JACKSON
Founded 1829

AGENDA - CITY COUNCIL

Tuesday, November 14, 2023

6:30 PM

1. **CALL TO ORDER.**

2. **PLEDGE OF ALLEGIANCE.**

3. **ROLL CALL.**

4. **ADOPTION OF AGENDA.**

5. **PRESENTATIONS/PROCLAMATIONS.**

6. **PUBLIC HEARINGS.**

   A. Meterless Parking Public Hearing of Confirmation

      1. Recess as a City Council and convene as a Board of Review

      2. Conduct a Public Hearing of Confirmation for SA Roll No 4306.

      3 Adjourn as a Board of Review and reconvene as the City Council.

      4. Approve a resolution confirming Special Assessment Roll No. 4306 for Meterless Parking for FY 2023-2024

7. **CITIZEN COMMENTS.**

   (3-Minute Limit)

8. **PETITIONS & COMMUNICATIONS FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES.**

   A. CDBG, HOME, & CV Financial Summaries for September 2023

   B. City of Jackson, Michigan Financial Statements as of and for the Three

Months Ended September 30, 2023

C. Racial Equity Commission Submission of 2022 Annual Report and Minutes

9. CONSENT CALENDAR.

Consent Action

A. Minutes of the regular Council Meeting on October 24, 2023

B. Engineer’s Report for Pavement Replacement - High Street – Executive Drive to South Street

Receive the Engineer’s Report for pavement replacement on High Street from Executive Drive to South Street and establish December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.

C. Engineer's Report for Pavement Replacement - Elm Avenue - North Street to Floral Avenue

Receive the Engineer’s Report for pavement replacement on Elm Avenue from North Street to Floral Avenue and establish December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.

D. Engineer's Report for Street Reconstruction and Water Main Replacement - East Avenue - Plymouth Street to Michigan Avenue

Receive the Engineer’s Report for street reconstruction with water main replacement on East Avenue from Plymouth Street to Michigan Avenue and establish December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.

E. Special Event Application: Downtown Jackson Christmas Parade

Approve a request from the Christmas parade committee to host the Downtown Jackson Christmas Parade on November 17, 2023 in downtown Jackson.

F. Re-appointment to the Racial Equity Commission

Approve the Mayor's recommendation to re-appoint Kesha Hamilton as Chair of Racial Equity Commission for a term beginning January 1, 2024 and ending on December 31, 2026.

G. Special Event Application: Jackson Turkey Trot

Approve a request from Tina & Jeff Beagle to host the Jackson Turkey Trot on November 23, 2023 in Ella Sharp Park.

H. Delinquent Invoices

Approve a resolution to place delinquent invoices on the 2023 winter tax bills.

I. Changes to the Standard Lighting Contract with Consumers Energy for upgrades to a streetlight 1987 Merriman Street

Approve the Resolution for Changes to the Standard Lighting Contract with Consumers Energy for the upgrade of a streetlight at 1987 Merriman and authorize the Mayor and City Clerk to execute the appropriate documents.

10. OTHER BUSINESS.

A. Ordinance No. 516

Approve the second reading/final adoption of Ordinance No. 516.

B. City Attorney Review of Ad Hoc Appointed Official Review Committee's Policy Recommendations

C. Winter Sheltering/TA Wilson Task Force

Recommend approval of the RFP

D. 5th Ward Appointment Process

11. NEW BUSINESS.

A. Professional Services Contract with Tetra Tech to perform the WTP SCADA Remote Station PLC Upgrades Design, Bidding, Construction Administration, Programming and Startup for 117,000.00.

Approval of the Professional Services Contract with Tetra Tech to perform the WTP SCADA Remote Station PLC Upgrades Design, Bidding, Construction Administration, Programming and Startup for 117,000.00.

B. Reduction in the number of voting precincts

Approve the first reading and advance to a second reading/final adoption an ordinance reducing the number of voting precincts in the City of Jackson

from fourteen (14) to ten (10) in accordance with the recent legislative changes.

C. Resolution for approval of a contract with the Michigan Department of Transportation for flagpole installation work in the I-94/M-106 roundabout.

Approve a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for flagpole installation work in the I-94/M-106 roundabout, and authorize the Mayor and City Clerk to execute the appropriate documents.

D. Award a Demolition Contract to Handy Excavation in the Total Amount of $100,568.00 to Demolish Three (3) Residential Structures

Requested action is for City Council to award a demolition contract to Handy Excavating in the total amount of $100,568 to demolish three (3) residential structures.

E. Contract for the repainting and miscellaneous repairs of water clarifier repair project for the Water Treatment Plant to JK of Michigan in the amount of $209,540.78

Approval of an award for the contract for the repainting and miscellaneous repairs of water clarifier project for the Water Treatment Plant to JK of Michigan in the amount of $209,540.78

F. Professional Engineering Services Contract with Fishbeck, for the Design Phase of the Drinking Water State Revolving Fund Project at the Water Treatment Plant.

Approval of the Professional Engineering Services Contract with Fishbeck for the Design Phase of the Fiscal Year 2024 Drinking Water State Revolving Fund (DWSRF) project at the Water Treatment Plant in the amount of $974,000.

G. Purchase Four Dodge Durango SUVs for Use as Police Patrol Vehicles

Approval of the purchase of four Dodge Durangos from the John Jones Auto Group for a total of $176,600, to be paid from the Police Department's general fund budget to be used as police patrol vehicles.

H. Emergency Ordinance - Temporary Emergency Warming Shelters

Consider adoption of emergency ordinance amending Chapter 9 – Emergency Preparedness, by adding Article III, Emergency Temporary Warming Shelters, Sections 9-34 through 9-40, to provide authorization for the installation of emergency temporary warming shelters that meet certain location, design, and safety standards.

12. CITY COUNCILMEMBER'S COMMENTS.

13. ADJOURNMENT.

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning the operation of a meterless parking system for the downtown area, which assessments were by him placed on Assessment Roll No. 4306 in the amount of $113,155.00; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the City Hall Council Chambers at 161 W. Michigan Avenue, Jackson, Michigan, on Tuesday, the 14th day of November, 2023, at 6:30 p.m. to hear any and all objections and suggestions by interested parties concerning such special assessments; and

WHEREAS, the matter of said review having come on to be heard, and the City Assessor and the City Council sitting as a Board of Review having heard all suggestions and objections made thereto, and having fully considered the same;

NOW, THEREFORE, BE IT RESOLVED that each and every special assessment as contained in said roll is hereby confirmed and made a valid lien against the property and a valid claim against the owner thereof, and the City Clerk is hereby directed to make certifications of this determination and attach same to said roll, and to then turn said roll over to the City Treasurer for collection.

BE IT FURTHER RESOLVED that each and every special assessment as contained in said roll is hereby divided into two (2) equal installments without interest, the first of which is due and payable 30 days after billing, and the second of which shall be due and payable 60 days following confirmation.

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* * * * *

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

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 14th day of November, 2023.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, this 15th day of November, 2023.

_____

Andrea Muray, City Clerk

CITY OF JACKSON
Founded 1829

City Assessor's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4033 • Facsimile: (866) 902-7891

November 1, 2023

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

Andrea,

Please place the following special assessment roll on the agenda, setting a public hearing for confirmation on Tuesday, November 14, 2023:

ROLL NUMBER	ROLL PURPOSE	AMOUNT ASSESSED	INSTALLMENTS
4306	Meterless Parking 2023-2024	$113,155.00	1

Sincerely,

Deborah Koehn
Senior Appraiser

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

S:\Meterless Parking\2023\CLRK_ROLLMtrlsConfirmation 4306.docx

Roll for Year 2023
Population: Special Assessment District (4306)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
4306	1-000600000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	BLAKE BUILDING LLC 180 W MICHIGAN AVE STE 800 JACKSON MI 49201	0.00				0.00	
LAND COM ON N LN OF MICH AVE 102 FT E OF E LN OF JACKSON ST TH N 112 FT TH E 30 FT TH S 112 FT TH W 30 FT TO BEG B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-0007.1000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	CASLER HARDWARE INC 125 N JACKSON ST JACKSON MI 49201	0.00				0.00	
0012, 0013.1 N 43.61 FT OF S 1/2 OF LOT 1 AND W 44 FT OF N 27.6 FT OF S 1/2 OF LOT 2 AND E 22 FT OF S 14.6 FT OF N 27.6 OF S 1/2 LOT 2 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-000800000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	GOLD LAND REALTY LLC PO BOX 5283 HUNTINGTON BEACH CA 92615	0.00				0.00	
E 22 FT OF N 1/2 OF LOT 2 & N 13 FT OF E 22 FT OF S 1/2 OF LOT 2 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-001000000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	VEACH VENTURES LLC 175 W PEARL ST JACKSON MI 49201	0.00				0.00	
E 30 FT OF N 1/2 OF LOT 1 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-001100000	0.00	0.00		0.00	2,135.00	2,135.00
METERLESS 23-24	FORNER CO LLC 15200 CORNELL RD CONCORD MI 49237	0.00				0.00	
W 36 FT OF N 1/2 OF LOT 1 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-001400000	0.00	0.00		0.00	1,220.00	1,220.00
METERLESS 23-24	GOLD LAND REALTY LLC PO BOX 5283 HUNTINGTON BEACH CA 92615	0.00				0.00	
W 44 FT OF LOTS 3 & 4 SUBJECT TO R/W OVER S 8 FT OF LOT 4 BLK 1 N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG AKA PEARL STREET CONDOMINIUM							
4306	1-001700000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	CARPENTER BENJAMIN & BURNETT HIROE 162 W MICHIGAN AVE JACKSON MI 49201	0.00				0.00	
E 34 FT OF S 43 FT OF LOT 5 ALSO E 32.5 FT OF N 23 FT OF LOT 5 AND W 17 FT OF E 34 FT OF LOT 6 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							

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Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
4306	1-002100000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	SANCTUM HOLDINGS LLC 51076 W HILLS DR PLYMOUTH MI 48170	0.00				0.00	
W 22 FT OF LOT 7 EX N 16.5 FT FOR ALLEY B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-002200000	0.00	0.00		0.00	1,525.00	1,525.00
METERLESS 23-24	HAWLEY BARTHOLOMEW J & KAREN J 152 W MICHIGAN AVE JACKSON MI 49201	0.00				0.00	
E 22 FT OF W 44 FT OF LOT 7 & E 22 FT OF W 44 FT OF S 32 FT OF LOT 9 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-002400000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	148 LOFTS LLC 1733 MAUNTA LN JACKSON MI 49201	0.00				0.00	
E 22 FT OF LOT 7 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-002700000	0.00	0.00		0.00	1,830.00	1,830.00
METERLESS 23-24	146 W MICHIGAN AVE LLC P O BOX 849 MICHIGAN CENTER MI 49254	0.00				0.00	
W 22 FT OF LOT 8 SUBJECT TO R/W OF N 16.5 FT FOR ALLEY B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-002800000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	144 W MICHIGAN AVE LLC P O BOX 849 MICHIGAN CENTER MI 49254	0.00				0.00	
E 22 FT OF W 44 FT OF LOT 8 SUBJECT TO R/W OF N 16.5 FT FOR ALLEY B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-002900000	0.00	0.00		0.00	2,135.00	2,135.00
METERLESS 23-24	140 W MICHIGAN AVE LLC P O BOX 849 MICHIGAN CENTER MI 49254	0.00				0.00	
E 22 FT OF LOT 8 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-003000000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	KNIFEHAUS LLC 131 W PEARL ST JACKSON MI 49201	0.00				0.00	
E 22 FT OF N 90 FT OF LOT 9 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							

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4306	1-003100000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	ABEL ROBERT L TRUST 140 N MECHANIC ST JACKSON MI 49201	0.00				0.00	
W 22 FT OF E 44 FT OF N 90 FT OF LOT 9 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-003200000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	SCHUPBACH DAVID C 141 W PEARL ST JACKSON MI 49201	0.00				0.00	
E 44 FT OF W 88 FT OF N 90 FT OF LOT 9 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-003300000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	SCHUPBACH BRYAN D 141 W PEARL ST JACKSON MI 49201	0.00				0.00	
E 22 FT OF W 44 FT OF N 90 FT OF LOT 9 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-003400000	0.00	0.00		0.00	1,220.00	1,220.00
METERLESS 23-24	ISLAS NITE LITE LLC 1030 LAURENCE AVE STE 6 JACKSON MI 49202	0.00				0.00	
W 22 FT OF N 90 FT OF LOT 9 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-003500000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	GREATER JACKSON 2008 LLC 134 W MICHIGAN AVE JACKSON MI 49201	0.00				0.00	
W 40 FT OF S 122.5 FT OF LOT 11 & N 2.5 FT OF S 122.5 FT OF W 24 FT OF E 26 FT OF LOT 11 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-003600000	0.00	0.00		0.00	2,440.00	2,440.00
METERLESS 23-24	128 W MICHIGAN AVE LLC P O BOX 849 MICHIGAN CENTER MI 49254	0.00				0.00	
W 24 FT OF E 26 FT OF S 120 FT OF LOT 11 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-0037.1100	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	CURTIS & CURTIS PC P O BOX 766 JACKSON MI 49204	0.00				0.00	

ACT 189 P.A. 1953, AS AMENDED, PROVIDES FOR THE TAXATION OF LESSEES AND USERS OF TAX-EXEMPT PROPERTY. SAID PROPERTY IS LOCATED AT 1500 JACKSON COUNTY TOWER BLDG.

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4306	1-0037.1500	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	TIFFANY MARIE PHOTOGRAPHY LLC	0.00				0.00	
	JACKSON MI 49203						

ACT 189 P.A. 1953, AS AMENDED, PROVIDES FOR THE TAXATION OF LESSEES AND USERS OF TAX-EXEMPT PROPERTY. SAID PROPERTY IS LOCATED AT 101 JACKSON COUNTY TOWER BLDG.

4306	1-004100000	0.00	0.00		0.00	14,030.00	14,030.00
METERLESS 23-24	MICHIGAN THEATRE OF JACKSON INC 124 N MECHANIC ST JACKSON MI 49201	0.00				0.00	

0046
S 26 FT OF E 60 FT OF LOT 15 ALSO W 72 FT OF LOT 15 & N 7.66 FT OF LOT 13 & N 7.66 FT OF W 6 FT OF LOT 14 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

4306	1-0044.3000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	MINER BUILDING LLC 538 S WOODLAND DR CLARK LAKE MI 49234	0.00				0.00	

0045.3
UNIT 4 OF THE MINER HAEHNLE CONDOMINIUM JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 1 RECORDED IN LIBER 800 PAGES 346 THRU 363

4306	1-004700000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	GENCO ANDREW G 130 N MECHANIC ST JACKSON MI 49201	0.00				0.00	

N 20 FT OF S 46 FT OF E 60 OF LOT 15 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

4306	1-004800000	0.00	0.00		0.00	1,830.00	1,830.00
METERLESS 23-24	MOLLER MARGARET A REV LIV TRUST 1000 CARLTON BLVD JACKSON MI 49203	0.00				0.00	

S 43 FT OF N 86 FT OF E 60 FT OF LOT 15 B1N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

4306	1-005000000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	JACKSON ANTIQUE MALL 201 N JACKSON ST JACKSON MI 49201	0.00				0.00	

0051, 0052
E 1/2 OF LOT 1 ALSO S 1/2 OF W 1/2 OF LOT 1 B2N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

4306	1-005300000	0.00	0.00		0.00	1,525.00	1,525.00
METERLESS 23-24	BKA HOLDINGS LLC 213 N JACKSON ST JACKSON MI 49201	0.00				0.00	

N 1/2 OF W 1/2 OF LOT 1 B2N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

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4306	1-005400000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	FOX GREGORY H 825 N ELM AVE WHITE CLOUD MI 49349	0.00				0.00	
S 44 FT OF LOT 2 B2N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-005500000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	RMC ENTERPRISE LLC 1900 HICKORY VALLEY RD MILFORD MI 48380	0.00				0.00	
N 22 FT OF LOT 2 & S 22 FT OF LOT 3 B2N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-005700000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	KRICHBAUM PROPERTIES LLC 1113 GLENDALE AVE ADRIAN MI 49221	0.00				0.00	
N 22 FT OF S 44 FT OF LOT 3 B2N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-005800000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	OSBORNE KELLY D & DEBORAH L TRUST 237 N JACKSON ST JACKSON MI 49201	0.00				0.00	
0059 N 22 FT OF LOT 3 AND ALL OF LOT 4 B2N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-006200000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	KLEINSCHMIDT KENT 6096 BROWNS LAKE RD JACKSON MI 49203	0.00				0.00	
0063 E 88 FT OF LOT 6 B2N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-006500000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	KLEINSCHMIDT KENT ET AL 6096 BROWNS LAKE RD JACKSON MI 49203	0.00				0.00	
E 20.5 FT OF W 44 FT OF LOT 7 B2N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	1-006800000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	TNT KALAMAZOO ENT LLC PO BOX 541 OSHTEMO MI 49077	0.00				0.00	
E 44 FT OF LOT 7 B2N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							

v.1.0.8670.37098

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4306	1-0069.1000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	RIO HOLDINGS LLC 323 S COOPER ST JACKSON MI 49201	0.00				0.00	

LOT 8 & PART OF LOTS 9 & 10 DESC AS COM AT NW COR OF LOT 9 TH E ALG N LN OF SD LOT 9 52.2 FT TO POB OF THIS DESC TH W ALG N LN OF SD LOT 52.2 FT TO NW COR OF SD LOT TH S TO SW COR OF LOT 10 TH E ALG S LN OF LOT 10 30 FT TH N PARA TO W LN OF LOTS 9 & 10 TO A PT 30 FT E & 57.27 FT S OF NW COR OF LOT 9 TH NELY TO A PT 22.98 FT S & 52.2 FT E OF NW COR OF LOT 9 TH N TO BEG B2N R1E OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

4306	1-007800000	0.00	0.00		0.00	1,830.00	1,830.00
METERLESS 23-24	FIRST CONGREGATIONAL CHURCH 120 N JACKSON ST JACKSON MI 49201	0.00				0.00	

LOT 1 & E 11 FT OF LOT 2 B1N R1W OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

4306	1-0089.0100	0.00	0.00		0.00	2,440.00	2,440.00
METERLESS 23-24	JACKSON DOWNTOWN PARTNERS LLC 405 S JACKSON ST JACKSON MI 49201	0.00				0.00	

LOTS 1, 2, 3 & 4 B2N R1W OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG
SPLIT/COMBINED ON 02/03/2018 FROM 1-008900000, 1-008800000, 1-008700000, 1-008600000;

4306	1-0090.2000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	DETROIT ENTREPRENEUR DEVELOPMENT LL 13821 FAWN WOODS CT PLYMOUTH MI 48170	0.00				0.00	

0091 THRU 0102
PART OF LOTS 5 & 8, B2N, R1W OF THE ORIGINAL PLAT OF JACKSONBURG, BEING FURTHER DESCRIBED AS BEGINNING AT A POINT ON THE E LN OF LOT 5, 7 FT S OF THE NE COR OF LOT 5 TH S 00° 12′ 13″ E ALONG E LN OF SAID LOT 5, 84.22 FT, TH S 89° 40′ 55″W 34.02 FT, TH N 00° 19′ 05″ W 20.89 FT, TH S 89° 40′ 55″W 169.04 FT, TH N 00° 19′ 05″ W 63.33 FT, TH N 89° 40′ 55″ E 203.46 FT TO BEGINNING. ALSO ANY PORTION OF VACATED ALLEY BETWEEN LOTS 5 & 8 LYING WITHIN THESE DESCRIBED BOUNDARIES.
SPLIT/COMBINED ON 11/01/2016 FROM 1-009000000
(BOUNDARY ADJUSTMENT BETWEEN 1-0090.1 & 1-0090.20LA FOR 2021 PER LIBER 2094 PAGE 326)

4306	4-000100000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	DEARY WILLIAM L III 899 ENFIELD ST BOCA RATON FL 33487	0.00				0.00	

LAND COM AT INTERS OF E LN OF JACKSON ST WITH S LN OF MICHIGAN AVE TH E 24 FT TH S 122 FT TH W 24 FT TH N 122 FT TO BEG B1S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
4306	4-000200000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	CONSUMERS ENERGY CO ONE ENERGY PLAZA JACKSON MI 49201	0.00				0.00	

0003, 0004
LAND COM ON S LN OF MICHIGAN AVE 24 FT E OF E LN OF JACKSON ST TH S 132 FT TH E 64 FT TH N 132 FT TO S LN OF MICHIGAN AVE TH W 64 FT TO BEG ALSO 1/3 INTEREST IN LAND COM AT NE COR OF LOT 2 TH S ALG E LN OF LOT 2, 24 FT FOR POB OF THIS DESC TH W 44 FT TH N 24 FT TO N LN OF LOT 2 TH W 22 FT TO W LN OF LOT 2 TH S 50 FT ALONG THE W LN OF LOT 2 TH E 33 FT TH N 1 FT TH E 33 FT TO E LN OF LOT 2 TH N 25 FT TO BEG BEING PART OF LOTS 1 & 2 B1S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

4306	4-000600000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	CORTLAND BUILDING INC THE 145 S JACKSON ST JACKSON MI 49201	0.00				0.00	

0007, 0008, 0010
S 82 FT OF LOT 1 & S 82 FT OF LOT 2 BEING PART OF LOTS 1 & 2 B1S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

4306	4-000900000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	SIMPLIFIED INVESTMENTS LLC 1120 KEYSTONE AVE LANSING MI 48911	0.00				0.00	

N 50 FT OF W 66 FT OF LOT 1 ALSO A PIECE OF LAND ADJ ABOVE DESC LAND ON N & DESC AS COM AT NW COR OF LOT 1 TH N 10 FT TH E 24 FT TH S 10 FT TO N LN OF LOT 1 TH W 24 FT TO BEG ALSO 1/3 INTEREST IN LAND COM AT NE COR OF LOT 2 TH S ALG E LN OF LOT 2 24 FT FOR POB OF THIS DESC TH W 44 FT TH N 24 FT TO N LN OF LOT 2 TH W 22 FT TO W LN OF LOT 2 TH S 50 FT ALONG THE W LN OF LOT 2 TH E 33 FT TH N 1 FT TH E 33 FT TO E LN OF LOT 2 TH N 25 FT TO BEG BEING A PART OF LOTS 1 & 2 B1S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

4306	4-001400000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	WHITE VENTURES LLC 3515 STONEWALL RD JACKSON MI 49203	0.00				0.00	

E 30 FT OF LOTS 3 & 4 EX N 12 FT B1S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

4306	4-001500000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	DEMMAR LLC 1150 NELSON ST GRASS LAKE MI 49240	0.00				0.00	

W 30 FT OF LOTS 5 & 6 B1S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG (LAND ONLY UNTIL OPRA EXPIRES)

4306	4-0017.1000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	DOWNTOWN DEVELOPMENT LLC 13821 FAWN WOODS CT PLYMOUTH MI 48170	0.00				0.00	

UNIT 1 DARYL'S DOWNTOWN CONDOMINUM PLAT

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
4306	4-001800000	0.00	0.00		0.00	915.00	915.00
METERLESS 23-24	RANDU INC 105 E MICHIGAN AVE JACKSON MI 49201	0.00				0.00	
0019 W 44 FT OF LOT 7 B1S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	4-002100000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	A & G LEASING LLC 137 W MICHIGAN AVE JACKSON MI 49201	0.00				0.00	
0020 E 22 FT OF LOT 7 & W 24 FT OF LOT 8 B1S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	4-002200000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	RPM HOLDINGS LLC 113 W MICHIGAN AVE JACKSON MI 49201	0.00				0.00	
E 42 FT OF LOT 8 B1S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	4-002400000	0.00	0.00		0.00	1,525.00	1,525.00
METERLESS 23-24	RPM HOLDINGS LLC 113 W MICHIGAN AVE JACKSON MI 49201	0.00				0.00	
E 1/2 OF LOT 9 B1S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	4-003800000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	SOUTHERN MICHIGAN BANK & TRUST 51 W PEARL ST COLDWATER MI 49036	0.00				0.00	
0030, 0034, 0035, 0036, 0037, 0039 W 38.42 FT OF LOT 13 & E 27.58 FT OF N 100 FT OF LOT 13 & W 27.17 FT OF N 100 FT OF LOT 14, ALSO THE E 8.25 FT OF THE N 132 FT OF VACATED ALLEY ADJACENT TO W LINE OF LOT 13, B1S R1E, THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG BOUNDARY ADJUSTMENT 07-18-2023 BETWEEN 4-002700000 & 4-003800000							
4306	4-004000000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	J S INVESTMENT LLC 103 W MICHIGAN AVE JACKSON MI 49201	0.00				0.00	
W 17.75 FT OF E 38 FT 10 INCHES OF N 100 FT OF LOT 14 B1S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	4-004100000	0.00	0.00		0.00	2,135.00	2,135.00
METERLESS 23-24	PEREZ RACHEL & CARLOS 128 W MASON ST JACKSON MI 49203	0.00				0.00	
E 21 FT 1 INCH OF N 100 FT OF LOT 14 B1S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							

Roll for Year 2023
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4306	4-004400000	0.00	0.00		0.00	915.00	915.00
METERLESS 23-24	FIRST BAPTIST CHURCH 201 S JACKSON ST JACKSON MI 49201	0.00				0.00	
LOTS 1 & 2 B2S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	4-004500000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	HILLSDALE COUNTY NATIONAL BANK 1 S HOWELL ST HILLSDALE MI 49242	0.00				0.00	
LOTS 3, 4, 5 & S 30 FT OF LOT 6 B2S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	4-0048.0300	0.00	0.00		0.00	2,440.00	2,440.00
METERLESS 23-24	JACKSON SCHOOL OF THE ARTS ASSOC 135 W CORTLAND ST JACKSON MI 49201	0.00				0.00	
THE W 1/2 OF LOT 7 AND THE W 1/2 OF LOT 8 EX THE S 103.3 FT OF SAID LOT 8, ALSO THE E 1/2 OF THE VACATED ALLEY LYING W OF LOTS 7 & 8, EXCEPT THE S 103.3 FT, ALSO THE W 8.25 FT OF THE N 102 FT OF THE VACATED ALLEY LYING W OF LOT 7 B2S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG COMBINED ON 06/11/2019 FROM 4-004600000, 4-0048.0100							
SPLIT ON 02/04/2020 FROM 4-0046.A000							
4306	4-005200000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	ZSMB INVESTMENTS LLC 708 LAWRENCE AVE TOMS RIVER NJ 08757	0.00				0.00	
S 1/2 OF LOT 12 B2S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	4-0054.A000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	GREYHOUND BUS LINES PO BOX 80615 INDIANAPOLIS IN 30355	0.00				0.00	
ACT 189 P.A. 1953, AS AMENDED, PROVIDES FOR THE TAXATION OF LESSEES AND USERS OF TAX-EXEMPT PROPERTY. SAID PROPERTY IS LOCATED AT 127 W CORTLAND ST.							
4306	4-005600000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	FADY INC 625 E MICHIGAN AVE STE B LANSING MI 48912	0.00				0.00	
N 38 FT OF S 1/2 OF LOT 11 B2S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	4-005700000	0.00	0.00		0.00	1,525.00	1,525.00
METERLESS 23-24	SPENCER ENTERPRISES DEVELOPMENT LLC 218 S MECHANIC ST JACKSON MI 49201	0.00				0.00	
S 28 FT OF LOT 11 B2S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							

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4306	4-005800000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	CHESSER GEORGE & CYNTHIA S LE 15555 HUNTINGTON VILLAGE LN #5 HUNTINGTON BEACH CA 92647	0.00				0.00	
N 1/2 OF LOT 12 B2S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	4-005900000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	ST PAUL'S EPISCOPAL CHURCH 309 S JACKSON ST JACKSON MI 49201	0.00				0.00	
LOT 1 & 2 ALSO COM AT INTERS OF E LN OF JACKSON ST WITH S LN OF WASHINGTON AVE TH E 8 RDS TH S 8 RDS TH W 8 RDS TO E LN OF JACKSON ST TH N 8 RDS TO BEG B3S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	4-006800000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	LEGACY LAUNCH INC 115 W WASHINGTON AVE JACKSON MI 49201	0.00				0.00	
LOT 5 B3S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	4-006900000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	TRINITY EVANG LUTHERAN CHURCH 122 W WESLEY ST JACKSON MI 49201	0.00				0.00	
LOT 6 B3S R1E THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	4-013500000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	BUTTERFIELD DEVELOPMENT LLC 100 S JACKSON ST JACKSON MI 49201	0.00				0.00	
0136, 0137, 0138 LAND COM ON S LN MICHIGAN AVE AT INTERS OF W LN OF JACKSON ST TH W 132 FT TH S 132 FT TH E 132 FT TO W LN OF JACKSON ST TH N 132 FT TO BEG ALSO LOTS 1 & 2 EX S 2 FT ALSO E 48.1 FT LOTS 3 & 4 EX S 2 FT OF LOT 3 ALSO VACATED ALLEY BETWEEN LOTS 2, 3 & 4 EX S 2 FT ALSO A STRIP OF LAND COM ON S LN MICHIGAN AVE AT INTERS OF W LN JACKSON ST TH S 262 FT TH E 4 FT TH N 262 FT TH W 4 FT TO BEG B1S R1W THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
4306	4-013900000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	JACKSON REAL PROPERTY LLC 255 W MICHIGAN AVE JACKSON MI 49201	0.00				0.00	
E 50 FT 11 INCHES OF W 83 FT 11 INCHES OF LOTS 3 & 4 B1S R1W THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							

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4306	4-014000000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	COMMONWEALTH ASSOCIATES INC 245 W MICHIGAN AVE JACKSON MI 49201	0.00				0.00	

0142, 0143
W 66 FT OF LOTS 5 & 6 & W 33 FT OF LOTS 3 & 4 B1S R1W THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

4306	4-014100000	0.00	0.00		0.00	1,830.00	1,830.00
METERLESS 23-24	JACKSON SYMPHONY BUILDING LLC 215 W MICHIGAN AVE JACKSON MI 49201	0.00				0.00	

E 1/2 OF LOTS 5 & 6 B1S R1W THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

4306	4-014400000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	JACKSON REAL PROPERTY LLC 255 W MICHIGAN AVE JACKSON MI 49201	0.00				0.00	

0144.1, 0145, 0146, 0147, 147.1, 0148, 0149
LOTS 7, 8 & 9 B1S R1W THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

4306	4-015200000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	FIRST UNITED METHODIST CHURCH 275 W MICHIGAN AVE JACKSON MI 49201	0.00				0.00	

N 9 FT OF LOT 10 & LOTS 11 & 12 B1S R1W THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

4306	4-015600000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	FOUR SEAS LLC 113 W MICHIGAN AVE STE 301 JACKSON MI 49201	0.00				0.00	

0157.1, 0153.1A
W 1/2 OF LOT 15 ALSO BEG AT SW COR OF E 1/2 OF LOT 15 TH E 1.44 FT ALG S LN OF SD LOT TH NLY 132.25 FT TO A PT ON N LN OF SD LOT 1.9 FT E OF NW COR OF E 1/2 OF LOT 15 TH W 1.92 FT ALG N LN OF SD LOT TH S ALG W LN OF E 1/2 OF LOT 15 TO POB ALSO W 1.92 FT OF S 3.2 FT OF LOT 13 B1S R1W THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

4306	4-015700000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	FOUR SEAS LLC 113 W MICHIGAN AVE STE 301 JACKSON MI 49201	0.00				0.00	

0153.1
E 1/2 OF LOT 15 EX BEG AT SW COR OF E 1/2 OF SD LOT TH E 1.44 FT ALG S LN OF SD LOT TH NLY 132.25 FT TO A PT ON N LN OF SD LOT 1.92 FT E OF NW COR OF E 1/2 OF SD LOT TH W 1.92 FT ALG SD LN TH S ALG C/L OF LOT 15 TO POB ALSO S 3.2 FT OF LOT 13 EX W 1.92 FT B1S R1W THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
4306	4-016000000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	THEBO CAPITAL LLC 11580 GRAND POINT DR JEROME MI 49249	0.00				0.00	

N 27 FT OF S 35.25 FT OF LOT 1 B2S R1W THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

4306	4-0163.0100	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	GENCAP JACKSON LIMITED 214 S JACKSON ST JACKSON MI 49201	0.00				0.00	

0162, 0163, 0164, 0165, 0166, 0167.1, 0168, 0170
LOT 1, EX THE N 27 FT OF THE S 35.25 FT, ALL OF LOTS 2, 3, 4, 5 & 6, AND THE E 68 FT OF LOTS 7 & 8,
B2S, R1W OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG
COMBINED ON 01/31/2021 FROM 4-0163.1000, 4-0161.1000, 4-015900000

4306	5-000100000	0.00	0.00		0.00	1,220.00	1,220.00
METERLESS 23-24	ELAINE & JERRY LIMITED DIVIDEND 35 RESEARCH DR #300 ANN ARBOR MI 48103	0.00				0.00	

W 33 FT OF N 99 FT OF LOT 1 B1S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG

4306	5-000200000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	105 E MICHIGAN AVE LLC P O BOX 849 MICHIGAN CENTER MI 49254	0.00				0.00	

E 33 FT OF N 99 FT OF LOT 1 B1S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG

4306	5-000300000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	BUTTERFIELD JAMES C TRUST 111 E MICHIGAN AVE JACKSON MI 49201	0.00				0.00	

W 22 FT OF N 99 FT OF LOT 2 B1S R2E OF ORIGINAL PLAT OF VILLAGE OF JACSONBURG

4306	5-000900000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	LUCE RONALD M JR 732 SHAGBARK LN HANOVER MI 49241	0.00				0.00	

LAND COM ON E LN OF MECHANIC ST 44 FT S OF NW COR OF LOT 3 TH E 132 FT TO AN ALLEY TH N 15 FT TH W
66 FT TH N 6 FT 6 INCHES TH W 66 FT TO E LN OF MECHANIC ST TH S TO BEG B1S R2E OF ORIGINAL PLAT OF
VILLAGE OF JACKSONBURG

4306	5-001000000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	

0011
S 88 FT OF LOT 3 B1S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG

v.1.0.8670.37098

Roll for Year 2023
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4306	5-001400000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	REARDON RICK J 910 N WEST AVE JACKSON MI 49202	0.00				0.00	
W 22.5 FT OF N 120 FT OF LOT 5 B1S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG							
4306	5-001500000	0.00	0.00		0.00	2,135.00	2,135.00
METERLESS 23-24	ABEL ROBERT L 140 N MECHANIC ST JACKSON MI 49201	0.00				0.00	
E 22.5 FT OF W 45 FT OF N 120 FT OF LOT 5 B1S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG							
4306	5-001600000	0.00	0.00		0.00	3,050.00	3,050.00
METERLESS 23-24	YR PROPERTY LLC 135 E MICHIGAN AVE JACKSON MI 49201	0.00				0.00	
E 21 FT OF N 120 FT OF LOT 5 & W 9 INCHES OF N 120 FT OF LOT 6 B1S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG							
4306	5-001700000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	FOUND CHURCH OF THE NAZARENE 1700 WOODBRIDGE ST JACKSON MI 49203	0.00				0.00	
E 65.25 FT OF N 126 FT LOT 6 B1S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG							
4306	5-0018.1000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	BRIDGEPOINT DEVELOPMENT LLC 8315 S JACKSON RD CLARKLAKE MI 49234	0.00				0.00	
THAT PART OF LOT 9 DESC AS BEG AT A PT ON W LN OF LOT 9 50.1 FT N OF SW COR OF LOT 9 TH E 23 FT TH N 4.5 FT TH E 34.35 FT TH S 0.85 FT M/L TH E 23.45 FT TH N 12.65 FT TH E TO A PT ON E LN OF LOT 9 WHICH IS 67.40 FT N OF SE COR OF LOT 9 TH S 67.40 FT TO SE COR OF LOT 9 TH W 119.30 FT M/L TO SW COR OF LOT 9 TH N 50.1 FT ALG W LN OF LOT 9 TO POB B1S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG							
4306	5-001800000	0.00	0.00		0.00	1,830.00	1,830.00
METERLESS 23-24	OTSEGO APARTMENTS 4275 FIVE OAKS DR LANSING MI 48911	0.00				0.00	
LOTS 7 & 8 & THAT PART OF LOT 9 DESC AS BEG AT A PT ON W LN OF SD LOT 9 50.1 FT N OF SW COR OF LOT 9 TH E 23.0 FT TH N 4.5 FT TH E 34.35 FT TH S 0.85 FT M/L TH E 23.45 FT TH N 12.65 FT TH E TO A PT ON E LN OF LOT 9 WHICH IS 67.40 FT N OF SE COR OF LOT 9 TH N 64.60 FT TO SE COR OF LOT 8 TH W ALG N LN OF LOT 9 TO NW COR OF LOT 9 TH S ALG W LN OF LOT 9 TO POB B1S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG							
4306	5-002600000	0.00	0.00		0.00	915.00	915.00
METERLESS 23-24	SURGENER BRIAN 201 S MECHANIC ST JACKSON MI 49201	0.00				0.00	
N 29.05 FT OF W 61.7 FT OF LOT 1 B2S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG							

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4306	5-0027.1000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	POTTER COMMERCIAL PROPERTIES LLC 2990 DOBIE RD MASON MI 48854	0.00				0.00	
W 58.7 FT OF S 36.95 FT OF N 1/2 OF LOT 1 B2S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG							
4306	5-002700000	0.00	0.00		0.00	1,830.00	1,830.00
METERLESS 23-24	JRW MANAGEMENT LLC 31839 PAM CT FRASER MI 48026	0.00				0.00	
N 1/2 OF LOT 1 EX N 29.05 FT OF W 61.7 FT & ALSO EX W 58.7 FT OF S 36.95 FT OF N 1/2 OF LOT 1 B2S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG							
4306	5-002800000	0.00	0.00		0.00	2,135.00	2,135.00
METERLESS 23-24	215 S MECHANIC LLC 3969 E SOUTH ST JACKSON MI 49201	0.00				0.00	
N 44 FT OF S 1/2 OF LOT 1 B2S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG							
4306	5-002900000	0.00	0.00		0.00	3,660.00	3,660.00
METERLESS 23-24	JOE BLAKE PROPERTIES LLC 223 S MECHANIC ST JACKSON MI 49201	0.00				0.00	
S 22 FT OF LOT 1 B2S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG							
4306	5-003000000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	JACKSON SYNERGY COMPANY LLC P O BOX 574 JACKSON MI 49204	0.00				0.00	
N 1/2 OF LOT 2 B2S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG							
4306	5-003100000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	TEAM DANDY INK LLC 241 S MECHANIC ST JACKSON MI 49201	0.00				0.00	
N 22 FT OF S 1/2 OF LOT 2 EX S 8 INCHES B2S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG							
4306	5-003200000	0.00	0.00		0.00	2,745.00	2,745.00
METERLESS 23-24	GROTTO CLUB 102 E WASHINGTON AVE JACKSON MI 49201	0.00				0.00	
S 44 FT 8 INCHES OF LOT 2 B2S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG							
4306	5-004000000	0.00	0.00		0.00	3,660.00	3,660.00
METERLESS 23-24	SC ENTERPRISE GROUP LLC 216 S MARTIN LUTHER KING JR DR JACKSON MI 49201	0.00				0.00	
LOT 100 JACKSON URBAN RENEWAL REPLAT # 5							

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4306	5-0041.1000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	FLETCHER ALEXANDER 228 S MARTIN LUTHER KING JR DR JACKSON MI 49201	0.00				0.00	

LOT 99 JACKSON URBAN RENEWAL REPLAT # 5

4306	5-0041.2000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	STARK PAUL 611 UNION ST JACKSON MI 49203	0.00				0.00	

5-0041
W 50 FT OF LOT 98 JACKSON URBAN RENEWAL REPLAT #5

4306	5-005800000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	ST MARY STAR OF THE SEA PARISH 120 E WESLEY ST JACKSON MI 49201	0.00				0.00	

LOTS 1 & 2 B3S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG

4306	5-007500000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	COMMONWEALTH COMMERCE GROUP 209 E WASHINGTON AVE JACKSON MI 49201	0.00				0.00	

LOTS 7 THRU 17 INCL B3S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG
0069 THRU 0074, 0076 THRU 0078, 0078.1, 0079, 0080, 0080.1, 0081 THRU 0083

4306	5-025800000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	CONSUMERS ENERGY CO ONE ENERGY PLAZA JACKSON MI 49201	0.00				0.00	

0019, 0020.1, 0050, 0055, 0056, 0259 THRU 0268, 0295, 0296, 0298, 0299
COM AT NW COR OF SEC 2 T3S R1W, CITY OF JACKSON, TH N 89 DEG 38' 07" E ALG N LN OF SD SEC 13.19 FT TO SW COR OF SEC 35 T2S R1W TH S 89 DEG 54' 24" E CONT ALG SD N LN 716.28 FT TH S 00 DEG 28' 08" E 159.74 FT TO N LN OF LIBERTY ST (NOW CLOSED) AND POB OF THIS DESC; TH CONT S 00 DEG 28' 08" E 130.94 FT TH S 27 DEG 23' 05" E 4.05 FT TH S 00 DEG 19' 48" E 301.48 FT TO N LN OF WASHINGTON AVE TH S 74 DEG 49' 24" W ALG N LN OF WASHINGTON AVE 164.28 FT TH S 89 DEG 28' 13" W CONT ALG SD N LN 160.87 FT TH N 00 DEG 19' 48" W 170.54 FT TH S 89 DEG 28' 13" W 155.66 FT TH S 00 DEG 19' 48" E 170.54 FT TO LAST SD N LN TH S 89 DEG 28' 13" W ALG SD N LN 47.07 FT TH N 01 DEG 09' 38" W 277.82 FT TH S 89 DEG 19' 09" W 197.98 FT TO E LN OF N MARTIN LUTHER KING JR DR TH N 01 DEG 21' 19" W ALG SD E LN 19.92 FT TH N 01 DEG 00' 29" W CONT ALG SD E LN 211.32 FT TH ALG A CURVE TO THE RIGHT CONT ALG SD E LN 122.09 FT SD CURVE HAVING A RADIUS OF 197.50 FT, DELTA ANGLE OF 35 DEG 25' 10" AND A CHORD OF 120.16 FT BEARING N 16 DEG 42' 05" E TH N 84 DEG 18' 58" E 103.25 FT TH S 64 DEG 03' 09" E 128.68 FT TO E LN OF COOPER ST (NOW CLOSED) TH S 06 DEG 36' 56" W ALG SD E LN 23.25 FT TO N LN OF LIBERTY ST (NOW CLOSED) TH S 81 DEG 35' 54" E ALG SD N LN 480.10 FT TO POB. CONTAINING 7.161 ACRES, M/L. NW 1/4 SEC 2 T3S R1W.

Roll for Year 2023
Population: Special Assessment District (4306)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
4306	7-0001.1100	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	W A FOOTE MEMORIAL HOSPITAL 1 JACKSON SQUARE STE 107 JACKSON MI 49201	0.00				0.00	

BEG AT THE SW CORNER OF LOT 79, JACKSON URBAN RENEWAL REPLAT NO. 5, AS RECORDED IN LIBER 29 OF PLAT, PAGES 16-19, JACKSON COUNTY RECORDS; TH N 00° 37' 40" E, ALONG THE W LINE OF SAID LOT 79, 113.58 FT TO THE NW CORNER OF SAID LOT 79; TH THE FOLLOWING NINE COURSES ALONG THE N BOUNDARY OF SAID LOT 79: 1) S 89° 26' 30" E 75.00 FT, 2) N 00° 33' 30" E 12.00 FT, 3) S 89° 26' 30" E 20.00 FT, 4) S 00° 33' 30" W 12.00 FT, 5) S 89° 26' 30" E 9.00 FT, 6) N 00° 33' 30" E 12.00 FT, 7) S 89° 26' 30" E 9.96 FT, 8) N 00° 33' 30" E 28.04 FT, 9) AND S 89° 26' 30" E 20.62 FT; TH S 01° 01' 13" W 38.79 FT; TH S 89° 45' 30" E 29.45 FT; TH S 00° 24' 01" W 36.31 FT; TH S 44° 36' 52" E 20.48 FT; TH S 45° 53' 09" W 2.92 FT TO A POINT ON THE W LINE OF LOT 83; TH N 00° 33' 30" E, ALONG SAID W LINE OF LOT 83, 1.03 FT TO THE EASTERLY CORNER OF LOT 79; TH S 45° 26' 57" W, ALONG THE SOUTHERLY LINE OF SAID LOT 79, 89.38 FT; TH N 89° 26' 30" W, ALONG THE S LINE OF SAID LOT 79, 113.31 FT TO THE POB
SPLIT/COMBINED ON 08/31/2015 FROM 7-0001.1000, AND PARTS OF 7-0001.1A00, 7-0001.2000;

4306	7-000100000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	W A FOOTE MEMORIAL HOSPITAL 1 JACKSON SQUARE STE 107 JACKSON MI 49201	0.00				0.00	

LOT 78 JACKSON URBAN RENEWAL PLAT NO 5

4306	7-000200000	0.00	0.00		0.00	610.00	610.00
METERLESS 23-24	HUNTINGTON NATIONAL BANK PO BOX 182334 COLUMBUS OH 43218	0.00				0.00	

LOT 82 JACKSON URBAN RENEWAL PLAT NO 5

Total Parcels: 102	0.00	0.00		0.00	113,155.00	113,155.00
	0.00				0.00	

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: Accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through September 30, 2023

Recommendation:

Accept and place on file the CDBG, HOME and CDBG-CV Homeless Prevention Financial Summaries through September 30, 2023.

Attached is a memo from Shane LaPorte, the Director of Community Development, regarding accepting and placing on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through September 30, 2023. Monthly expenses includes Personnel Salaries & Expenses, Administration Cost, Homeowner Emergency Hazards/Major Component Expenses, and Homeless Prevention City Administration Cost.

I recommend accepting and placing on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through September 30, 2023. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Shane LaPorte, Director of Community Development

DATE: November 14, 2023

RECOMMENDATION: To accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through September 30, 2023

SUMMARY

Attached please find the Financial Summaries for the CDBG, HOME, and CDBG-CV Homeless Prevention funds for the month ending September 30, 2023.

Monthly expenses included:

- Personnel – Salaries & Expenses
- Administration – Rehabilitation Administration Cost
- Homeowner Emergency Hazards / Major Component Cost
  - 201 N. Pleasant (Hot Water Heater) – Final
- Homeless Prevention
  - City Administration Expense

My recommendation is to accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through September 30, 2023.

ATTACHMENTS

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Three Months Ended September 30, 2023

		Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
	Administration							
1	Administration & Planning							
	FY 2022 / 2023	130,000	60,161	5,673	27,100	87,261	42,739	67.1%
	FY 2023 / 2024	150,000	-	-	-	-	150,000	0.0%
	Code Enforcement							
2	City Attorney Office							
	FY 2022 / 2023	25,000	20,403	-	1,217	21,620	3,380	86.5%
	FY 2023 / 2024	25,000	-	-	-	-	25,000	0.0%
	Rehabilitation Projects							
3	Rehabilitation Administration							
	FY 2022 / 2023	158,761	125,593	-	11,226	136,819	21,942	86.2%
	FY 2023 / 2024	150,000	-	26,737	26,869	26,869	123,131	17.9%
4	City Emergency Hazard Repair Program							
	FY 2022 / 2023	250,000	54,397	2,189	2,189	56,586	193,414	22.6%
	FY 2023 / 2024	250,000	-	-	-	-	250,000	0.0%
	Street Projects							
5	Special Assessments							
	FY 2019/2020	25,000	6,080	-	-	6,080	18,920	24.3%
6	Cooley: Morrell to Biddle							
	FY 2021/2022	175,176	170,936	-	-	170,936	4,240	97.6%
7	Biddle: Mechanic to MLK Jr Dr							
	FY 2021/2022	134,702	130,463	-	-	130,463	4,239	96.9%
8	Perrine-Burr							
	FY 2022/2023	463,000	387,573	-	-	387,573	75,427	83.7%

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Three Months Ended September 30, 2023

		Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
9	Streetscape -City-owned Vacant Lot							
	FY 2023 / 2024	175,000	-	-	-	-	175,000	0.0%
	Recreation -Other Projects							
10	Loomis Park Court Improvements	312,849	312,849	-	-	312,849	-	100.0%
11	Boo Center Improvements							
	FY 2022/2023	241,133	241,133	-	-	241,133	-	100.0%
	FY 2023/2024	401,448	-	-	1,400	1,400	400,048	0.3%
	Demolition							
11	Demolition							
	FY 2022 / 2023	150,000	85,328	-	-	85,328	64,672	56.9%
	FY 2023 / 2024	200,000	-	-	-	-	200,000	0.0%

City of Jackson
HOME
Monthly Financial Summary
For the Three Months Ended September 30, 2023

	Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
1 Rehabilitation Assistance Program							
FY 2019/2020	55,068	54,384	-	-	54,384	684	98.8%
2 HOME Administration			-				
FY 2019/2020	25,000	25,000	-	-	25,000	-	100.0%
FY 2020/2021	33,000	31,703	-	-	31,703	1,297	96.1%
FY 2021/2022	16,000	16,000	-	-	16,000	-	100.0%
FY 2022/2023	30,000	30,000	-	-	30,000	-	100.0%
FY 2023/2024	35,100	-	-	-	-	35,100	0.0%
3 CHDO Reservation							
FY 2019/2020	503,052	503,052	-	-	503,052	-	100.0%
FY 2020/2021	287,439	75,694	-	102,024	177,718	109,721	61.8%
FY 2021/2022	118,329	-	-	-	-	118,329	0.0%
FY 2022/2023	129,404	-	-	-	-	129,404	0.0%
FY 2023/2024	316,092	-	-	-	-	316,092	0.0%
4 CHDO Operating Expenses							
FY 2019/2020	18,000	15,450	-	-	15,450	2,550	85.8%
FY 2020/2021	16,800	16,800	-	-	16,800	-	100.0%
FY 2022/2023	17,226	2,557	-	-	2,557	14,669	14.8%
5 Partnership Park - Homeowner Rehabilitation (CAA)							
FY 2021/2022	200,000	-	-	19,764	19,764	180,236	9.9%
FY 2022/2023	200,000	-	-	-	-	200,000	0.0%

City of Jackson
2020/8 CV Homeless Prevention
Monthly Financial Summary
For the Three Months Ended September 30, 2023

		Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
	Administration							
1	CDBG-CV Admin City							
	FY 2020/2021	60,000	16,898	-	1,329	18,227	41,773	30.4%
2	CDBG-CV Admin CAA							
	FY 2020/2021	33,270	33,270	-	-	33,270	-	100.0%
	Homeless Prevention - Public Services							
3	Eviction Prevention							
	FY 2020/2021	120,000	120,000	-	-	120,000	-	100.0%
4	Foreclosure Prevention							
	FY 2020/2021	41,112	41,112	-	-	41,112	-	100.0%
5	Water Shut-off Protection							
	FY 2020/2021	35,313	35,313	-	-	35,313	-	100.0%
	Parks & Recreation							
6	Boos Center - HVAC	319,425	226,318	-	-	226,317	93,108	70.9%
7	Boos Center - Trail	336,325	330,622	-	-	330,622	5,703	98.3%



City of Jackson, Michigan
Financial Statements

As of and For the Three Months Ended September 30, 2023

Unaudited

City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the Three Months Ended September 30, 2023
(Prepared on the Adopted Budget-Basis)

Unaudited

Function	Department	2022/23 Budget Original	2022/23 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
General Government :								
101-101	City Council	121,656	121,656	6,804	27,595	22.68%	94,061	
101-103	Charter Review Committee	2,500	2,500	-	-	0.00%	2,500	
101-172	City Manager	506,926	506,926	35,099	134,391	26.51%	372,535	
101-191	Finance	555,688	555,688	40,431	116,904	21.04%	438,784	
101-215	City Clerk	344,251	344,251	31,283	75,175	21.84%	269,076	
101-228	Management Info. Services	436,693	436,693	20,172	138,834	31.79%	297,859	
101-233	Purchasing	133,042	133,042	9,290	25,985	19.53%	107,057	
101-253	City Treasurer	412,661	412,661	30,179	86,224	20.89%	326,437	
101-254	City Income Tax	242,395	242,395	14,204	39,899	16.46%	202,496	
101-257	City Assessor	501,053	501,053	35,422	104,142	20.78%	396,911	
101-262	City Clerk-Elections	206,354	206,354	5,776	39,395	19.09%	166,959	
101-265	City Hall & Grounds	684,161	684,161	42,174	85,916	12.56%	598,245	
101-266	City Attorney	761,346	761,346	55,787	161,352	21.19%	599,994	
101-270	Personnel	590,561	590,561	18,602	105,899	17.93%	484,662	
101-278	Unallocated	812,434	812,434	47,536	134,082	16.50%	678,352	
		6,311,721	**6,311,721**	**392,759**	**1,275,793**	**20.21%**	**5,035,928**	
Judicial:								
101-299	Admin. Hearings Bureau	190,318	190,318	6,920	21,051	11.06%	169,267	
		190,318	**190,318**	**6,920**	**21,051**	**11.06%**	**169,267**	
Public Safety:								
101-301	Police	11,682,501	11,682,501	799,879	2,222,141	19.02%	9,460,360	
101-311	OSHP Grant	4,642	4,642	-	1,720	37.05%	2,922	
101-320	Consortium Training	12,500	12,500	23,330	23,330	186.64%	(10,830)	***Note 2***
101-321	In Service Training	5,000	5,000	-	-	0.00%	5,000	
101-340	Fire Suppression	6,003,612	6,003,612	515,925	1,314,588	21.90%	4,689,024	
101-350	Public Safety - Unallocated	2,094,302	2,094,302	357,806	1,135,611	54.22%	958,691	
		19,802,557	**19,802,557**	**1,696,940**	**4,697,390**	**23.72%**	**15,105,167**	
Public Works :								
101-442	Forestry	824,212	824,212	121,625	202,730	24.60%	621,482	
101-444	Sidewalk Construction	151,456	151,456	7,261	11,289	7.45%	140,167	
101-445	Drains at Large	107,133	107,133	2,922	2,922	2.73%	104,211	
101-450	Street Lighting	615,248	615,248	42,082	95,499	15.52%	519,749	
101-455	Weed Control	96,269	96,269	10,739	26,537	27.57%	69,732	
101-465	Grounds Maintenance	488,287	488,287	34,180	81,881	16.77%	406,406	
101-567	Cemeteries	374,516	374,516	42,589	109,398	29.21%	265,118	
101-571	Tax Property Maintenance	216,716	216,716	29,343	61,005	28.15%	155,711	
101-572	Civic Affairs	121,229	121,229	6,317	18,445	15.22%	102,784	
		2,995,066	**2,995,066**	**297,058**	**609,706**	**20.36%**	**2,385,360**	
Community & Economic Development:								
101-701	Planning	252,305	252,305	19,297	48,545	19.24%	203,760	
101-728	Economic Development	147,400	147,400	7,801	43,470	29.49%	103,930	
		399,705	**399,705**	**27,098**	**92,015**	**23.02%**	**307,690**	

**** See Notes on Page 6***

City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the Three Months Ended September 30, 2023
(Prepared on the Adopted Budget-Basis)

- Continued -

Function	Department	2022/23 Budget Original	2022/23 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
Recreation & Culture :								
101-752	Parks, Rec. & Grnds. Admin.	321,986	321,986	38,010	90,946	28.25%	231,040	
101-758	Lt. Nixon Memorial Pool	137,729	137,729	7,745	96,000	69.70%	41,729	
101-771	Parks & Facilities Maintenance	910,352	910,352	122,664	344,488	37.84%	565,864	
101-803	Historical District	14,440	14,440	904	3,140	21.75%	11,300	
101-806	Diversity, Equity & Inclusion	452,638	452,638	27,103	66,231	14.63%	386,407	
		1,837,145	**1,837,145**	**196,426**	**600,805**	**32.70%**	**1,236,340**	
Contributions to Other Funds:								
101-965	Contributions to Other Funds	**932,133**	**1,125,535**	**-**	**-**	**0.00%**	**1,125,535**	
	Total General Fund Expenditures	**32,468,645**	**32,662,047**	**2,617,201**	**7,296,760**	**22.34%**	**25,365,287**	
Funds consolidated with the General Fund for financial reporting purposes:								
102	**Budget Stabilization**	**20,000**	**20,000**	**-**	**-**	**0.00%**	**20,000**	
Permanent Funds :								
151	Cemetery Perpetual Maint.	6,000	6,000	-	-	0.00%	6,000	
155	Ella W. Sharp Endowment	30,850	30,850	-	-	0.00%	30,850	
160	Lloyd E. Mount Endowment	5,600	5,600	-	-	0.00%	5,600	
Special Revenue Funds :								
202	Major Street	19,849,761	19,849,761	661,072	1,050,679	5.29%	18,799,082	
203	Local Street	4,162,881	4,162,881	26,501	123,826	2.97%	4,039,055	
208	Ella W. Sharp Park Operating	984,832	984,832	96,398	282,046	28.64%	702,786	
213	Opioid Settlement Fund	118,175	118,175	-	-	0.00%	118,175	
218	Affordable Housing	3,519,760	3,519,760	28,818	31,311	0.89%	3,488,449	
245	Public Improvement	1,511,115	1,511,115	142,457	142,457	9.43%	1,368,658	
246	Cortland St. Redev. Project	23,527	23,527	1,507	25,189	107.06%	(1,662)	***Note 2***
249	Building Department	638,850	638,850	48,116	130,216	20.38%	508,634	
251	Housing Code Enforcement	1,290,495	1,290,495	68,541	192,962	14.95%	1,097,533	
252	Building Demolitions	1,000	194,402	70	18,890	9.72%	175,512	
265	Drug Law Enforcement	16,338	16,338	1,344	3,990	24.42%	12,348	
272	SAFER Grant	525,581	525,581	-	36,596	6.96%	488,985	
273	Project Safe Neighborhoods	234,542	234,542	9,646	15,718	6.70%	218,824	
275	Byrne/JAG Programs	25,000	25,000	-	1,024	4.10%	23,976	
279	American Rescue Plan Act	75,000	75,000	5,268	7,413	9.88%	67,587	
296	Recreation Activity	266,824	266,824	8,228	65,187	24.43%	201,637	
297	Recreation Millage Program	623,067	623,067	54,318	189,983	30.49%	433,084	
Debt Service Funds :								
308	2020 Capital Improvement D/S	223,788	223,788	-	-	0.00%	223,788	
352	2017 Mich. Trans. Fund D/S	762,068	762,068	-	-	0.00%	762,068	
367	2021 City Hall Refunding D/S	739,720	739,720	-	-	0.00%	739,720	
385	2016 Capital Improvement D/S	145,569	145,569	142,457	142,457	97.86%	3,112	
386	2018 Capital Improvement D/S	1,418,750	1,418,750	-	-	0.00%	1,418,750	

City of Jackson
All Other Funds - Expenditure Summary
As of and For the Three Months Ended September 30, 2023
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund Type/Fund Name		2022/23 Budget Original	2022/23 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
Debt Service Funds (continued) :							
389	2017 BRA TIF Refunding D/S	420,144	420,144	-	-	0.00%	420,144
391	2021 BRA TIF Refunding D/S	791,839	791,839	-	-	0.00%	791,839
394	2001 DDA TIF D/S	2,881,749	2,881,749	-	-	0.00%	2,881,749
395	2019 DDA TIF Refunding D/S	208,365	208,365	-	-	0.00%	208,365
Capital Projects Funds :							
401	Capital Projects	1,113,031	1,113,031	76,267	378,971	34.05%	734,060
402	Water Equip. and Replacemt.	7,099,234	7,099,234	473,775	645,023	9.09%	6,454,211
403	Lead Service Line Replacement	2,082,538	2,082,538	66,479	221,058	10.61%	1,861,480
404	Sanitary Sewer Maint.	663,044	663,044	31,832	85,001	12.82%	578,043
405	Sanitary Sewer Replacement	2,985,140	2,985,140	9,418	122,864	4.12%	2,862,276
406	Wastewater Equip. Replacemt.	6,228,293	6,228,293	222,798	358,799	5.76%	5,869,494
407	2022 Sewer Sys. Project Const.	5,697,802	5,697,802	693,245	1,117,165	19.61%	4,580,637
409	2022 Water Sys. Project Const.	16,342,000	16,342,000	17,798	59,906	0.37%	16,282,094
426	2024 MI Trans. Bonds Const. Fund	2,196,096	2,196,096	-	-	0.00%	2,196,096
488	MLK Corridor Improvemt. Authority	4,507,925	4,507,925	16,271	75,318	1.67%	4,432,607
489	Brownfield Redevelopmt. Auth.	1,804,230	1,804,230	5,169	32,909	1.82%	1,771,321
494	DDA Project	3,090,114	3,090,114	-	-	0.00%	3,090,114
Enterprise Funds :							
514	Auto Parking System	283,433	283,433	-	-	0.00%	283,433
518	Parking Assessment	314,981	314,981	9,986	25,348	8.05%	289,633
519	Cooper/Francis Parking Deck	283,957	283,957	1,429	4,841	1.70%	279,116
590	Sewer	16,320,273	16,320,273	577,403	1,610,765	9.87%	14,709,508
591	Water	34,209,037	34,209,037	1,019,298	2,873,727	8.40%	31,335,310
Internal Service Funds :							
641	Public Works Administration	472,518	472,518	26,989	75,421	15.96%	397,097
642	Engineering Administration	339,842	339,842	19,726	56,032	16.49%	283,810
643	Local Site Remed. Revolving	20,000	20,000	-	-	0.00%	20,000
661	Motor Pool and Garage	1,606,109	1,606,109	79,141	232,070	14.45%	1,374,039
676	Workers' Compensation	220,350	220,350	100,355	118,016	53.56%	102,334
677	Self-Insured Health Care	5,474,627	5,474,627	380,959	1,157,976	21.15%	4,316,651
Trust & Agency Funds :							
703	County & School Tax Collection	28,400,000	28,400,000	-	-	0.00%	28,400,000
731	Employees' Retirement System	4,160,000	4,160,000	299,033	1,012,865	24.35%	3,147,135
732	Policemen's/Firemen's Pension	523,000	523,000	33,316	102,481	19.59%	420,519
734	Police./Fire. Pension-345	6,440,000	6,440,000	925,791	1,434,100	22.27%	5,005,900
736	Public Employee Health Care	29,000	29,000	2,596	2,596	8.95%	26,404
Special Assessment Funds :							
852	2020 Special Assessment D/S	161,190	161,190	153,135	153,135	95.00%	8,055
895	Special Assessment	2,116,337	2,116,337	652,711	652,711	30.84%	1,463,626

City of Jackson
All Funds - Revenue Summary
As of and For the Three Months Ended September 30, 2023
(Prepared on the Adopted Budget-Basis)

Fund/Fund Name		2022/23 Budget Original	2022/23 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Collected
General Fund :						
Property Taxes		11,015,617	11,015,617	652,811	8,349,947	75.80%
Income Taxes		10,750,000	10,750,000	335,679	2,664,975	24.79%
State Revenue Sharing		5,732,948	5,732,948	36,326	36,326	0.63%
Licenses & Permits		368,015	368,015	280	24,192	6.57%
Federal Grants		1,267,483	1,267,483	-	22,817	1.80%
State Grants		5,414	5,414	2,678	26,678	492.76%
Charges For Goods & Services		1,378,957	1,378,957	18,950	122,138	8.86%
Fines & Forfeits		390,611	390,611	18,106	131,170	33.58%
Investment Income		185,000	185,000	106,922	146,976	79.45%
Contributions From Other Funds		101,000	101,000	-	2,216	2.19%
Contributions From Local Units		12,500	12,500	84	84	0.67%
Miscellaneous		376,695	376,695	111,689	150,915	40.06%
Total General Fund Revenues		**31,584,240**	**31,584,240**	**1,283,525**	**11,678,434**	**36.98%**
Funds consolidated with the General Fund for financial reporting purposes:						
102	**Budget Stabilization**	**20,000**	**20,000**	**9,434**	**14,145**	**70.73%**
Permanent Funds :						
151	Cemetery Perpetual Maint.	41,000	41,000	1,222	5,824	14.20%
155	Ella W. Sharp Endowment	30,850	30,850	-	-	0.00%
160	Lloyd E. Mount Endowment	5,600	5,600	-	-	0.00%
Special Revenue Funds :						
202	Major Street	19,653,590	19,653,590	595,858	974,768	4.96%
203	Local Street	3,461,459	3,461,459	315,448	432,936	12.51%
208	Ella W. Sharp Park Operating	975,450	975,450	88,444	307,544	31.53%
213	Opiod Settlement Fund	0	0	-	15,537	n/a
218	Affordable Housing	3,519,760	3,519,760	-	-	0.00%
245	Public Improvement	1,371,000	1,371,000	90,066	1,027,914	74.98%
246	Cortland St. Redev. Project	500	500	2,910	4,376	875.20%
249	Building Department	513,400	513,400	42,709	152,288	29.66%
251	Housing Code Enforcement	1,045,600	1,045,600	98,406	354,594	33.91%
252	Building Demolitions	1,000	194,402	391	574	0.30%
265	Drug Law Enforcement	20,700	20,700	196	292	1.41%
272	SAFER Grant	525,581	525,581	-	-	0.00%
273	Project Safe Neighborhood	234,542	234,542	-	-	0.00%
275	Byrne/JAG Programs	25,000	25,000	-	-	0.00%
279	American Rescue Plan Act	75,000	75,000	-	-	0.00%
296	Recreation Activity	270,250	270,250	28,691	72,470	26.82%
297	Recreation Millage Program	651,500	651,500	2,157	3,453	0.53%
Debt Service Funds :						
308	2020 Capital Improvement D/S	223,788	223,788	-	-	0.00%
352	2017 Mich. Trans. Fund D/S	762,068	762,068	-	-	0.00%
367	2021 City Hall Refunding D/S	708,500	708,500	45,499	574,373	81.07%
385	2016 Capital Improvement D/S	145,569	145,569	142,457	142,457	97.86%

City of Jackson
All Funds - Revenue Summary
As of and For the Three Months Ended September 30, 2023
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund/Fund Name		2022/23 Budget Original	2022/23 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Collected
Debt Service Funds (continued) :						
386	2018 Capital Improvement D/S	1,418,750	1,418,750	-	-	0.00%
389	2017 BRA TIF Refunding D/S	420,144	420,144	-	-	0.00%
391	2021 BRA TIF Refunding D/S	791,839	791,839	-	-	0.00%
394	2001 DDA TIF D/S	2,881,749	2,881,749	-	-	0.00%
395	2019 DDA TIF Refunding D/S	208,365	208,365	-	-	0.00%
Capital Projects Funds :						
401	Capital Projects	1,113,531	1,113,531	-	-	0.00%
402	Water Equip. and Replacemt.	5,041,766	5,041,766	457,485	1,285,498	25.50%
403	Lead Service Line Replacement	2,913,517	2,913,517	147,700	424,016	14.55%
404	Sanitary Sewer Maintenance	663,044	663,044	31,974	103,898	15.67%
405	Sanitary Sewer Replacement	1,535,190	1,535,190	149,903	411,050	26.78%
406	Wastewater Equip. Replacemt.	3,990,800	3,990,800	167,882	442,774	11.09%
407	2022 Sewer Sys. Project Const.	5,697,802	5,697,802	-	-	0.00%
409	2022 Water Sys. Project Const.	16,342,000	16,342,000	42,108	42,108	0.26%
426	2024 MI Trans. Fund Bond Const. Fund	4,501,000	4,501,000	-	-	0.00%
488	MLK Corridor Improvemt. Authority	4,507,925	4,507,925	-	-	0.00%
489	Brownfield Redevelopmt. Auth.	1,977,300	1,977,300	11,531	17,380	0.88%
494	DDA Project	3,525,000	3,525,000	39,240	57,874	1.64%
Enterprise Funds :						
514	Auto Parking System	95,443	95,443	1,219	2,268	2.38%
518	Parking Assessment	311,449	311,449	9,989	56,055	18.00%
519	Cooper/Francis Parking Deck	15,550	15,550	3,988	7,392	47.54%
590	Sewer	12,702,461	12,702,461	661,202	1,642,760	12.93%
591	Water	31,059,822	31,059,822	1,595,921	4,690,455	15.10%
Internal Service Funds :						
641	Public Works Administration	364,799	364,799	32,956	85,318	23.39%
642	Engineering Administration	266,815	266,815	16,678	45,010	16.87%
643	Local Site Remed. Revolving	63,500	63,500	2,364	3,265	5.14%
661	Motor Pool and Garage	1,309,590	1,309,590	149,431	382,929	29.24%
676	Workers' Compensation	167,500	167,500	22,007	52,144	31.13%
677	Self-Insured Health Care	5,702,000	5,702,000	679,073	1,793,997	31.46%
Trust & Agency Funds :						
703	County & School Tax Collection	28,400,000	28,400,000	42,728	63,759	0.22%
731	Employees' Retirement System	6,376,460	6,376,460	(1,343,500)	(1,275,931)	-20.01%
732	Policemen's/Firemen's Pension	510,902	510,902	(112,877)	160,422	31.40%
734	Police./Fire. Pension-345	10,852,297	10,852,297	(1,300,875)	(389,847)	-3.59%
736	Public Employees Health Care	230,000	230,000	(54,127)	(54,127)	-23.53%
Special Assessment Funds :						
852	2020 Special Assessment D/S	161,190	161,190	153,135	153,135	95.00%
895	Special Assessment	2,215,147	2,215,147	505,240	506,767	22.88%

City of Jackson
Notes to Revenue & Expenditure Summaries
As of and For the Three Months Ended September 30, 2023
(Prepared on the Adopted Budget-Basis)

Note 1: **Revenues do not include budgeted appropriations from fund balance. These appropriations, together with budgeted revenues, are sufficient to fund budgeted expenditures, in accordance with State law.**

Note 2: **A budget amendment is pending to correct this variance.**

CITY OF JACKSON
Founded 1829

Office of the Mayor
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4028 • Facsimile: (866) 384-1772

MEMO TO: City Councilmembers

FROM: Kesha Hamilton, Racial Equity Commission Chair

DATE: October 20th, 2023

SUBJECT: Submission of Racial Equity Commission Annual Report for 2022 and 2023 meeting minutes

---

RECOMMENDATION:

Approve the acceptance of the Racial Equity Commission's annual report for 2022 and 2023 minutes

The Racial Equity Commission voted and approved the submission of its 2023 meeting minutes and the 2022 Annual Report.

The minutes are posted on the City Website for public review and transparency. The annual report and minutes are attached.

JW/lar

Attachments (37)

JACKSON
Founded 1829

RACIAL EQUITY COMMISSION

"Racially Revolutionizing Jackson"

Annual Report
January 2022 – December 2022
Prepared by Kesha R. Hamilton (REC Chair)
with David R. Hammontree (REC P&P Subcommittee Chair)

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Introduction

Greetings Mayor Mahoney and Distinguished City Councilmembers,

The 2022 year started a focus on ensuring that the REC was fully staffed. We consistently pursued and interviewed passionate individuals to serve. As part of such efforts, we also provided our community with more information on who we are and what our work encompasses culminating in a promotional video posted via YouTube and available on our City page.

To fulfill our ordinance directive to "conduct a racial bias audit and provide recommendations as to further city training," the REC spent time interviewing several experts to secure an audit organization that would conduct the audit and create the reports needed for the City of Jackson to better understand where it sits along Racial Equity lines. By midyear we selected an audit organization and submitted our selection with expectation that our city leadership will secure their services.

We continued our community engagement during the summer by attending the multiple Summerfest events, made appearances at Juneteenth, and supported the Hispanic Heritage Festival.

At its core, the REC is commissioned to review Policy with continual reviews of City policies and procedures. Our Policy & Procedures (P&P) Subcommittee (chaired by David Hammontree) is intentional about fulfilling our foundational directive. In 2022, the P&P worked to "review city policies and practices through a racial equity lens' and make recommendations to city council." The P&P focus for 2022 addressed the City's Purchasing Policy and our recommended suggestion and changes to the City's Purchasing Manual are scheduled to go before Council in early 2023.

The REC is thankful to City Council for approving our request to attend the bi-yearly *Facing Race, Race Forward* conference in the fall of 2022. Commissioners that attended were inspired, informed, made new connections, and were further resourced on racial equity, racial justice, and information on how to accomplish a 'racially revolutionized Jackson'.

2022 ended with our well attended 'More Than Talk' DEI Meet and Greet (11/3/22) which we anticipate will be an annual event. Attendees are still talking about the productive time we shared, and many in the community are looking forward to our 2023 Spring Conference scheduled for Friday, May 12.

We have set our attention toward 2023 and are looking to further develop our board by taking educational and exploratory trips to other communities with Racial Equity commissions. We look forward to our Racial Equity Conference in May and our audit reveal later during the year.

We have much to do and we are thankful for the full support of city council as we work toward a "Racially Revolutionized" City of Jackson!

Sincerely,

Kesha Hamilton

Kesha Hamilton, REC Chair

Vision, Mission, and Motto

Mission

To transform city policies, practices, and processes to awaken, educate, train, and activate ALL to invest in interrupting and reversing racism, the impacts of racism and racial prejudice wherever encountered.

Vision

A vibrant city free of structural racism, actively engaged in eliminating racial prejudice and repairing the harm caused by racial inequities to achieve equity for Jackson's historically marginalized, disenfranchised, and oppressed citizens of color in personal, social, educational, economic, systemic and structural arenas.

Motto

"To Racially Revolutionize Jackson"

2022 Commissioners

Kesha Hamilton, (2022 Chair)
Jacob Inosencio, (2022 Vice Chair)
Jackie Barber, Commissioner
Michael Johnson, Commissioner
Katima Dickenson, Commissioner

Ex-Officio - Appointed
Daveda Quinn, (2022 Secretary), NAACP Delegate
Freddie Dancy, City Councilmember (Ward 2)
John Willis, Chief Equity Officer

Ex-Officio - Statutory
Leticia Albarran, Commissioner
Heather Truman, Commissioner
(Vacant)

2022 Non-Voting Subcommittee Participants

Thomas Burke	(Board Development)
Kathleen Conley	(Grants)
Patricia Freundl	(Grants)
David R. Hammontree	(Policies & Procedures, Chair. Nominated and selected Ex-Officio Commissioner in 2022, appointment beginning 2023)
Daren McClelland	(Policy & Procedures)
Jerry Ross	(Board Development)
Mark Trine-Kelly	(Housing/Mobility)

2022 REC Sub-Committees Yearly Reports

Policy & Procedures (P&P)

The Policy & Procedures (P&P) subcommittee takes initiative on exploring and deliberating on city policies, practices, and processes through the lens of racial equity and to make recommendations to the Racial Equity Commission for further action.

The P&P committee's regular action items include, but are not limited to:

- Having a member present at City Council meetings,
- To be attentive to new issues in City governance, and
- developing proactive reviews of City policies, ordinances, and other related areas through a RE lens
- acting via editing existing policies, creating amendments to existing policies, or proposing new policies or resolutions for the REC to make recommendations to City Council.

The Contract & Purchasing subcommittee was absorbed into P&P.

2022 P&P Summary

For 2022 the P&P subcommittee met monthly via Zoom beginning in May. In that time, we worked toward collecting a pool of potential draft resolutions and have suggested revisions to the City's existing purchasing policy for more equity and outreach to Minority Business Enterprises (MBEs) with an emphasis toward active education, recruitment, and outreach to the community.

The subcommittee also began work on how outreach opportunities for underrepresented businesses in the community need to be contacted and encouraged to add their names to a working list of Minority Business Enterprises (MBEs) in the City of Jackson.

Board development

To ensure that the racial equity commissioners have accurate, historical, and relevant knowledge and understanding to suggest and create lasting change in our community. This subcommittee will also be responsible for finding and recommending resources and or organizations that are best equipped to fulfill any identified needs.

Housing/Mobility

The *Housing* subcommittees' purpose is to ensure fair, equitable, and available housing that lines up with city ordinance policies or is created to line up with fair, equitable, and accessible practices.

This subcommittee is also open to accept and work with appropriate City employees to review housing complaints – with the intention to possibly mediate resolutions so renters can stay in the rental unit.

The *Mobility* subcommittees' purpose is to ensure fair, equitable, and accessible mobility that is created to line up with racially equitable practices. Outreach includes but is not limited to working with the City to extend bus times and bus routes into the county at outside city-limit businesses where city residents work.

Public Communications

Responsible for developing and crafting public statements on behalf of the REC.

Grants

Ensures that commissioners have sufficient resources to make lasting changes in the community.

Nominations

Reviews and recommends willing and qualified applicants for a seat on subcommittees and the commission. This subcommittee reviews applications, crafts appropriate questions, interviews applicants, recommends applicants to the REC for submission to the Mayor for appointment.

Compliant Procedure

Addresses the needs of citizens who reach out to the REC for support and direction. This subcommittee keeps a list of resources to provide to residents on complaint resolution steps and processes.

2022 REC Activities and 2023 Goals (Narrative)

The Racial Equity Commission and its commissioners enjoyed an impactful and productive 2022. We're committed to positioning the Racial Equity Commission of the City of Jackson as a beacon that other communities can model themselves after. We're committed to only reinventing the wheel when necessary and we're committed to results. The REC was created to foster equity, inclusion, and racial reconciliation in the City of Jackson.

As discussed in the Introduction, the year began with the goal of board development, continuing to educate the community and a high focus on collaboration with our community leaders locally, statewide and in neighboring states. Outreach to potential commission candidates was a main objective achieved early in 2022 with a round of interviews and selection of individuals to both fill commissioner positions and enlarge our pool of community participates for subcommittee work.

Interviews for potential commissioners and subcommittee members took place in February. Outreach initiatives and committee selection began in April and community subcommittee participants were invited to the May 3rd REC meeting. The nomination committee remained active throughout the year and in November selected their nominee to fill the vacant Ex-officio position.

With the subcommittees in place, the REC established regular reports at monthly meetings. Our Policies and Procedures subcommittee was especially important in moving forward revision to the City's Purchasing Manual to address Councilmember Freddie Dancy's long standing frustration with lack of "a more open bid process for people of color and women" as expressed during the initial phases leading to the formation of the REC. We are encouraged by the City Manager's openness to such revisions and look forward to Council approval in early 2023.

The "More than Talk" DEI Meet and Greet was held on November 3rd, 2022. The agendas for the night focused on active engagement with DEI and Racial Equity professionals in the community and solicited input needed for a day long follow-up summit in May 2023.

Thanks to Council support, many REC members attended bi-yearly *Facing Race, Race Forward* conference. Commissioners that attended were inspired, informed, made new connections and were further resourced on racial equity, racial justice, and information on how to accomplish a "racially revolutionized Jackson." Attendance at the 2018 conference inspired REC Chair Kesha Hamilton to fiercely advocate for establishing the City of Jackson's Racial Equity Commission.

We appreciate the support of City Council, are hopeful that we've expressed our vision for 2022, and request your continued support as we improve racial equity within our community.

Our Goals for 2023 include but are not limited to:

- Presenting Purchasing policy revision to City Council
- Reviewing most recent applications to enlarge subcommittees participation.
- A May 2023 summit following up the November "Meet and Greet."
- A Board Development visit to Akron OH
- "Equity Seal" development

2022 Activities (Summary List)

The City of Jackson's Racial Equity Commission takes on a responsibility for reviewing city policies, practices, budget, and other matters that it determines to be appropriately related to addressing racism and racial inequities, to make recommendations to the city manager, Mayor and city council on ways to promote racial justice and racial equity in the city.

Below is a general timeline of accomplishments. Meeting agendas are available via the City of Jackson Agenda Center.

January

REC officers elected for 2022: Kesha Hamilton (Chair); Jacob Inosencio (Vice Chair); Daveda Quinn (Secretary).

Further outreach and interviews with potential candidates for the REC or its subcommittees.

RFQ Equity Audit proposed to City Council.

February

Candidate interviews continue. Promotional items (Business shirts, ect.) selected. Subcommittee memberships selected.

Strategic Planning meeting featuring a discussion with Robert DeJournette – Vice President of Opportunity and Inclusion, Greater Akron Chamber of Commerce. Presentation by City Manager Jonathan Greene.

Review REC Bylaws and the 2021 SWOT Analysis. Setting goals for 2022.

March

Leticia Albarran nominated for Ex-Officio Commissioner position.

Education committee established. Inquires to JPS about valedictorian changes.

April

REC letter of support for ARPA Funds Reinvestment for Ward 1 drafted.

Subcommittee members appointed.

Katima Dickenson nominated for Commissioner position.

Heather Truman nominated for Ex-Officio Commissioner position.

Early planning for DEI "Meet & Greet."

Call for support for Summer Hispanic Heritage festival organized by Albarran and Inosencio.

Grants subcommittee meets (4/19) appointing Patricia Freundl as Secretary.

Board Development subcommittee meets (4/27) to discuss how to allocate funds for REC member professional development and training.

May

New Subcommittee members invited to REC meeting.

Public Communication response procedures are outlined.

The Policy and Procedures subcommittee meets (5/11, 5/25) and selects David Hammontree as Chair and Secretary. Immediate action items include a review and revision of the City of Jackson's Purchasing Guidelines to address equity concerns and to open avenues promoting Minority owned Business Enterprises (MBEs). The P&P committee will meet monthly and report at each REC meeting.

Promotional Video made and posted to the City of Jackson's website and YouTube Page.



June

Second Strategic Planning meeting of 2022. An "equity action plan" is expected once the City's Equity Audit takes place.

Plans for a REC "Meet and Greet" develop.

Development of REC "Recommended Resources" to be included on the City's REC site.

REC commissioners represented at City's Juneteenth events.

REC members participate in ERACCE training.

July

Review of City's Non-Discrimination Ordinance and 6/16/20 City Declaration of "Racism is a Public Health Crisis" as grounding for the goals and objectives of the REC, related to communications and future resolutions drafted and proposed by the REC to City Council.

Housing and Mobility subcommittee begins outreach with the City's Affordable Housing Commission and MLK/CIA.

August

A Racial Equity Complaint Procedure subcommittee is formed to address issues and clauses in the City Ordinance.

The "Contract and Purchasing" subcommittee is absorbed into Policies and Procedures. P&P Chair David Hammontree coordinates with various REC Commissioners (as to avoid a REC quorum during subcommittee meetings) on working updates to the City's Purchasing Policy. Hammontree solicits input from REC members on concerns with Purchasing and begins draft of proposed revisions.

September / October

Selection of RFQ Equity Auditors, Moore & VanAllen are selected and the REC recommendation is forwarded to the City Manager.

DEI "Meet and Greet" planning continues.

The REC invites City Attorney for input into proposing resolutions to City Council as well as specifics from the City of Jackson's Public Health Crisis Declaration

November

The "More Than Talk" DEI Meet and Greet is held.



John Willis and David Hammontree meet with City Manager to discuss REC proposed revisions to Purchasing Policy.

REC members attend Facing Race Conference both in person and virtual.

December

David Hammontree nominated for Ex-Officio Commissioner position.

2023 Budget Narrative

The below budget is submitted on behalf of the Racial Equity Commission.

For comparison's sake, in 1978 the Human Relations Commission (HRC) of the City of Jackson's budget was $38,000, used to accomplish their vital work it engaged in. While the two committees share many goals, specific social conditions continue to exist that are best addressed by a commission with a focus on Racial Equity.

2022 ends leaving us with a decidedly similar racial divide compared to 1978. The amount listed in our budget is a working minimum yet will go a long way toward advancing the REC's codified duties and responsibilities toward transforming city policies, practices, and processes to awaken, educate, train, and activate all to invest in Racial Equity.

Considering the reality that much confusion is ever present not only in our understanding of racial equity but also in addressing that at the city level, our goals continue to be in providing board development and training to our commission members. While we are the first Racial Equity Commission in the state of Michigan, we are not the first to be doing this work in surrounding states. In turn, we hope to engage commission members with professional development and site visits (both day and overnight) to other commissions/groups across who engage in similar work.

An established goal of the REC remains to bring all individuals who are working in the City of Jackson on Racial Equity and DEI together with city leadership, education leaders, criminal justice leaders (prosecutor's office, court officer, etc.), business owners, etc., to engage with one another. We're developing our program around this based on our budget, but we recognize the power of the collective response, the power of shared ideas, resources, and the power of information.

We expect our race equity audit to commence and be completed this year. At that time, we will reveal the results as well as the interventions that will be included. The data within it will support the criteria of the Equity Seal allowing us some tangibles that can be delivered and accomplished as we commit to becoming a racially equitable city.

We greatly appreciate the unanimous and intentional support of our City Manager, Mayor and City Council as we work together to "Racially Revolutionize Jackson."

2023 REC Budget Request

Project Planned	Proposed Amount	Current	Total
Board Development & Training	$10000	5000	$10000
REC Conference (Meet & Greet follow-up May 12, 2023)	$7000	NA	$7000
REC Summit (October 2023) (Former Meet and Greet)	$5000	5000	$5000
Community Training Outreach	$5,000	NA	$5000
Equity Seal Project Work (5-year plan)	$3,000	5000	$3000
Promotion	$2000	NA	$2000
Total		37,000	**$32,000**

RACIAL EQUITY COMMISSION MEETING MINUTES

January 10, 2023

CALL TO ORDER:

The Racial Equity Commission met in person at City Hall, in accordance with State and Federal guidelines. The meeting was called to order at 4:00 p.m. by Chair Kesha Hamilton.

ROLL CALL:

Present: DEI Officer John Willis, Chair Kesha Hamilton, Vice Chair David Hammontree, Secretary Jacqueline Barber, Commissioners: Daveda Quinn, Freddie Dancy, Jacob Inosencio, Katima Dickenson, Leticia Albarran and Michael Johnson Jr. Absent Heather Truman

ELLECTION OF OFFICERS

Acting Chair John Willis opened the floor up for nominations.

President – Keisha Hamilton, accepted

Vice Chair – David Hammontree, accepted

Secretary – Jacqueline Barber, accepted

LAND ACKNOWLEDGEMENT:

Read by Chair Hamilton

ADOPTION OF THE AGENDA:

Chair Hamilton asked for a motion to accept the agenda, Motion made by Leticia Albarran, all accepted.

CITIZEN COMMENTS

Guest – Nancy Connell, League of Women Voters, Jennifer Biddinger & Jason Ganzhorn, Jackson Police Department

APPROVAL OF THE PREVIOUS MEETING MINUTES:

Chair Hamilton asked for a motion to accept the previous meeting minutes from December. John Willis motioned that the minutes be approved at next month meeting, Jacob seconded it and motion was accepted by all commissioners present.

COMMUNITY LIAISON POLICE OFFICER REPORT:

Officer Ganzhorn shared that JPD is putting on an active shooter training for JPS schools over the next couple of months. JPD participated with numerous "shop with a cop" events. JPD collected money to provide Christmas presents for a couple of families in need. (GVI) Group

Violence Intervention Cheryl Ragland provided dinner to 3 families impacted by violent crime. Officer Vernier graduated the police academy and has started FTO. Officer Reasoner just started 2nd phase. Officer Goble just finished FTO and started on his own. Sgt. Stanton is starting Staff and Command this month, a 10-week leadership class through MSU. 1 Cadet position is vacant.

COMMITTEE REPORTS:

Chair K. Hamilton ask that each committee chair to host a meeting this month, elect new chairs, goals for each committee, how often committees will meet provide a rotating schedule of commissioners to attend JPS monthly board meetings. Each committee must provide K. Hamilton with a summary by February 7, 2023.

Quorum and attendance issues were asked that we may begin to write standards for.

Board Development – Chair K. Hamilton suggested a possible field trip to Akron, to visit their Racial Equity Commission.

Policy and Procedure – Purchasing manual has been updated and reviewed by John Willis and City Manager. Manual is possibly ready for City Council's review and approval.

Housing and Mobility – John Willis met with Mike Brown (JTA) regarding families living at the Travelodge, not having access to public transportation. Any solutions to this problem will be presented to the County as an option.

Public Communications – It was suggested that the city look at hiring a Non-Profit Coordinator. This person would direct people to the appropriate company/agency for needed services.

Grants – John received some grants that he will get to the committee, Jacob also forwarded a link to J. Barber for a possible grant from Jackson Community Foundation.

Education – Needs a Chair for this committee. Discussion about the quorum issues, Willis and Hammontree offered to step off but will be rotating members attending meetings every other month.

Racial Equity Complaint Procedure – This committee is about information sharing.

Facing Race Conference Updates?

OLD BUSINESS:

RFQ Equity Audit goes to City Council February 7, 2023. Currently looking at Benchmarks, goal is to change practices and behaviors.

Update on MLK Boulevard Roundabout committee – Chair K. Hamilton suggested that the committee bring the artist in to interact with people. 4 sculptures were presented at a meeting and are ready to go to City Council for approval.

NEW BUSINESS:

Each committee will provide the Chair will a paragraph, regarding their committee for the Annual Report by February 7th.

Strategic Planning dates – Commission will meet on January 25th from 5:00-9:00. Location will be determined.

Planning for Spring Summit – A date in April will be determined. Planning committee members are, Hamilton, Barber, Albarran, Willis & Dickenson.

Tentative Agenda:

8:00-8:30 – Registration (Breakfast)

8:30 – Welcome & Land Acknowledgement

8:45-9:15 – Ice Breaker Activity

9:15-10:00 – Conversation "Fly on the Wall"

10:00-10:15 – Break

10:15-10:30 – Art presentation

10:30-12:00 – 2 breakout sessions

12:00-1:00 – Lunch & Speaker

1:00 – End of day

Attendees will receive a packet.

COMMISSIONER COMMENTS:

Chair K. Hamilton thanked the commissioners for their support and allowing her to lead the REC.

ADJOURNMENT: Motion to adjourn, at 5:23pm. Motion made by Commissioner Dancy and seconded by Commissioner Inosencio. Vote – Yeas: Commissioners Willis, Quinn, Hamilton, Dickerson, Rodriguez and Barber, Johnson, Hammontree. Nay: None, Motion carried. No discussion.

RACIAL EQUITY COMMISSION MEETING MINUTES

February 7, 2023

CALL TO ORDER:

The Racial Equity Commission met in person at City Hall, in accordance with State and Federal guidelines. The meeting was called to order at 4:12 p.m. by Chair Kesha Hamilton.

ROLL CALL:

Present: DEI Officer John Willis, Chair Kesha Hamilton, Vice Chair David Hammontree, Secretary Jacqueline Barber, Commissioners: Daveda Quinn, Freddie Dancy, Jacob Inosencio, and Michael Johnson Jr. Absent: Laticia Albarran

LAND ACKNOWLEDGEMENT:

Read by Chair Hamilton

ADOPTION OF THE AGENDA:

Chair Hamilton asked for a motion to accept the agenda, Motion made by: Jacob Inosencio, Second by: David Hammontree

CITIZEN COMMENTS

Visitors: Nancy Connell, Legal Women Voters

Sub-Committee member, Patricia Freundl, Maurice Imoff

APPROVAL OF THE PREVIOUS MEETING MINUTES:

Chair Hamilton asked for a motion to accept the previous meeting minutes from January,(not sure who made the motion and second)

COMMUNITY LIAISON POLICE OFFICER REPORT:

No report at this meeting

COMMITTEE REPORTS:

Board Development –

Policy and Procedure – 1/18 brainstorming session covering purchasing, next year budget. Review/revising purchasing manual. Tracking copy and final copy to City Manager within the next week. John shared the Bidding process.

Housing and Mobility – No report

Public Communications – No Report

Grants – John explained the grant process/grants will be reviewed by his office. Have an account set-up for possible donations/grant dollars. Grants suggestions will come to the REC for review. Donations will go to Heather in finance.

Motion for separate account for funds. Jacob Inosencio and Michael Johnson second the motions.

Education – No Report

Racial Equity Complaint Procedure –. Have not met. Provide procedures.

Nominations Committee – Develop a list of Black and Brown Businesses for the City.

OLD BUSINESS:

One seat officially opened and 4 applications, we need to fully staff our sub-committees,

a. Strategic planning review – We reviewed the list of goals from our planning meeting. Discussion regarding the application process for City bids. Some small business chooses to operate outside of the city limits, due to the City's application process. Funding is a concern. Nominations committee will be responsible for keeping a list of Black & Brown businesses for the City of Jackson.
   Provide training for the community with an outside source, from Black and Brown trainers who are knowledgeable (possibly have lived experiences). Commissioners was reminded that we are not trainers for the community. How do we better market things for people to look at. A possible Informercial detailing our new brochure featuring resources.

   Motion made to put the Land Acknowledgement on REC's webpage. Made by Jacob I. Second by Michael Johnson Jr.

b. Planning for Summit/Conference – Present results from equity Audit (that are not ready). Meet & greet yearly, Summit Bi-annually. It was suggested (by some) that the Summit take place without the audit, and some with the audit. John shared his reason for why the audit should be a part of the summit. We're confirmed with a conference in the spring, the agenda has been set. May 12 is the date for the Conference. Possibly Fair Event Center or Commonwealth building. Grants committee will work on a grant for this event. John will provide a letter. Motion by Jacob to give the Grants committee permission to work on grants for the May 12 Summit. (not sure who second the motion).
c. Annual report summaries are due.

NEW BUSINESS:

COMMISSIONER COMMENTS:

Commissioner Hamilton thank the committee for their hard work.

ADJOURNMENT: Motion to adjourn, at pm. Motion made by Commissioner Jacob and seconded by Daveda Vote – Yeas: Commissioners Willis, Quinn, Hamilton,Barber, Johnson, Hammontree. Nay: None, Motion carried. No discussion.

Next Meeting Tuesday, March 7th, 2023

RACIAL EQUITY COMMISSION MEETING MINUTES

March 7, 2023

CALL TO ORDER:

The Racial Equity Commission met in person at City Hall, in accordance with State and Federal guidelines. The meeting was called to order at 4:05 p.m. by Chair Kesha Hamilton.

ROLL CALL:

Present: L. Albarran, J. Barber, D. Hammontree, K. Hamilton, J. Willis, M. Johnson Jr.

Absent: Jacob Inosencio, Daveda Quinn, Katima Dickerson

LAND ACKNOWLEDGEMENT:

Read by Chair Hamilton

ADOPTION OF THE AGENDA:

Chair Hamilton asked for a motion to accept the agenda, motion made by Leticia Albarran. second by John Willis

CITIZEN COMMENTS

Visitor: Nancy Connell, Women's League Voters stated that the Women's League of Voters, has an Observer Cor. They attend meetings to make sure they are open. They also choose an issue to advocate for and look to community organizations with questions.

APPROVAL OF THE PREVIOUS MEETING MINUTES:

Chair Hamilton asked for a motion to accept the previous meeting minutes. Motion to suspend Jan & Feb until April. Motion made by John Willis and second by Leticia Albarran

COMMUNITY LIAISON POLICE OFFICER REPORT:

Dep. Chief Ortiz: David Stallwell attended a Mental Health Summit. The department has 3 officers (David, Brian & Erin) who are a part of their Mental Health Division. A service training will be offered next week on Emotional Intelligence and De-escalation. 2 Cadets have been hired one black, one white. 2 officers have submitted their resignation, one will move on to another department in his area and the other one is moving on to another line of work. Of the 49 officer's positions, currently, there are 3 openings.

Chair Hamilton offered a thank you to the department, for their quick response to the incident at Jackson High School.

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COMMITTEE REPORTS:

Board Development – Jackie will reach out to the Akron REC to plan a field trip to their company. Our budget dollars must be spent by June 30th no exceptions.

Policy and Procedure – March 15 scheduled meeting, City Code language discussed**.** Brainstormed the rest of the meeting. David has a list of new agenda items. Looking at the Cities Code Language regarding Katima living outside of the limits.

Housing and Mobility – None

Public Communications – None

Grants – Dept. Of Justice have grants to apply for Racial Equity projects, John will forward information limited amount for City or County. Doner account established. Amount of grant dollars goes up to $400,000. City and Counties amounts are limited and with the number of grants being offered, this is a good time to apply. Currently, we have a donor account established.

Education – trying to schedule a meeting.

Racial Equity Complaint Procedure – working on scheduling a meeting. Kesha mention some folks in the community to bring on for the sub-committee. John will review our ordinance to ensure that we are following the guidelines, in placing individuals on our committees. Ordanance also states that an elected member, must not be in default with the city.

Nominations

General Outreach List – Work on filling our list of candidates for our commission. Leticia reached out to 2 applicants, currently waiting to hear back from them. Kesha also gave another name to follow-up with.

Interview Updates - 2 interviews last week for subcommittee positions. Melinda Cooper, currently working as a Harm Reduction Manager and Dejaun Bradshaw. Motion to invite them to the sub committees by J. Willis, Second by Freddie Dancy. Discussion took place regarding placement/recommendations for committee positions. John will follow up with City Manager.

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City Report Update – Discussion took place regarding contracts for mowing City Lots. Freddie stated that one contractor is on his last year of a four year agreement. A conversation will take place with the City Manager regarding, how contracts are renewed and distributed.

OLD BUSINESS:

a. **Strategic Planning Buildout**
b. **Planning for 1 day Conference -** Offering community trainings, plan for dates throughout the year. Possible date for the first one: September 21st 6:00 - 8:00pm. Suggestions will be taken regarding speakers. Topic: "Racial Equity" possibly Town Hall meeting as a "Conversation amongst speakers and guest. Commissioners will come back in April with speaker suggestions.

c. **Annual Report Review –** Creating a brochure with a resource guide, our role as a commission, how you can get involved, pictures, Links to surveys for education, hi-lights for our meet & greet and Summit. Also educating ourselves regarding Racial Equity. Jackie will send out the link to the 21-day Racial Equity Challenge from United Way.
d. **Land Acknowledgement Conversation –** 2 suggested acknowledgements were read language will be adjusted to meet our Commission.

NEW BUSINESS:

COMMISSONER'S COMMENTS

Freddie stated that people who attended the meet & greet, request the notes that were submitted regarding Racial Equity. Do we want to share with organizations.

ADJOURNMENT:

Motion made by Freddie Dancy, second by Leticia Albarran

Next Meeting Tuesday April 4, 2023

RACIAL EQUITY COMMISSION MEETING MINUTES

May 2, 2023

CALL TO ORDER:

The Racial Equity Commission met in person at City Hall, in accordance with State and Federal guidelines. The meeting was called to order at 4:02 p.m. by Chair Kesha Hamilton.

ROLL CALL:

Present: L. Albarran, J. Barber, D. Hammontree, K. Hamilton, F. Dancy, J.Willis, J. Inosencio

Absent: M. Johnson Jr., K. Dickerson, D. Quinn

LAND & LABOR ACKNOWLEDGEMENT:

Read by Chair Hamilton

ADOPTION OF THE AGENDA:

Chair Hamilton asked for a motion to accept the agenda, motion made by John Willis, second by, Jacob Inosencio

CITIZEN COMMENTS

Our newest Commissioner attended today Melinda Copper

APPROVAL OF THE PREVIOUS MEETING MINUTES:

Chair Hamilton asked for a motion to accept the previous meeting minutes for January, February, and March. Also add to Old Business, a review of the Annual Report. Motion by, David Hammontree Second by, Leticia Albarran

COMMUNITY LIAISON POLICE OFFICER REPORT:

No Report today

Guest speaker, **Cheryl Ragland GVI Project Coordinator** gave an overview of the Group Violence Intervention Project

COMMITTEE REPORTS:

Most of the Committee meetings are on hold until after the "More Than Talk" Conference, May 12.

Board Development – Dates to look at for our Akron visit. May 19th and June 1st

Policy and Procedure – Met April 19th brain storming meeting.

Housing and Mobility – none

Public Communications – none

Grants – none

Education – none

Racial Equity Complaint Procedure – none

Nominations - none

City Report Update – Dealing with purchasing.

OLD BUSINESS:

a. Strategic Planning Buildout – training sessions possible date Sept. 21, 6:00-8:00 pm, working on a brochure, equity seal, and staffing sub committees. City Policies reviewed each month and discussed rather we should have a yearly Meet & Greet get together. Chair Hamilton shared the statues of Michael and Katima's positions on the Commission. Possibly inviting both, if they choose to resign from their position, to join one of the sub-committees.

b. Update on our 1-day Conference on May 12 – Update of location for this event at Lily Missionary Baptist Church, set-up will take place on May 11 at 7:30 pm, continental breakfast and lunch will be served. Kesha reviewed the agenda for the day. Possible power point for recapping the last event. Please wear your T-shirt or button-down shirt.

c. Motion to review our Annual Report, motion by, D. Hammontree second by, Leticia Albarran. Commissioners will send edits to David by Friday May 5. Will be submitted to the next City Council meeting for review.

NEW BUSINESS:

a. City Ordinance Sec. 15-83c – was reviewed.

b. A review of the City of Jackson Purchasing Manual, extreme amount of time was put into developing this manual. Look at getting the word out regarding minority vendors. Annually, ask the City Finance Department for a report.

COMMISSIONERS COMMENTS:

David reminded us to review the Purchasing Report, John Willis gave Kudo's to the Racial Equity Commission for their work. Kesha thanked the commission.

ADJOURNMENT:

Motion made by, Jacob Inosencio, Second by Leticia Albarran

Next Meeting: Tuesday June 6, 2023

RACIAL EQUITY COMMISSION MEETING MINUTES

June 6, 2023

CALL TO ORDER:

The Racial Equity Commission met in person at City Hall, in accordance with State and Federal guidelines. The meeting was called to order at 4:08p.m. by Chair Kesha Hamilton.

ROLL CALL:

Present: L. Albarran, J. Barber, D. Hammontree, K. Hamilton, D. Quinn

J. Inosencio, K. Dickerson,

Late: Freddie Dancy,

Absent: Michael Johnson Jr., John Willis

LAND & LABOR ACKNOWLEDGEMENT:

Read by Chair K. Hamilton

ADOPTION OF THE AGENDA:

Chair Hamilton asked for a motion to accept the agenda, motion made by, Daveda Quinn, Second: J. Inosencio

CITIZEN COMMENTS

Nancy Connell, Legal Women Voters was present.

Jennifer Biddinger shared her concerns regarding our County and Nation.

APPROVAL OF THE PREVIOUS MEETING MINUTES:

Chair Hamilton asked for a motion to accept May minutes with corrections, motion made by, Daveda Quinn, Second by, L. Albarran

COMMUNITY LIAISON POLICE OFFICER REPORT:

Deputy Chief S. Garcia – Officer Carly Rose has retired after 26 years of service. Warren Johnson is our second School Resource Officer for Jackson Public Schools. Simulator will be at the Juneteenth celebration for those who are 18 and older to try. Autumn Shram is our first female K-9 handler. Concerns regarding the destruction/fighting that took place at the Fireworks. Deputy Chief reached out to us for suggestions on how to deal with this. The Sheriff Department helped during this event.

COMMITTEE REPORTS:

Board Development – Report out on our Akron trip. Bishop Joey Johnson's (pastor for 50 years) chairs their Social Justice Racial Equity Task Force through his partnership with the mayor and city of Akron. Community information is available in the vestibule of the church keeping the membership informed. Daveda suggested newsletters from the city and county to keep the community informed of what's going on in Jackson and surrounding communities. As a commission, we must let people know what we are doing and where we are going. Update our flier to inform the community.

Policy and Procedure –

Housing and Mobility –

Public Communications –

Grants – $2000 grant available from Jackson Community Foundation, a rolling grant. For a small project.

Education –

Racial Equity Complaint Procedure –

Nominations -

City Report Update –

OLD BUSINESS:

a. Strategic Planning Buildout – Training session to educate the community about us on **9/21/23 at 6:00-8:00 pm**. The topic is: **Racial Equity**. What will our format be, will there be a panel, lecture, recording, play, in person presentation, choose a location.

   Update our Brochure, Commercial and our annual Meet & Greet.
   Better educate our community on our commission, include some of our ordinances.
   Brochure and Commercial in Spanish as well.

   Staffing our commission – Kesha and David will meet with the city manager regarding barriers keeping us from filling our open positions.

   Equity Forward Seal – Kesha will send out what we came up with for each tier.

After the training event, we will start on planning out Meet & Greet and then Equity Forward Seal.

b. Report out from our1-day Conference/Summit – Vendor's presence was a hit. Breakfast and lunch were great. Suggestion made that the check-in list be alphabetical. Stay close to the time set for each session/speaker. Make sure speakers stay close to the microphones. Breakout sessions went well. Registration should start at 8:30, and the conference starts at 9:00. Move vendors and registration inside the gym. Next time record the Keynote speaker to possibly put a snippet of her presentation on our website. Possibly have the keynote speaker during the morning session. Increase the number of vendors and move registration inside the gym which was a great location for this event. This would increase networking for everyone involved.

c. City Ordinance Sec. 15-83c – Changes to be made regarding ex-officio's and their living location. Add "live and work in Jackson County". Discussion regarding removing voting rights from ex-officio's. This conversation will continue during the P&P committee meeting.

NEW BUSINESS:

None

COMMISSIONER'S COMMENTS: Daveda shared her concerns regarding getting accurate information regarding our commission. Kesha thanked us for all our hard work. Freddie mentioned that the Racial Equity Audit will be huge, and he is excited. Opening for a Downtown Development Authority position. The annual report will be forwarded to Laticia to send out.

Freddie shared that the city approved an amount in their budget for our Strategic Planning.

ADJOURNMENT:

Motion made by Freddie, Second by, Jacob.

Next Meeting Tuesday July 11, 2023

CITY OF JACKSON MICHIGAN

Racial Equity Commission

161 W. Michigan Ave. • Jackson, MI 49201
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RACIAL EQUITY COMMISSION MEETING MINUTES

DATE: Tuesday, July 11th, 2023

TIME: 4:02 p.m.

LOCATION: City Hall, 10th Floor City Council Chambers
161 W. Michigan Avenue, Jackson, MI 49201

AGENDA ITEMS:

I. Call to Order - By Chair, Kesha Hamilton

II. Roll Call – Jacqueline Barber, Kesha Hamilton, John Willis, Freddie Dancy, Leticia Rodriguez, David Hammontree

Absent: Daveda Quinn, Michael Johnson Jr., Jacob Inosencio, Katima Dickenson

III. Reading of Land & Labor Acknowledgement – Kesha Hamilton

IV. Adoption of the Agenda – Motion by, Leticia Rodriguez, Second by, John Willis

V. Citizen Comments (3-Minute Limit)

VI. Approval of the Previous Meeting Minutes – Motion by, John Willis, Second by, Leticia Rodriguez.

VII. Community Liaison Police Officer Report

L. P. Postma, 1 officer in the academy, 3 will start the academy in August all officers are white male and females.
New Communications Specialist, Emily.
Still in need of officers.
Fireworks were successful, family orientated event. Will start reusing T Mobil phones with free service for officers.

IX. Committee Reports

a. **Board Development Committee –** Looking for the Commissioners to visit 2 museums in Alabama. Check to see what the availability is in January & February.

b. Policy and Procedure Committee – Purchasing has been finished , what should David or P&P committee focus on? John suggested that P&P monitor City contracts. Kesha and David spoke to City Manager regarding subcommittee members. The Commission will have to approve, no approval needed from City Council. Options, Zoning, Water, complaint process. Action Items – Language of the City's Ordinance Sec. 15-83.c for ex-officio's only regarding their residence. Kesha recommends that we make a motion to accept Option 1. After accepting, recommendation will be sent to City Council for approval. Motion to accept Option 1 of Ordinance: Motion by, David Hammontree, Second by, John Willis.

c. Housing and Mobility Committee - Have not met.

d. Public Communications Committee -

e. Grants Committee – Kesha and Jackie met with staff at Jackson Community Foundation, regarding a Communities in Action Grant ($2000) which is not appropriate for our Commission. The Community Impact: Program & Operational Support grant would be appropriate for our Commission to apply for. The amount is up to $20K, Funds can be used for Board Development.

f. Education Committee

g. Racial Equity Complaint Procedure

h. Nominations – There are some applicants for nomination

i. **City Report Update –** Nothing stood out on last month's minutes

X. Old Business

a. Strategic Planning Buildout – A review of a "Raw" Racial Equity Script for a commercial. Looking for a speaker/speakers/ panel discussion for our training/video. Looking for a location for this event to take place.

Freddie will reach out to Christoff and Son's regarding their building. Kesha will reach out to Aaron D. regarding his assistance in recording the video. Kesha suggested that a meeting takes place with? This event (training session) will take place on September 21, 2023 the topic is "What is Racial Equity". RFP update, do we want to include new quotes or leave as is? We will leave it as is.

b. **Summit Survey –** Survey was sent out with 7 questions, eleven responded. Overall, great feedback.

XIII. New Business

XIV. Commissioner's Comments – Question regarding our Annual Report which has been submitted.

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V. Adjournment – 5:09 motion by, Freddie Dancy, Second by, John Willis

Next Meeting Tuesday, August 1st, 2023

RACIAL EQUITY COMMISSION MEETING AGENDA

DATE: Tuesday, August 1st, 2023

TIME: 4:00 p.m.

LOCATION: City Hall, 10th Floor City Council Chambers
161 W. Michigan Avenue, Jackson, MI 49201

AGENDA ITEMS:

I. Call to Order – Chair Kesha Hamilton @ 4:04pm

II. Roll Call – Kesha H., Jacqueline B., John W., Freddie D., Leticia R., Jacob I., David H., Daveda Q.
Absent – Katima D., Michael J.
III. Reading of Land Acknowledgement – Chair Kesha Hamilton

IV. Adoption of the Agenda – Motion made by: J. Barber, Second: D. Hammontree

V. Citizen Comments (3-Minute Limit) - None

VI. Approval of the Previous Meeting Minutes – Motion by: Freddie D., Second: Leticia R.

VII. Community Liaison Police Officer Report – No Report

IX. Committee Reports

a. **Board Development Committee –** Report was given by Jacqueline Barber regarding a tour of 2 museums in Montgomery Alabama. The Legacy Museum – From Enslavement to Mass Incarceration, is on an hourly timed entry so, you must choose a time slot to enter. The National Memorial for Peace & Justice, entry is any time, both are opened Wednesday-Sunday from

9:00 am -5:00 pm. Cost is $5.00 which covers both Museums. The other museum is in Big Rapids at Ferris State. The Jim Crow Museum - Racist Imagery, is free and is a self-guided tour for groups under 10. Reservations are not needed, and they are open Tuesday-Friday, 12:00 5:00 pm. Chair Hamilton recommended that we tour the Museums in Montgomery AL. January 26-28, 2024. Motion to take this trip. Motion by: Jacob I, Second by: Daveda Q.

b. Grants Committee – Will look at a grant offered by Consumers, Prosperity Award and Jackson Community Foundation.

c. **Policy and Procedure Committee –** Lack of funding for all parts of the REC Audit. It was suggested a 3-year plan due to budget constraints. It will be proposed that we start with City (assessing) in year one, years 2 & 3 for internal processes at City Hall within our limits. $125,000 approved for the Audit. The auditor is willing to meet with us to discuss our needs.

d. Housing and Mobility Committee
e. Public Communications Committee
f. Education Committee
g. Racial Equity Complaint Procedure
h. **Nominations –** Our commission has the right to choose and place applicates on our sub-committees, without City Concils approval. Another notice was sent out for nominations. 4 applications have come through for sub committee members. Commissioners are asked to share the post for new committee members. We have 2 openings for commissioners. A paragraph needs to be written to change the wording regarding commsioners' residence inside and outside of the city limits.
i. City Report Update – Information was reviewed regarding our commercial. Aaron D. will record it. Keep it under 2 minutes. We could do a lot of imagies and voice overs. It was suggested that all commissioners take part in the commercial.

X. Old Business

a. Conversation on Audit Report – John shared the Audit report with us and a breakdown of cost for each section. Interviews will start with internal & external members. Progress report December 2. Feedback session in January. Feb. 20 audit completed. April 3rd presentation to REC.

b. Strategic Planning Buildout

i. **Brochure and Commercial –** We're looking at Aaron D. to do our commercial. His suggestions, 2 minutes with voice over. Suggestion that all commissioners take part in the comercial. Aaron is available to record towards the end of August first of September. It was suggested. that a "table read" be done prior to filming the commercial. Table read should be done in October. It was suggested also that the recording takes place at several different locations, starting with downtown. Also update the brochure.

ii. **Community Conversation Update –** Training session on September 21. Christoff's location is not big enough. David suggested someone Feliciita Carmichael, he works with for a possible keynote speaker. Looking at pushing our date back, due to not having a keynote nor having we advertised for it. This will be a 2-hour event with a panel discussion and keynote. Backup date suggested, October 12 from 6-8pm. Looking at the name for this training session.

c. **City Ordinance Se. 15-83c**

XIII. New Business

XIV. Commissioner's Comments

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V. Adjournment

Next Meeting Tuesday, September 5th, 2023

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RACIAL EQUITY COMMISSION MEETING AGENDA

DATE: September 5, 2023

TIME: 4:00 p.m.

LOCATION: City Hall, 10th Floor City Council Chambers
161 W. Michigan Avenue, Jackson, MI 49201

AGENDA ITEMS:

I. Call to Order - Chair K. Hamilton

II. Roll Call – Kesha Hamilton, Jacqueline Barber, Freddie Dancy, Daveda Quinn, Leticia Albarran Rodriquez, Jacob Inosencio, David Hammontree, John Willis
Absent – Katima Dickerson & Michael Johnson Jr.

III. Reading of Land & Labor Acknowledgement – Chair K. Hamilton, Kesha is hoping that at each meeting, we all take turns reading the Land & Labor Acknowledgement.

IV. Adoption of the Agenda - Motion by, Jacob Inosencio with an amendment on the date, Second by, Laticia Rodriquez

V. Citizen Comments (3-Minute Limit) None

VI. Approval of the Previous Meeting Minutes - Motion by, Jacob Inosencio with edits to the minutes, Kesha Hamilton also with edits regarding the City Report, no report was given and the Audit interview will be with the chosen Auditor. and Second by, Jacqueline Barber.

VII. Community Liaison Police Officer Report - Deputy Chief Sergio Garcia – Back to school Scavenger Hunt, Gus Macker, Hot Air Jubilee, National Night out, Interfaith Shelter event, Pride Festival, Oasis Of Love Outreach event, applications for academy, an officer graduating this week from the academy, Down by 3 officers, 3 recruites were hired. After an officer has been hired, it takes 3 years before they are on the road. 16 volunteers available at the Labor Day Fireworks.

VIII. Committee Reports

a. **Board Development Committee –** review of travel and hotel information for the Montgomery Alabama's trip January 26-28th. Those attending will fly out

early Friday morning and hopefully return Sunday evening. We're hoping to see as much as we possible can, in a short amount of time. We are not checking our luggage. Discussion took place regarding our transport to and from the airports. Further review and reservations will be made. Our Mayor will be attending with us.

b. **Grants Committee –** Jacob will send me a link for a Community Foundation Grant
c. **Policy and Procedure Committee –** Looking for a new time to meet
d. **City Report Committee –** 5-hour meeting with several citizens comments concerning the price of Affordable housing currently in the process ob being built ($179K). Freddie shared that there will be training for purchasing one of the homes after which, the bank will work with residents who complete the training. Discussion regarding Social workers budgeted into law enforcement.
e. **Housing and Mobility Committee –** Will meet this month (September)
f. **Public Communications Committee -** none
g. **Education Committee -** none
h. **Racial Equity Complaint Procedure -**none
i. **Nominations –** We have recommendations to talk about tonight. 7 questions were asked. Motion to place Dodi Wheeler as a subcommittee member, Motion by, Daveda, Second by Laticia. Bikash Jha was also interviewed. Motion to place Bikash (Ex officio) on as a Commissioner, Motion by, Jacob, Second by Daveda. Motion to place Chris Heydenberg as a sub committee member, Motion by,Laticia, Second by, Jacob. Becky Winn, no motion was made. Discussion took place regarding procedures for removing subcommittee members. Nanette Muntin-Whyte, no motion made. Jacqueline Barber shared that one of our committee members, Daren McClelland is interested in being a Commissioner.

IX. Old Business

a. Conversation on the Audit Report – Friday the 15th @ 1:00 pm, an educational Zoom meeting with Ms. Foster.
b. Strategic Planning Buildout
   i. Brochure and Commercial
   ii. Community Conversation Update – "Creating spaces for Equity Community: Community Outreach Forum". Panelist suggested names, John Hart, Lexi Mullican, and Dr. Felicity, we still need one more person. Ebony Worthey was suggested. 4 questions will be prepared ahead of time. This event is scheduled to take place on October 12, at Carnegie Library, 6-8:00 pm. We will talk about vendors, food etc.

The rest of the agenda items will be suspended until the next meeting.

c. City Ordinance Se. 15-83c

X. New Business

XIII. Commissioner's Comments – John shared the shooting of a young black lady (while in her car) in Florida.

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XIV. Adjournment - @ 5:15 pm motion Jacob, Freddie

Next Meeting Tuesday, October 5th, 2023

CITY COUNCIL MEETING MINUTES
October 24, 2023

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE AND INVOCATION:

Council joined in the Pledge of Allegiance. Invocation was given by Second Ward Councilmember Freddie Dancy.

ROLL CALL:

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

Absent:

Also present: City Manager Jonathan Greene, City Attorney Matthew Hagerty, City Clerk Andrea Muray, City Assessor Jason Yoakam, Chief Equity Officer John Willis, Director of Police and Fire Services Elmer Hitt. Director of Community Development Shane LaPorte, and City Engineer Jon Dowling.

ADOPTION OF AGENDA:

Motion was made by Councilmember Schlecte, seconded by Councilmember Forgrave to adopt the agenda with the additions of 10.4 DDA and 10.5 Graffiti. Vote was done by voice with all in favor. Motion carried.

PRESENTATIONS/PROCLAMATIONS: none.

PUBLIC HEARINGS:

6.1 Meterless Parking - Hearing of Necessity
Conduct a public hearing to determine the necessity of the continuation of the meterless parking system for the fiscal year 2023/24.

Motion was made by Councilmember Schlecte, seconded by Councilmember Gunn to open the public hearing. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Motion carried.

No comments were provided during the hearing.

Motion was made by Councilmember Schlecte, seconded by Councilmember Gunn to close the public hearing. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Motion carried.

Motion was made by Councilmember Schlecte, seconded by Councilmember Gunn to approve the resolution determining the necessity of the continuation of the meterless parking system and establishing a hearing of confirmation to be held at the November 14, 2023 City Council Meeting. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Motion carried.

CITIZEN COMMENTS:

Citizen comments were heard and the meeting continued.

PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES:

8.1 East Side Meetings

Motion was made by Councilmember Schlecte, seconded by Councilmember Gunn to accept and place on file Item 8.1. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Motion carried.

Motion was made by Mayor Mahoney, seconded by Councilmember Dancy to create a task force for economic development and improvement on the eastern side of the City consisting of 1 staff member, the 2nd and 3rd Ward Councilmembers, and 3-4 community members and to add to the agenda a monthly discussion. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Motion carried.

CONSENT CALENDAR:

9.1 Minutes of the October 10, 2023 Regular Meeting of the Jackson City Council.
Approve the minutes of the October 10, 2023 regular meeting of the Jackson City Council.

9.2 Special Event Application: Jackson County Veteran's Council Veteran's Day Ceremony
Approve a request from the Jackson County Veteran's Council to host their Veteran's Day Ceremony on November 11, 2023, in Withington Park.

9.3 Resolution Recognizing Altering Outcomes as a Non-Profit Organization
Approve a resolution recognizing Altering Outcomes as a Non-Profit Organization for the purposes of obtaining a Charitable Gaming License from the State of Michigan.

9.4 Change to the Standard Lighting Contract for streetlights with Consumers Energy for installation of one new streetlight at 257 W. High Street
Approve the Resolution for Change to the Standard Lighting Contract with Consumers Energy for one new streetlight at 257 W. High Street and authorize the Mayor and City Clerk to execute the appropriate documents.

9.5 Change to the Standard Lighting Contract for streetlights with Consumers Energy for installation of one new streetlight at 1502 Plymouth Street
Approve the Resolution for Change to the Standard Lighting Contract with Consumers Energy for one new streetlight at 1502 Plymouth Street and authorize the Mayor and City Clerk to execute the appropriate documents.

9.6 Change to the Standard Lighting Contract for streetlights with Consumers Energy for installation of one new streetlight at 1136 Walker Street
Approve the Resolution for Change to the Standard Lighting Contract with Consumers Energy for one new streetlight at 1136 Walker Street and authorize the Mayor and City Clerk to execute the appropriate documents.

9.7 Change to the Standard Lighting Contract for streetlights with Consumers Energy for installation of one new streetlight at 1007 Cypress Drive
Approve the Resolution for Change to the Standard Lighting Contract with Consumers Energy for one new streetlight at 1007 Cypress Drive and authorize the Mayor and City Clerk to execute the appropriate documents.

9.8 Resignation from Zoning Board of Appeals
Accept with regret, the resignation of Shawn M. Christie from the Zoning Board of Appeals.

Motion was made by Councilmember Gunn, seconded by Councilmember Forgrave to approve the consent calendar. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Motion carried.

OTHER BUSINESS:

10.1 Ordinance No. 2023-12

Recommendation: *Approve the second reading/final adoption of Ordinance No. 2023-12 an ordinance amending Note 9 of Section 27-76.01(B)(1), Article III, Chapter 27, Part II of the Jackson City Code of Ordinances.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Dancy to approve the second reading/final adoption of Ordinance No. 2023-12 an ordinance amending Note 9 of Section 27-76.01(B)(1), Article III, Chapter 27, Part II of the Jackson City Code of Ordinances. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Motion carried.

10.2 Recommendation from ad hoc committee tasked with appointed official review format.

Motion was made by Mayor Mahoney to send the recommendation to the City Attorney and have it come back on the next agenda.

Councilmember Forgrave amended the motion to add "removing the highlighted section before accepting and placing on file." The amended motion was seconded by Councilmember Gunn.

Vote was taken on the motion as amended. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Motion carried.

10.3 5th Ward appointment process

An update was provided by the City Manager.

10.4 DDA

Discussion was had regarding the City's rights as it pertains to decisions made by the DDA.

10.5 Graffiti

Motion was made by Councilmember Schlecte, seconded by Councilmember Forgrave to have the City remove graffiti on City owned property and enforce the ordinance on public and private owned properties. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Gunn, Schlecte, and Forgrave (5). Nays: Councilmember Dancy (1). Motion carried.

Mayor Mahoney asked that the website's "report a concern" include an area to report graffiti.

NEW BUSINESS:

11.1 OpenGov Budgeting & Planning Software Agreement

Recommendation: *Approval of the software services agreement with OpenGov, Inc., for Budgeting & Planning software services, implementation, and training in the amount of $217,164 for a three-year agreement as outlined in the agreement, with the one-time implementation and first-year prorated subscription costs to be funded using the American Rescue Plan Act revenue replacement funds, and authorize the Finance Director and City Manager to execute the appropriate documents.*

Motion was made by Councilmember Schlecte, seconded by Vice Mayor Robinson to approve the software services agreement with OpenGov, Inc., for Budgeting & Planning software services, implementation, and training in the amount of $217,164 for a three-year agreement as outlined in the agreement, with the one-time implementation and first-year prorated subscription costs to be funded using the American Rescue Plan Act revenue replacement funds, and authorize the Finance Director and City Manager to execute the appropriate documents. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

11.2 Sale of City owned properties located at 514 W. Ganson and 518 W. Ganson to Fresh Start Real Estate Services

Recommendation: *Approve the sale of City owned property located at 514 W. Ganson and 518 W. Ganson to Fresh Start Real Estate Services, LLC for the purpose of building two new, single family homes. Authorize the City Attorney to create the Property Transfer Agreement and any other authorized documents to complete the sale of the property; authorize the City Manager to sign Property Transfer and other related documents.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Gunn to approve the sale of City owned property located at 514 W. Ganson and 518 W. Ganson to Fresh Start Real Estate Services, LLC. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Gunn, Schlecte, and Forgrave (5). Nays: Councilmember Dancy (1). Motion carried.

11.3 Sale of City owned property located at Fourth & Sulgrave to the Paragon Building Company

Recommendation: *Approve the sale of City owned property located at Fourth & Sulgrave (parcel no. 3-323300000) to Paragon Building Company LLC for the purpose of building a new, single-family home. Authorize the City Attorney to create the Property Transfer Agreement and any other authorized documents to complete the sale of the property; authorize the City Manager to sign Property Transfer and other related documents.*

Motion was made by Councilmember Gunn, seconded by Councilmember Forgrave to approve the Approve the sale of City owned property located at Fourth & Sulgrave to Paragon Building Company LLC for the purpose of building a new, single-family home, authorize the City Attorney to create the Property Transfer Agreement and any other authorized documents to complete the sale of the property, and authorize the City Manager to sign Property Transfer and other related documents. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Gunn, Schlecte, and Forgrave (5). Nays: Councilmember Dancy (1). Motion carried.

11.4 Change Order 3 to the 2023 HMA Pavement Patching contract with Bailey Excavating, Inc.

Recommendation: *Approve Change Order 3 to the HMA Pavement Patching contract with Bailey Excavating, Inc. in the increased amount of $25,670.32 for the repair of sidewalks surrounding the newly installed streetlights on Wildwood Avenue between Edward Street and Lydia Street, and authorize the City Manager and City Engineer to execute the appropriate document.*

Motion was made by Councilmember Schlecte, seconded by Vice Mayor Robinson to approve Change Order 3 to the HMA Pavement Patching contract with Bailey Excavating, Inc. in the increased amount of $25,670.32 for the repair of sidewalks surrounding the newly installed streetlights on Wildwood Avenue between Edward Street and Lydia Street, and authorize the City Manager and City Engineer to execute the appropriate document. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

11.5 Resolution for approval of a contract with the Michigan Department of Transportation for traffic signal replacement work on Cooper Street.

Recommendation: *Approve a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for traffic signal replacement work on Cooper Street, and authorize the Mayor and City Clerk to execute the appropriate documents.*

Motion was made by Councilmember Schlecte, seconded by Vice Mayor Robinson to approve a resolution to enter into a contract with the Michigan Department of Transportation for traffic signal replacement work on Cooper Street and authorize the Mayor and City Clerk to execute the appropriate documents. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

11.6 Change Order No. 4 to the Wastewater Treatment Plant Clean Water State Revolving Fund 2022 Improvements Contract with Allied Mechanical Services, Inc.

Recommendation: *Approve Change Order No. 4 to the Wastewater Treatment Plant Clean Water State Revolving Fund 2022 Improvements Contract with Allied Mechanical Services, Inc. in the increased amount of $40,345, and authorize the City Manager and Director of Public Works to execute the appropriate documents.*

Motion was made by Councilmember Gunn, seconded by Councilmember Schlecte to approve Change Order No. 4 to the Wastewater Treatment Plant Clean Water State Revolving Fund 2022 Improvements Contract with Allied Mechanical Services, Inc. in the increased amount of $40,345 and authorize the City Manager and Director of Public Works to execute the appropriate documents. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

11.7 PILOT Ordinance Amendment for "The Blackstone". 209 N. Blackstone and 221 W. Louis Glick Hwy

Recommendation: *Approve the first reading and move to a second reading an ordinance amending the PILOT percentage in Ordinance No. 511, reducing it from 6% to 4%.*

Motion was made by Councilmember Forgrave, seconded by Councilmember Dancy to approve the first reading and move to a second reading an ordinance amending the PILOT percentage in Ordinance No. 511, reducing it from 6% to 4%. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, and Forgrave (5). Nays: Councilmember Schlecte (1). Motion carried.

11.8 Approve Program Guidelines for the Expanded Housing Rehabilitation Program

Recommendation: *Approve the Program Guidelines for the Expanded Housing Rehabilitation Program, and authorize the City Manager and City Attorney to make minor modifications as needed.*

Motion was made by Councilmember Forgrave, seconded by Councilmember Dancy to approve the program guidelines for the expanded Housing Rehabilitation Program and authorize the City Manager and City Attorney to make minor modifications as needed.

A friendly amendment was offered by Councilmember Schlecte to add four unit properties. The friendly amendment was accepted by Councilmember Forgrave and Councilmember Dancy.

Vote was taken on the motion as amended; to approve the program guideline for the expanded Housing Rehabilitation Program for properties up to four units and to authorize the City Manager and City Attorney to make minor modifications as needed. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

Mayor Mahoney requested that the information be forwarded to the communication department to get the word out about the program being available to non-owner occupied properties

11.9 Approve revised income limits for the 100 Homes Program
Recommendation: *Approve the revised income limits, as outlined in the revised program guidelines for the 100 Homes Program, and authorize the City Manager and City Attorney to make minor modifications as needed.*

Motion was made by Councilmember Dancy, seconded by Councilmember Schlecte to approve the revised income limits as outlined in the revised program guidelines for the 100 Homes Program and authorize the City Manager and City Attorney to make minor modifications as needed. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

11.10 Ward 2 Polling Place for the 2024 Election Year
Recommendation: *Approve the continuation of the current polling places for precincts 3, 4, and 5 in Ward 2 for the 2024 Election Year.*

Motion was made by Councilmember Forgrave, seconded by Councilmember Gunn to approve the continuation of the current polling places for precincts 3, 4, and 5 in Ward 2 for the 2024 Election Year. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, and Forgrave (5). Nays: Councilmember Schlecte (1). Motion carried.

11.11 Early Voting Location for the 2024 Election Year
Recommendation: *Establish the Council Chambers inside City Hall as the location to hold early voting for the City of Jackson during the 2024-2025 election years.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Gunn to establish the Council Chambers inside City Hall as the location to hold early voting for the City of Jackson during the 2024-2025 election years. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

CITY COUNCILMEMBER'S COMMENTS:

Mayor Mahoney, Councilmembers Dancy, Gunn, Schlecte, and Forgrave offered comments. Vice Mayor Robinson declined to offer comments.

MANAGER'S COMMENTS:

City Manager Jonathan Greene offered comments.

ADJOURNMENT:

No further business being offered, a motion to adjourn was made by Councilmember Dancy, seconded by Councilmember Forgrave. Vote was done by voice with all in favor. Mayor Mahoney adjourned the meeting at 8:46 p.m.

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: Engineer's Report for Pavement Replacement - High Street – Executive Drive to South Street

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Recommendation:

> Receive the Engineer's Report for pavement replacement on High Street from Executive Drive to South Street and establish December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.

Attached is a report from Jon Dowling, City Engineer regarding a pavement replacement project on High Street.

I recommend approval for receipt and establishment of the public hearing of necessity. Your consideration and concurrence is appreciated.

JACKSON
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DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon H. Dowling
P.E.

DATE: November 14, 2023

RECOMMENDATION: Receive the Engineer's Report for pavement replacement on High Street from Executive Drive to South Street and establish December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.

SUMMARY

Engineering requests that City Council establish a public hearing of necessity to be held December 12, 2023 for pavement crush and shape on High Street from Executive Drive to South Street. This report is prepared for City Council per the Assessment Policy regarding the necessity of street reconstruction.

BUDGETARY CONSIDERATIONS

Estimated project costs and funding are as follows:

Street Construction Assessments	$168,846
Major Street Funds	$148,203
MDOT/FHWA Funds	$398,400
Total Project Cost	$715,449

If, upon the conclusion of the Public Hearing of Necessity, City Council orders the project to proceed, Engineering will proceed with letting the project and obtaining competitive bids to determine the true cost of the project. A special assessment roll will then be prepared by the City Assessor to establish individual parcel assessments.

HISTORY, BACKGROUND AND DISCUSSION

Engineering records show that High Street was originally constructed in 1962, crack sealed in 1997 and sealed with sealcoating in 1998. The roadway has cracking, utility patches and potholes. The current PASER rating is 3. The attached photos show the current street conditions. Engineering proposes to crush and shape the existing pavement and pave the roadway with new hot mix asphalt.

POSITIONS

I request receipt of the Engineer’s Report for High Street pavement replacement from Executive Drive to South Street and approval of the establishment of December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.

ATTACHMENTS

1. Engineer's Report High, Executive to South photos



Photo 1: High Street at Executive Drive, looking east



Photo 2: High Street at bridge approach, looking north



Photo 3: High Street at Micor Drive, looking north



Photo 4: High Street at Micor Drive, looking south



Photo 5: High Street at South Street, looking north

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: Engineer's Report for Pavement Replacement - Elm Avenue - North Street to Floral Avenue

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Recommendation:

Receive the Engineer’s Report for pavement replacement on Elm Avenue from North Street to Floral Avenue and establish December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.

Attached is a report from Jon Dowling, City Engineer regarding a pavement replacement project on Elm Avenue.

I recommend approval for receipt and establishment of the public hearing of necessity. Your consideration and concurrence is appreciated.

JACKSON
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DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon Dowling, Engineer

DATE: November 14, 2023

RECOMMENDATION: Receive the Engineer's Report for pavement replacement on Elm Avenue from North Street to Floral Avenue and establish December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.

SUMMARY

Engineering requests that City Council establish a public hearing of necessity to be held December 12, 2023 for pavement replacement on Elm Avenue from North Street to Floral Avenue. This report is prepared for City Council per the Assessment Policy regarding the necessity of street reconstruction.

BUDGETARY CONSIDERATIONS

Estimated project costs and funding are as follows:

Street Construction Assessments	$147,263
Major Street Funds	$247,047
MDOT/FHWA Funds	$329,600
Total Project Cost	$723,910

If, upon the conclusion of the Public Hearing of Necessity, City Council orders the project to proceed, Engineering will proceed with letting the project and obtaining competitive bids to determine the true cost of the project. A special assessment roll will then be prepared by the City Assessor to establish individual parcel assessments.

HISTORY, BACKGROUND AND DISCUSSION

Engineering records show that Elm Avenue was originally constructed in 1957 between North Street and Maguire Street, in 1958 between Maguire and Blakely Avenue and in 1959 between Blakely and Floral Avenue. Elm from North to Floral was crack sealed in 1965, and Elm from North to Blakely was resurfaced in 1979. Elm from North to Floral was chip sealed in 1992, crack filled in 1998, milled and resurfaced in 2001, crack filled in 2004, chip sealed in 2005 and crack filled in 2017. The roadway has cracking, utility patches and potholes. The current

PASER rating is 3. The attached photos show the current street conditions. Engineering proposes to remove the existing pavement and replace the pavement structure with new hot mix asphalt. Sidewalk ramps will be upgraded to comply with current Americans with Disabilities Act (ADA) equirements.

POSITIONS

I request receipt of the Engineer’s Report for Elm Avenue pavement replacement from North Street to Floral Avenue and approval of the establishment of December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.

ATTACHMENTS

1. Engineer's Report Elm Ave-North to Floral - photos



Photo 1: Elm Avenue at North Street, looking north



Photo 2: Elm at Maguire Street, looking south



Photo 3: Elm at Maguire, looking north



Photo 4: Elm at Blakely Avenue, looking south



Photo 5: Elm at Blakely, looking north



Photo 6: Elm at Floral Avenue, looking south

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MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: Engineer's Report for Street Reconstruction and Water Main Replacement - East Avenue - Plymouth Street to Michigan Avenue

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Recommendation:

Receive the Engineer’s Report for street reconstruction with water main replacement on East Avenue from Plymouth Street to Michigan Avenue and establish December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.

Attached is a report from Jon Dowling, City Engineer regarding street reconstruction and water main replacement on East Avenue.

I recommend approval for receipt and establishment of the public hearing of necessity. Your consideration and concurrence is appreciated.

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DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon Dowling, Engineer

DATE: November 14, 2023

RECOMMENDATION: Receive the Engineer's Report for street reconstruction with water main replacement on East Avenue from Plymouth Street to Michigan Avenue and establish December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.

SUMMARY

Engineering requests that City Council establish a public hearing of necessity to be held December 12, 2023 for street reconstruction and water main replacement on East Avenue from Plymouth Street to Michigan Avenue. This report is prepared for City Council per the Assessment Policy regarding the necessity of street reconstruction.

BUDGETARY CONSIDERATIONS

Estimated project costs and funding are as follows:

Street Construction Assessments	$305,725.64
Local Street Funds	$279,327.16
Sewer Funds	$221,814.16
Water Funds	$1,193,754.63
Total Project Cost	$2,000,621.59

If, upon the conclusion of the Public Hearing of Necessity, City Council orders the project to proceed, Engineering will proceed with letting the project and obtaining competitive bids to determine the true cost of the project. A special assessment roll will then be prepared by the City Assessor to establish individual parcel assessments.

HISTORY, BACKGROUND AND DISCUSSION

A hearing of necessity was held by City Council on November 9, 2021 and a resolution was adopted ordering the construction. The City Charter, Section 15.5 states that the first installment of a special assessment must be levied within two years of the adoption of a resolution by City Council determining the necessity of the improvement. Since the two year time frame has

passed, Engineering is requesting a new hearing of necessity and resolution.

Engineering records show East Avenue was constructed in 1918 with an overlay in 1982 and crack sealed in 1996. The roadway has cracking, potholes and extensive patching throughout. The current PASER rating is 2. The water main is 4 inch cast iron installed in 1919. The attached photos show the current street conditions. Engineering proposes to reconstruct the roadway with new curb and gutter, gravel base and new hot mix asphalt. Sidewalk ramps will be upgraded to comply with current Americans with Disabilities Act (ADA) requirements. The antiquated water main (constructed around 1919) will be replaced. The water main portion of this project is part of the water main replacement program to improve water quality and pressure in the neighborhood.

POSITIONS

I request receipt of the Engineer's Report for East Avenue reconstruction and water main replacement from Plymouth Street to Michigan Avenue and approval of the establishment of December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.

ATTACHMENTS

1. Engineer's Report East Ave-Plymouth to Michigan - photos



Photo 1: East Avenue in front of 200 S. East Ave looking south to Plymouth



Photo 2: East Avenue in front of 200 S. East Ave looking north to Teneyck



Photo 3: East Avenue in front of 113 S. East Ave looking north to Michigan Ave



Photo 2: East Avenue in front of 113 S. East Ave looking south to Teneyck

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: Special Event Application: Downtown Jackson Christmas Parade

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Recommendation:

Approve a request from the Christmas parade committee to host the Downtown Jackson Christmas Parade on November 17, 2023 in downtown Jackson.

JACKSON
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DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director , DDA Director

DATE: November 14, 2023

RECOMMENDATION:

SUMMARY

Annual Christmas Parade featuring marching bands, floats, walkers, and Santa Claus/Mrs. Claus

BUDGETARY CONSIDERATIONS

DDA	X	$0.00
Engineering	X	$0.00
Fire	X	$0.00
Community Development	X	$0.00
Parks & Recreation	X	$0.00
Police	X	$1,700.00
Public Works	X	$3,000.00
	TOTAL	***$4,700.00***

HISTORY, BACKGROUND AND DISCUSSION

Conditions & Considerations: Police escort, road closures
Insurance Status: Included as part of the DDA/City of Jackson liability insurance policy

POSITIONS

ATTACHMENTS

1. SEA - Christmas Parade

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City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- [x] $50 Application Fee
- [ ] $25 Late/Rush Fee
- [ ] Insurance documentation for sponsoring organization
- [ ] Event Map –*Please indicate the location of all items*
- [ ] Liquor License & Liquor Liability Insurance (if applicable)
- [ ] Carnival Ride Permit (*if applicable*)
- [ ] Insurance documentation for all vendors (if applicable)

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^2 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: Downtown Jackson Christmas Parade

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
11/17/2023	4:45 PM	6:00 PM	7:30 PM	8:00 PM

Has this event occurred before? ☒Yes, (if yes, how many previous years? 31 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

☐Bucky Harris Park

☐Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

☐Other Location:

☒ Streets: Michigan Ave between First Street and MLK

☐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 Avenue.

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

Street Name: Michigan Ave Cross Streets Steward to Louis Glick
Closure Start Date: 11/18/2023 Time: 5:15 PM Closure End Date: 11/18/2023 Time: 7:45 PM

Street Name: First Street Cross Streets Washington to Wildwood
Closure Start Date: 11/18/2023 Time: 5:30 PM Closure End Date: 11/18/2023 Time: 7:15 PM

Street Name: Wildwood Cross Streets Michigan Ave to Louis Glick
Closure Start Date: 11/18/2023 Time: 5:30 PM Closure End Date: 11/18/2023 Time: 7:15 PM

Street Name: Cortland Cross Streets First Street to MLK Blvd
Closure Start Date: 11/18/2023 Time: 5:15 PM Closure End Date: 11/18/2023 Time: 7:15 PM

Street Name: MLK Blvd Cross Streets Washington Ave to Michigan Ave
Closure Start Date: 11/18/2023 Time: 5:15 PM Closure End Date: 11/18/2023 Time: 7:15 PM

Street Name: Blackstone, Jackson, Mechanic Cross Streets Washington to Pearl St
Closure Start Date: 11/18/2023 Time: 5:15 PM Closure End Date: 11/18/2023 Time: 7:15 PM

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.

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

Event Map *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.

Special Event Application

Certification & Signature

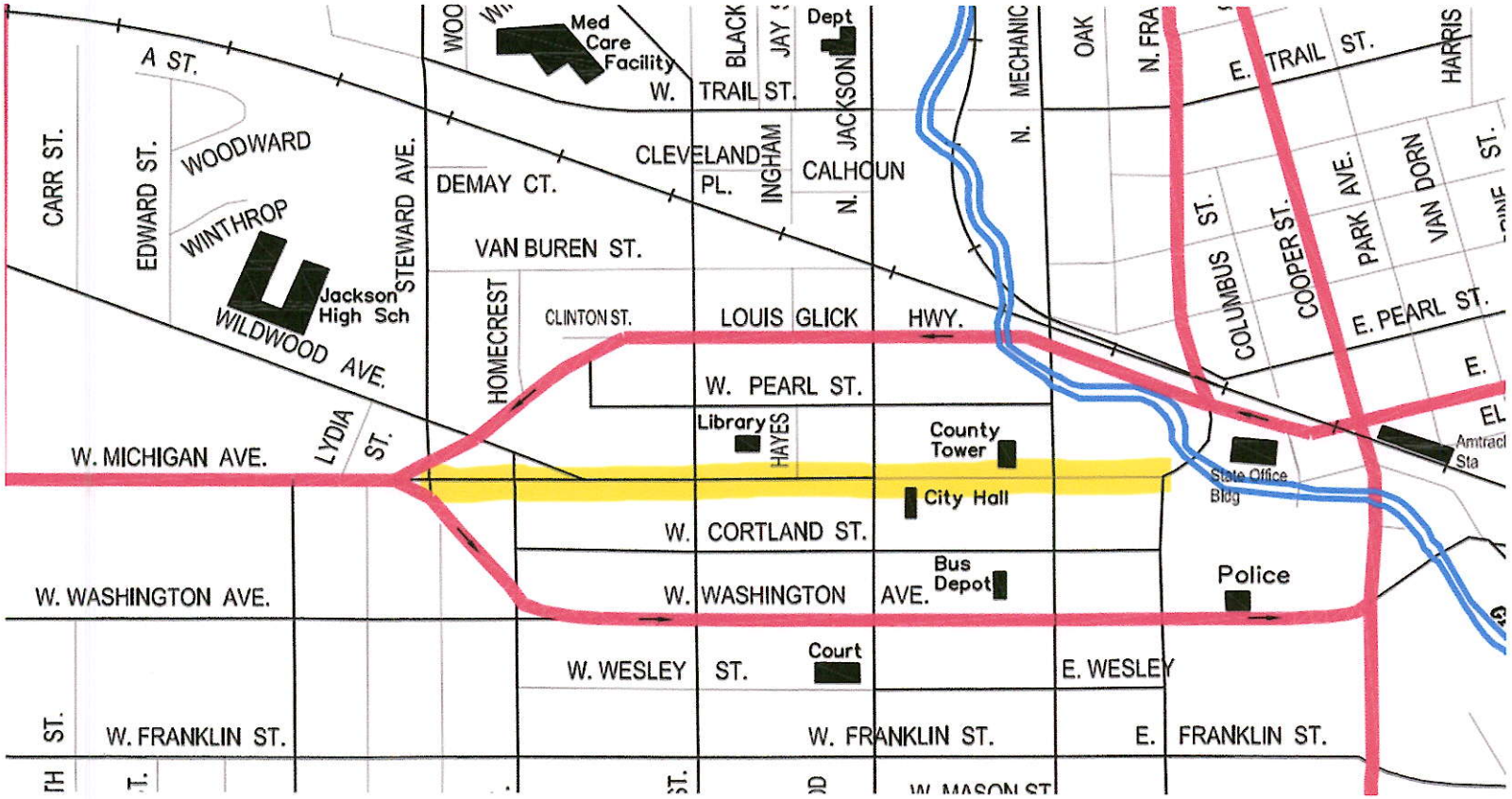
1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will 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: 09·28·2023

Office Use ONLY
Application Received:
Date:
Time: AE
By: 10/3/23
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, 5th 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 17, 2023, 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 Glick 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)

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: Re-appointment to the Racial Equity Commission

Recommendation:

Approve the Mayor's recommendation to re-appoint Kesha Hamilton as Chair of Racial Equity Commission for a term beginning January 1, 2024 and ending on December 31, 2026.

CITY OF JACKSON
Founded 1829

Office of the Mayor
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4028 • Facsimile: (866) 384-1772

MEMO TO: City Councilmembers

FROM: Daniel Mahoney, Mayor

DATE: October 26th, 2023

SUBJECT: Recommendation of re-appointment of Kesha Hamilton

RECOMMENDATION:

Approve the Mayor's recommendation to re-appoint Kesha Hamilton as chair for the Racial Equity Commission.

No	Name	Term Ends	Term
1	Kesha Hamilton	12/31/2026	2 yrs.

Attachments (3)
DM/lar

Print

City of Jackson Board/Commission Application - Submission #11494

Date Submitted: 10/18/2023

City of Jackson Board/Commission Application

First Name*
Kesha

Last Name*
Hamilton

Address*
209 N Bowen St.

City*
Jackson

State*
Michigan

Zip*
49202

Phone Number*
[redacted]

Email *
keshahamilton46@gmail.com

Last four digits of Social Security Number *
[redacted]

Occupation*
Training Specialist

Describe your community involvement. *
Chair of the Racial Equity Commission for 3 years, Chair of Racing for Equity for 5 years, Board Trustee at JPS, Partial to Girls founding member, RiA founding member, UWJC Coordinating Council member for 4 years. Etc.

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

- [x] Yes
- [ ] No

If you answered "No" where do you reside?

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

Which board or commission are you interested in? You may choose more than one. *

- [ ] Administrative Hearings Bureau
- [ ] Affordable Housing Development Board
- [ ] Board of Review
- [ ] Brownfield Redevelopment Authority/Local Development Finance Authority
- [ ] Building Authority
- [ ] Building Code Board of Examiners and Appeals
- [ ] City Employees Retirement System Board
- [x] Civil Service Board
- [ ] Community Police Oversight Commission
- [ ] Construction Board of Appeals
- [x] Downtown Development Authority Board
- [ ] Economic Development Corporation for Jackson County
- [x] Election Commission
- [ ] Ella W. Sharp Park Board of Trustees
- [ ] Environmental Commission
- [ ] Historic District Commission
- [ ] Human Relations Commission
- [ ] Income Tax Board of Review
- [ ] Local Officers Compensation Commission
- [ ] Jackson County Comprehensive Transportation Study
- [ ] Jackson Area Comprehensive Transportation Study
- [ ] Jackson County Brownfield Authority
- [ ] Jackson County Comprehensive Traffic Safety Commission
- [x] Jackson County Land Bank Authority
- [x] Jackson District Library Board of Trustees
- [x] Jackson Housing Commission
- [ ] Jackson Transportation Authority
- [ ] MLK Corridor Improvement Authority
- [x] Parks and Recreation Commission
- [ ] Planning Commission
- [ ] Police-Fire Pension Fund Board of Trustees - Original Charter Plan
- [ ] Police-Fire Pension Board - Act 345
- [ ] Public Arts Commission
- [x] Racial Equity Commission
- [ ] Region II Planning Commission
- [ ] Youth Council (For high school students only)
- [ ] Zoning Board of Appeals

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

- [x] Yes
- [ ] No

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

I'm committed to the Racial Equity Commission and I'm eager to serve and learn more about the other commissions.

Upload additional documents

Choose File No file chosen

Appointment Process

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

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

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

Final Submission

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

Digital Signature *

Kesha Hamilton

Date of Submission *

10/18/2023

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: Special Event Application: Jackson Turkey Trot

Recommendation:

Approve a request from Tina & Jeff Beagle to host the Jackson Turkey Trot on November 23, 2023 in Ella Sharp Park.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director , DDA Director

DATE: November 14, 2023

RECOMMENDATION: Approve a request from Tina & Jeff Beagle to host the Jackson Turkey Trot on November 23, 2023 in Ella Sharp Park.

SUMMARY

Annual 5/10k run/walk event

BUDGETARY CONSIDERATIONS

DDA	X	$0.00
Engineering	X	$0.00
Fire	X	$0.00
Community Development	X	$0.00
Parks & Recreation	X	$0.00
Police	X	$400.00
Public Works	X	$1,500.00
	TOTAL	***$1,900.00***

HISTORY, BACKGROUND AND DISCUSSION

Conditions & Considerations: Police assistance, road closures, stage on wheels
Insurance Status: Current and on file with the DDA and City Attorney

POSITIONS

ATTACHMENTS

1. SEA--Turkey Trout

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- [x] $50 Application Fee
- [ ] $25 Late/Rush Fee
- [x] Insurance documentation for sponsoring organization
- [x] Event Map –*Please indicate the location of all items*
- [ ] Liquor License & Liquor Liability Insurance (if applicable)
- [ ] Carnival Ride Permit (*if applicable*)
- [ ] Insurance documentation for all vendors (if applicable)

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^2 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:

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
11/23/2023 Thanksgiving Day (A.M.)	5am 11/23/2023	8am 11/23/2023	10am 11/23/2023	11am 11/23/2023

Has this event occurred before? ☑Yes, (if yes, how many previous years? 18) ☐No

Do you expect this event to occur again next year? YES What is the expected attendance for this event? 600

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

☑Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☐TRUE City Square (Stage)

☐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 Planetariun 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. 23, 2023 Time: 5:30am Closure End Date: Nov. 23, 2023 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

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

Event Map *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.

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 5, 2023

Office Use ONLY
Application Received:
Date: Andrea 10/12/23
Time:
By:
Application Fee Received: No

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, 5th 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

STAGE = LARGE STAGE (ON WEST SIDE OF ROAD)

XX = CLOSED TO THROUGH TRAFFIC

XX = BARRICADE

XX = POLICE COVERAGE

Cheer/Aide = CHEERING SECTIONS

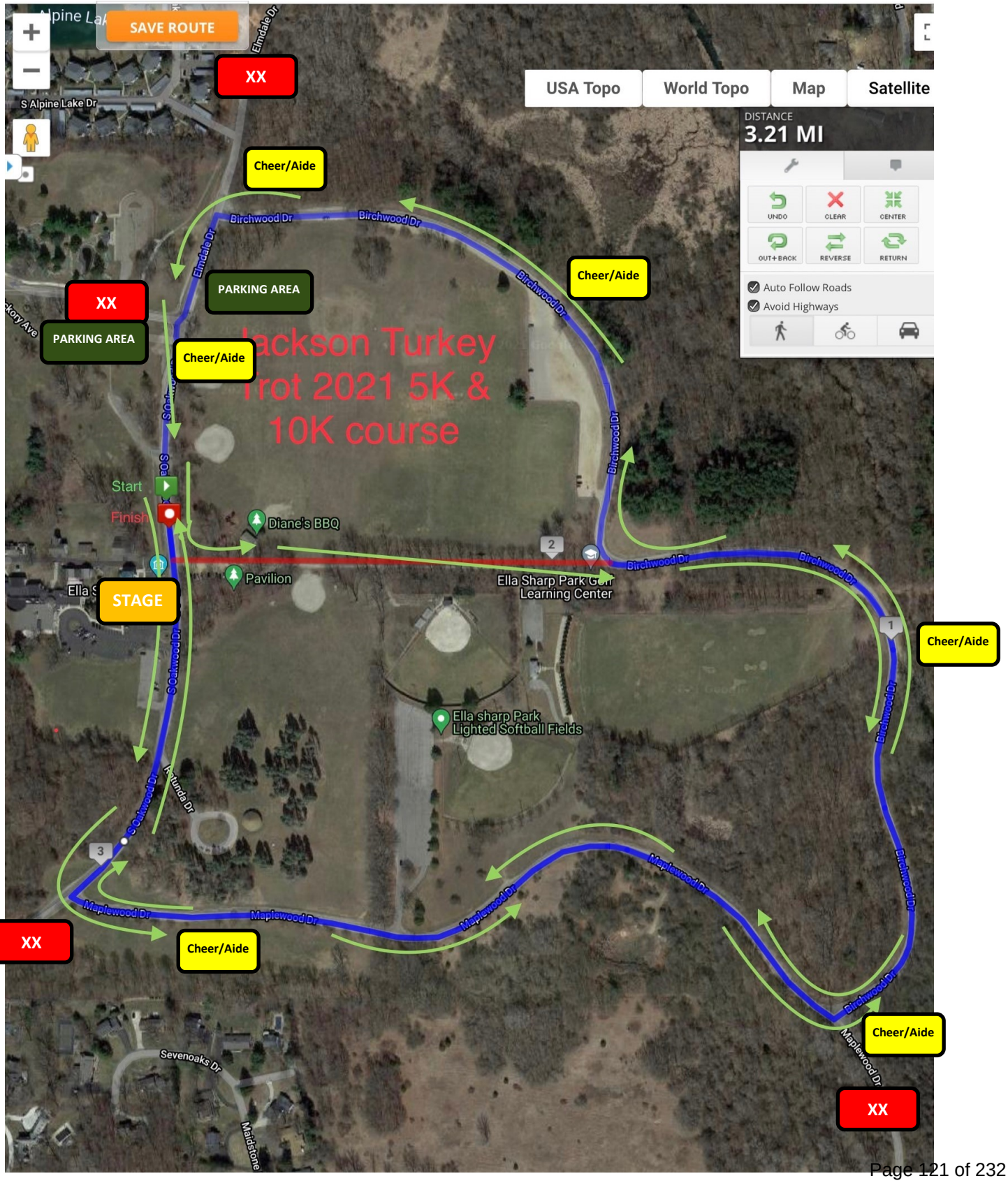
Cheer/Aide = AIDE STATIONS

= PORTA JONS

= 4/5 GARBAGE CANS

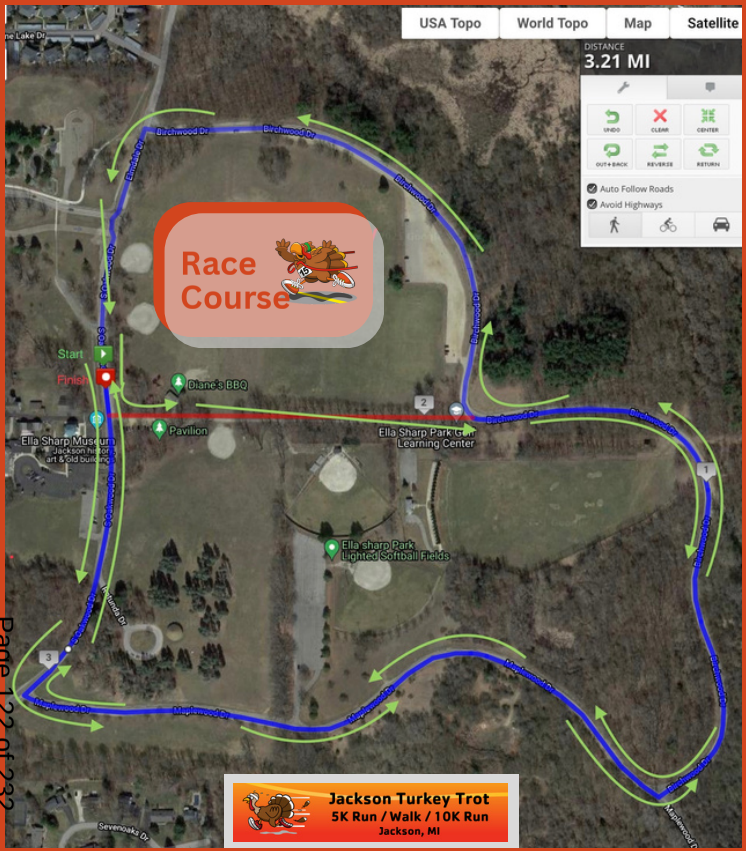
= 2 OUTLETS @ PAVILION

PARKING AREA = ON BASEBALL FIELD + PARKING AREAS



5K Elite Run – 10K Run– 5K Run/Walk
5K Virtual Run – .5 Mile Kid's Run

By Planetarium @ Ella Sharp Park



JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: Delinquent Invoices

Recommendation:

Approve a resolution to place delinquent invoices on the 2023 winter tax bills.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Andrea Muray, City Clerk

DATE: November 14, 2023

RECOMMENDATION:

SUMMARY

BUDGETARY CONSIDERATIONS

HISTORY, BACKGROUND AND DISCUSSION

POSITIONS

ATTACHMENTS

1. Agenda Item - Delinquent Invoice Resolution

CITY OF JACKSON
Founded 1829

City Assessor's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4033 • Facsimile: (866) 902-7891

November 1, 2023

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

Please place on the agenda for Tuesday, November 14, 2023, 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 2023 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, NEO; Finance/Sue, File.

CITY OF JACKSON
Founded 1829

City Assessor's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4033 • Facsimile: (866) 902-7891

MEMO TO: Mayor and City Councilmembers

FROM: Jason Yoakam, City Assessor

DATE: November 14, 2023

SUBJECT: Resolution to Place Delinquent Invoices on 2023 Winter Tax Bills

---

Recommendation: Approve a resolution to place delinquent invoices on 2023 winter tax bills.

Attached please find a resolution to place delinquent miscellaneous invoices on the 2023 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 summer 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: November 14, 2023

RECOMMENDATION: Recommend Adoption of Resolution to Place Delinquent Invoices on 2023 Winter Tax Bills

---

SUMMARY

Attached is a resolution and a list of parcels having delinquent invoices needing to be billed on the 2023 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 2023 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 2023 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 2023 winter tax roll in November, 2023 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 14th day of November, 2023.

IN WITNESS WHEREOF, I have hereto affixed my signature and the seal of the City of Jackson, Michigan, on this 15th day of November, 2023.

_____
Andrea Muray, City Clerk

ATTACHMENT A

PIN	NUM	DIR STREET	STREET	OWNER NAME	INVOICE	DATE	DUE	InvoiceNotes
1-032100000	533		LANSING	CANNON JAMES D ESTATE	2200029509	12/20/2022	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 FURNITURE/COUCH NORTH PROPERTY AREA OF VACANT LOT. PLEASE REMOVE ANY OTHER DEBRIS OR JUNK FROM THE PROPERTY.ADDRESS: 533 LANSING AVE CITATION DATE: 12/6/2022
1-035500000	327		TAYLOR	ILER, KYLE D & MAKAYLA A	2200029550	12/29/2022	181.56	PRIVATE PROPERTY MOWING COMPLETED ON 10/28/22 LOCATION: 327 TAYLOR ST
1-038400000	324		TAYLOR	AVERY ESTATE, KEITH	2200029551	12/29/2022	264.08	PRIVATE PROPERTY MOWING COMPLETED ON 10/19/22 LOCATION: 324 TAYLOR ST
1-040800000	729		LANSING	SALISBURY, LEISA, D	2300029700	3/2/2023	286.9	PROPERTY CLEAN UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, PLASTIC, TIRES, SOFA, CARPET, TARPS, PILES OF WOOD, BATHROOM SINK ANDALL JUNK FROM ALL PROPERTY AREAS (FRONT, REAR, SIDE, YARDS).ADDRESS: 729 LANSING AVE. CITATION DATE: 01/05/2023
1-059300000	319		ADAMS	AGAPE CHRISTIAN CENTER CHURCH	2200029514	12/20/2022	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, CARDBOARD, BOXES, TARP, TIRE DEBRIS IN OPEN UTILITY TRAILER, WOOD, PLASTIC, DAMAGED TRAILER, AND ANY OTHER JUNK AND DEBRIS ON PROPERTY.ADDRESS: 319 ADAMS ST CITATION DATE: 9/28/2022
1-075100000	434		MADISON	PORTER TRAVIS	2200029097	11/10/2022	300.42	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 434 MADISON ST CITATION DATE: 8/29/2022
1-076900000	419	W	MONROE	CLARK DELMOS	2300029619	1/24/2023	293.66	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIREPROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED APPLIANCE IN DRIVEWAYEAST PROPERTY AREA.ADDRESS: 419 W MONROE ST CITATION DATE: 11/25/2022
2-0038.1000	316	N	BLACKSTONE	RIEMENSCHNEIDER, JOSHUA & ANTONIO	2200029047	11/7/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/21/22 LOCATION: 316 N BLACKSTONE ST
2-004800000	322		CLINTON	RIVERA LE, RICHARD E	2200029568	12/29/2022	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 10/22/22 LOCATION: 322 CLINTON ST
2-007900000	553		WILDWOOD	A TO Z PROPERTIES LLC	2200029431	11/22/2022	228.72	PRIVATE PROPERTY MOWING COMPLETED ON 9/26/22 LOCATION: 553 WILDWOOD AVE
2-007900000	553		WILDWOOD	A TO Z PROPERTIES LLC	2200029547	12/28/2022	308.08	PRIVATE PROPERTY RIGHT OF WAY CLEARANCE COMPLETED ON 10/11/22 LOCATION: 553 WILDWOOD AVE
2-058100000	417		STEWARD	MCWILLIAMS, JASON J	2300029703	3/2/2023	286.9	PROPERTY CLEAN UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED BLACK GARBAGE BAGS FULL WITH UNKNOWN CONTENT NEAR GARAGE NORTH PROPERTY AREA. ADDRESS: 417 STEWARD AVE CITATION DATE: 01/04/2023
2-070200000	316		CARR	WILLIAMS, JOHNNIE L	2200029049	11/7/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/22/22 LOCATION: 316 CARR ST
2-0875.4000	315	N	WISNER	RJ FLIPS LLC	2200029018	11/7/2022	228.72	PRIVATE PROPERTY MOWING COMPLETED ON 8/17/22 LOCATION: 315 N WISNER ST

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE	DATE	DUE	InvoiceNotes
2-0875.4000	315	N	WISNER	RJ FLIPS LLC	2200029521	12/20/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 315 N WISNER CITATION DATE: 10/19/2022
2-0875.4000	315	N	WISNER	RJ FLIPS LLC	2300029668	2/24/2023	290.28	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM ENTIRE PROPERTY TO INCLUDE THE LARGE PILE BEHIND BUILDING EAST SIDE CARDBOARD, PAPER, RED PLASTIC TOYS MATTRESS, ETC.ADDRESS: 315 N WISNER ST CITATION DATE: 1/6/2023
2-0896.1000	430	N	BLACKSTONE	DISCOUNT PROPERTIES LLC	2200029051	11/7/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/21/22 LOCATION: 430 N BLACKSTONE ST
2-094000000	421	W	GANSON	KALYONCUOGLU, AHMET G	2200028545	7/19/2022	187.77	PRIVATE PROPERTY MOWING COMPLETED ON 6/12/22 LOCATION: 421 W. GANSON ST
2-112400000	422	W	GANSON	BAL, HALIL	2200029052	11/7/2022	267.09	PRIVATE PROPERTY MOWING COMPLETED ON 8/21/22 LOCATION: 422 W GANSON ST
2-112400000	422	W	GANSON	BAL, HALIL	2200029438	11/22/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 10/4/22 LOCATION: 422 W GANSON ST
2-156900000	612		BUSH	BROWN, LUCAS R	2200029402	11/18/2022	267.09	PRIVATE PROPERTY MOWING COMPLETED ON 9/6/22 LOCATION: 612 BUSH ST
2-173300000	0	W	NORTH	HUNTINGTON NATIONAL BANK	2200029054	11/8/2022	267.09	PRIVATE PROPERTY MOWING COMPLETED ON 8/21/22 LOCATION: VACANT LOT ON W NORTH ST
2-213900000	641	W	MONROE	WALLACE, WILLIAM	2200029404	11/18/2022	267.09	PRIVATE PROPERTY MOWING COMPLETED ON 9/6/22 LOCATION: 641 W MONROE ST
3-013000000	504		SECOND	KJS HAULING COMPANY	2300029596	1/16/2023	281.68	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 504 SECOND ST 12/16/2022. CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
3-013100000	505		THIRD	K & R REAL INVESTMENTS LLC	2300029693	3/2/2023	286.9	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED CONSTRUCTION MATERIAL AND DEBRIS, METAL, WOOD, PLASTIC, BOXES, CARDBOARD, PAPERS AND ANY OTHER JUNK AND DEBRIS NORTH AND EAST PROPERTY AREAS. ADDRESS: 505/507 THIRD ST. CITATION DATE: 12/22/2022
3-0150.A000	709		THIRD	SMITH KAELONIE K	2200028968	10/20/2022	214.8	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, PLASTIC, TARPS, CARDBOARD, DISCARDED METAL, CHILD PLAY TOYS AND ALL OTHER JUNK AND DEBRIS SCATTERED ALL OVER GROUND IN BACK YARD EAST PROPERTY AREA AND ON GROUND NORTH PROPERTY AREA. PLEASE REMOVE GARBAGE FROM OVER-FLOWING TRASH CONTAINERS. PLEASE CLEAN-UP YARD OF ALL LITTER AND TRASH.ADDRESS: 709 THIRD ST CITATION DATE: 8/24/2022
3-0157.1000	506	W	BIDDLE	UNLU, SERDAR	2200029506	12/20/2022	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 TARP, PAPERS, LITTER AND ANOTHER JUNK AND DEBRIS EAST AND SOUTH PROPERTY AREAS.ADDRESS: 506 W BIDDLE ST CITATION DATE: 10/7/2022
3-0157.1000	506	W	BIDDLE	UNLU, SERDAR	2200029534	12/28/2022	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 10/10/22 LOCATION: 506 W BIDDLE ST

PIN	NUM	DIR	STREET	STREET	OWNER NAME	INVOICE	DATE	DUE	InvoiceNotes
3-053300000	727		CHRISTY		GRANT, JAMES E II & CARRIE LH	2200029093	11/10/2022	300.42	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTYINCLUDING BUT NOT LIMITED TO DISCARDED YARD WASTE BAGS AND DEBRIS OPEN FRONTPORCH NORTH PROPERTY, DISCARDED HOUSEHOLD ITEMS, PLASTIC AND METAL, VACUUMCLEANER, BUCKETS, FULL YARD WASTE BAGS, PLASTIC TUBS, AND ALL OTHER JUNK AND DEBRISON PROPERTY SOUTH PROPERTY AREA.ADDRESS: 727 CHRISTY AVE CITATION DATE: 7/21/2022
3-190300000	727		LAWRENCE		RATLIFF FIKES, PALMA D	2200029535	12/28/2022	222.82	PRIVATE PROEPRTY MOWING COMPLETED ON 10/10/22 LOCATION: 727 LAWRENCE AVE
3-202100000	907		SECOND		HOMI HOLDINGS LLC	2300029614	1/24/2023	293.66	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL HOUSEHOLD GARBAGE, DISCARDED FURNITURE, HOUSEHOLDITEMS, TOYS, WOOD, BICYCLE PARTS AND OTHER DEBRIS. ADDRESS: 907 SECOND ST. CITATION DATE: 10/14/2022
3-202800000	918		FIRST		SIMPSON ETAL, ANDRE	2200029405	11/18/2022	267.09	PRIVATE PROPERTY MOWING COMPLETED ON 9/12/22 LOCATION: 918 FIRST ST
3-203400000	904		FIRST		HAWKINS, RUSSELL T & JANICE L	2200029377	11/18/2022	183.63	PRIVATE PROPERTY MOWING COMPLETED ON 8/30/22 LOCATION: 904 FIRST ST
3-203500000	407	W	MORRELL		KIENUTSKE ESTATE, LONNY	2200028970	10/20/2022	303.8	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDINGBUT NOT LIMITED TO DISCARDED WHITE AND BLACK GARBAGE BAGS WITH UNKNOWN CONTENT FRONTOPEN PORCH NORTH PROPERTY AREA, SECOND FLOOR OPEN PORCH SOUTH SIDE OF HOUSE, ON GROUNDSOUTH AND EAST PROPERTY AREA, DISCARDED PAPERS, LITTER, TRASH, DEBRIS, CHAIR, DISCARDEDHOUSEHOLD ITEMS SOUTH AND EAST PROPERTY AREA. PLEASE CLEAN-UP ALL TRASH, PAPERS, AND LITTER ON PROPERTY.ADDRESS: 407 W MORRELL CITATION DATE: 8/16/2022
3-208900000	612		HARWOOD		WISDOM, RICHARD	2200029536	12/28/2022	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 10/10/22 LOCATION: 612 HARWOOD ST
3-227100000	1238		FIRST		MEYERS, SHAWN P	2200029378	11/18/2022	267.09	PRIVATE PROPERTY MOWING COMPLETED ON 8/29/22 LOCATION: 1238 FIRST ST
3-227100000	1238		FIRST		MYERS SHAWN P	2300029736	3/21/2023	286.9	PLEASE REMOVE FROM THE ENTIRE PROPERTY ALL GARBAGE, TRASH, JUNK AND DEBRISINCLUDING BUT NOT LIMITED TO DISCARDED BLACK AND WHITE GARBAGE BAGS FULLWITH UNKNOWN CONTENTS, PLASTIC, TRASH, PAPERS, DISCARDED HOUSEHOLD ITEMS, LITTER,WOOD, METAL, PLASTICTUBS, BOXES, CARDBOARD AND ALL OTHER JUNK AND DEBRISLOCATED ON OPEN SOUTH PORCH/DECK AND ON GROUND WEST AND SOUTH PROPERTY AREAS.ADDRESS: 1238 FIRST ST. CITATION DATE: 02/16/2023 CALL THE DEPT OF PUBLIC WORKS AT (517)
3-239100000	401		GRISWOLD		WASHINGTON, CHARLES A	2300029712	3/2/2023	286.9	PROPERTY CLEAN UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED METAL, PLASTIC, CARDBOARD, PAPERS, LITTER, WOOD, BUILDING MATERIAL, CARDBOARD AND ALL OTHER JUNK AND DEBRIS WEST PROPERTY AREA.ADDRESS: 401 GRISWOLD ST. CITATION DATE: 01/19/2023

PIN	NUM	DIR	STREET	STREET	OWNER NAME	INVOICE	DATE	DUE	InvoiceNotes
3-255700000	717		RANDOLPH		BRITTON BRANDON L ET AL	2300029615	1/24/2023	293.66	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO, DISCARDED APPLIANCE, TARPS, PLASTIC, METAL, WOOD, COOLERS, WASTE BASKET, TUBS, ALL JUNK AND DEBRIS INCLUDING DISCARDED HOUSEHOLD ITEMS IN UTILITY TRAILER WEST AND NORTH PROPERTY AREAS.ADDRESS: 717 RANDOPL ST. CITATION DATE:
4-005600000	212	S	MECHANIC		FADY INC	2200029423	11/22/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 9/20/22 LOCATION: 212 S MECHANIC ST
4-018400000	213	S	BLACKSTONE		CASEY, BEATRICE	2200029407	11/18/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 9/7/22 LOCATION: 213 S BLACKSTONE ST
4-018400000	213	S	BLACKSTONE		CASEY, BEATRICE	2200029569	12/29/2022	181.56	PRIVATE PROPERTY MOWING COMPLETED ON 10/22/22 LOCATION: 213 S BLACKSTONE ST
4-023900000	210	W	MASON		JAMES, NANCY, L	2200028650	8/3/2022	196.52	PRIVATE PROPERTY MOWING COMPLETED ON 7/6/22 LOCATION: 210 W. MASON ST
4-045800000	228	W	BIDDLE		PACUNAS, ALBAN	2200029522	12/20/2022	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 CHAIRS, VIDEO GAME MACHINES SOUTH PROPERTY AREA.ADDRESS: 228 W BIDDLE ST CITATION DATE: 10/25/2022
4-046500000	231	W	WILKINS		K & M HOLDINGS AND REAL ESTATE LLC	2200029510	12/20/2022	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 TV, EAST PROPERTY AREA.ADDRESS: 231 W WILKINS ST CITATION DATE: 10/7/2022
4-046500000	231	W	WILKINS		K & M HOLDINGS AND REAL ESTATE LLC	2200029537	12/28/2022	305.34	PRIVATE PROPERTY MOWING COMPLETED ON 10/10/22 LOCATION: 231 W WILKINS ST
4-048900000	229	W	BIDDLE		WATKINS, CHARLENE	2200029062	11/8/2022	267.09	PRIVATE PROPERTY MOWING COMPLETED ON 8/23/22 LOCATION: 229 W BIDDLE ST
4-054300000	310	W	BIDDLE		NORRIS NATHAN A SR	2300029611	1/24/2023	293.66	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING ITEMSIN THE TRAILER.ADDRESS: 310 W BIDDLE ST CITATION DATE: 11/17/2022
4-054700000	312	W	BIDDLE		STRIKER, LESLIE	2200029511	12/20/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY, INCLUDING BUT NOT LIMITED TO: LOOSE DEBRIS, GARBAGE BAGS ON GROUND AROUND DUMPSTER, DISCARDED ITEMS, AND OTHER ITEMS TOO NUMEROUS.ADDRESS: 312 W BIDDLE ST CITATION DATE:9/29/2022
4-062900000	918	S	JACKSON		DIRECTION HOLDINGS LLC	2200029380	11/18/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 9/1/22 LOCATION: 918 S JACKSON ST
4-065700000	1005	S	JACKSON		BLACKOUT CONSTRUCTION LLC	2200028952	10/20/2022	303.8	PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTYINCLUDING BUT NOT LIMITED TO DISCARDED TV IN DRIVEWAY SOUTH PROPERTY AREA,BLACK GARBAGE BAG NEAR HOUSE SOUTH PROPERTY AREA. GARBAGE BAGS IN SEMI-ENCLOSED REAR PORCH LOWER LEVEL EAST PROPERTY AREA. UNKNOWN CONTENTS INGARBAGE BAGS BUT APPEARS TO BE TRASH AND GARBAGE.ADDRESS: 1005 S JACKSON ST CITATION DATE: 8/10/2022

PIN	NUM	DIR	STREET	STREET	OWNER NAME	INVOICE	DATE	DUE	InvoiceNotes
4-065700000	1005	S	JACKSON		BLACKOUT CONSTRUCTION LLC	2200029554	12/29/2022	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 10/19/22 LOCATION: 1005 S JACKSON ST
4-065700000	1005	S	JACKSON		BLACKOUT CONSTRUCTION LLC	2300029730	3/21/2023	286.9	PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY,INCLUDING PILES OF GARBAGE BAGS, HOUSEHOLD REFUSE AND LOOSE DEBRISAT MULTIPLE AREAS OF YARD, REAR OPEN PORCH AND DRIVEWAY.ADDRESS: 1005 S. JACKSON ST CITATION DATE: 02/09/2023
4-067100000	1039	S	JACKSON		HUGHES TIMIKA R	2200029381	11/18/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/29/22 LOCATION: 1039 S JACKSON ST
4-067300000	1045	S	JACKSON		SCHWAB, MONIKA C	2200029408	11/18/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 9/7/22 LOCATION: 1045 S JACKSON ST
4-0724.1000	813		WILLIAMS		PARRA-BENAVIDEZ, LUCIO	2200028969	10/20/2022	303.8	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE GARBAGE, PLASTIC, CAGES AND MISC. DEBRIS FROM THE ENTIRE PROPERTYADDRESS: 813 WILLIAMS ST CITATION DATE: 8/29/2022
4-098900000	1223	S	JACKSON		STRINGHAM, CRAIG	2300029659	2/24/2023	290.28	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED PLASTIC, FURNITURE, WOOD, METAL, HOUSEHOLD ITEMS, CONSTRUCTION DEBRIS, LOCATED EAST PROPERTY AREA IN UTILITY TRAILER. PLEASE REMOVE DISCARDED TIRES ON GROUND EAST PROPERTY AREA AND DISCARDED DOOR IN PARKWAY WEST PROPERTY AREA.ADDRESS: 1223 S JACKSON CITATION DATE: 12/14/2022
4-106100000	1236		LINWOOD		MROZ, CHERYL	2200028953	10/20/2022	303.8	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY TO INCLUDE TIRES NEARGARAGE, FURNITURE, WOOD, BLANKETS, BROKEN SCREENS AS WELL AS BROKEN FURNITURE ON THEFRONT PORCH, CARDBOARD AND OLD COOLERS.ADDRESS: 1236 LINWOOD AVE CITATION DATE: 9/11/2022
4-121500000	1004		GREENWOOD		SHALER, PATRICIA - ETAL	2300029737	3/21/2023	286.9	PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTYINCLUDING BUT NOT LIMITED TO DISCARDED WHITE GARBAGE BAGS FULL WITH UNKNOWNCONTENT ON GROUND WEST PROPERTY AREA. PLEASE REMOVE ALL DISCARDED HOUSEHOLD ITEMS,FURNITURE, MATTRESS, PLASTIC, METAL, PAPERS, LITTER AND ANY OTHER JUNK AND DEBRISWEST PROPERTY AREA.ADDRESS: 1004 GREENWOOD AVE. CITATION DATE: 02/21/2023 CALL THE DEPT OF PUBLIC WORKS AT (517) 788-
4-132700000	1230		WOODBRIDGE		THOMAS JOHN W & EDITH J TRUST	2200028961	10/20/2022	303.8	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO, DISCARDED GARBAGE WITH UNKNOWN CONTENT ON GROUND, PAPER, BOXES, LITTER, HOUSEHOLD REFUSE, DISCARDED AUTO SEAT, AND ANY OTHER JUNK AND DEBRIS WEST PROPERTY AREA. PLEASE CLEAN-UP ALL LITTER AND PAPERS AND GARBAGE ON GROUND BACK YARD WEST PROPERTY AREA, PLEASE REMOVE DISCARDED AUTO SEAT WEST PROPERTY AREA NEAR PARKING SPACE.ADDRESS: 1230 WOODBRIDGE ST CITATION DATE:

PIN	NUM	DIR	STREET	STREET	OWNER NAME	INVOICE	DATE	DUE	InvoiceNotes
4-132700000	1230		WOODBRIDGE		THOMAS JOHN W & EDITH J TRUST	2300029662	2/24/2023	290.28	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED AC UNIT ON FRONT PORCH, DISCARDED TRASH, LITTER, POP BOTTLES ON OPEN FRONT PORCH, TRASH AND GARBAGE BAGS SOUTH SIDE OF HOUSE ON GROUND, DISCARDED TRASH BAGS ON GROUND WEST PROPERTY AREA, LITTER, PAPERS, DISCARDED SINK WEST PROPERTY AREA.ADDRESS: 1230 WOODBRIDGE ST CITATION DATE: 12/1/2022
4-136800000	227	W	HIGH		CLARK, DELMOS C	2200029383	11/18/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/29/22 LOCATION: 227 W HIGH ST
4-136800000	227	W	HIGH		CLARK, DELMOS C	2200029517	12/20/2022	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 PLASTIC, METAL, WOOD, HOUSEHOLD ITEMS, BASKETBALL HOOP, PAPERS, LITTER, BOXES AND CHAIR, SOUTH PROPERTY AREA.ADDRESS: 227 W HIGH ST CITATION DATE: 10/20/2022
4-137800000	207	W	HIGH		NKT INVESTMENTS LLC	2200029384	11/18/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/29/22 LOCATION: 207 W HIGH ST
4-139100000	234		RANDOLPH		BURKHART JOINT FAMILY TRUST	2200029022	11/7/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/17/22 LOCATION: 234 RANDOLPH ST
4-1484.1000	1510	S	JACKSON		KINYELE, NICKSON M	2200029064	11/8/2022	267.09	PRIVATE PROPERTY MOWING COMPLETED ON 8/22/22 LOCATION: 1510 S JACKSON ST
4-153200000	1308		WILLIAMS		LEWIS, DARNELL ET AL	2300029694	3/2/2023	286.9	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED PLASTIC, PAPERS, LITTER, TRASH, FULL GARBAGE BAGS WITH UNKNOWN CONTENTS, TARPS, COVERS, DISCARDED TOYS, METAL, HOUSEHOLD ITEMS, CHAIRS AND ALL JUNK AND DEBRIS LOCATED ON OPEN FRONT PORCH, EAST PROPERTY AREA, ON GROUND EAST, SOUTH AND NORTH PROPERTY AREAS.ADDRESS: 1308 WILLIAMS ST. CITATION DATE: 01/18/2023
4-163300000	181	W	PROSPECT		CLAY, REGINALD & VERONICA	2200029065	11/8/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/22/22 LOCATION: 181 W PROSPECT ST
4-163300000	181	W	PROSPECT		CLAY, REGINALD & VERONICA	2200029106	11/10/2022	300.42	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO, WHITE GARBAGE BAGS FULL WITH UNKNOWN CONTENTS ON GROUND BACK YARD SOUTH PROPERTY AREA. PLEASE REMOVE DISCARDED TIRE AND PLASTIC STORAGE BIN SOUTH AND WEST PROPERTY AREA.ADDRESS: 181 W PROSPECT ST CITATION DATE:
4-163300000	181	W	PROSPECT		CLAY, REGINALD & VERONICA	2200029539	12/28/2022	181.56	PRIVATE PROPERTY MOWING COMPLETED ON 10/10/22 LOCATION: 181 W PROSPECT ST
4-165500000	139	W	PROSPECT		DAVIS, BRENDA	2200029066	11/8/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/22/22 LOCATION: 139 W PROSPECT ST

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE	DATE	DUE	InvoiceNotes
4-172200000	140	W	MANSION	HEMPHILL, BARBARA J	2300029708	3/2/2023	286.9	PROPERTY CLEAN UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED METAL, PLASTIC, PAPERS, LITTER, WOOD, HOUSEHOLD ITEMS, PLASTIC BAGS, AUTO PARTS AND ALL OTHER JUNK AND DEBRIS ON PROPERTY NEAR DETACHED GARAGE AND NORTH AND WEST PROPERT AREAS.ADDRESS: 140 W. MANSION ST. CITATION DATE:
4-187800000	202	W	PROSPECT	LUNA ETAL, CHANCE	2200029387	11/18/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/29/22 LOCATION: 202 W PROSPECT ST
4-187900000	1808	S	JACKSON	LUNA ETAL, CHANCE	2200029558	12/29/2022	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 10/22/22 LOCATION: 1808 S JACKSON ST
5-022100000	108	E	BIDDLE	SAFIYE, KAYA	2200028958	10/20/2022	303.8	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY, INCLUDING BUT NOT LIMITEDTO: MATTRESS ON FRONT PORCH, LOOSE DEBRIS ON WEST ELEVATION, AND ANY OTHER DISCARDEDITEMS ON THE PROPERTY.ADDRESS: 108 E
5-022100000	108	E	BIDDLE	SAFIYE, KAYA	2200029067	11/8/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/23/22 LOCATION: 108 E BIDDLE ST
5-036700000	206		MITCHELL	ROPER, JASON	2300029691	3/2/2023	286.9	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM ENTIRE PROPERTY, INCLUDING BUT NOT LIMITED TO GARBAGE BAGS, DISCARDED INDOOR FURNITURE, LOOSE DEBRIS AND KIDDIE POOL FILLED WITH STAGNATE WATER.ADDRESS: 206 MITCHELL ST. CITATION
5-050600000	148		MITCHELL	KOKER, DERYA & AYDIN OMER	2200029024	11/7/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/17/22 LOCATION: 148 MITCHELL ST
5-050600000	148		MITCHELL	KOKER, DERYA & AYDIN OMER	2200029518	12/20/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM ENTIRE PROPERTY TO INCLUDE 2 TIRES ON FRONT PORCH.ADDRESS: 148 MITCHELL ST
5-052800000	911	S	MARTIN LUTHER KING JR	PLP PROMISE LAND PROPERTIES LLC	2200029025	11/7/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/17/22 LOCATION: 911 S MARTIN LUTHER KING JR DR
5-052800000	911	S	MARTIN LUTHER KING JR	PLP PROMISE LAND PROPERTIES LLC	2200029559	12/29/2022	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 10/22/22 LOCATION: 911 S MARTIN LUTHER KING JR DR
5-059600000	821	S	MECHANIC	LANSING INVESTMENT PROPERTIES	2200028293	5/26/2022	230.67	PRIVATE PROPERTY MOWING COMPLETED ON 5/15/22 LOCATION: 821 S MECHANIC ST
5-063700000	930	S	MARTIN LUTHER KING JR	CANNON ESTATE, JAMES, D	2200029068	11/8/2022	267.09	PRIVATE PROPERTY MOWING COMPLETED ON 8/23/22 LOCATION: 930 S MARTIN LUTHER KING JR DR
5-064400000	927		CHITTOCK	BUSFIELD, JOHN	2200029412	11/21/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 9/7/22 LOCATION: 927 CHITTOCK AVE
5-070800000	1203		CHITTOCK	ALLEN, JEFFERY M	2300029698	3/2/2023	286.9	PROPERTY VLEAN UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED FURNITURE, PLASTIC, METAL, WOOD, GARBAGE BAGS ON GROUND FULL WITH UNKNOWN CONTENTS,ALL OTHER JUNK AND DEBRIS ON EAST PROPERTY AREA NEAR DETACHED GARAGE BY ALLEY.ADDRESS: 1203/1205 CHITTOCK AVE. CITATION DATE:

PIN	NUM	DIR STREET	STREET	OWNER NAME	INVOICE	DATE	DUE	InvoiceNotes
5-100700000	133		MOORE	MORGAN, SCOTT E - ETAL	2300029705	3/2/2023	286.9	PROPERTY CLEAN UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED COUCH/SOFA ON BACK PORCH SOUTH PROPERTY AREA. PLEASE REMOVE ALL DISCARDED HOUSEHOLD ITEMS, METAL, PLASTIC, PAPERS, LITTER, WOOD, CARDBOARD, AUTO PARTS AND ANY OTHER JUNK AND DEBRIS SOUTH PROPERTY AREA.ADDRESS: 133 MOORE ST. CITATION DATE: 12/15/2022
5-109800000	112		STANLEY	BLAKEMAN DENIS & AUTUMN	2200029107	11/10/2022	300.42	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO, BLACK AND WHITE TRASH BAGS ON GROUND NEAR DUMPSTER NORTH AND WEST PROPERTY AREA. PLEASE REMOVE ALL LITTER, PAPERS, TRASH, JUNK AND DEBRIS ON THE GROUND NEAR DRIVEWAY NORTH WEST PROPERTY AREA.ADDRESS: 112 STANLEY AVE
5-109900000	0		STANLEY	BLAKEMAN DENIS & AUTUMN	2300029666	2/24/2023	290.28	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED BLACK GARBAGE BAGS ON GROUND WEST PROPERTY AREA. THERE IS LARGE PILE OF BLACK GARBAGE BAGS FULL WITH UNKNOWN CONTENTS, PLEASE REMOVE.ADDRESS: STANLEY AVE
5-110000000	1215	S	MARTIN LUTHER KING JR	PRYOR, WALTER	2200029028	11/7/2022	267.09	PRIVATE PROPERTY MOWING COMPLETED ON 8/17/22 LOCATION: 1215 S MARTIN LUTHER KING JR DR
5-123900000	111		STANLEY	SCHWAB, MONIKA	2200029388	11/18/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 9/1/22 LOCATION: 111 STANLEY AVE
5-126600000	103	W	HIGH	LUBANA PARAMJIT S	2300029620	1/24/2023	293.66	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED COUCH, MATTRESS PLASTIC, GARBAGE BAGS WITH UNKNOWN CONTENT, METAL, WOOD, CONSTRUCTION DEBRIS, LITTER, PAPERS, BOXES, CARDBOARD AND ANY OTHER JUNK AND DEBRIS LOCATED NEAR THE BUILDING SOUTH PROPERTY AREA.ADDRESS: 103 W HIGH ST CITATION DATE: 11/16/2022
5-126700000	1308	S	MARTIN LUTHER KING JR	LOVE CLARENCE	2300029621	1/24/2023	293.66	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIREPROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED CARPETING/RUGWEST PROPERTY AREA.ADDRESS: 1308 S. MARTIN LUTHER KING JR. DR. CITATION DATE: 11/16/2022
5-135600000	123		DAMON	HUGHES DARLENE	2300029616	1/24/2023	293.66	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED TIRES, KITCHEN SINK, DISCARDED HOUSEHOLD ITEMS, PLASTIC, WOOD,METAL AND ANY OTHER DEBRIS LOCATED BEHIND HOUSE SOUTH AND WEST PROPERTY AREAS.ADDRESS: 123 DAMON ST. CITATION DATE:11/17/2022
5-139600000	233		DAMON	LEWIS ETAL, ALICE JEAN	2200029070	11/8/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/29/22 LOCATION: 233 DAMON ST

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE	DATE	DUE	InvoiceNotes
5-171100000	149	E	MANSION	LUPERCIO-SOTO, JOSEPH D	2200029071	11/8/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/23/22 LOCATION: 149 E MANSION ST
5-172200000	1807	S	MARTIN LUTHER KING JR	BARIBOGLU, SADIK	2200029562	12/29/2022	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 10/22/22 LOCATION: 1807 S MARTIN LUTHER KING JR DR
5-190100000	226	E	PROSPECT	ABOALI FATEHIA	2300029612	1/24/2023	293.66	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL HOUSEHOLD TRASH, BUCKETS, DISCARDED AIR CONDITIONERSAND ALL OTHER DEBRIS FROM PROPERTY.ADDRESS: 226 E PROSPECT ST. CITATION DATE: 11/03/2022
6-015500000	556		HUPP	602 HUPP AVE LLC	2200029541	12/28/2022	226.14	PRIVATE PROPERTY MOWING COMPLETED ON 10/10/22 LOCATION: 556 HUPP AVE
6-016100000	614		HUPP	PLASBER, INC	2200029073	11/8/2022	228.72	PRIVATE PROPERTY MOWING COMPLETED ON 8/23/22 LOCATION: 614 HUPP AVE
6-0170.2000	720		HUPP	MITCHELL D'ANGELO M	2200029548	12/28/2022	346.6	PRIVATE PROPERTY MOWING COMPLETED ON 10/3/22 LOCATION: 720 HUPP AVE
6-042400000	212		SUMMIT	JENKINS, LOIS	2200028955	10/20/2022	303.8	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK, DEBRIS & SCRAP INCLUDING HOMEFURNISHINGS TO INCLUDE FURNITURE, CARPET, APPLIANCES, PAPER, CARDBOARD,PLASTIC, WOOD, METAL, FABRIC, GLASS, TIRES, BUILDING, AUTOMOTIVE, ENGINE ANDSIMILAR MATERIALS, ACCESSORIES, CONTAINERS AND COMPONENTS FROM THE ENTIREPROPERTY TO INCLUDE BEHIND ACCESSORY STRUCTURES (SHEDS, GARAGES ETC.).ADDRESS: 212 SUMMIT AVE CITATION DATE: 8/17/2022
6-042400000	212		SUMMIT	JENKINS, LOIS	2200029030	11/7/2022	267.09	PRIVATE PROPERTY MOWING COMPLETED ON 8/17/22 LOCATION: 212 SUMMIT AVE
6-051700000	404	S	ELM	CANNON ESTATE, JAMES D	2200029542	12/28/2022	222.82	PRIVATE PROEPRTY MOWING COMPLETED ON 10/10/22 LOCATION: 404 S ELM AVE
6-053700000	310		SUMMIT	DISCOUNT PROPERTIES LLC	2200029031	11/7/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/15/22 LOCATION: 310 SUMMIT AVE
6-053900000	306		SUMMIT	CANNON, JAMES ESTATE	2300029702	3/2/2023	286.9	PROPERTY CLEAN UP ITEMS REMOVED INCLUDED:REMOVE ALL TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 206 SUMMIT AVE 2 UNITS CITATION DATE: 01/10/2023
6-054500000	307		SUMMIT	SPENCER, OPHELIA, A	2200029108	11/10/2022	300.42	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO ALL TRASH, GARBAGE AND DEBRIS IN BACKYARD EAST PROPERTY AREA INCLUDING DISCARDED CHAIR/FURNITURE, APPLIANCE, PAPERS, BOXES, PLASTIC, METAL, CARDBOARD EAST PROPERTY AREA AND ON DECK EAST PROPERTY AREA.ADDRESS: 307 SUMMIT AVE CITATION DATE: 9/22/2022
6-0597.1000	1506		PRINGLE	BAUER DANIELLE L	2300029613	1/24/2023	728.66	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL TRASH AND DEBRIS FROM ALL YARD AREAS AND FROM OPEN TRAILERPARKED IN DRIVEWAY. REMOVE PILED CONTENTS FROM FRONT PORCH.ADDRESS: 1506 PRINGLE AVE CITATION DATE: 11/22/2022
6-063400000	1207		PRINGLE	STARNES, RONALD	2200029416	11/21/2022	267.09	PRIVATE PROPERTY MOWING COMPLETED ON 9/6/22 LOCATION: 1207 PRINGLE AVE
6-071900000	720		PAGE	VELFING, PENNY	2200029034	11/7/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/15/22 LOCATION: 720 PAGE AVE

PIN	NUM	DIR STREET	STREET	OWNER NAME	INVOICE	DATE	DUE	InvoiceNotes
6-087900000	1901		TYSON	HOLLEMAN, LAWRENCE, R	2200029109	11/10/2022	300.42	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED BLACK GARBAGE BAGS FULL WITH UNKNOWN CONTENT ON FRONT PORCH NORTH PROPERTY AREA. DISCARDED HOME APPLIANCE ON THE FRONT PORCH NORTH PROPERTY AREA. LITTER AND PAPERS ON GROUND FRONT YARD NORTH PROPERTY AREA.ADDRESS: 1901 TYSON ST CITATION DATE:
6-089900000	216	S	DWIGHT	MARSHALL, MATTHEW S & PATRICIA	2200029390	11/18/2022	267.09	PRIVATE PROPERTY MOWING COMPLETED ON 9/1/22 LOCATION: 216 S DWIGHT ST
6-091500000	2107		TYSON	ROJAS, LITA (TREVINO)	2200028385	6/7/2022	107.7	PRIVATE PROPERTY MOWING COMPLETED ON 5/21/22 LOCATION: 2107 TYSON ST
6-091800000	2115		TYSON	HENDERSON, JEAN N	2200029074	11/8/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/23/22 LOCATION: 2115 TYSON ST
6-103700000	1819		CHAPIN	FOSTER, MICHAEL E	2300029687	3/2/2023	286.9	PROPERTY CLEAN UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOTLIMITED TO DISCARDED APPLIANCE, TIRES, WOOD, METAL, DISCARDED HOUSEHOLD ITEMS, TRASH AND LITTER IN DRIVEWAY WEST AND NORTH PROPERTY AREAS.ADDRESS: 1819 CHAPIN ST. CITATION DATE:
6-106600000	308	S	DWIGHT	URBANIAK, MATTHEW	2200029038	11/7/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/15/22 LOCATION: 308 S DWIGHT ST
6-106600000	308	S	DWIGHT	URBANIAK, MATTHEW	2200029563	12/29/2022	181.56	PRIVATE PROERTY MOWING COMPLETED ON 10/19/22 LOCATION: 308 S DWIGHT ST
6-109100000	1807		DEYO	UCTUM, LUTFIYE YESIM	2200029543	12/28/2022	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 10/11/22 LOCATION: 1807 DEYO ST
6-109100000	1807		DEYO	UCTUM, LUTFIYE YESIM	2300029658	2/24/2023	290.28	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DEBRIS, GARBAGE AND JUNK FROM THE ENTIRE PROPERTY.ADDRESS: 1807 DEYO ST CITATION DATE: 12/5/2022
6-125200000	601	S	PLEASANT	VARGOVICH, ANDRE ETAL	2300029704	3/2/2023	286.9	PROPERTY CLEAN UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE. TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITEDTO DISCARDED BLACK GARBAGE BAGS ON PORCH FULL WITH UNKNOWN CONTENT NORTH PROPERTY AREA AND BLACK GARBAGE BAG FULL ON GROUND NORTH PARKWAY AREA.ADDRESS: 601 S. PLEASANT ST. CITATION DATE: 12/20/2022
6-132200000	781		TOMLINSON	BABCHOOK TRAVIS B ETAL	2200029520	12/20/2022	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 GARBAGE BAGS, TARPS, LITTER AND PAPERS NEAR DRIVEWAY SOUTH AND EAST PROPERTY AREAS.ADDRESS: 781 TOMLINSON ST CITATION DATE: 10/12/2022

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE	DATE	DUE	InvoiceNotes
6-141500000	1607		PRINGLE	BICY LESLEY ETAL	2200029100	11/10/2022	300.42	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE, TRASH, JUNK, DEBRIS, SCRAP & WASTEINCLUDING HOME FURNISHINGS/FIXTURES, KITCHEN APPLIANCES, REMODELING SCRAP, PAPER, CARDBOARD,PLASTIC, WOOD, METAL, FABRIC, GLASS, TIRES, CARPET, BUILDING AND SIMILAR MATERIALS, ACCESSORIES,CONTAINERS AND COMPONENTS, ACCUMULATION OF GARBAGE BAGS WITH UNKNOWN CONTENTS FROM THEENTIRE PROPERTY TO INCLUDE BEHIND/BESIDE ACCESSORY STRUCTURES (SHEDS, GARAGES ETC.).ADDRESS: 1607 PRRINGLE AVE CITATION DATE: 8/25/2022
6-1556.A000	770	E	WASHINGTON	YGLESIAS, EDUARDO ETAL	2300029667	2/24/2023	290.28	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE FROM THE ENTIRE PROPERTY TO INCLUDE ANY AND ALL DEBRIS. ADDRESS: 770 E WASHINGTON AVE CITATION DATE: 01/04/2023
6-157500000	701	E	WASHINGTON	WOLV TECH & CERTAINTEED	2200029544	12/28/2022	349.92	PRIVATE PROPERTY MOWING COMPLETED ON 10/11/22 LOCATION: 701 E WASHINGTON AVE
7-014200000	312	N	MARTIN LUTHER KING JR	AGUILA INVESTMENTS GROUP LLC	2200029391	11/18/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/30/22 LOCATION: 312 N MARTIN LUTHER KING JR DR
7-014300000	308	N	MARTIN LUTHER KING JR	AGUILA INVESTMENTS GROUP LLC	2200029392	11/18/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/30/22 LOCATION: 308 N MARTIN LUTHER KING JR DR
7-020300000	902		HOMEWILD	DENNIS, DOUGLAS	2300029713	3/2/2023	499.4	PROPERTY CLEAN UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED DOOR, MATTRESS, COVERS, TARPS, METAL, CONSTRUCTION DEBRIS, WOOD PALLETS, PLASTIC, CARDBOARD, AND ANY OTHER JUNK AND DEBRIS LOCATED NEAR DRIVEWAY EAST PROPERTY AREA AND NEAR HOUSE NORTH PROPERTY AREA.ADDRESS:902 HOMEWILD AVE. CITATION DATE: 01/19/2023
7-030700000	303		HOMEWILD	TRIANA ENTERPRISES ETAL	2200029039	11/7/2022	225.36	PRVIATE PROPERTY MOWING COMPLETED ON 8/17/22 LOCATION: 303 HOMEWILD AVE
7-031300000	410		DETROIT	TANSKY, ROBERT E & BEVERLY L	2200029077	11/8/2022	169.69	PRIVATE PROPERTY MOWING COMPLETED ON 8/21/22 LOCATION: 410 DETROIT ST
7-031300000	410		DETROIT	TANSKY, ROBERT E & BEVERLY L	2300029709	3/2/2023	286.9	PROPERTY CLEAN UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE AND DEBRIS FROM LOT INCLUDING INTERIOR FURNITURE.ADDRESS: 410 DETROIT ST. CITATION DATE: 01/27/2023
7-031400000	358		COOPER	ECONOMIC RESEARCH CORP	2200029078	11/8/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/21/22 LOCATION: 358 COOPER ST
7-031400000	358		COOPER	ECONOMIC RESEARCH CORP	2200029094	11/10/2022	300.42	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTYINCLUDING BUT NOT LIMITED TO, DISCARDED BLACK AND BLUE GARBAGE AND TRASH BAGSWITH UNKNOWN CONTENTS, PLASTIC TUBS, PAPERS, LITTER, CARDBOARD, TARPS, PLASTIC ANDANY OTHER JUNK AND DEBRIS NORTH AND EAST PROPERTY AREA.ADDRESS: 358 COOPER ST CITATION DATE:
7-032100000	403		HOMEWILD	LEE ESTATE, MARTIN N	2300029707	3/2/2023	286.9	PROPERTY CLEAN UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING THE AIR CONDITIONER, TREE LIMBS AND MISC. GARBAGE IN YARD.ADDRESS: 403 HOMEWILD AVE. CITATION DATE: 01/25/2023

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7-032500000	404		DETROIT	TANSKY, ROBERT & BEVERLY	2200029081	11/8/2022	169.69	PRIVATE PROPERTY MOWING COMPLETED ON 8/21/22 LOCATION: 404 DETROIT ST
7-032500000	404		DETROIT	TANSKY, ROBERT & BEVERLY	2200029512	12/20/2022	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, BOXES CARDBOARD, WOOD DRAWER, CARPET, JUNK AND DEBRIS EAST AND WEST PROPERTY AREAS.ADDRESS: 404 DETROIT ST CITATION DATE: 9/29/2022
7-034400000	307	N	PARK	WHITE, BYRON	2200029394	11/18/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/30/22 LOCATION: 307 N PARK AVE
7-034400000	307	N	PARK	WHITE BRYON	2300029618	1/24/2023	538.33	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY, INCLUDING BUT NOT LIMITED TO: AUTO PARTS, BAGS OF REFUSE, DISCARDED ITEMS, AND LOOSE DEBRIS.ADDRESS: 307 N. PARK AVE CITATION DATE: 10/31/2022
7-036300000	709		HOMEWILD	HILL, DORIS A	2200029435	11/22/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 9/26/22 LOCATION: 709 HOMEWILD AVE
7-056900000	513	E	GANSON	WALKER JR, TIMOTHY E	2200029525	12/20/2022	517.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL TRASH AND DEBRIS FROM THE ENTIRE PROPERTY, INCLUDING BACKYARD. ADDRESS: 513 E GANSON ST CITATION DATE: 11/1/2022
7-057600000	617	E	GANSON	PLATE, TREVOR	2200029395	11/18/2022	183.63	PRIVATE PROPERTY MOWING COMPLETED ON 8/30/22 LOCATION: 617 E GANSON ST
7-066900000	567		COOPER	JEW JAMES	2200028959	10/20/2022	247.6	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE, TRASH, JUNK, DEBRIS, SCRAP & WASTE INCLUDING HOME FURNISHINGS/FIXTURES, KITCHEN APPLIANCES, REMODELING SCRAP, PAPER, CARDBOARD, PLASTIC, WOOD, METAL, FABRIC, GLASS, TIRES, CARPET, BUILDING AND SIMILAR MATERIALS, ACCESSORIES, CONTAINERS AND COMPONENTS, ACCUMULATION OF GARBAGE BAGS WITH UNKNOWN CONTENTS FROM THE ENTIRE PROPERTY TO INCLUDE BEHIND/BESIDE ACCESSORY STRUCTURES (SHEDS, GARAGES ETC.) AND THE PARKWAY.ADDRESS: 567 COOPER ST CITATION
7-082900000	111		GILBERT	GARNER, BEA	2200029095	11/10/2022	300.42	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK, DEBRIS & SCRAP INCLUDING HOME FURNISHINGSTO INCLUDE FURNITURE, CARPET, APPLIANCES, PAPER, CARDBOARD, PLASTIC, WOOD, METAL,FABRIC, GLASS, TIRES, BUILDING, AUTOMOTIVE, ENGINE AND SIMILAR MATERIALS, ACCESSORIES,CONTAINERS AND COMPONENTS FROM THE ENTIRE PROPERTY TO INCLUDE BEHIND ACCESSORYSTRUCTURES (SHEDS, GARAGES ETC.)ADDRESS: 111 GILBERT ST CITATION DATE: 8/17/2022
7-087700000	1205	E	GANSON	KING ESTATE, MARCIA D	2200029041	11/7/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/17/22 LOCATION: 1205 E GANSON ST
7-087700000	1205	E	GANSON	KING ESTATE, MARCIA D	2200029573	12/29/2022	181.56	PRIVATE PROPERTY MOWING COMPLETED ON 10/22/22 LOCATION: 1205 E GANSON ST
7-092200000	1101		HAMLIN	WALKER, STACY M	2200029082	11/8/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/20/22 LOCATION: 1101 HAMLIN PL

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE	DATE	DUE	InvoiceNotes
7-108000000	1708		HOMEWILD	SIMPSON, KIMBERLIE	2200029104	11/10/2022	300.42	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED COUCH/FURNITURE NORTHEAST PROPERTY AREA, GARBAGE BAGS FULL AND ON THE GROUND EAST PROPERTY AREA.ADDRESS: 1708 HOMEWILD AVE CITATION DATE: 9/22/2022
7-1115.1000	1607		HOMEWILD	CONVERSE, JUDITH	2200029103	11/10/2022	300.42	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED WOOD, PLASTIC, TRASH BAGS THAT ARE FULL AND ON THE GROUND, METAL, PAPERS, BOXES, LITTER, WOODEN FENCE ITEMS, HOUSEHOLD DEBRIS, LOCATED IN DRIVEWAY WEST PROPERTY AREA. PLEASE REMOVE DISCARDED JUNK AND DEBRIS IN PARKWAY NORTH PROPERTY AREA. ITEMS INCLUDE, DISCARDED HOUSEHOLD ITEMS, PLASTIC, METAL, CANS, TAPE MEASURE, METAL RACKS AND ALL OTHER JUNK AND DEBRIS ON THE PROPERTY.ADDRESS: 1607 HOMEWILD AVE CITATION DATE: 9/21/2022
8-002400000	2214	E	GANSON	JONES ARTHUR W ETAL	2200028951	10/20/2022	303.8	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING THE BROKEN,DISCARDED WOOD BOXES, WOOD AND OTHER DEBRIS FROM PARKING AND ALONG FENCE.ADDRESS: 2214 E GANSON ST CITATION DATE: 7/22/2022
8-002400000	2214	E	GANSON	JONES ARTHUR W ETAL	2200029503	12/20/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE OVERFLOWING FROM DUMPSTER, INTERIOR CHAIR AND ALL LOOSE TRASH AND DEBRIS FROM THE PROPERTY.ADDRESS:2214 E GANSON ST CITATION DATE: 10/13/2022
8-002400000	2214	E	GANSON	JONES ARTHUR W ETAL	2300029664	2/24/2023	290.28	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE, TRASH AND DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 2214 E GANSON ST CITATION DATE: 1/3/2023
8-011000000	313	N	GORHAM	MIELKE, RANDALL	2200029083	11/8/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/20/22 LOCATION: 313 N GORHAM ST
8-011100000	0	N	GORHAM	MIELKE, RANDALL	2200029084	11/8/2022	169.69	PRIVATE PROPERTY MOWING COMPLETED ON 8/20/22 LOCATION: VACANT LOT ON N. GORHAM ST
8-011200000	0	N	GORHAM	MIELKE, RANDALL	2200029085	11/8/2022	169.69	PRIVATE PROPERTY MOWING COMPLETED ON 8/20/22 LOCATION: VACANT LOT ON N GORHAM ST
8-013200000	320	N	FORBES	HARRIS, RODERICK	2200029086	11/8/2022	267.09	PRIVATE PROPERTY MOWING COMPLETED ON 8/20/22 LOCATION: 320 N FORBES ST
8-018700000	355	N	FORBES	WEBB SEAN & SUAN	2200029532	12/21/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 355 N FORBES ST CITATION DATE: 10/31/2022
8-035100000	560	N	PLEASANT	ARNETT, AARON	2200029564	12/29/2022	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 10/19/22 LOCATION: 560 N PLEASANT ST
8-036800000	508	N	PLEASANT	JONAS, BRENDA S	2200029519	12/20/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 508 N PLEASANT ST CITATION DATE: 10/20/2022

PIN	NUM	DIR	STREET	STREET	OWNER NAME	INVOICE	DATE	DUE	InvoiceNotes
8-047700000	407			ORANGE	WALKER, DAVID LEE	2200029442	11/22/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 10/3/22 LOCATION: 407 ORANGE ST
8-059500000	558			ORANGE	ADAMS, JASON	2300029714	3/2/2023	286.9	PROPERTY CLEAN UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE, TRASH, JUNK, DEBRIS, SCRAP, WASTE, INCLDUING HOME FURNISHINGS/FIXTURES, KITCHEN APPLIANCES, REMODELING SCRAP, PAPER, CARDBOARD, PLASTIC, WOOD, METAL, FABRIC,GLASS, TIRES, CARPET, BUILDING AND SIMILAR MATERIALS, ACCESSORIES, CONTAINERS AND COMPONENTS, ACCUMULATIONOF GARBAGE BAGS WITH UNKNOWN CONTENTS FROM THE ENTIRE PROPERTY TO INCLUDE BEHIND/BESIDE ACCESSORY STRUCTURES (SHEDS, GARAGES, ETC.).ADDRESS: 558 ORANGE ST. CITATION DATE: 01/18/2023
8-063200000	1520	E		GANSON	WILLIAMS FARROW, THERESA	2200029043	11/7/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/20/22 LOCATION: 1520 E GANSON ST
8-063200000	1520	E		GANSON	WILLIAMS FARROW, THERESA	2300029711	3/2/2023	286.9	PROPERTY CLEAN UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE, TRASH, JUNK, DEBRIS, SCRAP, WASTE, INCLUDING HOME FURNISHING/FIXTURES, KITCHEN APPLIANCES, REMODELING SCRAP, PAPER, CARDBOARD, PLASTIC, WOOD, METAL, FABRIS, GLASS, TIRES, CARPET, BUILDING AND SIMILAR MATERIALS, ACCESSORIES, CONTAINERS AND COMPONENTS, ACCUMULATION OF GARBAGE BAGS WITH UNKNOWN CONTENTS FROM THE ENTIRE PROPERTY TO INCLUDE BEHIND/BESIDE ACCESSORY STRUCTURES. (SHEDS, GARBAGE, ETC.)ADDRESS: 1520 E. GANSON ST. CITATION DATE: 01/23/2023
8-075200000	508			SEYMOUR	PREGITZER JOSHAWA D	2200029528	12/20/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL TRASH, GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 508 SEYMOUR AVE CITATION DATE:11/02/2022
8-136900000	704			KENNEDY	SAMONS, RANDALL K - ESTATE	2300029699	3/2/2023	286.9	PROPERTY CLEAN UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE, TRASH, JUNK, DEBRIS, SCRAP & WASTE INCLUDING HOME FURNISHING/FIXTURES, KITCHEN APPLIANCES, REMODELING SCRAP, PAPER, CARDBOARD, PLASTIC, WOOD,METAL, FABRIC, GLASS, TIRES, CARPET, BUILDING AND SIMILAR MATERIALS, ACCESSORIES, CONTAINERS AND COMPONENTS, ACCUMULATION OF GARBAGE BAGS WITH UNKNOWN CONTENTS FROM THE ENTIRE PROPERTY TOINCLUDE BEHIND/BESIDE ACCESSORY STRUCTURES (SHEDS, GARAGES, ETC.).ADDRESS: 704 KENNEDY ST. CITATION DATE: 12/13/2022
8-179900000	615			ROCK	KING, RHONDA	2300029660	2/24/2023	290.28	PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED WOOD FURNITURE ITEM/CABINET IN BACK YARD SOUTH PROPERTY AREA. PLEASE REMOVE ANY OTHER JUNK AND DEBRIS FROM THE PROPERTY.ADDRESS: 615 ROCK ST CITATION DATE: 12/7/2022
8-192800000	312	E		PORTER	DRAPER, ANDREW & DANIELLE	2200029044	11/7/2022	270.45	PRIVATE PROPERTY MOWING COMPLETED ON 8/20/22 LOCATION: 312 E PORTER ST

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE	DATE	DUE	InvoiceNotes
8-199800000	1407		COOPER	MOLICA, CRYSTAL	2300029657	2/24/2023	290.28	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE, TRASH, JUNK, DEBRIS, SCRAP & WASTE INCLUDING HOME FURNISHINGS/FIXTURES, KITCHEN APPLIANCES, REMODELING SCRAP, PAPER, CARDBOARD, PLASTIC, WOOD, METAL, FABRIC, GLASS, TIRES, CARPET, BUILDING AND SIMILAR MATERIALS, ACCESSORIES, CONTAINERS-AND COMPONENTS, ACCUMULATION OF GARBAGE BAGS WITH UNKNOWN CONTENTS FROM THE ENTIRE PROPERTY TO INCLUDE BEHIND/BESIDE ACCESSORY STRUCTURES (SHEDS, GARAGES ETC.).ADDRESS: 1407 COOPER ST CITATION DATE: 12/9/2022
8-238100000	134	W	ARGYLE	STONEBURNER, RACHEL L	2200029418	11/21/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 9/6/22 LOCATION: 134 W ARGYLE ST
8-247700000	0		WALKER	STRAUSS TRUST, ADAH E	2200029398	11/18/2022	225.36	PRIVATE PROPERTY MOWING COMPLETED ON 8/30/22 LOCATION: VACANT LOT ON WALKER ST
8-247800000	1136		WALKER	STRAUSS TRUST, ADAH E	2200029399	11/18/2022	294.88	PRIVATE PROPERTY MOWING COMPLETED ON 8/30/22 LOCATION: 1136 WALKER ST

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: Changes to the Standard Lighting Contract with Consumers Energy for upgrades to a streetlight 1987 Merriman Street

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Recommendation:

Approve the Resolution for Changes to the Standard Lighting Contract with Consumers Energy for the upgrade of a streetlight at 1987 Merriman and authorize the Mayor and City Clerk to execute the appropriate documents.

Attached is a report from Jon Dowling, City Engineer accompanied by a resolution, contract change authorization form, invoice, and plan sheet from Consumers Energy regarding the upgrade of a streetlight.

I recommend adoption of the resolution for the changes to the Standard Lighting Contract for streetlights with Consumers Energy, authorization for associated form execution, and invoice payment. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon Dowling, Engineer

DATE: November 14, 2023

RECOMMENDATION: Approve the Resolution for Changes to the Standard Lighting Contract with Consumers Energy for the upgrade of a streetlight at 1987 Merriman and authorize the Mayor and City Clerk to execute the appropriate documents.

SUMMARY

The City has requested that Consumers Energy upgrade the streetlight at 1987 Merriman Street. Attached are an Authorization for Change in Standard Lighting Contract form, Resolution for City Council Adoption, an invoice and additional information from Consumers.

BUDGETARY CONSIDERATIONS

The charge for the upgrade of the streetlight is $100.00.

HISTORY, BACKGROUND AND DISCUSSION

The City of Jackson is responsible for the streetlight system within the City, and contracts with Consumers Energy to provide streetlights on their wood utility poles within the City's neighborhoods. The request for this streetlight was based on a resident's concern about the darkness of the area. When Engineering checked into replacing the light with a new LED light, it was discovered the existing pole would not support the new light. A new pole and brighter light will be installed.

POSITIONS

I request approval of the attached Resolution for Changes to the Standard Lighting Contract with Consumers Energy for the streetlight upgrade at 1987 Merriman Street and authorization for the City Manager and City Clerk to execute the appropriate documents.

ATTACHMENTS

1. 1987 Merriman

AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING CONTRACT(COMPANY-OWNED) FORM 547

Contract Number: 103033105687
Consumers Energy Company is authorized as of _____ by the City of JACKSON, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of JACKSON, dated 10/1/2018.

Lighting Type: General Unmetered Light Emitting Diode Lighting Rate GU-LED

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/1/2018 shall remain in full force and effect.

Notification Number(s): 1068666838

Comments:

City of JACKSON

By: _____

(Signature)

_____

(Printed)

Its: _____

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

Form 547 11-2014

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of JACKSON, dated 10/1/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated _____,

heretofore submitted to and considered by this ☐ commission ☐ council ☐ board; and

RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on the behalf of the City.

STATE OF MICHIGAN
COUNTY OF JACKSON

I, _____, clerk of the City of JACKSON do hereby certify that the foregoing resolution was duly adopted by the

☐ commission ☐ council ☐ board of said municipality, at the meeting held on _____.

_____

Dated:

_____

Municipal Customer Type: City

Consumers Energy
Count on Us®

Amount Due:	$100.00
Please pay by:	November 15, 2023

CITY OF JACKSON
161 W MICHIGAN AVE
JACKSON MI 49201-1315

Invoice Number	9325770794
PO Number	
PO Date	
Bill Date	11/01/23

Account: 3000 2138 9816

1987 MERRIMAN ST JACKSON - STREETLIGHTING - NOTIFICATION NUMBER (s): 1068666838 -

NONENERGY INVOICE

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Electric Streetlights-CIAC	1.0 EA	$100.00	$100.00

TOTAL DUE: $100.00

See Page 2 for Payment Options.

Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan

INVOICE QUESTIONS - Contact: Tanya Gilroy -616-251-0574 -

Fold, detach and mail this stub with your check made payable to Consumers Energy. Please write your account number on your check.

Consumers Energy
Count on Us®

Account: 3000 2138 9816

CONSUMERS ENERGY
CEM Support Ctr - Lansing RM 122
530 W Willow St
Lansing, MI 48906-4754

PREPAYMENT REQUEST

Amount Due:	$100.00
Please pay by:	November 15, 2023
Enclosed:	

6 330034907037 000000100008 0000 2056 8 300021389816 H

Consumers Energy
Count on Us
A CMS Energy Company

CEM Support Center
Consumers Energy, Lansing Service Center, Rm. 122, 530 W. Willow St., Lansing, MI 48906-4754

November 1, 2023

NOTIFICATION #:
1068666838

CITY OF JACKSON
161 W MICHIGAN AVE
JACKSON, MI 49201-1315

REFERENCE: 1987 MERRIMAN ST, JACKSON

Dear Valued Customer,

Thank you for contacting Consumers Energy for your energy needs. Please note the Notification Number above and include it on any correspondence you send. Please note the Account Number, located above the Account Name on your invoice, when submitting payment.

Enclosed for approval and signature is the original Authorization for Change and Resolution covering the replacement and/or installation of streetlight(s). You are responsible for the final restoration.

The estimated cost for your energy request is as follows:

Non Refundable Agreement for Installation of Electric Facilities:		
Winter Construction Costs:	$	-
Installation Charge:	$	100.00
Additional Costs		
Total Estimated Cost:	**$**	**100.00**
Less Prepayment Received:	$	-
Total Estimated Cost Due:	**$**	**100.00**

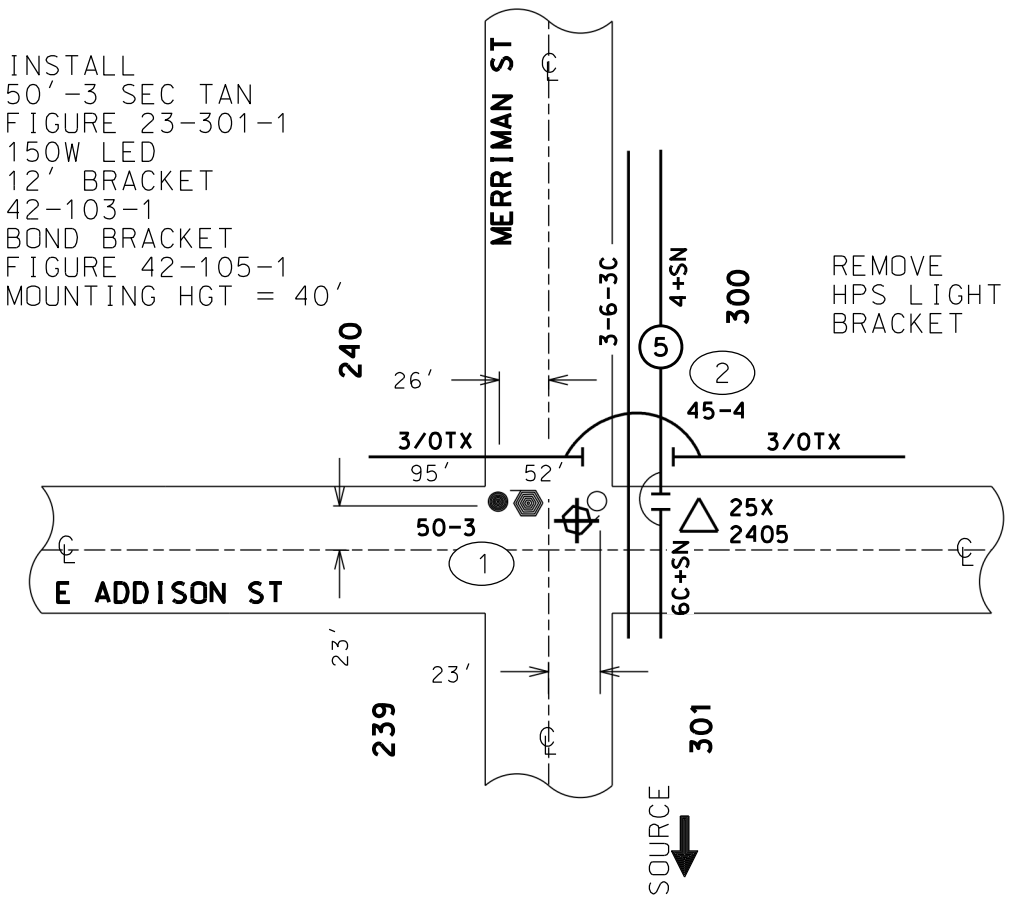
Please sign and return the original Authorization for Change and Resolution in the enclosed self-addressed envelope or email to: POBoxCEServiceRequest@cmsenergy.com. Payment in full is required before the installation can be scheduled for construction.

Please review all attached materials carefully and direct inquiries for your request to:

Tanya Gilroy at 616-251-0574 .

GENERAL UNMETERED LIGHT EMITTING DIODE LIGHTING RATE GU-LED

- (1) 150 watt LED Cobrahead NA to Install at location 1;



METER ORDER NUMBER	METER NUMBER
_____	_____
READ	METER LOCATION
_____	__

1987 MERRIMAN ST ECNC STL

CM NO.100007422631

CONSUMERS ENERGY CONTACTS

DEPARTMENT	NAME	NUMBER
COORDINATOR	TANYA GILROY	616-251-0574
DESIGNER	EDDIE HAIRE	517-262-1473

ORDER TYPE	MAT. TYPE	NOTIFICATION NUMBER	DESIGN NUMBER	ORDER NUMBER
ECNC	STL	1068666838	11568375	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____

CE STAKING REQ'D [_] Yes [X] No

FORESTRY REQ'D [_] Yes [X] No

TLM NUMBER	# OF RODS	OHMS
5301112405		

JOB PURPOSE:
CITY OF JACKSON REQUESTED LIGHT UPGRADE

Consumers Energy
A CMS Energy Company
ELECTRIC

SUBSTATION	WD NO.
SUMMIT	0213
CIRCUIT	CKT NO.
SOUTH STREET	01

UPSTREAM SECTIONALIZING DEVICE:
027-150A
LOCATION:
MERRIMAN AT WOODLAND

SHEET A	SHEET 1 OF 1	SCALE 1"=100'

JACKSON	CO	SUMMIT	TWP	T 03S R 01W	SEC. 11

ELECTRIC CAD TITLE BLOCK (2020)
SA_BOUD_JS_PROD_Design2032468.dgn

10-19-2023 12:28:11

ORDINANCE NO. 516

AN ORDINANCE TO AMEND SECTION 5 OF THE CITY OF JACKSON TAX EXEMPTION ORDINANCE NO. 511 - THE BLACKSTONE, TO AMEND THE SERVICE CHARGE IN LIEU OF TAXES FOR A HOUSING PROJECT FOR LOW INCOME PERSONS AND FAMILIES TO BE FINANCED BY AN ALLOCATION UNDER THE LIHTC PROGRAM BY THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY, PURSUANT TO THE PROVISIONS OF THE STATE HOUSING DEVELOPMENT AUTHORITY ACT OF 1966 (1966 PA 346, AS AMENDED; MCL 125.1401, ET SEQ) (THE "ACT").

WHEREAS, the City previously adopted Ordinance No. 511 on September 28, 2021 establishing the Blackstone Housing Project, an up to 53 unit but not less than 44 unit, four-story residential development for persons of low income, which offer is subject to the offeror's receipt of an allocation under the LIHTC Program by the Michigan State Housing Development Authority; and

WHEREAS, the City and The Blackstone Limited Dividend Housing Association LLC desire to modify the approved service charge in lieu of taxes in order that the project remains financially viable and receives final approval for construction:

NOW, THEREFORE, THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. That Section 5 of the City of Jackson’s Tax Exemption Ordinance No. 511 shall hereby be amended to read as follows:

> SECTION 5. Establishment of Annual Service Charge.
>
> The housing project and the property on which it is located shall be exempt from all *ad valorem* property taxes from and after the commencement of construction. The City of Jackson acknowledges that the Sponsor and the Authority have established the economic feasibility of the housing project in reliance upon the enactment and continuing effect of this Ordinance, and the qualification of the housing project for exemption from all *ad valorem* property taxes and a payment in lieu of taxes as established in this Ordinance. Therefore, in consideration of the Sponsor's offer to construct and operate the housing project, the City of Jackson agrees to accept payment of an annual service charge for public services in lieu of all *ad valorem* property taxes. Subject to receipt of a mortgage loan, cash, or an allocation under the LIHTC Program by the Authority, the annual service charge shall be four (4%) percent of the gross potential rents charged and four (4%) percent of any non-monetary consideration of any form given in return for occupancy. There is no reduction for rents charged but not paid or not paid timely.
>
> There is no reduction for any utilities. Notwithstanding the foregoing, the parties agree that the annual service charge shall not exceed the ad valorem property taxes that would be paid if the property were not tax exempt.

Section 2. This ordinance shall become effective thirty (30) days from the date of its final adoptions.

The foregoing Ordinance No. 516 was adopted by the Jackson City Council on the 14th day of November, 2023 and a summary published on November 19, 2023.

_____ _____

Andrea Muray, City Clerk Daniel Mahoney, Mayor

ORDINANCE NO. ____

AN ORDINANCE TO AMEND SECTION 5 OF THE CITY OF JACKSON TAX EXEMPTION ORDINANCE NO. 511 - THE BLACKSTONE, TO AMEND THE SERVICE CHARGE IN LIEU OF TAXES FOR A HOUSING PROJECT FOR LOW INCOME PERSONS AND FAMILIES TO BE FINANCED BY AN ALLOCATION UNDER THE LIHTC PROGRAM BY THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY, PURSUANT TO THE PROVISIONS OF THE STATE HOUSING DEVELOPMENT AUTHORITY ACT OF 1966 (1966 PA 346, AS AMENDED; MCL 125.1401, *ET SEQ)* (THE "ACT").

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There is no reduction for any utilities. Notwithstanding the foregoing, the parties agree that the annual service charge shall not exceed the *ad valorem* property taxes that would be paid if the property were not tax exempt.

Section 2. This ordinance shall become effective thirty (30) days from the date of its final adoption.

CITY OF JACKSON
Founded 1829

City Attorney's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4050, (517) 788-4023 • Facsimile: (866) 971-2117

DEPARTMENT MEMORANDUM

MEMO TO: Honorable Mayor Mahoney and City Councilmembers

FROM: Matthew M. Hagerty, City Attorney

DATE: November 2, 2023

RE: **City Attorney Review of Ad Hoc Appointed Official Review Committee's Policy Recommendations**

Dear Mr. Mayor and Members of City Council:

Pursuant to City Council's direction at its October 24, 2023 meeting, you have asked that I perform a review of the policy recommendations from the Ad Hoc Appointed Officials Review Committee (committee), consisting of Councilmembers Schlecte, Forgrave and Dancy. Before addressing the specifics of the committee's policy recommendations, I think it is beneficial (particularly for those who were not on Council in 2020) to understand how the most recent evaluation process for the City's appointed officials was established and conducted.

The 2020-21 Appointed Officials Evaluation Process

On September 8, 2020 City Council approved a proposal from Amy Cell Talent, a recruiting and human resources firm in Ypsilanti, to conduct a performance evaluation of the City's appointed officials. The cost of that review was $4,200. That proposal was previously recommended by the Council-established Rules and Personnel Committee (RPC), then consisting of former Mayor Dobies, former Councilman Alexander, and Councilwoman Schlecte. Amy Cell Talent conducted a "360 degree" evaluation of the City's appointed officials, who are the City Manager, City Attorney, City Clerk, and City Assessor as established under City Charter Sec. 7.5.

The evaluative process by Amy Cell Talent was designed to include feedback and input from City Council, staff department heads, designated City staff, and those City employees working directly for the appointed officials in their specific department. A self-evaluation was also included in this process. A 360 degree feedback tool was utilized to generate feedback from the stakeholders including goals, priorities, a rating scale and other evaluative criteria (strengths, areas of improvement, position goals and priorities) to provide a comprehensive evaluation for City Council's review and consideration.

The proposal was designed in three stages including: 1) a planning meeting with the RPC and the consultant to establish relevant review criteria; 2) data collection by the consultant; and 3) a final report and review by City Council. At the RPC's request, I attended those initial meetings with Amy Cell Talent as the designated City staff liaison which were conducted via Zoom due to Covid protocols then in place. The review was designed to take place over a 6-8 week timeframe. Evaluations were completed and final reports issued to City Council in February of 2021. Subsequent to the issuance of the 2021 report, the RPC was reconstituted to consist of Councilmembers Forgrave, former Mayor Dobies, and former Councilwoman Bunnell. In September of 2021 and based on recommendations from the RPC after consideration of the final reports, addendums were approved by City Council to the employment agreements of the City Manager and City Attorney.

Proposed Evaluation Process

If City Council moves forward to hire an outside firm to perform "a full evaluation process of all appointed officials" as recommended by the committee starting in January of 2024, whether it is Amy Cell Talent or another selected firm, it would make practical sense to first have Council re-establish the RPC as suggested. The RPC can then work with City staff to recommend an outside firm to the full Council. Once that decision is made the RPC can discuss the specific review criteria and methodology with the selected firm. This will ensure that the firm's approach for the review aligns with Council's intentions. Otherwise, the RPC may create or establish criteria that is incompatible with how the selected firm performs such reviews. Such a preliminary meeting took place with Amy Cell Talent, and after discussion with the RPC it resulted in the "360 degree evaluation" approach used in 2021.

As Councilwoman Schlecte acknowledged in her October 26th email to Council, the evaluation process criteria she drafted was taken from the City of Battle Creek's *City Manager* Evaluation Process. As such, some of the specific evaluation criteria and review participants suggested may not be at all germane to the review of the other appointed officials. Specifically, while the City Manager certainly has contacts with "community partners" (e.g., non-profit leaders, large employers, government agencies, etc.) in his leadership role, the same is not necessarily true for the other appointed officials. In other words, there is not necessarily a "one size fits all" approach to the review criteria for all of the appointed officials and their respective duties within City Hall. This was also considered and discussed during the Amy Cell Talent review process, in order that feedback be received by those persons best equipped to perform a substantive and meaningful evaluation.

Secondly, the draft evaluation process in the committee's policy recommendations generally references "staff" but does not indicate who those staff persons would be. Staff within the individual department? Department heads? Other employees from various departments that routinely work with the appointed official? "Goal-related" performance is also listed as an evaluation criteria, but such goals have also not yet been specifically established by Council. As the City of Jackson staff has continued to embrace the Extreme Ownership mindset, attention should be paid to getting feedback from the peers that work most often and most directly with the various appointed officials on significant projects or tasks. These are the persons who see the work performed every day; interact with those appointed officials; know their roles; their work product; relationships with other members of 'Team Jackson'; and see the results of the work they perform on behalf of their respective departments and the constituents they serve.

Annual Review

Based on the committee's policy recommendations, performance reviews are suggested to be performed in all years where a more "formal" review would not take place. It is currently unclear from the policy recommendations how a questionnaire would be created; what questions would be asked; who it would be distributed to; who would generate it; how City Council would participate; and what would be done with the results. For clarity, it would be important for the RPC to establish such a template and recommend Council approve the specific questionnaire and how it gets completed. Perhaps the chosen professional outside consultant would have a template or proposed questions to utilize, based on individual review criteria Council establishes. Council should also consider whether annual reviews make practical sense, depending on established policy goals and the timing involved.

Evaluation Timeline

In terms of the proposed timeline, again this will largely depend on the firm selected to perform the review; what criteria is established for the review; and the time in which the consultant can complete the requested work. I suggest first having the RPC recommend an outside firm with staff assistance, which proposal can then be presented to Council detailing their agreed-to timeline for completion. Having this information in hand can then dictate the timeline for any final evaluation given to Council and any subsequent reviews of appointed officials conducted at a Council Meeting in closed session.

Exit Interviews

Concerning exit interviews, a process could certainly be established by Council for *appointed* officials departing the City's employ. However, a City employee-wide policy should properly be an internal policy consideration by the City Manager as part of the existing employee personnel policy, and in consultation with the City's HR Manager. There are certainly benefits to conducting such interviews, but thought should be given to the parameters under which they would be conducted, and by whom. Such internal policy procedures are typically within the purview of the City Manager.

The Existing Employment Agreements for Appointed Officials

Separate and apart from the appointed official's evaluations are the respective employment agreements themselves, which are tangentially referenced in the policy recommendations. As an initial matter, all employment contracts with the City's appointed officials require review and approval by City Council. With the exception of Assessor Yoakam's contract,[1] each of the existing employment agreements for the City Manager, City Attorney, and City Clerk are "at will" indefinite employment agreements, meaning there is no specified term and they can be terminated by either party, at any time, but only in accordance with the contract.

[1] City Assessor Yoakam, through his limited liability company Quality Assessing Services, LLC, is an independent contractor. Accordingly, because he is not a City employee he does not receive health insurance or other fringe benefits provided to other non-union employees under the City personnel policy.

No such existing employment agreements can unilaterally be amended without the consent of all parties to the respective agreement. Wages or benefits provided and previously approved by Council also cannot be amended unless in accordance with the respective contract terms. Any reduction in wages or change in benefits may be considered the basis for a "constructive dismissal" under the employment agreements for the City Manager, Attorney and Clerk.

Summary of Review

In sum, based on my review it is my recommendation that the following procedures take place to move forward with the evaluation process for appointed officials as proposed by the committee:

1. Have City Council vote to re-constitute and appoint three Councilmembers to serve on the Rules and Personnel Committee;
2. Designate a City staff person to be the staff liaison for the RPC;
3. Have the RPC convene and discuss options for independent HR/consulting firms that can conduct a performance evaluation;
4. Have the RPC meet with the selected firm (Zoom is convenient) to discuss the review criteria and prepare a proposal for Council approval, including possible future questionnaires for "less formal" yearly reviews;
5. Have City Council establish a timeline for evaluation completion based on the selected firm's review process and the RPC's criteria;
6. Have the selected firm conduct the evaluations and prepare the final report;
7. City Council then conduct closed session review, if requested, of the appointed official's performance evaluation when the reports are issued; and
8. Have the RPC thereafter schedule a meeting with the appointed officials to review their respective contracts and make compensation recommendations to the full City Council based on the results of the performance evaluation.

CITY OF JACKSON
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DEPARTMENT MEMORANDUM

MEMO TO: Honorable Mayor Mahoney and City Councilmembers

FROM: Matthew M. Hagerty, City Attorney

DATE: November 2, 2023

RE: **City Attorney Review of Ad Hoc Appointed Official Review Committee's Policy Recommendations**

Dear Mr. Mayor and Members of City Council:

Pursuant to City Council's direction at its October 24, 2023 meeting, you have asked that I perform a review of the policy recommendations from the Ad Hoc Appointed Officials Review Committee (committee), consisting of Councilmembers Schlecte, Forgrave and Dancy. Before addressing the specifics of the committee's policy recommendations, I think it is beneficial (particularly for those who were not on Council in 2020) to understand how the most recent evaluation process for the City's appointed officials was established and conducted.

The 2020-21 Appointed Officials Evaluation Process

On September 8, 2020 City Council approved a proposal from Amy Cell Talent, a recruiting and human resources firm in Ypsilanti, to conduct a performance evaluation of the City's appointed officials. The cost of that review was $4,200. That proposal was previously recommended by the Council-established Rules and Personnel Committee (RPC), then consisting of former Mayor Dobies, former Councilman Alexander, and Councilwoman Schlecte. Amy Cell Talent conducted a "360 degree" evaluation of the City's appointed officials, who are the City Manager, City Attorney, City Clerk, and City Assessor as established under City Charter Sec. 7.5.

The evaluative process by Amy Cell Talent was designed to include feedback and input from City Council, staff department heads, designated City staff, and those City employees working directly for the appointed officials in their specific department. A self-evaluation was also included in this process. A 360 degree feedback tool was utilized to generate feedback from the stakeholders including goals, priorities, a rating scale and other evaluative criteria (strengths, areas of improvement, position goals and priorities) to provide a comprehensive evaluation for City Council's review and consideration.

The proposal was designed in three stages including: 1) a planning meeting with the RPC and the consultant to establish relevant review criteria; 2) data collection by the consultant; and 3) a final report and review by City Council. At the RPC's request, I attended those initial meetings with Amy Cell Talent as the designated City staff liaison which were conducted via Zoom due to Covid protocols then in place. The review was designed to take place over a 6-8 week timeframe. Evaluations were completed and final reports issued to City Council in February of 2021. Subsequent to the issuance of the 2021 report, the RPC was reconstituted to consist of Councilmembers Forgrave, former Mayor Dobies, and former Councilwoman Bunnell. In September of 2021 and based on recommendations from the RPC after consideration of the final reports, addendums were approved by City Council to the employment agreements of the City Manager and City Attorney.

Proposed Evaluation Process

If City Council moves forward to hire an outside firm to perform "a full evaluation process of all appointed officials" as recommended by the committee starting in January of 2024, whether it is Amy Cell Talent or another selected firm, it would make practical sense to first have Council re-establish the RPC as suggested. The RPC can then work with City staff to recommend an outside firm to the full Council. Once that decision is made the RPC can discuss the specific review criteria and methodology with the selected firm. This will ensure that the firm's approach for the review aligns with Council's intentions. Otherwise, the RPC may create or establish criteria that is incompatible with how the selected firm performs such reviews. Such a preliminary meeting took place with Amy Cell Talent, and after discussion with the RPC it resulted in the "360 degree evaluation" approach used in 2021.

As Councilwoman Schlecte acknowledged in her October 26th email to Council, the evaluation process criteria she drafted was taken from the City of Battle Creek's *City Manager* Evaluation Process. As such, some of the specific evaluation criteria and review participants suggested may not be at all germane to the review of the other appointed officials. Specifically, while the City Manager certainly has contacts with "community partners" (e.g., non-profit leaders, large employers, government agencies, etc.) in his leadership role, the same is not necessarily true for the other appointed officials. In other words, there is not necessarily a "one size fits all" approach to the review criteria for all of the appointed officials and their respective duties within City Hall. This was also considered and discussed during the Amy Cell Talent review process, in order that feedback be received by those persons best equipped to perform a substantive and meaningful evaluation.

Secondly, the draft evaluation process in the committee's policy recommendations generally references "staff" but does not indicate who those staff persons would be. Staff within the individual department? Department heads? Other employees from various departments that routinely work with the appointed official? "Goal-related" performance is also listed as an evaluation criteria, but such goals have also not yet been specifically established by Council. As the City of Jackson staff has continued to embrace the Extreme Ownership mindset, attention should be paid to getting feedback from the peers that work most often and most directly with the various appointed officials on significant projects or tasks. These are the persons who see the work performed every day; interact with those appointed officials; know their roles; their work product; relationships with other members of 'Team Jackson'; and see the results of the work they perform on behalf of their respective departments and the constituents they serve.

Annual Review

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Evaluation Timeline

In terms of the proposed timeline, again this will largely depend on the firm selected to perform the review; what criteria is established for the review; and the time in which the consultant can complete the requested work. I suggest first having the RPC recommend an outside firm with staff assistance, which proposal can then be presented to Council detailing their agreed-to timeline for completion. Having this information in hand can then dictate the timeline for any final evaluation given to Council and any subsequent reviews of appointed officials conducted at a Council Meeting in closed session.

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No such existing employment agreements can unilaterally be amended without the consent of all parties to the respective agreement. Wages or benefits provided and previously approved by Council also cannot be amended unless in accordance with the respective contract terms. Any reduction in wages or change in benefits may be considered the basis for a "constructive dismissal" under the employment agreements for the City Manager, Attorney and Clerk.

Summary of Review

In sum, based on my review it is my recommendation that the following procedures take place to move forward with the evaluation process for appointed officials as proposed by the committee:

1. Have City Council vote to re-constitute and appoint three Councilmembers to serve on the Rules and Personnel Committee;
2. Designate a City staff person to be the staff liaison for the RPC;
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Phone: (517) 788-4035 • Facsimile: (866) 384-1772

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: September 12, 2023

SUBJECT: Approve contracts with Residents in Action for $168,173.13 and 2nd Chance for All for $21,060 for homeless sheltering, management, and outreach services.

Recommendation: Approve contracts with Residents in Action for $168,173.13 and 2nd Chance for All for $21,060 for homeless sheltering, management, and outreach services.

Things have been put in place for the TA Wilson project. If you recall, the City Council instituted a Homelessness/Winter sheltering Taskforce. This group has been meeting since June. It has taken time to define what we are trying to do and who can help the project along the way. We have recently settled an idea that puts the annex building of the TA Wilson School to use to house 15 to 30 people temporarily. There will be shower and laundry facilities. There will also be room for service providers to meet with people and help them get other assistance that may be available.

Homelessness is a growing problem across the country. Jackson is not immune to the issue and its effects. In Jackson, homelessness contributes to higher health care costs, crime, and the disruption of quiet enjoyment of the community. If we do nothing, the problem will not only persist but will likely grow. Help from higher forms of government like the State of Michigan and the United States Federal government is not likely. The City of Jackson can make a difference if it chooses to do so. I wholeheartedly support the contracting of homeless sheltering and outreach services.

It is not perfect and we will have to draw some boundaries around what the city can and cannot do going forward. There will still be homeless people if we do this. This is not a 100% solution and no 100% solution exists, this is an honorable project.

Lastly, the City has received an offer for TA Wilson School with the intent to create a transitional housing ecosystem on the property and I recommend you consider the offer at the November 28, 2023 City Council meeting.

Residents in Action, Jackson Michigan
Homelessness Project Proposal for City of Jackson RFP – November 2023 Revision

RESIDENTS IN ACTION

Residents in Action (RIA) is a Black-led, grassroots network of Jackson residents with a mission to advance racial equity for better health and well-being in the Jackson community. Our focus has been specifically on those who have historically experienced inequity; the Black and poor community and the issues that come with those experiences. RIA acts as a central hub that supports individual members as well as Black-led organizations, such as Partial to Girls (PTG), Young People of Purpose (YPOP), etc. RIA convened initially in March 2020 to address the impact of Covid-19 on the Black community and due to its success with addressing other emerging and immediate needs in Jackson. RiA secured itself as a 501c3 non-profit in July 2023 to support continued efforts longer term. RIA leverages positive relationships, social networks, and the generational wisdom and skillsets of Black residents as well as those with lived experience particularly to address the needs and priorities in the community through resident-led improvement efforts.

SELECTED RIA PROJECTS AND SYSTEMS CHANGE EFFORTS

RIA has had notable success in effectively and efficiently responding to the health and social needs of the Black community and those experiencing economic hardship in Jackson. RIA shared a historical list of the various projects that RIA has completed with City Council on 12/13/22 and went on to be selected and successfully lead the homelessness project in partnership with the City of Jackson from Dec 2022-April 2023. A final homeless report to the City highlighting wins, lessons learned, insights and recommendations was released and presented to City Council June 2023. To date multiple local organizations and agencies had used information from that report to address issues within their area of influence. Additionally, because of RIA's established relationships with those who are actively struggling with homelessness, even though the homeless project formally closed in April 2023, people have remained in contact with RIA and its members seeking direction and assistance for local resources and connections. RIA and its members deep connection to the community allow for quick and efficient identification of needs through our extensive social networks and communication channels. Our empathy and compassion also allows for understanding of day-to-day living circumstances.

RIA'S IMPROVEMENT APPROACH

RIA's members are trained in improvement methodology, framing analytics, systems thinking, and human-centered design techniques. Our population focus is on maternal and child health, the homeless population, and elderly. We move upstream to address the socio-economic factors that impact health and well-being by listening to the *voice of the people (especially Black residents)* through authentic engagement practices. We are intentional about strengthening positive relationships, building trust, and working in the community without causing harm/trauma as we connect with the community and collect stories and meaningful data to improve the lives of residents of Jackson.

PROBLEM STATEMENT

Homelessness is still a matter of survival with serious health consequences and psychological impact and is still a significant problem in Jackson, Michigan. RIA and its members see it even more blatantly now because we have been so intricately involved with this population. Homelessness is the result of, and contributes to, problems with physical and mental health, economic instability, and social isolation. It increases exposure to violence and human trafficking. At the community-level homelessness contributes to higher health care costs, crime, and the disruption of social fabric. The problem makes visible deep structural disadvantage and racism in our community with drivers of poverty, unstable employment, the built environment, lack of transportation, and disinvestment in people in need. Young families with children, Teens, Elderly individuals with low fixed incomes, Veterans, Individuals who have experienced pivotal life events and Returning citizens are all of special concern.

RIA's homelessness project in partnership with the City of Jackson reconfirmed what we learned from the *Homelessness Project Part 1 project with United Way and Flagstar Bank,* where we provided food, clothing, and emergency shelter to homeless individuals using Covid-safe practices. For both projects, RIA gathered demographic data, and worked toward identifying barriers to stable housing through a trusted community-based workforce that met the needs of the homeless community whenever the need arose (24/7). Data was collected from over 500 homeless individuals, families and/children with demographics tracked gender, race, family/single status, employment, veteran status, living conditions, etc.

The professional organizations and government agencies tasked with addressing housing needs have struggled to identify and address the needs of those who are homelessness. This is also the case with the Jackson Care Hub (community-clinical linkages system) and the social determinants of health (SDoH) screening processes in the health care delivery system. SDoH screening processes are routine in the delivery system, however, many individuals do not trust and do not feel comfortable divulging their personal and social care needs to professionals. As a trusted resource in the community, the resident-led community-based workforce can and has partnered with the health system, government agencies, and professional systems of care to assure that homeless individuals are accurately identified, and the homeless population needs are met.

PROPOSED PILOT

The *Homelessness Project Part 3* is designed to continue to do what went well with the first two homeless projects that RIA participated in. RIA will operate the temporary homeless shelter at the TA Wilson School Annex with daily and nightly supervision. After touring the facility, we know that we can maximize the space to meet the needs of 30 unsheltered and likely more, providing service navigation and by combining and leveraging community resources to contribute to the facility's operations. Our primary goals will be to address emergent shelter, assure that immediate needs are met and continue to collect data to track progress and inform policy and funding decisions as it relates to the topic of homelessness.

With the TA Wilson annex building, we will have a more stable environment that can be controlled by RIA. With the support from the City of Jackson funds, RIA will:

- Serve as an administrator for the City of Jackson to provide emergent housing and collaborate with partners that the City of Jackson have enlisted to successfully meet deliverables
- Relaunch the algorithm that was developed with the last homeless project to specifically identify and prioritize those who are in greatest need for emergency shelter placement.
- Serve as a bridge between the homeless and the professional community by providing service navigation support to connect people to local resources.
- Partner with local organizations and agencies as applicable and even coordinate onsite visits for ease of connection to resources.
- Research longer term housing placement opportunities
- Push informational and educational materials out as applicable.
- Leverage our established trusted relationships with the community and this population in particularly to have the raw discussions that are needed to help with compliancy.
- Adapt to working with other grassroots groups and activities as applicable to address and meet needs.
- Follow-up with the organizations and agencies to hold them accountable for follow through on requested referrals and support (professional and other grassroots).
- Plan and coordinate another homeless resource fair event because the last one was so successful and because we know that the need is greater than what the TA Wilson Annex can hold (i.e. 30), leaving other homeless individuals and families without assistance.
- Gather input from homeless individuals to amplify their voices based upon their experience, so their

feedback and perspective is considered as well as document and track lessons learned and share the insights with local and State leaders and organizations/agencies to positively influence and impact application and benefits processes and guidelines, policy and funding decisions in the future.

- Do our best to contribute efforts to place the Jackson community on a positive trajectory to resolve homelessness and progress the Jackson overall.

NEXT STEP ASSISTANCE AFTER MARCH 31, 2024

RIA realizes that emergency shelter and navigation assistance and support are only a few pieces of the puzzle to contribute to longstanding improvement change for the homelessness issue in Jackson. However, professional collaboratives such as Jackson Collaborative Network and Human Services Coordinating Alliance have taken data and recommendations from the previous report and are making an effort to work towards resolving issues that were identified. As a result, RIA has already made a difference in impacting the homelessness experience. We have created opportunities for the community to take action to address homelessness head on by sharing the data collected which highlighted the perspectives of those who are actively experiencing the struggle of homelessness and from RIA and its members' experience, lessons learned and recommendations.

As we enter this third homeless project, we know there are barriers such as adverse rental histories and limitations in access to affordable housing. However, just like last project, RIA will do its best to utilize the existing homeless system and resources to secure longer term housing for all that we can to minimize the cliff in March 2024. We had success with placement of 5 families into longer term stable housing with the City partnership earlier this year.

Since that project, RIA has joined the Regional Housing Partnership Steering Committee. The Michigan State Housing Development Authority (MSHDA), along with its many partners with representation from every sector in every region of the state developed the Michigan Statewide Housing Plan (MI-Statewide-Housing-Plan_Final.pdf (michigan.gov)) and has developed a collaborative process via the Regional Housing Partnership as a cross sector collaborative housing network to support and take action towards advancement of the plan. Tashia Carter, RIA's Founder and CEO is serving as the Chair for the Ending and Preventing Homelessness Committee. As a result, any applicable information from this project will be used to positively impact the State plan.

Additionally, RIA is open to partner with the City (and others) to identify opportunities and develop plans for accessible and affordable housing to specifically address the population that is 30% AMI and below. Based upon what has been slated in City plans to date does not adequately assist those who are actively experiencing homelessness and/or lower income individuals and families. We also know that the City is in the process of developing a plan for selling homes to be built on open lots. RIA is very interested in promoting and assisting with those processes to ensure that the City is equitably selecting owners for those new developments (i.e. 100 Homes Project).

BUDGET (Nov 15, 2023 – March 31, 2024), 20 weeks; shelter operation Nov 20, 2023 – March 31, 2024, Homeless Resource Event in April 2024)

Total Combined (All Commitments)

Budget Item	Total
Residents in Action, Inc	$168,173.13
Other (City of Jackson and Community Partner Commitments	$21,060.00
Total	***$189,233.13***

Residents in Action, Inc

Budget Item	Hours	Rate	Total
Project Manager (General oversight of day-to-day operations, assist with data collection and tracking and Back-up for all other duties)	200.00	$125.00	$25,000.00
Homelessness Support Specialists (Contractors) All staffing operations for the TA Wilson Annex building and premises and monitoring only for the pallets (Community-Based Workers for Assessments, Triage, Basic Needs, Coordination and Navigation w/Organizations/Agencies). ***11/15/23-11/20/23 (1 week/6 days)*** Planning and Coordination – 30hrs = $750.00 ***11/21/23-03/31/23 (3.0 FTEs)*** (19 weeks/131 days) Bi-Weekly Team Meetings – 30hrs (10 weeks x 3.0FTEs) = $750.00 Operations – 131 Days @ 34.5hrs per day = 4,519.50hrs = $112,987.50 Contractors (3.0 FTEs) ***04/01/23-04/10/23 (2 weeks/10 days)*** 10 Days x 5hrs x 3FTEs = 150.00hrs = $3,750.00 Homeless event coordination, final shelter activity, resource event, contributions to data analysis and final report writing	4,729.50	$25.00	$118,237.50
General Office Supplies	N/A	$1,000.00	$1,000.00
Food/food cards *for supplemental meals and snacks)*	N/A	N/A	$2,000.00
		Total	***$146,237.50***
		Administration and RIA Backbone Support 15%	***$21,935.63***
		Final Total	**$168,173.13**

The following grid outlines the services and Items that the City of Jackson has orchestrated to meet the needs of recommendations identified in the original City RFP response submitted for the homeless project by Residents in Action, Inc. Residents in Action, Inc. encourages the City of Jackson to initiate a third party agreement with these individuals/agencies/organizations for their commitments, fundraising and for any donations that <u>are not</u> donated directly to Residents in Action, Inc. Residents in Action, Inc is not responsible for donations and/or fundraising that is not coordinated by and/or submitted directly to Residents in Action, Inc.

Commitments	Budget Item	Hours	Rate	Total
<u>Second Chance for All</u>	Homelessness Coordination for Pallets ***11/15/23-11/20/23 (1 week/6 days)*** Planning and Coordination – 5hrs = $100.00 ***11/21/23-03/31/23 (1.0 FTEs)*** (19 weeks/131 days) Operations and Oversight of the pallets - 131 Days @ 8 hrs per day = 1,048hrs RiA will still assist with initial placement, coordinate necessary paperwork and provide navigation services.	1,053	$20.00	$21,060.00
Jackson Interfaith Shelter	Snacks and supplemental food to have at the TA Annex Breakfast, Lunch and Dinner Transportation as applicable to and from the shelter and TA Annex for meals	N/A	N/A	Donation
City of Jackson Second Chance for All Jackson Interfaith Shelter Nicole Taylor (Rides/Transportation volunteer)	Supply these items and/or Fundraise for these supplies and supports (i.e. Clothing and warming supplies, basic needs, household supplies, Covid needs, & transportation (gas cards and bus cards), application and legal document fees, etc.)	N/A	$20,000.00	Donation
City of Jackson Second Chance for All	Appliances and Furniture (i.e. refrigerator, microwave, small freezer, community television, couch, etc.)	N/A	N/A	Donation
City of Jackson	General Cleaning supplies, Professional Cleaning Services and Pest Control Services	N/A	$5,000.00	Donation
St Vincent DePaul	Hotel Room Costs (room cost + occupancy tax) (i.e. for COVID cases, overflow, etc.)	N/A	$125.00	Donation
City of Jackson Jackson Community Foundation ($5,000.00)	Homeless Event (i.e. venue, food, marketing and advertising, giveaways, technology, etc.)	N/A	$10,000.00	Donation
			Total	***$21,060.00***

BUDGET NOTES

After several conversations and open dialogue with various community partners, RiA is comfortable with relying on donations with the of City of Jackson's support and backing.

Homelessness Support Specialists (Contractors)

- May be able to squeeze 3 FTEs but prefer 4 FTEs to maximize safety. That would reduce the budget by 874 hours and approximately $21,850.
    - Residents in Action, Inc removed 1 FTE with the agreement from the City of Jackson to have routine police patrol (1 round per shift)
    - Second Chance for All was added as a partner based upon discussions with the City of Jackson; 0.5 FTEs was added to provide primary oversight of the pallets. RiA will still monitor that process, help perform the administrative duties (i.e. paperwork associated with placing individuals into the pallets, provide navigation supports and coordinate City reporting activities.
- Final proposal covers 3 FTEs (34.5 hrs per day for RiA and 1 FTE (8 hrs per day) for Second Chance for All

Supplies and Supports

- To prevent infestation, we would like to purchase disposable scrubs to hand out upon entry and offer new clothing. Routine transportation may be needed to get people to the Shelter to eat
    - RiA feels this is critical but we will rely on the City of Jackson's resources and identified commitments/donations to secure the funds to purchase these supply items.

Appliances and Furniture

- May be able to save on this depending on what is in the school, by securing donations and/or purchasing from a second-hand store
    - RiA feels this is critical but we will rely on the City of Jackson's resources and identified commitments/donations to secure the funds to purchase these supply items.

General Cleaning and Pest Control Services

- May be able to save on this if RIA is privy to the City's procurement processes and/or other facility maintenance processes
    - RiA feels this is critical but we will rely on the City of Jackson's resources and identified commitments/donations to secure the funds to purchase these supply items.

Homeless Event

- The event in April 2023 was so successful, we would like to do this again. We can start to plan earlier to secure donations and to fundraise to offset cost
    - RiA accepts the Jackson Community Foundation donation for this event and will fundraise w/local partners to secure additional funds for a success homeless event.

JACKSON
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MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: Professional Services Contract with Tetra Tech to perform the WTP SCADA Remote Station PLC Upgrades Design, Bidding, Construction Administration, Programming and Startup for 117,000.00.

Recommendation:

Approval of the Professional Services Contract with Tetra Tech to perform the WTP SCADA Remote Station PLC Upgrades Design, Bidding, Construction Administration, Programming and Startup for 117,000.00.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Mike Osborn, Director of Public Works

DATE: November 14, 2023

RECOMMENDATION: Approval of the Professional Services Contract with Tetra Tech to perform the WTP SCADA Remote Station PLC Upgrades Design, Bidding, Construction Administration, Programming and Startup for 117,000.00.

SUMMARY

The Supervisory Control and Data Acquisition (SCADA) equipment at the City of Jackson Water Treatment Plant (WTP) remote sites has exceeded their useful life expectancy and is in need of replacement. The professional recommendation is that these should be upgraded every 25 years. Most of our equipment is 28-30 years old. This old equipment is starting to fail and we cannot use the new equipment that is being installed with the WTP's DWSRF project 2023-2024, with this current equipment. We have made the decision to sole source this project to Tetra Tech from Ann Arbor, MI. They have the most information about our SCADA system and are currently the only firm we have working on our SCADA equipment, as it a major component to our day to day needs. We feel this will save the City of Jackson money by sole sourcing this to Tetra Tech. They have the most knowledge of SCADA's design and continued maintenance of this system. At the request of the City Manager, proposals for the professional services for this project were received from Tetra Tech.
The proposal costs are as follows:
Tetra Tech $117,000.00
Included in the proposal is the Professional Services Contract with Tetra Tech to perform the WTP SCADA Remote Station PLC Upgrades Design, Bidding, Construction Administration, Programming and Startup for $117,000.00

BUDGETARY CONSIDERATIONS

The professional service contract for WTP SCADA Remote Station PLC Upgrades Design, Bidding, Construction Administration, Programming and Startup for $117,000.00, is to be funded by the City 402 water budget.

HISTORY, BACKGROUND AND DISCUSSION

The City of Jackson hired Tetra Tech in 1993 to design and install the original SCADA work at the Water Treatment Plant (WTP), and it supports remote sites. Since the installation of the SCADA system, Tetra Tech has done the vast majority of the work on the system. Tetra Tech has been hired by other firms as a subcontractor to work on SCADA for them because of their knowledge base on our SCADA system. Tetra Tech also holds our emergency service contract for the SCADA system, and are readily available with that contract for all of our SCADA needs. Two of the seven remote sites that the city maintains are in Blackman Township. The City of Jackson will be reimbursed for those two sites per our maintenance agreement with Blackman Township.

As outlined in Section 6.3(B) of the Purchasing Manual: (A vendor possesses exclusive and/or predominant capabilities). Tetra Tech has been involved with our SCADA system from the beginning and does possess exclusive capabilities. This relates to the project due to the fact that they are very familiar with our system and are the original design consultants. To bring another contractor in for this project and get them up-to-speed on our facility's SCADA system has the very real potential to introduce additional downtime and potential failures. This downtime could be a major problem for the City of Jackson and its local communities because the community depends on our safe, clean, and dependable drinking water. This critical equipment helps keep our water safe and clean, and also keeps the operation running smoothly. Someone who is very familiar with our system is needed to do this task.

POSITIONS

Approval of the Professional Services Contract with Tetra Tech to perform the WTP SCADA Remote Station PLC Upgrades Design, Bidding, Construction Administration, Programming and Startup for $117,000.00.

ATTACHMENTS

1. Tetra Tech Proposal WTP Remote PLC Upgrades with STC

TETRA TECH

September 19, 2023

Transmitted Electronically

Mr. Nick Mangas
City of Jackson
Water Treatment Plant Superintendent
740 E. Mansion Street
Jackson, Michigan 49203

Re: WTP SCADA Remote Station PLC Upgrades
Design, Bidding, Construction Administration, Programming and Startup
Proposal for Professional Services

Dear Mr. Mangas:

As requested, we are providing a proposal for SCADA design, bidding, construction administration, programming services work related to the Jackson Water Treatment Plant (WTP).

The project includes programmable logic controller (PLC) hardware upgrades at each of the water system remote stations including, Blackman Tank, Blackman Booster, East Tank, West Tank, Kibby Booster and the four Sharp Park wells.

BACKGROUND

Currently the City of Jackson WTP operates and maintains nine remote stations, including three elevated storage tanks, two booster stations, and four wells. Each station includes a PLC to control the various control system input and output signals. The PLC's are the operational heart of each station that allows fully automatic operation and system monitoring back at the WTP. The station PLC's are based on Allen-Bradley SLC and MicroLogix type controllers that have served their useful life and need to be replaced. The majority of the equipment has been obsoleted and should be fully replaced with newer Rockwell CompactLogix style small controllers.

RECOMMENDATIONS

Tetra Tech recommend the following system upgrades.

1. Upgrade each of the remote station PLC's with new Rockwell CompactLogix style controllers and related input/output (I/O) cards.
    a. I/O cards will need to be fully rewired to accommodate the new equipment.
2. Modify the head-end Wonderware software to accommodate communication to the new controllers.
3. Modify the head-end master MTU PLC to accommodate communication to the new controllers.

Tetra Tech
1136 Oak Valley Dr, Ann Arbor, MI 48108
Tel 734.665.6000 Fax 734.213.3003 www.tetratech.com

TETRA TECH

SCOPE OF WORK

Task 1 – Design

- ENGINEER shall develop design drawings including the following potential elements:
    - Markup of existing drawings to show the new equipment.
- ENGINEER to develop a hardware bill-of-material (BOM) for the Rockwell programmable logic controller (PLC) and related equipment.
- ENGINEER shall conduct one (1) design review meetings at approximately the 50% design stage.
- ENGINEER shall develop appropriate technical specifications.
- ENGINEER shall deliver the completed drawings in electronic PDF and AutoCAD formats.
- ENGINEER shall deliver to OWNER a final design drawing package, including specifications, that includes upgrades at each pump stations included in the bid package.

Task 2 – Bidding:

- ENGINEER shall:
    - Assist OWNER in preparing front-end contract documents. We have budgeted a total of 16 hours for this task.
    - Provide one (1) copy of the Contract Documents (engineering drawings and specifications) and any addenda, which may be issued to bidding service agencies, such as Dodge Reports. Additional sets required for bidding will be sold to bidders or others for a nominal fee approximately equal to the cost of printing and handling.
    - Conduct one (1) pre-bid meeting, maximum of one (1) day at OWNER'S office.
    - Respond to questions and prepare and issue addenda as required to interpret, clarify, or expand the bidding documents.
    - Review and evaluate the apparent low bidder's qualifications for undertaking the work.
    - Consult with and advise the City as to the acceptability of subcontractors and other persons and organization proposed by the prime contractor (CONTRACTOR) of those portions of the work as such acceptability is required by the bidding documents.
    - Assist OWNER in evaluating bids and make recommendation of the award of the contract
    - Assist OWNER in obtaining the insurance, performance bond and payment bond certificates and other such submittal items required from CONTRACTOR by the contract documents so that construction of the project can commence.

TETRA TECH

Task 3 – Construction Administration

- ENGINEER shall administer the CONTRACTOR's contract for this project.
- ENGINEER shall conduct one (1) pre-construction meeting at OWNER'S facility.
- ENGINEER shall provide shop drawing reviews.
- ENGINEER shall observe the construction site during startup visits (see task below) to evaluate construction progress and answer CONTRACTOR questions.
- ENGINEER shall modify the drawings to conform to construction records at the conclusion of the project.

Task 4 – Programming

- ENGINEER shall convert each of the existing stations programmable logic to Rockwell Logix 5000 based.
- ENGINEER shall modify the existing Wonderware HMI Intouch and Historian tag-names to allow communication to the new Logix 5000 tag structure for each station.

Task 5 – Startup

- ENGINEER will provide electrical startup to assist the contractor and software programmer with station startup during four (nine) 1-day site visits (on average) per pump station.
- ENGINEER will provide two programmers for onsite startup of software at the Blackman and Kibby Road booster station as well as the Blackman tank and the Jackson Water Treatment Plant during three (3) 1-day site visits (on average) per pump station.
- ENGINEER will provide one programmers for onsite startup of software at the two elevated tank stations, four Sharp Park well locations during six (6) 1-day site visits (on average) per pump station.

SCHEDULE

We are prepared to begin work on the design portion of this project approximately December 1, 2023 with design estimated to take approximately 3-months from your notice to proceed.

ASSUMPTIONS AND LIMITATIONS

- Contract or as-built control panel drawings that show the existing PLC exist in either paper or electronic format.
- The budgets for programming and startup services are subject to change because there are several design alternatives based on some newer PLC's from Rockwell. The budgets for programming and startup services presented in this proposal are for an approach that the City may wish to update based on the results of the design task.

TETRA TECH

- Budgets assume that all tasks will be complete by June 30, 2025.

COMPENSATION

Compensation for the professional services required for the assignment will be based on a lump sum budget shown below. These are estimates only and may vary based on actual conditions encountered. The budgets for the programming and startup tasks (tasks 4 and 5) assume a certain design. These budgets could increase significantly should the City decide to opt for a different design. The City may wish to authorize just the design, bidding and construction administration tasks (tasks 1 to 3) at this time and authorize the programming and startup tasks based on a future proposal after the design approach has been selected.

Task	Item	Budget
1	**Design**	$22,000
2	**Bidding**	$8,000
3	**Construction Administration**	$6,000
4	**Programming**	$34,000
5	**Startup**	$47,000
	Total	**$117,000**

If you concur with this proposal, please sign in the space provided and return one signed copy. Our Standard Terms and Conditions are attached and are part of this proposal. We look forward to our continuous working relationship. If you need additional information, please call me at (734) 320-1878.

Sincerely,

Vic Cooperwasser, PE
Senior Project Manager

Attachment

PROPOSAL ACCEPTED BY_____

TITLE_____ **DATE**_____

Jackson WTP SCADA Remote Station PLC Upgrades: Design, Bidding, Construction Administration, Programming and Startup – September 2023

Tetra Tech of Michigan, PC
Engineering Services Standard Terms & Conditions

Services Consultant will perform services for the Project as set forth in Attachment A and in accordance with these Terms & Conditions. Consultant has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Consultant in performing their services. Consultant is authorized to proceed with services upon receipt of an executed Agreement.

Compensation In consideration of the services performed by Consultant, the Client shall pay Consultant in the manner set forth above. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation shall be equitably adjusted for delays or extensions of time beyond the control of Consultant. Where total project compensation has been separately identified for various tasks, Consultant may adjust the amounts allocated between tasks as the work progresses so long as the total compensation amount for the project is not exceeded.

Fee Definitions The following fee types shall apply to methods of payment:

- **Salary Cost** is defined as the individual's base salary plus customary and statutory benefits. Statutory benefits shall be as prescribed by law and customary benefits shall be as established by Consultant employment policy.
- **Cost Plus** is defined as the individual's base salary plus actual overhead plus professional fee. Overhead shall include customary and statutory benefits, administrative expense, and non-project operating costs.
- **Lump Sum** is defined as a fixed price amount for the scope of services described.
- **Standard Rates** is defined as individual time multiplied by standard billing rates for that individual.
- **Subcontracted Services** are defined as Project-related services provided by other parties to Consultant.
- **Reimbursable Expenses** are defined as actual expenses incurred in connection with the Project.

Payment Terms Consultant shall submit invoices at least once per month for services performed and Client shall pay the full invoice amount within 30 days of the invoice date. Invoices will be considered correct if not questioned in writing within 10 days of the invoice date. Client payment to Consultant is not contingent on arrangement of project financing or receipt of funds from a third party. In the event the Client disputes the invoice or any portion thereof, the undisputed portion shall be paid to Consultant based on terms of this Agreement. Invoices not in dispute and unpaid after 30 days shall accrue interest at the rate of one and one-half percent per month (or the maximum percentage allowed by law, whichever is the lesser). Invoice payment delayed beyond 60 days shall give Consultant the right to stop work until payments are current. Non-payment beyond 70 days shall be just cause for termination by Consultant.

Additional Services The Client and Consultant acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Consultant shall notify the Client of the need for additional services and the Client shall pay for such additional services in an amount and manner as the parties may subsequently agree.

Site Access The Client shall obtain all necessary approvals for Consultant to access the Project site(s).

Underground Facilities Consultant and/or its authorized subcontractor will conduct research and perform site reconnaissance in an effort to discover the location of existing underground facilities prior to developing boring plans, conducting borings, or undertaking invasive subsurface investigations. Client recognizes that accurate drawings or knowledge of the location of such facilities may not exist, or that research may reveal as-built drawings or other documents that may inaccurately show, or not show, the location of existing underground facilities. In such events, except for the sole negligence, willful misconduct, or practice not conforming to the Standard of Care cited in this Agreement, Client agrees to indemnify and hold Consultant and/or its Subcontractor harmless from any and all property damage, injury, or economic loss arising or allegedly arising from borings or other subsurface penetrations.

Regulated Wastes Client is responsible for the disposal of all regulated wastes generated as a result of services provided under this Agreement. Consultant and Client mutually agree that Consultant assumes no responsibility for the waste or disposal thereof.

Contractor Selection Consultant may make recommendations concerning award of construction contracts and products. The Client acknowledges that the final selection of construction contractors and products is the Client's sole responsibility.

Ownership of Documents Drawings, specifications, reports, programs, manuals, or other documents, including all documents on electronic media, prepared under this Agreement are instruments of service and are, and shall remain, the property of Consultant. Record documents of service shall be based on the printed copy. Consultant will retain all common law, statutory, and other reserved rights, including the copyright thereto. Consultant will furnish documents electronically; however, the Client releases Consultant from any liability that may result from documents used in this form. Consultant shall not be held liable for reuse of documents or modifications thereof by the Client or its representatives for any purpose other than the original intent of this Agreement, without written authorization of and appropriate compensation to Consultant.

Standard of Care Services provided by Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Consultant makes no warranty or guaranty, either express or implied. Consultant will not be liable for the cost of any omission that adds value to the Project.

Period of Service This Agreement shall remain in force until completion and acceptance of the services or until terminated by mutual agreement. Consultant shall perform the services for the Project in a timely manner consistent with sound professional practice. Consultant will strive to perform its services according to the Project schedule set forth in the provisions for Scope of Work/Fee/Schedule in Attachment A. The services of each task shall be considered complete when deliverables for the task have been presented to the Client. Consultant shall be entitled to an extension of time and compensation adjustment for any delay beyond Consultant control.

Insurance and Liability Consultant shall maintain the following insurance and coverage limits during the period of service. The Client will be named as an additional insured on the Commercial General Liability and Automobile Liability insurance policies.

Worker's Compensation – as required by applicable state statute
Commercial General Liability - $1,000,000 per occurrence for bodily injury, including death and property damage, and $2,000,000 in the aggregate
Automobile Liability –$1,000,000 combined single limit for bodily injury and property damage
Professional Liability (E&O) - $1,000,000 each claim and in the aggregate

The Client shall make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Consultant shall be a named insured on those policies where Consultant may be at risk. The Client shall obtain the counsel of others in setting insurance limits for construction contracts.

Indemnification Consultant shall indemnify and hold harmless the Client and its employees from any liability, settlements, loss, or costs (including reasonable attorneys' fees and costs of defense) to the extent caused solely by the negligent act, error, or omission of Consultant in the performance of services under this Agreement. If such damage results in part by the negligence of another party, Consultant shall be liable only to the extent of Consultant's proportional negligence.

Dispute Resolution The Client and Consultant agree that they shall diligently pursue resolution of all disagreements within 45 days of either party's written notice using a mutually acceptable form of mediated dispute resolution prior to exercising their rights under law. Consultant shall continue to perform services for the Project and the Client shall pay for such services during the dispute resolution process unless the Client issues a written notice to suspend work. Causes of action between the parties to this Agreement shall be deemed to have accrued and the applicable statutes of repose and/or limitation shall commence not later than the date of substantial completion.

Suspension of Work The Client may suspend services performed by Consultant with cause upon fourteen (14) days written notice. Consultant shall submit an invoice for services performed up to the effective date of the work suspension and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. If the work suspension exceeds thirty (30) days from the effective work suspension date, Consultant shall be entitled to renegotiate the Project schedule and the compensation terms for the Project.

Termination The Client or Consultant may terminate services on the Project upon seven (7) days written notice without cause or in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Consultant shall submit an invoice for services performed up to the effective date of termination and the Client shall pay Consultant all outstanding invoices, together with all costs arising out of such termination, within fourteen (14) days. The Client may withhold an amount for services that may be in dispute provided that the Client furnishes a written notice of the basis for their dispute and that the amount withheld represents a reasonable value.

Authorized Representative The Project Manager assigned to the Project by Consultant is authorized to make decisions or commitments related to the project on behalf of Consultant. Only authorized representatives of Consultant are authorized to execute contracts and/or work orders on behalf of Consultant. The Client shall designate a representative with similar authority. Email messages between Client and members of the project team shall not be construed as an actual or proposed contractual amendment of the services, compensation or payment terms of the Agreement.

Project Requirements The Client shall confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they shall be furnished to Consultant at Project inception. Consultant will review the Client design standards and may recommend alternate standards considering the standard of care provision.

Independent Consultant Consultant is and shall be at all times during the term of this Agreement an independent consultant and not an employee or agent of the Client. Consultant shall retain control over the means and methods used in performing Consultant's services and may retain subconsultants to perform certain services as determined by Consultant.

Compliance with Laws Consultant shall perform its services consistent with sound professional practice and endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Consultant shall be entitled to additional compensation where additional services are needed to conform to the standard of practice.

Permits and Approvals Consultant will assist the Client in preparing applications and supporting documents for the Client to secure permits and approvals from agencies having jurisdiction over the Project. The Client agrees to pay all application and review fees.

Limitation of Liability In recognition of the relative risks and benefits of the project to both the Client and Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Consultant and its subconsultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of Consultant and its subconsultants to all those named shall not exceed $50,000 or the amount of Consultant's total fee paid by the Client for services under this Agreement, whichever is the greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

Consequential Damages Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor Consultant, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project or with this Agreement.

Waiver of Subrogation Consultant shall endeavor to obtain a waiver of subrogation against the Client, if requested in writing by the Client, provided that Consultant will not increase its exposure to risk and Client will pay the cost associated with any premium increase or special fees.

Environmental Matters The Client warrants that they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Consultant shall be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client shall indemnify Consultant from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Consultant.

Cost Opinions Consultant shall prepare cost opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Consultant acknowledge that actual costs may vary from the cost opinions prepared and that Consultant offers no guarantee related to the Project cost.

Contingency Fund The Client acknowledges the potential for changes in the work during construction and the Client agrees to include a contingency fund in the Project budget appropriate to the potential risks and uncertainties associated with the Project. Consultant may offer advice concerning the value of the contingency fund; however, Consultant shall not be liable for additional costs that the Client may incur beyond the contingency fund they select unless such additional cost results from a negligent act, error, or omission related to services performed by Consultant.

Safety Consultant shall be responsible solely for the safety precautions or programs of its employees and no other party.

Information from Other Parties The Client and Consultant acknowledge that Consultant will rely on information furnished by other parties in performing its services under the Project. Consultant shall not be liable for any damages that may be incurred by the Client in the use of third party information.

Force Majeure Consultant shall not be liable for any damages caused by any delay that is beyond Consultant's reasonable control, including but not limited to unavoidable delays that may result from any acts of God, strikes, lockouts, wars, acts of terrorism, riots, acts of governmental authorities, extraordinary weather conditions or other natural catastrophes, or any other cause beyond the reasonable control or contemplation of either party.

Waiver of Rights The failure of either party to enforce any provision of these terms and conditions shall not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

Warranty Consultant warrants that it will deliver services under the Agreement within the standard of care. No other expressed or implied warranty is provided by Consultant.

Severability Any provision of these terms later held to be unenforceable shall be deemed void and all remaining provisions shall continue in full force and effect. In such event, the Client and Consultant will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

Survival All obligations arising prior to the termination of this Agreement and all provisions of these terms that allocate responsibility or liability between the Client and Consultant shall survive the completion or termination of services for the Project.

Assignments Neither party shall assign its rights, interests, or obligations under the Agreement without the express written consent of the other party.

Governing Law The terms of Agreement shall be governed by the laws of the state where the services are performed provided that nothing contained herein shall be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

Collection Costs In the event that legal action is necessary to enforce the payment provisions of this Agreement if Client fails to make payment within sixty (60) days of the invoice date, Consultant shall be entitled to collect from the Client any judgment or settlement sums due, reasonable attorneys' fees, court costs, and expenses incurred by Consultant in connection therewith and, in addition, the reasonable value of Consultant's time and expenses spent in connection with such collection action, computed at Consultant's prevailing fee schedule and expense policies.

Equal Employment Opportunity Consultant will comply with federal regulations pertaining to Equal Employment Opportunity. Consultant is in compliance with applicable local, state, and federal regulations concerning minority hiring. It is Consultant's policy to ensure that applicants and employees are treated equally without regard to race, creed, sex, color, religion, veteran status, ancestry, citizenship status, national origin, marital status, sexual orientation, or disability. Consultant expressly assures all employees, applicants for employment, and the community of its continuous commitment to equal opportunity and fair employment practices.

Attorney Fees Should there be any suit or action instituted to enforce any right granted in this contract, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney fees from the other party. The party that is awarded a net recovery against the other party shall be deemed the substantially prevailing party unless such other party has previously made a bona fide offer of payment in settlement and the amount of recovery is the same or less than the amount offered in settlement. Reasonable attorney fees may be recovered regardless of the forum in which the dispute is heard, including an appeal.

Third Party Beneficiaries Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

Lien Rights Consultant may file a lien against the Client's property in the event that the Client does not make payment within the time prescribed in this Agreement. The Client agrees that services by Consultant are considered property improvements and the Client waives the right to any legal defense to the contrary.

Captions The captions herein are for convenience only and are not to be construed as part of this Agreement, nor shall the same be construed as defining or limiting in any way the scope or intent of the provisions hereof.

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: Reduction in the number of voting precincts

Recommendation:

Approve the first reading and advance to a second reading/final adoption an ordinance reducing the number of voting precincts in the City of Jackson from fourteen (14) to ten (10) in accordance with the recent legislative changes.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Andrea Muray, City Clerk

DATE: November 14, 2023

RECOMMENDATION:

SUMMARY

The State of Michigan has recently changed the maximum number of active registered voters allowed in a precinct, increasing the number from 2999 to 4999. The newly increased allowable number of active voters allows for changes to be made. Currently, the *total* number of registered voters by Ward are:

1. 3195
2. 3105
3. 3346
4. 3430
5. 3203
6. 3817

Factors such as in-person voter turnout and County Commissioner districts were factored in when determining which Wards should have a reduction in precinct number. The Election Commission voted unanimously to recommend Council consider the reduction of precincts at the October 13, 2023 meeting.

BUDGETARY CONSIDERATIONS

The total cost of an election is affected by the number of precincts. A reduction in the number of precincts would reduce the budget allocated for polling location set-up and tear down, ballots, programming, and election inspectors used on election day. The reduction in the number of precincts would potentially save the City if a decision to opt into a county wide agreement for early voting as the cost is determined by the number of precincts in the municipality. By reducing the number of precincts the costs savings could be used to offset the cost associated with early voting.

HISTORY, BACKGROUND AND DISCUSSION

POSITIONS

ATTACHMENTS

1. Ordinance No. 517
2. proposed precinct boundary changes 2023

ORDINANCE NO. 517

AN ORDINANCE AMENDING THE PRECINCTS WITHIN THE WARDS OF THE CITY OF JACKSON, MICHIGAN, IN ACCORDANCE WITH PA 116 OF 1954, SECTIONS 168.658 AND 168.661 AS AMENDED.

WHEREAS, Section 168.661 of Act 116 of Public Acts of 1954, also known as Michigan Election Law, and Section 6.2 of the Charter of the City of Jackson, provides that the City Council, as governing body of this City, shall establish precincts within the six wards; and

WHEREAS, Section 168.658 of Public Act 116 has been amended effective 91 days after adjournment of the 2023 Regular Session Sine Die to allow up to 4,999 active registered electors in each precinct; and

WHEREAS, every Ward in the City has a total number of registered electors at least 20% below the 4,999 threshold; and

WHEREAS, the number of active registered electors in each Ward ranges between 35-80% of the total registered electors creating a larger gap to the overall threshold.

NOW THEREFORE, THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. That the City of Jackson is hereby divided into six (6) wards and ten (10) precincts. Wards boundaries shall remain unchanged from Ordinance 512.

1. Ward 1 shall contain one precinct (*Precinct 1*).

2. Ward 2 shall be reduced to two precincts with Precincts 4 and 5 being combined into one precinct (*Precincts 2 and 3*).

3. Ward 3 precinct boundaries shall remain unchanged (*Precinct 4 and Precinct 5*)

4. Ward 4 precinct boundaries shall remain unchanged (*Precinct 6 and Precinct 7*).

5. Ward 5 shall contain one precinct (*Precinct 8*).

6. Ward 6 shall be reduced to two precincts with Kibby Road/Griswold Street dividing the Ward into a south precinct and a north precinct (*Precinct 9 and Precinct 10*).

Italics reflects the new precinct numbering.

Section 2. Whenever, in any of the above-referenced descriptions, a street, road, boulevard, avenue or railroad right-of-way is established as a boundary line of any ward or precinct, the same shall be construed to mean the center line thereof, unless explicitly described otherwise.

Section 3. The various wards and precincts as herein established shall compromise the official apportionment plan of the City of Jackson, said plan to be filed with the City Clerk, who shall:

(a) Prepare a map of the City upon which will delineate the ward and precinct boundaries described herein; and

(b) Make copies of said map and this ordinance and make same available for public inspection and acquisition (at actual cost) by all members of the public.

Section 4. Ordinance No. 512 is hereby repealed, and all ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 5. The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid, the same shall not affect the validity of this Ordinance as a whole or any section or provision of this Ordinance other than the section or provision so declared to be unconstitutional or invalid.

Section 6. This Ordinance shall take effect thirty (30) days from the date of final adoption.

_____
Andrea Muray, City Clerk

_____
Daniel Mahoney, Mayor

ATTACHMENT A

WARD ONE/PRECINCT 1

Starting at the intersection of West Morrell Street and First Street. East on West Morrell Street to South Cooper Street. South on South Cooper Street to East South Street. West on East South Street to Goodrich Street. Goodrich Street north to West Prospect Street. West on West Prospect Street to 4th Street. North on 4th Street to West High Street. East on West High Street to 1st Street. North on 1st Street to West Morrell Street, the place of beginning.

WARD TWO

Starting at the intersection of South Jackson Street and West Morrell Street. North on South Jackson Street to West Ganson Street. East on West Ganson Street to East City Limit. South along City Limit line to East South Street. West along South City Limit and East South Street to South Cooper Street. North on South Cooper Street to East Morrell Street. West on Morrell Street to South Jackson Street, the place of the beginning.

Precinct 2

Starting at the intersection of South Jackson Street and West Morrell Street. North on South Jackson Street to West Ganson Street. East on West Ganson Street to Cooper Street. South on Cooper Street to East Morrell Street. West on East Morrell Street to South Jackson Street, the place of the beginning.

Precinct 3

Starting at the intersection of Cooper Street and East Ganson Street. East on East Ganson Street to East City Limit. South along the east City Limit to the south City Limits. West on along the south City Limits and East South Street to Cooper Street. North along Cooper Street to East Ganson Street, the place of the beginning.

WARD THREE

Starting at the intersection of East Ganson Street and North Martin Luther King Jr. Drive. East on East Ganson to East City Limit. North along the East City Limit to North City Limit. West along North City Limit to Cooper Street. South on Cooper Street to North Martin Luther King Jr. Drive. South on North Martin Luther King Jr. Drive to East Ganson Street, the place of beginning.

Precinct 4

Starting at the intersection of East Ganson and North Martin Luther King Jr. Drive. North on North Martin Luther King Jr. Drive to North Cooper Street. North on Cooper Street to the north City Limits. East along the north City Limits to Seymour Avenue. South on Seymour Avenue to Phillips Street. West on Phillips Street to Fleming Avenue. South on Fleming Avenue to the southern boundary of census block number 245700 (area north of Northeast School). West along the southern boundary of census block number 245700 to Ellery Avenue. South on Ellery Avenue to East Ganson Street. West on East Ganson Street to North Martin Luther King Jr. Drive, the place of the beginning.

Precinct 5

Starting at the intersection of East Ganson and Ellery Avenue. North on Ellery Avenue to the southern boundary of census block number 245700. East along the southern boundary of census block number 245700 to Fleming Avenue. North on Fleming Avenue to Phillips Street. East on Phillips Street to Seymour Avenue. North on Seymour Avenue to the north City Limits. East along the north City Limits to the east City Limits. South along the east City Limits to East Ganson Street. West on East Ganson Street to Ellery Avenue, the place of the beginning.

WARD FOUR

Starting at the intersection of North Martin Luther King Jr. Drive and East Ganson Street. North on North Martin Luther King Jr. Drive to Cooper Street. North on Cooper Street to North City Limit. West along North City Limit to West City Limit and Brown Street. South on North Brown Street and West City Limit. To West Michigan Avenue. East on West Michigan Avenue to North West Avenue. North on North West Avenue to West Ganson Street. East on West Ganson Street to North Martin Luther King Jr Drive, the place of beginning.

Precinct 6

Starting at the intersection of West Michigan Avenue and North West Avenue. North on North West Avenue to West Ganson Street. East on West Ganson Street to Backus Street. North on Backus Street to Clinton Road. North on Clinton to the north City Limits. West along the north City Limits to the west City Limits to North Brown Street. South on North Brown Street to West Michigan Avenue. East on West Michigan Avenue to North West Avenue, the place of the beginning.

Precinct 7

Starting at the intersection of West Ganson Street and Backus Street. North on Backus Street to Clinton Road. North on Clinton to the north City Limits. East along the north City Limits to Cooper Street. South on Cooper Street to North Martin Luther King Jr. Drive. South on North

Martin Luther King Jr. Drive to East Ganson Street. West on East Ganson Street to Backus Street, the place of the beginning.

WARD FIVE/PRECINCT 8

Starting at the intersection of West Ganson Street and North Jackson Street. South on North Jackson Street to West Morrell Street. West on West Morrell Street to 1st Street. South on 1st Street to Harwood Street. West on Harwood Street to 4th Street. North on 4th Street to Glenwood Avenue. West on Glenwood Avenue to South West Avenue. North on South West Avenue to West Ganson Street. East on West Ganson Street to North Jackson Street, the place of beginning.

WARD SIX

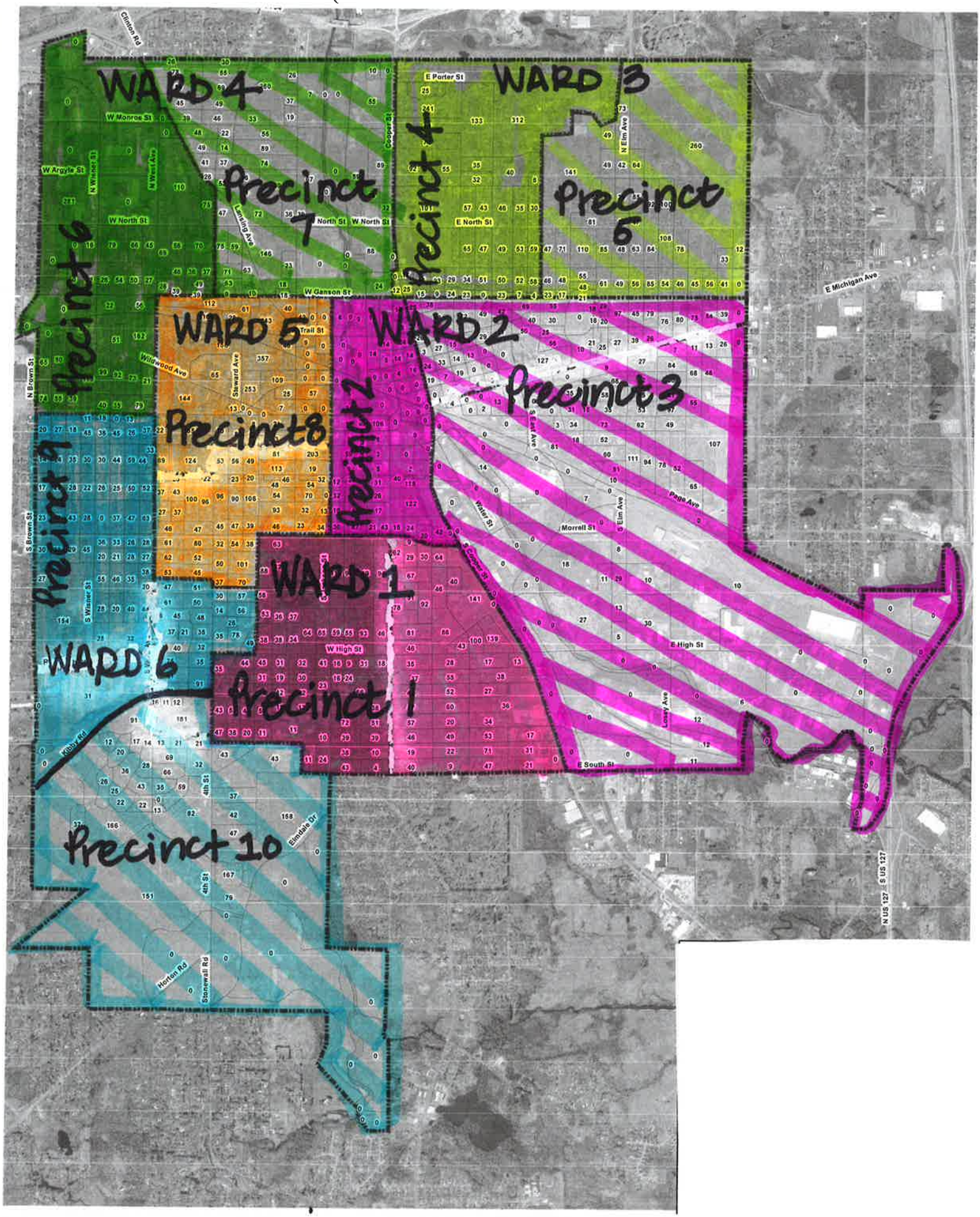
Starting at the intersection of West Michigan Avenue and Brown Street (West City Limit). South on Brown Street to the South City Limit. East along the South City Limit to the boundary of Ella Sharp Park. North along the boundary of Ella Sharp Park and South Jackson Street to West South Street. West on West South Street to Goodrich Street. North on Goodrich Street to West Prospect. West on West Prospect Street to 4th Street. North on 4th Street to West High Street. East on West High Street to 1st Street. North on 1st Street to Harwood Street. West on Harwood Street to 4th Street. North on 4th Street to Glenwood Avenue. West on Glenwood Avenue to South West Avenue. North on South West Avenue to West Michigan Avenue. West on West Michigan Avenue to Brown Street, the place of beginning.

Precinct 9

Starting at the intersection of Kibby and the West City Limits. North on the West City Limits/ South Brown Street to West Michigan Avenue. East on West Michigan Avenue to South West Avenue. South on South West Avenue to Glenwood Avenue. East on Glenwood Avenue to 4th Street. South on 4th Street to Harwood Street. East on Harwood Street to 1st Street. South on 1st Street to West High Street. West on West High Street to 4th Street. South on 4th Street to Griswold Street. West on Griswold Street/Kibby Road to the West City Limits, the place of the beginning.

Precinct 10

Starting at the intersection of 4th Street and Griswold Street. South on 4th Street to West Prospect Street. East West Prospect Street to Goodrich Street. South on Goodrich Street to West South Street. East on West South Street to South Jackson Street. South on South Jackson Street and to the South City Limits. West along the South City Limits then North along the South City Limits to Kibby Road. East on Kibby Road/ Griswold Street to 4th Street, the place of the beginning.


WARD 4
Precinct 7
Precinct 6
WARD 3
Precinct 4
Precinct 5
WARD 5
Precinct 8
Precinct 9
WARD 2
Precinct 2
Precinct 3
WARD 1
Precinct 1
WARD 6
Precinct 10
Clinton Rd
W Monroe St
W Argyle St
N Whitney St
N West Ave
W North St
Lansing Ave
E Porter St
Cooper St
N Elm Ave
E North St
W North St
W Ganson St
E Michigan Ave
Trail St
Wildwood Ave
Steward Ave
N Brown St
S Brown St
S Whitney St
S West Ave
S East Ave
Water St
Morrell St
S Elm Ave
Page Ave
W High St
E High St
Losey Ave
E South St
Kibby Rd
4th St
Elmdale Dr
Horton Rd
Stonewall Rd
N US 127
S US 127

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: Resolution for approval of a contract with the Michigan Department of Transportation for flagpole installation work in the I-94/M-106 roundabout.

Recommendation:

Approve a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for flagpole installation work in the I-94/M-106 roundabout, and authorize the Mayor and City Clerk to execute the appropriate documents.

Attached is a memo from Jon H. Dowling, City Engineer, regarding a contract with MDOT as described above.

I recommend approval. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon Dowling, Engineer

DATE: November 14, 2023

RECOMMENDATION: Approve a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for flagpole installation work in the I-94/M-106 roundabout, and authorize the Mayor and City Clerk to execute the appropriate documents.

SUMMARY

Attached is a resolution to enter into a contract with MDOT for flagpole installation work in the I-94/M-106 roundabout.

BUDGETARY CONSIDERATIONS

The cost-participation agreement and contract number 23-5429 for this project has been prepared by MDOT and forwarded to the City of Jackson for approval. The City is responsible for the entire project cost.

HISTORY, BACKGROUND AND DISCUSSION

On May 29, 2018, City Council adopted a resolution to approve the contract with MDOT for the I-94/M-106 Interchange Construction project, which included the aesthetic gateway treatment in the roundabout on the south side of I-94. The landscape of the roundabout consisted of three Prairiefire Crabapple trees with a variety of other plants. The City is proposing to remove the three Crabapple trees and install three flagpoles while maintaining other plants in the roundabout.

POSITIONS

I am requesting the attached resolution to enter into the contract with the Michigan Department of Transportation be approved by the City Council, and the Mayor and City Clerk be authorized to sign the appropriate contract documents.

ATTACHMENTS

1. Engineering MDOT Contract Flagpole Installation Resolution/Contract

RESOLUTION

BY CITY COUNCIL:

WHEREAS, the City of Jackson is proposing the installation of flagpoles within the I-94/M-106 roundabout; and

WHEREAS, the City is responsible for the cost of the work required for the flagpole installation work together with necessary related work; and

WHEREAS, the cost-participation agreement and contract number 23-5429 has been prepared for this project by MDOT and forwarded to the City of Jackson for approval.

NOW, THEREFORE, BE IT RESOLVED that the City Council does approve the flagpole installation work; and

BE IT FURTHER RESOLVED that the City Council does approve entering into contract number 23-5429 with the Michigan Department of Transportation; and

BE IT FURTHER RESOLVED that the City Council does authorize the Mayor and the City Clerk to sign the contract documents on behalf of the City.

* * * *

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 14th day of November, 2023.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 15th day of November, 2023.

_____
Daniel Mahoney, Mayor

_____
Andrea Muray, City Clerk

PERMIT
SPECIAL TRUNKLINE
MAINTENANCE

DA

Control Section	38051
Permit Reference Number	96744
Job Number	115862CON
Contract	23-5429

THIS Contract is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the CITY OF JACKSON, a Michigan municipal corporation, hereinafter referred to as the "AGENCY"; for the purpose of fixing the rights and obligations of the parties in agreeing to the maintenance and operation flagpoles within the Highway I-94/M-106 roundabout installed by the AGENCY.

WITNESSETH:

WHEREAS, the AGENCY is proposing the installation of flag poles within the trunkline roadway right-of-way (ROW) associated with the DEPARTMENT'S roundabout constructed under Job Number 115862; and

WHEREAS, the DEPARTMENT has determined it to be acceptable to have the AGENCY construct the proposed work which is hereinafter referred to as the "PROJECT" and are further described and located as follows:

Flagpole installation work within the Highway I-94/M-106 roundabout, including necessary foundation work; together with necessary related work, located within the corporate limits of the AGENCY; and

WHEREAS, the AGENCY will be responsible for the entire cost of the PROJECT; and

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and the maintenance and operation of the facility to be constructed as the PROJECT and desire to set forth this understanding in the form of a written Contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The AGENCY will construct the PROJECT at no cost to the DEPARTMENT.

2. The AGENCY shall cause to be performed all the PROJECT work as defined in the permit obtained from the DEPARTMENT. It is understood that portions or all of the PROJECT work will be placed under contract by the AGENCY. The performance of the PROJECT work will be subject to the conditions established in PERMIT REFERENCE NUMBER 96744.

3. Upon completion of construction, the AGENCY will, at its sole cost and expense, inspect, maintain and operate the facility constructed as the PROJECT in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards, and DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction. All future maintenance activities will require a ROW construction permit from the DEPARTMENT. The AGENCY shall conform with all DEPARTMENT permit requirements for any work to be performed within the state trunkline ROW. As built plans will be provided to the Jackson Transportation Service Center.

A. The AGENCY agrees that the PROJECT location will be maintained so as to assure that any Trunkline facilities, structures and the area within the Trunkline ROW boundaries will be kept in good condition, both as to safety and appearance. All unauthorized drawings, graffiti and vandalism shall be removed by the AGENCY at no cost the DEPARTMENT. The maintenance of the facilities by the AGENCY will be accomplished in a manner so as not to cause interference with the reconstruction, maintenance or operation of the Trunkline facility and ROW.

B. The DEPARTMENT reserves the right to enter the PROJECT location for the purpose of inspection, maintenance or reconstruction of the Trunkline facility when necessary. Additionally, the DEPARTMENT reserves the right to access the PROJECT location as deemed necessary for inspection relating to the DEPARTMENT'S interests. Such inspections are made for the DEPARTMENT'S own purposes and shall not relieve AGENCY of its duties and obligations under the terms of this Contract. Any deficiencies discovered will be corrected or repaired by the AGENCY at no cost to the DEPARTMENT.

C. Prior to occupancy and/or use of the PROJECT location, the DEPARTMENT will inspect and approve the construction of the PROJECT.

4. The parties hereto agree to comply with all applicable requirements of the Natural Resources and Environmental Protection Act, 1994 P.A., 451, MCL 324.01 et. Seq. for all PROJECT work performed under this Contract and future maintenance work, and the AGENCY shall require its contractors and subcontractors to comply with the same.

5. The AGENCY will not store, allow the storage of or discharge of any radioactive, toxic, flammable, poisonous, explosive or other dangerous, hazardous materials, or waste on the said premises. In addition, the AGENCY will not permit objectionable smoke, fumes, vapors, or odors to rise above the grade line of the Trunkline. No signs, displays or devices may be erected on the ROW for the PROJECT unless specified herein or approved by the DEPARTMENT.

6. It is expressly understood and agreed that in case of non-performance of any of the covenants herein made by the AGENCY and after said AGENCY has been furnished written notice of same by the DEPARTMENT and has been granted a reasonable period of time as determined by the DEPARTMENT for performance or correction thereof, this Contract shall be terminated and said AGENCY shall lose and be barred from all rights, remedies, and actions both at law and in equity upon or under this Contract.

7. It is expressly understood that use of the trunkline ROW is subject to the paramount right of the DEPARTMENT and that upon a determination by the DEPARTMENT that such ROW is required for the construction, operation, and/or maintenance of any present or proposed trunkline or trunkline use, this Contract may be terminated at the discretion of the DEPARTMENT and the facility constructed as the PROJECT may be removed without reimbursement to the AGENCY.

8. Upon termination of this Contract, the AGENCY will peacefully yield up said PROJECT in as good order and condition as when delivered to the AGENCY at no cost to the DEPARTMENT. In the event this Contract is terminated and if the DEPARTMENT deems it necessary to request the removal of any facility occupying the premises, such removal shall be accomplished by the AGENCY in a manner as prescribed by the DEPARTMENT, at no cost to the DEPARTMENT or the Federal Highway Administration.

9. Any removal or modification of the facilities of the AGENCY, when necessary for Trunkline purposes, shall be performed by the AGENCY at no cost to the DEPARTMENT. Upon failure to so perform, the DEPARTMENT at its discretion may perform such work at the cost of the AGENCY or terminate this Contract.

10. The AGENCY recognizes and acknowledges that private and/or public utility companies may require the modification of the AGENCY'S facilities and it shall cooperate with the utility when requested by the DEPARTMENT at no cost to the DEPARTMENT, or interference with the Trunkline ROW and Trunkline facility.

11. It is understood that if the AGENCY discontinues, abandons or changes the usage of the PROJECT ROW, then this Contract shall be terminated and the DEPARTMENT shall have the right to immediately remove the facility constructed as the PROJECT without reimbursement to the AGENCY.

12. Each party to this Contract will remain responsive for any and all claims arising out of its own acts and/or omissions during the performance of the Contract, as provided by this Contract or by law. In addition, this is not intended to increase or decrease either party’s liability for or immunity from tort claims. This Contract is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this Contract.

13. This Contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the AGENCY and for the DEPARTMENT and upon the adoption of a resolution approving said Contract and authorizing the signatures thereto of the respective officials of the AGENCY, a certified copy of which resolution shall be attached to this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

CITY OF JACKSON

By_____
Title:

By_____
Title

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By_____
Department Director MDOT



JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: Award a Demolition Contract to Handy Excavation in the Total Amount of $100,568.00 to Demolish Three (3) Residential Structures

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Recommendation:

Requested action is for City Council to award a demolition contract to Handy Excavating in the total amount of $100,568 to demolish three (3) residential structures.

Attached is a memo from Shane LaPorte, Community Development Director regarding the award of a demolition contract to Handy Excavating in the total amount of $100,568 to demolish 809 S Blackstone St, 717 Fifth St, and 110 E Wilkins St.

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

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Shane LaPorte, Director of Community Development

DATE: November 14, 2023

RECOMMENDATION:

SUMMARY

Award a demolition contract to Handy Excavating in the total amount of $100,568 to demolish 809 S Blackstone St, 717 Fifth St, and 110 E Wilkins St.

BUDGETARY CONSIDERATIONS

On August 15, 2023, City Council approved a budget amendment to increase the Building Demolition fund from -0- to $193,402 to demolish up to eight (8) structures based on an estimate cost of $18.23 per square foot. This budget was established to raze buildings that are not eligible through the City's CDBG-funded Residential Demolition activity.

HISTORY, BACKGROUND AND DISCUSSION

Two of the properties being demolished suffered extensive fire damage; unfortunately, both were uninsured so there is no insurance money to help defray the cost to demolish. One property has been in and out of both mortgage and tax foreclosure several times since 2008 and was severely neglected for at least 15 years, if not more.

Two contractors submitted bids to perform the demolitions with Handy Excavating submitting the low bid, saving the City nearly $24,000 overall. Attached is the bid tabulation and a brief summary of the three properties, including photographs.

There are approximately 40 structures in the City that have been condemned and upheld by the Building Code Examiners and Appeals (BCBA) and need to be demolished. The 100 Homes Program is designed to construct new, in-fill housing to replace past structures that were demolished and raise values in neighborhood. Allowing these condemned properties continue to decline in neighborhoods the City is trying to build back is counter-intuitive as they only detract from a potential homebuyer's perception of safe areas to live, work, play, and raise a family.

POSITIONS

Requested action is for City Council to award a demolition contract to Handy Excavating in the total amount of $100,568 to demolish three (3) residential structures.

ATTACHMENTS

1. Bid Tabulation for 2023-A Demolition Package
2. 809 S Blackstone Condemnation Summary
3. 717 Fifth Condemnation Summary
4. 110 E Wilkins Condemnation Summary

		HANDY EXCAVATING LLC 898 E. CHICAGO RD. QUINCY, MI 49082			SMALLEY CONSTRUCTION 1224 LOCUST ST. JACKSON, MI 49203		
		809 S. BLACKSTONE	**717 FIFTH ST.**	**110 E. WILKINS ST.**	**809 S. BLACKSTONE**	**717 FIFTH ST.**	**110 E. WILKINS ST.**
		HOUSE AND GARAGE	**HOUSE**	**HOUSE**	**HOUSE AND GARAGE**	**HOUSE**	**HOUSE**
A	**DIRT**	1,000.00	1,000.00	1,000.00	1,082.00	640.00	1,330.00
B	**GRADE**	1,000.00	1,000.00	1,000.00	866.00	512.00	1,064.00
C	**SEED**	3,218.00	1,550.00	1,550.00	650.00	384.00	798.00
D	**SIDEWALK**	1,000.00	2,000.00	3,000.00	1,250.00	750.00	3,500.00
E	**DEMOLITION COST**	13,500.00	13,000.00	15,700.00	19,052.00	11,264.00	23,408.00
F	**ASBESTOS ABATEMENT COST**	2,250.00	13,900.00	23,900.00	6,500.00	18,419.00	32,788.00
G	**TOTAL DEMOLITION COST (A+B+C+D+E+F)**	21,968.00	32,450.00	46,150.00	29,400.00	31,969.00	62,888.00
		100568.00			124257.00		

809 S Blackstone

Date Condemned: January 13, 2023

Inspector Comments:
Exterior of home lacking appropriate coverings with siding deteriorated and falling off or missing. Entire roofing system stripped for several months and lacking appropriate roof coverings, allowing the elements clear access into the home (no felt, ice and water, shingles, flashings). Weakened foundation on south side allowing the home to settle. Broken and/or missing windows throughout home. Interior gutted of all wall and ceiling coverings and finishes to include all trims. Lack of essential electric, gas and water services. Wiring system vandalized throughout home. Plumbing system vandalized throughout home. Mechanical system inoperable and vandalized. Flooring water soaked and stained throughout home. Home to be found in a blighted condition and to be unfit, unsafe, and a detriment to the surrounding neighborhood.









809 S Blackstone









717 Fifth

Date Condemned: June 25, 2021

Inspector Comments:
Fire, smoke and water damage throughout the home. Roof fire damaged and open to the elements. Soffits, fascia, siding fire damaged and missing. Windows throughout home fire damaged and/or broken out leaving structure open to the elements. Portion of the south wall removed also leaving structure open to the elements. Interior trims, doors, windows and sashes, floor coverings, kitchen cabinets fire damaged and/or water damaged. Electrical wiring throughout home burnt, water damaged, or missing due to the heat. Wall covering/ceiling coverings smoke, fire and water damaged. Structural damage to the walls, rafters and ceiling joists. Home found to be in a unfit, unsafe, unsanitary condition and a detriment to the surrounding neighborhood.









717 Fifth









110 E Wilkins

Date Condemned: April 12, 2023

Inspector Comments:
Fire damage to structure. Rear half/north side of house severely damaged by fire with exterior wall systems in weakened conditions and fully open to the elements. Interior walls/ceilings/ floors fire damaged with smoke and water damage throughout. Electrical, plumbing and mechanical systems damaged by fire/smoke/water. Windows and doors to home broken out leaving structure open and accessible. Rear second story stairway damaged by fire and unsafe. Roof fire damaged with roof system open to the elements. Lack of all essential utilities. Home to be dangerous and unsafe, unfit for human habitation and in a blighted condition to the surrounding neighborhood.









110 E Wilkins









JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: Contract for the repainting and miscellaneous repairs of water clarifier repair project for the Water Treatment Plant to JK of Michigan in the amount of $209,540.78

Recommendation:

> Approval of an award for the contract for the repainting and miscellaneous repairs of water clarifier project for the Water Treatment Plant to JK of Michigan in the amount of $209,540.78

Approval of an award for the contract for the repainting and miscellaneous repairs of water clarifier project for the Water Treatment Plant to JK of Michigan in the amount of $209,540.78

I recommend approval of the water clarifier project at the Water Treatment Plant . Your consideration and concurrence is appreciated.

JG

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Mike Osborn, Director of Public Works

DATE: November 14, 2023

RECOMMENDATION:

SUMMARY

On August 7, 2023, a quote was received from JK of Michigan for the Clarifier Project for the Water Treatment Plant.

BUDGETARY CONSIDERATIONS

This project will be paid for out of water funds at 402-591-000-985.006

HISTORY, BACKGROUND AND DISCUSSION

Water clarifiers were installed in 1975 during the initial construction of the Water Treatment Plant. The main purpose of the clarifiers is to remove heavy impurities from our drinking water. The antiquated clarifiers were last resurfaced in 1997. Dixon engineering did a thorough inspection in the fall of 2021 and found multiple blemishes in the paint coatings that led to corrosion of the steel structure. This project was slated to be completed in 2008 but due to budgetary restraints, was unable to happen. The project was started in January of 2023 by Blastek of Michigan. In July of 2023 the contract with Blastek was terminated due to lack of progress on the project. The City of Jackson reached out to the second lowest bidder (JK of Michigan) and received a quote of $209,540.78 to finish the East side clarifier.

POSITIONS

In concurrence with the Purchasing Agent, it is the recommendation of DPW that the contract for the Clarifier Project for the Water Treatment Plant be awarded to JK of Michigan, of Jackson, Michigan, at a cost of $209,540.78. We also request that the Mayor and City Clerk be authorized to execute the appropriate document(s).

ATTACHMENTS

None

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: Professional Engineering Services Contract with Fishbeck, for the Design Phase of the Drinking Water State Revolving Fund Project at the Water Treatment Plant.

Recommendation:

Approval of the Professional Engineering Services Contract with Fishbeck for the Design Phase of the Fiscal Year 2024 Drinking Water State Revolving Fund (DWSRF) project at the Water Treatment Plant in the amount of $974,000.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Mike Osborn, Director of Public Works

DATE: November 14, 2023

RECOMMENDATION: Approval of the Professional Engineering Services Contract with Fishbeck for the Design Phase of the Fiscal Year 2024 Drinking Water State Revolving Fund (DWSRF) project at the Water Treatment Plant in the amount of $974,000.

SUMMARY

In June of 2022, the City Council adopted a resolution for Fishbeck to prepare the five-year project plan as part of the City's DWSRF application for improvements to the City's water infrastructure throughout the distribution system and at the WTP. As the City moves forward with Year 2 of the DWSRF project plan and to meet the requirements of the DWSRF milestone schedule it is necessary to begin the professional engineering design phase of the projects as soon as possible. As Fishbeck is currently providing services to prepare the preliminary design report for the City's DWSRF projects, it would be the most cost-effective for the overall project to proceed utilizing Fishbeck with the assistance of Tetra Tech for the professional design phase services.

BUDGETARY CONSIDERATIONS

As the City scored in the fundable range in the Fiscal Year 2024 DWSRF Intended Use Plan (IUP) released in October 2023, the City of Jackson was able to receive funding for the estimated project costs of $17,460,000 with $8,730,000 in grant funding and $8,730,000, to be funded with a 20-year DWSRF loan with an interest rate of 2.00%. For your reference, the table below summarizes the sources of funding for this project plan.

Project Description	Estimated Project Costs	Funding Source	Amount Funded Through Grant	Amount Funded Through Loan	Total Funding
Water Main Replacement (Phase 2)	$ 7,845,000	DWSRF Loan and ARP Grant Funds	$ 3,922,500	$ 3,922,500	$ 7,845,000
WTP Backwash Return Lagoon	$ 9,615,000	DWSRF Loan and ARP Grant Funds	$ 4,807,500	$ 4,807,500	$ 9,615,000
Totals	$ 17,460,000		$ 8,730,000	$ 8,730,000	$ 17,460,000

The Professional Engineering Services Contract with Fishbeck for the Design Phase of the Fiscal Year 2024 DWSRF project at the WTP for $974,000 would be funded using the DWSRF loan funds and the identified grant funding.

HISTORY, BACKGROUND AND DISCUSSION

On June 14, 2022, the City Council adopted the resolution for Fishbeck to prepare a five-year project plan as part of the City's DWSRF loan application process. In the Year 2 DWSRF project plan, the WTP infrastructure improvements include the replacement of the existing Backwash Equalization (EQ) Tank. The existing Backwash EQ Tank's age is estimated to be over 100 years old. This antiquated tank is in severe disrepair and must be replaced, as this tank is an essential piece of infrastructure at the WTP. It is utilized to hold the disposed of water used in cleaning the multimedia filters by being transported from inside the WTP to the tank before moving into the WTP lagoons. When originally built, this tank had a storage capacity of three (3) million gallons (MG) and is multicolumn-supported concrete construction. Over the years, the tank's condition has deteriorated, with portions of the roof cracking, collapsing, and spalling, which is causing safety concerns. The interior of the tank was inspected by Dixon Engineering in 2022; it was determined the tank had significant cracking and spalling in the areas that could be seen during the inspection. Based on observation of the tank's interior, it is thought to be half full of sludge from the backwashed solids, therefore significantly reducing its storage capacity. If the Backwash EQ Tank were to fail, it would significantly affect WTP's daily operations process in producing clean, safe drinking water. If the WTP could not utilize this tank for the backwash waste from cleaning the multimedia filters, it would have to be handled by bypass pumping to the sanitary sewer, which significantly increases the cost to produce water and would negatively impact the sanitary sewer and wastewater treatment systems.
The Professional Engineering Services for the Design Phase with Fishbeck will begin immediately upon approval by the City Council. Fishbeck will be collaborating with Tetra Tech to complete the design work for this project to hit the milestone schedules for the fourth quarter closing on the DWSRF funding schedule. Construction of the project is expected to begin in October 2024.

POSITIONS

Approve the Professional Engineering Services Contract with Fishbeck for the Design Phase of the Fiscal Year 2024 Drinking Water State Revolving Fund (DWSRF) project at the Water Treatment Plant.

ATTACHMENTS

1. DWSRF-Fishbeck Backwash Tank Proposal

fishbeck
Engineers | Architects | Scientists | Constructors

1515 Arboretum Drive, SE
Grand Rapids, Michigan 49546

616.575.3824 | fishbeck.com

October 31, 2023

Mike Osborn
Director of Public Works
City of Jackson
161 West Michigan Avenue, 11th Floor
Jackson, Michigan 49201

Proposal for Professional Engineering Services
City of Jackson – Backwash Tank Design at the Water Treatment Plant

Fishbeck is pleased to submit this proposal for professional engineering services for a new Backwash Tank at the Water Treatment Plant (WTP). The City of Jackson (City) has already been awarded funding for the project under the Drinking Water State Revolving Fund (DWSRF) program, including the American Rescue Plan Act (ARPA) grant funding for 50% of the project cost.

We understand the City is seeking design engineering services for the Backwash Tank Design project. The project is scheduled to follow Quarter 4 of the DWSRF funding schedule with construction beginning in October 2024. The Quarter 4 schedule requires 90% complete plans and specifications to be submitted to EGLE by February 24, 2024. Design of the Backwash Tank needs to start very soon to be able to comply with the DWSRF mandated schedule.

In conversations with the City on schedule concerns, it was decided that to meet the project schedule, a combined design team of Fishbeck and Tetra Tech would allow the work to be split between the two firms so that it can be completed on schedule.

Background

The existing backwash equalization (EQ) tank is in very poor condition and needs to be replaced. The existing tank is believed to be approximately 100 years old. The tank has a storage capacity of 3 million gallons (MG) and is multicolumn supported concrete construction. Over the years the tank condition has deteriorated, with portions of the roof cracking, collapsing, and spalling, which is causing safety concerns. In the past, trees had grown around the perimeter of the tank, and it is possible that roots have cracked the tank walls and floor and possibly penetrated the tank. The interior condition of the tank received a cursory inspection by Dixon Engineering in 2022; significant cracking and spalling was observed on the areas that could be seen during the inspection. Based on observation of the tank's interior, it is thought to be half full of sludge from the backwashed solids.
If the backwash EQ tank were to fail, it would significantly affect WTP operations. Backwash waste from the filters would have to be handled by bypass pumping to sanitary, which would be expensive and would negatively impact the sanitary and wastewater treatment systems.

The existing return flow pump station pumps water from the existing backwash EQ storage tank back to the head of the WTP. A new pump station will be needed at the new Backwash EQ tank to provide this functionality. The existing return flow pump station will be demolished along with the existing backwash EQ storage tank.

Project Understanding

The project includes the following major items:

1. Removal and disposal of accumulated sludge from the existing backwash EQ tank. The sludge will need to be sampled to determine where it can be disposed of. With the discovery of PFAS at other areas on site, the sludge may contain PFAS. The concentration of PFAS in the sludge will determine where it can be disposed of. Our understanding is that the concentrations of PFAS found on-site are relatively low. Based on this, our assumption is that the concentrations of PFAS in the sludge are also relatively low. Sampling will be completed to quantify the PFAS concentrations.
2. Demolition of the existing 3 MG tank, pump station, and associated piping.
3. A new, 1.5 MG cast-in-place concrete backwash EQ tank. The tank will include two isolatable chambers for redundancy and to better accommodate maintenance and cleaning of the tank. The tank floor will be sloped toward collection sumps to provide a location for pumping out sludge and solids during tank cleaning and maintenance.
4. A new return flow pump station with the capacity to pump at a rate equivalent to 10% of the forward plant flow. The wet well for this pump station could either be a separate chamber that is integral to the Backwash EQ tank, or a separate structure connected to the tank with piping. Our initial assumption is that the tank and the pump station will be integral to the Backwash EQ tank.
5. A new return flow pump system will pump the equalized flow back to the head of the plant. Vertical turbine and submersible pump types will be evaluated. We envision a system that includes two to four pumps, designed to accommodate the range of flows needed. Variable frequency drives (VFDs) are anticipated for pump speed adjustment.
6. Instrumentation and Controls systems will be provided for the pump station. The control system will allow the forward flow to be maintained at a set percentage of forward plant flow. Controls will adjust the pump speeds to achieve the desired flow rate.
7. A new pump station building will house piping systems and electrical equipment such as Motor Control Centers (MCCs). Pumps will either be located in the building if vertical turbine style is selected, or in the wet well if submersible. We envision a pump building with block veneer exterior to match the exterior on the main WTP building. The building roof will have hatches or removable sections to allow pumps to be removed using an overhead crane for future maintenance.
8. The pump station will include HVAC and plumbing systems. We have assumed a system that includes exhaust fans and louvers for ventilation, and unit heaters for building heating. No air conditioning (cooling) is anticipated. We assume that the building would be supplied with potable water and would include hose bibbs for cleaning and maintenance. The building would include floor drains which would drain to sanitary sewer. A sanitary sewer pump station may be required as part of this project.
9. New pipelines will convey sludge from the WTP to the backwash tank, and from the pump station back to the head of the WTP.
10. Site grading and restoration will be designed. We also anticipate a roadway to access the pump station building for maintenance activities. We assume a site hydrant or high flow hose bibb will be provided for washdown water for the new tank.

Scope of Services

We propose a design team for this project that includes Fishbeck and Tetra Tech teaming together to design this project. These two firms have worked together in the past, and recently completed the design for the 2023 DWSRF Project Improvements at the WTP together. The scope will be divided between the two firms as follows:

Fishbeck Scope Items:

1. Structural: Tank, pump wet well, and building.
2. Civil: Site piping, site work, grading, drainage, roadways.
3. Architectural: Pump station building.
4. Mechanical: HVAC and plumbing systems for building.
5. Survey: Site survey for all work areas.
6. Geotechnical: Fishbeck will subcontract with Materials Testing Consultants (MTC).
7. Demolition: Specify the demolition of the existing tank, pump station, and piping.
8. Sludge removal: Specify removal of the sludge in the existing tank.
9. Overall project management and primary client contact.

Tetra Tech Scope Items:

1. Process: Design the pumping system, including pumps, pipe, and valves.
2. Electrical: Design electrical systems for the pump station, including MCC's, transformers, VFDs, wire, conduit, etc.
3. Instrumentation and Control: Develop the functional intent for the system and specify the instrumentation needed to achieve it.

Scope items common to both firms:

1. Internal project management for respective staff and teams.
2. Coordination between disciplines.
3. QA/QC.
4. Attend meetings.
5. Budget and scope tracking.

Task 1 – Preliminary Design Services

1. One of the first project tasks will be confirming the overall project concept described above. The design team will review the assumptions, brainstorm other ideas, and develop an overall project concept to present to the City.
2. Project Kickoff and Concept Review Meeting – Meet with the City to review the project requirements, scope of improvements, project schedule, and information needs. Review the overall project concepts with the City for their input.
3. Basis of Design – Develop the basis of design for review and comment by the City.
4. Site Visit – Engineers will perform a site visit at the WTP to verify design conditions.
5. Sludge characterization: Complete sampling of the sludge in the existing tank and analyze for PFAS. We have assumed that we will be able to sample four locations spread across the tank. Ideally, a core sample through the entire depth of the sludge. The sludge characteristics may vary by depth. If PFAS is present, it is more likely to be present in the upper sludge layers, and a less likely to be present in the lower layers. For each of the four locations, four separate samples will be taken at four different depths.
6. Preliminary Documents – Develop preliminary drawings and some key technical specifications for the City staff to review and approve prior to commencing with the final design. These will also be submitted to EGLE and meet the milestone requirements.
7. Engineer's Opinion of Probable Construction Cost – Develop a preliminary opinion of probable construction cost.

8. QA/QC – Conduct an internal quality assurance/quality control review of the preliminary design documents prior to submitting them to the City.
9. In-person meetings are included to review preliminary documents with City staff. Hold monthly progress meetings with the City to keep staff appraised of progress and to get input on the design.

Deliverables:
Preliminary Design Drawings and Specifications, Engineer's Opinion of Probable Construction Cost to support the DWSRF project plan budget.

Task 2 – Final Design Services

1. Final Design Documents – Develop final drawings and specifications. The design will meet the requirements of EGLE, the City, and be in accordance with Recommended Standards for Drinking Water and locally adopted codes. Final drawings will be prepared using a combination of Revit and AutoCAD. Three sets of printed drawings and specifications, and one electronic (PDF) file will be provided to the City.
2. Updated Opinion of Probable Construction Cost.
3. Final QA/QC – Conduct an internal quality assurance/quality control review of the Final Design Documents prior to submitting final drawings and specifications to the City and EGLE.
4. Review Meeting – Meet with the City to review final review comments.
5. Bidding Documents – Develop bidding documents, drawings, specifications, etc., incorporating Owner and EGLE comments.
6. Incorporate contractual requirements of the City relating to bonding, insurance, liquidated damages, dispute resolution, and funding agency contracting requirements into the bidding documents.
7. Fishbeck will also assist the City in preparing and submitting the DWSRF Application Parts I and II.

Deliverables:
Final Design Documents for EGLE review, Project Plan Revisions, Act 399 Permit Application, DWSRF Application Parts I and II.

Task 3 – Permitting and Equivalency Services

An Act 399 Permit Application will be filed with EGLE. EGLE can also be brought into the project early, if desired, to review the overall project concept. We will complete follow up calls and meetings to clarify the project details and to answer questions.

Equivalency Services will also need to be completed for the backwash tank project and for the other projects that are receiving DWSRF funding. These include the City water main projects. All projects receiving DWSRF funds this year are considered "equivalent", and therefore needs to complete federal crosscutter requirements, such as the Society of Historic Preservation Office (SHPO), Tribal Historic Preservation Office (THPO), EGLE land-water interface, and United States Fish and Wildlife Service (USFWS) evaluation. Fishbeck will complete the following:

1. SHPO Section 106 Application and Submission:
    a. Contact SHPO about the application process and requirements.
    b. Engage the services of a qualified and experienced historian to conduct cultural resources review on behalf of the City for the water main and backwash tank proposed work areas.
    c. Discuss the scope of the project, provide pertinent information about the project areas, and receive a cost proposal for the cultural resources review.
    d. Issue a Notice to Proceed and coordinate the historian's site visit.
    e. Review the Letter Report summarizing the results of the literature review provided by the historian.
    f. Compile information for inclusion within the SHPO Section 106 Application.
    g. Prepare and submit the SHPO Section 106 Application on behalf of the City.

2. THPO Application:
   a. Contact and coordinate with THPO relevant to project areas.
   b. Provide Section 106 review results to THPO.
   c. Review THPO comments about projects and mitigate impact to any identified Tribal historic sites.
3. Land-Water Interfaces:
   a. No impacts are expected as part of the projects to the land-water interfaces, as identified in the federal crosscutters.
4. MNFI and USFWS Review (Protected Plants and Animals):
   a. The USFWS ensures that federally funded projects do not jeopardize any federally listed species through the implementation of Section 7 of the Federal Endangered Species Act. Information for Planning and Consultation (IPaC) is a digital project planning tool that will be utilized to determine whether the projects will have effects on the sensitive species or designated critical habitat.
   b. The Michigan Natural Features Inventory (MNFI) will be contacted to ascertain whether any species of fauna or flora listed as endangered, threatened, or special concern, or the critical habitat of such species, is found in the vicinity of the proposed projects.
   c. Mitigation strategies to avoid excess impacts to any identified flora or fauna in the area of the projects.
   d. Prepare a memo deliverable to wrap all the reviews completed to submit to EGLE.

Task 4 – Bidding Phase Services

1. Questions and Addenda – Answer questions from prospective bidders relative to the project and issue Addenda as required.
2. Conduct a pre bid meeting with prospective bidders at the WTP site.
3. Bidding – Attend bid opening at the City offices.
4. Bid Tabulation – Prepare a bid tabulation of received bids.
5. Bidder Verification – Review the qualifications and references of the two apparent low bidders and provide information to the City for the purposes of awarding a Contract to construct the Project.
6. Fishbeck will also assist the City in preparing and submitting the DWSRF Application Part III.

Deliverables:
Pre-Bid Meeting Agenda, Addenda, Bid Evaluation Letter, DWSRF Application Part III.

Project Staffing
We intend to utilize the following key staff for this project. Other support staff will be included as needed.

Fishbeck Team Members:
- Project Manager – Dave Baar, PE
- Lead Process Engineer – Colin McCorkle, PE
- Process Engineer, DWSRF support – Meghana Kamath, PE
- Lead Structural Engineer – Gamal Elsayed, PhD, PE
- Lead Architect – W. Terrance Bourassa, RA
- Lead Mechanical Engineer – Robert Benson
- Project Advisor, QAQC – Jeff Brown, PE (Overall)

Tetra Tech Team Members:
- Project Manager – Vic Cooperwasser, PE
- Lead Process Engineer – Marc Teitsma, PE
- Process Engineer/Fishbeck Coordination – Daniel Warren, PE
- Lead Electrical Engineer – Gene Jones, PE
- Lead Instrumentation/Controls Engineer – Mick Jones, PE
- Lead Hydraulics Engineer – Shelby Byrne, PE

- Project Advisors, QA/QC:
  - Gary Markstrom, PE (Overall)
  - Brent Bode, PE and James Christopher, PE (Process)
  - Bill Paison, PE (Electrical and Instrumentation/Controls)
  - Justin Voss, PE (Hydraulics)

Geotechnical investigations will be completed by an outside consultant. We plan to use MTC for this project. Given the limited time to write the proposal we were not able to get a fee from MTC, however we have included an estimated budget for their services.

Fishbeck will secure the services of an archeologist for the SHPO review required for the LSLR equivalency requirements.

Schedule

The project will follow the DWSRF 2023 Quarter 4 Funding:

Task	Schedule
Design Engineering	November 2023 through May 2024
Submittal of Draft Plans & Specifications	February 24, 2024
Submittal of Final Plans & Specifications	April 1, 2024
Issuance of Construction Permits	April 30, 2024
Bid Advertisement	April 30, 2024
Bid Opening	June 4, 2024
Complete Bid Evaluation & Interviews	June 11, 2024
Resolution of Tentative Contract Award/ City Council Meeting	June 25, 2024
Estimated Construction Period	October 2024 – October 2026

Assumptions

- Backwash EQ tank will not require deep foundations and will resist buoyancy through tank dead load.
- The City's standard front-end specifications will be used.

Professional Services Fee

Our fee to complete the work as outlined in the referenced scope of services for an hourly not-to-exceed fee, based on the following breakdown by task and by engineering firm.

Task	Fishbeck Fee	Tetra Tech Fee	Total Fee
Preliminary Design	$192,100	$176,000	$368,100
Final Design	$231,400	$211,200	$442,600
Permitting and Equivalency Services	$33,000	$3,300	$36,300
Bidding	$28,500	$16,500	$45,000
Geotechnical Subconsultant	$44,000	$0	$44,000
Equivalency, Sampling, Lab Subconsultant	$38,000	$0	$38,000
Total	$567,000	$407,000	$974,000

Authorization

We plan to work under the City's standard contract for this project. If you concur with our scope of services, please authorize us to proceed in writing. Invoices will be submitted every four weeks and payment is due upon receipt.

If you have any questions or require additional information, please contact me at 616.464.3825 or cmccorkle@fishbeck.com.

Sincerely,



Colin G. McCorkle, PE
Senior Water and Wastewater Engineer



David J. Baar, PE
Vice President/Senior Water and Wastewater Engineer

By email

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: Purchase Four Dodge Durango SUVs for Use as Police Patrol Vehicles

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Recommendation:

Approval of the purchase of four Dodge Durangos from the John Jones Auto Group for a total of $176,600, to be paid from the Police Department's general fund budget to be used as police patrol vehicles.

Attached is a memorandum from Director Elmer Hitt regarding the need to purchase additional vehicles outside of the normal purchasing guidelines.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Elmer Hitt, Public Safety Director

DATE: November 14, 2023

RECOMMENDATION: Approve the purchase of four Dodge Durango SUVs.

SUMMARY

The acquisition of patrol vehicles continues to be a struggle. City Council approved the purchase of three Ford Explorers in the FY 21/22 budget and two in the FY 22/23 budget. None of the five vehicles on order have been received. JPD inquired recently with the Ford dealership regarding the status of the vehicles and they were unable to provide an anticipated date for JPD receiving the vehicles. There continues to be an urgent need for additional patrol vehicles at this time. The Police Department would like to purchase four pursuit-rated Dodge Durangos outside of the normal purchasing guidelines. This is necessary to get the vehicles much sooner than ordering 2024 Durangos under the state contract, as the 2023 model year vehicles are currently in stock. JPD plans to cancel the outstanding orders for the five Ford Explorers. Purchasing the four Dodge Durangos will bring JPD's patrol vehicle fleet to where it should be.

BUDGETARY CONSIDERATIONS

The cost of each Dodge Durango is $44,150, for a total of $176,600. This amount will be paid from the FY 23/24 general fund.

HISTORY, BACKGROUND AND DISCUSSION

The Jackson Police Department recently purchased other Dodge Durangos for use in its Patrol Fleet, and have had no concerns or issues with the Durangos as compared to the Ford Explorers.The unavailability of Ford pursuit-rated vehicles continues with no end in sight. There are four 2023 Dodge Durango SUVs currently in stock at John Jones Automotive Group in Indiana. We would like to purchase these vehicles outside of the normal purchasing guidelines, due to the extenuating circumstances caused by the national supply chain interruptions.

POSITIONS

I recommend approving the purchase of four Dodge Durango SUVs.

ATTACHMENTS

1. John Jones Auto Group quote

2023 Durango V6 AWD PPV Patrol Package

JOHN JONES CHRYSLER DODGE JEEP RAM FIA
1735A GARDNER LANE
CORYDON, IN 471122034

2023 DURANGO PURSUIT VEHICLE AWD (WDEE75)

	Sales Code	Description
Model:	WDEE75	DURANGO PURSUIT VEHICLE AWD
Package:	2BZ	Customer Preferred Package 2BZ
	ERC	3.6L V6 24V VVT Engine Upg I w/ESS
	DFT	8-Spd Auto 850RE Trans (Make)
Paint/Seat/Trim:		White Knuckle Clear Coat
		Monotone Paint
	*A7	Cloth Bucket Seats W/Rear Vinyl
	-X9	Black
Options:	4DH	Prepaid Holdback
	4ES	Delivery Allowance Credit Fleet
	MAF	Purchase Incentive
	XCS	4 Additional Key Fobs
	LNF	Black Left LED Spot Lamp
		Vinyl Flooring
		Black steel wheels/chrome centers
		No center console- Flat plate ready for police console mount
		Deactivate rear doors and windows



Currently IN STOCK!!!!

2023 Dodge Durango Pursuit Rated AWD V6 PATROL PACKAGE

John Jones Police Pursuit Price - $43,895.00*

**Applicable fees not included. ($225.00 DOC and $30.00 title fee. Note-all dealers charge these fees). Price is good for 10 days or whil e quantities are available*

Price with all fees Price $44,150.00**

Shipping to Jackson MI PD-$550.00 ***each***

Total cost per unit with all fees and shipping - $44,700.00

QuotepreparedbyTim R.Troyerfor the Jackson MI PD
11/2/2023EnforcementSales-JohnJones
Auto Group Police Pursuit Division Direct 260-316-5833/Business-812-883-3081
www.policepursuitvehicles.com / www.johnjonesautogroup.com

John Jones is a full-service police vehicle and emergency services up-fit dealer that provides a turn-key law enforcement vehicle to the customer's specifications. A large inventory of police vehicles and a wide range of emergency response products on hand, equates to a fast build time. This puts you and your staff in service fast and from one place. We do not subcontract, and all our services are done by our certified employees. From start to finish you are working with one company, one salesperson.
We are distributors, certified installers, and stock products from these fine companies: Whelen, Federal Signal, Sound Off, Havis, Stalker, Pro-gard, Truck Vault, Strong Box and more!



CITY OF JACKSON
Founded 1829

City Attorney's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4050, (517) 788-4023 • Facsimile: (866) 971-2117

MEMO TO: Honorable Mayor Mahoney and City Councilmembers

FROM: Matthew M. Hagerty, City Attorney

DATE: November 14, 2023 City Council Meeting

SUBJECT: **Emergency Temporary Warming Shelters – Emergency Ordinance**

RECOMMENDATION: Consider adoption of emergency ordinance amending Chapter 9 – Emergency Preparedness, by adding Article III, Emergency Temporary Warming Shelters, Sections 9-34 through 9-40, to provide authorization for the installation of emergency temporary warming shelters that meet certain location, design, and safety standards.

Your consideration is appreciated.

DEPARTMENT REPORT

MEMO TO: Honorable Mayor Mahoney and City Councilmembers

FROM: Matthew M. Hagerty, City Attorney

DATE: November 14, 2023 City Council Meeting

RECOMMENDATION: Consider adoption of emergency ordinance amending Chapter 9 – Emergency Preparedness, by adding Article III, Emergency Temporary Warming Shelters, Sections 9-34 through 9-40, to provide authorization for the installation of emergency temporary warming shelters that meet certain location, design, and safety standards.

SUMMARY

The attached proposed emergency ordinance would permit, on a temporary basis through March 31, 2024, the location of the City's previously acquired 10 Pallet Shelters to be utilized as emergency temporary warming shelters ("warming shelters") on City-owned property. The warming shelters will require an approved engineered system to anchor them to an improved impervious ground surface as well as approved electrical service for the heating units. The warming shelters would not be utilized for any permanent housing, occupancy or storage, but only for transient use when weather conditions are such that the City's homeless population may seek shelter from the elements on a temporary basis during the 2023-24 winter months. Currently, the warming shelters are proposed to be located on the former TA Wilson School site acquired by the City, and the annex building on the property most recently remodeled and improved for a shelter use. Consistent with the City Charter (Sec. 9.6), adoption of any emergency ordinance requires the affirmative vote of six (6) councilmembers in order to be approved and take immediate effect.

HISTORY, BACKGROUND AND DISCUSSION

As Council is aware, in late 2022 the City previously acquired 10 shelters from Pallet, based in Everett, Washington to assist in addressing the homelessness emergency in the City and surrounding areas. In order to locate the Pallets on City-owned property as warming shelters, an emergency ordinance is necessary and requires an affirmative declaration that addressing the problem of homelessness constitute a public health emergency.

An emergency ordinance adopted under Charter Sec. 9.6 would provide the City with the authority to immediately locate the Pallet shelters on the TA Wilson School site on a temporary basis through March 31, 2024. Any further use of the Pallets other than as warming shelters for transient use and in locations other than on City-owned property, will require a more comprehensive zoning/land use review as well as a longer-term ordinance amendments and building code compliance.

POSITION

The proposed emergency ordinance is attached for your consideration.

ATTACHMENTS: Proposed Emergency Ordinance

EMERGENCY ORDINANCE NO. 2023-_____

AN ORDINANCE OF THE CITY OF JACKSON, MICHIGAN TO AMEND CHAPTER 9 – EMERGENCY PREPAREDNESS, BY ADDING ARTICLE III, EMERGENCY TEMPORARY WARMING SHELTERS, SECTIONS 9-34 THROUGH 9-40.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The purpose of this Ordinance is to amend Chapter 9 – Emergency Preparedness, by adding Article III, Emergency Temporary Warming Shelters, Sections 9-34 through 9-40, to provide authorization for the installation of emergency temporary warming shelters that meet certain location, design, and safety standards.

Section 2.

That Chapter 9 – Emergency Preparedness, is amended to add Article III, Emergency Temporary Warming Shelters, Sections 9-34 through 9-40, to read as follows:

Article III – EMERGENCY TEMPORARY WARMING SHELTERS

Sec. 9-34. Emergency temporary warming shelters.

A. Purpose. The City Council recognizes that homelessness is a persistent problem within the City of Jackson and surrounding community and that a need exists for places where persons experiencing homelessness can go for temporary emergency shelter to periodically avoid the cold during the winter months.

B. Emergency Declaration.

i. The City Council pursuant to Sec. 9.6 of the City Charter, hereby declares addressing the problem of homelessness to be an emergency due to the rise in the number of homeless individuals in the Jackson area; the lack of temporary shelter options for homeless individuals who choose not or cannot stay at traditional homeless shelters, particularly during the colder Michigan winter months. The City Council has further heard from homelessness service providers and statements provided by homeless individuals concerning the deleterious impacts of homelessness on individuals that lack shelter and upon the community at large.

ii. To ensure that emergency temporary warming shelters provide a safe environment for those choosing to use them, certain design and safety matters must be addressed when providing an emergency temporary warming shelter.

iii. The City Council seeks to further set forth the terms and conditions under which a temporary emergency warming shelter may be located on City-owned property.

C. Definition.

Emergency temporary warming shelter. For purposes of this Article, an emergency temporary warming shelter shall consist of a small, enclosed hard-sided structure, other than a tent, vehicle, recreational vehicle, or camping trailer, for the temporary occupancy of no more than two (2) persons (subject to manufacturer specifications) that meets the provisions of Sec. 9-35 herein, and which provides a temporary shelter space that is capable of being dismantled or moved and is not permanently affixed to the ground or connected to the municipal water or sewer system. An emergency temporary warming shelter shall only be located on City-owned property on which a principal structure is also located.

Sec. 9-35. Location and Erecting of Emergency Temporary Warming Shelter.

An emergency temporary warming shelter may only be located on City-owned property as approved under this Article. Prior to any use as authorized, an emergency temporary warming shelter shall meet the following requirements:

i. The emergency temporary warming shelter(s) must receive an engineer-approved design for anchoring to the ground and be installed in accordance with the engineer-approved design prior to any use and occupancy;

ii. Emergency temporary warming shelters shall only be located on an improved impervious hard surface;

iii. There shall be maintained at least ten feet (10') distance between emergency temporary warming shelters or any other structure;

iv. No emergency temporary warming shelter shall be located closer to any public right-of-way than a principal structure;

v. All emergency temporary warming shelters shall be constructed in accordance with manufacturer's specifications;

vi. All heat sources within any emergency temporary warming shelter shall be connected in compliance with all applicable provisions of the Michigan Electrical Code;

vii. Cooking within an emergency temporary warming shelter is expressly prohibited;

viii. An emergency temporary warming shelter shall not be utilized for permanent storage or shelter of any kind, and is designated for transient use only.

Sec. 9-36. Legal Limitations of Individuals Seeking Temporary Shelter.

Nothing in this Article shall be construed as:

(1) Authorizing a continuing nonconforming use under City zoning ordinance; the use of City property for emergency temporary warming shelters is authorized under the City's police powers and does not grant any future owner/successor in interest to any City-owned property any right to maintain any use otherwise in violation of the City's Code of Ordinances; or

(2) Granting a person using an emergency temporary warming shelter any right of tenancy; the use of an emergency temporary warming shelter under this Article is a revocable license and does not grant any property, occupancy, or tenancy rights. All persons utilizing a temporary emergency warming shelter may be requested to vacate in the sole discretion of the City Manager or their authorized agent/designee.

Sec. 9-37. Inspections.

The City Manager or their authorized agent/designee may, in his or her discretion, inspect the emergency temporary warming shelter(s) to ensure compliance with this Article and may further order their immediate removal if not utilized in compliance with Sec. 9-35.

Sec. 9-38. Termination.

This Article will terminate and no longer remain in effect after March 31, 2024. Upon termination of this Article, no such emergency temporary warming shelter shall be used or occupied by any persons and such shelters shall thereafter be dismantled, removed and stored. The provisions of this section notwithstanding, an emergency temporary warming shelter may continue operation upon the termination of this Article if then

authorized by another provision of the City Code.

Section 9-39. Severability.

If any section, subsection, sentence, clause, phrase, or portion of this Article is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, said portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this Article.

Section 9-40. Effective Date.

Pursuant to Section 9.6 of the City Charter, this emergency ordinance shall take immediate effect upon an affirmative 6 votes of the City Council and publication in a newspaper of general circulation within the City.

CERTIFICATION

I, Andrea Muray, Clerk of the City of Jackson, Michigan, do hereby certify that the foregoing is a true copy of an emergency ordinance adopted by the City of Jackson City Council at a regular meeting held on November 14, 2023, at 6:30 p.m., and that it was published in the Jackson Citizen Patriot on November __, 2023.

_____, City Clerk
Andrea Muray