



AGENDA - CITY COUNCIL

Tuesday, September 30, 2025

6:30 PM

1. CALL TO ORDER.

2. PLEDGE OF ALLEGIANCE.

- A. Invocation to be given by Second Ward Councilmember and Vice Mayor
Freddie Dancy

3. ROLL CALL.

4. ADOPTION OF AGENDA.

5. PRESENTATIONS/PROCLAMATIONS.

- A. A presentation on various programs offered to the customers of Consumers
Energy

Audrey N. Dean
Consumers Energy Energy Assistance Outreach Consultant

6. PUBLIC HEARINGS.

7. CITIZEN COMMENTS.

(3-Minute Limit)

8. CONSENT CALENDAR.

Consent Action

- A. Minutes of the September 16, 2025, Regular Meeting of the Jackson City
Council
- B. Halloween/Trick or Treating Resolution

Establishing Halloween hours between 6:00 p.m. and 8:00 p.m. on Friday,

October 31, 2025 in the City of Jackson.

- C. City of Jackson, Michigan Financial Statements for the One Month Ended July 31, 2025

- D. Jackson District Library Board of Trustees - Term Amendment

Approve an amendment to the term of one of the City's appointed Jackson District Library Board current trustees in order to realign the expiration of their term with the rest of the board.

- E. Street Resurfacing on Bloomfield Boulevard

Receive the Engineer's Report for street resurfacing on Bloomfield Boulevard from West Avenue to Fourth Street and establish October 28, 2025 at the City Council meeting as the time and place to hold a public hearing of necessity.

- F. Approval of the Amended MABAS Agreement & Resolution

Approval and Signed Resolution of Amended Michigan Mutual Aid Box Alarm System Association Agreement (MABAS)

- G. Special Event Application: No Kings Rally

Approve a request from the Jackson County Democratic Committee to host the No Kings Rally on October 18, 2025, in downtown Jackson.

9. OTHER BUSINESS.

- A. East Side Economic Development Update

- B. Ordinance No. 2025-03 - Amendment to Section 25.30 Schedule of Parking Fines; Payment; Authority to Void

Approve the second reading and final adoption of Ordinance No. 2025-03 amending Section 25-30 of the Jackson Code of Ordinances.

10. NEW BUSINESS.

- A. One-year contract extension with Executive Property Management of Michigan for Downtown Sidewalks and Parking Lot Snow Removal and Police Department Sidewalk and Parking Lot Snow Removal

Approval of the fourth one-year contract extension with Executive Property Management of Michigan for Downtown Sidewalks and Parking Lot Snow Removal and Police Department Sidewalk and Parking Lot Snow Removal at a cost of \$95,855 for the fiscal year 2025/26.

- B. Purchase and installation of a new steam boiler in the Wastewater Treatment Plant (WWTP) maintenance garage from Adrian Mechanical Services in the amount of \$147,390.00.

Approve the purchase and installation of a new steam boiler in the Wastewater Treatment Plant (WWTP) maintenance garage from Adrian Mechanical Services in the amount of \$147,390.00.

11. CITY COUNCILMEMBER'S COMMENTS.

12. CITY MANAGER'S COMMENTS.

13. ADJOURNMENT.

Energy Assistance at Consumers Energy

Audrey Dean, Outreach Consultant
September 30, 2025

Consumers Energy

Count on Us®

State Emergency Relief

- Past due or shutoff
- 150% or lower FPL
- Payment from the state- can receive a single payment up to \$600 per commodity
- Apply through DHHS on mibridges website
 - [Michigan.gov/mibridges](https://michigan.gov/mibridges)

CARE

CARE – Consumers Affordable Resource for Energy
24-month APP program with 2 supplemental benefits

- Balance at the time of enrollment is paid down by program
- Affordable fixed monthly payment
- **Why is CARE a great program for qualified customers?**
 - A fixed monthly payment each month assists with budgeting.
 - Arrearage forgiveness as reward for consistent payments
 - Free in-home assessment through *Helping Neighbors*
 - Opportunity to continue EE journey through upgrades
 - Assistance agency to support energy account management and other self-sufficiency services



SUCCESS RATE

3% on traditional payment plan vs. ~85% success on CARE in 2025

CRITERIA

- Up to 60% State Median Income Level starting 10/1
- No longer required to be past due or shutoff

FY26 Income Guidelines (SER vs CARE)

INCOME GUIDELINES (2025 - 2026)	
<i>Number of Household Members</i>	<i>150% of Poverty Guidelines Maximum Income</i>
1	\$23,475
2	\$31,725
3	\$39,975
4	\$48,225
5	\$56,475
6	\$64,725
7	\$72,975
8	\$81,225
Add \$8,250 for each additional household member.	

Source: [FPG State Table](#)

State Median Income (SMI) By Household Size for Michigan FY 26	
Number of Household Members	60% SMI Per Household Size
1	\$36,517
2	\$47,753
3	\$58,989
4	\$70,225
5	\$81,461
6	\$92,697

CARE Enrollment Agencies



- Collaboratively work with agencies across the state to help customers become self-sufficient and succeed.
 - United Way for Southeastern Michigan
 - TrueNorth Community Services
 - United Way of South Central Michigan
 - The Salvation Army
 - Bureau of Community Action and Economic Opportunity (Community Action Agency)
 - The Heat and Warmth Fund (THAW)
 - St. Vincent de Paul
- Partner with 2-1-1 to provide direct energy assistance referrals

CE Gift Funds

- Fewer restrictions
 - Consumers residential customers up to 400% FPL
 - Past due/shutoff or old balance preventing connection of service
- Apply Directly at
 - **THAW**
 - Call [1-800-866-THAW \(8429\)](tel:1-800-866-THAW)
 - Apply online at www.thawfund.org [thawfund.org]
 - **The Salvation Army**
 - Reach out to your local TSA
 - Apply online at <https://salarmy.us/energy> [salarmy.us]

Home Heating Credit

- 110% FPL – for tax group
- Apply via HHC tax form
 - Do not have to file income tax
 - Call 2-1-1 to find volunteer tax preparation help
- Credits
 - Issued either directly to energy provider
 - Average credit around \$190 in 2025
- Has until 9/30 to apply
- Automatically enrolled in WPP

Account Information

Bill Month: December
Service Dates: 11/19/2022 - 12/19/2022
Days Billed: 31
Portion: 18 12/22

Programs:

Direct Pay
Selected Due Date

To help you complete a Home Heating Credit form, here are your 2022 heating costs for 12 months: \$929.85.

The annual heating costs needed to apply can be found on the bill starting as early as December!

My Personalized Offerings

- Available online in the customer's account page (must be logged in)
- For everyone, but geared toward ALICE customers
- Customers can self-attest to income to receive offerings relevant to their needs
- Possible offerings
 - Green Giving
 - Customer-selected due date
 - Billing and Payment alerts
 - High bill alerts
 - E-bill
 - Outage alerts
 - Energy Assistance information
 - Budget Plan
 - Home Energy Analysis
 - Smart Thermostat
 - Renter-focused solutions

The screenshot displays a user interface for personalized offerings. On the left, there are three stacked cards. The first card is titled 'Spring Into Energy Savings' and includes a link 'See Tips on How You Can Get the Most Energy Savings'. The second card is titled 'Tax Season is Upon Us' and includes a link 'Get Prepared and Gather Your Billing Statements for 2024'. The third card is titled 'Find ways to save energy and manage your bill with My Personalized Offerings' and includes a link 'Get My Offer'. On the right, there is a login section titled 'User ID' with a text input field. Below the input field is a checkbox labeled 'Keep Me Logged In!'. A green 'Next' button is positioned below the checkbox. At the bottom of the login section, there are three links: 'Forgot User ID?', 'Don't have an account? Create Profile', and 'Pay as a Guest'. A small accessibility icon is located in the bottom right corner of the interface.

Helping Neighbors

Helping Neighbors provides a wide range of energy efficiency measures and services

The free, energy saving upgrades may include:

- A carbon monoxide (CO) alarm
- Indoor and outdoor LED bulbs*
- Kitchen and bathroom faucet aerators
- High efficiency showerheads
- Water heater pipe wrap
- LED nightlights*

*Customer must receive electric service from Consumers Energy.

For more information, call **877-448-9433** or
visit **ConsumersEnergy.com/HomeEnergyAnalysis**

Thank You!



CITY COUNCIL MEETING MINUTES
September 16, 2025

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE AND INVOCATION:

Council joined in the Pledge of Allegiance. Invocation was given by First Ward Councilmember Arlene Robinson.

ROLL CALL:

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

Absent: Third Ward Councilmember Angelita Gunn.

Also present: City Manager Jonathan Greene, City Clerk Andrea Muray, City Assessor Jason Yoakam, Police Chief Chris Simpson, and City Engineer Troy White.

ADOPTION OF AGENDA:

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

PRESENTATIONS/PROCLAMATIONS:

A. Environmental Action Plan, presented by members of the City's Environmental Commission

Kelli Kazmier of the Environmental Commission presented the Commission's Environmental Action Plan.

Motion was made by Councilmember Forgrave, seconded by Councilmember Wood to accept and place on file the Environmental Commission's Environmental Action Plan. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, and Forgrave (5). Nays: Councilmember Davis (1). Motion carried.

PUBLIC HEARINGS:

A. Hearing of Necessity - Meterless Parking

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood, to open the public hearing of necessity for the downtown meterless parking system. Vote was done by voice with all in favor. Motion carried.

Comments were heard.

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

Motion was made by Vice Mayor Dancy, seconded by Councilmember Forgrave, to adopt the resolution ordering the preparation of a special assessment roll to fund the meterless parking system. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Davis, and Forgrave (6). Nays: none. Motion carried.

B. Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) performance

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

Grant Administrator Cory Mays provided an overview of how funds have been historically used.

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

CITIZEN COMMENTS:

Citizen comments were heard and the meeting continued.

CONSENT CALENDAR:

A. Minutes of the August 19, 2025, Regular Meeting of the Jackson City Council

B. Minutes of the August 26, 2025 Special Meeting of the Jackson City Council

C. Resolution - Vacation of Alley adjacent to the Interfaith Shelter

Approve the resolution vacating the alley adjacent to the Interfaith Shelter as recommended by city staff

D. Traffic Control Order 2416- School Zone Signs

Approval of TCO 2416 to install School Zone signs establishing a School Zone on East Wesley Street between Mechanic and MLK Jr. Boulevard

E. Traffic Control Order 2415- School Zone Signs

Approval of Traffic Control Order 2415 to install School Zone Ahead and School Zone signs to indicate the presence of a School Zone on Washington Avenue between South Jackson Street and Cooper Street

F. Public Art Mural at 532 Lansing Avenue

Approve the recommendation of the City of Jackson Public Art Commission for a mural concept located at 532 Lansing Avenue as voted to forward it to the City Council for final approval at their August 19, 2025, meeting.

G. Special Event Application: September Cruise-In and Concert

Approve a request from the Jackson Downtown Development Authority to host the September Cruise-In and Concert on September 26, 2025, in downtown Jackson.

H. Special Event Application: Ogma Brewing Company Year 4 Anniversary

Approve a request from Ogma Brewing Company to host the Ogma Brewing Company Year 4 Anniversary on October 11, 2025, in downtown Jackson.

I. Receive Taxpayer Petition to Repave Bloomfield, West to Fourth.

Consider petition submitted by taxpayer to request repaving of Bloomfield Boulevard from West Avenue to Fourth Street and set October 28, 2025, 6:30 pm for a public hearing of necessity. Recommend that Council accept the petition and direct City Engineer to prepare an Engineer's Report to be presented to Council at the September 30, 2025 Council Meeting.

Motion was made by Councilmember Wood, seconded by Councilmember Forgrave, to approve the consent calendar with Item B being removed for separate consideration. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Davis, and Forgrave (6). Nays: none. Motion carried.

Motion was made by Councilmember Wood, seconded by Councilmember Forgrave to approve the minutes of the August 26, 2025 Special Meeting of the Jackson City Council. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Davis, and Forgrave (6). Nays: none. Motion carried.

OTHER BUSINESS: none.

NEW BUSINESS:

A. Purchase – Road Salt

Recommendation: *Approve the purchase of 4,000 tons of road salt from Detroit Salt Company at a cost of \$90.56 per ton for a total amount of \$362,240, for the 2025/2026 winter season through cooperative bidding with the Jackson County Department of Transportation.*

Motion was made by Councilmember Wood, seconded by Councilmember Robinson to approve the purchase of 4,000 tons of road salt from Detroit Salt Company at a cost of \$90.56 per ton for a total amount of \$362,240, for the 2025/2026 winter season through cooperative bidding with the Jackson County Department of Transportation. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Davis, and Forgrave (6). Nays: none. Motion carried.

B. Change Order No. 8 to the Wastewater Treatment Plant Clean Water State Revolving Fund (CWSRF) 2022 Improvements Contract

Recommendation: *Approve Change Order No. 8 to the Wastewater Treatment Plant Clean Water State Revolving Fund (CWSRF) 2022 Improvements Contract with Allied Mechanical Services, Inc. in the decreased amount of \$41,147 and authorize the City Manager and Director of Public Works to execute the appropriate documents.*

Motion was made by Councilmember Robinson, seconded by Councilmember Wood, to approve Change Order No. 8 to the Wastewater Treatment Plant Clean Water State Revolving Fund 2022 Improvements Contract with Allied Mechanical Services, Inc., in the decreased amount of \$41,147 and authorize the City Manager and Director of Public Works to execute the appropriate documents. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Davis, and Forgrave (6). Nays: none. Motion carried.

C. National opioid settlements

Recommendation: *Approve the resolutions authorizing participation in partial national opioid settlements for generic manufacturers and Purdue/Sacker and authorize the City Attorney to execute the appropriate Michigan state subdivision participation agreement and related settlement documents*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to approve the resolutions authorizing participation in partial national opioid settlements for generic manufacturers and Purdue/Sacker and authorize the City Attorney to execute the appropriate Michigan State Subdivision Participation Agreement and related settlement documents. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Davis, and Forgrave (6). Nays: none. Motion carried.

D. Sensus SmartPoint MXU Radio Reading Devices

Recommendation: *Approve the purchase of 6,284 Sensus SmartPoint MXU Radio Reading Devices from ETNA Supply of Grand Rapids in the amount of \$1,036,860 and approve the Resolution to amend the budget for Fiscal Year 2025/26 to fund the purchase.*

Motion was made by Councilmember Wood, seconded by Councilmember Forgrave to approve the purchase of 6,284 Sensus SmartPoint MXU Radio Reading Devices from ETNA Supply of Grand Rapids in the amount of \$1,036,860 and approve the resolution to amend the budget for Fiscal Year 2025/26 to fund the purchase. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Davis, and Forgrave (6). Nays: none. Motion carried.

E. 2024-2025 Consolidated Annual Performance and Evaluation Report

Recommendation: *Authorize submission of the 2024-2025 Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD).*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Robinson to authorize submission of the 2024-2025 Consolidated Annual Performance and Evaluation Report to the U.S. Department of Housing and Urban Development. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Davis, and Forgrave (6). Nays: none. Motion carried.

F. Donation of vacant residential property on N. West Avenue

Recommendation: *Accept the donation of vacant residential property on N. West Avenue (parcel #s 2-134000000 and 2-133600000), approve the donation agreements and quit claim deeds, 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 Wood to accept the donation of vacant residential property on N. West Avenue, parcels located in the document, approve the donation agreements and quit claim deeds, 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. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Davis, and Forgrave (6). Nays: none. Motion carried.

G. Jackson 100 Homes Price Increase

Recommendation: *Approve a revised base purchase price of \$178,000 for homes to be constructed as part of the Jackson 100 Homes Program.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to approve a revised base purchase price of \$178,000 for homes to be constructed as part of the Jackson 100 Homes Program. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Davis, and Forgrave (6). Nays: none. Motion carried.

H. Jackson 100 Homes Program Contract with Norfolk Homes of Jackson II, LLC

Recommendation: *Approve a revised contract with Norfolk Homes of Jackson II, LLC, for the construction of all remaining new homes as part of the Jackson 100 Homes Program; and authorize the City Manager and City Attorney to draft and execute all appropriate documents necessary to complete the transaction, including but not limited to a lot purchase agreement and development agreement.*

Motion was made by Councilmember Wood, seconded by Vice Mayor Dancy to approve a revised contract with Norfolk Homes of Jackson II, LLC, for the construction of all remaining new homes as part of the 100 Homes Program; and authorize the City Manager and City Attorney to draft and execute all appropriate documents necessary to complete the transaction, including but not limited to a lot purchase agreement and development agreement. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Davis, and Forgrave (6). Nays: none. Motion carried.

I. Amendment to Sec. 25.30 of the City Code of Ordinances

Recommendation: *Adopt for first reading an amendment to Sec. 25.30 of the City Code of Ordinances regarding parking fines, payment and authority to void parking citations.*

Motion was made by Councilmember Wood, seconded by Councilmember Forgrave to adopt the first reading of an amendment to Sec. 25.30 of the City Code of Ordinances regarding parking fines, payment and authority to void parking citations. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Wood, Davis, and Forgrave (6). Nays: none. Motion carried.

CITY COUNCILMEMBER’S COMMENTS:

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

MANAGER’S COMMENTS:

City Manager Jonathan Greene offered comments.

ADJOURNMENT:

No further business being offered, a motion to adjourn was made by Vice Mayor Dancy, seconded by Councilmember Davis. Mayor Mahoney adjourned the meeting at 8:48 p.m.

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, October 31st is Halloween and children of all ages dress up as goblins, ghosts, ghouls, and “things that go bump in the night”; and

WHEREAS, this has traditionally been a festive and fun event; and

WHEREAS, the City Council wishes to keep the tradition a safe one for children of all ages.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Jackson establishes Halloween hours between 6:00 p.m. and 8:00 p.m. on Friday, October 31, 2025, and encourages all children to “trick or treat” during that time period, encourages residents to turn porch lights on between said hours.

* * * * *

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

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on September 30, 2025.

IN WITNESS WHEREOF, have hereunto affixed my signature and the seal of the City of Jackson, Michigan on this 30th day of September 2025.

Andrea Muray, City Clerk

Daniel Mahoney, Mayor



Financial Statements

As of and for the One Month Ended July 31, 2025
(Unaudited and Prepared on the Adopted Budget-Basis)

EXPENDITURE SUMMARY

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH-TO- DATE	ACTUAL YEAR- TO-DATE		
	FY2026	FY2026	July 2025	FY2026	Percent Expended	Variance - Favorable (Unfavorable)
FUND TYPE/FUND NAME						
General Fund						
101 - GENERAL						
101-000 - CITY COUNCIL	\$116,763	116,763	\$14,169	\$14,169	12.14%	\$102,594
103-000 - CHARTER REVIEW COMMITTEE	\$2,500	2,500	—	—	0.00%	\$2,500
172-000 - CITY MANAGER	\$557,670	557,670	\$28,861	\$28,861	5.18%	\$528,809
191-000 - FINANCE	\$718,276	718,276	\$103,853	\$103,853	14.46%	\$614,423
215-000 - CITY CLERK	\$393,599	393,599	\$21,893	\$21,893	5.56%	\$371,706
228-000 - MANAGEMENT INFORMATION SERVICES	\$724,624	724,624	\$17,646	\$17,646	2.44%	\$706,978
233-000 - PURCHASING	\$142,769	142,769	\$39,315	\$39,315	27.54%	\$103,454
253-000 - CITY TREASURER	\$364,513	364,513	\$17,696	\$17,696	4.85%	\$346,817
254-000 - CITY INCOME TAX ADMINISTRATION	\$254,014	254,014	\$11,518	\$11,518	4.53%	\$242,496
257-000 - CITY ASSESSOR	\$577,894	577,894	\$34,558	\$34,558	5.98%	\$543,336
262-000 - CITY CLERK- ELECTIONS	\$262,094	262,094	\$5,653	\$5,653	2.16%	\$256,441
265-000 - CITY HALL AND GROUNDS	\$882,990	882,990	\$43,930	\$43,930	4.98%	\$839,060
266-000 - CITY ATTORNEY	\$916,369	916,369	\$61,184	\$61,184	6.68%	\$855,185
270-000 - PERSONNEL & LABOR RELATIONS	\$671,362	671,362	\$21,484	\$21,484	3.20%	\$649,878
278-000 - UNALLOCATED	\$889,433	889,433	\$45,530	\$45,530	5.12%	\$843,903
299-000 - ADMINISTRATIVE HEARINGS BUREAU	\$246,453	246,453	\$8,513	\$8,513	3.45%	\$237,940
301-000 - POLICE	\$12,847,458	12,847,458	\$727,583	\$727,583	5.66%	\$12,119,875
311-225 - OSHP GRANT	\$6,692	6,692	—	—	0.00%	\$6,692
320-000 - CONSORTIUM TRAINING	\$75,000	75,000	\$1,090	\$1,090	1.45%	\$73,910
321-000 - IN SERVICE TRAINING	\$20,000	20,000	—	—	0.00%	\$20,000
322-000 - MCOLES TRAINING	\$45,000	45,000	\$2,550	\$2,550	5.67%	\$42,450
340-000 - FIRE SUPPRESSION	\$7,186,364	7,186,364	\$474,616	\$474,616	6.60%	\$6,711,748
350-000 - PUBLIC SAFETY- UNALLOCATED	\$1,929,262	1,929,262	\$175,882	\$175,882	9.12%	\$1,753,380
442-000 - FORESTRY	\$922,074	922,074	\$24,763	\$24,763	2.69%	\$897,311
444-000 - SIDEWALK CONSTRUCTION	\$160,334	160,334	\$13,838	\$13,838	8.63%	\$146,496
445-000 - DRAINS AT LARGE	\$120,117	120,117	\$1,285	\$1,285	1.07%	\$118,832

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH-TO- DATE	ACTUAL YEAR- TO-DATE		
	FY2026	FY2026	July 2025	FY2026	Percent Expended	Variance - Favorable (Unfavorable)
450-000 - STREET LIGHTING	\$710,185	710,185	\$3,822	\$3,822	0.54%	\$706,363
455-000 - WEED CONTROL	\$115,052	115,052	\$4,748	\$4,748	4.13%	\$110,304
465-000 - GROUNDS MAINTENANCE	\$479,196	479,196	\$9,005	\$9,005	1.88%	\$470,191
567-000 - CEMETERIES	\$565,819	565,819	\$48,746	\$48,746	8.62%	\$517,073
571-000 - TAX PROPERTY MAINTENANCE	\$193,110	193,110	\$105,533	\$105,533	54.65%	\$87,577
572-000 - CIVIC AFFAIRS	\$164,667	164,667	\$17,082	\$17,082	10.37%	\$147,585
701-000 - PLANNING	\$414,369	414,369	\$13,406	\$13,406	3.24%	\$400,963
728-000 - ECONOMIC DEVELOPMENT	\$175,000	175,000	\$3,267	\$3,267	1.87%	\$171,733
752-000 - PARKS, RECREATION & GROUNDS ADMIN.	\$381,864	381,864	\$22,874	\$22,874	5.99%	\$358,990
758-000 - LT. NIXON MEMORIAL POOL	\$304,200	304,200	\$30,386	\$30,386	9.99%	\$273,814
771-000 - PARKS & FACILITIES MAINTENANCE	\$1,190,799	1,190,799	\$76,384	\$76,384	6.41%	\$1,114,415
776-000 - CITY CENTER	\$160,020	160,020	\$1,340	\$1,340	0.84%	\$158,680
803-000 - HISTORICAL DISTRICT	\$13,711	13,711	\$859	\$859	6.26%	\$12,852
806-000 - DIVERSITY, EQUITY & INCLUSION	\$467,190	467,190	\$19,106	\$19,106	4.09%	\$448,084
965-000 - CONTRIBUTIONS TO OTHER FUNDS	\$1,114,222	1,524,222	—	—	0.00%	\$1,524,222
101 - GENERAL TOTAL	\$37,483,028	37,893,028	\$2,253,967	\$2,253,967	5.95%	\$35,639,061
102 - BUDGET STABILIZATION	\$50,000	50,000	—	—	0.00%	\$50,000
GENERAL FUND TOTAL	\$37,533,028	37,943,028	\$2,253,967	\$2,253,967	5.94%	\$35,689,061
Permanent Fund						
151 - CEMETERY PERPETUAL MAINTENANCE	\$25,000	25,000	—	—	0.00%	\$25,000
155 - ELLA W. SHARP ENDOWMENT FUND	\$32,500	32,500	—	—	0.00%	\$32,500
160 - LLOYD E. MOUNT ENDOWMENT	\$5,100	5,100	—	—	0.00%	\$5,100
PERMANENT FUND TOTAL	\$62,600	62,600	—	—	0.00%	\$62,600
Special Revenue Fund						
202 - MAJOR STREET	\$22,399,852	22,399,852	\$148,564	\$148,564	0.66%	\$22,251,288
203 - LOCAL STREET	\$1,813,306	1,813,306	\$90,571	\$90,571	4.99%	\$1,722,735
208 - ELLA W. SHARP PARK OPERATING	\$1,206,031	1,206,031	\$121,862	\$121,862	10.10%	\$1,084,169
213 - OPIOID SETTLEMENT FUND	\$50,000	50,000	—	—	0.00%	\$50,000
218 - AFFORDABLE HOUSING FUND	\$1,840,146	1,840,146	\$48,017	\$48,017	2.61%	\$1,792,129
234 - HCDF MICH GRANT	\$859,000	859,000	—	—	0.00%	\$859,000
245 - PUBLIC IMPROVEMENT	\$2,011,884	2,011,884	—	—	0.00%	\$2,011,884
246 - CORTLAND ST REDEVELOPMENT PROJECTS FUND	\$293,503	293,503	\$70	\$70	0.02%	\$293,433
249 - BUILDING DEPARTMENT	\$670,257	670,257	\$35,128	\$35,128	5.24%	\$635,129
251 - HOUSING CODE ENFORCEMENT	\$1,571,885	1,571,885	\$45,684	\$45,684	2.91%	\$1,526,201
252 - BUILDING DEMOLITIONS	\$3,170,210	3,170,210	—	—	0.00%	\$3,170,210
265 - DRUG LAW ENFORCEMENT	\$36,494	36,494	\$670	\$670	1.84%	\$35,824
273 - PROJECT SAFE NEIGHBORHOOD	\$126,680	126,680	\$3,435	\$3,435	2.71%	\$123,245
279 - AMERICAN RESCUE PLAN ACT	\$5,000	5,000	—	—	0.00%	\$5,000
280 - HOUSING STABILITY	\$595,000	595,000	—	—	0.00%	\$595,000
285 - EPA BROWNFIELD ASSESSMENT GRANT	\$30,000	30,000	—	—	0.00%	\$30,000

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH-TO- DATE	ACTUAL YEAR- TO-DATE		
	FY2026	FY2026	July 2025	FY2026	Percent Expended	Variance - Favorable (Unfavorable)
296 - RECREATION ACTIVITY	\$528,763	528,763	\$84,213	\$84,213	15.93%	\$444,550
297 - RECREATION MILLAGE	\$1,111,131	1,111,131	\$42,910	\$42,910	3.86%	\$1,068,221
SPECIAL REVENUE FUND TOTAL	\$38,319,142	38,319,142	\$621,124	\$621,124	1.62%	\$37,698,018
Debt Service Fund						
308 - 2020 CAPITAL IMP. BONDS DEBT SERV. FUND	\$223,713	223,713	—	—	0.00%	\$223,713
352 - 2017 MTF BONDS D/S FUND	\$761,341	761,341	—	—	0.00%	\$761,341
353 - 2024 MTF BONDS D/S FUND	\$473,000	473,000	\$500	\$500	0.11%	\$472,500
367 - 2021 CITY HALL REFUNDING DEBT SERV FUND	\$786,355	786,355	—	—	0.00%	\$786,355
385 - 2016 CAPITAL IMP BOND DEBT SERVICE FUND	\$146,632	146,632	—	—	0.00%	\$146,632
386 - 2018 CAPITAL IMP BOND DEBT SERVICE FUND	\$1,405,250	1,405,250	—	—	0.00%	\$1,405,250
389 - 2017 BRA TIF REFUNDING DEBT SERVICE FUND	\$1,823,416	1,823,416	—	—	0.00%	\$1,823,416
391 - 2021 BRA TIF REFUNDING DEBT SERVICE FUND	\$38,593	38,593	—	—	0.00%	\$38,593
394 - 2001 DDA TIF DEBT SERVICE	\$3,190,825	3,190,825	—	—	0.00%	\$3,190,825
395 - 2019 DDA TIF REFUNDING DEBT SERVICE	\$205,949	205,949	—	—	0.00%	\$205,949
DEBT SERVICE FUND TOTAL	\$9,055,074	9,055,074	\$500	\$500	0.01%	\$9,054,574
Capital Projects Fund						
401 - CAPITAL PROJECTS	\$1,700,000	1,700,000	\$50,486	\$50,486	2.97%	\$1,649,514
402 - WATER EQUIPMENT & REPLACEMENT	\$19,641,466	20,051,466	\$662,174	\$662,174	3.30%	\$19,389,292
403 - LEAD SERVICE LINE REPLACEMENT	\$1,372,110	1,372,110	\$14,010	\$14,010	1.02%	\$1,358,100
404 - DPS SANITARY SEWER MAINTENANCE	\$462,407	462,407	\$28,159	\$28,159	6.09%	\$434,248
405 - SANITARY SEWER REPLACEMENT	\$5,909,958	5,909,958	\$25,786	\$25,786	0.44%	\$5,884,172
406 - WASTEWATER EQUIPMENT REPLACEMENT	\$687,653	687,653	\$4,004	\$4,004	0.58%	\$683,649
409 - 2022 WATER SYSTEM PROJECT CONSTRUCTION	\$7,071,428	7,071,428	—	—	0.00%	\$7,071,428
410 - 2024 WATER SYSTEM PROJECT CONSTRUCTION	\$2,545,763	2,545,763	\$436,902	\$436,902	17.16%	\$2,108,861
426 - 2024 MICHIGAN TRANSPORT BONDS CONST FUND	\$1,179,518	1,179,518	—	—	0.00%	\$1,179,518
488 - MLK CORRIDOR IMP. AUTHORITY FUND	\$1,735,250	1,735,250	—	—	0.00%	\$1,735,250
489 - BROWNFIELD REDEVELOPMENT	\$2,339,154	2,339,154	\$854	\$854	0.04%	\$2,338,300
494 - DDA PROJECT	\$3,396,774	3,396,774	—	—	0.00%	\$3,396,774
CAPITAL PROJECTS FUND TOTAL	\$48,041,481	48,451,481	\$1,222,376	\$1,222,376	2.52%	\$47,229,105
Special Assessment Funds						
852 - 2020 SPEC. ASSESSMENT BONDS DEBT SERVICE	\$161,788	161,788	—	—	0.00%	\$161,788
895 - SPECIAL ASSESSMENT	\$270,588	270,588	—	—	0.00%	\$270,588
SPECIAL ASSESSMENT FUNDS TOTAL	\$432,376	432,376	—	—	0.00%	\$432,376
Enterprise Fund						
514 - AUTO PARKING SYSTEM	\$280,491	280,491	—	—	0.00%	\$280,491
518 - PARKING ASSESSMENT	\$452,046	452,046	\$8,791	\$8,791	1.94%	\$443,255

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH-TO- DATE	ACTUAL YEAR- TO-DATE		
	FY2026	FY2026	July 2025	FY2026	Percent Expended	Variance - Favorable (Unfavorable)
519 - COOPER/FRANCIS PARKING DECKS	\$294,502	294,502	\$176	\$176	0.06%	\$294,326
590 - SEWER	\$12,240,694	12,240,694	\$562,047	\$562,047	4.59%	\$11,678,647
591 - WATER	\$38,993,869	38,993,869	\$1,775,574	\$1,775,574	4.55%	\$37,218,296
ENTERPRISE FUND TOTAL	\$52,261,602	52,261,602	\$2,346,588	\$2,346,588	4.49%	\$49,915,014
Internal Service Fund						
641 - PUBLIC WORKS ADMINISTRATION	\$902,686	902,686	\$48,934	\$48,934	5.42%	\$853,752
642 - ENGINEERING ADMINISTRATION	\$328,348	328,348	\$16,576	\$16,576	5.05%	\$311,772
643 - LOCAL SITE REMEDATION REVOLVING	\$20,000	20,000	—	—	0.00%	\$20,000
661 - MOTOR POOL & GARAGE	\$1,867,706	1,867,706	\$54,387	\$54,387	2.91%	\$1,813,319
676 - WORKERS COMPENSATION	\$254,889	254,889	\$16,454	\$16,454	6.46%	\$238,435
677 - SELF-INSURED HEALTHCARE	\$6,449,450	6,449,450	\$447,112	\$447,112	6.93%	\$6,002,338
INTERNAL SERVICE FUND TOTAL	\$9,823,079	9,823,079	\$583,463	\$583,463	5.94%	\$9,239,616
Custodial Fund						
703 - COUNTY & SCHOOL TAX	\$34,150,000	34,150,000	—	—	0.00%	\$34,150,000
CUSTODIAL FUND TOTAL	\$34,150,000	34,150,000	—	—	0.00%	\$34,150,000
Pension Trust Fund						
731 - EMPLOYEES RETIREMENT SYSTEM	\$4,300,000	4,300,000	\$471,624	\$471,624	10.97%	\$3,828,376
732 - POLICE & FIRE PENSION	\$421,000	421,000	\$35,877	\$35,877	8.52%	\$385,123
734 - POLICE & FIRE ACT 345	\$6,210,000	6,210,000	\$526,844	\$526,844	8.48%	\$5,683,156
736 - PUBLIC EMPLOYEE HEALTH CARE	\$33,000	33,000	—	—	0.00%	\$33,000
PENSION TRUST FUND TOTAL	\$10,964,000	10,964,000	\$1,034,345	\$1,034,345	9.43%	\$9,929,655
FUND TYPE/FUND NAME TOTAL	\$240,642,382	241,462,382	\$8,062,362	\$8,062,362	3.34%	\$233,400,020

REVENUE SUMMARY

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH-TO- DATE	ACTUAL YEAR-TO- DATE	
	FY2026	FY2026	July 2025	FY2026	Percent Collected
FUND TYPE/FUND NAME					
General Fund					
PROPERTY TAXES	\$11,853,075	11,853,075	\$910,891	\$910,891	7.68%
INCOME TAXES	\$11,100,000	11,100,000	\$2,152,504	\$2,152,504	19.39%
STATE REVENUE SHARING	\$5,953,956	5,953,956	–	–	0.00%
LICENSES AND PERMITS	\$342,015	342,015	\$5,146	\$5,146	1.50%
FEDERAL GRANTS	\$207,860	207,860	\$41,086	\$41,086	19.77%
STATE GRANTS	\$191,000	191,000	–	–	0.00%
CONTRIBUTIONS FROM LOCAL UNITS	\$12,500	12,500	\$46	\$46	0.37%
CHARGES FOR GOODS AND SERVICES	\$1,447,377	1,447,377	\$60,150	\$60,150	4.16%
FINES AND FORFEITS	\$384,920	384,920	\$9,246	\$9,246	2.40%
PROCEEDS FROM SALE OF CAPITAL ASSETS	\$30,000	30,000	\$3,432	\$3,432	11.44%
INVESTMENT INCOME	\$660,000	660,000	\$3,796	\$3,796	0.58%
MISCELLANEOUS	\$283,192	283,192	\$10,825	\$10,825	3.82%
CONTRIBUTIONS FROM OTHER FUNDS	\$533,327	533,327	–	–	0.00%
GENERAL FUND TOTAL	\$32,999,222	32,999,222	\$3,197,121	\$3,197,121	9.69%
FUND TYPE/FUND NAME TOTAL	\$32,999,222	32,999,222	\$3,197,121	\$3,197,121	9.69%
CONSOLIDATED WITH GENERAL FUND					
102 - BUDGET STABILIZATION	\$50,000	50,000	–	–	0.00%
CONSOLIDATED WITH GENERAL FUND TOTAL	\$50,000	50,000	–	–	0.00%
ALL OTHER FUNDS					
Permanent Fund					
151 - CEMETERY PERPETUAL MAINTENANCE	\$45,000	45,000	\$1,713	\$1,713	3.81%
155 - ELLA W. SHARP ENDOWMENT FUND	\$32,500	32,500	–	–	0.00%
160 - LLOYD E. MOUNT ENDOWMENT	\$5,100	5,100	–	–	0.00%
PERMANENT FUND TOTAL	\$82,600	82,600	\$1,713	\$1,713	2.07%
Special Revenue Fund					
202 - MAJOR STREET	\$21,413,990	21,413,990	\$677	\$677	0.00%
203 - LOCAL STREET	\$1,224,732	1,224,732	–	–	0.00%
208 - ELLA W. SHARP PARK OPERATING	\$1,205,450	1,205,450	\$111,081	\$111,081	9.21%
218 - AFFORDABLE HOUSING FUND	\$1,840,146	1,840,146	–	–	0.00%
234 - HCDF MICH GRANT	\$859,000	859,000	–	–	0.00%
245 - PUBLIC IMPROVEMENT	\$1,548,167	1,548,167	\$114,366	\$114,366	7.39%
246 - CORTLAND ST REDEVELOPMENT PROJECTS FUND	\$2,500	2,500	–	–	0.00%
249 - BUILDING DEPARTMENT	\$538,500	538,500	\$49,067	\$49,067	9.11%
251 - HOUSING CODE ENFORCEMENT	\$1,231,000	1,231,000	\$53,531	\$53,531	4.35%
252 - BUILDING DEMOLITIONS	\$3,172,500	3,172,500	\$276	\$276	0.01%
265 - DRUG LAW ENFORCEMENT	\$50,000	50,000	–	–	0.00%
273 - PROJECT SAFE NEIGHBORHOOD	\$126,680	126,680	–	–	0.00%
279 - AMERICAN RESCUE PLAN ACT	\$5,000	5,000	–	–	0.00%
280 - HOUSING STABILITY	\$595,000	595,000	–	–	0.00%
285 - EPA BROWNFIELD ASSESSMENT GRANT	\$30,000	30,000	–	–	0.00%
296 - RECREATION ACTIVITY	\$521,500	521,500	\$10,603	\$10,603	2.03%
297 - RECREATION MILLAGE	\$1,220,000	1,220,000	–	–	0.00%

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH-TO- DATE	ACTUAL YEAR-TO- DATE	
	FY2026	FY2026	July 2025	FY2026	Percent Collected
SPECIAL REVENUE FUND TOTAL	\$35,584,165	35,584,165	\$339,600	\$339,600	0.95%
Debt Service Fund					
308 - 2020 CAPITAL IMP. BONDS DEBT SERV. FUND	\$223,713	223,713	–	–	0.00%
352 - 2017 MTF BONDS D/S FUND	\$761,341	761,341	–	–	0.00%
353 - 2024 MTF BONDS D/S FUND	\$473,000	473,000	\$500	\$500	0.11%
367 - 2021 CITY HALL REFUNDING DEBT SERV FUND	\$588,000	588,000	\$41,133	\$41,133	7.00%
385 - 2016 CAPITAL IMP BOND DEBT SERVICE FUND	\$146,632	146,632	–	–	0.00%
386 - 2018 CAPITAL IMP BOND DEBT SERVICE FUND	\$1,405,250	1,405,250	–	–	0.00%
389 - 2017 BRA TIF REFUNDING DEBT SERVICE FUND	\$1,823,416	1,823,416	–	–	0.00%
391 - 2021 BRA TIF REFUNDING DEBT SERVICE FUND	\$38,593	38,593	–	–	0.00%
394 - 2001 DDA TIF DEBT SERVICE	\$3,190,825	3,190,825	–	–	0.00%
395 - 2019 DDA TIF REFUNDING DEBT SERVICE	\$205,949	205,949	–	–	0.00%
DEBT SERVICE FUND TOTAL	\$8,856,719	8,856,719	\$41,633	\$41,633	0.47%
Capital Projects Fund					
401 - CAPITAL PROJECTS	\$1,679,020	1,679,020	–	–	0.00%
402 - WATER EQUIPMENT & REPLACEMENT	\$15,162,458	15,572,458	\$1,233,021	\$1,233,021	7.92%
403 - LEAD SERVICE LINE REPLACEMENT	\$2,603,111	2,603,111	\$153,006	\$153,006	5.88%
404 - DPS SANITARY SEWER MAINTENANCE	\$462,407	462,407	\$28,159	\$28,159	6.09%
405 - SANITARY SEWER REPLACEMENT	\$3,844,715	3,844,715	\$310,742	\$310,742	8.08%
406 - WASTEWATER EQUIPMENT REPLACEMENT	\$473,392	473,392	\$28,652	\$28,652	6.05%
409 - 2022 WATER SYSTEM PROJECT CONSTRUCTION	\$7,071,428	7,071,428	–	–	0.00%
410 - 2024 WATER SYSTEM PROJECT CONSTRUCTION	\$2,545,763	2,545,763	–	–	0.00%
426 - 2024 MICHIGAN TRANSPORT BONDS CONST FUND	\$25,000	25,000	–	–	0.00%
488 - MLK CORRIDOR IMP. AUTHORITY FUND	\$1,735,250	1,735,250	–	–	0.00%
489 - BROWNFIELD REDEVELOPMENT	\$1,783,770	1,783,770	–	–	0.00%
494 - DDA PROJECT	\$2,225,100	2,225,100	–	–	0.00%
CAPITAL PROJECTS FUND TOTAL	\$39,611,414	40,021,414	\$1,753,580	\$1,753,580	4.38%
Special Assessment Funds					
852 - 2020 SPEC. ASSESSMENT BONDS DEBT SERVICE	\$161,788	161,788	–	–	0.00%
895 - SPECIAL ASSESSMENT	\$851,136	851,136	\$2	\$2	0.00%
SPECIAL ASSESSMENT FUNDS TOTAL	\$1,012,924	1,012,924	\$2	\$2	0.00%
Enterprise Fund					
514 - AUTO PARKING SYSTEM	\$134,800	134,800	\$227	\$227	0.17%
518 - PARKING ASSESSMENT	\$515,825	515,825	\$25,993	\$25,993	5.04%
519 - COOPER/FRANCIS PARKING DECKS	\$15,000	15,000	\$492	\$492	3.28%
590 - SEWER	\$9,219,873	9,219,873	\$525,739	\$525,739	5.70%
591 - WATER	\$30,812,898	30,812,898	\$1,757,150	\$1,757,150	5.70%
ENTERPRISE FUND TOTAL	\$40,698,396	40,698,396	\$2,309,600	\$2,309,600	5.67%
Internal Service Fund					
641 - PUBLIC WORKS ADMINISTRATION	\$819,086	819,086	\$72,487	\$72,487	8.85%
642 - ENGINEERING ADMINISTRATION	\$449,943	449,943	\$22,206	\$22,206	4.94%
643 - LOCAL SITE REMEDIATION REVOLVING	\$82,700	82,700	–	–	0.00%
661 - MOTOR POOL & GARAGE	\$1,632,771	1,632,771	\$144,708	\$144,708	8.86%
676 - WORKERS COMPENSATION	\$180,000	180,000	\$14,626	\$14,626	8.13%

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH-TO- DATE	ACTUAL YEAR-TO- DATE	
	FY2026	FY2026	July 2025	FY2026	Percent Collected
677 - SELF-INSURED HEALTHCARE	\$7,120,000	7,120,000	\$547,368	\$547,368	7.69%
INTERNAL SERVICE FUND TOTAL	\$10,284,500	10,284,500	\$801,394	\$801,394	7.79%
Custodial Fund					
703 - COUNTY & SCHOOL TAX	\$34,150,000	34,150,000	–	–	0.00%
CUSTODIAL FUND TOTAL	\$34,150,000	34,150,000	–	–	0.00%
Pension Trust Fund					
731 - EMPLOYEES RETIREMENT SYSTEM	\$6,848,411	6,848,411	\$713,865	\$713,865	10.42%
732 - POLICE & FIRE PENSION	\$139,437	139,437	\$27,104	\$27,104	19.44%
734 - POLICE & FIRE ACT 345	\$11,024,140	11,024,140	\$1,012,371	\$1,012,371	9.18%
736 - PUBLIC EMPLOYEE HEALTH CARE	\$222,500	222,500	–	–	0.00%
PENSION TRUST FUND TOTAL	\$18,234,488	18,234,488	\$1,753,341	\$1,753,341	9.62%
ALL OTHER FUNDS TOTAL	\$188,515,206	188,925,206	\$7,000,863	\$7,000,863	3.71%

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: September 30, 2025

SUBJECT: Approve an amendment to the term of one Jackson District Library Trustee position

Recommendation: Approve the request an amendment to the term of one of our current trustees in order to realign the expiration of their term with the rest of the board.

Over the years, due to a combination of appointments and adjustments, the term expiration date for Jackson District Library Trustee seat currently held by Margaux Dever has gradually shifted out of alignment with the standard rotation followed by the rest of the board. This misalignment has created a minor but ongoing challenge for board operations, particularly with maintaining consistency in the board's term structure and ensuring a balanced turnover of membership.

To remedy this, we respectfully ask the City Council to consider adjusting the expiration date of Trustee Margaux Dever's current term to December 31, 2030, so that it is once again consistent with our board's established term rotation. This change would extend Trustee Dever's total duration of service by 16 months, while correcting an administrative irregularity that has developed over time.

We believe this adjustment will support smoother board transitions, better succession planning, and more consistent governance for our library district.

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: September 30, 2025
SUBJECT: Street Resurfacing on Bloomfield Boulevard

RECOMMENDATION:

Receive the Engineer's Report for street resurfacing on Bloomfield Boulevard from West Avenue to Fourth Street and establish October 28, 2025 at the City Council meeting as the time and place to hold a public hearing of necessity.

Attached is a report from Troy R. White, City Engineer regarding street resurfacing on Bloomfield Boulevard.

I recommend approval. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Troy R. White, P.E., City Engineer
DATE: September 30, 2025

RECOMMENDATION: Receive the Engineer's Report for street resurfacing on Bloomfield Boulevard from West Avenue to Fourth Street and establish October 28, 2025 at the City Council meeting as the time and place to hold a public hearing of necessity.

ISSUE STATEMENT

On September 16, 2025, City Council accepted a Petition for Street Construction for resurfacing on Bloomfield Boulevard from West Avenue to Fourth Street and directed the City Engineer to prepare this Engineer's Report in accordance with Section 22.2 of the Code of Ordinances.

Engineering requests that City Council receive this Engineer's Report and establish the City Council meeting on October 28, 2025 as the time and place for a public hearing of necessity for street resurfacing on Bloomfield Boulevard from West Avenue to Fourth Street.

DESCRIBE THE CONSEQUENCES

Bloomfield Boulevard was originally platted in 1917 and the street was constructed thereafter. Engineering records show that Bloomfield Boulevard was overlaid in 1972 and wedged (heavy patching) in 2009. Since 2016, the PASER rating for this street segment has been two (2) out of ten (10) meaning that the pavement is in very poor condition. The pavement has failed structurally with cracking, distortions and potholes throughout.

Because the potholes had become extensive, City maintenance personnel recently wedged (heaving patching) over a significant portion of the pavement surface to keep the street passable. Records show that the wedging typically improves PASER ratings for a few years before deteriorating back to the pre-wedging rating. So the improved appearance of the pavement is not expected to last.

The attached photos show current street conditions.

OWNERSHIP

Residents on Bloomfield have taken ownership of their neighborhood and the condition of their street by initiating conversations with City leadership about paving options, understanding construction costs and then participating in a petition drive for street construction that garnered the signatures of the owners of 61% of street frontage.

The petition drive was initiated for a project that will include:

- 1) removal of previous overlays and patching by milling the pavement surface on each side of the boulevard
- 2) paving over the milled surface with a single course of new hot mix asphalt.

To contain costs, the project is limited to resurfacing the lanes on each side of the boulevard. The proposed project will not include:

- 1) removal and replacement of existing gravel and asphalt layers
- 2) milling and repaving the pavement in the center of the boulevard section between islands
- 3) repair or replacement of concrete curbs, driveways or sidewalks.

SOLUTION

For street construction on Bloomfield Boulevard between West Avenue and Fourth Street, it is recommended that a Public Hearing of Necessity be established for the October 28, 2025 City Council meeting. The estimated project costs and funding are as follows:

Street Construction Assessments	\$ 180,502
+ Street Funds	<u>\$ 147,062</u>
= Total Project Cost	\$ 327,564

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

FACILITATE IMPLEMENTATION

Receive the Engineer’s Report for street resurfacing on Bloomfield Boulevard from West Avenue to Fourth Street and establish October 28, 2025 at the City Council meeting as the time and place to hold a public hearing of necessity.

TRW/kkm



Photo 1: Bloomfield Blvd, facing east in the south lane from West Ave intersection



Photo 2: Facing east in the north lane in front of 754 Bloomfield Blvd



Photo 3: Facing west in the north lane in front of 716 Bloomfield Blvd



Photo 4: Facing west from east end (at Fourth Street) of Bloomfield Blvd



Photo 5: Facing west from south lane in front of 719 Bloomfield Blvd



Photo 6: Facing west from south lane in front of 759 Bloomfield Blvd



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: September 30, 2025

SUBJECT: Approval of the Amended MABAS Agreement & Resolution

Recommendation:

Approval and Signed Resolution of Amended Michigan Mutual Aid Box Alarm System Association Agreement (MABAS)



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Tim Gonzales, Fire Chief

DATE: September 30, 2025

RECOMMENDATION: I respectfully recommend that the City Council approve the attached Amended Michigan Mutual Aid Box Alarm System Association Agreement and authorize the Mayor (or other designated official) to execute the agreement on behalf of the City.

ISSUE STATEMENT

The purpose of entering into this amended agreement is to enhance our ability to respond to emergencies that exceed local capabilities by leveraging the collective resources of participating agencies across Michigan. Specifically, the agreement:

- Provides for mutual aid in fire suppression, rescue, EMS, hazardous materials response, technical rescue, and other serious threats to public health and safety.
- Establishes the authority for Fire Chiefs or their designees to request or provide aid in accordance with adopted MABAS procedures.
- Clarifies the responsibilities of responding and requesting agencies, including jurisdiction over personnel, liability, insurance, and cost-sharing.
- Creates a standardized framework for training, communications, and governance through the MABAS Executive Board.

DESCRIBE THE CONSEQUENCES

Approval of this amended agreement is in the best interest of the City and the Fire Department. Participation ensures:

- Access to specialized resources and personnel during large-scale or complex emergencies.
- Strengthened inter-agency cooperation across jurisdictions.
- A proven framework for effective emergency management and resource deployment.
- No significant cost to participate outside of maintaining existing insurance coverage.

OWNERSHIP

The Michigan Mutual Aid Box Alarm System Association (MABAS) was created to provide an organized, prearranged mutual aid system to ensure the most effective and efficient response to large-scale emergencies and disasters. The amended MABAS Agreement (Attachment A) supersedes prior versions and provides updated provisions to strengthen coordination, communication, and deployment of resources statewide.

SOLUTION

Participation ensures:

- Access to specialized resources and personnel during large-scale or complex emergencies.
- Strengthened inter-agency cooperation across jurisdictions.
- A proven framework for effective emergency management and resource deployment.
- No significant cost to participate outside of maintaining existing insurance coverage.

FACILITATE IMPLEMENTATION

I respectfully recommend that the City Council approve the attached Amended Michigan Mutual Aid Box Alarm System Association Agreement and authorize the Mayor (or other designated official) to execute the agreement on behalf of the City.

ATTACHMENTS

1. Attachment A - Amended MABAS Agreement
2. MABAS Agreement Resolution-9.18.25
3. Recommendation for Approval of the Amended MABAS Agreement

**AMENDED (2016) MICHIGAN MUTUAL AID BOX ALARM SYSTEM ASSOCIATION
AGREEMENT**

Effective Date: _____

BETWEEN

**PARTICIPATING POLITICAL SUBDIVISIONS AS SIGNATORIES
TO THIS INTERLOCAL AGREEMENT**

This Agreement is entered into between the participating units of local government “Parties” that execute this Agreement and adopt its terms and conditions as provided by law. This Agreement supersedes any and all prior Agreements and amendments to the Michigan Mutual Aid Box Alarm System Association Agreement.

WHEREAS, the Constitution of the State of Michigan, 1963, Article VII, Section 28, authorizes units of local government to contract as provided by law; and,

WHEREAS, the Urban Cooperation Act, of 1967, 1967 PA 7, MCL 124.501, et seq., provides that any political subdivision of Michigan or of another state may enter into interlocal agreements for joint exercise of power, privilege, or authority that agencies share in common and might each exercise separately; and,

WHEREAS, the Parties have determined that it is in their best interests to enter into this Agreement to secure to each the benefits of mutual aid in fire protection, suppression, rescue and emergency medical assistance, hazardous materials control, technical rescue and/or other emergency support for an Emergency, Disaster, or other Serious Threat to Public Health and Safety; and,

WHEREAS, the Parties have determined that it is in their best interests to form an association to provide for communications procedures, training, and other functions to further the provision of said protection of life and property during an Emergency, Disaster, or other Serious Threat to Public Health and Safety; and

WHEREAS, the Constitution and people of the State of Michigan have long recognized the value of cooperation by and among the state and its political subdivisions;

NOW, THEREFORE, the Parties agree as follows:

SECTION ONE

Purpose

It is recognized and acknowledged that in certain situations, such as natural disasters and man-made catastrophes, no political subdivision possesses all the necessary resources to cope with every possible Emergency, Disaster or Serious Threat to Public Safety, and an effective, efficient response can be best achieved by leveraging collective resources from other political subdivisions. Further, it is acknowledged that coordination of mutual aid through the Michigan Mutual Aid Box Alarm System Association (MI-MABAS) is most effective for best practices and efficient provision of mutual aid.

SECTION TWO

Definitions

The Parties agree that the following words and expressions, as used in this Agreement, whenever initially capitalized, whether used in the singular or plural, possessive or non-possessive, either within or without quotation marks, shall be defined and interpreted as follows:

- A. "Agreement" means the MI-MABAS Agreement.
- B. "Michigan Mutual Aid Box Alarm System" ("MABAS") means a definite and prearranged plan whereby response and assistance is provided to a

Requesting Party by an Assisting Party in accordance with the system established and maintained by MI-MABAS Members;

- C. “Party” means a political subdivision which has entered into this Agreement as a signatory;
- D. “Requesting Party” means any Party requesting assistance under this agreement;
- E. “Assisting Party” means any Party furnishing equipment, personnel, and/or services to a Requesting Party under this agreement;
- F. “Emergency” means an occurrence or condition in a Party’s jurisdiction which results in a situation of such magnitude and/or consequence that it cannot be adequately handled by the Requesting Party and such that a Requesting Party determines the necessity of requesting aid;
- G. “Disaster” means an occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or human-made cause, including fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, or similar occurrences resulting from terrorist activities, riots, or civil disorders;
- H. “Serious Threats to Public Health and Safety” means other threats or incidents such as those described as Disasters, of sufficient magnitude that the necessary public safety response threatens to overwhelm local resources and requires mutual aid or other assistance;

- I. “Division” means the geographically associated Parties which have been grouped for operational efficiency and representation of those Parties;
- J. “Training” means the regular scheduled practice of emergency procedures during non-emergency drills to implement the necessary joint operations of MI-MABAS;
- K. “Executive Board” means the governing body of MI-MABAS composed of Division representatives.
- L. “Effective Date” means the date on which the Agreement is first filed with the Department of State, the Office of the Great Seal, and each county where Parties are located.
- M. “Special Operations Teams” means MI-MABAS recognized teams of personnel with the requisite training and skill for Hazardous Materials Response, Technical Rescue Response (including Strike Teams and Michigan Task Force 1) and Incident Management Teams.

SECTION THREE

Establishment of the Association, the Divisions and Executive Board of MI-MABAS

A. Establishment of the Association

1. The Parties intend and agree that MI-MABAS is established as a separate legal entity and public body corporate pursuant to the Michigan Urban Cooperation Act of 1967, 1967 PA, MCL 124.505(c) and this Agreement.
2. Name of MI-MABAS. The formal name of the Association is “Michigan Mutual Aid Box Alarm System Association”.

3. Federal Tax Status. The Parties intend that MI-MABAS and all Divisions shall be exempt from federal income tax under Section 115(1) of the Internal Revenue Code of 1986, as amended, or corresponding provisions of any future tax code
4. State and Local Tax Status. The parties intend that the MI-MABAS and all Divisions shall be exempt from all State and local taxation including, but not limited to, sales, use, income, single business, and property taxes under the applicable provisions of the laws of the State.
5. Title to MI-MABAS Property. All property is owned by MI-MABAS as a separate legal entity. MI-MABAS may hold any of its property in its own name or in the name of one (1) or more of the Parties or Divisions, as determined by the Parties.
6. Principal Office. The principal office of the Association ("Principal Office") shall be at such locations determined by the MI-MABAS Executive Board.

B. Establishment of the Executive Board.

An Executive Board shall be established to consider, adopt, and amend needed rules, procedures, by-laws and any other matters deemed necessary by the Parties. The Executive Board shall consist of a member elected from each Division of MI-MABAS who shall serve as the voting representative of said Division of MI-MABAS matters, and may appoint a designee from his or her Division to serve temporarily in his or her stead. Such designee shall have all rights and privileges attendant to a representative of the Division. A President and Vice President shall be elected from the representatives of the

Parties and shall serve without compensation. The President and other officers shall coordinate the activities of the MI-MABAS Association.

SECTION FOUR

Duties of the Executive Board

The Executive Board shall meet regularly to conduct business and to consider and publish the rules, procedures, and bylaws of the MI-MABAS Association, which shall govern the Executive Board meetings and such other relevant matters as the Executive Board shall deem necessary.

SECTION FIVE

Rules and Procedures

Rules, procedures, and bylaws of the MI-MABAS Association shall be established by the Member Units via the Executive Board as deemed necessary for the purpose of administrative functions, the exchange of information, and the common welfare of the MI-MABAS.

SECTION SIX

Authority and Action to Effect Mutual Aid

- A. The Parties hereby authorize and direct their respective Fire Chief or his or her designee to take necessary and proper action to render and/or request mutual aid from the other Parties in accordance with the policies and procedures established and maintained by the MI-MABAS Association.

- B. Upon a Fire Department's receipt of a request from another Party for Fire Services, the Fire Chief, the ranking officer on duty, or other officer as designated by the Fire Chief shall have the right to commit the requested Firefighters, other personnel, and Fire Apparatus to the assistance of the requesting Party. The aid rendered shall be to the extent of available personnel and equipment not required for adequate protection of the territorial limits of the Responding Party. The judgment of the Fire Chief, or his or her designee, of the Responding Party shall be final as to the personnel and equipment available to render aid.
- C. An authorized representative of the Party which has withheld or refused to provide requested assistance under this Agreement shall immediately notify the Requesting Party, and shall submit an explanation for the refusal.

SECTION SEVEN

Jurisdiction Over Personnel and Equipment

Personnel dispatched to aid a party pursuant to this Agreement shall at all times remain employees of the Assisting Party, and are entitled to receive benefits and/or compensation to which they are otherwise entitled to under the Michigan Workers' Disability Compensation Act of 1969, any pension law, or any act of Congress.

Personnel dispatched intrastate to assist a party pursuant to this Agreement continue to enjoy all powers, duties, rights, privileges, and immunities as provided by Michigan Law. When Parties are dispatched pursuant to the Emergency Management Assistance Compact (EMAC), the Parties shall adhere to all provisions of the EMAC. Personnel rendering aid shall report for direction and assignment at the scene of the emergency to the Incident Commander of the Requesting Party.

SECTION EIGHT

Compensation for Aid

Equipment, personnel, and/or services provided pursuant to this Agreement, absent a state or federal declaration of emergency or disaster, excluding resources for Special Operations Teams, shall be at no charge to the Requesting Party for the first eight hours. Any expenses recoverable from third parties shall be equitably distributed among Responding Parties. Requests for a response from any MI-MABAS Special Operations Team may require full and complete reimbursement to the responding Team for all expenses, including but not limited to, expenses for equipment, personnel, management and administration, and all other services provided at an incident. The Executive Board shall adopt fee schedules that establish rates for Special Operations Team responses. Nothing herein shall operate to bar any recovery of funds from any state or federal agency under any existing statutes. The Parties reserve the right to waive any charges to a Requesting Party.

SECTION NINE

Insurance

Each Party shall procure and maintain, at its sole and exclusive expense, insurance coverage, including comprehensive liability, personal injury, property damage, worker's compensation, and, if applicable, emergency medical service professional liability, with minimum limits of \$1,000,000 auto and \$1,000,000 combined single limit general liability and professional liability. The obligations of the Section may be satisfied by a Party's membership in a self-insurance pool, a self-insurance plan, or arrangement with an insurance provider approved by the state of jurisdiction. The Executive Board

may require that copies or other evidence of compliance with the provisions of this Section be provided by the Parties to the Executive Board.

SECTION TEN

Liability

Each Party will be solely responsible for the acts of its own employees, agents, and subcontractors, the costs associated with those acts, and the defense of those acts. The Parties shall not be responsible for any liability or costs associated with those acts and the defense of those acts for Parties outside of their political jurisdictions. It is agreed that none of the Parties shall be liable for failure to respond for any reason to any request for Fire Services or for leaving the scene of an Incident with proper notice after responding to a request for service.

SECTION ELEVEN

No Waiver of Governmental Immunity

All of the privileges and immunities from liability, and exemptions from laws, ordinances and rules, and all pensions, relief, disability, worker's compensation and other benefits which apply to the activity of Parties, officers, agency, or employees of any public agents or employees of any public agency when performing their respective functions within the territorial limits for their respective agencies, shall apply to the same degree and extent to the performance of such functions and duties of such Parties, officers, agents, or employees extraterritorially under the provision of this Agreement. No provision of the Agreement is intended, nor shall any provision of this Agreement be construed, as a waiver by any Party of any governmental immunity as provided by the Act or otherwise under law.

SECTION TWELVE

Term

- A. The existence of MI-MABAS commences on the Effective Date and continues until terminated in accordance with this Section.
- B. Any Party may withdraw, at any time, from this Agreement for any reason, or for no reason at all, upon thirty (30) days written notice to the Association. The withdrawal of any Party shall not terminate or have any effect upon the provisions of this Agreement so long as the MI-MABAS remains composed of at least two (2) Parties. Parties withdrawing from MI-MABAS and subsequently requesting a mutual aid resource from a MI-MABAS member may be subject to reasonable fees for that resource according to the fee schedule established, and periodically reviewed and updated, by the Executive Board.

- C. This Agreement shall continue until terminated by the first to occur of the following:
- (i) The Association consists of less than two (2) Parties; or,
 - (ii) A unanimous vote of termination by the total membership of the Executive Board.

SECTION THIRTEEN

Miscellaneous

- A. Entire Agreement. This Agreement sets forth the entire agreement between the Parties. The language of this Agreement shall be construed as a whole according to its fair meaning and not construed strictly for or against any party. The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement.
- B. Severability of Provisions. If a Court of competent jurisdiction finds any provision of this Agreement invalid or unenforceable, then that provision shall be deemed severed from this Agreement. The remainder of this Agreement shall remain in full force.
- C. Governing Law/Consent to Jurisdiction and Venue. This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced, and governed under the laws of the State of Michigan.
- D. Captions. The captions, headings, and titles in this Agreement are intended for the convenience of the reader and not intended to have any substantive meaning and are not to be interpreted as part of this Agreement.

- E. Terminology. All terms and words used in this Agreement, regardless of the numbers or gender in which they are used, are deemed to include any other number and any other gender as the context may require.
- F. Recitals. The Recitals shall be considered an integral part of this Agreement.
- G. Amendment. The Agreement may be amended or an alternative form of the Agreement adopted only upon written agreement and approval of the governing bodies of all Parties. Amendments to this Agreement shall be filed with the Department of State, the Office of the Great Seal, each county of the State where a Party is located, and any other governmental agency, office, and official required by law. The undersigned unit of local government or public agency hereby adopts, subscribes, and approves this Agreement to which this signature page will be attached, and agrees to be a party and be bound by the terms.
- H. Compliance with Law. The Association shall comply with all federal and State laws, rules, regulations, and orders applicable to this Agreement.
- I. No Third Party Beneficiaries. Except as expressly provided herein, this Agreement does not create, by implication or otherwise, any direct or indirect obligation, duty, promise, benefit, right of indemnification (i.e., contractual, legal, equitable, or by implication) right of subrogation as to any Party's rights in this Agreement, or any other right of any kind in favor of any individual or legal entity.
- J. Counterpart Signatures. This Agreement may be signed in counterpart. The counterparts taken together shall constitute one (1) agreement.
- K. Permits and Licenses. Each Party shall be responsible for obtaining and maintaining, throughout the term of this Agreement, all licenses, permits, certificates, and governmental authorizations for its employees and/or agents

necessary to perform all its obligations under this Agreement. Upon request, a Party shall furnish copies of any permit, license, certificate or governmental authorization to the requesting party.

- L. No Implied Waiver. Absent a written waiver, no fact, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.
- M. Notices. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid to the person appointed to the governing board by the governing body of the participating agency.

Political Subdivision / Government Entity

Signature Chief Executive Official
(or authorized signature by resolution)

Printed Name (signatory)

Title

Date

Resolution #: _____
(political subdivision or government
entity approving body)

Date: _____

MI-MABAS Approval (*MABAS use only*)

Signature (President)

Printed Name

Date

RESOLUTION NO- -2025

BY THE CITY COUNCIL:

WHEREAS, the City of Jackson, Michigan, has the power, privilege, and authority to maintain and operate a fire department providing fire protection, fire suppression, emergency medical services, technical rescue, hazardous incident response, and other emergency response services (“Fire Services”); and

WHEREAS, Fire Services can further be improved by cooperation between political subdivisions during times of public emergency, conflagration or disaster (“Incidents”); and

WHEREAS, the Michigan Constitution of 1963, Article 7, § 28, and the Urban Cooperation Act of 1967, Act. No. 7 of the Public Acts of 1967, Ex. Sess., being MCL 124.501 et seq. (the “Act”), permit a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common and which each might exercise separately; and

WHEREAS, the City of Jackson is a party to an existing Mutual Aid Box Alarm System (MABAS) Agreement dated June 12, 2015 and now desires to enter into an Amended MABAS Agreement pursuant to the Act, to further improve Fire Services as set forth in **Attachment A** hereto; and

WHEREAS, the Mutual Aid Box Alarm System (MABAS), is a mechanism that may be used for deploying personnel and equipment in multi-jurisdictional or multi-agency emergency mutual aid response during designated Incidents; and

WHEREAS, entering into an amended MABAS agreement will further improve Fire Services in the existing Jackson MABAS division; and

WHEREAS, the City of Jackson has the authority to execute this Amended MABAS Agreement pursuant to resolution of its governing body; and

WHEREAS, the City of Jackson desires to commit personnel and equipment to another Party if deemed reasonable upon the request of another Party; and

WHEREAS, the City Council desires to enter into the Amended MABAS Agreement as detailed herein; and

NOW, THEREFORE, BE IT RESOLVED, the City of Jackson, Michigan, finds it is in the best interest of its citizens from a safety and fiscal standpoint to enter into the Amended MABAS Agreement within the Jackson MABAS Division and further authorizes the City Manager and/or the Fire Chief to execute same on behalf of the City.

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

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on _____.

IN WITNESS WHEREOF, I have hereunto affixed my
signature and the seal of the City of Jackson, Michigan, on this
_____ day of _____, 2025.

Andrea Muray, City Clerk

MEMORANDUM

DATE: September 19, 2025

TO: City Council
CC:

FROM: Fire Chief Tim Gonzales

SUBJECT: Recommendation for Approval of the Amended MABAS Agreement

Background

The Michigan Mutual Aid Box Alarm System Association (MABAS) was created to provide an organized, prearranged mutual aid system to ensure the most effective and efficient response to large-scale emergencies and disasters. The amended MABAS Agreement (Attachment A) supersedes prior versions and provides updated provisions to strengthen coordination, communication, and deployment of resources statewide.

Purpose

The purpose of entering into this amended agreement is to enhance our ability to respond to emergencies that exceed local capabilities by leveraging the collective resources of participating agencies across Michigan. Specifically, the agreement:

- Provides for mutual aid in fire suppression, rescue, EMS, hazardous materials response, technical rescue, and other serious threats to public health and safety.
- Establishes the authority for Fire Chiefs or their designees to request or provide aid in accordance with adopted MABAS procedures.
- Clarifies the responsibilities of responding and requesting agencies, including jurisdiction over personnel, liability, insurance, and cost-sharing.
- Creates a standardized framework for training, communications, and governance through the MABAS Executive Board.

Recommendation

Approval of this amended agreement is in the best interest of the City and the Fire Department. Participation ensures:

- Access to specialized resources and personnel during large-scale or complex emergencies.
- Strengthened inter-agency cooperation across jurisdictions.
- A proven framework for effective emergency management and resource deployment.
- No significant cost to participate outside of maintaining existing insurance coverage.

Action Requested

I respectfully recommend that the City Council approve the attached Amended Michigan Mutual Aid Box Alarm System Association Agreement and authorize the Mayor (or other designated official) to execute the agreement on behalf of the City.



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: September 30, 2025
SUBJECT: Special Event Application: No Kings Rally

Recommendation:

Approve a request from the Jackson County Democratic Committee to host the No Kings Rally on October 18, 2025, in downtown Jackson.

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

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



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: September 30, 2025

RECOMMENDATION: Approve a request from the Jackson County Democratic Committee to host the No Kings Rally on October 18, 2025, in downtown Jackson.

ISSUE STATEMENT

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$0.00
Public Works	X		\$600.00
		TOTAL	\$600.00

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Traffic cones, 15' stage, Withington Park

OWNERSHIP

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

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the Jackson County Democratic Committee to host the No Kings Rally on October 18, 2025, in downtown Jackson.

ATTACHMENTS

- 1. SEA-No Kings Rally



By: M. Evans Date: 9/16/25

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: NO KINGS RALLY

Sponsoring Organization Legal Name : JACKSON COUNTY DEMOCRATIC COMMITTEE

Street Address : 134 N. MECHANIC ST. JACKSON, MI 49201

Tax ID# : 38-1914331

Website : JACKSONCOUNTYDEMS.ORG

Contact Name 1 : AMADOR YBARRA

Email: AVYBARRA@GMAIL.COM

Phone: (517) 812-6039

Contact Name 2 : KIM MULVIHILL

Email: KJPT1@GMAIL.COM

Phone: (517) 983-8048

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

☒ Event Details

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

OCTOBER 18, 2025

11:00 AM

12:00 PM

2:00 PM

3:00 PM

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

What is the expected attendance? 300 +

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

NO KINGS RALLY

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



Description of Event

This description will be posted on the Special Events Calendar

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



Event Location

Please include the location on the map

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park

**requires Ella Sharp Board approval*



Other Location **WITHINGTON PARK**



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? **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* **ON SIDEWALK NEAR ADA PARKING**

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? **WE WILL BAG UP AND REMOVE ALL GARBAGE**

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

Reciprocals: How many bins will be provided? *Please include locations on the map **1**
For large events, how many roll-offs?

Cleanup: Who will handle post-event cleanup? **EVENT ORGANIZERS (AMADOR YBARRA)**

Additional notes: **WE WILL COLLECT AND REMOVE ANY AND ALL GARBAGE FROM THE EVENT.**



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?
\$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?

~~ELECTRICAL POWER TO RUN A PA SYSTEM~~

*Per Parks & Rec, no power available 9/18/25

Wattage needed: **100**

Number of plug-ins needed: **2**

Water: Do you need water?

Yes ☒ No

If yes, please indicate the needed requirement:

Location of where the water is needed:

Fireworks: Do you plan to do fireworks?

Yes ☒ No

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

Police Department: Do you require police assistance?

Yes ☒ No

If yes, please explain:

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? **2** **7**

☒ 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):

WE ARE AN ALL VOLUNTEER COMMUNITY ORGANIZATION. WE PROVIDE RESOURCES FOR COMMUNITY EVENTS.

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

Special Event Application Policy

Additional charges may incur if policies are broken.

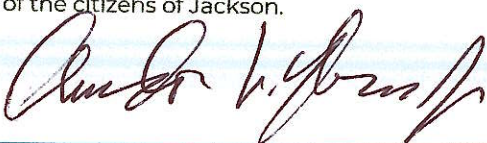
1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.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

Special Event Application

Certification and Signature

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

Signature:



Date:

9/15/25



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/15/2025

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 be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Walton Insurance Group 2929 Spring Arbor Rd. P.O. Box 3029 Jackson MI 49204		CONTACT NAME: Kathleen DeLaney PHONE (A/C, No, Ext): (517) 796-6226 FAX (A/C, No): (517) 796-6226 E-MAIL ADDRESS: kdelaney@waltoninsurancegroup.com	
INSURED Jackson County Democratic Committee 135 N Mechanic St Jackson MI 49201		INSURER(S) AFFORDING COVERAGE INSURER A: Auto Owners Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 18988	

COVERAGES**CERTIFICATE NUMBER:** CL24111529509**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	X		06343991	11/15/2024	11/15/2025	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ SCHEDULED AUTOS						\$
	☐ NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	☐ OCCUR						AGGREGATE \$
	EXCESS LIAB						\$
	☐ CLAIMS-MADE						
	DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

City of Jackson and Downtown Development Authority are additional insured for event taking place October 18, 2025.

CERTIFICATE HOLDER

(866) 971-2151 sallard@cityofjackson.org

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

CANCELLATION

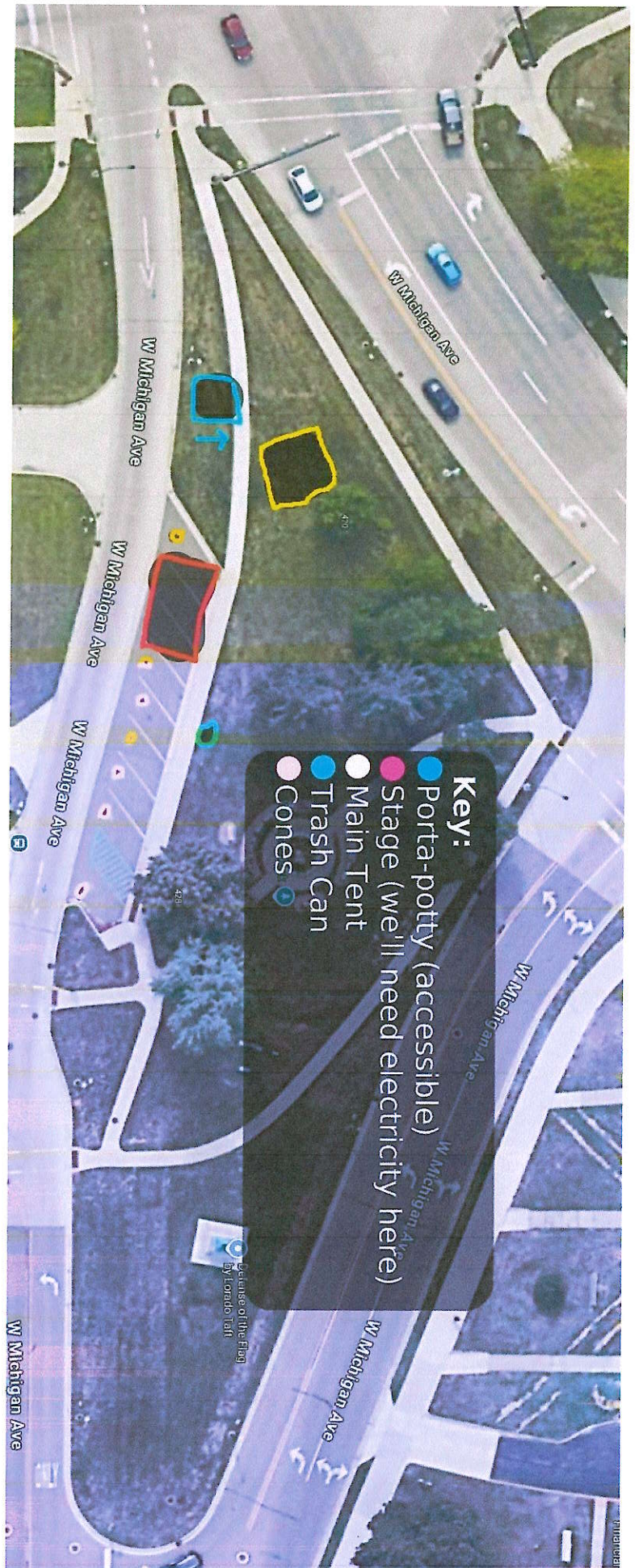
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

K DeLaney/KDELA

Kathleen DeLaney

Withingstons Park



ORDINANCE NO. 2025-03

AN ORDINANCE OF THE CITY OF JACKSON, MICHIGAN TO AMEND CHAPTER 25, ARTICLE II, VEHICLE AND TRAFFIC CODE, BY AMENDING SEC. 25-30, SCHEDULE OF PARKING FINES; PAYMENT; AUTHORITY TO VOID

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The purpose of this Ordinance is to amend Chapter 25, Article II, Vehicle and Traffic Code, Sec. 25-30, to simplify the process for the establishment of fines for automobile parking violations by City Council Resolution and to reflect current methods available for paying parking fines and align the authority to void parking citations with current practice.

Section 2.

That Chapter 25, Article II, Vehicle and Traffic Code, Sec. 25-30, is hereby amended to read as follows:

Sec. 25-30. - Parking fines; payment; authority to void.

- a) Fines for general parking violations shall be established by resolution of the City Council from time to time upon recommendation of the City Manager.
- b) Payment. All parking fines shall be paid to the City of Jackson Clerk's Office in City Hall located at 161 West Michigan Avenue, Jackson, Michigan.
- c) Authority to void. Both the City Manager and the City Attorney and their designee(s) are hereby authorized to void and/or modify any and all parking citations as deemed necessary; provided, further, that once a parking citation has become a district court matter, the City Attorney shall have the sole prosecutorial authority and discretion to dismiss any and all such parking citations.

Section 3. Effective Date.

This Ordinance takes effect thirty (30) days from the date of adoption. The foregoing Ordinance No. 2025-03 was adopted by Jackson City Council on September 30, 2025, and a summary was published on October 5, 2025.

Andrea Muray, City Clerk

Daniel Mahoney, Mayor

DEPARTMENTAL REPORT

MEMO TO: City Manager

FROM: Matthew M. Hagerty, City Attorney

DATE: September 16, 2025

RECOMMENDATION: Adopt for first reading an amendment to Sec. 25.30 of the City Code of Ordinances regarding parking fines, payment and authority to void parking citations.

ISSUE STATEMENT

Consider amendment of Section 25.30 as recommended by the office of the City Attorney with the concurrence of the City Engineer.

DESCRIBE THE CONSEQUENCES

Adoption of the ordinance revisions will simplify the process for the establishment of fines for automobile parking violations, modernize the ordinance to reflect current methods available for paying parking fines and align the authority to void parking citations with current practice.

OWNERSHIP

The primary reasons for the City Engineer's request to revise Section 25.30 are as follows:

- Make the establishment of citation fines and parking permit fees consistent
- Simply the process for modifying parking fines by allowing them to be established by resolution
- Provide greater transparency for parking system users by establishing fines and fees in a single accessible document

Secondary reasons for the City Engineer's request are as follows:

- Modernize Sec 25.30(b) to recognize that fine payments can be made online.
- Align Sec 25.30(c) to align with the current practice that has the authority to void parking citations designated to the City Engineer and the Parking Manager.

SOLUTION

To provide consistency and transparency in the establishment of parking permit fees and parking citation fines and to modernize payment and the authority to void parking citation to reflect current practice, it is recommended that Sec 25.30 be amended as shown on the attached documents.

FACILITATE IMPLEMENTATION

Adopt for first reading an amendment to Sec. 25.30 of the City Code of Ordinances regarding parking fines, payment and authority to void parking citations.

ORDINANCE NO. 2025-_____

AN ORDINANCE OF THE CITY OF JACKSON, MICHIGAN
TO AMEND CHAPTER 25, ARTICLE II, VEHICLE AND
TRAFFIC CODE, BY AMENDING SEC. 25-30, SCHEDULE
OF PARKING FINES; PAYMENT; AUTHORITY TO VOID

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The purpose of this Ordinance is to amend Chapter 25, Article II, Vehicle and Traffic Code, Sec. 25-30, to simplify the process for the establishment of fines for automobile parking violations by City Council Resolution and to reflect current methods available for paying parking fines and align the authority to void parking citations with current practice.

Section 2.

That Chapter 25, Article II, Vehicle and Traffic Code, Sec. 25-30, is hereby amended to read as follows:

Sec. 25-30. - ~~Parking fines; payment; authority to void.~~

- a) Fines for general parking violations shall be established by resolution of the City Council from time to time upon recommendation of the City Manager.
- b) ~~Payment.~~ All parking fines shall be paid ~~to~~, the City of Jackson Clerk's Office ~~in~~ City Hall located at 161 West Michigan Avenue, Jackson, Michigan.
- c) Authority to void. Both the ~~City Manager~~ and the ~~City Attorney and their designee(s)~~ are hereby authorized to void and/or modify any and all parking citations as deemed necessary; provided, further, that once a parking citation has become a district court matter, the ~~City Attorney~~ shall have the sole prosecutorial authority and discretion to dismiss any and all such parking citations.

Deleted: Schedule of p

Deleted: <#>The fine for violating the overtime parking prohibitions of this chapter shall be seven dollars (\$7.00) if paid within two (2) hours, fifteen dollars (\$15.00) if paid over two (2) hours but less than eight (8) days, and thirty dollars (\$30.00) thereafter.¶
The fine for violating the handicapped parking restrictions of this chapter shall be forty-five dollars (\$45.00) if paid within seventy-two (72) hours, ninety dollars (\$90.00) if paid over seventy-two (72) hours but less than eight (8) days, and one hundred eighty dollars (\$180) thereafter.¶
The fine for violating all other sections of the city's parking ordinance shall be seventeen dollars (\$17.00) if paid within seventy-two (72) hours, thirty-four dollars (\$34.00) if paid over seventy-two (72) hours but less than eight (8) days, and sixty-eight dollars (\$68.00) thereafter.¶

Deleted: <#>in person or by mail at

Deleted: <#>located on the first floor of the

Deleted: c

Deleted: m

Deleted: c

Deleted: a

Deleted: c

Deleted: a

Deleted: (Ord. No. 2004.3, § 1, 2-10-04; Ord. No. 2012.2, § 1, 2-7-12)¶

ORDINANCE NO. 2025-_____

**AN ORDINANCE OF THE CITY OF JACKSON, MICHIGAN
TO AMEND CHAPTER 25, ARTICLE II, VEHICLE AND
TRAFFIC CODE, BY AMENDING SEC. 25-30, SCHEDULE
OF PARKING FINES; PAYMENT; AUTHORITY TO VOID**

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The purpose of this Ordinance is to amend Chapter 25, Article II, Vehicle and Traffic Code, Sec. 25-30, to simplify the process for the establishment of fines for automobile parking violations by City Council Resolution and to reflect current methods available for paying parking fines and align the authority to void parking citations with current practice.

Section 2.

That Chapter 25, Article II, Vehicle and Traffic Code, Sec. 25-30, is hereby amended to read as follows:

Sec. 25-30. - Parking fines; payment; authority to void.

- a) Fines for general parking violations shall be established by resolution of the City Council from time to time upon recommendation of the City Manager.
- b) Payment. All parking fines shall be paid to the City of Jackson Clerk's Office in City Hall located at 161 West Michigan Avenue, Jackson, Michigan.
- c) Authority to void. Both the City Manager and the City Attorney and their designee(s) are hereby authorized to void and/or modify any and all parking citations as deemed necessary; provided, further, that once a parking citation has become a district court matter, the City Attorney shall have the sole prosecutorial authority and discretion to dismiss any and all such parking citations.

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: September 16, 2025
SUBJECT: Amendment to Sec. 25.30 of the City Code of Ordinances

RECOMMENDATION:

Adopt for first reading an amendment to Sec. 25.30 of the City Code of Ordinances regarding parking fines, payment and authority to void parking citations.

Attached is a report from Troy White, City Engineer regarding an amendment for the above Ordinance. I recommend adoption of the first reading. Your consideration and concurrence is appreciated.

JG



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: September 30, 2025

SUBJECT: One-year contract extension with Executive Property Management of Michigan for Downtown Sidewalks and Parking Lot Snow Removal and Police Department Sidewalk and Parking Lot Snow Removal

Recommendation:

Approval of the fourth one-year contract extension with Executive Property Management of Michigan for Downtown Sidewalks and Parking Lot Snow Removal and Police Department Sidewalk and Parking Lot Snow Removal at a cost of \$95,855 for the fiscal year 2025/26.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Mike Osborn, Director of Public Works
DATE: September 30, 2025

RECOMMENDATION: I recommend the approval of the fourth one-year extension with Executive Property Management of Michigan for Downtown Sidewalks and Parking Lot Snow Removal and Police Department Sidewalk and Parking Lot Snow Removal at an estimated cost of \$95,855, for the fiscal year 2025/26.

ISSUE STATEMENT

The City of Jackson for winter maintenance purposes maintains the following partial listing of items with approximate quantities. Snow removal and ice control from approximately 20,413 lineal feet of sidewalk and 11 city-owned parking lots as well as snow removal and ice control at the for City of Jackson Police department property.

DESCRIBE THE CONSEQUENCES

DPW does not have the staff to take care of downtown snow removal in addition to the normal tasks during a snow event. It is important to supplement with the contractor for downtown sidewalk and parking lot snow removal. If we don't, I'm afraid DPW would not be able to keep up, and snow would remain piled up on the downtown sidewalks and parking lots.

OWNERSHIP

In October 2021 the City Council awarded the Downtown Sidewalk and Parking Lot Snow Removal and Police Department Sidewalk and Parking Lot Snow Removal contract to Executive Property Management (EPM) of Michigan as they were the lowest bidder. The current contract with EPM is subject to five, one (1) year renewals contingent upon the approval of both parties, along with an inflationary 3% increase. In this case, both parties agree to renew it, and the contract amount shall be increased by 3%. This will be the fourth renewal.

SOLUTION

The city typically utilizes contractor services after winter storm events to remove snow and ice from city sidewalks and parking lots and maintain them on an as-needed basis. The contractor's services augment the services provided by the City's staff, in an effort to provide a faster response and better service to the residents and businesses. EPM has worked in the past as the City's contractor providing

these services and has done an exceptional job. This work is vital to maintaining the sidewalks and parking lots during winter storm events. The ability to utilize this contractor will aid in improving our response time and increase safety for pedestrians and motorists. If we didn't utilize a contractor for this work, snow would pile up quickly during winter storms in downtown parking lots and sidewalks.

Funding for these services is budgeted in the contractual services accounts for the following funds:

Fund Number	Fund Description	Location	Amount
101-465	General Fund Grounds Maintenance	Sidewalks	\$ 54,598
518-586	Parking Assessment Fund	Parking Lots	\$ 35,219
514-587	Auto Parking System Fund	Parking Lot #3	\$ 4,260
101-301	Police Department	Police Department	\$ 1,778
Fiscal Year 2025/26 Estimated Contract Cost			\$ 95,855

FACILITATE IMPLEMENTATION

I recommend the approval of the fourth one-year extension with Executive Property Management of Michigan for Downtown Sidewalks and Parking Lot Snow Removal and Police Department Sidewalk and Parking Lot Snow Removal at an estimated cost of \$95,855, for the fiscal year 2025/26.

ATTACHMENTS

- 1. EPM 3% increase letter



2840 Shirley Dr
Jackson, MI 49201
(517) 990-0110

August 5, 2025

RE: Snow & Ice Management Services 2025- 2026 Season

To Whom It May Concern:

It's been brought to my attention that our contract for the City of Jackson's Snow & Ice Management Services is eligible for a one-year extension with a 3% increase in pricing. I accept this arrangement and would be happy to continue our services according to the scope of work in the current contract.

Please advise or forward any needed paperwork to my email address:
Nick@EPMofMichigan.com.

I appreciate your continued loyalty.

Regards,

A handwritten signature in black ink, appearing to read "Nick Klotz", with a long horizontal flourish extending to the right.

Nicholas A. Klotz

President



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: September 30, 2025

SUBJECT: Purchase and installation of a new steam boiler in the Wastewater Treatment Plant (WWTP) maintenance garage from Adrian Mechanical Services in the amount of \$147,390.00.

Recommendation:

Approve the purchase and installation of a new steam boiler in the Wastewater Treatment Plant (WWTP) maintenance garage from Adrian Mechanical Services in the amount of \$147,390.00.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Mike Osborn, Director of Public Works
DATE: September 30, 2025

RECOMMENDATION: Approve the purchase and installation of a new steam boiler in the Wastewater Treatment Plant (WWTP) maintenance garage from Adrian Mechanical Services in the amount of \$147,390.00.

ISSUE STATEMENT

The existing steam boiler in the WWTP maintenance garage has exceeded its planned life cycle and is in need of replacement following some operational failures during the last heating season. Bid specifications were issued, and four qualifying bid proposals have been returned (see attached bid tabulation).

DESCRIBE THE CONSEQUENCES

The boiler in this part of the facility provides heat to the maintenance garage, the scum separator building and the thickened sludge pump building. Without proper heat, these buildings would not be able to function properly during the winter months.

OWNERSHIP

The existing boiler unit was installed in the early 1990's with the addition of maintenance garage space, and as such has functioned as necessary until recently. Our maintenance contractor indicated to us the failure of the existing unit is imminent and repairs on a unit of this age and condition will not sustain or increase the lifespan.

SOLUTION

The best solution to the impending failure of the existing boiler unit is to replace it with a new boiler. This replacement has been appropriately planned and included in the current 2025/2026 budget for the WWTP.

FACILITATE IMPLEMENTATION

Approve the purchase and installation of a new steam boiler in the Wastewater Treatment Plant (WWTP) maintenance garage from Adrian Mechanical Services in the amount of \$147,390.00.

ATTACHMENTS

1. LUMP SUM PRICING TO INCLUDE ALL TESTING, INSPECTIONS, PERMITS, PARTS AND LABOR

Bid Tabulation - WASTEWATER TREATMENT PLANT STEAM BOILER REPLACEMENT SEPTEMBER 10, 2025					Adrian Mechanical Services 953 W. Beecher St. Adrian MI 49221		Allied Mechanical Services 5688 East ML Ave. Kalamazoo MI 49048		Monroe Plumbing and Heating 121 North Tecumseh St. Adrian MI 49221		Paul E Bengel Co 420 E. Prospect St. Jackson MI 49203	
	Line Item	Description	QTY	Unit of Measur e	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
		REMOVAL & HAULING OF		LUMP								
	1	EXISTING	1	SUM	\$5,904.00	\$5,904.00	\$10,000.00	\$10,000.00	\$6,050.00	\$6,050.00	\$10,000.00	\$10,000.00
		NEW EQUIPMENT &		LUMP								
	2	PARTS	1	SUM	\$105,988.00	\$105,988.00	\$135,626.00	\$135,626.00	\$67,568.00	\$67,568.00	\$121,500.00	\$121,500.00
		ALL LABOR, PERMITS, INSPECTIONS &		LUMP								
	3	TESTING	1	SUM	\$35,498.00	\$35,498.00	\$56,185.00	\$56,185.00	\$75,377.00	\$75,377.00	\$33,500.00	\$33,500.00
		Total				\$147,390.00		\$201,811.00		\$148,995.00		\$165,000.00

X