



AGENDA - CITY COUNCIL

Tuesday, October 22, 2024

6:30 PM

1. CALL TO ORDER.

2. PLEDGE OF ALLEGIANCE.

A. Invocation to be given by Sixth Ward Councilmember Will Forgrave.

3. ROLL CALL.

4. ADOPTION OF AGENDA.

5. PRESENTATIONS/PROCLAMATIONS.

6. PUBLIC HEARINGS.

A. Public Hearing of Necessity - Meterless Parking

Conduct a public hearing to determine the necessity of the continuation of the meterless parking operation in downtown Jackson

B. Public Hearing of Necessity- Construction on Pearl Street, Cooper Street to Waterloo Avenue

7. CITIZEN COMMENTS.

(3-Minute Limit)

8. CONSENT CALENDAR.

Consent Action

A. Minutes of the October 8, 2024, Regular Meeting of the Jackson City Council

- B. Special Event Application: Jackson Christmas Parade 2024

Approve a request from the Christmas Parade Committee to host the Downtown Jackson Christmas Parade on November 22, 2024, in downtown Jackson.

- C. Special Event Calendar: Jack-O-Lantern Paws Parade Fest

Approve a request from Jack-Son Signature, LLC to host the Jack-O-Lantern Paws Parade Fest on October 26, 2024, in Horace Blackman Park and True Community Credit Union City Square.

- D. Special Event Application: Jackson Turkey Trot 5k/10k Run/Walk

Approve a request from Tina & Jeff Beagle to host the Jackson Turkey Trot on November 22, 2024, in Ella Sharp Park.

- E. Resolution - Delinquent Invoices

Approve the resolution placing delinquent invoices on the 2024 Winter Tax Bill

9. OTHER BUSINESS.

- A. East Side Economic Development Update

- B. Second Reading/Final Adoption of Ordinance No. 2024-08 to Separate the Position of Director of Police and Fire Services into Two Positions

Recommend approval of separating the Director of Police and Fire Services into a Police and Fire Chief, as well as the applicable ordinance changes and move to second reading. In addition, authorize the City Manager to make the necessary administrative changes to the City's Personnel Policy and/or job classifications in accordance with the amendments.

- C. Contract Award for Signal Shop Maintenance.

Approve the award of the Signal Shop Maintenance contract to J. Ranck Electric, Inc. of Mount Pleasant, Michigan for a term of two calendar years with two possible two-year extensions and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

10. NEW BUSINESS.

- A. Resolution - Meterless Parking Necessity

Approve the resolution determining the necessity for meterless parking in

downtown Jackson as recommended by the Downtown Development Authority.

- B. Resolution - Construction on Pearl Street, Cooper Street to Waterloo Avenue Necessity

- C. Budget Amendment and PSN Grant Award Acceptance

Authorize Police & Fire Services Director Elmer Hitt to accept the FY 2024 PSN grant on behalf of the City, and amending the budget with the awarded funds as shown in the attached resolution.

- D. Expand Downtown Jackson Social District Hours of Operation

Approve the expansion of Downtown Jackson Social District hours of operation.

From:

Thursdays from 12 pm until 12 am; Fridays from 12 pm until 12 am, Saturdays from 9 am until 12 am, and Sundays from 9 am until 12 am, with additionally-approved special days during holidays, as designated by the Office of the City Manager, for the day before, the day of, and the day after those holidays. Furthermore, if any of those holidays fall on a Monday, Tuesday, or Wednesday, the hours will be consistent with the hours for Thursdays and Fridays of 12 pm until 12 am.

To:

Monday – Sunday 8:00 am -12:00am.

- E. Approve the creation of a City of Jackson Curb Appeal Program

Authorize the creation of a City of Jackson Curb Appeal Program, approve the Program Guidelines and the creation of related application/administrative documents, and authorize the City Manager and City Attorney to make minor modifications as needed.

- F. Change Order 1 to the Drinking Water State Revolving Fund (DWSRF) Phase 2 Water Main Replacements contract with Dunigan Brothers, Inc.

Approve Change Order 1 to the Drinking Water State Revolving Fund (DWSRF) Phase 2 Water Main Replacements contract with Dunigan Brothers, Inc. to modify the contract to update federal boilerplate language to meet current requirements and authorize the City Manager and City Engineer to execute the appropriate document. The contract amount remains unchanged by this Change Order.

- G. Traffic Control Order 2404
School Zone Speed Limit Signs – Argyle Street – Brown to Wisner

Approval of Traffic Control Order 2404 to install School Zone Speed Limit signs reducing the speed limit to 25 miles per hour during the hours of 6:50 - 7:20 am and 2:10 – 2:50 pm on Argyle Street between Brown Street and Wisner Street.

11. EXECUTIVE SESSION

- A. Conduct closed session pursuant to MCL 15.268(d) to consider the purchase of real property.

12. CITY COUNCILMEMBER'S COMMENTS.

13. CITY MANAGER'S COMMENTS.

14. ADJOURNMENT.



Photo 1: Pearl Street looking east from Cooper Street



Photo 2: Pearl Street mid-block between Cooper and Pearl looking east



Photo 3: Pearl Street at Park Avenue looking east



Photo 4: Pearl Street mid-block between Park Avenue and Van Dorn looking east



Photo 5: Pearl Street at Van Dorn looking east



Photo 6: Pearl Street mid-block between Van Dorn and Perrine looking east



Photo 7: Pearl Street at Perrine looking east



Photo 8: Pearl Street between Perrine and State looking east



Photo 9: Pearl Street at State looking east



Photo 10: Pearl Street between State and Waterloo looking east



CITY COUNCIL MEETING MINUTES

October 8, 2024

CALL TO ORDER:

The Jackson City Council met in regular session in Council Chambers and was called to order at 6:31 p.m. by Mayor Daniel Mahoney.

PLEDGE OF ALLEGIANCE AND INVOCATION:

Council joined in the Pledge of Allegiance. Invocation was given by 5th Ward Councilmember Hunt.

ROLL CALL:

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

Absent: Third Ward Councilmember Angelita Gunn

Also present: City Manager Jonathan Greene, City Attorney Matthew Hagerty, City Clerk Andrea Muray, Chief Equity Officer John Willis, Director of Police and Fire Services Elmer Hitt, Deputy Fire Chief Tim Gonzales, and City Engineer Troy White.

ADOPTION OF AGENDA:

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

PRESENTATIONS/PROCLAMATIONS:

City Manager Jonathan Greene and Chief Equity Officer John Willis made a presentation on the MLK Reimagined Project.

Motion was made by Councilmember Forgrave, seconded by Councilmember Hunt to allocate 100% of the proposed assessments so that businesses and property owners are not paying any assessments at all and the City will pay all of the 15% match from the general fund. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Hunt, and Forgrave (6). Nays: none. Motion carried.

PUBLIC HEARINGS:

- A. Public Hearing Presentation by Troy White, P.E., City Engineer - Brown Street Repaving – Denton Road to High Street.

Motion was made by Councilmember Wood, seconded by Councilmember Forgrave to receive a public hearing presentation and take a public hearing for a repaving project on Brown Street, from Denton Road to High Street, to outline impacts to pedestrian and non-motorized routes during construction. Vote was done by voice with all in favor. Motion carried.

City Engineer Troy White provided an overview of the Brown Street Repaving Project.

Public comments were heard during the hearing.

A motion was made by Vice Mayor Dancy, seconded by Councilmember Robinson 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.

Motion was made by Councilmember Hunt, seconded by Councilmember Forgrave to take a ten minute recess. Vote was done by voice with all in favor. Motion carried.

****Recess was taken from 8:16 p.m. until 8:26 p.m.****

Motion was made by Councilmember Wood, seconded by Councilmember Hunt to return from the recess. Vote was done by voice with all in favor. Motion carried.

CONSENT CALENDAR:

A. Minutes of the September 24, 2024, Regular Meeting of the Jackson City Council.

Approve the minutes of the September 24, 2024 Regular meeting of the Jackson City Council

B. Halloween Trick or Treating Resolution

Establish Halloween 'Trick or Treating' hours between 6:00 p.m. and 8:00 p.m. on Thursday, October 31, 2024.

C. Special Event Application: Celebration of Jackson Veterans

Approve a request from the Jackson County Veteran's Council to host their Celebration of Jackson Veterans on November 11, 2024, at Withington Park.

D. City of Jackson, Michigan Financial Statements as of and for the Two Months Ended August 31, 2024

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

OTHER BUSINESS:

A. Second reading and final adoption of Ordinance No. 2024-07 - zoning ordinance text amendments.

Recommendation: *Approval of the second reading/final adoption of zoning ordinance text amendments to Section 28-5. – Definitions; Section 28-71. – Permitted and conditional uses; Site and Building Design Standards, Section 28-100; and Section 28-145. – Conditional uses.*

Motion was made by Councilmember Wood, seconded by Councilmember Forgrave to approve the second reading/final adoption of zoning ordinance text amendments to Section 28-5. – Definitions; Section 28-71. – Permitted and conditional uses; Site and Building Design Standards, Section 28-100; and Section 28-145. – Conditional uses. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Hunt, and Forgrave (6). Nays: none. Motion carried.

NEW BUSINESS:

A. Contract Award for Signal Shop Maintenance.

Recommendation: *Approve the award of the Signal Shop Maintenance contract to J. Ranck Electric, Inc. of Mount Pleasant, Michigan for a term of two calendar years with two possible two-year extensions 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 Hunt to approve the award of the Signal Shop Maintenance contract to J. Ranck Electric, Inc. of Mount Pleasant, Michigan for a term of two calendar years with two possible two-year extensions and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent. Vote – Yeas: Mayor Mahoney, Councilmembers Wood and Hunt (3). Nays: Vice Mayor Dancy, Councilmembers Robinson and Forgrave. Motion failed.

Motion was made by Councilmember Hunt, seconded by Councilmember Forgrave to put together a request for a proposal, have some bids, and add as an agenda item as soon as possible. Vote – Yeas: Vice Mayor Dancy, Councilmembers Robinson, Wood, Hunt, and Forgrave (5). Nays: Mayor Mahoney (1). Motion carried.

Motion was made by Councilmember Forgrave, seconded by Councilmember Wood to reconsider the item at the next meeting. Vote – Yeas: Mayor Mahoney, Councilmembers Wood, Hunt, and Forgrave (4). Nays: Vice Mayor Dancy and Councilmember Robinson (2). Motion carried.

B. Resolution – North Branch Transmission Water Main Replacement Agreement with the EPA

Recommendation: *Adopt a resolution to enter into an agreement with the United States Environmental Protection Agency (EPA) for construction to replace a portion of the North Branch Transmission Water Main and authorize the Mayor and City Clerk to execute the appropriate documents.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to adopt a resolution to enter into an agreement with the United States Environmental Protection Agency for construction to replace a portion of the North Branch Transmission Water Main and authorize the Mayor and City Clerk to execute the appropriate documents. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Hunt, and Forgrave (6). Nays: none. Motion carried.

C. Resolution – 2026-2029 Transportation Improvement Plan (TIP)

Recommendation: *Adopt a resolution of support for the inclusion of listed streets in the 2026-2029 Transportation Improvement Plan (TIP) and accept the requirement that the City pay the local match for the selected projects.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to adopt a resolution of support for the inclusion of listed streets in the 2026-2029 Transportation Improvement Plan and accept the requirement that the City pay the local match for the selected projects. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Hunt, and Forgrave (6). Nays: none. Motion carried.

D. Resolution – Lansing Avenue Traffic Signal Modernization and Safety Enhancement Signing contract with MDOT

Recommendation: *Adopt a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for traffic signal modernizations and safety enhancement signing along the Lansing Avenue Corridor between Ganson Street and Monroe Street and at the intersection of Jackson Street with Ganson Street and authorize the Mayor and City Clerk to execute the appropriate documents.*

Motion was made by Councilmember Wood, seconded by Vice Mayor Dancy to adopt a resolution to enter into a contract with the Michigan Department of Transportation for traffic signal modernizations and safety enhancement signing along the Lansing Avenue Corridor between Ganson Street and Monroe Street and at the intersection of Jackson Street with Ganson Street and authorize the Mayor and City Clerk to execute the appropriate documents. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Hunt, and Forgrave (6). Nays: none. Motion carried.

E. Ordinance – Separation of the Director of Police Service and of Fire Service

Recommendation: *Recommend approval of separating the Director of Police and Fire Services into a Police and Fire Chief, as well as the applicable ordinance changes and move to second reading. In addition, authorize the City Manager to make the necessary administrative changes to the City's Personnel Policy and/or job classifications in accordance with the amendments.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to approve the first reading of Ordinance No. 2024 to separate the position of Director of Police and Fire Services into two positions. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Hunt, and Forgrave (6). Nays: none. Motion carried.

F. Purchase Agreement – VMG Construction

Recommendation: *Approve the lot purchase agreement between VMG Construction LLC and the City of Jackson, and authorize the City Manager and City Attorney to make minor modifications as necessary.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Robinson to approve the lot purchase agreement between VMG Construction LLC and the City of Jackson, and authorize the City Manager and City Attorney to make minor modifications as necessary. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Hunt, and Forgrave (6). Nays: none. Motion carried.

CITY COUNCILMEMBER’S COMMENTS:

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

MANAGER’S COMMENTS:

City Manager Jonathan Greene offered comments.

ADJOURNMENT:

No further business being offered, a motion to adjourn was made by Vice Mayor Dancy, seconded by Councilmember Wood. Vote was done by voice with all in favor. Mayor Mahoney adjourned the meeting at 9:17 p.m.



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: October 22, 2024

SUBJECT: Special Event Application: Jackson Christmas Parade 2024

Recommendation:

Approve a request from the Christmas Parade Committee to host the Downtown Jackson Christmas Parade on November 22, 2024, in downtown Jackson.

I recommend approval of the Special Event Application for the Downtown Jackson Christmas Parade. Your consideration and concurrence is appreciated.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director , DDA Director

DATE: October 22, 2024

RECOMMENDATION: Approve a request from the Christmas Parade Committee to host the Downtown Jackson Christmas Parade on November 22, 2024, 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.

<u>DEPARTMENT</u>	<u>APPROVAL</u>	<u>DENIAL</u>	<u>ECONOMIC IMPACT</u>
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Community Development	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$1,905.00
Public Works	X		\$3,000.00
<i>TOTAL</i>			<i>\$4,905.00</i>

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Police escort, road closures

OWNERSHIP

Insurance Status: Included as part of the DDA/City of Jackson liability insurance policy.

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the Christmas Parade Committee to host the Downtown Jackson Christmas Parade on November 22, 2024, in downtown Jackson.

ATTACHMENTS

1. SEA-Downtown Jackson Christmas Parade 2024

SPECIAL EVENT APPLICATION

*Application must be submitted **60** days **PRIOR** to event*

Application Attachments

- | | |
|---|--|
| ☒ \$75 Application Fee | ☐ Liquor License & Liquor Liability Insurance (if applicable) |
| ☐ \$50 Late/Rush Fee (submitted post 60-day deadline) | ☐ Carnival Ride Permit (if applicable) |
| ☐ Insurance documentation for sponsoring organization | ☐ Insurance documentation for all vendors (if applicable) |
| ☐ Event Map —Please indicate the location of all items | |

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur 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. 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.
8. 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.

Applicant Information

Sponsoring Organization Legal Name: Downtown Jackson Christmas Parade			
Address: 3600 Greentree Rd, Jackson, MI 49203		Phone: (517) 262-4422	
Tax ID#: N/A		Website: Downtown Jackson Christmas Parade	
Contact Name: Edward Hatfield		Phone: 517-262-4422	Email: ehat59@gmail.com
Contact Name: Rose Tripp		Phone: 517-740-7980	Email: kuku2626@yahoo.com
Contact Name During Event: Edward Hatfield			Phone: (517) 262-4422

Event Information

Event Name:				
Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
11/22/2024	4:45 PM	6:00 PM	7:30 PM	8:00 PM

Has this event occurred before? ☒ Yes, (if yes, how many previous years? 32 YEARS) ☐ No
Do you expect this event to occur again next year? YES What is the expected attendance for this event? 10,000+

Type of Event (please check all that apply)

☐ Walk/Run ☐ Festival ☒ March/Parade ☐ Other: _____

Event Location – Choose any of the following that apply. For parks, include a map of the area being used.

- ☐ Horace Blackman Park ☐ GrandRiver Farmers Market Pavilion
☐ Bucky Harris Park ☐ TRUE City Square (Stage)
☐ Ella Sharp Park (requires Ella Sharp Board approval) ☐ MLK Equality Trail
☐ Other Location: _____
☒ Streets: Michigan Ave between First Street and MLK Blvd
☐ Other Park: _____

Brief Description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

Annual Christmas Parade complete with marching bands, floats, hundreds of walkers, Santa and Mrs. Claus through downtown Jackson, along Michigan Ave.

Street Closure– Please indicate all street closures on your map.

Street Name: <u>Michigan Ave</u>	Cross Streets <u>Steward to Louis Glick</u>
Closure Start Date: <u>11/22/2024</u> Time: <u>5:15 PM</u>	Closure End Date: <u>11/22/2024</u> Time: <u>7:45 PM</u>
Street Name: <u>First Street</u>	Cross Streets <u>Washington to Wildwood</u>
Closure Start Date: <u>11/22/2024</u> Time: <u>5:30 PM</u>	Closure End Date: <u>11/22/2024</u> Time: <u>7:15 PM</u>
Street Name: <u>Wildwood</u>	Cross Streets <u>Michigan Ave to Louis Glick</u>
Closure Start Date: <u>11/22/2024</u> Time: <u>5:30 PM</u>	Closure End Date: <u>11/22/2024</u> Time: <u>7:15 PM</u>
Street Name: <u>Cortland</u>	Cross Streets <u>First Street to MLK Blvd</u>
Closure Start Date: <u>11/22/2024</u> Time: <u>5:15 PM</u>	Closure End Date: <u>11/22/2024</u> Time: <u>7:15 PM</u>
Street Name: <u>MLK Blvd</u>	Cross Streets <u>Washington Ave to Michigan Ave</u>
Closure Start Date: <u>11/22/2024</u> Time: <u>5:15 PM</u>	Closure End Date: <u>11/22/2024</u> Time: <u>7:15 PM</u>
Street Name: <u>Blackstone, Jackson, Mechanic</u>	Cross Streets <u>Washington to Pearl St</u>
Closure Start Date: <u>11/22/2024</u> Time: <u>5:15 PM</u>	Closure End Date: <u>11/22/2024</u> Time: <u>7:15 PM</u>

City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

- ☐ **Electrical Power:** Indicate electrical requirements: N/A
 Amount of electrical wattage needed: _____ Amount of plug ins: _____
 Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****
- ☐ **Water Needs:** Indicate water requirements: N/A
 Amount of water needed: _____ Locations of where water is needed: _____
- ☐ **Food/Vendors:** Indicate vendors requirements: N/A
 Amount of electrical wattage needed: _____ Amount of plug ins: _____
 Locations of where plugs are needed: _____ Number of vendors: _____
- ☐ **Alcohol Sales:** (If yes attach liquor license and liquor liability insurance)
 Start Time: N/A End Time: _____
- ☐ **Amusement or Carnival Rides:** If yes indicate electrical requirements: N/A
 Amount of electrical wattage needed: _____ Amount of plug ins: _____
 Locations of where plugs are needed: _____
- ☐ **Fireworks:** If yes indicate electrical requirements: N/A
 Amount of electrical wattage needed: _____ Amount of plug ins: _____
 Locations of where plugs are needed: _____
- ☐ Traffic Cones ☐ Mobile Stage (please circle 15-foot or 25-foot version)
- ☒ Other: Police escort the Santa Float from 409 Cooper to Michigan Ave. Follow Santa Float down the parade route and escort back to 409 Cooper after the Afterglow

Additional Event Information

Garbage Plan: Brief description on garbage management for events with 100+ attendees.

N/A

Bathroom Plan: Brief description on bathroom(s) based on event size, duration, and services offered.

N/A

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) N/A	- Showing a liability coverage of at least \$1,000,000 - Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed) N/A	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays) N/A	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

☐ I am a Level I 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 *Details of all event activities MUST be included.*

☒ Route Plan ☐ Vendor Locations ☐ Tent Locations ☐ Assembly Locations	☐ Emergency Vehicle Access ☐ Dispersal Locations ☐ Trash Receptacles ☐ Requested Street Closures	☐ Restroom Locations ☐ Tables ☐ Requested Reserved Parking ☐ Electrical Wires & Outlets
<i>If these details change, a revised map must be provided seven days prior to event.</i> <i>Revised maps cannot include any additional street use, reserved parking, or additional space reservations.</i>		

***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

Certification & Signature

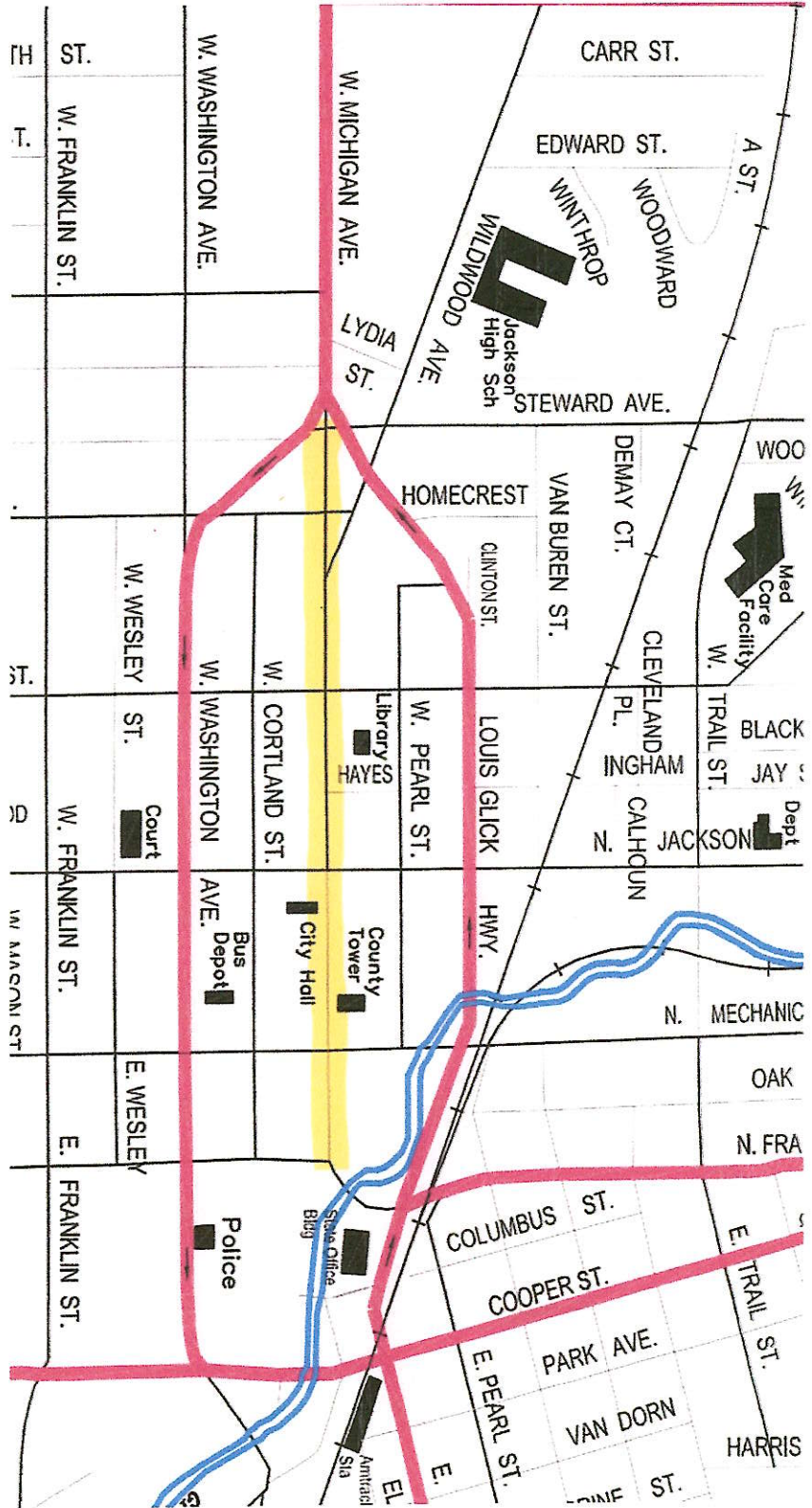
1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will 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: Edward Hatfield Jr

Date: 0924-2024

Office Use ONLY	
Application Received:	
Date:	<u>9/26/24</u>
Time:	
By:	<u>M. Evans</u>
Application Fee Received:	<u>NA</u>

Application Requirements	
Application MUST be submitted 60 days PRIOR to event	
NO EXCEPTIONS	
Application MUST be submitted along with all required attachments to:	
City of Jackson	
Downtown Development Authority Office	
161 W Michigan Ave, 5 th Floor	
Jackson Michigan, MI 49201 or	
aecon@cityofjackson.org	
(517) 768-6411	
Prohibited Items	
Additional fees may apply if policies are not followed	
No ground stakes	
No confetti or glitter	
No use of outlets without prior approval	



Christmas Parade: November 22, 2024, 4:45 p.m. – 8:00 p.m:

- Michigan Ave (Steward Ave to Martin Luther King Jr Dr)
- First St (Washington Ave to Wildwood Ave)
- Wildwood Ave (Michigan Ave to Louis Click Hwy)
- Cortland St (First St to Francis St)
- Blackstone St (Washington Ave to Pearl St)
- Jackson St (Washington Ave to Pearl St)
- Mechanic St (Washington Ave to Pearl St)
- Martin Luther King Jr Dr (Washington Ave to Michigan Ave)



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: October 22, 2024

SUBJECT: Special Event Calendar: Jack-O-Lantern Paws Parade Fest

Recommendation:

Approve a request from Jack-Son Signature, LLC to host the Jack-O-Lantern Paws Parade Fest on October 26, 2024, in Horace Blackman Park and True Community Credit Union City Square.

I recommend approval of the Jack-O-Lantern Paws Parade Fest. Your consideration and concurrence is appreciated.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director , DDA Director

DATE: October 22, 2024

RECOMMENDATION: Approve a request from Jack-Son Signature, LLC to host the Jack-O-Lantern Paws Parade Fest on October 26, 2024, in Horace Blackman Park and True Community Credit Union City Square.

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.

<u>DEPARTMENT</u>	<u>APPROVAL</u>	<u>DENIAL</u>	<u>ECONOMIC IMPACT</u>
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Community Development	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$0.00
Public Works	X		\$0.00
<i>TOTAL</i>			<i>\$0.00</i>

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Electricity at True Community Stage, bathrooms at Bucky Harris, food truck plug-ins.

OWNERSHIP

Insurance Status: Current and on file with the Jackson DDA and the Jackson City Attorney.

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from Jack-Son Signature, LLC to host the Jack-O-Lantern Paws Parade Fest on October 26, 2024, in Horace Blackman Park and True Community Credit Union City Square.

ATTACHMENTS

1. SEA-Jack-O-Lantern Paws Parade Fest

SPECIAL EVENT APPLICATION

*Application must be submitted **60** days PRIOR to event*

Application Attachments

- | | |
|--|--|
| ☒ \$75 Application Fee | ☐ Liquor License & Liquor Liability Insurance (if applicable) |
| ☒ \$50 Late/Rush Fee (submitted post 60-day deadline) | ☐ Carnival Ride Permit (if applicable) |
| ☒ Insurance documentation for sponsoring organization | ☐ Insurance documentation for all vendors (if applicable) |
| ☒ Event Map -Please indicate the location of all items | |

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur 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. 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.
8. 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.

Applicant Information

Sponsoring Organization Legal Name: JACK-SON Signature, LLC.	
Address: 611 Harris St., JACKSON, MI 49201	Phone: (517) 358-8977
Tax ID#: 86-2557276	Website: JACK-SONSIGNATURE.COM
Contact Name: Brandy R	Phone: 517-358-8977 Email: info@jack-sonsignature.com
Contact Name:	Phone: Email:
Contact Name During Event: Brandy R.	Phone: (517) 358-8977

Event Information

Event Name: JACK-O-LANTERN PAWS PARADE FEST				
Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
OCT. 26, 2024	11AM	1PM	5PM	5PM

Has this event occurred before? ☐ Yes, (if yes, how many previous years? _____) ☒ No

Do you expect this event to occur again next year? yes What is the expected attendance for this event? 40

Type of Event (please check all that apply)

☐ Walk/Run ☐ Festival ☒ March/Parade ☐ Other: _____

Event Location – Choose any of the following that apply. For parks, include a map of the area being used.

☒ Horace Blackman Park

☒ Bucky Harris Park Bathrooms

☐ Ella Sharp Park (requires Ella Sharp Board approval)

☐ Other Location: _____

☐ Streets: _____

☐ Other Park: _____

☐ GrandRiver Farmers Market

Pavilion

☒ TRUE City Square (Stage)

☐ MLK Equality Trail

needs power

Brief Description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

Graft or small business vendors
Dog Contest Halloween parade on stage
Food trucks

Street Closure– Please indicate all street closures on your map.

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

☒ **Electrical Power:** Indicate electrical requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: 4-6
Locations of where plugs are needed: _____
All electrical lines **MUST** be covered to limit tripping hazards.

☐ **Water Needs:** Indicate water requirements: _____
Amount of water needed: _____ Locations of where water is needed: _____

☒ **Food/Vendors:** Indicate vendors requirements: 4-6 food trucks
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales:** (If yes attach liquor license and liquor liability insurance)
Start Time: _____ End Time: _____

☐ **Amusement or Carnival Rides:** If yes indicate electrical requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks:** If yes indicate electrical requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ Traffic Cones ☐ Mobile Stage (please circle 15-foot or 25-foot version)

☐ Other: _____

Additional Event Information

Garbage Plan: Brief description on garbage management for events with 100+ attendees.

2-3 trash receptacles will be on site.

Bathroom Plan: Brief description on bathroom(s) based on event size, duration, and services offered.

Bucky Harris Bathrooms -

Required Attachments for Application Processing

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance <i>(MUST also be provided by all vendors)</i>	- Showing a liability coverage of at least \$1,000,000 - Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance <i>(if needed)</i>	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance <i>(if needed; required for all fireworks displays)</i>	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

☐ I am a Level I 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 *Details of all event activities MUST be included.*

☐ Route Plan	☐ Emergency Vehicle Access	☐ Restroom Locations
☐ Vendor Locations	☐ Dispersal Locations	☐ Tables
☐ Tent Locations	☐ Trash Receptacles	☐ Requested Reserved Parking
☐ Assembly Locations	☐ Requested Street Closures	☐ Electrical Wires & Outlets

*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.*

***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

Certification & 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: [Signature]
Date: 10.4.24

Office Use ONLY	
Application Received:	
Date:	10/4/24
Time:	
By:	[Signature]
Application Fee Received:	

Application Requirements
Application MUST be submitted 60 days PRIOR to event ***NO EXCEPTIONS***
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5 th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items
Additional fees may apply if policies are not followed
No ground stakes No confetti or glitter No use of outlets without prior approval



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/04/2024

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).

PRODUCER Foresite Sports, Inc. DBA: Eventsured 3553 West Chester Pike #418 Newtown Square, PA 19073	CONTACT NAME: Eventsured Customer Service PHONE (A/C, No, Ext): 888-882-5902 E-MAIL ADDRESS: info@eventsured.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Houston Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 42374
--	---	------------------------

COVERAGES**CERTIFICATE NUMBER:** TM384869**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.

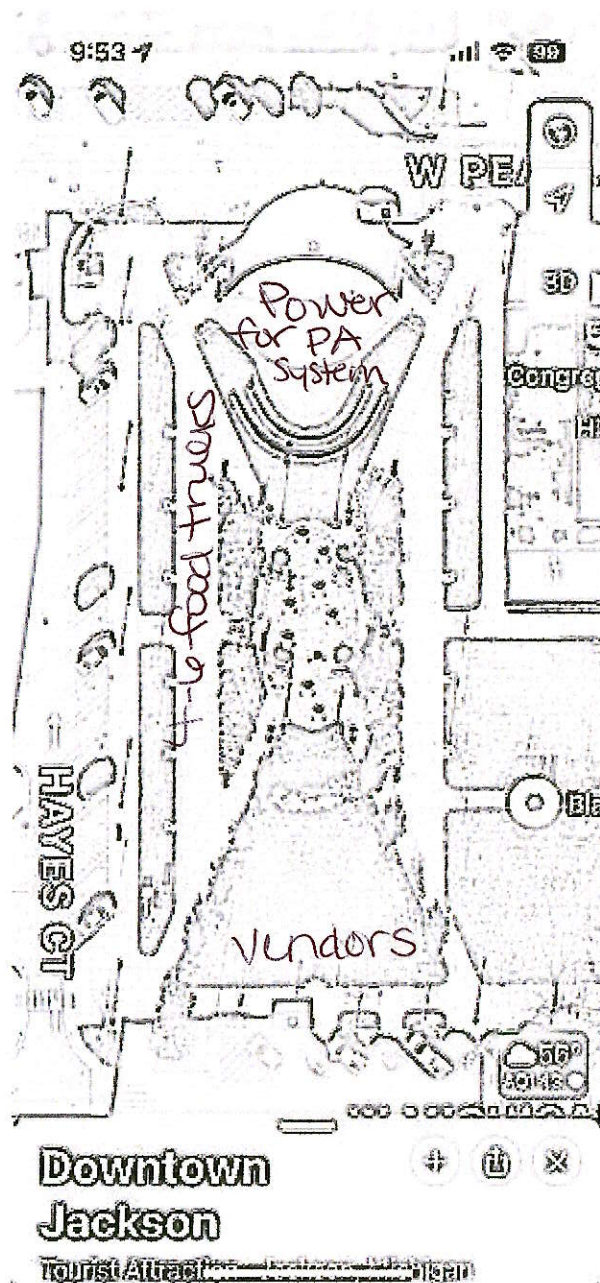
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC	Y		H23SE00155/TM384869	10/26/2024 12:01AM	10/27/2024 2:01AM	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 1,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	GENERAL AGGREGATE \$ 2,000,000						
							PRODUCTS - COMP/OP AGG \$ 1,000,000
							DEDUCTIBLE \$ 0
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐ N / A					WC STATUTORY LIMITS 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)

Additional Insureds must be venue managers or municipalities and are added with respect to our insureds operations only. Waiver of Subrogation (WOS) and Primary & Non-Contributory (PNC) wording applies only when coverage is purchased by the insured, required by written contract and as indicated below. This coverage is with respect to the Dog Show to be held on 10/26/2024 - 10/26/2024 with 40 attendees at Jack-O-Lantern Paws Parade Fest 212 W Michigan Ave Jackson, MI 49201. Additional Insureds include: Jack-O-Lantern Paws Parade Fest 212 W Michigan Ave Jackson, MI 49201; City of Jackson; Jackson DDA.

CERTIFICATE HOLDER**CANCELLATION**

Jack-O-Lantern Paws Parade Fest 212 W Michigan Ave Jackson MI, 49201	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
--	---





MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: October 22, 2024

SUBJECT: Special Event Application: Jackson Turkey Trot 5k/10k Run/Walk

Recommendation:

Approve a request from Tina & Jeff Beagle to host the Jackson Turkey Trot on November 22, 2024, in Ella Sharp Park.

I recommend approval of the Special Event Application for the Jackson Turkey Trot 5k/10k. Your consideration and concurrence is appreciated.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director , DDA Director

DATE: October 22, 2024

RECOMMENDATION: Approve a request from Tina & Jeff Beagle to host the Jackson Turkey Trot on November 22, 2024, in 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		\$385.00
Public Works	X		\$1,500.00
TOTAL			\$1,885.00

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Police assistance, road closures, traffic cones, and 25-foot stage on wheels.

OWNERSHIP

Insurance Status: Current and on file with the Jackson DDA and the Jackson City Attorney.

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from Tina & Jeff Beagle to host the Jackson Turkey Trot on November 22, 2024, in Ella Sharp Park.

ATTACHMENTS

1. SEA-Jackson Turkey Trot 2024 Updated

SPECIAL EVENT APPLICATION

*Application must be submitted **60** days PRIOR to event*

Application Attachments

- | | |
|--|--|
| ☒ \$75 Application Fee | ☐ Liquor License & Liquor Liability Insurance (if applicable) |
| ☐ \$50 Late/Rush Fee (submitted post 60-day deadline) | ☐ Carnival Ride Permit (if applicable) |
| ☒ Insurance documentation for sponsoring organization | ☐ Insurance documentation for all vendors (if applicable) |
| ☒ Event Map —Please indicate the location of all items | |

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur 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. 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.
8. 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.

Applicant Information

Sponsoring Organization Legal Name: Jackson Turkey Trot	
Address: P.O. Box 52, Hanover, MI 49241	Phone: (517) 795-4970
Tax ID#: 02-0721597	Website: JacksonTurkeyTrot.com
Contact Name: Jeff Beagle	Phone: (517) 795-4970 Email: JacksonTurkeyTrot@gmail.com
Contact Name: Tina Beagle	Phone: (517) 745-7988 Email: JacksonTurkeyTrot@gmail.com
Contact Name During Event: Jeff Beagle	Phone: (517) 795-4970

Event Information

Event Name: Turkey Trot 5k/10k Run/Walk				
Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
11/28/2024 Thanksgiving Day (A.M.)	5am 11/28/2024	8am 11/28/2024	10am 11/28/2024	11am 11/28/2024

Has this event occurred before? ☒ Yes, (if yes, how many previous years? 19) ☐ No

Do you expect this event to occur again next year? YES What is the expected attendance for this event? 1000

Type of Event (please check all that apply)

☒ Walk/Run ☐ Festival ☐ March/Parade ☐ Other: _____

Event Location – Choose any of the following that apply. For parks, include a map of the area being used.

- ☐ Horace Blackman Park ☐ GrandRiver Farmers Market Pavilion
- ☐ Bucky Harris Park ☐ TRUE City Square (Stage)
- ☒ Ella Sharp Park (requires Ella Sharp Board approval) ☐ MLK Equality Trail

☒ Other Location: Near the Pavion / Carter's Corner and/or by the Rotunda

☐ Streets: _____

☐ Other Park: _____

Brief Description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

5K Run / Walk Race / 10K Running Events.

Start & Finish will be roughly in front of the Planetarium to Rotunda at Ella Sharp Park.

The event will be kept within Ella Sharp Park roads.

See Map

Street Closure– Please indicate all street closures on your map.

Street Name: SEE ATTACHED MAP Cross Streets _____

Closure Start Date: Nov. 28, 2024 Time: 5:30am Closure End Date: Nov. 28, 2024 Time: 12pm

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

- ☒ **Electrical Power:** Indicate electrical requirements: PA Music System (Mic & Speakers) Timing, Finish Line Arch & Computers
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____
***All electrical lines **MUST** be covered to limit tripping hazards. **
- ☐ **Water Needs:** Indicate water requirements: _____
Amount of water needed: _____ Locations of where water is needed: _____
- ☐ **Food/Vendors:** Indicate vendors requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____
- ☐ **Alcohol Sales:** (If yes attach liquor license and liquor liability insurance)
Start Time: _____ End Time: _____
- ☐ **Amusement or Carnival Rides:** If yes indicate electrical requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____
- ☐ **Fireworks:** If yes indicate electrical requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____
- ☒ **Traffic Cones** 20 - 30 Tall Cones ☒ **Mobile Stage** (please circle **15-foot** or **25-foot** version)
- ☒ **Other:** 6 - Road Closures (Barricades) 12 - NO Parking Signs. Parking also on Ball Field, East & Across from Putt Putt

SEE ATTACHED

Requesting Police assistance - See attached

Additional Event Information

Garbage Plan: Brief description on garbage management for events with 100+ attendees.

We will have additional trash cans & garbage bags, in addition to the ones already onsite provided by the park.

Bathroom Plan: Brief description on bathroom(s) based on event size, duration, and services offered.

We will have porta jons on site that we rent from All American Portable Toilets in past events.

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)	- Showing a liability coverage of at least \$1,000,000 - Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

☐ I am a Level I 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 *Details of all event activities MUST be included.*

☒ Route Plan	☒ Emergency Vehicle Access	☒ Restroom Locations
☐ Vendor Locations	☐ Dispersal Locations	☒ Tables
☒ Tent Locations	☒ Trash Receptacles	☒ Requested Reserved Parking
☐ Assembly Locations	☒ Requested Street Closures	☒ Electrical Wires & Outlets

*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.*

***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

Certification & 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: September 2, 2024

Office Use ONLY	
Application Received:	
Date:	9/24/24
Time:	
By:	
Application Fee Received:	

Application Requirements
Application MUST be submitted 60 days PRIOR to event ***NO EXCEPTIONS***
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5 th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items
Additional fees may apply if policies are not followed
No ground stakes No confetti or glitter No use of outlets without prior approval

Melissa Evans

From: Turkey Trot <jacksonturkeytrot@gmail.com>
Sent: Friday, September 27, 2024 1:59 PM
To: Melissa Evans
Cc: Coach Beagle; Turkey Trot
Subject: Re: 2024 Jackson Turkey Trot - DDA Event Form Signed
Attachments: JTT web banner02.jpg

STREET CLOSURE / POLICE ASSISTANCE DETAILS

Please find requested details below.

Jackson Turkey Trot - Regarding the requested street closures:

The starts and finishes pretty much in front of the planetarium/museum on Oakwood Drive.

At the start Runners head south on Oakwood and turning left on Maplewood heading east, then turning left onto Birchwood and heading north. Following Birchwood around to Elmdale turning left heading back towards the start, before reaching the start finish line the Runners will turn left onto the path that runs through the park and back down to Birchwood and headed south to Maplewood turning right and headed west and turning right onto Oakwood headed north to the finish.

Corners

At the corner of Oakwood and Maplewood, I have the road closed signs to keep traffic from coming in and a police officer, also we have volunteers at that corner to make sure that runners go the right direction.

At the corner of Maplewood and Birchwood, I don't need a road close sign because it is closed at the far end at Probert, I do put a person there in a car to make sure the runners don't go running down that road.

At the corner by the golf learning center we have an aid station there for people coming and going both ways and helping to direct traffic.

At the corner of Birchwood and Elmdale. I have a police officer there and volunteers help direct traffic.

At the Park Entrance I have a police officer there to stop traffic coming in once the race starts and a volunteer there, they also help with parking before the race starts.

2 Aid stations, one at the Start and Finish, one at the 2 mile mark.

Big Stage out front of Planetarium

Thank you for your time & consideration,

Tina Beagle

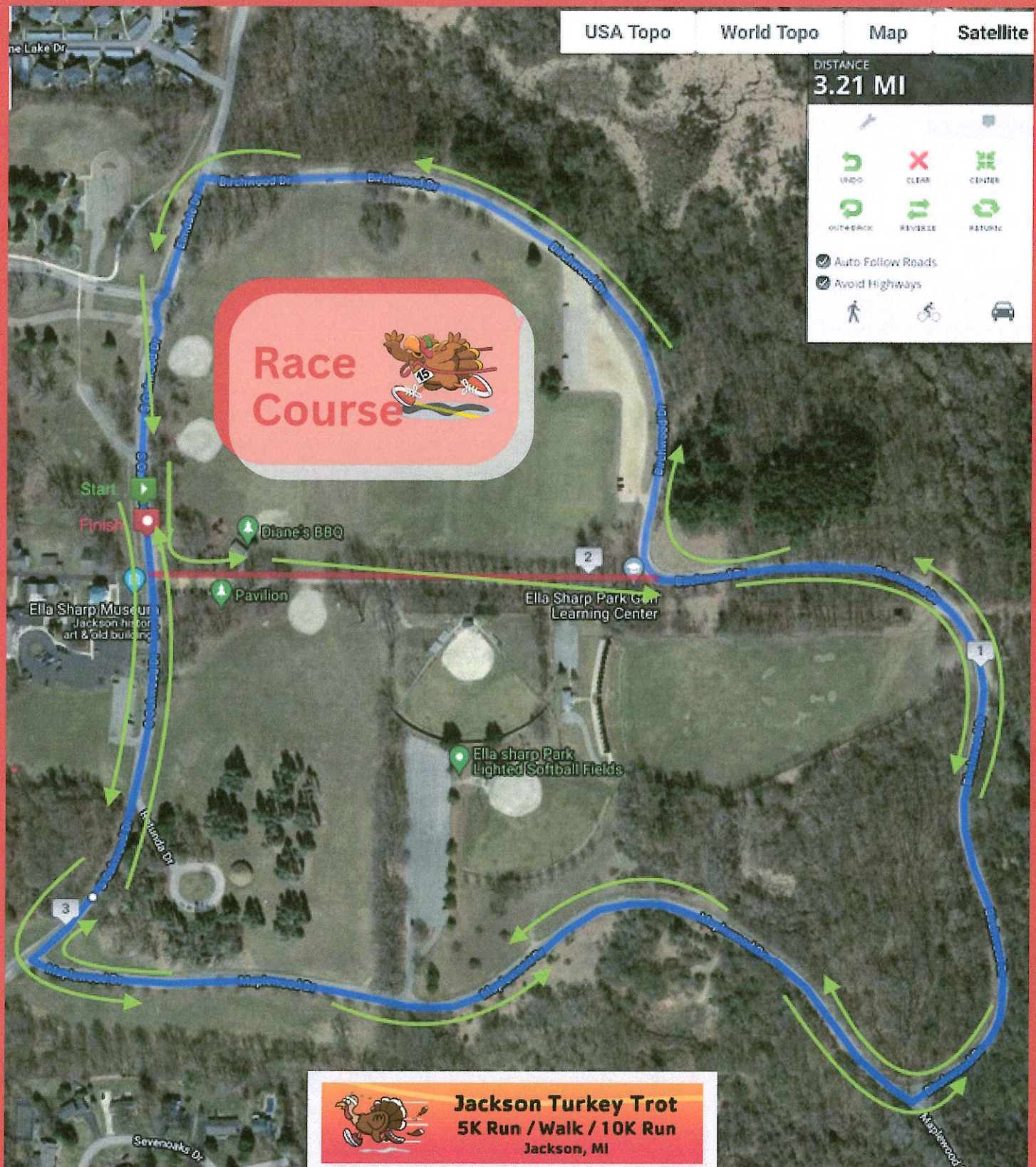
Race Director Assistant

517-745-7988

TinaBeagle.com

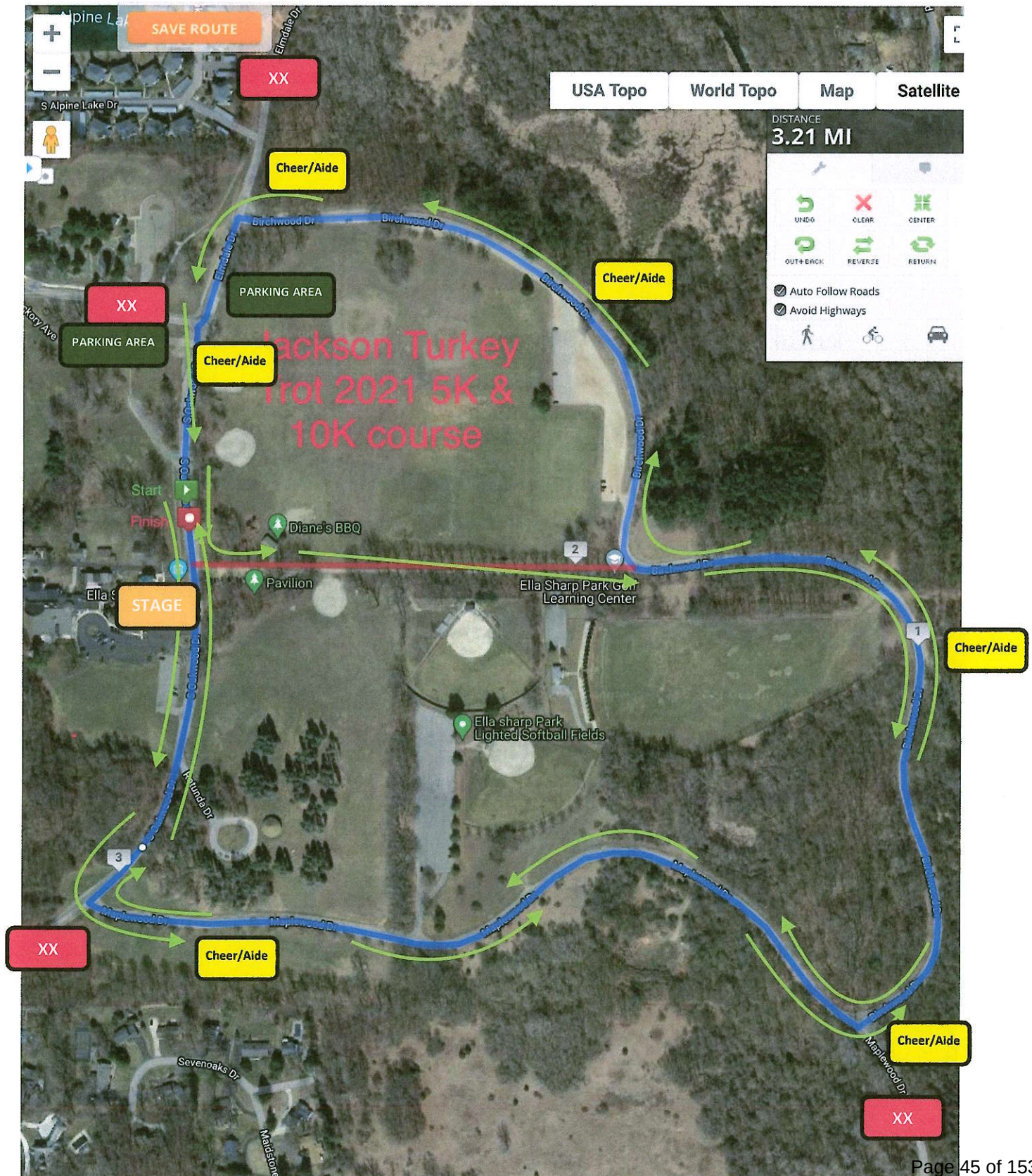
JacksonTurkeyTrot.com/

5K Elite Run – 10K Run– 5K Run/Walk 5K Virtual Run – .5 Mile Kid's Run By Planetarium @ Ella Sharp Park



- STAGE** = LARGE STAGE (ON WEST SIDE OF ROAD)
- XX** = CLOSED TO THROUGH TRAFFIC
- XX** = BARRICADE
- XX** = POLICE COVERAGE
- Cheer/Aide** = CHEERING SECTIONS

- Cheer/Aide** = AIDE STATIONS
- Cheer/Aide** = PORTA JONS
- Cheer/Aide** = 4/5 GARBAGE CANS
- Cheer/Aide** = 2 OUTLETS @ PAVILION
- PARKING AREA** = ON BASEBALL FIELD + PARKING AREAS





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/13/2024

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).

PRODUCER Walton Insurance Group 2929 Spring Arbor Rd. P.O. Box 3029 Jackson MI 49204	CONTACT NAME: Pamela Bacon PHONE (A/C, No, Ext): (517) 787-2600 FAX (A/C, No): (517) 787-3857 E-MAIL ADDRESS: pbacon@waltoninsurancegroup.com														
INSURED Jackson Autism Support Network c/o Faustina Beagle 425 Skyline Drive Horton MI 49246	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Auto Owners Insurance Company</td><td>18988</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Auto Owners Insurance Company	18988	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Auto Owners Insurance Company	18988														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER: CL2451328273

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	☒ COMMERCIAL GENERAL LIABILITY	X		06298868	5/13/2024	5/13/2025	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						
	☐ ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	☐ HIRED AUTOS						BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	☐ OCCUR						AGGREGATE \$
	EXCESS LIAB						\$
	☐ CLAIMS-MADE						\$
	DED ☐ RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						PER STATUTE ☐ OTH-ER ☐
	If yes, describe under DESCRIPTION OF OPERATIONS below						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 Jackson Downtown Development Authority are additional insured for the following events:

11-28-2024 - Annual Turkey Trot

CERTIFICATE HOLDER

(517) 768-6435 cmays@cityofjackson.org

City of Jackson & Jackson
Downtown Development Authority
161 W. Michigan Ave.
Jackson, MI 49201

CANCELLATION

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

Pamela Bacon/PBACO

Pamela Bacon

© 1988-2014 ACORD CORPORATION. All rights reserved.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/13/2024

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).

PRODUCER Walton Insurance Group 2929 Spring Arbor Rd. P.O. Box 3029 Jackson MI 49204	CONTACT NAME: Pamela Bacon PHONE (A/C, No, Ext): (517) 787-2600 FAX (A/C, No): (517) 787-3857 E-MAIL ADDRESS: pbacon@waltoninsurancegroup.com
INSURED Jackson Autism Support Network c/o Faustina Beagle 425 Skyline Drive Horton MI 49246	INSURER(S) AFFORDING COVERAGE INSURER A: Auto Owners Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 18988

COVERAGES**CERTIFICATE NUMBER:** CL2451328273**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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	X		06298868	5/13/2024	5/13/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED ☐ RETENTION \$ ☐						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 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)

County of Jackson is named additional insured primary and non contributory for the following events:

11-28-2024 - Annual Turkey Trot

CERTIFICATE HOLDER**CANCELLATION**County of Jackson
120 W. Michigan Avenue
Jackson, MI 49201

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

Pamela Bacon/PBACO

Pamela Bacon

© 1988-2014 ACORD CORPORATION. All rights reserved.



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: October 22, 2024

SUBJECT: Resolution - Delinquent Invoices

Recommendation:

Approve the resolution placing delinquent invoices on the 2024 Winter Tax Bill

MEMOTO: Mayor and City Councilmembers

FROM: Jason Yoakam, City Assessor 

DATE: October 03, 2024

SUBJECT: Resolution to Place Delinquent Invoices on 2024 Winter Tax Bills

Recommendation: Approve a resolution to place delinquent invoices on 2024 winter tax bills.

Attached please find a resolution to place delinquent miscellaneous invoices on the 2024 winter tax bills per Chapter 22, Section 22-12 of the City's Code of Ordinances.

In 2021, Section 22-12 of Chapter 22 of the Code of Ordinances was amended to allow delinquent miscellaneous invoices more than 90 days overdue to be placed on the winter tax bills. The resolution, with an attached list of parcels, is presented for your consideration.

I recommend approval of the above-mentioned resolution. Your consideration and concurrence is appreciated.

Attachment

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jason Yoakam, City Assessor 

DATE: October 03, 2024

RECOMMENDATION: Recommend Adoption of Resolution to Place Delinquent Invoices on 2024 Winter Tax Bills

SUMMARY

Attached is a resolution and a list of parcels having delinquent invoices needing to be billed on the 2024 winter tax bills.

BUDGETARY CONSIDERATIONS

HISTORY, BACKGROUND and DISCUSSION

Chapter 22, Section 22-12 of the City's Code of Ordinance was amended in 2021 to allow these invoices to be placed on property tax bills. The result of this amendment is the attached resolution, with a list of delinquent invoices, to be approved for placement on the 2024 winter tax roll for each respective property.

DISCUSSION OF THE ISSUE

POSITIONS

Recommend adoption of resolution.

ATTACHMENT: Resolution

**A RESOLUTION AUTHORIZING PLACEMENT OF DELINQUENT INVOICES ON
THE WINTER TAX ROLL CONSISTENT WITH SECTION 22-12 OF THE CITY OF
JACKSON CODE OF ORDINANCES**

BY THE CITY COUNCIL:

WHEREAS, Section 22-12 of the Jackson Code of Ordinances was amended by the City Council on October 12, 2021 to provide that delinquent invoices be placed on the ad valorem property tax bills; and,

WHEREAS, Section 22-12 of the Jackson Code of Ordinances provides that delinquent invoices more than 90 days overdue be reported by the City Clerk to the City Council for approval; and,

WHEREAS, the Finance Department has provided the attached report of delinquent invoices for review and approval by the City Council; and,

WHEREAS, the City Council has reviewed and approved said report, and directs the City Assessor to levy such amounts on the respective properties set forth in the report as a lien which shall be added to the tax roll for each respective property;

NOW, THEREFORE, BE IT RESOLVED, that the City of Jackson City Council hereby resolves to place the list of delinquent invoices accompanying this Resolution as **Attachment A** on the 2024 winter tax roll.

BE IT FURTHER RESOLVED that should any taxpayer pay a delinquent invoice subsequent to adoption of this Resolution, but prior to the commitment of the 2024 winter tax roll in December, 2024 that such delinquent invoice shall be removed from the roll for that property.

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

I, Andrea Muray, City Clerk in and for the City of Jackson, County of Jackson and State of Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Jackson City Council on the 22th day of October, 2024.

IN WITNESS WHEREOF, I have hereto affixed
my signature and the seal of the City of Jackson,
Michigan, on this 23th day of October, 2024.

Andrea Muray, City Clerk

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE #	DUE DATE	DUE	INVOICE NOTES
1-032100000	533		LANSING	CANNON JAMES D ESTATE	2300030588	11/2/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 8/28/23LOCATION: 533 LANSING AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
1-032200000	537		LANSING	DEASHAWN THURMOND ET AL	2400031466	6/17/2024	270.00	PLEASE REMOVE BLACK COUCH, BOXES, AND OTHER DEBRIS FROM NORTH YARD AREA AND ANY/ ALL TRASH, JUNK, OR DEBRIS FROM ENTIRE YARD AREAS.ADDRESS: 537 LANSING AVECITATION DATE: 4/17/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
1-035700000	329		TAYLOR	BLOODWORTH DARREN D ET AL	2400031363	6/5/2024	205.00	PRIVATE PROPERTY MOWNING COMPLETED ON: 5/7/24LOCATION: 329 TAYLOR STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
1-038400000	324		TAYLOR	AVERY KEITH ESTATE	2300030437	10/5/2023	264.08	PRIVATE PROPERTY MOWING COMPLETED ON 8/9/23LOCATION: 324 TAYLOR STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
1-040800000	729		LANSING	SALISBURY LEISA D	2400030807	1/5/2024	286.90	PROPERTY CLEAN-UP - PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTYINCLUDING THE TRASH, GARBAGE AND DEBRIS SCATTERED THROUGHOUTTHE FRONT YARD. ALSO DISCARDED BULK ITEM CHAIRS AND TAN TARP.ADDRESS: 729 LANSING AVECITATION DATE: 10/05/2023INVO
1-066800000	402		ADAMS	DANOVI BENNY ET AL	2400031314	5/16/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE CLEAN UP DISCARDED FURNITURE, BULK ITEMS, TRASH AND DEBRIS PILESNEAR DRIVEWAY AND FROM THE ENTIRE PROPERTY.ADDRESS:402 ADAMS STCITATION DATE:03/28/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
1-084000000	1402	N	BLACKSTONE	MOMENEE JESSE	2400031315	5/16/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE DISCARDED FURNITURE FROM BACK YARD NEAR DRIVEWAY ANDFROM THE ENTIRE PROPERTY.ADDRESS:1402 N BLACKSTONE STCITATION DATE:03/28/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
2-0038.1000	316	N	BLACKSTONE	FIFTH THIRD BANK	2400031324	5/16/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL TRASH, GARBAGE AND DEBRIS THAT HAS BUILT UP AROUND THEPERIMETER AND FROM THE ENTIRE PROPERTY.ADDRESS:316 N BLACKSTONE STCITATION DATE:04/10/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
2-004800000	322		CLINTON	RIVERA RICHARD E LE	2300030596	11/3/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 8/28/23LOCATION: 322 CLINTON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-004800000	322		CLINTON	RIVERA RICHARD E LE	2300030751	12/29/2023	258.06	PRIVATE PROPERTY MOWING COMPLETED ON 10/10/23LOCATION: 322 CLINTON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-007900000	553		WILDWOOD	A TO Z PROPERTIES LLC	2400031464	6/17/2024	270.00	PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE LOT.ADDRESS: 553 WILDWOOD AVECITATION DATE: 5/21/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
2-008400000	603		WILDWOOD	DEPAULA PATRICIA F	2400030922	3/1/2024	2,666.39	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE CLEAN-UP THE ENTIRE BACKYARD BY REMOVING DISCARDEDHOUSEHOLD ITEMS AND CONSTRUCTION WASTE.ADDRESS: 603 WILDWOOD AVECITATION DATE: 12/21/2023INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
2-0602.1000	425		STEWART	SERIES #178 SERIES OF REALTOKEN LLC	2400030895	2/21/2024	519.76	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE THE TRASH, DEBRIS, AND JUNK STACKED ALONG THE SOUTH SIDEOF THE YARD AREA AND ANY AND ALL TRASH AND DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 425 STEWARD AVECITATION DATE: 12/04/2023INVOICE QUESTIONS? CALL T
2-0602.1000	425		STEWART	SERIES #178 SERIES OF REALTOKEN LLC	2400031094	5/3/2024	136.69	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 425 STEWARD AVE ON 04/15/2024. INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
2-0602.1000	425		STEWART	SERIES #178 SERIES OF REALTOKEN LLC	2400031317	5/16/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS:425 STEWARD AVECITATION DATE:04/03/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
2-0875.4000	315	N	WISNER	RJ FLIPS LLC	2400030920	3/1/2024	280.14	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 315 N WISNER STCITATION DATE: 01/16/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
2-0875.4000	315	N	WISNER	RJ FLIPS LLC	2400031460	6/17/2024	470.00	REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 315 N WISNER STCITATION DATE: 5/17/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
2-0896.1000	430	N	BLACKSTONE	DISCOUNT PROPERTIES LLC	2300030439	10/5/2023	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 8/10/23LOCATION: 430 N BLACKSTONE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-0896.1000	430	N	BLACKSTONE	DISCOUNT PROPERTIES LLC	2300030567	11/2/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 9/1/23LOCATION: 430 N BLACKSTONE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-0896.1000	430	N	BLACKSTONE	DISCOUNT PROPERTIES LLC	2300030752	12/29/2023	258.06	PRIVATE PROPERTY MOWING COMPLETED ON 10/10/23LOCATION: 430 N BLACKSTONE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-0896.1000	430	N	BLACKSTONE	DISCOUNT PROPERTIES LLC	2400031365	6/5/2024	205.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/7/2024LOCATION: 430 N BLACKSTONE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE #	DUE DATE	DUE	INVOICE NOTES
2-090500000	405	W	TRAIL	RICHARDSON MICHAEL K	2400031367	6/5/2024	205.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/8/2024LOCATION: 405 W TRAIL STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-093400000	524		WOODRUFF	BACON, ANNA L ESTATE	2300030496	10/10/2023	776.64	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM ENTIRE PROPERTYINCLUDING PORCH AREA AND LAWN. INCLUDING BUT NOT LIMITED TO APPLIANCES, BROKE DOWN TRACTORS AND LAWN MOWERS,BEDS AND BOX SPRINGS, INDOOR FURNITURE ON FRONT
2-095400000	511	W	GANSON	SONGUL & AYBIKE REAL ESTATE INVESTMENT CO	2300030569	11/2/2023	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 9/1/23LOCATION: 511 W GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-098400000	636		OAKHILL	SLOSS ROWAN	2400030972	3/22/2024	695.14	PLEASE REMOVE ALL DEBRIS FROM THE ENTIRE PROPERTY AND ALONG THE GARAGE. ADDRESS: 636 OAKHILL AVECITATION DATE: 2/08/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
2-101900000	417	W	TRAIL	APRILL JOSHUA C	2400031368	6/5/2024	205.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/8/2024LOCATION: 417 W TRAIL STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-102000000	419	W	TRAIL	APRILL JOSHUA C & CRYSTAL M	2400031369	6/5/2024	155.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/8/2024LOCATION: 419 W TRAIL STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-112400000	422	W	GANSON	COASTAL LINE HOMES LLC	2400031370	6/5/2024	205.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/8/2024LOCATION: 422 W GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-125100000	914		BACKUS	BOND BRANDON ET AL	2400031469	6/17/2024	370.00	REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING THE SEVERAL LARGE BLACK GARBAGE BAGS STACKED BLOCKING THE BACK DOOR. CATSWERE OBSERVED TEARING THROUGH THE GARBAGE BLACK BAGS.ADDRESS: 914 BACKUS STCITATION DATE: 4/18/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
2-128900000	933		LINCOLN	PHILLIPS MELISSA	2400030808	1/5/2024	472.85	PROPERTY CLEAN-UP - PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM ENTIRE PROPERTY,INCLUDING RAW GARBAGE, CANS, BOTTLES, TARPS, ILLEGAL FENCE, BROKEN TOYS, ETC.ADDRESS: 933 LINCOLN STCITATION DATE: 10/23/2023INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 7
2-128900000	933		LINCOLN	PHILLIPS MELISSA	2400031270	5/10/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY,INCLUDING AROUND AND NEAR THE DRIVEWAY. THIS INCLUDES BUT IS NOTLIMITED TO DISCARDED TIRES, PLASTIC CONTAINERS, AND LOOSE GARBAGE.ADDRESS: 933 LINCOLN STCITATION DATE: 02/01/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
2-169400000	620		EATON	K LEIGHTON HOLDINGS LLC	2300030671	11/29/2023	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 9/19/23LOCATION: 620 EATON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-206100000	1105		CLINTON	VANDERPLOEG AUSTIN ET AL	2400030863	2/6/2024	283.52	PROPERTY CLEAN-UP - PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIREPROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED APPLIANCE, HOUSEHOLDITEMS, PLASTIC, FURNITURE, METAL, PAPERS, LITTER, TARPS, COVERS, BOXES, CARDBOARD, RUGS AND CARPET, LO
2-225400000	510	W	MONROE	BROCK MARVIN R ET AL	2300030507	10/10/2023	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE TAN OTTOMAN/ FURNITURE FROM THE PARKWAY THE SOUTH SIDE OF PROPERTYAND TOILET FROM THE NORTH END OF THE DRIVEWAY TO INCLUDE ANY AND ALL TRASH ANDDEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 510 W MONROE
2-2469.6000	1700	N	WISNER	GKC MICH THEATERS INC	2400030974	3/22/2024	695.14	PLEASE REMOVE ALL ACCUMULATION OF GARBAGE TRASH AND DEBRIS FROM THEENTIRE PROPERTY THIS INCLUDES BUT IS NOT LIMITED TO THE TREE LINE ON THE SOUTH SIDE OF THE COMMERCIAL BUILDING. ADDRESS: 311 TAYLOR STCITATION DATE: 02/13/2024INVOICE QUESTIONS? CALL THE B
3-0052.2000	402	W	FRANKLIN	G S & S PROPERTY LLC	2400031098	5/3/2024	151.88	PAINTING OF GARFFITI ON THE SOUTH WALL AT 414 FIRST ST ON 04/16/2024INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
3-010900000	309		THIRD	CASEY DEE NUMBER 1 LLC	2400030817	1/5/2024	286.90	PROPERTY CLEAN-UP - PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIREPROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED TRASH BAGS, FULL OFUNKNOWN CONTENT, DISCARDED CHAIRS, PLASTIC, HOUSEHOLD ITEMS LOCATEDEAST PROPERTY AREA.ADDRESS: 309 THIR
3-010900000	309		THIRD	CASEY DEE NUMBER 1 LLC	2400030909	2/21/2024	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK ANDDEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED MATTRESS, FURNITUREAND ANY OTHER DEBRIS LOCATED EAST PROPERTY AREA NEAR 311 THIRD ST.ADDRESS: 309 THIRD ST
3-013100000	505		THIRD	K & R REAL INVESTMENTS LLC	2400030916	3/1/2024	280.14	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DEBRIS FROM THE ALLEY ALONG THE HOUSE FROMTHE FRONT YARD AND NORTH YARD. WOOD, SIDING, SOFFIT, TWO BAGS,FIRE DEBRIS, IN THE PARKWAY AND SO FORTH. ADDRESS: 505 THIRD STCITATION DATE: 01/11/2024IN

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE #	DUE DATE	DUE	INVOICE NOTES
3-015200000	708		SECOND	ECKER PAUL W	2400031336	5/20/2024	325.01	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 708 SECOND ST ON 05/14/2024. INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
3-015200000	708		SECOND	ECKER PAUL W	2400031463	6/17/2024	270.00	PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM ENTIRE PROPERTY TO INCLUDE ALL GARBAGE BAGS AND DEBRIS ON PORCH AS WELL AS GARBAGE BAGS AND LOOSE GARBAGE ON GROUND IN FRONT OF GARAGE DOOR AND SOUTH SIDE OF HOME.ADDRESS: 708 SECOND STCITATION DATE: 5/13/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
3-038200000	603		SEVENTH	NA CAPITAL GROUP LLC	2300030756	12/29/2023	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 10/11/23LOCATION: 603 SEVENTH STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-038200000	603		SEVENTH	NA CAPITAL GROUP LLC	2400031371	6/5/2024	205.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/8/2024LOCATION: 603 SEVENTH STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-039200000	607		SEVENTH	NA CAPITAL GROUP LLC	2300030757	12/29/2023	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 10/11/23LOCATION: 607 SEVENTH STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-042900000	717		FIFTH	NAGENDRAM YUVARAJ	2400031356	6/3/2024	32,450.00	DEMOLITION FEES FOR A HOUSE PER BUILDING BOARD ORDER DANGEROUS STRUCTURES FEES SECTIONS 17-26 AND 17-27ADDRESS: 717 FIFTH ST DEMOLITION DATES: JANUARY 31, 2024INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
3-044300000	614		FOURTH	MADERY JAMES W	2400031465	6/17/2024	270.00	PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK AND DEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED PILE OF DEBRIS NEAR ALLEY WEST PROPERTY AREA AND DISCARDED ITEMS BACK YARD WEST PROPERTY.ADDRESS: 614 FOURTH STCITATION DATE: 4/18/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
3-129100000	809		UNION	BAYER AMANDA	2400030958	3/14/2024	280.14	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK AND DEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED OPEN TRASH BAGS ON THE GROUND WITH HOUSEHOLD REFUSE SOUTH PROPERTY AREA, DISCARDED PLASTIC, TARP,
3-194300000	605 W		BIDDLE	WINDMAN ANNETTA	2400030862	2/6/2024	283.52	PROPERTY CLEAN-UP - PLEASE REMOVE DISCARDED SHOPPING CART, BLACK GARBAGE BAGS AND ALLOTHER DEBRIS FROM THE ENTIRE PROPERTY AND FROM THE FRONT HANDICAP RAMPAND FRONT YARD WITHIN ONE WEEK.ADDRESS: 605 W BIDDLE STCITATION DATE: 10/19/2023INVOICE QUESTIONS? C
3-194300000	605 W		BIDDLE	WINDMAN ANNETTA	2400030955	3/14/2024	280.14	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE DISCARDED SHOPPING CARTS FROM PROPERTY WITHIN 2 WEEKS.ADDRESS: 605 W BIDDLE STCITATION DATE: 1/22/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
3-194300000	605 W		BIDDLE	WINDMAN ANNETTA	2400031283	5/10/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE DISCARDED SHOPPING CART FROM HANDICAP RAMP AND ANYOTHER DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 605 W BIDDLE STCITATION DATE: 3/13/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
3-199000000	515		UNION	ABBS JOSEPH ET AL	2300030681	11/29/2023	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 9/29/23LOCATION: 515 UNION STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-200900000	1013		SECOND	SCHULZ TYLER ESTATE	2400030815	1/5/2024	286.90	PROPERTY CLEAN-UP - PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY,INCLUDING BUT NOT LIMITED TO THE GARBAGE BAGS FROM THE REAR OFTHE HOUSE WITHIN TWO WEEKS.ADDRESS: 1013 SECOND STCITATION DATE:10/18/2023INVOICE QUESTIONS? CALL THE BUILDING
3-202800000	918		FIRST	SIMPSON ANDRE ET AL	2300030443	10/5/2023	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 8/10/23LOCATION: 918 FIRST STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-208900000	612		HARWOOD	WISDOM RICHARD	2400031396	6/6/2024	240.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/7/2024LOCATION: 612 HARWOOD STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-216000000	409		GARFIELD	COOLEY TRAVIS W	2300030781	12/29/2023	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 10/24/23LOCATION: 409 GARFIELD STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-230200000	500		GRISWOLD	CCM-500 GRISWOLD JACKSON LLC	2300030639	11/26/2023	672.18	PRIVATE PROPERTY MOWING COMPLETED ON 9/7/23LOCATION: 500 GRISWOLD STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-230200000	500		GRISWOLD	CCM-500 GRISWOLD JACKSON LLC	2400030951	3/14/2024	280.14	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK AND DEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED LARGE BOX WITH UNKNOWN CONTENT NORTH PROPERTY AREA NEAR DOUGLAS ST. REMOVE ANY OTHER JUNK AND DEBR
3-232600000	413		RANDOLPH	2MJX PROPERTIES LLC	2300030741	12/29/2023	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 10/4/23LOCATION: 413 RANDOLPH STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-232600000	413		RANDOLPH	2MJX PROPERTIES LLC	2400031372	6/6/2024	120.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/8/2024LOCATION: 413 RANDOLPH STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-239100000	401		GRISWOLD	WASHINGTON CHARLES A	2300030606	11/3/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 8/24/23LOCATION: 401 GRISWOLD STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE #	DUE DATE	DUE	INVOICE NOTES
3-239100000	401		GRISWOLD	WASHINGTON CHARLES A	2400031357	6/3/2024	32,480.00	DEMOLITION FEES FOR A HOUSE PER BUILDING BOARD ORDER DANGEROUS STRUCTURES FEES SECTIONS 17-26 AND 17-27ADDRESS: 401 GRISWORD ST - 405DEMOLITION DATE: APRIL 8, 2024 INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
4-012600000	108	W	MASON	WILLIAMS PATRICIA G ESTATE ET AL	2300030641	11/26/2023	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 9/8/23LOCATION: 108 W MASON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-018400000	213	S	BLACKSTONE	CASEY BEATRICE	2300030461	10/5/2023	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 8/10/23LOCATION: 213 S BLACKSTONE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-018400000	213	S	BLACKSTONE	CASEY BEATRICE	2300030782	12/29/2023	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 10/24/23LOCATION: 213 S BLACKSTONE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-024700000	216	W	MASON	SINGH RAMENPREET K ET AL	2400030869	2/6/2024	283.52	PROPERTY CLEAN-UP - PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIREPROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED FURNITURE, DRESSER,WOOD, PLASTIC, PAPERS, LITTER, FULL TRASH BAGS ON GROUND NORTH PROPERTY AREA NEAR CITY ALLEY.ADDRESS: 2
4-024700000	216	W	MASON	SINGH RAMENPREET K ET AL	2400031471	6/17/2024	270.00	PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY, INCLUDING DISCARDED ITEMS LEFT AT REAR OF HOMEADDRESS: 216 W MASON STCITATION DATE: 5/03/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-036600000	335	W	WASHINGTON	CHRISTLIEB, KATHRYN B	2300030783	12/29/2023	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 10/24/23LOCATION: 335 W WASHINGTON AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-038600000	329	W	FRANKLIN	PHELPS DEQUANDRE	2400030899	2/21/2024	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY,INCLUDING BUT NOT LIMITED TO TIRES, LOOSE DEBRIS, BAGGED GARBAGE,CONSTRUCTION MATERIALS, AND AUTO PARTS.ADDRESS: 329 W FRANKLIN STCITATION DATE: 12/28/2023IN
4-040100000	613		FIRST	DAGA CONSULTING LLC	2400031461	6/17/2024	270.00	PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK AND DEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED HOUSEHOLD ITEMS, LITTER, PAPERS, FULL TRASH BAGS ON THE GROUND EAST PROPERTY AREA WITH UNKNOWN CONTENT. TRASH BAGS ON THE GROUND WEST PROPERTY AREA. TRASH BAGS MUST BE IN TRASH RECEPTACLE.ADDRESS: 613 FIRST STCITATION DATE: 5/16/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-041200000	705		FIRST	LUBANA PARAMJIT S	2400030803	1/5/2024	286.90	PROPERTY CLEAN-UP - PLEASE REMOVE THE STACK OF DOORS AND BOX SOUTH OF PROPERTY AND MATTRESS AND OTHER DEBRIS EAST SIDE OF YARD, AND ANY AND ALL TRASH AND DEBRIS FROM ENTIRE YARD.ADDRESS: 705 FIRST STCITATION DATE: 09/21/2023INVOICE QUESTIONS? CALL THE BU
4-046500000	231	W	WILKINS	K & M HOLDINGS AND REAL ESTATE LLC	2300030659	11/28/2023	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 9/14/23LOCATION: 231 W WILKINS STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-046800000	234	W	BIDDLE	RODRIGUEZ LISA ET AL	2400030925	3/1/2024	280.14	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNKAND DEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED TRASH BAGS FULLON GROUND, DISCARDED METAL, WOOD, HOUSEHOLD ITEMS ON GROUND EASTPROPERTY AREA. TRASH
4-048900000	229	W	BIDDLE	WATKINS CHARLENE	2300030660	11/28/2023	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 9/15/23LOCATION: 229 W BIDDLE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-054700000	312	W	BIDDLE	STRIKER LESLIE	2400030950	3/14/2024	280.14	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK, AND DEBRIS FROM THE ENTIRE PROPERTYINCLUDING BUT NOT LIMITED TO DISCARDED MATTRESS, WOOD, PLASTIC, HOUSEHOLDITEMS, LITTER, TRASH BAGS, LOCATED IN THE WEST AND NORTH PROPERT
4-054700000	312	W	BIDDLE	STRIKER LESLIE	2400031318	5/16/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK ANDDEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED DEBRIS ON TOP OR NEAR CAMPERIN BACK YARD NORTH PROPERTY AREA AND ALL OTHER DEBRIS ON PROPERTY.PEASE REMOVE FULL TRASH BAGS AND OTHER DEBRIS IN DRIVEWAY EAST PROPERTY AREA.ADDRESS:312 W BIDDLE STCITATION DATE:04/04/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-065600000	1003	S	JACKSON	BAHTIYAR NIMET G	2400030798	1/4/2024	286.90	PROPERTY CLEAN-UP - PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL TRASH, GARBAGE,JUNK AND DEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED REFRIGERATOR AND MATTRESS ON OPEN FROM PORCH WEST PROPERTY AREA.ADDRESS: 1003 S JACKSON ST CITATION DATE: 11/16/2023INVOIC
4-0724.1000	813		WILLIAMS	PARRA-BENAVIDEZ LUCIO	2400030872	2/7/2024	283.52	PROPERTY CLEAN-UP - PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK ANDDEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED HOUSEHOLD ITEMS, PLASTIC,BOXES, WOOD, LITTER, PAPERS, GARBAGE BAGS AND ALL OTHER DEBRIS LOCATEDNORTH PROPERTY AREA NEAR DR

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE #	DUE DATE	DUE	INVOICE NOTES
4-085200000	943		MAPLE	SHANES SUSAN	2300030539	10/17/2023	37,418.00	DEMOLITION FEES FOR A HOUSE PER BUILDING BOARD ORDER DANGEROUS STRUCTURES FEES SECTIONS 17-23 AND 17-27ADDRESS: 943 MAPLE AVE DEMOLITION DATE: 9/18/2023INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
4-087700000	943		WILLIAMS	JOHNSON TONY	2400031373	6/6/2024	235.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/8/2024LOCATION: 943 WILLIAMS STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-093000000	1111		MAPLE	BECKLEY DAVID ET AL	2300030608	11/3/2023	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 8/30/23LOCATION: 1111 MAPLE AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-094300000	132	W	HIGH	MOSS THELBERT A SR	2400030905	2/21/2024	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY TOINCLUDE THE REFRIGERATOR ON PORCH WITHOUT DOOR.ADDRESS: 132 W HIGH STCITATION DATE: 01/09/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-095200000	1108		MAPLE	GOODRICH JULIE ET AL	2300030609	11/3/2023	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 8/30/23LOCATION: 1108 MAPLE AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-095200000	1108		MAPLE	GOODRICH JULIE ET AL	2300030769	12/29/2023	177.42	PRIVATE PROPERTY MOWING COMPLETED ON 10/18/23LOCATION: 1108 MAPLE AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-095600000	1117		WILLIAMS	SONMEZ CENGIZHAN	2400030873	2/7/2024	283.52	PROPERTY CLEAN-UP - PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY TOINCLUDE BAGS OF RAW GARBAGE PILED ON SOUTHEAST PORCH, TUBS OUTSIDEPOORCH DOOR, COOLER AND METAL BUCKETS OUTSIDE DOOR AS WELL.ADDRESS: 1117 WILLIAMS STCITATION DATE: 11/06/2
4-096400000	1215		WILLIAMS	KJS HAULING COMPANY	2400030903	2/21/2024	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE FROM THE ENTIRE PROPERTY ALL TRASH, GARBAGE, JUNK ANDDEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED APPLIANCES, METAL, PLASTIC, WOOD, TIRES, TRASH BAGS AND ALL OTHER DEBRIS AND JUNK. LOCATED EAST AND CENTER
4-099700000	1232		WILLIAMS	MEDSKER BRITTNEY	2300030758	12/29/2023	258.06	PRIVATE PROPERTY MOWING COMPLETED ON 10/11/23LOCATION: 1232 WILLIAMS STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-099900000	1226		WILLIAMS	STOCKARD GUY	2400030816	1/5/2024	306.05	PROPERTY CLEAN-UP - PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY TOINCLUDE THE BROKEN GARBAGE BAGS ON THE NORTHEAST OF THE HOME AND ALL TIRES.ADDRESS: 1226 WILLIAMS STCITATION DATE: 10/19/2023INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (
4-107700000	1205		LINWOOD	ALLEN TAREKIA	2300030610	11/3/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 8/28/23LOCATION: 1205 LINWOOD AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-107700000	1205		LINWOOD	ALLEN TAREKIA	2300030743	12/29/2023	177.42	PRIVATE PROPERTY MOWING COMPLETED ON 10/18/23LOCATION: 1205 LINWOOD AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-120600000	1007		WOODBIDGE	SEXTON DOUGLAS WAYNE T	2400030989	4/3/2024	138.38	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 1007 WOODBRIDGE ST ON 03/28/2024. INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060.
4-120600000	1007		WOODBIDGE	SEXTON DOUGLAS WAYNE T	2400031286	5/10/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:ITEMS REMOVED FROM PROPERTY PER COMMUNITY DEVELOPMENT. ADDRESS:1007 WOODBRIDGE STCITATION DATE: 03/28/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-121500000	1004		GREENWOOD	SHALER PATRICIA ET AL	2400030928	3/1/2024	280.14	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE INDOOR RECLINER CHAIR COVERED IN SNOW ON NORTH SIDE OFHOME.ADDRESS: 1004 GREENWOOD AVECITATION DATE: 01/22/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-123700000	337		UNION	ZOE HOME BUYERS LLC	2300030518	10/12/2023	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY TOINCLUDE, MATTRESS, BED FRAME, OLD CLOCK, AS WELL AS FURNITURE CUSHIONON WEST SIDE OF HOME.ADDRESS: 337 UNION STCITATION DATE: 09-11-2023INVOICE QUES
4-125400000	1026		WOODBIDGE	BRAXTON-JACKSON KARA	2400030896	2/21/2024	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK ANDDEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED MATTRESS AND COOLER WEST PROPERTY AREA.ADDRESS: 1026 WOODBRIDGE STCITATION DATE: 12/12/2023INVOICE QUESTIO
4-136700000	229	W	HIGH	KAHZA EXPERIENCE	2300030642	11/26/2023	342.65	PRIVATE PROPERTY MOWING COMPLETED 9/8/23LOCATION: 229 W HIGH STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-136800000	227	W	HIGH	CLARK DELMOS C	2300030643	11/26/2023	342.65	PRIVATE PROPERTY MOWING COMPLETED ON 9/8/23LOCATION: 227 W HIGH STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-1484.1000	1510	S	JACKSON	KINYELE NICKSON M	2300030611	11/3/2023	301.86	PRIVATE PROPERTY MOWING COMPLETED ON 8/24/23LOCATION: 1510 S JACKSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-1484.1000	1510	S	JACKSON	KINYELE NICKSON M	2400030994	4/3/2024	138.38	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 1510 S JACKSON ST ON 03/25/24INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE #	DUE DATE	DUE	INVOICE NOTES
4-152300000	161	W	HIGH	HARBARI MONIQUE	2400030865	2/6/2024	283.52	PROPERTY CLEAN-UP - PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED PLASTIC, COOLERS, TUBS, WIRE, BRICKS, WOOD, METAL, HOUSEHOLD ITEMS WEST PROPERTY AREA NEAR OR LOADED ONTO UTILITY TRAILER. AD
4-153200000	1308		WILLIAMS	LEWIS DARNELL ET AL	2400030919	3/1/2024	280.14	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED: PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK AND DEBRIS, INCLUDING BUT NOT LIMITED TO LITTER, PAPERS, TRASH, DEBRIS, HOUSEHOLD ITEMS, BROKEN DOWN TRAMPOLINE, AND ALL OTHER DEBRIS EAST AND SOUTH P
4-153200000	1308		WILLIAMS	LEWIS DARNELL ET AL	2400031325	5/16/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED: PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK AND DEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED PLASTIC, LITTER, PAPERS, DEBRIS AND DISCARDED APPLIANCES WEST PROPERTY AREA. ADDRESS: 1308 WILLIAMS ST CITATION DATE: 04/11/2024 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-163300000	181	W	PROSPECT	CLAY REGINALD R & VERONICA	2300030645	11/26/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 9/8/23 LOCATION: 181 W PROSPECT ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-163300000	181	W	PROSPECT	CLAY REGINALD R & VERONICA	2400031376	6/6/2024	205.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/8/2024 LOCATION: 181 W PROSPECT ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-165400000	143	W	PROSPECT	DAVIS HORACE & BRENDA	2300030575	11/2/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 8/31/23 LOCATION: 143 W PROSPECT ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-165500000	139	W	PROSPECT	DAVIS BRENDA	2300030512	10/12/2023	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED: PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO TRASH ON GROUND, PAPERS, LITTER, PLASTIC BAGS, WOOD, METAL, CARDBOARD AND ALL OTHER DEBRIS AND JUNK. ADDRESS: 1
4-165500000	139	W	PROSPECT	DAVIS BRENDA	2300030580	11/2/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 8/31/23 LOCATION: 139 W PROSPECT ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-183100000	1701		WOODBIDGE	PHOENIX RISING INV LLC	2300030448	10/5/2023	267.40	PRIVATE PROPERTY MOWING COMPLETED ON 8/10/23 LOCATION: 1701 WOODBRIDGE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-183100000	1701		WOODBIDGE	PHOENIX RISING INV LLC	2300030661	11/28/2023	264.35	PRIVATE PROPERTY MOWING COMPLETED ON 9/15/23 LOCATION: 1701 WOODBRIDGE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-187800000	202	W	PROSPECT	COOPER KEVIN	2400031377	6/6/2024	200.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/8/2024 LOCATION: 202 W PROSPECT ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-020400000	112	E	WILKINS	TREEK SUBMIT LLC	2300030662	11/28/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 9/14/23 LOCATION: 112 E WILKINS ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-022100000	108	E	BIDDLE	SAFIYE KAYA	2300030497	10/10/2023	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED: PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED PAPERS, TRASH, LOCATED NEAR HOUSE SOUTH PROPERTY AREA AND DISCARDED COUCH OR FURNITURE ITEM NEXT TO
5-050600000	148		MITCHELL	KOKER DERYA & AYDIN OMER	2300030646	11/26/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 9/8/23 LOCATION: 148 MITCHELL ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-052800000	911	S	MARTIN LUTHER KING JR	PLP PROMISE LAND PROPERTIES LLC	2300030453	10/5/2023	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 8/18/23 LOCATION: 911 S MARTIN LUTHER KING JR DR INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-052800000	911	S	MARTIN LUTHER KING JR	PLP PROMISE LAND PROPERTIES LLC	2300030761	12/29/2023	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 10/12/23 LOCATION: 911 S MARTIN LUTHER KING JR DR INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-054400000	919		ORCHARD	GAUZE PHILLIP	2400030894	2/21/2024	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED: REMOVE ALL GARBAGE AND DEBRIS FROM ENTIRE PROPERTY TO INCLUDE MATTRESS IN THE BACK YARD EAST OF HOME. ADDRESS: 919 ORCHARD PL CITATION DATE: 11/22/2023 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-059600000	821	S	MECHANIC	LANSING INVESTMENT PROPERTIES	2400030831	1/9/2024	736.30	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 821-823 S MECHANIC ST ON 12/29/2023. INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
5-061600000	800	S	MARTIN LUTHER KING JR	CANNON MELISSA A	2300030501	10/10/2023	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED: PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED FULL WHITE TRASH BAGS WITH UNKNOWN CONTENTS, BOXES, LITTER, JUNK, HOUSEHOLD REFUSE, FROM SIDE PORCH

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE #	DUE DATE	DUE	INVOICE NOTES
5-061600000	800	S	MARTIN LUTHER KING JR	CANNON MELISSA A	2400030957	3/14/2024	280.14	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY TO INCLUDE ALL THE WHITE GARBAGE BAGS ON GROUND NORTH OF PORCHADDRESS: 800 S MARTIN LUTHER KING JR DRCITATION DATE: 02/09/2024INVOICE QUESTIONS? CALL
5-061600000	800	S	MARTIN LUTHER KING JR	CANNON MELISSA A	2400031379	6/6/2024	200.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/10/2024LOCATION: 800 S MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-063700000	930	S	MARTIN LUTHER KING JR	CANNON JAMES D ESTATE	2300030674	11/29/2023	301.86	PRIVATE PROPERTY MOWING COMPLETED ON 9/29/23LOCATION: 930 S MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-063700000	930	S	MARTIN LUTHER KING JR	CANNON JAMES D ESTATE	2300030745	12/29/2023	258.06	PRIVATE PROPERTY MOWING COMPLETED ON 10/29/23LOCATION: 930 S MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-065000000	943		CHITTOCK	PORTER TAVIS	2400030790	1/3/2024	286.90	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK AND DEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED DISHWASHERAPPLIANCE BACK PORCH EAST PROPERTY AREA.ADDRESS: 943 CHITTOCK AVECITATION DATE: 11/21/2
5-105100000	1045	S	MARTIN LUTHER KING JR	KOSINSKI PATRICIA	2400030906	2/21/2024	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY,INCLUDING BUT NOT LIMITED TO DISCARDED REFRIGERATOR ON FRONTPORCH, BAGS OF GARAGE AT FRONT OF THE HOUSE, TIRES, AND OTHERVARIOUS DISCARDED ITEMS ON FRONT POR
5-105100000	1045	S	MARTIN LUTHER KING JR	KOSINSKI PATRICIA	2400031278	5/10/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING THEMULTIPLE GARBAGE BAGS ON FRONT PORCH AND FRONT LAWN, APPLIANCE DISCARDED AND VISIBLE FROM CITY SIDEWALK IN OPEN GARAGE, DISCARD KITTY LITTER CONTAINERS.ADDRESS: 1045 S MARTIN LUTHER KING JR DRCITATION DATE: 03/28/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-109900000	0		STANLEY	BLAKEMAN DENIS & AUTUMN	2400030954	3/14/2024	280.14	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTYADDRESS: STANELY AVECITATION DATE: 02/05/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-110100000	1211	S	MARTIN LUTHER KING JR	STONE HARVEY	2300030506	10/10/2023	517.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY TOINCLUDE ALL PALLETS AND BUILDING MATERIALS, SCRAP METAL ETC., THAT ARE ON THE EAST SIDE OF LOT THAT IS COMPLETELY OVERGROWN.ADDRESS: 1211 S MARTIN L
5-135600000	123		DAMON	HUGHES DARLENE ESTATE	2300030675	11/29/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 9/19/23LOCATION: 123 DAMON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-139600000	233		DAMON	LEWIS ALICE ESTATE	2300030647	11/26/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 9/8/23LOCATION: 233 DAMON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-172200000	1807	S	MARTIN LUTHER KING JR	BARIBOGLU SADIK	2300030686	11/29/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 9/27/23LOCATION: 1807 S MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-172800000	146	E	PROSPECT	CISNEROS CECILIA V	2400031276	5/10/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE OLD SAFE ON DRIVE EAST OF HOUSE, AND GARBAGE DUMPSTERAND BAGS ON GROUND EAST OF HOME.ADDRESS: 146 E PROSPECT STCITATION DATE: 03/20/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-173400000	141	E	PROSPECT	GLASPIE KE'EISHA	2300030648	11/26/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 9/8/23LOCATION: 141 E PROSPECT STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-177200000	202	E	EUCLID	SAYRE RENEE L	2400031381	6/6/2024	205.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/10/2024LOCATION: 202 E EUCLID AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-177200000	202	E	EUCLID	SAYRE RENEE L	2400031458	6/17/2024	270.00	PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK AND DEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED WOOD EAST PROPERTY, OVERFLOWING TRASH CONTAINER SOUTH PROPERTY, DISCARDED RUG FRONT PORCH SOUTH PROPERTY, DISCARDED ITEMS, DEBRIS, LITTER, PLASTIC AND TIRE ON GROUND WEST PROPERTY AREA NEAR DRIVEWAY.ADDRESS: 202 E EUCLID AVECITATION DATE:5/01/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-190100000	226	E	PROSPECT	ABOALI FATEHIA	2300030784	12/29/2023	177.42	PRIVATE PROPERTY MOWING COMPLETED ON 10/24/23LOCATION: 226 E PROSPECT STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-190100000	226	E	PROSPECT	ABOALI FATEHIA	2400030814	1/5/2024	286.90	PROPERTY CLEAN-UP - PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 226 E PROSPECT STCITATION DATE: 10/20/2023INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-190100000	226	E	PROSPECT	ABOALI FATEHIA	2400031382	6/6/2024	205.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/10/2024LOCATION: 226 E PROSPECT STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

ATTACHMENT A

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE #	DUE DATE	DUE	INVOICE NOTES
5-191700000	231	E	PROSPECT	HAMBY SHAWN	2300030746	12/29/2023	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 10/4/23LOCATION: 231 E PROSPECT STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-194000000	326	E	SOUTH	CRADDOCK SHANA	2300030516	10/12/2023	517.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM ENTIRE PROPERTYADDRESS: 326 E SOUTH STCITATION DATE: 09/25/2023INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-194000000	326	E	SOUTH	CRADDOCK SHANA	2400030998	4/3/2024	1,077.17	PROPERTY CLEAN-UP AT 326 E SOUTH STCOMPLETED ON 2/29/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517)788-4170
5-196700000	212	E	SOUTH	WOUTERS VINCENT A JR & BAILY M	2300030747	12/29/2023	338.70	PRIVATE PROPERTY MOWING COMPLETED ON 10/4/2023LOCATION: 212 E SOUTH ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-197000000	0	E	SOUTH	WOUTERS VINCENT A JR & BAILY M	2300030748	12/29/2023	198.92	PRIVATE PROPERTY MOWING COMPLETED ON 10/4/23LOCATION: VACANT LOT ON E. SOUTH STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-199500000	305	E	ADDISON	YOUNG FREDDIE L JR & LINDA F	2400030904	2/21/2024	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK ANDDEBRIS INCLUDING DISCARDED HOUSEHOLD ITEMS, TIRES, FULL TRASH BAGS, METAL, WOOD, PAPERS, LITTER, ON GROUND EAST PROPERTY AND INSIDE AND FALLING OUT OF O
5-200300000	0	E	ADDISON	FLETCHER SAMUEL L	2300030664	11/28/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 9/16/23LOCATION: VACANT LOT ON E ADDISON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-2159.1000	450	E	PROSPECT	BASHIR ALEXANDER	2300030649	11/26/2023	264.35	PRIVATE PROPERTY MOWING COMPLETED ON 9/7/23LOCATION: 450 E PROSPECT STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-042400000	212		SUMMIT	JENKINS LOIS	2400030902	2/21/2024	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL TRASH AND GARBAGE FROM THE ENTIRE PROPERTY.ADDRESS: 212 SUMMIT AVECITATION DATE: 12/05/2023INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
6-051100000	1509		DEYO	FOWLER CHANELL ET AL	2400031321	5/16/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL TRASH, GARBAGE, JUNK AND DEBRIS FROM THE ENTIREPROPERTY.ADDRESS: 1509 DEYO STCITATION DATE:04/05/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
6-053700000	310		SUMMIT	DISCOUNT PROPERTIES LLC	2300030613	11/3/2023	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 8/23/23LOCATION: 310 SUMMIT AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-053700000	310		SUMMIT	DISCOUNT PROPERTIES LLC	2400031383	6/6/2024	205.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/10/2024LOCATION: 310 SUMMIT AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-053800000	308		SUMMIT	AKINS LORNA	2400030908	2/21/2024	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIREPROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED CARDBOARD,BOXES, WOOD, JUNK AND DEBRIS WEST PROPERTY AREA.ADDRESS: 308 SUMMIT AVECITATION DATE: 01/02/2024
6-0548.1000	1319	E	MICHIGAN	DESI ROOTS INC	2300030449	10/5/2023	349.92	PRIVATE PROPERTY MOWING COMPLETED ON 8/11/23LOCATION: 1319 E MICHIGAN AVE INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-0548.1000	1319	E	MICHIGAN	DESI ROOTS INC	2300030785	12/29/2023	180.66	PRIVATE PROPERTY MOWING COMPLETED ON 10/24/23LOCATION: 1319 E MICHIGAN AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-055300000	115		SUMMIT	MARR ALBERT & GERALDINE	2300030450	10/5/2023	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 8/11/23LOCATION: 115 SUMMIT AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-092000000	209	S	DWIGHT	HILAND AMY B ET AL	2400030791	1/3/2024	286.90	PROPERTY CLEAN-UP - PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK ANDDEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED TRASH, HOUSEHOLD ITEMS, LITTER, PAPERS, MATTRESS, ON ENCLOSED FRONT PORCH WEST PROPERTY. ALL JUNK AND DEBRIS EAST PROPERTY
6-092000000	209	S	DWIGHT	HILAND AMY B ET AL	2400031287	5/10/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:ITEMS REMOVED FROM PROPERTY PER COMMUNITY DEVELOPMENT. ADDRESS: 209 S DWIGHT STCITATION DATE: 03/28/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
6-098800000	213	S	ELM	LANPHEAR RICHARD & CHERYL A	2400031316	5/16/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK ANDDEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED PLASTIC, WOOD, HOUSEHOLDITEMS, BUCKETS, TARPS, COOLER, LITTER, PAPERS, CARDBOARD AND ALL OTHER DEBRISEAST PROPERTY AREA NEAR DRIVEWAY AND ON GROUND.ADDRESS:213 S ELM AVECITATION DATE:03/20/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE #	DUE DATE	DUE	INVOICE NOTES
6-099800000	1700		CHAPIN	FHG LLC	2400031384	6/6/2024	205.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/10/2024LOCATION: 1700 CHAPIN STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-103900000	1901		CHAPIN	WILSON MICHAEL	2400030892	2/21/2024	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 1901 CHAPIN STCITATION DATE: 12/11/2023INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
6-109100000	1807		DEYO	UCTUM LUTFIYE YESIM	2300030463	10/6/2023	1,313.61	PROPERTY CLEAN-UP AT 1807 DEYO COMPLETED ON 8/24/2023INVOICE QUESTIONS? CALL THE BUILDING DEP AT (517) 788-4170
6-109100000	1807		DEYO	UCTUM LUTFIYE YESIM	2300030614	11/3/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 8/22/23LOCATION: 1807 DEYO STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-114800000	2015		PLYMOUTH	WEBB JOHN	2300030771	12/29/2023	177.42	PRIVATE PROPERTY MOWING COMPLETED ON 10/18/23LOCATION: 2015 PLYMOUTH STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-125200000	601	S	PLEASANT	VARGOVICH ANDRE	2300030514	10/12/2023	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK, AND DEBRIS FROM THE ENTIREPROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED TRASH BAGS ON PORCH NORTH SIDE OF HOUSE NORTH PROPERTY AREA.ADDRESS: 601 S PLEASANT STCITATION DAT
6-125200000	601	S	PLEASANT	VARGOVICH ANDRE	2400031275	5/10/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK ANDDEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED FULL TRASH BAGS ON OPENPORCH NORTH PROPERTY, AND FULL TRASH BAGS ON GROUND NORTH PROPERTY AREA.ADDRESS: 601 S PLEASANT STCITATION DATE: 03/19/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
6-125200000	601	S	PLEASANT	VARGOVICH ANDRE	2400031385	6/6/2024	205.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/10/2024LOCATION: 601 S PLEASANT STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-127800000	1800		PRINGLE	RAEHTZ CASEN M	2400031386	6/6/2024	200.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/10/2024LOCATION: 1800 PRINGLE AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-147900000	1208		PAGE	E & R RESOURCES MANAGEMENT LLC	2400030864	2/7/2024	141.76	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 1208 PAGE AVE; 01/31/2024INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
6-1556.A000	770	E	WASHINGTON	YGLESIAS EDUARDO ET AL	2300030749	12/29/2023	258.06	PRIVATE PROPERTY MOWING COMPLETED ON 10/5/23LOCATION: 770 E WASHINGTON AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-160800000	1234	S	ELM	MERCADO ERIK DE JESUS CANONGO	2400031099	5/3/2024	136.69	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 1234 S ELM AVE ON 04/15/2024. INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
6-160800000	1234	S	ELM	MERCADO ERIK DE JESUS CANONGO	2400031438	6/13/2024	321.00	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 1234 S ELM AVE ON 06/08/2024. INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
6-169500000	1514		LOCUST	BEEBE ARITTIA J	2400030868	2/6/2024	283.52	PROPERTY CLEAN-UP - PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIREPROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED HOUSEHOLD ITEMS, LITTER,PAPERS, TRASH, FURNITURE, MATTRESSES, PLASTIC ITEMS, DISCARDED TOYS, AND METAL. LOCATED NEAR HOUSE
6-169500000	1514		LOCUST	BEEBE ARITTIA J	2400030952	3/14/2024	280.14	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM ENTIRE YARD AND PORCH- INCLUDING TIRES, AUTOMOBILE PARTS, FURNITURE, ETC.ADDRESS: 1514 LOCUST STCITATION DATE: 01/31/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517
7-006200000	515		OAK	MILLER GLENN E ESTATE	2400031354	6/3/2024	29,950.00	DEMOLITION FEES FOR A HOUSE PER BUILDING BOARD ORDER DANGEROUS STRUCTURES FEES SECTIONS 17-26 AND 17-27 ADDRESS: 515 OAK ST DEMOLITION DATE: FEBRUARY 20, 2024INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
7-006400000	505		OAK	GRIFFIN JESSE JAMES III ESTATE	2400031355	6/3/2024	25,100.00	DEMOLITION FEES FOR A HOUSE PER BUILDING BOARD ORDER DANGEROUS STRUCTURES FEES SECTIONS 17-26 AND 17-27ADDRESS: 505 OAK ST DEMOLITION DATE: FEBRUARY 23, 2024 INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
7-012200000	702	N	MARTIN LUTHER KING JR	SOLOMON AARON M & CASEY L	2400031387	6/6/2024	210.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/10/2024LOCATION: 702 N MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-023500000	710		HOMEWILD	TAYLOR MICHAEL C JR	2400030927	3/1/2024	280.14	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE GARBAGE BINS NOT IN CONFORMANCE WITH SECTION 12-3.MOVE TO THE YARD AREA WHEN IT IS NOT A GARBAGE PICK-UP DAY.ADDRESS: 710 HOMEWILD AVECITATION DATE: 12/20/2023INVOICE QUESTIONS? CALL THE BUILDING DE
7-031200000	350		COOPER	TANSKY ROBERT E & BEVERLY L	2300030656	11/26/2023	165.87	PRIVATE PROPERTY MOWING COMPLETED ON 9/8/23LOCATION: 350 COOPER STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE #	DUE DATE	DUE	INVOICE NOTES
7-031300000	410		DETROIT	TANSKY ROBERT E & BEVERLY L	2300030650	11/26/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 9/8/23LOCATION: 410 DETROIT STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-0314.A000	356		COOPER	ECONOMIC RESEARCH CORP	2300030652	11/26/2023	165.87	PRIVATE PROPERTY MOWING COMPLETED ON 9/8/23LOCATION: 356 COOPER STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-031400000	358		COOPER	ECONOMIC RESEARCH CORP	2300030651	11/26/2023	165.87	PRIVATE PROPERTY MOWING COMPLETED ON 9/8/23LOCATION: 358 COOPER STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-032500000	404		DETROIT	TANSKY ROBERT E & BEVERLY L	2300030653	11/26/2023	165.87	PRIVATE PROPERTY MOWING COMPLETED ON 9/8/23LOCATION: 404 DETROIT STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-032500000	404		DETROIT	TANSKY ROBERT E & BEVERLY L	2400030897	2/21/2024	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK ANDDEBRIS INCLUDING BUT NOT LIMITED TO ALL DEBRIS AND JUNK ON GROUND SOUTH AND WEST PROPERTY AREA INCLUDING WOOD, FURNITURE, PLASTIC, DISCARDED VACUUM CLEA
7-035500000	300	N	VAN DORN	MCWILLIAMS ROSITA P	2400031100	5/3/2024	325.01	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 300 N VAN DORN ST ON 04/24/2024.INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
7-036300000	709		HOMEWILD	HILL DORIS A	2300030666	11/28/2023	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 9/14/23LOCATION: 709 HOMEWILD AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-044600000	212	N	PARK	MICHIGAN REAL TOKEN IV LLC	2400030901	2/21/2024	703.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL JUNK, TRASH, DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 212 N PARK AVECITATION DATE: 12/04/2023INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
7-066900000	567		COOPER	JEW JAMES	2400031320	5/16/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DEBRIS FROM SOUTH SIDE OF HOME, ON THE FRONT PORCH,AND BACK YARD; THE ENTIRE PROPERTY.ADDRESS: 567 COOPER STCITATION DATE:04/01/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
7-082000000	1407		HOMEWILD	WELLS MATTHEW E	2400031470	6/17/2024	270.00	PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK AND DEBRIS INCLUDING BUT NOT LIMITED TO DISCARDED FULL TRASH BAGS WITH UNKNOWN CONTENT ON GROUND, PAPERS, LITTER, TRASH, PLASTIC ALL OVER GROUND IN OR NEAR DRIVEWAY EAST PROPERTY AREA, DISCARDED TARPS, COVERS AND ANY OTHER TRASH OR DEBRIS.ADDRESS: 1407 HOMEWILD AVECITATION DATE: 4/25/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
7-087700000	1205	E	GANSON	KING MARCIA D ESTATE	2300030676	11/29/2023	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 9/29/23LOCATION: 1205 E GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-087700000	1205	E	GANSON	KING MARCIA D ESTATE	2400031390	6/6/2024	205.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/10/2024LOCATION: 1205 E GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-087700000	1205	E	GANSON	KING MARCIA D ESTATE	2400031462	6/17/2024	438.00	PLEASE REMOVE LARGE PILES OF DISCARDED HOUSEHOLD ITEMS ON BACK PORCH AREA AND IN FRONT OF THE GARAGE AREA. THIS INCLUDES TRASH, GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS:1205 E GANSON STCITATION DATE: 5/14/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
7-117100000	140		BATES	HERNANDEZ RICARDO JR	2300030773	12/29/2023	177.42	PIRVATE PROPERTY MOWING COMPLETED ON 10/19/23LOCATION: 140 BATES STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-122900000	129	N	GORHAM	ALBERTO CORDOVA J	2300030775	12/29/2023	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 10/19/23LOCATION: 129 N GORHAM STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-1243.A000	2101	E	GANSON	GONYON SAMUEL	2400031280	5/10/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL TRASH, JUNK, DEBRIS AND RUBBISH FROM THE ENTIREPROPERTY TO INCLUDE AUTO PARTS AND SHOPPING CARTS.ADDRESS: 2101 E GANSON STCITATION DATE: 02/23/2024INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
7-1277.0100	2201	E	GANSON	FASECAS LINDA ET AL	2400031392	6/6/2024	240.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/11/2024LOCATION: 2201 E GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-002400000	2214	E	GANSON	JONES ARTHUR W ET AL	2400030923	3/1/2024	1,110.14	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE/EMPTY THE GARBAGE AND DEBRIS LOCATED IN THETRAILER ON THE PROPERTY.ADDRESS: 2214 E GANSON STCITATION DATE: 10/09/2023INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
8-002800000	2202	E	GANSON	BRUCE SANDRA L	2300030451	10/5/2023	264.08	PRIVATE PROPERTY MOWING COMPLETED ON 8/11/23LOCATION: 2202 E GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE #	DUE DATE	DUE	INVOICE NOTES
8-005900000	227	N	DWIGHT	SICILIANO JAMES & SHAINA	2400030810	1/5/2024	286.90	PROPERTY CLEAN-UP - PLEASE REMOVE ALL GARBAGE, TRASH, AND DEBRIS. THIS INCLUDES BUT IS NOT LIMITED TO THE MATTRESS ON THE FRONT PORCH AND THE MATTRESS AND BOX SPRING NEXT TO FRONT PORCH. ADDRESS: 227 N DWIGHT ST CITATION DATE: 10/18/2023 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
8-013200000	320	N	FORBES	HARRIS RODERICK	2300030587	11/2/2023	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 8/31/23 LOCATION: 320 N FORBES ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-020700000	232	N	GORHAM	VIGUS NICHOLE M	2400030813	1/5/2024	286.90	PROPERTY CLEAN-UP - REMOVE ALL JUNK AND TRASH AND DEBRIS FROM THE ENTIRE PROPERTY. ADDRESS: 232 N GORHAM ST CITATION DATE: 10/20/2023 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
8-032400000	521	N	PLEASANT	POWELL JENNIFER	2400031273	5/10/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED: PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL DISCARDED WASTE ITEMS, BULK ITEMS, PLASTICS BUCKETS AND BULK MATERIAL ACCUMULATED IN BACKYARD NEXT TO DISMANTLED, INOPERABLE RED PONTIAC. THIS INCLUDES WOOD FENCING AGAINST BACK DECK THE ANIMAL FECES. ADDRESS: 521 N PLEASANT ST CITATION DATE: 03/21/2024 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
8-052000000	308		ORANGE	LITTLEJOHN MONICA L	2300030687	11/29/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 9/27/23 LOCATION: 308 ORANGE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-063200000	1520	E	GANSON	WILLIAMS FARROW THERESA	2300030530	10/17/2023	148.52	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 1520 E GANSON ST: 10/04/2023 INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
8-063200000	1520	E	GANSON	WILLIAMS FARROW THERESA	2300030677	11/29/2023	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 9/19/23 LOCATION: 1520 E GANSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-063200000	1520	E	GANSON	WILLIAMS FARROW THERESA	2400031395	6/6/2024	205.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/8/2024 LOCATION: 1520 E GANSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-070000000	432		SEYMOUR	BARNETT ANGELA J	2400031393	6/6/2024	235.00	PRIVATE PROPERTY MOWING COMPLETED ON: 5/8/2024 LOCATION: 432 SEYMOUR AVE INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-075200000	508		SEYMOUR	PREGITZER JOSHAWA D	2400031282	5/10/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED: REMOVE ALL GARBAGE, TRASH, JUNK, DEBRIS AND RUBBISH FROM THE ENTIRE PROPERTY TO INCLUDE THE DOOR, WASHING MACHINE, AND OTHER ITEMS. ADDRESS: 508 SEYMOUR AVE CITATION DATE: 02/26/2024 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
8-139700000	742		EDGEWOOD	SIMPSON ELIZABETH ET AL	2400031457	6/17/2024	270.00	PLEASE REMOVE DISCARDED TRASH AND BOXES FROM ENCLOSED PORCH AND BACK DOOR NEAR DRIVEWAY AND THE ENTIRE PROPERTY. ADDRESS: 742 EDGEWOOD ST CITATION DATE: 5/8/2024 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
8-142600000	713		WHITNEY	LOWE BRIAN	2400030918	3/1/2024	280.14	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED: PLEASE REMOVE ALL GARBAGE, TRASH AND DEBRIS FROM DRIVEWAY AND THE ENTIRE PROPERTY. ADDRESS: 713 WHITNEY ST CITATION DATE: 01/04/2024 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
8-165900000	906		WHITNEY	SOWLE CASEY	2300030750	12/29/2023	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 10/18/23 LOCATION: 906 WHITNEY ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-165900000	906		WHITNEY	SOWLE CASEY	2400031274	5/10/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED: PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY, INCLUDING BUT NOT LIMITED TO: DRYWALL AND CONSTRUCTION DEBRIS ON AND AROUND FRONT PORCH. ADDRESS: 906 WHITNEY ST CITATION DATE: 02/21/2024 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
8-169600000	800	N	WATERLOO	HARMON BRENT STEVEN	2400030819	1/5/2024	286.90	PROPERTY CLEAN-UP - PLEASE REMOVE ANY AND ALL GARBAGE FROM THE ENTIRE PROPERTY, TO INCLUDE BUT NOT LIMITED TO ALL LOOSE GARBAGE, TRASH AND DEBRIS AROUND PROPERTY THIS ALSO INCLUDES ILLEGAL FENCING PALLETS AROUND THE FRONT AREA AND ALL PILED TRASH AND DEBRIS
8-200200000	308		MARSHALL	PRITZ STEVEN	2300030670	11/28/2023	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 9/13/23 LOCATION: 308 MARSHALL ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-207500000	109		HOLLYWOOD	TEJADA LUIS	2400031322	5/16/2024	273.38	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED: PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING DISCARDED BULK WOOD HOUSEHOLD GOODS IN BACK YARD. THIS INCLUDES WOOD TABLE, TIRE, USED WOOD PILED NEAR BACK DOOR AND WORKOUT BENCH. ADDRESS: 109 HOLLYWOOD ST CITATION DATE: 04/02/2024 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012

ATTACHMENT A

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE #	DUE DATE	DUE	INVOICE NOTES
8-224700000	830		WELLS	KELLEY PATRICIA A	2300030502	10/10/2023	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED: PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED PAPERS, LITTER, AND HOUSEHOLD ITEMS ON GROUND EAST PROPERTY AREA. PLEASE REMOVE TRASH FROM OVER FLOW
8-241900000	1026		COOPER	KALYONCUOGLU AHMET GONEN	2300030510	10/12/2023	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED: PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY TO INCLUDE THE BACK YARD AND DRIVEWAY. ADDRESS: 1026 COOPER ST CITATION DATE: 08/15/2023 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
8-244700000	1100		WALKER	FORBES REBECCA	2400030812	1/5/2024	286.90	PROPERTY CLEAN-UP - PLEASE REMOVE ALL TRASH, GARBAGE AND DEBRIS LOCATED ON THE TRAILER AND FROM THE ENTIRE PROPERTY. ADDRESS: 1100 WALKER ST CITATION DATE: 10/17/2023 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
8-245800000	140	W	NORTH	COMMERCIAL EXCHANGE INC	2300030457	10/5/2023	555.56	PRIVATE PROPERTY MOWING COMPLETED ON 8/17/23 LOCATION: 140 W NORTH ST (INCLUDING 8-2460, 8-2458, 8-2439) INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-247700000	0		WALKER	STRAUSS ADAH E LE	2300030458	10/5/2023	264.08	PRIVATE PROPERTY MOWING COMPLETED ON 8/18/23 LOCATION: VACANT LOT ON WALKER ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-247800000	1136		WALKER	STRAUSS ADAH E LE	2300030459	10/5/2023	209.04	PRIVATE PROPERTY MOWING COMPLETED ON 8/18/23 LOCATION: 1136 WALKER ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-247800000	1136		WALKER	STRAUSS ADAH E LE	2300030717	12/13/2023	1,344.84	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 1136 WALKER ST; 12/7/2023. MAIN HOUSE & ACCESSORY STRUCTURE. INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
8-247800000	1136		WALKER	STRAUSS ADAH E LE	2400031279	5/10/2024	1,589.63	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED: PLEASE REMOVE ALL GARBAGE, WOOD, SIDING, PLASTIC, BURNT FURNITURE AND ANY AND ALL DEBRIS FROM THE DRIVEWAY, FRONT YARD, ALONG THE FENCE, AND DOWN BY THE OTHER HOME/STRUCTURE. ADDRESS: 1136 WALKER ST CITATION DATE: 12/11/2023 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
8-256400000	107	W	MONROE	COLEMAN CHESTER & GAIL	2300030708	12/12/2023	3,327.96	PROPERTY CLEAN-UP AT 107 W MONROE ST COMPLETED ON 9/26/2023 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4170
8-2566.1000	115	W	MONROE	HORTON FAMILY HOMES TRUST	2300030768	12/29/2023	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 10/10/23 LOCATION: 115 W MONROE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

**A RESOLUTION AUTHORIZING PLACEMENT OF DELINQUENT INVOICES ON
THE WINTER TAX ROLL CONSISTENT WITH SECTION 22-12 OF THE CITY OF
JACKSON CODE OF ORDINANCES**

BY THE CITY COUNCIL:

WHEREAS, Section 22-12 of the Jackson Code of Ordinances was amended by the City Council on October 12, 2021 to provide that delinquent invoices be placed on the ad valorem property tax bills; and,

WHEREAS, Section 22-12 of the Jackson Code of Ordinances provides that delinquent invoices more than 90 days overdue be reported by the City Clerk to the City Council for approval; and,

WHEREAS, the Finance Department has provided the attached report of delinquent invoices for review and approval by the City Council; and,

WHEREAS, the City Council has reviewed and approved said report, and directs the City Assessor to levy such amounts on the respective properties set forth in the report as a lien which shall be added to the tax roll for each respective property;

NOW, THEREFORE, BE IT RESOLVED, that the City of Jackson City Council hereby resolves to place the list of delinquent invoices accompanying this Resolution as **Attachment A** on the 2024 winter tax roll.

BE IT FURTHER RESOLVED that should any taxpayer pay a delinquent invoice subsequent to adoption of this Resolution, but prior to the commitment of the 2024 winter tax roll in December, 2024 that such delinquent invoice shall be removed from the roll for that property.

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

I, Andrea Muray, City Clerk in and for the City of Jackson, County of Jackson and State of Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Jackson City Council on the 22th day of October, 2024.

IN WITNESS WHEREOF, I have hereto affixed
my signature and the seal of the City of Jackson,
Michigan, on this 23th day of October, 2024.

Andrea Muray, City Clerk

October 3, 2024

Andrea Muray, City Clerk
City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201

Please place on the agenda for Tuesday, October 22, 2024, the attached Resolution for Council's consideration:

The attached Resolution, with an attached list of delinquent invoices, allows said invoices to be placed on the 2024 winter tax bills per Chapter 22, Section 22-12 of the City's Code of Ordinances.

Thank you,

Assessor's Office

Attachment

Copy: City Manager's Office, Engineering, Public Works Department, Water Department, Wastewater Treatment Plant, Community Development; Finance/Sue, File.



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: October 22, 2024

SUBJECT: Second Reading/Final Adoption of Ordinance No. 2024-08 to Separate the Position of Director of Police and Fire Services into Two Positions

Recommendation:

Recommend approval of separating the Director of Police and Fire Services into a Police and Fire Chief, as well as the applicable ordinance changes and move to second reading. In addition, authorize the City Manager to make the necessary administrative changes to the City's Personnel Policy and/or job classifications in accordance with the amendments.

The attached information from Director Hitt outlines the rationale for separating the position and duties from Director of Police and Fire Services to individual positions of Police Chief and Fire Chief.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Elmer Hitt, Public Safety Director

DATE: October 22, 2024

RECOMMENDATION: Separation of the Director of Police and Fire Services into Police Chief and Fire Chief and amending applicable City Ordinances as edited by the City Attorney

ISSUE STATEMENT

The Director of Police and Fire Services was originally created as a temporary position in 2010, when then Police Chief Matthew Heins was assigned to the role. This came at a time when significant budget cuts were necessary as a result of the Great Recession. Both the police and fire department experienced layoffs and an overall reduction in staffing. Despite what was originally described as a temporary position, in 2012 the position was codified in city ordinance. Although not back at the former staffing numbers, both departments have made great strides. It is now time to revert back to the structure of having a Police Chief and a Fire Chief oversee the departments.

DESCRIBE THE CONSEQUENCES

Eliminating the Director of Police and Fire Services and reverting back to a separate Police Chief and Fire Chief has many advantages. One significant advantage is that it increases both the quantity and quality of the applicant pool should the need for an external hiring process arise for either of the positions. A second advantage is creating for a more seamless merger should an opportunity present itself. Lastly, the quality of service to the public will in no way be diminished through the change and quite frankly, will be improved by professional leaders dedicated to improving public safety in their respective discipline.

OWNERSHIP

The need for the change is long overdue and now is the time. Both departments have worked hard at getting to a point of making the transition back and currently sit in a position to make it happen. Leaders of the police and fire department both fully support this change and truly believe it is the right thing to do in the best interest of the citizens served.

SOLUTION

As Council is likely aware, there are a variety of statutory and administrative responsibilities set forth in the City Code for both the police and fire departments. These involve not only the respective departments' day-to-day operations, but additional responsibilities under the housing code; review of city marihuana licenses; oversight and review of various applications and permits issued by the City; and traffic and motor vehicle restrictions. The proposed amendments not only seek to bifurcate the existing role of Director of Police and Fire Services into two separate positions each with the respective authority over their department, but to further clarify the various duties and responsibilities of each under the City Code. All fire code-related matters will now be directly overseen by the fire chief, and all law enforcement duties overseen by the police chief. It is further requested, in accordance with Sec. 9.10 of the City Charter, that the proposed ordinance revisions go into effect as of January 1, 2025.

FACILITATE IMPLEMENTATION

Adopt for first reading the proposed amendments to the City Code of Ordinances separating the Director of Police and Fire Services into two separate positions of Police Chief and Fire Chief and to delineate the responsibilities of those respective positions; and to further authorize the City Manager to make the necessary administrative changes to the City's personnel policy and/or job classifications in accordance with the amendments.

ATTACHMENTS

1. 10-08-24 - Ordinance Revisions
2. Ordinance No. 2024-08

ORDINANCE NO. 2024-_____

An Ordinance amending the City of Jackson Code of Ordinances to separate the position of the Director of Police and Fire Services into two separate positions of Police Chief and Fire Chief.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance amending the City of Jackson Code of Ordinances to separate the position of the Director of Police and Fire Services into two separate positions of Police Chief and Fire Chief and to delineate the responsibilities of those respective positions.

Section 2. That the following Chapters and Sections of the City of Jackson Code of Ordinances be amended as follows:

Chapter 1 – GENERAL PROVISIONS, Sec. 1-2, shall be amended to read as follows:

Sec. 1-2. Definitions and rules of construction.

In the construction of this Code and of all ordinances of the city, the following definitions and rules of construction shall be observed, unless they are inconsistent with the intent of the council or the context clearly requires otherwise:

Charter. The word "Charter" shall mean the Charter of the City of Jackson, Michigan, adopted November 3, 1914, and shall include any amendment to such Charter.

City. The word "city" shall denote the City of Jackson, Michigan.

City council. The words "city council" and "commission" shall mean the Council of the City of Jackson, Michigan.

Code. The expressions "Code" or "this Code" shall mean the Code of Ordinances, City of Jackson, Michigan, as designated in section 1-1, and as hereinafter modified by amendment, revision and by the adoption of new chapters, articles, divisions or sections.

Computation of time. The time within which an act is to be done, as provided in this Code or in any order issued pursuant to this Code, when expressed in days, shall be computed by excluding the first day and including the last, except that if the last day is Sunday or a legal holiday it shall be excluded; and when the time is expressed in hours, the whole of Sunday or a legal holiday, from midnight to midnight, shall be excluded.

County. The term "the county" or "this county" shall mean the County of Jackson in the State of Michigan.

~~*Director of police and fire services.* Director of police and fire services shall be the person designated by the city manager to be in charge of the department of police and fire services, which shall include a police division and a fire division. Wherever the term "chief of police," or "police chief," or "fire chief" is used in this Code, it shall mean the director of police and fire services or his/her designee.~~

Gender. Words denoting the masculine gender shall be deemed to include the feminine and neuter genders.

General terms. A general term following a specific enumeration of terms is not to be limited to the class enumerated unless expressly so limited.

Joint authority. All words purporting to give joint authority to three (3) or more public officers or other persons, shall be construed as giving such authority to a majority of such officers or other persons unless it is otherwise expressly declared in the ordinance granting the authority.

MCL, MSA. The abbreviations "MCL" and "MSA" refer to the Michigan Compiled Laws and Michigan Statutes Annotated respectively, as amended.

Month. The word "month" shall mean a calendar month.

Number. Words in the singular shall include the plural, and words in the plural shall include the singular.

Officer, employee, department, board, commission or other agency. Whenever any officer, employee, department, board, commission, or other agency is referred to by title only, such reference shall be construed as if followed by the words "of the City of Jackson, Michigan." Whenever, by the provisions of this Code, any officer, employee, department, board, commission or other city agency of the city is assigned any duty or empowered to perform any act or duty, reference to such officer, employee, department, board, commission or agency shall mean and include such officer, employee, department, board, commission or agency, or any deputy or authorized subordinate.

Person. The word "person" and its derivatives and the word "whoever" shall include a natural person, partnership, association, legal entity or a corporate body or any body of persons corporate or incorporate. Whenever used in any clause prescribing and imposing a penalty, the term "person" or "whoever" as applied to any unincorporated entity, shall mean the partners or members thereof, and as applied to corporations, the officers thereof.

Shall/may. Whenever the word "shall" appears in this Code it shall be considered mandatory and not directory, except as otherwise provided. "May" is permissive.

State. The term "the state" or "this state" shall be construed to mean the State of Michigan.

Tense. Words used in the present or past tense include the future as well as the present and past.

Chapter 2 – ADMINISTRATION, Sec. 2-1, Sec. 2-7, and Sec. 2-8 shall be amended to read as follows:

Sec. 2-1. Administrative service.

The administrative service of the city shall be under the overall supervision and direction of the city manager, except as otherwise provided by the Charter, and shall be divided into the following offices and departments, each of which shall be the responsibility of the department head listed opposite each department:

Office or Department	Official Head
Office of Clerk	City Clerk
Office of Assessor	City Assessor
Department of Finance	Director of Finance
Office of Treasurer/Income Tax Administrator	City Treasurer/Income Tax Administrator
Police Department of Police and Fire Services	Director of Police Chief and Fire Services
Department of Public Works	Director of Public Works
Department of Parks, Recreation and Grounds	Director of Parks, Recreation and Grounds
Community Development Department	Director of Community Development
Office of City Attorney	City Attorney
<u>Fire Department</u>	<u>Fire Chief</u>

Sec. 2-7. Police department.

The police department is hereby created, and shall be headed by the ~~police chief~~~~chief of police~~, who shall be the commanding officer of the police force. The ~~police~~ chief shall direct the work of the police department, and shall be responsible for law enforcement within the city.

Sec. 2-8. Fire Department of police and fire services.

The fire department ~~of police and fire services~~ is hereby created, and shall be headed by the fire chief~~director of police and fire services~~, who shall be the commanding officer of the ~~both the fire and police divisions within the~~ department. The fire chief ~~director~~ shall direct the work of the ~~police and fire services~~ department, and shall be responsible, ~~along with the deputy chief of police and deputy fire chief~~, for ~~law enforcement~~, fire prevention and fire suppression, as well as all other fire or rescue-related work assigned by the city manager.

Chapter 10 – FIRE PREVENTION AND PROTECTION, Sec. 10-27, Sec. 10-29, and Sec. 10-53 and Sec. 10-55 shall be amended to read as follows:

Sec. 10-27. ~~Fire Chief~~Director of police and fire services.

The fire ~~division~~ department shall be headed by the fire chief ~~director of police and fire services or his designee ("director")~~ and shall be charged with the prevention and extinguishment of fires, the protection of life and property against fire, the removal of fire hazards, the performance of other public services of an emergency nature assigned to it, and the conducting of an educational fire prevention program.

(Ord. No. 2016-13, § 2, 6-28-16)

Sec. 10-29. Division rules.

The fire chief ~~director of police and fire services~~ shall adopt rules and regulations for the government of the fire division, subject to the approval of the city manager, and may change and repeal the same upon notice to and approval by the city manager. Such rules and regulations shall designate the chain of command for the fire ~~division~~ department, so that in the absence or

disability of the ~~fire chief~~~~director~~ or any officer of the fire ~~division~~ department, the responsibility for the operation of the division shall immediately and automatically be vested in the next ranking officer or member of the ~~division~~ department on duty at the time of a fire.

Sec. 10-53. Amendments, deletions and additions.

The following sections and subsections of the ICC, 2015 International Fire Code, are hereby amended or deleted as set forth, and additional sections and subsections are added as indicated. Subsequent section numbers used in this section shall refer to the like-numbered sections of such fire prevention code.

Sec. 101.1. The following portions of Section 101.1 are amended to provide as follows:

Title. These regulations shall be known as the Fire Prevention Code of the City of Jackson, hereinafter referred to as "this Code".

Sec. 108.1. The following portions of Section 108.1 are amended to provide as follows:

Application for appeal. Whenever the ~~director~~ fire chief shall disapprove of an application or refuse to grant a permit hereunder, or when it is claimed the provisions of this code do not apply or the true intent of the code has been misinterpreted, the applicant may appeal in writing to the City of Jackson Building Code Board of Examiners and Appeals (the "Board") within thirty (30) days from the date of the disapproval of the application or refusal to grant a permit.

Section 108.3 is deleted in its entirety.

Sec. 109.3. Notice of Violation. The following portions of Section 109.3 are amended to provide as follows:

Violation Penalties. Person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$500.00 or by imprisonment not exceeding 90 days, or both such fine or imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Sec. 113.1. Fees. The following portions of Section 113.1 are amended to provide as follows:

Fees. A permit shall not be issued until the fees have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid. Fees shall be set by Resolution of the City Council.

Sections 307, 308, 309, 310, 311, 312, 313, and 314. Outdoor burning. The following portions of Sections 307, 308, 309, 310, 311, 312, 313, and 314 are amended to provide as follows:

307.1 This section applies to all outdoor burning and open burning within the City of Jackson.

307.2 Definitions.

307.2.1 Clean wood means seasoned, dry, and natural wood which has not been painted, varnished or coated with a similar material, has not been pressure treated with preservatives, and does not contain resins or glues as in plywood or other composite wood products.

307.2.2 Construction and demolition waste means building waste materials, including but not limited to waste shingles, insulation, lumber, treated wood, painted wood, wiring, plastics, packaging, and rubble that results from construction, remodeling, repair, and demolition operations on a house, commercial or industrial building, or other structure.

307.2.3 Manufactured gas fire device means a manufactured gas burning device used for outdoor recreation and/or heating.

307.2.4 Open burning means kindling or maintaining a fire where the products of combustion are emitted into the ambient air without passing through a stack or a chimney.

307.2.5 Outdoor burning means open burning, burning in a wood-burning unit, or burning in a manufactured gas fire device.

307.2.6 Wood-burning unit means a manufactured wood burning device (including a chiminea) used for outdoor recreation and/or heating.

307.3 General prohibition on outdoor burning. Outdoor burning is prohibited unless specifically permitted by this section.

307.4 Outdoor burning of refuse, brush, leaves, waste, and grass clippings prohibited. Outdoor burning of refuse is prohibited including the burning of brush, leaves, waste, and grass clippings.

307.5 A wood-burning unit may be used in the City of Jackson only if it is used in accordance with all of the following provisions:

307.5.1 The wood-burning unit shall only be used to burn clean wood. The wood-burning unit shall not be used to burn refuse, waste, brush, leaves, grass clippings, or any material or substance other than clean wood.

307.5.2 The wood-burning unit shall be located in the rear yard only. For the purpose of this section only, on corner lots, the rear yard shall be considered the yard opposite the street on which the front door of the house faces.

307.5.3 The wood-burning unit shall be located no closer than twenty-five (25) feet from any structure. The wood-burning unit shall be located no closer than fifteen (15) feet from any neighboring property line.

307.5.4 The wood-burning unit or burning materials within the unit shall not cause a nuisance to neighbors. Reasonably objectionable smoke, odor, or smell shall be deemed a nuisance and is prohibited.

307.5.5 Operational hours for any wood-burning unit shall be limited to the time between 9:00 a.m. through 11:00 p.m.

307.5.6 All fires shall be diligently supervised by at least one person who is eighteen (18) years of age or older.

307.5.7 There shall be a minimum of a garden hose connected to a reliable water supply, a bucket filled with no less than two (2) gallons of clean water, or a properly functioning portable fire extinguisher, rated 2-A; 10-B, C, in plain view and within fifteen (15) feet from any wood-burning unit.

307.5.8 The wood-burning unit shall be no wider than three (3) feet in diameter and no higher than three (3) feet above the base of the wood-burning unit, which makes direct contact with the bottom of the burning materials in the wood-burning unit. A chiminea shall be no higher than five (5) feet above the base, which makes direct contact with the bottom of the burning materials in the chiminea.

307.5.9 The wood-burning unit shall be enclosed on all sides and the bottom, and shall have a metallic screen or cover that completely covers the top of the wood-burning unit. The metallic screen or cover covering the top of the wood-burning unit shall be no larger than one-third-inch metallic meshing. Burning materials shall be completely contained within the wood-burning unit. The wood-burning unit shall only be constructed of metal, concrete, clay, or other similar non-combustible materials.

307.5.10 The materials being burned in the wood-burning unit shall not make direct contact with the ground. The base of the wood-burning unit, which makes direct contact with the bottom of the burning materials in the wood-burning unit, shall not make direct contact with the ground.

307.5.11 The wood-burning unit shall only be used with the express permission of the property owner or tenant.

307.5.12 The wood-burning unit shall only be used at a one-family or two-family dwelling.

307.5.13 Any user of a wood-burning unit shall comply with the directions, instructions, and warnings provided by the manufacturer of the wood-burning unit. If the directions, instructions, and warnings provided by the manufacturer conflict with any provision in this section, the provision in this section shall control.

307.5.14 There shall only be one (1) active wood-burning unit at a property at a time.

308.1 A manufactured gas fire device may be used in the City of Jackson at one or two-family dwellings and non-residential property only if it is used in accordance with all of the following provisions:

308.1.1 The manufactured gas fire device shall only be used to burn flammable gas. The manufactured gas fire device shall not be used to burn refuse, waste, brush, leaves, grass clippings, wood, or any material or substance other than flammable gas.

308.1.2 At one or two family dwellings, the manufactured gas fire device shall be located in the rear yard only. For the purpose of this section, on corner lots, the rear yard shall be considered the yard opposite the street on which the front door of the house faces.

308.1.3 The manufactured gas fire device shall be located no closer than five (5) feet from any portion of a structure in any direction, including above the manufactured gas fire device. The manufactured gas fire device shall be located no closer than fifteen (15) feet from any neighboring property line. The manufactured gas fire device shall be located no closer than ten (10) feet from any other manufactured gas fire device, wood-burning unit, or outdoor burning.

308.1.4 The manufactured gas fire device shall not cause a nuisance to neighbors. Reasonably objectionable smoke, odor, or smell shall be deemed a nuisance and is prohibited.

308.1.5 At one or two family dwellings, operation of a manufactured gas fire device shall be limited to the time between 9:00 a.m. through 11:00 p.m.

308.1.6 All manufactured gas fire devices shall be diligently supervised by at least one person who is eighteen (18) years of age or older when the gas fire device is in use.

308.1.7 The manufactured gas fire device shall only be used with the express permission of the property owner or tenant.

308.1.8 Any user of a manufactured gas fire device shall comply with the directions, instructions, and warnings provided by the manufacturer of the manufactured gas fire device. If the directions, instructions, and warnings provided by the manufacturer conflict with any provision in this section, the provision in this section shall control.

308.1.9 At a non-residential property, the owner of a manufactured gas fire device that will be placed in a public right-of-way shall complete an application for revocable license and pay the required fee to the Clerk's office. The application must also include a general liability insurance certificate verifying that the owner of the manufactured gas fire device is insured against personal injury and property damage arising out of the use or possession of the manufactured gas fire device. The owner shall also provide to the City of Jackson an insurance endorsement stating that the City of Jackson is an additional insured, and it must be in a reasonable coverage amount established by the City Attorney to ensure the City's protection. Upon receipt of a completed application for a revocable license, the application shall be placed on the next regularly scheduled City Council meeting for City Council action. All complete applications for a revocable license must either be denied or approved and executed within sixty (60) days of receipt. If the application for the revocable license is approved by the City Council, the Mayor and Clerk shall execute the revocable license. Any complete application that is not denied within sixty (60) days of receipt shall be deemed approved.

308.1.10 At non-residential property, a manufactured gas fire device shall only be in use during the hours that the business is open.

309.1 *Exceptions.* Subsections 307.3, 307.5, and 308.1 do not apply to:

309.1.1 Grilling or cooking food using charcoal cookers, propane or natural gas in cooking appliances, braziers, hibachis, grills, outdoor fireplaces or gas-fired stoves.

309.1.2 The temporary use of propane, acetylene, natural gas, gasoline or kerosene in a device intended for construction or maintenance activities.

309.1.3 The temporary use of non-ash producing fuels being used not less than fifteen (15) feet from combustible materials, when used in metal containers for the heating of building materials or for the warmth of workers.

309.1.4 Outdoor burning by the City Fire ~~Division~~ Department in connection with training and performance of its duties.

310.1 The fire department ~~of police and fire services~~ is authorized to enforce this section.

311.1 A City official or employee enforcing this section may require the owner, tenant, occupant, guest, or any other person at the property to extinguish any outdoor fire that creates a fire hazard, is a nuisance, is reasonably objectionable, or is unsafe. If there are no capable, available, or willing people at the property to extinguish an outdoor fire, the City official or employee may extinguish the outdoor fire.

312.1 Charcoal cookers, propane or natural gas in cooking appliances, braziers, hibachis, grills, stoves, or other similar devices when in use outdoors for cooking or heating purposes, shall not be used or kindled on any balcony, shall not be used or kindled under any overhanging portion of a structure, and shall be located no closer than ten (10) feet from any portion of a structure in any direction, including above, at property that has a structure or structures that contain more than two dwelling units.

313.1 Any provision or requirement in Sections 307, 308, 309, 310, 311, and 312 may be waived or modified only with the express written permission of the City Fire Division or approval by the City Council.

314.1 Between the passage date of this ordinance and the effective date of this ordinance, any provision or requirement in Sections 307, 308, 309, 310, 311, and 312 may be waived or modified only with the express written permission of the City Fire Division or approval by the City Council.

Sec. 506.1. Key boxes; installation; contents. The following portions of Section 506.1 are amended to provide as follows:

Key boxes; installation; contents. A key box of a type approved by the fire official shall be required when a property is protected by an automatic fire alarm system or access to the property is made unusually difficult because of secured doors or other openings. Such key box, when installed, shall contain all of the following:

1. Keys to locked points of ingress whether on the interior or exterior of such buildings.
2. Keys to locked mechanical equipment rooms.
3. Keys to locked electrical rooms.
4. Keys to elevator controls.
5. Keys to other areas as deemed necessary by the fire official.

Sec. 560.4. Explosive materials storage and handling. The following portions of Section 560.4 are amended to provide as follows:

5604.1 General. Storage of explosives and explosive materials, small arms ammunition, small arms primers, propellant-actuated cartridges and smokeless propellants in magazines shall comply with the provisions of this section. The storage of explosives and blasting agents is prohibited within all zoning designations of property within the city except those areas designated as I-1 or I-2 industrial properties and C-1, C-2, C-3, or C-4, commercial districts by the zoning code of the City of Jackson; provided, however, that temporary storage not to exceed five (5) continuous days in conjunction with approved blasting operations shall be permissible.

It shall not be deemed unlawful under this section to store wholesale and retail stocks of small arms ammunition, explosive bolts, explosive rivets, or cartridges for explosive-

activated power tools in quantities involving less than five hundred (500) pounds of explosive material.

Sec. 10-55. Appeals.

Whenever the ~~fire chief director of police and fire services~~ shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the code adopted by this article do not apply or that the true intent and meaning of such code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the ~~director~~ fire chief to the board within thirty (30) days from the date of the decision appealed.

Chapter 14 – HOUSING, Sec. 14-42 shall be amended to read as follows:

Sec. 14-42. Inspections.

- (a) In order that they may perform their duties to safeguard the health, safety and welfare of the occupants of dwellings and of the general public, the chief building official, chief of police and fire official are hereby authorized to make or cause to be made such inspections of dwellings or dwelling units as are necessary to enforce the provisions of this article and to correspond with section 14-9. The inspections that are authorized for the purpose of enforcement of the provisions of this article shall be made at a reasonable time. The word "dwelling" as used in this subsection shall include, but not be limited to, those categories of structures defined in section 14-26.
- (b) The chief building official, chief of police and fire official shall inspect buildings and structures regulated by this article. Inspections may be conducted even though a current certificate of compliance is on record with the department of neighborhood and economic operations.
- (c) An inspection shall be conducted in the manner best calculated to secure compliance with this article and appropriate to the needs of the community.
- (d) In an emergency situation, the chief building official, chief of police and fire official have the right to enter at any time for purposes of this article, an emergency shall exist when the chief building official, chief of police or fire official has reasonable grounds to believe that a condition hazardous to health or safety exists on the premises and requires immediate attention.
- (e) In a nonemergency situation or where the owner or occupant of any dwelling demands a warrant for inspection of the premises, the chief building official, chief of police or fire official shall obtain a warrant from a court of competent jurisdiction.

Chapter 16 – LICENSES, PERMITS AND MISCELLANEOUS BUSINESS REGULATIONS, Sec. 16-8, Sec. 16-9, Sec. 16-14, Sec. 16-127, Sec. 16-205, Sec. 16-263, Sec. 16-264, Sec. 16-301, Sec. 16-335, Sec. 16-336, Sec. 16-342, Sec. 16-349, Sec. 16-502, Sec. 16-515, Sec. 16-516, Sec. 16-519, Sec. 16-521, and Sec. 16-527 shall be amended to read as follows:

Sec. 16-8. Fire chief's certificate.

In all cases where the certification of the fire chief ~~or director of police and fire services~~ (or designee) is required prior to the issuance of any license by the city clerk, such certification shall be based upon an actual inspection and a finding that the premises in which the person making application for such license proposes to conduct or is conducting the trade, profession, business or privilege comply with all the fire regulations of the state and of the city.

Sec. 16-9. Police chief's certification.

In all cases where certification by the police chief ~~of police or director of police and fire services~~ (or designee) is required prior to the issuance of any license by the city clerk, such certification shall be based upon a finding by the ~~director of police~~ chief and fire services (or designee) that the applicant has met all public safety and criminal history prerequisites, if any, of any applicable licensing ordinance.

Sec. 16-14. Fees; when paid.

The fee required by this Code for any license or permit shall be paid at the office of the issuing authority prescribed in this Code upon or before the granting of such license or permit. In addition to the fees required by this Code or by Resolution, additional fees may be charged by various city departments for inspections required by this Code. Additional fees may also be charged for responses or services by or from the police department, and fire department, ~~services~~ or the department of public works.

Sec. 16-127. Duties of persons, groups or entities wishing to solicit.

No person shall engage in any act of solicitation in any public place within the city without first contacting the office of the city clerk at least twenty-four (24) hours in advance of the date or dates proposed for such solicitation, and providing in writing to the clerk and the ~~director of police~~ chief and fire services (or designee) all of the following:

- (1) The name, address and telephone number of the person, group or entity on whose behalf such solicitation will take place.
- (2) The names and business addresses of all those persons who will engage in such solicitation.
- (3) The date or dates upon which such solicitation will take place.
- (4) The general locations within the city where such solicitation will take place.

No solicitation is permitted on any public street at any time.

Sec. 16-205. Inspections required.

The chief building official and ~~fire chief~~ director of police and fire services (or their designees) shall inspect or cause to be inspected prior to operation of a dance hall or special dance operating under the terms of this article, wherever the same may be located, relative to safety, sanitation and hazardous conditions.

Sec. 16-263. Requirements.

It shall be unlawful:

- (1) For any person to fumigate a building or any part thereof without first notifying the fire chief ~~director of police and fire services~~ at least four (4) hours before beginning such fumigation.
- (2) For any person to fumigate any building without first closing, securely fastening and sealing all windows and securely locking all outer doors of such building, and no opening from which dangerous gases may escape shall remain unsealed.
- (3) For any person to fumigate any structure until all outer doors of same have been posted with white placards bearing the clearly visible lettering in red ink, DANGEROUS, KEEP OUT, POISONOUS GAS BEING USED IN THIS BUILDING, the word DANGEROUS to be in letters not less than four (4) inches in height, and such placard to bear the name, address and telephone number of the fumigator in charge.
- (4) For anyone other than the fumigator in charge or a public official in the discharge of duty to enter structures under process of fumigation, nor for such subsequent period as herein required for ventilation.
- (5) For any individual except the fumigator in charge to remove or destroy any warning placards which have been placed on a structure under process of fumigation, until such time as the ventilation period as prescribed herein has expired, and at no time during the ventilation period shall the structure be left unguarded unless all safety devices and warning placards are securely attached.
- (6) For any person to fumigate any portion of a building unless the entire structure is vacated.
- (7) For any person to fumigate any building or portion thereof in the city unless a competent, alert watchman or watchmen shall have been placed on guard for the purpose of preventing the ingress of human beings during the process of fumigation and ventilation; provided, that watchmen shall not be required at single dwellings or multiple dwellings containing not more than four (4) apartments where approved mechanical devices are applied to outer doors in such a manner as to prevent the use of existing locks by anyone except the licensed fumigator in charge of the fumigation procedure.

Sec. 16-264. Ventilation.

- (1) It shall be the duty of the fumigators at the conclusion of the fumigation process, which shall be continued for not less than twelve (12) hours, to open all doors and windows of fumigated structures, beginning at the basement or lowest floor and continuing until all rooms shall have been opened for the free access of air. Outer doors shall remain open for an interval of not less than two (2) hours after which, in the absence of a watchman or watchmen, safety locks shall be reapplied and kept in place for the remainder of the ventilation period. Where in any instance windows cannot be opened to provide adequate ventilation, the fumigator shall promptly report such fact to the fire chief ~~director of police and fire services~~; whereupon the fire chief ~~director of police and fire services~~ (or his designee) may, if necessary, require the removal of one (1) or more panes of glass in order to insure complete ventilation. Such care shall be exercised in the process of ventilation that released fumigants shall not endanger human life or health.

- (2) Mechanical ventilation shall be employed in rooms which cannot be effectively ventilated by means of doors or windows. All mattresses, pillows, cushions, bedding, clothing and similar materials shall be beaten and placed in a well- ventilated space. The ventilation process shall be continuous for a total period of not less than twelve (12) hours, and it shall be the duty of fumigators to make a personal inspection of fumigated structures before declaring the same to be ready for reoccupancy. Such declaration shall be in the form of a written statement certifying the premises to be safe for human use. Such certificates shall be signed by the fumigator and the date and hour of the day when such signature is affixed shall be therein set forth, after which it shall be conspicuously posted in the fumigated premises; provided, that no aged, infirm or convalescent adult, or any child under the age of six (6) years, shall be permitted to enter fumigated structures until twenty-four (24) hours after ventilation has been started.

Sec. 16-301. Inspection.

All gasoline filling stations, curbside filling stations, private gasoline filling stations, bulk gasoline stations, and any tank cars or trucks used in connection with the latter, shall be subject to inspection by the ~~director of police~~ **fire chief and fire services** (or designee) at all reasonable times. It is hereby made the duty of the ~~director of police~~ **fire chief and fire services** (or designee) to inspect the tanks, pumps, containers and other equipment of such stations for the purpose of ascertaining and suppressing any possible explosive or fire hazard at least twice a year.

Sec. 16-335. Pawnbrokers license—Application, conditions, denial, hearing.

- (1) Application for a pawnbroker's license shall be made in writing to the city clerk, who is authorized to create application forms and to receive and process applications and to thereafter grant, deny, suspend, or revoke said licenses as set forth in this article. Applications shall be on forms supplied by and to be filed with the city clerk. Such application, shall be signed and dated by the applicant or, if the applicant is not an individual, by an authorized representative. The application shall contain the following minimum information, plus any other information deemed necessary by the city clerk:
 - (a) The name and any alias used, and address and telephone number of the applicant and all employees, officers, partners or agents of the applicant;
 - (b) The location where the business is to be carried on plus any subsidiary offices and a brief description of the items to be sold;
 - (c) The applicant's criminal record, if any, and if the applicant is not an individual, the criminal record, if any, of the partners or officers of the corporation;
 - (d) The criminal record, if any, of any employees of the applicant;
 - (e) The applicant's prior experience as a pawnbroker;
 - (f) An authorization for the city clerk and/or the director of police and fire services (or designee) to carry out a background investigation on the applicant and all employees, officers, partners or agents of the applicant;
 - (g) A statement as to whether the applicant has ever had any licenses required by the City of Jackson or any other governmental entity revoked, suspended, or denied and the reasons for said action;

- (h) A statement that the information provided is true and accurate and that, if a license is granted, the applicant will abide by all applicable ordinances and statutes.
- (2) All licenses are subject to the following conditions, which shall be noted on the application form:
 - (a) The applicant shall permit inspection of the licensed premises, activity, and the record of transactions required by Section 5 of the Pawnbrokers Act at reasonable times by any authorized representative of the City of Jackson. The city may charge an hourly fee for the inspection of the licensed premises and record of transactions.
 - (b) The applicant shall not engage in the business of a pawnbroker at any time after the license has expired, without having been reissued, or at any time when the license is suspended or revoked;
 - (c) No license shall be issued or renewed unless and until the applicant and any and all employees, officers, partners or agents of applicant shall, if deemed necessary by the ~~director of police~~ chief and fire services (or designee), submit to being fingerprinted and photographed as part of the background investigation.
- (3) The city clerk shall issue a license to the applicant if the city clerk is satisfied that the applicant has met and will continue to meet the requirements of this article and all applicable laws and the applicant has paid the license fee.

Sec. 16-336. Reporting requirements; hours of operation.

- (1) Pawnbrokers shall transmit the record of transaction required by section 5 of the Pawnbrokers Act to the ~~director of~~ chief of police ~~and fire services~~ (or designee) by electronic means over the internet to the website established by the city for this purpose. The city will provide information concerning the website. So long as the required information is transmitted by electronic means, the required statutory form need not be filled out by hand, but a short form with the right thumbprint of the individual pawning the item shall be maintained as required by the Pawnbrokers Act, with an appropriate reference to the transaction. If it is not possible for the person to provide his or her right thumbprint, then another specifically designated fingerprint shall be provided. Upon request, the short form containing the thumbprint shall be immediately provided to the director of police and fire services (or designee) or his/her designee.
- (2) No pawnbroker shall acquire any goods between the hours of 9:00 p.m. and 7:00 a.m.; nor from any person under the age of eighteen (18) years; nor from any person who is at the time intoxicated or known to be a habitual drunkard; nor from any person with the knowledge that such goods are stolen property. A pawnbroker shall not conduct business on Sunday.

Sec. 16-342. Secondhand dealers—Record of secondhand goods received; reporting requirements; hours of operation.

- (1) A secondhand dealer shall keep a record in English at the time the secondhand dealer receives any secondhand goods. The record shall include a description of the goods, the serial number and model number if available, a sequential transaction number, the amount of money or other consideration received for said goods, the name, residence, general

description and driver's license number, official state personal identification card number, or government identification number of the person from whom the secondhand goods were received, the right thumbprint of the person from whom the goods were received, and the day and hour when the goods were received. If it is not possible for the person to provide his or her right thumbprint on the full handwritten form or the short form, then another specifically designated fingerprint shall be provided. These records, the place where the secondhand dealer's business is carried on, and all secondhand goods in that place of business or in control of the secondhand dealer are subject to examination at any time by the city attorney, the ~~director of police~~ chief and fire services (or designee), the city clerk, the state police, and the Jackson County Prosecuting Attorney. The required information may be maintained by computer as required by subsection (b) below.

- (2) The secondhand dealer shall retain a record of each transaction for a minimum of one (1) year or as directed by the ~~director of police~~ chief and fire services (or designee). The secondhand dealer shall send a copy of any record of transaction to the ~~director of police~~ chief and fire services (or designee) on a weekly basis or as otherwise directed by the ~~director of police~~ chief and fire services (or designee). Commencing no later than August 1, 2009, the information in the record of transaction shall be transmitted to the ~~director of police~~ chief and fire services (or designee) by electronic means over the internet to the website established by the city for this purpose. The city will provide information concerning the website. So long as the required information is transmitted by electronic means, a handwritten form need not be completed, but a short form with the right thumbprint of the individual trading in the item shall be maintained, with an appropriate reference to the transaction. If it is not possible for the person to provide his or her right thumbprint on the full handwritten form or the short form, then another specifically designated fingerprint shall be provided. Upon request, the short form shall be immediately provided to the director of police and fire services (or designee) or his/her designee.
- (3) The secondhand dealer shall retain an article that was purchased or exchanged for at least fifteen (15) days before disposing of the article, by keeping the article in an accessible place in the building where the article is purchased and received. A tag shall be attached to the article in some visible and convenient place, with the number written thereupon to correspond with the entry number in the book or other record.
- (4) The secondhand dealer or licensee need not follow the electronic reporting required in subsection (b) above for transactions taking place at a business location where the number of transactions in each ninety-day period does not exceed ten (10). A secondhand dealer or licensee reasonably believing a location at which he or she conducts a business qualifies under this subsection for exemption from electronic reporting and wishing to be exempt from the requirements of subsection (b) shall sign, under penalty of perjury, a declaration to that effect on a police department approved form. Once the declaration is signed and so long as the volume of transactions does not exceed ten (10) for each ninety-day period for transactions taking place at that business, the transactions need not be reported electronically, but shall be reported on paper forms. No secondhand dealer shall acquire any secondhand goods between the hours of 9:00 p.m. and 7:00 a.m.; nor from any person under the age of eighteen (18) years; nor from any person who is at the time intoxicated or known to be a habitual drunkard; nor from any person with the knowledge that such secondhand goods are stolen property.

Sec. 16-349. Junkyard license—Application, conditions, denial, hearing.

- (1) Application for a junkyard license shall be made in writing to the city clerk, who is authorized to create application forms and to receive and process applications and to thereafter grant, deny, suspend, or revoke said licenses as set forth in this article. Applications shall be on forms supplied by and to be filed with the city clerk. Such application, shall be signed and dated by the applicant or, if the applicant is not an individual, by an authorized representative. The application shall contain the following minimum information, plus any other information deemed necessary by the city clerk:
 - (a) The name and any alias used, and address and telephone number of the applicant and all employees, officers, partners or agents of the applicant;
 - (b) The location where the business is to be carried on plus any subsidiary offices and a brief description of the items to be sold;
 - (c) The applicant's criminal record, if any, and if the applicant is not an individual, the criminal record, if any, of the partners or officers of the corporation;
 - (d) The criminal record, if any, of any employees of the applicant;
 - (e) The applicant's prior experience as a junkyard operator;
 - (f) An authorization for the city clerk and/or the ~~director of police~~ chief and fire services (or designee) to carry out a background investigation on the applicant and all employees, officers, partners or agents of the applicant;
 - (g) A statement as to whether the applicant has ever had any licenses required by the City of Jackson or any other governmental entity revoked, suspended, or denied and the reasons for said action;
 - (h) A statement that the information provided is true and accurate and that, if a license is granted, the applicant will abide by all applicable ordinances and statutes.
- (2) All licenses are subject to the following conditions, which shall be noted on the application form:
 - (a) The applicant shall permit inspection of the licensed premises and/or activity at reasonable times by any authorized representative of the City of Jackson;
 - (b) The applicant shall not engage in the business of a junkyard operator at any time after the license has expired, without having been reissued, or at any time when the license is suspended or revoked;
 - (c) No license shall be issued or renewed unless and until the applicant and any and all employees, officers, partners or agents of applicant shall, if deemed necessary by the ~~director of police~~ chief and fire services (or designee), submit to being fingerprinted and photographed as part of the background investigation.
- (3) The city clerk shall issue a license to the applicant if the city clerk is satisfied that the applicant has met and will continue to meet the requirements of this article and all applicable laws, and the applicant has paid the license fee.
- (4) The city clerk may deny an application for a junkyard operator's license if the application is disapproved by one (1) or more proper officers of the city, as provided in this Code,

indicating that the applicant is unable to meet or continue to meet the requirements of any provision in this article.

- (5) If the city clerk denies the issuance of a license or a renewal thereof, a notice of denial including the reasons for the denial shall be mailed by first class mail to the applicant. If the application for a license has been denied, the applicant may appeal the denial by requesting a hearing pursuant to section 16-16 of this Code, as amended, or may reapply at any time by submitting a new application and fee. The notice of denial shall provide that if the applicant wants to appeal the city clerk's decision, the applicant must request a hearing within ten (10) business days pursuant to section 16-16 of this Code, as amended.

Sec. 16-502. Repossession.

Every used motor vehicle dealer who shall repossess a used motor vehicle from a purchaser who has defaulted on a motor vehicle retail installment sales contract without the knowledge and consent of such purchaser shall forthwith report the fact of such repossession to the ~~director of~~ police ~~chief and fire services~~ (or designee).

Sec. 16-515. License application committee.

- (a) A marihuana licensing review committee (hereafter committee) shall be created and consist of the city manager, the ~~director of~~ police ~~chief and fire services~~, the director of community development, the chief building official, and one (1) councilmember selected by the city council.
- (b) The committee shall review applications deemed complete by the city clerk for medical marihuana facilities and/or adult-use establishments pursuant to a set of guidelines to be determined by the committee and approved by city council. Incomplete applications will not be reviewed by the committee. The guidelines established by the committee and approved by city council shall include, but not be limited to, the following areas of assessment of the applicant and its stakeholders: financial status and history, business history, regulatory compliance history, criminal history, tax payment history, litigation history, and bankruptcy history. In addition, the marihuana licensing committee shall establish a point system to evaluate the location of the proposed facility and the structure which will contain the facility, job opportunities created by the applicant, and the community impact of the proposed facility and the social responsibility of the applicant and its stakeholders. The guidelines will be posted on the City of Jackson webpage once approved by the city council.
- (c) After assessing the applicant according to the guidelines above, the committee shall make a recommendation to the city council as to whether a facility license should be issued to the applicant, as well as any conditions that should be complied with in order to obtain the license.

Sec. 16-516. License applications process and submissions.

The medical marihuana facility and adult-use marihuana establishment licensing process shall consist of three (3) phases. The first phase shall be review of the location of the facility and the building plan for the structure that will contain the facility. The second phase shall be review of the entity that is applying. The third phase will be approval of licenses by the city council.

- (a) Phase One - Facility Review.

- (1) An applicant that has already received a step one (1) pre-licensure from the State of Michigan to operate a medical marihuana facility or adult-use marihuana establishment may begin the process for approval of the structure and location of the facility. If the applicant does not have a phase one (1) pre-licensure from the State of Michigan, the applicant may not begin the city application process.
 - (2) The applicant shall submit the appropriate nonrefundable application and licensee fee per resolution of the city council along with the following as a site and structure application to the community development department for approval of the site and structure that will contain the medical marihuana facility or adult-use marihuana establishment:
 - a. A complete application for building and site plan review;
 - b. A complete site plan signed and sealed by a licensed engineer or architect;
 - c. A boundary and ALTA survey at a standardized engineering scale;
 - d. A complete set of building drawings signed and sealed by a licensed engineer or architect;
 - e. A copy of the applicant's pre-licensure application to the State of Michigan and a copy of the step one pre-licensure from the State of Michigan; and
 - f. A social equity plan.
 - (3) Applications for medical and/or adult use marihuana establishments are accepted on a rolling basis until all available licenses are issued. The director of NEO or designee shall have thirty (30) days after receipt to review the site and structure application to determine if all applicable information has been submitted. If the site and structure application is not complete, the director of NEO shall notify the applicant in writing and the applicant shall have an additional thirty (30) days to resubmit the required information before the application will be denied.

If the application is complete, the director of NEO and staff shall review and coordinate any requested changes to verify compliance with the City of Jackson Code of Ordinances no less than ninety (90) days after deeming the application complete.

Once the applicant receives approval of the marihuana facility site plan and building drawings from the director of NEO and the chief building official, the marihuana licensing committee shall evaluate each application and submit a recommendation to the city council for a conditional license. Upon approval by city council, the chief building shall issue building permits building permits are valid for one (1) year pursuant to the Stille-Derossett-Hale Single State Construction Act.
 - (4) Conversion of a phase one conditional license from medical to adult use: At any point after receiving a building permit, a medical marihuana applicant with a phase one conditional license from the city council can choose to convert the approved medical use into a comparable adult use operation provided all state informational requirements are submitted to the city as a part of said request.
- (b) Phase Two - Entity Review.
- (1) Once the applicant has received a building permit, the applicant may submit a final application for a full marihuana license to the city clerk after receiving conditional

- phase one (1) license approval. Additional complete copies of the application must also be provided to the city clerk to distribute to the following city staff:
- a. The city attorney;
 - b. The city engineer;
 - c. The city manager;
 - d. The director of community development;
 - e. The ~~police chief~~~~director of police and fire services~~; and
 - f. The city treasurer.
- (2) Licensees shall report any other change in the information required to the city clerk within ten (10) days of the change. Fees shall be set by council resolution for any applicant or employee background check and review added after the original application is filed.
- (3) Comments from the staff listed in subsection (b)(1) shall be given to the clerk within ninety (90) days of receipt. Once comments are given by staff, the city clerk shall then submit the final application to the marihuana licensing review committee.
- (4) The marihuana licensing review committee shall have ninety (90) additional days, or the date that the applicant has received a certificate of occupancy for the applicants proposed medical marihuana facility or adult-use marihuana establishment, whichever occurs earlier, to make a recommendation to the city council for final license approval.
- (c) Phase three - Approval of city council and issuance of licenses.
- (1) The final, full license to operate the applicant's proposed medical marihuana facility or adult-use marihuana establishment will not be issued by the city council to the applicant and applicants will not be permitted to operate the medical marihuana facility or adult use marihuana establishment until the following occur:
 - a. The city manager has certified to the city council that the structure is complete, that a certificate of occupancy for the structure containing the facility has been issued to the applicant, and that a zoning compliance certificate for the structure containing the facility has been issued to the applicant;
 - b. The city treasurer certifies to the city council that the applicant, nor any person or entity considered an applicant under the MMFLA or the MRTMA, is in default to the city;
 - c. The city attorney certifies that there are no criminal or civil actions pending against the applicant or any person or entity considered an applicant under the MMFLA or the MRTMA that were not disclosed by the applicant in the application; and
 - d. The applicant has filed a copy with the clerk of the final, step two (2) State of Michigan license to operate the proposed facility.
 - (2) City council shall make its final decision regarding the granting of licenses to medical marihuana facilities and/or adult-use marihuana establishment applicants at the next available meeting after the applicant receives its phase two final license from the State of Michigan. A copy of said license from the state must be submitted to the city clerk no less than three (3) weeks before said meeting in order for city council to consider granting the license.

- (d) Contents of final city application. A final application for a medical marihuana facility or adult-use marihuana establishment license required by this chapter shall contain the following:
- (1) A complete copy of the application package submitted to the State of Michigan for the facility license;
 - (2) If the applicant is an individual, the applicant's name, date of birth, physical address, copy of government issued photo identification, email address, and one or more phone numbers, including Bureau contact information;
 - (3) If the applicant is not an individual, the names, physical addresses, email addresses, and one (1) or more phone numbers of each person considered an applicant under the MMFLA or the MRTMA, including designation of the highest ranking member of the applicant entity, or the highest ranking managerial employee as a bureau contact person and contact information for the bureau contact person, articles of incorporation, articles of organization, or assumed name registration documents, Internal Revenue Service SS-4 EIN confirmation letter, and a copy of the operating agreement of the applicant, if a limited liability company, a copy of the partnership agreement, if a partnership, or a copy of the by-laws or shareholder agreement, if a corporation;
 - (4) The name and address of the proposed medical marihuana facility or adult-use marihuana establishment and any additional contact information deemed necessary by the city clerk;
 - (5) For the applicant and/or for each stakeholder of the applicant, an affirmation under oath that they are at least eighteen (18) years of age and have never been convicted of or pled guilty to any criminal offense under the laws of any jurisdiction for a controlled substance related crime. If convicted of such an offense, the applicant must provide information of the conviction, including the date, name and location of the court, arresting agency, and prosecuting agency, the case caption, the docket number, the offense, the disposition, and the location and length of incarceration.
 - (6) A signed release authorizing the department of police and fire services to perform a criminal background check to ascertain whether the applicant, each stakeholder of the applicant, each managerial employee (if known at the time of application) and employee (if known at the time of application) of the applicant meet the criteria set forth in this article. For any managerial or other employee hired after the date of the license application, this release must be provided within ten (10) days of the commencement of employment.
 - (7) A signed release consenting to and authorizing the ~~department of~~ police and fire ~~departments~~services to inspect the premises of the facility for compliance with the provisions of this Code;
 - (8) The name, date of birth, physical address, copy of photo identification, and email address for any managerial employee or employee of the medical marihuana facility or adult-use marihuana establishment, if other than the applicant. For any managerial or other employee hired after the date of the license application, this information must be provided within ten (10) days of the commencement of employment.
 - (9) An affirmation under oath as to whether the applicant has ever applied for or has been granted any commercial license or certificate issued by a licensing authority in Michigan or any other jurisdiction that has been denied, restricted, suspended,

- revoked, or not renewed and a statement describing the facts and circumstances concerning the application, denial, restriction, suspension, revocation, or nonrenewal, including the licensing authority, the date each action was taken, and the reason for each action;
- (10) A copy of the proof of financial responsibility submitted to LARA with the state application.
 - (11) One (1) of the following:
 - a. Proof of an ownership interest of the entire premises wherein the medical marihuana facility or adult-use marihuana establishment is to be operated. Co-ownership with a person or person who are not the owner, member or shareholder of the licensee is not permitted; or
 - b. Written consent from the property owner for use of the premises in a manner requiring licensure under this chapter along with a copy of the lease for the premises.
 - (12) Proof of an adequate premise liability and casualty insurance policy in the amount not less than one million dollars (\$1,000,000.00) per occurrence, covering the medical marihuana facility or adult-use marihuana establishment and naming the city as an additional insured party, available for the payment of any damages arising out of an act or omission of the applicant or any person or entity considered an applicant under the MMFLA or the MRTMA, agents, employees, or subcontractors;
 - (13) A description of the security plan meeting all requirements of the Rules for the Medical Marihuana Facility or Adult-Use Marihuana Establishment, including, but not limited to, any lighting alarms, and recording/monitoring devices. The security plan must contain the specification details of each piece of security equipment and must be approved by the director of police and fire services;
 - (14) A copy of the marihuana facility plan or marihuana establishment plan required by LARA as well as a floor plan of the medical marihuana facility or adult-use marihuana establishment, and a scale diagram illustrating the property upon which the medical marihuana facility is to be operated, including all available parking spaces, and specifying which parking spaces, if any, are handicapped-accessible;
 - (15) An affidavit that neither the applicant nor any person or entity considered an applicant under the MMFLA or the MRTMA is in default to the city. Specifically, that neither the applicant or any person or entity considered an applicant under the MMFLA or the MRTMA has not failed to file or pay any income taxes, property taxes, special assessments, fines, fee or other financial obligations to the city;
 - (16) An affidavit that the transfer of marihuana to and from medical marihuana facilities shall be in compliance with the MMMA and the MMFLA or other applicable state laws;
 - (17) A staffing plan listing all employees expected to be hired and the titles of the employees as well as each employee's duties;
 - (18) Any proposed text or graphical materials to be shown on the exterior of the proposed medical marihuana facility or adult-use marihuana establishment;
 - (19) A business plan containing the following: an executive summary, a market analysis, a description of the organization management of the applicant, the sales strategies to be used by the applicant, the funding requirements for the facility, and the financial projections of the applicant.

- (20) A location area map of the medical marihuana facility or adult-use marihuana establishment and surrounding area that identifies the relative locations and the distances (closest property line to the subject building) to the subject medical marihuana facility or adult-use marihuana establishment to the closest real property types of property identified in section 28-140 of this article.
- (21) A facility sanitation plan to protect against any marihuana being ingested by any person or animal, indicating how the waste will be stored and disposed of, and how any marihuana will be rendered unusable upon disposal. Disposal by on-site burning or introduction in the sewerage system is prohibited;
- (22) Copies of the financial statement of assets, copies of documents submitted to LARA to meet LARA's capitalization requirements, and copies of the CPA-attested financial statements required by the MMFLA, the MRTMA, the Rules and Advisory Bulletins.
- (23) An affidavit that the liquid assets identified in the documents submitted in response to subsection 23 above will still be in liquid form at the time the license is issued by the city;
- (24) As it relates to a grower facility, the following additional items shall be required:
- A grower plan that includes at a minimum a description of the grower methods to be used, including plans for the growing mediums, treatments and/or additives;
 - A production testing plan that includes at a minimum a description of how and when samples for laboratory testing by a state approved safety compliance facility will be selected, what type of testing will be requested, and how the test results will be used;
 - An affidavit that all operations will be conducted in conformance with the MMMA, the MMFLA, the MRTMA or other applicable state laws and such operations shall not be cultivated on the premises at any one time more than the permitted number of marihuana plants per the MMMA, as amended, the MMFLA, as amended, and the MRTMA, as amended; and
 - A chemical and pesticide storage plan that states the names of pesticides to be used and where and how pesticides and chemicals will be stored in the facility, along with a plan for the disposal of unused pesticides.
- (25) In connection with an application for a license under section 16-514(B)(6) and in addition to any other applicable requirements set forth in this article or the MMMA, MMFLA and MRTMA, the business plan shall contain: (1) a detailed description of the business experience and expertise of the applicant and its owners and operators demonstrating that the applicant and its owners will have the necessary experience required to operate a complex co-located multi-license cultivation, processing, and retail facility(ies), (2) a detailed summary in which applicant and its owners must demonstrate sufficient prior experience successfully operating in a highly regulated industry, (3) a demonstration that the operators of the facility include person(s) with sufficient prior experience operating large scale marijuana growing, processing, and retail facility(ies), (4) a pro-forma operating budget for the proposed facility(ies) and adequate evidence that the applicant and its owners have access to sufficient liquid assets to meet the capital and operating expense and budgetary requirements to successfully operate the facility(ies), (5) an employment plan for the proposed facility establishing a minimum number of FTE positions and a timeline for reaching that

- threshold, and (6) a facility plan describing the size and dimensions of the proposed facility(ies) adequate to accommodate the maximum number of licenses for growing, processing, and retail sale of medical and adult use marijuana.
- (e) License renewal and subsequent applications. Upon the expiration of an existing license, a license will be automatically renewed by the Office of the City Clerk for one (1) year if:
- (1) There are no uncured administrative violations in the prior year;
 - (2) The applicant has paid the annual licensing fee for the renewal period;
 - (3) Any changes of any person or entity considered an applicant under the MMFLA or the MRTMA have been fully disclosed and attested to the City of Jackson;
 - (4) Neither the applicant nor any person or entity considered an applicant under the MMFLA or the MRTMA are in violation of any provision of the Code;
 - (5) The property where the facility will be located has been certified by the director of community development to be in compliance with the City of Jackson's building design standards and the approved site plan for the property;
 - (6) The applicant has no unpaid delinquent taxes, special assessments, fees or charges of any type owed to the city; and
 - (7) The applicant has paid and received the renewal of its state license.
 - (8) The applicant submits items 2, 3, and evidence of item 7 twenty-one (21) days prior to the expiration of their license.

Sec. 16-519. General requirements for all medical marihuana facilities and adult-use marihuana establishments.

- (a) All activities related to marihuana, including those related to a provisioning center, a retailer, a grower facility, a processor facility, a microbusiness, a secure transporter, or a safety compliance facility shall be in compliance with the MMMA, the MMFLA, the MRTMA, the rules and advisory opinions of the Medical Marihuana Licensing Board, the Michigan Department of Licensing and Regulatory Affairs or any successor agency, and the Code of Ordinances, resolutions, rules and regulations of the City of Jackson.
- (b) Any prospective licensee who engaged in the cultivation or processing of marihuana into a usable form, or the distribution of marihuana, or the testing of marihuana either prior to or after enactment of this chapter but without obtaining the required licensing set forth in chapter 16 of the Code shall be deemed to not be a legally established use and therefore not entitled to legal nonconforming status under the provisions of this chapter, chapter 28 of the Code, any other provision of the City Code, and/or under state law. The city finds and determines that at the time of adoption of this article, the city has not previously authorized or licensed the existence of any medical marihuana facility, as defined herein, in the city.
- (c) All facilities shall withhold City of Jackson income taxes from the pay of employees and timely submit all withholdings and documentation.
- (d) Before hiring a prospective employee of the applicant, the holder of a license shall conduct a background check of the prospective employee. If the background check indicates a conviction within the past ten (10) years for a controlled substance-related felony, the applicant shall not hire the prospective employee without written permission from the city clerk after approval from the committee;

- (e) No advertisements or packaging shall be targeted to appeal to minors. No packaging shall substantially resemble any form of candy, snack food, drink or other edible item not containing marihuana currently for sale to the general public. All edible marihuana product must be in child resistant packages or containers. All packaging of edible marihuana product shall conform to the MMFLA, the MRTMA, the Rules and all Advisory Bulletins.
- (f) No doctor shall be permitted to offer certifications or examinations at the facility.
- (g) No alcohol, cigarettes, or over the counter pharmaceuticals may be sold on the premises.
- (h) Consumption of marihuana shall be prohibited on the premises of a medical marihuana facility, and a sign shall be posted on the premises of each facility indicating that consumption is prohibited on the premises. This exclusion does not apply to adult use marihuana consumption establishments;
- (i) All capitulation requirements of the MMFLA must be shown to be met.
- (j) All facilities must have an approved certificate of occupancy and zoning certificate at the time of application or the application will not be considered.
- (k) All notification and reporting requirements required by the Rules, as amended, must be followed concerning reporting of theft or diversion of marihuana product.
- (l) The State of Michigan and city licenses must be prominently displayed at all times.
- (m) No noise, dust, odors or other nuisance conditions in violation of the Code are permitted on the premises.
- (n) No person is permitted to reside in a medical marihuana facility or adult-use marihuana establishment.
- (o) The premises shall be open, at all times, to fire fighters and police officers ~~of the department of police and fire services~~, without a warrant and without notice to the licensee, to enter the premises, offices, facilities, or other places of business of a licensee, if there is probable cause of noncompliance with the MMMA, MMFLA, the MRTMA, the Code or applicable state laws will be found and consistent with constitutional limitations, for the following purposes:
 - (1) To inspect and examine all premises;
 - (2) To inspect, examine, and audit relevant records of the licensee and, if the licensee or any managerial employees or employees fails to cooperate with an investigation, impound, seize, assume physical control of, or summarily remove from the premises all books, ledgers, documents, writings, photocopies, correspondence, records, and videotapes, including electronically stored records, money receptacles, or equipment in which the records are stored;
 - (3) To inspect the person, and inspect or examine personal effects present in a medical marihuana facility or adult-use marihuana establishment, of any holder of state operating license while that person is present in a medical marihuana facility or adult-use marihuana establishment; and
 - (4) To investigate alleged violations of the MMMA, MMFLA, MRTMA or applicable state laws.

- (p) All marihuana shall be contained within an enclosed, locked facility in accordance with the MMMA, MMFLA, or MRTMA as amended.
- (q) There shall be no other accessory uses permitted within the facility.
- (r) Litter and waste shall be properly removed and the operating systems for waste disposal are maintained in an adequate manner so that they do not constitute a source of contamination in areas where marihuana is exposed;
- (s) Facilities shall be free from infestation by insects, rodents, birds, or vermin of any kind. There shall be adequate screening or other protection against the entry of pests.
- (t) Rubbish shall be disposed of so as to minimize the development of odor and minimize the potential for waste becoming an attractant, harborage or breeding places for pests.
- (u) Disposal of marihuana shall be accomplished in a manner that prevents its acquisition by any person who may not lawfully possess it and otherwise in non-conformance with state laws;
- (v) Marihuana that can support the rapid growth of undesirable microorganisms shall be held in a manner that prevents the growth of these microorganisms;
- (w) Signage shall comply with the Code and with all state laws and rules and advisory bulletins of LARA.
- (x) In addition to all security measures required by the State of Michigan, all medical marihuana facilities or adult-use marihuana establishments shall continuously monitor the entire premises on which they are operated with surveillance systems that include security cameras capable of recording with reasonable clarity at night. The video recordings shall be maintained in a secure, off-site location for a period of thirty (30) days.
- (y) The dispensing of medical marihuana for consumption at the premises shall be prohibited.
- (z) Facilities shall not be operated in a manner creating noise, dust, vibration, glare, fumes, or odors detectable to normal senses beyond the boundaries of the property on which the facility is operated.
- (aa) The public or common areas must be separated from restricted or non-public areas.
- (bb) It shall be prohibited to use the symbol or image of a marihuana leaf in any exterior building signage.

Sec. 16-521. Minimum operational standards of grower facility.

In addition to all general requirements in section 16-519, the following minimum standards for grower facility shall apply:

- (a) All necessary building, electrical plumbing and mechanical permits shall be obtained for any portion of the structure in which electrical wiring, lighting and/or watering devices that support growing or harvesting of marihuana are located;
- (b) That portion of the structure where the storage of any chemicals such as herbicides, pesticides, and fertilizers shall be subject to inspection and approval by the [fire](#) department ~~of police and fire services~~ to ensure compliance with the International Fire Code and City of Jackson Fire Prevention Ordinance;

- (c) The dispensing of marihuana or marihuana product at the grower facility shall be prohibited;
- (d) An air filtration system of sufficient size for the premises must be installed and operating at all times which recycles the air in the premises at least every three (3) minutes so as to eliminate any specific odor emanating from the premises.

Sec. 16-527. Penalties and discipline.

- (a) The city may require an applicant or holder of license of a medical marihuana facility or adult-use marihuana establishment to produce documents, records, or any other material pertinent to the investigation of an application or alleged violation of this chapter. Failure to provide the required material may be grounds for application denial, license revocation, or discipline.
- (b) A person who violates any provision of this ARTICLE related to a medical marihuana facility may result in a facility license being denied, revoked, suspended, or not renewed. In addition, civil fines of up to five thousand dollars (\$5,000.00) may be imposed against a licensee or against an employee or stakeholder of a licensee. Civil fines will be assessed for each day that the violation continues.
- (c) Any person in violation of any provision of this article related to adult-use marihuana establishment is responsible for civil infraction, punishable by a fine of up to five hundred dollars (\$500.00) plus cost of prosecution. This section is not intended to prevent enforcement of any provision of the state law by the ~~department of police~~ [or fire departments and fire services](#).

Chapter 21 – POLICE, Sec. 21-1, Sec. 21-3, Sec. 21-4 and Sec. 21-101 shall be amended to read as follows:

Sec. 21-1. Police Chief~~Director of police and fire services~~.

The police department ~~of police and fire services~~ shall be headed by the police chief~~director of police and fire services~~, who shall be the commanding officer for the department. He or she shall direct the police ~~and fire~~ work of the city and be responsible for the enforcement of law and order ~~as well as fire safety and protection~~.

Sec. 21-3. Department rules.

The police chief ~~director of police and fire services~~ may prescribe rules for the conduct of police ~~and fire~~ officers of the city, subject to approval of the city manager, which shall be maintained on file with the~~entered in a book~~ police department, ~~of police and fire services~~. Such rules and orders and may be amended or revoked by the police chief ~~director of police and fire services~~ upon written notice to the city manager. It shall be the duty of all members of the police department ~~and fire service~~ to comply with such rules and orders while effective.

Sec. 21-4. Acting director.

In case of the absence ~~of the police chief~~ from the city ~~of the director of police and fire services~~, or inability from any cause, to act as police chief~~director of police and fire services~~, the

city manager shall designate and appoint someone to act as director during such absence or disability.

Sec. 21-101. Definitions.

For purposes of the Ordinance, the following terms shall have the following defined meanings:

Commission means the Community Police Oversight Commission.

Department means Jackson City Police Department.

Director means the Police Chief~~Director of Police and Fire Services~~.

Chapter 25 – TRAFFIC AND MOTOR VEHICLES, Sec. 25-27.12 shall be amended to read as follows:

Sec. 25-27.12. Semi-trailer, truck tractor, motor home, recreational vehicle, or trailer parking prohibited.

It is unlawful to park a semi-trailer, truck tractor or uncoupled trailer on a public alley, upon a public street, or other public place within the city except when the parking is authorized in writing by the Community Development Department, when the parking is for purpose of loading and unloading, or when parking is for an emergency. It shall be unlawful to park a motor home, recreational vehicle or uncoupled trailer upon any residential street or public alley except when the parking is authorized in writing by the Community Development Department, when the parking is for the purpose of loading and unloading, or when the parking is for an emergency.

Section 25-30(a)(3) governs the penalty for violating this section.

In addition to the penalty above, when any semi-trailer, truck trailer, motor home, recreational vehicle or trailer is parked contrary to the provisions of this section, it may be removed after forty-eight (48) hours, by and under the direction of a member of the police department, to a place to be designated by the ~~director of police~~ chief and fire services.

When any semi-trailer, truck trailer, motor home, recreational vehicle or trailer is parked so as to be a hazard, by and under the direction of a member of the police department, it may be removed immediately to a place to be designated by the ~~director of police~~ chief and fire services.

Any person owning or entitled to possession of such semi-trailer, truck trailer, motor home, recreational vehicle or trailer may obtain possession thereof by paying to the custodian of the vehicle the towing fee, plus storage fees, for the length of time the vehicle or trailer has been held.

Whenever an officer removes a semi-trailer, truck trailer, motor home, recreational vehicle or trailer from public property as authorized in this section, the officer shall adhere to the notice and sale provisions of the Michigan Vehicle Code, MCL 257.1 et seq., as amended.

Section 3. Effective Date.

In accordance with Jackson City Charter Sec. 9.10, this Ordinance shall take effect on January 1, 2025 after final adoption.

ORDINANCE NO. 2024-08

An Ordinance amending the City of Jackson Code of Ordinances to separate the position of the Director of Police and Fire Services into two separate positions of Police Chief and Fire Chief.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance amending the City of Jackson Code of Ordinances to separate the position of the Director of Police and Fire Services into two separate positions of Police Chief and Fire Chief and to delineate the responsibilities of those respective positions.

Section 2. That the following Chapters and Sections of the City of Jackson Code of Ordinances be amended as follows:

Chapter 1 – GENERAL PROVISIONS, Sec. 1-2, shall be amended to read as follows:

Sec. 1-2. Definitions and rules of construction.

In the construction of this Code and of all ordinances of the city, the following definitions and rules of construction shall be observed, unless they are inconsistent with the intent of the council or the context clearly requires otherwise:

Charter. The word "Charter" shall mean the Charter of the City of Jackson, Michigan, adopted November 3, 1914, and shall include any amendment to such Charter.

City. The word "city" shall denote the City of Jackson, Michigan.

City council. The words "city council" and "commission" shall mean the Council of the City of Jackson, Michigan.

Code. The expressions "Code" or "this Code" shall mean the Code of Ordinances, City of Jackson, Michigan, as designated in section 1-1, and as hereinafter modified by amendment, revision and by the adoption of new chapters, articles, divisions or sections.

Computation of time. The time within which an act is to be done, as provided in this Code or in any order issued pursuant to this Code, when expressed in days, shall be computed by excluding the first day and including the last, except that if the last day is Sunday or a legal holiday it shall be excluded; and when the time is expressed in hours, the whole of Sunday or a legal holiday, from midnight to midnight, shall be excluded.

County. The term "the county" or "this county" shall mean the County of Jackson in the State of Michigan.

Gender. Words denoting the masculine gender shall be deemed to include the feminine and neuter genders.

General terms. A general term following a specific enumeration of terms is not to be limited to the class enumerated unless expressly so limited.

Joint authority. All words purporting to give joint authority to three (3) or more public officers or other persons, shall be construed as giving such authority to a majority of such officers or other persons unless it is otherwise expressly declared in the ordinance granting the authority.

MCL, MSA. The abbreviations "MCL" and "MSA" refer to the Michigan Compiled Laws and Michigan Statutes Annotated respectively, as amended.

Month. The word "month" shall mean a calendar month.

Number. Words in the singular shall include the plural, and words in the plural shall include the singular.

Officer, employee, department, board, commission or other agency. Whenever any officer, employee, department, board, commission, or other agency is referred to by title only, such reference shall be construed as if followed by the words "of the City of Jackson, Michigan." Whenever, by the provisions of this Code, any officer, employee, department, board, commission or other city agency of the city is assigned any duty or empowered to perform any act or duty, reference to such officer, employee, department, board, commission or agency shall mean and include such officer, employee, department, board, commission or agency, or any deputy or authorized subordinate.

Person. The word "person" and its derivatives and the word "whoever" shall include a natural person, partnership, association, legal entity or a corporate body or any body of persons corporate or incorporate. Whenever used in any clause prescribing and imposing a penalty, the term "person" or "whoever" as applied to any unincorporated entity, shall mean the partners or members thereof, and as applied to corporations, the officers thereof.

Shall/may. Whenever the word "shall" appears in this Code it shall be considered mandatory and not directory, except as otherwise provided. "May" is permissive.

State. The term "the state" or "this state" shall be construed to mean the State of Michigan.

Tense. Words used in the present or past tense include the future as well as the present and past.

Chapter 2 – ADMINISTRATION, Sec. 2-1, Sec. 2-7, and Sec. 2-8 shall be amended to read as follows:

Sec. 2-1. Administrative service.

The administrative service of the city shall be under the overall supervision and direction of the city manager, except as otherwise provided by the Charter, and shall be divided into the following offices and departments, each of which shall be the responsibility of the department head listed opposite each department:

Office or Department	Official Head
Office of Clerk	City Clerk

Office of Assessor	City Assessor
Department of Finance	Director of Finance
Office of Treasurer/Income Tax Administrator	City Treasurer/Income Tax Administrator
Police Department	Police Chief
Department of Public Works	Director of Public Works
Department of Parks, Recreation and Grounds	Director of Parks, Recreation and Grounds
Community Development Department	Director of Community Development
Office of City Attorney	City Attorney
Fire Department	Fire Chief

Sec. 2-7. Police department.

The police department is hereby created, and shall be headed by the police chief, who shall be the commanding officer of the police force. The police chief shall direct the work of the police department, and shall be responsible for law enforcement within the city.

Sec. 2-8. Fire Department.

The fire department is hereby created, and shall be headed by the fire chief, who shall be the commanding officer of the fire department. The fire chief shall direct the work of the fire department, and shall be responsible for fire prevention and fire suppression as well as all other fire or rescue-related work assigned by the city manager.

Chapter 10 – FIRE PREVENTION AND PROTECTION, Sec. 10-27, Sec. 10-29, and Sec. 10-53 and Sec. 10-55 shall be amended to read as follows:

Sec. 10-27. Fire Chief.

The fire department shall be headed by the fire chief and shall be charged with the prevention and extinguishment of fires, the protection of life and property against fire, the removal of fire hazards, the performance of other public services of an emergency nature assigned to it, and the conducting of an educational fire prevention program.

(Ord. No. 2016-13, § 2, 6-28-16)

Sec. 10-29. Division rules.

The fire chief shall adopt rules and regulations for the government of the fire division, subject to the approval of the city manager, and may change and repeal the same upon notice to and approval by the city manager. Such rules and regulations shall designate the chain of command for the fire department, so that in the absence or disability of the fire chief or any officer of the fire department, the responsibility for the operation of the division shall immediately and automatically be vested in the next ranking officer or member of the department on duty at the time of a fire.

Sec. 10-53. Amendments, deletions and additions.

The following sections and subsections of the ICC, 2015 International Fire Code, are hereby amended or deleted as set forth, and additional sections and subsections are added as indicated. Subsequent section numbers used in this section shall refer to the like-numbered sections of such fire prevention code.

Sec. 101.1. The following portions of Section 101.1 are amended to provide as follows:

Title. These regulations shall be known as the Fire Prevention Code of the City of Jackson, hereinafter referred to as "this Code".

Sec. 108.1. The following portions of Section 108.1 are amended to provide as follows:

Application for appeal. Whenever the fire chief shall disapprove of an application or refuse to grant a permit hereunder, or when it is claimed the provisions of this code do not apply or the true intent of the code has been misinterpreted, the applicant may appeal in writing to the City of Jackson Building Code Board of Examiners and Appeals (the "Board") within thirty (30) days from the date of the disapproval of the application or refusal to grant a permit.

Section 108.3 is deleted in its entirety.

Sec. 109.3. Notice of Violation. The following portions of Section 109.3 are amended to provide as follows:

Violation Penalties. Person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$500.00 or by imprisonment not exceeding 90 days, or both such fine or imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Sec. 113.1. Fees. The following portions of Section 113.1 are amended to provide as follows:

Fees. A permit shall not be issued until the fees have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid. Fees shall be set by Resolution of the City Council.

Sections 307, 308, 309, 310, 311, 312, 313, and 314. Outdoor burning. The following portions of Sections 307, 308, 309, 310, 311, 312, 313, and 314 are amended to provide as follows:

307.1 This section applies to all outdoor burning and open burning within the City of Jackson.

307.2 Definitions.

307.2.1 Clean wood means seasoned, dry, and natural wood which has not been painted, varnished or coated with a similar material, has not been pressure treated with preservatives, and does not contain resins or glues as in plywood or other composite wood products.

307.2.2 Construction and demolition waste means building waste materials, including but not limited to waste shingles, insulation, lumber, treated wood, painted wood, wiring, plastics, packaging, and rubble that results from construction, remodeling,

repair, and demolition operations on a house, commercial or industrial building, or other structure.

307.2.3 Manufactured gas fire device means a manufactured gas burning device used for outdoor recreation and/or heating.

307.2.4 Open burning means kindling or maintaining a fire where the products of combustion are emitted into the ambient air without passing through a stack or a chimney.

307.2.5 Outdoor burning means open burning, burning in a wood-burning unit, or burning in a manufactured gas fire device.

307.2.6 Wood-burning unit means a manufactured wood burning device (including a chiminea) used for outdoor recreation and/or heating.

307.3 General prohibition on outdoor burning. Outdoor burning is prohibited unless specifically permitted by this section.

307.4 Outdoor burning of refuse, brush, leaves, waste, and grass clippings prohibited. Outdoor burning of refuse is prohibited including the burning of brush, leaves, waste, and grass clippings.

307.5 A wood-burning unit may be used in the City of Jackson only if it is used in accordance with all of the following provisions:

307.5.1 The wood-burning unit shall only be used to burn clean wood. The wood-burning unit shall not be used to burn refuse, waste, brush, leaves, grass clippings, or any material or substance other than clean wood.

307.5.2 The wood-burning unit shall be located in the rear yard only. For the purpose of this section only, on corner lots, the rear yard shall be considered the yard opposite the street on which the front door of the house faces.

307.5.3 The wood-burning unit shall be located no closer than twenty-five (25) feet from any structure. The wood-burning unit shall be located no closer than fifteen (15) feet from any neighboring property line.

307.5.4 The wood-burning unit or burning materials within the unit shall not cause a nuisance to neighbors. Reasonably objectionable smoke, odor, or smell shall be deemed a nuisance and is prohibited.

307.5.5 Operational hours for any wood-burning unit shall be limited to the time between 9:00 a.m. through 11:00 p.m.

307.5.6 All fires shall be diligently supervised by at least one person who is eighteen (18) years of age or older.

307.5.7 There shall be a minimum of a garden hose connected to a reliable water supply, a bucket filled with no less than two (2) gallons of clean water, or a properly functioning portable fire extinguisher, rated 2-A; 10-B, C, in plain view and within fifteen (15) feet from any wood-burning unit.

307.5.8 The wood-burning unit shall be no wider than three (3) feet in diameter and no higher than three (3) feet above the base of the wood-burning unit, which makes direct

contact with the bottom of the burning materials in the wood-burning unit. A chiminea shall be no higher than five (5) feet above the base, which makes direct contact with the bottom of the burning materials in the chiminea.

307.5.9 The wood-burning unit shall be enclosed on all sides and the bottom, and shall have a metallic screen or cover that completely covers the top of the wood-burning unit. The metallic screen or cover covering the top of the wood-burning unit shall be no larger than one-third-inch metallic meshing. Burning materials shall be completely contained within the wood-burning unit. The wood-burning unit shall only be constructed of metal, concrete, clay, or other similar non-combustible materials.

307.5.10 The materials being burned in the wood-burning unit shall not make direct contact with the ground. The base of the wood-burning unit, which makes direct contact with the bottom of the burning materials in the wood-burning unit, shall not make direct contact with the ground.

307.5.11 The wood-burning unit shall only be used with the express permission of the property owner or tenant.

307.5.12 The wood-burning unit shall only be used at a one-family or two-family dwelling.

307.5.13 Any user of a wood-burning unit shall comply with the directions, instructions, and warnings provided by the manufacturer of the wood-burning unit. If the directions, instructions, and warnings provided by the manufacturer conflict with any provision in this section, the provision in this section shall control.

307.5.14 There shall only be one (1) active wood-burning unit at a property at a time.

308.1 A manufactured gas fire device may be used in the City of Jackson at one or two-family dwellings and non-residential property only if it is used in accordance with all of the following provisions:

308.1.1 The manufactured gas fire device shall only be used to burn flammable gas. The manufactured gas fire device shall not be used to burn refuse, waste, brush, leaves, grass clippings, wood, or any material or substance other than flammable gas.

308.1.2 At one or two family dwellings, the manufactured gas fire device shall be located in the rear yard only. For the purpose of this section, on corner lots, the rear yard shall be considered the yard opposite the street on which the front door of the house faces.

308.1.3 The manufactured gas fire device shall be located no closer than five (5) feet from any portion of a structure in any direction, including above the manufactured gas fire device. The manufactured gas fire device shall be located no closer than fifteen (15) feet from any neighboring property line. The manufactured gas fire device shall be located no closer than ten (10) feet from any other manufactured gas fire device, wood-burning unit, or outdoor burning.

308.1.4 The manufactured gas fire device shall not cause a nuisance to neighbors. Reasonably objectionable smoke, odor, or smell shall be deemed a nuisance and is prohibited.

308.1.5 At one or two family dwellings, operation of a manufactured gas fire device shall be limited to the time between 9:00 a.m. through 11:00 p.m.

308.1.6 All manufactured gas fire devices shall be diligently supervised by at least one person who is eighteen (18) years of age or older when the gas fire device is in use.

308.1.7 The manufactured gas fire device shall only be used with the express permission of the property owner or tenant.

308.1.8 Any user of a manufactured gas fire device shall comply with the directions, instructions, and warnings provided by the manufacturer of the manufactured gas fire device. If the directions, instructions, and warnings provided by the manufacturer conflict with any provision in this section, the provision in this section shall control.

308.1.9 At a non-residential property, the owner of a manufactured gas fire device that will be placed in a public right-of-way shall complete an application for revocable license and pay the required fee to the Clerk's office. The application must also include a general liability insurance certificate verifying that the owner of the manufactured gas fire device is insured against personal injury and property damage arising out of the use or possession of the manufactured gas fire device. The owner shall also provide to the City of Jackson an insurance endorsement stating that the City of Jackson is an additional insured, and it must be in a reasonable coverage amount established by the City Attorney to ensure the City's protection. Upon receipt of a completed application for a revocable license, the application shall be placed on the next regularly scheduled City Council meeting for City Council action. All complete applications for a revocable license must either be denied or approved and executed within sixty (60) days of receipt. If the application for the revocable license is approved by the City Council, the Mayor and Clerk shall execute the revocable license. Any complete application that is not denied within sixty (60) days of receipt shall be deemed approved.

308.1.10 At non-residential property, a manufactured gas fire device shall only be in use during the hours that the business is open.

309.1 *Exceptions.* Subsections 307.3, 307.5, and 308.1 do not apply to:

309.1.1 Grilling or cooking food using charcoal cookers, propane or natural gas in cooking appliances, braziers, hibachis, grills, outdoor fireplaces or gas-fired stoves.

309.1.2 The temporary use of propane, acetylene, natural gas, gasoline or kerosene in a device intended for construction or maintenance activities.

309.1.3 The temporary use of non-ash producing fuels being used not less than fifteen (15) feet from combustible materials, when used in metal containers for the heating of building materials or for the warmth of workers.

309.1.4 Outdoor burning by the City Fire Department in connection with training and performance of its duties.

310.1 The fire department is authorized to enforce this section.

311.1 A City official or employee enforcing this section may require the owner, tenant, occupant, guest, or any other person at the property to extinguish any outdoor fire that creates a fire hazard, is a nuisance, is reasonably objectionable, or is unsafe. If there are no

capable, available, or willing people at the property to extinguish an outdoor fire, the City official or employee may extinguish the outdoor fire.

312.1 Charcoal cookers, propane or natural gas in cooking appliances, braziers, hibachis, grills, stoves, or other similar devices when in use outdoors for cooking or heating purposes, shall not be used or kindled on any balcony, shall not be used or kindled under any overhanging portion of a structure, and shall be located no closer than ten (10) feet from any portion of a structure in any direction, including above, at property that has a structure or structures that contain more than two dwelling units.

313.1 Any provision or requirement in Sections 307, 308, 309, 310, 311, and 312 may be waived or modified only with the express written permission of the City Fire Division or approval by the City Council.

314.1 Between the passage date of this ordinance and the effective date of this ordinance, any provision or requirement in Sections 307, 308, 309, 310, 311, and 312 may be waived or modified only with the express written permission of the City Fire Division or approval by the City Council.

Sec. 506.1. Key boxes; installation; contents. The following portions of Section 506.1 are amended to provide as follows:

Key boxes; installation; contents. A key box of a type approved by the fire official shall be required when a property is protected by an automatic fire alarm system or access to the property is made unusually difficult because of secured doors or other openings. Such key box, when installed, shall contain all of the following:

1. Keys to locked points of ingress whether on the interior or exterior of such buildings.
2. Keys to locked mechanical equipment rooms.
3. Keys to locked electrical rooms.
4. Keys to elevator controls.
5. Keys to other areas as deemed necessary by the fire official.

Sec. 560.4. Explosive materials storage and handling. The following portions of Section 560.4 are amended to provide as follows:

5604.1 General. Storage of explosives and explosive materials, small arms ammunition, small arms primers, propellant-actuated cartridges and smokeless propellants in magazines shall comply with the provisions of this section. The storage of explosives and blasting agents is prohibited within all zoning designations of property within the city except those areas designated as I-1 or I-2 industrial properties and C-1, C-2, C-3, or C-4, commercial districts by the zoning code of the City of Jackson; provided, however, that temporary storage not to exceed five (5) continuous days in conjunction with approved blasting operations shall be permissible.

It shall not be deemed unlawful under this section to store wholesale and retail stocks of small arms ammunition, explosive bolts, explosive rivets, or cartridges for explosive-activated power tools in quantities involving less than five hundred (500) pounds of explosive material.

Sec. 10-55. Appeals.

Whenever the fire chief shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the code adopted by this article do not apply or that the true intent and meaning of such code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the fire chief to the board within thirty (30) days from the date of the decision appealed.

Chapter 14 – HOUSING, Sec. 14-42 shall be amended to read as follows:

Sec. 14-42. Inspections.

- (a) In order that they may perform their duties to safeguard the health, safety and welfare of the occupants of dwellings and of the general public, the chief building official, chief of police and fire official are hereby authorized to make or cause to be made such inspections of dwellings or dwelling units as are necessary to enforce the provisions of this article and to correspond with section 14-9. The inspections that are authorized for the purpose of enforcement of the provisions of this article shall be made at a reasonable time. The word "dwelling" as used in this subsection shall include, but not be limited to, those categories of structures defined in section 14-26.
- (b) The chief building official, chief of police and fire official shall inspect buildings and structures regulated by this article. Inspections may be conducted even though a current certificate of compliance is on record with the department of neighborhood and economic operations.
- (c) An inspection shall be conducted in the manner best calculated to secure compliance with this article and appropriate to the needs of the community.
- (d) In an emergency situation, the chief building official, chief of police and fire official have the right to enter at any time for purposes of this article, an emergency shall exist when the chief building official, chief of police or fire official has reasonable grounds to believe that a condition hazardous to health or safety exists on the premises and requires immediate attention.
- (e) In a nonemergency situation or where the owner or occupant of any dwelling demands a warrant for inspection of the premises, the chief building official, chief of police or fire official shall obtain a warrant from a court of competent jurisdiction.

Chapter 16 – LICENSES, PERMITS AND MISCELLANEOUS BUSINESS

REGULATIONS, Sec. 16-8, Sec. 16-9, Sec. 16-14, Sec. 16-127, Sec. 16-205, Sec. 16-263, Sec. 16-264, Sec. 16-301, Sec. 16-335, Sec. 16-336, Sec. 16-342, Sec. 16-349, Sec. 16-502, Sec. 16-515, Sec. 16-516, Sec. 16-519, Sec. 16-521, and Sec. 16-527 shall be amended to read as follows:

Sec. 16-8. Fire chief's certificate.

In all cases where the certification of the fire chief (or designee) is required prior to the issuance of any license by the city clerk, such certification shall be based upon an actual inspection and a finding that the premises in which the person making application for such

license proposes to conduct or is conducting the trade, profession, business or privilege comply with all the fire regulations of the state and of the city.

Sec. 16-9. Police chief's certification.

In all cases where certification by the police chief (or designee) is required prior to the issuance of any license by the city clerk, such certification shall be based upon a finding by the police chief (or designee) that the applicant has met all public safety and criminal history prerequisites, if any, of any applicable licensing ordinance.

Sec. 16-14. Fees; when paid.

The fee required by this Code for any license or permit shall be paid at the office of the issuing authority prescribed in this Code upon or before the granting of such license or permit. In addition to the fees required by this Code or by Resolution, additional fees may be charged by various city departments for inspections required by this Code. Additional fees may also be charged for responses or services by or from the police department, fire department, or the department of public works.

Sec. 16-127. Duties of persons, groups or entities wishing to solicit.

No person shall engage in any act of solicitation in any public place within the city without first contacting the office of the city clerk at least twenty-four (24) hours in advance of the date or dates proposed for such solicitation, and providing in writing to the clerk and the police chief (or designee) all of the following:

- (1) The name, address and telephone number of the person, group or entity on whose behalf such solicitation will take place.
- (2) The names and business addresses of all those persons who will engage in such solicitation.
- (3) The date or dates upon which such solicitation will take place.
- (4) The general locations within the city where such solicitation will take place.

No solicitation is permitted on any public street at any time.

Sec. 16-205. Inspections required.

The chief building official and fire chief (or their designees) shall inspect or cause to be inspected prior to operation of a dance hall or special dance operating under the terms of this article, wherever the same may be located, relative to safety, sanitation and hazardous conditions.

Sec. 16-263. Requirements.

It shall be unlawful:

- (1) For any person to fumigate a building or any part thereof without first notifying the fire chief at least four (4) hours before beginning such fumigation.

- (2) For any person to fumigate any building without first closing, securely fastening and sealing all windows and securely locking all outer doors of such building, and no opening from which dangerous gases may escape shall remain unsealed.
- (3) For any person to fumigate any structure until all outer doors of same have been posted with white placards bearing the clearly visible lettering in red ink, DANGEROUS, KEEP OUT, POISONOUS GAS BEING USED IN THIS BUILDING, the word DANGEROUS to be in letters not less than four (4) inches in height, and such placard to bear the name, address and telephone number of the fumigator in charge.
- (4) For anyone other than the fumigator in charge or a public official in the discharge of duty to enter structures under process of fumigation, nor for such subsequent period as herein required for ventilation.
- (5) For any individual except the fumigator in charge to remove or destroy any warning placards which have been placed on a structure under process of fumigation, until such time as the ventilation period as prescribed herein has expired, and at no time during the ventilation period shall the structure be left unguarded unless all safety devices and warning placards are securely attached.
- (6) For any person to fumigate any portion of a building unless the entire structure is vacated.
- (7) For any person to fumigate any building or portion thereof in the city unless a competent, alert watchman or watchmen shall have been placed on guard for the purpose of preventing the ingress of human beings during the process of fumigation and ventilation; provided, that watchmen shall not be required at single dwellings or multiple dwellings containing not more than four (4) apartments where approved mechanical devices are applied to outer doors in such a manner as to prevent the use of existing locks by anyone except the licensed fumigator in charge of the fumigation procedure.

Sec. 16-264. Ventilation.

- (1) It shall be the duty of the fumigators at the conclusion of the fumigation process, which shall be continued for not less than twelve (12) hours, to open all doors and windows of fumigated structures, beginning at the basement or lowest floor and continuing until all rooms shall have been opened for the free access of air. Outer doors shall remain open for an interval of not less than two (2) hours after which, in the absence of a watchman or watchmen, safety locks shall be reapplied and kept in place for the remainder of the ventilation period. Where in any instance windows cannot be opened to provide adequate ventilation, the fumigator shall promptly report such fact to the fire chief; whereupon the fire chief (or his designee) may, if necessary, require the removal of one (1) or more panes of glass in order to insure complete ventilation. Such care shall be exercised in the process of ventilation that released fumigants shall not endanger human life or health.
- (2) Mechanical ventilation shall be employed in rooms which cannot be effectively ventilated by means of doors or windows. All mattresses, pillows, cushions, bedding, clothing and similar materials shall be beaten and placed in a well-ventilated space. The ventilation process shall be continuous for a total period of not less than twelve (12) hours, and it shall be the duty of fumigators to make a personal inspection of fumigated structures before

declaring the same to be ready for reoccupancy. Such declaration shall be in the form of a written statement certifying the premises to be safe for human use. Such certificates shall be signed by the fumigator and the date and hour of the day when such signature is affixed shall be therein set forth, after which it shall be conspicuously posted in the fumigated premises; provided, that no aged, infirm or convalescent adult, or any child under the age of six (6) years, shall be permitted to enter fumigated structures until twenty-four (24) hours after ventilation has been started.

Sec. 16-301. Inspection.

All gasoline filling stations, curb filling stations, private gasoline filling stations, bulk gasoline stations, and any tank cars or trucks used in connection with the latter, shall be subject to inspection by the fire chief (or designee) at all reasonable times. It is hereby made the duty of the fire chief (or designee) to inspect the tanks, pumps, containers and other equipment of such stations for the purpose of ascertaining and suppressing any possible explosive or fire hazard at least twice a year.

Sec. 16-335. Pawnbrokers license—Application, conditions, denial, hearing.

- (1) Application for a pawnbroker's license shall be made in writing to the city clerk, who is authorized to create application forms and to receive and process applications and to thereafter grant, deny, suspend, or revoke said licenses as set forth in this article. Applications shall be on forms supplied by and to be filed with the city clerk. Such application, shall be signed and dated by the applicant or, if the applicant is not an individual, by an authorized representative. The application shall contain the following minimum information, plus any other information deemed necessary by the city clerk:
 - (a) The name and any alias used, and address and telephone number of the applicant and all employees, officers, partners or agents of the applicant;
 - (b) The location where the business is to be carried on plus any subsidiary offices and a brief description of the items to be sold;
 - (c) The applicant's criminal record, if any, and if the applicant is not an individual, the criminal record, if any, of the partners or officers of the corporation;
 - (d) The criminal record, if any, of any employees of the applicant;
 - (e) The applicant's prior experience as a pawnbroker;
 - (f) An authorization for the city clerk and/or the director of police and fire services (or designee) to carry out a background investigation on the applicant and all employees, officers, partners or agents of the applicant;
 - (g) A statement as to whether the applicant has ever had any licenses required by the City of Jackson or any other governmental entity revoked, suspended, or denied and the reasons for said action;
 - (h) A statement that the information provided is true and accurate and that, if a license is granted, the applicant will abide by all applicable ordinances and statutes.
- (2) All licenses are subject to the following conditions, which shall be noted on the application form:

- (a) The applicant shall permit inspection of the licensed premises, activity, and the record of transactions required by Section 5 of the Pawnbrokers Act at reasonable times by any authorized representative of the City of Jackson. The city may charge an hourly fee for the inspection of the licensed premises and record of transactions.
 - (b) The applicant shall not engage in the business of a pawnbroker at any time after the license has expired, without having been reissued, or at any time when the license is suspended or revoked;
 - (c) No license shall be issued or renewed unless and until the applicant and any and all employees, officers, partners or agents of applicant shall, if deemed necessary by the police chief (or designee), submit to being fingerprinted and photographed as part of the background investigation.
- (3) The city clerk shall issue a license to the applicant if the city clerk is satisfied that the applicant has met and will continue to meet the requirements of this article and all applicable laws and the applicant has paid the license fee.

Sec. 16-336. Reporting requirements; hours of operation.

- (1) Pawnbrokers shall transmit the record of transaction required by section 5 of the Pawnbrokers Act to the chief of police (or designee) by electronic means over the internet to the website established by the city for this purpose. The city will provide information concerning the website. So long as the required information is transmitted by electronic means, the required statutory form need not be filled out by hand, but a short form with the right thumbprint of the individual pawning the item shall be maintained as required by the Pawnbrokers Act, with an appropriate reference to the transaction. If it is not possible for the person to provide his or her right thumbprint, then another specifically designated fingerprint shall be provided. Upon request, the short form containing the thumbprint shall be immediately provided to the director of police and fire services (or designee) or his/her designee.
- (2) No pawnbroker shall acquire any goods between the hours of 9:00 p.m. and 7:00 a.m.; nor from any person under the age of eighteen (18) years; nor from any person who is at the time intoxicated or known to be a habitual drunkard; nor from any person with the knowledge that such goods are stolen property. A pawnbroker shall not conduct business on Sunday.

Sec. 16-342. Secondhand dealers—Record of secondhand goods received; reporting requirements; hours of operation.

- (1) A secondhand dealer shall keep a record in English at the time the secondhand dealer receives any secondhand goods. The record shall include a description of the goods, the serial number and model number if available, a sequential transaction number, the amount of money or other consideration received for said goods, the name, residence, general description and driver's license number, official state personal identification card number, or government identification number of the person from whom the secondhand goods were received, the right thumbprint of the person from whom the goods were received, and the day and hour when the goods were received. If it is not possible for the person to provide his or her right thumbprint on the full handwritten form or the short form, then another

specifically designated fingerprint shall be provided. These records, the place where the secondhand dealer's business is carried on, and all secondhand goods in that place of business or in control of the secondhand dealer are subject to examination at any time by the city attorney, the police chief (or designee), the city clerk, the state police, and the Jackson County Prosecuting Attorney. The required information may be maintained by computer as required by subsection (b) below.

- (2) The secondhand dealer shall retain a record of each transaction for a minimum of one (1) year or as directed by the police chief. The secondhand dealer shall send a copy of any record of transaction to the police chief (or designee) on a weekly basis or as otherwise directed by the police chief (or designee). Commencing no later than August 1, 2009, the information in the record of transaction shall be transmitted to the police chief (or designee) by electronic means over the internet to the website established by the city for this purpose. The city will provide information concerning the website. So long as the required information is transmitted by electronic means, a handwritten form need not be completed, but a short form with the right thumbprint of the individual trading in the item shall be maintained, with an appropriate reference to the transaction. If it is not possible for the person to provide his or her right thumbprint on the full handwritten form or the short form, then another specifically designated fingerprint shall be provided. Upon request, the short form shall be immediately provided to the director of police and fire services (or designee) or his/her designee.
- (3) The secondhand dealer shall retain an article that was purchased or exchanged for at least fifteen (15) days before disposing of the article, by keeping the article in an accessible place in the building where the article is purchased and received. A tag shall be attached to the article in some visible and convenient place, with the number written thereupon to correspond with the entry number in the book or other record.
- (4) The secondhand dealer or licensee need not follow the electronic reporting required in subsection (b) above for transactions taking place at a business location where the number of transactions in each ninety-day period does not exceed ten (10). A secondhand dealer or licensee reasonably believing a location at which he or she conducts a business qualifies under this subsection for exemption from electronic reporting and wishing to be exempt from the requirements of subsection (b) shall sign, under penalty of perjury, a declaration to that effect on a police department approved form. Once the declaration is signed and so long as the volume of transactions does not exceed ten (10) for each ninety-day period for transactions taking place at that business, the transactions need not be reported electronically, but shall be reported on paper forms. No secondhand dealer shall acquire any secondhand goods between the hours of 9:00 p.m. and 7:00 a.m.; nor from any person under the age of eighteen (18) years; nor from any person who is at the time intoxicated or known to be a habitual drunkard; nor from any person with the knowledge that such secondhand goods are stolen property.

Sec. 16-349. Junkyard license—Application, conditions, denial, hearing.

- (1) Application for a junkyard license shall be made in writing to the city clerk, who is authorized to create application forms and to receive and process applications and to thereafter grant, deny, suspend, or revoke said licenses as set forth in this article. Applications shall be on forms supplied by and to be filed with the city clerk. Such

application, shall be signed and dated by the applicant or, if the applicant is not an individual, by an authorized representative. The application shall contain the following minimum information, plus any other information deemed necessary by the city clerk:

- (a) The name and any alias used, and address and telephone number of the applicant and all employees, officers, partners or agents of the applicant;
 - (b) The location where the business is to be carried on plus any subsidiary offices and a brief description of the items to be sold;
 - (c) The applicant's criminal record, if any, and if the applicant is not an individual, the criminal record, if any, of the partners or officers of the corporation;
 - (d) The criminal record, if any, of any employees of the applicant;
 - (e) The applicant's prior experience as a junkyard operator;
 - (f) An authorization for the city clerk and/or the police chief (or designee) to carry out a background investigation on the applicant and all employees, officers, partners or agents of the applicant;
 - (g) A statement as to whether the applicant has ever had any licenses required by the City of Jackson or any other governmental entity revoked, suspended, or denied and the reasons for said action;
 - (h) A statement that the information provided is true and accurate and that, if a license is granted, the applicant will abide by all applicable ordinances and statutes.
- (2) All licenses are subject to the following conditions, which shall be noted on the application form:
- (a) The applicant shall permit inspection of the licensed premises and/or activity at reasonable times by any authorized representative of the City of Jackson;
 - (b) The applicant shall not engage in the business of a junkyard operator at any time after the license has expired, without having been reissued, or at any time when the license is suspended or revoked;
 - (c) No license shall be issued or renewed unless and until the applicant and any and all employees, officers, partners or agents of applicant shall, if deemed necessary by the police chief (or designee), submit to being fingerprinted and photographed as part of the background investigation.
- (3) The city clerk shall issue a license to the applicant if the city clerk is satisfied that the applicant has met and will continue to meet the requirements of this article and all applicable laws, and the applicant has paid the license fee.
- (4) The city clerk may deny an application for a junkyard operator's license if the application is disapproved by one (1) or more proper officers of the city, as provided in this Code, indicating that the applicant is unable to meet or continue to meet the requirements of any provision in this article.
- (5) If the city clerk denies the issuance of a license or a renewal thereof, a notice of denial including the reasons for the denial shall be mailed by first class mail to the applicant. If the application for a license has been denied, the applicant may appeal the denial by

requesting a hearing pursuant to section 16-16 of this Code, as amended, or may reapply at any time by submitting a new application and fee. The notice of denial shall provide that if the applicant wants to appeal the city clerk's decision, the applicant must request a hearing within ten (10) business days pursuant to section 16-16 of this Code, as amended.

Sec. 16-502. Repossession.

Every used motor vehicle dealer who shall repossess a used motor vehicle from a purchaser who has defaulted on a motor vehicle retail installment sales contract without the knowledge and consent of such purchaser shall forthwith report the fact of such repossession to the police chief (or designee).

Sec. 16-515. License application committee.

- (a) A marihuana licensing review committee (hereafter committee) shall be created and consist of the city manager, the police chief, the director of community development, the chief building official, and one (1) councilmember selected by the city council.
- (b) The committee shall review applications deemed complete by the city clerk for medical marihuana facilities and/or adult-use establishments pursuant to a set of guidelines to be determined by the committee and approved by city council. Incomplete applications will not be reviewed by the committee. The guidelines established by the committee and approved by city council shall include, but not be limited to, the following areas of assessment of the applicant and its stakeholders: financial status and history, business history, regulatory compliance history, criminal history, tax payment history, litigation history, and bankruptcy history. In addition, the marihuana licensing committee shall establish a point system to evaluate the location of the proposed facility and the structure which will contain the facility, job opportunities created by the applicant, and the community impact of the proposed facility and the social responsibility of the applicant and its stakeholders. The guidelines will be posted on the City of Jackson webpage once approved by the city council.
- (c) After assessing the applicant according to the guidelines above, the committee shall make a recommendation to the city council as to whether a facility license should be issued to the applicant, as well as any conditions that should be complied with in order to obtain the license.

Sec. 16-516. License applications process and submissions.

The medical marihuana facility and adult-use marihuana establishment licensing process shall consist of three (3) phases. The first phase shall be review of the location of the facility and the building plan for the structure that will contain the facility. The second phase shall be review of the entity that is applying. The third phase will be approval of licenses by the city council.

(a) Phase One - Facility Review.

- (1) An applicant that has already received a step one (1) pre-licensure from the State of Michigan to operate a medical marihuana facility or adult-use marihuana establishment may begin the process for approval of the structure and location of the facility. If the applicant does not have a phase one (1) pre-licensure from the State of Michigan, the applicant may not begin the city application process.

- (2) The applicant shall submit the appropriate nonrefundable application and licensee fee per resolution of the city council along with the following as a site and structure application to the community development department for approval of the site and structure that will contain the medical marihuana facility or adult-use marihuana establishment:
 - a. A complete application for building and site plan review;
 - b. A complete site plan signed and sealed by a licensed engineer or architect;
 - c. A boundary and ALTA survey at a standardized engineering scale;
 - d. A complete set of building drawings signed and sealed by a licensed engineer or architect;
 - e. A copy of the applicant's pre-licensure application to the State of Michigan and a copy of the step one pre-licensure from the State of Michigan; and
 - f. A social equity plan.
 - (3) Applications for medical and/or adult use marihuana establishments are accepted on a rolling basis until all available licenses are issued. The director of NEO or designee shall have thirty (30) days after receipt to review the site and structure application to determine if all applicable information has been submitted. If the site and structure application is not complete, the director of NEO shall notify the applicant in writing and the applicant shall have an additional thirty (30) days to resubmit the required information before the application will be denied.

If the application is complete, the director of NEO and staff shall review and coordinate any requested changes to verify compliance with the City of Jackson Code of Ordinances no less than ninety (90) days after deeming the application complete.

Once the applicant receives approval of the marihuana facility site plan and building drawings from the director of NEO and the chief building official, the marihuana licensing committee shall evaluate each application and submit a recommendation to the city council for a conditional license. Upon approval by city council, the chief building shall issue building permits building permits are valid for one (1) year pursuant to the Stille-Derossett-Hale Single State Construction Act.
 - (4) Conversion of a phase one conditional license from medical to adult use: At any point after receiving a building permit, a medical marihuana applicant with a phase one conditional license from the city council can choose to convert the approved medical use into a comparable adult use operation provided all state informational requirements are submitted to the city as a part of said request.
- (b) Phase Two - Entity Review.
- (1) Once the applicant has received a building permit, the applicant may submit a final application for a full marihuana license to the city clerk after receiving conditional phase one (1) license approval. Additional complete copies of the application must also be provided to the city clerk to distribute to the following city staff:
 - a. The city attorney;
 - b. The city engineer;
 - c. The city manager;
 - d. The director of community development;

- e. The police chief; and
 - f. The city treasurer.
- (2) Licensees shall report any other change in the information required to the city clerk within ten (10) days of the change. Fees shall be set by council resolution for any applicant or employee background check and review added after the original application is filed.
 - (3) Comments from the staff listed in subsection (b)(1) shall be given to the clerk within ninety (90) days of receipt. Once comments are given by staff, the city clerk shall then submit the final application to the marihuana licensing review committee.
 - (4) The marihuana licensing review committee shall have ninety (90) additional days, or the date that the applicant has received a certificate of occupancy for the applicants proposed medical marihuana facility or adult-use marihuana establishment, whichever occurs earlier, to make a recommendation to the city council for final license approval.
- (c) Phase three - Approval of city council and issuance of licenses.
 - (1) The final, full license to operate the applicant's proposed medical marihuana facility or adult-use marihuana establishment will not be issued by the city council to the applicant and applicants will not be permitted to operate the medical marihuana facility or adult use marihuana establishment until the following occur:
 - a. The city manager has certified to the city council that the structure is complete, that a certificate of occupancy for the structure containing the facility has been issued to the applicant, and that a zoning compliance certificate for the structure containing the facility has been issued to the applicant;
 - b. The city treasurer certifies to the city council that the applicant, nor any person or entity considered an applicant under the MMFLA or the MRTMA, is in default to the city;
 - c. The city attorney certifies that there are no criminal or civil actions pending against the applicant or any person or entity considered an applicant under the MMFLA or the MRTMA that were not disclosed by the applicant in the application; and
 - d. The applicant has filed a copy with the clerk of the final, step two (2) State of Michigan license to operate the proposed facility.
 - (2) City council shall make its final decision regarding the granting of licenses to medical marihuana facilities and/or adult-use marihuana establishment applicants at the next available meeting after the applicant receives its phase two final license from the State of Michigan. A copy of said license from the state must be submitted to the city clerk no less than three (3) weeks before said meeting in order for city council to consider granting the license.
 - (d) Contents of final city application. A final application for a medical marihuana facility or adult-use marihuana establishment license required by this chapter shall contain the following:
 - (1) A complete copy of the application package submitted to the State of Michigan for the facility license;

- (2) If the applicant is an individual, the applicant's name, date of birth, physical address, copy of government issued photo identification, email address, and one or more phone numbers, including Bureau contact information;
- (3) If the applicant is not an individual, the names, physical addresses, email addresses, and one (1) or more phone numbers of each person considered an applicant under the MMFLA or the MRTMA, including designation of the highest ranking member of the applicant entity, or the highest ranking managerial employee as a bureau contact person and contact information for the bureau contact person, articles of incorporation, articles of organization, or assumed name registration documents, Internal Revenue Service SS-4 EIN confirmation letter, and a copy of the operating agreement of the applicant, if a limited liability company, a copy of the partnership agreement, if a partnership, or a copy of the by-laws or shareholder agreement, if a corporation;
- (4) The name and address of the proposed medical marihuana facility or adult-use marihuana establishment and any additional contact information deemed necessary by the city clerk;
- (5) For the applicant and/or for each stakeholder of the applicant, an affirmation under oath that they are at least eighteen (18) years of age and have never been convicted of or pled guilty to any criminal offense under the laws of any jurisdiction for a controlled substance related crime. If convicted of such an offense, the applicant must provide information of the conviction, including the date, name and location of the court, arresting agency, and prosecuting agency, the case caption, the docket number, the offense, the disposition, and the location and length of incarceration.
- (6) A signed release authorizing the department of police and fire services to perform a criminal background check to ascertain whether the applicant, each stakeholder of the applicant, each managerial employee (if known at the time of application) and employee (if known at the time of application) of the applicant meet the criteria set forth in this article. For any managerial or other employee hired after the date of the license application, this release must be provided within ten (10) days of the commencement of employment.
- (7) A signed release consenting to and authorizing the police and fire departments to inspect the premises of the facility for compliance with the provisions of this Code;
- (8) The name, date of birth, physical address, copy of photo identification, and email address for any managerial employee or employee of the medical marihuana facility or adult-use marihuana establishment, if other than the applicant. For any managerial or other employee hired after the date of the license application, this information must be provided within ten (10) days of the commencement of employment.
- (9) An affirmation under oath as to whether the applicant has ever applied for or has been granted any commercial license or certificate issued by a licensing authority in Michigan or any other jurisdiction that has been denied, restricted, suspended, revoked, or not renewed and a statement describing the facts and circumstances concerning the application, denial, restriction, suspension, revocation, or nonrenewal, including the licensing authority, the date each action was taken, and the reason for each action;
- (10) A copy of the proof of financial responsibility submitted to LARA with the state application.

- (11) One (1) of the following:
 - a. Proof of an ownership interest of the entire premises wherein the medical marihuana facility or adult-use marihuana establishment is to be operated. Co-ownership with a person or person who are not the owner, member or shareholder of the licensee is not permitted; or
 - b. Written consent from the property owner for use of the premises in a manner requiring licensure under this chapter along with a copy of the lease for the premises.
- (12) Proof of an adequate premise liability and casualty insurance policy in the amount not less than one million dollars (\$1,000,000.00) per occurrence, covering the medical marihuana facility or adult-use marihuana establishment and naming the city as an additional insured party, available for the payment of any damages arising out of an act or omission of the applicant or any person or entity considered an applicant under the MMFLA or the MRTMA, agents, employees, or subcontractors;
- (13) A description of the security plan meeting all requirements of the Rules for the Medical Marihuana Facility or Adult-Use Marihuana Establishment, including, but not limited to, any lighting alarms, and recording/monitoring devices. The security plan must contain the specification details of each piece of security equipment and must be approved by the director of police and fire services;
- (14) A copy of the marihuana facility plan or marihuana establishment plan required by LARA as well as a floor plan of the medical marihuana facility or adult-use marihuana establishment, and a scale diagram illustrating the property upon which the medical marihuana facility is to be operated, including all available parking spaces, and specifying which parking spaces, if any, are handicapped-accessible;
- (15) An affidavit that neither the applicant nor any person or entity considered an applicant under the MMFLA or the MRTMA is in default to the city. Specifically, that neither the applicant or any person or entity considered an applicant under the MMFLA or the MRTMA has not failed to file or pay any income taxes, property taxes, special assessments, fines, fee or other financial obligations to the city;
- (16) An affidavit that the transfer of marihuana to and from medical marihuana facilities shall be in compliance with the MMMA and the MMFLA or other applicable state laws;
- (17) A staffing plan listing all employees expected to be hired and the titles of the employees as well as each employee's duties;
- (18) Any proposed text or graphical materials to be shown on the exterior of the proposed medical marihuana facility or adult-use marihuana establishment;
- (19) A business plan containing the following: an executive summary, a market analysis, a description of the organization management of the applicant, the sales strategies to be used by the applicant, the funding requirements for the facility, and the financial projections of the applicant.
- (20) A location area map of the medical marihuana facility or adult-use marihuana establishment and surrounding area that identifies the relative locations and the distances (closest property line to the subject building) to the subject medical marihuana facility or adult-use marihuana establishment to the closest real property types of property identified in section 28-140 of this article.

- (21) A facility sanitation plan to protect against any marihuana being ingested by any person or animal, indicating how the waste will be stored and disposed of, and how any marihuana will be rendered unusable upon disposal. Disposal by on-site burning or introduction in the sewerage system is prohibited;
- (22) Copies of the financial statement of assets, copies of documents submitted to LARA to meet LARA's capitalization requirements, and copies of the CPA-attested financial statements required by the MMFLA, the MRTMA, the Rules and Advisory Bulletins.
- (23) An affidavit that the liquid assets identified in the documents submitted in response to subsection 23 above will still be in liquid form at the time the license is issued by the city;
- (24) As it relates to a grower facility, the following additional items shall be required:
- a. A grower plan that includes at a minimum a description of the grower methods to be used, including plans for the growing mediums, treatments and/or additives;
 - b. A production testing plan that includes at a minimum a description of how and when samples for laboratory testing by a state approved safety compliance facility will be selected, what type of testing will be requested, and how the test results will be used;
 - c. An affidavit that all operations will be conducted in conformance with the MMMA, the MMFLA, the MRTMA or other applicable state laws and such operations shall not be cultivated on the premises at any one time more than the permitted number of marihuana plants per the MMMA, as amended, the MMFLA, as amended, and the MRTMA, as amended; and
 - d. A chemical and pesticide storage plan that states the names of pesticides to be used and where and how pesticides and chemicals will be stored in the facility, along with a plan for the disposal of unused pesticides.
- (25) In connection with an application for a license under section 16-514(B)(6) and in addition to any other applicable requirements set forth in this article or the MMMA, MMFLA and MRTMA, the business plan shall contain: (1) a detailed description of the business experience and expertise of the applicant and its owners and operators demonstrating that the applicant and its owners will have the necessary experience required to operate a complex co-located multi-license cultivation, processing, and retail facility(ies), (2) a detailed summary in which applicant and its owners must demonstrate sufficient prior experience successfully operating in a highly regulated industry, (3) a demonstration that the operators of the facility include person(s) with sufficient prior experience operating large scale marijuana growing, processing, and retail facility(ies), (4) a pro-forma operating budget for the proposed facility(ies) and adequate evidence that the applicant and its owners have access to sufficient liquid assets to meet the capital and operating expense and budgetary requirements to successfully operate the facility(ies), (5) an employment plan for the proposed facility establishing a minimum number of FTE positions and a timeline for reaching that threshold, and (6) a facility plan describing the size and dimensions of the proposed facility(ies) adequate to accommodate the maximum number of licenses for growing, processing, and retail sale of medical and adult use marijuana.

- (e) License renewal and subsequent applications. Upon the expiration of an existing license, a license will be automatically renewed by the Office of the City Clerk for one (1) year if:
 - (1) There are no uncured administrative violations in the prior year;
 - (2) The applicant has paid the annual licensing fee for the renewal period;
 - (3) Any changes of any person or entity considered an applicant under the MMFLA or the MRTMA have been fully disclosed and attested to the City of Jackson;
 - (4) Neither the applicant nor any person or entity considered an applicant under the MMFLA or the MRTMA are in violation of any provision of the Code;
 - (5) The property where the facility will be located has been certified by the director of community development to be in compliance with the City of Jackson's building design standards and the approved site plan for the property;
 - (6) The applicant has no unpaid delinquent taxes, special assessments, fees or charges of any type owed to the city; and
 - (7) The applicant has paid and received the renewal of its state license.
 - (8) The applicant submits items 2, 3, and evidence of item 7 twenty-one (21) days prior to the expiration of their license.

Sec. 16-519. General requirements for all medical marihuana facilities and adult-use marihuana establishments.

- (a) All activities related to marihuana, including those related to a provisioning center, a retailer, a grower facility, a processor facility, a microbusiness, a secure transporter, or a safety compliance facility shall be in compliance with the MMMA, the MMFLA, the MRTMA, the rules and advisory opinions of the Medical Marihuana Licensing Board, the Michigan Department of Licensing and Regulatory Affairs or any successor agency, and the Code of Ordinances, resolutions, rules and regulations of the City of Jackson.
- (b) Any prospective licensee who engaged in the cultivation or processing of marihuana into a usable form, or the distribution of marihuana, or the testing of marihuana either prior to or after enactment of this chapter but without obtaining the required licensing set forth in chapter 16 of the Code shall be deemed to not be a legally established use and therefore not entitled to legal nonconforming status under the provisions of this chapter, chapter 28 of the Code, any other provision of the City Code, and/or under state law. The city finds and determines that at the time of adoption of this article, the city has not previously authorized or licensed the existence of any medical marihuana facility, as defined herein, in the city.
- (c) All facilities shall withhold City of Jackson income taxes from the pay of employees and timely submit all withholdings and documentation.
- (d) Before hiring a prospective employee of the applicant, the holder of a license shall conduct a background check of the prospective employee. If the background check indicates a conviction within the past ten (10) years for a controlled substance-related felony, the applicant shall not hire the prospective employee without written permission from the city clerk after approval from the committee;
- (e) No advertisements or packaging shall be targeted to appeal to minors. No packaging shall substantially resemble any form of candy, snack food, drink or other edible item not containing marihuana currently for sale to the general public. All edible marihuana product

must be in child resistant packages or containers. All packaging of edible marihuana product shall conform to the MMFLA, the MRTMA, the Rules and all Advisory Bulletins.

- (f) No doctor shall be permitted to offer certifications or examinations at the facility.
- (g) No alcohol, cigarettes, or over the counter pharmaceuticals may be sold on the premises.
- (h) Consumption of marihuana shall be prohibited on the premises of a medical marihuana facility, and a sign shall be posted on the premises of each facility indicating that consumption is prohibited on the premises. This exclusion does not apply to adult use marihuana consumption establishments;
- (i) All capitulation requirements of the MMFLA must be shown to be met.
- (j) All facilities must have an approved certificate of occupancy and zoning certificate at the time of application or the application will not be considered.
- (k) All notification and reporting requirements required by the Rules, as amended, must be followed concerning reporting of theft or diversion of marihuana product.
- (l) The State of Michigan and city licenses must be prominently displayed at all times.
- (m) No noise, dust, odors or other nuisance conditions in violation of the Code are permitted on the premises.
- (n) No person is permitted to reside in a medical marihuana facility or adult-use marihuana establishment.
- (o) The premises shall be open, at all times, to fire fighters and police officers, without a warrant and without notice to the licensee, to enter the premises, offices, facilities, or other places of business of a licensee, if there is probable cause of noncompliance with the MMMA, MMFLA, the MRTMA, the Code or applicable state laws will be found and consistent with constitutional limitations, for the following purposes:
 - (1) To inspect and examine all premises;
 - (2) To inspect, examine, and audit relevant records of the licensee and, if the licensee or any managerial employees or employees fails to cooperate with an investigation, impound, seize, assume physical control of, or summarily remove from the premises all books, ledgers, documents, writings, photocopies, correspondence, records, and videotapes, including electronically stored records, money receptacles, or equipment in which the records are stored;
 - (3) To inspect the person, and inspect or examine personal effects present in a medical marihuana facility or adult-use marihuana establishment, of any holder of state operating license while that person is present in a medical marihuana facility or adult-use marihuana establishment; and
 - (4) To investigate alleged violations of the MMMA, MMFLA, MRTMA or applicable state laws.
- (p) All marihuana shall be contained within an enclosed, locked facility in accordance with the MMMA, MMFLA, or MRTMA as amended.
- (q) There shall be no other accessory uses permitted within the facility.

- (r) Litter and waste shall be properly removed and the operating systems for waste disposal are maintained in an adequate manner so that they do not constitute a source of contamination in areas where marihuana is exposed;
- (s) Facilities shall be free from infestation by insects, rodents, birds, or vermin of any kind. There shall be adequate screening or other protection against the entry of pests.
- (t) Rubbish shall be disposed of so as to minimize the development of odor and minimize the potential for waste becoming an attractant, harborage or breeding places for pests.
- (u) Disposal of marihuana shall be accomplished in a manner that prevents its acquisition by any person who may not lawfully possess it and otherwise in non-conformance with state laws;
- (v) Marihuana that can support the rapid growth of undesirable microorganisms shall be held in a manner that prevents the growth of these microorganisms;
- (w) Signage shall comply with the Code and with all state laws and rules and advisory bulletins of LARA.
- (x) In addition to all security measures required by the State of Michigan, all medical marihuana facilities or adult-use marihuana establishments shall continuously monitor the entire premises on which they are operated with surveillance systems that include security cameras capable of recording with reasonable clarity at night. The video recordings shall be maintained in a secure, off-site location for a period of thirty (30) days.
- (y) The dispensing of medical marihuana for consumption at the premises shall be prohibited.
- (z) Facilities shall not be operated in a manner creating noise, dust, vibration, glare, fumes, or odors detectable to normal senses beyond the boundaries of the property on which the facility is operated.
- (aa) The public or common areas must be separated from restricted or non-public areas.
- (bb) It shall be prohibited to use the symbol or image of a marihuana leaf in any exterior building signage.

Sec. 16-521. Minimum operational standards of grower facility.

In addition to all general requirements in section 16-519, the following minimum standards for grower facility shall apply:

- (a) All necessary building, electrical plumbing and mechanical permits shall be obtained for any portion of the structure in which electrical wiring, lighting and/or watering devices that support growing or harvesting of marihuana are located;
- (b) That portion of the structure where the storage of any chemicals such as herbicides, pesticides, and fertilizers shall be subject to inspection and approval by the fire department to ensure compliance with the International Fire Code and City of Jackson Fire Prevention Ordinance;
- (c) The dispensing of marihuana or marihuana product at the grower facility shall be prohibited;

- (d) An air filtration system of sufficient size for the premises must be installed and operating at all times which recycles the air in the premises at least every three (3) minutes so as to eliminate any specific odor emanating from the premises.

Sec. 16-527. Penalties and discipline.

- (a) The city may require an applicant or holder of license of a medical marihuana facility or adult-use marihuana establishment to produce documents, records, or any other material pertinent to the investigation of an application or alleged violation of this chapter. Failure to provide the required material may be grounds for application denial, license revocation, or discipline.
- (b) A person who violates any provision of this ARTICLE related to a medical marihuana facility may result in a facility license being denied, revoked, suspended, or not renewed. In addition, civil fines of up to five thousand dollars (\$5,000.00) may be imposed against a licensee or against an employee or stakeholder of a licensee. Civil fines will be assessed for each day that the violation continues.
- (c) Any person in violation of any provision of this article related to adult-use marihuana establishment is responsible for civil infraction, punishable by a fine of up to five hundred dollars (\$500.00) plus cost of prosecution. This section is not intended to prevent enforcement of any provision of the state law by the police or fire departments.

Chapter 21 – POLICE, Sec. 21-1, Sec. 21-3, Sec. 21-4 and Sec. 21-101 shall be amended to read as follows:

Sec. 21-1. Police Chief.

The police department shall be headed by the police chief, who shall be the commanding officer for the department. He or she shall direct the police work of the city and be responsible for the enforcement of law and order.

Sec. 21-3. Department rules.

The police chief may prescribe rules for the conduct of police officers of the city, subject to approval of the city manager, which shall be maintained on file with the police department. Such rules and orders may be amended or revoked by the police chief upon written notice to the city manager. It shall be the duty of all members of the police department to comply with such rules and orders while effective.

Sec. 21-4. Acting director.

In case of the absence of the police chief from the city, or inability from any cause, to act as police chief, the city manager shall designate and appoint someone to act as director during such absence or disability.

Sec. 21-101. Definitions.

For purposes of the Ordinance, the following terms shall have the following defined meanings:

Commission means the Community Police Oversight Commission.

Department means Jackson City Police Department.

Director means the Police Chief.

Chapter 25 – TRAFFIC AND MOTOR VEHICLES, Sec. 25-27.12 shall be amended to read as follows:

Sec. 25-27.12. Semi-trailer, truck tractor, motor home, recreational vehicle, or trailer parking prohibited.

It is unlawful to park a semi-trailer, truck tractor or uncoupled trailer on a public alley, upon a public street, or other public place within the city except when the parking is authorized in writing by the Community Development Department, when the parking is for purpose of loading and unloading, or when parking is for an emergency. It shall be unlawful to park a motor home, recreational vehicle or uncoupled trailer upon any residential street or public alley except when the parking is authorized in writing by the Community Development Department, when the parking is for the purpose of loading and unloading, or when the parking is for an emergency.

Section 25-30(a)(3) governs the penalty for violating this section.

In addition to the penalty above, when any semi-trailer, truck trailer, motor home, recreational vehicle or trailer is parked contrary to the provisions of this section, it may be removed after forty-eight (48) hours, by and under the direction of a member of the police department, to a place to be designated by the police chief.

When any semi-trailer, truck trailer, motor home, recreational vehicle or trailer is parked so as to be a hazard, by and under the direction of a member of the police department, it may be removed immediately to a place to be designated by the r police chief .

Any person owning or entitled to possession of such semi-trailer, truck trailer, motor home, recreational vehicle or trailer may obtain possession thereof by paying to the custodian of the vehicle the towing fee, plus storage fees, for the length of time the vehicle or trailer has been held.

Whenever an officer removes a semi-trailer, truck trailer, motor home, recreational vehicle or trailer from public property as authorized in this section, the officer shall adhere to the notice and sale provisions of the Michigan Vehicle Code, MCL 257.1 et seq., as amended.

Section 3. Effective Date.

In accordance with Jackson City Charter Sec. 9.10, this Ordinance shall take effect on January 1, 2025 after final adoption.

The foregoing Ordinance No. 2024-08 was adopted by Jackson City Council on October 22, 2024 and a summary was published on October 27, 2024.

Andrea Muray, City Clerk

Daniel Mahoney, Mayor



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: October 22, 2024
SUBJECT: Contract Award for Signal Shop Maintenance.

Recommendation:

Approve the award of the Signal Shop Maintenance contract to J. Ranck Electric, Inc. of Mount Pleasant, Michigan for a term of two calendar years with two possible two-year extensions and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

Attached is a report from Troy White, City Engineer regarding the subject contract award.

I recommend approval of the award. Your consideration and concurrence is appreciated.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Troy White, City Engineer

DATE: October 22, 2024

RECOMMENDATION: Approve the award of the Signal Shop Maintenance contract to J. Ranck Electric, Inc. of Mount Pleasant, Michigan for a term of two calendar years with two possible two-year extensions and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

ISSUE STATEMENT

Engineering's Signal Shop is responsible for the maintenance of all non-MDOT controlled traffic signals in Jackson County as well as all City-owned street lights within the City of Jackson. This maintenance work includes standard housekeeping and upkeep activities as well as responding to malfunctions or damages resulting from inclement weather and traffic accidents. Since the retirement of the last City-employed licensed journeyman electrician, the Signal Shop has been staffed by contracted electricians. The current contract will expire at the end of the 2024 calendar year and a new contract is needed to ensure continuity in maintenance activities and an uninterrupted capability to respond to emergency situations regarding traffic signals and street lights.

DESCRIBE THE CONSEQUENCES

Ensuring the Signal Shop remains staffed by licensed journeyman electricians is essential to ensuring traffic control systems operate continuously and reliably for the safety of motorists and pedestrians. In addition to maintaining City-controlled signals within the City Limits, the Signal Shop also maintains, at each agency's cost, the signals controlled by Jackson County and the Villages of Concord, Grass Lake and Horton.

In addition to traffic signal maintenance, the Signal Shop also maintains City-owned street lights and downtown streetscape electrical outlets, marks MISSDIG calls and performs electrical repairs as needed in parking lots, parks and other facilities.

OWNERSHIP

Engineering manages the Signal Shop and its associated tasks. Since 2018, the Signal Shop has been staffed by licensed journeyman electricians provided by contract from J. Ranck

Electric, Inc. At that time of the initial contract, J. Ranck’s staff had recently completed the reconstruction of several of the signals within the City and was most familiar with the traffic signal systems the City was operating. The original intent was to use J. Ranck staff until such time that licensed journeyman electricians could be hired directly to operate the Signal Shop. Subsequent efforts to recruit direct hire electricians have been unsuccessful and Engineering has pivoted to recommending the use of contracted electricians to staff the Signal Shop.

As a result of the past six years of service, J. Ranck Electric staff is familiar with the City’s traffic signals, street lighting and downtown streetscape electrical systems and is uniquely qualified to continue staffing the Signal Shop. The primary J. Ranck electrician in the Signal Shop has become, in practice, an extension of City staff and is integrated into emergency response practices and provides assistance to departments beyond Engineering and the Signal Shop. For the sake of consistency, it is recommended that a contract with J. Ranck Electric be approved and service continue seamlessly.

SOLUTION

It is recommended that a General Services Contract for a term of two calendar years with two possible two-year extensions be awarded to J. Ranck Electric, Inc. in accordance with Section 15.0 of the City of Jackson Purchasing Manual. The following is the rate schedule for the proposed contract and subsequent extensions:

	2025 Hourly Rate	2026 Hourly Rate	2027 Hourly Rate	2028 Hourly Rate
Standard Hours	\$137.00	\$140.00	\$143.00	\$146.00
OT Hours	\$190.00	\$194.00	\$198.00	\$202.00
Weekly on-call stipend	\$150.00	\$150.00	\$150.00	\$150.00

The above rates include equipment costs. The rates for 2025 match those for 2024 without an increase. The increases for 2026, 2027 and 2028 each represent an increase of two percent over each previous year.

FACILITATE IMPLEMENTATION

Approve the award of the Signal Shop Maintenance contract to J. Ranck Electric, Inc. of Mount Pleasant, Michigan for a term of two calendar years with two possible two-year extensions and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

ATTACHMENTS

None



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: October 22, 2024
SUBJECT: Resolution - Meterless Parking Necessity

Recommendation:

Approve the resolution determining the necessity for meterless parking in downtown Jackson as recommended by the Downtown Development Authority.

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, City staff has diligently studied the question of continuing the operation of a downtown meterless parking system as a public improvement with an estimated total annual assessable cost of \$150,000.00; and

WHEREAS, under the authority granted by Ordinance Nos. 98-6 and 98-20, the City Council has reviewed the necessity of continuing the operation of a meterless parking system for the downtown area; and

WHEREAS, notice had been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 22nd day of October, 2024, at 6:30p.m., to hear any and all objections and suggestions by interested parties to said public improvement; and

WHEREAS, the public hearing was held and the City Council and Assessor having heard all suggestions and objections made thereto and having fully considered the same; and

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby determines that the continuation of the meterless parking system for the downtown area is a necessary public improvement and directs the Assessor to prepare Assessment Roll No. 4307 in the amount of \$147,750.00, reflecting the estimated costs of same, assessing such costs to the property owners receiving a benefit therefrom in accordance with the benefits to be received by each.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that a public hearing will be held on Tuesday, the 26th day of November, 2024 at the hour of 6:30 p.m. in the Council Chambers of City Hall in the City of Jackson to hear any and all objections and suggestions by interested parties that may be made as to the assessments contained in said roll.

* * * * *

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

I, Andrea Muray, City Clerk in an 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 this 22nd day of October, 2024.

IN WITNESS WHEREOF, I have hereto affixed
my signature and the Seal of the City of Jackson,
Michigan, on this 23rd day of October, 2024.

Andrea Muray, City Clerk

September 27, 2024

Andrea Muray, City Clerk
161 W. Michigan Avenue
Jackson, MI 49201

Please place the following proposed special assessment roll on the agenda, setting a public hearing of necessity for Tuesday, October 22, 2024:

<u>ROLL NUMBER</u>	<u>ROLL PURPOSE</u>	<u>PROPOSED ASSESSMENT</u>	<u>INSTALLMENTS</u>
4307	Meterless Parking 2024-2025	\$147,475	1

Thank you,



Deborah Koehn
Senior Appraiser

Copy: City Manager's Office, Engineering, DDA, File

July 23, 2024

TO: Jason Yoakam, City Assessor
FROM: Troy R. White, P.E., Assistant City Engineer
SUBJECT: **Parking Assessment Fund**

Troy R White

Engineering review of the Parking Assessment Fund for fiscal year 2024/25 shows that the special assessment amount should be set at \$150,000.

Let me know if you have any further questions or comments on this issue.

TRW/sms

c: Lee Rose, Engineering Assistant/Parking Manager

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Jason Yoakam, City Assessor
DATE: September 27, 2024
RECOMMENDATION: Recommend Continuation of the Meterless Parking System

SUMMARY

Meterless parking special assessments provide the necessary funds for maintenance and repair of municipal lots.

BUDGETARY CONSIDERATIONS

The meterless parking special assessments generate revenue for the 518 (Parking Assessment) fund. Such assessments are based on the annual operating expense of the system and include such items as lot maintenance, snow removal, utilities and administrative expenses. Currently, the fund's proposed 2024/2025 balance is \$333,332. The amount of this year's requested special assessment is \$150,000; an increase from 2023/2024.

HISTORY, BACKGROUND and DISCUSSION

The meterless parking system began in 1984 as a means to eliminate parking meters. The amount of the assessment is based on a per parking space need times rate. Parking need is determined by the occupancy, zoning, and the number of spaces owned, leased from, or leased to others.

DISCUSSION OF THE ISSUE

N/A

POSITIONS

The DDA supports the continuation of the meterless parking system for the 2024-2025 fiscal year (memos from DDA and the City Engineer's office are attached).



Memorandum

Date: September 25, 2024
To: Jason Yoakam, City of Jackson Assessor
From: Beth Kuiper, DDA Executive Director
Re: Meterless Parking and Assessments

At their September 12, 2024 meeting, the Downtown Development Authority Board of Directors reviewed memos and listened to presentations from Beth Kuiper - DDA Executive Director, Jason Yoakam - City of Jackson Assessor's Office, Troy White – City of Jackson Engineering Department and Lee Rose - City of Jackson Engineering Department regarding downtown meterless parking and assessments. Based on those presentations, feedback from downtown business owners, and 2024-2025 assessment estimates, the DDA board voted unanimously in favor of continuing the current downtown meterless parking assessment program.

The DDA board does hereby approve that Jason Yoakam, City of Jackson Assessor; recommend the continuation of this program for the 2024-2025 fiscal year to the City of Jackson City Council. Any questions or concerns can be directed to my office at any time.

Respectfully Submitted,

Beth Kuiper
Executive Director, Downtown Development Authority

RESOLUTION
STREET RECONSTRUCTION AND WATER MAIN REPLACEMENT

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street reconstruction and water main replacement on Pearl Street from Cooper Street to Waterloo Avenue the following estimated costs, to wit:

Street Construction Assessments	\$ 379,401
Street Funds	\$ 232,582
Water Funds	\$ 1,485,052
Sewer Funds	\$ 975,281
EPA Drinking Water Funds	\$ 649,564
Total Project Cost	\$ 3,721,880

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 22nd day of October, 2024 at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

WHEREAS, the City Council and Assessor having heard all suggestions and objections made thereto and having fully considered the same;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby determines that the street construction is a necessary public improvement and directs staff to proceed with the street construction, in accordance with plans, maps, and specifications in the City Engineer's office; and

BE IT FURTHER RESOLVED that the City Assessor is ordered to assess the cost of said improvement to the property owners who benefit therefrom on a front footage basis and prepare an assessment roll covering this assessment district as soon as possible after the public improvement has been completed.

* * * * *

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 22nd day of October, 2024.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 23rd day of October, 2024.

Andrea Muray, City Clerk



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: October 22, 2024
SUBJECT: Budget Amendment and PSN Grant Award Acceptance

Recommendation:

Authorize Police & Fire Services Director Elmer Hitt to accept the FY 2024 PSN grant on behalf of the City, and amending the budget with the awarded funds as shown in the attached resolution.

The attached information from Director Hitt outlines the Project Safe Neighborhoods grant, how the funds will be spent, and the success of the previous PSN grant.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Elmer Hitt, Public Safety Director

DATE: October 22, 2024

RECOMMENDATION: Accept PSN grant funds and approve budget amendment to show receipt and expenditure of those funds.

ISSUE STATEMENT

The City of Jackson was notified on September 27, 2024 of being selected and awarded a Project Safe Neighborhoods (PSN) grant through the U.S. Department of Justice in the amount of \$336,940 to use over a three-year period to address violent gun- and gang-related crime in the City of Jackson. The period of performance is scheduled for October 1, 2024 through September 30, 2027.

DESCRIBE THE CONSEQUENCES

The City of Jackson continues to experience violent crime associated with known violent groups and violent offenders. The PSN grant project provides funds for a research partner (Michigan State University) to analyze crime data and statistics to provide geographic-based areas for focused deterrence and enforcement. In addition, a portion of PSN grant funds will be used for education of school-aged children through the Gang Resistance Education And Training (GREAT) program.

OWNERSHIP

By applying for and accepting these grant funds, the Jackson Police Department will partner with other criminal justice agencies in Jackson County for the highest rate of success. Law enforcement officers from the Jackson County Office of the Sheriff, Blackman-Leoni Township Department of Public Safety, and the Michigan State Police work alongside Jackson Police Department personnel addressing gun- and gang related activity/crime. We also partner with the Michigan Department of Corrections for parolee and probationer compliance checks. The Jackson County Prosecutor's Office provides an Assistant Prosecuting Attorney to review all cases initiated through the PSN effort. Finally, the U.S. Attorney's Office for the Eastern District of Michigan considers cases for federal prosecution when appropriate.

SOLUTION

Using the PSN grant funds to address violent crime and our most violent offenders is an important piece in a multi-faceted strategy to decrease violent crime in the City of Jackson.

FACILITATE IMPLEMENTATION

I recommend accepting the FY2024 PSN grant award, and amending the City's FY 24/25 budget to reflect the planned expenditures for the first year of the grant.

ATTACHMENTS

1. PSN Budget Resolution

RESOLUTION

WHEREAS, the City has entered into the federal government's Project Safe Neighborhood 2024 (PSN) Program, through the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

WHEREAS, this grant requires the activity relating to this project to be kept in a separate account to facilitate reporting and compliance under the terms of the grant.

NOW, THEREFORE, BE IT RESOLVED, that the 2024/2025 budget be amended as follows:

Special Revenue Fund		<u>Increase</u>
REVENUES:		
273-324-220-501.000	Federal Grant	<u>134,843</u>
EXPENDITURES:		
273-324-220-709.000	FICA	521
273-324-220-713.000	Overtime	35,890
273-324-220-724.000	Workers' Compensation	377
273-324-220-831.065	Blackman Township	11,181
273-324-220-831.066	Jackson County Prosecutor	4,997
273-324-220-831.067	Jackson County Sheriff	11,180
273-324-220-831.068	Michigan Department of Corrections	4,002
273-324-220-831.069	Michigan State Police	11,186
273-324-220-831.070	Michigan State University	21,714
273-324-220-910.000	Education and Training	6,000
273-324-220-913.000	Travel	<u>27,795</u>
		<u>134,843</u>

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

I, Andrea Muray, 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 October 22, 2024.

IN WITNESS WHEREOF, I have hereunto affixed
my signature and the seal of the City of Jackson, on
this 23rd day of October 2024.

City Treasurer/City Clerk



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: October 22, 2024
SUBJECT: Expand Downtown Jackson Social District Hours of Operation

Recommendation:

Approve the expansion of Downtown Jackson Social District hours of operation.

From:

Thursdays from 12 pm until 12 am; Fridays from 12 pm until 12 am, Saturdays from 9 am until 12 am, and Sundays from 9 am until 12 am, with additionally-approved special days during holidays, as designated by the Office of the City Manager, for the day before, the day of, and the day after those holidays. Furthermore, if any of those holidays fall on a Monday, Tuesday, or Wednesday, the hours will be consistent with the hours for Thursdays and Fridays of 12 pm until 12 am.

To:

Monday – Sunday 8:00 am -12:00am.

Attached is a memo from Downtown Development Authority Executive Director Beth Kuiper. I recommend approval of the expansion of Jackson Social District Hours of Operation.

Memorandum

Date: October 10, 2024

To: Jonathan Greene, Mayor, and City Council Members, City of Jackson

From: Beth Kuiper, Executive Director

Re: Downtown Social District

ISSUE:

On July 1, 2020, the Governor signed House Bill 5781, which was given immediate effect as Public Act 124 of 2020 and empowered local communities to designate “Social Districts” containing commons areas where purchasers may consume alcoholic beverages sold by multiple qualified Michigan Liquor Control Commission (LCC) licensees who obtain a Michigan LCC Social District Permit. This process requires three steps before restaurants can begin serving alcohol within these social districts:

1. City Council must designate a Social District
2. Restaurants must complete permit applications and send them to City Council for approval
3. Approved permit applications must be sent to the Michigan Liquor Control Commission for permit issuance

On April 27, 2021, the Jackson City Council approved the creation of a Social District in downtown Jackson with the following parameters:

1. Hours of Operation: Thursdays from 12 pm until 12 am; Fridays from 12 pm until 12 am, Saturdays from 9 am until 12 am, and Sundays from 9 am until 12 am, with additionally-approved special days during holidays, as designated by the Office of the City Manager, for the day before, the day of, and the day after those holidays. Furthermore, if any of those holidays fall on a Monday, Tuesday, or Wednesday, the hours will be consistent with the hours for Thursdays and Fridays of 12 pm until 12 am.
2. Location: Downtown Jackson, within the boundaries of Louis Glick Highway (to the North), Washington Avenue (to the South), Martin Luther King Boulevard (to the East), and Blackstone Street (to the West), and including all City-owned streets, parks, and properties within the boundaries set forth above.

SOCIAL DISTRICT UPDATE:

The DDA staff visited similar communities to gain insight of their programs and learned that streamlining hours assisted with smooth operating procedures and enforcement. Also gaining knowledge and feedback from local restaurants that participate in the Downtown Jackson Social District, our organization has been informed that increasing the days and times would benefit business. For example if a restaurant serves alcohol and has a patio, no longer would they be required to hold an additional license through the MLCC if patrons visited on a Tuesday, which reduces their cost and a lower barrier to add economic vibrancy to the district.

The JDDA recently transitioned from ordering and administering all cups to creating stickers for the participating businesses to reduce costs and DDA staff hours. This implementation has been successful with no issues per the Jackson Police Department. DDA also confirmed with JPD regarding any unlawful activity that would prohibit such an expansion and no issues have been reported. In regulation with the MLCC, we are updating all signage for clear boundary descriptions, creating clings for restaurants and bars, and provide a QR code on every social district cup that clearing defines all rules, regulations and boundaries.

We believe these changes to our current Social District's regulations will create a positive social atmosphere for downtown diners, shoppers, and visitors, and will provide a much-needed economic boost for downtown restaurants and bars. The board of the Downtown Development Authority supports the continuation of the Social District in downtown Jackson.

REQUEST:

We request that the Jackson City Council provide its support for the continued implementation of a downtown Jackson Social District and expand its hours of operation from:

Thursdays from 12 pm until 12 am; Fridays from 12 pm until 12 am, Saturdays from 9 am until 12 am, and Sundays from 9 am until 12 am, with additionally-approved special days during holidays, as designated by the Office of the City Manager, for the day before, the day of, and the day after those holidays. Furthermore, if any of those holidays fall on a Monday, Tuesday, or Wednesday, the hours will be consistent with the hours for Thursdays and Fridays of 12 pm until 12 am.

To:

Monday – Sunday 8:00 am -12:00am.

Respectfully Submitted,

Beth Kuiper

Executive Director, Downtown Development Authority



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: October 22, 2024
SUBJECT: Approve the creation of a City of Jackson Curb Appeal Program

Recommendation:

Authorize the creation of a City of Jackson Curb Appeal Program, approve the Program Guidelines and the creation of related application/administrative documents, and authorize the City Manager and City Attorney to make minor modifications as needed.

Attached is a memorandum from Shane LaPorte, Director of Community Development, requesting City Council to authorize the creation of a City of Jackson Curb Appeal Program, approve the Program Guidelines and the creation of related application/administrative documents, and authorize the City Manager and City Attorney to make minor modifications as needed.

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: October 22, 2024

RECOMMENDATION: Authorize the creation of a City of Jackson Curb Appeal Program, approve the Program Guidelines and the creation of related application/administrative documents, and authorize the City Manager and City Attorney to make minor modifications as needed.

ISSUE STATEMENT

The City of Jackson has many homes in need of minor exterior cosmetic upgrades. Minor improvements to pavement, landscaping, paint, porches, etc. can have a significant impact on the curb appeal of a home. Upgrades in these areas will help not only the participating property owner, but surrounding homes and the broader block/neighborhood as well.

DESCRIBE THE CONSEQUENCES

Failure to address the street-facing exteriors of many Jackson homes will lead to further deterioration, property decline, code enforcement issues, and overall neighborhood blight. Deferred small-scale maintenance can lead to bigger (and more costly) issues when not addressed.

OWNERSHIP

The City of Jackson Community Development Department will administer this program, including webpage construction (in collaboration with City staff), application processing, project approval, reimbursements, and reporting.

SOLUTION

The implementation of a Curb Appeal program will provide necessary funding for exterior projects in all Jackson neighborhoods. Jackson's program will be modeled after other successful municipal programs, with processes/procedures designed to make application, approval, completion, and reimbursement easy for participants and administrators. The need and desire for assistance is anticipated to be quite high, and it is hoped that program success can be highlighted and leveraged toward greater funding for an expanded program in the future.

FACILITATE IMPLEMENTATION

Authorize the creation of a City of Jackson Curb Appeal Program, approve the Program Guidelines and the creation of related application/administrative documents, and authorize the City Manager and City Attorney to make minor modifications as needed.

ATTACHMENTS

1. Curb Appeal Program Program Guidelines

Program Guidelines, Curb Appeal Program

I. Executive Summary

A. Overview

These Program Guidelines provide guidance to the City of Jackson's Community Development Department to approve projects and administer reimbursement funds for the Curb Appeal Program. Funding is allocated from the City's general fund, and program guidelines/specifications are approved by City Council. All program materials, and the approval/denial of any/all projects, shall be the sole responsibility of City of Jackson Community Development staff. All approved projects must adhere to the guidelines and regulations established within this manual and outlined in program supporting documentation.

The Curb Appeal Program reimburses homeowners for eligible home improvements to the front of their home. The program aims to encourage neighborhood beautification in all areas of the City. Projects can be reimbursed for 80% of eligible costs, up to \$2,500. Eligible properties include owner-occupied single-family homes, and two-unit properties where at least one unit is occupied by the property owner. Larger multi-unit structures and non owner-occupied structures are *not* eligible for project funding through the Curb Appeal program. Vacant and/or commercial structures are *not* eligible for funding. All projects must be pre-approved by Community Development Department staff. All participating properties must be located within the City of Jackson. Projects will be reviewed on a rolling basis, and reimbursements will be issued for approved projects until annual program funds are exhausted. This program will be evaluated on an annual basis for possible future funding.

The Curb Appeal Program aims to beautify City of Jackson blocks and neighborhoods by supporting eligible homeowner-initiated projects. The City recognizes that attractive front facades strengthen neighborhood and provides the opportunity for increased property values for participating and surrounding homeowners.

B. Authorization to Proceed

Approval of this Policy and Procedure Manual by the Jackson City Council authorizes staff of the Community Development Department to administer the Curb Appeal Program. Deviations from any policy or procedure must be approved by the Jackson City Council at its next regularly scheduled meeting. The Jackson City Council may waive any local policy set forth in this Policy and Procedure Manual for extenuating circumstances, but does not have authority to waive any statutory or regulatory local zoning code or ordinance.

II. Eligible Projects

The following projects are eligible for the Curb Appeal Program, provided they are within the front portion (street-facing side) of the home:

- Landscaping: Tree, flower, shrub, bush, vegetation, other landscaping materials (mulch, stone, pavers, etc) or *one-time* lawn maintenance
- Trim, Removal: Tree, stump, or shrub
- Power Washing: Exterior only
- House: Siding repair, replacement, painting, staining
- Fencing: Removal only
- Deck, Porch, Step, Railing: Installation, repair, replacement, painting, staining
- Windows, Doors, Trim: Installation, repair, replacement
- Gutter, Soffit, Fascia: Installation, repair, replacement (all sides of home **ARE** eligible)
- Lighting: Installation, repair, replacement
- Tuck-pointing, Masonry: Reconstruction of the building / existing masonry
- Private Walk, Driveway, or Driveway Apron: Installation, repair, replacement

Projects to be undertaken in the side-yard on the street side of a corner-facing lot will be considered on a case-by-case basis.

The following projects are **INELIGIBLE** for the Curb Appeal Program. Please note, this is not an exhaustive list, and other items may be deemed ineligible at the discretion of City of Jackson staff:

- Any/all back or side-yard projects
- Purchase / planting of annuals
- Accessibility features (ramps, grab bars, etc.)
- Roof repair/replacement
- Routine lawn/landscaping maintenance (mowing, leaf removal, snow removal, seasonal maintenance, etc.)
- Fertilizer/pesticides (purchase or application)
- Installation of fruit/vegetable/flower raised beds (materials and/or plantings)
- Tool purchase/rental
- Permit/application fees

Detached garages and accessory buildings will be reviewed on a **case-by-case basis**. If you intend to do work on a detached garage or accessory building, you must contact us **BEFORE** you begin your project. Curb Appeal will only pay for professional licensed labor. That means that **you CANNOT be reimbursed for work that you do yourself, OR for work that you pay someone else to do IF that person is NOT a licensed professional** in the field that they are working for your project. You **CAN** be reimbursed for any work that you pay a **licensed professional** to do. For example, you **CAN be reimbursed** for a professional painter who paints your house, a professional tree trimmer who trims your tree, a professional concrete worker who lays new sidewalk, or a professional landscaper who installs landscaping. Reimbursement will **NOT** be provided for projects undertaken (started or completed) prior to Curb Appeal Program approval.

III. Application & Approval

A. Rules and Regulations

Applications for the City of Jackson Curb Appeal Program may be accepted online or in writing, at the discretion of program staff. Incomplete applications will not be considered. Application approval does not guarantee funding for a completed project. All funds will be distributed on a first-come, first-served basis. No projects (even those previously approved in the application stage) will receive reimbursement once funds for this program have been exhausted. The City of Jackson does not guarantee when future funds may be available for additional reimbursements under this program. Evidence of project approval shall only be provided in writing.

B. Eligibility

The following basic requirements must be met for any project to be considered:

1. The property must be located within the City of Jackson's jurisdictional boundaries.
2. The property must be a residential structure (commercial structures are ineligible)
3. The property may not have more than two (2) units; at least one unit must be occupied by the property owner.
4. The property must not be vacant.
5. The property must be the primary residence of the property owner.
6. The property must have clear and marketable title, properly recorded at the Jackson County Register of Deeds. A contract for deed, installment contract and land sales contract are specifically excluded.
7. Must be current on all property taxes, special assessments, water utility billings, AHB judgments, and other costs as may be charged by the City of Jackson.
8. Must be sufficiently insured and current on payments.
9. Must be current on mortgage payments or loans involving the property, if any. All existing mortgage(s) or loan(s) on the property must be in the name(s) of one or more owners of the property.
10. Must not be in foreclosure or bankruptcy.
11. Must not have unresolved violations from the City of Jackson, State of Michigan, or HUD. Any housing code violations that would not be rectified at the completion of the rehabilitation work must be corrected before the project is undertaken.
12. Applicant's gross annual household income may not exceed \$80,000. Income shall be determined via submission of a current 1040 tax form or other staff-approved income verification documentation.

C. Intake & Processing

City of Jackson staff from the Community Development Department will process applications, project approvals, and reimbursements. Applications will be processed on a first-come, first-served basis, and no priority will be given for processing/approval. The following documentation shall be required of all applicants. This is not an exhaustive list, and City staff reserve the right to alter this list as needed.

1. Completed application
2. 1040 or other income documentation (for persons over the age of 18 residing in the home)
3. Copy of driver's license for all adults residing in the home
4. Proof of property ownership

5. Proof of property insurance
6. Picture of area to be improved (*before* picture)

Applicants must complete the program application and be approved in writing before work begins. All applicants will be notified in writing regarding project approval/denial. If a project is approved, work can begin immediately. Reimbursement will **NOT** be provided for projects undertaken (started or completed) prior to Curb Appeal Program approval.

IV. Reimbursement

A. Processing

Requests for reimbursement must be submitted on writing on the approved Curb Appeal Program form. Incomplete forms or requests made without all required supporting documentation will not be considered. The following documents shall be required for reimbursement processing:

1. Completed reimbursement form
2. Receipts of all bills paid for supplies/contractors (invoices must be accompanied by proof of payment)
3. Picture of area improved (*after* picture)

All reimbursements will be processed on a first-come, first-served basis. Requests will be processed by City of Jackson staff, and checks may take up to 60 days to arrive once a reimbursement request has been submitted. Only work completed **AFTER** initial application approval and **BEFORE** a request for reimbursement will be considered for payment. Projects undertaken that were not part of the original application/approval may not be approved for reimbursement. Applicants should consult with City of Jackson staff if there are changes to the scope of an approved project.

B. Payment

Payments can only be made to the applying property owner. A household can request reimbursement for approved projects **ONCE** every twelve (12) months. Projects can be reimbursed for 80% of eligible costs, up to \$2,500. For example:

If your project costs **\$500**, Curb Appeal will reimburse **\$400**.

If your project costs **\$1,000**, Curb Appeal will reimburse **\$800**.

If your project costs **\$3,125**, Curb Appeal will reimburse **\$2,500**.

If your project costs **\$5,000**, Curb Appeal will reimburse **\$2,500**.

**The maximum amount that may be reimbursed is \$2,500.*

V. Administration

A. Equal Opportunity

The City of Jackson shall take the necessary steps to ensure that applicants for this program are treated without regard to their race, color, religion, sex, national origin, age or disability. The City of Jackson also agrees to post in conspicuous places, available to staff, notices setting forth provisions of this non-discrimination clause. The City of Jackson shall comply with the provisions of Federal Executive Order 11246 of 1965 as amended by Federal Executive Order 11375 of 1967 and the Equal Employment Act of 1972.

B. Conflict of Interest

In order to avoid personal conflict of interest in approving applications for this program:

1. No application shall be approved which may cause any person in an administrative capacity within the City of Jackson Community Development Department to benefit, unless specifically authorized by the City Council, in conformity with applicable federal, state and local laws.
2. No application shall be approved which may cause an immediate family member of a person in an administrative capacity with the City of Jackson Community Development Department to benefit unless authorized in writing to do so by the City Council.
3. No application shall be approved which may cause a City of Jackson elected official to benefit.
4. No City of Jackson employee shall solicit or accept gratuities, favors or anything of monetary value from applicants contractors, or potential subcontractors.

C. Funding

Funding for the Curb Appeal Program shall be allocated from the City's general fund. Additional program may be provided by non-City of Jackson sources (IE grant funds, donations, etc.) at the discretion of City of Jackson staff, with the approval of City Council.

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: October 22, 2024

SUBJECT: **Change Order 1 to the Drinking Water State Revolving Fund (DWSRF) Phase 2 Water Main Replacements contract with Dunigan Brothers, Inc.**

Recommendation:

Approve Change Order 1 to the Drinking Water State Revolving Fund (DWSRF) Phase 2 Water Main Replacements contract with Dunigan Brothers, Inc. to modify the contract to update federal boilerplate language to meet current requirements and authorize the City Manager and City Engineer to execute the appropriate document. The contract amount remains unchanged by this Change Order.

Attached is a report and documentation from Troy White, City Engineer, regarding approval of the referenced contract change order.

I recommend approval of the change order. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Troy R. White, P.E., City Engineer

DATE: October 22, 2024

RECOMMENDATION: Approve Change Order 1 to the Drinking Water State Revolving Fund (DWSRF) Phase 2 Water Main Replacements contract with Dunigan Brothers, Inc. to modify the contract to update federal boilerplate language to meet current requirements and authorize the City Manager and City Engineer to execute the appropriate document. The contract amount remains unchanged by this Change Order.

ISSUE STATEMENT

The Build America, Buy America (BABA) Contract Language on page 3 of the Michigan Department of Environment, Great Lakes and Energy's Equivalency Projects Contract Boilerplate Language that was included in the contract is not applicable as this project qualifies for a waiver of BABA requirements. Therefore, this Change Order will remove the previously referenced BABA contract language from the contract.

DESCRIBE THE CONSEQUENCES

The removal of the BABA requirements will align the contract with current federal requirements associated with DWSRF funding for this project.

OWNERSHIP

The primary funding source for the contract work are federal State American Rescue Plan Act (ARPA) funds through the Michigan Department of Great Lakes and Energy's (EGLE) DWSRF program. With the use of federal funds comes associated rules and regulations. Initially, it was understood that federal BABA requirements applied to this project. After the project was let and then awarded, it was determined that the American Iron and Steel (AIS) requirements included in the contract are sufficient and that BABA requirements are waived.

SOLUTION

The subject Change Order 1 has been generated to remove the page regrading BABA Contract Language from the contract. Its approval will align the contract with the federal requirements that apply to the project.

FACILITATE IMPLEMENTATION

Approve Change Order 1 to the Drinking Water State Revolving Fund (DWSRF) Phase 2 Water Main Replacements contract with Dunigan Brothers, Inc. to modify the contract to update federal boilerplate language to meet current requirements and authorize the City Manager and City Engineer to execute the appropriate document.

TRW/ss

CHANGE ORDER NO. 1
To Contract for
ENG25-01 DWSRF PHASE 2 WATER MAIN REPLACEMENTS
City of Jackson, Michigan

Notice is hereby given that the following additional information and changes shall become a part of the Contract Documents, Plans and Specifications of the above-named contract.

ORIGINAL CONTRACT AMOUNT	\$ 4,599,515.62
CHANGE ORDER NO. 1	\$ 0.00
NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1	\$ 4,599,515.62

REASON FOR CHANGE:

The contract amount is unchanged by the Change Order. However, the contract is modified as follows:

1. The Build America, Buy America Contract Language (EQP1451 Rev 3/2023) on page 3 of 19 of the Michigan Department of Environment, Great Lakes and Energy's Equivalency Projects Contract Boilerplate Language include in the proposal is removed from the contract.

CONTRACT COMPLETION:

The contract completion date remains unchanged.

Prepared by Troy R. White, P.E.
City Engineer

ACCEPTED BY:

Dunigan Brothers, Inc.

Date:

ACCEPTED BY:

Troy R. White, P.E., City Engineer

Date:

ACCEPTED BY:

Jonathan Greene, City Manager

Date:

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: October 22, 2024
SUBJECT: **Traffic Control Order 2404**
School Zone Speed Limit Signs – Argyle Street – Brown to Wisner

Recommendation:

Approval of Traffic Control Order 2404 to install School Zone Speed Limit signs reducing the speed limit to 25 miles per hour during the hours of 6:50 -7:20 am and 2:10 – 2:50 pm on Argyle Street between Brown Street and Wisner Street.

Attached is a memo from Troy White, City Engineer, for a Traffic Control Order for traffic control signage as described above.

I recommend approval of Traffic Control Order 2404. Your consideration and concurrence is appreciated.

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Troy R. White, P.E., City Engineer

DATE: October 22, 2024

RECOMMENDATION: Approval of Traffic Control Order 2404 to install School Zone Speed Limit signs reducing the speed limit to 25 miles per hour during the hours of 6:50 -7:20 am and 2:10 – 2:50 pm on Argyle Street between Brown Street and Wisner Street.

ISSUE STATEMENT

The speed limit on Argyle Street was increased in August of 2024 raising the speed limit to 30 MPH. Argyle Street runs adjacent to Hunt Elementary which is part of Jackson Public Schools. The Engineering Department received a request from the superintendent of Jackson Public schools asking for the establishment of a School Zone Speed Limit reducing the speed limit from 30 miles per hour to 25 miles per hour during the hours of 6:50 -7:20 am and 2:10 – 2:50 pm. This request indicates it is for the safety of the students during the arrival and departure times at the school.

DESCRIBE THE CONSEQUENCES

If this TCO is not approved, the requested School Zone Speed Limit reductions during arrival and departure times will not be implemented.

OWNERSHIP

The City of Jackson is responsible for the traffic control on city streets. Installing the signage to put in place the School Zone Speed Limit will promote safety for those students who attend Hunt Elementary School.

SOLUTION

Engineering, after review of the request, agrees with establishing a School Zone Speed Limit reducing the speed limit from 30 miles per hour to 25 miles per hour during the hours of 6:50 -7:20 am and 2:10 – 2:50 pm. This will be accomplished by installing the signage as per MMUTCD Part #7, School Area Traffic Control Guidelines. The estimated cost for the signs is \$884.91, broken down as follows and paid from Major Streets Traffic funds.

- 2 – 25 MPH signs @ \$31.55/\$63.10
- 1 – 35 MPH Sign @ \$31.55
- 1 – 30 MPH Sign @ \$31.55
- 1 – School Zone Sign @ \$60.75
- 2 – School Signs @ \$24.15/\$48.30
- 2 – End School Zone Signs @ \$25.25/\$50.50
- 2 – Time Signs @ \$19.35/\$38.70
- 2 – Fines Doubled Signs @ \$35.55/\$71.10
- 4 – hours labor/equipment, @ \$122.34/\$489.36 total
- Estimated total = \$884.91

FACILITATE IMPLEMENTATION

Approval of Traffic Control Order 2404 to install School Zone Speed Limit signs reducing the speed limit to 25 miles per hour during the hours of 6:50 -7:20 am and 2:10 – 2:50 pm on Argyle Street between Brown Street and Wisner Street

CITY OF JACKSON, MICHIGAN

TRAFFIC ENGINEERING DIVISION

Traffic Control Order No. 2404

LOCATION: Argyle Street between Brown Street and Wisner Street

DATE: October 22, 2024

ASSIGNED TO: Sign Shop

TCO DESCRIPTION

Install School Zone Speed Limit signs reducing the speed limit to 25 miles per hour during the hours of 6:50 -7:20 am and 2:10 – 2:50 pm on Argyle Street between Brown Street and Wisner Street.

BY TROY R. WHITE, P.E.

RECOMMENDATION

At the request of the Jackson Public Schools Superintendent the Engineering department is establishing a School Zone on Argyle Street between Brown Street and Wisner Street. The School Zone being established will reduce the speed limit from 30 miles per hour to 25 miles per hour during the hours of 6:50 -7:20 am and 2:10 – 2:50 pm

APPROVED ☐ REJECTED ☐

DATE: 10/22/24

BY CITY COUNCIL

WORK ASSIGNMENT:

DATE: 10/22/2024

TO: Sign Shop

Install 13 new signs on 5 new posts and 1 existing post. These installations will create the School Zone Speed Limit as per MMUTCD Part #7, School Area Traffic Control Guidelines. Detailed map on exact signage and location to be provided prior to installation.

BY TROY R. WHITE, P.E.

MATERIAL USED

Posts Stop Time Limit No Parking Loading Zone One Way Yield Paint Other (Speed Limit)

ASSIGNMENT COMPLETED

DATE: **BY:** Sign Shop

WORK INSPECTED

REMARKS:

DATE: **BY:** Troy R. White, P.E., City Engineer

Distribution: 1. Sign Shop/Miss Dig 2. Police Dept. 3. Fire Dept 4. City Clerk 5. Enter to TCO Database

**Argyle Street between Brown Street and Wisner Street
School Zone Speed Limit**

TCO 2404

