	-	82,975	40.29
<b>DEBT SERVICE FUNDS TOTAL</b>	<b>8,856,719</b>	<b>8,856,719</b>	<b>1,561</b>	<b>1,022,228</b>	<b>11.54</b>
<b>CAPITAL PROJECT FUNDS</b>					
401 CAPITAL PROJECTS	1,679,020	1,679,020	-	20,144	1.20
402 WATER EQUIPMENT & REPLACEMENT	15,162,458	15,972,458	1,233,021	9,306,967	58.27
403 LEAD SERVICE LINE REPLACEMENT	2,603,111	2,603,111	153,006	1,126,852	43.29

	25-26 Original Budget	25-26 Amended Budget	Activity For 1/31/2026	YTD Balance 1/31/2026	% Bdgt Used
404 DPS SANITARY SEWER MAINTENANCE	462,407	462,407	33,176	219,591	47.49
405 SANITARY SEWER REPLACEMENT	3,844,715	3,844,715	310,742	2,231,645	58.04
406 WASTEWATER EQUIPMENT REPLACEMENT	473,392	473,392	28,652	232,381	49.09
407 2022 SEWER SYSTEM PROJECT CONSTRUCTION	-	-	45,406	833,162	-
409 2023 WATER SYSTEM PROJECT CONSTRUCTION	7,071,428	7,071,428	1,176,086	2,158,188	30.52
410 2024 WATER SYSTEM PROJECT CONSTRUCTION	2,545,763	2,545,763	92,687	1,316,979	51.73
426 2024 MICHIGAN TRANSPORT BONDS CONST FUND	25,000	25,000	-	25,431	101.72
488 MLK CORRIDOR IMP. AUTHORITY FUND	1,735,250	1,735,250	-	112,395	6.48
489 BROWNFIELD REDEVELOPMENT	1,783,770	1,783,770	-	63,099	3.54
494 DDA PROJECT	2,225,100	2,225,100	100	208,149	9.35
<b>CAPITAL PROJECT FUNDS TOTAL</b>	<b>39,611,414</b>	<b>40,421,414</b>	<b>3,072,876</b>	<b>17,854,983</b>	<b>44.17</b>
<b>ENTERPRISE FUNDS</b>					
514 AUTO PARKING SYSTEM	134,800	134,800	-	2,999	2.22
518 PARKING ASSESSMENT	515,825	515,825	31,746	458,702	88.93
519 COOPER/FRANCIS PARKING DECKS	15,000	15,000	259	13,317	88.78
590 SEWER	9,219,873	9,219,873	757,926	4,243,704	46.03
591 WATER	30,812,898	30,812,898	3,037,067	13,736,670	44.58
<b>ENTERPRISE FUNDS TOTAL</b>	<b>40,698,396</b>	<b>40,698,396</b>	<b>3,826,998</b>	<b>18,455,392</b>	<b>45.35</b>
<b>INTERNAL SERVICE FUNDS</b>					
641 PUBLIC WORKS ADMINISTRATION	819,086	819,086	5,570	563,076	68.74
642 ENGINEERING ADMINISTRATION	449,943	449,943	18,911	174,484	38.78
643 LOCAL SITE REMEDIATION REVOLVING	82,700	82,700	-	3,254	3.93
661 MOTOR POOL & GARAGE	1,632,771	1,632,771	158,729	1,362,633	83.46
676 WORKERS COMPENSATION	180,000	180,000	14,669	117,251	65.14
677 SELF-INSURED HEALTHCARE	7,120,000	7,120,000	571,837	4,100,408	57.59
<b>INTERNAL SERVICE FUNDS TOTAL</b>	<b>10,284,500</b>	<b>10,284,500</b>	<b>769,716</b>	<b>6,321,106</b>	<b>61.46</b>
<b>CUSTODIAL FUNDS</b>					
<b>703 COUNTY &amp; SCHOOL TAX</b>	<b>34,150,000</b>	<b>34,150,000</b>	<b>1,924</b>	<b>4,430</b>	<b>0.01</b>
<b>PENSION TRUST FUNDS</b>					
731 EMPLOYEES RETIREMENT SYSTEM	6,848,411	6,848,411	1,334,221	4,631,102	67.62
732 POLICE & FIRE PENSION	139,437	139,437	67,327	302,153	216.69
734 POLICE & FIRE ACT 345	11,024,140	11,024,140	2,560,700	11,303,733	102.54
736 PUBLIC EMPLOYEE HEALTH CARE	222,500	222,500	-	564,090	253.52
<b>PENSION TRUST FUNDS TOTAL</b>	<b>18,234,488</b>	<b>18,234,488</b>	<b>3,962,248</b>	<b>16,801,078</b>	<b>92.14</b>
<b>SPECIAL ASSESSMENT FUNDS</b>					
852 2020 SPEC. ASSESSMENT BONDS DEBT SERVICE	161,788	161,788	-	155,953	96.39
895 SPECIAL ASSESSMENT	851,136	851,136	-	10,544	1.24
<b>SPECIAL ASSESSMENT FUNDS TOTAL</b>	<b>1,012,924</b>	<b>1,012,924</b>	<b>-</b>	<b>166,497</b>	<b>16.44</b>
<b>ALL FUNDS TOTAL REVENUE</b>	<b>221,564,428</b>	<b>222,674,428</b>	<b>14,209,908</b>	<b>98,875,418</b>	<b>44.40</b>

# NOTES TO REVENUE AND EXPENDITURE SUMMARIES

*Note 1:* Revenues do not include budgeted appropriations from the fund balance. These appropriations together with budgeted revenues, are sufficient to fund budgeted expenditures under State law.

*Note 2:* Unfavorable budget variances related to expenditures will be addressed through a formal budget amendment.



**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** March 24, 2026

**SUBJECT:** Amendment to the Bylaws of the Downtown Development Authority

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**Recommendation:**

Approval of the request from the Jackson Downtown Development Authority (DDA) to amend their bylaws to change its meeting schedule to bi-monthly.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the request from the Jackson Downtown Development Authority (DDA) to amend their bylaws to change its meeting schedule to bi-monthly.

I recommend approval of the Special Event Application for the request from the Jackson Downtown Development Authority (DDA) to amend their bylaws to change its meeting schedule to bi-monthly. Your consideration and concurrence is appreciated.



# JACKSON DDA

Downtown Development Authority

## Memorandum

Date: February 24, 2026

To: Honorable Mayor and City Council Members

From: Beth Kuiper, Executive Director

Re: DDA Bylaw Amendments

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### **RECOMMENDATION:**

Approval of the request from the Jackson Downtown Development Authority (DDA) to amend their bylaws to change its meeting schedule to bi-monthly, as recommended by the DDA at their January 8, 2026 meeting.

### **SUMMARY:**

At the January 8, 2026, Downtown Development Authority Board meeting, the DDA Board voted unanimously (8 to 0) to amend Article IV, Section 2 of their bylaws, changing their meetings to bi-monthly. You will find a complete version of the proposed bylaw amendments included with this memo. A summary of the board's action can be found below:

- Regular DDA Board meetings will be held bi-monthly, with the annual schedule approved each December and posted in accordance with law.
- Meetings may be rescheduled by the Chair or Board with proper public notice.
- Authority expenses will be presented at regular meetings, and financial records will remain open to the public as required by law.

In accordance with MCL 125.4204, Board membership and meetings, being Sec. 204 of the Recodified Tax Increment Financing Act, Part 2. Downtown Development Authorities, subsection (3), the rules of procedure of the DDA as set forth in its bylaws, and any amendments thereto, are "subject to approval of" the Jackson City Council, as the governing body of the DDA.

I recommend approval of the DDA bylaw amendments. Your consideration and concurrence is appreciated.

Respectfully Submitted,

Beth Kuiper

Executive Director, Downtown Development Authority

# **RULES GOVERNING THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF JACKSON, MICHIGAN DDA BYLAWS**

## **ARTICLE I. PURPOSES AND POWERS**

The purpose or purposes for which the Authority is organized are as follows:

To act as a Downtown Development Authority in accordance with Public Act 57 of 2018, as amended, including, but not limited to: correct and prevent deterioration in the Downtown Development District, to encourage historic preservation, to create and implement development plans, and to promote economic growth. In furtherance of these purposes, the Authority shall have all of the powers which now or hereafter may be conferred by law on Authorities organized under Public Act 57 of 2018; Act 227, Public Acts of 1972; Act 149, Public acts of 1911; Act 202, Public Acts of 1943; Act 94, Public Acts of 1933; Act 344, Public Acts of 1945, as amended; and Public Law 91-646, being the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

- (a) Prepare an analysis of economic changes taking place in the downtown district.
- (b) Study and analyze the impact of metropolitan growth upon the downtown district.
- (c) Plan and propose the construction, the renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the board, aids in the economic growth of the downtown district.
- (d) Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning the City of Jackson, designed to halt the deterioration of property values in the downtown district, and take such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.
- (e) Implement any plan of development in the downtown district necessary to achieve the purposes of this act, in accordance with the powers of the Authority as granted by this act.
- (f) Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.
- (g) Acquire by purchase or otherwise, on terms and conditions and in a manner the Authority deems proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land or other property, real or personal, or rights of interests therein, which the Authority determines is reasonably necessary to achieve the purposes of this act, and to grant or acquire licenses, easements, and options with respect thereto.
- (h) Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances thereto, within the downtown district for the use in whole or in part, of any public or private person or corporation or a combination thereof.
- (i) Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.
- (j) Lease any building or property under its control or any part thereof.
- (k) Accept grants and donations of property, labor or other things of value from a public or private source.
- (l) Acquire and construct public facilities.

## **ARTICLE II. BOARD**

### **Section 1. General Powers**

The Authority shall be under the supervision and control of a board.

### **Section 2. Number, Tenure and Qualifications**

The board of the Authority shall consist of thirteen persons, the Chief Executive Officer of the city of Jackson and twelve members. The members shall be appointed for a term of four years except that of members first appointed, two shall be appointed for one year, two for two years, two for three years and two for four years. At least seven of the members shall be persons having an interest in property located in the downtown district. At least one of the members shall be a resident of the downtown district if it has one hundred or more persons residing within it.

### **Section 3. Selection of Members**

The Chief Executive Officer of the City of Jackson with the advice and consent of the City Council shall appoint the members of the board. Subsequent board members shall be appointed in the same manner as the original appointments at the expiration of each member's term of office. Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.

### **Section 4. Compensation of Members**

Members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses.

### **Section 5. Expiration of Term, continuation in Office, Reappointment, and Filling Vacancies**

Members whose terms of office have expired shall continue to hold office until a successor has been appointed. If a vacancy is created by the death, resignation, or removal of a member, a successor shall be appointed with the advice and consent of the City Council within thirty days to hold office for the remainder of the term so vacated.

### **Section 6. Removal**

Pursuant to proper notice and an opportunity to be heard, a member may be removed from office for neglect of duty including nonattendance at meetings, misconduct, malfeasance, or any other good cause by a majority vote of the City Council. Removal of a member is subject to review by the circuit court.

The DDA Executive Committee, comprised of the Chairperson, Vice Chairperson, Secretary and Treasurer, shall review the status of any board member who fails to attend three board and/or committee meetings within a fiscal year. At its discretion, the Executive committee shall make a recommendation to the DDA Board for removal of a board member, based upon its review and subject to an opportunity for the board member to be heard by the committee. Upon agreement within by the Authority the DDA Board shall make a recommendation to the City Council for removal from the Board.

### **Section 7. Disclosure of Interest**

A board member who has a direct interest in any matter before the Authority shall disclose his interest prior to the Authority taking any action with respect to the matter which disclosure shall become a part of the record of the Authority's official proceedings. Further, any member making such disclosure shall then refrain from participating in the Authority's decision-making process relative to such matter.

## **ARTICLE III. OFFICERS**

### **Section 1. Officers**

The officers of the Authority shall be a Chairperson, Vice Chairperson, Secretary, Treasurer, and Immediate Past Chair.

## **Section 2. Removal of Officers**

An officer may be removed by the board whenever in its judgment the best interest of the Authority would be served.

## **Section 3. Filling of Vacancies**

A vacancy may be filled by the board of the unexpired portion of the term.

## **Section 4. Chairperson**

The Chairperson shall preside at all meetings of the board and shall discharge the duties of a presiding officer.

## **Section 5. Vice Chairperson**

In the absence of the Chairperson or in the event of his inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers and be subject to all restrictions of the Chairperson.

# **ARTICLE IV. MEETINGS**

## **Section 1. Annual Meeting**

The annual meeting shall be held on the second Thursday of June at the hour of 8 a.m. in City Hall. The election of officers shall occur at the annual organizational meeting. If the election of officer should not occur on the day designated, or any adjournment thereof, the board shall cause the election to be held at a regular or special meeting of the board within ninety days of the annual meeting.

## **Section 2. Regular Meetings**

~~Regular meetings of the board shall be held at 8 a.m. on the second Thursday of each month in City Hall. In the event the meeting day shall fall on a holiday, the meeting will occur on the following day. On the second Thursday of each month at its regular meeting all expense items of the Authority shall be publicized. The financial records shall always be open to the Authority shall be publicized. The financial records shall always be open to the public. Any regularly scheduled meeting may be canceled for lack of quorum.~~

Regular meetings of the Board shall be held on a bi-monthly basis, at such dates, times, and locations as determined by the Board. The schedule of regular meetings for each calendar year shall be adopted by the Board in December of the preceding year and made available to the public in accordance with applicable law.

In the event a regularly scheduled meeting falls on a holiday or is canceled due to lack of quorum or other necessity, the Chair or the Board may reschedule the meeting with proper public notice.

At each regular meeting, all expense items of the Authority shall be publicized. The financial records of the Authority shall at all times be open to the public in accordance with the Michigan Open Meetings Act and the Freedom of Information Act.

## **Section 3. Special Meetings**

Special meetings of the board may be called by the Chairperson, by the Vice Chairperson in the absence of the Chairperson, by the Executive Director, by any three members, or by the City Council by giving twenty-four hours notice of the meeting stating the purpose of the meeting and by posting the notice eighteen hours prior to the meeting.

## **Section 4. Informational Meetings**

Pursuant to Public Act 57 of 2018, two informational meetings shall be held each year, where no policy, budget, or operational matters are voted on and where information regarding the goals, direction, and projects of the authority is shared.

### **Section 5. Notice of Meeting**

All meetings shall be preceded by public notice posted eighteen hours prior to the meeting in accordance with Act 267 of the Public Acts of 1976, as amended.

### **Section 6. Agenda**

The Chairperson may direct the Executive Director to prepare the agendas for all meetings and send them to the Authority members at least twenty-four hours prior to a meeting. Any member of the Authority may request any item to be placed upon the agenda.

### **Section 7. Quorum and Voting**

A majority of the members of the board in office shall constitute a quorum for the transaction of business. A vote of seven members shall constitute the action of the board unless the vote of a larger number is required by statute or elsewhere in these rules. In the event that effective membership is reduced because of disclosure of interest (Article II, Section 7), a majority of the remaining members eligible to vote shall constitute the action of the board.

### **Section 8. Rules of Order**

The board process for taking action will generally be guided by the latest revised version of Robert's Rules of Order. However, a meeting need not become unduly cumbersome due to strict adherence to Robert's Rules of Order.

## **ARTICLE V. EMPLOYMENT OF PERSONNEL**

### **Section 1. Executive Director**

The board may employ and fix the compensation of a director, subject to the approval of the City Council. The director shall serve at the pleasure of the board. A member of the board is not eligible to hold the position of director. Before entering upon the duties of their office, the director shall take and subscribe to the constitutional oath, and furnish bond, by posting a bond in the penal sum determined in the ordinance establishing the Authority, payable to the Authority for use and benefit of the Authority, approved by the board, and filed with the Jackson City Clerk. The Premium on the bond shall be deemed an operating expense of the Authority, payable from funds available to the Authority for expenses of operation. The director shall be the chief executive officer of the Authority. Subject to the approval of the board, the director shall supervise, and be responsible for, the preparation of plans and the performance of the functions of the Authority in the manner authorized by Public Act 57 of 2018, as amended. The director shall attend the meetings of the board, and shall render to the board and to the City commission a regular report covering the activities and financial condition of the Authority. If the director is absent or disabled, the board may designate a qualified person as acting director to perform the duties of the office. Before entering upon the duties of their office, the acting director shall take and subscribe to the oath, and furnish bond, as required by the director. The director shall furnish the board with information or reports governing the operation of the Authority, as the board requires.

### **Section 2. Controller**

The board may employ and fix the compensation of a controller if he or she is not a board member, who shall keep the financial records of the authority and who, together with the director shall approve all vouchers for the expenditure of funds of the authority. The controller shall perform such other duties as may be delegated by the board and shall furnish bond in an amount as prescribed by the board.

### **Section 3. Secretary**

The board may employ and fix the compensation of a secretary, who shall maintain custody of the official seal and of records, books, documents, or other papers not required to be maintained by the controller. The

secretary shall attend meetings of the board and keep a record of its proceedings, and shall perform such other duties delegated by the board.

#### **Section 4. Legal Counsel**

The board may regain legal counsel to advise the board in the proper performance of its duties. The legal counsel shall represent the authority in actions brought by or against the Authority.

#### **Section 5. Other Personnel**

The board may employ other personnel deemed necessary by the board.

## **ARTICLE VI. COMMITTEES AND ADVISORY BOARDS**

### **Section 1. Committee Structure**

The DDA shall have standing committees as the board of directors determines necessary to carry out the business of the authority. No fewer than three (3) individuals shall serve on each committee/advisory board. The maximum number of individuals allowed to serve on each committee/advisory board shall be at the discretion of the individual committee/advisory board's Chairperson. Each committee shall contain at least one board member of the DDA. The DDA Executive Director shall act as a permanent consultant to each committee/advisory board without needing to be in attendance at all meetings. The committee/advisory boards shall include outside consultants, residents of the city and business people of the DDA district. Committee/advisory board members are appointed by vote of the Jackson DDA Board of Directors. A majority of the members present at a meeting at which a quorum is present shall be the act of the committee/advisory board.

### **Section 2. Term of Office**

A committee/advisory board member may be removed at any time, with or without cause, by a vote of the Jackson DDA Board of Directors. Subject to the foregoing, each member of each standing committee/advisory board shall continue as such until the next election of the Jackson DDA Board Officers, unless the committee/advisory board is terminated, or unless such member be removed from such committee/advisory board, or unless such member shall cease to qualify as a member thereof.

### **Section 3. Responsibility and Authority**

Unless otherwise directed by the Jackson DDA Board, standing committee/advisory boards shall determine and schedule their meeting times, dates and locations and notify the Executive Director and Chairperson; consult with outside sources; interface with other city-appointed Boards and Commissions for an exchange of ideas that would then be presented to the Jackson DDA Board prior to any action of the Jackson DDA Board. Standing committee/advisory boards do not have the authority to take action without the approval of the Board; make decisions without the approval of the Board; act on proposed plans without approval from the Board; make recommendations between committee/advisory boards without Board approval; and enter into contracts or purchase agreements. Written minutes of each meeting shall be taken and filed with the Executive Director. Monthly committee/advisory board reports shall be presented at the Board's regular meetings. Committees shall act in the best interest of the Board at all times.

## **ARTICLE VII. CONTRACTS AND FUNDS**

### **Section 1. Contracts**

The board may authorize the Executive Director or an agent or agents of the Authority to enter into any contract or execute and deliver any instrument on behalf of the Authority within the limits authorized by Public Act 57. The authorization may be general or confined to specific instances.

### **Section 2. Funds**

All checks, drafts, or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Authority shall be signed by two of the Authority approved check signers. Approved check signers can include the Chairperson, Vice Chairperson, Treasurer, Secretary, Immediate Past Chair, and Executive Director. All funds of the Authority shall be placed in such banks, trust companies or other depositories as selected by the board. All accounting processes should follow the Authority approved Accounting Policy.

### **Section 3. Contributions of Gifts**

The board may accept on behalf of the Authority any contribution, gift, bequest or device for the general purposes or for any special purpose of the Authority.

## **ARTICLE VIII. BOOKS AND RECORDS**

### **Section 1. Books and Records**

The Authority shall keep correct and complete records of books and accounts and minutes of the meetings. The records shall be kept at the principal office of the Authority, which will have a record of the names and addresses of the members of the Authority. All books and records of the Authority shall be open to the public. An annual audit by an independent certified public accountant will be conducted.

### **Section 2. Fiscal Year**

The fiscal year of the Authority shall begin on the first day of July and end on the last day of June each year.

## **ARTICLE IX. RAISING OF FUNDS**

### **Section 1. Ad Valorem Tax**

The Authority with the approval of the City Council may levy an ad valorem tax on the real and tangible property not exempt by law and as finally equalized in the downtown district. The tax shall be not more than two mills. The tax shall be collected by the City of Jackson. The City shall collect the tax at the same time and in the same manner as it collects its other ad valorem taxes. The tax shall be paid to the Treasurer of the Authority and credited to the general fund of the authority for purposes of the Authority.

### **Section 2. Borrowing Money Prior to Collection of Tax**

The City may at the request of the Authority borrow money and issue its notes therefore pursuant to Act 202 of the Public Acts of 1943 as amended, being sections 131.1 and 138.2 of the Michigan Compiled Laws, and anticipation of collection of the ad valorem tax authorized in this section.

### **Section 3. Revenue Bonds**

The Authority may borrow money and issue its negotiable revenue bonds therefore pursuant to Act 94 of the Public Acts of 1933, as amended, being sections 141.101 to 141.139 of the Michigan Compiled Laws. Revenue bonds issued by the Authority shall not, except as hereinafter provided, be deemed a debt of the City of Jackson or the State of Michigan. The City Council by a majority vote of the members may pledge its full faith and credit to support the Authority's revenue bonds.

### **Section 4. Tax Increment Financing**

When the Authority determines that it is necessary for the achievement of purposes of Public Act 57 of 2018, the Authority shall prepare and submit a tax increment financing plan to the City Council. The plan shall include a development plan as provided in Public Act 57 of 2018, a detailed explanation of the tax increment procedure, the amount of bonded indebtedness to be incurred, the duration of the program, and shall be in compliance with all necessary provisions of that Act. The plan shall contain a statement of the estimated impact of tax increment financing on the assessed values of all taxing jurisdictions in which the development area is located. The plan may provide for the use of part or all of the captured assessed value,

but the portion intended to be used by the Authority shall be clearly stated in the tax increment financing plan.

## **ARTICLE X. DISTRICT BOUNDARIES**

The Authority shall exercise its powers within the following area of the downtown district of the City of Jackson:

SEE ATTACHMENT “A” for expanded district boundaries, adopted April 22, 1997.

## **ARTICLE XI. AMENDMENT TO RULES**

These rules may be altered, amended, or replaced, and new rules adopted, by a majority of the members present at any regular meeting.

Adopted by the DDA Board of Directors, February 28, 1978;  
Approved by the City Commission, City of Jackson, March 7, 1978.  
Amended by the DDA Board of Directors, November 14, 1978.  
Amended by the DDA Board of Directors, March 9, 1982.  
Amended by the DDA Board of Directors, August 9, 1984.  
Amended by the DDA Board of Directors, December 12, 1991.  
Amended by the DDA Board of Directors, January 12, 1995.  
Amended by the DDA Board of Directors, October 10, 1996;  
Approved by the City Commission, City of Jackson, April 22, 1997.  
Amended by the DDA Board of Directors, September 9, 2004  
Approved by the City Council, City of Jackson, October 12, 2004  
Amended by the DDA Board of Directors, January 11, 2007  
Approved by the City Council, City of Jackson, January 23, 2007  
Amended by the DDA Board of Directors, December 13, 2012  
Approved by the City Council, City of Jackson, January 22, 2013  
Amended by the DDA Board of Directors, September 14, 2017  
Approved by the City Council, City of Jackson, February 27, 2018  
Amended by the DDA Board of Directors, April 16, 2020  
Approved by the City Council, City of Jackson, April 28, 2020  
Amended by the DDA Board of Directors, January 8, 2026



**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** **Establish a public hearing date regarding the East Side Commerce Corridor project**

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**Recommendation:**

**Establish April 21, 2026 at the City Council meeting as the time and place for a presentation and public hearing regarding the East Side Commerce Corridor project for street construction on Page Avenue and E. Washington Avenue.**

Attached is a report and documentation from Troy White, City Engineer, regarding the public hearing.

I recommend approval of establishing the public hearing date. Your consideration and concurrence is appreciated.

JG

Attachments

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager  
**FROM:** Troy R. White, P.E., City Engineer  
**DATE:** March 24, 2026

**RECOMMENDATION:** Establish April 21, 2026 at the City Council meeting as the time and place for a presentation and public hearing regarding the East Side Commerce Corridor project for street construction on Page Avenue and E. Washington Avenue.

### ISSUE STATEMENT

The City of Jackson was awarded a grant for construction of the East Side Commerce Corridor street construction project from the federal fiscal year 2025 BUILD (Better Utilizing Investments to Leverage Development) program.

The construction elements funded by the grant include:

- Page Avenue, city limits to Elm: surface milling and repaving
- Page & Elm Intersection: traffic signal replacement
- Elm Avenue, Washington to Page: pavement reconstruction
- Washington Avenue, Cooper to Elm: pavement and curb and gutter reconstruction

The water main and segments of sanitary sewer replacement, funded with Water and Sewer Funds, will be done in coordination with street reconstruction on Washington Avenue.

### DESCRIBE THE CONSEQUENCES

A condition for the utilization of the RAISE grant funds is a project specific public hearing to receive public comments regarding the proposed construction.

### OWNERSHIP

The proposed public hearing on April 21, 2026 will satisfy the requirements for a project specific public hearing and allow the City to utilize the RAISE grant funds.

### SOLUTION

Prior to the public hearing, a presentation will be made to inform City Council and the public of the specifics regarding the scope, schedule and funding requirements of the proposed East Side Commerce Corridor project.

### FACILITATE IMPLEMENTATION

Establish April 21, 2026 at the City Council meeting as the time and place for a presentation and public hearing regarding the East Side Commerce Corridor project for street construction on Page Avenue and E. Washington Avenue.

TRW/kmm



**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** March 24, 2026

**SUBJECT:** Resolution — Special Assessment Roll No. 3454.

1. Recess as City Council and convene as a Board of Review.
2. Approve the Resolution confirming Special Assessment Roll No. 3454.
3. Adjourn as a Board of Review and reconvene as City Council.

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**Recommendation:**

Consider and approve the Resolution to Confirm Special Assessment Roll No. 3454; Street Resurfacing on Bloomfield Boulevard from West Avenue to Fourth Street.



## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager  
**FROM:** DEBORAH KOEHN, Senior Appraiser  
**DATE:** March 24, 2026

**RECOMMENDATION:** Support consideration of a resolution confirming Special Assessment Roll No. 3454; Resurfacing Bloomfield Boulevard from West Avenue to Fourth Street.

### ISSUE STATEMENT

Property owners on Bloomfield Boulevard from West Avenue to Fourth Street petitioned to have their street resurfaced. This Special Assessment roll is the product of that request. This section of Bloomfield Boulevard will be greatly improved with the resurfacing of the street.

### DESCRIBE THE CONSEQUENCES

If the road is not resurfaced, the condition will continue to deteriorate, impacting vehicles and driving conditions. If not repaired now, costs to resurface in the future would be higher.

### OWNERSHIP

How did you contribute to the problem? Or, how has the problem found it's way to you? Why are you or your department the one responsible for a solution. Use this section to demonstrate responsibility.

### SOLUTION

The Assessing Department is charged with preparation of special assessment rolls. The roll has been prepared using data provided by the Engineering Department, and according to the special assessment policy.

### FACILITATE IMPLEMENTATION

Support consideration of a resolution confirming Special Assessment Roll No. 3454; Resurfacing Bloomfield Boulevard from West Avenue to Fourth Street. Restate the recommendation

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## ATTACHMENTS

1. ROLL 3454 PRINTED 02-25-2026
2. Roll 3454 confirmation RESOLUTION

## Special Population Both Active and Inactive Parcels

Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Addtl Penalty Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
UNIT 50							
DISTRICT 3454							
3454	3-268900000	0.00	0.00		0.00	2,661.00	2,661.00
BLOOMFIELD, WEST	CASE MARY L 705 BLOOMFIELD BLVD JACKSON, MI 49203-3959	0.00				0.00	
LOT 2 BLOOMFIELD PARK							
3454	3-269000000	0.00	0.00		0.00	3,193.20	3,193.20
BLOOMFIELD, WEST	POWERS TIMOTHY M & SUSAN LE 709 BLOOMFIELD BLVD JACKSON, MI 49203-3959	0.00				0.00	
3454	3-269100000	0.00	0.00		0.00	4,789.80	4,789.80
BLOOMFIELD, WEST	CRANMORE WINDY & JOSEPH 713 BLOOMFIELD BLVD JACKSON, MI 49203-3959	0.00				0.00	
3454	3-269200000	0.00	0.00		0.00	3,725.40	3,725.40
BLOOMFIELD, WEST	LUTON ROBERT & JANICE TRUST 721 BLOOMFIELD BLVD JACKSON, MI 49203-3959	0.00				0.00	
3454	3-269300000	0.00	0.00		0.00	6,386.40	6,386.40
BLOOMFIELD, WEST	ARCIENEGA LUIS E ET AL 729 BLOOMFIELD BLVD JACKSON, MI 49203-3959	0.00				0.00	
3454	3-269400000	0.00	0.00		0.00	3,725.40	3,725.40
BLOOMFIELD, WEST	AUBIN MICHELLE 737 BLOOMFIELD BLVD JACKSON, MI 49203-3959	0.00				0.00	
3454	3-269500000	0.00	0.00		0.00	5,322.00	5,322.00
BLOOMFIELD, WEST	DALY TERRENCE & LISA 745 BLOOMFIELD BLVD JACKSON, MI 49203-3959	0.00				0.00	
3454	3-269600000	0.00	0.00		0.00	4,789.80	4,789.80
BLOOMFIELD, WEST	ELLISON WILLIAM S 755 BLOOMFIELD BLVD JACKSON, MI 49203-3959	0.00				0.00	
3454	3-269800000	0.00	0.00		0.00	4,257.60	4,257.60
BLOOMFIELD, WEST	WEED JEFFREY T & LORIANNE M 759 BLOOMFIELD BLVD JACKSON, MI 49203-3959	0.00				0.00	

## Special Population Both Active and Inactive Parcels

Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Addtl Penalty Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
3454 BLOOMFIELD, WEST	3-2699.A000 CASILLO DANIEL J & AMANDA M 771 BLOOMFIELD BLVD JACKSON, MI 49203-3959	0.00 0.00	0.00		0.00	7,450.80 0.00	7,450.80
3454 BLOOMFIELD, WEST	3-270300000 SCHAERER EDWARD J 777 BLOOMFIELD BLVD JACKSON, MI 49203-3959	0.00 0.00	0.00		0.00	3,193.20 0.00	3,193.20
3454 BLOOMFIELD, WEST	3-270400000 PECK DONALD A TRUST ET AL 781 BLOOMFIELD BLVD JACKSON, MI 49203-3959	0.00 0.00	0.00		0.00	3,725.40 0.00	3,725.40
3454 BLOOMFIELD, WEST	3-270500000 MOHLENHOFF BEN & LOK ELAINE 785 BLOOMFIELD BLVD JACKSON, MI 49203-3959	0.00 0.00	0.00		0.00	4,789.80 0.00	4,789.80
3454 BLOOMFIELD, WEST	3-270600000 RAY DAVID E & BARBARA A 789 BLOOMFIELD BLVD JACKSON, MI 49203-3959	0.00 0.00	0.00		0.00	4,190.05 0.00	4,190.05
2705.1 W 10 FT OF LOT 23 & ALL OF LOTS 24 & 25 BLOOMFIELD PARK							
3454 BLOOMFIELD, WEST	3-270700000 FLORES JESSE A & JANE 792 BLOOMFIELD BLVD JACKSON, MI 49203-3960	0.00 0.00	0.00		0.00	5,721.15 0.00	5,721.15
LOTS 59 & 60 BLOOMFIELD PARK							
3454 BLOOMFIELD, WEST	3-270800000 WHITING BENJAMIN 788 BLOOMFIELD BLVD JACKSON, MI 49203-3960	0.00 0.00	0.00		0.00	3,725.40 0.00	3,725.40
3454 BLOOMFIELD, WEST	3-270900000 STARK JAMES 786 BLOOMFIELD BLVD JACKSON, MI 49203-3960	0.00 0.00	0.00		0.00	5,322.00 0.00	5,322.00
3454 BLOOMFIELD, WEST	3-271000000 FAY JAMES A & LORI H TRUST 776 BLOOMFIELD BLVD JACKSON, MI 49203-3960	0.00 0.00	0.00		0.00	3,193.20 0.00	3,193.20

## Special Population Both Active and Inactive Parcels

Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Addtl Penalty Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
3454 BLOOMFIELD, WEST	3-271100000 ZIEGENFUSS STEPHEN & PAULA 774 BLOOMFIELD BLVD JACKSON, MI 49203-3960	0.00 0.00	0.00		0.00	3,459.30 0.00	3,459.30
3454 BLOOMFIELD, WEST	3-271200000 CHILDS AUSTIN & PIROUET RILEY 770 BLOOMFIELD BLVD JACKSON, MI 49203-3960	0.00 0.00	0.00		0.00	3,459.30 0.00	3,459.30
3454 BLOOMFIELD, WEST	3-271300000 STRECKER BARRY 766 BLOOMFIELD BLVD JACKSON, MI 49203-3960	0.00 0.00	0.00		0.00	3,459.30 0.00	3,459.30
3454 BLOOMFIELD, WEST	3-271400000 SAINES GLORIA 754 BLOOMFIELD BLVD JACKSON, MI 49203-3960	0.00 0.00	0.00		0.00	3,725.40 0.00	3,725.40
3454 BLOOMFIELD, WEST	3-271500000 PIKE ERIK & HOLLY 752 BLOOMFIELD BLVD JACKSON, MI 49203-3960	0.00 0.00	0.00		0.00	3,193.20 0.00	3,193.20
3454 BLOOMFIELD, WEST	3-271600000 JOHNSON SSASHA A 736 BLOOMFIELD BLVD JACKSON, MI 49203-3960	0.00 0.00	0.00		0.00	3,725.40 0.00	3,725.40
3454 BLOOMFIELD, WEST	3-271700000 ARCHER JASON & MICHAELENE 734 BLOOMFIELD BLVD JACKSON, MI 49203-3960	0.00 0.00	0.00		0.00	3,991.50 0.00	3,991.50
3454 BLOOMFIELD, WEST	3-271800000 FRENCH TAD & JENNIFER 732 BLOOMFIELD BLVD JACKSON, MI 49203-3960	0.00 0.00	0.00		0.00	3,725.40 0.00	3,725.40
3454 BLOOMFIELD, WEST	3-271900000 TAYLOR JAMES A & LOIS M 1745 E WESTINGHOUSE ST SAN DIEGO, CA 92111-7139	0.00 0.00	0.00		0.00	2,950.00 0.00	2,950.00
3454 BLOOMFIELD, WEST	3-272000000 TAYLOR JAMES A & LOIS M 1745 E WESTINGHOUSE ST SAN DIEGO, CA 92111-7139	0.00 0.00	0.00		0.00	4,766.90 0.00	4,766.90

Special Population Both Active and Inactive Parcels

Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Addtl Penalty Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
3454 BLOOMFIELD, WEST	3-272100000 CARROLL JOHN CORMAC 716 BLOOMFIELD BLVD JACKSON, MI 49203-3960	0.00 0.00	0.00		0.00	3,725.40 0.00	3,725.40
3454 BLOOMFIELD, WEST	3-2722.1000 MILLER RYAN T 706 BLOOMFIELD BLVD JACKSON, MI 49203-4034	0.00 0.00	0.00		0.00	800.00 0.00	800.00
3454 BLOOMFIELD, WEST	3-272300000 MILLER RYAN T 706 BLOOMFIELD BLVD JACKSON, MI 49203-4034	0.00 0.00	0.00		0.00	4,094.34 0.00	4,094.34
LOT 81 EX W 18 FT & ALL OF LOTS 82 & 83 BLOOMFIELD PARK							
3454 TOTALS: 31		0.00 0.00	0.00		0.00	125,237.04 0.00	125,237.04
UNIT 50 TOTALS: 31		0.00 0.00	0.00		0.00	125,237.04 0.00	125,237.04
Total Parcels: 31		0.00 0.00	0.00		0.00	125,237.04 0.00	125,237.04

**RESOLUTION**  
**REPAVING ON BLOOMFIELD BOULEVARD**

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning street repaving on Blomfield Boulevard, from Fourth Street to West Avenue which assessments were by him placed on Assessment Roll No. 3454 in the amount of \$125,237.04 and reported to the City Council as its meeting held on the 10<sup>th</sup> day of March, 2026; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, March 10, 2026, at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said special assessment as contained in said roll; and

WHEREAS, the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all suggestions and objections made thereto and having fully considered the same;

NOW, THEREFORE, BE IT RESOLVED, that each and all of the special assessments as contained in said roll are hereby confirmed and made valid liens against the property and valid claims against the owners thereof, and the City Clerk is hereby directed to make certificates of this determination and attach the same to said roll and to turn said roll over to the City Treasurer for collection; and

BE IT FURTHER RESOLVED that each and all of the special assessments contained in Roll No. 3454 shall be divided into 10 equal installments, the first of which shall be payable by the first summer tax bill following the date of the confirmation without interest charge; and the remaining installments, plus a 2.60% annual interest charge on each installment, shall be due annually each subsequent year at the same times with the same installments as the summer tax bill until each of the special assessments has been paid in full; provided, however, that in the event the City issues bonds in anticipation of special assessments, the unpaid balance of said special assessments shall, in accordance with Section 22-9 of the Jackson City Code of Ordinances, bear a rate of interest which may not be in excess of six percent (6%) per annum, or one percent (1%) above the average interest cost of said special assessment bonds.

BE IT FURTHER RESOLVED that the unpaid balance of any special assessment, including pro rata interest charges, may be paid in full at any time and that each and any special assessment may be paid without interest if payment in full by the first summer tax bill following the date of confirmation.

\* \* \* \* \*

State of Michigan )  
County of Jackson) ss  
City of Jackson )

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 24<sup>th</sup> day of March 2026.

IN WITNESS WHEREOF, I have affixed my signature and the Seal of the City of Jackson, Michigan, on this 25<sup>th</sup> day of March 2026.

\_\_\_\_\_  
Andrea Muray, City Clerk

# JACKSON

Founded 1829

## Community Development Block Grant (CDBG) HOME Investment Partnerships Program



## 2026 – 2027 DRAFT Annual Action Plan

The attached document is a draft report. Please display through

**Tuesday, April 21, 2026**

Citizens are encouraged to provide comments regarding this report in writing to:

Department of Community Development  
ATTN: Cory L. Mays  
161 W. Michigan Ave, Jackson, MI 49201  
E-mail: [cmays@cityofjackson.org](mailto:cmays@cityofjackson.org)



## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### Introduction

The City of Jackson is a United States Department of Housing and Urban Development (HUD) entitlement community. As such, the City has been the recipient of Community Development Block Grant (CDBG) funds since 1974 and HOME Investment Partnerships Program (HOME) funds since 1991. HUD's three statutory goals - decent housing, suitable living environment, and expanded economic opportunities – are key in the development of viable urban communities. Eligible activities are principally targeted toward persons of low- and moderate-income. The City of Jackson presents this Annual Action Plan for the second year of its 2025 – 2029 Five-Year Consolidated Plan and covers the period of July 1, 2026 through June 30, 2027, also referred to as Program Year (PY) 2026 or Fiscal Year (FY) 2026.

#### Summary of the objectives and outcomes identified in the Plan

The level of need in Jackson is always greater than the limited amount of CDBG and HOME funds received annually. Jackson plans to target resources in the three (3) most distressed areas of the City – West of Henry Ford Allegiance Health, East of S. Martin Luther King Jr. Dr., and West of S. Martin Luther King Jr. Dr. The number of funded activities will remain low in an effort to increase their effectiveness which will include Homeowner Rehabilitation, Public Facilities/Infrastructure Improvements, Code Enforcement, Residential Demolition, Public Services, CHDO Projects (to be determined), and Homebuyer Activities.

#### Evaluation of past performance

Direct notification to homeowners in all City areas regarding the availability of the rehabilitation loans during the 2025-2026 program year led to an overwhelming response and led to a significant increase in rehabilitation applications and completed projects. City staff have a plan in place for the early identification of potential residential demolition sites, which, combined with efficient office/project management, has led to consistent performance at or above targeted demolition numbers each year. The use of HOME funds for rehabilitation and new construction initiatives continues to be a focus for City staff, and continued investments toward infrastructure projects in key residential neighborhoods provides a compliment to residential infill construction and neighborhood reinvestment. The City of Jackson demonstrated timely and responsible progress in meeting the goals and objectives stated in the 2025 – 2029 Consolidated Plan. Staff ensured compliance with all rules and regulations associated with the respective CDBG and HOME grants. Detailed progress evaluations are available in the yearly Consolidated Annual Performance and Evaluation Reports (CAPER) submitted to HUD and posted on the City's website.

#### Summary of citizen participation process and consultation process

Citizen participation and stakeholder consultation is an integral part of the Consolidated Plan process. The City's Citizen Participation Plan outlines the procedures and means by which citizens and stakeholders may provide meaningful input.

A Public Hearing to receive citizen input on the housing and community development needs was held during the January 13, 2026 regular City Council meeting. Staff's participation with the Jackson County Continuum of Care (CoC) garnered input from the various public, private, and faith-based organizations focused on low-income housing and homelessness. Staff also solicited input from organizations who serve the low-income community but do not participate in the CoC, such as the Welcome Home Organization. Finally, feedback was obtained during numerous community events (housing workshops, neighborhood outreach events, and ward meetings), and from members of the City of Jackson Affordable Housing Development Board (AHDB).

A draft copy of the Annual Action Plan was made available for public review and comment on March 17, 2026. Citizens were afforded a 30-day period in which to submit oral or written comment about the Consolidated Plan and Annual Action Plan, culminating on April 21, 2026. Citizens are also able to express concerns or comments at any time during the year before City Council meetings or by contacting grant staff.

### **Summary of public comments**

*Affordable Housing Development Board (AHDB) Meeting* – AHDB members provided feedback at a meeting held on 4/7/26, including:

*Public Hearing* – Five citizens spoke at the Public Hearing on 1/13/26, and their comments included:

1. Support for new home construction efforts and the balance of affordable, workforce, and market-rate units
2. Desire to address a gap in available transitional housing
3. Desire for the City to not receive HUD funds in the future due to nonexistent for these types of supports
4. Distrust of current data and plans regarding housing needs in Jackson
5. Unrelated comments concerning non-CDBG funded development projects
6. Unrelated comments concerning current and past non-profit work in the City

*Annual Action Plan 30-day Comment Period* – The 30-day comment period ran from March 17 – April 21, 2026. [REDACTED] comments were received.

### **Summary of comments or views not accepted and the reasons for not accepting them**

No comments or views were declined by the Jackson City Council; however, due to various federal rules and regulations, the City is not able to enact certain suggestions. The City already has programs in place to address some of the other suggestions, such as homeowner rehabilitation and payment of special assessments, and notes there are other funding resources available in the community for other suggestions, such as prisoner re-entry.

### **Summary**

The Jackson City Council encourages all citizens to participate in not only the CDBG/HOME planning process, but in all processes of the local government. At the beginning of each City Council meeting, citizens are allowed time to address the Mayor, City Manager, Councilmembers and department heads on matters that concern them. Council meetings are usually held on the second floor of City Hall, which can accommodate persons with disabilities. Meetings are shown live on a local public access television station, JTV, which also replays the meetings at various other times throughout the week.

Oftentimes there simply are not enough resources available to consider implementing every suggestion posed. Other suggestions may not fit the Council's vision and goals for the City and are taken in abeyance. There have also been several times in which citizen's comments and suggestions have been executed and helped shape the way the City of Jackson operates. The public is also invited to attend the Jackson Affordable Housing Development Board (AHDB), held monthly at City Hall. Attendees are afforded the opportunity to provide public comment (in the same manner as is allowed at City Council meetings). Finally, staff from the Community Development Department

## The Process

### PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

**1. Describe agency/entity responsible for preparing the Consolidated Plan**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	JACKSON	Community Development
HOME Administrator	JACKSON	Community Development

**Table 1 – Responsible Agencies**

#### Narrative

Staff in the City’s Community Development Department administers both the CDBG and HOME grants. Grant administration includes, but is not limited to, researching and analyzing Census data; preparing and submitting the Consolidated Plan, Action Plan, Annual Performance Report, and other reports required by HUD or requested by City Council; performing environmental reviews; maintaining files and records relating to overall grant administration; monitoring sub-grantee performance and providing technical assistance when necessary; reviewing payment requests for eligibility and accuracy; and the financial responsibilities of the grants such as preparing regular drawdowns and reconciling financial records.

#### Consolidated Plan Public Contact Information

City of Jackson  
 Community Development Department  
 ATTN: Cory Mays  
 161 W Michigan Ave, 3rd Floor  
 Jackson, MI 49201  
 517-768-6461; cmays@cityofjackson.org

## **AP-10 Consultation – 91.100, 91.110, 91.200(b), 91.215(I)**

### **Introduction**

Staff in the City of Jackson’s Community Development Department is responsible for preparing the Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER). This section summarizes the consultation and citizen outreach conducted during the planning process.

### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).**

The City’s current Grant Coordinator participates in the monthly Continuum of Care (CoC) meetings. The Grant Coordinator also serves as the staff liaison for the City of Jackson Affordable Housing Development Board (AHDB). Both of these prior positions proved extremely insightful to the true nature of the City’s homeless and low-income populations. Continued participation with the CoC allows for ongoing interaction with the various service providers and awareness of current and emerging conditions in the community. Interaction with the AHDB provides insight regarding affordable housing issues and trends from knowledge community leaders and industry professionals.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness**

The Community Action Agency (CAA) is the lead agency for the CoC and also serves as the CoC’s fiduciary. The CoC votes on activities to fund with grants it receives from HUD and the State of Michigan, and monitors the progress of those grants through monthly, quarterly, and annual reports and discussion. CAA also receives Supportive Services for Veteran Families (SSVF) from the Department of Veterans Affairs which is also included in reports to the CoC.

### **Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS**

The CoC is charged with setting priorities for Emergency Solutions Grant (ESG) funds received through the State of Michigan. Various subcommittees of the CoC, such as Steering, Quality Control, and Housing review applications and make recommendations to the CoC body for allocation purposes. Regular consultation and reporting ensures that the use of ESG remains consistent with CoC priorities.

### **Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities**

2026-2027 Annual Action Plan, City of Jackson (draft)

1	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p> <p><b>What section of the Plan was addressed by Consultation?</b></p> <p><b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>Community Action Agency</p> <p>Housing Services: housing, homeless, education</p> <p>Housing Need Assessment Homelessness Strategy Homeless Needs: chronically homeless, families with children, Veterans, unaccompanied youth Non-Homeless Special Needs Market Analysis</p> <p>Participation in CoC, direct consultation, email consultation.</p>
2	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p> <p><b>What section of the Plan was addressed by Consultation?</b></p> <p><b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>Jackson Housing Commission</p> <p>Housing PHA Services: housing, homeless</p> <p>Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs: chronically homeless, families with children, Veterans Non-Homeless Special Needs Market Analysis</p> <p>Participation in CoC, direct consultation, email consultation.</p>
3	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p> <p><b>What section of the Plan was addressed by Consultation?</b></p> <p><b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>Do'Chas</p> <p>Housing Services: housing, children, homeless</p> <p>Housing Need Assessment Homelessness Strategy Unaccompanied youth Non-Homeless Special Needs</p> <p>Participation in CoC.</p>

4	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p> <p><b>What section of the Plan was addressed by Consultation?</b></p> <p><b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>Training and Treatment Innovations</p> <p>Housing Services; persons with disabilities, homeless, health</p> <p>Housing Need Assessment Homelessness Strategy Homeless Needs: chronically homeless, families with children Non-Homeless Special Needs Market Analysis</p> <p>Participation in CoC.</p>
5	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p> <p><b>What section of the Plan was addressed by Consultation?</b></p> <p><b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>Kate Martin Works</p> <p>Housing PHA Services: housing, children, elderly persons, persons with disabilities, victims of domestic violence, homeless, health, education, employment, fair housing, victims</p> <p>Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs: chronically homeless, families with children, Veterans, unaccompanied youth Non-Homeless Special Needs Market Analysis</p> <p>Participation through CoC, direct consultation, email consultation.</p>
6	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p> <p><b>What section of the Plan was addressed by Consultation?</b></p> <p><b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>AWARE, Inc</p> <p>Housing Services: housing, children, victims of domestic violence, homeless, health, education, employment, victims</p> <p>Housing Need Assessment Homelessness Strategy Homeless Needs - families with children Non-Homeless Special Needs Market Analysis</p> <p>Participation in CoC, email consultation.</p>

7	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p> <p><b>What section of the Plan was addressed by Consultation?</b></p> <p><b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>Jackson Interfaith Shelter</p> <p>Housing Services: housing, children, homeless</p> <p>Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth</p> <p>Participation in CoC</p>
8	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p> <p><b>What section of the Plan was addressed by Consultation?</b></p> <p><b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>Legal Services Of South Central Michigan</p> <p>Housing Services: housing, children, elderly persons, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, homeless, health, fair housing, victims</p> <p>Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis</p> <p>Participation through CoC, direct consultation, email consultation.</p>
9	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p> <p><b>What section of the Plan was addressed by Consultation?</b></p> <p><b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>disAbility Connections</p> <p>Housing Services-Persons with Disabilities</p> <p>Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs</p> <p>Participation through CoC</p>
10	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p>	<p>Department of Health &amp; Human Services</p> <p>Housing Services: housing, children, elderly persons, persons with disabilities, victims of domestic violence, health Health Agency Child Welfare Agency Other government - State</p>

	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation through CoC
11	<b>Agency/Group/Organization</b>	Henry Ford Allegiance Health
	<b>Agency/Group/Organization Type</b>	Housing Services: homeless, health Health Agency Major Employer
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation through CoC
12	<b>Agency/Group/Organization</b>	United Way of Jackson County
	<b>Agency/Group/Organization Type</b>	Services: housing, children, elderly persons, persons with disabilities, victims of domestic violence, homeless, health, education, employment Foundation
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs Economic Development
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Email consultation

Table 2 – Agencies, groups, organizations who participated

**Identify any Agency Types not consulted and provide rationale for not consulting**

Efforts were made to include a wide range of community stakeholders in the consultation process; no agency was intentionally excluded from participation.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Community Action Agency	The CoC works to support homeless individuals and families work toward self-sufficiency.
Statewide Housing Plan	Michigan State Housing Development Authority	This strategic plan to addresses housing needs across all geographic and income areas.
2016 Community Master Plan	City of Jackson	This comprehensive plan focuses on housing, economic development, land use, transportation, health, community facilities, services, and other related topics.
Comprehensive Economic Development Strategy	Region 2 Planning Commission	Provides an analysis of the local economy, identification of economic development goals and strategies, and efforts to reduce unemployment and increase income.
Housing Strategy and Policy Framework	City of Jackson	This comprehensive, City-wide needs assessment provides data-informed suggestions related housing needs at all levels over a 10-year span.
Capital Improvements Plan	City of Jackson	A 5-year plan outlining necessary spending for critical infrastructure projects.
Economic Development Strategy	City of Jackson	Provides an analysis of the local economy in the City specifically, and identification of economic development goals and strategies.
Public Participation Plan	City of Jackson	Filled with goals, strategies, and processes to encourage complete and thoughtful engagement with citizens and community groups in the City of Jackson.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative**

City of Jackson leaders and staff maintain an open cooperative effort with the County of Jackson and surrounding townships to the extent possible as it impacts each of the communities and the County as a whole. Efforts to assist the Jackson Housing Commission with their ongoing efforts will continue. City staff consults with the Jackson County Health Department and various departments of the State of Michigan to improve the health and livability of the community. The City of Jackson is a recipient of numerous grant funds from the Michigan State Housing Development Authority (MSHDA), and is an active participant in the MSHDA Region K Housing Stock Working Group. Collaboration with MSHDA and local/state partners continues through this work, and through frequent attendance at regional / state housing events.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The City of Jackson follows its Citizen Participation Plan to encourage citizen participation in the planning and utilization of CDBG and HOME funds. A public hearing is held in January to receive comments on the housing and community development needs in the City before the Consolidated Plan and/or Annual Action Plan is available for citizen comment. Notice of the public hearing is available on the City's website and printed as a display ad in two local newspapers no less than ten (10) days in advance of the hearing. All views and comments are considered and incorporated in the appropriate plan.

Once the Consolidated Plan and/or Annual Action Plan is in draft form, the public is provided 30 days to review and submit comments; notice of the availability of the plan is again published in the two newspapers and listed on the City's website. Hard copies are made available at two (2) locations in City Hall, at the Community Action Agency, the main branch of the Jackson District Library, and the three (3) public housing complexes; an electronic version is available through the City's website. All views and comments are considered and incorporated in the appropriate plan.

The public is also notified when the City submits its Request for Release of Funds via newspapers and the City's website, and allows for no less than 15 days to submit comments. If a substantial amendment is required during the course of the program year, hard and electronic copies are made available at the locations noted above with the notice of availability published in the local papers and on the website. Citizens are provided no less than 30 days within which to submit written comments and/or to attend a public hearing to provide oral comments. The annual report is published and distributed in the same manner as described above, culminating in a public hearing after a 15 day comment period.

## Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Hearing	Minorities Persons with disabilities Non-targeted /broad community Residents of Public and Assisted Housing	A public hearing was held before the Jackson City Council on January 13, 2026. Five citizens spoke during the public hearing.	Support for new home construction efforts; a desire to address a gap in available transitional housing; a desire for the City to not receive HUD funding in the future; a distrust of current data and plans regarding affordable housing needs; unrelated comments concerning non-CDBG funded projects; and unrelated comments concerning current and past non-profit projects.	No comments or views were declined by the Jackson City Council; however, due to various federal rules and regulations, the City is not able to enact certain suggestions. The City already has programs in place to address some of the other suggestions and notes there are other funding resources available for other suggestions.	
2	Newspaper Ad	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Notice of the Public Hearing; availability of the draft Annual Action Plan in both hard copy and electronic form and time within which to submit comments.	No written comments were received.	No written comments were received.	
3	Internet Outreach	Non-targeted /broad community	No written comments were received.	No written comments were received.	No written comments were received.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Jackson District Library Carnegie Branch	Minorities Persons with disabilities Non-targeted /broad community	Hard copy of Consolidated Plan and Annual Action Plan made available in the Resource Center for public review and comment.	No written comments were received.	No written comments were received.	
5	Jackson Housing Commission	Minorities Persons with disabilities Residents of Public and Assisted Housing	Hard copy of Consolidated Plan and Annual Action Plan made available for public review/ comment at three locations: Chalet Terrace, Reed Manor, and Shahan-Blackstone North.	No written comments were received.	No written comments were received.	
6	Community Action Agency	Minorities Persons with disabilities Non-targeted /broad community Residents of Public and Assisted Housing	Hard copy of Consolidated Plan and Annual Action Plan made available in CAA's lobby for public review/comment.	No written comments were received.	No written comments were received.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
7	Affordable Housing Development Board	Service providers Residents of low-moderate income housing	AHDB board members and one citizen provides comments at the meeting held on 4/7/26		See <i>public hearing</i> above	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

For planning purposes, the City deducts 3% from the most current formula allocation then adds in anticipated program income by grant. Estimated revenue for fiscal year 2026–2027 is as follows:

- **CDBG:** 2025-26 formula allocation: \$1,205,801; less 3% (-\$36,200); plus estimated program income (\$75,200) = \$1,244,801 (FY 26-27)
- **HOME:** 2025-26 formula allocation: \$275,362; less 3% (-\$8,300); plus estimated program income (\$1,000) = \$268,062 (FY 26-27)

As of the writing of the Annual Action Plan, HUD has not published the nation's 2026-2027 formula allocations. Any increased funding for CDBG should be allocated to the homeowner rehabilitation project, and any decreased funding for CDBG should be absorbed in the streetlight installation project. Any increased or decreased funding for HOME should be absorbed in the homebuyer assistance project.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2			Expected Amount Available Remainder of ConPlan	Narrative Description	
			Annual Allocation:	Program Income:	Prior Year Resources:			
CDBG	Federal	Acquisition, Admin/ Planning, Economic Development, Housing, Public Improvements, Public Services	\$1,169,601	\$75,200	-0-	\$1,244,801	\$3,528,055	Annual block grant from HUD to address community development and housing needs.
HOME	Federal	Homebuyer Assistance, Homeowner Rehab, New Construction For Ownership	\$267,062	\$1,000	-0-	\$268,062	\$757,068	Annual grant from HUD to address affordable housing

**Table 5 - Expected Resources – Priority Table**

#### **Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The City leverages CDBG and HOME funds to the extent possible against other federal, state, local, and private funding to maximize project impact. Leveraging varies from activity to activity, depending on the project and availability of additional resources that are eligible for that type of use. The City recently received a grant award of \$880,000 from the Michigan State Housing Development Authority (MSHDA), for the creation

of affordable homes that are visitable. Construction of these homes was completed in the Spring of 2026. The City is also utilizing funds from the American Rescue Plan Act (ARPA) for an Expanded Rehabilitation Program. This \$500,000 investment will provide rehabilitation services for owner and non owner-occupied properties. Both the MSHDA and ARPA-funded rehabilitation programs feature a \$25,000 per property project maximum, and both will allow the City to target its aging housing stock and support lower-income families.

The CDBG program does not require matching funds like the HOME Investment Partnerships Program. Generally, HOME requires a participating jurisdiction contribute or match 25% of HOME funds spent on affordable housing; however, Jackson has been 100% exempted from this requirement due to fiscal distress.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Since 2012, City leaders accumulated tax foreclosed parcels not sold at public tax auctions with the end goal of amassing sufficient contiguous parcels in various areas to promote for redevelopment. One such area is at the corner of Franklin and Mechanic Streets where vacant parcels owned by the City of Jackson and CAA provided the impetus for an affordable housing collaboration. The Greater Jackson Habitat for Humanity used these parcels to construct four (4) new single-family homes as the City’s Community Housing Development Organization (CHDO) for sale to income qualified homeowners upon completion, completed in 2024. Habitat for Humanity recently constructed 2 single-family homes on land provided by the City of Jackson. Habitat for Humanity will construct a home near downtown on City-owned land in the summer of 2026, utilizing CHDO funds from the City’s HOME entitlement grant, HUD. The City will also provide land to two (2) local nonprofit agencies for the construction of four (4) homes as part of the City’s HOME-ARP allocation. Finally, City land was used for the construction of four (4) visitable homes, with funding from the MSHDA MICH grant program.

The City also owns approximately 500+ buildable residential lots, products of a multi-year demolition program aimed at reducing neighborhood blight. Utilizing ARPA funds, the City is offering down payment assistance to income-qualified buyers for the purchase of newly constructed homes on these vacant lots, as part of the “100 Homes Program.” Builder/developer incentives are layered into this innovative program, and new homes are under construction. Similar builder/developer incentives are being offered outside of the 100 Homes Program, and as a result new homes are being built throughout the City, marking the beginning of an anticipated larger-scale neighborhood rebuilding process.

**Discussion**

Developers are building new residential units in the City of Jackson. While the City currently owns a plethora of buildable parcels, demand is high and the strategic acquisition of additional buildable vacant parcels is vital to plan for future housing needs. City staff will continue working to acquire strategically placed parcels through the tax foreclosure process (exercising the right of first refusal), donation and, when needed, purchase.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeowner Rehabilitation	2026	2027	Affordable Housing	3 Target areas; all other areas as needed	Homeowner Rehabilitation	\$250,000 CDBG	Homeowner Rehabilitation: 10 homeowner units rehabilitated
2	Public Facilities/Infrastructure	2026	2027	Non-Housing Community Development	3 target areas; all other eligible areas	Public Facilities/ Infrastructure	\$469,801 CDBG	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2,000 Persons Assisted
3	Code Enforcement (legal)	2026	2027	Non-Housing Community Development	3 Target areas; all other areas as needed	Code Enforcement (Legal)	\$25,000 CDBG	Housing Code Enforcement: 300 Household Housing Unit
4	Residential Demolition	2026	2027	Clearance and Demolition	3 target areas; all other eligible areas	Residential Demolition	\$200,000 CDBG	Buildings Demolished: 6 Buildings
5	New Construction - CHDO	2026	2027	Affordable Housing	3 target areas; all other eligible areas	New Construction (CHDO)	\$42,000 HOME	Homeowner Housing Added: 1 Household Housing Unit
6	Homebuyer Activities	2026	2027	Affordable Housing	3 target areas; all other eligible areas	New Construction	\$200,062 HOME	Homeowner Housing Added: 3 Household Housing Unite

**Table 6 – Goals Summary**

## Goal Descriptions

<b>1</b>	<b>Goal Name</b>	Homeowner Rehabilitation
	<b>Goal Description</b>	The Homeowner Rehabilitation Program will continue providing major component replacement of aging systems for owner-occupied properties.
<b>2</b>	<b>Goal Name</b>	Public Facilities/Infrastructure
	<b>Goal Description</b>	Streetscape improvements (including tree planting, sidewalk and curb/gutter repairs), for the improvement of various neighborhoods; and streetlight installation
<b>3</b>	<b>Goal Name</b>	Code Enforcement (legal)
	<b>Goal Description</b>	Legal support to the Community Development Department to improve low-income neighborhoods and properties.
<b>4</b>	<b>Goal Name</b>	Residential Demolition
	<b>Goal Description</b>	Demolition of foreclosed, vacant, or abandoned and dilapidated publicly or privately owned property in low-income neighborhoods. Removal of hazardous buildings increases the quality of life and vitality of neighborhoods, supports property values, eliminates hazardous conditions, and reduces opportunities for criminal activities.
<b>5</b>	<b>Goal Name</b>	New Construction - CHDO
	<b>Goal Description</b>	HOME funds set aside for future CDHO-eligible projects yet to be identified
<b>6</b>	<b>Goal Name</b>	Homebuyer Activities
	<b>Goal Description</b>	New construction for income-eligible households with homebuyer supports, including (but not limited to) down payment assistance and hard/soft costs

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The City of Jackson is funding projects to achieve the goals and objectives defined in the 2025-2029 Five-Year Consolidated Plan to generally improve the livability and accessibility of low-income neighborhoods. After several years of focusing CDBG funds towards the revitalization of the downtown, City leaders have expanded assistance into the adjoining neighborhoods. Housing, parks, and infrastructure projects have been the focus of these efforts. As the City moves into the next phase of work under this 5-year plan, neighborhood reinvestment will be the focus. The initial phase will focus on streetscape improvements, streetlight installation, clearance of severely dilapidated residential structures, and rehabilitation. The fundamental goal is to improve the living conditions for the low- to moderate-income households residing in the three target areas specified in the Consolidated Plan.

#### Projects

#	Project Name
1	Residential Rehabilitation
2	Streetscape Improvements
3	Streetlight Installation
4	Code Enforcement—Legal Services
5	Residential Demolition
6	Rehabilitation Administration
7	General Administration/Planning
8	Community Housing Development Organization (CHDO) Reserve
9	Homebuyer Activities

**Table 7 – Project Information**

#### **Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The level of CDBG funds Jackson receives annually is relatively low considering increasing costs to implement improvements and is insufficient to meet all the demands for assistance. Historically, attempting to fund as many projects as possible did little to impact the residents as a whole; therefore, the number of projects has decreased to ensure sufficient funding to complete activities which boost the community overall. City leaders recognize needs exist in the community but are also cognizant of many other non-housing needs it is solely responsible for, such as infrastructure improvements, park improvements, street lighting, etc. Reliance on non-profit and faith-based organizations to meet the low-income population’s direct service needs through other available funding sources allows the City to focus on improving low-income neighborhoods which subsequently impacts the entire City.

# AP-38 Project Summary

## Project Summary Information

<b>1</b>	<b>Project Name</b>	Residential Rehabilitation
	<b>Target Area</b>	West of Henry Ford Allegiance Health; East of S Martin Luther King Jr Dr, West of S Martin Luther King Jr Dr, all other areas as needed
	<b>Goals Supported</b>	Homeowner Rehabilitation
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$250,000
	<b>Description</b>	Provision of zero-interest, low repayment rehabilitation loans to low-income households to replace aged major components in the primary residence before they become an emergency.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Specific sites will be determined in the future.
	<b>Location Description</b>	Specific sites will be determined in the future.
	<b>Planned Activities</b>	Ten (10) or more low-income homeowners will receive rehabilitation assistance.
<b>2</b>	<b>Project Name</b>	Streetscape Improvements
	<b>Target Area</b>	West of Henry Ford Allegiance Health; East of S Martin Luther King Jr Dr, West of S Martin Luther King Jr Dr, all other eligible areas as needed
	<b>Goals Supported</b>	Public Facilities/Infrastructure
	<b>Needs Addressed</b>	Neighborhood Improvements
	<b>Funding</b>	CDBG: \$150,000
	<b>Description</b>	Streetscape improvements to various City blocks, including sidewalk repairs, curb cuts, and the planting of street trees to encourage in-fill housing by developers

	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Specific neighborhood blocks will be determined in the future.
	<b>Location Description</b>	Specific blocks will be determined in the future.
	<b>Planned Activities</b>	To be determined
<b>3</b>	<b>Project Name</b>	Streetlight Installation
	<b>Target Area</b>	West of Henry Ford Allegiance Health; East of S Martin Luther King Jr Dr.
	<b>Goals Supported</b>	Public Facilities/Infrastructure
	<b>Needs Addressed</b>	Neighborhood Improvements
	<b>Funding</b>	CDBG: \$319,801
	<b>Description</b>	Streetlight installation in CDBG-eligible areas to create safe and walkable neighborhoods and to encourage in-fill housing by developers
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Specific area(s) will be determined in the future
	<b>Location Description</b>	Specific area(s) will be determined in the future
	<b>Planned Activities</b>	Streetlight installation in CDBG-eligible areas to create safe and walkable neighborhoods and to encourage in-fill housing by developers
<b>4</b>	<b>Project Name</b>	Code Enforcement - City Attorney's Office
	<b>Target Area</b>	Not applicable
	<b>Goals Supported</b>	Code Enforcement (legal)
	<b>Needs Addressed</b>	Code Enforcement (Legal)
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	The City Attorney's Office provides legal services for various code enforcement activities including housing code enforcement and blight elimination, contract review, and approval.

	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 300 cases will be filed for prosecution in the City's Administrative Hearings Bureau to help eliminate blight and improve neighborhood quality in the low-income residential areas of the City.
	<b>Location Description</b>	Various CDBG-eligible neighborhoods within the City of Jackson which are comprised of 51% or more low- to moderate-income residents.
	<b>Planned Activities</b>	Enforcement of various housing and blight ordinances to improve neighborhood conditions.
<b>5</b>	<b>Project Name</b>	Residential Demolition
	<b>Target Area</b>	West of Henry Ford Allegiance Health; East of S Martin Luther King Jr Dr, West of S Martin Luther King Jr Dr, all other eligible areas as needed
	<b>Goals Supported</b>	Residential Demolition
	<b>Needs Addressed</b>	Residential Demolition
	<b>Funding</b>	CDBG: \$200,000
	<b>Description</b>	Demolition of foreclosed, vacant, or abandoned residential properties within CDBG-eligible areas across the City.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Limited to no more than 30% of the City's annual CDBG expenditures, approximately six (6) residential structures will be demolished.
	<b>Location Description</b>	Eligible sites will be determined based upon Section 106 review and located in CDBG-eligible areas within the City.
	<b>Planned Activities</b>	Demolish foreclosed, vacant, or abandoned residential structures within CDBG-eligible neighborhoods.
<b>6</b>	<b>Project Name</b>	Rehabilitation Administration
	<b>Target Area</b>	Not applicable
	<b>Goals Supported</b>	Homeowner Rehabilitation

	<b>Needs Addressed</b>	Rehabilitation Administration
	<b>Funding</b>	CDBG: \$150,000
	<b>Description</b>	All delivery costs directly related to carrying out housing rehabilitation activities, including staff, other direct costs, and service costs.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Specific sites will be determined in the future.
	<b>Location Description</b>	Specific sites will be determined in the future.
	<b>Planned Activities</b>	Ten (10) or more low-income homeowners will receive rehabilitation assistance.
<b>7</b>	<b>Project Name</b>	Administration/Planning
	<b>Target Area</b>	Not applicable
	<b>Goals Supported</b>	Not applicable
	<b>Needs Addressed</b>	Administration/Planning
	<b>Funding</b>	CDBG: \$150,000 HOME: \$ 26,000
	<b>Description</b>	Overall program administration, including, but not limited to, salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring and evaluation.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Not applicable
	<b>Location Description</b>	Not applicable
	<b>Planned Activities</b>	Not applicable
	<b>Project Name</b>	CHDO Reserve Activity

<b>8</b>	<b>Target Area</b>	West of Henry Ford Allegiance Health; East of S Martin Luther King Jr Dr, West of S Martin Luther King Jr Dr, all other eligible areas as needed
	<b>Goals Supported</b>	CHDO Reserve
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$42,000
	<b>Description</b>	Funds held in reserve for use by a certified CHDO on future eligible activities
	<b>Target Date</b>	6/30/2029
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Specific activities will be determined in the future.
	<b>Location Description</b>	Specific activities will be determined in the future.
	<b>Planned Activities</b>	To be determined
<b>9</b>	<b>Project Name</b>	New Construction
	<b>Target Area</b>	West of Henry Ford Allegiance Health; East of S Martin Luther King Jr Dr., all other eligible areas as needed
	<b>Goals Supported</b>	Homebuyer Activities
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$200,062
	<b>Description</b>	New construction for income-eligible households with homebuyer supports, including (but not limited to) down payment assistance and hard/soft costs
	<b>Target Date</b>	6/30/2029
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Specific activities(s) will be determined in the future
	<b>Location Description</b>	Specific area(s) will be determined in the future
<b>Planned Activities</b>	To be determined	

## AP-50 Geographic Distribution – 91.220(f)

### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The 2025-2029 Five-Year Consolidated Plan identified three (3) local target areas for funding allocation priorities:

**West of Henry Ford Allegiance Health** - Identified in the 2016 Master Plan as part of the Health and Downtown Neighborhoods, both of which were deemed transitional. This area was also labeled as place-making, forming part of the community’s core and in the top tier for transit and non-motorized connectivity. While significant housing development is occurring in the neighborhood, additional work must continue related to infrastructure improvements.

**East of S Martin Luther King Jr Dr** - Identified as the King Neighborhood in the 2016 Master Plan, it was noted that while among the most distressed in the City, it scored high in place-making. The King Neighborhood links the downtown to its southern borders and is accessible by transit. This area is home to 126 public housing units and 200 HUD-subsidized units. Few major commercial businesses is located in the neighborhood. The MLK-CIA is working hard to transform this area, through community-centered leadership and the effective distribution of American Rescue Plan Act (ARPA) funds. CDBG and HOME-funded programs related to housing and infrastructure development/stabilization will provide an excellent compliment to this work.

**West of S Martin Luther King Jr Dr** - This area is partially in the Downtown and Partnership Park neighborhoods as identified in the 2016 Master Plan. While the Downtown neighborhood is labeled transitional, Partnership Park is deemed distressed.

The local target area "West of Henry Ford Allegiance Health" is located between Ganson Street and the railroad tracks running parallel with Louis Glick Highway from Mechanic Street on the west and Waterloo Avenue on the east. South Martin Luther King Jr. Drive (formerly Francis Street) is the dividing line between two other target areas, both of which run between Franklin Street and High Street. The east half will cover the area between South Martin Luther King Jr. Drive and Cooper Street; the west half will cover the area between South Martin Luther King Jr. Drive and Greenwood Avenue.

### Geographic Distribution

Target Area	Percentage of Funds
West of Henry Ford Allegiance Health	15
East of S Martin Luther King Jr Dr	15
West of S Martin Luther King Jr Dr	15

Table 5 - Geographic Distribution

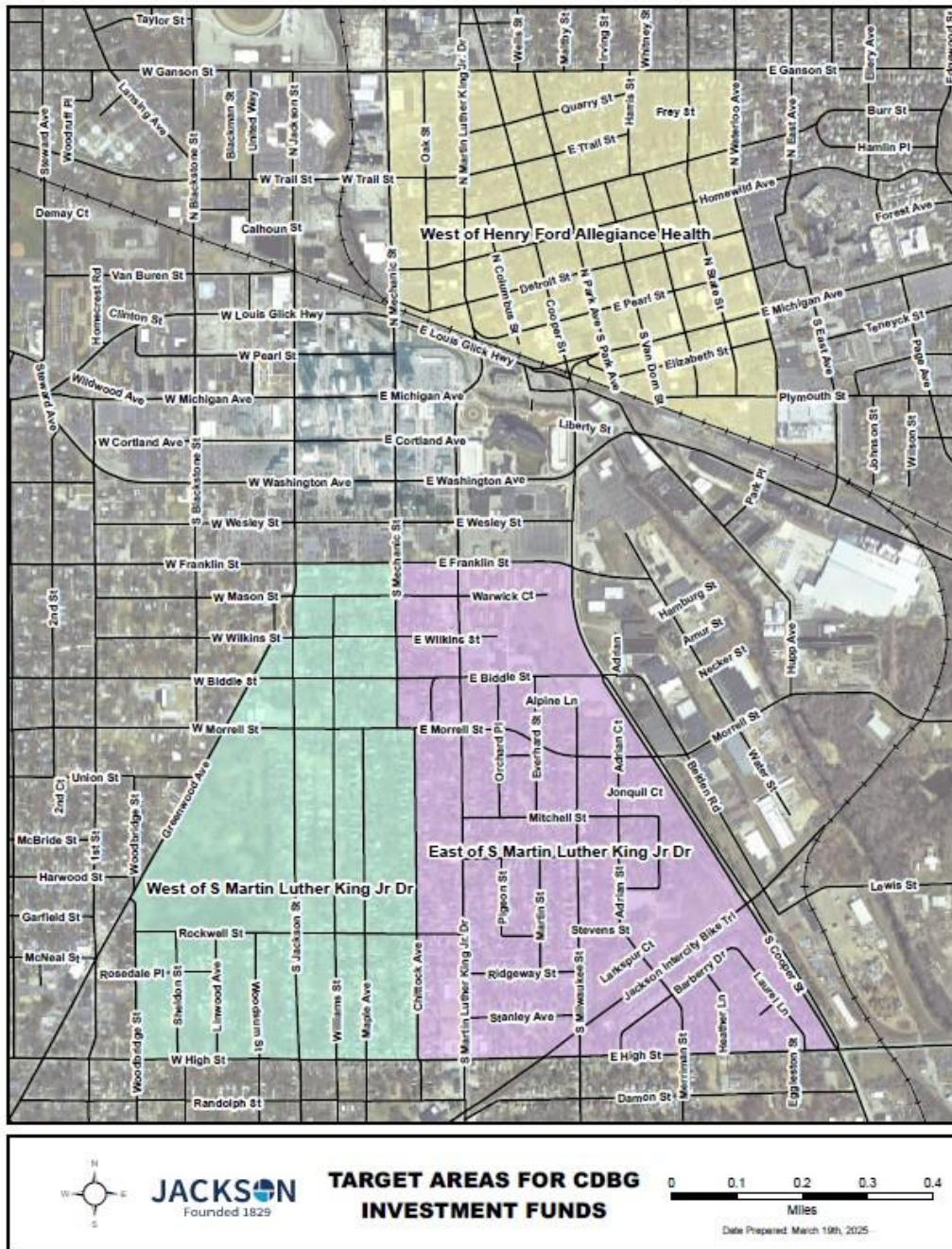
### Rationale for the priorities for allocating investments geographically

The public reinvestment in the City of Jackson began in the downtown core over ten (10) years ago. The City of Jackson’s long-term approach, as outlined in the 2016 Master Plan, included the revitalization of the urban center AND surrounding areas. Over the past 5 years, coordinated efforts have moved into residential neighborhoods in all areas of the City, with significant investments completed, underway, and/or planned related to housing, infrastructure, community spaces, and safety/security. An analysis of current census tract/block group data reveals continued low-moderate income concentrations in key parts of the City. Entitlement funds will be utilized, to the fullest extent possible, to continue the City’s

work in these target areas to eliminate blight, support safe and affordable housing, and provide upgrades to infrastructure, all aimed at building back Jackson’s neighborhoods one block at a time. The percentage of low- to moderate-income residents in these three target areas ranges from 70.64% to 92.70%. Census Tracts 11 is also one (1) of only two (2) Racially and Ethnically Concentrated Areas of Poverty (R/ECAP) areas within the City limits.

**Discussion**

Efforts to expend grant funds in or near these target areas will be made to the greatest extent feasible. The City will provide year-end results in its Consolidated Annual Performance and Evaluation Report.



## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

Over 90% of the City’s housing stock was built before 1978; lower income homeowners are often unable to pay for the cost of repairs or obtain financing at affordable rates. Due to years of deferred maintenance and the likely presence of lead-based paint, fully rehabilitating owner-occupied housing has become cost prohibitive, hindering the City’s ability to provide assistance. Available zero-interest, low repayment rehabilitation loans are now limited to replacing a home’s major components that are nearing the end of their useful lifespan before they become an emergency. New housing unit production is needed to increase the availability of affordable housing to the City’s low-income residents pursuing the American Dream of homeownership. The City will utilize HOME funds for this purpose through described homebuyer activities, including a planned down payment assistance program for new construction homes maintaining an appropriate affordability period for households earning at or below 80% of the area median income.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	11
Special-Needs	0
<b>Total</b>	<b>11</b>

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	1
Rehab of Existing Units	10
Acquisition of Existing Units	0
<b>Total</b>	<b>11</b>

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Jackson Housing Commission (JHC) has served as the City's Public Housing Authority (PHA) for nearly 60 years and also services all of Jackson County. JHC is considered a medium-sized agency providing 500 public housing units, 40 scattered-site single family homes, and up to 475 Housing Choice Vouchers (HCV).

### **Actions planned during the next year to address the needs to public housing**

The City of Jackson has a strong working relationship with the Jackson Housing Commission (JHC). The JHC Executive Director currently serves on the City's Affordable Housing Development Board (AHDB), meeting regularly with City staff to discuss JHC needs and current initiatives. The JHC is a sub-recipient of funds from a State Allocation Grant, administered by City staff and aimed at improving conditions and tackling capital improvements at all JHC facilities. JHC leadership is actively working to improve conditions at all facilities, in particular Reed Manor. On-time reporting to HUD, transparency, and attention to resident needs are major focus areas.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

Active Resident Advisory Boards are in place at Reed Manor. Several attempts have been made to initiate a Resident Advisory Board at Shahan-Blackstone North and Chalet Terrace, but efforts have thus far fallen short. Residents are encouraged to attend Board meetings, talk with their housing managers, and even the Executive Director if warranted. JHC Housing Managers conduct one-on-one meetings with residents to address their concerns and gather feedback on specific issues or interests, such as tenant handbook guidelines, recreation, safety, or community gardens, and explore training opportunities for residents to develop skills and become leaders within their communities. JHC also rotates Board Meetings at each different asset management project (AMP).

Annual surveys are distributed to tenants to get their opinions on real or perceived conditions at their complex and what improvements they would like to be considered. Approximately 30 years ago, the JHC participated in a homeownership program through HUD and created fifty (50) scattered site, single family homes with the intent to provide homeownership opportunities to its residents. When the program ended, only ten (10) homes had been sold and the other 40 incorporated as scattered-site units through either Chalet Terrace or Shahan.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The JHC is currently listed as a HUD troubled agency. The JHC is currently managed by an outside company, with direct supervision by the JHC board of directors. Staff are working closely with HUD to remediate all remaining reporting and financial requirements.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The Jackson County Continuum of Care (CoC) is the local homeless assistance planning group, which encourages community collaboration to address housing and homeless needs. The CoC is comprised of representatives from a variety of non-profit entities, faith-based organizations, community stakeholders, and state and local government serving households and individuals experiencing housing crises. The group's focused, structured approach identifies existing needs and resources, detects gaps in service, and monitors emerging conditions. Funding received by the CoC is used to prevent homelessness, rapidly re-house people in a housing crisis, and transform the system so more people can obtain and maintain housing.

Homeless providers in Jackson County use a Homeless Management Information System (HMIS) to collect client-level data and data on the provision of housing to homeless individuals and families, and persons at risk of homelessness. The CoC also participates in an annual Point-in-Time (PIT) Count where volunteers count both sheltered and unsheltered persons experiencing homelessness on a single night in January. Data in this Homeless Needs Assessment was gleaned from both the current HMIS data to capture a full year of information, and the 2026 PIT Count conducted on January 28, 2026.

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness, including:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

City staff will continue to participate with the CoC, including subcommittees, to the extent feasible. It is important not only to keep City leaders aware of the community's health and emerging needs, but also to impart knowledge and understanding of government capabilities and limitations. Exchange of information is essential along with actionable participation by City staff.

Homeless facilities and services are managed and provided through agencies that participate with the CoC. Outreach is conducted at emergency shelters, domestic violence shelters, with youth providers, and through street outreach to locate potential participants. Case managers complete an initial assessment to prioritize need and set housing stability goals. The City provided homeless hotel housing assistance from December 2023-April 2024, beginning with on-the-ground assistance and transitioning to administering grant funding to a local agency. While there are no immediate plans for City staff to direct assistance in this way moving forward, financial and logistical support continues.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The CoC adopted a Coordinated Entry policy, which ensures people with the greatest needs receive priority for any type of housing and homeless assistance. Coordinated Entry does not screen people out for assistance because of perceived barriers to housing or services including, but not limited to, lack of employment or income, drug or alcohol use, or having a criminal record. Clients are linked to community resources which best meet their immediate and future needs.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that**

**individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Homeless households are encouraged to obtain an assessment and linkage to available services to help resolve their housing crisis through CAA. Outreach staff is strategically placed in the community to ensure homeless or at-risk households are aware of community resources to prevent or end homelessness. The housing assessment program will continue to assess at-risk households to prevent homelessness by using available prevention resources, shelter diversion tactics, and linkage to mainstream resources to avoid loss of housing.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Preventing homelessness from occurring at all is the most effective means to avoid trauma to families and the creation of larger crises which might prevent a household from moving forward successfully. CAA receives funding from HUD to operate a rapid re-housing program, providing short-term assistance to persons at risk of becoming homeless. Coordinating with mainstream providers continues to support effective and efficient access to mainstream benefits by eligible participants.

On September 21, 2021, the City of Jackson was notified that it was eligible to receive \$1,137,398 in HOME Investment Partnerships Program – American Rescue Plan (HOME-ARP) funds from the U.S. Department of Housing and Urban Development upon approval of this Allocation Plan. The purpose of this supplemental funding is to provide homelessness assistance and supportive services through several eligible activities, which include: the production or preservation of affordable housing; tenant based rental assistance (TBRA); supportive services (including homeless prevention services and housing counseling); the purchase or development of non-congregate shelters; administration and planning; and Non-profit operating and capacity building assistance. The City’s Allocation Plan was approved by HUD in the Spring of 2023, describing the distribution of HOME-ARP funds and identifying any preferences for eligible activities which primarily assist the HOME-ARP qualifying populations, including: homeless persons; persons at risk of becoming homeless; those fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; other populations where assistance would prevent the family’s homelessness or serve those with the greatest risk of housing instability; and, veterans and families that include a veteran family member that meet one of the preceding criteria. The City of Jackson has identified three target areas for funding: rental housing construction, rental housing rehabilitation, and supportive services. These funds must be spent by September 30, 2030.

**Discussion**

Residents in Action, a local “boots on the ground” nonprofit, recently acquired the former T.A. Wilson school, for conversion to a formal homeless shelter. The facility is currently closed, pending funding to assist with staff and maintenance costs. 10 Pallet shelters were purchased in 2023, and were used during the winter of 2024 at the T.A. Wilson site. Each shelter can hold two (2) people, for a maximum of 20 possible beds when utilizing these temporary shelters. The pallet shelters are currently in storage for possible use at a later date. The Jackson Interfaith Shelter will soon begin construction of an additional homeless facility near their current location just South of downtown. The City is partnering

with two local housing nonprofit agencies (The Welcome Home Organization and Kings Community Homes), for the creation of homeless transitional housing for qualifying populations with funds from the HOME-ARP program. Construction is expected to begin in late 2026/early 2027.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

Conversations with local housing providers and social service agencies reveals affordable housing in Jackson may not necessarily be limited to a specific type of housing but rather addressing the issues that interfere with obtaining housing. Examples of barriers include, but are not limited to, the following:

- Landlords unaware of the laws governing rental housing, including Fair Housing laws and prohibited discriminatory practices.
- Tenants who do not realize their rights as it pertains to rental housing, including Fair Housing laws and awareness of discriminatory practices.
- Exorbitant security deposits, non-refundable application fees, and unaffordable utility deposits
- Inability to obtain utilities in tenant's name.
- Limited public transportation options.
- Poor credit history, especially for youth just out of college, persons facing unexpected life issues, or ruined as part of a domestic violence situation.
- Rejection of service animals in the unit.
- Refusal to accept Housing Choice Vouchers or charging rents not at fair market value
- People who are routinely discriminated against often don't notice or identify discrimination. If discrimination is suspected, the tenants are often more interested in finding housing to meet their immediate need rather than going through a lengthy appeal process.
- Inability to save sufficient funds for a required down-payment for the purchase of a home
- Limited housing stocks at all income levels and price points, but most notably for low-moderate income earners.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The City of Jackson does not intentionally create policies, codes, or rules that create barriers to affordable housing, but rather faces the same realities experienced by most municipalities – increasing construction costs, complexity of financing for larger projects, and an affordability gap between incomes and housing costs. Likewise, most policies, ordinances, and/or codes are established to maintain compliance with local, state, and federal guidelines or for health and safety reasons.

City staff will continue to collaborate with the CoC to develop strategies to remove or ameliorate barriers to affordable housing. The CoC has identified several strategies to implement, including, but not limited to, the following:

- Further the Landlord Advocacy and Education position currently funded for the short term.
- Work with landlords to determine what they would require to expand the number of units available to subsidy.
- Increase the number of landlords willing to rent to Housing Choice Voucher holders.
- Develop a multi-sector strategy to reduce issues involving utilities as a barrier to housing.
- Another concept to increase acceptance of tenants with Housing Choice Vouchers is to establish a fund to assist the private-market landlord with repairing potential damages incurred when accepting an irresponsible Section 8 tenant.

**Discussion:**

The City's Affordable Housing Development Board regularly provides experience-based advice to staff regarding possible solutions regarding the availability of affordable housing. In conjunction with the 2023 Housing Strategy and Policy Framework, numerous strategies are in place to attack this issue, including the 100 Homes Program and the Expanded Rehabilitation Program (both supported with ARPA funds). Additional new construction projects throughout the City will also offer greater affordable housing options, including single-family and multi-family units in all parts of the City. Local, state, and federal subsidies are being levied to assist with many of these projects, and the City of Jackson is focused on developing multiple housing options that are affordable at various income levels.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The activities and goals of the 2026-2027 Annual Action Plan coincide with the priorities identified in the 2025-2029 Five-Year Consolidated Plan. Some activities funded during this first year of the Consolidated Plan were planned activities during the prior Consolidated Plan. Other activities are funded to begin the assessment and planning stages of the three local target areas. The City's Housing Rehabilitation Policies and Procedures will undergo review and revision during this AP year.

### **Actions planned to address obstacles to meeting underserved needs**

City staff will continue to maintain its network of state and local public agencies and non-profit service providers. The use of CDBG or HOME funds to meet underserved needs will be subject to fluctuations in annual funding. Funds may or may not be allocated accordingly.

### **Actions planned to foster and maintain affordable housing**

As noted above, the City will assist low-income homeowners with housing maintenance and emergency repairs. In addition, the City's CHDO will develop affordable housing units for resale to qualifying low-income households. In addition, homebuyer activities involve the construction of new single-family homes and the rehabilitation of 16 former LIHTC rental units being purchased by income qualified first-time homebuyers.

The Jackson City Council adopted an Affordable Housing ordinance in late 2021, adding Article IX - Affordable Housing Development Board to its Housing ordinance found at Chapter 14 of the City of Jackson Code of Ordinances. The purpose and intent of adding Article IX to Chapter 14 is to:

- 1) Promote the health, safety, and general welfare of the people of the City of Jackson through the implementation of housing goals, objectives, and policies that support economically integrated housing opportunities in the development or rehabilitation of housing;
- 2) Stimulate the production and preservation of owner-occupied and non-owner occupied housing available to low-income individuals or families; and
- 3) Optimize benefits available to low- and moderate-income residents by incentivizing affordable residential housing projects.

The City continues to leverage additional funds separate from the CDBG and HOME programs for the construction of new affordable housing and the rehabilitation of existing housing. ARPA funds are being used to support down payment assistance for new single-family construction as part of the 100 Homes Program. ARPA funds are also being used for an additional rehabilitation program designed for owner and non owner-occupied properties. MSHDA funds were used to support the construction of affordable and visitable homes, and for the rehabilitation of existing homes needing energy efficiency improvements. HOME-ARP funds are being used to support the construction of affordable rental housing and the rehabilitation of existing structures. Finally, the City will utilize HOME funds through homebuyer activities, including but not limited to down payment assistance on new construction single-family homes.

### **Actions planned to reduce lead-based paint hazards**

Inspections of non-owner occupied housing units will continue to assess deteriorated paint and will be cited as a violation and ordered repaired before a certificate of compliance is issued to the property owner. Any rehabilitation activities that may disturb painted surfaces in a home will receive a combination lead paint inspection/risk assessment and, if hazards exist, will be treated according to the

Lead Safe Housing Rule. All actions taken to remediate an identified lead hazard must be approved through a lead clearance examination.

### **Actions planned to reduce the number of poverty-level families**

The City of Jackson has neither the facilities nor resources to carry out programs directly targeted at reducing the number of households at or below the poverty level. However, through the use of CDBG and HOME funds, the City offers services and programs to make housing affordable to it low- to moderate-income homeowners:

- *Rehabilitation* – up to \$25,000 is available through a 5-year, zero-interest, deferred loan with a partial low repayment component to correct emergency hazards from major system failures.
- *Homebuyer New Construction* – currently under development through the City’s CHDO, the Greater Jackson Habitat for Humanity. The 2025-2029 5-Year Consolidated Plan further outlines planned down-payment assistance for those earning less than 80% of the area median income.

In addition, the City ensures tenants have decent, safe, and sanitary living conditions through its Housing Code Enforcement (HCE) program (not federally funded). The HCE program also improves neighborhood living conditions through enforcement of various blight ordinances, such as garbage, inoperable vehicles, noxious weeds and trees, and zoning violations.

City leaders will collaborate with the United Way of Jackson County, the Continuum of Care, the Jackson Interfaith Shelter, the Community Action Agency, Habitat for Humanity, the Welcome Home Organization, Residents in Action, Kings Community Homes, and other community service providers in their efforts to reduce the number of impoverished residents.

### **Actions planned to develop institutional structure**

City staff will continue active participation with the CoC and other collaborative meetings as may be necessary to remain aware of the community’s health and emerging needs. Close monitoring of projects implemented by other City departments will ensure compliance with federal rules and regulations and the timely expenditure of CDBG funds. The Greater Jackson Habitat for Humanity will receive technical assistance and guidance by various City staff as its new housing construction project proceeds.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

City staff will continue active participation with the CoC. Members of the CoC represent various public and non-profit agencies in Jackson that provide mainstream and specialized services to homeless, non-homeless special needs, and general populations and subpopulations. Discussion at monthly CoC meetings always includes identification of emerging needs or gaps in service that need attention.

# Program Specific Requirements

## AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

### Introduction:

While similar in many ways, CDBG and HOME are governed under separate federal regulation with certain requirements specific to each grant. The information below addresses those specific requirements.

### Community Development Block Grant Program (CDBG)

#### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
<b>Total Program Income</b>	<b>0</b>

### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.	70.00%

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(l)(2)**

- 1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

Forms of investment beyond those identified in 24 CFR 92.205 will not be utilized under this plan.

- 2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

The City of Jackson controls the resale of homebuyer property during the period of affordability using the **recapture** option as follows:

- 1) Should a homebuyer receiving a direct HOME subsidy in the amount of \$5,000 or less and sell the property during the affordability period, repayment of the entire direct HOME subsidy will be triggered.
- 2) Should a homebuyer receiving a direct HOME subsidy in excess of \$5,000 and sell the property during the affordability period, repayment of the direct HOME subsidy will be directly tied to the length of time the homebuyer has occupied the home in relation to the period of affordability.

If there are no net proceeds from the sale or the net proceeds are insufficient to repay the HOME subsidy due, the City will recapture the amount of the net proceeds, if any. Recaptured funds will be used for another HOME-eligible activity. The homeowner will receive a return on investment only if there are remaining net proceeds from the sale after payment of all outstanding mortgages, including the HOME mortgage and closing costs.

- 3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:**

The City's recapture/resale guidelines for acquired properties are the same as noted above under Paragraph 2.

- 4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:**

Activities in this plan do not include refinancing of existing debt secured by multifamily housing rehabilitated with HOME funds.



**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** Ordinance—Water System Revenue Bond

*Adopt the proposed Water System Junior Revenue Bonds, Series 2026 (LTGO) Ordinance taking advantage of the State program allowing the City to make mandated water system improvements and benefit from principal loan forgiveness and lower interest rates.*

---

**Recommendation:**

Attached is a memo from Heather Ehnis regarding the above ordinance. The ordinance approves the issuance of the City of Jackson \$5.0 million Water System Junior Lien Revenue Bonds, Series 2026 (LTGO) which will be sold through the Michigan Finance Authority.

The City's bond counsel, Patrick McGow, has prepared the ordinance and that, as well as his cover letter, are attached.

I recommend adoption of the ordinance. Your consideration and concurrence is appreciated.

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager  
**FROM:** Heather Ehnis, Chief Financial Officer  
**DATE:** March 24, 2026

**RECOMMENDATION:** Adoption of Water System Revenue Bond Ordinance

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### ISSUE STATEMENT

The City applied for financial assistance through the Michigan Finance Authority (MFA) Drinking Water State Revolving Fund (DWSRF) loan program. The MFA subsequently approved the financing assistance through the DWSRF for the water projects, consisting of lead service line replacements, at an approved award of \$5.0 million, of which approximately fifty percent will be paid for through principal forgiveness. The remainder will be paid with water system funds and a DWSRF loan, which will be evidenced by the bonds at an interest rate of 2.0% per annum.

The City Council adopted a Notice of Intent on December 12, 2023, for the sale of up to \$12.5 million in bonds in connection with the State of Michigan's Drinking Water State Revolving Fund (DWSRF) loan program. Following adoption, the required 45-day referendum period elapsed without the filing of a referendum petition.

The City is now prepared to proceed with adoption of the Bond Ordinance to authorize the issuance of these bonds. To date, \$2.77 million in DWSRF bonds have been issued under the authority of the Notice of Intent. The adoption of the Bond Ordinance will allow the City to issue the remaining authorized bonds, as needed, to support eligible drinking water infrastructure improvements.

### DESCRIBE THE CONSEQUENCES

Issuance of the DWSRF bonds provides the City with the financial means to invest in required lead service line replacements with the following benefits:

- Up to 50% loan forgiveness
- Low-interest rates
- Ensures long-term financing

- Helps maintain and improve public health and environmental compliance

If the DWSRF bonds are not approved, the City will forfeit approximately \$2.5 million in principal loan forgiveness and will need to identify alternative funding resources to complete the mandated lead service line replacements.

## OWNERSHIP

The Department of Public Works and the Finance Department are directly involved in the process of issuing debt securities, such as bonds. This includes:

- Reviewing offering documents
- Coordinating with underwriters and legal counsel
- Ensuring compliance with regulatory requirements

Once the bonds are issued, Finance manages debt repayment, ensuring the City meets its debt service obligations. This involves budgeting for debt service payments, setting aside funds, and coordinating payments over the life of the debt.

## SOLUTION

I request the proposed Water System Junior Revenue Bonds, Series 2026 (LTGO) Ordinance be submitted for approval by the City Council. Taking advantage of this State program will allow the City to make mandated water system improvements and benefit from principal loan forgiveness and lower interest rates.

## FACILITATE IMPLEMENTATION

Adoption of Water System Revenue Bond Ordinance.

---

## ATTACHMENTS

1. Letter\_Miller Canfield
2. 2026 DWSRF\_Bond Ordinance

Founded in 1852  
by Sidney Davy Miller



MICHIGAN  
ILLINOIS  
NEW YORK  
OHIO  
WASHINGTON, D.C.  
CANADA  
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POLAND  
UKRAINE  
QATAR

**PATRICK F. MCGOW**  
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March 10, 2026

Ms. Heather Ehnis  
Director of Finance  
City of Jackson  
161 West Michigan Avenue  
Jackson MI 49201-1303

Re: City of Jackson, Michigan  
Water System Junior Lien Revenue Bonds, Series 2026  
(Drinking Water State Revolving Fund Project 7908-01b)

Dear Heather:

I have enclosed an Ordinance authorizing the issuance of the above-captioned Water System Junior Lien Revenue Bonds to be considered for approval by the City Council at its meeting on March 24th. The Bonds are to be sold through the Michigan Finance Authority's ("MFA") Quarter 3 Drinking Water State Revolving Fund Program, scheduled to close on June 4th.

The Bond Ordinance authorizes the issuance of the Bonds in an amount not to exceed \$5,000,000, based on the current project costs and amount allocated by EGLE for the lead service line replacements. Approximately half of that principal amount will be forgiven, so the City is expected to only repay \$2,500,000 plus interest. The Ordinance provides flexibility for the actual size of the Bond issue to be reduced prior to closing based on the actual construction bids and final EGLE-approved costs.

The Bond Ordinance authorizes the issuance of the Series 2026 Bonds, which are payable from the Net Revenues of the City's Water Supply System. The Bonds are expected to be sold to the MFA and payable in 20 or 30 annual principal installments at an interest rate of 2.00%. The Bonds are being issued as junior lien bonds which are of equal standing with the Series 2023 Bonds and Series 2024 Bonds issued in prior DWSRF programs. The Ordinance says not to exceed 30 years, but it can be reduced to 20 years later in the process.

The Bond is a junior lien revenue bond, payable from the Net Revenues of the System, to allow the City to potentially issue Senior Lien Bonds in the future. In addition, the Series 2026 Bonds are expected to pledge part of the City's revenue sharing received from the State as additional security for the Bonds. This was done to satisfy the Michigan Finance Authority's

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Ms. Heather Ehnis

-2-

March 10, 2026

investment grade requirements and to save issuance costs by not having to pay for a separate bond rating or investment credit letter for the Bonds.

The Ordinance also authorizes various City officials to take the necessary actions to execute and deliver the Bonds and all related documents, approve the final size of the Bonds and contains the necessary items required by the Revenue Bond Act, Act 94 of 1933.

Pursuant to the Revenue Bond Act, the Ordinance may be adopted in one reading, regardless of any contrary provision in the City's ordinance adoption procedures. The Ordinance is required to be published once in full in your local newspaper (*Citizen Patriot*) after its adoption. There are no restrictions or requirements on the size of the publication, so it can be as small as possible. Upon adoption by the City Commission, we would appreciate receiving a certified copy of the Ordinance and an Affidavit of Publication of the Ordinance for bond transcripts.

There will be a conference call with MFA, EGLE and City officials in early May which we will participate in, to make final arrangements relating to the Bond terms. At that time, the final bond sizes will be determined, and we will prepare the necessary documents to be signed by various City officials after that date regarding the sale and delivery of the Bonds. The EGLE Order of Approval is expected to be issued on May 13th. The closing for the Bonds will be June 4th and the City can begin requesting draws on the Bonds after that date.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.



By:

Patrick F. McGow

Enclosure

Cc: Chandra Willinger  
Andy Campbell  
Aricca Thelen  
Emily Barr

**ORDINANCE NO. \_\_\_\_\_**  
**CITY OF JACKSON**

AN ORDINANCE TO PROVIDE FOR THE ACQUISITION, CONSTRUCTION, INSTALLATION, FURNISHING AND EQUIPPING OF ADDITIONS AND IMPROVEMENTS TO THE WATER SYSTEM OF THE CITY; TO PROVIDE FOR THE ISSUANCE AND SALE OF JUNIOR LIEN REVENUE BONDS TO PAY THE COST THEREOF; TO PROVIDE FOR THE COLLECTION OF REVENUES FROM THE SYSTEM SUFFICIENT FOR THE PURPOSE OF PAYING THE COSTS OF OPERATION AND MAINTENANCE OF THE SYSTEM AND TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS; TO PROVIDE FOR THE SEGREGATION AND DISTRIBUTION OF SYSTEM REVENUES; TO PROVIDE FOR THE RIGHTS OF THE HOLDERS OF THE BONDS IN ENFORCEMENT THEREOF; TO PRESCRIBE THE FORM OF THE BONDS; AND TO PROVIDE FOR OTHER MATTERS RELATING TO THE BONDS AND THE SYSTEM.

THE CITY OF JACKSON ORDAINS:

Section 1. Definitions. Whenever used in this Ordinance, except when otherwise indicated by the context, the following terms shall have the following meanings:

- (a) “Act 94” means Act 94, Public Acts of Michigan, 1933, as amended.
- (b) “Adjusted Net Revenues” means for any operating year the excess of revenues over expenses for the System determined in accordance with generally accepted accounting principles, to which shall be added depreciation, amortization, interest expense on Bonds and payments to the City in lieu of taxes, to which may be made the following adjustments.
  - (i) Revenues may be augmented by the amount of any rate increases adopted prior to the issuance of additional Bonds or to be placed into effect before the time principal or interest on the additional Bonds becomes payable from Revenues as applied to quantities of service furnished during the operating year or portion thereof that the increased rates were not in effect.
  - (ii) Revenues may be augmented by amounts which may be derived from rates and charges to be paid by new customers of the System.
- (c) “Authority” means the Michigan Finance Authority or its successor.
- (d) “Authorized Officers” means the Mayor, the City Manager, the Director of Finance and the City Clerk of the City.
- (e) “Bonds” or “Senior Lien Bonds” means any bonds or series of bonds so designated and payable from Net Revenues, which are secured by a statutory first lien on

the Net Revenues established by this Ordinance and which are senior and superior in all respects with respect to the Net Revenues to any Junior Lien Bonds secured by the statutory second lien established by this Ordinance, together with any additional Bonds of equal standing thereafter issued.

(f) “City” or “Issuer” means the City of Jackson, County of Jackson, State of Michigan.

(g) “EGLE” means the means the Michigan Department of Environment, Great Lakes, and Energy, or its successor.

(h) “Engineers” means Fishbeck, Inc.

(i) “Junior Lien Bonds” means Series 2026 Bond, the Outstanding Junior Lien Bonds and any additional bonds of equal standing with the Series 2026 Bond and the Outstanding Junior Lien Bonds which are secured by a statutory second lien on the Net Revenues and are junior and subordinate to the Senior Lien Bonds.

(j) “Outstanding Junior Lien Bonds” means the Series 2023 Bond and the Series 2024 Bond.

(k) “Outstanding Ordinances” means Ordinance No. 2023-04 and 2024-06 of the City.

(l) “Project” means the acquisition, construction, furnishing and equipping of improvements to the Water System of the City, including replacement of water mains and service lines throughout the water distribution system, together with all related equipment, appurtenances and attachments.

(m) “Purchase Contract” means the Purchase Contract to be entered into between the Authority and the City relating to the purchase by the Authority of the Series 2026 Bond.

(n) “Revenues” and “Net Revenues” shall mean the revenues and net revenues of the City derived from the operation of the System and shall be construed as defined in Section 3 of Act 94, including with respect to “Revenues,” the earnings derived from the investment of moneys in the various funds and accounts established by the Outstanding Ordinances and this Ordinance.

(o) “Series 2023 Bond” means the Water System Junior Lien Revenue Bond, Series 2023 (Limited Tax General Obligation), dated July 17, 2023, in the outstanding principal amount of \$3,965,000.

(p) “Series 2024 Bond” means the Water System Junior Lien Revenue Bond, Series 2024 (Limited Tax General Obligation), dated September 6, 2024, in the outstanding principal amount of \$2,660,000.

(q) “Series 2026 Bond” means the Water System Junior Lien Revenue Bond, Series 2026, of the City in the principal amount of not to exceed \$5,000,000 authorized by this Ordinance.

(r) “Sufficient Government Obligations” means direct obligations of the United States of America or obligations the principal and interest on which is fully guaranteed by the United States of America, not redeemable at the option of the issuer, the principal and interest payments upon which without reinvestment of the interest, come due at such times and in such amounts as to be fully sufficient to pay the interest as it comes due on the Bonds or Junior Lien Bonds and the principal and redemption premium, if any, on the Bonds or Junior Lien Bonds as it comes due whether on the stated maturity date or upon earlier redemption. Securities representing such obligations shall be placed in trust with a bank or trust company, and if any of the Bonds or Junior Lien Bonds are to be called for redemption prior to maturity, irrevocable instructions to call the Bonds for redemption shall be given to the paying agent.

(s) “Supplemental Agreement” means the supplemental agreement among the City, the Authority and the EGLE relating to the Series 2026 Bond.

(t) “System” means the Water System of the City, including the Project and all additions, extensions and improvements hereafter acquired.

Section 2. Necessity; Approval of Plans and Specifications. It is hereby determined to be a necessary public purpose of the City to acquire and construct the Project in accordance with the plans and specifications prepared by the Engineers, which plans and specifications are hereby approved. The Project qualifies for the State Revolving Fund financing program being administered by the EGLE and the Authority, whereby bonds of the City are sold to the Authority and bear interest at a fixed rate of not to exceed two percent (2.00%) per annum.

Section 3. Costs; Useful Life. The cost of the Project is estimated to be an amount not to exceed Five Million Dollars (\$5,000,000), including the payment of incidental expenses as specified in Section 4 of this Ordinance, which estimate of cost is hereby approved and confirmed. The period of usefulness of the Project is estimated to be not less than thirty (30) years.

Section 4. Payment of Cost; Bonds Authorized. To pay part of the cost of acquiring the Project, legal, engineering, financial and other expenses incident thereto and incident to the issuance and sale of the Series 2026 Bond, the City shall borrow the sum of not to exceed Five Million Dollars (\$5,000,000), and issue the Series 2026 Bond therefor pursuant to the provisions of Act 94. The remaining cost of the Project, if any, shall be defrayed from grant funds and City funds on hand and legally available for such use.

Except as amended by or expressly provided to the contrary in this Ordinance, all of the provisions of the Outstanding Ordinances shall apply to the Series 2026 Bond issued pursuant to this Ordinance, the same as though each of the provisions were repeated in this Ordinance in detail; the purpose of this Ordinance being to authorize the issuance of additional revenue bonds of junior and subordinate standing and priority of lien to any Outstanding Senior Lien Bonds and of equal standing and priority of lien as to the Net Revenues with the Outstanding Junior Lien Bonds to

finance the cost of acquiring additions, extensions and improvements to the System, additional bonds of junior and subordinate standing and priority of lien as to any Outstanding Senior Lien Bonds and of equal standing and priority of lien as to the Outstanding Junior Lien Bonds for such purpose being authorized by the provisions of the Outstanding Ordinances, upon the conditions therein stated, which conditions have been fully met.

Section 5. Issuance of Series 2026 Bond; Details. The Series 2026 Bond of the City, to be designated WATER SYSTEM JUNIOR LIEN REVENUE BOND, SERIES 2026 is authorized to be issued in the aggregate principal sum of not to exceed Five Million Dollars (\$5,000,000) or such lesser amount as finally determined by order of the EGLE for the purpose of paying part of the cost of the Project, including the costs incidental to the issuance, sale and delivery of the Series 2026 Bond. The Series 2026 Bond shall be payable out of the Net Revenues, as set forth more fully in Section 8 hereof, provided that the Series 2026 Bond shall be junior and subordinate to the prior lien with respect to the Net Revenues of any Senior Lien Bonds hereafter issued.

The Series 2026 Bond shall be in the form of a single fully-registered, nonconvertible bond of the denomination of the full principal amount thereof, dated as of the date of delivery, payable in principal installments as finally determined by the order of the EGLE at the time of sale of the Series 2026 Bond and approved by the Authority and an Authorized Officer. Principal installments of the Series 2026 Bond shall be payable on October 1 of the years 2028 through 2057, inclusive, or such other payment dates as hereinafter provided. Interest on the Series 2026 Bond shall be payable on April 1 and October 1 of each year, commencing October 1, 2026 or on such other interest payment dates as hereinafter provided. Final determination of the principal amount of and interest on the Series 2026 Bond and the payment dates and amounts of principal installments of the Series 2026 Bond shall be evidenced by execution of the Purchase Contract and each of the Authorized Officers is authorized and directed to execute and deliver the Purchase Contract when in final form and to make the determinations set forth above; provided, however, that the first principal installment shall be due no earlier than October 1, 2027 and the final principal installment shall be due no later than October 1, 2058 and that the total principal amount shall not exceed \$5,000,000.

The Series 2026 Bond shall bear interest at a rate of not to exceed two percent (2.00%) per annum on the par value thereof or such other rate as evidenced by execution of the Purchase Contract, but in any event not to exceed the rate permitted by law, and any Authorized Officers as shall be appropriate shall deliver the Series 2026 Bond in accordance with the delivery instructions of the Authority.

The principal amount of the Series 2026 Bond is expected to be drawn down by the City periodically, and interest on principal amount shall accrue from the date such principal amount is drawn down by the City.

The Series 2026 Bond shall not be convertible or exchangeable into more than one fully-registered bond. Principal of and interest on the Series 2026 Bond shall be payable as provided in the Series 2026 Bond form in this Ordinance.

The Series 2026 Bond shall be subject to optional redemption by the City with the prior written approval of the Authority and on such terms as may be required by the Authority.

The Treasurer shall record on the registration books payment by the City of each installment of principal or interest or both when made and the cancelled checks or other records evidencing such payments shall be returned to and retained by the Treasurer.

Upon payment by the City of all outstanding principal of and interest on the Series 2026 Bond, the Authority shall deliver the Series 2026 Bond to the City for cancellation.

Section 6. Execution of Series 2026 Bond. The Series 2026 Bond shall be signed by the manual or facsimile signature of the Mayor and countersigned by the manual or facsimile signature of the City Clerk and shall have the corporate seal of the City or facsimile thereof impressed thereon. The Series 2026 Bond bearing the manual or facsimile signatures of the Mayor and the City Clerk sold to the Authority shall require no further authentication.

Section 7. Registration and Transfer. Any Bond or Junior Lien Bond may be transferred upon the books required to be kept pursuant to this section by the person in whose name it is registered, in person or by the registered owner's duly authorized attorney, upon surrender of the Bond or Junior Lien Bond for cancellation, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the transfer agent. Whenever any Bond or Junior Lien Bond shall be surrendered for transfer, the City shall execute and the transfer agent shall authenticate and deliver a new Bond or Junior Lien Bond, for like aggregate principal amount. The transfer agent shall require payment by the bondholder requesting the transfer of any tax or other governmental charge required to be paid with respect to the transfer. The City shall not be required (i) to issue, register the transfer of or exchange any Bond or Junior Lien Bond during a period beginning at the opening of business 15 days before the day of the giving of a notice of redemption of Bonds selected for redemption as described in the form of Series 2026 Bond contained in Section 18 of this Ordinance and ending at the close of business on the day of that giving of notice, or (ii) to register the transfer of or exchange any Bond or Junior Lien Bond so selected for redemption in whole or in part, except the unredeemed portion of Bonds or Junior Lien Bonds being redeemed in part. The City shall give the transfer agent notice of call for redemption at least 20 days prior to the date notice of redemption is to be given.

The transfer agent shall keep or cause to be kept at its principal office sufficient books for the registration and transfer of the Bonds or Junior Lien Bond, which shall at all times be open to inspection by the City; and upon presentation for such purpose the transfer agent shall under such reasonable regulations as it may prescribe transfer or cause to be transferred on the books of the Bonds or Junior Lien Bond as hereinbefore provided.

If any Bond or Junior Lien Bond shall become mutilated, the City, at the expense of the holder of the Bond, shall execute, and the transfer agent shall authenticate and deliver, a new Bond or Junior Lien Bond of like tenor in exchange and substitution for the mutilated Bond or Junior Lien Bond, upon surrender to the transfer agent of the mutilated Bond or Junior Lien Bond. If any Bond or Junior Lien Bond issued under this Ordinance shall be lost, destroyed or stolen, evidence of the loss, destruction or theft may be submitted to the transfer agent and, if this evidence is satisfactory to both and indemnity satisfactory to the transfer agent shall be given, and if all requirements of any applicable law including Act 354, Public Acts of Michigan, 1972, as amended ("Act 354"), being sections 129.131 to 129.135, inclusive, of the Michigan Compiled Laws have been met, the City, at the expense of the owner, shall execute, and the transfer agent shall thereupon

authenticate and deliver, a new Bond or Junior Lien Bond of like tenor and bearing the statement required by Act 354, or any applicable law hereafter enacted, in lieu of and in substitution for the Bond or Junior Lien Bond so lost, destroyed or stolen. If any such Bond or Junior Lien Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond or Junior Lien Bond the transfer agent may pay the same without surrender thereof.

Section 8. Payment of Series 2026 Bond; Security; Priority of Lien. Principal and interest on the Series 2026 Bond shall be payable solely from the Net Revenues, and to secure such payment, there is hereby created a statutory lien upon the whole of the Net Revenues which shall be a second lien, subject only to the statutory first lien established with respect to the Senior Lien Bonds, to continue until payment in full of the principal of and interest on all Junior Lien Bonds payable from the Net Revenues, or, until sufficient cash or Sufficient Government Obligations have been deposited in trust for payment in full of all Junior Lien Bonds of a series then outstanding, principal and interest on such Junior Lien Bonds to maturity, or, if called for redemption, to the date fixed for redemption together with the amount of the redemption premium, if any. The statutory lien on the Net Revenues created with respect to the Junior Lien Bonds (including the Series 2026 Bond) shall at all times be and remain subordinate and inferior to the pledge of Net Revenues and the statutory first lien thereon authorized to be granted to secure any Senior Lien Bonds hereafter issued.

As additional security for repayment of the Series 2026 Bond, the City hereby pledges the taxes collected by the State of Michigan and returned to the City pursuant to Act 140, Public Acts of Michigan, 1971, as amended, to the Authority as purchaser and holder of the Series 2026 Bond, and the City hereby authorizes the Authorized Officers to approve, execute and deliver a Revenue Sharing Pledge Agreement between the City and the Authority, authorizing the State Treasurer to transmit the revenue sharing moneys assigned and pledged therein directly to the Authority or its designee if payments on the Series 2026 Bond are not made in accordance with this Ordinance. The City shall be reimbursed for any such advance from the Net Revenues of the System subsequently received which are not otherwise pledged or encumbered by this Ordinance or the Outstanding Ordinances.

Upon deposit of cash or Sufficient Government Obligations, as provided in the previous sentences, the statutory lien shall be terminated with respect to that series of Bonds or Junior Lien Bonds, the holders of that series shall have no further rights under this Ordinance except for payment from the deposited funds, and the Bonds or Junior Lien Bonds of that series shall no longer be considered to be outstanding under the Outstanding Ordinances or this Ordinance.

Section 9. Bondholders' Rights; Receiver. The holder or holders of the Bonds or Junior Lien Bonds representing in the aggregate not less than twenty percent (20%) of the entire principal amount thereof then outstanding, may, by suit, action, mandamus or other proceedings, protect and enforce the statutory lien upon the Net Revenues of the System, and may, by suit, action, mandamus or other proceedings, enforce and compel performance of all duties of the officers of the City, including the fixing of sufficient rates, the collection of Revenues, the proper segregation of the Revenues of the System and the proper application thereof. The statutory lien upon the Net Revenues, however, shall not be construed as to compel the sale of the System or any part thereof.

If there is a default in the payment of the principal of or interest on the Bonds or the Junior Lien Bonds, any court having jurisdiction in any proper action may appoint a receiver to administer and operate the System on behalf of the City and under the direction of the court, and by and with the approval of the court to perform all of the duties of the officers of the City more particularly set forth herein and in Act 94.

The holder or holders of the Bonds and the Junior Lien Bonds shall have all other rights and remedies given by Act 94 and law, for the payment and enforcement of the Bonds and the Junior Lien Bonds and the security therefor.

Section 10. Management; Fiscal Year. The operation, repair and management of the System and the acquisition and construction of the Project shall be under the supervision and control of the City Council. The City Council, in accordance with the relevant provisions of the City Charter, may employ such person or persons in such capacity or capacities as it deems advisable to carry on the efficient management and operation of the System. The City Council may make such rules and regulations as it deems advisable and necessary to assure the efficient management and operation of the System. The fiscal year of the System shall be the fiscal year of the City.

Section 11. Rates and Charges. The rates and charges for service furnished by and the use of the System and the methods of collection and enforcement of the collection of the rates shall be those in effect on the date of adoption of this Ordinance.

Section 12. No Free Service or Use. No free service or use of the System, or service or use of the System at less than cost, shall be furnished by the System to any person, firm or corporation, public or private, or to any public agency or instrumentality, including the City.

Section 13. Fixing and Revising Rates; Rate Covenant. The rates now in effect are estimated to be sufficient to provide for the payment of the expenses of administration and operation and such expenses for maintenance of the System as are necessary to preserve the System in good repair and working order, to provide for the payment of the principal of and interest on the Bonds and the Junior Lien Bonds as the same become due and payable, and the maintenance of the reserve therefor and to provide for all other obligations, expenditures and funds for the System required by law and this Ordinance. In addition, it is agreed that the rates shall be set from time to time so that there shall be produced each fiscal year Net Revenues in an amount not less than 110% of the principal of and interest on all Bonds coming due in each fiscal year and not less than 100% of the principal of and interest on all Junior Lien Bonds coming due in each fiscal year. The rates shall be fixed and revised from time to time as may be necessary to produce these amounts, and it is hereby covenanted and agreed to fix and maintain rates for services furnished by the System at all times sufficient to provide for the foregoing.

Section 14. Funds and Accounts; Flow of Funds. The funds and accounts established by the Outstanding Ordinances are hereby continued, the flow of funds established by the Outstanding Ordinances, is hereby continued, and the applicable sections of the Outstanding Ordinances, relating to funds and accounts and flow of funds are incorporated herein by reference as if fully set forth.

Section 15. Bond Proceeds. The proceeds of the sale of the Series 2026 Bonds shall be deposited in a bank or banks, designated by the City, qualified to act as depository of the proceeds of sale under the provisions of Act 94, in an account designated 2026 WATER SYSTEM PROJECT CONSTRUCTION FUND (the “Construction Fund”). Moneys in the Construction Fund shall be applied solely in payment of the cost of the Project, including any engineering, legal and other expenses incident thereto and to the financing thereof.

Section 16. Bond Form. The Series 2026 Bond shall be in substantially the following form with such changes or completion as necessary or appropriate to give effect to the intent of this Ordinance and further subject to such modifications which may be required by the Michigan Attorney General and the Authority and approved by bond counsel:

**UNITED STATES OF AMERICA  
STATE OF MICHIGAN  
COUNTY OF JACKSON**

**CITY OF JACKSON**

**WATER SYSTEM JUNIOR LIEN REVENUE BOND, SERIES 2026**

REGISTERED OWNER: Michigan Finance Authority

PRINCIPAL AMOUNT: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

DATE OF ORIGINAL ISSUE: June 4, 2026

The CITY OF JACKSON, County of Jackson, State of Michigan (the “City”), for value received, hereby promises to pay, primarily out of the hereinafter described Net Revenues of the City’s Water System (hereinafter defined), to the Michigan Finance Authority (the “Authority”), or registered assigns, the Principal Amount shown above, or such portion thereof as shall have been advanced to the City pursuant to a Purchase Contract between the City and the Authority and a Supplemental Agreement by and among the City, the Authority and the State of Michigan acting through the Department of Environmental Quality, in lawful money of the United States of America, unless prepaid or reduced prior thereto as hereinafter provided.

During the time funds are being drawn down by the City under this Bond, the Authority will periodically provide the City a statement showing the amount of principal that has been advanced and the date of each advance, which statement shall constitute prima facie evidence of the reported information; provided that no failure on the part of the Authority to provide such a statement or to reflect a disbursement or the correct amount of a disbursement shall relieve the City of its obligation to repay the outstanding principal amount actually advanced, all accrued interest thereon, and any other amount payable with respect thereto in accordance with the terms of this bond.

The Principal Amount shall be payable on the dates and in the annual principal installment amounts set forth on Schedule A attached hereto and made a part hereof, as such Schedule may be adjusted if less than \$\_\_\_\_\_ is disbursed to the City or if a portion of the Principal Amount is prepaid as provided below, with interest on the principal installments from the date each installment is delivered to the holder hereof until paid at the rate of two percent (2.00%) per annum. Interest is first payable October 1, 2026 and semiannually thereafter and principal is payable on the first day of October commencing October 1, 2028 (as identified in the Purchase Contract) and annually thereafter.

Principal installments of this bond are subject to prepayment by the City prior to maturity only with the prior written consent of the Authority and on such terms as may be required by the Authority.

Notwithstanding any other provision of this bond, so long as the Authority is the owner of this bond, (a) this bond is payable as to principal, premium, if any, and interest at U.S. Bank Trust Company, National Association or at such other place as shall be designated in writing to the City by the Authority (the "Authority's Depository"); (b) the City agrees that it will deposit with the Authority's Depository payments of the principal of, premium, if any, and interest on this bond in immediately available funds by 12:00 noon at least five business days prior to the date on which any such payment is due whether by maturity, redemption or otherwise; in the event that the Authority's Depository has not received the City's deposit by 12:00 noon on the scheduled day, the City shall immediately pay to the Authority as invoiced by the Authority an amount to recover the Authority's administrative costs and lost investment earnings attributable to that late payment; and (c) written notice of any redemption of this bond shall be given by the City and received by the Authority's Depository at least 40 days prior to the date on which such redemption is to be made.

#### Additional Interest

In the event of a default in the payment of principal or interest hereon when due, whether at maturity, by redemption or otherwise, the amount of such default shall bear interest (the "additional interest") at a rate equal to the rate of interest which is two percent above the Authority's cost of providing funds (as determined by the Authority) to make payment on the bonds of the Authority issued to provide funds to purchase this bond but in no event in excess of the maximum rate of interest permitted by law. The additional interest shall continue to accrue until the Authority has been fully reimbursed for all costs incurred by the Authority (as determined by the Authority) as a consequence of the City's default. Such additional interest shall be payable on the interest payment date following demand of the Authority. In the event that (for reasons other than the default in the payment of any municipal obligation purchased by the Authority) the investment of amounts in the reserve account established by the Authority for the bonds of the Authority issued to provide funds to purchase this bond fails to provide sufficient available funds (together with any other funds which may be made available for such purpose) to pay the interest on outstanding bonds of the Authority issued to fund such account, the City shall and hereby agrees to pay on demand only the City's pro rata share (as determined by the Authority) of such deficiency as additional interest on this bond.

For prompt payment of principal and interest on this bond, the City has irrevocably pledged the revenues of the Water System of the City, including all appurtenances, extensions and improvements thereto (the "System"), after provision has been made for reasonable and necessary expenses of operation, maintenance and administration (the "Net Revenues"), and a statutory second lien thereon is hereby recognized and created, subject to the senior lien of any additional Bonds of the City hereafter issued by the City, as set forth in the Ordinances (hereinafter defined). The bonds of this issue are of equal standing and priority of lien as to the Net Revenues with the City's Water System Revenue Bonds (Limited Tax General Obligation), Series 2023 and Water System Revenue Bonds (Limited Tax General Obligation), Series 2024 (the "Outstanding Junior Lien Bonds") and any additional bonds hereafter issued by the City of equal standing and priority with the Outstanding Junior Lien Bonds. The City has reserved the right to issue such additional Bonds which shall be superior and senior in all respects to the bonds of this issue as to the Net Revenues.

As additional security for the City's obligation to pay the bond, pursuant to Act 227, Public Acts of Michigan, 1985, as amended, the City has pledged the payments that the City is eligible to receive from the State of Michigan under Act 140, Public Acts of Michigan, 1971, as amended.

Purchasers of the bonds of this issue, by their acceptance of the bonds of this issue or a beneficial ownership interest therein, shall be deemed to have consented to the subordination of their interest in and lien upon the Net Revenues upon the issuance of Bonds subsequent to the delivery of the bonds of this issue.

This bond is a single, fully-registered, non-convertible bond in the principal sum indicated above issued pursuant to Ordinance No. \_\_\_ (the "Ordinance") and the prior ordinances authorizing the issuance of the Outstanding Junior Lien Bonds (together, the "Ordinances"), duly adopted by the City Council of the City, and under and in full compliance with the Constitution and statutes of the State of Michigan, including specifically Act 94, Public Acts of Michigan, 1933, as amended, for the purpose of paying part of the cost of acquiring and constructing additions, extensions and improvements to the System.

For a complete statement of the revenues from which and the conditions under which this bond is payable, a statement of the conditions under which additional bonds of superior and equal standing may hereafter be issued and the general covenants and provisions pursuant to which this bond is issued, reference is made to the Ordinances.

This bond is primarily a self-liquidating bond, payable, both as to principal and interest, primarily from the Net Revenues of the System. The principal of and interest on this bond are secured by the statutory second lien hereinbefore mentioned. As additional security, the City has pledged certain taxes collected by the State of Michigan and returned to the City pursuant to a revenue sharing pledge agreement as further described in the Ordinances.

The City has covenanted and agreed, and does hereby covenant and agree, to fix and maintain at all times while any bonds payable from the Net Revenues of the System shall be outstanding, such rates for service furnished by the System as shall be sufficient to provide for payment of the interest upon and the principal of the bonds of this issue, the Outstanding Junior Lien Bonds, any additional Bonds, and any additional Junior Lien Bonds, as and when the same shall become due and payable, and to maintain a bond redemption fund (including a bond reserve account, if any) therefor, to provide for the payment of expenses of administration and operation and such expenses for maintenance of the System as are necessary to preserve the same in good repair and working order, and to provide for such other expenditures and funds for the System as are required by the Ordinances.

This bond is transferable only upon the books of the City by the registered owner in person or the registered owner's attorney duly authorized in writing, upon the surrender of this bond together with a written instrument of transfer satisfactory to the transfer agent, duly executed by the registered owner or the registered owner's attorney duly authorized in writing, and thereupon a new bond or bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the Ordinances, and upon payment of the charges, if any, therein prescribed.

It is hereby certified and recited that all acts, conditions and things required by law to be done precedent to and in the issuance of this bond have been done and performed in regular and due time and form as required by law.

IN WITNESS WHEREOF, the City of Jackson, County of Jackson, State of Michigan, by its City Council has caused this bond to be executed with the manual or facsimile signatures of its Mayor and its City Clerk and the corporate seal of the City to be impressed or imprinted hereon, all as of the Date of Original Issue.

**CITY OF JACKSON**

By \_\_\_\_\_  
Mayor

(Seal)

Countersigned:

By \_\_\_\_\_  
City Clerk

EGLE Project Number: 7908-01b  
 EGLE Approved Amt: \$ \_\_\_\_\_

SCHEDULE A

Based on the schedule provided below unless revised as provided in this paragraph, repayment of the principal of the bond shall be made until the full amount advanced to the City is repaid. In the event the Order of Approval issued by the Department of Environment, Great Lakes and Energy (the "Order"), approves a principal amount of assistance less than the amount of the bond delivered to the Authority, the Authority shall only disburse principal up to the amount stated in the Order. In the event (1) that the payment schedule approved by the City and described below provides for payment of a total principal amount greater than the amount of assistance approved by the Order or (2) that less than the principal amount of assistance approved by the Order is disbursed to the City by the Authority, or (3) that any portion of the principal amount of assistance approved by the Order and disbursed to the City is forgiven pursuant to the Order, the Authority shall prepare a new payment schedule which shall be effective upon receipt by the City.

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Maturity Date</u>	<u>Principal Amount</u>
October 1, 2028	\$125,000	October 1, 2043	\$165,000
October 1, 2029	125,000	October 1, 2044	170,000
October 1, 2030	130,000	October 1, 2045	175,000
October 1, 2031	130,000	October 1, 2046	175,000
October 1, 2032	135,000	October 1, 2047	180,000
October 1, 2033	135,000	October 1, 2048	185,000
October 1, 2034	140,000	October 1, 2049	185,000
October 1, 2035	140,000	October 1, 2050	190,000
October 1, 2036	145,000	October 1, 2051	195,000
October 1, 2037	145,000	October 1, 2052	200,000
October 1, 2038	150,000	October 1, 2053	200,000
October 1, 2039	155,000	October 1, 2054	205,000
October 1, 2040	155,000	October 1, 2055	210,000
October 1, 2041	160,000	October 1, 2056	215,000
October 1, 2042	160,000	October 1, 2057	220,000

Interest on the bond shall accrue on that portion of principal disbursed by the Authority to the City which has not been forgiven pursuant to the Order from the date such portion is disbursed, until paid, at the rate of 2.00% per annum, payable October 1, 2026, and semi-annually thereafter.

The City agrees that it will deposit with the Authority's Depository, or such other place as shall be designated in writing to the City by the Authority payments of the principal of, premium, if any, and interest on this bond in immediately available funds by 12:00 noon at least five business days prior to the date on which any such payment is due whether by maturity, redemption or otherwise. In the event that the Authority's Depository has not received the City's deposit by 12:00 noon on the scheduled day, the City shall immediately pay to the Authority as invoiced by the Authority an amount to recover the Authority's administrative costs and lost investment earnings attributable to that late payment.

Section 17. Negotiated Sale; Application to EGLE and Authority; Execution of Documents. The City determines that it is in the best interest of the City to negotiate the sale of the Series 2026 Bond to the Authority because the Drinking Water State Revolving Fund financing programs provide significant interest savings to the City compared to competitive sale in the municipal bond market and the availability of grant funds and principal forgiveness. The Authorized Officers are hereby authorized to make application to the Authority and to the EGLE for placement of the Series 2026 Bond with the Authority. The actions taken by the Authorized Officers with respect to the Series 2026 Bond prior to the adoption of this Ordinance are ratified and confirmed. The Authorized Officers are authorized to execute and deliver the Purchase Contract, the Supplemental Agreement, the Revenue Sharing Pledge Agreement and the Issuer's Certificate. Any Authorized Officer is further authorized to execute and deliver such contracts, documents and certificates as are necessary or advisable to qualify the Series 2026 Bond for the Drinking Water State Revolving Fund. Prior to the delivery of the Series 2026 Bond to the Authority, any Authorized Officer is hereby authorized to make such changes to the form of the Series 2026 Bond contained in Section 16 of this Ordinance as may be necessary to conform to the requirements of Act 227, Public Acts of Michigan 1985, as amended ("Act 227"), including, but not limited to changes in the principal maturity and interest payment dates and references to additional security required by Act 227.

Section 18. Covenant Regarding Tax Exempt Status of the Bonds. The City shall, to the extent permitted by law, take all actions within its control necessary to maintain the exemption of the interest on the Series 2026 Bond from general federal income taxation (as opposed to any alternative minimum or other indirect taxation) under the Internal Revenue Code of 1986, as amended (the "Code"), including, but not limited to, actions relating to any required rebate of arbitrage earnings and the expenditure and investment of Series 2026 Bond proceeds and moneys deemed to be Bond proceeds.

Section 19. Approval of Bond Counsel. The representation of the City by Miller, Canfield, Paddock and Stone, P.L.C. ("Miller Canfield"), as bond counsel is hereby approved, notwithstanding the representation by Miller Canfield of the Authority in connection with its financing programs and borrowings.

Section 20. Approval of Bond Details. The Authorized Officers are each hereby authorized to adjust the final bond details set forth herein to the extent necessary or convenient to complete the transaction authorized herein, and in pursuance of the foregoing is authorized to exercise the authority and make the determinations authorized pursuant to Section 7a(1)(c) of Act 94, including but not limited to determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, dates of issuance, interest payment dates, redemption rights, the place of delivery and payment, and other matters, provided that the principal amount of Series 2026 Bond issued shall not exceed the principal amount authorized in this Ordinance, the interest rate per annum on the Series 2026 Bond shall not exceed two percent (2.00%) per annum, and the Series 2026 Bond shall mature in not more than twenty (20) annual installments.

Section 21. Savings Clause. All ordinances, resolutions or orders, or part thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, repealed.

Section 22. Severability; Paragraph Headings; and Conflict. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance. The paragraph headings in this Ordinance are furnished for convenience of reference only and shall not be considered to be part of this Ordinance.

Section 23. Publication and Recordation. This Ordinance shall be published in full in the *Citizen Patriot*, a newspaper of general circulation in the City qualified under State law to publish legal notices, promptly after its adoption, and shall be recorded in the Ordinance Book of the City and such recording authenticated by the signatures of the Mayor and the City Clerk.

Section 24. Effective Date. This Ordinance shall be effective upon its adoption and publication.

ADOPTED AND SIGNED THIS 24th day of March, 2026.

Signed \_\_\_\_\_  
Mayor

Signed \_\_\_\_\_  
City Clerk

I HEREBY CERTIFY that the foregoing constitutes a true and complete copy of an Ordinance duly adopted by the City Council of the City of Jackson, County of Jackson, Michigan, at a regular meeting held on March 24, 2026, and that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

I further certify that the following Members were present at the meeting: \_\_\_\_\_ and  
that the following Members were absent: \_\_\_\_\_.

I further certify that Member \_\_\_\_\_ moved for adoption of the Ordinance, and that the motion was supported by Member \_\_\_\_\_.

I further certify that the following Members voted for adoption of the Ordinance: \_\_\_\_\_ and  
that the following Members voted against adoption of the Ordinance: \_\_\_\_\_.

I further certify that the Ordinance has been recorded in the Ordinance Book and that such recording has been authenticated by the signatures of the Mayor and the City Clerk.

\_\_\_\_\_  
City Clerk

50315869.1/043520.00078



**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** March 24, 2026

**SUBJECT:** Resolution - Issuance of Capital Improvement Bonds, Series 2026 (Limited Tax General Obligation)

*Approve the Resolution authorizing the issuance of 2026 Capital Improvement Bonds (Limited Tax General Obligation)*

---

**Recommendation:**

Attached is a memo from Heather Ehnis, regarding the resolution authorizing the issuance of 2026 Capital Improvement Bonds (Limited Tax General Obligation), which should occur before April 30<sup>th</sup>. The City's bond counsel, Patrick McGow, prepared the resolution. The resolution, as well as his cover letter, is attached.

I recommend the adoption of the resolution. Your consideration and concurrence are appreciated.

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager  
**FROM:** Heather Ehnis, Chief Financial Officer  
**DATE:** March 24, 2026

**RECOMMENDATION:** Approve the Resolution authorizing the issuance of 2026 Capital Improvement Bonds (Limited Tax General Obligation)

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### ISSUE STATEMENT

The 2026 Capital Improvement Bonds will finance critical infrastructure improvements to the City's aging water distribution system and wastewater treatment facilities. These investments support system reliability, regulatory compliance, and the long-term sustainability of essential water and sewer services.

#### ***Water System Improvements:***

This project includes the replacement of aging water main infrastructure and lead service lines throughout the City's water distribution system to improve system reliability, maintain water quality, and meet regulatory requirements.

Water main and service line replacement work will occur in the following locations:

- Bowen Street – Morrell to Carlton
- Burr Street – Waterloo to East
- Elizabeth Street – VanDorn to State (et al., TM)
- Griswold Street – First to Woodbridge
- Joy Street – Summit to Elm
- Morrell Street – Brown to West
- East Washington Avenue – Cooper to Elm

The project also includes critical valve replacements to improve system isolation, reduce service disruptions during maintenance or emergency events, and strengthen the long-term resiliency of the City's water distribution system.

#### ***Wastewater Treatment Plant Improvements:***

The project also includes the rehabilitation of Digester Tanks 1 and 4 at the City's Wastewater

Treatment Plant. These tanks, originally constructed in the mid-1970s, will be rehabilitated and returned to service as active anaerobic digesters.

The scope of work includes:

- Replacement of the existing floating cover on Tank 4 with a fixed, gas-tight cover
- Conversion of the existing gas mixing systems to jet mixing systems
- Replacement of existing heat exchangers used to preheat sludge entering Tanks 1 and 4
- Removal of heating coils from Tank 1
- Installation of external recirculation heat exchangers and associated pumps to maintain proper operating temperatures
- Replacement of related process equipment, including pumps, piping, and valves, to ensure safe, reliable, and efficient digester operations

The total principal amount of the bonds will not exceed \$20,000,000. The current estimated project cost is \$18,987,570, with final costs subject to completion of the digester project bidding process. Debt service on the bonds will be paid from the Water and Sewer Enterprise Funds, with revenues derived from utility user rates collected from system customers.

Adoption of the “Resolution Authorizing Issuance of Capital Improvement Bonds” will begin the bond sale process, and it is expected that the bonds will be sold before April 30<sup>th</sup>.

### DESCRIBE THE CONSEQUENCES

The City Manager’s proposed budget for fiscal year 2025/2026 is currently being completed and includes the various details relating to this proposed bond issue. If the resolution to issue the bonds is not approved, these projects will not be completed at this time.

### OWNERSHIP

Proposed items to be financed related to this bond issue involve needed major improvements to the City’s water distribution system and wastewater treatment facilities. The current bond market will enable the City to complete these needed improvements at the lowest interest cost that can reasonably be expected at the time of the sale.

### SOLUTION

Recommend approval of the Resolution Authorizing Issuance of 2026 Capital Improvement Bonds as prepared by the City’s bond counsel, Patrick McGow. His cover letter is also attached for review. Approval of this resolution will authorize the City to move forward with the sale of the 2026 Capital Improvement Bonds.

### FACILITATE IMPLEMENTATION

Approve the Resolution authorizing the issuance of 2026 Capital Improvement Bonds (Limited Tax General Obligation).

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## ATTACHMENTS

1. Letter\_Miller Canfield
2. Bond Authorizing Resolution\_2026 Cap Imp Bonds

Founded in 1852  
by Sidney Davy Miller



MICHIGAN  
ILLINOIS  
NEW YORK  
OHIO  
WASHINGTON, D.C.  
CANADA  
MEXICO  
POLAND  
UKRAINE  
QATAR

**PATRICK F. MCGOW**  
TEL (313) 496-7684  
FAX (313) 496-8450  
E-MAIL [mcgow@millercanfield.com](mailto:mcgow@millercanfield.com)

**Miller, Canfield, Paddock and Stone, P.L.C.**  
150 West Jefferson, Suite 2500  
Detroit, Michigan 48226  
TEL (313) 963-6420  
FAX (313) 496-7500  
[www.millercanfield.com](http://www.millercanfield.com)

March 10, 2026

Ms. Heather Ehnis  
Director of Finance  
City of Jackson  
161 West Michigan Avenue  
Jackson, MI 49201-1303

Re: City of Jackson Capital Improvement Bonds  
Bond Authorizing Resolution for Water System and Sewer System Improvements

Dear Heather:

As requested, I have attached the Resolution Authorizing the 2026 Capital Improvement Bonds (Limited Tax General Obligation) to be considered for approval by the City Council at its meeting on Tuesday, March 24th. The Resolution authorizes the issuance of Bonds in the amount not to exceed \$20,000,000 to be issued for the purpose of paying the cost of acquiring, constructing, furnishing and equipping improvements to (a) the City's Water System, including distribution system, water main and service line replacements and improvements; and (b) the City's Sewer System, including wastewater treatment plant improvements, together with all necessary related site improvements, appurtenances and attachments (together, the "Project").

The Resolution is based upon the bond specifications prepared by Bendzinski & Co., the City's financial advisors. The Bonds will pledge the City's limited tax full faith and credit for support of the Bonds, although the Bonds are expected to be paid from revenues of the Water and Sewer System.

The Resolution sets forth the terms of the Bonds, the form of Bonds, the form of notice of sale and provides for a competitive public sale of the Bonds. The Resolution also authorizes various City officials to take the necessary actions to issue, sell and deliver the Bonds and delegates the authority to award the Bonds to the City Manager and/or Director of Finance. There are various blanks in the Resolution in the form of bond and form of Notice of Sale that are intended to be in blank, those items will be completed in the final forms of those documents.

The enclosed Resolution is the only remaining approval from the City Council needed to issue and sell the Bonds. If approved, the Resolution authorizes the Authorized Officers to take the necessary steps to reduce the amount of the Bonds, select the sale date, proceed with the sale of the Bonds and award the Bonds on the date of the sale of the Bonds to the bidder whose bid produces the lowest interest cost to the City.

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Ms. Heather Ehnis

-2-

March 10, 2026

If you have any questions, please do not hesitate to contact me.

Very truly yours,

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

A handwritten signature in blue ink, appearing to read "Patrick F. McGow". The signature is written in a cursive style with a long horizontal flourish at the end.

By: \_\_\_\_\_

Patrick F. McGow

Enclosure

Cc: Chandra Willinger  
Andy Campbell  
Aricca Thelen  
Emily Barr

**RESOLUTION AUTHORIZING  
2026 CAPITAL IMPROVEMENT BONDS  
(LIMITED TAX GENERAL OBLIGATION)**

**CITY OF JACKSON**  
County of Jackson, State of Michigan

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Minutes of a regular meeting of the City Council of the City of Jackson, County of Jackson, State of Michigan (the “City”), held on March 24, 2026 at 6:30 p.m., prevailing Eastern Time.

PRESENT: Members: \_\_\_\_\_

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ABSENT: Members: \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

WHEREAS, the City has previously determined that it is necessary to pay all or part of the cost of various capital improvement projects, including acquiring, constructing, furnishing and equipping improvements to (a) the City’s Water System, including distribution system, water main and service line replacements and improvements; and (b) the City’s Sewer System, including wastewater treatment plant improvements, together with all necessary related site improvements, appurtenances and attachments (together, the “Project”); and

WHEREAS, to finance the cost of the Project, the City Council deems it necessary to borrow the principal amount of not to exceed Twenty Million Dollars (\$20,000,000) and issue capital improvement bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended (“Act 34”), to pay the cost of the Project; and

WHEREAS, a notice of intent to issue bonds was published in accordance with Act 34 which provides that the capital improvement bonds may be issued without a vote of the electors of the City unless a proper petition for an election on the question of the issuance of the bonds is filed with the City Clerk within a period of forty-five (45) days from the date of publication; and

WHEREAS, the forty-five day referendum period has expired and no petition has been filed with the Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Authorization of Bonds; Bond Terms. Bonds of the City designated 2026 CAPITAL IMPROVEMENT BONDS (LIMITED TAX GENERAL OBLIGATION) (the “Bonds”) are hereby authorized to be issued in the aggregate principal sum of not to exceed Twenty Million Dollars (\$20,000,000) or such lesser amount as shall be determined by the City Manager

or Director of Finance (each an “Authorized Officer”) at the time of sale of the Bonds, for the purpose of paying part of the costs of the Project and paying costs incidental to the issuance, sale and delivery of the Bonds. The issue shall consist of bonds in fully-registered form of the denomination of \$5,000 each, or integral multiples thereof not exceeding for each maturity the maximum principal amount of that maturity, and numbered as determined by the Transfer Agent (defined below). The Bonds shall bear interest, mature and be payable at the times and in the manner set forth in Sections 6 and 7 hereof.

The Bonds shall bear interest at a rate or rates to be determined at the time of the sale thereof, but in any event not to exceed six percent (6.00%) per annum, payable on October 1, 2026 (or such date as determined at the time of the sale of the Bonds) and semiannually thereafter on each October 1 and April 1. The Bonds shall be sold at public sale at a price not less than 99% of the principal amount thereof.

The Bonds may be issued as serial bonds, term bonds, or both and may be subject to redemption prior to maturity in the manner and at the times and prices set forth in Sections 6 and 7 hereof and if term bonds are selected by the original purchaser of the Bonds, then the Bonds will be subject to mandatory redemption in accordance with the foregoing referenced maturity schedule at par.

Interest shall be payable to the registered owner of record as of the 15th day of the month prior to the payment date for each interest payment. The record date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the City to conform to market practice in the future. Interest shall be payable to the registered owner of record as of the 15th day of the month preceding the payment date for each interest payment. The principal of the Bonds shall be payable at the designated office of a bank or trust company to be selected by the City prior to the publication of the notice of sale for the Bonds as the transfer agent for the Bonds (the “Transfer Agent”).

2. Execution of Bonds; Book-Entry-Only Form. The Bonds of this issue shall be executed in the name of the City with the manual or facsimile signatures of the Mayor and the City Clerk and shall have the seal of the City, or a facsimile thereof, printed or impressed on the Bonds. No Bond executed by facsimile signature shall be valid until authenticated by an authorized officer or representative of the Transfer Agent. The Bonds shall be delivered to the Transfer Agent for authentication and be delivered by the Transfer Agent to the purchaser or other person in accordance with instructions from the Treasurer upon payment of the purchase price for the Bonds in accordance with the bid therefor when accepted.

The Bonds may be issued in book-entry-only form through The Depository Trust Company in New York, New York (“DTC”), and each Authorized Officer is authorized to execute such custodial or other agreement with DTC as may be necessary to accomplish the issuance of the Bonds in book-entry-only form and to make such changes in the form of the Bonds within the parameters of this resolution as may be required to accomplish the foregoing.

3. Transfer of Bonds. The Transfer Agent shall keep the books of registration for this issue on behalf of the City. Any Bond may be transferred upon such registration books by the registered owner of record, in person or by the registered owner’s duly authorized attorney, upon surrender of the Bond for cancellation, accompanied by delivery of a duly executed written

instrument of transfer in a form approved by the Transfer Agent. Whenever any Bond or Bonds shall be surrendered for transfer, the City shall execute and the Transfer Agent shall authenticate and deliver a new Bond or Bonds, for like aggregate principal amount. The Transfer Agent shall require the payment by the bondholder requesting the transfer of any tax or other governmental charge required to be paid with respect to the transfer.

Unless waived by any registered owner of Bonds to be redeemed, official notice of redemption shall be given by the Transfer Agent on behalf of the City. Such notice shall be dated and shall contain at a minimum the following information: original issue date; maturity dates; interest rates; CUSIP numbers, if any; certificate numbers (and in the case of partial redemption) the called amounts of each certificate; the place where the Bonds called for redemption are to be surrendered for payment; and that interest on the Bonds or portions thereof called for redemption shall cease to accrue from and after the redemption date.

In addition, further notice shall be given by the Transfer Agent in such manner as may be required or suggested by regulations or market practice at the applicable time, but no defect in such further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if notice thereof is given as prescribed herein.

4. Limited Tax Pledge; Debt Retirement Fund; Defeasance of Bonds. The City hereby pledges its limited tax full faith and credit for the prompt payment of the Bonds. The City shall, each year budget the amount of the debt service coming due in the next fiscal year on the principal of and interest on the Bonds and shall advance as a first budget obligation from its general funds available therefor, or, if necessary, levy taxes upon all taxable property in the City subject to applicable constitutional, statutory and charter tax rate limitations, such sums as may be necessary to pay such debt service in such fiscal year.

The Treasurer is authorized and directed to open a depository account with a bank or trust company designated by the City Council, to be designated 2026 CAPITAL IMPROVEMENT BONDS DEBT RETIREMENT FUND (the "Debt Retirement Fund"), the moneys to be deposited into the Debt Retirement Fund to be specifically earmarked and used solely for the purpose of paying principal of and interest on the Bonds as they mature.

In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay at maturity or irrevocable call for earlier optional redemption, the principal of, premium, if any, and interest on the Bonds, shall be deposited in trust, this resolution shall be defeased and the owners of the Bonds shall have no further rights under this resolution except to receive payment of the principal of, premium, if any, and interest on the Bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Bonds as provided herein.

5. Construction Fund; Proceeds of Bond Sale. The Treasurer is authorized and directed to open a separate depository account with a bank or trust company designated by the City Council, to be designated 2026 CAPITAL IMPROVEMENT BONDS CONSTRUCTION FUND (the "Construction Fund"), and deposit into the Construction Fund the proceeds of the Bonds less accrued interest, if any, which shall be deposited into the Debt Retirement Fund. The amounts

specified by an Authorized Officer at the time of sale of the Bonds from the net proceeds of sale of the Bonds (including proceeds of the good faith deposit received at the time of sale, if any) shall be deposited to the appropriate account in the Construction Fund to be used to pay for the Project and the costs of issuance of the Bonds.

6. Bond Form. The Bonds shall be in substantially the following form:

UNITED STATES OF AMERICA  
STATE OF MICHIGAN  
COUNTY OF JACKSON

**CITY OF JACKSON**

2026 CAPITAL IMPROVEMENT BOND  
(LIMITED TAX GENERAL OBLIGATION)

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>	<u>CUSIP</u>
	April 1, _____	_____, 2026	

Registered Owner:

Principal Amount: \_\_\_\_\_ Dollars

The City of Jackson, County of Jackson, State of Michigan (the "City"), acknowledges itself to owe and for value received hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America, on the Maturity Date specified above, unless prepaid prior thereto as hereinafter provided, with interest thereon (computed on the basis of a 360-day year consisting of twelve 30-day months) from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, first payable on October 1, 2026 and semiannually thereafter on each April 1 and October 1. Principal of this bond is payable at the corporate trust office of \_\_\_\_\_, \_\_\_\_\_, Michigan, or such other transfer agent as the City may hereafter designate by notice mailed to the registered owner not less than sixty (60) days prior to any interest payment date (the "Transfer Agent"). Interest on this bond is payable to the registered owner of record as of the fifteenth (15th) day of the month preceding the interest payment date as shown on the registration books of the City kept by the Transfer Agent by check or draft mailed to the registered owner of record at the registered address. For prompt payment of this bond, both principal and interest, the full faith, credit and resources of the City are hereby irrevocably pledged.

This bond is one of a series of bonds of even Date of Original Issue aggregating the principal sum of \$ \_\_\_\_\_, issued for the purpose of paying the costs of certain capital improvements for the City. This bond is issued under the provisions of Act 34, Public Acts of Michigan, 2001, as amended, and a duly adopted resolution of the City.

Bonds of this issue maturing in the years 2027 to 2035, inclusive, shall not be subject to optional redemption prior to maturity. Bonds or portions of bonds of this issue in multiples of \$5,000 maturing in the year 2036 and thereafter shall be subject to optional redemption prior to maturity, at the option of the City, in any order of maturity and by lot within any maturity, on any date on or after April 1, 2035, at par and accrued interest to the date fixed for redemption.

[Insert Term Bond redemption provisions, if necessary.]

In case less than the full amount of an outstanding bond is called for redemption, the Transfer Agent, upon presentation of the bond called in part for redemption, shall register, authenticate and deliver to the registered owner of record a new bond in the principal amount of the portion of the original bond not called for redemption.

Notice of redemption shall be given to the registered owner of any bond or portion thereof called for redemption by mailing of such notice not less than thirty (30) days prior to the date fixed for redemption to the registered address of the registered owner of record. A bond or portion thereof so called for redemption shall not bear interest after the date fixed for redemption provided funds are on hand with the Transfer Agent to redeem the bond or portion thereof.

This bond is transferable only upon the registration books of the City kept by the Transfer Agent by the registered owner of record in person, or by the registered owner's attorney duly authorized in writing, upon the surrender of this bond together with a written instrument of transfer satisfactory to the Transfer Agent duly executed by the registered owner or the registered owner's attorney duly authorized in writing, and thereupon a new registered bond or bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the resolution authorizing this bond and upon the payment of the charges, if any, therein prescribed.

This bond, including the interest thereon, is payable as a first budget obligation from the general funds of the City, and the City is required, if necessary, to levy ad valorem taxes on all taxable property in the City for the payment thereof, subject to applicable constitutional, statutory and charter tax rate limitations.

It is hereby certified and recited that all acts, conditions and things required by law to be done, precedent to and in the issuance of this bond and the series of bonds of which this is one, exist and have been done and performed in regular and due form and time as required by law, and that the total indebtedness of the City, including this bond and the series of bonds of which this is one, does not exceed any constitutional, statutory or charter debt limitation.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the City of Jackson, by its City Council, has caused this bond to be signed in the name of the City by the facsimile signatures of its Mayor and City Clerk and a facsimile of its corporate seal to be printed hereon, all as of the Date of Original Issue.

CITY OF JACKSON  
County of Jackson  
State of Michigan

By: \_\_\_\_\_  
Its: Mayor

By: \_\_\_\_\_  
Its: City Clerk

(Form of Transfer Agent's Certificate of Authentication)

DATE OF AUTHENTICATION:

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within-mentioned resolution.

\_\_\_\_\_,  
\_\_\_\_\_, Michigan  
Transfer Agent

By: \_\_\_\_\_  
Authorized Signatory

[Insert form of assignment]

7. Notice of Sale. Each Authorized Officer is individually authorized to fix a date for sale of the Bonds and to cause to be published a notice of sale for the Bonds in *The Bond Buyer*, New York, New York, which notice of sale shall be in substantially the following form, with such completions and revisions within the parameters established by this resolution as may be deemed necessary or appropriate by an Authorized Officer in consultation with the City's bond counsel and municipal advisor:

OFFICIAL NOTICE OF SALE  
\$20,000,000\*  
CITY OF JACKSON  
COUNTY OF JACKSON, STATE OF MICHIGAN

2026 CAPITAL IMPROVEMENT BONDS  
(LIMITED TAX GENERAL OBLIGATION)  
*\*Subject to adjustment as set forth in this Notice of Sale*

OPENING BIDS: Bids for the purchase of the above bonds will be received in the manner described in this Notice of Sale on \_\_\_\_\_, \_\_\_\_\_, 2026 until 11:00 a.m., prevailing Eastern Time, at which time and place the bids will be read. The award or rejection of the bids will occur on that date.

ELECTRONIC BIDS: Bidders may submit bids for the purchase of the above bonds as follows:

Electronic bids may be submitted to the office of Bendzinski & Co. Municipal Finance Advisors at info@bendzinski.com; provided that electronic bids must arrive before the time of sale.

Electronic bids will also be received on the same date and until the same time by Bidcomp/Parity as agent of the undersigned. Further information about Bidcomp/Parity, including any fee charged, may be obtained from Bidcomp/Parity, Anthony Leyden or CLIENT SERVICES, 1359 Broadway, Second Floor, New York, New York 10018, (212) 849-5021. IF ANY PROVISION OF THIS OFFICIAL NOTICE OF SALE SHALL CONFLICT WITH INFORMATION PROVIDED BY BIDCOMP/PARITY, AS THE APPROVED PROVIDER OF ELECTRONIC BIDDING SERVICES, THIS OFFICIAL NOTICE OF SALE SHALL CONTROL.

Bidders may choose any means to present bids but a bidder may not present a bid by more than one means. Each bidder bears all risks associated with the submission, transmission and delivery of its bid.

BOND DETAILS: The bonds will be registered bonds of the denomination of \$5,000 or multiples thereof not exceeding for each maturity the maximum principal amount of that maturity, originally dated as of the date of initial delivery, numbered in order of registration, and will bear interest from their date payable on October 1, 2026 and semiannually thereafter on each April 1 and October 1.

The bonds will mature on the 1st day of April in each of the years as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2027	\$	2040	\$
2028		2041	
2029		2042	
2030		2043	
2031		2044	

2032	2045
2033	2046
2034	2047
2035	2048
2036	2049
2037	2050
2038	2051
2039	

\*ADJUSTMENT OF TOTAL PAR AMOUNT OF BONDS AND PRINCIPAL MATURITIES: The City reserves the right to adjust the aggregate principal amount of the bonds after receipt of the bids and prior to final award, if necessary, so that the purchase price of the bonds will provide an amount determined by the City to be sufficient to construct the Project and to pay costs of issuance of the bonds. The adjustments, if necessary, will be in increments of \$5,000. The purchase price will be adjusted proportionately to the adjustment in issue size, but the interest rates specified by the successful bidder for all maturities will not change. The successful bidder may not withdraw its bid as a result of any changes made within these limits.

\*ADJUSTMENT TO PURCHASE PRICE: Should any adjustment to the aggregate principal amount of the bonds be made by the City, the purchase price of the bonds will be adjusted by the City proportionally to the adjustment in principal amount of the bonds. The adjusted purchase price will reflect changes in the dollar amount of the underwriter's discount and original issue discount/premium, if any, but will not change the per-bond underwriter's discount as calculated from the bid and initial reoffering prices.

INTEREST RATE AND BIDDING DETAILS: The bonds shall bear interest at a rate or rates not exceeding six percent (6.00%) per annum, to be fixed by the bids therefor, expressed in any multiples of 1/8 or 1/100 of 1%, or both. The interest on any one bond shall be at one rate only and all bonds maturing in any one year must carry the same interest rate. No proposal for the purchase of less than all of the bonds or at a price that is less than 99% of their par value will be considered.

PRIOR REDEMPTION OF BONDS: Bonds maturing in the years 2027 to 2035 inclusive, shall not be subject to redemption prior to maturity. Bonds or portions of bonds in multiples of \$5,000 maturing in the year 2036 and thereafter shall be subject to redemption prior to maturity, at the option of the City, in any order of maturity and by lot within any maturity, on any date on or after April 1, 2035, at par and accrued interest to the date fixed for redemption.

In case less than the full amount of an outstanding bond is called for redemption, the transfer agent, upon presentation of the bond called for redemption, shall register, authenticate and deliver to the registered owner of record a new bond in the principal amount of the portion of the original bond not called for redemption.

Notice of redemption shall be given to the registered owner of any bond or portion thereof called for redemption by mailing of such notice not less than thirty (30) days prior to the date fixed for redemption to the registered address of the registered owner of record. A bond or portion thereof so called for redemption shall not bear interest after the date fixed for redemption provided funds are on hand with the transfer agent to redeem the bond or portion thereof.

TERM BOND OPTION: The initial purchaser of the bonds may designate any one or more maturities from April 1, 2027 through the final maturity as term bonds and the consecutive maturities on or after the year 2027 which shall be aggregated in the term bonds. The amounts of the maturities which are aggregated in a designated term bond shall be subject to mandatory redemption on April 1 of the years and in the amounts set forth in the above maturity schedule at a redemption price of par, plus accrued interest to the date of mandatory redemption. Term bonds or portions thereof mandatorily redeemed shall be selected by lot. Any such designation must be made at the time bids are submitted and must be listed on the bid.

BOOK-ENTRY ONLY: The bonds will be issued in book-entry-only form as one fully registered bond per maturity and will be registered in the name of Cede & Co., as bondholder and nominee for The Depository Trust Company (“DTC”), New York, New York. DTC will act as securities depository for the bonds. Purchase of the bonds will be made in book-entry-only form, in the denomination of \$5,000 or any multiple thereof. Purchasers will not receive certificates representing their interest in bonds purchased. It will be the responsibility of the purchaser to obtain DTC eligibility. Failure of the purchaser to obtain DTC eligibility shall not constitute cause for a failure or refusal by the purchaser to accept delivery of and pay for the bonds.

TRANSFER AGENT AND REGISTRATION: Principal shall be payable at the principal corporate trust office of \_\_\_\_\_, \_\_\_\_\_, Michigan, or such other transfer agent as the City may hereafter designate by notice mailed to the registered owner of record not less than 60 days prior to an interest payment date. Interest shall be paid by check mailed to the registered owner of record as shown on the registration books of the City as of the 15th day prior to an interest payment date. The bonds will be transferred only upon the registration books of the City kept by the transfer agent.

PURPOSE AND SECURITY: The bonds are authorized for the purpose of paying the cost of acquiring and constructing various capital improvements for the City. The bonds will be a first budget obligation of the City, payable from the general funds of the City including the collection of ad valorem taxes on all taxable property in the City subject to applicable constitutional, statutory and charter tax rate limitations. The rights or remedies of bondholders may be affected by bankruptcy, insolvency, fraudulent conveyance or other laws affecting creditors’ rights generally now existing or hereafter enacted and by the application of general principles of equity including those relating to equitable subordination.

GOOD FAITH: A good faith deposit in the form of a certified or cashier’s check drawn upon an incorporated bank or trust company, or wire transfer, in the amount of one percent (1%) of the final aggregate principal amount of the bonds made payable to the order of the Treasurer of the City will be required of the successful bidder. The successful bidder is required to submit its good faith deposit to the city as instructed by the city’s municipal advisor not later than noon, prevailing eastern time, on the next business day following the sale. The good faith deposit will be applied to the purchase price of the bonds. In the event the purchaser fails to honor its accepted bid, the good faith deposit will be retained by the City. No interest shall be allowed on the good faith check. The good faith check of the successful bidder will be cashed and payment for the balance of the purchase price of the bonds shall be made at the closing.

AWARD OF BONDS – TRUE INTEREST COST: The bonds will be awarded to the bidder whose bid produces the lowest true interest cost determined in the following manner: the

lowest true interest cost will be the single interest rate (compounded on October 1, 2026 and semi-annually thereafter on each April 1 and October 1) necessary to discount the debt service payments from their respective payment date to the closing date, in an amount equal to the price bid, excluding accrued interest. Each bidder shall state in its bid the true interest cost to the City, computed in the manner specified above.

TAX MATTERS: In the opinion of Miller, Canfield, Paddock and Stone, P.L.C., bond counsel, under existing law, assuming compliance with certain covenants, interest on the bonds is excludable from gross income for federal income tax purposes as described in the opinion, and the bonds and interest thereon are exempt from all taxation by the State of Michigan or any taxing authority within the State of Michigan except estate taxes and taxes on gains realized from the sale, payment or other disposition thereof.

ISSUE PRICE: The winning bidder shall assist the City in establishing the issue price of the bonds and shall execute and deliver to the City at closing an “issue price” or similar certificate setting forth the reasonably expected initial offering price to the public or the sales price or prices of the bonds, together with the supporting pricing wires or equivalent communications, substantially in the form attached either as Appendix \_\_-1 or Appendix \_\_-2 to the Preliminary Official Statement for the bonds, with such modifications as may be appropriate or necessary, in the reasonable judgment of the winning bidder, the City and bond counsel.

The City intends that the provisions of Treasury Regulation Section 1.148-1(f)(3)(i) (defining “competitive sale” for purposes of establishing the issue price of the bonds) will apply to the initial sale of the bonds (the “Competitive Sale Requirements”) because:

- a. the City is disseminating this Notice of Sale to potential underwriters in a manner that is reasonably designed to reach potential underwriters;
- b. all bidders shall have an equal opportunity to bid;
- c. the City anticipates receiving bids from at least three underwriters of municipal bonds who have established industry reputations for underwriting new issuances of municipal bonds; and
- d. the City anticipates awarding the sale of the bonds to the bidder who submits a firm offer to purchase the bonds at the lowest true interest cost, as set forth in this Notice of Sale.

Any bid submitted pursuant to this Notice of Sale shall be considered a firm offer for the purchase of the bonds, as specified in the bid.

In the event that all of the Competitive Sale Requirements are not satisfied, the City shall so advise the winning bidder. The City will not require bidders to comply with the “hold-the-offering-price rule” (as described below), and therefore does not intend to use the initial offering price to the public as of the sale date of any maturity of the bonds as the issue price of that maturity, though the winning bidder, in consultation with the City, may elect to apply the “hold-the-offering-price rule.” Bids will not be subject to cancellation in the event the Competitive Sale Requirements are not satisfied. Unless a bidder intends to apply the “hold-the-offering-price rule” (as described

below), bidders should prepare their bids on the assumption that all of the maturities of the bonds will be subject to the 10% Test (as described below). The winning bidder must notify the City of its intention to apply either the “hold-the-offering-price rule” or the 10% Test at or prior to the time the bonds are awarded.

If the winning bidder does not request that the “hold-the-offering-price rule” apply to determine the issue price of the bonds, then the following two paragraphs shall apply:

- a. The City shall treat the first price at which 10% of a maturity of the bonds (the “10% Test”) is sold to the public as the issue price of that maturity, applied on a maturity-by-maturity basis. The winning bidder shall advise the City if any maturity of the Bonds satisfies the 10% Test as of the date and time of the award of the bonds; and
- b. Until the 10% Test has been satisfied as to each maturity of the bonds, the winning bidder agrees to promptly report to the City the prices at which the unsold bonds of that maturity have been sold to the public. That reporting obligation shall continue, whether or not the closing date has occurred, until either (i) all bonds of that maturity have been sold or (ii) the 10% Test has been satisfied as to the bonds of that maturity, provided that, the winning bidder’s reporting obligation after the closing date may be at reasonable periodic intervals or otherwise upon request of the City or bond counsel.

If the winning bidder does request that the “hold-the-offering-price rule” apply to determine the issue price of the bonds, then the following three paragraphs shall apply:

- a. The winning bidder, in consultation with the City, may determine to treat (i) pursuant to the 10% Test, the first price at which 10% of a maturity of the bonds is sold to the public as the issue price of that maturity and/or (ii) the initial offering price to the public as of the sale date of any maturity of the bonds as the issue price of that maturity (the “hold-the-offering-price rule”), in each case applied on a maturity-by-maturity basis. The winning bidder shall advise the City if any maturity of the bonds satisfies the 10% Test as of the date and time of the award of the bonds. The winning bidder shall promptly advise the City, at or before the time of award of the bonds, which maturities of the bonds shall be subject to the 10% Test or shall be subject to the hold-the-offering-price rule or both.
- b. By submitting a bid, the winning bidder shall (i) confirm that the underwriters have offered or will offer the bonds to the public on or before the date of the award at the offering price or prices (the “initial offering price”), or at the corresponding yield or yields, set forth in the bid submitted by the winning bidder, and (ii) if the hold-the-offering-price rule applies, agree, on behalf of the underwriters participating in the purchase of the bonds, that the underwriters will neither offer nor sell unsold bonds of any maturity to which the hold-the-offering-price rule shall apply to any person at a price that is higher than the initial offering price to the public during the period starting on the sale date and ending on the earlier of the following:
  - a. the close of the fifth (5<sup>th</sup>) business day after the sale date; or
  - b. the date on which the underwriters have sold at least 10% of that maturity

of the bonds to the public at a price that is no higher than the initial offering price to the public;

The winning bidder shall promptly advise the City when the underwriters have sold 10% of that maturity of the bonds to the public at a price that is no higher than the initial offering price to the public, if that occurs prior to the close of the fifth (5<sup>th</sup>) business day after the sale date.

- c. The City acknowledges that, in making the representation set forth above, the winning bidder will rely on (i) the agreement of each underwriter to comply with the requirements for establishing issue price of the bonds, including, but not limited to, its agreement to comply with the hold-the-offering-price rule, if applicable to the bonds, as set forth in an agreement among underwriters and the related pricing wires, (ii) in the event a selling group has been created in connection with the initial sale of the bonds to the public, the agreement of each dealer who is a member of the selling group to comply with the requirements for establishing issue price of the bonds, including, but not limited to, its agreement to comply with the hold-the-offering-price rule, if applicable to the bonds, as set forth in a selling group agreement and the related pricing wires, and (iii) in the event that an underwriter or dealer who is a member of the selling group is a party to a third-party distribution agreement that was employed in connection with the initial sale of the bonds to the public, the agreement of each broker-dealer that is a party to such agreement to comply with the requirements for establishing issue price of the bonds, including, but not limited to, its agreement to comply with the hold-the-offering-price rule, if applicable to the bonds, as set forth in the third-party distribution agreement and the related pricing wires. The City further acknowledges that each underwriter shall be solely liable for its failure to comply with its agreement regarding the requirements for establishing issue price of the bonds, including, but not limited to, its agreement to comply with the hold-the-offering-price rule, if applicable to the bonds, and that no underwriter shall be liable for the failure of any other underwriter, or of any dealer who is a member of a selling group, or of any broker-dealer that is a party to a third-party distribution agreement to comply with its corresponding agreement to comply with the requirements for establishing issue price of the bonds, including, but not limited to, its agreement to comply with the hold-the-offering-price rule, if applicable to the bonds.

By submitting a bid, each bidder confirms that:

- a. any agreement among underwriters, any selling group agreement and each third-party distribution agreement (to which the bidder is a party) relating to the initial sale of the bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter, each dealer who is a member of the selling group, and each broker-dealer that is a party to such third-party distribution agreement, as applicable, (A)(i) to report the prices at which it sells to the public the unsold bonds of each maturity allocated to it, whether or not the closing date has occurred, until either all bonds of that maturity allocated to it have been sold or it is notified by the winning bidder that the 10% Test has been satisfied as to the bonds of that maturity, provided that, the reporting obligation after the closing date may be at reasonable periodic intervals or otherwise upon request of the winning bidder, and (ii) to comply with the

- hold-the-offering-price rule, if applicable, if and for so long as directed by the winning bidder and as set forth in the related pricing wires, (B) to promptly notify the winning bidder of any sales of bonds that, to its knowledge, are made to a purchaser who is a related party to an underwriter participating in the initial sale of the bonds to the public (each such term being used as defined below), and (C) to acknowledge that, unless otherwise advised by the underwriter, dealer or broker-dealer, the winning bidder shall assume that each order submitted by the underwriter, dealer or broker-dealer is a sale to the public.
- b. any agreement among underwriters or selling group agreement relating to the initial sale of the bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter or dealer that is a party to a third-party distribution agreement to be employed in connection with the initial sale of the bonds to the public to require each broker-dealer that is a party to such third-party distribution agreement to (i) report the prices at which it sells to the public the unsold bonds of each maturity allocated to it, whether or not the closing date has occurred, until either all bonds of that maturity allocated to it have been sold or it is notified by the winning bidder or such underwriter that the 10% Test has been satisfied as to the bonds of that maturity, provided that, the reporting obligation after the closing date may be at reasonable periodic intervals or otherwise upon request of the winning bidder or such underwriter, and (ii) comply with the hold-the-offering-price rule, if applicable, if and for so long as directed by the winning bidder or the underwriter and as set forth in the related pricing wires.
  - c. sales of any bonds to any person that is a related party to an underwriter shall not constitute sales to the public for purposes of this Notice of Sale.

Further, for purposes of this Notice of Sale:

- a. “public” means any person other than an underwriter or a related party;
- b. “underwriter” means (A) any person that agrees pursuant to a written contract with the City (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the bonds to the public and (B) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (A) to participate in the initial sale of the bonds to the public (including a member of a selling group or a party to a third-party distribution agreement participating in the initial sale of the bonds to the public);
- c. a purchaser of any of the bonds is a “related party” to an underwriter if the underwriter and the purchaser are subject, directly or indirectly, to (i) more than 50% common ownership of the voting power or the total value of their stock, if both entities are corporations (including direct ownership by one corporation of another), (ii) more than 50% common ownership of their capital interests or profits interests, if both entities are partnerships (including direct ownership by one partnership of another), or (iii) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership, as applicable, if one entity is a corporation and the other entity is a

partnership (including direct ownership of the applicable stock or interests by one entity of the other); and

- d. “sale date” means the date that the bonds are awarded by the City to the winning bidder.

LEGAL OPINION: Bids shall be conditioned upon the approving opinion of Miller, Canfield, Paddock and Stone, P.L.C., attorneys of Detroit, Michigan, a copy of which opinion will be furnished without expense to the purchaser of the bonds at the delivery thereof. The fees of Miller, Canfield, Paddock and Stone, P.L.C. for services rendered in connection with such approving opinion are expected to be paid from bond proceeds. Except to the extent necessary to issue its approving opinion as to validity of the above bonds, Miller, Canfield, Paddock and Stone, P.L.C. has not been requested to examine or review and has not examined or reviewed any financial documents, statements or materials that have been or may be furnished in connection with the authorization, issuance or marketing of the bonds, and accordingly will not express any opinion with respect to the accuracy or completeness of any such financial documents, statements or materials. In submitting a bid for the bonds, the bidder agrees to the representation of the City by Miller, Canfield, Paddock and Stone, P.L.C., as bond counsel.

DELIVERY OF BONDS: The City will furnish bonds ready for execution at its expense. Bonds will be delivered without expense to the purchaser through DTC in New York, New York, or such other place to be agreed upon. The usual closing documents, including a certificate that no litigation is pending affecting the issuance of the bonds, will be delivered at the time of delivery of the bonds. If the bonds are not tendered for delivery by twelve o’clock noon, prevailing Eastern Time, on the 45th day following the date of sale, or the first business day thereafter if the 45th day is not a business day, the successful bidder may on that day, or any time thereafter until delivery of the bonds, withdraw its proposal by serving notice of cancellation, in writing, on the undersigned in which event the City shall promptly return the good faith deposit, if any. Payment for the bonds shall be made in Federal Reserve Funds.

CUSIP NUMBERS: Upon the request of the successful bidder, CUSIP identification numbers will be printed on the bonds, but neither the failure to print such numbers on any bonds nor any error with respect thereto shall constitute cause for a failure or refusal by the purchaser thereof to accept delivery of and pay for the bonds in accordance with terms of the purchase contract. All expenses in relation to the printing of CUSIP numbers on the bonds shall be paid for by the City, provided, however, that the CUSIP Service Bureau charge for the assignment of such numbers shall be the responsibility of and shall be paid for by the purchaser.

OFFICIAL STATEMENT: An electronic copy of the preliminary Official Statement that the City deems to be final as of its date, except for the omission of information permitted to be omitted by Rule 15c2-12 of the Securities and Exchange Commission, has been prepared and may be obtained from Bendzinski & Co. Municipal Finance Advisors, financial advisors to the City, at the address and telephone listed under REGISTERED MUNICIPAL ADVISORS below. Bendzinski & Co. Municipal Finance Advisors will provide the winning bidder with an electronic copy of the final Official Statement within 7 business days from the date of sale to permit the purchaser to comply with Securities and Exchange Commission Rule 15c2-12. Within 24 hours of the time of sale, the purchaser may request printed copies of the Official Statement from Bendzinski & Co. Municipal Finance Advisors. The purchaser agrees to pay the cost of

additional copies.

BOND INSURANCE AT PURCHASER’S OPTION: If the bonds qualify for issuance of any policy of municipal bond insurance or commitment therefor at the option of the bidder/purchaser, the purchase of any such insurance policy or the issuance of any such commitment shall be at the option and expense of the purchaser of the bonds. Any and all increased costs of issuance of the bonds resulting from such purchase of insurance shall be paid by the purchaser, except that if the City has requested and received a rating on the bonds from a rating agency, the City shall pay the fee for the requested rating. Any other rating agency fees shall be the responsibility of the purchaser. FAILURE OF THE MUNICIPAL BOND INSURER TO ISSUE THE POLICY AFTER THE BONDS HAVE BEEN AWARDED TO THE PURCHASER SHALL NOT CONSTITUTE CAUSE FOR FAILURE OR REFUSAL BY THE PURCHASER TO ACCEPT DELIVERY OF THE BONDS FROM THE CITY.

CONTINUING DISCLOSURE: As described more fully in the Official Statement, the City has agreed to provide or cause to be provided, in accordance with the requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission, on or prior to the sixth month after the end of each fiscal year commencing with the fiscal year ended June 30, 2026, (i) certain annual financial information and operating data, including audited financial statements for the preceding fiscal year, generally consistent with the information contained or cross-referenced in the Official Statement relating to the bonds, (ii) timely notice of the occurrence of certain material events with respect to the bonds and (iii) timely notice of a failure by the City to provide the required annual financial information on or before the date specified in (i) above.

REGISTERED MUNICIPAL ADVISORS: Bendzinski & Co. Municipal Finance Advisors, Grosse Pointe, MI (the “Municipal Advisor”) is a Registered Municipal Advisor in accordance with the rules of the Municipal Securities Rulemaking Board (“MSRB”). The Municipal Advisor has been retained by the City to provide certain financial advisory services relating to the planning, structuring and issuance of the bonds. The Municipal Advisor is not engaged in the business of underwriting, trading, marketing or the distribution of securities or any other negotiable instruments. The Municipal Advisor’s duties, responsibilities and fees arise solely as a Registered Municipal Advisor to the City and it has no secondary obligation or other responsibility.

FURTHER INFORMATION relating to the bonds may be obtained from Bendzinski & Co. Municipal Finance Advisors, 17000 Kercheval Ave., Suite 230, Grosse Pointe, MI 48230. Telephone (313) 961-8222.

BIDDER CERTIFICATION: NOT “IRAN-LINKED BUSINESS”: By submitting a bid, the bidder shall be deemed to have certified that it is not an “Iran-Linked Business” as defined in Act 517 Michigan Public Acts of 2012, being MCL 129.311 et. seq.

THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS.

Andrea Muray  
City Clerk

8. Useful Life of Project. The estimated period of usefulness of the Project is hereby declared to be not less than twenty-five (25) years.

9. Tax Covenant. The City shall, to the extent permitted by law, take all actions within its control necessary to maintain the exclusion of the interest on the Bonds from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the “Code”), including, but not limited to, actions relating to any required rebate of arbitrage earnings and the expenditures and investment of Bond proceeds and moneys deemed to be Bond proceeds and to prevent the Bonds from being or becoming “private activity bonds” as that term is used in Section 141 of the Code.

10. Official Statement; Qualification for Insurance; Ratings. Each Authorized Officer is individually authorized and directed to: (a) cause the preparation and circulation of a Preliminary Official Statement with respect to the Bonds and to deem the Preliminary Official Statement “final” for purposes of Rule 15c2-12 (the “Rule”) of the U.S. Securities and Exchange Commission (the “SEC”), and to approve circulation of a final Official Statement with respect to the Bonds; (b) solicit bids for and approve the purchase of a municipal bond insurance policy for the Bonds if deemed economically advantageous to the City based on the advice of the City’s municipal advisor; (c) apply for ratings on the Bonds; and (d) do all other acts and take all other necessary procedures required to effectuate the sale, issuance and delivery of the Bonds.

11. Continuing Disclosure. The City agrees to enter into a continuing disclosure undertaking for the benefit of the holders and beneficial owners of the Bonds in accordance with the requirements of the Rule, and each Authorized Officer is hereby authorized to execute such undertaking prior to delivery of the Bonds.

12. Authorization of Other Actions. Each Authorized Officer is hereby individually authorized to adjust the final Bond details set forth herein to the extent necessary or convenient to complete the transaction authorized herein, and in pursuance of the foregoing are authorized to exercise the authority and make the determinations authorized pursuant to Section 315(1)(d) of Act 34, including but not limited to, determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, dates of issuance, interest payment dates, redemption rights, series designation, the place of delivery and payment, and other matters within the parameters described in this resolution. Each Authorized Officer is hereby authorized and directed to take all other actions necessary or advisable, and to make such other filings with any parties, including the Michigan Department of Treasury, to enable the sale and delivery of the Bonds as contemplated herein.

13. Award of Sale of Bonds. Each Authorized Officer is hereby individually authorized on behalf of the City, without further authorization or approval of this City Council, to award the sale of the Bonds pursuant to a sale order to the bidder whose bid meets the requirements of law and which produces the lowest true interest cost to the City computed in accordance with the terms of the Official Notice of Sale as published or to reject all bids.

14. Bond Counsel. Miller, Canfield, Paddock and Stone, P.L.C. (“Miller Canfield”) is hereby approved as bond counsel for the Bonds, notwithstanding Miller Canfield’s periodic representation in unrelated matters of parties or potential parties to the transaction contemplated

by this resolution.

15. Financial Advisor. Bendzinski & Co. Municipal Finance Advisors is approved as the financial advisor to the City in connection with the issuance of the Bonds

16. Rescission. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES:           Members: \_\_\_\_\_

\_\_\_\_\_

NAYS:           Members: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Andrea Muray  
City Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Jackson, County of Jackson, State of Michigan, at a regular meeting held on March 24, 2026, and that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

\_\_\_\_\_  
Andrea Muray  
City Clerk

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**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** **Approve a Resolution for Application to MDOT for Local Bridge Program Funding**

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**Recommendation:**

**Approve a resolution for application to the Michigan Department of Transportation (MDOT) for Local Bridge Program Funding, authorization for the Mayor and City Clerk to execute the resolution, and authorization for the City Engineer to file an application for the Martin Luther King, Jr. Drive bridge over the Grand River.**

Attached is a report and documentation from Troy White, City Engineer, regarding approval of a resolution for application to MDOT for Local Bridge Program Funding.

I recommend approval of the resolution. Your consideration and concurrence is appreciated.

JG

Attachments

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager  
**FROM:** Troy R. White, P.E., City Engineer  
**DATE:** March 24, 2026

**RECOMMENDATION:** Approve a resolution for application to the Michigan Department of Transportation (MDOT) for Local Bridge Program Funding, authorization for the City Clerk to execute the resolution, and authorization for the City Engineer to file an application for the Martin Luther King, Jr. Drive bridge over the Grand River.

### ISSUE STATEMENT

The bridge located on Martin Luther King Jr. Drive over the Grand River was constructed in 1903. The bridge is an earth filled concrete arch structure that is in poor condition.

The Michigan Department of Transportation (MDOT) is soliciting applications for candidates for the Local Bridge Program. Engineering has determined that the Martin Luther King, Jr. Drive bridge over the Grand River qualifies for full replacement.

### DESCRIBE THE CONSEQUENCES

As the bridge continues to age and deteriorate, the load limits will need to be reduced and eventually require closure of the bridge. Prior to the bridge reaching that condition, Engineering is looking to replace the structure. The total construction cost is estimated at \$4,154,060 with the Local Bridge Program paying 95% of the construction cost with federal and state funding. The City is responsible for the remaining 5% along with 100% of the engineering costs. The total estimated cost for the City is \$1,038,520. This cost would be paid from the Major Street Fund.

### OWNERSHIP

The City has 15 bridges that it is responsible to have inspected annually or bi-annually and to maintain. Michigan legislation enacted on October 1, 2004 created the Local Bridge Program. With the City's application for the Local Bridge Program, the City must commit to funding within the fiscal year for which we are applying. The current call for projects is for MDOT's fiscal year 2028-2029.

### SOLUTION

I am requesting the attached resolution to apply for Local Bridge Program Funding through MDOT for the Martin Luther King, Jr. Drive bridge over the Grand River be approved, the City Clerk be authorized to execute the resolution and the City Engineer be authorized to file an application.

### FACILITATE IMPLEMENTATION

Approve a resolution for application to the Michigan Department of Transportation (MDOT) for Local Bridge Program Funding, authorization for the City Clerk to execute the resolution, and authorization for the City Engineer to file an application for the Martin Luther King, Jr. Drive bridge over the Grand River.

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the bridge located on Martin Luther King, Jr. Drive over the Grand River in the City of Jackson is an earth-filled arch constructed in 1903; and

WHEREAS, a bridge inspection completed in 2024 noted that the bridge is in deteriorating condition and recommended full replacement; and

WHEREAS, the Michigan Department of Transportation is accepting new applications for the Local Bridge Program; and

WHEREAS, if successful, the City will receive Federal and State funding in fiscal year 2028-2029 to finance 95% of construction costs, and the City will fund 5% of the construction cost and 100% of the engineering costs; and

WHEREAS, based upon engineering conceptual estimates, the projected construction cost is \$4,154,060; and

WHEREAS, 5% of the conceptual construction cost is \$207,700, and estimated engineering costs are \$830,820, for a total estimated City cost of \$1,038,520.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Jackson hereby certifies its support of the filing by the City Engineer on behalf of the City of Jackson of an application for the Martin Luther King, Jr. Drive bridge over the Grand River under the Michigan Department of Transportation Local Bridge Program.

\* \* \* \* \*

State of Michigan )  
County of Jackson ) ss  
City of Jackson )

I, Andrea Muray, City Clerk, in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 24<sup>th</sup> day of March, 2026.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 24<sup>th</sup> day of March, 2026.

\_\_\_\_\_  
Andrea Muray, City Clerk

**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** **Resolution to Decertify a Street with MDOT**

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**Recommendation:**

**Adopt a resolution to decertify street segments that are ineligible for Act 51 local street funding (portions of Birchwood Drive, Columbus Street, Joy Street, Maplewood Drive and Oakhill Avenue), remove them from the City of Jackson local street network and authorize the City Clerk to sign the attached resolution.**

Attached is a memo from Troy R. White, City Engineer, regarding a resolution to decertify a street within the City with MDOT as described in the report.

I recommend approval. Your consideration and concurrence is appreciated.

JG

Attachments

# DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** Troy R. White, P.E., City Engineer

**DATE:** March 24, 2026

**RECOMMENDATION:** Adopt a resolution to decertify street segments that are ineligible for Act 51 local street funding (portions of Birchwood Drive, Columbus Street, Joy Street, Maplewood Drive and Oakhill Avenue), remove them from the City of Jackson local street network and authorize the City Clerk to sign the attached resolution.

## ISSUE STATEMENT

The City of Jackson must certify the street mileage annually with MDOT in accordance with Public Act 51 of 1951 along with a listing of changes to the street network. This certification is a requirement for the City to receive street funding from the State of Michigan. All streets included in the mileage certification must be open to the public for automobile traffic 24-hours per day, 365 days per year.

A review of the street network revealed that the following segments must be removed from the Act 51 street network map as they are ineligible for Act 51 funding:

- Birchwood Drive from Maplewood to Golf Learning Center driveway - this segment has been closed for several years with intermittent and/or seasonal opening. As it is not open 24-7-365, it must be decertified.
- Columbus Street between railroad and Pearl – in 2019, the Cookies store was built on the adjacent parcel and the corresponding parking lot was constructed in the area that was Columbus Street.
- Joy Street between Page and Summit – in 1978, this segment was removed.
- Maplewood Drive from Probert to Birchwood - this segment has been closed for several years with intermittent and/or seasonal opening. As it is not open 24-7-365, it must be decertified.
- Oakhill Avenue from the top of the cul-de-sac to West Avenue – in 2016, when the West Avenue bridge over the railroad was replaced, Oakhill was disconnected from West Avenue and a cul-de-sac constructed.

## DESCRIPTION OF CONSEQUENCES

Failure to adopt the attached resolution to remove these segments from the street network map will result in the City being out of compliance with Public Act 51 which governs the distribution of street funds from the State of Michigan to local agencies. Noncompliance may result in funds being withheld from the City by the State until compliance is achieved.

## OWNERSHIP

The City Engineer is the designated Street Administrator who is responsible for ensuring compliance with Public Act 51 requirements so that routine street fund distributions to the City from the State proceed uninterrupted. A requirement for compliance is the certification that all streets on the City's Act 51 street network map are open for use by the public 24-hours per day, 365 days per year. Those that are open as such are include on the map. Those streets that are not are ineligible for inclusion.

## SOLUTION

Adoption of the attached resolution will provide for the removal of portions of Birchwood Drive, Columbus Street, Joy Street, Maplewood Drive and Oakhill Avenue from the City's Act 51 street network map and ensure continued compliance with requirements for the distribution of street funding from the Michigan Department of Transportation to the City of Jackson.

## FACILITATE IMPLEMENTATION

Adopt a resolution to decertify street segments that are ineligible for Act 51 local street funding (portions of Birchwood Drive, Columbus Street, Joy Street, Maplewood Drive and Oakhill Avenue), remove them from the City of Jackson local street network and authorize the City Clerk to sign the attached resolution.

RESOLUTION

BY CITY COUNCIL:

WHEREAS, the City of Jackson must certify the street mileage annually with the Michigan Department of Transportation in accordance with Public Act 51 of 1951, as amended; and

WHEREAS, the City of Jackson does wish to decertify a portion of Birchwood Drive from Maplewood Drive to 2,286 feet north and west (to the driveway entrance to the Ella Sharp Park Golf Learning Center) for a decertification length of 2,286 feet; and

WHEREAS, the City of Jackson does wish to decertify a portion of Columbus Street from Pearl Street to the north line of the Michigan Central Railroad Right-of-Way for a decertification length of 140 feet; and

WHEREAS, the City of Jackson does wish to decertify a portion of Joy Street from Page Avenue to Summit Street for a decertification length of 160 feet; and

WHEREAS, the City of Jackson does wish to decertify Maplewood Drive from Probert Road to Birchwood Drive for a decertification length of 2,540 feet; and

WHEREAS, the City of Jackson does wish to decertify a portion of Oakhill Avenue from West Avenue to forty-five (45) feet east for a decertification length of 45 feet; and

WHEREAS, the total decertification length for the sum of the segments listed above is 5,171 feet.

NOW, THEREFORE, BE IT RESOLVED that the Jackson City Council by this resolution does agree to the decertification of the streets as described above.

\* \* \* \* \*

State of Michigan )  
County of Jackson )ss  
City of Jackson )

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 24th day of March, 2026.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 24th day of March, 2026.

\_\_\_\_\_  
Andrea Muray, City Clerk



Cooper

Columbus

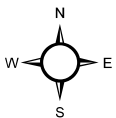
Pearl

Louis Glick

Michigan

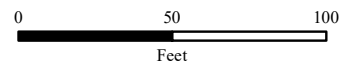
Cooper/Louis Glick Cutoff

Col



**JACKSON**  
Founded 1829

**Act 51 Map**  
**Local Street Decertification**  
**Columbus Street**  
**3-24-26**



Date: 3/16/2026  
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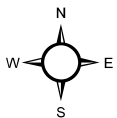
Pringle

Summit

Page

Joy

Lake

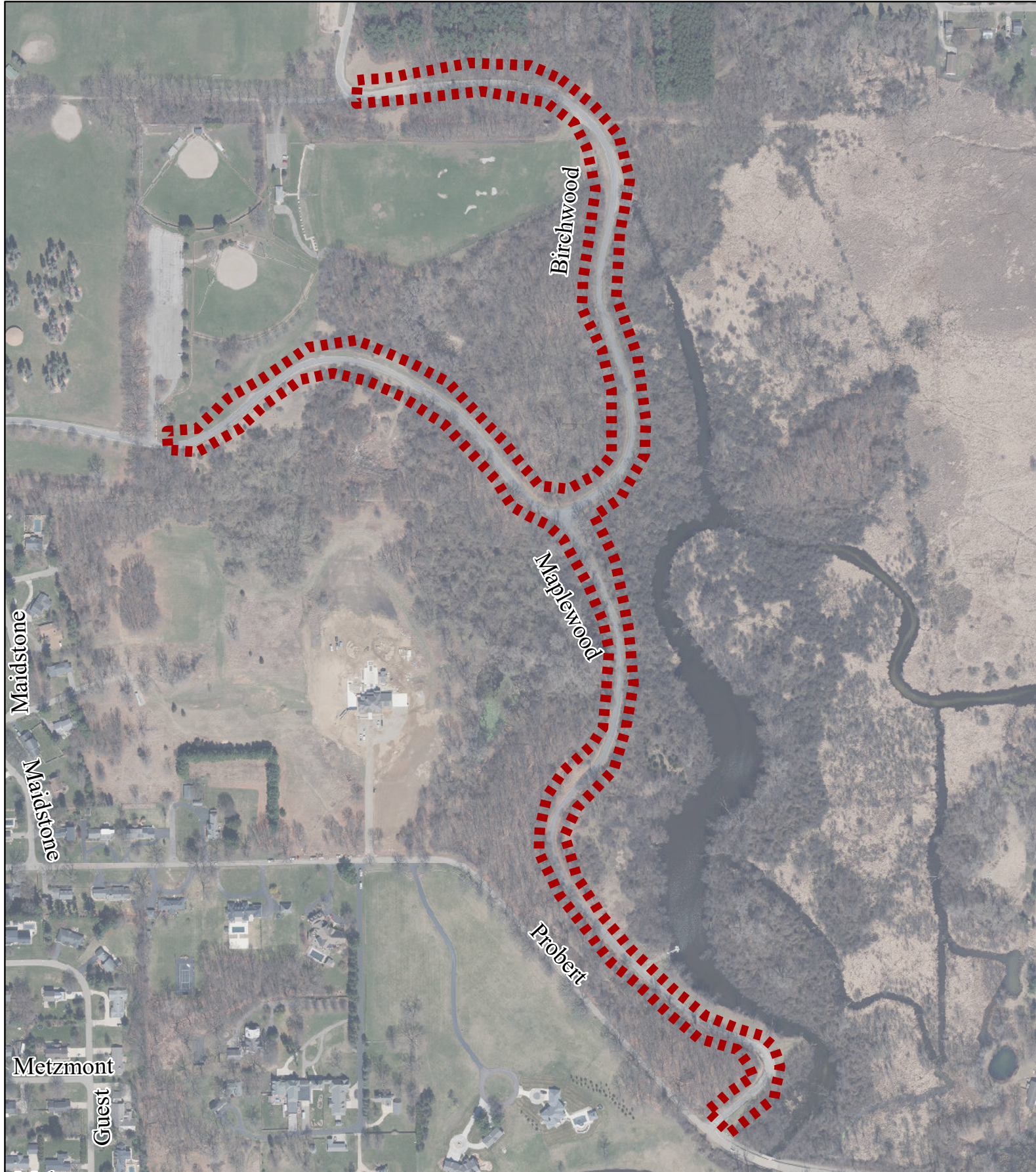


**JACKSON**  
Founded 1829

**Act 51 Map**  
**Local Street Decertification**  
**Joy Street**  
**3-24-26**



Date: 3/16/2026  
M:\Shared\_GIS\Joy.mxd



Maidstone

Maidstone

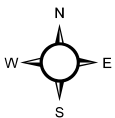
Metzmont

Guest

Birchwood

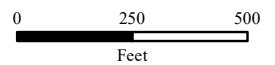
Maplewood

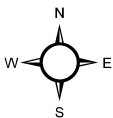
Probert



**JACKSON**  
Founded 1829

**Act 51 Map**  
**Local Street Decertification**  
**Birchwood Drive and Maplewood Drive**  
**3-24-26**





**JACKSON**  
Founded 1829

**Act 51 Map**  
**Local Street Decertification**  
**Oakhill Avenue**  
**3-24-26**



Date: 3/16/2026  
M:\Shared\_GIS\Oakhill.mxd

**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** **Resolution to certify street segments with MDOT**

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**Recommendation:**

**Adopt a resolution to add segments of Orchard Place and Second Street to the City of Jackson Act 51 local street network map that are open for all-day all-year public use and authorize the City Clerk to sign the resolution.**

Attached is a memo from Troy R. White, City Engineer, regarding a resolution to decertify a street within the City with MDOT as described in the report.

I recommend approval. Your consideration and concurrence is appreciated.

JG

Attachments

# DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** Troy R. White, P.E., City Engineer

**DATE:** March 24, 2026

**RECOMMENDATION:** Adopt a resolution to add segments of Orchard Place and Second Street to the City of Jackson Act 51 local street network map that are open for all-day all-year public use and authorize the City Clerk to sign the resolution.

## ISSUE STATEMENT

The City of Jackson must certify the street mileage annually with MDOT in accordance with Public Act 51 of 1951 along with a listing of changes to the street network. This certification is a requirement for the City to receive street funding from the State of Michigan. All streets included in the mileage certification must be open to the public for automobile traffic 24-hours per day, 365 days per year.

A review of the street network revealed that the following segments need to be added to the Act 51 street network map:

- Orchard Place – the segment from the Biddle Street to 136 feet south has been open for public use for decades but was erroneously omitted from the map.
- Second Street – as part of the 2017 project to convert Glick Highway and Washington Avenue from one-way to two-way traffic, a short segment was constructed to connect Second Street to Wildwood Avenue.

## DESCRIPTION OF CONSEQUENCES

Failure to adopt the attached resolution to add these segments of Orchard Place and Second Street will result in the City being out of compliance with Public Act 51 which governs the distribution of street funds from the State of Michigan to local agencies. Noncompliance may result in funds being withheld from the City by the State until compliance is achieved.

## OWNERSHIP

The City Engineer is the designated Street Administrator who is responsible for ensuring compliance with Public Act 51 requirements so that routine street fund distributions to the City from the State proceed uninterrupted. A requirement for compliance is the certification that all streets on the City's Act 51 street network map are open for use by the public 24-hours per day, 365 days per year. Those that are open as such must be include on the map. Those streets that are not are ineligible for inclusion.

## SOLUTION

Adoption of the attached resolution will provide for the addition of segments of Orchard Place and Second Street to the City's Act 51 street network map and ensure continued compliance with requirements for the distribution of street funding from the Michigan Department of Transportation to the City of Jackson.

## FACILITATE IMPLEMENTATION

Adopt a resolution to add segments of Orchard Place and Second Street to the City of Jackson Act 51 map of local streets that are open for all-day all-year public use and authorize the City Clerk to execute the resolution.



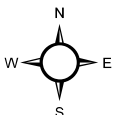
Biddle

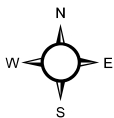
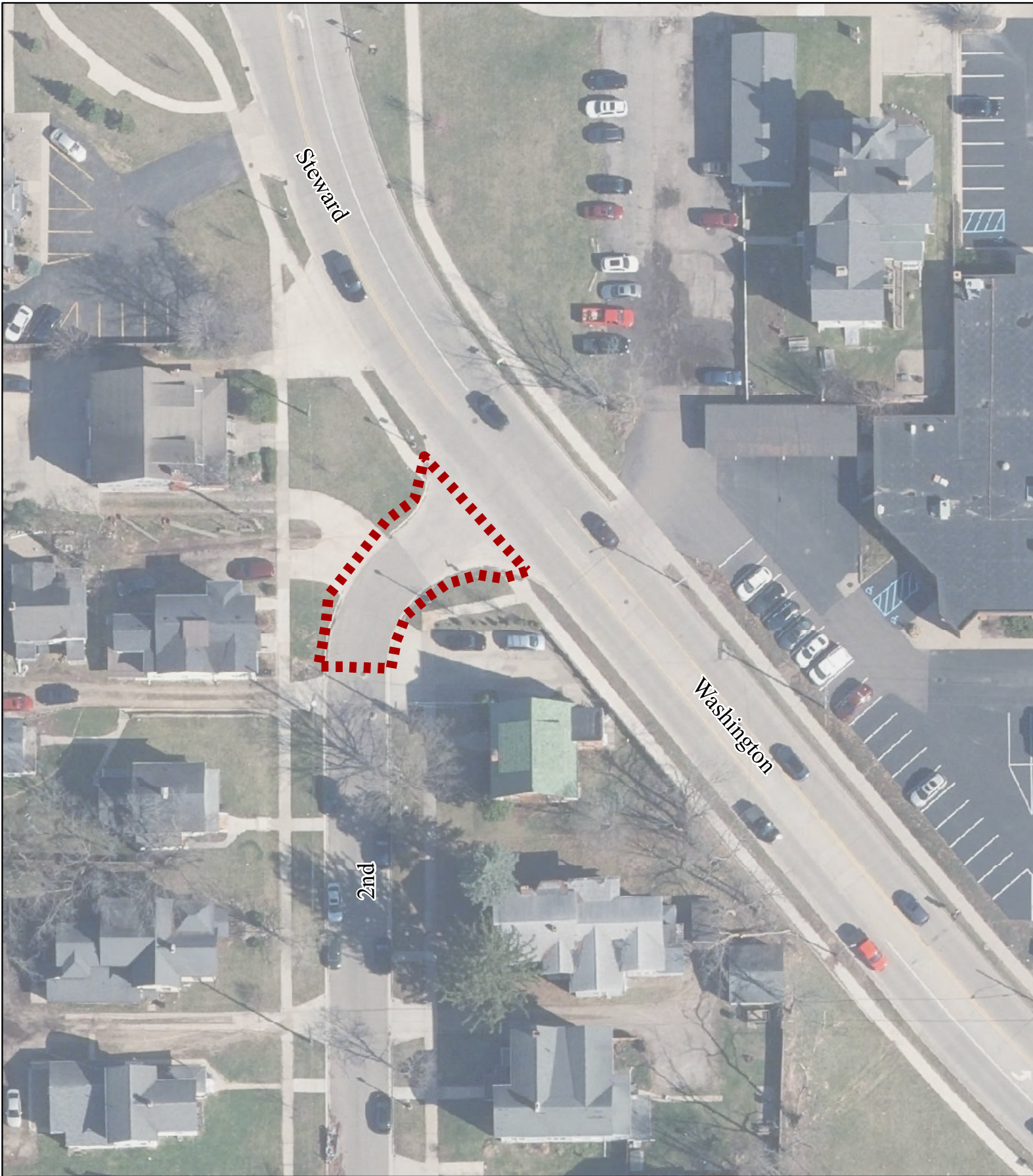
Orchard

Morrell

4th Hickory

**Act 51 Map**  
**Local Street Addition**  
**Orchard Place**  
**3-24-26**





**JACKSON**  
Founded 1829

**Act 51 Map  
Local Street Addition  
Second Street  
3-24-26**



## RESOLUTION

BY CITY COUNCIL:

WHEREAS, the City of Jackson must certify the street mileage annually with the Michigan Department of Transportation in accordance with Public Act 51 of 1951, as amended; and

WHEREAS, it is necessary to furnish certain information to the State of Michigan to place a street within the City of Jackson Local Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended; and

WHEREAS, the City of Jackson does wish to add a portion of Orchard Place that has historically been open as a public street but erroneously omitted from the Local Street System inventory; and

WHEREAS, the City of Jackson does wish to add a portion of Second Street that was constructed and opened for public use in 2017; and

WHEREAS, the total added length for the sum of the segments listed above is 169 feet.

NOW, THEREFORE, BE IT RESOLVED:

1. The centerline of the added segment of Orchard Place is described as follows:

Commencing at the intersection of the centerlines of Martin Luther King Jr. Drive and Biddle Street; thence east 275 feet along the centerline of said Biddle Street to the Point of Beginning; thence south 136 feet to meet the north end of the portion of Orchard Place that is currently mapped.

2. The centerline of the added segment of Second Street is described as follows:

Commencing at the intersection of the centerlines of Washington Avenue and Second Street; thence north 369 feet along the centerline of said Second Street to the Point of Beginning; thence along a curve to the right having a radius of 61.6 feet, an arch length of 53.6 feet and a chord distance and bearing of 51.9 feet North 24 degrees 41 minutes East to a point of tangency; thence 55.4 feet North 49 degrees 36 minutes 54 seconds East to the centerline of Wildwood Avenue.

3. That said streets are located within a City of Jackson right-of-way and are under the control of the City of Jackson.
4. That said streets are public streets and are for public street purposes.
5. That said streets are accepted into the municipal street system and were open to the public for public use before December 31, 2025.

\* \* \* \*

State of Michigan )  
County of Jackson )ss  
City of Jackson )

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 24th day of March, 2026.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 24th day of March, 2026.

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Andrea Muray, City Clerk

# RESPONSIBLE CONTRACTOR EVALUATION

## ENG 26-05 Street Resurfacing on Bloomfield Blvd

02-11-26, jdc

CRITERIA CATEGORY	CRITERIA NO.	PNT SHARE	EARNED PNTS					
			MICH PAVING	RIETH-RILEY	SOMMERSET	PAVE MANAGE		
<b>CORPORATE ACCOUNTABILITY</b>								
MANAGEMENT QUALIFICATIONS	1-18	5	5	5	5	5		
REFERENCES	19	5	5	5	5	4		
QUALITY ASSURANCE PROGRAM	20	5	5	3	0	0		
WORK PROGRESS	21	5	5	5	5	5		
PAST PROJECTS	22	5	5	2	5	0		
<b>SUBTOTAL</b>		<b>25</b>	<b>25</b>	<b>20</b>	<b>20</b>	<b>14</b>		
<b>WORKPLACE SAFETY</b>								
APPRENTICE RATIO	23	5	5	4	5	5		
EMR (EXP MODIFICATION RATING)	24	10	0	5	5	0		
OSHA TRAINING	25	5	0	5	5	5		
MASTER/JOURNEYMAN CERT	26	5	5	5	5	5		
<b>SUBTOTAL</b>		<b>25</b>	<b>10</b>	<b>19</b>	<b>20</b>	<b>15</b>		
<b>WORKFORCE DEVELOPMENT</b>								
PAY RATES & BENEFITS	15	5	5	5	5	5		
APPRENTICESHIP PROGRAMS	ATTACH	5	0	0	0	5		
SKILL/QUAL ASSESSMENT DOCS	23	5	0	0	0	0		
<b>SUBTOTAL</b>		<b>15</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>10</b>		
<b>SOCIAL EQUITY</b>								
LOCAL RESIDENTS	27	3	1	0	0	1		
EEO PROGRAM	28	3	3	0	0	2		
NON-DISCRIMINATION POLICY	29	4	4	4	2	3		
<b>SUBTOTAL</b>		<b>10</b>	<b>8</b>	<b>4</b>	<b>2</b>	<b>6</b>		
<b>PRICE</b>								
CHANGE ORDER STATEMENT	--	5	5	5	4	0		
TOTAL BID COST	--	15	15	13	10	7		
LABOR/MATERIAL/EQUIP DETAIL	--	5	5	5	5	0		
<b>SUBTOTAL</b>		<b>25</b>	<b>25</b>	<b>23</b>	<b>19</b>	<b>7</b>		
<b>TOTAL RATING</b>		<b>100</b>	<b>73</b>	<b>71</b>	<b>66</b>	<b>52</b>		

	TOTAL BID	APPRE-NTICES	EMR RATING	CITY RES STAFF
MICH PAVING	\$ 195,696.00	0.25	not provided	0.00
RIETH-RILEY	\$ 204,603.85	not provided	0.71	0.00
SOMMERSET	\$ 219,973.50	0.33	0.75	0.00
PAVE MANAGE	\$ 247,620.00	0.00	not provided	0.00

**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** **Approval of the award for street resurfacing on Bloomfield Boulevard from West Avenue to Fourth Street to Michigan Paving and Materials, Co.**

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**Recommendation:**

**Approve the award for street resurfacing on Bloomfield Boulevard from West Avenue to Fourth Street to Michigan Paving and Materials, Co., of Grand Rapids, Michigan at a cost of \$195,696.00 and authorize the Mayor and City Clerk to execute the appropriate documents.**

Attached is a report and documentation from Troy White, City Engineer, regarding approval of the Bloomfield Boulevard resurfacing project. I recommend approval of the contract award. Your consideration and concurrence is appreciated.

JG

Attachments

# DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager  
**FROM:** Troy R. White, P.E., City Engineer  
**DATE:** March 24, 2026

**RECOMMENDATION:** Approve the award for street resurfacing on Bloomfield Boulevard from West Avenue to Fourth Street to Michigan Paving and Materials, Co., of Grand Rapids, Michigan at a cost of \$195,696.00 and authorize the Mayor and City Clerk to execute the appropriate documents.

## ISSUE STATEMENT

The pavement on Bloomfield is in poor condition with excessive cracking, potholes, and localized repairs. Its current PASER rating is 2.

After residents on Bloomfield Boulevard between West Avenue and Fourth Street petitioned City Council to repave their street, City Council held a public hearing of necessity on September 30, 2025 and then adopted a resolution ordering street construction to proceed. As a result, Engineering let a contract to mill 1-1/2 to two inches from the pavement surface and repave with a new layer of asphalt. As required by law, the project includes sidewalk repairs to eliminate tripping hazards and broken sections. The project does not include curb or driveway repairs.

## DESCRIPTION OF CONSEQUENCES

The results for sealed bids that were opened on February 10, 2026 are shown in the table below.

Name	Bid	Over/Under Est	% of Est
Engineer's Estimate	\$ 256,103.50	\$ 0.00	100 %
Michigan Paving & Materials Co., Grand Rapids, MI	\$ 195,696.00	- \$ 60,407.50	76 %
Rieth-Riley Construction Co., Inc., Indianapolis, IN	\$ 204,603.85	- \$ 51,499.65	80 %
Sommerset Paving, LLC, Whitmore Lake, MI	\$ 219,973.50	- \$ 36,130.00	86 %
Pavement Management, LLC, Jackson, MI	\$ 247,620.00	- \$ 8,483.50	97 %

This project will be paid for using a combination of Special Assessments and Local Street Funds.

## OWNERSHIP

The bid's costs and associated submittals were reviewed and scored in accordance with the Responsible Contractor Ordinance for the following categories:

- A) Corporate Accountability (25%)
- B) Workplace Safety (25%)
- C) Workforce Development (15%)
- D) Social Equity (10%)
- E) Price (25%)

The scoring results are shown in the table below.

<b>Name</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>Total</b>
Michigan Paving & Materials Co., Grand Rapids, MI	25	10	5	8	25	73
Rieth-Riley Construction Co., Inc., Indianapolis, IN	20	19	5	4	23	71
Sommerset Paving, LLC, Whitmore Lake, MI	20	20	5	2	19	66
Pavement Management, LLC, Jackson, MI	14	15	10	6	7	52

## SOLUTION

It is recommended that the contract be awarded to Michigan Paving & Materials Co., Grand Rapids, MI as their bid cost is the lowest and their Responsible Contractor scoring the highest.

## FACILITATE IMPLEMENTATION

Approve the award for street resurfacing on Bloomfield Boulevard from West Avenue to Fourth Street to Michigan Paving and Materials, Co., of Grand Rapids, Michigan at a cost of \$195,696.00 and authorize the Mayor and City Clerk to execute the appropriate documents.

TRW/kmm

**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** **Approve the award of the Monkey Run Interceptor Rehabilitation contract to LGC Global, Inc.**

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**Recommendation:**

**Approve the award of the Monkey Run Interceptor Rehabilitation contract to LGC Global, Inc. of Detroit, Michigan at a cost of \$1,773,002.00 and authorize the Mayor and City Clerk to execute the appropriate documents.**

Attached is a report and documentation from Troy White, City Engineer, regarding approval of the Monkey Run Interceptor Rehabilitation contract. I recommend approval of the contract award. Your consideration and concurrence is appreciated.

JG

Attachments

# DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager  
**FROM:** Troy R. White, P.E., City Engineer  
**DATE:** March 24, 2026

**RECOMMENDATION:** Approve the award of the Monkey Run Interceptor Rehabilitation contract to LGC Global, Inc. of Detroit, Michigan at a cost of \$1,773,002.00 and authorize the Mayor and City Clerk to execute the appropriate documents.

## ISSUE STATEMENT

The Monkey Run Interceptor is a five-foot diameter sanitary sewer that serves 635 acres on the west side of the City. Its oldest portion was built of brick in 1901. Based on a condition assessment report dated October 25, 2022, the 4,000-foot section between the intersections of Wildwood and West Avenue and Jackson and Trail Street is structurally deteriorating but can be rehabilitated by masonry repointing, grouting, brick repair and debris removal.

## DESCRIPTION OF CONSEQUENCES

If the pipe collapses or becomes misaligned, sewage flow would be disrupted until an emergency full replacement is completed. The subject contract was prepared to proactively restore the integrity and ensure reliable of the existing brick sewer for decades to come.

The results for sealed bids that were opened on March 2, 2026 are shown in the table below.

Name	Bid	Over/Under Est	% of Est
Engineer's Estimate	\$ 2,281,744.00	\$ 0.00	100 %
LGC Global, Inc., Detroit, MI	\$ 1,773,002.00	- \$ 508,742.00	78 %
Pipeline Management Company, Milford, MI	\$ 2,363,380.00	+ \$ 81,636.00	104 %

This project will be paid for using Sewer Funds.

## OWNERSHIP

The bid's costs and associated submittals were reviewed and scored in accordance with the Responsible Contractor Ordinance for the following categories:

- A) Corporate Accountability (25%)
- B) Workplace Safety (25%)
- C) Workforce Development (15%)
- D) Social Equity (10%)
- E) Price (25%)

Name	A	B	C	D	E	Total
LGC Global, Inc., Detroit, MI	21	25	15	7	23	91
Pipeline Management Company, Milford, MI	24	25	15	7	17	88

## **SOLUTION**

It is recommended that the contract be awarded to LGC Global, Inc. of Detroit, Michigan as their bid cost is the lowest and their Responsible Contractor scoring the highest.

## **FACILITE IMPLEMENTATION**

Approve the award of the Monkey Run Interceptor Rehabilitation contract to LGC Global, Inc. of Detroit, Michigan at a cost of \$1,773,002.00 and authorize the Mayor and City Clerk to execute the appropriate documents.

TRW/kmm

# RESPONSIBLE CONTRACTOR EVALUATION

## ENG 26-08 MONKEY RUN INTERCEPTOR REHABILITATION

03-03-26, jdc

CRITERIA CATEGORY	CRITERIA NO.	PNT SHARE	EARNED PNTS					
			LGC GLOBAL	PIPELINE	CONTRACTOR 3	CONTRACTOR 4	CONTRACTOR 5	CONTRACTOR 6
<b>CORPORATE ACCOUNTABILITY</b>								
MANAGEMENT QUALIFICATIONS	1-18	5	4	4				
REFERENCES	19	5	4	5				
QUALITY ASSURANCE PROGRAM	20	5	5	5				
WORK PROGRESS	21	5	4	5				
PAST PROJECTS	22	5	4	5				
<b>SUBTOTAL</b>		<b>25</b>	<b>21</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>WORKPLACE SAFETY</b>								
APPRENTICE RATIO	23	5	5	5				
EMR (EXP MODIFICATION RATING)	24	10	10	10				
OSHA TRAINING	25	5	5	5				
MASTER/JOURNEYMAN CERT	26	5	5	5				
<b>SUBTOTAL</b>		<b>25</b>	<b>25</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>WORKFORCE DEVELOPMENT</b>								
PAY RATES & BENEFITS	15	5	5	5				
APPRENTICESHIP PROGRAMS	ATTACH	5	5	5				
SKILL/QUAL ASSESSMENT DOCS	23	5	5	5				
<b>SUBTOTAL</b>		<b>15</b>	<b>15</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SOCIAL EQUITY</b>								
LOCAL RESIDENTS	27	3	0	0				
EEO PROGRAM	28	3	3	3				
NON-DISCRIMINATION POLICY	29	4	4	4				
<b>SUBTOTAL</b>		<b>10</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PRICE</b>								
CHANGE ORDER STATEMENT	--	5	3	4				
TOTAL BID COST	--	15	15	9				
LABOR/MATERIAL/EQUIP DETAIL	--	5	5	4				
<b>SUBTOTAL</b>		<b>25</b>	<b>23</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL RATING</b>		<b>100</b>	<b>91</b>	<b>88</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	TOTAL BID	APPRE-NTICES	EMR RATING	CITY RES STAFF
LGC GLOBAL	\$ 1,773,002.00	0.00	0.88	0.00
PIPELINE	\$ 2,363,380.00	0.00	0.89	0.00
CONTRACTOR 3				
CONTRACTOR 4				
CONTRACTOR 5				
CONTRACTOR 6				

# JACKSON

Founded 1829

**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** Contract Change Order—MLK Playground Project

*Approve the change order for the MLK Playground Project in the increased amount of \$152,501 to cover additional project costs and necessary modifications to the current contracted playground supplier, Sinclair Recreation of Holland, Michigan.*

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**Recommendation:**

Approval of the increased grant funding from the Council of Michigan Foundations (CMF) will support the expansion of the MLK Playground and enhance recreational opportunities for the community. The additional funding allows for the installation of more playground equipment, engineered wood fiber safety surfacing, excavation work, a concrete containment curb, thick-edge concrete, and ADA-accessible ramps. These improvements will help ensure the playground is safer, more accessible, and able to accommodate more children and families.

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** Kelli Hoover, Parks Director

**DATE:** March 24, 2026

**RECOMMENDATION:** Recommended approving a change order for the MLK Playground Project for \$152,501 to cover additional project costs and necessary modifications related to the playground expansion. The additional funding from the Council of Michigan Foundations (CMG) will support the installation of additional playground equipment and the construction of a pavilion, enhancing the playground's overall functionality and community use.

### ISSUE STATEMENT

Expanding the playground and adding a pavilion addresses these challenges by increasing play opportunities, improving safety with proper surfacing and infrastructure, and ensuring ADA accessibility. The pavilion will also provide a shaded area for families and community gatherings, making the park a more functional and welcoming space for residents.

### DESCRIBE THE CONSEQUENCES

If we don't replace the current aging playground, the MLK Playground will continue to offer limited recreational opportunities and will not fully meet the needs of the surrounding community. Without updated equipment, improved safety surfacing, and ADA-accessible features, children will have fewer safe places to play, and individuals with disabilities may face ongoing barriers to access. Additionally, the lack of a shaded pavilion restricts families and community groups from comfortably using the park for extended visits or small gatherings, limiting its role as a vibrant community hub.

### OWNERSHIP

As the Parks and Recreation department, we are directly responsible for the maintenance, oversight, and programming of the MLK Playground. Over time, the playground's aging equipment and infrastructure have naturally deteriorated. While routine maintenance has ensured safety, it has not addressed limitations in accessibility, play variety, or space for community gatherings. Because we are tasked with providing safe, inclusive, and engaging recreational spaces, the responsibility to address these issues falls squarely on us. Our

department has the expertise, knowledge of the playground's current condition, and connection to the community to lead this improvement effectively.

## SOLUTION

The Parks and Recreation department is responsible for maintaining and overseeing community spaces; we would be directly involved with the MLK Playground. Over time, the playground's aging equipment and infrastructure have naturally deteriorated. While routine maintenance has kept the space safe, it cannot fully address limitations in accessibility, play variety, or community gathering capacity. The Department is tasked with ensuring safe, inclusive, and engaging recreational opportunities.

## FACILITATE IMPLEMENTATION

Approval of a change order for the MLK Playground Project in the increased amount of \$152,501 is requested to cover additional project costs and necessary modifications to the current contracted playground supplier, **Sinclair Recreation** of Holland, Michigan. This change order will fund the expansion of playground equipment.

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## ATTACHMENTS

1. Change Order #1 MLK Rec Ctr Playground
2. 2025-1013 City of Jackson MLK Rec Center Playground BID Drawings



**Finance Department**  
**Purchasing Division**

161 W. Michigan Ave. • Jackson, MI 49201  
Phone: (517) 788-4020 • Facsimile: (866) 971-2119

March 5, 2026

**CHANGE ORDER NO. 1**  
**TO CONTRACT FOR**  
**Martin Luther King Recreation Center Playground**

The parties hereby agree that the following additional information and changes shall become a part of the contract documents, plans and specifications of the above-named contract.

ORIGINAL AGREEMENT: \$ 505,800  
CHANGE ORDER NUMBER 1: \$ 152,501

**REASON FOR CHANGE ORDER:**

Council of Michigan Foundation (CMF) increased grant funds for the expansion of proposed playground with additional play equipment and pavilion. Items for this playground expansion include additional excavation, concrete containment curb, engineered wood fiber, play equipment, thickened edge concrete, playground ADA ramps. Pavilion area includes additional excavation, 16'x24' pavilion structure with foundations, concrete sidewalk under the pavilion and for bench pads adjacent to the playground, benches and restoration.

NEW CONTRACT AMOUNT INCLUDING CHANGE ORDER 1: \$ 658,301.00

**PREPARED BY:**

Signed by:  
Mark Woodhurst 3/8/2026  
4EF6F4030A21403...  
Mark Woodhurst, SmithGroup Consultant  
Date

**ACCEPTED BY:**

Signed by:  
Diane Sinclair 3/5/2026  
8DDBC675B46A429...  
Diane Sinclair, President  
Sinclair Recreation  
Date

**DEPARTMENT HEAD:**

DocuSigned by:  
Kelli Hoover 3/6/2026  
B094C2BA885E40C...  
Kelli Hoover, Director, Parks and Recreation  
Date

**ACCEPTED BY:**

Signed by:  
Jonathan Greene 3/5/2026  
903BEE175B4G46B...  
Jonathan Greene, City Manager  
Date

### City of Jackson - MLK Playground

#### Construction Pricing for Change Order

SG PROJ. NO.: 00100754

4-Mar-26

Const. Series	Item Description	Units	Quantity	Unit Price	Cost Subtotal
<b>Sinclair Recreation Current Contract</b>					
CON	Current Contract - Awarded Bid	BID	1	\$505,800	\$505,800.00
					<b>\$505,800.00</b>

<b>Change Order Drawing</b>					
<b>Concrete Items</b>					
SITE	Added Concrete to Main Walkway (1664 SF Base)(1754 SF New Plan)	SF	90	\$20.00	\$1,800.00
EARTH	Excavation for Added Concrete Main Walkway (12" depth)	CY	4	\$131.80	\$527.20
SITE	Added Concrete Bench Pads (2 pads)	SF	150	\$20.00	\$3,000.00
EARTH	Excavation for added Bench Pads	CY	6	\$131.80	\$790.80
SITE	Added Concrete Containment Curb (Small Play Area) - North Side	LF	90	\$90.00	\$8,100.00
SITE	Added thickened Edge to small playground area	LF	90	\$90.00	\$8,100.00
SITE	Added Concrete under Pavilion	SF	707	\$20.00	\$14,140.00
SITE	Excavation for Concrete under Pavilion	CY	27	\$131.80	\$3,558.60
SITE	Convert Bid Containment Curb adj to walk to thickened edge 12" depth	LF	170	\$22.00	\$3,740.00
					<b>\$43,756.60</b>

<b>New Play Area</b>					
SITE	Added EWF Play Surfacing (16" depth - compaction) 1490 SF	CY	74	\$50.40	\$3,729.60
EARTH	Excavation for Added Play Area	CY	55	\$131.80	\$7,249.00
SITE	Added Filter Fabric New Play Area	SF	1490	\$0.65	\$968.50
EARTH	Play Equipment	1	LS	\$52,705.00	\$52,705.00
					<b>\$64,652.10</b>

<b>Amenities</b>					
SITE	Added Benches Delivery, Assembly & Install	EA	2	\$3,398.50	\$6,797.00
SITE	Pavilion 16 x 24	LS	1	\$20,766.00	\$20,766.00
SITE	Pavilion Shipping / Delivery / Install	LS	1	\$8,200.00	\$8,200.00
SITE	Pavilion Foundations	EA	4	\$875.00	\$3,500.00
SITE	Picnic Table	EA	1	\$3,328.00	\$3,328.00
SITE	Signage	EA	1	\$1,501.00	\$1,501.00
					<b>\$44,092.00</b>

<b>Change Order Sub-total</b>	<b>\$152,501</b>
<b>Overall Construction Total</b>	<b>\$658,301</b>
<b>Designer Change Order</b>	<b>\$4,999</b>
<b>Overall Project Total</b>	<b>\$663,300</b>

CMF Project Budget \$663,300.00  
Balance \$0

**Kari Kerstetter**

---

**From:** Mark Woodhurst <Mark.Woodhurst@smithgroup.com>  
**Sent:** Wednesday, March 4, 2026 1:08 PM  
**To:** Kari Kerstetter  
**Cc:** Kelli Hoover  
**Subject:** City of Jackson - MLK Rec Center Playground Change Order  
**Attachments:** EST-2026-0304-MLK Playground - Sinclair Change Order.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Kari,

I apologize that this has taken me a few days to get to you. Please see info below and attached for the change order.

I spoke to CMF and they asked if the designer fees for the changes can be below \$5,000. This way CMF can pay directly and we do not need the City to create any additional documents to just pay us.

Change Order 001

Original Contract Amount \$505,800 (Sinclair Recreation)

Change Order Amount (increase) \$152,501

New Contract Amount \$658,301

This change order includes:

Work associates with the expansion of the proposed playground with additional play equipment and pavilion.

Items for this playground expansion include (Additional) excavation, concrete containment curb, engineered wood fiber, play equipment, thickened edge concrete, playground ADA ramps.

Items for the Pavilion area include (Additional) excavation, 16' x 24' pavilion structure with foundations, concrete sidewalk under the pavilion and for bench pads adjacent to the playground, benches and restoration.

Let me know if you need any additional information.

Thanks,

Mark

**MARK WOODHURST**

PLA, ASLA  
Associate | Landscape Architect

---

C 517.927.4959  
T 734.669.2724  
201 Depot St., Second Floor  
Ann Arbor, MI 48104

**SMITHGROUP**

## Kari Kerstetter

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**From:** Mark Woodhurst <Mark.Woodhurst@smithgroup.com>  
**Sent:** Tuesday, February 24, 2026 12:57 PM  
**To:** Kari Kerstetter  
**Cc:** Kelli Hoover  
**Subject:** MLK Rec Center Playground - Change Order

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Kari,

Good afternoon – For the MLK Rec Center project, the selected contractor Sinclair had excess funds because they were the lowest bidder. We were instructed by the Council of Michigan Foundation (CMF) to use the remaining funds so they will not be lost to another Spark Grant project. We have worked with the contractor and they have used the entire budget and we need to issue a change order to the Contractor for this upcoming work.

Do you want me to start and AIA change order or update to the contract?

Thanks,

Mark

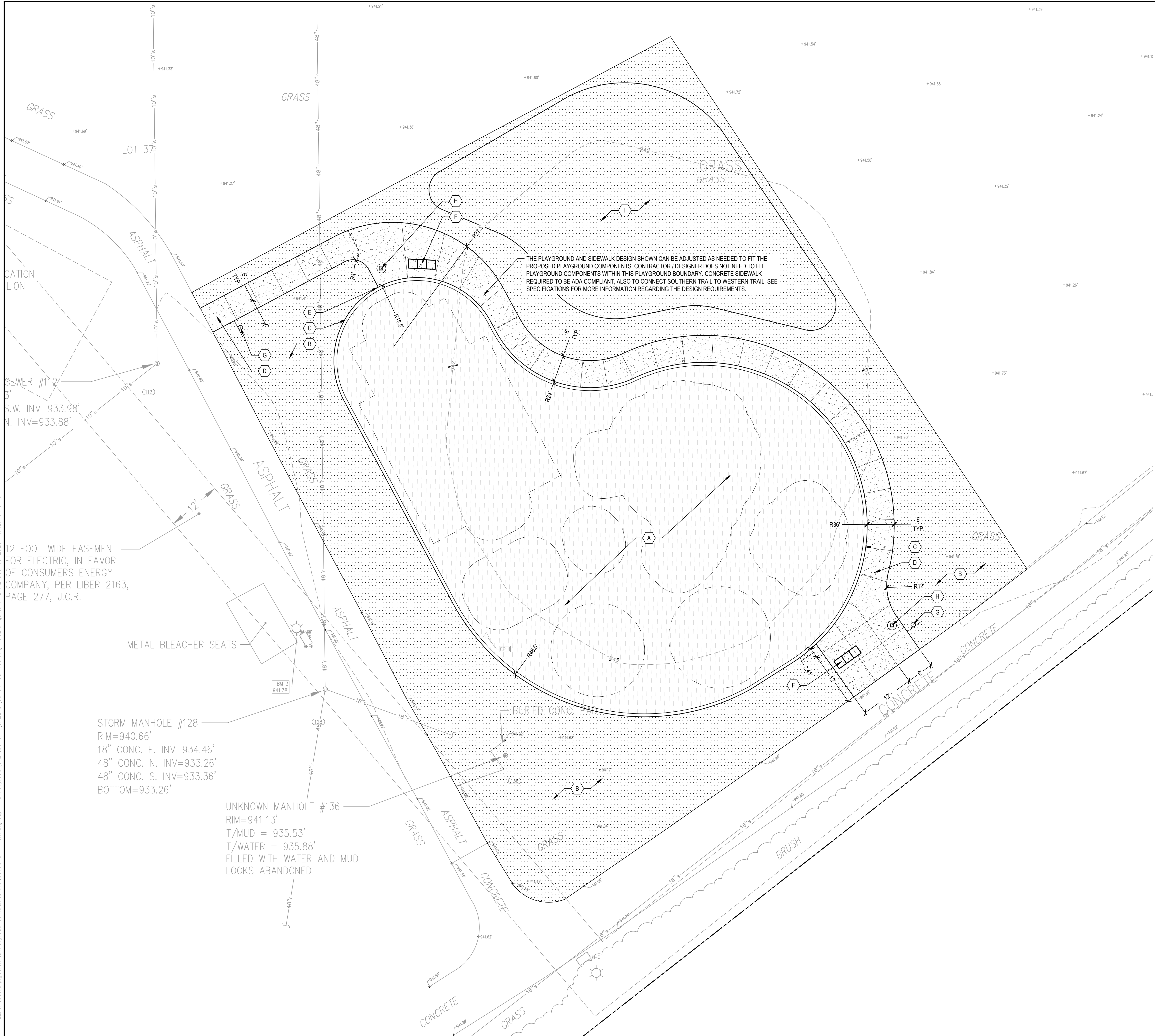
### MARK WOODHURST

PLA, ASLA  
Associate | Landscape Architect

---

C 517.927.4959  
T 734.669.2724  
201 Depot St., Second Floor  
Ann Arbor, MI 48104

## SMITHGROUP



**SHEET NOTES**

1. PLAYGROUND CONTRACTOR TO BACKFILL THE CONCRETE CONTAINMENT CURBS WITH APPROPRIATE MATERIAL AND TOPSOIL.
2. PLAY EQUIPMENT AND FALL ZONES SHOWN ARE FOR REFERENCE ONLY. CONTRACTOR SHALL SPECIFY FINAL PLAYGROUND EQUIPMENT AND ADJUST FALL ZONES TO BE WITHIN PLAYGROUND LIMITS / INSIDE CONCRETE CONTAINMENT CURB TO MEET SAFETY AND DESIGN REQUIREMENTS.

**KEYED NOTES**

- (A) FIBAR
- (B) LAWN SEED MIX
- (C) CONTAINMENT CURB
- (D) CONCRETE PAVEMENT
- (E) EXPANSION JOINT BETWEEN ENTIRE LENGTH OF CONTAINMENT CURB AND CONCRETE PAVEMENT
- (F) BENCH
- (G) PLAYGROUND SIGNAGE
- (H) TRASH RECEPTACLE

**LEGEND**

- PROPERTY LINE
- [Pattern] FIBAR
- [Pattern] LAWN SEED MIX
- [Pattern] CONCRETE PAVEMENT
- === CONCRETE CONTAINMENT CURB
- CONTROL JOINT
- - - EXPANSION JOINT
- [Symbol] BENCH
- [Symbol] PLAYGROUND SIGNAGE BY MANUFACTURER
- [Symbol] TRASH RECEPTACLE
- - - FALL ZONE BOUNDARY - FOR REFERENCE ONLY

4	CS-500
1	CS-500
6.7	CS-500
2	CS-500
3	CS-500
1	CS-501
2	CS-501

**MLK PLAYGROUND IMPROVEMENTS**

1107 ADRIAN STREET, JACKSON, MICHIGAN

Owner:  
CITY OF JACKSON  
CMF-G20243251

**SMITHGROUP**

201 DEPOT STREET  
SECOND FLOOR  
ANN ARBOR, MI 48104  
734.662.4457  
www.smithgroup.com



ISSUED FOR	REV	DATE
ISSUED FOR BID		10/16/2025

SEALS AND SIGNATURES

*Mark Woodhurst*

KEY PLAN

PROJECT NORTH

DRAWING TITLE  
**LAYOUT AND MATERIALS ENLARGEMENT**



SCALE: 00754  
PROJECT NUMBER  
**CS-400**  
DRAWING NUMBER

FILE:C:\Users\vgpatten\smithgroup\_companies\inc\00100754 - smithgroup - smithgroup\CAD\05 Civil\05 SHEETS\00754-CS-100.dwg USER:vgpatten DATE:04/13/2025 TIME: 04:31 pm

**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** **Approve Amendment 2 to the Interceptor Sewer Rehabilitation Engineering contract with NTH Consultants**

---

**Recommendation:**

**Approval of Amendment 2 to the Interceptor Sewer Rehabilitation Engineering contract with NTH Consultants, Ltd. of Northville, Michigan in the amount of \$225,800.00, and authorization for the City Manager and City Engineer to sign the appropriate document.**

Attached is a report from Troy R. White, Assistant City Engineer, regarding an amendment to the above referenced contract.

I recommend approval of the amendment. Your consideration and concurrence is appreciated.

JG

Attachments

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager  
**FROM:** Troy R. White, P.E., City Engineer  
**DATE:** March 24, 2026

**RECOMMENDATION:** Approve Amendment 2 to the Interceptor Sewer Rehabilitation Engineering contract with NTH Consultants, Ltd. of Northville, Michigan in the increased amount of \$225,800.00 for construction contract administration services and authorize the City Manager and City Engineer to sign the appropriate document.

### ISSUE STATEMENT

Beginning in 2022, the City has been undertaking a project to rehabilitate the Monkey Run Interceptor, which is a five-foot diameter brick sanitary sewer serving 635 acres on the City's west side. The 4,000-foot section between the intersections of Wildwood and West Avenue and Jackson and Trail Street is structurally deteriorating but can be rehabilitated by masonry repointing, grouting, brick repair and debris removal.

The current contract with NTH Consultants, Ltd. (NTH) covers the design phase of the rehabilitation project but does not include construction engineering services such as on-site inspection, verification of materials and installation methods, and documentation of work progress. NTH has requested to be compensated for the engineering work beyond what was in their original agreement.

### DESCRIBE THE CONSEQUENCES

If the construction engineering services are not approved, the City will be in violation of railroad coordination agreements and permit compliance. Also, the City would have no way to verify if the contractors work is meeting specifications.

This contract amendment will be paid for using Sewer Funds.

### OWNERSHIP

Engineering is responsible for the major construction projects on the City's infrastructure. As part of the work to oversee the construction contracts, Engineering utilizes a construction engineering firm to ensure the work performed adheres to the contract specifications.

### SOLUTION

In concurrence with the Purchasing Agent, it is Engineering's recommendation that Amendment 2 to the Interceptor Sewer Rehabilitation Engineering contract with NTH be approved, and the City Manager and City Engineer be authorized to execute the appropriate document.

### FACILITATE IMPLEMENTATION

Approve Amendment 2 to the Interceptor Sewer Rehabilitation Engineering contract with NTH Consultants, Ltd. of Northville, Michigan in the increased amount of \$225,800.00 for construction contract administration services and authorize the City Manager and City Engineer to sign the appropriate document.

**AMENDMENT NO. 1**  
**Contract for**  
**2022 Interceptor Sewer Rehabilitation Engineering**  
**City of Jackson, Michigan**

Notice is hereby given that the following additional information and changes shall become a part of the Contract Documents of the above-named contract.

<b>ORIGINAL CONTRACT AMOUNT</b>	<b>\$ 127,060.79</b>
<b>AMENDMENT NO. 1</b>	<b>\$ 26,300.00</b>
<b>CONTRACT AMOUNT AS SET BY AMENDMENT NO.1</b>	<b>\$ 153,360.79</b>
<b>AMENDMENT NO. 2</b>	<b>\$ 225,800.00</b>
<b>NEW CONTRACT AMOUNT AS SET BY AMENDMENT NO.1</b>	<b>\$ 379,160.79</b>

**REASON FOR AMENDMENT:**

To add professional engineering services for construction engineering work related to lining of the Monkey Run interceptor sewer as described in the letter from NTH Consultants, Ltd. dated February 2, 2026.

\_\_\_\_\_  
Troy R. White, P.E.  
City Engineer

ACCEPTED BY:

\_\_\_\_\_  
Saju Sachidanandan, P.E., Senior Vice President  
NTH Consultants, Ltd.

\_\_\_\_\_  
Date:

ACCEPTED BY:

\_\_\_\_\_  
Troy R. White, P.E., City Engineer

\_\_\_\_\_  
Date:

ACCEPTED BY:

\_\_\_\_\_  
Jonathan Greene, City Manager

\_\_\_\_\_  
Date:

Mr. Troy White, P.E., City Engineer  
City of Jackson  
161 W. Michigan Avenue  
Jackson, MI 49201

February 02, 2026  
NTH Project No.: 62-210512

**RE: Change Request Proposal to Provide  
Construction Contract Administration Services  
Monkey Run Interceptor Repairs  
Jackson, MI**

Dear Mr. White,

In accordance with our recent discussions, NTH is pleased to submit this change request proposal to perform the requested Contract Administration Services during repairs to the Monkey Run Interceptor extending from West Avenue to the intersection of Trail Street and Ingham Street in Jackson, Michigan. This proposal has been prepared based on our meeting with you and Mr. Jeff Crow on August 15, 2025, along with more recent telephone conversations, and our design documents for the project referenced. The following sections detail our understanding of the project, proposed scope of services, and anticipated professional fees.

## **BACKGROUND**

The Monkey Run Interceptor for this project runs from the crossing at West Avenue to the downstream terminus at the intersection of West Trail Street and Ingham Street. This section of Monkey Run Interceptor, evaluated in NTH's October 2022 Condition Assessment Report, is constructed of 60- to 66- inch diameter circular brick sanitary interceptor sewer and is approximately 4,000 feet in length.

During our design preparation for the repair program, The City of Jackson has expressed interest in retaining NTH to provide Construction Contract Administrative (CCA) services for the project. We are pleased for this opportunity to extend our professional services to incorporate the CCA role and have outlined our proposed scope of services and associated estimated fees in following sections.

## **SCOPE OF SERVICES**

Based on our understanding of the defects observed within the Monkey Run Interceptor, our rehabilitation and repair recommendations outlined in the Design Drawings, and conversations with you, we have based our CCA services on a construction duration of approximately four (4) months. To assist the City of Jackson in their administration of the contract, NTH will provide the following CCA services:

- Provide a Construction Contract Administrator staff to oversee the repair services. NTH's role during construction will be to manage and oversee the contractor's operations and coordinate day-to-day field engineering and contract administration services with representatives of the City of Jackson.
- Provide a full-time resident engineer on-site during construction, to observe and document the work, perform quality control testing of materials used (if required), maintain records of daily activities including equipment and manpower used in the work, ensure contractor is working in accordance with their approved schedule and contract requirements, and issue non-compliance notices as appropriate. NTH has budgeted for nine (9) hours of site time during workdays for this role, working six (6) days a week, for the anticipated construction duration of approximately four (4) months.
- Provide review and responses for project required submittals, shop drawings, schedule, requests for information (RFIs), and requests for change order (RFCOs) from the Contractor / Owner.
  - NTH assumes up to 15 (15) technical submittals, five (5) RFIs, one (1) RFCOs, and four (4) pay applications in this proposal.
  - NTH will review the contractor's required submittals of redline drawings and use it as a basis, to prepare as-built record drawings of the completed work.
- NTH will facilitate and provide meeting summaries for construction progress meetings. NTH anticipates weekly virtual construction progress meetings along with a monthly in-person meeting for a construction duration of four (4) months.
- Review pre- and post-repair CCTV videos for compliance with project specifications which will be documented as a submittal response.
- Coordinate and conduct field quality control testing services to document that materials used in construction meet project requirements.
- Review repair quantities for pay application verification, review contractor progress payment requests, and provide recommendations to the City of Jackson relative to actual work progress, stored materials, as well as any delays or holdbacks that may be appropriate.
- Evaluate the contractor's baseline schedule, weekly update schedules, and provide comments as appropriate.
- Review notifications of differing site conditions by the contractor, perform an initial evaluation of the condition encountered, compare it to contract information, and, if required, recommend appropriate investigative services to quickly evaluate and assess the condition and keep contractor standby time to a minimum.
- Be the initial evaluator of any claims by the contractor and provide recommendations, prepare change orders; and provide estimates, related payment terms and draft correspondence to the owner, contractor and other related parties to any claims.

- Manage correspondence among the owner, engineer, and contractor.
- Provide as-needed coordination and correspondence with EGLE, MDOT, City of Jackson, Amtrak, and other jurisdictional authorities impacted during construction.

## SCHEDULE

NTH will begin coordinating with the City of Jackson and assist with the CCA services for the repairs on the Monkey Run Interceptor, upon receipt of your written authorization to proceed.

## PROFESSIONAL FEES


We propose providing the above scope of services on a time and materials basis in accordance with our existing contract with the City of Jackson. Our fees will be based on our 2024 Fee and Rate Schedules. Our terms and conditions will be based on our existing contract with the City of Jackson. Based on the scope of services listed above, our estimated fees for providing this construction contract administration service are **\$225,800.00**.

Should the scope of services listed above change due to unanticipated conditions, changes in the owner's directed scope of services, or other factors that may affect the estimated fees noted above, you will be advised of related charges for approval before providing additional services.

We look forward to continuing to work with you. Following your review of this proposal, please call us if you have any questions, comments, or need further information.


Sincerely,

NTH Consultants, Ltd.

Signed by:  
  
2609F5D1B157421...

Kawsar Hooda  
Project Engineer

KH/JRK/mlk

Signed by:  
  
08D80029F4504E2...

John R. Kosnak, P.E.  
Project Manager



---

**ACCEPTANCE PAGE**

---

**ACCEPTED FOR: City of Jackson  
(NTH Project No: 62-210512, dated February 02, 2026)**

**NAME:** \_\_\_\_\_  
**(Print Name)**

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** March 24, 2026

**SUBJECT:** Purchase — Lead Service Line Replacement Program Inventory Materials

---

**Recommendation:**

Approve the purchase of \$200,000.00 in inventory materials by the Public Works Department for the Lead Service Line Replacement program.



## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager  
**FROM:** Mike Osborn, Director of Public Works  
**DATE:** March 24, 2026

**RECOMMENDATION:** Approval for the Department of Public Works to spend \$200,000.00 to purchase inventory materials for the Lead Service Line Replacement program.

### ISSUE STATEMENT

The Department of Public Works has \$1,404,687 in American Rescue Plan Act (ARPA) funds remaining to complete the Lead Service Line Replacement project before December 2026. We are requesting approval to spend \$200,000.00 to purchase materials to be used in the replacements. It is within the federal ARPA grant guidelines to follow the City of Jackson Purchasing Manual by obtaining 3 quotes and reviewing SAM.gov to ensure vendors do not have any exclusions that would prevent them from receiving federal funds. The funds will initially come from the Lead Service Fund and will then be expensed to the ARPA fund account as these materials are used in each service replacement.

### DESCRIBE THE CONSEQUENCES

The Department of Public Works is responsible for obtaining and having the necessary materials ready to keep the Lead Service Lines project on this limited timeline to expend the ARPA funds. If the department does not procure the materials in accordance with the City of Jackson Purchasing Manual and the necessary federal grant procurement guidelines, ARPA grant funds cannot be used to pay for the materials needed to replace lead service lines. Therefore, the City would miss an opportunity to use all available grant funding for this project.

### OWNERSHIP

The Department of Public Works will serve as the department responsible for procurement, inventory management, and use of materials associated with the Lead Service Line Replacement Program. The Department will ensure all purchases comply with the City of Jackson Purchasing Manual and applicable federal procurement requirements under the American Rescue Plan Act (ARPA).

The Department will obtain and document three vendor quotes, verify vendor eligibility through SAM.gov, and establish blanket purchase orders with approved vendors in accordance with

Section 4.0 of the City's Purchasing Manual. Public Works will also oversee the tracking, storage, and distribution of materials to ensure they are used exclusively for eligible lead service line replacement activities.

### SOLUTION

The best solution to ensure the materials purchased can be used on federally funded projects is to adhere to the City of Jackson Purchasing Manual:City of Jackson Purchasing Manual, Section 4.0 Blanket Purchase Order

4.1 The use of blanket purchase orders is permitted when a direct advantage to the City of Jackson will result. Such blanket purchase orders shall cover no more than one year.

We will utilize 3 main local vendors that we can use for the purpose of obtaining materials, tracking the purchases on the blanket orders, and maintaining the flow of materials as needed for this project. Quotes will be obtained for the lowest pricing, and SAM.gov documentation of no exclusions will also be included for each of the blanket orders.

### FACILITATE IMPLEMENTATION

Approve the award for \$200,000.00 that will be expensed to ARPA funds following City of Jackson Purchasing Manual and ARPA requirements, to utilize the funds in an efficient manner and authorize the Director of public Works to execute the appropriate documents in accordance with the Purchasing Agent.

---

#### ATTACHMENTS

1. MPV QUOTES
2. ETNA QUOTES
3. ferguson quote 2.0
4. FERGUSON HYDRANT



# MICHIGAN PIPE & VALVE

**PRICE QUOTE**

**FOR ALL YOUR WATER, STORM AND SEWER NEEDS**

MICHIGAN PIPE & VALVE - JACKSON  
3604 PAGE AVENUE  
JACKSON, MI 49203

PHONE: 517.764.9151  
EMAIL: jackson@michiganpipe.com

Page 1

Printed 03/05/26 BW

**Quoted**  
CITY OF JACKSON DPW  
DPW FISCAL SERVICES  
161 W MICHIGAN AVENUE - 11TH FLOOR  
JACKSON MI 49201  
Buyer: JEREMIAH SPENCER  
Tel: 517-788-4170 Fax: 517-788-4639

**Ship To**  
CITY OF JACKSON DPW  
PICKED UP AT MPV-JACKSON  
3604 PAGE AVE  
JACKSON MI 49203

Quote #	Quote Date	Exp Date	Customer #	Customer P/O #	Ship Via	Writer
QJ20559	03/05/2026	04/04/2026	0001179	JEREMIAH QUOTE	CUSTOMER P/U	BW
Job ID	Customer Terms			Salesman		
	NET 30 DAYS			XXX		

Product	Description	UM	Quant	Unit Price	Extension
601025	1 K SOFT COPPER 100' RL	RL	1	1364.77	1364.77
601005	1 K SOFT COPPER 60' RL	RL	1	926.28	926.28
761041	1 CORP STOP CCXFLR FB600-4-NL FORD	EA	1	108.00	108.00
771030	1 CURB STOP FLR B22-444-NL FORD	EA	1	166.12	166.12
SP*00014277	101B-540-CC4 4X1 SADDLE BRZ SGL DI	EA	1	99.52	99.52
SP*008379	101B-750-CC4 6X1 SADDLE BRZ SGL DI	EA	1	123.43	123.43
SP*008380	8X1 SADDLE BRZ SGL DI	EA	1	157.35	157.35
SP*00014276	101B-962-CC4 FORD	EA	1	186.34	186.34
SP*008381	101B-1212-CC4 10X1 SADDLE BRZ SGL DI	EA	1	219.28	219.28
611015	95E BUFF BOX TOP SEC 30T W/LID USA TYLER	EA	1	119.37	119.37
611031	95E BUFF BOX BOTTOM SEC 39B USA TYLER	EA	1	87.84	87.84
492021	5BR250 HYD EJIW 5'6 MJ W/ 5" STORZ 54562D JACKSON L/ACC	EA	1	3643.43	3643.43

X: _____ (Accepted by)	Sub Total	\$7,201.73	
	Freight	\$0.00	<b>T o t a l</b>
	Misc Charges	\$0.00	
	Tax Amount	\$0.00	<b>\$7,201.73</b>

<b>MESSAGE</b>	<b>TERMS</b>



ETNA SUPPLY - GRAND RAPIDS  
 4901 CLAY AVENUE SW  
 GRAND RAPIDS, MI 49548-3038  
 616 241 5414  
 Fax 616 241 4786



# Quotation

QUOTE DATE	QUOTE NUMBER
03/05/2026	S106760338
ETNA SUPPLY PO BOX 772107 DETROIT, MI 48277-2107 P-616 248 9182 F-616 245 9940	PAGE NO.
	1 of 2

QUOTE TO:

SHIP TO:

CITY OF JACKSON  
 161 W MICHIGAN AVE FL 11  
 JACKSON, MI 49201-1315

CITY OF JACKSON  
 CAPITAL ASSETS-WATER  
 515 WATER ST  
 JACKSON, MI 49203

CUSTOMER NUMBER	JOB NAME / PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
12378	PARTS QUOTE		Jason McClanahan	
WRITER	SHIP VIA	TERMS	EXPIRE DATE	FREIGHT EXEMPT
Dalton Potgeter		NET 25TH	03/08/2026	No
LINE#	ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
1	100ft	1X100FT COP K SOFT COIL Pn: 16287	1330.000/c	1330.00
2	60ft	1X60FT COP K SOFT COIL Pn: 54407	1330.000/c	798.00
3	1ea	FB600-4-NL -1 FLARE BALL CORP STOP NO LEAD FORD Pn: 214352	108.000/ea	108.00
4	1ea	B22-444-NL - 1 FLARE CURB STOP NO LEAD FORD Pn: 193258	166.100/ea	166.10
5	1ea	FORD 101B-540-CC4 4IN BRASS SADDLE 1IN CC *Nonstock - Restock Policy Applies* Pn: 962290	86.850/ea	86.85
6	1ea	FORD 6IN BRASS SADDLE 1IN CC 101B-750-CC4 *Nonstock - Restock Policy Applies* Pn: 498276	105.650/ea	105.65
7	1ea	FORD 101B-9.62 X 1 CC BRASS SADDLE (8X1) W/ BRONZE BALE RANGE 9.05-9.62 101B962CC4 *Nonstock - Restock Policy Applies* Pn: 37140	135.000/ea	135.00
** Continued on Next Page *			Subtotal	
			S&H Charges	
			Amount Due	

THIS QUOTE HAS BEEN PREPARED BASED ON OUR INTERPRETATION OF THE PROJECT DOCUMENTS PROVIDED. WE RESERVE THE RIGHT TO REVIEW AND AMEND QUOTATION PRICES IN THE EVENT PROJECT DOCUMENTS PROVIDED ARE INCOMPLETE, UNCLEAR OR CONTAIN CONFLICTING INFORMATION.

Prices are firm for 3 days. Price subject to change after 3 days.



ETNA SUPPLY - GRAND RAPIDS  
 4901 CLAY AVENUE SW  
 GRAND RAPIDS, MI 49548-3038  
 616 241 5414  
 Fax 616 241 4786



# Quotation

QUOTE DATE	QUOTE NUMBER
03/05/2026	S106760338
ETNA SUPPLY PO BOX 772107 DETROIT, MI 48277-2107 P-616 248 9182 F-616 245 9940	PAGE NO.
	2 of 2

QUOTE TO:

SHIP TO:

CITY OF JACKSON  
 161 W MICHIGAN AVE FL 11  
 JACKSON, MI 49201-1315

CITY OF JACKSON  
 CAPITAL ASSETS-WATER  
 515 WATER ST  
 JACKSON, MI 49203

CUSTOMER NUMBER	JOB NAME / PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
12378	PARTS QUOTE		Jason McClanahan	
WRITER	SHIP VIA	TERMS	EXPIRE DATE	FREIGHT EXEMPT
Dalton Potgeter		NET 25TH	03/08/2026	No
LINE#	ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
8	1ea	FORD 101B-1212-CC4 10IN BRASS SADDLE 1IN CC *Nonstock - Restock Policy Applies* Pn: 959763	176.000/ea	176.00
9	1ea	FORD 101B-14.38 X 1 CC BRASS SADDLE (12X1) W/ BRONZE BALE RANGE 13.20-14.38 101B1438CC4 *Nonstock - Restock Policy Applies* Pn: 50082	187.700/ea	187.70
10	1ea	TYLER SB 30 TOP SECTION W/ LID Pn: 76345	117.800/ea	117.80
11	1ea	TYLER SB 39 BOTTOM SECTION Pn: 10583	87.800/ea	87.80
<small>This Quotation is expressly conditioned and controlled by Seller's standard terms and conditions of sale found at <a href="http://www.etnasupply.com/tcsale">www.etnasupply.com/tcsale</a>. All other terms are expressly rejected. To the extent there is a conflict between any of the terms appearing on the face of this Quotation and ETNA's Standard Terms, the terms appearing on the face of the Quotation control. TAXES ARE NOT INCLUDED ON THIS QUOTE!</small>			Subtotal	3298.90
			S&H Charges	0.00
			Amount Due	3298.90

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Prices are firm for 3 days. Price subject to change after 3 days.



ETNA SUPPLY - GRAND RAPIDS  
 4901 CLAY AVENUE SW  
 GRAND RAPIDS, MI 49548-3038  
 616 241 5414  
 Fax 616 241 4786



# Quotation

QUOTE DATE	QUOTE NUMBER
03/05/2026	S106761197
ETNA SUPPLY PO BOX 772107 DETROIT, MI 48277-2107 P-616 248 9182 F-616 245 9940	PAGE NO.
	1 of 1

QUOTE TO:

SHIP TO:

CITY OF JACKSON  
 161 W MICHIGAN AVE FL 11  
 JACKSON, MI 49201-1315

CITY OF JACKSON  
 CAPITAL ASSETS-WATER  
 515 WATER ST  
 JACKSON, MI 49203

CUSTOMER NUMBER	JOB NAME / PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
12378	HYDRANT QUOTE		Jason McClanahan	
WRITER	SHIP VIA	TERMS	EXPIRE DATE	FREIGHT EXEMPT
Dalton Potgeter		NET 25TH	03/08/2026	No
LINE#	ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
1	1ea	EJ 1C566MH5N41321U 5BR250 54562D HYDRANT 5'6" MJ 2AD 15/16" SQ 2-4 21/2"NST 5" STORZ RED OR CITY OF JACKSON Pn: 765577	3645.000/ea	3645.00
<small>This Quotation is expressly conditioned and controlled by Seller's standard terms and conditions of sale found at www.etnasupply.com/tcsale. All other terms are expressly rejected. To the extent there is a conflict between any of the terms appearing on the face of this Quotation and ETNA's Standard Terms, the terms appearing on the face of the Quotation control. TAXES ARE NOT INCLUDED ON THIS QUOTE!</small>			Subtotal	3645.00
			S&H Charges	0.00
			Amount Due	3645.00

THIS QUOTE HAS BEEN PREPARED BASED ON OUR INTERPRETATION OF THE PROJECT DOCUMENTS PROVIDED. WE RESERVE THE RIGHT TO REVIEW AND AMEND QUOTATION PRICES IN THE EVENT PROJECT DOCUMENTS PROVIDED ARE INCOMPLETE, UNCLEAR OR CONTAIN CONFLICTING INFORMATION.

Prices are firm for 3 days. Price subject to change after 3 days.

Printed By: DPOTGETE on 3/5/2026 10:15:33 AM



FERGUSON WATERWORKS #3386  
 1931 SNOW ROAD  
 LANSING, MI 48917-9505

Phone: 517-322-0300  
 Fax: 517-322-4037

<b>Deliver To:</b> <b>From:</b> Daniel Myers daniel.myers@ferguson.com <b>Comments:</b>
--

09:29:04 MAR 06 2026

Page 1 of 2

FERGUSON WATERWORKS #3386  
 Price Quotation  
 Phone: 517-322-0300  
 Fax: 517-322-4037

**Bid No:** B114158  
**Bid Date:** 03/05/26  
**Quoted By:** DCM

**Cust Phone:** 517-788-4030  
**Terms:** NET 10TH PROX

**Customer:** CITY OF JACKSON  
 161 W MICHIGAN AVE  
 JACKSON, MI 49201-1303

**Ship To:** CITY OF JACKSON  
 161 W MICHIGAN AVE  
 JACKSON, MI 49201-1303

**Cust PO#:** CITY OF JACKSON

**Job Name:** WATER SERVICE MAT'L

Item	Description	Quantity	Net Price	UM	Total
KSOFTG100	1 X 100 K SOFT COP TUBE	100	1267.000	C	1267.00
KSOFTG60	1 X 60 K SOFT COP TUBE	60	1267.000	C	760.20
FFB6004NL	LF 1 CC X FLR BALL CORP	1	85.260	EA	85.26
F101B540CC4	4X1 CC SGL STRP BRZ SDL DI/AC	1	68.570	EA	68.57
F101B750CC4	6X1 CC SGL STRP BRZ SDL DI/AC	1	83.410	EA	83.41
F101B962CC4	8X1 CC SGL STRP BRZ SDL DI/AC	1	106.340	EA	106.34
F101B1212CC4	10X1 CC SGL STRP BRZ SDL DI/AC	1	139.070	EA	139.07
F101B1438CC4	12X1 CC SGL STRP BRZ SDL DI/AC	1	148.190	EA	148.19
T650030T	30 TYLER TS W/ WTR LID DOM	1	93.000	EA	93.00
T650039B	6500 39B CI CURB BX BOT ONLY	1	69.350	EA	69.35
FB22444NL	LF 1 FLR X FLR BALL CURB ST	1	129.240	EA	129.24
			<b>Net Total:</b>		\$2949.63
			<b>Tax:</b>		\$0.00
			<b>Freight:</b>		\$0.00
			<b>Total:</b>		\$2949.63



**HOW ARE WE DOING? WE WANT YOUR FEEDBACK!**

Scan the QR code or use the link below to complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=3386&on=4777>

Fax: 517-322-4037

09:29:04 MAR 06 2026

**Reference No:** B114158

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

Due to the uncertain impact of potential tariffs, Ferguson's quotation/proposal has not included any provision or contingency for future tariffs or increase of existing tariffs. Ferguson reserves the right to adjust prices to reflect the impact of any new or increased tariffs that affect our costs at the time of shipment. Ferguson will provide notice of any such adjustments along with documentation supporting the changes.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE//VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENTATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>  
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with \*NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



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complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=3386&on=4777>



FERGUSON WATERWORKS #3386  
 1931 SNOW ROAD  
 LANSING, MI 48917-9505  
 Phone: 517-322-0300  
 Fax: 517-322-4037

<b>Deliver To:</b>	
<b>From:</b>	Daniel Myers daniel.myers@ferguson.com
<b>Comments:</b>	

10:19:41 MAR 05 2026

FERGUSON WATERWORKS #3386  
 Price Quotation  
 Phone: 517-322-0300  
 Fax: 517-322-4037

**Bid No:** B114155  
**Bid Date:** 03/05/26  
**Quoted By:** DCM

**Cust Phone:** 517-788-4030  
**Terms:** NET 10TH PROX

**Customer:** CITY OF JACKSON  
 161 W MICHIGAN AVE  
 JACKSON, MI 49201-1303

**Ship To:** CITY OF JACKSON  
 161 W MICHIGAN AVE  
 JACKSON, MI 49201-1303

**Cust PO#:** CITY OF JACKSON

**Job Name:** HYDRANTS

Item	Description	Quantity	Net Price	UM	Total
SP-E54562D	5BR250 HYD 5'6" JACKSON HYDRANT	1	3467.000	EA	3467.00
<b>Net Total:</b>					\$3467.00
<b>Tax:</b>					\$0.00
<b>Freight:</b>					\$0.00
<b>Total:</b>					\$3467.00

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

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 Govt Buyers: All items are open market unless noted otherwise.

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<https://survey.medallia.com/?bidsorder&fc=3386&on=4777>



# JACKSON

Founded 1829

**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** March 24, 2026  
**SUBJECT:** 100 Homes Program — Realtor Commission

*Approve a flat-fee commission rate of \$1,500 for any licensed realtor who brings an approved 100 Homes Program buyer to the City, provided said buyer meets all program rules, utilizes approved City supports, and takes ownership of the new home within the prescribed timeline; authorize City staff to make any necessary program guideline adjustments and create any necessary contractual/other paperwork; and authorize the City Manager to execute any related agreements.*

---

**Recommendation:**

Approve a flat-fee commission rate of \$1,500 for any licensed realtor who brings an approved 100 Homes Program buyer to the City, provided said buyer meets all program rules, utilizes approved City supports, and takes ownership of the new home within the prescribed timeline; authorize City staff to make any necessary program guideline adjustments and create any necessary contractual/other paperwork; and authorize the City Manager to execute any related agreements.

Attached is a memorandum from Shane LaPorte, Director of the Community Development Department, requesting City Council approve realtor commission payments for the 100 Homes Program.

I recommend approval of the request. Your consideration and concurrence is appreciated.

JG



## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager  
**FROM:** Shane LaPorte, Director of Community Development  
**DATE:** March 24, 2026

**RECOMMENDATION:** Approve a flat-fee commission rate of \$1,500 for any licensed realtor who brings an approved 100 Homes Program buyer to the City, provided said buyer meets all program rules, utilizes approved City supports, and takes ownership of the new home within the prescribed timeline; authorize City staff to make any necessary program guideline adjustments and create any necessary contractual/other paperwork; and authorize the City Manager to execute any related agreements.

### ISSUE STATEMENT

The ARPA-funded 100 Homes Program has welcomed just over fifty (50) fully qualified/accepted buyers since its inception. Homebuyers and partners have all expressed both gratitude and praise for this innovative program. City staff are constantly analyzing the program for additional efficiencies, funding gaps, issues, and necessary adjustments. With just under ten (10) months remaining until all funding must be expended for this program, City staff has identified another helpful piece for supporting homebuyers and getting families into a new home. There are many trusted real estate professionals working in/around the City of Jackson. These agents/brokers can be instrumental in helping buyers realize the dream of homeownership.

### DESCRIBE THE CONSEQUENCES

The funding for the 100 Homes Program expires on December 31, 2026. City staff want to take every step feasible to ensure these funds are expended by the prescribed deadline. Failure to think creatively and complete the project could result in the required repayment of remaining funds to the U.S. Treasury Department.

### OWNERSHIP

The City of Jackson Community Development Department manages the 100 Homes Program. Staff identified various necessary updates within the existing program guidelines and budget, and the responsibility for suggesting changes rests with program staff.

### SOLUTION

In an effort to work more closely with our real estate professionals, City staff recommends offering a flat-rate compensation for their services to the 100 Homes Program. This proposed fee would only be paid to agents who bring a buyer directly to the City and assist with a successful closing/purchase with said buyer. City staff recommends a flat, pre-negotiated rate of \$1,500 per transaction/sale.

### FACILITATE IMPLEMENTATION

Approve a flat-fee commission rate of \$1,500 for any licensed realtor who brings an approved 100 Homes Program buyer to the City, provided said buyer meets all program rules, utilizes approved City supports, and takes ownership of the new home within the prescribed timeline; authorize City staff to make any necessary program guideline adjustments and create any necessary contractual/other paperwork; and authorize the City Manager to execute any related agreements.

---

### ATTACHMENTS

None