



AGENDA - CITY COUNCIL

Tuesday, June 10, 2025

6:30 PM

1. CALL TO ORDER.

2. PLEDGE OF ALLEGIANCE.

A. Invocation to be given by Fifth Ward Councilmember Christy May Davis.

3. ROLL CALL.

4. ADOPTION OF AGENDA.

5. PRESENTATIONS/PROCLAMATIONS.

A. Renewable Energy Presentation by Consumers Energy

6. PUBLIC HEARINGS.

7. CITIZEN COMMENTS.

(3-Minute Limit)

8. CONSENT CALENDAR.

Consent Action

A. Minutes of the May 27, 2025, Regular Meeting of the Jackson City Council

B. City of Jackson, Michigan Financial Statements for the Ten Months Ended April 30, 2025

C. Special Event Application: Sparky's Fireworks Outlet Customer Appreciation Show

Approve a request from Sparky's Fireworks Outlet to host Sparky's Fireworks Outlet Customer Appreciation Show on June 21, 2025, at Jackson Speedway.

D. Special Event Application: Commercial Exchange Open-house

Approve a request from ComEx Holdings LLC to host the Commercial Exchange Open-house on June 27 and June 28, 2025, at the Commercial Exchange Building.

E. Appointment to Local Officers Compensation Commission

Approve the Mayor's recommendation to appoint David Hammontree to the Local Officers Compensation Commission for a seven-year term beginning immediately and ending on June 10, 2032.

F. Resolution to approve a Change to the Standard Lighting Contract with Consumers Energy

Approve a Resolution for a Change to the Standard Lighting Contract with Consumers Energy for the removal of a streetlight at the intersection of Lansing Avenue and Monroe Street and authorize the Mayor and City Clerk to execute the appropriate documents.

G. Special Even Application: Uptown Salon Grand Opening & Ribbon Cutting

Approve a request from the Uptown Hairstyling Salon LLC to host the Uptown Salon Grand Opening & Ribbon Cutting on June 30, 2025, in downtown Jackson.

9. OTHER BUSINESS.

A. East Side Economic Development Update

B. Ordinance No. 519

Approve the second reading/final adoption of Ordinance No. 519 approving the compensation rates for administrative and supervisory employees

C. Resolution - Water and Wastewater Rate

Approval of Option #1 for the fiscal years 2025/26 and 2026/27 Water and Wastewater Rate Resolution.

10. NEW BUSINESS.

- A. Resolution - Fiscal Year 2024/25 Budget Amendment

Approval of the Resolution to amend the fiscal year 2024/25 General Fund, Ella W. Sharp Park Operating Fund, Building Inspection Fund, 2023 Water System Project Construction Fund, 2024 Water System Project Construction Fund, and Water Fund budgets

- B. Resolution - Downtown Development Authority Budget, Fiscal Year 2025 – 2026

Approve the Jackson Downtown Development Authority budget for the fiscal year 2025-2026.

- C. Resolution - FY25/26 DDA District Millage

Approve a resolution authorizing the levy of a millage in the amount of 1.9996 mills on parcels in the DDA District for the fiscal year 2025-26

- D. 2025-2026 Insurance Renewal

Approve the Renewal of the City of Jackson's Liability and Property Insurance Through the Michigan Municipal League's Liability & Property Pool in the Amount of \$709,078.00, and Authorize the City Attorney and Finance Director to Take Any Actions Necessary to Effectuate the Policy.

- E. Contract Award - FY 2025/26 Water and Wastewater Treatment chemicals.

Award Contracts for the Fiscal Year 2025/2026 purchase of Water and Wastewater Treatment chemicals.

11. CLOSED SESSION

- A. Conduct closed session pursuant to MCL 15.268(e) concerning Jackson County 4th Circuit Court Case No. 24-1054-NO

- Roll call vote to enter closed session pursuant to MCL 15.268(e) concerning Jackson County 4th Circuit Court Case No. 24-1054-NO
- Roll call vote to return from closed session

12. CITY COUNCILMEMBER'S COMMENTS.

13. CITY MANAGER'S COMMENTS.

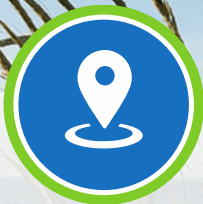
14. ADJOURNMENT.

Power the City of Jackson with renewable, Michigan-made energy.

Meet your sustainability goals
and decarbonize your city.



The Renewable Energy Program is:



Local

Support **new** renewable resources in Michigan



Flexible

Customizable to suit your sustainability goals



Turnkey

Fully managed renewable resources on your behalf



Cost-Effective

No upfront costs or onsite construction

Here's How it Works



Use Consume and pay for electricity as you normally would.

Enroll Choose the accounts and percentage of your energy use you want to match with zero-carbon renewable energy.

Create New wind and solar projects are developed across Michigan to support your renewable energy needs.

Earn Once projects come online, your subscription begins. The energy generated is sold into the market to earn capacity and energy credits. These credits are passed on to you and may even help reduce your monthly energy bill.

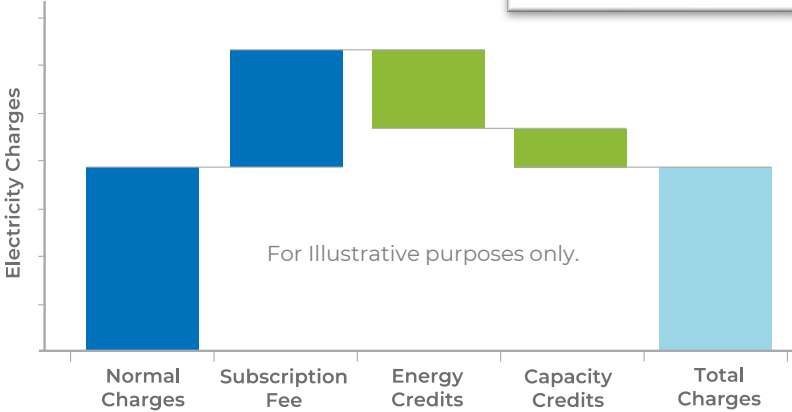
Sustain We provide a detailed yearly attestation of your credits to support your sustainability goals.




20-year Contract
 =
Forecasted Net Savings
\$915,258.00

Renewable Energy Program Financial Analysis - Model Inputs						
Customer:				City of Jackson		
Estimated Annual Subscription Volume (kWh):				13,395,755	Subscription Level:	
Estimated Subscription Fee:				\$0.064	100%	
Financial Analysis - Estimated Yearly, Financial Impact of Enrollment						
Year	Year	kWh Subscribed	Subscription Cost	Savings (Energy & Capacity Credits)	Annual Net Savings/(Premium)	Metric Tons of CO2 Avoided
1	2028	13,395,755	\$857,328	\$784,622	(\$72,706)	5,586
2	2029	13,395,755	\$857,328	\$797,376	(\$59,952)	5,586
3	2030	13,395,755	\$857,328	\$809,239	(\$48,089)	5,586
4	2031	13,395,755	\$857,328	\$808,913	(\$48,416)	5,586
5	2032	13,395,755	\$857,328	\$825,760	(\$31,569)	5,586
6	2033	13,395,755	\$857,328	\$853,831	(\$3,498)	5,586
7	2034	13,395,755	\$857,328	\$873,494	\$16,166	5,586
8	2035	13,395,755	\$857,328	\$895,447	\$38,119	5,586
9	2036	13,395,755	\$857,328	\$892,429	\$35,100	5,586
10	2037	13,395,755	\$857,328	\$888,477	\$31,149	5,586
11	2038	13,395,755	\$857,328	\$884,878	\$27,550	5,586
12	2039	13,395,755	\$857,328	\$892,722	\$35,394	5,586
13	2040	13,395,755	\$857,328	\$907,479	\$50,151	5,586
14	2041	13,395,755	\$857,328	\$933,871	\$76,543	5,586
15	2042	13,395,755	\$857,328	\$955,033	\$97,705	5,586
16	2043	13,395,755	\$857,328	\$967,466	\$110,138	5,586
17	2044	13,395,755	\$857,328	\$981,295	\$123,967	5,586
18	2045	13,395,755	\$857,328	\$1,003,638	\$146,310	5,586
19	2046	13,395,755	\$857,328	\$1,044,346	\$187,017	5,586
20	2047	13,395,755	\$857,328	\$1,061,508	\$204,179	5,586
Financial Summary - Estimated, Financial Impact of Contract Term Options						
Contract Term Length		kWh Subscribed	Subscription Cost	Savings (Energy & Capacity Credits)	Term Net Savings/(Premium)	Metric Tons of CO2 Avoided
20 years		267,915,100	(\$17,146,566)	\$18,061,824	\$915,258	111,721
15 Years		200,936,325	(\$12,859,925)	\$13,003,571	\$143,646	83,790
10 Years		133,957,550	(\$8,573,283)	\$8,429,588	(\$143,695)	55,860
5 Years		66,978,775	(\$4,286,642)	\$4,025,910	(\$260,732)	27,930

How Your Bill Works



Renewable Energy Program

Renewable Energy Subscription
Renewable Energy Credit
Renewable Capacity Credit
Net Premium/Credit

September Energy Bill

Account: 1000-0000-0004
Invoice: 202409000004

Account Summary

Last Month's Account Balance: \$12,000.00
Payment on August 22, 2024: \$12,000.00
Balance Forward: \$0.00
Payments applied after Sept. 01, 2024 are not included.

Electric Charges

On-Peak Billing Demand kW	\$100.00	\$100.00	\$100.00
Trans. On-Peak Billing	\$100.00	\$100.00	\$100.00
Demand Interruptible Capacity	\$100.00	\$100.00	\$100.00
Credit On-Peak Energy	\$100.00	\$100.00	\$100.00
Off-Peak Energy	\$100.00	\$100.00	\$100.00
PSCR	\$100.00	\$100.00	\$100.00
System Access	\$100.00	\$100.00	\$100.00
Max Demand kW	\$100.00	\$100.00	\$100.00
Deferral Surcharge	\$100.00	\$100.00	\$100.00
Refund	\$100.00	\$100.00	\$100.00
FCM Incentive	\$100.00	\$100.00	\$100.00
Other Surcharges	\$100.00	\$100.00	\$100.00
Power Plant Securitization	\$100.00	\$100.00	\$100.00
Karn 1&2 Securitization	\$100.00	\$100.00	\$100.00
Charge Karn 1&2 Bill Credit	\$100.00	\$100.00	\$100.00
Power Factor Adjustm	\$100.00	\$100.00	\$100.00
Low-Income Assist Fund	\$100.00	\$100.00	\$100.00

Total Electric: \$12,000.00

Renewable Energy Program

Renewable Energy Subscription	\$100.00	\$100.00	\$100.00
Renewable Energy Credit	\$100.00	\$100.00	\$100.00
Renewable Capacity Credit	\$100.00	\$100.00	\$100.00
Net Premium/Credit	\$100.00	\$100.00	\$100.00

State Sales Tax: \$100.00
Total Electric: \$12,000.00

Amount Due

By Sept. 23, 2024
If you pay after the due date, a 2% late payment charge will be added to your next bill.

Benefits for the City of Jackson & Sustainability

- ✓ Easily meet your carbon reduction goals
- ✓ Improve brand reputation
- ✓ Contribute to the local community
- ✓ Get ahead of regulatory requirements
- ✓ Reduce cost of capital
- ✓ Protect the planet

Customers Currently Enrolled:



- State of Michigan
- City of Kalamazoo
- City of Grand Rapids
- City of East Grand Rapids
- ❖ **TAC Manufacturing**
- Michigan State University
- FireKeepers Casino
- General Motors
- Walmart
- ❖ **MACI**

The Impact



Total estimated
subscribed
generation:
13,395,755 kWh
(6.5 MW)

Equivalent to:

CO₂ emissions from:

765,847 gallons

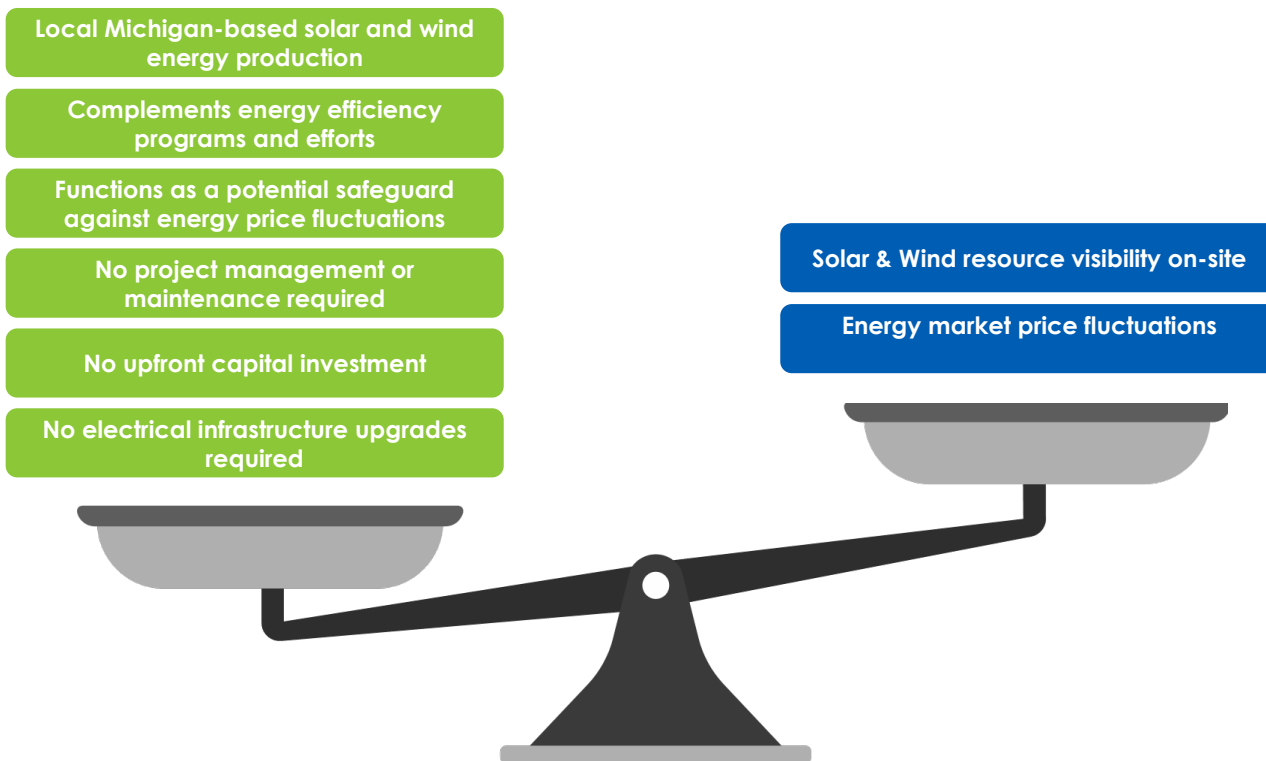
Diesel consumed

Equivalent to greenhouse gas emissions from:

19,853,812 miles

Miles driven by an average gasoline-
powered passenger vehicle

Renewable Energy Program: Strong Value with Minimal Downsides





Enrollment is happening now

Timing is important as customers are enrolled on a first-come first-serve basis.

- The program is expanding based on increased customer demand, there *may* be a waiting period before your enrollment begins.
- One solar facility is remaining at the \$.064 kWh price.

Contracting today reserves your spot in the program.

The Way Forward



Consumers Energy

Count on Us®

Thank You



CITY COUNCIL MEETING MINUTES May 27, 2025

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE AND INVOCATION:

Council joined in the Pledge of Allegiance. Invocation was given by Fourth Ward Councilmember Conner Wood.

ROLL CALL:

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

Absent: Fifth Ward Councilmember Christy Davis*

Also present: City Manager Jonathan Greene, City Attorney Matthew Hagerty, City Clerk Andrea Muray, City Assessor Jason Yoakam, Chief Equity Officer John Willis, Police Chief Chris Simpson, and City Engineer Troy White.

Councilmember Davis arrived after the initial roll call

ADOPTION OF AGENDA:

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

PRESENTATIONS/PROCLAMATIONS:

A. Water and Wastewater Rate Studies

Bendzinski & Co. Municipal Finance Advisors presented an overview of their water and wastewater rate study.

PUBLIC HEARINGS: none.

CITIZEN COMMENTS:

Citizen comments were heard and the meeting continued.

Councilmember Davis arrived at 7:27 p.m.

Motion was made by Councilmember Wood, seconded by Councilmember Forgrave to take a 3 minute recess. Vote was done by voice with all in favor. Motion carried.

Council was recessed from 7:41 p.m. – 7:47 p.m.

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

CONSENT CALENDAR:

A. Minutes of the May 8, 2025, Budget Workshop

Approve the minutes from the May 8, 2025 Budget Workshop

B. Minutes of the May 13, 2025, Regular Meeting of the Jackson City Council

Approve the May 13, 2025, minutes of the regular meeting of the Jackson City Council.

C. Corrective Resolution - Council Meeting Dates

Approve a resolution correcting the 2025 City Council Meeting Dates Schedule.

D. Traffic Control Order 2405

Approve Traffic Control Order 2405 installing Autistic Child signs on Merriman Street between Wall Street and Damon Street.

E. Special Event Application: Pathway Kids Club

Approve a request from the Ganson Street Baptist Church to host the Pathway Kids Club, June 23-27, 2025, in downtown Jackson.

F. Special Event Application: Revival in the Park

Approve a request from Connections 4 Christ to host the Revival in the Park on June 7, 2025, in downtown Jackson.

G. Special Event Application: Fall Gala

Approve a request from the Jackson Community Foundation to host the Fall Gala on September 19, 2025, in downtown Jackson.

H. Special Event Application: Food Truck Fridays

Approve a request from the Jackson Downtown Development Authority to host the Food Truck Fridays on May 23, June 27, July 25, August 22, and September 26, 2025, in downtown Jackson.

I. Special Event Application: Food Truck Tuesdays

Approve a request from Melted Grill, LLC to host the Food Truck Tuesdays on June 10, June 24, July 22, August 5, and August 19, 2025, in downtown Jackson.

J. Special Event Application: Sacred Heart Community Festival

Approve a request from the Sacred Heart Community Church to host the Sacred Heart Community Festival on June 29, 2025, in downtown Jackson.

K. Special Event Application: Paws in the Park

Approve a request from the Cascades Human Society to host the Paws in the Park on June 21, 2025, at Cascades Park.

L. Special Event Application: June Cruise-In and Concert

Approve a request from the Jackson Downtown Development Authority to host the June Cruise-In and Concert, in downtown Jackson.

M. Special Event Application: Grand River Farmers Market - Children's Market

Approve a request from the Jackson Downtown Development Authority to host the Grand River Farmers Market-Children's Market, in downtown Jackson.

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to approve the consent calendar. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

OTHER BUSINESS:

A. East Side Economic Development Update

City Manager Jonathan Greene gave an update of the status of efforts being made.

NEW BUSINESS:

A. Resolution to Establish Licensing Fees for Electric Scooters

Recommendation: *Adopt the Resolution establishing the annual licensing fee and non-compliance penalty for electric scooters under City Ordinance 2025-1*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Forgrave to adopt the resolution establishing the annual licensing fee and non-compliance penalty for electric scooters under City Ordinance 2025-1.

Motion was made by Councilmember Wood, seconded by Councilmember Forgrave to amend Section 2 to have the second sentence read, in full, “an additional fee in the amount of \$100 shall be paid to the City each day (rather than month) for each electric scooter which has remained impounded by the City for more than 7 (rather than 30) days after notice has been sent to the licensed company notifying them of the impoundment.” Vote – Yeas: Wood and Forgrave (2). Nays: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, and Davis (5). Motion failed.

Vote was taken on the main motion. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

B. Resolution - Delinquent Invoices 2025 Summer Tax Bill

Recommendation: *Approve the resolution placing delinquent invoices on the 2025 summer tax bills.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Gunn to approve the resolution placing delinquent invoices on the 2025 summer tax bills. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

C. Resolution - Right of First Refusal

Recommendation: *Approve a resolution to exercise its right of first refusal option to take 19 parcels for future redevelopment and decline an additional 22 parcels.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Forgrave to approve a resolution to exercise its right of first refusal taking 19 parcels for future redevelopment and decline an additional 22 parcels. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

D. Audit Services Agreement - Rehmann

Recommendation: *Approve the three-year agreement to engage Rehmann to provide audit services at a cost of \$100,000.00 for fiscal year 2024/25, \$105,000.00 for fiscal year 2025/26, and \$110,200.00 for fiscal year 2026/27; and authorization for the Mayor and City Clerk to execute the appropriate document in accordance with the Purchasing Coordinator.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Robinson to approve the three-year agreement to engage Rehmann to provide audit services at a cost of \$100,000.00 for fiscal year 2024/25, \$105,000.00 for fiscal year 2025/26, and \$110,200.00 for fiscal year 2026/27; and authorization for the Mayor and City Clerk to execute the appropriate document in accordance with the Purchasing Coordinator. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

E. Funding Letters for Pension Systems

Recommendation: *Receive the actuarial valuations as of June 30, 2024, for the Act 345 Policemen's & Firemen's Retirement Plan, the Employees' Retirement System, and the Policemen's and Firemen's Retirement System, and approve the actuarial funding necessary for the fiscal year 2025/2026.*

Motion was made by Councilmember Forgrave, seconded by Councilmember Davis to receive the actuarial valuations as of June 30, 2024, for the Act 345 Policemen's & Firemen's Retirement Plan, the Employees' Retirement System, and the Policemen's and Firemen's Retirement System, and approve the actuarial funding necessary for the fiscal year 2025/2026. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

F. Resolution Proposed Annual Budget for Fiscal Year 2025-2026

Recommendation: *Adoption of the Annual Budget Resolution for Fiscal Year 2025/26 and authorize the Mayor and City Clerk to sign the 2025 Tax Rate Request (form L-4029).*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to adopt the Annual Budget Resolution for Fiscal Year 2025/26 and authorize the Mayor and City Clerk to sign the 2025 Tax Rate Request. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

G. Ordinance -Nonunion Wage Table effective 7.1.2025

Recommendation: *Approve the first reading and advance to the second reading/final adoption an ordinance establishing the non-union wage table.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Gunn to approve the first reading of an ordinance for non-union wage table.

Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

H. Contract Award - MLK Equality Trail Extension

Recommendation: *Approve the award of the contract for the MLK Equality Trail Extension on Mechanic Street from Detroit Street to Trail Street to Merlo Construction Company, Inc. of Milford, Michigan at a cost of \$298,052.00 and authorize the Mayor and City Clerk to execute the appropriate documents.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Gunn to approve the award of the contract for the MLK Equality Trail Extension on Mechanic Street from Detroit Street to Trail Street to Merlo Construction Company of Milford, Michigan at a cost of \$298,052.00 and authorize the Mayor and City Clerk to execute the appropriate documents. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

I. Donation of vacant property – 225 W Biddle

Recommendation: *Accept the donation of vacant property at 225 W. Biddle Street (parcel # 4-047600000), approve the donation agreement and quit claim deed, authorize the City Manager and City Attorney to make minor modifications as needed, and authorize the City Manager and City Attorney to execute the appropriate documents necessary to complete the transaction.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Gunn to accept the donation of vacant property at 225 W. Biddle Street. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

J. Resolution - Water and Wastewater Rate

Recommendation: *Approval of Option #3 for the fiscal years 2025/26 and 2026/27 Water and Wastewater Rate Resolution.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Forgrave to approve Option #1 for the fiscal years 2025/26 and 2026/27 Water and Wastewater Rate Resolution.

Motion was made by Mayor Mahoney, seconded by Councilmember Davis to postpone the item until the next meeting (June 10, 2025). Vote – Yeas: Mayor Mahoney, Councilmembers Robinson, Gunn, and Davis (4). Nays: Vice Mayor Dancy, Councilmembers Wood, and Forgrave (3). Motion carried.

K. Interagency Agreement between the City of Jackson and Leoni Twp.

Recommendation: *Approve the interagency agreement between the City of Jackson and Leoni Township, for building inspection and plan review services, and allow the City Manager and City Attorney to make minor modifications as may be required.*

Motion was made by Councilmember Wood, seconded by Vice Mayor Dancy to approve the interagency agreement between the City of Jackson and Leoni Township, for building inspection and plan review services, and allow the City Manager and City Attorney to make minor modifications as may be required. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, and Forgrave (6). Nays: Councilmember Davis (1). Motion carried.

L. Sale of 1206 Deyo Street, PIN # 6-040600000.

Recommendation: *Approve the sale of 1206 Deyo Street, PIN # 6-040600000 to Adnan Baghal Investment LLC, located at 205 Page Ave, Jackson, MI. 49201 for two thousand dollars (\$2,000). Allow the City Manager and City Attorney to initiate the sales and development agreement consistent with City policies.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Davis to approve the sale of 1206 Deyo Street. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

CITY COUNCILMEMBER’S COMMENTS:

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

MANAGER'S COMMENTS:

City Manager Jonathan Greene did not offer comments.

ADJOURNMENT:

No further business being offered, a motion to adjourn was made by Vice Mayor Dancy, seconded by Councilmember Wood. Vote was done by voice with all in favor. Mayor Mahoney adjourned the meeting at 9:05 p.m.

Financial Statements

As of and for the Ten Months Ended April 30, 2025
(Unaudited and Prepared on the Adopted Budget-Basis)

EXPENDITURE SUMMARY

All Funds - Expenditures Summary as of April 30

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH- TO-DATE	ACTUAL YEAR- TO-DATE		
	FY2025	FY2025	April 2025	FY2025	Percent Expended	Variance - Favorable (Unfavorable)
FUND TYPE/FUND NAME						
General Fund						
101 - GENERAL	34,408,353	34,518,353	\$2,429,825	\$25,549,051	74.02%	\$8,969,302
102 - BUDGET STABILIZATION	30,000	30,000	—	—	0.00%	\$30,000
GENERAL FUND TOTAL	34,438,353	34,548,353	\$2,429,825	\$25,549,051	73.95%	\$8,999,302
Permanent Fund						
151 - CEMETERY PERPETUAL MAINTENANCE	25,000	25,000	—	—	0.00%	\$25,000
155 - ELLA W. SHARP ENDOWMENT FUND	20,550	20,550	—	—	0.00%	\$20,550
160 - LLOYD E. MOUNT ENDOWMENT	5,100	5,100	—	—	0.00%	\$5,100
PERMANENT FUND TOTAL	50,650	50,650	—	—	0.00%	\$50,650
Special Revenue Fund						
202 - MAJOR STREET	14,911,260	14,911,260	\$321,415	\$4,055,367	27.20%	\$10,855,893
203 - LOCAL STREET	2,056,470	2,056,470	\$44,376	\$1,537,076	74.74%	\$519,394
208 - ELLA W. SHARP PARK OPERATING	1,051,718	1,051,718	\$52,625	\$849,881	80.81%	\$201,837
213 - OPIOID SETTLEMENT FUND	62,739	62,739	—	—	0.00%	\$62,739
218 - AFFORDABLE HOUSING FUND	1,658,800	1,658,800	\$39,752	\$675,044	40.69%	\$983,756
234 - HCDF MICH GRANT	0	880,000	\$163	\$6,341	0.72%	\$873,659
245 - PUBLIC IMPROVEMENT	1,335,840	1,335,840	—	\$170,502	12.76%	\$1,165,338
246 - CORTLAND ST REDEVELOPMENT PROJECTS FUND	1,621,212	1,621,212	\$55,661	\$1,856,734	114.53%	(\$235,522)
249 - BUILDING DEPARTMENT	623,988	623,988	\$40,600	\$463,964	74.35%	\$160,024
251 - HOUSING CODE ENFORCEMENT	1,500,661	1,500,661	\$57,669	\$827,246	55.13%	\$673,415
252 - BUILDING DEMOLITIONS	393,000	393,000	\$24,388	\$99,882	25.42%	\$293,118
265 - DRUG LAW ENFORCEMENT	35,432	35,432	\$245	\$19,325	54.54%	\$16,107
272 - SAFER GRANT	301,801	301,801	\$2,773	\$357,331	118.40%	(\$55,530)
273 - PROJECT SAFE NEIGHBORHOOD	143,028	277,871	—	\$50,667	18.23%	\$227,204
275 - BYRNE/JAG PROGRAMS	0	40,174	\$3,661	\$33,661	83.79%	\$6,513

Note 2

Note 2

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH- TO-DATE	ACTUAL YEAR- TO-DATE		
	FY2025	FY2025	April 2025	FY2025	Percent Expended	Variance - Favorable (Unfavorable)
279 - AMERICAN RESCUE PLAN ACT	75,000	75,000	–	–	0.00%	\$75,000
280 - HOUSING STABILITY	0	250,000	\$10,582	\$250,683	100.27%	(\$683)
285 - EPA BROWNFIELD ASSESSMENT GRANT	100,000	100,000	–	\$152,090	152.09%	(\$52,090)
296 - RECREATION ACTIVITY	268,824	268,824	\$46,639	\$393,488	146.37%	(\$124,664)
297 - RECREATION MILLAGE	911,550	911,550	\$52,134	\$569,391	62.46%	\$342,159
SPECIAL REVENUE FUND TOTAL	27,051,323	28,356,340	\$752,683	\$12,368,673	43.62%	\$15,987,667
Debt Service Fund						
308 - 2020 CAPITAL IMP. BONDS DEBT SERV. FUND	223,792	223,792	–	\$12,896	5.76%	\$210,896
352 - 2017 MTF BONDS D/S FUND	761,885	761,885	–	\$58,443	7.67%	\$703,443
353 - 2024 MTF BONDS D/S FUND	0	–	–	\$79,583	–	(\$79,583)
367 - 2021 CITY HALL REFUNDING DEBT SERV FUND	763,691	763,691	\$752,345	\$763,691	100.00%	\$0
385 - 2016 CAPITAL IMP BOND DEBT SERVICE FUND	145,743	145,743	–	\$145,743	100.00%	\$0
386 - 2018 CAPITAL IMP BOND DEBT SERVICE FUND	1,400,250	1,400,250	–	\$249,750	17.84%	\$1,150,500
389 - 2017 BRA TIF REFUNDING DEBT SERVICE FUND	1,764,600	1,764,600	–	\$102,300	5.80%	\$1,662,300
391 - 2021 BRA TIF REFUNDING DEBT SERVICE FUND	38,593	38,593	–	\$19,296	50.00%	\$19,297
394 - 2001 DDA TIF DEBT SERVICE	3,032,403	3,032,403	–	–	0.00%	\$3,032,403
395 - 2019 DDA TIF REFUNDING DEBT SERVICE	207,157	207,157	–	\$83,579	40.35%	\$123,579
DEBT SERVICE FUND TOTAL	8,338,114	8,338,114	\$752,345	\$1,515,280	18.17%	\$6,822,834
Capital Projects Fund						
401 - CAPITAL PROJECTS	330,000	330,000	\$78,436	\$109,609	33.21%	\$220,391
402 - WATER EQUIPMENT & REPLACEMENT	28,677,405	28,677,405	\$1,370,578	\$3,445,875	12.02%	\$25,231,530
403 - LEAD SERVICE LINE REPLACEMENT	1,696,998	1,696,998	\$15,368	\$619,801	36.52%	\$1,077,197
404 - DPS SANITARY SEWER MAINTENANCE	673,281	673,281	\$25,135	\$425,256	63.16%	\$248,025
405 - SANITARY SEWER REPLACEMENT	6,214,142	6,214,142	\$10,128	\$2,056,747	33.10%	\$4,157,395
406 - WASTEWATER EQUIPMENT REPLACEMENT	13,304,666	13,304,666	\$24,375	\$2,649,113	19.91%	\$10,655,553
407 - 2022 SEWER SYSTEM PROJECT CONSTRUCTION	2,492,187	2,492,187	\$26,368	\$3,430,060	137.63%	(\$937,873)
409 - 2022 WATER SYSTEM PROJECT CONSTRUCTION	9,710,899	9,710,899	\$1,988	\$4,115,160	42.38%	\$5,595,739
410 - 2024 WATER SYSTEM PROJECT CONSTRUCTION	–	–	\$438,449	\$958,938	–	(\$958,938)
426 - 2024 MICHIGAN TRANSPORT BONDS CONST FUND	1,541,772	1,541,772	–	–	0.00%	\$1,541,772
488 - MLK CORRIDOR IMP. AUTHORITY FUND	3,832,100	3,832,100	–	\$709,916	18.53%	\$3,122,184
489 - BROWNFIELD REDEVELOPMENT	2,312,552	2,312,552	\$608	\$773,960	33.47%	\$1,538,592
494 - DDA PROJECT	3,239,560	3,239,560	–	\$83,579	2.58%	\$3,155,982
CAPITAL PROJECTS FUND TOTAL	74,025,562	74,025,562	\$1,991,434	\$19,378,014	26.18%	\$54,647,548
Special Assessment Funds						
852 - 2020 SPEC. ASSESSMENT BONDS DEBT SERVICE	162,008	162,008	\$6,953	\$162,008	100.00%	\$1
895 - SPECIAL ASSESSMENT	2,309,081	2,309,081	\$6,953	\$162,008	7.02%	\$2,147,074

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH- TO-DATE	ACTUAL YEAR- TO-DATE		
	FY2025	FY2025	April 2025	FY2025	Percent Expended	Variance - Favorable (Unfavorable)
SPECIAL ASSESSMENT FUNDS TOTAL	2,471,089	2,471,089	\$13,905	\$324,015	13.11%	\$2,147,074
Enterprise Fund						
514 - AUTO PARKING SYSTEM	282,147	282,147	—	\$22,513	7.98%	\$259,634
518 - PARKING ASSESSMENT	387,051	387,051	\$28,194	\$225,140	58.17%	\$161,911
519 - COOPER/FRANCIS PARKING DECKS	282,906	282,906	\$4,492	\$56,504	19.97%	\$226,402
590 - SEWER	26,884,143	26,884,143	\$483,650	\$12,916,328	48.04%	\$13,967,815
591 - WATER	47,408,410	47,408,410	\$2,064,342	\$22,277,866	46.99%	\$25,130,544
ENTERPRISE FUND TOTAL	75,244,657	75,244,657	\$2,580,677	\$35,498,351	47.18%	\$39,746,306
Internal Service Fund						
641 - PUBLIC WORKS ADMINISTRATION	522,909	522,909	\$31,944	\$408,267	78.08%	\$114,642
642 - ENGINEERING ADMINISTRATION	412,933	412,933	\$51,426	\$301,874	73.10%	\$111,059
643 - LOCAL SITE REMEDIATION REVOLVING	200,000	200,000	\$200,000	\$200,000	100.00%	\$0
661 - MOTOR POOL & GARAGE	1,808,820	1,808,820	\$701,628	\$1,740,013	96.20%	\$68,807
676 - WORKERS COMPENSATION	255,075	255,075	\$17,883	\$193,867	76.00%	\$61,208
677 - SELF-INSURED HEALTHCARE	6,481,950	6,481,950	\$705,138	\$5,436,869	83.88%	\$1,045,081
INTERNAL SERVICE FUND TOTAL	9,681,687	9,681,687	\$1,708,019	\$8,280,890	85.53%	\$1,400,797
Custodial Fund						
703 - COUNTY & SCHOOL TAX	28,860,000	28,860,000	—	—	0.00%	\$28,860,000
CUSTODIAL FUND TOTAL	28,860,000	28,860,000	—	—	0.00%	\$28,860,000
Pension Trust Fund						
731 - EMPLOYEES RETIREMENT SYSTEM	4,225,000	4,225,000	\$371,308	\$3,872,363	91.65%	\$352,637
732 - POLICE & FIRE PENSION	415,000	415,000	\$35,877	\$352,728	84.99%	\$62,272
734 - POLICE & FIRE ACT 345	6,240,000	6,240,000	\$598,988	\$5,146,437	82.47%	\$1,093,563
736 - PUBLIC EMPLOYEE HEALTH CARE	30,000	30,000	—	\$8,882	29.61%	\$21,118
PENSION TRUST FUND TOTAL	10,910,000	10,910,000	\$1,006,173	\$9,380,409	85.98%	\$1,529,591
FUND TYPE/FUND NAME TOTAL	271,071,435	272,486,452	\$11,235,062	\$112,294,683	41.21%	\$160,191,769

REVENUE SUMMARY

All Funds - Revenue Summary as of April 30

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH-TO- DATE	ACTUAL YEAR-TO- DATE	
	FY2025	FY2025	April 2025	FY2025	Percent Collected
FUND TYPE/FUND NAME					
General Fund					
PROPERTY TAXES	11,585,297	11,585,297	\$865,832	\$11,601,802	100.14%
INCOME TAXES	10,900,000	10,900,000	\$2,424,103	\$9,735,274	89.31%
STATE REVENUE SHARING	5,787,831	5,787,831	\$893,436	\$3,965,618	68.52%
LICENSES AND PERMITS	352,015	352,015	\$4,286	\$174,548	49.59%
FEDERAL GRANTS	293,407	293,407	\$1,748,620	\$1,860,574	634.13%
STATE GRANTS	136,000	186,000	\$3,823	\$203,808	109.57%
CONTRIBUTIONS FROM LOCAL UNITS	12,500	12,500	\$267	\$6,322	50.58%
CHARGES FOR GOODS AND SERVICES	1,423,349	1,423,349	\$724,206	\$1,008,257	70.84%
FINES AND FORFEITS	355,640	355,640	\$59,030	\$430,205	120.97%
PROCEEDS FROM SALE OF CAPITAL ASSETS	30,100	30,100	\$5,104	\$1,500,749	4,985.88%
INVESTMENT INCOME	390,000	390,000	\$50,483	\$521,596	133.74%
MISCELLANEOUS	336,136	336,136	\$111,038	\$409,196	121.74%
CONTRIBUTIONS FROM OTHER FUNDS	190,000	190,000	—	\$12,903	6.79%
GENERAL FUND TOTAL	31,792,275	31,842,275	\$6,890,228	\$31,430,852	98.71%
FUND TYPE/FUND NAME TOTAL	31,792,275	31,842,275	\$6,890,228	\$31,430,852	98.71%
CONSOLIDATED WITH GENERAL FUND	30,000	30,000	\$6,976	\$59,390	197.97%
ALL OTHER FUNDS	220,777,221	222,082,238	\$11,444,769	\$89,006,395	40.08%

NOTES TO REVENUE AND EXPENDITURE SUMMARIES

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

Note 2: Unfavorable budget variances related to expenditures will be addressed through a formal budget amendment.



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 10, 2025

SUBJECT: Special Event Application: Sparky's Fireworks Outlet Customer Appreciation Show

Recommendation:

Approve a request from Sparky's Fireworks Outlet to host Sparky's Fireworks Outlet Customer Appreciation Show on June 21, 2025, at Jackson Speedway.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for Sparky's Fireworks Outlet Customer Appreciation Show.

I recommend approval of the Special Event Application for Sparky's Fireworks Outlet Customer Appreciation Show. Your consideration and concurrence is appreciated.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: June 10, 2025

RECOMMENDATION:

Approve a request from Sparky's Fireworks Outlet to host Sparky's Fireworks Outlet Customer Appreciation Show on June 21, 2025, at Jackson Speedway.

ISSUE STATEMENT

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

DEPARTMENT APPROVAL DENIAL ECONOMIC IMPACT

DDA	X	\$0.00
Engineering	X	\$0.00
Fire	X	\$0.00
Neighborhood & Economic Operations	X	\$0.00
Parks & Recreation	X	\$0.00
Police	X	\$0.00
Public Works	X	\$0.00

TOTAL. \$0.00

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: None

OWNERSHIP

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

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from Sparky's Fireworks Outlet to host Sparky's Fireworks Outlet Customer Appreciation Show on June 21, 2025, at Jackson Speedway.

ATTACHMENTS

1. SEA-Sparky's Fireworks Show

By: M. Evans Date: 5/16/25
Fee Rec: X Date: 5/16/25
Cash: Check #: 3111
Approved through City Council
Yes/No: Date:

SPECIAL EVENT APPLICATION 2025

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

Application must be submitted 60 days prior to event date

Application attachments

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

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

☒ Level 1: \$75 (0-1 city resources)

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

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

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

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

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

☐ Insurance documentation for sponsoring organization

☒ **Event Map** -Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)

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

☐ **Cannabis Consumption Area License and Liability insurance** (if applicable)

☐ **Carnival Ride Permit** (if applicable)

☐ Insurance documentation for all vendors (if applicable)

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

Applicant Information

EVENT NAME: Sparky's Fireworks Outlet Customer Appreiation Show

Sponsoring Organization Legal Name : Sparky's Fireworks Outlet

Street Address : 3731 Ann Arbor Rd Jackson MI 49202

Tax ID# :

Website : Sparkysfireworksoutlet.com

Contact Name 1 : Mark Joseph

Email: Mark@sparkysfireworksoutlet.com

Phone: 517-290-5834

Contact Name 2 :

Email:

Phone:

Contact Name/Phone# During Event: Same as above Mark at 517-290-5834

Event Details

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
<u>06/21/2025</u>	<u>8:00am</u>	<u>4:00pm</u>	<u>11:30</u>	<u>11:30</u>

Has this event occurred before? ☒ Yes No If yes, how many previous years? 7 years prior to covid

What is the expected attendance? 1500

Do you expect to do this event next year?

☒ Yes

No

Type of Event Please check all that apply

Festival March/Parade Walk/Run* ☒ Other Customer Appreciation Show

Description of Event

This description will be posted on the Special Events Calendar

The event will be featuring Pyro Musicals and special themes, fireworks choreographed to music and electronically fired.

A custom/antique car and motorcycle show during the daylight hours for some added visual pleasure.

A consumer fireworks safety class and open discussion Q&A session given by Sparky.

The event is free to the public as a thank you to the community from Sparky's Fireworks Outlet and Jackson Speedway for the strong support over the years.

Event Location

Please include the location on the map

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park

**requires Ella Sharp Board approval*

☒ Other Location Jackson Speedway

Requested Street Closure(s)

Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Bathroom Plan

Please include bathroom locations on the map

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

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

Placement: Where will restrooms be located? **Please include locations on the map N/A*

Additional Notes: Speedway has bathroom facilities already in place

Waste Management Plan Please include garbage locations on the map

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

Collection: How will garbage be managed during and after the event? Speedway/Sparky

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

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

Cleanup: Who will handle post-event cleanup? Sparky's Volunteers

Additional notes: Jackson speedway is a functioning business with all these measures be taken care of already

Other City Resource Requests *Include all extra resources on map

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

Will you have food trucks?

Please add food truck names and locations on the map.

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

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

If yes, how many?

Will you have Vendors/ Other food on site?

Yes ☒ No ☐ If yes, how many?

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

If yes, how many?

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

Yes ☒ No ☐ If yes, what?

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

If yes, how many?

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

Wattage needed: Number of plug-ins needed:

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

Location of where the water is needed:

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

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

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

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

Other Requests:

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

Other

Other

Required Attachments for Application Processing

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

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	- 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
Cannabis 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 *Please include **all event details** and activities on the map for review and processing.*

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

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

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

Special Event Application Policy

Additional charges may incur if policies are broken.

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

Special Event Application

Certification and Signature

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

Jackson Speedway Shoot

Shoot Site Information for 2025 Show.

- Legend**
- Fireworks
 - Jackson Speedway
 - Parking
 - to Audience





MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 10, 2025

SUBJECT: Special Event Application: Commercial Exchange Open-house

Recommendation:

Approve a request from ComEx Holdings LLC to host the Commercial Exchange Open-house on June 27 and June 28, 2025, at the Commercial Exchange Building.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Commercial Exchange Open-house.

I recommend approval of the Special Event Application for the Commercial Exchange Open-house. Your consideration and concurrence is appreciated.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: June 10, 2025

RECOMMENDATION: Approve a request from ComEx Holdings LLC to host the Commercial Exchange Open-house on June 27 and June 28, 2025, at the Commercial Exchange Building.

ISSUE STATEMENT

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

DEPARTMENT APPROVAL DENIAL ECONOMIC IMPACT

DDA	X	\$0.00
Engineering	X	\$0.00
Fire	X	\$0.00
Neighborhood & Economic Operations	X	\$0.00
Parks & Recreation	X	\$0.00
Police	X	\$0.00
Public Works	X	\$0.00

TOTAL. \$0.00

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Road closure, barricades, firetruck and crew

OWNERSHIP

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

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from ComEx Holdings LLC to host the Commercial Exchange Open-house on June 27 and June 28, 2025, at the Commercial Exchange Building.

ATTACHMENTS

1. SEA-Commercial Exchange Open-house



SPECIAL EVENT APPLICATION 2025

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

OFFICE USE ONLY

Application Received:

By: <u>M. Evans</u>	Date: <u>5/28/25</u>
Fee Rec: <u>yes</u>	Date: <u>5/28/25</u>
Cash: <u>112</u>	Check #: <u>\$ 275</u>
Approved through City Council	
Yes/No:	Date:

Application must be submitted 60 days prior to event date

Application attachments

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

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

Authority

☐ Level 1: \$75 (0-1 city resources)

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

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

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

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

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

☒ Insurance documentation for sponsoring organization

☒ Event Map - Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)

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

☐ Cannabis Consumption Area License and Liability insurance (if applicable)

☐ Carnival Ride Permit (if applicable)

☐ Insurance documentation for all vendors (if applicable)

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

☒ Applicant Information

EVENT NAME: Commercial Exchange open-house

Sponsoring Organization Legal Name : ComEx holdings LLC

Street Address : 2301 E. Michigan Ave, Jackson, MI 49202

Tax ID# : 99-2093806

Website : www.commercial-exchange.com

Contact Name 1 : Cameron Meininger

Email: cam@commercial-exchange.com

Phone: 517-745-6465

Contact Name 2 :

Email:

Phone:

Contact Name/Phone# During Event: Cameron Meininger; 517-745-6465

☒ Event Details

Event Date(s):

Set up Time:

Start Time:

End Time:

Tear Down Time:

June 27th & 28th

9am June 27th

4pm (27th); 10am (28) 10pm (27th); 7pm (28) 7pm June 28th

Has this event occurred before?

Yes

☒ No

If yes, how many previous years?

What is the expected attendance? 3000 (max 500 occ.)

Do you expect to do this event next year?

☒ Yes

No

☒ Type of Event Please check all that apply



Festival

March/Parade

Walk/Run*

Other



Description of Event

This description will be posted on the Special Events Calendar

Open house for Commercial Exchange. Art show, food trucks, live music (Friday), car show (Saturday) and kids activities



Event Location

Please include the location on the map

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park

**requires Ella Sharp Board approval*

Other Location Commercial Exchange- 2301 E. Michigan Ave, Jackson, MI 49202



Requested Street Closure(s)

Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name: S. Horton Street

Cross
Street 1: Tyson

Cross
Street 2: E. Michigan

Closure
Start Date: 6/27/25

Time: 4pm

Closure
End Date: 6/28/25

Time: 8pm

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:



Bathroom Plan

Please include bathroom locations on the map

Facilities: How many restrooms/portable toilets will be provided, including ADA options? 12 portable (2 ADA) + 7 interior (1 ADA)

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

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

Additional Notes: 2 double-fixture handwashing stations at each exterior restroom area

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

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

Collection: How will garbage be managed during and after the event? By owner and tenant volunteers**Service Provider:** Who is responsible for waste removal (name/contact)? Cameron Meininger - 517-745-6465**Reciprocals:** How many bins will be provided? *Please include locations on the map 7 containers; 1 30-yard roll-off
For large events, how many roll-offs?**Cleanup:** Who will handle post-event cleanup? Owner and volunteers**Additional notes:****Other City Resource Requests** *Include all extra resources on map**Electrical Power:** Do you need electrical power?

Yes



No

****All electrical lines MUST be properly covered to minimize tripping hazards ******Will you have food trucks?**

Yes

No

If yes, how many food trucks do you anticipate?

Please add food truck names and locations on the map.

Using generators?



Yes



No

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

Yes

No

If yes, how many?

Will you have Vendors/ Other food on site?

Yes

No

If yes, how many?

Using generators?

Yes



No

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

Yes

No

If yes, how many?

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

Yes



No

If yes, what?

Using generators?

Yes



No

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

Yes

No

If yes, how many?

Other electrical power needed?

Yes



No

If yes, what?

Wattage needed:

Number of plug-ins needed:

Water: Do you need water?

Yes



No

If yes, please indicate the needed requirement:

Location of where the water is needed:

We will supply free bottled water in every common area

Fireworks: Do you plan to do fireworks?

Yes



No

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

Police Department: Do you require police assistance?

Yes



No

If yes, please explain:

Alcohol Sales:

Yes



No

*If yes, attach liquor license and liquor liability insurance

Cannabis Consumption Area:

Yes



No

*If yes, attach Cannabis Consumption License and liability insurance

Other Requests:

Traffic Cones How many?

15 foot Mobile Stage

25 foot Mobile Stage



Other Barricades for each end of closed road



Other Fire truck and crew for demonstration to children. Tyler Whitehead has been my point of contact.

Required Attachments for Application Processing



Insurance Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	- Showing a liability coverage of at least \$1,000,000 - Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Cannabis 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 Please include **all event details** and activities on the map for review and processing.

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

**If these details change, a revised map must be provided seven days prior to event.*

Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

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

***Note: We want to inform you that adjustments are being made to the City Special Event Application**

Special Event Application Policy

Additional charges may incur if policies are broken.

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

Special Event Application

Certification and Signature

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

Signature:

Date:

5/28/2025



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/28/2025

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

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

PRODUCER InPro Insurance Group, Inc. 2095 E. Big Beaver Road, Suite 100 Troy MI 48083	CONTACT NAME: InPro Insurance Group, Inc. PHONE (A/C, No, Ext): 248-526-3260 FAX (A/C, No): 248-526-3261 E-MAIL: certificates@inproagent.com ADDRESS: certificates@inproagent.com
INSURED ComEx Holdings LLC 3915 Stonewall Rd Jackson MI 49203-5310	INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 1628148360

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y		ENP 0713463	4/18/2024	4/18/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			ENP 0713463	4/18/2024	4/18/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$			ENP 0713463	4/18/2024	4/18/2027	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Additional Insured for General Liability is included as required by written contract per the policy terms and conditions: City of Jackson; Jackson Downtown Development Authority

CERTIFICATE HOLDER

CANCELLATION

City of Jackson 161 W. Michigan Ave Jackson MI 49201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

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ACORD 25 (2016/03)

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H

Double Fixture Handwash Station

A

ADA Toilet

T

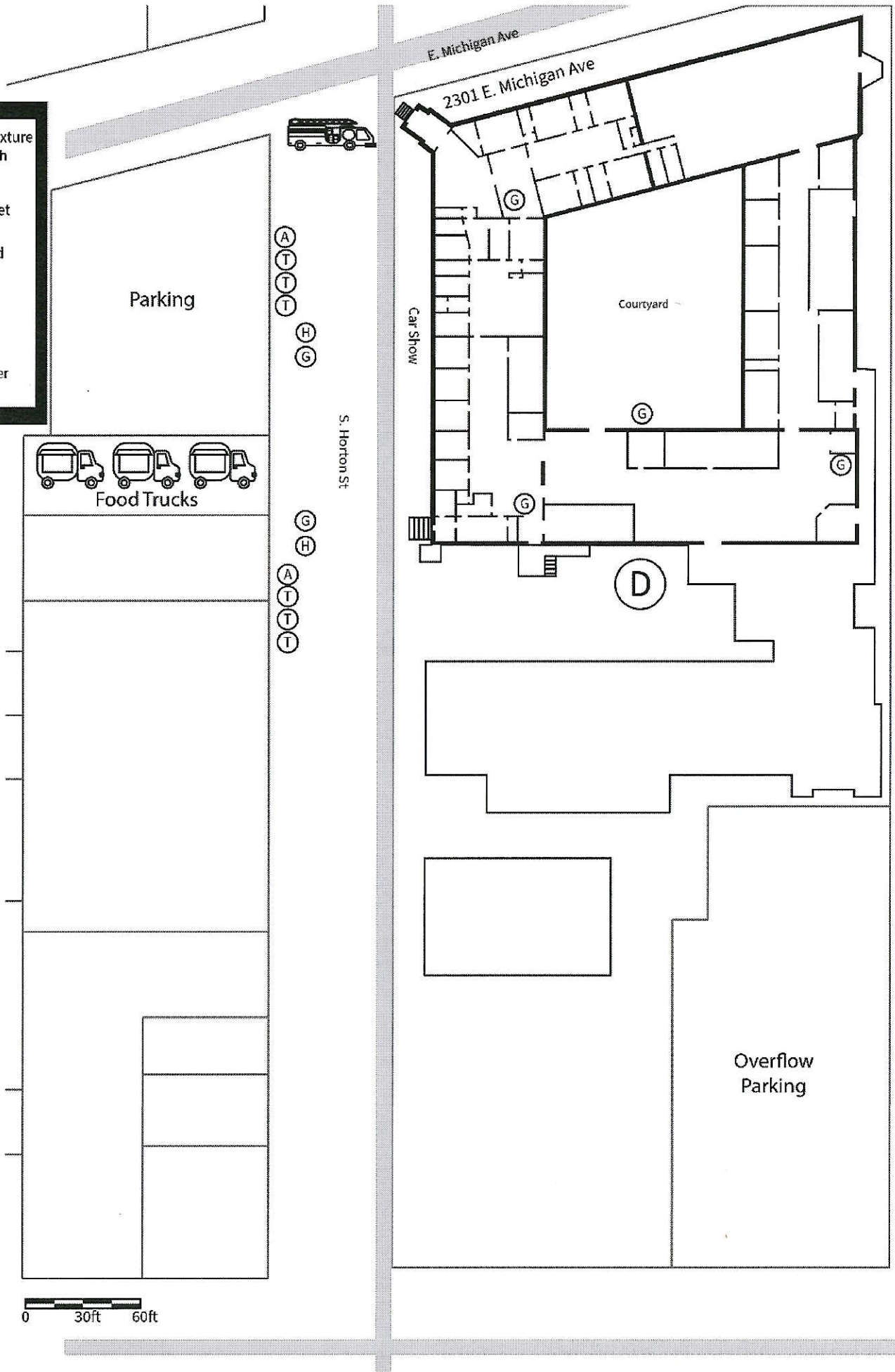
Standard Toilet

G

Garbage

D

Dumpster



MEMO TO: City Councilmembers

FROM: Daniel Mahoney, Mayor

DATE: June 10, 2025

SUBJECT: Appointment to Local Officers Compensation Commission

RECOMMENDATION:

Approve the Mayor's recommendation to appoint David Hammontree to the Local Officers Compensation Commission for a seven-year term beginning immediately and ending on June 10, 2032.

In accordance with Ordinance No. 287 passed on January 2, 1973, (MCLA 117.5(c)) seven members, all registered electors of the City, are appointed to seven-year staggered terms by the Mayor with City Council approval.

It is my desire, therefore, to appoint David Hammontree to the Local Officers Compensation Commission for a seven-year term beginning immediately and ending June 10, 2032.

Your consideration and concurrence is appreciated.

City of Jackson Board/Commission Application

City of Jackson Board/Commission Application

First Name	David
Last Name	Hammontree
Address	812 South Durand Street
City	Jackson
State	MI
Zip	49203
Phone Number	219-246-7582
Email	drhjxn@gmail.com
Last four digits of Social Security Number	
Occupation	University Assoc Professor and Program Administrator
Describe your community involvement.	I am committed to the Jackson community through various leadership roles. As Vice Chair of the City of Jackson's Planning Commission, I actively help shape the city's development and growth. In addition, I serve as Vice Chair for the City's Racial Equity Commission, where I advocate for policies addressing racial justice. My role as Secretary for the Historical District Commission allows me to help preserve Jackson's rich heritage. Recognizing the importance of community-police relations, I also serve as Chair of the Community Police Oversight Commission. Beyond these, I contribute to the community as a member of Grow Jackson's Board of Directors, the City of Jackson's Election Commission, and the County of Jackson Jury Board. Through these diverse roles, I am proud to be an

	engaged and active member of our vibrant community.
Are you a City of Jackson resident? Being a non-resident does not prevent you from serving on a board or commission. However, some boards and commissions have residency requirements.	Yes
If you answered "No" where do you reside?	<i>Field not completed.</i>
If you answered "Yes" how long have you been a City resident?	<i>Field not completed.</i>
Which board or commission are you interested in? Please only select no more than three board/commissions to serve on. Reference the board/commission section of the City website to understand the function of each entity: https://www.cityofjackson.org/288/Boards-Commissions	Local Officers Compensation Commission
If you selected the Civil Service Board, are you a registered voter? Only registered voters can serve on this commission.	Yes
Why do you want to serve on your selected board or commission?	With a background in Political Science and experience in public higher education, I'm willing to serve on the LOCC. My work across sectors has given me a nuanced understanding of community needs and a balanced approach to decision-making. Good governance and public service are essential, and I'm committed to ensuring fair and competitive compensation for local officials. I'm happy to contribute my skills and expertise to drive positive change and strengthen our city's governance.
Upload additional documents	<i>Field not completed.</i>
(Section Break)	

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.

(Section Break)

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.

(Section Break)

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

DR Hammontree

Date of Submission

6/4/25



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: June 10, 2025
SUBJECT: Resolution to approve a Change to the Standard Lighting Contract with Consumers Energy

Recommendation:

Approve a Resolution for a Change to the Standard Lighting Contract with Consumers Energy for the removal of a streetlight at the intersection of Lansing Avenue and Monroe Street and authorize the Mayor and City Clerk to execute the appropriate documents.

Attached is a report from Troy White, City Engineer accompanied by a resolution, contract change authorization form, and plan sheet from Consumers Energy regarding a streetlight removal request.

I recommend adoption of the resolution to approve the contract change. Your consideration and concurrence is appreciated.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Troy White, City Engineer

DATE: June 10, 2025

RECOMMENDATION: Approve a Resolution for a Change to the Standard Lighting Contract with Consumers Energy for the removal of a streetlight at the intersection of Lansing Avenue and Monroe Street and authorize the Mayor and City Clerk to execute the appropriate documents.

ISSUE STATEMENT

The City received federal safety grant funding for the modernization (replacement) of the traffic signal at the intersection of Lansing Avenue and Monroe Street. When the new signal poles are installed, a new city-owned streetlight will be attached to enhance visibility in the intersection. Once the new city-owned streetlight is in place, the old streetlight that has been owned and maintained by Consumers Energy will no longer be needed. Therefore, it has been requested that the Consumers-owned streetlight be removed. For the removal to proceed, the attached Resolution and Form 547 (Authorization for Change in Street Lighting Contract) must be approved and signed.

DESCRIBE THE CONSEQUENCES

As the traffic signal replacement work will include the installation of a new City-owned streetlight at the intersection of Lansing Avenue and Monroe Street, the old Consumers-owned streetlight will no longer be needed. Therefore, it has been requested that the old Consumers-owned streetlight be removed.

OWNERSHIP

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. When City-owned streetlights are installed in an area, Consumers-owned lights are not needed.

SOLUTION

Engineering requested that Consumers Energy remove their light now that the City has a light in the intersection. The added costs for the new City-owned streetlight will be offset by the savings realized by the removal of the old Consumers-owned streetlight.

FACILITATE IMPLEMENTATION

Approve a Resolution for a Change to the Standard Lighting Contract with Consumers Energy for the removal of a streetlight at the intersection of Lansing Avenue and Monroe Street and authorize the Mayor and City Clerk to execute the appropriate documents.

ATTACHMENTS

1. Streetlight Contract Signature Pages



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

Contract Number: 100000287787

Consumers Energy Company is authorized as of 6/10/2025 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 6/1/2010.

Lighting Type: General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 6/1/2010 shall remain in full force and effect.

Notification Number(s): 1073686099

Comments:

City of JACKSON

By: _____

(Signature)

Daniel Mahoney

(Printed)

Its: **Mayor** _____

(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.

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 6/1/2010, in accordance with the Authorization for Change in Standard Lighting Contract dated 6/10/2025,

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

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

STATE OF MICHIGAN
COUNTY OF JACKSON

I, Andrea Muray, 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 6/10/2025.

Dated:

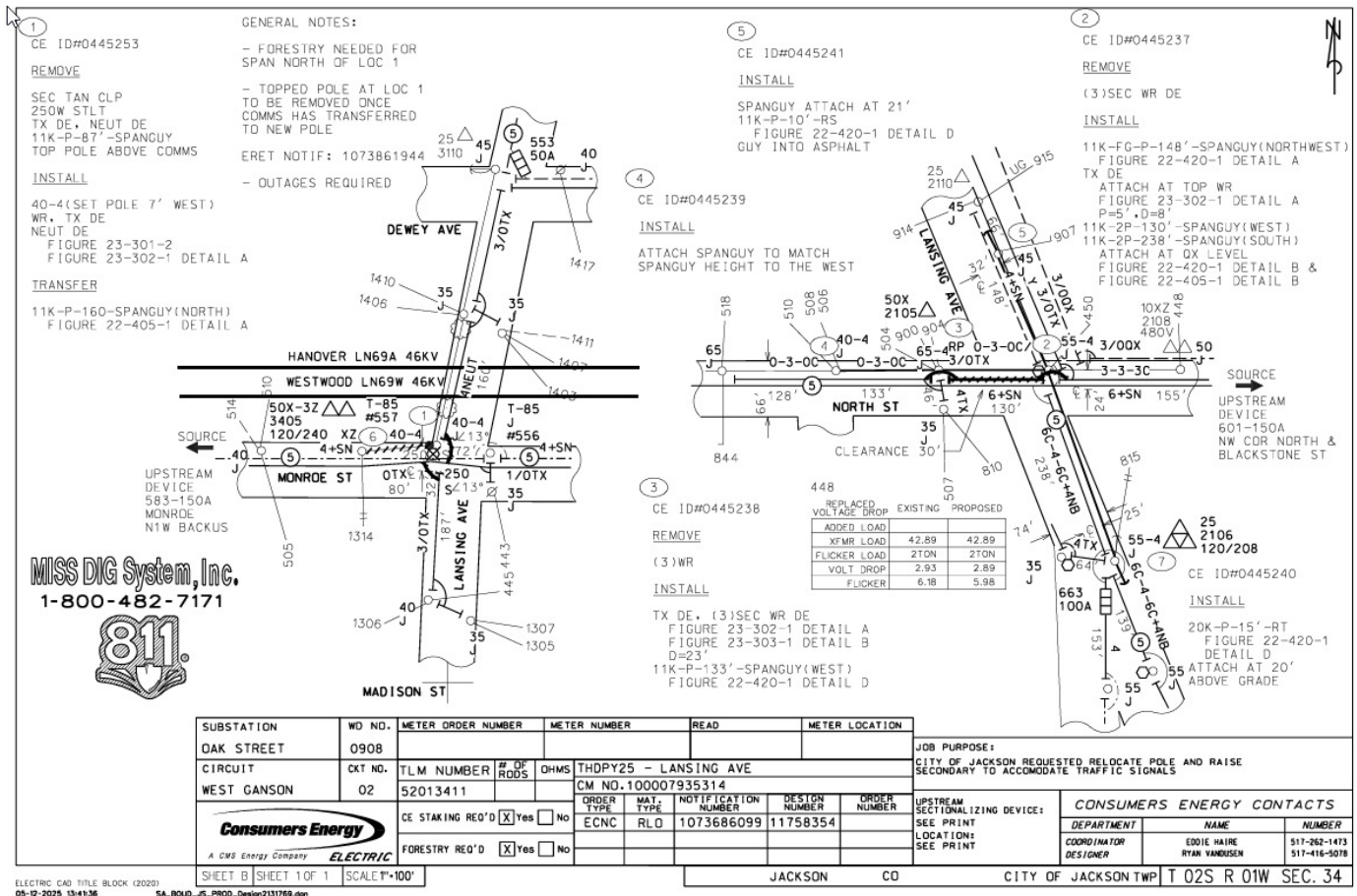
6/10/2025

Andrea Muray

Municipal Customer Type: City

GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

- (1) 250 watt HPS Cobrahead Non-Cutoff to Remove at location Lansing Ave and W Monroe St;



MEMO TO: Mayor and City Council Members
FROM: Jonathan Greene, City Manager
DATE: June 10, 2025
SUBJECT: Special Event Application: Uptown Salon Grand Opening & Ribbon Cutting

Recommendation:

Approve a request from the Uptown Hairstyling Salon LLC to host the Uptown Salon Grand Opening & Ribbon Cutting on June 30, 2025, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Uptown Salon Grand Opening & Ribbon Cutting.

I recommend approval of the Special Event Application for the Uptown Salon Grand Opening & Ribbon Cutting. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Beth Kuiper, Director, DDA

DATE: June 10, 2025

RECOMMENDATION: Approve a request from the Uptown Hairstyling Salon LLC to host the Uptown Salon Grand Opening & Ribbon Cutting on June 30, 2025, in downtown Jackson.

SUMMARY: Grand Opening party for Uptown Salon.

DEPARTMENTAL APPROVAL SUMMARY

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

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

CONDITIONS & CONSIDERATIONS

Use of Emma Nichols Garden, 1-2 parking space(s)

INSURANCE STATUS

Approval is dependent on the receipt of proper insurance documents.

ATTACHMENTS: Special Event Application: Uptown Salon Grand Opening & Ribbon Cutting



By: 6/4/25 Date: H. Swans
Fee Rec: _____ Date: _____
Cash: _____ Check #: _____
Approved through City Council
Yes/No: _____ Date: _____

SPECIAL EVENT APPLICATION 2025

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

Application must be submitted 60 days prior to event date

Application attachments

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

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

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

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

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

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

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

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

☒ **Insurance documentation for sponsoring organization**

☒ **Event Map** -Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)

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

☐ **Cannabis Consumption Area License and Liability insurance (if applicable)**

☐ **Carnival Ride Permit (if applicable)**

☒ **Insurance documentation for all vendors (if applicable)**

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

Applicant Information

EVENT NAME: Uptown Salon - Grand Opening / Ribbon Cutting

Sponsoring Organization Legal Name : Uptown Hairstyling Salon LLC

Street Address : 159 W. Mich Ave Suite 002

Tax ID# : 33-2910291

Website : UptownSalonJackson.biz

Contact Name 1 : David Lammers Email: davlamers@hotmail.com Phone: 734 355-9396

Contact Name 2 : _____ Email: _____ Phone: _____

Contact Name/Phone# During Event: _____

Event Details

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

6/30/25 1:00 PM 2:00 PM 6:00 PM 6:30 PM

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

What is the expected attendance? 50-75 Do you expect to do this event next year? ☐ Yes ☒ No

Type of Event Please check all that apply

☐ Festival

☐ March/Parade

☐ Walk/Run*

☒ Other

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

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

Grand Opening Party for Uptown Salon. We would ribbon off the north/south end of the Emma Nichols Garden and invited guests would have food/drinks. We ~~have~~ plan to have a food truck park in the black lot at the north end. We would also have drinks served cold. ~~Tables and chairs set up.~~

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

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park

*requires Ella Sharp Board approval

Other Location

Emma Nichols Garden

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

Street Name:

N/A

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

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

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

1

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

All American Portable Toilets

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

Additional Notes:

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

Waste Management Plan Please include garbage locations on the map

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

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

garbage cans will be available and we will empty them after event

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

Owners Uptown Salon

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

3-4

Cleanup: Who will handle post-event cleanup?

Uptown Salon Owners

Additional notes:

Other City Resource Requests *Include all extra resources on map

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

Will you have food trucks?

Please add food truck names and locations on the map.

Yes ☒

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

1

Using generators?

Yes ☒

No ☐

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

Yes ☐

No ☒

If yes, how many?

Will you have Vendors/ Other food on site?

Yes ☐

No ☒ If yes, how many?

Using generators?

Yes ☐

No ☐

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

Yes ☐

No ☐

If yes, how many?

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

Yes ☐

No ☒ If yes, what?

Using generators?

Yes ☐

No ☐

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

Yes ☐

No ☐

If yes, how many?

Other electrical power needed?

Yes ☐

No ☒ If yes, what?

Wattage needed:

Number of plug-ins needed:

Water: Do you need water?

Yes ☐

No ☒

If yes, please indicate the needed requirement:

Location of where the water is needed:

Fireworks: Do you plan to do fireworks?

Yes ☐

No ☒

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

Police Department: Do you require police assistance?

Yes ☐

No ☒

If yes, please explain:

Alcohol Sales:

Yes ☐

No ☒

*If yes, attach liquor license and liquor liability insurance

Cannabis Consumption Area:

Yes ☐

No ☐

*If yes, attach Cannabis Consumption License and liability insurance

Other Requests:

Traffic Cones How many?

N/A

15 foot Mobile Stage

25 foot Mobile Stage

Other Organizer will use DDA cones to block off parking spot for the food truck. See map.

Other

Required Attachments for Application Processing

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

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	- 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
Cannabis 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 *Please include **all event details** and activities on the map for review and processing.*

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

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

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

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

Special Event Application Policy

Additional charges may incur if policies are broken.

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

Special Event Application

Certification and Signature

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

Signature:



Date:

6/3/25



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

EVENT ORGANIZER RESPONSIBILITIES

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

02 Keep fire hydrants and emergency lanes clear.

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

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

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

VENDOR & PARTICIPANT GUIDELINES CITY OF JACKSON

INCLUDES ANY CITY PROPERTY
PARKS - STREETS - SIDEWALKS - PARKING LOTS - PAVILIONS

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

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

02 Need electricity?

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

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

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

Please clean up after yourself.

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

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

Cars on the grass will damage our sprinkler system!

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

07 Glitter and confetti are prohibited at all events.

ADDITIONAL SAFETY NOTES

AS APPLICABLE:

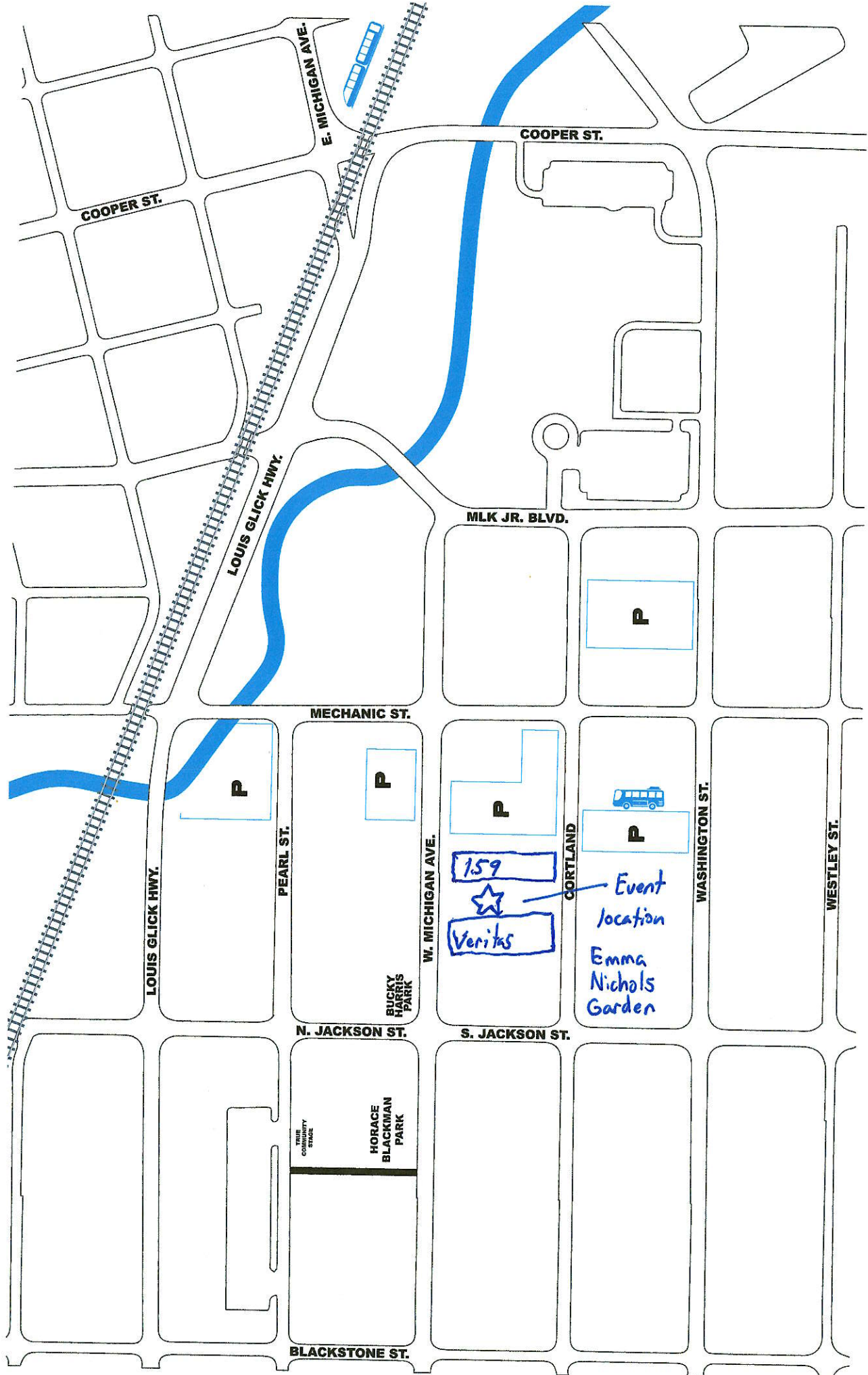
- Keep fire hydrants and emergency lanes clear
- Ear Muffs
- Safety Glasses
- Masker
- Respirator
- Face Shield
- Safety Harness
- Safety Belt
- Gloves
- Boots

CITY OF
JACKSON
MICHIGAN



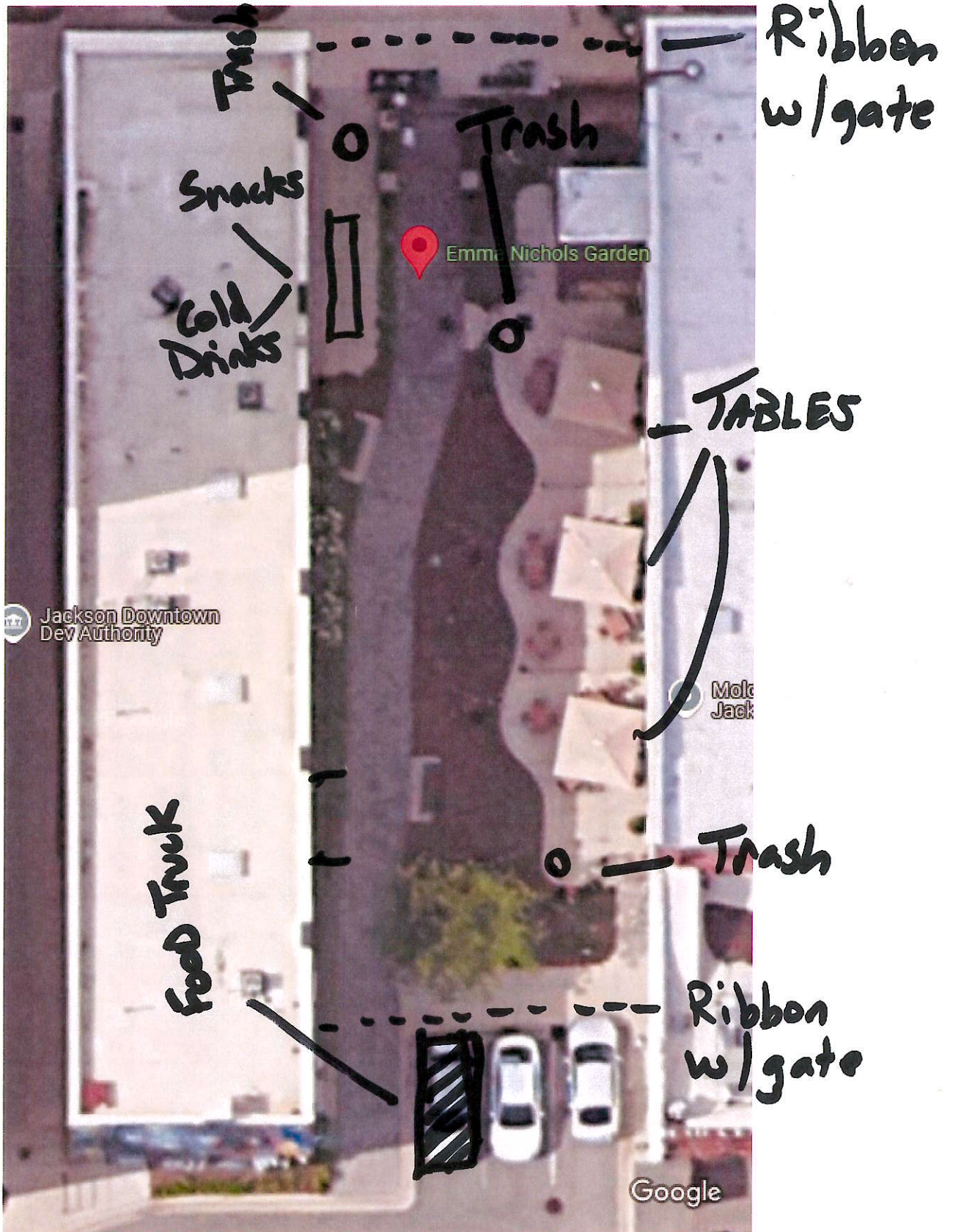
Questions?

Contact Melissa at mevans@cityofjackson.org
jacksondda@cityofjackson.org



State
 County
 Township
 Section
 Range
 Meridian
 Corner

128
129
130



rip/pos
w/date

trap

trap

trap
trap

trap

trap

trap

rip/pos
w/date



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: May 12, 2025
SUBJECT: Approval of the 2025/2026 nonunion pay increase

Recommendation:

Approve the first reading and advance to the second reading/final adoption, an ordinance regulating nonunion pay for City of Jackson Employees to increase wages 3.0% effective July 1, 2025.

Attached is the ordinance for approval to increase nonunion wages by 3.0% effective July 1, 2025. This increase was included in the proposed budget for fiscal year 2025/26.

I recommend the adoption of the ordinance and revised nonunion wage table. Your consideration and concurrence are appreciated.

Ordinance No. 519

**AN ORDINANCE TO ESTABLISH COMPENSATION RATES FOR
ADMINISTRATIVE AND SUPERVISORY EMPLOYEES OF THE
CITY OF JACKSON**

THE CITY OF JACKSON ORDAINS:

Section 1: Definition. For purposes of this ordinance, the term “Administrative and Supervisory Employees” shall mean employees and appointed officials of the City of Jackson not covered by a current labor agreement.

Section 2: As of July 1, 2025, Administrative and Supervisory Employees shall be compensated on the basis of the annual salary rates shown on the attached “Schedule I, Administrative and Supervisory Employee Pay Rates,” according to the employee's appropriate step rate within the Class Grade assigned the individual’s classification title under the Personnel Policy.

Section 3: Eligible employees must be actively employed by the City of Jackson thirty (30) days from the date of final adoption of this ordinance to be eligible for the new salary rate adjustment. The salary rate adjustments shall be retroactive to July 1, 2025.

Section 4: Repeal. Ordinance 517 is hereby repealed as of July 1, 2025.

Section 5: This ordinance shall take effect thirty (30) days from the date of final adoption.

The foregoing Ordinance 519 was adopted by the Jackson City Council on June 10, 2025 and a summary was published on June 15, 2025.

Daniel Mahoney, Mayor

Andrea Muray, City Clerk

**ADMINISTRATIVE AND SUPERVISORY
EMPLOYEE PAY RATES**

Effective: 7/1/2025
Increase: 3.00% (inflationary rate)

PAY GRADE	PAY BASIS	STEP 1	STEP 1 1/2	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14
ADMINISTRATIVE & TECHNICAL																
1	Annual	52,358	53,133	53,908	55,503	57,146	58,836	60,577	62,369	64,215	66,115	68,071				
	Bi-weekly	2,013.79	2,043.56	2,073.38	2,134.72	2,197.91	2,262.93	2,329.87	2,398.82	2,469.80	2,542.87	2,618.11				
	Hourly	25.1723	25.5445	25.9172	26.6841	27.4739	28.2866	29.1234	29.9852	30.8726	31.7859	32.7263				
2	Annual	54,976	55,790	56,603	58,278	60,002	61,778	63,605	65,487	67,425	69,420	71,474				
	Bi-weekly	2,114.47	2,145.75	2,177.04	2,241.45	2,307.78	2,376.07	2,446.36	2,518.73	2,593.27	2,670.02	2,749.01				
	Hourly	26.4308	26.8219	27.2130	28.0181	28.8472	29.7009	30.5795	31.4842	32.4159	33.3752	34.3626				
3	Annual	57,725	58,579	59,433	61,192	63,002	64,867	66,786	68,762	70,797	72,892	75,049				
	Bi-weekly	2,220.21	2,253.05	2,285.89	2,353.52	2,423.16	2,494.88	2,568.69	2,644.70	2,722.95	2,803.54	2,886.49				
	Hourly	27.7526	28.1631	28.5736	29.4190	30.2895	31.1860	32.1086	33.0587	34.0369	35.0442	36.0811				
SUPERVISORS & ADVANCED TECHNICAL																
4	Annual	61,177	62,023	62,869	64,609	66,396	68,233	70,121	72,062	74,056	76,105	78,211	80,375	82,599		
	Bi-weekly	2,352.95	2,385.50	2,418.06	2,484.96	2,553.70	2,624.36	2,696.98	2,771.60	2,848.30	2,927.13	3,008.12	3,091.36	3,176.89		
	Hourly	29.4119	29.8188	30.2257	31.0620	31.9212	32.8044	33.7122	34.6450	35.6038	36.5891	37.6015	38.6420	39.7111		
5	Annual	65,765	66,675	67,585	69,456	71,378	73,353	75,382	77,468	79,612	81,814	84,078	86,405	88,795		
	Bi-weekly	2,529.44	2,564.44	2,599.44	2,671.37	2,745.29	2,821.26	2,899.31	2,979.53	3,061.99	3,146.70	3,233.78	3,323.27	3,415.21		
	Hourly	31.6179	32.0555	32.4930	33.3921	34.3162	35.2658	36.2414	37.2441	38.2749	39.3338	40.4223	41.5409	42.6901		
6	Annual	70,697	71,675	72,653	74,663	76,729	78,851	81,034	83,275	85,580	87,948	90,382	92,883	95,453		
	Bi-weekly	2,719.11	2,756.73	2,794.35	2,871.66	2,951.10	3,032.75	3,116.68	3,202.90	3,291.53	3,382.61	3,476.23	3,572.41	3,671.26		
	Hourly	33.9889	34.4591	34.9293	35.8958	36.8888	37.9094	38.9585	40.0363	41.1442	42.2827	43.4528	44.6552	45.8907		
7	Annual	75,999	77,050	78,102	80,263	82,483	84,765	87,111	89,522	91,999	94,545	97,160	99,849	102,612		
	Bi-weekly	2,923.04	2,963.48	3,003.91	3,087.03	3,172.43	3,260.21	3,350.43	3,443.14	3,538.43	3,636.33	3,736.93	3,840.35	3,946.62		
	Hourly	36.5381	37.0435	37.5489	38.5879	39.6554	40.7526	41.8804	43.0393	44.2304	45.4542	46.7116	48.0043	49.3328		
8	Annual	81,701	82,831	83,961	86,285	88,672	91,125	93,646	96,237	98,901	101,637	104,449	107,340	110,310		
	Bi-weekly	3,142.33	3,185.79	3,229.29	3,318.65	3,410.47	3,504.82	3,601.78	3,701.44	3,803.87	3,909.13	4,017.28	4,128.46	4,242.70		
	Hourly	39.2792	39.8224	40.3661	41.4832	42.6309	43.8102	45.0223	46.2680	47.5484	48.8641	50.2160	51.6057	53.0337		
9	Annual	87,827	89,042	90,257	92,754	95,321	97,959	100,669	103,454	106,317	109,259	112,282	115,389	118,583		
	Bi-weekly	3,377.96	3,424.68	3,471.41	3,567.47	3,666.19	3,767.65	3,871.88	3,979.01	4,089.12	4,202.26	4,318.54	4,438.05	4,560.87		
	Hourly	42.2245	42.8085	43.3926	44.5934	45.8274	47.0956	48.3985	49.7376	51.1141	52.5283	53.9818	55.4756	57.0108		

PAY GRADE	PAY BASIS	STEP 1	STEP 1 1/2	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14
DIRECTORS & SENIOR MANAGERS																
10	Annual	92,041	93,248	94,454	96,932	99,474	102,083	104,760	107,509	110,328	113,222	116,192	119,240	122,367	125,577	128,872
	Bi-weekly	3,540.03	3,586.46	3,632.86	3,728.15	3,825.93	3,926.28	4,029.25	4,134.95	4,243.39	4,354.69	4,468.93	4,586.15	4,706.43	4,829.90	4,956.60
	Hourly	44.2503	44.8308	45.4108	46.6019	47.8241	49.0785	50.3656	51.6869	53.0424	54.4336	55.8616	57.3269	58.8304	60.3738	61.9575
11	Annual	99,865	101,174	102,485	105,172	107,931	110,762	113,668	116,650	119,709	122,849	126,071	129,378	132,772	136,255	139,830
	Bi-weekly	3,840.96	3,891.32	3,941.72	4,045.10	4,151.21	4,260.10	4,371.84	4,486.53	4,604.20	4,724.98	4,848.89	4,976.08	5,106.62	5,240.58	5,378.06
	Hourly	48.0120	48.6415	49.2715	50.5637	51.8901	53.2512	54.6480	56.0816	57.5525	59.0622	60.6112	62.2010	63.8327	65.5073	67.2258
12	Annual	108,352	109,773	111,194	114,111	117,104	120,176	123,328	126,563	129,883	133,289	136,785	140,373	144,055	147,833	151,712
	Bi-weekly	4,167.38	4,222.03	4,276.68	4,388.88	4,504.01	4,622.17	4,743.40	4,867.81	4,995.48	5,126.51	5,260.96	5,398.97	5,540.58	5,685.90	5,835.06
	Hourly	52.0923	52.7754	53.4585	54.8609	56.3002	57.7772	59.2925	60.8476	62.4435	64.0813	65.7621	67.4872	69.2572	71.0737	72.9383
13	Annual	117,563	119,105	120,647	123,811	127,059	130,391	133,812	137,321	140,923	144,620	148,413	152,306	156,301	160,401	164,609
	Bi-weekly	4,521.66	4,580.96	4,640.27	4,761.98	4,886.88	5,015.05	5,146.60	5,281.59	5,420.13	5,562.31	5,708.20	5,857.93	6,011.59	6,169.28	6,331.10
	Hourly	56.5207	57.2620	58.0033	59.5248	61.0860	62.6881	64.3325	66.0199	67.7516	69.5288	71.3525	73.2242	75.1448	77.1160	79.1388
CM	Annual	159,280	161,369	163,458	167,745	172,144	176,659	181,294	186,049	190,929	195,937	201,076	206,351	211,764	217,319	223,019
	Bi-weekly	6,126.15	6,206.49	6,286.83	6,451.71	6,620.93	6,794.60	6,972.84	7,155.73	7,343.41	7,536.03	7,733.71	7,936.58	8,144.76	8,358.41	8,577.66
	Hourly	76.5769	77.5811	78.5854	80.6464	82.7616	84.9324	87.1605	89.4467	91.7926	94.2003	96.6714	99.2072	101.8095	104.4801	107.2207



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: June 10, 2025
SUBJECT: Resolution - Water and Wastewater Rate

Recommendation:

Approval of Option #1 for the fiscal years 2025/26 and 2026/27 Water and Wastewater Rate Resolution.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Mike Osborn, Director of Public Works
DATE: June 10, 2025

RECOMMENDATION: Approval of Option #1 for the fiscal years 2025/26 and 2026/27 Water and Wastewater Rate Resolution.

ISSUE STATEMENT

The City of Jackson Water and Sewer System is requesting an increase in water and wastewater rates for the fiscal years 2025/2026 and 2026/2027. This recommendation is based on a detailed analysis conducted by Bendzinski & Co. Municipal Advisors, which evaluated the financial needs of the City's water and sewer systems and determined that Option #1 is the best path forward.

DESCRIBE THE CONSEQUENCES

The proposed rates are designed to ensure adequate funding for ongoing operations and maintenance, as well as for critical investments in treatment facilities, collection and distribution infrastructure, compliance with the Lead and Copper Rule, capital improvement projects, and to offset recent declines in billable volumes.

Failure to secure sufficient funding for the operation, maintenance, and improvements of these essential systems could result in service disruptions and pose risks to public health and safety. The primary source of revenue to support the water and sewer systems is user fees, which must be periodically adjusted to reflect rising operational costs, regulatory compliance obligations, and the need for infrastructure reinvestment.

As the City's water and sewer infrastructure continues to age, it is vital to prioritize maintenance and long-term capital improvements. Addressing the condition of the existing infrastructure is essential to ensure uninterrupted service delivery and to uphold system reliability for all users.

OWNERSHIP

At its regular meeting on May 27, 2025, the City Council will be presented with three rate adjustment options developed by Bendzinski & Co. These options were based on a comprehensive review of the water and sewer enterprise funds, system performance, and the

City’s long-range capital improvement plan. The options are summarized as follows, assuming use of 1,800 cubic feet/quarter:

Estimated Increase to the Typical City Homeowner's Quarterly Bill

	<u>Water</u>	<u>Wastewater</u>	<u>Quarterly Bill Increase*</u>
Option #1	\$ 15.00	\$ 18.00	\$ 33.00
Option #2	\$ 12.00	\$ 15.00	\$ 27.00
Option #3	\$ 9.00	\$ 12.00	\$ 21.00

Estimated Increase to a Typical City Homeowner's Monthly Bill

	<u>Water</u>	<u>Wastewater</u>	<u>Monthly Bill Increase*</u>
Option #1	\$ 5.00	\$ 6.00	\$ 11.00
Option #2	\$ 4.00	\$ 5.00	\$ 9.00
Option #3	\$ 3.00	\$ 4.00	\$ 7.00

*Assumes use of 1,800 cubic feet/quarter

By selecting Option #1, the City Council would take a significant step toward achieving a more financially sustainable, cash-neutral position for the water and sewer enterprise funds. This approach will better position the City to begin addressing the substantial capital improvement needs of both systems without compromising service quality or regulatory compliance.

SOLUTION

The recommendation is for the City Council to adopt Option #1, which provides the most financially responsible path forward. By implementing this option, the City will move toward a more sustainable, cash-neutral position in its water and sewer enterprise funds. This will ensure sufficient revenue is available to maintain operations, comply with regulatory requirements such as the Lead and Copper Rule, and begin funding critical infrastructure improvements, ultimately protecting public health and ensuring the continued delivery of safe, reliable services.

FACILITATE IMPLEMENTATION

Approval of Option #1 for the fiscal years 2025/26 and 2026/27 Water and Wastewater Rate Resolution. The new water and wastewater rates must be formally adopted by the City Council at the May 27, 2025, meeting to provide the necessary legal authorization and to enable timely communication with the public. Upon adoption, City staff will proceed with publishing the approved rate changes in accordance with the Charter of the City of Jackson, Chapter 27, Article IV, Sections 27-107 and 27-108, and Article VI, Section 27-186 of the City Code.

ATTACHMENTS

1. Water - Wastewater Rate Resolution
2. Option #1 Water-Wastewater Rate Schedule 2025-26 2026-27
3. Option #2 Water-Wastewater Rate Schedule 2025-26 2026-27
4. Option #3 Water-Wastewater Rate Schedule 2025-26 2026-27

RESOLUTION NO. 2025 __
WATER AND WASTEWATER
RATES AND CHARGES

BY CITY COUNCIL:

WHEREAS, the City of Jackson is committed to providing safe, reliable, and efficient water and wastewater services to its residents, businesses, and institutions; and

WHEREAS, the City conducted a comprehensive rate study and analysis of projected operating costs, capital improvements, debt obligations, and reserve requirements for the water and wastewater utility systems; and

WHEREAS, the City presented three rate structure options for the upcoming fiscal years 2025/26 and 2026/27, each considering financial sustainability, equity, and affordability; and

WHEREAS, after review and public input, Option [] has been determined to best balance the City's long-term infrastructure needs with the financial impact on residents and ratepayers; and

WHEREAS, the proposed rates under Option [] will provide adequate funding for system maintenance, upgrades, emergency preparedness, and regulatory compliance;

NOW, THEREFORE, BE IT RESOLVED on May 27, 2025, pursuant to the authority conferred upon it by the Charter of the City of Jackson, Chapter 27, Article IV, Sections 27-107 and 27-108 and Article VI, Section 27-186 of the City Code of Ordinances, as follows:

SECTION 1. ADOPTION OF WATER AND WASTEWATER RATES

The City Council hereby adopts Option [] which establishes the following water and wastewater rates, effective for all billings after June 30, 2025, and June 30, 2026, respectively:

See Attached EXHIBIT A Rate Schedules

SECTION 2. IMPLEMENTATION

The City Manager and Director of Public Works are hereby authorized and directed to take all steps necessary to implement the water and wastewater rates set forth in this Resolution and to notify all customers through publication at least once in a newspaper of general circulation within the city and no change in rates shall become effective until ten (10) days after such publication. City Code Sec. 27-107(a) and Sec. 27-108(a).

SECTION 3. EFFECTIVE DATE

This Resolution and the change in rates set forth herein shall become effective ten (10) days after publication.

PASSED AND ADOPTED by the City Council of the City of Jackson this 27th day of May, 2025, by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____
ABSTAIN: _____

* * * *

State of Michigan)
County of Jackson) §
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 27th day of May, 2025.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 28th day of May 2025.

Andrea Muray, City Clerk

EXHIBIT A

RATE SCHEDULES

WATER & WASTEWATER RATE SCHEDULE OPTION #1

1. Utility bills for water and wastewater shall be based on quarterly and/or monthly meter readings and billed quarterly and/or monthly.

2.(a) For the purpose of reading meters and rendering bills for service the City Manager, shall divide the City into three districts of approximately equal size, plus a fourth district which includes commercial and industrial accounts. The reading, billing and due date of the four districts being as follows:

<u>District</u>	<u>Read & Billing</u>	<u>Due Date</u>	<u>Past Due & Final Notice</u>	<u>Non-Pay** Shut-off</u>
No. 1	January April July October	February 20 May 20 August 20 November 20	March June September December	April 7 July 7 October 7 January 7
No. 2	February May August November	March 20 June 20 September 20 December 20	April July October January	May 7 August 7 November 7 February 7
No. 3	March June September December	April 20 July 20 October 20 January 20	May August November February	June 7 September 7 December 7 March 7
No. 4	Monthly	Monthly	Monthly	Monthly **(60 days past due)

**Non-pay shutoffs will begin after the 6th day of the month or after the bill is thirty (30) days past due. (See paragraph 11 of this rate schedule)

Effective for all water and/or sewer billings after June 30, 2025

INSIDE THE CITY WATER RATES FOR
RESIDENTIAL, COMMERCIAL AND INDUSTRIAL USERS

3. City water service charges will be based on the following rate schedules:

a. Billing Charge:

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$7.63 per bill	\$8.43 per bill

b. Readiness Charge:

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.41140	0.45464
3/4"	0.61706	0.68191
1"	1.02844	1.13653
1 1/2"	2.05689	2.27307
2"	3.29103	3.63692
3"	6.17069	6.81923
3" Turbine	7.19913	7.95576
4"	10.28447	11.36537
4" Turbine	12.34137	13.63845
6"	20.56890	22.73069
6" Turbine	25.71114	28.41338
8"	32.91027	36.36914
10" Turbine	59.64987	65.91907

c. Commodity Charge:

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$5.44	\$6.01

ANNUAL CHARGES FOR
UNMETERED FIRE LINE SERVICES

4. Automatic sprinkling system and/or other unmetered fire service connections for lines which are directly connected to the City water distribution system shall be subject to the following “ready-to-serve” charges:

Service Size	FY 2025/26	FY 2026/27
2" or smaller	56.71384	62.67446
4"	113.42769	125.34894
6"	226.83804	250.67872
8"	283.55192	313.35323
Over 8"	340.26576	376.02769

This service is available to metered water customers only.

OUTSIDE THE CITY WATER RATES

5. Persons, firms or corporations owning or occupying premises outside the City of Jackson which receive their water supply from the City water distribution system not otherwise covered by contract, shall be subject to double rates, except that:

- a. Charges as are required above for ready-to-serve fire sprinkler connections or other unmetered fire service connections shall be the same regardless of whether the property is inside or outside the City limits; and
- b. Single rate charges shall apply to any publicly owned facilities operated within a public park, a portion of which is within the City’s borders.

INSIDE THE CITY WASTEWATER RATES FOR
RESIDENTIAL, COMMERCIAL AND INDUSTRIAL USERS

6. City wastewater service charges shall be based upon the following schedules:

a. Billing Charge:

All user classifications shall be subject to a billing charge for meter reading and bill processing and other customer services. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$11.61 per bill	\$14.19 per bill

b. Readiness Charge:

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	FY 2025/26		FY 2026/27	
Meter Size	Daily Charge	OCDR*	Daily Charge	OCDR*
5/8"	0.10159	0.20324	0.12418	0.24844
3/4"	0.15243	0.30483	0.18633	0.37262
1"	0.25402	0.50805	0.31051	0.62104
1 1/2"	0.50805	1.01609	0.62104	1.24207
2"	0.81287	1.62576	0.99365	1.98733
3"	1.52418	3.04830	1.86316	3.72624
3" Turbine	1.77818	3.55636	2.17365	4.34729
4"	2.54026	5.08048	3.10521	6.21038
4" Turbine	3.04830	6.09660	3.72624	7.45248
6"	5.08048	10.16097	6.21038	12.42077
6" Turbine	6.35060	12.70122	7.76297	15.52597
8"	8.12877	16.25757	9.93661	19.87325
10" Turbine	14.73343	29.46688	18.01014	36.02031

*Outside City Double Rate

c. Commodity Charge:

All user classifications shall be subject to a commodity charge for recovering the costs of sewer system operation and maintenance, and replacement of equipment. The user's commodity charge shall be based on the volume of wastewater discharged during the current billing period.

Commodity Rates	Wastewater	Wastewater
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$3.34	\$4.08

EXTRA STRENGTH CHARGES FOR ALL CLASSES
INSIDE & OUTSIDE THE CITY

7. Extra strength charges apply to all users - residential, commercial and industrial. For recovering the cost of treating wastewater which is permitted for discharge into the City wastewater treatment facilities, but which has extra strength properties, a surcharge shall be assessed upon the user as follows for FY 2025/26 & FY 2026/27

- a. \$0.7000 per pound of Suspended Solids when Suspended Solids concentration is greater than 160 mg/l.
- b. \$0.1400 per pound of BOD₅ when the BOD₅ concentration is greater than 200 mg/l.
- c. \$0.1400 per pound of COD when the COD concentration is greater than 400 mg/l.
- d. \$0.2500 per pound of TKN when the TKN concentration is greater than 40 mg/l.
- e. \$0.2500 per pound of Ammonia-N when the Ammonia-N concentration is greater than 20 mg/l.
- f. \$5.0100 per pound of total Phosphorus when the total Phosphorus concentration is greater than 4.3 mg/l.

* If a user's discharge is surcharged for BOD₅, that user's discharge shall not at the same time be surcharged for COD.

** If a user's discharge is surcharged for Ammonia-N that user's discharge shall not at the same time be surcharged for TKN.

OUTSIDE THE CITY WASTEWATER RATES

8. Persons, firms or corporations owning or occupying premises outside the City of Jackson which discharge wastewater to the City wastewater treatment facilities, not otherwise covered by a service agreement, shall be subject to service charges as follows:

a. If the discharge passes through the City's wastewater collection system prior to treatment and the individual user has a City-read meter, the service charges shall be the same as the City service charges set forth in paragraphs 6 and 7 of this resolution, except that the readiness to serve charge, to cover the user's share of the debt service, shall be double that for City users.

b. If the discharge passes through the City's wastewater collection system and is unmetered, the service charges shall be determined by the following:

	<u>FY 2025/26</u>	<u>FY 2026/27</u>
Commodity Charge per		
*Facility Unit of:	\$89.52 per bill	\$109.43 per bill
Billing Charge of:	\$11.61 per bill	\$14.19 per bill

Plus double the City readiness charge for the equivalent size meter. (For unmetered accounts inside the City, the readiness charge will equal the City rate.)

* For purpose of this rate schedule, a “facility unit” means the amount of wastewater discharge from a residential dwelling. The City Manager may determine the number of facility units attributable to a service according to standard discharges from wastewater contributors therein.

OTHER CHARGES

9. Additional charges equal to the actual expense incurred by the City shall be billed to and paid by any user when it is necessary to collect and analyze wastewater samples discharged by the user, to remove or treat prohibited material discharged by the user, or to clean or repair wastewater facilities or any part thereof as a result of the user’s discharge.

10. All water and wastewater bills shall be subject to a late charge of 10 percent if payment is not received in the office of the City Treasurer on or before the due date thereof.

11. In case any person shall, for the space of thirty (30) days after its water and wastewater service bill has become due and payable, refuse or neglect to pay the same, it shall be the duty of the City Manager to cause the water and/or wastewater service to be discontinued. Service shall not be restored until all arrears in water and wastewater service charges are paid in full, together with Thirty Five and 00/100 Dollars (\$35.00) to cover expenses of office and/or field procedures associated with final notices for shutting off and/or turning on the water. The \$35.00 charge will also be assessed when the Department attempts but is unable to turn the water off after the account is 30 days in arrears. If the turn on is not during regular working hours, the cost will include both the Thirty Five and 00/100 (\$35.00) charge plus the charge for overtime calls made by the Water Department. All past due water and wastewater bills shall be collected as provided by law.

12. In the event the City adds an interest/late charge to any unpaid delinquent invoice for water and wastewater related services, it shall be added as an assessable cost when and if said invoice is placed on a special assessment roll by the City Clerk.

13. This rate schedule, upon its effective date, shall supersede and repeal all prior resolutions & schedules establishing or amending water and wastewater service charges to the extent each conflicts herewith.

* * * * *

BLACKMAN TOWNSHIP
Contract District Customer

Blackman water service charges will be based on the following rate schedules:

a. **Billing Charge:** (City rate x 160%) (60% forwarded to Blackman Township)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$12.21 per bill	\$13.49 per bill

b. **Readiness Charge:** (City rates x 160%) (60% forwarded to Blackman Township)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.65824	0.72742
3/4"	0.98730	1.09106
1"	1.64550	1.81845
1 1/2"	3.29102	3.63691
2"	5.26565	5.81907
3"	9.87310	10.91077
3" Turbine	11.51861	12.72922
4"	16.45515	18.18459
4" Turbine	19.74619	21.82152
6"	32.91024	36.36910
6" Turbine	41.13782	45.46141
8"	52.65643	58.19062
10" Turbine	95.43979	105.47051

c. **Commodity Charge:** (City rates x 125%)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$6.80	\$7.51

LEONI TOWNSHIP
Contract District Customer

Leoni water service charges will be based on the following rate schedules:

a. Billing Charge: (City rate x 175%)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$13.35 per bill	\$14.75 per bill

b. Readiness Charge: (City rates x 175%)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.71995	0.79562
3/4"	1.07986	1.19334
1"	1.79977	1.98893
1 1/2"	3.59956	3.97787
2"	5.75930	6.36461
3"	10.79871	11.93365
3" Turbine	12.59848	13.92258
4"	17.99782	19.88940
4" Turbine	21.59740	23.86729
6"	35.99558	39.77871
6" Turbine	44.99450	49.72342
8"	57.59297	63.64600
10" Turbine	104.38727	115.35837

c. Commodity Charge: (City rates x 175%)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$9.52	\$10.52

SUMMIT TOWNSHIP
Contract District Customer

Summit water service charges will be based on the following rate schedules:

a. Billing Charge: (Same as City rate)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$7.63 per bill	\$8.43 per bill

b. Readiness Charge: (Same as City rate)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.41140	0.45464
3/4"	0.61706	0.68191
1"	1.02844	1.13653
1 1/2"	2.05689	2.27307
2"	3.29103	3.63692
3"	6.17069	6.81923
3" Turbine	7.19913	7.95576
4"	10.28447	11.36537
4" Turbine	12.34137	13.63845
6"	20.56890	22.73069
6" Turbine	25.71114	28.41338
8"	32.91027	36.36914
10" Turbine	59.64987	65.91907

c. Commodity Charge: (City rates x 137.5%)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$7.48	\$8.26

OUTSIDE CITY WATER RATES FOR

RESIDENTIAL, COMMERCIAL AND INDUSTRIAL USERS

Effective for all water billings after June 30, 2025

As noted in paragraph 5 of this rate schedule, all users owning or occupying premises outside the City of Jackson whom receive their water supply from the City water distribution system, not otherwise covered by contract, shall be subject to double rates.

Outside City water rates will be based on the following rate schedules:

a. **Billing Charge:** (City rate x 200%)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$15.26 per bill	\$16.86 per bill

b. **Readiness Charge:** (City rates x 200%)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.82280	0.90928
3/4"	1.23412	1.36382
1"	2.05688	2.27306
1 1/2"	4.11378	4.54614
2"	6.58206	7.27384
3"	12.34138	13.63846
3" Turbine	14.39826	15.91152
4"	20.56894	22.73074
4" Turbine	24.68274	27.27690
6"	41.13780	45.46138
6" Turbine	51.42228	56.82676
8"	65.82054	72.73828
10" Turbine	119.29974	131.83814

c. **Commodity Charge:** (City rates x 200%)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$10.88	\$12.02

MICHIGAN DEPT. OF CORRECTIONS
Contract District Customer

Michigan Dept. of Corrections water service charges will be based on the following rate schedules:

a. Billing Charge: (City rate x 160%) (60% forwarded to Blackman Township)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$12.21 per bill	\$13.49 per bill

b. Readiness Charge: (City rates x 160%) (60% forwarded to Blackman Township)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.65824	0.72742
3/4"	0.98730	1.09106
1"	1.64550	1.81845
1 1/2"	3.29102	3.63691
2"	5.26565	5.81907
3"	9.87310	10.91077
3" Turbine	11.51861	12.72922
4"	16.45515	18.18459
4" Turbine	19.74619	21.82152
6"	32.91024	36.36910
6" Turbine	41.13782	45.46141
8"	52.65643	58.19062
10" Turbine	95.43979	105.47051

c. Commodity Charge: (City rates)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$5.44	\$6.01

WATER & WASTEWATER RATE SCHEDULE OPTION #2

1. Utility bills for water and wastewater shall be based on quarterly and/or monthly meter readings and billed quarterly and/or monthly.

2.(a) For the purpose of reading meters and rendering bills for service the City Manager, shall divide the City into three districts of approximately equal size, plus a fourth district which includes commercial and industrial accounts. The reading, billing and due date of the four districts being as follows:

<u>District</u>	<u>Read & Billing</u>	<u>Due Date</u>	<u>Past Due & Final Notice</u>	<u>Non-Pay** Shut-off</u>
No. 1	January April July October	February 20 May 20 August 20 November 20	March June September December	April 7 July 7 October 7 January 7
No. 2	February May August November	March 20 June 20 September 20 December 20	April July October January	May 7 August 7 November 7 February 7
No. 3	March June September December	April 20 July 20 October 20 January 20	May August November February	June 7 September 7 December 7 March 7
No. 4	Monthly	Monthly	Monthly	Monthly **(60 days past due)

**Non-pay shutoffs will begin after the 6th day of the month or after the bill is thirty (30) days past due. (See paragraph 11 of this rate schedule)

Effective for all water and/or sewer billings after June 30, 2025

INSIDE THE CITY WATER RATES FOR
RESIDENTIAL, COMMERCIAL AND INDUSTRIAL USERS

3. City water service charges will be based on the following rate schedules:

a. Billing Charge:

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$7.47 per bill	\$8.11 per bill

b. Readiness Charge:

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.40271	0.43726
3/4"	0.60403	0.65586
1"	1.00672	1.09310
1 1/2"	2.01345	2.18620
2"	3.22153	3.49794
3"	6.04039	6.55866
3" Turbine	7.04711	7.65175
4"	10.06729	10.93106
4" Turbine	12.08076	13.11729
6"	20.13456	21.86211
6" Turbine	25.16820	27.32763
8"	32.21531	34.97938
10" Turbine	58.39026	63.40014

c. Commodity Charge:

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$5.33	\$5.79

ANNUAL CHARGES FOR
UNMETERED FIRE LINE SERVICES

4. Automatic sprinkling system and/or other unmetered fire service connections for lines which are directly connected to the City water distribution system shall be subject to the following “ready-to-serve” charges:

Service Size	FY 2025/26	FY 2026/27
2" or smaller	55.51623	60.27952
4"	111.03248	120.55907
6"	222.04798	241.09970
8"	277.56424	301.37925
Over 8"	333.08048	361.65879

This service is available to metered water customers only.

OUTSIDE THE CITY WATER RATES

5. Persons, firms or corporations owning or occupying premises outside the City of Jackson which receive their water supply from the City water distribution system not otherwise covered by contract, shall be subject to double rates, except that:

- a. Charges as are required above for ready-to-serve fire sprinkler connections or other unmetered fire service connections shall be the same regardless of whether the property is inside or outside the City limits; and
- b. Single rate charges shall apply to any publicly owned facilities operated within a public park, a portion of which is within the City’s borders.

INSIDE THE CITY WASTEWATER RATES FOR
RESIDENTIAL, COMMERCIAL AND INDUSTRIAL USERS

6. City wastewater service charges shall be based upon the following schedules:

a. Billing Charge:

All user classifications shall be subject to a billing charge for meter reading and bill processing and other customer services. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$11.18 per bill	\$13.33 per bill

b. Readiness Charge:

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	FY 2025/26		FY 2026/27	
Meter Size	Daily Charge	OCDR*	Daily Charge	OCDR*
5/8"	0.09783	0.19572	0.11665	0.23338
3/4"	0.14679	0.29355	0.17503	0.35003
1"	0.24462	0.48924	0.29168	0.58337
1 1/2"	0.48924	0.97848	0.58337	1.16674
2"	0.78278	1.56559	0.93339	1.86681
3"	1.46776	2.93547	1.75016	3.50025
3" Turbine	1.71236	3.42472	2.04182	4.08364
4"	2.44624	4.89244	2.91690	5.83375
4" Turbine	2.93547	5.87094	3.50025	7.00051
6"	4.89244	9.78487	5.83375	11.66748
6" Turbine	6.11554	12.23109	7.29217	14.58435
8"	7.82789	15.65582	9.33398	18.66800
10" Turbine	14.18809	28.37619	16.91788	33.83577

*Outside City Double Rate

c. Commodity Charge:

All user classifications shall be subject to a commodity charge for recovering the costs of sewer system operation and maintenance, and replacement of equipment. The user's commodity charge shall be based on the volume of wastewater discharged during the current billing period.

Commodity Rates	Wastewater	Wastewater
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$3.22	\$3.84

EXTRA STRENGTH CHARGES FOR ALL CLASSES
INSIDE & OUTSIDE THE CITY

7. Extra strength charges apply to all users - residential, commercial and industrial. For recovering the cost of treating wastewater which is permitted for discharge into the City wastewater treatment facilities, but which has extra strength properties, a surcharge shall be assessed upon the user as follows for FY 2025/26 & FY 2026/27

- a. \$0.7000 per pound of Suspended Solids when Suspended Solids concentration is greater than 160 mg/l.
- b. \$0.1400 per pound of BOD₅ when the BOD₅ concentration is greater than 200 mg/l.
- c. \$0.1400 per pound of COD when the COD concentration is greater than 400 mg/l.
- d. \$0.2500 per pound of TKN when the TKN concentration is greater than 40 mg/l.
- e. \$0.2500 per pound of Ammonia-N when the Ammonia-N concentration is greater than 20 mg/l.
- f. \$5.0100 per pound of total Phosphorus when the total Phosphorus concentration is greater than 4.3 mg/l.

* If a user's discharge is surcharged for BOD₅, that user's discharge shall not at the same time be surcharged for COD.

** If a user's discharge is surcharged for Ammonia-N that user's discharge shall not at the same time be surcharged for TKN.

OUTSIDE THE CITY WASTEWATER RATES

8. Persons, firms or corporations owning or occupying premises outside the City of Jackson which discharge wastewater to the City wastewater treatment facilities, not otherwise covered by a service agreement, shall be subject to service charges as follows:

a. If the discharge passes through the City's wastewater collection system prior to treatment and the individual user has a City-read meter, the service charges shall be the same as the City service charges set forth in paragraphs 6 and 7 of this resolution, except that the readiness to serve charge, to cover the user's share of the debt service, shall be double that for City users.

b. If the discharge passes through the City's wastewater collection system and is unmetered, the service charges shall be determined by the following:

	<u>FY 2025/26</u>	<u>FY 2026/27</u>
Commodity Charge per *Facility Unit of:	\$86.21 per bill	\$106.76 per bill
Billing Charge of:	\$11.18 per bill	\$13.33 per bill

Plus double the City readiness charge for the equivalent size meter. (For unmetered accounts inside the City, the readiness charge will equal the City rate.)

* For purpose of this rate schedule, a “facility unit” means the amount of wastewater discharge from a residential dwelling. The City Manager may determine the number of facility units attributable to a service according to standard discharges from wastewater contributors therein.

OTHER CHARGES

9. Additional charges equal to the actual expense incurred by the City shall be billed to and paid by any user when it is necessary to collect and analyze wastewater samples discharged by the user, to remove or treat prohibited material discharged by the user, or to clean or repair wastewater facilities or any part thereof as a result of the user’s discharge.

10. All water and wastewater bills shall be subject to a late charge of 10 percent if payment is not received in the office of the City Treasurer on or before the due date thereof.

11. In case any person shall, for the space of thirty (30) days after its water and wastewater service bill has become due and payable, refuse or neglect to pay the same, it shall be the duty of the City Manager to cause the water and/or wastewater service to be discontinued. Service shall not be restored until all arrears in water and wastewater service charges are paid in full, together with Thirty Five and 00/100 Dollars (\$35.00) to cover expenses of office and/or field procedures associated with final notices for shutting off and/or turning on the water. The \$35.00 charge will also be assessed when the Department attempts but is unable to turn the water off after the account is 30 days in arrears. If the turn on is not during regular working hours, the cost will include both the Thirty Five and 00/100 (\$35.00) charge plus the charge for overtime calls made by the Water Department. All past due water and wastewater bills shall be collected as provided by law.

12. In the event the City adds an interest/late charge to any unpaid delinquent invoice for water and wastewater related services, it shall be added as an assessable cost when and if said invoice is placed on a special assessment roll by the City Clerk.

13. This rate schedule, upon its effective date, shall supersede and repeal all prior resolutions & schedules establishing or amending water and wastewater service charges to the extent each conflicts herewith.

* * * * *

BLACKMAN TOWNSHIP
Contract District Customer

Blackman water service charges will be based on the following rate schedules:

a. **Billing Charge:** (City rate x 160%) (60% forwarded to Blackman Township)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$11.95 per bill	\$12.98 per bill

b. **Readiness Charge:** (City rates x 160%) (60% forwarded to Blackman Township)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.64434	0.69962
3/4"	0.96645	1.04938
1"	1.61075	1.74896
1 1/2"	3.22152	3.49792
2"	5.15445	5.59670
3"	9.66462	10.49386
3" Turbine	11.27538	12.24280
4"	16.10766	17.48970
4" Turbine	19.32922	20.98766
6"	32.21530	34.97938
6" Turbine	40.26912	43.72421
8"	51.54450	55.96701
10" Turbine	93.42442	101.44022

c. **Commodity Charge:** (City rates x 125%)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$6.66	\$7.24

LEONI TOWNSHIP
Contract District Customer

Leoni water service charges will be based on the following rate schedules:

a. Billing Charge: (City rate x 175%)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$13.07 per bill	\$14.19 per bill

b. Readiness Charge: (City rates x 175%)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.70474	0.76521
3/4"	1.05705	1.14776
1"	1.76176	1.91293
1 1/2"	3.52354	3.82585
2"	5.63768	6.12140
3"	10.57068	11.47766
3" Turbine	12.33244	13.39056
4"	17.61776	19.12936
4" Turbine	21.14133	22.95526
6"	35.23548	38.25869
6" Turbine	44.04435	47.82335
8"	56.37679	61.21392
10" Turbine	102.18296	110.95025

c. Commodity Charge: (City rates x 175%)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$9.33	\$10.13

SUMMIT TOWNSHIP
Contract District Customer

Summit water service charges will be based on the following rate schedules:

a. Billing Charge: (Same as City rate)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$7.47 per bill	\$8.11 per bill

b. Readiness Charge: (Same as City rate)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.40271	0.43726
3/4"	0.60403	0.65586
1"	1.00672	1.09310
1 1/2"	2.01345	2.18620
2"	3.22153	3.49794
3"	6.04039	6.55866
3" Turbine	7.04711	7.65175
4"	10.06729	10.93106
4" Turbine	12.08076	13.11729
6"	20.13456	21.86211
6" Turbine	25.16820	27.32763
8"	32.21531	34.97938
10" Turbine	58.39026	63.40014

c. Commodity Charge: (City rates x 137.5%)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$7.33	\$7.96

**OUTSIDE CITY WATER RATES FOR
RESIDENTIAL, COMMERCIAL AND INDUSTRIAL USERS**

As noted in paragraph 5 of this rate schedule, all users owning or occupying premises outside the City of Jackson whom receive their water supply from the City water distribution system, not otherwise covered by contract, shall be subject to double rates.

Outside City water rates will be based on the following rate schedules:

a. Billing Charge: (City rate x 200%)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$14.94 per bill	\$16.22 per bill

b. Readiness Charge: (City rates x 200%)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.80542	0.87452
3/4"	1.20806	1.31172
1"	2.01344	2.18620
1 1/2"	4.02690	4.37240
2"	6.44306	6.99588
3"	12.08078	13.11732
3" Turbine	14.09422	15.30350
4"	20.13458	21.86212
4" Turbine	24.16152	26.23458
6"	40.26912	43.72422
6" Turbine	50.33640	54.65526
8"	64.43062	69.95876
10" Turbine	116.78052	126.80028

c. Commodity Charge: (City rates x 200%)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$10.66	\$11.58

MICHIGAN DEPT. OF CORRECTIONS
Contract District Customer

Michigan Dept. of Corrections water service charges will be based on the following rate schedules:

a. Billing Charge: (City rate x 160%) (60% forwarded to Blackman Township)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$11.95 per bill	\$12.98 per bill

b. Readiness Charge: (City rates x 160%) (60% forwarded to Blackman Township)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.64434	0.69962
3/4"	0.96645	1.04938
1"	1.61075	1.74896
1 1/2"	3.22152	3.49792
2"	5.15445	5.59670
3"	9.66462	10.49386
3" Turbine	11.27538	12.24280
4"	16.10766	17.48970
4" Turbine	19.32922	20.98766
6"	32.21530	34.97938
6" Turbine	40.26912	43.72421
8"	51.54450	55.96701
10" Turbine	93.42442	101.44022

c. Commodity Charge: (City rates)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$5.33	\$5.79

WATER & WASTEWATER RATE SCHEDULE OPTION #3

1. Utility bills for water and wastewater shall be based on quarterly and/or monthly meter readings and billed quarterly and/or monthly.

2.(a) For the purpose of reading meters and rendering bills for service the City Manager, shall divide the City into three districts of approximately equal size, plus a fourth district which includes commercial and industrial accounts. The reading, billing and due date of the four districts being as follows:

<u>District</u>	<u>Read & Billing</u>	<u>Due Date</u>	<u>Past Due & Final Notice</u>	<u>Non-Pay** Shut-off</u>
No. 1	January April July October	February 20 May 20 August 20 November 20	March June September December	April 7 July 7 October 7 January 7
No. 2	February May August November	March 20 June 20 September 20 December 20	April July October January	May 7 August 7 November 7 February 7
No. 3	March June September December	April 20 July 20 October 20 January 20	May August November February	June 7 September 7 December 7 March 7
No. 4	Monthly	Monthly	Monthly	Monthly **(60 days past due)

**Non-pay shutoffs will begin after the 6th day of the month or after the bill is thirty (30) days past due. (See paragraph 11 of this rate schedule)

Effective for all water and/or sewer billings after June 30, 2025

INSIDE THE CITY WATER RATES FOR
RESIDENTIAL, COMMERCIAL AND INDUSTRIAL USERS

3. City water service charges will be based on the following rate schedules:

a. Billing Charge:

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$7.31 per bill	\$7.79 per bill

b. Readiness Charge:

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.39406	0.41987
3/4"	0.59106	0.62977
1"	0.98510	1.04962
1 1/2"	1.97020	2.09925
2"	3.15233	3.35881
3"	5.91064	6.29779
3" Turbine	6.89573	7.34740
4"	9.85104	10.49628
4" Turbine	11.82125	12.59554
6"	19.70205	20.99253
6" Turbine	24.62757	26.24068
8"	31.52330	33.58808
10" Turbine	57.13599	60.87840

c. Commodity Charge:

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$5.21	\$5.55

ANNUAL CHARGES FOR
UNMETERED FIRE LINE SERVICES

4. Automatic sprinkling system and/or other unmetered fire service connections for lines which are directly connected to the City water distribution system shall be subject to the following “ready-to-serve” charges:

Service Size	FY 2025/26	FY 2026/27
2" or smaller	54.32370	57.88190
4"	108.64741	115.76382
6"	217.27821	231.50993
8"	271.60194	289.39187
Over 8"	325.92564	347.27377

This service is available to metered water customers only.

OUTSIDE THE CITY WATER RATES

5. Persons, firms or corporations owning or occupying premises outside the City of Jackson which receive their water supply from the City water distribution system not otherwise covered by contract, shall be subject to double rates, except that:

- a. Charges as are required above for ready-to-serve fire sprinkler connections or other unmetered fire service connections shall be the same regardless of whether the property is inside or outside the City limits; and
- b. Single rate charges shall apply to any publicly owned facilities operated within a public park, a portion of which is within the City’s borders.

**INSIDE THE CITY WASTEWATER RATES FOR
RESIDENTIAL, COMMERCIAL AND INDUSTRIAL USERS**

6. City wastewater service charges shall be based upon the following rate schedules:

a. Billing Charge:

All user classifications shall be subject to a billing charge for meter reading and bill processing and other customer services. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$10.75 per bill	\$12.47 per bill

b. Readiness Charge:

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	FY 2025/26		FY 2026/27	
Meter Size	Daily Charge	OCDR*	Daily Charge	OCDR*
5/8"	0.09406	0.18816	0.10913	0.21830
3/4"	0.14112	0.28222	0.16373	0.32743
1"	0.23518	0.47036	0.27286	0.54571
1 1/2"	0.47036	0.94072	0.54571	1.09142
2"	0.75257	1.50516	0.87313	1.74629
3"	1.41111	2.82216	1.63717	3.27427
3" Turbine	1.64627	3.29253	1.91000	3.81999
4"	2.35182	4.70360	2.72858	5.45712
4" Turbine	2.82216	5.64434	3.27427	6.54856
6"	4.70360	9.40719	5.45712	10.91422
6" Turbine	5.87949	11.75900	6.82138	13.64279
8"	7.52575	15.05153	8.73138	17.46279
10" Turbine	13.64045	27.28092	15.82565	31.65132

*Outside City Double Rate

c. Commodity Charge:

All user classifications shall be subject to a commodity charge for recovering the costs of sewer system operation and maintenance, and replacement of equipment. The user's commodity charge shall be based on the volume of wastewater discharged during the current billing period.

Commodity Rates	Wastewater	Wastewater
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$3.10	\$3.60

EXTRA STRENGTH CHARGES FOR ALL CLASSES
INSIDE & OUTSIDE THE CITY

7. Extra strength charges apply to all users - residential, commercial and industrial. For recovering the cost of treating wastewater which is permitted for discharge into the City wastewater treatment facilities, but which has extra strength properties, a surcharge shall be assessed upon the user as follows for FY 2025/26 & FY 2026/27

- a. \$0.7000 per pound of Suspended Solids when Suspended Solids concentration is greater than 160 mg/l.
- b. \$0.1400 per pound of BOD₅ when the BOD₅ concentration is greater than 200 mg/l.
- c. \$0.1400 per pound of COD when the COD concentration is greater than 400 mg/l.
- d. \$0.2500 per pound of TKN when the TKN concentration is greater than 40 mg/l.
- e. \$0.2500 per pound of Ammonia-N when the Ammonia-N concentration is greater than 20 mg/l.
- f. \$5.0100 per pound of total Phosphorus when the total Phosphorus concentration is greater than 4.3 mg/l.

* If a user's discharge is surcharged for BOD₅, that user's discharge shall not at the same time be surcharged for COD.

** If a user's discharge is surcharged for Ammonia-N that user's discharge shall not at the same time be surcharged for TKN.

OUTSIDE THE CITY WASTEWATER RATES

8. Persons, firms or corporations owning or occupying premises outside the City of Jackson which discharge wastewater to the City wastewater treatment facilities, not otherwise covered by a service agreement, shall be subject to service charges as follows:

a. If the discharge passes through the City's wastewater collection system prior to treatment and the individual user has a City-read meter, the service charges shall be the same as the City service charges set forth in paragraphs 6 and 7 of this resolution, except that the readiness to serve charge, to cover the user's share of the debt service, shall be double that for City users.

b. If the discharge passes through the City's wastewater collection system and is unmetered, the service charges shall be determined by the following:

	<u>FY 2025/26</u>	<u>FY 2026/27</u>
Commodity Charge per *Facility Unit of:	\$82.88 per bill	\$96.16 per bill
Billing Charge of:	\$10.75 per bill	\$12.47 per bill

Plus double the City readiness charge for the equivalent size meter. (For unmetered accounts inside the City, the readiness charge will equal the City rate.)

* For purpose of this rate schedule, a “facility unit” means the amount of wastewater discharge from a residential dwelling. The City Manager may determine the number of facility units attributable to a service according to standard discharges from wastewater contributors therein.

OTHER CHARGES

9. Additional charges equal to the actual expense incurred by the City shall be billed to and paid by any user when it is necessary to collect and analyze wastewater samples discharged by the user, to remove or treat prohibited material discharged by the user, or to clean or repair wastewater facilities or any part thereof as a result of the user’s discharge.

10. All water and wastewater bills shall be subject to a late charge of 10 percent if payment is not received in the office of the City Treasurer on or before the due date thereof.

11. In case any person shall, for the space of thirty (30) days after its water and wastewater service bill has become due and payable, refuse or neglect to pay the same, it shall be the duty of the City Manager to cause the water and/or wastewater service to be discontinued. Service shall not be restored until all arrears in water and wastewater service charges are paid in full, together with Thirty Five and 00/100 Dollars (\$35.00) to cover expenses of office and/or field procedures associated with final notices for shutting off and/or turning on the water. The \$35.00 charge will also be assessed when the Department attempts but is unable to turn the water off after the account is 30 days in arrears. If the turn on is not during regular working hours, the cost will include both the Thirty Five and 00/100 (\$35.00) charge plus the charge for overtime calls made by the Water Department. All past due water and wastewater bills shall be collected as provided by law.

12. In the event the City adds an interest/late charge to any unpaid delinquent invoice for water and wastewater related services, it shall be added as an assessable cost when and if said invoice is placed on a special assessment roll by the City Clerk.

13. This rate schedule, upon its effective date, shall supersede and repeal all prior resolutions & schedules establishing or amending water and wastewater service charges to the extent each conflicts herewith.

* * * * *

BLACKMAN TOWNSHIP
Contract District Customer

Blackman water service charges will be based on the following rate schedules:

a. **Billing Charge: (City rate x 160%) (60% forwarded to Blackman Township)**

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$11.70 per bill	\$12.46 per bill

b. **Readiness Charge: (City rates x 160%) (60% forwarded to Blackman Township)**

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.63050	0.67179
3/4"	0.94570	1.00763
1"	1.57616	1.67939
1 1/2"	3.15232	3.35880
2"	5.04373	5.37410
3"	9.45702	10.07646
3" Turbine	11.03317	11.75584
4"	15.76166	16.79405
4" Turbine	18.91400	20.15286
6"	31.52328	33.58805
6" Turbine	39.40411	41.98509
8"	50.43728	53.74093
10" Turbine	91.41758	97.40544

c. **Commodity Charge: (City rates x 125%)**

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$6.51	\$6.94

LEONI TOWNSHIP
Contract District Customer

Leoni water service charges will be based on the following rate schedules:

a. Billing Charge: (City rate x 175%)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$12.79 per bill	\$13.63 per bill

b. Readiness Charge: (City rates x 175%)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.68961	0.73477
3/4"	1.03436	1.10210
1"	1.72393	1.83684
1 1/2"	3.44785	3.67369
2"	5.51658	5.87792
3"	10.34362	11.02113
3" Turbine	12.06753	12.85795
4"	17.23932	18.36849
4" Turbine	20.68719	22.04220
6"	34.47859	36.73693
6" Turbine	43.09825	45.92119
8"	55.16578	58.77914
10" Turbine	99.98798	106.53720

c. Commodity Charge: (City rates x 175%)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$9.12	\$9.71

SUMMIT TOWNSHIP
Contract District Customer

Summit water service charges will be based on the following rate schedules:

a. Billing Charge: (Same as City rate)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$7.31 per bill	\$7.79 per bill

b. Readiness Charge: (Same as City rate)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.39406	0.41987
3/4"	0.59106	0.62977
1"	0.98510	1.04962
1 1/2"	1.97020	2.09925
2"	3.15233	3.35881
3"	5.91064	6.29779
3" Turbine	6.89573	7.34740
4"	9.85104	10.49628
4" Turbine	11.82125	12.59554
6"	19.70205	20.99253
6" Turbine	24.62757	26.24068
8"	31.52330	33.58808
10" Turbine	57.13599	60.87840

c. Commodity Charge: (City rates x 137.5%)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$7.16	\$7.63

**OUTSIDE CITY WATER RATES FOR
RESIDENTIAL, COMMERCIAL AND INDUSTRIAL USERS**

As noted in paragraph 5 of this rate schedule, all users owning or occupying premises outside the City of Jackson whom receive their water supply from the City water distribution system, not otherwise covered by contract, shall be subject to double rates.

Outside City water rates will be based on the following rate schedules:

a. **Billing Charge:** (City rate x 200%)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$14.62 per bill	\$15.58 per bill

b. **Readiness Charge:** (City rates x 200%)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.78812	0.83974
3/4"	1.18212	1.25954
1"	1.97020	2.09924
1 1/2"	3.94040	4.19850
2"	6.30466	6.71762
3"	11.82128	12.59558
3" Turbine	13.79146	14.69480
4"	19.70208	20.99256
4" Turbine	23.64250	25.19108
6"	39.40410	41.98506
6" Turbine	49.25514	52.48136
8"	63.04660	67.17616
10" Turbine	114.27198	121.75680

c. **Commodity Charge:** (City rates x 200%)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$10.42	\$11.10

MICHIGAN DEPT. OF CORRECTIONS
Contract District Customer

Michigan Dept. of Corrections water service charges will be based on the following rate schedules:

a. Billing Charge: (City rate x 160%) (60% forwarded to Blackman Township)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

FY 2025/26	FY 2026/27
\$11.70 per bill	\$12.46 per bill

b. Readiness Charge: (City rates x 160%) (60% forwarded to Blackman Township)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	Daily Charge	Daily Charge
Meter Size	FY 2025/26	FY 2026/27
5/8"	0.63050	0.67179
3/4"	0.94570	1.00763
1"	1.57616	1.67939
1 1/2"	3.15232	3.35880
2"	5.04373	5.37410
3"	9.45702	10.07646
3" Turbine	11.03317	11.75584
4"	15.76166	16.79405
4" Turbine	18.91400	20.15286
6"	31.52328	33.58805
6" Turbine	39.40411	41.98509
8"	50.43728	53.74093
10" Turbine	91.41758	97.40544

c. Commodity Charge: (City rates)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Commodity Rates	Water	Water
<i>(Rates shown per 100 cu.ft.)</i>	FY 2025/26	FY 2026/27
All Consumption	\$5.21	\$5.55



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: June 10, 2025
SUBJECT: Resolution - Fiscal Year 2024/25 Budget Amendment

Recommendation:

Approval of the Resolution to amend the fiscal year 2024/25 General Fund, Ella W. Sharp Park Operating Fund, Building Inspection Fund, 2023 Water System Project Construction Fund, 2024 Water System Project Construction Fund, and Water Fund budgets

Attached is a memo from Heather Ehnis, Finance Director, regarding the budget amendment requests and resolution.

I recommend your approval of this resolution. Your consideration and concurrence are appreciated.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Heather Ehnis, Chief Financial Officer
DATE: June 10, 2025

RECOMMENDATION: Approval of the Resolution to amend the fiscal year 2024/25 General Fund, Ella W. Sharp Park Operating Fund, Building Inspection Fund, 2023 Water System Project Construction Fund, 2024 Water System Project Construction Fund, and Water Fund budgets

ISSUE STATEMENT

Various departments in the General Fund and the Ella W. Sharp Operating Fund, Building Inspection Fund, 2023 Water System Project Construction Fund, 2024 Water System Project System Project Construction Fund, and Water Fund require a budget resolution to amend the fiscal year 2024/25 budgeted revenue and expenditures to avoid going over budget at year-end.

DESCRIBE THE CONSEQUENCES

The City Council previously approved the fiscal year 2024/25 budget. The budget requires an amendment to reflect increased expenditures to remain in compliance with the Adopted Budget and the State Budget Act.

OWNERSHIP

Each year in May, budgets for the current fiscal year are reviewed to determine if estimated expenditures will exceed budgeted amounts. The current fiscal year's budget is amended annually in May by the City Council through the budget process and resolution. Therefore, it is not possible to include any necessary adjustments found during this review in that resolution.

This is a requested amendment to the fiscal year 2024/25 budget to increase revenue and expenditures. Funding for the increased expenditures in each activity or fund is supported by current year revenue.

SOLUTION

GENERAL FUND

The City Manager's Department is requesting a \$50,000 increase to the Personal Services budget to cover estimated termination expenses that were not anticipated during the Fiscal

Year 2024/25 budget process. This adjustment is necessary to ensure adequate funding for all personnel-related expenditures through year-end.

The Purchasing Department incurred an unanticipated expense related to its procurement software subscription, which was not included in the original budget for Fiscal Year 2024/25. This software is critical for maintaining efficient and compliant purchasing operations across departments. To cover the associated costs, a budget increase of \$25,000 is requested.

Due to increased activity within the Administrative Hearings Bureau Fund, the estimated balance of uncollectible receivables is projected to rise significantly in Fiscal Year 2024/25. As a result, a \$125,000 increase to the uncollectible expense account is requested to prevent a budget overage at year-end.

A training event initially budgeted under the Consortium Training Fund for later this summer has been rescheduled to take place in June. As a result, a budget amendment is requested to increase Education & Training expenses by \$17,935. This increase will be partially offset by \$3,750 in additional revenue received from non-Consortium police agencies participating in the event.

Expenditures in the Civic Affairs budget are projected to exceed the approved Fiscal Year 2024/25 allocation due to unbudgeted blight reduction services undertaken by the Department of Public Works in coordination with the Community Development Department. These services, estimated at \$45,000, include staff labor, equipment use, and material disposal. A budget increase of \$40,550 is requested to avoid a year-end overage.

The Diversity, Equity & Inclusion Department is requesting a \$36,700 increase to the Contractual and Other Expenses budget for Fiscal Year 2024/25. This adjustment accounts for the costs associated with the Youth Council liaison and unanticipated event-related expenses identified after the initial budget process. An increase in revenue totaling \$17,500, generated from additional event-related donations, will partially offset the requested budget increase.

Contributions to Other Funds are expected to increase in the amount of \$40,725 to support the increased costs to the Ella W. Sharp Park Operating Fund.

ELLA W. SHARP PARK OPERATING FUND

The Ella W. Sharp Park Operating Fund is requesting a budget increase in the amount of \$40,725 to Personal Services to support essential grounds and park maintenance. The additional temporary staffing is needed to maintain the quality, landscaping, and ensure the overall course and park conditions meet operational and safety standards.

BUILDING INSPECTION FUND

The Building Inspection Fund is requesting a budget increase of \$7,250 to cover unanticipated software expenses associated with the implementation of the BS&A cloud-based platform. This amendment is necessary to accommodate the additional costs and prevent a year-end budget overage.

2023 WATER SYSTEM PROJECT CONSTRUCTION

Expenditures in the Capital Project Fund for the 2023 Water System Project Construction

budget are projected to exceed the currently approved amount for the 2024/25 fiscal year. This overage is primarily due to actual water main construction expenses surpassing the original budget estimates. Additionally, the transition of the Lead Service Replacement project to contractor-performed work has increased the need for supplemental consultant engineering services. The resulting increase in expenditures in the amount of \$1,214,496 will be covered by funding from the Drinking Water State Revolving Fund, including ARPA and State grant allocations.

2024 WATER SYSTEM PROJECT CONSTRUCTION

Expenditures in the Capital Project Fund for the 2024 Water System Project Construction budget are projected to exceed the currently approved amount for the 2024/25 fiscal year. This overage is primarily due to the accelerated schedule of water main construction projects, which is driving costs beyond the original budget estimates. The increased expenditures in the amount of \$575,000 will be covered by funding from the Drinking Water State Revolving Fund, including ARPA grant allocations.

WATER FUND

Revenues and expenditures in the Water Fund are expected to increase to reflect contributions supporting the increased costs associated with the 2023 Water System Project Construction Fund and the 2024 Water System Project Construction Fund. The additional costs will be funded through the Drinking Water State Revolving Fund, including allocations from ARPA and State grants.

FACILITATE IMPLEMENTATION

I recommend approval of the resolution to amend the fiscal year 2024/25 budget to remain in compliance with the Adopted Budget and State Budget Act.

ATTACHMENTS

- 1. Consolidated Budget Resolution_FY25

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City adopted the amended 2024/25 Budget on May 27, 2025; and

WHEREAS, various departments in the General Fund projected expenditures to exceed amounts currently budgeted for the fiscal year 2024/25; and

WHEREAS, the Ella W. Sharp Park Operating Fund, Building Inspection Fund, 2023 Water System Project Construction Fund, 2024 Water System Project Construction Fund, and Water Fund also anticipates projected expenditures to exceed amounts currently budgeted for fiscal year 2024/25; and

WHEREAS, sufficient funds exist in the General Fund, Ella W. Sharp Park Operating Fund, Building Inspection Fund, 2023 Water System Project Construction Fund, 2024 Water System Project Construction Fund, and Water Fund to offset the increased expenditures.

NOW, THEREFORE, BE IT RESOLVED, that the fiscal year 2024/25 budget be amended as follows:

		<u>Increase</u>	<u>Decrease</u>
<u>GENERAL FUND</u>			
REVENUES:			
101-000-000-699.000 Appropriation from General Fund	\$	314,660	
101-320-000-674.001 Cont. - Other Police		3,750	
101-806-000-675.075 Donations - Junteenth		17,500	
	\$	335,910	\$ -
EXPENDITURES:			
101-172-000-702.000 Termination Pay	\$	50,000	
101-233-000-933.000 Software Licenses and Subscriptions		25,000	
101-299-000-962.000 Uncollectible Accounts		125,000	
101-320-000-910.000 Education & Training		17,935	
101-572-000-703.000 Salaries and Wages		13,000	
101-572-000-943.000 Equipment Rental - Motor Pool		20,800	
101-572-000-961.641 Public Works Overhead		6,750	
101-806-000-880.707 Community Promotion - Youth Council		7,200	
101-806-000-880.708 Community Promotion - Events		12,000	
101-806-000-880.709 Community Promotion - Junteenth		17,500	
101-965-000-995.208 Cont. - Sharp Park Operating Fund		40,725	
	\$	335,910	\$ -
<u>ELLA W. SHARP PARK OPERATING FUND</u>			
REVENUES:			
208-771-000-699.101 Cont. - General Fund	\$	40,725	
	\$	40,725	\$ -
EXPENDITURES:			
208-751-000-707.000 Temporary Wages	\$	40,725	
	\$	40,725	\$ -

		<u>Increase</u>	<u>Decrease</u>
<u>BUILDING INSPECTION</u>			
REVENUES:			
249-000-000-699.000 Appropriation from Building Inspection Fund	\$	7,250	
	\$	7,250	\$ -
EXPENDITURES:			
249-371-000-933.000 Software and Subscriptions	\$	7,250	
	\$	7,250	\$ -

<u>2023 WATER SYSTEM PROJECT CONSTRUCTION FUND</u>			
REVENUES:			
409-000-000-699.591 Cont. - Water Fund	\$	1,214,496	-
	\$	1,214,496	\$ -
EXPENDITURES:			
409-901-000-972.000 Water Mains	\$	864,496	-
409-901-000-985.005 Engineering		350,000	-
	\$	1,214,496	\$ -

<u>2024 WATER SYSTEM PROJECT CONSTRUCTION FUND</u>			
REVENUES:			
410-000-000-699.591 Cont. - Water Fund	\$	575,000	-
	\$	575,000	\$ -
EXPENDITURES:			
410-901-000-972.000 Water Mains	\$	575,000	-
	\$	575,000	\$ -

<u>WATER FUND</u>			
REVENUES:			
591-000-000-528.279 Federal Grant - ARPA-DWSRF	\$	1,439,496	-
591-000-000-539.591 State Grant - DWSRF		350,000	-
	\$	1,789,496	\$ -
EXPENDITURES:			
591-556-000-995.409 Cont. - 2023 Water System Project Const. Fund	\$	1,214,496	-
591-556-000-995.410 Cont. - 2024 Water System Project Const. Fund		575,000	-
	\$	1,789,496	\$ -

IN WITNESS WHEREOF, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan, on this 11th day of June, 2025.

Andrea Muray, City Clerk



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 10, 2025

SUBJECT: Resolution - Downtown Development Authority Budget, Fiscal Year 2025 –2026

Recommendation:

Approve the Jackson Downtown Development Authority budget for the fiscal year 2025-2026.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: June 10, 2025

RECOMMENDATION: Approve the Jackson Downtown Development Authority budget for the fiscal year 2025-2026.

ISSUE STATEMENT

DESCRIBE THE CONSEQUENCES

OWNERSHIP

SOLUTION

FACILITATE IMPLEMENTATION

Approve the Jackson Downtown Development Authority budget for the fiscal year 2025-2026.

ATTACHMENTS

1. 2025 0527_DDA Special Meeting Minutes
2. 2025_0527_CC Budget Approval Memo
3. 2025_0527_CC Budget Approval Resolution
4. 2025-2026 DDA Proposed Budget



Downtown Development Authority

DDA Special Board Meeting

Tuesday, May 27, 2025

8:10 am, City Hall – 2nd Floor, Jackson, MI.

“Empower the DDA District by encouraging a vibrant and diverse environment and creating memorable experiences that strengthen our local economy, support businesses and engage residents.”

Agenda

I. Call to order, notation of members present

The Special Meeting was called to order by Vice-Chair K. Sharrer at 8:11am.

Members Present:

T. Loveberry, T. Christoff, S. Toler, K. Sharrer, F. Dancy, J. Butterfield, J. Webb

Members Absent:

M. Moore, B. Johncox, S. Pienta, L. Janiak, R. Wilkie

II. Regular Business

- A. DDA Board Meeting Minutes, April 10, 2025 Meeting
Motion to approve: J. Butterfield
Second: F. Dancy
All ayes. Motion passed.
- B. Acceptance of March 2025 Financials
Motion to approve: J. Butterfield

III. New Business

- A. Accept 2025/26 Budget
Motion to accept: J. Butterfield
Second: S. Toler
All ayes. Motion carried.
- B. Gift Certificate Policy – Release of Funds
Motion to approve: T. Christoff
Second: J. Butterfield
All ayes. Motion carried.
- C. JTV Contract – 2025/26 Renewal
Motion to approve: J. Butterfield
Second: J. Webb
All ayes. Motion carried.

IV. Future DDA Board Meetings

- A. Board Meeting: June 12, 2025 (8a., City Hall – 10th Floor Conference Room)
- B. Executive Committee Meeting: May 27, 2025 (9a, City Hall – 6th Floor)

V. Adjournment – 8:18am

Motion to approve: J. Butterfield

Second: T. Loveberry

All ayes: Motion carried.



MEMO TO: Honorable Mayor and City Councilmembers

FROM: Kelly Sharrer, Vice-Chairperson; Beth Kuiper, Executive Director

DATE: May 27, 2025

RECOMMENDATION: Approve a resolution authorizing the levy of a millage in the amount of 1.9996 mills on parcels ion the DDA District for the fiscal year 2025-26.

Recommendation: Approve the Downtown Development Authority 2025-2026 budget.

Attached are memos from Beth Kuiper regarding the Jackson Downtown Development Authority budget for the fiscal year 2025-2026.

I recommend approval of the Downtown Development Authority's budget for the fiscal year 2025-2026. Your consideration and concurrence is appreciated.

KS; BK



DEPARTMENTAL REPORT

MEMO TO: Kelly Sharrer, Vice-Chair of the Downtown Development Authority Board of Directors; Jonathan Greene, City Manager of the City of Jackson

FROM: Beth Kuiper, Executive Director, Downtown Development Authority

DATE: May 08, 2025

RECOMMENDATION: **Approve the Downtown Development Authority Budget for the fiscal year 2025-2026**

SUMMARY

The DDA Budget for fiscal year 2025-2026 is attached for your consideration. Per MCL 125.1678 section 28, “Budget; cost of handling and auditing funds,” Downtown Development Authorities must have their budgets approved by the municipalities’ governing body (City Council).

DISCUSSION OF THE ISSUE

The Downtown Development Authority (DDA) presents its proposed budget for fiscal year 2025-2026 for City Council review and approval, as required under MCL 125.1678 Section 28.

The DDA Board began developing this budget in March 2025, ensuring alignment with policy priorities and the evolving needs of Downtown Jackson. This budget is the result of careful deliberation, incorporating input from staff and DDA committees, which include both Board members and engaged members of the public. This inclusive approach ensures that our financial plan reflects the best interests of the community and supports initiatives that strengthen the downtown district. A balanced financial plan, achieved through two primary factors:

1. Increased sponsorships to fund community-driven events.
2. The City of Jackson’s continued financial support of \$40,000 per fiscal year.

This budget proposal was unanimously approved at the May 27, 2025 DDA special board meeting.

POSITION

I recommend approval of the Downtown Development Authority’s Fiscal Year 2025-2026 budget.

ATTACHMENTS: Downtown Development Authority budget for fiscal year 2025-2026

Jackson Downtown Development Authority

Budget/Forecast Worksheet

2025-2026 Budget

	Annual Budget 2024 - 2025	Annual Forecast 2024 - 2025	Proposed Budget 2025 - 2026
<u>Revenue</u>			
Property Taxes	81,700.00	83,288.84	85,800.00
State Grant-MEDC	0.00	22,877.98	0.00
Administrative Fees	2,500.00	3,850.00	4,200.00
Improvement Programs	5,000.00	5,747.64	5,900.00
Interest	3,500.00	5,857.80	5,900.00
General Contributions	40,000.00	40,000.00	40,000.00
Cruise Nights	18,000.00	24,000.00	27,600.00
Christmas Parade	4,400.00	0.00	0.00
Summer Events	10,000.00	5,410.00	6,200.00
Winter Events	5,000.00	800.00	900.00
Holiday Shopping Activities	3,000.00	0.00	0.00
Summer Planting	5,000.00	0.00	0.00
Social District	2,600.00	257.00	0.00
Other Events	3,500.00	3,500.00	4,000.00
Ticketed Events	10,000.00	13,560.00	14,000.00
Gift Certificates	15,000.00	10,723.08	15,000.00
Revenue from Unclaimed Gift Certificates	0.00	40,000.00	40,000.00
Farmers Market - Senior Project Fresh	1,500.00	1,025.00	1,100.00
Farmers Market - WIC Project Fresh	2,500.00	0.00	0.00
Farmers Market - Vendor Fees	13,000.00	11,903.00	12,300.00
Farmers Market Electronic Activity	11,000.00	13,229.00	15,000.00
Miscellaneous - GRFM Sponsorships	10,000.00	5,080.00	10,000.00
Gross Revenues	\$ 247,200.00	\$ 291,109.34	\$ 287,900.00
<u>Expenses</u>			
Personal Services:			
Salaries & Wages	65,000.00	69,352.09	67,000.00
Wages - Temporary	41,000.00	53,581.66	62,400.00
Unemployment	600.00	295.63	300.00
Employers FICA (.0765)	8,100.00	9,479.25	9,900.00
Retirement - Contractual - IMCA (457)(9%)	5,850.00	5,682.67	6,000.00
Health Insurance	24,000.00	25,423.45	28,000.00
Workers Compensation	250.00	650.03	700.00
Other Fringe Benefits	2,000.00	1,053.27	1,100.00
Total Personal Services	146,800.00	165,518.05	175,400.00

Material and Supplies:

Office Supplies	450.00	224.39	200.00
Program Supplies	1,000.00	541.00	600.00
Prog. Supp. - Cruise Nights	15,000.00	13,076.68	13,500.00
Prog. Supp. - Christmas Parade	4,400.00	900.00	900.00
Prog. Supp. - Summer Events	7,000.00	3,875.00	4,000.00
Prog. Supp. - Winter Events	5,000.00	1,300.00	1,300.00
Prog. Supp. - Holiday Shopping Activities	3,000.00	1,120.44	1,200.00
Prog. Supp. - Summer Planting	4,600.00	5,676.73	5,800.00
Prog. Supp. - FM - Senior Project Fresh	1,500.00	785.00	800.00
Prog. Supp. - FM - WIC Project Fresh	2,500.00	1,041.69	1,100.00
Prog. Supp. - Farmers Market	2,000.00	2,170.54	2,200.00
Prog. Supp. - Farmers Market Electronic Activity	11,000.00	14,667.00	15,000.00
Prog. Supp. - Gus Macker Sponsorship	1,500.00	1,500.00	0.00
Prog. Supp. - JYP Sponsorship	1,500.00	1,500.00	1,500.00
Prog. Supp. - Retailers Events	800.00	175.00	200.00
Prog. Supp. - Social District	2,600.00	3,500.00	0.00
Prog. Supp. - Other Events	3,500.00	2,140.56	0.00
Prog. Supp. - Ticketed Tours	4,000.00	7,068.45	7,300.00
Special Projects - Gift Certificates	15,000.00	13,321.68	13,700.00
Special Projects - DDA - Website	1,400.00	4,400.00	4,500.00
Prog. Supp. - Loan / Grant Programs	15,000.00	4,000.00	15,000.00
Prog. Supp. - Loan / Grant Programs - MEDC	0.00	22,877.98	0.00
Prog. Supp. - Sign Improve. Pro.	1,000.00	1,000.00	1,000.00
Prog. Supp. - Misc.	1,500.00	0.00	0.00
Total Material and Supplies	105,250.00	106,862.14	89,800.00

Contractual and Other:

Contractual Services	7,200.00	5,268.81	5,400.00
Telephone	1,300.00	824.39	800.00
Banking Costs - EPAY	2,000.00	1,637.85	1,700.00
Education & Training	1,500.00	1,609.46	1,700.00
Membership & Dues	500.00	275.00	300.00
Purchase Card Clearing	600.00	4,758.58	4,900.00
Office Equipment	1,200.00	150.00	200.00
Outreach & Support	4,000.00	3,350.00	3,500.00
Total Contractual and Other:	18,300.00	17,874.09	18,500.00

Total Expenses	\$ 270,350.00	\$ 290,254.28	\$ 283,700.00
Net Income	\$ (23,150.00)	\$ 855.06	\$ 4,200.00



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: June 10, 2025
SUBJECT: Resolution - FY25/26 DDA District Millage

Recommendation:

Approve a resolution authorizing the levy of a millage in the amount of 1.9996 mills on parcels in the DDA District for the fiscal year 2025-26



DEPARTMENTAL REPORT

MEMO TO: Kelly Sharrer, Vice-Chair of the Downtown Development Authority Board of Directors; Jonathan Greene, City Manager of the City of Jackson

FROM: Beth Kuiper, Executive Director, Downtown Development Authority

DATE: May 27, 2025

RECOMMENDATION: **Approve a resolution authorizing the levy of a millage in the amount of 1.9996 mills on parcels ion the DDA District for the fiscal year 2025-26.**

SUMMARY

The levy in pursuant of Act 57 of the Public Acts of 2018, as last amended, which authorizes a levy by the City of an ad valorem tax up to 2 mills upon taxable real estate and tangible personal property not exempt by law.

DISCUSSION OF THE ISSUE

The millage, only levied on parcels in the DDA District, represents roughly 40% of the total revenues to the DDA with the balance of funds derived from contributions and sponsorships. The millage is used for the operation of the DDA and effectuation of the DDA Board goals.

POSITION

I recommend approval of the resolution authorizing the levy of a millage of 1.9996 mills on parcels in the DDA District for the fiscal year 2025-2026.

ATTACHMENTS: Downtown Development Authority –Truth in Taxation for fiscal year 2025-2026



Downtown Development Authority

DDA Public Hearing

Tuesday, May 27, 2025
8:00 am, City Hall – 2nd Floor, Jackson, MI.

“Empower the DDA District by encouraging a vibrant and diverse environment and creating memorable experiences that strengthen our local economy, support businesses and engage residents.”

Minutes

I. Call to order, notation of members present

The Public Hearing was called to order by **DDA Vice-Chair K. Sharrer** at 8:01am.

Members Present:

T. Loveberry, T. Christoff, S. Toler, K. Sharrer, F. Dancy, J. Butterfield, J. Webb

Members Absent:

M. Moore, B. Johncox, S. Pienta, L. Janiak, R. Wilkie

II. New Business

A. Approve L-4029 Truth in Taxation

Motion to approve tax rate request at 1.9996 Mills: J. Butterfield

Second: T. Christoff

All ayes: Motion carried.

III. Approval of Adjournment: 8:11am.

Motion to Approve: T. Christoff

Second: J. Butterfield

RESOLUTION

BY THE CITY COUNCIL

WHEREAS, Act 197 of the Public Acts of 1975 as last amended authorized a levy by the City of an ad valorem tax of up to 2 mills upon taxable real and tangible personal property not exempt by law in the Downtown Development Authority District; and

WHEREAS, the Downtown Development Authority has requested the City Council to approve and authorize such a levy of 1.9996 mills in the Downtown Development Authority District; and

WHEREAS, it appears to the City Council that the levy of said tax is necessary for the proper administration and operation of the Downtown Development Authority.

NOW, THEREFORE, BE IT RESOLVED, that the Jackson City Council approves and orders the levy of a property tax of 1.9996 mills upon all taxable real and tangible personal property not exempt by law in the Downtown Development Authority District qualified under Act 198 of 1974; and

BE IT FURTHER RESOLVED, that it is ordered that an industrial facilities tax be levied upon the taxable valuation of all industrial property in the Downtown Development Authority District qualified under Act 198 of 1974; and

BE IT FURTHER RESOLVED, that it is ordered that lessees or users of tax exempt property be levied a tax on the taxable valuation of all property qualified under Act 189 of 1953 which is located in the Downtown Development Authority District; and

BE IT FURTHER RESOLVED, that the staff and officials of the City of Jackson are hereby directed to collect the tax at the same time and in the same manner as it collect is property taxes and to pay such funds as may be collect under such levy to the Treasurer of the Downtown Development Authority for crediting to the general fund of the Authority.

* * * * *



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 10, 2025

SUBJECT: 2025-2026 Insurance Renewal

Recommendation:

Approve the Renewal of the City of Jackson's Liability and Property Insurance Through the Michigan Municipal League's Liability & Property Pool in the Amount of \$709,078.00, and Authorize the City Attorney and Finance Director to Take Any Actions Necessary to Effectuate the Policy.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Matt Hagerty, City Attorney

DATE: June 10, 2025

RECOMMENDATION: Approve the Renewal of the City of Jackson's Liability and Property Insurance Through the Michigan Municipal League's Liability & Property Pool in the Amount of \$709,078.00, and Authorize the City Attorney and Finance Director to Take Any Actions Necessary to Effectuate the Policy.

ISSUE STATEMENT

Attached is a proposal and cost summary from the MML Liability & Property Pool for insurance coverage for the City of Jackson for Fiscal Year 2025-2026. The amount of the annual premium is \$709,078.00. This amount represents an increase of \$9,784.00 over last year's premium of \$699,294.00. As in years past, the City will be receiving a dividend again this year in the amount of \$56,503.00, which will reduce the "net premium" payable by the City to \$652,575. As the Council is aware, we have been with the MML Pool for a number of years. The City Attorney's Office and other staff have been very pleased with both the service and coverage provided by the Pool. The MML Pool provides the City with counsel who are very experienced and experts in their fields, and a staff that promptly assists with the processing of any claims. It is my recommendation that we renew our insurance coverage with the MML Pool.

DESCRIBE THE CONSEQUENCES

The City is required to maintain liability and property insurance coverage by law, and this renewal approval will timely effectuate the 2025-2026 policy prior to the expiration of the current policy in July.

OWNERSHIP

Upon renewal, the City Attorney's Office, in coordination with any affected City Department, will process and handle all coverage matters and claims made under the policy, facilitate coverage determinations; coordinate with counsel; and finalize any settlements for covered claims.

SOLUTION

Approve the 2025-26 Insurance Policy Renewal with the MML Liability & Property Pool.

FACILITATE IMPLEMENTATION

Approve the Renewal of the City of Jackson's Liability and Property Insurance Through the Michigan Municipal League's Liability & Property Pool in the Amount of \$709,078.00, and Authorize the City Attorney and Finance Director to Take Any Actions Necessary to Effectuate the Policy.

ATTACHMENTS

1. Jackson Proposal 2025



michigan municipal league

Liability & Property Pool

Proposal

for the

City of Jackson

.Presented By:

James Newman, LUTCF
MML Liability & Property Pool
(517) 243-5865

May 29, 2025

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This proposal is intended to be only a summary of coverages and services. For specific details on coverage terms and conditions, please refer to the Michigan Municipal League Liability and Property Pool coverage document.

Executive Overview

The Michigan Municipal League Liability and Property Pool has been a stable source of comprehensive municipal insurance and risk management services since 1982. It is financially secure and positioned for long-term stability.

The Pool staff is made up of municipal insurance experts. Municipal risk management is our only business, and we're proud of it!

The Pool provides insurance coverage designed specifically for Michigan municipal exposures, combined with a package of loss control programs, claims administration, legal defense and membership services that you won't find anywhere else in Michigan.

This quotation is based on the limits of coverage requested by the **City of Jackson**. Higher limits may be available, subject to underwriting review by Pool Management. Please submit requests for higher limits in writing to your Account Executive. Your request will be considered by Pool Management.

The insurance and related services described more fully in this proposal are being offered to the **City of Jackson** for an annual premium of **\$709,078**. (In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2025. The city's portion of the dividend return is estimated to be **\$56,503**. The city will receive this dividend in the month following payment of your 2025 renewal premium.)

We encourage you to compare the Pool with our competition. Compare us based on price, coverage, service, financial security, experience and commitment to municipal risk management. When you do, the advantages of Pool membership become clear.

Thank you for being a Pool member. We look forward to servicing your risk management program for many years to come.

Our Mission

To be a long-term, stable, cost-effective risk management alternative for members of the Michigan Municipal League Liability and Property Pool.

Introduction

What You Can Expect Of Us

- ✓ A commitment to learn, understand and respond to your insurance needs;
- ✓ Continuous planning and innovation in product development and service delivery;
- ✓ Products that meet your needs in terms of price, coverage and service;
- ✓ Prompt, accurate, and courteous response to your questions, problems and claims; and
- ✓ Knowledgeable and professional staff serving your needs consistently and with integrity.

Your Pool Insures More Than . . .

- | | |
|--------------------------------|----------------------------------|
| ✓ 433 Public Entity Members | ✓ 195 Water Utilities |
| ✓ 139 Fire Departments | ✓ 218 Sewer Utilities |
| ✓ 170 Law Enforcement Agencies | ✓ 24 Municipal Marinas |
| ✓ 2,195 Police Officers | ✓ \$5 Billion of Property Values |
| ✓ 5,772 Miles of Streets/Roads | ✓ 206 Water Service Operations |
| ✓ 6,950 Vehicles | ✓ 17 Dams |
| ✓ 16 Electric Utilities | |



Coverage and Cost Summary City of Jackson

Effective 07-01-2025 to 07-01-2026

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Municipal General Liability (Coverage A)	\$5,000,000	N/A	\$2,500
Nat'l Railroad Passenger Corp.	\$5,000,000	N/A	\$0
Nat'l Railroad Passenger Corp.	\$5,000,000	N/A	\$0
Norfolk Southern Railway	\$5,000,000	N/A	\$0
Norfolk Southern Railway Co.	\$5,000,000	N/A	\$0
Pollution Extension for Fire Department and Hazardous Team Activities	\$1,000,000	\$1,000,000	\$0
State of Michigan, Michigan Dept. of Transportation, MDOT, Operating Railroads	\$5,000,000	N/A	\$0
Sewer Back-Up Sublimit	\$100,000	\$100,000	\$0
Personal Injury Liability (Coverage B)	\$5,000,000	N/A	\$2,500
Medical Payments (Coverage C)	\$10,000	N/A	N/A
Public Officials Liability (Coverage D)	\$5,000,000	N/A	\$2,500
Law Enforcement Liability (Coverages A, B, and D)	\$5,000,000	N/A	\$2,500
Employee Benefit Liability	\$1,000,000	\$1,000,000	\$2,500
Fire Legal Liability	\$100,000	N/A	N/A
Cyber Liability & Data Breach Response	\$100,000	\$100,000	See Declaration
Dam Liability	No Coverage	N/A	N/A
Marina Operator Liability	No Coverage	N/A	N/A
Uninsured/Underinsured Motorists Coverage	\$100,000	N/A	\$0
Automobile Liability (Coverages A and B)	\$5,000,000	N/A	\$0
# Vehicles	Comp	Coll	
3	NO COV	NO COV	
192	\$1,000	\$1,000	
Agreed Amount, if applicable 30 Vehicles for a total of \$5,330,974			
<i>Coverages A, B, and D are provided with a combined single limit of liability. The most the Pool will pay for any one occurrence is \$5,000,000 regardless of the number of coverages involved in the occurrence.</i>			

Property

Property - Blanket Basis	\$319,912,034	N/A	\$2,500
Boiler and Machinery	Included	N/A	\$2,500
Building(s)	Included	N/A	\$2,500
Cemetery Property - up to \$500 per headstone	# Plots: 43,342	N/A	\$500
Contents	Included	N/A	\$2,500
Property in the Open	Included	N/A	\$2,500

michigan municipal league
 Liability & Property Pool
Coverage and Cost Summary
City of Jackson

Effective 07-01-2025 to 07-01-2026

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Protection & Preservation	Included	N/A	N/A
Property - Actual Cash Value	N/A	N/A	N/A
Property - Limited Replacement Cost	N/A	N/A	N/A
Property - No Coverage	N/A	N/A	N/A
Property - Replacement Cost	See Schedule	N/A	\$0
(4) YU2A 2024 Yamaha Golf Cars, each @ \$11,790	\$47,160	N/A	\$250
2021 Inmar Inflatable Rescue Boat w/2021 Genesis Trailer	\$8,385	N/A	\$250
2024 Drone EVO 2, s/n 1748CHN283141010 incl Base Station	\$12,700	N/A	\$250
56 YamaTrack Golf Cars	\$375,000	N/A	\$250
Accounts Receivable	\$100,000	N/A	\$250
Cameras	\$30,970	N/A	\$250
Consequential Damage	\$100,000	N/A	N/A
Contractors Equipment	\$5,653,888	N/A	\$250
Debris Removal - the lesser of 25% of physical damage loss or	\$5,000,000	\$5,000,000	N/A
Demolition & Increased Costs of Construction Limit	\$100,000	N/A	N/A
Earth Movement	\$2,000,000	\$2,000,000	\$5,000
Electronic Data Processing Equip	\$2,267,523	N/A	\$250
Expediting Expense	\$100,000	N/A	N/A
Extra Expense	\$100,000	N/A	N/A
Fine Arts	\$4,000,000	\$4,000,000	\$250
Fire Equipment	\$613,135	N/A	\$250
Flood (Except for Members located in Flood Zone A, AO, AH, A1-A999, AE, or AR)	\$1,000,000	\$1,000,000	\$5,000
Fungal Pathogens	\$25,000	\$25,000	\$250
Loss of Income	\$100,000	N/A	N/A
Loss of Rents	\$100,000	N/A	N/A
Miscellaneous Equipment	\$57,622	N/A	\$250
National Portable Signal Solar Arrow Boards	\$18,000	N/A	\$250
Ornamental Trees, Shrubs, Plants or Lawn	\$100,000	\$100,000	\$250
Personal Effects & Property of Others	\$500	\$2,500	\$250
Police Equipment	\$494,502	N/A	\$250
Portable Light Towers	\$36,000	N/A	\$250
Radio Equipment	\$869,085	N/A	\$250
Trailers, mounted equipment	\$184,900	N/A	\$250



Coverage and Cost Summary City of Jackson

Effective 07-01-2025 to 07-01-2026

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Valuable Papers	\$100,000	N/A	\$250
Voting Equipment	\$349,669	N/A	\$250
Water Department Equipment	\$378,152	N/A	\$250
Weapons	\$37,800	N/A	\$250
<u>Comprehensive Crime Coverage</u>			
Employee Dishonesty Blanket/Faithful Performance	\$100,000	N/A	N/A
Computer Fraud	\$100,000	N/A	N/A
Depositors Forgery	\$100,000	N/A	N/A
Funds Transfer Fraud	\$100,000	N/A	N/A
Impersonation Fraud	\$100,000	N/A	N/A
Money and Securities Inside	\$100,000	N/A	N/A
Money and Securities Outside	\$100,000	N/A	N/A
Money Orders and Counterfeit Paper	\$100,000	N/A	N/A
<u>Bonds</u>			
Bond #: A Treasurer	\$100,000	N/A	N/A
Bond #: B Clerk	\$100,000	N/A	N/A
Bond #: C Purchasing Director	\$100,000	N/A	N/A
Bond #: D DDA Director	\$100,000	N/A	N/A

Only one deductible applies to claims involving two or more property coverages.

The Michigan Municipal League Liability and Property Pool is pleased to offer all coverages and services described in this proposal for an annual premium of \$709,078.

TOWER 1 Limit	POLICY AGGREGATE LIMIT OF LIABILITY	\$100,000	For all Damages, Claims Expenses, Penalties and PCI Fines, Expenses and Costs
	Information Security and Privacy Sublimit	\$100,000	each Claim and in the Aggregate
	Regulatory Defense and Penalties Aggregate Sublimit:	\$20,000	each Claim and in the Aggregate
	Website Media and Content Liability Aggregate Sublimit:	\$100,000	each Claim and in the Aggregate
	PCI Fines, Expenses and Costs Aggregate Sublimit:	\$10,000	each Claim and in the Aggregate
	Cyber Extortion Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	First Party Data Protection Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	First Party Network Business Interruption Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
Note: The above Sublimits are part of, and not in addition to, the overall Policy Aggregate Limit of Liability			
Liability Retention Per Claim:			
TOWER 1 Retention	All other coverages Retention:	\$0	each Claim
	Cyber Extortion:	\$5,000	each Extortion Threat
	First Party Data Protection:	\$5,000	each Data Protection Loss
	First Party Network Business Interruption:	\$5,000	each Business Interruption Loss
			Waiting Period: 12 hours
Limits of Coverage - Privacy Breach Response Services			
TOWER 2 Limit	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Aggregate Sublimit:	\$50,000	per Incident and in the Aggregate
TOWER 3 Limit	Notified Individuals:	10,000	Notified Individuals in the Aggregate
	A sublimit of up to 10% of Notified Individuals residing outside the United States, which is part of and not in addition to the Notified Individuals Aggregate Limit of Coverage		
Note: The Privacy Breach Response Services Limits of Coverage are separate from and in addi			
Privacy Breach Response Services Threshold/Retention (Each Incident):			
TOWER 2 Retention	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Retention:	\$0	each Incident
TOWER 3 Retention	Notification Services/Call Center Services/Breach Resolution and Mitigation Services Threshold:	0	each Incident

The retention increased from \$2,500 to \$5,000.

Your Team of Experts



James Newman, LUTCF
Municipal Account Executive
(517) 243-5865



Michael J. Forster
Pool Administrator
(734) 669-6340

Ellen Skender is retiring and 1-1-22, the new CSR is Katelyn Petracca



Katelyn Petracca
248-204-6160
(Le – Z)

Alpha Split:



Joan Opett
248-204-8579
(A – La)

Customer Service Representatives



Tracy Mattiello
Claims Manager
(248) 204-8094



Rod Pearson
Loss Control Manager
(248) 204-8036

Benefits of Pooling with the MML

- ✓ Proven long-term availability and stability
- ✓ Broad coverage document written specifically for Michigan municipalities
- ✓ Services tailored to unique needs of Michigan municipalities
- ✓ Member assets controlled by an elected Board of municipal officials
- ✓ Equitable rating based on Pool experience in Michigan
- ✓ Aggressive defense strategy – positive impact on case law
- ✓ Professional, dedicated, and experienced local management, oversight and service
- ✓ Decisions made and problems resolved by a group of your peers
- ✓ Investment income and underwriting surplus used to benefit members
- ✓ Lower expenses through tax-exempt and non-profit status
- ✓ Special loss avoidance training sessions including:
- ✓ Safety aspects of emergency vehicle operations
- ✓ Accident investigation for supervisors
- ✓ Confined spaces training

The advantages of pooling can be summarized by:

Service + Control + Value

City of Jackson Has . . .

- ✓ \$18,936,144. Annual Payroll
- ✓ \$319,912,034 of total values for real and personal property
- ✓ 195 Vehicles
- ✓ 45 Law Enforcement Officers

Increased Liability Limits

We cannot guarantee the adequacy of any limit of liability. Due to the following factors, it may be prudent to consider higher limits:

- ✓ Increased jury awards in your jurisdiction
- ✓ Increased litigation trends
- ✓ Protection of tax base against judgments in excess of your policy limits

If you are interested in increasing your liability limits, please contact your Account Executive.

Highlights of Coverages Provided

Who Is Insured?

The Pool member entity, elected and appointed officials, employees and authorized volunteers, and any person officially appointed to a Board or Commission

General Liability

In addition to standard liability coverages (bodily injury, property damage, products and completed operations) the Pool provides coverages that municipalities need on an **occurrence basis with no aggregate liability limits**:

- ✓ Liability resulting from mutual aid agreements
- ✓ Premises medical payments
- ✓ Host liquor liability
- ✓ Watercraft liability, owned less than 26' and non-owned less than 50'
- ✓ Special events **excluding** -
 - Fireworks (unless endorsed)
 - Liquor Liability
 - Mechanical Amusement Rides
- ✓ Fire legal liability for real property
- ✓ Ambulance and EMT malpractice

Fireworks Coverage Options: (Fireworks application must be completed before coverage is endorsed)

1. The MML Liability & Property Pool is primary (the Member is not added as an additional insured on a pyrotechnician's coverage):

Annual Aggregate Sublimit	Additional Premium
\$500,000	Yes
\$1,000,000	Yes
2. The MML Liability & Property Pool is excess (the Member is added as an additional insured on a pyrotechnician's coverage):

NO ADDITIONAL PREMIUM

- ✓ Athletic participation liability
- ✓ Employee benefit liability
- ✓ Cemetery operations coverage
- ✓ Marina Operators coverage available
- ✓ Up to \$10 million in liability limits available
- ✓ Pollution coverage for Hazardous Response Teams
- ✓ Cyber Liability and Data Breach Response Coverage – as described on MMLCYD (09/17)

General Liability Exclusions . . .

The following is a partial list of general liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution (except for Hazmat operations).
- ✓ Nuclear energy / nuclear material hazards
- ✓ Expected or intended injury
- ✓ Breach of contract
- ✓ Failure of dams (unless endorsed)
- ✓ Backup of Sewers and Drains (**exception -- \$100,000 Annual Aggregate Sublimit for Sewer and Drain Liability**)
- ✓ Aircraft Liability – (Unless Endorsed -- Limited Coverage for Unmanned Aircraft—MML236)
- ✓ Contractual Liability
- ✓ Failure to supply utilities
- ✓ Electromagnetic radiation
- ✓ Medical malpractice for doctors and physicians
- ✓ Criminal activity--Intentional acts w/knowledge of wrongdoing

Cyber Liability and Data Breach Response Coverage

- ✓ Information Security and Privacy Liability
- ✓ Privacy Breach Response Services
- ✓ Regulatory Defense and Penalties
- ✓ Website Media Content Liability
- ✓ PCI Fines, Expenses and Costs
- ✓ Cyber Extortion
- ✓ First Party Data Protection
- ✓ First Party Business Interruption

Public Officials Liability Coverage

“Wrongful Acts”, including intentional acts, defined as any actual or alleged error, misstatement, act of omission, neglect or breach of duty including:

- ✓ Neglect of duty
- ✓ Zoning defense and land use litigation
- ✓ Malfeasance
- ✓ Violation of civil rights
- ✓ Discrimination
- ✓ Employment practices
- ✓ Misfeasance
- ✓ Cable TV broadcasting

Public Officials Liability Exclusions

The following is a partial list of public officials’ liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution and Nuclear Energy
- ✓ Fraud, dishonesty, intentional and criminal acts
- ✓ Failure to purchase coverage or adequate coverage
- ✓ Return of governmental grants or subsidies
- ✓ Intentional acts with knowledge of wrongdoing
- ✓ Eminent domain / takings
- ✓ Illegal profit
- ✓ Labor union actions
- ✓ ERISA violations
- ✓ Backup of Sewers and Drains

Personal Injury & Advertising / Broadcasters Liability Coverage

- ✓ Mental anguish and stress
- ✓ Libel, slander or defamation of character; violation of an individual’s right of privacy
- ✓ Proactive services for non-monetary damage claims

Police Professional Liability Coverage

Police Professional Liability coverage is contained within the General Liability and Public Official Liability Coverage Parts

- ✓ Discrimination
- ✓ Violation of civil rights
- ✓ Jail operations
- ✓ False arrest, detention or imprisonment, or malicious prosecution
- ✓ Wrongful entry or eviction or other invasion of the right of private occupancy
- ✓ Assault or battery
- ✓ Improper service of suit
- ✓ Coverage assumes officers act with intent

Property Coverage

In addition to covering buildings, contents and personal property, the Pool provides:

- ✓ Blanket coverage -- All member-owned property insured (unless specifically excluded)
- ✓ Coverage based on ownership rather than on a "schedule on file" avoids coverage gaps due to errors or oversight
- ✓ Property of others in custody of the Member for which the Member has an obligation to provide coverage
- ✓ Boiler & Machinery coverage, including Boiler certification inspections
- ✓ Replacement Cost or Actual Cash Value available
- ✓ Fungal Pathogens (Mold) Limited Coverage
- ✓ Demolition/increased cost of construction
- ✓ No coinsurance
- ✓ Valuable papers
- ✓ Loss of Rents
- ✓ Property in the open
- ✓ Extra expense
- ✓ Expediting expense

Property Exclusions

The following is a partial list of property coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Nuclear reaction/ contamination
- ✓ War
- ✓ Cyber Risk
- ✓ Fungal Pathogens (Mold) excess of sub-limit
- ✓ Failure to supply utilities
- ✓ Transmission Lines and Poles
- ✓ Dishonest acts
- ✓ Acts of Terrorism excess of Pool's Aggregate Sublimit -- MMLC TR (9/1/10)
- ✓ Wear and tear
- ✓ Computer failures/ viruses

Only one deductible applies to claims involving two or more property coverages.

Comprehensive Crime Coverage

- ✓ Employee Dishonesty/ Faithful Performance of Duty coverage provided on a blanket basis
- ✓ Loss Inside the Premises
- ✓ Loss Outside the Premises
- ✓ Money Orders/ Counterfeit Currency
- ✓ Depositors Forgery
- ✓ Position Fidelity Bonds
- ✓ Computer Fraud
- ✓ Funds Transfer Fraud

Automobile Coverage Highlights

What Is Covered?

Coverage is afforded while operating land motor vehicles, trailers or semi-trailers designed for travel on public roads.

Auto Coverages Provided

- ✓ Michigan No-Fault Coverage, includes mini-tort coverage for no extra charge
- ✓ Excess protection for use of personal automobile for municipal business
- ✓ Uninsured motorist for municipally owned vehicles
- ✓ Underinsured motorists
- ✓ Non-owned and hired auto
- ✓ Comprehensive - actual cash value basis
- ✓ Collision - actual cash value basis
- ✓ Volunteer firefighter auto accident liability coverage
- ✓ Agreed value coverage for emergency vehicles is available
- ✓ Fire or Rescue Vehicle Rental Reimbursement Coverage

Pool Risk Management Services

- ✓ Review and service of all municipal insurance matters
- ✓ Public entity experts address various liability issues
- ✓ Aggressive, member-oriented defense strategy
- ✓ Former police officials address law enforcement risks
- ✓ Physical inspection by municipal loss control consultants
- ✓ Law enforcement risk control programs (LEAF and LERC)
- ✓ Property appraisal services available

Online Services

www.mml.org (click on the *Insurance* button) – offers Pool members an outstanding resource for municipal risk management information and self-help tools in one attractive, simple-to-navigate location. File a claim on line. Download your renewal application. Request a loss control service visit. E-mail us a question. Other services available online:

- ✓ Online Forms (including Sewer Backup Sample Documents)
- ✓ Risk Resources:
 - ✓ Risk Control Solutions
 - ✓ Safety & Health Manual
 - ✓ Risk Management is Good Management Program
 - ✓ Law Enforcement Newsletters
 - ✓ Access to Safetysurance website -- <http://www.safetysurance.com/>
- ✓ MML Pool Audited Financial Statements
- ✓ Intergovernmental Contract
- ✓ Board of Directors, Pool Administrator and Staff Profiles and Contact Information

Membership Responsibilities

Membership in the Michigan Municipal League Liability and Property Pool provides numerous benefits. Likewise, individual members have certain responsibilities to the other members, which are detailed in the Intergovernmental Contract. The following is a summary of the membership responsibilities. Please refer to the Intergovernmental Contract, Articles 5 and 6, for more information.

- ✓ If a Member intends to leave the Pool, the Member must send a written notice to the Pool at least 60 days prior to its next renewal date.
- ✓ A Member must pay its premium when due. The Pool must give each member 20 days written notice of intent to terminate membership for nonpayment of premium. Payment of premium before the 20 days notice is effective will entitle the Member to reinstatement.
- ✓ Members must maintain membership or associate membership status in the Michigan Municipal League.
- ✓ A Member will allow attorneys employed by the Pool to represent the Member in defense of any claim made against the Member within the scope of coverage provided by the Pool. A Member will cooperate with the assigned attorneys, claims adjusters, service company or other agents of the Pool relating to the defense of claims for which the Pool is providing coverage.
- ✓ A Member will follow loss reduction and prevention measures established by the Pool.
- ✓ A Member will report to the Pool as promptly as possible all incidents that the Member reasonably believes may result in a claim against the Member.



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 10, 2025

SUBJECT: Contract Award - FY 2025/26 Water and Wastewater Treatment chemicals.

Recommendation:

Award Contracts for the Fiscal Year 2025/2026 purchase of Water and Wastewater Treatment chemicals.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Mike Osborn, Director of Public Works
DATE: June 10, 2025

RECOMMENDATION: Award the various water and wastewater treatment chemical purchases, as presented, via the annual supply bids.

ISSUE STATEMENT

The City of Jackson, through the Mid-Michigan Bulk Water Chemical Consortium, and a City of Jackson Request for Proposal (RFP) issued on 4/10/2025, issued requests for chemical bids. These chemicals are utilized in the treatment processes at both the Water and Wastewater Treatment Plants over the next fiscal year.

DESCRIBE THE CONSEQUENCES

Without the purchase of these chemicals, our drinking water and wastewater processes would not be safe for their respective environments, which could lead to pollution of rivers, streams and lakes or cause damage to our drinking water system. These chemicals help insure safe and clean water for the City of Jackson and surrounding constituents.

OWNERSHIP

The City Staff has done its due diligence to obtain the best pricing on the necessary chemicals to ensure that the Water Treatment Plant and the Waste Water Treatment Plants can safeguard these necessary services for the residents of Jackson and its surrounding constituents.

SOLUTION

The annual treatment chemical purchases are included in the approved 2025-2026 water and wastewater treatment budgets.

Chemical	Company	Cost	Unit	Quantity	Unit	Total Cost
Lime	Graymont Western Lime	\$ 200.00	per ton	x 3,000	tons	\$600,000.00

Ferric Chloride	PVS Technologies	\$1142.00	per ton	x	60	tons	\$ 70,080.00
Hydrofluosilic Acid	Univar Solutions USA INC.	\$ 560.00	per ton	x	30	tons	\$ 16,800.00
Liquid Caustic Soda	JCI Jones Chemicals, Inc.	\$ 775.00	per ton	x	60	tons	\$ 46,500.00
Chlorine	JCI Jones Chemicals, Inc.	\$1,725.00	per ton	x	50	tons	\$ 86,250.00
Soda Ash	Sisecam Chemicals Res.	\$ 367.00	per ton	x	15	tons	\$ 55,050.00
Phosphate	Shannon Chemical Corp.	\$ 162.62	per CWT	x	240	CWT	\$ 39,028.80
Ferrous Chloride	Kemira Water Solutions	\$ 0.699	per Gallon	x	250,000	Gal	\$174,750.00

FACILITATE IMPLEMENTATION

Approve the purchase of these chemicals and providers listed above. The lime, ferric chloride, hydrofluosilic acid, and soda ash were bid through our consortium with the Lansing Board of Water and Light, the City of Lansing, East Lansing, and various other communities. The remaining chemicals were bid through the City of Jackson, Purchasing Department.

ATTACHMENTS

1. Bid Tabulation by Line Item_Chemical Consortium 2025-2026
2. Bid Tabulation - 2025 Chemicals - WTP & WWTP

Event Number	2025-2026 Chemical Consortium	Organization	Board of Water & Light
Event Title	202503063901	Workgroup	Purchasing
Event Description	Notice to Bidders: Sealed Proposals in response to	Event Owner	Monica Clark
Event Type	RFP	Email	Monica.Clark@lbwl.com
Issue Date	3/6/2025 10:00:02 AM (ET)	Phone	
Close Date	3/20/2025 02:00:00 PM (ET)	Fax	

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
JCI Jones Chemicals, Inc.	Riverview	MI	3/19/2025 10:51:00 AM (ET)	1	\$1.68
Rowell Chemical	Hinsdale	IL	3/17/2025 01:38:11 PM (ET)	2	\$77.08
PVS Nolwood Chemicals, Inc.	Detroit	MI	3/19/2025 01:40:46 PM (ET)	2	\$101.99
Graymont Western Lime Inc	West Bend	WI	3/11/2025 05:59:28 PM (ET)	2	\$325.00
Sisecam Chemicals Resources LL	Atlanta	GA	3/20/2025 12:21:37 PM (ET)	1	\$367.00
DuBois Chemicals, Inc.	Sharonville	OH	3/20/2025 01:27:55 PM (ET)	2	\$400.00
Carmeuse Lime & Stone, Inc.	Pittsburgh	PA	3/18/2025 03:51:43 PM (ET)	2	\$515.61
Thatcher Company, Inc.	Salt Lake City	UT	3/18/2025 03:05:53 PM (ET)	2	\$571.00
PVS Technologies, Inc.	Detroit	MI	3/20/2025 10:54:02 AM (ET)	2	\$1,267.00
Kemira Water Solutions, Inc.	Lawrence	KS	3/19/2025 01:53:20 PM (ET)	2	\$1,423.83
Univar Solutions USA Inc	Trenton	OH	3/10/2025 07:38:08 AM (ET)	4	\$1,630.00
Pencco, Inc	San Felipe	TX	3/18/2025 10:12:59 AM (ET)	4	\$1,789.00
Alexander Chemical Corporation	LaPorte	IN	3/19/2025 10:18:37 AM (ET)	6	\$1,965.86

Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.

1	Sodium Hypochlorite (per gallon)						
	Supplier	QTY	UOM	Estimated	Price	Extended	Supplier Notes
	JCI Jones Chemicals, Inc.	1	GAL		\$1.68	\$1.68	1,000-1,999 gals/del \$3.20/gal2,000-29
	Alexander Chemical Corporation	1	GAL		\$1.86	\$1.86	Price is based on full tanker truck deliveries.
	PVS Nolwood Chemicals, Inc.	1	GAL		\$1.99	\$1.99	
	Rowell Chemical	1	GAL		\$2.08	\$2.08	
	DuBois Chemicals, Inc.	1	GAL		No Bid		
	Thatcher Company, Inc.	1	GAL		No Bid		
	Sisecam Chemicals Resources LLC	1	GAL		No Bid		
	PVS Technologies, Inc.	1	GAL		No Bid		
	Graymont Western Lime Inc	1	GAL		No Bid		
	Carmeuse Lime & Stone, Inc.	1	GAL		No Bid		
	Pencco, Inc	1	GAL		No Bid		
	Kemira Water Solutions, Inc.	1	GAL		No Bid		
	Univar Solutions USA Inc	1	GAL		No Bid		

2	Sodium Hypochlorite Demurrage (first 4 hours free)						
	Supplier	QTY	UOM	Estimated	Price	Extended	Supplier Notes
	Rowell Chemical	1	HR		\$75.00	\$75.00	
	Alexander Chemical Corporation	1	HR		\$100.00	\$100.00	Demurrage fee starts after 2 hours.
	PVS Nolwood Chemicals, Inc.	1	HR		\$100.00	\$100.00	
	Kemira Water Solutions, Inc.	1	HR		No Bid		
	Univar Solutions USA Inc	1	HR		No Bid		
	JCI Jones Chemicals, Inc.	1	HR		No Bid		
	PVS Technologies, Inc.	1	HR		No Bid		
	Graymont Western Lime Inc	1	HR		No Bid		
	Carmeuse Lime & Stone, Inc.	1	HR		No Bid		
	Pencco, Inc	1	HR		No Bid		
	DuBois Chemicals, Inc.	1	HR		No Bid		
	Thatcher Company, Inc.	1	HR		No Bid		
	Sisecam Chemicals Resources LLC	1	HR		No Bid		

3	Hydrofluosilic Acid- 40,000 lbs. minimum shipments						
	Supplier	QTY	UOM	Estimated	Price	Extended	Supplier Notes
	Pencco, Inc	1	TON		\$430.00	\$430.00	
	Univar Solutions USA Inc	1	TON		\$530.00	\$530.00	
	Alexander Chemical Corporation	1	TON		\$578.00	\$578.00	
	JCI Jones Chemicals, Inc.	1	TON		No Bid		

PVS Technologies, Inc.	1	TON	No Bid
Graymont Western Lime Inc	1	TON	No Bid
Carmeuse Lime & Stone, Inc.	1	TON	No Bid
Rowell Chemical	1	TON	No Bid
DuBois Chemicals, Inc.	1	TON	No Bid
Thatcher Company, Inc.	1	TON	No Bid
Sisecam Chemicals Resources LLC	1	TON	No Bid
PVS Nolwood Chemicals, Inc.	1	TON	No Bid
Kemira Water Solutions, Inc.	1	TON	No Bid

4 Hydrofluosilic Acid- 30,000 lbs. minimum shipments

Supplier	QTY	UOM	Estimated	Price	Extended	Supplier Notes
Univar Solutions USA Inc	1	TON		\$560.00	\$560.00	
Alexander Chemical Corporation	1	TON		\$608.00	\$608.00	
Pencco, Inc	1	TON		\$608.00	\$608.00	
Rowell Chemical	1	TON		No Bid		
DuBois Chemicals, Inc.	1	TON		No Bid		
Thatcher Company, Inc.	1	TON		No Bid		
Sisecam Chemicals Resources LLC	1	TON		No Bid		
PVS Nolwood Chemicals, Inc.	1	TON		No Bid		
Kemira Water Solutions, Inc.	1	TON		No Bid		
JCI Jones Chemicals, Inc.	1	TON		No Bid		
PVS Technologies, Inc.	1	TON		No Bid		
Graymont Western Lime Inc	1	TON		No Bid		
Carmeuse Lime & Stone, Inc.	1	TON		No Bid		

5 Hydrofluosilic Acid- multiple locations in 40,000 lbs. minimum shipments

Supplier	QTY	UOM	Estimated	Price	Extended	Supplier Notes
Univar Solutions USA Inc	1	TON		\$540.00	\$540.00	
Pencco, Inc	1	TON		\$551.00	\$551.00	
Alexander Chemical Corporation	1	TON		\$578.00	\$578.00	** \$75.00 fee if making multiple stops **
JCI Jones Chemicals, Inc.	1	TON		No Bid		
PVS Technologies, Inc.	1	TON		No Bid		
Graymont Western Lime Inc	1	TON		No Bid		
Carmeuse Lime & Stone, Inc.	1	TON		No Bid		
Rowell Chemical	1	TON		No Bid		
DuBois Chemicals, Inc.	1	TON		No Bid		
Thatcher Company, Inc.	1	TON		No Bid		
Sisecam Chemicals Resources LLC	1	TON		No Bid		

PVS Nolwood Chemicals, Inc.	1	TON	No Bid
Kemira Water Solutions, Inc.	1	TON	No Bid

6 Hydrofluosilic Acid- Demurrage (first 4 hours free)

Supplier	QTY	UOM	Estimated	Price	Extended	Supplier Notes
Univar Solutions USA Inc	1	HR		\$0.00	\$0.00	
Alexander Chemical Corporation	1	HR		\$100.00	\$100.00	Demurrage fee starts after 2 hours.
Pencco, Inc	1	HR		\$200.00	\$200.00	
Rowell Chemical	1	HR		No Bid		
DuBois Chemicals, Inc.	1	HR		No Bid		
Thatcher Company, Inc.	1	HR		No Bid		
Sisecam Chemicals Resources LLC	1	HR		No Bid		
PVS Nolwood Chemicals, Inc.	1	HR		No Bid		
Kemira Water Solutions, Inc.	1	HR		No Bid		
JCI Jones Chemicals, Inc.	1	HR		No Bid		
PVS Technologies, Inc.	1	HR		No Bid		
Graymont Western Lime Inc	1	HR		No Bid		
Carmeuse Lime & Stone, Inc.	1	HR		No Bid		

7 Ferric Chloride- Dry Tons

Supplier	QTY	UOM	Estimated	Price	Extended	Supplier Notes
PVS Technologies, Inc.	1	TON		\$1,142.00	\$1,142.00	
Kemira Water Solutions, Inc.	1	TON		\$1,273.83	\$1,273.83	price per dry ton
Univar Solutions USA Inc	1	TON		No Bid		
Alexander Chemical Corporation	1	TON		No Bid		
JCI Jones Chemicals, Inc.	1	TON		No Bid		
Graymont Western Lime Inc	1	TON		No Bid		
Carmeuse Lime & Stone, Inc.	1	TON		No Bid		
Pencco, Inc	1	TON		No Bid		
Rowell Chemical	1	TON		No Bid		
DuBois Chemicals, Inc.	1	TON		No Bid		
Thatcher Company, Inc.	1	TON		No Bid		
Sisecam Chemicals Resources LLC	1	TON		No Bid		
PVS Nolwood Chemicals, Inc.	1	TON		No Bid		

8 Ferric Chloride-Demurrage (first 4 hours free)

Supplier	QTY	UOM	Estimated	Price	Extended	Supplier Notes
PVS Technologies, Inc.	1	EA		\$125.00	\$125.00	Pricing is per Dry Ton. Demurrage is \$125.00
Kemira Water Solutions, Inc.	1	EA		\$150.00	\$150.00	rate per hour

Univar Solutions USA Inc	1	EA	No Bid
Alexander Chemical Corporation	1	EA	No Bid
JCI Jones Chemicals, Inc.	1	EA	No Bid
Graymont Western Lime Inc	1	EA	No Bid
Carmeuse Lime & Stone, Inc.	1	EA	No Bid
Pencco, Inc	1	EA	No Bid
Rowell Chemical	1	EA	No Bid
DuBois Chemicals, Inc.	1	EA	No Bid
Thatcher Company, Inc.	1	EA	No Bid
Sisecam Chemicals Resources LLC	1	EA	No Bid
PVS Nolwood Chemicals, Inc.	1	EA	No Bid

9 Pebble Quicklime

Supplier	QTY	UOM	Estimated	Price	Extended	Supplier Notes
Graymont Western Lime Inc	1	TON		\$200.00	\$200.00	
Carmeuse Lime & Stone, Inc.	1	TON		\$365.61	\$365.61	
Pencco, Inc	1	TON		No Bid		
Rowell Chemical	1	TON		No Bid		
DuBois Chemicals, Inc.	1	TON		No Bid		
Thatcher Company, Inc.	1	TON		No Bid		
Sisecam Chemicals Resources LLC	1	TON		No Bid		
PVS Nolwood Chemicals, Inc.	1	TON		No Bid		
Kemira Water Solutions, Inc.	1	TON		No Bid		
Univar Solutions USA Inc	1	TON		No Bid		
Alexander Chemical Corporation	1	TON		No Bid		
JCI Jones Chemicals, Inc.	1	TON		No Bid		
PVS Technologies, Inc.	1	TON		No Bid		

10 Pebble Quicklime- Demurrage (first 4 hours free)

Supplier	QTY	UOM	Estimated	Price	Extended	Supplier Notes
Graymont Western Lime Inc	1	HR		\$125.00	\$125.00	
Carmeuse Lime & Stone, Inc.	1	HR		\$150.00	\$150.00	
Pencco, Inc	1	HR		No Bid		
Rowell Chemical	1	HR		No Bid		
DuBois Chemicals, Inc.	1	HR		No Bid		
Thatcher Company, Inc.	1	HR		No Bid		
Sisecam Chemicals Resources LLC	1	HR		No Bid		
PVS Nolwood Chemicals, Inc.	1	HR		No Bid		
Kemira Water Solutions, Inc.	1	HR		No Bid		

Univar Solutions USA Inc	1	HR	No Bid
Alexander Chemical Corporation	1	HR	No Bid
JCI Jones Chemicals, Inc.	1	HR	No Bid
PVS Technologies, Inc.	1	HR	No Bid

11	Soda Ash						
	Supplier	QTY	UOM	Estimated	Price	Extended	Supplier Notes
	Sisecam Chemicals Resources LLC	1	TON		\$367.00	\$367.00	\$367.00/short ton, fixed, all-in delivered price
	DuBois Chemicals, Inc.	1	TON		\$400.00	\$400.00	Soda Ash Dense - NSF, 7-10 day lead time, 3
	Thatcher Company, Inc.	1	TON		\$421.00	\$421.00	Minimum Order: 23.5 tons
	PVS Nolwood Chemicals, Inc.	1	TON		No Bid		
	Kemira Water Solutions, Inc.	1	TON		No Bid		
	Univar Solutions USA Inc	1	TON		No Bid		
	Alexander Chemical Corporation	1	TON		No Bid		
	JCI Jones Chemicals, Inc.	1	TON		No Bid		
	PVS Technologies, Inc.	1	TON		No Bid		
	Graymont Western Lime Inc	1	TON		No Bid		
	Carmeuse Lime & Stone, Inc.	1	TON		No Bid		
	Pencco, Inc	1	TON		No Bid		
	Rowell Chemical	1	TON		No Bid		

12	Soda Ash- Demurrage (first 4 hours free)						
	Supplier	QTY	UOM	Estimated	Price	Extended	Supplier Notes
	DuBois Chemicals, Inc.	1	HR		\$0.00	\$0.00	No Charge
	Thatcher Company, Inc.	1	HR		\$150.00	\$150.00	
	Sisecam Chemicals Resources LLC	1	HR		No Bid		
	PVS Nolwood Chemicals, Inc.	1	HR		No Bid		
	Kemira Water Solutions, Inc.	1	HR		No Bid		
	Univar Solutions USA Inc	1	HR		No Bid		
	Alexander Chemical Corporation	1	HR		No Bid		
	JCI Jones Chemicals, Inc.	1	HR		No Bid		
	PVS Technologies, Inc.	1	HR		No Bid		
	Graymont Western Lime Inc	1	HR		No Bid		
	Carmeuse Lime & Stone, Inc.	1	HR		No Bid		
	Pencco, Inc	1	HR		No Bid		
	Rowell Chemical	1	HR		No Bid		

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Manufacturer	Manufacturer #
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JCI Jones Chemical	0
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Alexander Chemical	63300-10201000
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Olin	100137
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Rowell Chemical	hypo-15-rc-b
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Manufacturer	Manufacturer #
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Rowell Chemical	demurrage
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Alexander Chemical	63300-10201000
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Olin	100137
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Manufacturer	Manufacturer #
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Any NSF certified	n N/A
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Momentive and Nt	16150742 AND 1614
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Simplot	65300-10201000
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[Redacted]

4

Manufacturer Manufacturer #

Momentive and Nt16150742 AND 1614

Simplot 65300-10201000

Any NSF certified n N/A

[Redacted]

5

Manufacturer Manufacturer #

Momentive and Nt16150742 AND 1614

Any NSF certified n N/A

Simplot 65300-10201000

[Redacted]

[Redacted]

6	
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Manufacturer	Manufacturer #
Momentive and Nt	16150742 AND 1614
Simplot	65300-10201000
Any NSF certified r	N/A

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

7	
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Manufacturer	Manufacturer #
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PVS Technologies, No Alternative

Kemira Water Solu Kemira PIX-311

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

8	
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Manufacturer	Manufacturer #
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PVS Technologies, No Alternative

Kemira Water Solu Demurrage

9

Manufacturer	Manufacturer #
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Graymont	1100
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CARMEUSE LIME, I CARMEUSE LIME, IN

10

Manufacturer	Manufacturer #
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Graymont	1100
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CARMEUSE LIME, I CARMEUSE LIME, IN

[Redacted]

[Redacted]

11	
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Manufacturer	Manufacturer #
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Sisecam Chemicals xxxxxx	
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American Soda LLC	SODA SOLVAY® DEN
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Tata Chemicals No	Tata Chemicals Nort
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[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

12	
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Manufacturer	Manufacturer #
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American Soda LLC	SODA SOLVAY® DEN
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Tata Chemicals No	Tata Chemicals Nort
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[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Line #	Att #	Attribute Name	Attribute Note	JCI Jones Chemicals	Rowell Chemical	PVS Nolwood Chem	Graymont Western	Sisecam Chemicals
Header	1	Company Contact	Please provide the primary contact person for the company.	Ashley Ziesmer, AZiesmer@jci.com	Dawn Drass, ddrass@rowellchemical.com	BRADY WILDERMUTH, bwildermuth@pvschemical.com	Nick Bobos, nbobos@graymont.com	Ronny Cain, rcain@sisecam.com
Header	2	How many years has your company been in business?		95 Years.	started in 1980	76 YEARS	75 years	3.5
Header	3	Have you done business with any of the following companies in the last 12 months?		Yes-We have supplied to JCI Jones Chemicals	no	YES. We have supplied to PVS Nolwood Chemical	Yes. Current Lime Supplier	Yes - Sold Soda Ash to Sisecam Chemicals
Header	4	Have you done business with any of the following companies in the last 12 months?		Yes-We have supplied to JCI Jones Chemicals	no	no	Yes. Current Lime Supplier	Yes, our facility previously supplied to Sisecam Chemicals
Header	5	Have you ever defaulted on a contract?		No.	no	no	No	No
Header	6	Have you ever defaulted on a contract?		No.	no	no	No	N/A
Header	7	List any relationships between your company and the following companies in the last 12 months?		None.	no	none	No	None that I am aware of
Header	8	List at least three (3) references for your company.		*C/O Dearborn 1301	Gary Sanitary District	Great Lakes Water Treatment	City of Elgin, IL	City Holland Company -
Header	9	List subcontractors that you have used in the last 12 months?		None.	n/A	none	The only subcontractor used	Railroads - Union Pacific
Header	10	Indicate any exceptions to the above information. If YES, Contractor must provide explanation.		No	No	No	No	No
Header	11	Acknowledgment of receipt of bid.		Yes	Yes	Yes	Yes	Yes
Header	12	Confirm you have reviewed the bid.		Yes	Yes	Yes	Yes	Yes
Header	13	I have read and agreed to the terms and conditions of the bid. The Bidder states that this bid is valid for 90 days from the date of the bid.		I have read and agreed to the terms and conditions of the bid.	I have read and agreed to the terms and conditions of the bid.	I have read and agreed to the terms and conditions of the bid.	I have read and agreed to the terms and conditions of the bid.	I have read and agreed to the terms and conditions of the bid.

Line #	Att #	DuBois Chemicals,	Carmeuse Lime & S	Thatcher Company	PVS Technologies,	Kemira Water Solu	Univar Solutions U	Pencco, Inc
Header	1	Andrew Paulson, MCAITLIN BORGHINI, Tyler Andersen; tyleShauna Barthel / DæChristina Imbrogno;Shelley Riggle --- shJennifer Guajardo, j						
Header	2	16 years; From 9/9/ 165 years	58	38	10 years	100 Years in Busine	40	
Header	3	Yes, we currently h	Yes, we are a previc	No.	Yes, supplied ferric	Not in at least the p	Yes	Yes - Hydrofluosilici
Header	4	No, we have only d	Yes, we are a previc	No.	Yes, currently suppl	Not in at least the p	Yes - Furnishing HF	Yes - Hydrofluosilici
Header	5	No	No	No.	No	No	No	No
Header	6	None to my knowle	No	No.	No	No	No	No
Header	7	None to my knowle	None	None.	No	None	N/A	None
Header	8	1. City of Worthingt	City of Bowling Gre	City of Fort Smith; F	City of Trenton, Isak	Goshen, IN; Keitha	NORTHERN KENTUC	City of Richmond, V
Header	9	None, supplier dire	None	Tata Chemicals Nor	Not Applicable	None	N/A	None
Header	10	Yes	No	No	No	No	No	No
Header	11	Yes	No	Yes	Yes	Yes	Yes	Yes
Header	12	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Header	13	I have read and agr	I have read and agr	I have read and agr	I have read and agr	I have read and agr	I have read and agr	I have read and agr

Line #	Att #	Alexander Chemical Corporation
Header	1	Cheyenne Haney, b
Header	2	43
Header	3	Yes, Ammonia, Aqu
Header	4	Yes, Ammonia, Aqu
Header	5	No
Header	6	No
Header	7	None
Header	8	*** SEE ATTACHED
Header	9	None
Header	10	No
Header	11	Yes
Header	12	Yes
Header	13	I have read and agre

Responding Supplier	Signature Full Name	Signature Email	Supplier Notes
JCI Jones Chemicals, Inc.	AAshley Ziesmer	AZiesmer@JCICChem.com	1,000-1,999 gals/del \$3.20/gal2,000-2999 gals/del \$2.20/ga
Rowell Chemical	Dawn Drass	ddrass@rowellchemical.com	
PVS Nolwood Chemicals, Inc.	Matthew Nowaczok	bids@pvschemicals.com	
Graymont Western Lime Inc	Nicholas Bobos	nbobos@graymont.com	
Sisecam Chemicals Resources LL	Ronny Cain	rcain@sisecam.com	Monica, Please let me know if there is any additional info I need to pro
DuBois Chemicals, Inc.	Andrew Paulson	andrew.paulson@duboischemicals.cor	Net 30 Days; 7-10 business days for deliveryAndrew Paulson, Municipi
Carmeuse Lime & Stone, Inc.	JOSE VOISIN - GROUP CIO	salesinquiries@carmeuse.com	
Thatcher Company, Inc.	Craig N. Thatcher	wendy.richmond@tchem.com	Appendices A and B form part of our proposal.
PVS Technologies, Inc.	Tatyana Lipanovich	bids@pvschemicals.com	
Kemira Water Solutions, Inc.	Christina Imbrogno	kwsna.bids@kemira.com	
Univar Solutions USA Inc	Shelley Riggle	shelley.riggle@univarsolutions.com	
Pencco, Inc	Sarah Duffy	sarah@pencco.com	
Alexander Chemical Corporation	Robert Davidson, CEO	bids@alexchem.com	

COMPANY	CHLORINE	LIQUID CAUSTIC SODA	PHOSPHATE	SODIUM HYPOCHLORITE LIQUID	FERROUS CHLORIDE
	per ton/total	per ton dry/total	per hundred weight/total	per gallon/total	per gallon/total
ALEXANDER CHEMICAL	\$1,729.00/ \$86,450.00	\$872.00/ \$52, 320.00			
BRENN TAG GREAT LAKES, LLC		\$888.40/ \$53,304.00	\$274.59/ \$65,901.60		
CARUS, LLC			\$164.00/ \$39,360.00		
CHEMICAL SERVICES, INC.		\$1,012.00/ \$60,720.00		\$2.30/ \$5,520.00	
CHEMRITE, INC.			\$238.00/ \$57,120.00		
HAVILAND PRODUCTS		\$867.00/ \$52,020.00		\$2.90/ \$6,960.00	
JCI JONES CHEMICALS, INC.	\$1,725.00/ \$86,250.00	\$775.00/ \$46,500.00			
KEMIRA WATER SOLUTIONS, INC.					\$0.699/ \$174,750.00
PVS TECHNOLOGIES, INC.					\$0.94/ \$235,000.00
ROWELL CHEMICAL		\$960.00/ \$57,600.00			
SHANNON CHEMICAL CORPORATION			\$162.62/ \$39,028.80		