AGENDA – CITY COUNCIL MEETING  
February 25, 2020  
6:30 p.m.

1. CALL TO ORDER.

2. PLEDGE OF ALLEGIANCE – Invocation will be given by the guest of Fifth Ward City Councilmember Kelsey Heck.

3. ROLL CALL.

4. ADOPTION OF AGENDA.

5. PRESENTATIONS/PROCLAMATIONS.

6. PUBLIC HEARINGS.

A. Public Hearing for the Necessity for Street Reconstruction and Water and Sewer Main Replacement – S. Martin Luther King, Jr. Drive, Morrell Street to Mason Street:
   Hold a public hearing for the necessity for street reconstruction, and water and sewer main replacement on S. Martin Luther King, Jr. Drive from Morrell Street to Mason Street.

   1. Resolution ordering the construction and preparation of the special assessment roll.

   Recess as a City Council and Convene as a Board of Review.

B. Public Hearing on Special Assessment Roll No. 3414 for Alley Reconstruction of the First Alley East of Mechanic, Cortland to Michigan and Mid-Block Branch Alley.

   1. Resolution confirming Roll No. 3414.

Adjourn as a Board of Review and Reconvene as City Council.
7. **CITIZEN COMMENTS.** (3-Minute Limit)

8. **PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES.** (Accept & Place on File).

   A. **City Planning Commission Annual Report (2019).**
      Accept and place on file the City Planning Commission Annual Report for 2019.

   B. **City Summary of Revenue and Expenditures.**
      Accept and place on file the City of Jackson’s summary of revenue and expenditures for seven (7) months ended, January 31, 2020.

   C. **CDBG and HOME Financial Summaries through January 31, 2020.**
      Accept and place on file the Community Development Block Grant and HOME Financial Summaries through January 31, 2020.

9. **CONSENT CALENDAR.**

   A. **Minutes of the Regular Meeting of February 11, 2020:**
      Approve the minutes of the regular City Council meeting of February 11, 2020.

   B. **Appointment/Confirmation of Acting City Manager to Various Boards and Commissions:**
      Approve the Mayor’s recommendation to appoint/confirm the Acting City Manager Jonathan Greene, to serve on various boards, commissions and committees.

   C. **Jackson Pride Center’s Pride Festival:**
      Approve a request from Jackson Pride Center to host their Pride Festival on Saturday, August 22, 2020, at Horace Blackman Park, Bucky Harris Park, CP Federal City Square, and various downtown streets.

   D. **Orthopaedic Rehab Specialists’ 8k/5k Run/Walk:**
      Approve a request from Orthopaedic Rehab Specialists, P.C. to conduct their annual 8k/5k Run/Walk on Saturday, April 25, 2020, from 6:00 – 11:00 a.m. on the streets of downtown Jackson.

   E. **Jackson Law Enforcement Memorial:**
      Approve a request from the Jackson Police Honor Guard to conduct their annual Jackson Law Enforcement Memorial on Wednesday, May 6, 2020, at 9:00 a.m. to 2:00 p.m. at CP Federal City Square and Horace Blackman Park.

   F. **Jackson American Association of University Women (AAUW) Flower Sale Distribution:**
      Approve a request from Jackson American Association of University Women (AAUW) to conduct their Flower Sale Distribution event on Thursday, May 7, 2020, from 7:30 a.m. to 3:00 p.m. at the Grand River Farmers Market.
G. Jackson Downtown Development Authority 2020 Cruise Ins and Concerts:
Approve a request from the Jackson Downtown Development Authority, Michigan Theatre, and Jackson Symphony Orchestra to conduct their Cruise In and Concert events on May 22, June 26, July 24, August 28, and September 25, 2020 from 5:00 p.m. to 9:30 p.m. in downtown Jackson.

H. Food Truck Tuesdays:
Approve a request from the Jackson Downtown Development Authority, Michigan Theatre, and Jackson Symphony Orchestra to conduct their Food Truck Tuesday events on June 2 & 16, July 7 & 21, August 4 & 18, 2020 from 9:00 a.m. to 2:30 p.m. in CP Federal City Square and Horace Blackman Park.

I. Junior Achievement Grand Prix:
Approve a request from Junior Achievement of the Michigan Edge, Inc., to conduct the Junior Achievement Grand Prix on Friday, June 26, 2020, in downtown Jackson.

J. Gus Macker 3-on-3 Basketball Tournament:
Approve a request from Experience Jackson to conduct the Gus Macker 3-on-3 Basketball Tournament on Friday, July 24 – Sunday, July 26, 2020, on the streets of downtown Jackson.

K. Receipt of Street/Alley Vacation Petition:
Receipt of a petition circulated by Michael Venetis to vacate an alley on the northeast corner of Louis Glick Highway and Jackson Street, and referral to staff for appropriate action.

L. Resolution to Repeal the Easement on City-Owned Property Included in the Alley Vacation Resolution Approved on January 2, 1996:
Approve a resolution to repeal the easement on City-Owned property included in the alleyway vacation dated January 2, 1996, described as: A 15.5 FOOT WIDE ALLEY RUNNING 132 FEET SOUTH FROM THE SOUTH LINE OF CORTLAND STREET BETWEEN LOT 2 ON THE WEST AND LOT 6 ON THE EAST, BLOCK 2 SOUTH, RANGE 1 EAST, CITY OF JACKSON.

10. OTHER BUSINESS.

A. Ordinance No. 2020-02, Repealing Several Sections of Chapter 4, City Code, to Allow the County of Jackson to Resume Enforcement of Animal Control Protection. (Second/Final Reading).
Recommendation: Final adoption of Ordinance 2020-02 repealing several sections of Chapter 4, City Code, to allow the County of Jackson to resume enforcement of animal control protection, which will promote proper control and care of animals in the City of Jackson.
11. NEW BUSINESS.

A. Application for Waiver of Underfunded Status – Act 345 Policemen & Firemen Pension.
   Recommendation: Approve the Application for Waiver of Underfunded Status – Act 345 Policemen & Firemen Pension.

B. JNET Interlocal Agreement.
   Recommendation: Approve and execute the Jackson Narcotics Enforcement Team (JNET) Interlocal Agreement.

C. Identify CDBG and HOME Projects for FY 2020-2021, And Establish Preliminary Funding Allocations for those Projects.
   Recommendation: Identify Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Projects for Fiscal Year 2020-2021, and establish preliminary funding allocations for those projects.

D. Confirmation of Interim City Manager.
   Recommendation: Consider the appointment of an Interim City Manager.

12. CITY COUNCILMEMBERS’ COMMENTS.

13. MANAGER’S COMMENTS.

14. ADJOURNMENT.
MEMO TO:  Honorable Mayor and City Councilmembers  
FROM:    Andrea Muray, City Clerk  
DATE:    February 25, 2020  
SUBJECT: Public Hearing and Resolution determining the necessity for street reconstruction and water and sewer main replacement on S. Martin Luther King Jr. Drive, Morrell Street to Mason Street.

RECOMMENDATION:

Public hearing of necessity for street reconstruction and water and sewer main replacement on S. Martin Luther King Jr. Drive, Morrell Street to Mason Street.

A. Resolution ordering the construction and preparation of the special assessment roll.

A public hearing was established at the City Council’s January 28, 2020 meeting for February 25, 2020. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner.

I recommend approval. Your consideration and concurrence is appreciated.

C: Patrick Burtch, City Manager
RESOLUTION

STREET RECONSTRUCTION AND WATER AND SEWER MAIN REPLACEMENT

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street reconstruction and water and sewer main replacement on S. Martin Luther King Jr. Drive, Morrell Street to Mason Street the following estimated costs, to wit:

<p>| | |</p>
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<td>Street Construction Assessments</td>
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<td>Major Street Funds</td>
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<td>Sewer Funds</td>
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<td>Water Funds</td>
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<td><strong>Total Project Cost</strong></td>
<td><strong>$ 2,466,404.75</strong></td>
</tr>
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WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 25th day of February, 2020 at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

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

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

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

*   *   *   *   *

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

I, Andrea Muray., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 25th day of February, 2020.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 26th day of February, 2020.

_________________________________                    _______________________________
Andrea Muray, City Clerk       Derek J. Dobies, Mayor
MEMO TO: Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: February 25, 2020
SUBJECT: Confirmation of Special Assessment Roll No. 3414

Recommendation:

RECESS AS A CITY COUNCIL AND CONVENE AS A BOARD OF REVIEW:

A. Public Hearing on Special Assessment Roll No. 3414 for alley reconstruction of the first
   alley east of Mechanic, Cortland to Michigan and mid-block branch alley.

   1. Resolution confirming Roll No. 3414

ADJOURN AS A BOARD OF REVIEW AND RECONVENE AS CITY COUNCIL

The required notice was published in the Jackson Citizen Patriot and a notification letter was sent
to each property owner.

Attached is the resolution.

I recommend adoption of the resolution after its public hearing is held. Your consideration and
concurrence is appreciated.
RESOLUTION
ALLEY RECONSTRUCTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning alley reconstruction of first alley east of Mechanic, Cortland to Michigan & mid-block branch alley which assessments were by him placed on Assessment Roll No. 3414 in the amount of $91,889.01 and reported to the City Council as its meeting held on the 25th day of February, 2020; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday February 25, 2020, at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said special assessment as contained in said roll; and

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

NOW, THEREFORE, BE IT RESOLVED, that each and all of the special assessments as contained in said roll are hereby confirmed and made valid liens against the property and valid claims against the owners thereof, and the City Clerk is hereby directed to make certificates of this determination and attach the same to said roll and to turn said roll over to the City Treasurer for collection; and

BE IT FURTHER RESOLVED that each and all of the special assessments contained in Roll No. 3414 shall be divided into 10 equal installments, the first of which shall be payable by July 1, 2020 without interest charge; and the remaining installments, plus a 1.45% annual interest charge on each installment, shall be due annually on May 31st of each subsequent year until each of the special assessments has been paid in full; provided, however, that in the event the City issues bonds in anticipation of special assessments, the unpaid balance of said special assessments shall, in accordance with Section 22-9 of the Jackson City Code of Ordinances, bear a rate of interest which shall be one percent (1%) above the average interest cost of said special assessment bonds.

BE IT FURTHER RESOLVED that the unpaid balance of any special assessment, including pro rata interest charges, may be paid in full at any time and that each and any special assessment may be paid without interest if payment in full is made prior to July 1, 2020.

*    *    *    *    *

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

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 25th day of February, 2020.

IN WITNESS WHEREOF, I have affixed my signature and the Seal of the City of Jackson, Michigan, on this 26th day of February 2020.

________________________________________________
Andrea Muray, City Clerk

_________________________________________________
Derek J. Dobies, Mayor
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<tr>
<th>Sp. District</th>
<th>Parcel #</th>
<th>Owner Name</th>
<th>Principal Fee</th>
<th>Interest Fee</th>
<th>Addtl Penalty</th>
<th>Total Installment</th>
<th>Prin Bal Payoff</th>
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Total Parcels: 7

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$104,826.18 $118,712.50 $76,581.83

Main Alley $95,349.95
Small Alley $35,682.78
February 7, 2020

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

Please place on the agenda for Tuesday, January 28, 2020, the following special assessment roll(s), setting a public hearing for Tuesday, February 25, 2020:

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<tr>
<th>ROLL NUMBER</th>
<th>ROLL PURPOSE</th>
<th>AMOUNT ASSESSED</th>
<th>INSTALLMENTS</th>
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<td>3414</td>
<td>Reconstruct First Alley E. of Mechanic, Cortland to Michigan &amp; Mid-Block Branch Alley</td>
<td>$91,889.01</td>
<td>10</td>
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</table>

The above special assessment roll(s) will be confirmed by the City Council on said Tuesday, February 25, 2020.

Sincerely,

[Signature]

Deborah Koehn
Senior Appraiser

Copy: City Manager's Office, Engineering, Water Department, Public Works, NEO, File
<table>
<thead>
<tr>
<th>Sp. District</th>
<th>Parcel #</th>
<th>Owner</th>
<th>Principal Admin Fee</th>
<th>Interest Penalty</th>
<th>Addtl Penlty Cert Fee</th>
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<tr>
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<td>S 21 FT OF LOTS 1 &amp; 2 &amp; N 22.5 FT OF W 1/2 OF LOT 3 ALSO N 29 FT OF E 1/2 OF LOT 3 B1S R2E OF ORIGINAL PLAT OF VILLAGE JACKSONBURG</td>
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<td>W 22.5 FT OF N 120 FT OF LOT 5 B1S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3414</td>
<td>5-001500000</td>
<td>RPV 1ST ALLEY E O ABEL ROBERT L</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
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<tr>
<td></td>
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<td>14,737.50</td>
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<tr>
<td>E 22.5 FT OF W 45 FT OF N 120 FT OF LOT 5 B1S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG</td>
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<td>E 21 FT OF N 120 FT OF LOT 5 &amp; W 9 INCHES OF N 120 FT OF LOT 6 B1S R2E OF ORIGINAL PLAT OF VILLAGE OF JACKSONBURG</td>
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<tr>
<td>Total Parcels: 7</td>
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<td>91,889.01</td>
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PLANNING COMMISSION ANNUAL REPORT (2019)

1. Membership

<table>
<thead>
<tr>
<th>Planning Commission Member</th>
<th>Term Expiration</th>
</tr>
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<tbody>
<tr>
<td>Laura Schlecte</td>
<td>12/31/20</td>
</tr>
<tr>
<td>James Stark</td>
<td>12/31/19</td>
</tr>
<tr>
<td>Patrick Burtch</td>
<td>City Manager</td>
</tr>
<tr>
<td>Derek Dobies</td>
<td>Mayor</td>
</tr>
<tr>
<td>Sheila Troxel</td>
<td>12/31/21</td>
</tr>
<tr>
<td>Clyde Mauldin</td>
<td>12/31/21</td>
</tr>
<tr>
<td>Colleen Sullivan</td>
<td>11/30/19-Councilwoman</td>
</tr>
<tr>
<td>Connor Wood</td>
<td>12/31/20</td>
</tr>
<tr>
<td>Sarah Saucedo</td>
<td>12/31/20</td>
</tr>
</tbody>
</table>

2. Meetings (MPEA requires four meetings annually)

The City Planning Commission met six (6) times in 2019. This meets the requirements of the MPEA.

3. Master Plan Review

The City and its various boards and commissions continue to work towards the vision and goals established in the Master Plan adopted in 2016. No amendments were made to the Master Plan in 2019.

4. Zoning Ordinance Amendments

- Below are the sections amended in 2019
  - i. Sec. 28-115 (Building Design Standards)- Metal Roofing Systems, Fenestration Standards, Fencing Standards
  - ii. Sec. 28-140 (Additional Development Requirements for Certain Permitted Uses)- Medical Marihuana Facilities Ordinance
- The following are rezoning requests in 2019 including: location, request description, and status
  - i. The CPC reviewed:
    - 1. 301 N. Jackson St: City-initiated Request to rezone from I-1 to C-3; request was APPROVED
    - 2. 206 W. Louis Glick Hwy: City-initiated request to rezone from I-1 to C-3; request was APPROVED
    - 3. 810 Greenwood Ave: City-initiated request to rezone from C-4 to C-2; request was APPROVED
5. Development Reviews

- Omni Source: 800 Lewis St- Mobile Torching Enclosure and landscaping/screening improvements along Lewis St; Commission recommended approval in accordance with staff’s recommendations on 2/6/19
- Jackson Young Professionals: Bright Walls Mural Festival- throughout downtown; Commission approved in accordance with staff’s recommendations on 2/6/19
- Otsego Ave- Partial Street Vacation Request; Commission approved in accordance with staff’s recommendation on 4/3/2019
- Mural Request: Pet Station at 1617 E. Michigan Ave; Request to Install Mural at west side of building; Commission approved with conditions on 11/6/2019

*The majority of site plans proposed within the City of Jackson are reviewed administratively, with select reviews done by the Planning Commission based on conditions stated within the Zoning Ordinance.

6. Site Plans Reviewed/Projects Completed in 2019

- Family Dollar- 805 N. Francis St.- Site Renovation In Progress
- The 200-200 N. Jackson St.- In Progress
- Francis Senior Lofts- 119 E. Wesley St- In Progress
- Comerica Bank- Redevelopment of Site and New Construction at 301 N. Jackson St- In Progress
- Chem Dry- Redevelopment of Site and Building at 206 W. Louis Glick Hwy- In Progress
- The Pickle Barrel Deli- 1221 S. West Ave. – In-Progress
- McDonald’s Façade Renovation- 1105 N. West Ave- Completed
- Popeye’s Chicken New Construction- 970 N. West Ave- In-Progress
- PS Food Mart- Redevelopment- 815 Lansing Ave- Complete
- Dollar General- Redevelopment of Site and Building- 216 W. Morrell St.- In Progress
- Redevelopment of 135 E. Michigan Ave- In Progress
- Ogma Brewery- 129 E. Michigan Ave- In Progress
- Vermeulen’s Building Renovation- 135 W. Cortland- In Progress
- Masonic Temple- 145 W. Cortland- In Progress
- Jackson County Fairgrounds/Keeley Park- 104 W. Ganson- In Progress
- Henry Ford Allegiance Health- Building Entrance Project- In Progress
- Christoff and Sons Floor Covering- 400 N. Mechanic St- Redevelopment of Site and Building- In Progress

7. Actions by Legislative Body (actions taken by the legislative body related to planning and development)

- In 2019, the Jackson City Council approved several transportation-related projects, including the Greenwood Ave and Jackson St. Traffic Circle and road reconstruction, and the renaming of Francis St. to Martin Luther King Jr. Dr.
- The City Council also opted in to allow Medical and Adult Use Marihuana Establishments within the City of Jackson. City administration is currently reviewing applications for new facilities.
- Redevelopment of the former Vermeulen’s Furniture Store and Masonic Temple have progressed with continued support from City Council.

Other neighborhood improvement projects included approval of a housing project on the block between W. Mason St. and W. Franklin St. and just west of S. Mechanic St. in conjunction with Habitat for Humanity.
8. **Zoning Map** (Reviewed rezoning requests to analyze potential development trends)
   - There were three rezoning requests in 2020, all of which were city-initiated. Two of the properties (206 W. Louis Glick Hwy and 301 N. Jackson St.) were located downtown and the rezoning requests reflect the city's desire to greater incorporate the formerly industrial properties into the fabric of the downtown. The rezonings were in accordance with the Future Land Use Plan of the Master Plan.
   - The third rezoning occurred at 810 Greenwood Ave. The property was the only property zoned C-4 in the neighborhood with all other properties zoned C-2: Community Commercial. Now vacant, the building was cited numerous times in the previous years for illegal operation and commercial development that was detrimental to the surrounding properties. The building is scheduled to be demolished. The downzoning was city-initiated and will have the impact of placing tighter restrictions on future commercial development that could have an impact on surrounding residential properties.

9. **Trainings/Joint Meetings**
   - There were no joint meetings held in 2019. The Michigan Association of Planning hosted a Planning and Zoning Essentials workshop in the spring of 2019 of which some ZBA Board Members and Planning Commissioners attended.
City of Jackson, Michigan
Financial Statements
As of and For the 7 Months Ended January 31, 2020.
(Unaudited)

INDEX:

<table>
<thead>
<tr>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Expenditure Summary</td>
<td>1-2</td>
</tr>
<tr>
<td>All Other Funds - Expenditure Summary</td>
<td>3-4</td>
</tr>
<tr>
<td>All Funds - Revenue Summary</td>
<td>5-6</td>
</tr>
<tr>
<td>Notes to Revenue &amp; Expenditure Summaries</td>
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## General Government:

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<thead>
<tr>
<th>Function Department</th>
<th>2019/20 Budget</th>
<th>Actual Year To Date</th>
<th>Actual Month To Date</th>
<th>Percent Favorable</th>
<th>Variance - Favorable</th>
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<tbody>
<tr>
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<td>Original</td>
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<td>City Council</td>
<td>119,571</td>
<td>119,571</td>
<td>10,351</td>
<td>65,702</td>
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<td>Charter Review</td>
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<tr>
<td>City Manager</td>
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<td>87,842</td>
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<tr>
<td>Finance</td>
<td>460,500</td>
<td>460,500</td>
<td>47,507</td>
<td>258,704</td>
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</tr>
<tr>
<td>City Clerk</td>
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<td>206,337</td>
<td>25,917</td>
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<tr>
<td>Management Info. Services</td>
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<td>38,154</td>
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<td>City Treasurer</td>
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<td>10,022</td>
<td>67,408</td>
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<td>City Clerk-Elections</td>
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<td>70,108</td>
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<td>Unallocated</td>
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<td><strong>Total General</strong></td>
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## Judicial:

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<tr>
<th>Function Department</th>
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<th>Actual Year To Date</th>
<th>Actual Month To Date</th>
<th>Percent Favorable</th>
<th>Variance - Favorable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Original</td>
<td>Amended</td>
<td>Spent</td>
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<td></td>
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<td>Admin. Hearings Bureau</td>
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<td>305,269</td>
<td>8,538</td>
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<tr>
<td><strong>Total Judicial</strong></td>
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<td>305,269</td>
<td>8,538</td>
<td>501,240</td>
<td>164.20%</td>
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</table>

## Public Safety:

<table>
<thead>
<tr>
<th>Function Department</th>
<th>2019/20 Budget</th>
<th>Actual Year To Date</th>
<th>Actual Month To Date</th>
<th>Percent Favorable</th>
<th>Variance - Favorable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Original</td>
<td>Amended</td>
<td>Spent</td>
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<td></td>
</tr>
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<td>Police</td>
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<td>6,007</td>
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<td>Consortium Training</td>
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<td>0</td>
<td>9,490</td>
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<td>In Service Training</td>
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<td>Fire Suppression</td>
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<td>4,337,044</td>
<td>496,122</td>
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<td>2,103,393</td>
<td>176,261</td>
<td>1,232,841</td>
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<td><strong>Total Public Safety</strong></td>
<td>17,168,626</td>
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<td>1,840,736</td>
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<td>57.55%</td>
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## Public Works:

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<th>Function Department</th>
<th>2019/20 Budget</th>
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<th>Actual Month To Date</th>
<th>Percent Favorable</th>
<th>Variance - Favorable</th>
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<tr>
<td>Forestry</td>
<td>434,058</td>
<td>434,058</td>
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<td>34,726</td>
<td>232</td>
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<td>Drains at Large</td>
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<td>52,793</td>
<td>289,016</td>
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<td>93,215</td>
<td>152</td>
<td>62,646</td>
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<td>Grounds Maintenance</td>
<td>228,521</td>
<td>228,521</td>
<td>104,779</td>
<td>318,577</td>
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<td>Cemeteries</td>
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<td>287,733</td>
<td>18,570</td>
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<td>169,552</td>
<td>169,552</td>
<td>566</td>
<td>300,833</td>
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<td>Civic Affairs</td>
<td>61,039</td>
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<td>1,968</td>
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<td><strong>Total Public Works</strong></td>
<td>1,927,769</td>
<td>1,927,769</td>
<td>236,555</td>
<td>1,527,541</td>
<td>79.24%</td>
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## Community & Economic Development:

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<th>Function Department</th>
<th>2019/20 Budget</th>
<th>Actual Year To Date</th>
<th>Actual Month To Date</th>
<th>Percent Favorable</th>
<th>Variance - Favorable</th>
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<tr>
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<td>Original</td>
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<tr>
<td>Planning</td>
<td>225,955</td>
<td>225,955</td>
<td>22,822</td>
<td>98,176</td>
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</tr>
<tr>
<td>Economic Development</td>
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<td>710,910</td>
<td>42,287</td>
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<tr>
<td><strong>Total Community &amp; Economic Development</strong></td>
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<td>936,865</td>
<td>65,109</td>
<td>363,161</td>
<td>38.76%</td>
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</table>

(Continued...)
# City of Jackson, Michigan
## General Fund Expenditure Summary
### As of and For the 7 Months Ended January 31, 2020.
(Prepared on the Adopted Budget-Basis)

- Continued -

<table>
<thead>
<tr>
<th>Function Department</th>
<th>2019/20 Budget</th>
<th>Actual</th>
<th>Actual</th>
<th>Percent</th>
<th>Variance - Favorable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Original</td>
<td>Amended</td>
<td>Month</td>
<td>Year</td>
<td>Spent</td>
</tr>
<tr>
<td>Recreation &amp; Culture:</td>
<td></td>
<td></td>
<td>To Date</td>
<td>To Date</td>
<td>(Unfavorable)</td>
</tr>
<tr>
<td>101-752 Parks, Rec. &amp; Grnds. Admin.</td>
<td>586,149</td>
<td>586,149</td>
<td>88,697</td>
<td>367,977</td>
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<tr>
<td>101-758 Lt. Nixon Memorial Pool</td>
<td>92,143</td>
<td>92,143</td>
<td>1,443</td>
<td>60,932</td>
<td>66.13%</td>
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<tr>
<td>101-771 Parks &amp; Facilities Maintenance</td>
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<td>636,222</td>
<td>52,604</td>
<td>459,527</td>
<td>72.23%</td>
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<tr>
<td>101-803 Historical District</td>
<td>18,005</td>
<td>18,005</td>
<td>1,833</td>
<td>6,056</td>
<td>33.64%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,332,519</strong></td>
<td><strong>1,332,519</strong></td>
<td><strong>144,577</strong></td>
<td><strong>894,492</strong></td>
<td><strong>67.13%</strong></td>
</tr>
</tbody>
</table>

| Contributions to Other Funds: | 1,039,323 | 0 | 176,505 | 16.98% | 862,818 |
| Contributions to Other Funds | 1,039,323 | 0 | 176,505 | 16.98% | 862,818 |

**Total General Fund Expenditures** | 27,936,075 | 27,936,075 | 2,837,599 | 16,272,986 | 58.25% | 11,663,089 |

### Funds Consolidated with the General Fund
#### for Financial Reporting Purposes:

| 102 Budget Stabilization | 20,000 | 0 | 0.00% | 20,000 |

* See Notes on Page 7
## City of Jackson

### All Other Funds - Expenditure Summary

As of and For the 7 Months Ended January 31, 2020.

(Prepared on the Adopted Budget-Basis)

(Continued -)  

<table>
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<th>2019/20 Budget</th>
<th>Actual To Date</th>
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<td>151 Cemetery Perpetual Maint.</td>
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<tr>
<td>155 Ella W. Sharp Endowment</td>
<td>22,886</td>
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<tr>
<td>160 Lloyd E. Mount Endowment</td>
<td>5,000</td>
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<tr>
<td><strong>Special Revenue Funds:</strong></td>
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<tr>
<td>202 Major Street</td>
<td>8,916,234</td>
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<td>203 Local Street</td>
<td>2,583,699</td>
<td>135,208</td>
<td>50.41%</td>
</tr>
<tr>
<td>208 Ella W. Sharp Park Operating</td>
<td>783,934</td>
<td>31,030</td>
<td>47.69%</td>
</tr>
<tr>
<td>245 Public Improvement</td>
<td>915,777</td>
<td>0</td>
<td>16.43%</td>
</tr>
<tr>
<td>246 Cortland St. Redev. Project Fd.</td>
<td>1,030,730</td>
<td>11,478</td>
<td>56.84%</td>
</tr>
<tr>
<td>249 Building Department</td>
<td>576,429</td>
<td>0</td>
<td>13.13%</td>
</tr>
<tr>
<td>251 Housing Code Enforcement</td>
<td>1,195,237</td>
<td>211,126</td>
<td>9.28%</td>
</tr>
<tr>
<td>252 Building Demolitions</td>
<td>310,505</td>
<td>15,190</td>
<td>5.64%</td>
</tr>
<tr>
<td>254 2014 Blight Elimination Grant</td>
<td>85,000</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>265 Drug Law Enforcement</td>
<td>22,934</td>
<td>3,842</td>
<td>59.59%</td>
</tr>
<tr>
<td>272 SAFER Grant</td>
<td>214,853</td>
<td>13,666</td>
<td>75.70%</td>
</tr>
<tr>
<td>275 Byrne/JAG Grant</td>
<td>30,070</td>
<td>43,183</td>
<td>143.61%</td>
</tr>
<tr>
<td>282 Lead Hazard Control Grant</td>
<td>2,546,097</td>
<td>112,033</td>
<td>4.40%</td>
</tr>
<tr>
<td>296 Recreation Activity</td>
<td>243,867</td>
<td>125,503</td>
<td>51.46%</td>
</tr>
<tr>
<td>297 JPS Recreation Millage Program</td>
<td>569,014</td>
<td>326,825</td>
<td>57.44%</td>
</tr>
<tr>
<td><strong>Debt Service Funds:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>366 2013 City Hall Refunding D/S</td>
<td>808,300</td>
<td>91,275</td>
<td>11.29%</td>
</tr>
<tr>
<td>385 2016 Capital Improvement D/S</td>
<td>140,863</td>
<td>133,322</td>
<td>94.65%</td>
</tr>
<tr>
<td>386 2018 Capital Improvement D/S</td>
<td>1,432,375</td>
<td>328,438</td>
<td>22.93%</td>
</tr>
<tr>
<td>389 2017 BRA TIF Refunding D/S</td>
<td>420,868</td>
<td>115,434</td>
<td>27.43%</td>
</tr>
<tr>
<td>394 2001 DDA TIF D/S</td>
<td>2,330,750</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>396 2011 DDA TIF Refinancing D/S</td>
<td>247,575</td>
<td>123,413</td>
<td>49.85%</td>
</tr>
<tr>
<td>397 2012 BRA TIF Refunding D/S</td>
<td>754,319</td>
<td>101,784</td>
<td>13.49%</td>
</tr>
<tr>
<td><strong>Capital Projects Funds:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>401 Capital Projects</td>
<td>32,000</td>
<td>7,149</td>
<td>22.28%</td>
</tr>
<tr>
<td>402 Water Equip. and Replacem.</td>
<td>9,071,591</td>
<td>1,068,148</td>
<td>28.91%</td>
</tr>
<tr>
<td>403 Sanitary Sewer Maint.</td>
<td>402,787</td>
<td>30,658</td>
<td>45.34%</td>
</tr>
<tr>
<td>405 Sanitary Sewer Replacement</td>
<td>1,068,848</td>
<td>301,195</td>
<td>28.91%</td>
</tr>
<tr>
<td>406 Wastewater Equip. Replacem.</td>
<td>2,555,000</td>
<td>738,583</td>
<td>28.91%</td>
</tr>
<tr>
<td>425 2017 MTF Bonds Construction</td>
<td>1,318,593</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>486 2018 Capital Imp. Bonds Const.</td>
<td>5,460,722</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>489 Brownfield Redevelopmt. Auth.</td>
<td>1,356,009</td>
<td>1,772</td>
<td>16.85%</td>
</tr>
<tr>
<td>494 DDA Project</td>
<td>2,580,325</td>
<td>123,413</td>
<td>4.78%</td>
</tr>
</tbody>
</table>

(Continued -)
## City of Jackson

All Other Funds - Expenditure Summary
As of and For the 7 Months Ended January 31, 2020.
(Prepared on the Adopted Budget-Basis)
-Continued-

<table>
<thead>
<tr>
<th>Fund Type/Fund Name</th>
<th>2019/20 Budget</th>
<th>Actual 2019/20</th>
<th>Percent Favorable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Original To Date to Date</td>
<td>Amended To Date to Date</td>
<td>Spent (Unfavorable)</td>
</tr>
<tr>
<td><strong>Enterprise Funds</strong>:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>508 Sharp Park Golf Practice Center</td>
<td>37,726</td>
<td>37,726</td>
<td>0</td>
</tr>
<tr>
<td>514 Auto Parking System</td>
<td>258,874</td>
<td>281,667</td>
<td>599,132</td>
</tr>
<tr>
<td>518 Parking Assessment</td>
<td>232,827</td>
<td>17,358</td>
<td>60,399</td>
</tr>
<tr>
<td>519 Cooper/Francis Parking Deck</td>
<td>313,156</td>
<td>15,222</td>
<td>29,380</td>
</tr>
<tr>
<td>520 Blackstone Parking Deck</td>
<td>11,530,000</td>
<td>11,530,000</td>
<td>N/A</td>
</tr>
<tr>
<td>590 Sewer</td>
<td>7,612,141</td>
<td>446,221</td>
<td>2,433,563</td>
</tr>
<tr>
<td>591 Water</td>
<td>14,346,718</td>
<td>1,056,979</td>
<td>5,477,755</td>
</tr>
<tr>
<td><strong>Internal Service Funds</strong>:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>641 Public Works Administration</td>
<td>460,247</td>
<td>460,247</td>
<td>33,318</td>
</tr>
<tr>
<td>642 Engineering Administration</td>
<td>303,636</td>
<td>25,985</td>
<td>116,891</td>
</tr>
<tr>
<td>643 Local Site Remed. Revolving</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>661 Motor Pool and Garage</td>
<td>1,620,224</td>
<td>180,998</td>
<td>640,322</td>
</tr>
<tr>
<td>663 Equipment Revolving</td>
<td>5,781</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>676 Workers' Compensation</td>
<td>155,670</td>
<td>6,780</td>
<td>88,503</td>
</tr>
<tr>
<td>677 Self-Insured Health Care</td>
<td>5,529,150</td>
<td>361,464</td>
<td>2,265,045</td>
</tr>
<tr>
<td><strong>Trust &amp; Agency Funds</strong>:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>703 County &amp; School Tax Collection</td>
<td>35,000</td>
<td>35,000</td>
<td>0</td>
</tr>
<tr>
<td>731 Employees' Retirement System</td>
<td>4,400,000</td>
<td>1,633,619</td>
<td>37.13%</td>
</tr>
<tr>
<td>732 Policemen's/Firemen's Pension</td>
<td>765,992</td>
<td>127,266</td>
<td>451,003</td>
</tr>
<tr>
<td>734 Police./Fire. Pension-345</td>
<td>6,700,000</td>
<td>430,665</td>
<td>2,583,801</td>
</tr>
<tr>
<td>736 Public Employee Health Care</td>
<td>75,000</td>
<td>1,637</td>
<td>1,637</td>
</tr>
<tr>
<td><strong>Special Assessment Funds</strong>:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>895 Special Assessment</td>
<td>2,265,682</td>
<td>2,265,682</td>
<td>0</td>
</tr>
</tbody>
</table>

*See Notes on Page 7*
### City of Jackson

**All Funds - Revenue Summary**

*As of and For the 7 Months Ended January 31, 2020.*

(Prepared on the Adopted Budget-Basis)

<table>
<thead>
<tr>
<th>Fund/Fund Name</th>
<th>2019/20 Budget</th>
<th>Actual Month To Date</th>
<th>Actual Year To Date</th>
<th>Percent Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Fund:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>9,748,560</td>
<td>9,748,560</td>
<td>167,916</td>
<td>8,897,939</td>
</tr>
<tr>
<td>Income Taxes</td>
<td>9,800,000</td>
<td>9,800,000</td>
<td>1,145,062</td>
<td>5,694,639</td>
</tr>
<tr>
<td>Licenses &amp; Permits</td>
<td>264,575</td>
<td>264,575</td>
<td>4,362</td>
<td>76,186</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>26,714</td>
<td>26,714</td>
<td>0</td>
<td>2,034</td>
</tr>
<tr>
<td>State Grants</td>
<td>8,379</td>
<td>8,379</td>
<td>0</td>
<td>1,923</td>
</tr>
<tr>
<td>State Revenue Sharing</td>
<td>4,828,720</td>
<td>4,828,720</td>
<td>0</td>
<td>1,690,058</td>
</tr>
<tr>
<td>Contributions From Local Units</td>
<td>12,000</td>
<td>12,000</td>
<td>20</td>
<td>6,101</td>
</tr>
<tr>
<td>Charges For Goods &amp; Services</td>
<td>1,687,222</td>
<td>1,687,222</td>
<td>5,552</td>
<td>213,229</td>
</tr>
<tr>
<td>Fines &amp; Forfeits</td>
<td>536,220</td>
<td>536,220</td>
<td>28,815</td>
<td>400,465</td>
</tr>
<tr>
<td>Investment Income</td>
<td>104,308</td>
<td>104,308</td>
<td>11,036</td>
<td>77,296</td>
</tr>
<tr>
<td>Contributions From Other Funds</td>
<td>113,000</td>
<td>113,000</td>
<td>1,790</td>
<td>9,725</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>195,777</td>
<td>195,777</td>
<td>1,785</td>
<td>148,573</td>
</tr>
<tr>
<td><strong>Total General Fund Revenues</strong></td>
<td>27,325,475</td>
<td>27,325,475</td>
<td>1,366,338</td>
<td>17,218,188</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Funds Consolidated with the General Fund for Financial Reporting Purposes:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>102</strong> Budget Stabilization</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Permanent Funds:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>151 Cemetery Perpetual Maint.</td>
</tr>
<tr>
<td>155 Ella W. Sharp Endowment</td>
</tr>
<tr>
<td>160 Lloyd E. Mount Endowment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Special Revenue Funds:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>202 Major Street</td>
</tr>
<tr>
<td>203 Local Street</td>
</tr>
<tr>
<td>208 Ella W. Sharp Park Operating</td>
</tr>
<tr>
<td>245 Public Improvement</td>
</tr>
<tr>
<td>246 Cortland St. Redevelopment Project Fd.</td>
</tr>
<tr>
<td>249 Building Inspection</td>
</tr>
<tr>
<td>251 Housing Code Enforcement</td>
</tr>
<tr>
<td>252 Building Demolitions Fund</td>
</tr>
<tr>
<td>254 2014 Blight Elimination Grant</td>
</tr>
<tr>
<td>265 Drug Law Enforcement</td>
</tr>
<tr>
<td>272 SAFER Grant</td>
</tr>
<tr>
<td>275 Byrne/JAG Grant</td>
</tr>
<tr>
<td>282 Lead Hazard Control Grant</td>
</tr>
<tr>
<td>296 Recreation Activity</td>
</tr>
<tr>
<td>297 JPS Recreation Millage Program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Debt Service Funds:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>352 2017 Mich. Trans. Fund D/S</td>
</tr>
<tr>
<td>366 2013 City Hall Refunding D/S</td>
</tr>
</tbody>
</table>

(Continued-)

**Note 2**

2/12/2020

* See Notes on Page 7
City of Jackson  
All Funds - Revenue Summary  
As of and For the 7 Months Ended January 31, 2020.  
(Prepared on the Adopted Budget-Basis)

- Continued -

<table>
<thead>
<tr>
<th>Fund/Fund Name</th>
<th>2019/20 Budget</th>
<th>Actual Month To Date</th>
<th>Actual Year To Date</th>
<th>Percent Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Debt Service Funds</strong> (Continued):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>385 2016 Capital Improvement D/S</td>
<td>140,863</td>
<td>140,863</td>
<td>0</td>
<td>133,322</td>
</tr>
<tr>
<td>386 2018 Capital Improvement D/S</td>
<td>1,432,375</td>
<td>1,432,375</td>
<td>0</td>
<td>328,438</td>
</tr>
<tr>
<td>389 2017 BRA TIF Refunding D/S</td>
<td>420,868</td>
<td>420,868</td>
<td>0</td>
<td>115,434</td>
</tr>
<tr>
<td>394 2001 DDA TIF D/S</td>
<td>2,330,750</td>
<td>2,330,750</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>395 2019 DDA TIF Refunding D/S</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5,715,000</td>
</tr>
<tr>
<td>396 2011 DDA TIF Refinancing D/S</td>
<td>247,575</td>
<td>247,575</td>
<td>0</td>
<td>123,413</td>
</tr>
<tr>
<td>397 2012 BRA TIF Refunding D/S</td>
<td>754,319</td>
<td>754,319</td>
<td>0</td>
<td>101,784</td>
</tr>
</tbody>
</table>

**Capital Projects Funds:**

<table>
<thead>
<tr>
<th>Fund/Fund Name</th>
<th>2019/20 Budget</th>
<th>Actual Month To Date</th>
<th>Actual Year To Date</th>
<th>Percent Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>401 Capital Projects</td>
<td>65,000</td>
<td>65,000</td>
<td>112</td>
<td>48,252</td>
</tr>
<tr>
<td>402 Water Equip. and Replacement</td>
<td>7,897,669</td>
<td>7,897,669</td>
<td>469,734</td>
<td>3,280,649</td>
</tr>
<tr>
<td>404 Sanitary Sewer Maintenance</td>
<td>402,787</td>
<td>402,787</td>
<td>20,182</td>
<td>128,706</td>
</tr>
<tr>
<td>405 Sanitary Sewer Replacement</td>
<td>1,078,848</td>
<td>1,078,848</td>
<td>91,202</td>
<td>636,037</td>
</tr>
<tr>
<td>406 Wastewater Equip. Replacement</td>
<td>1,713,000</td>
<td>1,713,000</td>
<td>22,495</td>
<td>157,773</td>
</tr>
<tr>
<td>408 MLK Center Renovation Const.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A <strong>Note 2</strong></td>
</tr>
<tr>
<td>425 2017 MTF Bonds Construction</td>
<td>0</td>
<td>0</td>
<td>1,806</td>
<td>13,738</td>
</tr>
<tr>
<td>486 2018 Capital Imp. Bonds Const.</td>
<td>27,976</td>
<td>27,976</td>
<td>6,866</td>
<td>92,137</td>
</tr>
<tr>
<td>489 Brownfield Redevelopmt. Auth.</td>
<td>1,294,100</td>
<td>1,294,100</td>
<td>958</td>
<td>6,591</td>
</tr>
<tr>
<td>494 DDA Project</td>
<td>2,975,663</td>
<td>2,975,663</td>
<td>1,502,523</td>
<td>1,663,211</td>
</tr>
</tbody>
</table>

**Enterprise Funds:**

<table>
<thead>
<tr>
<th>Fund/Fund Name</th>
<th>2019/20 Budget</th>
<th>Actual Month To Date</th>
<th>Actual Year To Date</th>
<th>Percent Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>508 Sharp Park Golf Practice Center</td>
<td>38,000</td>
<td>38,000</td>
<td>6</td>
<td>13,764</td>
</tr>
<tr>
<td>514 Auto Parking System</td>
<td>225,859</td>
<td>225,859</td>
<td>113,659</td>
<td>116,752</td>
</tr>
<tr>
<td>518 Parking Assessment</td>
<td>226,871</td>
<td>226,871</td>
<td>24,180</td>
<td>250,448</td>
</tr>
<tr>
<td>519 Cooper/Francis Parking Deck</td>
<td>16,050</td>
<td>16,050</td>
<td>1,700</td>
<td>10,771</td>
</tr>
<tr>
<td>520 Blackstone Parking Deck</td>
<td>11,530,000</td>
<td>11,530,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>590 Sewer</td>
<td>6,648,627</td>
<td>6,648,627</td>
<td>550,007</td>
<td>3,842,209</td>
</tr>
<tr>
<td>591 Water</td>
<td>10,670,083</td>
<td>10,670,083</td>
<td>1,056,646</td>
<td>6,909,511</td>
</tr>
</tbody>
</table>

**Internal Service Funds:**

<table>
<thead>
<tr>
<th>Fund/Fund Name</th>
<th>2019/20 Budget</th>
<th>Actual Month To Date</th>
<th>Actual Year To Date</th>
<th>Percent Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>641 Public Works Administration</td>
<td>396,282</td>
<td>396,282</td>
<td>59,659</td>
<td>265,287</td>
</tr>
<tr>
<td>642 Engineering Administration</td>
<td>300,600</td>
<td>300,600</td>
<td>23,142</td>
<td>163,699</td>
</tr>
<tr>
<td>643 Local Site Remed. Revolving</td>
<td>60,500</td>
<td>60,500</td>
<td>177</td>
<td>1,066</td>
</tr>
<tr>
<td>661 Motor Pool and Garage</td>
<td>1,110,273</td>
<td>1,110,273</td>
<td>102,891</td>
<td>521,876</td>
</tr>
<tr>
<td>664 Equipment Revolving</td>
<td>5,781</td>
<td>5,781</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>676 Workers' Compensation</td>
<td>151,000</td>
<td>151,000</td>
<td>10,147</td>
<td>58,407</td>
</tr>
<tr>
<td>677 Self-Insured Health Care</td>
<td>5,500,500</td>
<td>5,500,500</td>
<td>469,726</td>
<td>2,763,351</td>
</tr>
</tbody>
</table>

**Trust & Agency Funds:**

<table>
<thead>
<tr>
<th>Fund/Fund Name</th>
<th>2019/20 Budget</th>
<th>Actual Month To Date</th>
<th>Actual Year To Date</th>
<th>Percent Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>703 County &amp; School Tax Collection</td>
<td>35,000</td>
<td>35,000</td>
<td>3,811</td>
<td>35,531</td>
</tr>
<tr>
<td>731 Employees' Retirement System</td>
<td>5,617,302</td>
<td>5,617,302</td>
<td>0</td>
<td>2,669,814</td>
</tr>
<tr>
<td>732 Policemen's/Firemen's Pension</td>
<td>896,093</td>
<td>896,093</td>
<td>0</td>
<td>375,332</td>
</tr>
<tr>
<td>734 Police/Fire. Pension-345</td>
<td>9,879,882</td>
<td>9,879,882</td>
<td>0</td>
<td>5,757,233</td>
</tr>
<tr>
<td>736 Public Employees Health Care</td>
<td>775,000</td>
<td>775,000</td>
<td>312,500</td>
<td>560,913</td>
</tr>
</tbody>
</table>

**Special Assessment Funds:**

<table>
<thead>
<tr>
<th>Fund/Fund Name</th>
<th>2019/20 Budget</th>
<th>Actual Month To Date</th>
<th>Actual Year To Date</th>
<th>Percent Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>895 Special Assessment</td>
<td>2,670,331</td>
<td>2,670,331</td>
<td>885</td>
<td>755,215</td>
</tr>
</tbody>
</table>

*See Notes on Page 7*
City of Jackson
Notes to Revenue & Expenditure Summaries
As of and For the 7 Months Ended January 31, 2020.
(Prepared on the Adopted Budget-Basis)

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

**Note 2:** A budget amendment to correct this variance is pending.
MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, Deputy City Manager
DATE: February 25, 2020
SUBJECT: Accept and place on file the CDBG and HOME Financial Summaries through January 31, 2020

Recommendation:

Accept and place on file the CDBG and HOME Financial Summaries through January 31, 2020

Attached is a memo from Jennifer Morris, the Director of Neighborhood and Economic Operations, regarding accepting and placing on file the CDBG and HOME Financial Summaries through January 31, 2020. Monthly expenses includes personnel (NEO and City Attorney’s Office), Homeowner Rehabilitation, Emergency Hazard Rehab, Administration, Special Assessments, MLK Trail Lighting, and project cost for Second Street-Washington to Washington NW.

I recommend accepting and placing on file the CDBG and HOME Financial Summaries through January 31, 2020. Your consideration and concurrence is appreciated.

JG
DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, Deputy City Manager
FROM: Jennifer Morris, Director of Neighborhood and Economic Operations
DATE: February 25, 2020
RECOMMENDATION: To accept and place on file the CDBG and HOME Financial Summaries through January 31, 2020

SUMMARY

Attached please find the Financial Summaries for the CDBG and HOME funds for the month ending January 31, 2020. Monthly expenses includes personnel (NEO and City Attorney’s Office), Homeowner Rehabilitation, Emergency Hazard Rehab, Administration, Special Assessments, MLK Trail Lighting, and project cost for Second Street-Washington to Washington NW.

My recommendation is to accept and place on file the CDBG and HOME Financial Summaries through January 31, 2020.

ATTACHMENTS
# City of Jackson
## Community Development Block Grant
### Monthly Financial Summary
For the Seven Months Ended January 31, 2020

<table>
<thead>
<tr>
<th>Administration</th>
<th>Budgeted</th>
<th>Expended Prior Year</th>
<th>Actual Month-to-Date</th>
<th>Actual Year-to-Date</th>
<th>Total Funds Expended-to-Date</th>
<th>Balance</th>
<th>Percent Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Administration &amp; Planning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2017/2018</td>
<td>139,100</td>
<td>105,458</td>
<td>4,634</td>
<td>33,642</td>
<td>139,100</td>
<td>-</td>
<td>100.0%</td>
</tr>
<tr>
<td>FY 2018/2019</td>
<td>81,102</td>
<td>-</td>
<td>9,166</td>
<td>9,166</td>
<td>9,166</td>
<td>71,936</td>
<td>11.3%</td>
</tr>
<tr>
<td>FY 2019/2020</td>
<td>102,550</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>102,550</td>
<td>0.0%</td>
</tr>
<tr>
<td>Code Enforcement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 City Code Enforcement - Rehabilitation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2017/2018</td>
<td>123,500</td>
<td>33,542</td>
<td>11,019</td>
<td>40,190</td>
<td>73,732</td>
<td>49,768</td>
<td>59.7%</td>
</tr>
<tr>
<td>FY 2019/2020</td>
<td>46,450</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>46,450</td>
<td>0.0%</td>
</tr>
<tr>
<td>3 City Attorney Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2018/2019</td>
<td>30,000</td>
<td>7,997</td>
<td>1,790</td>
<td>15,291</td>
<td>23,288</td>
<td>6,712</td>
<td>77.6%</td>
</tr>
<tr>
<td>FY 2019/2020</td>
<td>28,700</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>28,700</td>
<td>0.0%</td>
</tr>
<tr>
<td>Rehabilitation Projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Homeowner Rehabilitation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2015/2016</td>
<td>98,886</td>
<td>82,947</td>
<td>720</td>
<td>720</td>
<td>83,667</td>
<td>15,219</td>
<td>84.6%</td>
</tr>
<tr>
<td>FY 2016/2017</td>
<td>75,000</td>
<td>-</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>74,940</td>
<td>0.1%</td>
</tr>
<tr>
<td>5 City Emergency Hazard Repair Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2018/2019</td>
<td>226,635</td>
<td>43,172</td>
<td>21,937</td>
<td>55,804</td>
<td>98,976</td>
<td>127,659</td>
<td>43.7%</td>
</tr>
<tr>
<td>6 Downtown-Investor Rehabilitation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2016/2017</td>
<td>453,607</td>
<td>386,330</td>
<td>-</td>
<td>-</td>
<td>386,330</td>
<td>67,277</td>
<td>85.2%</td>
</tr>
<tr>
<td>FY 2017/2018</td>
<td>69,788</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>69,788</td>
<td>0.0%</td>
</tr>
<tr>
<td>7 Kitchen/Market Incubator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2018/2019</td>
<td>450,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>450,000</td>
<td>0.0%</td>
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<tr>
<td>FY 2019/2020</td>
<td>150,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>150,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>8 City Rehab Administration (Denied Loans)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2016/2017</td>
<td>3,000</td>
<td>2,730</td>
<td>270</td>
<td>3,000</td>
<td>-</td>
<td>-</td>
<td>100.0%</td>
</tr>
<tr>
<td>Street Projects</td>
<td>Budgeted</td>
<td>Expended Prior Year</td>
<td>Actual Month-to-Date</td>
<td>Actual Year-to-Date</td>
<td>Total Funds Expended-to-Date</td>
<td>Balance</td>
<td>Percent Spent</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>----------</td>
<td>---------------------</td>
<td>----------------------</td>
<td>--------------------</td>
<td>-----------------------------</td>
<td>---------</td>
<td>---------------</td>
</tr>
<tr>
<td>9 MLK Trail Lighting (Street Light-FY 2017/2018)</td>
<td>575,000</td>
<td>482,517</td>
<td>37,120</td>
<td>37,120</td>
<td>519,637</td>
<td>55,363</td>
<td>90.4%</td>
</tr>
<tr>
<td>10 Special Assessments (FY 2015/2016)</td>
<td>25,000</td>
<td>12,151</td>
<td>12,849</td>
<td>12,849</td>
<td>25,000</td>
<td>-</td>
<td>100.0%</td>
</tr>
<tr>
<td>FY 2015/2016</td>
<td>25,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>25,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>FY 2019/2020</td>
<td>72,600</td>
<td>20,461</td>
<td>-</td>
<td>20,377</td>
<td>40,838</td>
<td>31,762</td>
<td>56.3%</td>
</tr>
<tr>
<td>11 Homecrest: Louis Glick to VanBuren (FY 2018/2019)</td>
<td>171,000</td>
<td>25,784</td>
<td>-</td>
<td>11,921</td>
<td>37,705</td>
<td>133,295</td>
<td>22.0%</td>
</tr>
<tr>
<td>12 Steward to Wildwood to RR (FY 2018/20109)</td>
<td>167,922</td>
<td>56,595</td>
<td>42,177</td>
<td>42,177</td>
<td>98,772</td>
<td>69,150</td>
<td>58.8%</td>
</tr>
<tr>
<td>13 Second St: Washington to Washington NW</td>
<td>200,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>200,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>14 Third St: Washington to Michigan</td>
<td>280,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>280,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>15 Washington Ave: First to Fourth</td>
<td>82,085</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>82,085</td>
<td>0.0%</td>
</tr>
<tr>
<td>16 Loomis / Exchange Park Lighting</td>
<td>79,924</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>79,924</td>
<td>0.0%</td>
</tr>
<tr>
<td>Public Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 King Center Summer Youth Program</td>
<td>20,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>20,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>19 Work Core</td>
<td>23,552</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>23,552</td>
<td>0.0%</td>
</tr>
<tr>
<td>20 Loomis Park Playground Program</td>
<td>8,640</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>8,640</td>
<td>0.0%</td>
</tr>
<tr>
<td>21 Kitchen Incubator Program</td>
<td>100,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100,000</td>
<td>0.0%</td>
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<tr>
<td>Other Projects</td>
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<td></td>
<td></td>
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<td>22 Park Improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2017/2018</td>
<td>100,000</td>
<td>96,800</td>
<td>-</td>
<td>3,200</td>
<td>100,000</td>
<td>-</td>
<td>100.0%</td>
</tr>
<tr>
<td>FY 2018/2019</td>
<td>80,000</td>
<td>-</td>
<td>35,912</td>
<td>68,767</td>
<td>68,767</td>
<td>11,233</td>
<td>86.0%</td>
</tr>
<tr>
<td>Public Improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 Demolition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2016/2017</td>
<td>136,125</td>
<td>38,256</td>
<td>-</td>
<td>567</td>
<td>38,823</td>
<td>97,302</td>
<td>28.5%</td>
</tr>
</tbody>
</table>
City of Jackson  
HOME  
Monthly Financial Summary  
For the Seven Months Ended January 31, 2020

<table>
<thead>
<tr>
<th>Project</th>
<th>Budgeted Year Funds Expended</th>
<th>Actual Month-to-Date</th>
<th>Actual Year-to-Date</th>
<th>Total Funds Expended-to-Date</th>
<th>Balance</th>
<th>Percent Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Rehabilitation Assistance Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2018/2019</td>
<td>161,290</td>
<td>128,837</td>
<td>27,172</td>
<td>32,453</td>
<td>161,290</td>
<td>100.0%</td>
</tr>
<tr>
<td>FY 2019/2020</td>
<td>55,068</td>
<td>-</td>
<td>55,068</td>
<td>55,068</td>
<td>55,068</td>
<td>100.0%</td>
</tr>
<tr>
<td>2 New Construction - PJ</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2017/2018</td>
<td>214,784</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>214,784</td>
<td>0.0%</td>
</tr>
<tr>
<td>3 New Construction - Habitat for Humanity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2019/2020</td>
<td>200,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>200,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>4 HOME Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2019/2020</td>
<td>25,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>25,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>5 CAA - CHDO Acq/Rehab/Resale</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2016/2017</td>
<td>54,032</td>
<td>53,606</td>
<td>-</td>
<td>53,606</td>
<td>426</td>
<td>99.2%</td>
</tr>
<tr>
<td>FY 2017/2018</td>
<td>40,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>40,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>FY 2018/2019</td>
<td>175,584</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>175,584</td>
<td>0.0%</td>
</tr>
<tr>
<td>FY 2019/2020</td>
<td>56,231</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>56,231</td>
<td>0.0%</td>
</tr>
<tr>
<td>6 CAA-CHDO Operating</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2018/2019</td>
<td>18,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>18,000</td>
<td>0.0%</td>
</tr>
</tbody>
</table>
CALL TO ORDER:

The Jackson City Council met in regular session in City Hall and was called to order at 6:30 p.m. by Mayor Derek J. Dobies.

PLEDGE OF ALLEGIANCE AND INVOCATION:

The Council joined in the Pledge of Allegiance. Fourth Ward City Councilmember Laura Dwyer Schlecte offered a video about optimism in lieu of invocation.

ROLL CALL:

Present: Mayor Derek J. Dobies, Councilmembers Freddie Dancy, Jeromy Alexander, Laura Schlecte, Kelsey Heck, and William Forgrave.

Absent: Councilmember Arlene Robinson.

Also present: City Manager Patrick Burtch, City Assessor Jason Yoakam, City Clerk Andrea Muray, City Attorney Matthew Hagerty, Director of Neighborhood and Economic Operations Jennifer Morris, Director of Public Works Jonathan Green, and City Engineer Jon Dowling.

ADOPTION OF AGENDA:

Motion was made by Councilmember Heck, seconded by Councilmember Dancy to adopt the agenda. Vote – Yeas: Mayor Dobies, Councilmembers Dancy, Alexander, Schlecte, Heck, and Forgrave (6). Nays: none. Absent: Councilmember Robinson. Motion carried.

PRESENTATIONS/PROCLAMATIONS:

A presentation was given showing the cost of lead service water lines.

PUBLIC HEARINGS: none.
CLOSED SESSION:

Motion was made by Councilmember Alexander, seconded by Councilmember Schlecte to go into closed session pursuant to MCL 15.268(e) regarding case 2020-244-CB, Consumers Energy v City of Jackson. Vote – Yeas: Mayor Dobies, Councilmembers Dancy, Alexander, Schlecte, Heck, and Forgrave (6). Nays: none. Absent: Councilmember Robinson. Motion carried.

RETURN TO OPEN SESSION.

Motion was made by Councilmember Alexander, seconded by Councilmember Schlecte to return to open session. Vote – Yeas: Mayor Dobies, Councilmembers Dancy, Alexander, Schlecte, Heck, and Forgrave (6). Nays: none. Absent: Councilmember Robinson. Motion carried.

CITIZEN COMMENTS:

Citizen comments were heard and the meeting continued.

PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES:

A. City Summary of Revenue and Expenditures.
   Accept and place on file the City of Jackson’s summary of revenue and expenditures for six (6) months ended, December 31, 2019.

   Motion was made by Councilmember Forgrave, seconded by Councilmember Schlecte to accept and place on file. Vote – Yeas: Mayor Dobies, Councilmembers Dancy, Alexander, Schlecte, Heck, and Forgrave (6). Nays: none. Absent: Councilmember Robinson. Motion carried.

CONSENT CALENDAR:

A. Minutes of the Regular Meeting of January 28, 2020:
   Approve the minutes of the regular City Council meeting of January 28, 2020.

B. DDA Reappointment:
   Approve the Mayor’s recommendation to reappoint Terrance “Terry” J. Mierzwa to the Downtown Development Authority for a four year term beginning March 30, 2020, and ending March 29, 2024.

C. Local Officers Compensation Commission:
   Approve the Mayor’s recommendation to reappoint Daniel P. Greer to the Local Officers Compensation Commission for a seven year term, beginning February 29, 2020, and ending February 28, 2027.
D. Historic District Commission Appointment:
   Approve the Mayor’s recommendation to appoint Mary Lee Clark to the Historic District Commission filling a current vacancy and for a three year term beginning immediately, and ending December 31, 2023.

E. Ella W. Sharp Park Board of Trustees Resignation:
   Receipt with regret the resignation from Sarah Allison from the Ella W. Sharp Park Board of Trustees.

F. Resolution of Support – Aesthetics for a Gateway Treatment at I-94 with Elm Road:
   Adopt a Resolution of Support with the Michigan Department of Transportation of the Aesthetics for a gateway treatment at I-94 with Elm Road.

G. Resolution of Support – Aesthetics for a Gateway Treatment at I-94 with West Avenue:
   Adopt a Resolution of Support with the Michigan Department of Transportation of the Aesthetics for a gateway treatment at I-94 with West Avenue.

   Motion was made by Councilmember Alexander to remove Item C for separate consideration.

   Motion was made by Councilmember Schlecte, seconded by Councilmember Forgrave to approve the consent calendar as amended. Vote – Yeas: Mayor Dobies, Councilmembers Dancy, Alexander, Schlecte, Heck, and Forgrave (6). Nays: none. Absent: Councilmember Robinson. Motion carried.

   Motion was made by Councilmember Schlecte, seconded by Councilmember Heck to approve Item C. Vote – Yeas: Mayor Dobies, Councilmembers Dancy, Alexander, Schlecte, Heck, and Forgrave (6). Nays: none. Absent: Councilmember Robinson. Motion carried.

OTHER BUSINESS:

A. City Clerk’s Employment Contract.
   Recommendation: Approve the City Clerk’s Full-Time Employment Contract.

   Motion was made by Councilmember Heck, seconded by Councilmember Dancy to approve the City Clerk’s full time employment contract.

   Motion was made by Councilmember Alexander, seconded by Councilmember Schlecte to postpone to a date certain, February 25, 2020. Vote* – Yeas: Councilmembers Alexander and Schlecte (2). Nays: Mayor Dobies, Councilmembers Dancy, Heck, and Forgrave (4). Absent: Councilmember Robinson. Motion failed.

February 11, 2020
Motion was made by Councilmember Alexander, seconded by Schlecte to amend the contract changing the pay class from 20 to 18. Vote* – Yeas: Councilmembers Alexander, Schlecte, and Forgrave (3). Nays: Mayor Dobies, Councilmembers Dancy and Heck (3). Absent: Councilmember Robinson. Motion failed.


Vote was taken on the main motion. Vote* - Yeas: Mayor Dobies, Councilmembers Dancy, Heck, and Forgrave (4). Nays: Councilmembers Alexander and Schlecte (2). Absent: Councilmember Robinson. Motion carried.

*Votes were confirmed with Councilmembers Heck and Schlecte.

B. Consumers Wastewater and Water Agreement (Postponed at the January 28, 2020 City Council meeting.)
Consider a Wastewater and Water Contract between the City of Jackson and Consumers Energy Corporation.

No motion was made.

C. Balancing Change Order 1 to the 2019 CDBG Street Reconstruction contract with Dunigan Brothers, Inc.
Recommendation: Approve Balancing Change Order 1 to the 2019 Community Development Block Grant (CDBG) Street Reconstruction contract with Dunigan Brothers Inc., in the decreased amount of $93,975.61 to balance contract quantities to match quantities placed in the field, to add new items necessary for the completion of work in the field, and authorize the City Manager and City Engineer to execute the appropriate document.

Motion was made by Councilmember Heck, seconded by Councilmember Dancy to approve Change Order 1 to the 2019 CDBG Street Reconstruction contract with Dunigan Brothers, Inc. Vote – Yeas: Mayor Dobies, Councilmembers Dancy, Alexander, Schlecte, Heck, and Forgrave (6). Nays: none. Absent: Councilmember Robinson. Motion carried.
D. Balancing Change Order 2 to the 2019 Michigan Avenue Reconstruction Contract with Bailey Excavating, Inc.

Recommendation: Approve Balancing Change Order 2 to the 2019 Michigan Avenue Reconstruction contract with Bailey Excavating, Inc., in the increased amount of $54,732.34, to balance contract quantities to match quantities placed in the field, to add new items necessary for the completion of work in the field, to add items for curb relocations on Mechanic Street between Detroit Street and Trail Street, and authorize the City Manager and City Engineer to execute the appropriate document.


E. Change Order 1 to the 2018 Essex Heights Water Main Replacement and Street Repaving Contract with Dunigan Brothers, Inc.

Recommendation: Approve Change Order 1 to the 2018 Essex Heights Water Main Replacement and Street Repaving contract with Dunigan Brothers, Inc., in the decreased amount of $247,166.54, to balance contract quantities to match in the field, to add new items necessary for the completion of work in the field, to add items for ditch cleanout work within the Douglas Street right-of-way, and authorize the City Manager and City Engineer to execute the appropriate document.

Motion was made by Councilmember Schlecte, seconded by Councilmember Forgrave to approve Change Order 1 to the 2018 Essex Heights Water Main Replacement and Street Repaving Contract with Dunigan Brothers, Inc. Vote – Yeas: Mayor Dobies, Councilmembers Dancy, Alexander, Schlecte, Heck, and Forgrave (6). Nays: none. Absent: Councilmember Robinson. Motion carried.

F. Change Order 1 to the 2018 Edgewood Street Water Main Replacement and Street Repaving Contract with Bailey Excavating, Inc.

Recommendation: Approve Change Order 1 to the 2018 Edgewood Street Water Main Replacement and Street Repaving contract with Bailey Excavating, Inc., in the decreased amount of $2,375.20, to balance contract quantities to match quantities placed in the field, to add new items necessary for the completion of work in the field, to add items for improvements at various locations throughout the city and authorize the City Manager and City Engineer to execute the appropriate document.
Motion was made by Councilmember Schlecte, seconded by Councilmember Alexander to approve Change Order 1 to the 2018 Edgewood Street Water Main Replacement and Street Repaving Contract with Bailey Excavating, Inc. Vote – Yeas: Mayor Dobies, Councilmembers Dancy, Alexander, Schlecte, Heck, and Forgrave (6). Nays: none. Absent: Councilmember Robinson. Motion carried.

G. Interim Balancing Change Order 9 to the 2017 Water Main Replacement Contract with Dunigan Brothers, Inc.
Recommandation: Approve Interim Balancing Change Order 9 to the 2017 Water Main Replacement contract with Dunigan Brothers, Inc., in the increased amount of $40,074.70 to balance contract quantities to match quantities placed in the field and add extra items that were necessary to complete work in the field, and authorize the City Manager and City Engineer to execute the appropriate document.

Motion was made by Councilmember Schlecte, seconded by Councilmember Alexander to approve Interim Balancing Change Order 9 to the 2017 Water Main Replacement Contract with Dunigan Brothers, Inc. Vote – Yeas: Mayor Dobies, Councilmembers Dancy, Alexander, Schlecte, Heck, and Forgrave (6). Nays: none. Absent: Councilmember Robinson. Motion carried.

Recommandation: Approve conditional phase one facility license for one (1) Medical Marihuana Provisioning Center as per Ordinance No. 2019-13.

Motion was made by Councilmember Alexander, seconded by Councilmember Schlecte to approve a Condition Phase One Facility License for a Medical Marihuana Establishment. Vote – Yeas: Mayor Dobies, Councilmembers Dancy, Alexander, Schlecte, Heck, and Forgrave (5). Nays: Councilmember Dancy (1). Absent: Councilmember Robinson. Motion carried.

Recommandation: Renew the contract for as-needed private lot mowing with Elysian Landscape for the 2020 season to enforce the Noxious Weed Ordinance.

Motion was made by Councilmember Schlecte, seconded by Councilmember Alexander to approve the contract for as-needed private lot mowing with Elysian Landscape for the 2020 season to enforce the Noxious Weed Ordinance. Vote – Yeas: Mayor Dobies, Councilmembers Dancy, Alexander, Schlecte, Heck, and Forgrave (6). Nays: none. Absent: Councilmember Robinson. Motion carried.
NEW BUSINESS:

A. Purchase of 336 and 404 Water Street.

Recommendation: Approve the purchase of 336 and 404 Water Street in the amount of $5,000.00 from Koch Materials, LLC, and authorize the City Manager and City Attorney to sign all documents to effectuate the transaction.

Motion was made by Councilmember Heck, seconded by Councilmember Schlecte to approve the purchase of 336 and 404 Water Street in the amount of $5,000.00 from Koch Materials, LLC, and authorize the City Manager and City Attorney to sign all documents to effectuate the transaction. Vote – Yeas: Mayor Dobies, Councilmembers Dancy, Alexander, Schlecte, Heck, and Forgrave (6). Nays: none. Absent: Councilmember Robinson. Motion carried.

CITY COUNCILMEMBERS’ COMMENTS:

Mayor Dobies, Councilmembers Dancy, Alexander, Schlecte, Heck, and Forgrave all offered comments.

MANAGER’S COMMENTS:

City Manager Patrick Burtch offered comments.

ADJOURNMENT:

No further business being offered, a motion to adjourn was made by Councilmember Dancy, seconded by Councilmember Alexander. Vote was done by voice with all in favor. Mayor Dobies adjourned the meeting at 9:32 p.m.
MEMO TO: City Councilmembers

FROM: Derek Dobies, Mayor

DATE: February 25, 2020

SUBJECT: Appointment/Confirmation of Acting City Manager to Various Boards and Commissions

It is my desire to appoint/confirm that Acting City Manager Jonathan Greene, will serve on the following boards and commissions beginning immediately serving in the City Manager’s position on each:

**BOARD OR COMMISSION**
- City Planning Commission
- City of Jackson Building Authority
- Downtown Development Authority
- Environmental Commission (Statutory Ex-Officio)
- Local Development Finance Authority/Brownfield Redevelopment Authority
- Parks & Recreation Commission (ex-officio)
- Public Arts Commission (ex-officio)
- Region 2 Planning Commission
- JACTS – Jackson Area Comprehensive Transportation Study

**The following are boards on which the City Manager is automatically placed:**
- Police & Fire Board of Trustee’s – Original/ Police & Fire Pension Board – Act 345
- City Employees Retirement Board of Trustees
- Medical Marijuana Licensing Review Committee

DD:skh
MEMO TO: Mayor and City Council Members

FROM: Patrick H. Burtch, City Manager

DATE: February 25, 2020

SUBJECT: Special Event Application for Jackson Pride Center’s Pride Festival

Recommendation:

Approve a request from Jackson Pride Center to host their Pride Festival on Saturday, August 22, 2020 at Horace Blackman Park, Bucky Harris Park, CP Federal City Square, and various downtown streets.

Attached are memos from Cory Mays regarding the Special Event Application for the 2020 Pride Festival.

I recommend approval of the special event application for the 2020 Pride Festival. Your consideration and concurrence is appreciated.

PHB
DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Cory L. Mays, Executive Director, DDA
DATE: February 25, 2020

RECOMMENDATION: Approve a request from Jackson Pride Center to conduct their Jackson Pride Festival on Saturday, August 22, 2020 at Horace Blackman Park, Bucky Harris Park, CP Federal City Square, and various downtown streets.

SUMMARY: The 2020 Jackson Pride Parade and Festival will be an opportunity for the LGBTQ community and their allies to celebrate.

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DEPARTMENTAL APPROVAL SUMMARY

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

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
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**TOTAL** $575.00

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CONDITIONS & CONSIDERATIONS

Police assistance; Public Works to provide street closures

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INSURANCE STATUS

On file and current (approved by the city attorney’s office)

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ATTACHMENTS: Special Event Application: 2020 Jackson Pride Festival
Date Received By DDA Office: ___________ Time: ___________ By: ___________

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: **JACKSON PRIDE 2020**
Sponsoring Organization’s Legal Name: **JACKSON PRIDE CENTER**
Organization Address: 536 N JACkSON ST, JACkSON Mi 49201
Tax I.D. Number: **82-4250359**
Event Organizer: **KARYL BAKER** Title: **CHAIR**
Phone (work): **(517) 262-9434**
Phone (during event): **(517) 262-9434**
Agent’s Address: 536 N JACkSON ST, JACkSON Mi 49201
Agent’s E-Mail Address: **CHAIR@JACKSONPRIDECENTER.ORG**
Organization Address: 536 N JACkSON ST, JACkSON Mi 49201

Please give a brief description of the proposed special event: **PUBLIC FESTIVAL/Celebration for the LGBTQ Community. There will be a beer/wine tent, several food trucks, bands, drag queen performances, and miscellaneous vendors & non-profit organizations, and information booths.**

Event Day(s) and Date(s): **August 22, 2020**
Set-Up Date & Time: **6:00AM/Aug22** Tear-Down Date & Time: **9:30PM/Aug22**
Event Location: ___________
ANNUAL EVENT: Is this event expected to occur next year? (circle one) **YES** **NO**
How many years has this event occurred? **STARTED 2017 - THIS IS OUR 4TH YEAR**

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

(a) The assembly and dispersal locations and the route plan;
(b) Any streets or parking lots that you are requesting to be blocked off;
(c) The location of vendors, if any;
(d) An emergency vehicle access lane; and
(e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time: **Aug 22 @ 6:00 AM**
Through Date/Time: **Aug 22 @ 9:30 PM**

RESERVED PARKING: Are you requesting reserved parking? (circle one) **YES** **NO**
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? **YES** **NO** Other Vendors: **YES** **NO**

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

**CONSUMERS ENERGY/HENRY FORD ALLEGIANCE/JACKER COLLEGE**

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? **YES** **NO**
If yes, please attach liquor license and liquor liability insurance.
If yes, what time? **Aug 22 - noon** until **Aug 22 - 9:00 PM**

ENTERTAINMENT: Are there any entertainment features related to this event? **YES** **NO**
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance.

ATTENDANCE: What is the expected (estimated) attendance for this event? **1000 PEOPLE**

AMUSEMENT: Do you plan to have any amusement or carnival rides? **YES** **NO**
If yes, you are required to obtain a permit through the City Clerk's Office.
RESTROOMS: Are you planning to provide portable rest rooms at the event? YES □ NO □
If yes, how many? 3 - WITH A WASH STATION

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power? YES □ NO □
If yes, please explain the electrical requirements.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.)
Please note that additional requests may incur additional charges.

WE WOULD LIKE THE CITY POLICE TO BE AVAILABLE.

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

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 Events application, including insurance documents where applicable.

3. A $25 Special Event Application fee must be submitted along with this Special event 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 requirements made.

5. All food vendors must be approved by the Jackson County Health Department, and each food or 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 named insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.

7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.

8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe 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, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other 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, I will add the City of Jackson and the Downtown Development Authority as additional insureds 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 officer, employees and agents, 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 the special event.

1/22/2020

Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY 161 W. MICHIGAN AVENUE, 5th Floor JACKSON, MI 49201
FOR AN ONLINE MAP ON YOUR SMARTPHONE, SCAN:

HAPPY PRIDE!!!!
Pride Fest Beer Tent
Aug 22, 2020

- Cooler Truck
- Service Counter
- Service Tent 20’ x 10’
- Entrance & ID Check
- Security Fencing 4’ Tall surrounding area
- Tables
**CERTIFICATE OF LIABILITY INSURANCE**

**PRODUCER**
Ann Arbor Insurance Centre, Inc.
2755 Carpenter Rd, Ste 3SW
Ann Arbor, MI 48108

**INSURED**
Jackson Pride Center
3505 Myers Court
Jackson, MI 49203

**CONTACT NAME:** Sam Thurmon
**PHONE (A/D, Ext.):** (734) 973-9444
**FAX (A/D, No.):** (734) 973-8318
**E-MAIL:** sthumon@annarborinsurancecentre.com

**INSURER(S) AFFORING COVERAGE**
- **INSURER A:** Alliance of Nonprofits for Ins
  - NAIC #: 10023
- **INSURER B:**
- **INSURER C:**
- **INSURER D:**
- **INSURER E:**
- **INSURER F:**

**CERTIFICATE NUMBER:** CL1932609994

**REVISION NUMBER:**

---

**COVERAGE:**

**INR LTR:** A

**TYPE OF INSURANCE:** COMMERCIAL GENERAL LIABILITY

**CLAIMS-MADE**

**LIMITS**
- EACH OCCURRENCE: $1,000,000
- DAMAGE TO RENTED PREMISES EXCEPT OCCURRENCES: $500,000
- MED EXP (AVG per person): $20,000
- PERSONAL & ADV INJURY: $1,000,000
- GENERAL AGGREGATE: $1,000,000
- PRODUCTS - COMPO/PAGG: $1,000,000
- Liquor Liability: $1,000,000

**POLICY NUMBER:** 2019-58846

**INSR NO.:**

**W/O NO.:**

**POLICY MWY/DY/YY:** 03/25/2019

**POLICY END:** 03/25/2020

**DEEDS:**

- RETENTION $:

**EXTEND: LIAB OCCUR CLAIMS-MADE:**

**RISK:**

- ANY AUTO
- OWNED AUTOS ONLY
- SCHEDULED AUTOS
- NON-OWNED AUTOS ONLY

**UMBRELLA LIABILITY:** OCCUR

**AGGREGATE LIMITS:**
- EACH OCCURRENCE:
- AGGREGATE:

**WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY:**

- PER STATUTE
- OTHER
- E.L. EACH OCCIDENT
- E.L. DISEASE - EA EMPLOYEE
- E.L. DISEASE - POLICY LIMIT

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES**
(Event: Jackson Pride Center Annual Walk)

---

**CERTIFICATE HOLDER:**
City of Jackson and Downtown Development Authority
161 W. Michigan Ave
5th Floor
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:**

---

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD
ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):
City of Jackson and Downtown Development Authority

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
   1. In the performance of your ongoing operations; or
   2. In connection with your premises owned by or rented to you.

However:
   1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
   2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

   If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
   1. Required by the contract or agreement; or
   2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.
MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: February 25, 2020
SUBJECT: Special Event Application for the Orthopaedic Rehab Specialists’ 8k/5k Run/Walk

Recommendation:

Approve a request from Orthopaedic Rehab Specialists, P.C. to conduct their annual 8k/5k Run/Walk on Saturday, April 25, 2020 from 6:00 – 11:00 am on the streets of downtown Jackson.

Attached are memos from Cory L. Mays regarding the Special Event Application for the Orthopaedic Rehab Specialists’ 8k/5k Run/Walk.

I recommend approval of the Special Event Application for the Orthopaedic Rehab Specialists’ 8k/5k Run/Walk. Your consideration and concurrence is appreciated.

PHB
MEMO TO: Patrick Burtch, City Manager
FROM: Cory L. Mays, Executive Director, DDA
DATE: February 25, 2020

RECOMMENDATION: Approve a request from Orthopaedic Rehab Specialists, P.C. to conduct their annual 8k/5k Run/Walk on Saturday, April 25, 2020 from 6:00 – 11:00 am on the streets of downtown Jackson.

SUMMARY: 8k run and 5k run/walk through downtown Jackson, with a kids run at the conclusion of the event.

DEPARTMENTAL APPROVAL SUMMARY

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

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**TOTAL**  $880.00

CONDITIONS & CONSIDERATIONS

Various street closures (see attached map)

INSURANCE STATUS

On file and current (approved by the city attorney’s office)

ATTACHMENTS: Special Event Application: Orthopaedic Rehab Specialists’ 8k/5k Run/Walk
CITY OF JACKSON SPECIAL EVENT APPLICATION

Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 768-6410

Date Received By DDA Office: 2/5/2020 Time: 12:24 p.m. By: [Signature]

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: Orthopaedic Rehab Specialists 8k/5k run/walk

Sponsoring Organization’s Legal Name: Orthopaedic Rehab Specialists, P.C.

Organization Address: 206 Page Avenue

Tax I.D. Number: [Blank]

Event Organizer: Erika Steiner-Williams Title: Marketing Assistant

Phone (work): 517-783-6670

Phone (during event): 517-937-3409

Agent’s Address: [Blank]

Agent’s E-Mail Address: erika@orsmi.com

Organization Address: [Blank]

Please give a brief description of the proposed special event: 8k run and 5k run/walk through downtown Jackson with kids run to follow. Kids run will be up and down Pearl St. between N. Jackson St. and N. Blackstone St.

Event Day(s) and Date(s): Saturday, April 25, 2020

Set-Up Date & Time: 4/25/20 @ 6:00am Tear-Down Date & Time: 4/25/20 @ 11:00am

Event Location: Grand River Brewery, 117 W. Louis Glick Hwy
ANNUAL EVENT: Is this event expected to occur next year? (circle one)  
NO
How many years has this event occurred? 29

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

(a) The assembly and dispersal locations and the route plan;
(b) Any streets or parking lots that you are requesting to be blocked off;
(c) The location of vendors, if any;
(d) An emergency vehicle access lane; and
(e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time:

Through Date/Time: 4/25/20 @ 6:00am-11:00am

RESERVED PARKING: Are you requesting reserved parking? (circle one)  
NO
If yes, list the number of street spaces, City lots or locations where parking is requested:

less than 10 spaces on Pearl St. behind the Michigan Theatre/County Tower Bldg.

VENDORS: Food Concessions?  
NO
Other Vendors:

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT?  
NO
If yes, please attach liquor license and liquor liability insurance.

If yes, what time? ______________________ until ______________________

ENTERTAINMENT: Are there any entertainment features related to this event?  
NO
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance.

ATTENDANCE: What is the expected (estimated) attendance for this event? 300

AMUSEMENT: Do you plan to have any amusement or carnival rides?  
NO
If yes, you are required to obtain a permit through the City Clerk’s Office.

RESTROOMS: Are you planning to provide portable rest rooms at the event?  
NO
If yes, how many? __________________

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

**ELECTRICAL POWER:** Will the Event require electrical power?  
*YES*  
*NO*  
If yes, please explain the electrical requirements.

---

**OTHER REQUESTS:** (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.

---

**INSURANCE:** All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

**CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:

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 Events application, including insurance documents where applicable.

3. A $25 Special Event Application fee must be submitted along with this Special event 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 requirements made.

5. All food vendors must be approved by the Jackson County Health Department, and each food or 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 named insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.

7. The approval of this special event may include additional requirements, limitations, or fees, based on the City’s review of this application.

8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe 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, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other 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, I will add the City of Jackson and the Downtown Development Authority as additional insureds 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 officer, employees and agents, 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 the special event.

1/30/2020
Date

Erika Steiner-Williams
Signature of Sponsoring Organization’s Agent

RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY 161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201
**START:** 2.6ft north of start of stairwell directly south of Michigan Theater on the west side of Mechanic St.; 2.9ft north of southern most tree in stone bed on east side of Mechanic St.

**Mile 1:** 2.3ft south of two maple trees directly adjacent to each other on the west side of road

**Mile 2:** 3.7ft south of telephone pole on east side of road; 4.9ft north of “No Parking” sign on west side of road

**Mile 3:** East edge of where the sidewalk crosses JHS entrance drive

**Mile 4:** 8.1ft west of sewer grate in the middle of the parking lot

**FINISH:** 14.7ft east of light post with “No Parking” sign on the north side of Pearl St.; 8.5ft west of light post with “No Parking” sign on the south side of Pearl St.

**Participants will run in the right lane of all two-lane roads.**

**Participants will have full access of the Bike Path, Hayes Court, and parking lot alley.**
**CERTIFICATE OF LIABILITY INSURANCE**

<table>
<thead>
<tr>
<th>INSR LTH</th>
<th>TYPE OF INSURANCE</th>
<th>ADDL INSD</th>
<th>SUBR WVD</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF (MM/DD/YYYY)</th>
<th>POLICY EXP (MM/DD/YYYY)</th>
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<td>BODILY INJURY (Per accident) $1,000,000</td>
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<td>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)</td>
<td>N / A</td>
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**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 general liability in regards to 5k/6k run.

**CERTIFICATE HOLDER**

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

Brian Drummond/KCORD

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MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: February 25, 2020
SUBJECT: Special Event Application for the Jackson Law Enforcement Memorial

Recommendation:

Approve a request from the Jackson Police Honor Guard to conduct their annual Jackson Law Enforcement Memorial on Wednesday May 6, 2020 at 9 a.m. to 2 p.m. at CP Federal City Square and Horace Blackman Park.

Attached are memos from Cory L. Mays regarding the Special Event Application for the Jackson Law Enforcement Memorial.

I recommend approval of the Special Event Application for the Jackson Law Enforcement Memorial. Your consideration and concurrence is appreciated.

PHB
MEMO TO: Patrick Burtch, City Manager
FROM: Cory L. Mays, Executive Director, DDA
DATE: February 25, 2020

RECOMMENDATION: Approve a request from the Jackson Police Honor Guard to conduct their annual Jackson Law Enforcement Memorial on Wednesday May 6, 2020 from 9 a.m. to 2 p.m. at CP Federal City Square and Horace Blackman Park.

SUMMARY: The 2020 Law Enforcement Memorial will be an opportunity to honor fallen law enforcement officers from Jackson County.

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**DEPARTMENTAL APPROVAL SUMMARY**

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

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>APPROVAL</th>
<th>DENIAL</th>
<th>ECONOMIC IMPACT</th>
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<td>Public Works</td>
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</tbody>
</table>

**TOTAL** $100.00

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**CONDITIONS & CONSIDERATIONS**

Public Works will provide road closure signs for parking on Hayes Ct. and additional street closures. Electrical power in Horace Blackman Park for a PA system.

---

**INSURANCE STATUS**

This event is covered under the City of Jackson’s insurance policy.

---

**ATTACHMENTS:** Special Event Application: Jackson Law Enforcement Memorial
Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: Jackson Law Enforcement Memorial
Sponsoring Organization’s Legal Name: Jackson Police Department
Organization Address: 216 E. Washington Ave.
Tax I.D. Number: 
Event Organizer: Jackson Police Honor Guard
Title: Sgt. Jennifer Flick
Phone (work): 517-764-8755
Phone (during event): 517-764-8755
Agent’s Address: 216 E. Washington Ave.
Agent’s E-Mail Address: jflick@cityofjackson.org
Organization Address: 216 E. Washington Ave.

Please give a brief description of the proposed special event:
Annual Memorial Honoring Fallen Law Enforcement Officers in Jackson County

Event Day(s) and Date(s): Wednesday, May 6, 2020 @ Noon
Set-Up Date & Time: 5/4/2020 8:00 AM
Tear-Down Date & Time: 5/6/2020 2:00 PM
Event Location: CP Federal Courthouse Square - 212 W. Michigan
ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 20

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

(a) The assembly and dispersal locations and the route plan;
(b) Any streets or parking lots that you are requesting to be blocked off;
(c) The location of vendors, if any;
(d) An emergency vehicle access lane; and
(e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time: 5/10/2020 @ 0900
Through Date/Time: 5/10/2020 @ 1400

RESERVED PARKING: Are you requesting reserved parking? (circle one) YES NO
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? YES NO Other Vendors: YES NO

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

N/A

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO
If yes, please attach liquor license and liquor liability insurance.
If yes, what time? until

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance.

ATTENDANCE: What is the expected (estimated) attendance for this event? 200

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES NO
If yes, you are required to obtain a permit through the City Clerk's Office.
RESTROOMS: Are you planning to provide portable rest rooms at the event?  YES  NO
If yes, how many?  

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power?  YES  NO
If yes, please explain the electrical requirements.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

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 Events application, including insurance documents where applicable.

3. A $25 Special Event Application fee must be submitted along with this Special event 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 requirements made.

5. All food vendors must be approved by the Jackson County Health Department, and each food or 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 named insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.

7. The approval of this special event may include additional requirements, limitations, or fees, based on the City’s review of this application.

8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe 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, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other 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, I will add the City of Jackson and the Downtown Development Authority as additional insureds 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 officer, employees and agents, 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 the special event.

11/30/2020

Date

Signature of Sponsoring Organization’s Agent

RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201
MEMO TO: Mayor and City Council Members
FROM: Patrick H. Burtch, City Manager
DATE: February 25, 2020

Recommendation:

Approve a request from Jackson American Association of University Women (AAUW) to conduct their Flower Sale Distribution event on Thursday, May 7, 2020 from 7:30 a.m. to 3:00 p.m. at the Grand River Farmers Market.

Attached are memos from Cory Mays regarding the Special Event Application for the event Flower Sale Distribution.

I recommend approval of the special event application for the event Flower Sale Distribution. Your consideration and concurrence is appreciated.

PHB
MEMO TO: Patrick Burtch, City Manager

FROM: Cory L. Mays, Executive Director, DDA

DATE: February 25, 2020

RECOMMENDATION: Approve a request from Jackson American Association of University Women (AAUW) to conduct their Flower Sale Distribution event on Thursday, May 7, 2020 from 7:30 a.m. to 3:00 p.m. at the Grand River Farmers Market.

SUMMARY: Take delivery of approximately 325 live plants – flower pots and flats – and distribute to approximately 40 members of the Jackson AAUW.

DEPARTMENTAL APPROVAL SUMMARY

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

<table>
<thead>
<tr>
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<td>DDA</td>
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<td>Public Works</td>
<td>X</td>
<td></td>
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</tbody>
</table>

**TOTAL** $0.00

CONDITIONS & CONSIDERATIONS

None

INSURANCE STATUS

On file and current (approved by the city attorney’s office)

ATTACHMENTS: Special Event Application: AAUW Flower Sale Distribution
CITY OF JACKSON SPECIAL EVENT APPLICATION
Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 768-6410

Date Received By DDA Office: 1/22/2020 Time: 11:45 By: KEW HOGAN

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: Jackson AAUW annual flower sale/Pick up
Sponsoring Organization’s Legal Name: AAUW American Association of University Women
Organization Address: % President Nancy Connaill 510 S. Thompson St Jackson 49203
Tax I.D. Number: none
Event Organizer: Judy Barry Title: Fundraising chair/flower sale
Phone (work): cell - 517 745 1457
Phone (during event): Same
Agent’s Address: 138 Hawthorne Brooklyn, Mi 49230
Agent’s E-Mail: barryJudith@hotmail.com
Address: listed above
Organization Address: listed above

Please give a brief description of the proposed special event:

Event, annual, where pre paid flowers/plants are distributed to members of AAUW who have previously ordered and paid

Event Day(s) and Date(s): Thursday, May 7, 2020
Set-Up Date & Time: Thurs. May 7, 2020 Tear-Down Date & Time: Thursday May 7, 2020
Event Location: Grand River Farmer’s Market
Along the walkway of the Market Place
ANNUAL EVENT: Is this event expected to occur next year? (circle one)  YES  NO  
How many years has this event occurred?  8  years. 

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

(a) The assembly and dispersal locations and the route plan;
(b) Any streets or parking lots that you are requesting to be blocked off;
(c) The location of vendors, if any;
(d) An emergency vehicle access lane; and
(e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time:  
Through Date/Time:  

RESERVED PARKING: Are you requesting reserved parking? (circle one)  YES  NO 
If yes, list the number of street spaces, City lots or locations where parking is requested:  

VENDORS: Food Concessions?  YES  NO  Other Vendors:  YES  NO 

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:  

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT?  YES  NO 
If yes, please attach liquor license and liquor liability insurance.

If yes, what time?  7:00 AM  until  10:00 PM  

ENTERTAINMENT: Are there any entertainment features related to this event?  YES  NO 
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance. .

ATTENDANCE: What is the expected (estimated) attendance for this event?  

No more than 20 people at any one time picking up flowers / plants  

AMUSEMENT: Do you plan to have any amusement or carnival rides?  YES  NO 
If yes, you are required to obtain a permit through the City Clerk’s Office.

RESTROOMS: Are you planning to provide portable rest rooms at the event?  YES  NO
If yes, how many?  

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

**ELECTRICAL POWER:** Will the Event require electrical power?  
YES  NO
If yes, please explain the electrical requirements.

**OTHER REQUESTS:** (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.)
Please note that additional requests may incur additional charges.

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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 officer, employees and agents, by reason of any damage to property, bodily injury, or death, sustained by any person whomever, and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

1/20/20
Date

[Signature]
Signature of Sponsoring Organization’s Agent

RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201
**CERTIFICATE OF LIABILITY INSURANCE**

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

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

**PRODUCER**
License # CA#0658748
AHT Insurance
20 S. King Street
Leesburg, VA 20175

**CONTACT NAME:**
PHONE: (703) 777-2341
FAX: (703) 771-1852

**INSURER(S) AFFORDING COVERAGE**
INSURER A: American Casualty Company of Reading, PA

**POLICY NUMBER**
GL6050534641

**POLICY EFF:**
1/1/2020

**POLICY EXP:**
1/1/2021

**COVERAGE DESCRIPTIONS**

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<td>COMMERCIAL UMBRELLA LIABILITY</td>
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**CERTIFICATE HOLDER**
Grand River Farmer’s Market
Jackson, MI

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The ACORD name and logo are registered marks of ACORD
MEMO TO: Mayor and City Council Members

FROM: Patrick H. Burtch, City Manager

DATE: February 25, 2020

SUBJECT: Special Event Application for the Jackson Downtown Development Authority 2020 Cruise Ins and Concerts.

Recommendation:

Approve a request from the Jackson Downtown Development Authority, Michigan Theatre, and Jackson Symphony Orchestra to conduct their Cruise In and Concert events on May 22, June 26, July 24, August 28, and September 25, 2020 from 5:00 p.m. to 9:30 p.m. in Downtown Jackson.

Attached are memos from Cory L. Mays regarding the Special Event Application for the event Downtown Development Authority Cruise-In.

I recommend approval of the special event application for the event Jackson Downtown Development Authority Cruise In and Concert events. Your consideration and concurrence is appreciated.

PHB
DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Cory L. Mays, Executive Director, DDA

DATE: February 25, 2020

RECOMMENDATION: Approve a request from the Jackson Downtown Development Authority, Michigan Theatre, and Jackson Symphony Orchestra to conduct their Cruise In and Concert events on May 22, June 26, July 24, August 28, and September 25, 2020 from 5:00 p.m. to 9:30 p.m. in Downtown Jackson.

SUMMARY: Family oriented events featuring classic cars on display and food vendors. National touring bands will play live at CP Federal City Square on each event night with alcohol sales in CP Federal City Square only.

DEPARTMENTAL APPROVAL SUMMARY

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

<table>
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</table>

**TOTAL** $5,325.00

CONDITIONS & CONSIDERATIONS

Public Works to provide trash cans, no parking tripods, and barricades for road closures. Police to increase reserves for foot patrol.

INSURANCE STATUS

This event is covered under the City of Jackson’s insurance policy.

ATTACHMENTS: Special Event Application: Cruise Ins and Concerts
Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: Cruise Ins and Concerts 2020
Sponsoring Organization’s Legal Name: Downtown Development Authority
Organization Address: 161 W. Michigan Ave Jackson MI 49201
Tax I.D. Number:
Event Organizer: Cory L. Mays Title: Executive Director
Phone (work): 517-768-6410
Phone (during event): 517-748-6518
Agent’s Address: Same as above
Agent’s E-Mail Address: cmays@cityofjackson.org
Organization Address: Same as above

Please give a brief description of the proposed special event: Cruise Ins are family-oriented events featuring classic cars on display throughout the streets of Downtown Jackson. Food vendors available. Each night will also feature National Touring Bands and/or local musicians at CP Federal City Square, with alcohol sales in CP Federal City Square only.

Event Day(s) and Date(s): May 22, June 26, July 24, August 28, September 25, from 5 - 9 pm. Please note different street closure map for 7/24 event
Set-Up Date & Time: 3:30 p.m. Tear-Down Date & Time: 9:30 p.m.
Event Location: Downtown Jackson (please see attached maps)
ANNUAL EVENT: Is this event expected to occur next year? (circle one)  

YES  NO

How many years has this event occurred?  21 years

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

(a) The assembly and dispersal locations and the route plan;
(b) Any streets or parking lots that you are requesting to be blocked off;
(c) The location of vendors, if any;
(d) An emergency vehicle access lane; and
(e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time:

Through Date/Time: Please closed streets each day of events beginning at 12 pm. Events are from 5:00 - 9:30 p.m. (Map attached)

RESERVED PARKING: Are you requesting reserved parking? (circle one)  

YES  NO

If yes, list the number of street spaces, City lots or locations where parking is requested:

Please see attached

VENDORS: Food Concessions?  

YES  NO  Other Vendors:  

YES  NO

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

Experience Jackson, Melling Tool, more TBA

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT?  

YES  NO

If yes, please attach liquor license and liquor liability insurance.

If yes, what time? 6pm_____________ until 11pm in CP Federal City Square only.

ENTERTAINMENT: Are there any entertainment features related to this event?  

YES  NO

If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance.

ATTENDANCE: What is the expected (estimated) attendance for this event?  

4,000-5,000/event

AMUSEMENT: Do you plan to have any amusement or carnival rides?  

YES  NO
If yes, you are required to obtain a permit through the City Clerk’s Office.

**RESTROOMS:** Are you planning to provide portable rest rooms at the event?  

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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</thead>
</table>

If yes, how many? 2

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

**ELECTRICAL POWER:** Will the Event require electrical power?  

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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</table>

If yes, please explain the electrical requirements.

Use of electrical outlets at the CP Federal City Square and Horace Blackman Park.

**OTHER REQUESTS:** (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.

DPW 1. Existing trashcans in the downtown area. Specifically Michigan Ave, be emptied by noon. 2. 10 Garbage cans at the corner of N. Jackson St. to be dispersed as needed. 3. 50 “No Parking” tripods placed on the corner of N. Jackson St. and W. Michigan Ave. 4. Increase reserves for foot patrol.

**INSURANCE:** All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

**CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:

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 Events application, including insurance documents where applicable.

3. A $25 Special Event Application fee must be submitted along with this Special event 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 requirements made.
5. All food vendors must be approved by the Jackson County Health Department, and each food or 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 named insured parties on the policy.

6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.

7. The approval of this special event may include additional requirements, limitations, or fees, based on the City’s review of this application.

8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe 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, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other 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, I will add the City of Jackson and the Downtown Development Authority as additional insureds 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 officer, employees and agents, 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 the special event.

2/11/20

__________________________
Cory L. Mays

Date
Signature of Sponsoring Organization’s Agent

RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI  49201
Cruise Night Closures

May 22, June 26, August 28, & September 25
CRUISE NIGHT CLOSURES
July 24 ONLY

Fenced in for alcohol consumption
MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: February 25, 2020
SUBJECT: Special Event Application for Food Truck Tuesdays

Recommendation:

Approve a request from the Jackson Downtown Development Authority, Michigan Theatre, and Jackson Symphony Orchestra to conduct their Food Truck Tuesday events on June 2 & 16, July 7 & 21, August 4 & 18, 2020 from 9 a.m. until 2:30 p.m. in CP Federal City Square and Horace Blackman Park.

Attached is a memo from Cory L. Mays regarding the Special Event Application for the Food Truck Tuesday events.

I recommend approval of the Special Event Application for the Food Truck Tuesdays. Your consideration and concurrence is appreciated.

PHB
DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Cory L. Mays, Executive Director, DDA

DATE: February 25, 2020

RECOMMENDATION: Approve a request from the Jackson Downtown Development Authority, Michigan Theatre, and Jackson Symphony Orchestra to conduct their Food Truck Tuesday events on June 2 & 16, July 7 & 21, August 4 & 18, 2020 from 9 a.m. until 2:30 p.m. in CP Federal City Square and Horace Blackman Park.

SUMMARY: A lunchtime summer concert series. Free to attend and open to people of all ages. Food Trucks will be present in the park and coordinated by Consumers Energy. Original live music will be performed by local Jackson musicians.

DEPARTMENTAL APPROVAL SUMMARY

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

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<td>Public Works</td>
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</table>

**TOTAL** $1,200.00

CONDITIONS & CONSIDERATIONS

Public works to provide additional garbage cans & “no parking” tripods for each event; electrical service

INSURANCE STATUS

This event is covered under the City of Jackson’s insurance policy.

ATTACHMENTS: Special Event Application: Food Truck Tuesdays
Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: Food Truck Tuesdays

Sponsoring Organization’s Legal Name: Jackson Downtown Development Authority, Michigan Theatre of Jackson, Jackson Symphony Orchestra

Organization Address: 161 W. Michigan Ave, Jackson MI 49201 5th Floor

Tax I.D. Number:

Event Organizer: Cory L. Mays Title: Executive Director, DDA

Phone (work): (517)-768-6410

Phone (during event): (517) 748-6518

Agent’s Address: 161 W. Michigan Ave, Jackson MI 49201

Agent’s E-Mail Address: cmays@cityofjackson.org

Organization Address: Same as above

Please give a brief description of the proposed special event: A lunchtime summer concert series. Free to attend and open to people of all ages. Food Trucks will be present in the park and coordinated by Consumers Energy. The Michigan Theatre and JSO will provide sound for musicians. Original live music will be performed by local Jackson musicians.

Event Day(s) and Date(s): June 2 & 16, July 7 & 21, August 4 & 18

Set-Up Date & Time: 9 a.m. each event day Tear-Down Date & Time: 2:30 p.m.

Event Location: Horace Blackman Park and CP Federal City Square
ANNUAL EVENT: Is this event expected to occur next year? (circle one)  
YES  NO

How many years has this event occurred?  ONE  

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

(a) The assembly and dispersal locations and the route plan;
(b) Any streets or parking lots that you are requesting to be blocked off;
(c) The location of vendors, if any;
(d) An emergency vehicle access lane; and
(e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time:

Through Date/Time: Hayes Ct Closed each event day for Food Truck parking.

RESERVED PARKING: Are you requesting reserved parking? (circle one)  YES  NO
If yes, list the number of street spaces, City lots or locations where parking is requested:

Reserved parking on North side of street across from JSO (Truck 12 & 13 see map)  

VENDORS: Food Concessions? YES  NO  Other Vendors: YES  NO

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES  NO
If yes, please attach liquor license and liquor liability insurance.

If yes, what time?  ___________________________ until  ___________________________

ENTERTAINMENT: Are there any entertainment features related to this event? YES  NO
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance.

ATTENDANCE: What is the expected (estimated) attendance for this event?  500

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES  NO
If yes, you are required to obtain a permit through the City Clerk’s Office.
RESTROOMS: Are you planning to provide portable rest rooms at the event? YES NO
If yes, how many? We will be utilizing the restrooms in Bucky Harris Park with signage pointing to them from the event area in Horace Blackman.

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power? YES NO
If yes, please explain the electrical requirements.

CP Federal City Square Stage, Food truck power hook-ups. Horace Blackman Park; sprinkles turned off during event dates.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges. 10 garbage cans from DPW on event dates, 10 No parking tripods.

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

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 Events application, including insurance documents where applicable.
3. A $25 Special Event Application fee must be submitted along with this Special event 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 requirements made.
5. All food vendors must be approved by the Jackson County Health Department, and each food or 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 named insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.

7. The approval of this special event may include additional requirements, limitations, or fees, based on the City’s review of this application.

8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe 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, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other 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, I will add the City of Jackson and the Downtown Development Authority as additional insureds 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 officer, employees and agents, 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 the special event.

02/11/2020 Cory L. Mays
Date Signature of Sponsoring Organization’s Agent

RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201
MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: February 25, 2020
SUBJECT: Special Event Application for the Junior Achievement Grand Prix

Recommendation:

Approve a request from Junior Achievement of the Michigan Edge, Inc. to conduct the Junior Achievement Grand Prix on Friday, June 26, 2020 in downtown Jackson.

Attached are memos from Cory L. Mays regarding the Special Event Application for the Junior Achievement Grand Prix.

I recommend approval of the Special Event Application for the Junior Achievement Grand Prix. Your consideration and concurrence is appreciated.

PHB
DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Cory L. Mays, Executive Director, DDA

DATE: February 25, 2020

RECOMMENDATION: Approve a request from Junior Achievement of the Michigan Edge, Inc. to conduct the Junior Achievement Grand Prix on Friday, June 26, 2020 in downtown Jackson.

SUMMARY: The Junior Achievement Grand Prix is a family-friendly go-kart race featuring teams from local businesses and organizations.

DEPARTMENTAL APPROVAL SUMMARY

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

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TOTAL                                $495.00

CONDITIONS & CONSIDERATIONS

???

INSURANCE STATUS

On file and current (approved by the City Attorney’s office)

ATTACHMENTS: Special Event Application: Junior Achievement Grand Prix
Downtown JACKSON

CITY OF JACKSON SPECIAL EVENT APPLICATION
Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 788-6410

Date Received By DDA Office: ___________ Time: ___________ By: ___________

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: Junior Achievement - Grand Prix 25th Anniversary
Sponsoring Organization’s Legal Name: Junior Achievement of the MI Edge, Inc.
Organization Address: 724 W. Michigan Ave Jackson 49201
Tax I.D. Number: 38-1703160
Event Organizer: Connie Poisson Title: President
Phone (work): 517 782-7822 ext. 14
Phone (during event): 517 881-4402
Agent’s Address: 724 W. Michigan Ave Jackson 49201
Agent’s E-Mail Address: cpoisson@jamichiganedge.com
Organization Address:

Please give a brief description of the proposed special event:
25th Anniversary of the Junior Achievement Grand Prix. A community, family-friendly go-kart race, featuring corporate, individual and high school teams competing for the checkered flag and bragging rights.
(See attached)

Event Day(s) and Date(s): June 26, 2020 - Friday
Set-Up Date & Time: June 26 8am Tear-Down Date & Time: June 27 8am
Event Location: Downtown Jackson - parking lot 203

Note: The word "racing" is handwritten in the Event Location field.
ANNUAL EVENT: Is this event expected to occur next year? (circle one) [YES] [NO]
How many years has this event occurred? 25 years

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

(a) The assembly and dispersal locations and the route plan;
(b) Any streets or parking lots that you are requesting to be blocked off;
(c) The location of vendors, if any;
(d) An emergency vehicle access lane; and
(e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time:
Through Date/Time: [Michigan Ave and Cortland Ave]
[Friday June 26th 9AM (parking lot only)]
[12pm (streets)]

RESERVED PARKING: Are you requesting reserved parking? (circle one) [YES] [NO]
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? [YES] [NO] Other Vendors: [YES] [NO]

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:
Eaton Corp., Atro Steel, Melling

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? [YES] [NO]
If yes, please attach liquor license and liquor liability insurance.
If yes, what time? ______________________ until ______________________

ENTERTAINMENT: Are there any entertainment features related to this event? [YES] [NO]
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance.

ATTENDANCE: What is the expected (estimated) attendance for this event? 300 +

AMUSEMENT: Do you plan to have any amusement or carnival rides? [YES] [NO]
If yes, you are required to obtain a permit through the City Clerk’s Office.
RESTROOMS: Are you planning to provide portable rest rooms at the event?  **YES**  **NO**
If yes, how many?  

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power?  **YES**  **NO**
If yes, please explain the electrical requirements.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.

Bandstand, street closures, electrical

(see attached)

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

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 Events application, including insurance documents where applicable.

3. A $25 Special Event Application fee must be submitted along with this Special event 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 requirements made.

5. All food vendors must be approved by the Jackson County Health Department, and each food or 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 named insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.

7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.

8. If I or my organization fail(s) 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, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other 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, I will add the City of Jackson and the Downtown Development Authority as additional insureds 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 officer, employees and agents, 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 the special event.

9/23/19
Date

Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201
Junior Achievement of the Mi Edge – GRAND PRIX “Race for Education”

Event History:

The Junior Achievement Grand Prix is our largest fundraiser providing the financial support for Kindergarten - 12th grade educational programs reaching thousands of young people in Jackson County. In 2020 we will be celebrating our 25th year Anniversary as a community, family friendly event and are seeking approval to run the Grand Prix go kart race downtown Jackson on Friday June 26th in conjunction with the Cruise In. We partner with local business and community minded organizations to provide a day of unique, high energy entertainment for participants and supporters. It features Grand Prix style go kart racing, sponsored by local businesses who are competing for the coveted checkered flag and bragging rights. The Grand Prix is organized and run by volunteers with staff support. The newer high school division engages young people into the action and has been growing every year. We market our event to the community and there is no charge to attend as a spectator. 25 years ago, the Grand Prix ran its inaugural race in downtown Jackson and we are excited for that opportunity again.

Event Outline:

Pre-Event Set Up – Friday June 26, 2020

Track set up starts at 8:00 AM – 2:30 PM.

- Track Barricades and Tires are delivered by Miller Truck and Storage and unloaded by volunteer service workers.
- These Barricades and tires are used to set up the go-kart track and provide crowd control.
- Snow fencing is attached to green yard poles for crowd control
- Emmons delivers 15-20 Kirby Carts to be used in Cold Pit, Hospitality and Food Wagon areas
- Tents are set up for Corporate teams and large ones erected for Hospitality.
- The Grand stand is delivered by the County of Jackson placed in the track area - used by Jackson Radio Works and Jackson Speedway personnel for calling the race activities.
- Electricity is needed for the bandstand
- A small utility storage trailer is delivered with JA event and hospitality materials
- Track set up team hang banners after track is finished.
- JA Grand Prix Registration and Hospitality Tent set up

Event Evening – Friday June 26th – 4:00 PM

- Corporate and Individual racing Teams arrive and register
- Cold Pit tents set up by racing teams.
- Food Vendors arrive and set up - they provide generators
- Practice Racing starts – 5:15 PM
- Racing Action: 6:00 – 9:00 PM (Includes Heat Racing and Championship Races)

Event Tear Down - Friday June 26th – 9 PM – 10:30 PM

- Tear down starts immediately after the championship races – approximately 9:00 PM and Parking lot and Streets opens to the public
- Go- Karts are removed from site by Jackson Speedway
- Snow fencing is torn down and removed from the site
- Corporate and Hospitality Tents are dismantled and removed from the site
- Event Banners are removed
- Sound equipment is torn down and removed.
- Food Vendors leave
Post Event – Final Tear Down – Saturday June 27th

- Track Tires will be moved to a section of the parking lot after the event. On Saturday morning volunteers will load tires into a semi-trailer for storage. This process typically takes 2 hours as they fill the semi-trailers and clean up the area.
- Community volunteers will sweep up the area and pick up and left-over debris in the main track area.

Remaining on the site until Monday
- Jackson Co. Grand Stand – Typically picked up Monday morning at 8:00 Am
- Emmons Trash Receptacles – Picked up on Monday morning at 8.00 Am

Facility Use

Junior Achievement of the MI Edge, Inc. is respectfully requesting use of:
- The Downtown Parking Lot area between Bond building and Lean Rocket Lab for the track – A Block of S Mechanic and a block of Michigan Ave street closure (See diagram)
- Area to set up the JA Registration and Hospitality Tent
- Power from Poles to Bandstand for sound.
- Parking area for Teams

Insurance Coverage:
A certificate of insurance will be provided to the City of Jackson prior to the event listing the City of Jackson and the County of Jackson as additional insured.

Please feel free to contact me if you have any other questions regarding the event. We are very excited about the opportunity to bring the event back to Downtown Jackson where it originated 25 years ago. Our partnership will again lead to a fun family event that many people will be able to enjoy. We appreciate your consideration and support of our organization and look forward to working together.

Respectfully submitted,

Connie Poisson
President, Junior Achievement of the MI Edge,
cpoisson@jamichiganedge.com
517 782-7822 Ext. 14
## Certificate of Liability Insurance

**Producers**: Shepherd Insurance, LLC  
111 Congressional Boulevard  
Suite 100  
Carmel IN 46032

**Contact**: Dawn Bryant-Smith  
(P) (317) 846-5554  
(E) dsmithe@shepherdins.com

**Insureds**:  
American Racing Group, LLC; AKTPA, Inc.  
11715 Fox Road  
Suite 400-191  
Indianapolis IN 46236

**Carriers**:  
- Chubb Custom Insurance Company  
- Westchester Surplus Lines Ins. Co.  
- Federal Insurance Company

### Coverages

**Certificate Number**: CL18112978594  
**Revision Number**:  
**Date (MM/DD/YYYY)**: 05/02/2019

**A. Commercial General Liability**

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**Description of Operations / Locations / Vehicles** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

- Class 1 - $15,000 AD&D limit; $25,000 Excess Medical; Per Incident
- Class 2 - $5,000 AD&D limit; $10,000 Excess Medical; Per Incident

Junior Achievement of the Michiana Edge, Inc. City of Jackson Michigan, County of Jackson, Jackson County Park and Downtown Development Authority are provided automatic additional insured status with respect to general liability where required by contract or agreement subject to policy terms, conditions, and exclusions.

**Certificate Holder**

Jackson Speedway @ Cascade Park & Downtown Development  
1400 South Brown Street  
Jackson MI 49203

**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**

[Signature]

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MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: February 25, 2020
SUBJECT: Special Event Application for the Gus Macker 3-on-3 Basketball Tournament

Recommendation:

Approve a request from Experience Jackson to conduct the Gus Macker 3-on-3 Basketball Tournament on Friday, July 24 – Sunday, July 26, 2020 on the streets of downtown Jackson.

Attached are memos from Cory L. Mays regarding the Special Event Application for the Gus Macker 3-on-3 Basketball Tournament.

I recommend approval of the Special Event Application for the Gus Macker 3-on-3 Basketball Tournament. Your consideration and concurrence is appreciated.

PHB
MEMO TO: Patrick Burtch, City Manager

FROM: Cory L. Mays, Executive Director, DDA

DATE: February 25, 2020

RECOMMENDATION: Approve a request from Experience Jackson to conduct the Gus Macker 3-on-3 Basketball Tournament on Friday, July 24 – Sunday, July 26, 2020 on the streets of downtown Jackson.

SUMMARY: The Gus Macker 3-on-3 Basketball Tournament features teams from Jackson and beyond, and serves as a fundraiser for area non-profits.

---

DEPARTMENTAL APPROVAL SUMMARY

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

<table>
<thead>
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<th>DEPARTMENT</th>
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**TOTAL** $7,480.00

CONDITIONS & CONSIDERATIONS

Various street & parking lot closures; electrical access; stage & restroom placement; police & fire support

INSURANCE STATUS

On file and current (approved by the City Attorney’s office)

ATTACHMENTS: Special Event Application: Gus Macker 3-on-3 Basketball Tournament
Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: **GUS MACKER #JACKSON MI | 3-on-3 Basketball Tournament**

Sponsoring Organization’s Legal Name: **Experience Jackson**

Organization Address: **134 West Michigan Avenue | Jackson, MI**

Tax I.D. Number: **38-2562896**

Event Organizer: **Kyle Liechty + Jessica Webb**

Title: **Co-Directors**

Phone (work): **KL - 517.740.3762 | JW - 517.474.1292 | Exp. Jackson - 517.782.8221**

Phone (during event): **KL - 517.740.3762 | JW - 517.474.1292**

Agent’s Address: **KL - 6700 Horton Road | Jackson, MI**

Agent’s E-Mail: **liechtyk@egr.msu.edu | gusmackerjxn@gmail.com**

Organization Address: **134 West Michigan Avenue | Jackson, MI**

Please give a brief description of the proposed special event: **Gus Macker is an organization based out of Belding, MI that supports 3-on-3 basketball competitions nationwide. In 2018, Jackson signed on as a city to host the event, which serves as a fundraiser for area non-profits (Lyle Torrant in 2019) and volunteer groups (N.H.S. + V.L.H.S. in 18/19) and brings the excitement of basketball to the streets of Downtown Jackson. The tourney hosted 130 teams (of 4) in 2018, 210 in 2019, and hope to see numbers topping 300 in 2020. We are a youth heavy tournament to date, with 60% of our teams being 17 & under and host a balanced mix of local (Jackson County) and out-of-town guests.**

Event Day(s) and Date(s): **Friday, July 24 - Sunday, July 26**

Set-Up Date & Time: **7/24 @ 5:00 AM**

Tear-Down Date & Time: **7/26 @ 6:00 PM**

Event Location: **Michigan (Hayes Ct to Mechanic) & Jackson (Pearl to Cortland)**
ANNUAL EVENT: Is this event expected to occur next year? (circle one)

YES  NO

How many years has this event occurred?  TWO

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing: See Attachment on Pg. 9

(a) The assembly and dispersal locations and the route plan;
(b) Any streets or parking lots that you are requesting to be blocked off;
(c) The location of vendors, if any;
(d) An emergency vehicle access lane; and
(e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time: 7/24 @ 5:00 AM

Through Date/Time: 7/26 @ 6:00 PM

RESERVED PARKING: Are you requesting reserved parking? (circle one)

YES  NO

If yes, list the number of street spaces, City lots or locations where parking is requested:

5 spaces in the US Postal Service / Lean Rocket Lab / Axe Play lot in the corner.

VENDORS: Food Concessions?  YES  NO  Other Vendors: YES  NO

EVENT SPONSORS: Do you have an event sponsor? If yes, please name: 30+ sponsors, including Experience Jackson, Art Moehn, Blueprint Athletes, CNB, CP FCU, etc.

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT?  YES  NO

If yes, please attach liquor license and liquor liability insurance.

ENTERTAINMENT: Are there any entertainment features related to this event?  YES  NO

If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance. Pro DJ's (7/24 - 4p to 9p; 7/25 - 7a to 7p; 7/26 - 7a to 4p)

ATTENDANCE: What is the expected (estimated) attendance for this event? 8,000+, with added cross pollination with the Jackson Cruise In and Heroes Tournament events on Friday evening.

AMUSEMENT: Do you plan to have any amusement or carnival rides?  YES  NO

If yes, you are required to obtain a permit through the City Clerk’s Office.

RESTROOMS: Are you planning to provide portable rest rooms at the event?  YES  NO
If yes, how many? **Portable units near water access locations (Hayes Ct + Fire Pit)**

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the restroom facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

**ELECTRICAL POWER:** Will the Event require electrical power? **YES** **NO**
If yes, please explain the electrical requirements.
Same as previous years with primary points being:
- 1 stage in crosswalk @ Michigan / Jackson
- 1 stage in front of Dirty Bird / Lean Rocket Lab

**Restroom locations**

**Food trucks in Blackman Park**

**OTHER REQUESTS:** (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.)

Please note that additional requests may incur additional charges. **Security patrol from 7/24 @ 9:00p to 7/26 @ 6:00p; fire / EMT on-site during game play; Parks and Rec beautification support (if interested); street closures; electrical access**

**INSURANCE:** All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

**CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:
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 Events application, including insurance documents where applicable.
3. A $25 Special Event Application fee must be submitted along with this Special event 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 requirements made.
5. All food vendors must be approved by the Jackson County Health Department, and each food or 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 named insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.

7. The approval of this special event may include additional requirements, limitations, or fees, based on the City’s review of this application.

8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe 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, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other 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, I will add the City of Jackson and the Downtown Development Authority as additional insureds 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 officer, employees and agents, 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 the special event.

**Wednesday, January 15, 2020**

Date __________________________

Signature of Sponsoring Organization’s Agent

RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY

161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201
Friday Operations

Road Closure for Cruise Night
(Michigan Ave. Closure goes east to Francis St.)

TIMELINE:
8:00 am – Top Men’s and Dream Court built out
8:00 am – Stage built out begins
2:00 pm – Cruise Cars start to appear
5:00 PM – Registration Opens – Parking accessed from Courtland St. ONLY.
TBD - Battle of the Badges Tourney
9:00 pm – Hoop placement begins
= PRIMARY (24 COURTS)
= SECONDARY (4 ADDL COURTS)
= BARRICADE / CLOSURE
# ACORD™ ADDITIONAL REMARKS SCHEDULE

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<td>D/B/A GUS MACKER BASKETBALL</td>
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## ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER:** ACORD 25  **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

**ADDITIONAL INSUREDS/SPONSORS:**

WILSON SPORTING GOODS, CONNOR SPORT COURT INTERNATIONAL, TRIKO LLC, LAUGHLIN, MARINACCIO & OWENS, INC., JESSICA WEBB, AARON VORCE - CRAFT AGENCY, ALL STAR RENTAL, ART MOEHN CHEVROLET, BLUE OX CREDIT UNION, BRANDON COOLEY - PROLIFIC FAMILY, BRASS RAIL, BRIGHT WALLS, BUFFALO WILD WINGS, CCC CATERING, CHARLES SCHWAB, CHIEF CART, CHILDRENZ CHALLENGE, CITY OF JACKSON, COMMUNITY CHOICE CU, COMTRONICS, CONSUMERS ENERGY, CONTRACT CUSTOMIZING, COUNTY NATIONAL BANK, CP FEDERAL CREDIT UNION, DETROIT TIGERS, DOWNTOWN DEVELOPMENT AUTHORITY, EMMON'S SERVICE, EXPERIENCE JACKSON, FORTRESS COFFEE, HOLIDAY INN EXPRESS & SUITES, HOME.FM, JACKSON CITY POLICE DEPARTMENT, JACKSON COLLEGE, JACKSON PARKS AND RECREATION DEPARTMENT, JACKSON POLICE DEPARTMENT, JACKSON RADIO WORKS, JACKSON ROSE QUEENS, JACKSON SYMPHONY ORCHESTRA, JACKSON TOOL SALES, INC., JTV, JUNKYARD DOG, KLAVONS, LAMMERS HEATING & COOLING, LEAN ROCKET LAB, LOMAR MACHINE AND TOOL, LYLE TORRANT CENTER, M & K JETTING, MICHIGAN INTERNATIONAL SPEEDWAY, MLIVE, MOLLIE BOLTON - EDWARD JONES, NAPOLEON BASKETBALL, ORTHOPAEDIC REHAB SPECIALISTS, PRO DJ'S, TERI TAYLOR - CRAFT VENDOR, THE CHASE, TIKI SAM'S PIZZA, TIKI SHAVED ICE, TRAVELING TASTY, VANDERCOOK LAKE BASKETBALL, WEEKS EVENT SERVICES, YMCA

**ADDITIONAL INSUREDS/LESSORS:**

LEAN ROCKET LAB, FORTRESS COFFEE
MEMO TO: Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: February 28, 2020
SUBJECT: Receipt of Street/Alley Vacation Petition

Recommendation:

Receipt of a petition circulated by Michael Venetis to vacate an alley on the northeast corner of Louis Glick Highway and Jackson Street.

Upon receipt, the petition will be referred to staff for appropriate action. Your consideration and concurrence is appreciated.
To the Honorable Mayor
and Members of the City Council
City of Jackson, Michigan:

We the undersigned, being all of the persons owning property abutting on the street or alley, more particularly described as:

AN ALLEY RUNNING NORTH & SOUTH AND BEGINNING AT THE NORTH LINE OF LOUIS GLICK HIGHWAY AND THE SOUTHEAST CORNER OF LOT 1, BLOCK 3 NORTH, RANGE 1 EAST, BLACKMAN'S ADDITION THE THE VILLAGE OF JACKSONBURGH, THENECE NORTHERLY ALONG THE EAST LINE OF LOTS 1, 2, AND 3 IN SAID BLOCK, TO THE SOUTHERLY LINE OF RAILROAD RIGHT OF WAY, THENECE SOUTHEASTERLY ALONG THE SOUTHERLY LINE OF SAID RIGHT OF WAY TO THE NORTHWEST CORNER OF LOT 5 OF SAID BLOCK, THENECE SOUTHERLY ALONG THE WEST LINE OF SAID LOT 5 TO THE SOUTHWEST CORNER OF SAID LOT 5 AND THE NORTH LINE OF LOUIS GLICK HIGHWAY, THENECE WEST TO BEGINNING. SAID DESCRIBED ALLEY LIES EAST OF LOTS 1, 2, AND 3 AND WEST OF LOT 5, BLOCK 3 NORTH, RANGE 1 EAST, BLACKMAN'S ADDITION TO THE VILLAGE OF JACKSONBURGH, CITY OF JACKSON, JACKSON COUNTY, STATE OF MICHIGAN

do hereby respectfully petition your honorable body to close and vacate said street or alley. The said street or alley has been dedicated as a public street or alley.

We hereby consent to the vacating of the aforesaid street or alley.

NOTE: All persons interested either jointly or individually by deed or contract in relation to any property abutting on the street or alley proposed to be vacated are required to sign and date the above petition.

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<th>DESCRIPTION OF PROPERTY</th>
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| MI DEPT OF TRANSPORTATION RAIL PROPERTY  
VAN WAGONER BUILDING  
425 W OTTAWA ST  
LANSING, MI 48909  
By: Bradley C. Wilkens, Director Business Development  
(Michigan Department of Transportation)  
(Please sign and print name and title of signatory) | THAT PORTION OF RAILROAD RIGHT OF WAY LYING NORTH OF LOTS 1, 2, 3, & 5 AND SOUTH OF LOT 9, BLOCK 3 NORTH, RANGE 1 EAST, BLACKMAN'S ADDITION TO THE VILLAGE OF JACKSONBURGH | * |

APPROVED  
By Mary Wathall at 10:04 am, Jan 21, 2020

Petition Circulated By:

Name: Comerica Bank
Address: 3501 Hamlin
City, State, Zip: Ann Arbor Hills, MI 48124

Date: 2/13/2020
Signature: [Signature]
Phone: 248-311-5593
PETITION FOR STREET/ALLEY CLOSING

To the Honorable Mayor
and Members of the City Council
City of Jackson, Michigan:

We the undersigned, being all of the persons owning property abutting on the street or alley, more particularly described as:

AN ALLEY RUNNING NORTH & SOUTH AND BEGINNING AT THE NORTH LINE OF LOUIS GLICK HIGHWAY AND THE SOUTHEAST CORNER OF LOT 1, BLOCK 3 NORTH, RANGE 1 EAST, BLACKMAN'S ADDITION THE THE VILLAGE OF JACKSONBURGH, THENCE NORTHERLY ALONG THE EAST LINE OF LOTS 1, 2, AND 3 IN SAID BLOCK, TO THE SOUTHERLY LINE OF RAILROAD RIGHT OF WAY, THENCE SOUTHEASTERLY ALONG THE SOUTHERLY LINE OF SAID RIGHT OF WAY TO THE NORTHWEST CORNER OF LOT 5 OF SAID BLOCK, THENCE SOUTHERLY ALONG THE WEST LINE OF SAID LOT 5 TO THE SOUTHWEST CORNER OF SAID LOT 5 AND THE NORTH LINE OF LOUIS GLICK HIGHWAY, THENCE WEST TO BEGINNING. SAID DESCRIBED ALLEY LIES EAST OF LOTS 1, 2, AND 3 AND WEST OF LOT 5, BLOCK 3 NORTH, RANGE 1 EAST, BLACKMAN'S ADDITION TO THE VILLAGE OF JACKSONBURGH, CITY OF JACKSON, JACKSON COUNTY, STATE OF MICHIGAN

do hereby respectfully petition your honorable body to close and vacate said street or alley. The said street or alley has been dedicated as a public street or alley.

With respect to any taxes or special assessments levied or assessed against any property included in said street or alley, we and each of us do hereby waive any and all questions, claims or controversies relative to such taxes or special assessments which have or may hereafter be levied or assessed upon any part of the lands embraced in said street or alley, and we hereby assume and agree to pay all such taxes or special assessments thereon, and we further hereby consent to the vacating of the aforesaid street or alley.

NOTE: All persons interested either jointly or individually by deed or contract in relation to any property abutting on the street or alley proposed to be vacated are required to sign and date the above petition:

<table>
<thead>
<tr>
<th>OWNER OF PROPERTY &amp; SIGNATURE/DATE</th>
<th>DESCRIPTION OF PROPERTY</th>
<th>LINEAL FEET OF FRONTAGE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMERICA INC % RYAN LLC 2800 POST OAK BLVD #4200 HOUSTON, TX 77056</td>
<td>LOTS 1, 2, 3 AND 5 BLOCK 3 NORTH, RANGE 1 EAST, BLACKMAN'S ADDITION TO THE VILLAGE OF JACKSONBURGH 1-0131, 1-0131.1</td>
<td></td>
</tr>
</tbody>
</table>

*Needed for street vacations only.

Petition Circulated By:

Name: Comerica Bank  Date: 2/19/2020
Address: 3501 Hamlin Rd  Signature: Michael C. Vranitis
City, State, Zip: 3501 Hamlin Rd, MI 48326  Phone: 248-371-5693
MEMO TO: Mayor and City Councilmembers

FROM: Andrea Muray, City Clerk

DATE: February 25, 2020

SUBJECT: Resolution to Repeal the Easement on City-Owned Property Included in the Alley Vacation Resolution Approved on January 2, 1996

Recommendation:

Approve a resolution to repeal the easement clause on City-Owned property included in the alleyway vacation dated January 2, 1996 described as: A 15.5 FOOT WIDE ALLEY RUNNING 132 FEET SOUTH FROM THE SOUTH LINE OF CORTLAND STREET BETWEEN LOT 2 ON THE WEST AND LOT 6 ON THE EAST, BLOCK 2 SOUTH, RANGE 1 EAST, CITY OF JACKSON.

On January 28, 2020 City Council voted to repeal the easement clause included in the alley vacation adopted on January 2, 1996, Resolution No. 96-5. Attached is a resolution to effectuate said vote.

I recommend the resolution be approved. Your consideration and concurrence is appreciated.
RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, a petition was filed by all of the persons, firms, corporations, and entities owning property abutting on or located in, under or over an alley in the City of Jackson, Michigan, for the vacation of said alley, more particularly described as:

A 16.5 FOOT WIDE ALLEY RUNNING 132 FEET SOUTH FROM THE SOUTH LINE OF CORTLAND STREET BETWEEN LOT 2 ON THE WEST AND LOT 6 ON THE EAST, BLOCK 2 SOUTH, RANGE 1 EAST, CITY OF JACKSON

WHEREAS, on January 2, 1996 the Jackson City Commission adopted Resolution No. 96-5 vacating the alley; and

WHEREAS, a condition of the adopted resolution of vacation provided for an easement within the vacated alley in favor of the City for public utility purposes; and

WHEREAS, on January 28, 2020 the Jackson City Council voted to repeal the easement clause and thereby terminate the easement over, in, and across the alley in Resolution No. 96-5; and

NOW, THEREFORE, BE IT RESOLVED that the easement retained by the City in Resolution No. 96-5 is hereby terminated and of no further force or effect.

*   *   *   *   *

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

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 25th day of February, 2020.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan, on this 26th day of February, 2020.

_______________________________________  __________________________________________
Andrea Muray, City Clerk    Derek J. Dobies, Mayor
MEMO TO: Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: February 25, 2020
SUBJECT: Second Reading and Adoption of Ordinance 2020-02

Recommendation:

Adopt Ordinance 2020-02 repealing several sections of Chapter 4 of the Jackson Code of Ordinances to allow the County of Jackson, Michigan to resume enforcement of animal control protection, which will promote proper control and care of animals in the City, for health, safety, and welfare of the citizens of the City of Jackson.

Attached is Ordinance 2020-02. Repeal of the sections of Chapter 4 as presented in Ordinance 2020-02 was considered by Council at the March 12, 2019 meeting. Approval of Ordinance 2020-02 will satisfy Charter Section 9.5- Passage of Ordinances requirement and allow for proper codification.

I recommend Ordinance 2020-02 be approved. Your consideration and concurrence is appreciated.
MEMO TO: Honorable Mayor and City Councilmembers

FROM: Jonathan Greene, Acting City Manager

DATE: Council Meeting – February 25, 2020

SUBJECT: Second Reading of the Repeal of Sections of the City's Animal Care and Control Ordinance to Allow for Enforcement by the County of Jackson.

Recommendation: REPEAL of Certain Sections of the City of Jackson Animal Care and Control Ordinance to Allow for Enforcement by the County of Jackson.

Your consideration and concurrence is appreciated.
DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, Acting City Manager
FROM: Matthew Hagerty, City Attorney
DATE: February 25, 2020

RECOMMENDATION: Second Reading and Approval of the City’s Animal Care and Control Ordinance to Allow for Enforcement by the County of Jackson.

SUMMARY

This matter originally came before City Council at the March 12, 2019 City Council Meeting. It was approved by Council, but requires a second reading and approval. As a reminder, a majority of the City Animal Care and Control Ordinance needs to be repealed enabling the County of Jackson to take over enforcement of animal issues through the County Ordinance.

BUDGETARY CONSIDERATIONS

Amending the ordinance would decrease time spent by City Police on animal related issues.

HISTORY, BACKGROUND and DISCUSSION

In 2014, the County of Jackson informed the City that it was no longer enforcing its Animal Control and Protection Ordinance. As a result, the City passed its own Animal Care and Control Ordinance so that the City could enforce laws regarding animals.

The County of Jackson has since resumed enforcement of its Animal Control and Protection Ordinance. Due to Section 29a of the Michigan Dog Law, the County will only have jurisdiction to enforce the County ordinance in the City if the City does not have its own animal ordinance. Therefore, in order to allow the County enforcement again, the City must repeal certain provisions of its Animal Care and Control Ordinance. This allows County employees with specialized animal control education to take over these tasks and free the Jackson Police Department from these duties.

The County Ordinance has very similar provisions to the City Ordinance, so all of the protections available to animals in the City ordinance will still exist in the County Ordinance.
REPEAL Sections of the City’s Animal Care and Control Ordinance to Allow for Enforcement by the County of Jackson.

ATTACHMENTS:  
- Clean copy of proposed ordinance  
- Black lined copy of proposed ordinance  
- Section 29a of the Dog Law of 1919  
- County of Jackson Ordinance
ORDINANCE 2020-02

An Ordinance repealing several sections of Chapter 4 of the City of Jackson Code of Ordinances to allow the County of Jackson, Michigan to resume enforcement of animal control and protection, which will promote the proper control and care of animals in the City, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council amends this ordinance to allow the County of Jackson to resume the enforcement of animal control and protection within the City of Jackson which will, in turn, promote the proper control and care of animals by their owners and others, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

Section 2.

That Chapter 4 of the City of Jackson Code of Ordinances be amended to read as follows:

Sec. 4-1. - Purpose.

The purpose of this chapter is to promote the proper control and care of animals by their owners and others, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

Sec. 4-2. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this chapter, except where the context clearly indicates a different meaning:

*Cat* means an animal of any age of the species Felis Catus.

*City* means City of Jackson, Michigan

*County* means County of Jackson, State of Michigan.

*Kennel* means any lot or premises permitted in the city's zoning ordinance (Chapter 28) on which more than three (3) dogs or more than three (3) cats, or any combination of dogs and cats totaling more than three (3), are confined either permanently or temporarily. This does not include dogs and cats less than four (4) months old.
Law enforcement officer means a person employed or elected by the people of the City of Jackson, Michigan, to preserve peace, make arrests, and/or to enforce the law.

Livestock means horses, stallions, colts, geldings, mares, sheep, rams, lambs, bulls, bullocks, steers, heifers, cows, calves, mules, jacks, jennets, burros, goats, kids and swine, and fur-bearing animals being raised in captivity.

Owner means a person having a right of property ownership in an animal, who keeps or harbors the animal or has the animal in his or her care or custody, or who permits the animal to remain on or about any premises occupied by the person. An owner does not mean a person who harbors an animal in the course of conducting a boarding, grooming, or training business, or a veterinary hospital, or a person who harbors an animal in violation of Act 309 of the Public Acts of 1939, being § 287.301 et seq. of the Michigan Compiled Laws.

Owner's agent means an individual authorized in writing by the owner or lessee of an animal to intervene on behalf of the owner or lessee to protect the animal, except in cases where the animal is in imminent danger of harm, in which case no written authorization is required.

Person means an adult individual, partnership, corporation, cooperative, association, joint venture, or other legal entity.

Pet means any animal kept for pleasure rather than utility.

Sec. 4-3. - Deer feeding prohibited.

(a) Deer feeding within the City of Jackson is prohibited unless conducted by or with the permission of the City of Jackson Parks and Recreation Department.

(b) As used in this section, "deer feeding" means the depositing, distributing, or tending of feed intended for consumption by deer for the purposes of preventing deer from starving or for recreational viewing.

(c) As used in this section, "feed" means a substance composed of grain, mineral, salt, fruit, vegetable, hay, or any other food material or combination of these materials that may attract deer.

Sec. 4-4. - Keeping of certain animals restricted.

(a) The keeping of any hogs or swine or cows within the limits of the city is declared to be a nuisance and is prohibited.

(b) The keeping of all poisonous reptiles is prohibited. The keeping or sale of all wild or exotic reptiles or animals is prohibited, unless applicable state and/or federal licenses are obtained.

(c) The keeping of any horses, goats, ducks, geese, doves, pigeons, chickens or other livestock or fowl is likewise declared to be a nuisance and is prohibited. No such livestock or fowl shall be permitted at large.
(d) The keeping of more than three (3) dogs or more than three (3) cats, or any combination of dogs and cats totaling more than three (3), is prohibited unless the property is classified as a kennel in a C-4 zoning district as provided in subsection 28-71(3) of this Code. This does not include dogs or cats less than four (4) months old.

The owner of private real property shall also comply with this section.

Sec. 4-5. - Cost recovery.

The city may recover all costs of abatement of any public nuisance either by action at law or by specially assessing the costs against the property where the abatement was performed in accordance Section 15.7 of the City of Jackson Charter or other applicable Charter or Code provision.

Sec. 4-6. - Rules and regulations.

The city manager shall make administrative rules and regulations supplementary to this chapter and not in conflict herewith, as he may from time to time deem necessary. Until changed pursuant to this section, the rules and regulations in effect at the adoption of this Code shall continue in effect. No person shall fail to obey any rule or regulation effective hereunder.

Sec. 4-7. - Severability.

If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional by reason of any decision of any court of competent jurisdiction, such decision will not affect the validity of any other section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions thereof may be declared invalid or unconstitutional.

Sec. 4-8. - Inconsistent provisions repealed.

Ordinances or parts of ordinances in conflict with the provisions of this chapter are hereby repealed.

Section 3. This Ordinance takes effect thirty (30) days from the date of adoption.
An Ordinance repealing several sections of Chapter 4 of the City of Jackson Code of Ordinances to allow the County of Jackson, Michigan to resume enforcement of Animal Control and Protection, which will promote the proper control and care of animals in the City, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to promote the proper control and care of animals by their owners and others, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

Section 2.

That Chapter 4 of the City of Jackson Code of Ordinances be amended to read as follows:

Sec. 4-1. - Purpose.

The purpose of this chapter is to promote the proper control and care of animals by their owners and others, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

Sec. 4-2. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this chapter, except where the context clearly indicates a different meaning:

Abandon means to give up completely and/or cease to support or look after.

Adequate care means provision of sufficient food, water, shelter, and medical attention to maintain an animal in a state of good health.

Agent in control means that person(s) having temporary custody and/or responsibility of said animal.

Aggressive animal means an animal that exhibits menacing behavior on public or private property including property of its owner or keeper. Menacing behavior shall include, but not be limited to: charging, scratching, toppling, teeth baring, snapping, barking, growling, or other predatory mannerisms, directed at a person or other animal in a place where the person or other animal is legally entitled to be.

Animal means any vertebrate other than human beings.

Animal at large means the unrestrained wandering or roaming of any animal on a public walkway, roadway, highway, or on property not owned or leased by its owner. Animal at large also includes animals on their owner's property not under direct control or sight of the owner.
Animal shelter means the Jackson County Animal Shelter.

Animal shelter manager means the person, under the general supervision of the Jackson County Administrator/Controller, who oversees the daily operation of the Jackson County Animal Shelter.

Approved vaccine means a veterinary biological that is administered to an animal to induce immunity in the recipient and that is licensed by the United States Department of Agriculture and approved by the State Veterinarian for use in this state pursuant to the Animal Industry Act of 1987, Act No. 466 for the Public Acts of 1988, being § 287.701 et seq. of the Michigan Compiled Laws.

Attack means to cause injury or otherwise forcefully endanger the safety of people or other animals.

Cat means an animal of any age of the species Felis Catus.

City means City of Jackson, Michigan.

County means County of Jackson, State of Michigan.

Dangerous animal means an animal that bites or otherwise causes serious injury to a person or other animal on public or private property where the injured person or other animal is legally entitled to be, including the property of the animal's owner or custodian. An animal that is intentionally trained or conditioned to fight or guard, except for animals trained for law enforcement or service purposes while engaged in the activities for which they were trained, shall be considered a dangerous animal.

Direct control means a situation in which a person, whether by voice command, or physical tether, can immediately affect or alter the actions of an animal so as to ensure that the animal does not trespass or otherwise violate this chapter.

Director of police and fire services means the Director of Police and Fire Services for the City of Jackson, or his designee, or a City of Jackson Law Enforcement Officer.

Dog means an animal of any age solely of the species Canis Familiaris or Canis Lupus Familiaris.

Domestic animals means those animals that have traditionally, through a long association with humans, lived in a state of dependence upon humans or under the dominion and control of humans and which have been kept as tame pets.

Groom means to clean or care for.

Harbor means to feed or shelter an animal(s) for three (3) or more consecutive calendar days.

Kennel means any lot or premises permitted in the city's zoning ordinance (Chapter 28) on which more than three (3) dogs or more than three (3) cats, or any combination of dogs and cats totaling more than three (3), are confined either permanently or temporarily. This does not include dogs and cats less than four (4) months old.

Large carnivore means either of the following:

(1) Any of the following cats of the Felidae family, whether wild or captive-bred, including a hybrid cross with such a cat:
a. A lion.

b. A leopard, including, but not limited to, a snow leopard or clouded leopard.

c. A jaguar.

d. A tiger.

e. A cougar.

f. A panther.

g. A cheetah.

(2) A bear whether wild or captive bred.

Law enforcement officer means a person employed or elected by the people of the City of Jackson, Michigan, to preserve peace, make arrests, and/or to enforce the law.

Livestock means horses, stallions, colts, geldings, mares, sheep, rams, lambs, bulls, bullocks, steers, heifers, cows, calves, mules, jacks, jennets, burros, goats, kids and swine, and fur-bearing animals being raised in captivity.

Mutilate means to destroy or disfigure a body part.

Muzzle means a device that when fitted upon an animal prevents it from biting any person or animal and which is made in a manner that will not cause injury to the animal or interfere with its vision or respiration.

Neglect means to fail to sufficiently and properly care for an animal to the extent that the animal's health is jeopardized.

Nuisance animal means an animal running at large, on public or private property whose behavior constitutes a nuisance. Nuisance behavior shall include, but not be limited to: (a) making physical contact with a person or other animal in a harassing manner; (b) urinating or defecating; or (c) damaging inanimate personal property.

Owner means a person having a right of property ownership in an animal, who keeps or harbors the animal or has the animal in his or her care or custody, or who permits the animal to remain on or about any premises occupied by the person. An owner does not mean a person who harbors an animal in the course of conducting a boarding, grooming, or training business, or a veterinary hospital, or a person who harbors an animal in violation of Act 309 of the Public Acts of 1939, being § 287.301 et seq. of the Michigan Compiled Laws.

Owner's agent means an individual authorized in writing by the owner or lessee of an animal to intervene on behalf of the owner or lessee to protect the animal, except in cases where the animal is in imminent danger of harm, in which case no written authorization is required.

Person means an adult individual, partnership, corporation, cooperative, association, joint venture, or other legal entity.

Pet means any animal kept for pleasure rather than utility.

Poultry means all domestic fowl, ornamental birds, and game birds possessed or being reared under authority of a breeder's license pursuant to Part 427 Breeders and Dealers of the Natural Resources and Environmental Protection Act, being Act No. 451 of the Public Acts of 1994, being § 324.42701 et seq. of the Michigan Compiled Laws.
Provoke means to perform a willful act or omission that an ordinary and reasonable person would conclude is likely to precipitate the bite or attack of an ordinary dog or animal.

Quarantine means a state, period, or place of isolation in which animals are placed. An animal that has bitten or scratched, shall be kept in the owner's home or a secure structure that would not allow any other person or animal to come in contact with, except family members. Animals may be quarantined at a veterinarian's office or the animal shelter.

Rabies suspect animal means any animal, which has been determined by the Michigan Department of Community Health to be a potential rabies carrier and which has bitten or scratched a human, or any animal which has been in contact with or bitten by another animal which is a potential rabies carrier, or any animal which shows symptoms of rabies.

Sanitary conditions means space free from health hazards including but not limited to excessive animal waste, overcrowding of animals, excessively wet or muddy, excessively dirty or crowded, or other conditions that endanger the animal's health.

Secure or enclosed structure means a four (4) sided structure with an enclosed top. The sides must be at least six (6) feet high, with a concrete or buried fence floor. The door must be locked at all times.

Serious injury means permanent, serious disfigurement, serious impairment of health, or serious impairment of a bodily function of a person.

Service dog means any dog which is trained or being trained to aid a person who is blind, deaf or audibly impaired, or otherwise defined in MCL 287.291 (Public Act 207 of 1970).

Shelter means adequate protection from the elements, suitable for the age and species of the animal to maintain the animal in a state of good health, including structures or natural features such as trees and topography.

(1) Dogs shall have a waterproof four (4) sided structure, of appropriate size with a roof and floor.

State of good health means free from disease and illness, and in a condition of proper body weight and temperature for the age and species of the animal, unless the animal is undergoing appropriate treatment.

Sterilized means an animal which has, by virtue of a surgically performed castration or ovariohysterectomy or other recognized veterinary procedure, been rendered incapable of sexual reproduction.

Threaten means to give sign or warning of danger.

Torment means to cause, by an act or omission, unjustifiable pain, suffering, distress, or mental or emotional anguish to an animal as evidenced by its altered behavior for a purpose such as sadistic pleasure, coercion, or punishment that an ordinary and/or reasonable person would conclude is likely to precipitate a bite or attack.

Torture means to cause either severe physical or mental suffering.

Veterinarian means a person licensed to practice veterinary medicine as required in or under MCL 333.18811 (the Public Health Code, Act No. 368 of the Public Acts of 1978).
Water means sufficient potable drinkable water that is suitable for the age and species of the animal and made regularly available unless otherwise directed by a licensed veterinarian.

Wolf means an animal of the species Canis Rufus or Canis Lupus, but does not include an animal of the species Canis Lupus Familiaris.

Wolf-dog cross means a canid resulting from the breeding of any of the following:

i. A wolf with a dog.

ii. A wolf-dog cross with a wolf.

iii. A wolf-dog cross with a dog.

iv. A wolf-dog cross with a wolf-dog cross.

Sec. 4-3. Confinement of animal after biting.

(a) Any dog or other warm-blooded animal that shall bite or scratch a person or animal shall be handled in accordance with the Southeastern Michigan Epidemiology Committee's (SEMEC), most recently revised Information and Recommended Procedures for Rabies Prevention in Michigan, and/or such procedures as established by the Michigan Department of Community Health (MDCH) for control of rabies and disposition of non-human agents carrying disease, including rabid animals. In the event that owner of such animal is unable to or fails to comply with any of the prescribed procedures, a law enforcement officer shall take possession and custody of such animal and follow the prescribed procedure. The owner of such animal shall bear the costs thereof. The owner of such animal must keep, maintain and confine or dispose of the animal as required by the SEMEC's most recently revised Information and Recommended Procedures for Rabies Prevention in Michigan, or procedures established by the MDCH. If unwilling or unable to do so, failure to release custody of said animal to the director of police and fire services, or when so directed failure to deliver said animal to a veterinarian clinic for confinement shall constitute a violation of this chapter.

(b) At the end of the required confinement period, the animal must be taken to the county animal shelter to be inspected for visible health (i.e.: clear eyes, nose, general body condition), vaccinations, and current license if any required.

Sec. 4-4. Dogs running stray.

A person who owns or has custody or control of a dog shall prevent the dog from running at large. A person who owns or has custody or control of a dog shall, at any time the dog is not on that person's property, restrain the dog with a lead or leash. When the dog and owner are near other people or other dogs, the leash shall be no greater than six (6) feet in length. Dogs that are tethered or roaming free behind an approved barrier on private property shall not constitute running at large or be found in violation of this chapter.
Sec. 4-5. - Quarantine.
   Every dog or other warm-blooded animal which has bitten a person shall be quarantined for
   a period of not less than ten (10) days. Such quarantine shall be at the county animal shelter, a
   veterinary office, or a place designated by the county animal shelter manager. The owner shall
   surrender the dog to a law enforcement officer or the county animal shelter manager upon
   request.

(Ord. No. 2014-15, § 2, 5-13-14)

Sec. 4-6. - Public hazard.
   After evidence has been presented to the director of police and fire services, which gives the
   director of police and fire services reasonable suspicion that an animal bit a person or other
   animal, the animal that is believed to have bitten a person or other animal may be declared a
   public health hazard by the director of police and fire services. Once an animal has been declared
   a public health hazard by the director of police and fire services, the director of police and fire
   services may require that the animal be removed from the community, quarantined or confined in
   a manner specified by the director of police and fire services.

(Ord. No. 2014-15, § 2, 5-13-14)

Sec. 4-7. - Defecation.
   A person who owns or has custody or control of an animal shall prevent the animal from
   defecating on any public or private property other than his own or shall immediately collect and
   properly dispose of all fecal matter deposited by the animal while it is not on his property.

(Ord. No. 2014-15, § 2, 5-13-14)

Sec. 4-8. - Nuisance, aggressive or dangerous dog.
(a) A person who owns or has custody of a dog shall prevent the dog from engaging in
   nuisance, aggressive or dangerous behavior.

(Ord. No. 2014-15, § 2, 5-13-14)

Sec. 4-9. - License.
(a) It shall be required that any dog four (4) months of age or older shall be licensed with the
   county.

(b) The person who becomes an owner of a dog that is four (4) or more months old and that is
    not already licensed shall apply for a license within thirty (30) days from the date the owner
    acquired the dog. A person who owns a dog that becomes four (4) months old that is not
    already licensed shall apply for a license within thirty (30) days after a dog becomes four (4)
    months old.

(c) The owner shall provide every licensed dog with a substantial collar, to which a license tag
    approved by the Michigan Department of Agriculture, shall be securely attached and
    displayed on the animal at all times, except when the dog is engaged in lawful hunting or
    farming practices and accompanied by its owner.
(d) A dog displaying a license tag from another Michigan County shall not require licensing in Jackson County until expiration of the current license, provided that the dog remains in the possession of the owner to whom the license was issued.

(e) Any dog not licensed or found not wearing a current license tag may be seized by a law enforcement officer and held at the animal shelter.

(f) None of the provisions of this chapter shall be construed as requiring the licensing of any dog imported into the City of Jackson from outside the city for a period not to exceed thirty (30) days for show, trial, breeding or hunting purposes.

(g) The owner of the dog shall produce the license for his dog upon request by a law enforcement officer.

(h) The owner of private real property shall ensure that the owner of a dog that lives at the property complies with this section.

(Ord. No. 2014-15, § 2, 5-13-14)

Sec. 4-10. - Prohibitions and regulated conduct.

It shall be a violation of this chapter:

(1) For a dog in heat (estrus) to be accessible to a male dog except for intentional breeding purposes.

(2) For an animal to be within or on a motor vehicle at any location under such conditions as may endanger the health or well-being of the animal, including, but not limited to, riding in an open truck bed, dangerous temperatures, lack of food, water or proper care.

(3) To abandon any domestic animal.

(4) To knowingly place food or an item of any description containing poisonous or other injurious ingredients in any area reasonably likely to be accessible to any animal except rodents.

(5) To physically mistreat any animal by deliberate abuse, or neglect to furnish adequate care or shelter, including veterinary attention, or by leaving the animal unattended for more than twenty-four (24) hours without adequate care.

(6) For any animal to leave the confines of any officially prescribed quarantine area, or be put outside unattended while under an officially prescribed quarantine.

(7) For a dog not accompanied by its owner or owner's authorized agent to come closer than three (3) feet from a public walkway, roadway, highway, or adjoining property, except when the dog is in an area that is completely fenced in.

(8) To interfere with, hinder, resist, oppose, obstruct, issue a false report or molest a law enforcement officer in the performance of his/her duties, or for any person to remove any animal from an law enforcement vehicle without express permission of the law enforcement officer.

(9) To fail to comply with the requirements of this chapter or federal or state statutes applicable to keeping of an animal or a facility where animals are kept.
(10) For livestock or poultry to run at large upon the premises of another or upon any public street, lane, alley or other public ground in the city.

(11) To remove a collar or tag from any dog or other animal without the permission of its owner.

(12) To fail to take an animal to the animal shelter or veterinarian after quarantine for inspection.

(13) To tie, tether or chain a dog with a choke or pinch type collar.

(14) To chain or tether a dog on a chain or tether that is less than three (3) times the length of the dog from the tip of the dog's nose to the base of its tail.

(15) To violate any section of MCL 287.1101 et seq. (Public Act 274 of 2000) as amended, which regulates the ownership, possession and care of large carnivores, specifically large cats and bears.

(16) To fail to keep a collar on a dog with an approved dog license affixed to the collar.

(17) To lure, trick or entice any dog or animal out of an enclosure or off the property of its owner, or seize, molest or tease any dog or animal while held or led by any person, or while on the property of its owner.

(18) To fail to have any animal purchased from the Jackson County Animal Shelter sterilized on or before the date of the sterilization contract.

(19) To fail to keep a dog in a prescribed secure structure as required by court order or by this chapter.

(20) To fail to provide adequate shelter any time an animal is confined in such a manner that it is unable to seek shelter no matter the length of time the animal is out in the weather.

(21) To fail to provide sufficient and suitable water and food which would thus cause the animal to suffer thirst or hunger.

(22) To kill any animal without just cause.

(23) To torture, mutilate, maim, beat, or disfigure an animal.

(24) For an animal to be caged or chained in such a manner as to allow it to become tangled, injured or to suffer undue stress.

(25) To restrain an animal so that the weight of the animal's restraint does not allow the animal to comfortably raise his/her head or move.

(26) To confine an animal in such a fashion that the animal does not have a dry area to rest.

(27) To fail to provide adequate grooming when the animal is in pain or distress, including but not limited to the following:

   a. An inability to lift its head.

   b. An inability to urinate or defecate.

   c. Crying out in pain.
d. An inability to rise or walk.

e. Failing to keep the eyes or ears free from infection or matted in such a way that it interferes with the animal's sight or hearing.

(Ord. No. 2014-15, § 2, 5-13-14)

Sec. 4-11. Illegal substances and trapping.

No person shall:

(1) Throw or deposit, or cause to be thrown or deposited, any poisonous substance upon any outdoor area where it endangers or is likely to endanger any animal or bird.

(2) Place or cause to be placed in or upon any portion of any street, alley, park, sidewalk, or any other place to which the public has access, a lethal trapping device. For purposes of this subsection, a lethal trapping device is any device which by means of gas, spikes, steel jaws, wire, or other instrument, is designed to trap an animal by killing it or restraining its movement in a way that will physically injure it.

(3) Exceptions. Nothing in this section shall be deemed to prohibit the use of such materials by a licensed exterminator using practices common to the profession.

(Ord. No. 2014-15, § 2, 5-13-14)

Sec. 4-123. Deer feeding prohibited.

(a) Deer feeding within the City of Jackson is prohibited unless conducted by or with the permission of the City of Jackson Parks and Recreation Department.

(b) As used in this section, "deer feeding" means the depositing, distributing, or tending of feed intended for consumption by deer for the purposes of preventing deer from starving or for recreational viewing.

(c) As used in this section, "feed" means a substance composed of grain, mineral, salt, fruit, vegetable, hay, or any other food material or combination of these materials that may attract deer.

(Ord. No. 2014-15, § 2, 5-13-14)

Sec. 4-13. Keeping animals in an unhealthy/unsanitary manner; prohibited.

(a) It is hereby declared a public nuisance, and a violation of the City Code punishable as provided in section 1-18, for any owner to keep any animal in a manner that is unsanitary or unhealthful. Where a law enforcement officer or the building inspection division of the department of neighborhood and economic operations find probable cause to believe that a situation is occurring where an owner is keeping any animal in an unsanitary or unhealthful manner, it may do any or all of the following:

(1) Secure a search warrant to inspect premises to determine if an unsanitary or unhealthful situation exists.

(2) Order the owner in writing to immediately abate any unsanitary or unhealthful situation by:
a. Removing any and all diseased or dead animals for treatment or disposal, as appropriate.
b. Cleaning up and removing any and all urine, feces or other material of an unsanitary nature; and
c. Taking any and all additional steps necessary to ensure the complete abatement of the unsanitary and unhealthful situation.

(b) In the event the owner fails to comply with the written order to abate provided for in this section, a law enforcement officer may do any or all of the following:

(1) Issue an appearance ticket or seek a warrant charging the owner with a violation of this chapter; and

(2) Institute legal action through the city attorney for injunctive and other appropriate relief to forthwith abate the public nuisance.

(Ord. No. 2014-15, § 2, 5-13-14)

Sec. 4-14. Medical care.
It is unlawful for an owner to fail to provide medical care when their animal is in pain or distress, including but not limited to the following:

(1) In a state of emaciation.
(2) Unable to rise and walk.
(3) Unable to urinate or defecate.
(4) Crying out in pain.
(5) Unable to eat or drink.
(6) Suffering from unattended broken bones, wounds, burns or contusions.
(7) Painful or difficult breathing.
(8) Passing blood in urine, feces and/or vomit.
(9) Presence of maggots or infested with other parasites.
(10) Severe skin disease.

(Ord. No. 2014-15, § 2, 5-13-14)

Sec. 4-15. Treatment of animal with vehicle.
It is unlawful to intentionally run down or otherwise abuse, harass or worry any animal with any vehicle including, but not limited to, a bicycle or motor vehicle, including a motorcycle or motorbike.

(Ord. No. 2014-15, § 2, 5-13-14)

Sec. 4-16. Animals used as rides.
In the event animals are used to give rides the following standards must be met and followed:

(1) If the animal is not shod, it must be provided with footing (i.e.: grass, hay, wood shavings or dirt).

(2) Twenty (20) minute breaks shall be given every two (2) hours or less as needed, with water and shade provided.

(3) No animal shall be used if it appears to be lame or in distress.

Sec. 4-17. - Reporting of found animals.
(a) Any person who finds and harbors an animal without knowing the identity of its owner shall notify the City of Jackson Police Department and furnish a description of the animal within two (2) business days of finding the animal.

(b) Violation of this section is a civil infraction punishable by a fine of not more than five hundred dollars ($500.00) plus all costs of the action.

(c) If the owner of the animal has not claimed it within ten (10) business days after the animal was reported found to the director of police and fire services, the finder may adopt the animal in accordance with applicable laws.

Sec. 4-18. - Confinement of animals.
(a) It shall be in violation of this chapter:

(1) For any domestic animal to run at large unless such animal is engaged in lawful hunting and accompanied by its owner, or is displayed in an exhibition, or engaged in work they have been trained for or are being trained for.

(2) For any animal to remain outside unattended if said animal is not confined by a leash, chain or fenced in yard (to include electronic fences).

(3) For any animal to cause damage to property, real or personal, of another person.

(b) Any person's animal observed by the a law enforcement officer that violates this section three (3) times, as documented in prior reports, may be seized by a law enforcement officer and held until the owner constructs a secure enclosure. The secure enclosure shall be constructed within ten (10) days. All costs incurred for the holding of an animal awaiting construction of an enclosure will be paid by the owner of the animal being held. The owner shall keep the animal in the secure structure at all times when not in the house or on a leash held by a responsible person.

Sec. 4-194. - Keeping of certain animals restricted.
(a) The keeping of any hogs or swine or cows within the limits of the city is declared to be a nuisance and is prohibited.

(b) The keeping of all poisonous reptiles is prohibited. The keeping or sale of all wild or exotic reptiles or animals is prohibited, unless applicable state and/or federal licenses are obtained.

(c) The keeping of any horses, goats, ducks, geese, doves, pigeons, chickens or other livestock or fowl is likewise declared to be a nuisance and is prohibited. No such livestock or fowl shall be permitted at large.

(d) The keeping of more than three (3) dogs or more than three (3) cats, or any combination of dogs and cats totaling more than three (3), is prohibited unless the property is classified as a kennel in a C-4 zoning district as provided in subsection 28-71(3) of this Code. This does not include dogs or cats less than four (4) months old.

The owner of private real property shall also comply with this section.

Sec. 4-20.—Violations and penalties.

Unless otherwise specified, any person who shall violate or assist in the violation of this chapter shall be guilty of a misdemeanor and be punished as provided in section 1-18 of this Code.

Sec. 4-215.—Cost recovery.

The city may recover all costs of abatement of any public nuisance either by action at law or by specially assessing the costs against the property where the abatement was performed in accordance Section 15.7 of the City of Jackson Charter or other applicable Charter or Code provision.

Sec. 4-226.—Rules and regulations.

The city manager shall make administrative rules and regulations supplementary to this chapter and not in conflict herewith, as he may from time to time deem necessary. Until changed pursuant to this section, the rules and regulations in effect at the adoption of this Code shall continue in effect. No person shall fail to obey any rule or regulation effective hereunder.

Sec. 4-23.—Exceptions.

An animal shall not be considered a nuisance, aggressive or dangerous animal where its act is caused by: (a) an illness or injury suffered by the animal at the time of the act; (b) the negligent or reckless conduct of any person to whom the act is directed; or (c) defense of the animal's owner, or members of the owner's family or household, or their property.
Sec. 4-247. - Severability.

If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional by reason of any decision of any court of competent jurisdiction, such decision will not affect the validity of any other section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions thereof may be declared invalid or unconstitutional.

(Ord. No. 2014-15, § 2, 5-13-14)

Sec. 4-258. - Inconsistent provisions repealed.

Ordinances or parts of ordinances in conflict with the provisions of this chapter are hereby repealed.

(Ord. No. 2014-15, § 2, 5-13-14)

Section 3. This Ordinance takes effect thirty (30) days from the date of adoption.
287.289a Animal control agency; establishment; employees; jurisdiction; contents of animal control ordinance.

Sec. 29a. The board of county commissioners by ordinance may establish an animal control agency which shall employ at least 1 animal control officer. The board of county commissioners may assign the animal control agency to any existing county department. The animal control agency shall have jurisdiction to enforce this act in any city, village or township which does not have an animal control ordinance. The county's animal control ordinance shall provide for animal control programs, facilities, personnel and necessary expenses incurred in animal control. The ordinance is subject to sections 6 and 30.

ANIMAL CONTROL AND PROTECTION ORDINANCE
COUNTY OF JACKSON, MICHIGAN
ORDINANCE NO. 1

The people of the County of Jackson, Michigan, do ordain:

ARTICLE 1
PURPOSE

ARTICLE 2
DEFINITIONS

Except as otherwise provided in the Exceptions to these Definitions, the following terms shall be defined as follows:

"Adequate Care" means the provision of sufficient food, water, shelter, and medical attention to maintain an animal in a state of good health.

"Agent in Control" means that person (s) having temporary custody and/or responsibility of said animal.

"Aggressive Animal" shall mean an animal that exhibits menacing behavior on public or private property including that of its owner or keeper. Menacing behavior shall include, but not be limited to: charging, scratching, toppling, teeth-baring, snapping, growling, or other predatory mannerisms, directed at a person or other animal in a place where the person or other animal is legally entitled to be.
"Animal"  means any vertebrate other than human beings.

"Animal Control"  means those persons under the supervision of the Sheriff assigned to enforce the provisions of this ordinance.

"Animal at Large"  means the unrestrained wandering or roaming of any animal on a public walkway, roadway, highway or on property not owned or leased by its owner. Also includes animals on their owner's property not under direct control or sight of the owner.

"Animal Shelter Manager or Manager"  means the person, under the general supervision of the County Administrator/Controller, who oversees the daily operation of the Animal Shelter. He/she is responsible for preparing and monitoring the departmental budget and ensuring compliance with appropriate legislation, supervises the work of employees at the Animal Shelter and assists in any classification as necessary.

"Animal Control Officer"  means the person under the supervision of the County Sheriff who shall enforce this Ordinance and the Laws of the State regarding domestic animal control, dangerous domestic animals, and protection of the people and domestic animals of Jackson County.

"Approved Vaccine"  means a veterinary biological that is administered to an animal to induce immunity in the recipient and that is licensed by the United States Department of Agriculture and approved by the State Veterinarian for use in this state pursuant to the Animal Industry Act of 1987, Act No. 466 for the Public Acts of 1988, being Sections 287.701 to 287.747 of the Michigan Compiled Laws.

"Attack"  means the intent to cause injury or otherwise forcefully endanger the safety of people or other animals.

"Board of Commissioners"  means the Jackson County Board of Commissioners.

"Cat"  means an animal of any age of the species Felis Catus.

"County"  means County of Jackson, State of Michigan.

"Dangerous Animal" shall mean an animal that bites or otherwise causes serious injury to a person or other animal on public or private property where the injured person or other animal is legally entitled to be, including the property of the animal's owner or custodian. An animal that is
intentionally trained or conditioned to fight or guard, except for animals trained for law enforcement or service purposes while engaged in the activities for which they were trained, shall be considered a dangerous animal.

"Day" means any day the Jackson County government offices are scheduled to conduct business. It shall not include any Saturday, Sunday or holiday designated by the Board of Commissioners.

"Direct Control" means a situation in which a person, whether by voice command, or physical tether, can immediately affect or alter the actions of an animal so as to ensure that the animal does not trespass or otherwise violate this Ordinance.

"Dog" means an animal of any age solely of the species Canis Familiaris or Canis Lupus Familiaris.

"Domestic Animals" means those animals that have traditionally, through a long association with humans, lived in a state of dependence upon humans or under the dominion and control of humans and which have been kept as tame pets, raised as livestock, or used for commercial breeding purposes.

"Euthanasia" means the humane destruction of an animal accomplished by a method not prohibited by law that produces rapid unconsciousness and subsequent death without evidence of pain or distress, or a method that utilizes anesthesia produced by an approved agent that causes painless loss of consciousness and subsequent death.

"Exhibition of Fighting" means a public or private display of combat between two or more animals in which the fighting, killing, maiming or injury of animals is a significant feature. It does not include demonstrations of the hunting or tracking skill of an animal or their lawful use for hunting, tracking, or self-protection.

"Farm" means the land, plants, animals, buildings, structures, including ponds used for agricultural or aquacultural activities, machinery, equipment and other appurtenances used in the commercial production of farm products.
“Farm Dog” means a dog or dogs owned and used for aiding a person engaged in a farm operation which remains on the property used for the farm operation.

“Farm Operation” means the operation and management of a farm or a condition or activity that occurs at any time as necessary on a farm in connection with the commercial production, harvesting, and storage of farm products.

“Farm Product” means those plants and animals useful to human beings. Produced by agriculture and includes, but is not limited to, forages and sod crops, grains and feed crops, field crops, dairy and dairy products, poultry and poultry products, cervidae, livestock, including breeding and grazing, equine, fish, and other aquacultural products, bees and bee products, berrier, herbs, fruits, vegetables, flowers, seeds, grasses, nursery stock, trees and tree products, mushrooms, and other similar products, or any other product which incorporates the use of food, feed, fiber, or fur, as determined by the Michigan Commission of Agriculture.

“Groom” means to clean or care for.

"Harbor" means to feed or shelter an animal (s) for three (3) or more consecutive calendar days.

“Hunting” means allowing a dog to range freely within sight or sound of its owner while in the course of hunting legal game.

"Kennel" means any facility, except a duly licensed pet shop, where three (3) or more dogs are kept for breeding, sale, sporting, boarding or training purposes, for remuneration.

“Large Carnivore” means either of the following:

(i) Any of the following cats of the Felidae family, whether wild or captive bred, including a hybrid cross with such a cat:

(1) A lion.
(2) A leopard, including, but not limited to, a snow leopard or clouded leopard.
(3) A jaguar.
(4) A tiger.
(5) A cougar.
(6) A panther.
(7) A cheetah.

(ii) A bear of a species that is native or nonnative to this state, whether wild or captive bred.

"Law Enforcement Officer" means any person employed or elected by the people of the State, or by any municipality, county, or township, whose duty it is to preserve peace or to make arrests or to enforce the law, and includes conservation officers and State Police.

"Livestock" means horses, stallions, colts, geldings, mares, sheep, rams, lambs, bulls, bullocks, steers, heifers, cows, calves, mules, jacks, jennets, burros, goats, kids and swine, and fur-bearing animals being raised in captivity.

"MCL" Michigan Compiled Laws

"Mutilate" means to destroy or disfigure a body part.

"Muzzle" means a device that when fitted upon an animal prevents it from biting any person or animal and which is made in a manner that will not cause injury to the animal or interfere with its vision or respiration.

"Neglect" means to fail to sufficiently and properly care for an animal to the extent that the animal's health is jeopardized.

"Nuisance Animal" shall mean an animal running at large, on public or private property other than that of its owner or keeper, whose behavior constitutes a nuisance. Nuisance behavior shall include, but not be limited to: (a) making physical contact with a person or other animal in a harassing manner; (b) urinating or defecation; or (c) damaging inanimate personal property.

"Official Interstate Health Certificate" or "Official Interstate Certificate of Veterinary Inspection" means a printed form that records the information required by State Law and is issued within thirty (30) days before importation of the animal it describes.
"Owner" means a person having a right of property ownership in an animal, who keeps or harbors the animal or has the animal in his or her care or custody, or who permits the animal to remain on or about any premises occupied by the person. An owner does not mean a person who harbors an animal in the course of conducting a boarding, grooming, or training business, or a veterinary hospital, or a person who harbors an animal in violation of Act 309 of the Public Acts of 1939, being sections 287.301 to 287.308 of the Michigan Compiled Laws.

"Owner's Agent" means an individual authorized in writing by the owner or lessee of an animal to intervene on behalf of the owner or lessee to protect the animal, except in cases where the animal is in imminent danger of harm, in which case no written authorization is required.

"Person" means an adult individual, partnership, corporation, cooperative, association, joint venture, or other legal entity.

"Pet" means any animal kept for pleasure rather than utility.

"Poultry" means all domestic fowl, ornamental birds, and game birds possessed or being reared under authority of a breeder’s license pursuant to Part 427 Breeders and Dealers of the Natural Resources and Environmental Protection Act, being Act No. 451 of the Public Acts of 1994, being Sections 324.42701 to 324.42714 of the Michigan Compiled Laws.

"Provoke" means to perform a willful act or omission that an ordinary and reasonable person would conclude is likely to precipitate the bite or attack of an ordinary dog or animal.

"Quarantine" means a state of enforced isolation. To detain in or exclude by quarantine, to isolate from normal relations or communication. An animal that has bitten or scratched, shall be kept in the owners home or a secure structure that would not allow any other person or animal to come in contact with, except family members. Animals may be quarantined at a veterinarian’s office or the Animal Shelter.
"Rabies Suspect Animal" means any animal, which has been determined by the Michigan Department of Community Health to be a potential rabies carrier and which has bitten or scratched a human, or any animal which has been in contact with or bitten by another animal which is a potential rabies carrier, or any animal which shows symptoms of rabies.

"Sanitary Conditions" means space free from health hazards including excessive animal waste, overcrowding of animals, or other conditions that endanger the animal's health. This does not include a condition resulting from a customary and reasonable practice pursuant to farming and animal husbandry.

"Secure Structure" means a four (4) sided structure with an enclosed top constructed of the same material as the sides. The sides must be at least six (6) feet high, with a concrete or buried fence floor. The door must be locked at all times.

"Serious Injury" means permanent, serious disfigurement, serious impairment of health, or serious impairment of a bodily function of a person.

"Service Dog" means any dog which is trained or being trained to aid a person who is blind, deaf or audibly impaired, or otherwise MCL 287.291; (1970 PA 207).

"Shelter" means adequate protection from the elements, suitable for the age and species of the animal to maintain the animal in a state of good health, including structures or natural features such as trees and topography. Shelter is not required for livestock if there is a natural wind break such as a grove of trees.

1. Dogs shall have a waterproof four (4) sided structure, of appropriate size with a roof and floor.
2. Livestock shall have a sound, three (3) sided, roofed structure of appropriate size or wind break providing equivalent protection.

"Sheriff" The Jackson County Sheriff or his/her designee.

"State" means the State of Michigan.
"State of Good Health" means free from disease and illness, and in a condition of proper body weight and temperature for the age and species of the animal, unless the animal is undergoing appropriate treatment.

"Sterilized" means an animal which has, by virtue of a surgically performed castration or ovariohysterectomy or other recognized veterinary procedure, been rendered incapable of sexual reproduction.

"Threaten" means to give sign or warning of danger.

"Torment" means to cause, by an act or omission, unjustifiable pain, suffering, or distress to an animal, or cause mental and emotional anguish in the animal as evidenced by its altered behavior for a purpose such as sadistic pleasure, coercion, or punishment that an ordinary and/or reasonable person would conclude is likely to precipitate a bite or attack.

"Torture" means to cause either severe physical or mental suffering.

"Treasurer" means the Treasurer of the County of Jackson.

"Veterinarian" means a person licensed to practice veterinary medicine as required in or under the Public Health Code, Act No. 368 of the Public Acts of 1978, being 333.18811 of the Michigan Compiled Laws, such other applicable State or Federal Law.

"Water" means sufficient drinkable water that is suitable for the age and species of the animal and made regularly available unless otherwise directed by a licensed veterinarian.

"Wolf" means an animal of the species Canis Rufus or Canis Lupus, but does not include an animal of the species Canis Lupus Familiaris.

"Wolf-Dog Cross" means a canid resulting from the breeding of any of the following:

1. A wolf with a dog.
2. A wolf-dog cross with a wolf.
3. A wolf-dog cross with a dog.
4. A wolf-dog cross with a wolf-dog cross.

Exceptions An animal shall not be considered a nuisance, aggressive or dangerous animal where its act is caused by; (a) an illness or injury suffered by the animal at the time of the act; (b) the negligent or reckless conduct of any person to whom the act is
directed; (c) lawful hunting while the animal is under the control of its owner or custodian; or (d) defense of the animal's owner, or members of the owner's family or household, or their property.

ARTICLE 3
ANIMAL CONTROL OFFICERS DUTIES,
AUTHORITY AND RESPONSIBILITIES

Section 3.1 The Jackson County Board of Commissioners shall employ an Animal Shelter Manager who shall work with Animal Control as necessary, and in accordance with County budgetary and personnel policies.

Section 3.2 It shall be the responsibility of the Sheriff, Animal Shelter Manager and/or Animal Control Officers to enforce the provisions of this Ordinance.

Section 3.3 The Sheriff, Animal Shelter Manager and Animal Control Officers shall enforce this Ordinance and State Statutes as amended pertaining to control, regulation, and protection of dogs and other animals, including, but not limited to issuance of tickets, citations, or summonses to persons in violation of this Ordinance and/or State Statutes, and may make a complaint to the appropriate judicial or administrative authorities.

Section 3.4 The Sheriff, Animal Shelter Manager and Animal Control Officers shall wear satisfactory identification and carry a picture identification card when enforcing this Ordinance and State Laws.

Section 3.5 Animal Control Officers shall act reasonably and with the exercise of judgment in the enforcement of the State Law and County Ordinance in reference to animals. The duties of the Sheriff, and Animal Control Officers, in addition to those stated elsewhere in this Ordinance and State Statutes, shall include the following:

1) Take up and place in the County Animal Shelter all dogs or other animals, found running at large or being kept or harbored any place within the County contrary to the provisions of this Ordinance or the Statutes of the State. In
the event the County Animal Shelter's facilities are inadequate for holding the type of animals seized, such as livestock and poultry, pursuant to this Ordinance and State Law, such animals shall be placed in such alternative facilities as authorized by the Board of Commissioners and permitted by the Statutes of the State.

2) Seize and impound, or require its owner to quarantine, all domestic animals which are rabies suspects, for examination for disease in accordance with Article 8 of this Ordinance and/or the Statutes of the State.

3) In accordance with the provisions of this Ordinance, to enter upon private premises except a building designated for and used for residential purpose, for the purpose of inspecting same to determine the harboring, keeping or possessing of any dog (s) or other animal (s) and whether the owners of said animals have complied with the appropriate provisions of this Ordinance and the Statutes of the State. To either seize and take with him any animals or allow sufficient time to permit the vaccination and licensing of dogs for whom no license had been procured in accordance with this Ordinance and the Statutes of the State or for any other violation hereof. The provisions of this subsection shall specifically include, but not be limited to, investigation of or seizure for cruelty to animals.

4) Investigate complaints of dogs or other animals alleged to be dangerous to persons or property and take such actions as authorized by State Statutes or County Ordinance, including seizing, taking up, and impounding such animals.

5) Investigate complaints of cruelty to dogs or other animals, livestock or poultry and to take such actions as authorized by State Statutes or County Ordinance, including, seizing, taking up and impounding any dog or other animal, livestock or poultry which has been subject to such cruelty.
6) If authorized by the Treasurer, carry a book of receipts properly numbered in sequence for accounting purposes, for the issuing of dog licenses as provided in this Ordinance and shall issue such dog licenses in accordance herewith. The Animal Shelter Manager and Animal Control Officers, if authorized by the Treasurer, shall also perform, in conjunction with the Treasurer, such other duties assigned to the Treasurer by this Ordinance and the Statutes of the State regarding issuance, transfer and replacement of dog and kennel licenses and tags. While authorized by the Treasurer to perform such duties, the Animal Shelter Manager and Animal Control Officers shall ensure that the original of all records evidencing the performance of such duties are turned over to the Treasurer not less than monthly with copies of said records retained at the office of the County Animal Shelter. All fees and monies collected by the Animal Shelter Manager and Animal Control Officers as herein provided, shall be accounted for and turned over to the Treasurer on or before the first of each and every month, or more often, if reasonably necessary under the standard practices of the Treasurer's accounting system.

7) Perform such other duties relating to the enforcement of this Ordinance and State Statutes as the Board of Commissioners may, from time to time, assign to the Sheriff, Animal Shelter Manager and Officers.

ARTICLE 4

SHELTER OPERATION, IMPOUNDMENT, RELEASE AND DISPOSAL

Section 4.1 The Animal Shelter Manager shall operate and maintain an adequate facility as a shelter to receive, care for and safely confine any animal in the Animal Control Officer's custody under provisions of this Ordinance. The Animal Shelter shall be
accessible to the public during the days and hours in which County Offices are open and/or such other hours as may be authorized by the Board of Commissioners.

Section 4.2
An Animal Control Officer may impound and hold at the shelter any animal when it is the subject of a violation of this Ordinance, or State Laws, when it requires protective custody and care because of mistreatment or neglect by its owner, when it is voluntarily donated by its owner for disposition or when otherwise ordered impounded by a court.

Section 4.3
An animal shall be considered impounded from the time an Animal Control Officer takes physical custody of the animal.

Section 4.4
Impoundment is subject to the following holding periods and notice requirements:

1) An animal whose ownership is known by Animal Control or the Animal Shelter shall be held for a minimum of seven (7) days after the date of mailing a notice to the owner regarding the of impoundment of the animal. Notice of impoundment shall be sent to the owner by certified mail within forty-eight (48) hours from the time of impoundment. This notice shall advise the owner of the impoundment, the date by which redemption must be made and that there will be fees payable prior to release. The Animal Shelter Manager shall maintain a record on each identifiable animal acquired indicating a basic description of the animal, the date it was acquired and under what circumstances. The record shall also indicate the date the notice of impoundment was sent to the owner of the animal and subsequent disposition of the animal.

2) An animal whose ownership is not determinable shall be held a minimum of four (4) days after its impoundment.

3) Animals held for periods prescribed under this section and not redeemed by their owner shall be subject to disposition.
Section 4.5 Disposition of animals shall be made as follows:

1) Any animal impounded shall be released to its owner or the owner's authorized agent (with written permission) if redeemed within the period set forth in this section, upon payment of fees for impoundment and care including actual cost of veterinary care incurred while held in the Animal Shelter provided the owner is in compliance with provisions of this Ordinance and State Statutes, including licensing and vaccination requirements; or

2) Any animal held for the prescribed period and not redeemed by its owner, and which is neither a potentially dangerous animal nor in a dangerous condition of health, may be released for adoption subject to Section 4.6; or

3) Any animal held for the periods prescribed under this section without redemption or adoption may be disposed of by euthanasia, except that livestock and poultry may be sold in accordance with State Statutes; or

4) Provisions of this section regarding holding periods do not apply to any animal which is sick or injured to the extent that the holding period would cause the animal undue suffering in the judgment of the Animal Shelter Manager or Officer, or to any animal voluntarily delivered to the Animal Shelter by the owner thereof requesting humane destruction. Such animals may be disposed of by euthanasia at any time; or

5) Animals shall be disposed of in accordance with Animal Shelter policies except that live animals may not be sold for research. Live animals may be provided for the purpose of blood donation so long as they are not used for research.

Section 4.6 A dog or cat may be released for adoption subject to the following conditions:

1) The dog or cat has not been recovered by its owner and the required holding period has expired or the owner of the
dog or cat has signed its ownership rights over to Animal Control.

2) The adoptive owner shall pay the applicable adoption fee and sign the purchase agreement authorizing the spay/neuter surgery.

3) In the case of a dog or cat that, based on the veterinarian's opinion, cannot have spay/neuter surgery, the adoptive owner shall pay a surgical prepayment deposit which shall be refundable upon furnishing written certification by a licensed veterinarian that the animal has been sterilized by spaying or neutering;

4) The adoptive owner shall sign a written agreement to sterilize an adopted dog or cat within thirty (30) days of adoption or upon the animal's attaining six (6) months of age, whichever event occurs last. Failure to comply with the agreement shall result in a forfeiture of the amount deposited under paragraph three (3) of this section, and the Animal Shelter Manager may require return of the adopted dog or cat to the Animal Shelter.

Section 4.7

The Animal Shelter Manager or Animal Control Officer may decline to release an animal for adoption under any of the following circumstances:

1) The prospective adoptive owner has been convicted of the crime of cruelty to animals within the previous five (5) years;

2) The existence of other circumstances which, in the opinion of the Animal Shelter Manager or Animal Control Officer, would endanger the health, safety or welfare of people or animals.
ARTICLE 5
DOG LICENSING

Section 5.1  It shall be required that any dog four (4) months of age or older shall be licensed.

Section 5.2  On or before March 1 of each year, the owner of any dog four (4) months old or over shall apply to the County, Township, City Treasurer or his/her authorized agent where the owner resides in writing for a license for each dog owned or kept by him/her. Such application shall state the breed, sex, age, color, and markings of such dog and the name and address of the previous owner. Such application for a license shall be accompanied by proof of a valid certificate of vaccination for rabies, with a vaccine licensed by the United States Department of Agriculture, signed by an accredited veterinarian.

Section 5.3  The person who becomes an owner of a dog that is four (4) or more months old and that is not already licensed shall apply for a license within thirty (30) days from the date the owner acquired the dog. A person who owns a dog that becomes four (4) months old that is not already licensed shall apply for a license within thirty (30) days after a dog becomes four (4) months old.

Section 5.4  The owner shall provide every licensed dog with a substantial collar, to which a license tag approved by the Michigan Department of Agriculture, shall be securely attached and displayed on the animal at all times, except when the dog is engaged in lawful hunting or farming practices and accompanied by its owner.

Section 5.5  The license and license tag are assigned to the dog and are not transferable to another dog. They shall remain with the dog upon transfer to another owner within Jackson County. The last registered owner shall notify the Jackson County Treasurer's Office so that it may note such transfer upon its records. This Ordinance does not require the procurement of a new license, or the transfer of a license already secured, when the possession of
a dog is temporarily transferred, for the purpose of hunting game, or for breeding, trial, or show, in the State of Michigan.

Section 5.6
A dog displaying a license tag from another Michigan County shall not require licensing in Jackson County until expiration of the current license, provided that the dog remains in the possession of the owner to whom the license was issued.

Section 5.7
If the Jackson County dog license tag is lost, it shall be replaced without charge by the Jackson County Treasurer's Office upon application by the owner of the dog, and upon production of such license and a sworn statement of the facts regarding the loss of such tag.

Section 5.8
Fees shall be waived for licenses issued for any service dog upon presentation of an affidavit by the dog's owner. The waiver shall apply to all subsequent licenses issued to that dog so long as it remains the property of the person named in the affidavit.

Section 5.9
A penalty equal to twice the applicable license fee shall be charged to any person who fails to apply for an initial license or a renewal license within the times specified.

Section 5.10
No dog shall be exempt from the rabies vaccination requirements set forth in this Ordinance, unless there is a valid medical reason supplied in writing by a licensed veterinarian.

Section 5.11
No owner shall purchase a license for a dog at the sterilized price unless the dog is sterilized.

Section 5.12
Fees are to be set by the Jackson County Board of Commissioners as authorized by State Statutes.

Section 5.13
Any dog not licensed or found not wearing a current license may be seized by an Animal Control Officer or law enforcement officer and held at the Animal Shelter. Upon termination of dogs' and other animals' statutory holding periods, dogs and other animals become the property of the Animal Shelter.

Section 5.14
None of the provisions of this Ordinance shall be construed as requiring the licensing of any dog imported into Jackson County
from outside the State for a period not to exceed thirty (30) days
for show, trial, breeding or hunting purposes.

Section 5.15
For grandfathered owners of wolf-dogs, a fee of not less than
$25.00 yearly will be set by the Board of Commissioners for
people who own a wolf-dog cross as described in PA. 246 of 2000
as amended.

Section 5.16
A fee of not less than $25.00 yearly will be set by the Board of
Commissioners for grandfathered owners of large carnivore(s) as
described in PA. 274 of 2000 as amended.

ARTICLE 6
KENNEL LICENSING

Section 6.1
Any person who owns, keeps or operates a kennel may, in lieu of
individual licenses required for dogs under this Ordinance and
under the Statutes of the State of Michigan apply to the County
Treasurer's Office or Animal Shelter for a kennel license entitling
that person to own, keep or operate such kennel in accordance
with applicable Laws of the State. The dogs in the kennel covered
by the kennel license must be kept for sale, boarding, breeding,
training or sporting purposes for remuneration. Pets must be
licensed individually and will not be covered under the kennel
license.

Section 6.2
In order to obtain a kennel license, any person who owns, keeps
or operates a kennel at any single location within the boundaries
of Jackson County except in cities, villages, or townships with
their own animal control agency, shall;
(1) within thirty (30) calendar days prior to the start of such
operation, or; (2) a person which has been previously issued a
kennel license shall apply for a new kennel license by June 1 of
each year, to the County Treasurer's Office or Animal Shelter,
which shall issue such license if the kennel is in compliance with
Sections 10 and 11 of Act 339, of the Public Acts of 1919, as
amended, being Sections 287.270 and 287.271 of the Michigan
Compiled Laws , and with any applicable ordinance of the city,
village or township in which it is located. The County Treasurer or Animal Shelter will not issue a kennel license to any person who has been denied a kennel license by the city, village or township where they reside.

Section 6.3
Failure to apply for a kennel license within the prescribed time limits will result in a doubling of the applicable fee.

Section 6.4
The Animal Control Officer shall have the right to inspect any kennel in the County of Jackson in order to determine whether said kennel is in compliance with this Ordinance and the State Statute. If the kennel has been issued a license, it shall be the duty of the Animal Control Officer to suspend said license if, in the Officer's opinion, conditions exist which are not in compliance with this Ordinance, Section 10 of Act 339 of the Public Acts of 1919, as amended, being Section 287.270 of the Michigan Compiled Laws and the rules of the Michigan Department of Agriculture, pending correction of such conditions, and further shall have the ability to revoke said license if such conditions are not corrected within a designated reasonable time.

Section 6.5
All licensed kennels shall be required to have double fencing. The fence on the outer perimeter shall be constructed in such a manner as to prevent stray animals and people from making direct contact with kennel animals. Exceptions to the above would be: 1) solid fence such as a solid privacy fence and/or 2) animals kept inside a building or solid structure.

Section 6.6
Any dog kennel which under Michigan State Law is to be covered by a license shall be of such construction as will adequately and comfortably house any dogs kept therein during any season of the year. The buildings, including walls and floor, shall be of such construction as to be readily cleaned and kennels and yards connected therewith used to confine kennel dogs shall be kept clean and free from accumulation of filth and debris.

Section 6.7
All dogs kept or maintained in connection with such kennels shall be furnished with a clean, fresh water supply and adequate and proper food to maintain such animals in a state of good health.
Section 6.8  Any kennel dog four (4) months old or older must have a current rabies vaccination as evidenced by a valid certificate of vaccination for rabies with a vaccine licensed by the United States Department of Agriculture, signed by an accredited veterinarian. Failure to comply with this requirement shall be a violation of this Ordinance and subject the dog's owner to the penalties set forth in Article 13.

Section 6.9  Fees are to be set by the Jackson County Board of Commissioners as authorized by State Statutes.

ARTICLE 7

PROHIBITIONS AND REGULATED CONDUCT

Section 7.1  It shall be a violation of this Ordinance:

1) For any animal to engage in any of the behaviors described in Article 9 (Classification of Animals).

2) For a dog in heat (estrus) to be accessible to a male dog except for intentional breeding purposes.

3) For an animal to be within or on a motor vehicle at any location under such conditions as may endanger the health or well being of the animal, including, but not limited to dangerous temperatures, lack of food, water or proper care.

4) To abandon any domestic animal.

5) To knowingly place food or item of any description containing poisonous or other injurious ingredients in any area reasonably likely to be accessible to any animal except rodents.

6) To physically mistreat any animal by deliberate abuse, or neglect to furnish adequate care or shelter, including veterinary attention, or by leaving the animal unattended for more than twenty four (24) hours without adequate care.

7) For any animal to leave the confines of any officially prescribed quarantine area, or be put outside unattended while under an officially prescribed quarantine.
8) For a dog not accompanied by its owner or owner's authorized agent to come closer than three (3) feet from a public walkway, roadway, highway, or adjoining property, except when the dog is in an area that is completely fenced in.

9) To interfere with, hinder, resist, oppose, obstruct, issue a false report or molest an Animal Control Officer in the performance of his/her duties, or for any person to remove any animal from an Animal Control vehicle or Animal Shelter property without permission of the Animal Shelter Manager or Animal Control Officer.

10) To fail to comply with the requirements of this Ordinance or Federal or State Statutes applicable to keeping of an animal or a facility where animals are kept.

11) For livestock or poultry to run at large upon the premises of another or upon any public street, lane, alley or other public ground in the County unless otherwise specifically allowed.

12) To remove a collar or tag from any dog or other animal without the permission of its owner.

13) To fail to take an animal to the Animal Shelter or Veterinarian after quarantine for inspection.

14) To tie, tether or chain a dog with a choke type collar.

15) To chain a dog on a chain that is not three (3) times the length of the dog from the tip of the dog's nose to the base of its tail.

16) To tether a dog in violation of MCL 750.50 (2) (q).

17) To violate any section of Public Act 274 of 2000, as amended, which regulates the ownership, possession and care of large carnivores, specifically large cats and bears.

18) To fail to keep a collar on a dog with an approved dog license affixed to the collar, unless the dog in engaged in legal hunting or farming practices.

19) To decoy or entice any dog or animal out of an enclosure or off the property of its owner, or seize, molest or tease
any dog or animal while held or led by any person, or while on the property of its owner.

20) To fail to have any animal purchased from the Jackson County Animal Shelter sterilized on or before the date of the sterilization contract.

21) To fail to keep a dog in a prescribed secure structure as required by Court Order or by this Ordinance.

Section 7.2

It shall also be a violation of this Ordinance:

1) To fail to provide adequate shelter any time an animal is confined in such a manner that it is unable to seek shelter no matter the length of time the animal is out in the weather.

2) To fail to provide sufficient and suitable water and food which would thus cause the animal to suffer thirst or hunger.

3) To kill any animal without just cause.

4) To torture, mutilate, maim, beat, or disfigure an animal.

5) For an animal to be caged or chained in such a manner as to allow it to become tangled, injured or to suffer undue stress.

6) To restrain an animal so that the weight of the animal's restraint does not allow the animal to comfortably raise his/her head or move.

7) To fail to keep an animal's area in good sanitary condition.

8) To confine an animal in such a fashion that the animal does not have a dry area to rest.

9) To fail to provide adequate grooming when the animal is in pain or distress, including but not limited to the following;

   1. Unable to lift head.
   2. Unable to urinate or defecate.
   3. Crying out in pain.
   4. Unable to rise or walk
5. Fail to keep the eyes or ears free from infection or matted in such a way that it interferes with the animal's sight or hearing.

Section 7.3

It is unlawful for any person to fail to provide medical care when an animal is in pain or distress, including but not limited to the following:

1) In a state of emaciation.
2) Unable to rise and walk
3) Unable to urinate or defecate.
4) Crying out in pain.
5) Unable to eat or drink.
6) Suffering from unattended broken bones, wounds, burns or contusions.
7) Painful or difficult breathing.
8) Passing blood in urine, feces and/or vomit.
9) Presence of maggots or infested with other parasites.
10) Severe skin disease.

Section 7.4

It is unlawful to intentionally run down or otherwise abuse, harass or worry any animal with any vehicle including, but not limited to, a bicycle or motor vehicle, including a motorcycle or motorbike.

Section 7.5

In the event animals are used to give rides the following standards must be met and followed:

1) If the animal is not shod, it must be provided with footing (i.e.: grass, hay, wood shavings or dirt).
2) Twenty minute breaks shall be given every two (2) hours or less as needed, with water and shade provided.
3) No animal shall be used if it appears to be lame or in distress.

Section 7.6

Reporting of found animals:

1) Any person who finds and harbors an animal without knowing the identity of its owner shall notify the Animal Control and furnish a description of the animal within two (2) business days of finding the animal.
2) If the owner of the animal has not claimed it within seven (7) business days after the animal was reported found to the Animal Control, the finder may adopt the animal in accordance with applicable laws.

ARTICLE 8

CONFINEMENT OF ANIMAL AFTER BITING

Section 8.1

Any dog or other warm-blooded animal that shall bite or scratch a person or animal shall be handled in accordance with the Southeastern Michigan Epidemiology Committee (SEMEC), most recently revised Information and Recommended Procedures for Rabies Prevention in Michigan, and/or such procedures as established by the Michigan Department of Community Health (MDCH) for control of rabies and disposition of non-human agents carrying disease, including rabid animals. In the event that owner of such animal is unable to or fails to comply with any of the prescribed procedures, an Animal Control Officer shall take possession and custody of such animal and follow the prescribed procedure. The owner of such animal shall bear the costs thereof. The owner of such animal must keep, maintain and confine or dispose of the animal as required by the SEMEC's most recently revised Information and Recommended Procedures for Rabies Prevention in Michigan, or procedures established by the MDCH. If unwilling or unable to do so, failure to release custody of said animal to an Animal Control Officer, or when so directed failure to deliver said animal to a veterinarian clinic for confinement shall constitute a violation of this Ordinance.

Section 8.2

At the end of the required confinement period, the animal must be taken to the County Animal Shelter to be inspected for visible health (i.e.: clear eyes, nose, general body condition) vaccinations, and current license if any required.

Section 8.3

ARTICLE 9
CLASSIFICATION OF ANIMALS

Section 9.1 Dogs Running Stray. A person who owns or has custody or control of a dog shall prevent the dog from running at large. A person who owns or has custody or control of a dog shall, at any time the dog is off that person’s property, restrain the dog with a lead or leash. When the dog and owner are near other people or other dogs, the leash shall be no greater than six (6) feet in length. Dogs that are tethered or roaming free behind an approved barrier on private property shall not constitute running astray or be found in violation of this ordinance.

Section 9.2 Quarantine. Every dog or cat which has bitten a person shall be quarantined for a period of not less than ten (10) days. Such quarantine shall be at the Animal Shelter, a veterinary office, or a place designated by the Animal Shelter Manager. The owner shall surrender the dog to the Animal Shelter Manager upon request.

Section 9.3 Public Hazard. Any animal that is known to have bitten a person or other animal may be declared a public health hazard by the Animal Control Officer. At his discretion, the Sheriff may require that the animal be removed from the community, quarantined or confined in a manner specified by the Sheriff.

Section 9.4 Defecation. A person who owns or has custody or control of an animal shall prevent the animal from defecating on any public or private property other than his own or shall immediately collect and properly dispose of all fecal matter deposited by the animal while it is off his property.

Section 9.5 Stray Livestock. A person who owns or has custody or control of livestock or poultry shall prevent such animals from running at large on public or private property without the consent of the property owner, provided, however, that this Section shall not
prohibit leading or driving livestock, under the owner's or
custodian's supervision, along a public highway.

Section 9.6
Nuisance, Aggressive or Dangerous Animal. A person who owns
or has custody of a dog shall prevent the dog from engaging in
nuisance, aggressive or dangerous behavior.

ARTICLE 10
CONFINEMENT OF ANIMALS

Section 10.1
It shall be in violation of this Ordinance:
1) For any domestic animal, except cats, to run at large
unless such animal is engaged in lawful hunting and
accompanied by its owner, or is displayed in an exhibition,
or engaged in work they have been trained for or are being
trained for.

2) For any animal, except cats, to remain outside unattended
if said animal is not confined by a leash, chain or fenced in
yard (to include electronic fences).

3) For any animal, except cats, to cause damage to property,
real or personal, of another person.

Section 10.2
Any person's animal, except cats, observed by Animal Control,
that violates any of Section 10.1 three (3) times, as documented in
prior reports, may be seized by an Animal Control Officer and held
until the owner constructs a secure enclosure. The secure
enclosure shall be constructed within ten (10) days. All costs
incurred for the holding of an animal awaiting construction of an
enclosure will be paid by the owner of the animal being held. The
owner shall keep the animal in the secure structure at all times
when not in the house or on a leash held by a responsible person.

Section 10.3
Owners of cats observed causing damage to property, real or
personal, may be pursued through civil action by the property
owner.
ARTICLE 11
TREASURER’S RECORDS AND DUTIES

Section 11.1  On June 15 of each year, the Treasurer may make a comparison of his/her records of the dogs actually licensed in each city or township of the County with a report of the supervisors of said townships or assessors of said cities or the Animal Shelter Manager, to determine and locate all unlicensed dogs.

Section 11.2  On and after June 15 of each year, every unlicensed dog subject to license under the provision of this Ordinance or the Statutes of the State is hereby declared to be a public nuisance, and the Treasurer may thereafter list all such unlicensed dogs as shown by the returns in his/her office of township supervisors, city assessors, and Animal Shelter Manager and may deliver copies of such list to the Sheriff and the Director of the Michigan Department of Agriculture as well as those officers listed and set forth in Act 339 of the Public Acts of 1919, being 287.277 of the Michigan Compiled Laws, as amended.

Section 11.3  The Treasurer shall keep a record of all dog licenses and all kennel licenses issued during the year in each city and township in the County. Such records shall contain the name and address of the person to whom each license is issued. In case of all individual licenses, the records shall also state the breed, sex, age, color, and markings of the dog licensed; and in case of a kennel license, it shall state the place where the kennel is located. The records shall be a public record open to inspection during business hours. The Treasurer shall also keep an accurate record of all license fees collected by him/her or paid over to him/her by the city and township treasurers or Animal Shelter Manager.

Section 11.4  In all prosecutions for violation of this Ordinance, the records of the Treasurer’s Office, or lack of same, showing the name of owner and the license number to which any license has been issued, and the licensed tag affixed to the collar or harness of the dog showing a corresponding number shall be prima facie
evidence of ownership or non-ownership of any dog and of issuance or non-issuance of a dog license or tag.

ARTICLE 12
FEES AND EXPENSES

Section 12.1
Every township and city treasurer of Jackson County, Michigan, shall receive a fee for each dog license issued for the issuing and recording of same. The remuneration as herein established shall be deemed additional compensation for each township or city treasurer who receives a salary in lieu of fees, when so designated by the appropriate township or city council. This fee may be changed from time to time by the Board of Commissioners.

Section 12.2
Jackson County may make a census of the number of dogs owned by all persons in Jackson County, Michigan, in accordance with Statutes of the State. The Treasurer is hereby empowered to employ whatever personnel he/she reasonably believes necessary to conduct this census; such personnel shall receive for their services in listing such dogs, such sum as shall be set from time to time by the Board of Commissioners.

Section 12.3
The duties and obligations herein and imposed upon the respective designated officials may be delegated, by each of said officials, to their deputies with like force and effect.

Section 12.4
The fees and expenses as established by this Ordinance may be changed from time to time on or before November 1 of each year and for subsequent years by action by the Board of Commissioners.

ARTICLE 13
VIOLATIONS AND PENALTIES

Section 13.1
The Sheriff, his/her deputies, Animal Control Officers, or other law enforcement officers are authorized to issue a notice to any person who violates a provision of State Statutes or this Ordinance. The notice shall contain a description of the violation
and shall cite the specific sections of the State Statutes or this Ordinance that apply. The Sheriff, his/her deputies, Animal Control Officers, or other law enforcement officers may also order correction of a violation and may specify the nature of corrective action required and a reasonable time limit for the corrective action to be completed. In the case of violations that may present an imminent danger to public health and safety, immediate corrective action may be required.

Section 13.2

Criminal – Violation of this Ordinance, or any section hereof, shall be a misdemeanor, punishable by imprisonment for not more than 90 days, a fine of not more than $500.00, or community service work, or any combination of these penalties. In addition, court costs shall be levied against the guilty party. Violations of the Dangerous Animals Act, being Act No. 426 of the Public Acts of 1988, as amended, shall be punishable as determined by a court having jurisdiction pursuant to Section 3 of the Act, being Section 287.323 of the Michigan Compiled Laws.

Section 13.3

Civil – A schedule of monetary civil penalties adopted by the County Board of Commissioners may be used to set civil penalties for violations of this Ordinance as adopted by the County Board of Commissioners.

Section 13.4

Enforcement – this Ordinance may be enforced by criminal proceedings, civil penalties or both and any violation may give rise to both criminal and civil liability. The Sheriff is authorized to seek judicial remedies and sanctions for any violation of this Ordinance when administrative efforts to resolve the violations(s) have proven ineffective, inadequate or are otherwise deemed inappropriate.

ARTICLE 14
CONSTRUCTION

Section 14.1

When not inconsistent with the context, words used in the present tense include the future. Words in the singular include the plural
and words in the plural include the singular. Masculine shall include the feminine. The word "shall" is always mandatory and not merely directive. Words or terms not defined herein shall be interpreted in the manner of their common meaning. Headings shall be deemed for convenience and shall not limit the scope of any article or section of this Ordinance.

Section 14.2
Where any of the provisions of this Ordinance are in conflict with provisions of any other local Ordinance or State Statutes or regulations, the latter shall prevail.

Section 14.3
When used in this Ordinance, owner shall include agent in control and owner's agent.

ARTICLE 15
REPEAL
Section 15.1
Any Jackson County Ordinance or parts thereof inconsistent with this Ordinance are hereby repealed.

ARTICLE 16
SEVERABILITY
Section 16.1
If any part of this Ordinance shall be held void, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this Ordinance.

PROOF OF PUBLICATION
Published in the Jackson Citizen Patriot.

EFFECTIVE DATE OF ORDINANCE
This Ordinance shall take effect when notice of the adoption of this Ordinance by the Jackson County Board of Commissioners is published in a newspaper of general circulation in Jackson
County. The County Clerk shall file a copy of this Ordinance, with a copy of the publication attached in his or her office.

ADOPTED this _15_ day of _October_, 1996
AMENDED and ADOPTED this _19_ day of _September_, 2000
AMENDED and ADOPTED this _19_ day of _November_, 2002
AMENDED and ADOPTED this _17_ day of _May_, 2005
AMENDED AND ADOPTED THIS _17_ day of _June_, 2008
AMENDED AND ADOPTED THIS _23_ day of _February_, 2011
AMENDED AND ADOPTED THIS _21_ day of _June_, 2011
MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Green, Deputy City Manager
DATE: February 25, 2020
SUBJECT: Approval of the Following Submission to the Michigan Department of Treasury:

- Application for Waiver and Plan: Act 345 Policemen & Firemen Pension

Recommendation:

Approval of the Application for Waiver of Underfunded Status – Act 345 Policemen & Firemen Pension.

Attached is a memo from Philip Hones regarding the filing of a waiver application pursuant to Public Act 202 of 2017. This Application relates to the underfunded status of the Act 345 Policemen & Firemen Pension and requires City Council approval before it can be filed with the State.

I recommend approval of this Application. Your consideration and concurrence is appreciated.
MEMO TO: Jonathan Green, Deputy City Manager

FROM: Philip Hones, Finance Director

DATE: February 25, 2020

RECOMMENDATION: Approval of the Following Submission to the Michigan Department of Treasury:

- Application for Waiver and Plan: Act 345 Policemen & Firemen Pension

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**SUMMARY**

The State enacted PA 202 of 2017 which now requires municipalities to annually file Form 5572 detailing the financial funding progress of each of the City’s pension funds. Generally, if a pension fund is not 60% funded, it is considered, under the Act, to be underfunded.

The City’s two Police and Fire Pension Funds are both considered underfunded under the State’s guidelines (the City’s ERS System is 72.6% funded). The Policemen’s and Firemen’s (Old) Pension system is 46.7% funded and the Act 345 Policemen’s and Firemen’s System is 51.5% funded, as of 6/30/19.

The City has taken action with each of these Plans to improve the funding progress of that Plan. These actions include changing the actuarial assumptions, which in most cases require increased funding from the City, as well as reducing the benefits for both existing employees as well as new hires.

Filing this Application for Waiver for the Act 345 Plan will reflect the recent actions that the City has taken to improve the underfunded status of that Plan. If the State determines that the underfunded status is being adequately addressed by the City, it will grant the waiver and no Corrective Action Plan is needed.

It should be noted that the Old Police and Fire Plan is currently in “Corrective Action” status so a waiver is not needed for that Plan. The Treasury Department will release further guidance on any future actions the City may need to take regarding that Plan but it may just involve the annual monitoring of its funding status.
There are no current year budgetary considerations related to this action.

**HISTORY, BACKGROUND and DISCUSSION**

Public Act 202 of 2017 was signed by the Governor on December 20, 2017. The Act creates a “Municipal Stability Board” which reviews pension and OPEB finances of municipalities and assist local units in finding solutions, with an emphasis on identifying those communities experiencing the greatest stress.

**POSITIONS**

Attached is the 2019 Application for Waiver and Plan for the Act 345 Policemen & Firemen Pension, which is underfunded. Note that the Application includes the 6/30/19 actuary report as an attachment.

A similar waiver was submitted last year for the Act 345 Policemen & Firemen Pension Plan and approved by the State. The actions detailed in the current Application are a continuation of the funding progress resulting from steps taken in early 2018 and should be adequate to warrant a waiver being issued for that Plan for 2019.
January 28, 2020

Retirement System Annual Report:
Preliminary Review of Underfunded Status
and in Corrective Action

Fiscal Year: 2019
Municipality Code: 382010
Report ID Number: 99517

Sent Via Email
City of Jackson
phones@cityofjackson.org

Dear Administrative Officer or Designee:

Based upon review of your most recently submitted Retirement System Annual Report (Form 5572) and pursuant to Public Act 202 of 2017 (the Act), one (or more) of your retirement systems has triggered a preliminary review of underfunded status, in addition to the underfunded system(s) identified in the prior fiscal year. Unless you apply for a waiver within 45 days and your application is granted, your local government will receive a determination of underfunded status.

Based upon review, the following retirement system(s) are in corrective action as identified in the prior fiscal year:

POLICEMEN'S AND FIREMEN'S PENSION

Please continue to follow the guidance previously issued for corrective action plan compliance for the systems listed above. The Municipal Stability Board (the Board) will evaluate if the local government is addressing its underfunded status.

Additionally, the following system(s) are preliminarily underfunded as of the most recent fiscal year:

ACT 345 POLICEMEN AND FIREFIGHTERS

Optional: How to Apply for a Waiver of Underfunded Status

In accordance with the Act, you may apply for a waiver for each newly underfunded system. The attached Application for Waiver has detailed instructions on how to
complete the application, as well as waiver criteria. The completed application is due back to the Department of Treasury (Treasury) within 45 days from the date of this letter, via email to LocalRetirementReporting@Michigan.gov.

If you have multiple newly underfunded retirement systems, you are required to complete a separate waiver application for each system and send a separate email for each system. Please attach each application as a separate PDF document in addition to all applicable supporting documentation. The subject line of the email should be in the following format: Waiver-20XX, Local Government Name, Retirement System Name (e.g. Waiver-2019, City of Lansing, Employees’ Retirement System Pension Plan).

If the state treasurer determines that the underfunded status is adequately being addressed by the local government, the state treasurer shall issue a waiver of the determination of underfunded status.

Treasury will send a letter informing your local government if the waiver is granted. If the waiver is not granted, Treasury will provide a letter detailing the reasons for disapproval.

Early submission of your Application for Waiver allows greater opportunity for conversation and clarification with Treasury, and is strongly encouraged.

**Next Steps: If a Waiver is Disapproved or You Do Not Apply for a Waiver**

- Treasury will notify the local government and request a corrective action plan for the Board to review;

- After receipt of this notification from Treasury, your local government must develop a corrective action plan for each newly underfunded system to submit to the Board for review. The local government is responsible for determining the components of the corrective action plan(s). The governing body of the local government must approve the corrective action plan(s) before submission to the Board;

- The corrective action plan(s) must be submitted to the Board within 180 days after the notification of underfunded status;

- Once your corrective action plan(s) is submitted, the Board will officially receive your plan at their next scheduled meeting;

- The Board shall then approve or disapprove a corrective action plan(s) within 45 days after it is received.

**Required Payments for Retirement Health Benefits**
Pursuant to Section 4(1)(a) of the Act, local governments that offer a retirement health benefit system are required to pay the following:

1.) **Normal costs for employees first hired after June 30, 2018.**
2.) Any retiree premiums that are due for retirants in the retirement system.

Thank you for your commitment to fiscal stability and compliance with the Act. If you have any questions regarding your underfunded status, please visit [Michigan.gov/LocalRetirementReporting](http://Michigan.gov/LocalRetirementReporting) for step-by-step reporting instructions and helpful FAQs, or email our office at [LocalRetirementReporting@michigan.gov](mailto:LocalRetirementReporting@michigan.gov). If you would prefer to speak with a member of our team, please schedule a phone call appointment using the [Local Retirement Calendar](http://LocalRetirementCalendar). A team member will contact you via the phone number you provide at your scheduled time.

Sincerely,

Michigan Department of Treasury
Local Retirement Reporting Team
# Protecting Local Government Retirement and Benefits Act

## Application for Waiver:

### Defined Benefit Pension Retirement Systems


## 1. LOCAL GOVERNMENT INFORMATION

<table>
<thead>
<tr>
<th>Local Government Name:</th>
<th>CITY OF JACKSON</th>
<th>Six-Digit Muni Code:</th>
<th>382010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defined Benefit Pension System Name:</td>
<td>ACT 345 POLICEMEN AND FIREMEN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Name (Administrative Officer):</td>
<td>PHILIP HONES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title if not Administrative Officer:</td>
<td>FINANCE DIRECTOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:PHONES@CITYOFJACKSON.ORG">PHONES@CITYOFJACKSON.ORG</a></td>
<td>Telephone:</td>
<td>(517) 768-6384</td>
</tr>
<tr>
<td>Fiscal Year:</td>
<td>2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 2. GENERAL INFORMATION

**Application for Waiver:** This Application for Waiver may be filed by any local government with at least one defined benefit pension retirement system that has triggered a preliminary review of underfunded status. In accordance with Public Act 202 of 2017 (the Act), if the State Treasurer determines that the underfunded status is adequately being addressed by the local government, the State Treasurer shall issue a waiver of the determination of underfunded status. If requesting a waiver, you must submit a separate and unique application for each underfunded retirement system as determined by your most recent Retirement System Annual Report (Form 5572).

**Due Date:** The local government has **45 days from the date of notification** to complete and file the Application for Waiver. Failure to file within 45 days will result in a determination of underfunded status for your local government as defined by the Act, and your local government will be required to submit a corrective action plan to the Municipal Stability Board for approval.

**Filing:** This Application for Waiver must be approved by the local government’s administrative officer and its governing body. **You must provide proof of your governing body approving this Application for Waiver and attach the documentation as a separate PDF document.** Failure to provide documentation that demonstrates approval from your governing body will automatically result in a disapproval of the waiver application.

The completed application must be submitted via email to LocalRetirementReporting@michigan.gov. **If you have multiple underfunded retirement systems, you are required to complete separate applications and send a separate email for each underfunded system.** Please attach each application as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Waiver-20XX, Local Government Name, Retirement System Name** (e.g. Waiver-2018, City of Lansing, Employees’ Retirement System Pension Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury’s automatic reply. This will be the only notification confirming receipt of the application(s).

**Considerations for Waiver:** A successful Application for Waiver will demonstrate what your local government has already done to adequately address its underfunded status. Prospective solutions will not be granted merit in determining the outcome of the waiver application (e.g. future amendments to collective bargaining agreements, upcoming millage proposals, potential budget changes, etc.). However, Treasury may consider additional ongoing funding dedicated to your retirement system if those commitments have been formally enacted by the governing body and can be documented. Section three of this waiver application allows the local government to enter a brief description of prior
actions that have already been implemented to adequately address its underfunded status. For purposes of Sec. 6.(1) of the Act, this application will also be considered the plan.

Underfunded status for a defined benefit pension system is defined as being less than 60% funded according to the most recent audited financial statements, and, if the local government is a city, village, township, or county, the actuarially determined contribution (ADC) for all of the defined benefit pension retirement systems of the local government is greater than 10% of the local government’s annual governmental fund revenues, based on the most recent fiscal year.

General guidelines are listed below to help your local government decide whether to apply for a waiver. Ultimately, waiver approval or disapproval is at the discretion of the State Treasurer; however, waiver applications should generally demonstrate at least one of the following seven criteria. Please check all that apply:

• In general, local governments that were previously granted a waiver should demonstrate improvement in their underfunded status in the subsequent year. Improvement can be measured by an increase in the funded ratio and/or a decrease in the ADC as a percentage of governmental revenue;

• There was a mistake in the filing process and the local government is not actually underfunded;

• Using updated data, such as a more recent actuarial valuation, the local government is not underfunded;

• If a local government fails to calculate an ADC within their audited financial statement and triggers underfunded status, the local government may file a waiver application to Treasury that includes the calculated ADC;

• The local government demonstrates their underfunded status will be addressed within four years;

• The local government is a non-primary government (e.g. road commission, authority, etc.) and demonstrates their ADC for pension is less than 10% of governmental revenues;

• When adding enterprise fund revenues used specifically to pay retirement costs with governmental fund revenues, your ADC as a percentage of combined revenues is below 10%.

3. DESCRIPTION OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system’s underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local government done to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Note: Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system’s funded ratio.

Category of Prior Actions:

☐ System Design Changes - System design changes may include the following: Lower tier of benefits for new hires, final average compensation limitations, freeze future benefit accruals for active employees in the defined benefit system, defined contribution system for new hires, hybrid system for new hires, bridged multiplier for active employees, etc.
Sample Statement: The system’s multiplier for current employees was lowered from 2.5X to 2X for the General Employees’ Retirement System on January 1, 2018. On page 8 of the attached actuarial supplemental valuation, it shows our funded ratio will be 60% by fiscal year 2021.

Additional Funding – Additional funding may include the following: voluntary contributions above the ADC, bonding, millage increases, restricted funds, etc.

Sample Statement: The local government provided a lump sum payment of $1 million to the General Employees’ Retirement System on January 1, 2018. This lump sum payment was in addition to the ADC of the system. The additional contribution will increase the retirement system’s funded ratio to 61% by 2022. Please see page 10 of the attached enacted budget, which highlights this contribution of $1 million.

Other Considerations – Other considerations may include the following: outdated Form 5572 information, enterprise fund revenue considerations, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: The information provided on the Form 5572 from the audit used actuarial data from 2016. Attached is an updated actuarial valuation for 2018 that shows our funded ratio has improved to 62% as indicated on page 13.

Sample Statement: $400,000 of expenditures are directly tied to expenses for retirement obligations from our water and sewer fund. The attached analysis shows that our revenue ratio (ADC / Combined Funds) would only be 9% when including applicable enterprise fund revenue within the calculation. Additionally, attached are two invoices from MERS showing distributions to our pension fund from the enterprise fund totaling $400,000. As a result, $400,000 of our enterprise fund revenues should be combined with our governmental fund revenues to properly demonstrate total available funding.

Assumption Review Study dated 1/18/19 (page 2 of Valuation) reduced the closed amortization for the Retiree UAAL by one year, now 6 years, as of the 6/30/19 Valuation. The Active UAAL amortization period is now 10 years. The recommended dollar contribution for FY 20/21 will increase $356,379, or 6.4%, to $5,916,061. This will result in an estimated 9.8 millage rate up from the current millage rate of 9.21 mills. The Cash Flow Projections (page A-7 in the Valuation) estimate the Plan will attain 63% funding in FY 2022 and 84% in FY 2026.

4. DOCUMENTATION ATTACHED TO THIS WAIVER APPLICATION

Documentation must be attached as a PDF to this waiver application. The documentation must demonstrate the prior actions that have already been implemented to adequately address the local government’s underfunded status. Please ensure this documentation directly supports and highlights the systems funded ratio as entered in section three of the waiver application above. Please check all documents that are included as part of this application and attach in successive order as provided below:

Naming convention: When attaching documents please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document “Attachment 2a” and the second document “Attachment 2b”.

### Naming Convention

| Attachment – 1 | This waiver application (required); |
| Attachment – 2 | Documentation from the governing body approving the waiver application (required); |
| Attachment – 3 | Actuarial analysis (annual valuation, supplemental valuation, projection); |
| Attachment – 4 | An internally developed study, in accordance with GASB and/or actuarial standards of practice, that projects assets and liabilities into the future; |
| Attachment – 5 | Documentation of additional payments in past years that is not reflected in your audited financial statements (e.g. enacted budget, system provided information); |
| Attachment – 6 | Documentation of commitment to additional payments in future years (e.g. resolution, ordinance); |
| Attachment – 7 | A plan that the local government has already approved to address its underfunded status, which includes documentation of prior actions and the positive impact on the system’s funded ratio; |
| Attachment – 8 | Enterprise fund revenues: Analysis of retirement costs paid using enterprise fund revenues, as well as applicable financial documents (e.g. proof of payment, invoices from retirement plan, bank transactions, general ledger reimbursement transactions); |
| Attachment – 9 | Other documentation, not categorized above. |

### 6. LOCAL GOVERNMENT’S ADMINISTRATIVE OFFICER APPROVAL OF WAIVER APPLICATION

I______________________, as the government’s administrative officer (Ex. City/Township Manager, Executive Director, Chief Executive Officer, etc.) (insert title), approve this Application for Waiver. We are requesting a waiver of underfunded status because we have already implemented substantial changes to our retirement system as described above.

I confirm to the best of my knowledge that because of the changes listed above the following statement will occur:

Using the waiver criteria checked in Section 2 of this application, the _______ Act 345 Policemens & Firemens Pension (Retirement Pension System Name) will have addressed its underfunded status by fiscal year 2021/22.

Signature: ____________________________  Date: ____________________________
MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: February 25, 2020
SUBJECT: JNET Interlocal Agreement

Recommendation:

Approve and execute JNET Interlocal Agreement

Attached is a memorandum from Director Elmer Hitt regarding the Jackson Narcotics Enforcement Team (JNET) Interlocal Agreement.

I recommend approval of Director Hitt’s request to continue as a member of JNET. Your consideration and concurrence is appreciated.

PHB
DEPARTMENTAL REPORT

MEMO TO: Patrick Burch, City Manager
FROM: Elmer J. Hitt, Director of Police and Fire Services
DATE: February 25, 2020
RECOMMENDATION: Approve JNET Interlocal Agreement

SUMMARY

The Jackson Narcotics Enforcement Team (JNET) is a multi-jurisdictional task force whose focus is drug interdiction. The team is comprised of members of the Michigan State Police, Jackson County Sheriff’s Department, and Jackson Police Department.

BUDGETARY CONSIDERATIONS

The Jackson Police Department currently has one officer assigned to JNET. No new budget adjustments are necessary.

HISTORY, BACKGROUND and DISCUSSION

JNET has been in existence for more than 16 years, and has been quite successful. In order to continue with the task force, the attached Interlocal Agreement must be signed each year by the organizations whose employees are part of the team.

DISCUSSION OF THE ISSUE

The Agreement has remained the same for many years. No changes were made from the Agreement that was approved and executed for 2019.

POSITION

I recommend approval of the Agreement and allowing the City Manager to execute it on behalf of the City of Jackson.

ATTACHMENT
INTERLOCAL AGREEMENT
Jackson Narcotics Enforcement Team (J.N.E.T.)

WHEREAS, the participating entities the Michigan Department of State Police, Jackson County, and City of Jackson, enter into this agreement pursuant to the Urban Cooperation Act, MCL 124.501 et seq.;

WHEREAS, the participating entities are desirous of establishing a cooperative task force by combining their investigative services, manpower, and/or resources for the purpose of enforcing narcotic and/or controlled substance laws and deterring related criminal activity; and

WHEREAS, the participating entities do not intend by this agreement to establish this task force or its command board as a separate legal or administrative entity under Section 7 (1) of the Urban Cooperation Act, MCL 124.507 (1) and have not therefore provided for or otherwise established such an entity by the terms of this agreement.

THEREFORE, in consideration of the mutual interest, obligations and promises herein contained, the participating entities hereto agree as follows:

ARTICLE I

OPERATIONAL PROCEDURES AND GUIDELINES

I. PURPOSE

The participating entities enter into this agreement to create the Jackson Narcotics Enforcement Team (JNET) for the purpose of combining their efforts toward the enforcement of narcotic and controlled substance laws in the State of Michigan.

II. COMMAND BOARD

A Command Board shall be formed which will consist of the administrative heads, or their representatives, of the police agencies of the participating entities contributing law enforcement personnel to JNET, or meeting obligations of a participating entity, as established in the bylaws, and the Prosecuting Attorney from Jackson county. The Command Board shall meet on matters concerning the day to day operations of the team. A quorum shall consist of a simple majority of the members present and voting.

III. OPERATION POLICIES AND PROCEDURES

The Command Board shall adopt by-laws for the operational policies and procedures to be implemented and followed by JNET.
IV. PERSONNEL AND COMPENSATION

All participating entities shall maintain at least one (1) full time police officer assigned to exclusively work in drug law enforcement with JNET or, pursuant to the bylaws; a participating police entity may remain a member of JNET by payment of an annual contribution as specified by the Command Board on an annual basis.

Each law enforcement officer assigned to JNET by his/her participating entity's police agency shall remain an agent of that participating entity's police agency. Said participating entity and officers assigned to JNET agree to conform to all operating procedures established by MSP, First District Policy, specifically including but not limited to, the handling of narcotic cases, confidential informants, evidence, and forfeiture procedures.

Personnel costs for sworn law enforcement officers assigned to JNET, including wages, overtime, insurance, and other fringe benefits shall be provided for and paid by the participating entity supplying such personnel. The exception would be those personnel funded through grants and/or other funding sources.

V. COMMANDER

The Michigan Department of State Police shall appoint a JNET Commander who shall have the authority, as designated by the Department of State Police and the Command Board, to coordinate the operation of JNET. The Commander will arrange for the training of participating police personnel, for the control and accounting of expenditures and property, and for the filing of a monthly report of JNET activity at each Command Board meeting.

VI. LIABILITY AND INSURANCE

Liability insurance and/or legal representation in civil suits for alleged tortious conduct and/or civil rights violations against the personnel of a participating entity on JNET, a participating entity, and/or a participating entity’s representative on the Command Board is the individual responsibility of each participating entity and a participating entity may provide liability insurance and/or legal representation for itself, for its personnel on JNET and/or for its representative on the Command Board.

A judgment for actual and/or punitive damages resulting from a finding of tortious conduct or violation of civil rights, against a participating entity's personnel, a participating entity itself and/or a participating entity's representative on the Command Board, may be paid by the participating entity which supplied the personnel against whom a judgment entered and/or which appointed the representative against whom a judgment entered. No participating entity, JNET personnel or Command Board representative is liable for or required to satisfy a judgment against another participating entity, that entity's personnel on JNET or that entity's representative on the Command Board. Further, JNET shall not indemnify assigned personnel, a participating entity, or its appointed representative to the Command Board for any claim or judgment referred to herein.
VII. JURISDICTION

Any duly sworn police officer, while assigned to JNET and while working in furtherance of the purposes and activities of JNET, shall have the same powers, duties, privileges and immunities as are conferred upon him/her as a police officer in his/her own jurisdiction, and in any jurisdiction within the State.

ARTICLE II
FORFEITURE PROCEDURES AND DISPOSITION OF PROPERTY SEIZED

I. FORFEITURES PURSUANT TO THE CONTROLLED SUBSTANCE ACT

All property seized by JNET pursuant to MCL 333.7521 et seq., as amended, shall be maintained and handled pursuant to Michigan State Police guidelines under Michigan State Police Department policies, and will be recorded on the prescribed MSP forms. Property will be controlled, inspected, and disposed of according to MSP procedures.

When property is seized pursuant to said forfeiture act, an officer assigned to JNET seizing the property shall use the standard Michigan State Police Narcotics Forfeiture Forms. The Michigan State Police will be the Quartermaster and custodian of all property seized by JNET and will receive and maintain said seized property under MSP policies.

In the event that property seized by JNET is subsequently forfeited to the Command Board, the property will be disposed of in accordance with MCL 333.7524. All property forfeited to the Command Board and the proceeds from the sale of said property shall be used to enhance law enforcement efforts pertaining to the Controlled Substance Act.

In the event that it is necessary to file judicial forfeiture proceedings, the Jackson County Prosecutor’s office or the Michigan Attorney General’s Office shall file forfeiture proceedings for property seized by JNET. Said forfeiture proceedings shall be instituted in the name of the Jackson County Prosecuting Attorney or Michigan Attorney General’s Office.

The Jackson County Prosecuting Attorney or Michigan Attorney General, by and through his/her designated assistant prosecuting attorney, working in conjunction with the JNET Commander, shall have the authority to establish sale prices, negotiate real estate transactions, accept bids, make counter-offers, sign deeds and other documents associated with the sale of real estate forfeited to the Command Board.
II. CUSTODIAN OF SEIZED AND FORFEITED MONIES AND PROPERTY

The County of Jackson shall be the custodian of all seized and forfeited monies for purposes stated under MCL 333.7524. All such money received by the County of Jackson shall be placed in a "Drug Law Enforcement Fund 265 Account." The County shall establish two such accounts: (1) A "Pending" non-adjudicated forfeiture account in which shall be placed all seized (except evidence) monies prior to settlement or judicial adjudication. Monies shall not be disbursed from said "Pending" account unless the County receives an Administrative Order (Declaration of Administrative Forfeiture), a Stipulation of Out-of-Court Settlement, a Judgment of Forfeiture, or a Court Order authorizing the release of said monies; (2) A "Revenue" account which shall contain forfeited monies, proceeds from the sales of forfeited real and personal property, a court ordered restitution receipts, and any other miscellaneous income received by JNET or the Command Board.

Property forfeited to the Command Board and used by JNET to enhance drug law enforcement shall be inventoried and otherwise accounted for by the JNET Commander on an annual basis.

All existing funds and/or property in the possession of JNET shall be transferred and utilized pursuant to and in accordance with the terms of this Agreement.

III. DUTIES AND FUNCTIONS OF THE COUNTY OF JACKSON

The County of Jackson shall perform those functions and exercise those powers and a responsibility set forth at MCL 333.7524 and is to receive funds obtained pursuant to MCL 333.7524, but only for the purposes specified under this agreement.

The County of Jackson, as the custodian of the seized and forfeited funds and property, shall comply with the terms of MCL 333.7524a with respect to the annual reports and audits required under that statute which pertain to the receipt and disbursement of forfeited property. Audit findings shall be submitted to each of the participating entities under this agreement.

JNET shall also prepare and submit to each participating entity under this agreement, at the beginning of each fiscal year, a proposed line item budget. The proposed budget shall include proposed allocation in response to requests for drug law enforcement support from each participating entity. This budget shall be adopted by the County of Jackson no later than December each year and submit the same to the participating entities for informational purposes.

Notwithstanding any contrary provision, the County of Jackson, with the approval of the Board of Control, is to adopt a budget, which provides for the payment of appropriated expenses from the drug forfeiture property received pursuant to MCL 333.7524 prior to the expenditure of monies.

Payments for the budgeted or appropriated expenses shall be made after receipt of appropriate documentation verifying the expenditures.
ARTICLE III
WITHDRAWAL; TERMINATION

I. WITHDRAWAL FROM AGREEMENT

Any participating entity may withdraw from this agreement by providing not less than thirty (30) days prior written notice to each of the participating entities. The agreement may be terminated by joint action of all the participating entities at any time.

II. DISTRIBUTION OF FORFEITURE ASSETS UPON WITHDRAWAL

In the event that any participating entity withdraws from this agreement, any assets which have been retained by the County of Jackson/JNET remain in the custody of the County/JNET and shall be disposed of as provided in the bylaws and in accordance with MCL 333.7524.

III. DISTRIBUTION OF FORFEITURE ASSETS UPON TERMINATION

In the event of a complete termination of this agreement, any remaining assets shall be distributed to each of the participating entities. That distribution shall be proportionate to the number of full-time employee positions allocated, excluding grant funded positions, plus the proportionate amount of funds provided, if any, to the cooperative drug law enforcement effort in the preceding twenty-four (24) months by participating entities.

IV. Revocation of Prior Agreements:
This agreement rescinds all previous agreements.

Date: ___________________________  Michigan Department of State Police

Date: ___________________________  Jackson County Board of Commissioners

Date: ___________________________  City Manager, City of Jackson
Although the county sheriff(s), county prosecutor(s) and local police chief(s) are not parties to the agreement and aren't required to sign the agreement, they may sign as acknowledgement of their role as described in the agreement.

Date: 12-12-19

Jackson County Sheriff Department

Date: 12-12-19

City of Jackson Police Department

Date: 12-12-19

Jackson County Prosecutor
MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, Deputy City Manager

DATE: February 25, 2020

SUBJECT: Identify Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Projects for Fiscal Year 2020 – 2021 and Establish Preliminary Funding Allocations for those Projects

Recommendation:

Identify CDBG and HOME projects for Fiscal Year 2020 – 2021 and establish preliminary funding allocations for those projects.

Attached is a memorandum from Jennifer Morris, Director of the Department of Neighborhood & Economic Development, requesting City Council approve the recommended 2020 – 2021 CDBG and HOME projects and preliminary funding levels.

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

JG
DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, Deputy City Manager
FROM: Jennifer L. Morris, Director of Neighborhood & Economic Operations
DATE: February 25, 2020

RECOMMENDATION: Identify Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Projects for Fiscal Year 2020 – 2021 and Establish Preliminary Funding Allocations for those Projects

SUMMARY

Identify CDBG and HOME projects for Fiscal Year 2020 – 2021 and establish preliminary funding allocations for those projects.

BUDGETARY CONSIDERATIONS

The U.S. Department of Housing and Urban Development (HUD) will publish its annual formula allocations to entitlement communities and participating jurisdictions in the coming months. In order for staff to prepare the Annual Action Plan in sufficient time to allow for the required 30-day comment period, City Council identifies projects it wants to fund for the upcoming fiscal years which begins on July 1, 2020. To estimate the level of revenue the City may receive, staff has devised the following:

<table>
<thead>
<tr>
<th></th>
<th>CDBG</th>
<th>HOME</th>
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</thead>
<tbody>
<tr>
<td>Grants funds received for FY 2019-2020</td>
<td>$1,227,886</td>
<td>$336,299</td>
</tr>
<tr>
<td>Less 3% in anticipation of a reduction of funds</td>
<td>-38,600</td>
<td>-10,100</td>
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<tr>
<td>Estimated Program Income</td>
<td>75,200</td>
<td>20,200</td>
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<td><strong>Estimated 2020-2021 Revenue:</strong></td>
<td><strong>$1,266,266</strong></td>
<td><strong>$346,399</strong></td>
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</table>

HISTORY, BACKGROUND and DISCUSSION

Staff analyzed funding levels for both CDBG and HOME received during the past five (5) years and provides the following information:

<table>
<thead>
<tr>
<th></th>
<th>CDBG</th>
<th>HOME</th>
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</thead>
<tbody>
<tr>
<td>Five-Year Average Allocation</td>
<td>$1,165,069</td>
<td>$281,431</td>
</tr>
<tr>
<td>Minimum Allocation</td>
<td>$1,116,874</td>
<td>$240,571</td>
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<tr>
<td>Maximum Allocation</td>
<td>$1,227,886</td>
<td>$354,874</td>
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<tr>
<td>Difference between Minimum/Maximum</td>
<td>$ 111,012</td>
<td>$114,303</td>
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</table>

Considering the current CDBG allocation is the largest received since 2015, it is not unreasonable to expect less funding available than estimated above. Also, the greatest amount of HOME funds received since 2015 occurred in 2018, while the 2019 allocation decreased by over 15%.
DISCUSSION OF THE ISSUE

City staff, which included the Deputy City Manager, Director of Neighborhood & Economic Operations, City Engineer, and NEO Grant Coordinator met several times to prepare a recommendation for Council. The summary of those meetings is as follows:

CDBG
For the Department of Neighborhood & Economic Operations:

**Administration** $ 50,000
Overall program administration, including, but not limited to, salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring and evaluation.

**Homeowner Rehabilitation** $330,000
Over 90% of the City’s housing stock was built before 1978; lower income homeowners are often unable to pay for the cost of repairs or obtain financing at affordable rates. Due to years of deferred maintenance, fully rehabilitating owner-occupied housing is becoming cost prohibitive, thus hindering the City’s ability to provide assistance. City Rehabilitation Staff will review its policies and procedures, last updated in 2014, to determine the most effective means of helping low income homeowners remain in their homes.

**Rehabilitation Administration** $ 45,000
All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write ups; loan processing; survey, site, and utility plans; application processing; and other fees.

**Residential Demolition** $300,000
Removal of hazardous buildings increases the quality of life and vitality of neighborhoods, supports property values, eliminates hazardous conditions, and reduces opportunities for criminal activities. The availability of funds for demolition is capped at 30% of total CDBG funds expended during a fiscal year, less administration.

For the Engineering Department:

**Pre-Construction Design** $371,266
Improving the quality of public infrastructure, especially local streets, is of high importance within the community. Use of CDBG funds for street reconstruction is limited to residential streets in neighborhoods where at least 51% of the residents are low-income. Engineering will begin design work in the following three (3) target neighborhoods which also need utility work:

- **Target Area 1 – West of Henry Ford Allegiance Health (HFAH)**
  Borders: North – Ganson St; East – Waterloo Ave; South – Michigan Ave/RR tracks; West – Mechanic St

- **Target Area 2 – East of Martin Luther King Jr Dr**
  Borders: North – Franklin St; East – Cooper St; South – High St; West – S Martin Luther King Jr Dr

- **Target Area 3 – West of Martin Luther King Jr. Dr.**
  Borders: North – Franklin St; East – S Martin Luther King Jr Dr; South – High St; West – Greenwood Ave
Street Reconstruction $170,000

With pre-construction design work near completion and other funds available, Steward Ave between the railroad tracks and Ganson St will be reconstructed. This will also complete the reconstruction of Steward Ave from Wildwood Ave to Ganson St.

Staff feels it is important to begin work reviving low-income neighborhoods adjacent to the downtown which has experienced significant revitalization and growth.

HOME

Administration $34,000
The level of administration available to the Department of Neighborhood & Economic Operations to properly manage the grant cannot exceed 10% of HOME funds received as specified by 24 CFR 92.207.

CHDO Reserve $295,099
The Greater Jackson Habitat for Humanity (Habitat) was certified to serve as the City’s Community Housing Development Organization (CHDO) in 2019. Use of HOME funds requires no less than 15% of the City’s formula allocation be set aside for eligible CHDO activities (see 24 CFR 92.300(a)). With a specific major project in development at the corner of Franklin and Mechanic Streets, staff recommends Habitat receive full HOME allocation, less Administration and CHDO Operating Expenses.

CHDO Operating Expenses $17,300
As regulated by 24 CFR 92.208(a), up to five (5%) percent of the City’s fiscal year HOME allocation may be used to defray the operating expenses of the CHDO.

Requested action is for City Council to confirm staff’s recommendation for Fiscal Year 2020 – 2021 projects and preliminary funding levels. After HUD announces actual formula allocations, City Council will be requested to set firm funding levels commensurate with the grant resources received.

Attachment: 2020 – 2021 CDBG and HOME Preliminary Allocation Spreadsheets
# 2020-2021 Community Development Block Grant
## Allocation Process

<table>
<thead>
<tr>
<th>Program</th>
<th>Funding Requests</th>
<th>Recommendations</th>
<th>Prelim Allocations (Feb 25, 2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Service</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>King Center Open EYES Program</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td><strong>Public Service Subtotal:</strong></td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Public Service Cap: $189,939 (estimate)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Administration and Planning</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Administration</td>
<td>$</td>
<td>$</td>
<td>50,000.00</td>
</tr>
<tr>
<td><strong>Admin/Planning Subtotal:</strong></td>
<td>$</td>
<td>$</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Admin/Planning Cap: $253,253 (estimate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Projects</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept. of Neighborhood &amp; Economic Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rehabilitation</td>
<td>$ 330,000.00</td>
<td>$</td>
<td>330,000.00</td>
</tr>
<tr>
<td>Rehabilitation Administration</td>
<td>$ 45,000.00</td>
<td>$</td>
<td>45,000.00</td>
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<tr>
<td>Demolition</td>
<td>$ 250,000.00</td>
<td>$</td>
<td>300,000.00</td>
</tr>
<tr>
<td>City Attorney's Office</td>
<td>$ 15,000.00</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td><strong>Engineering</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Street Reconstruction:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-construction Design</td>
<td>$ 35,972.00</td>
<td>$</td>
<td>371,266.00</td>
</tr>
<tr>
<td>Steward: Railroad - E Ganson (construction)</td>
<td>$ 169,851.00</td>
<td>$</td>
<td>170,000.00</td>
</tr>
<tr>
<td><strong>Other Projects Subtotal:</strong></td>
<td>$ 845,823.00</td>
<td>$</td>
<td>1,216,266.00</td>
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<tr>
<td><strong>Total</strong></td>
<td>$ 925,823.00</td>
<td>$</td>
<td>1,266,266.00</td>
</tr>
<tr>
<td>Available Funding:</td>
<td>$ 1,266,266.00</td>
<td>$ 1,266,266.00</td>
<td>$ 1,266,266.00 (Estimate)</td>
</tr>
</tbody>
</table>

*Estimated Funding: $1,191,066 CDBG + $75,200 program income = $1,266,266*
## 2020-2021 HOME Investment Partnerships Program

### Allocation Process

<table>
<thead>
<tr>
<th>Projects</th>
<th>Funding Recommendations</th>
<th>Prelim Allocations (Feb 25, 2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dept. of Neighborhood &amp; Economic Operations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration&lt;sup&gt;1&lt;/sup&gt;</td>
<td>$</td>
<td>34,000</td>
</tr>
<tr>
<td><strong>Community Housing Development Organization (CHDO)</strong></td>
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</tr>
<tr>
<td>CHDO Reserve&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$</td>
<td>295,099</td>
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<tr>
<td>CHDO Operating Expenses&lt;sup&gt;3&lt;/sup&gt;</td>
<td>$</td>
<td>17,300</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>$</td>
<td>346,399</td>
</tr>
</tbody>
</table>

**Available Funding:** $346,399 (Estimate)

*Estimated Funding: $326,199 HOME + $20,200 program income = $346,399*

### Restrictions
- <sup>1</sup>Administration - no more than 10% of allocation ($34,640)
- <sup>2</sup>CHDO Reserve - no less than 15% of allocation ($51,960)
- <sup>3</sup>CHDO Operating Expenses - no more than 5% of allocation ($17,320)