



AGENDA - CITY COUNCIL MEETING

May 10, 2022

6:30 p.m.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE - Invocation will be given by Third Ward Councilmember Angelita Gunn.**
3. **ROLL CALL.**
4. **ADOPTION OF AGENDA.**
5. **PRESENTATIONS/PROCLAMATIONS.**
 - A. **Jackson County Sheriff Gary Schuette - Jail Proposal**
6. **PUBLIC HEARINGS.**
 - A. **Public Hearing - FY 2022-2023 Proposed Budget**
Public hearing on the City's fiscal year 2022-2023 proposed budget (Copy available on the City's website).
7. **CITIZEN COMMENTS. (3-Minute Limit)**
8. **PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES. (Accept & Place on File).**
 - A. **Accept and place on file, the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through March 31, 2022**

9. CONSENT CALENDAR

A. Minutes of the Regular Meeting of April 19, 2022

Approve the minutes of the regular City Council Meeting of April 19, 2022.

B. Minutes of the Special Meeting of April 20, 2022

Approve the minutes of the special City Council Meeting of April 20, 2022.

C. Informational - Ex-officio appointment to the Racial Equity Commission

Advise City Council of the appointment of Heather Truman as an ex-officio member of the Racial Equity Commission for a three-year term.

D. Appointment to Youth Council

Approve the Mayor's recommendation to appoint Zoe Zientek to fill a vacancy on the Youth Council for a term of three years, expiring on 5/31/25.

E. Appointment to Racial Equity Commission

Approve the Mayor's recommendation to appoint Katima Dickenson to fill a vacancy on the Racial Equity Commission for a term of three years, expiring on 12/31/24.

F. Resignation from the Historic District Commission

Accept with regret, the resignation of Chair Anton Raykovich from the Historic District Commission effective immediately, and thank him for his years of service to the City of Jackson.

G. Personnel Policy Amendments

Approve the amendments to the City of Jackson Personnel Policy for employees.

10. OTHER BUSINESS.

11. NEW BUSINESS.

A. Amendment 1 to the Engineering and Project Administration, East Pipe Gallery Improvements Contract

Approve Amendment 1 to the Engineering and Project Administration, East Pipe Gallery Improvements Contract with Fishbeck of Lansing, MI, at a not-to-exceed cost of \$54,000 and authorization for the City Manager and Director of Public Works to sign the appropriate document.

B. Amendment 1 to the Engineering and Project Administration, Storm Pump Building Upgrades Contract

Approve Amendment 1 to the Engineering and Project Administration, Storm Pump

Building Upgrades Contract with Fishbeck of Lansing, MI, at a not-to-exceed cost of \$68,000 and authorization for the City Manager and Director of Public Works to sign the appropriate document.

C. Amendment 1 to the Engineering and Project Administration, Myrtle Street Lift Station Upgrades Contract

Approve Amendment 1 to the Engineering and Project Administration, Myrtle Street Lift Station Upgrades Contract with Fishbeck of Lansing, MI, at a not-to-exceed cost of \$93,000, and authorization for the City Manager and Director of Public Works to sign the appropriate document.

D. Changes to the Standard Lighting Contract for streetlights with Consumers Energy for the addition of 10 new streetlights

Approve the Resolution for Changes to the Standard Lighting Contract for ten streetlights with Consumers Energy and authorize the Mayor and City Clerk to execute the appropriate documents.

E. Amendment 1 to the 21-001 Trail Lighting Engineering Contract

Approval of Amendment 1 to the 21-001 Trail Lighting Engineering contract with Mannik Smith Group (MSG) of Okemos, MI, at a not-to-exceed cost of \$7,631.59, and authorization for the City manager and City Engineer to sign the appropriate document.

F. Dismiss balance due/homeowner rehabilitation loan/740 N. Waterloo

Request for forgiveness of rehabilitation loan at 740 N. Waterloo in the amount of \$10,039.50.

G. Department of Neighborhood and Economic Operations (NEO) Name Change

Approve an ordinance renaming the City's existing Department of Neighborhood and Economic Operations to the "Community Development Department". This shall include all code sections that Department of Neighborhood and Economic Operations is referenced.

12. CITY COUNCILMEMBER'S COMMENTS.

13. MANAGER'S COMMENTS.

14. ADJOURNMENT.

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: May 10, 2022
SUBJECT: Accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through March 31, 2022

Recommendation:

Accept and place on file the CDBG, HOME and CDBG-CV Homeless Prevention Financial Summaries through March 31, 2022.

Attached is a memo from Shane LaPorte, the Director of Neighborhood and Economic Operations, regarding accepting and placing on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through March 31, 2022. Monthly expenses includes Personnel Salaries & Expenses, Administration Cost, City Attorney Expenses, Homeowner Emergency Hazards/Major Component Project Cost, Boo Center Improvements (SHPO-106), Demolition Cost, Homeless Prevention Expenses, CHDO Operating Cost and CHDO Reserve Habitat for Humanity Deland Project Expense.

I recommend accepting and placing on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through March 31, 2022. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Shane LaPorte, Director of Neighborhood and Economic Operations

DATE: May 10, 2022

RECOMMENDATION: To accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through March 31, 2022

SUMMARY

Attached please find the Financial Summaries for the CDBG, HOME, and CDBG-CV Homeless Prevention funds for the month ending March 31, 2022.

Monthly expenses included:

- Personnel – Salaries & Expenses
- Administration – Rehabilitation Administration Cost
- City Attorney Expenses
- Homeowner Emergency Hazards / Major Component Cost
 - ❖ 313 Taylor St. – Roofing System (Final Payment)
- Street Projects –
 - ❖ Cooley: Morrell to Biddle (Final)
 - ❖ Biddle: Mechanic to MLK Jr. Dr. (Final)
 - ❖ Perrine-Burr
- Boo Center Improvements –
 - ❖ Arbre Croche Cultural Resources LLC – SHPO Section 106
- Demolition Expense
 - ❖ 407 Orange St.– partial
- CHDO Operating
- CHDO Reserve (Habitat for Humanity – Deland Project)
- Homeless Prevention Expenses
 - ❖ Water Shut-off Protection
 - ❖ Administration Cost

My recommendation is to accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through March 31, 2022.

ATTACHMENTS

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Nine Months Ended March 31, 2022

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
<u>Administration</u>							
1 Administration & Planning							
FY 2019/2020	78,000	78,000	-	-	78,000	-	100.0%
FY 2020/2021	100,000	90,491	-	9,509	100,000	-	100.0%
FY 2021/2022	125,000	-	8,852	77,289	77,289	47,711	61.8%
<u>Code Enforcement</u>							
2 City Attorney Office							
FY 2019/2020	28,700	24,538	-	4,162	28,700	-	100.0%
FY 2021/2022	20,000	-	1,973	12,698	12,698	7,302	63.5%
<u>Rehabilitation Projects</u>							
3 Rehabilitation Administration							
FY 2019/2020	46,450	46,450	-	-	46,450	-	100.0%
FY 2020/2021	97,696	65,877	-	31,819	97,696	-	100.0%
FY 2021/2022	105,000	-	9,519	65,015	65,015	39,985	61.9%
4 City Emergency Hazard Repair Program							
FY 2020/2021	497,059	157,006	14,733	278,055	435,061	61,998	87.5%
<u>Street Projects</u>							
5 Special Assessments							
FY 2019/2020	25,000	4,365	-	-	4,365	20,635	17.5%
6 Steward: RR to E Ganson							
FY 2019/2020	24,550	24,550	-	-	24,550	-	100.0%
FY 2020/2021	170,000	93,815	-	76,185	170,000	-	100.0%
7 Street Lighting (FY 2019/2020)	379,924	229,442	-	-	229,442	150,482	60.4%
8 Street Construction - Chalet Terrance							
FY 2019/2020	480,000	480,000	-	-	480,000	-	100.0%
FY 2020/2021	220,000	218,358	-	-	218,358	1,642	99.3%

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Nine Months Ended March 31, 2022

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
9 Pre-construction Design (FY 2020/2021)	151,266	4,248	-	46,215	50,463	100,803	33.4%
10 Cooley: Morrell to Biddle							
FY 2021/2022	240,000	-	128,571	170,936	170,936	69,064	71.2%
11 Biddle: Mechanic to MLK Jr Dr							
FY 2021/2022	279,500	-	111,648	130,463	130,463	149,037	46.7%
12 Perrine-Burr							
FY 2021/2022	56,500	-	850	850	850	55,650	1.5%
<u>Recreation -Other Projects</u>							
13 Loomis Park Court Improvements	312,849	300,175	-	-	300,175	12,674	95.9%
14 Boo Center Improvements							
FY 2020/2021	305,000	244,782	1,600	1,200	245,982	59,018	80.6%
FY 2021/2022	535,980	-	-	75,180	75,180	460,800	14.0%
<u>Public Service</u>							
15 King Center Summer Youth Program (FY 2019/2020)	18,832	18,832	-	-	18,832	-	100.0%
16 Loomis Park Playground Program (FY 2019/2020)	2,881	2,881	-	-	2,881	-	100.0%
17 Kitchen Incubator Program (FY 2019/2020)	7,451	-	-	-	-	7,451	0.0%
<u>Demolition</u>							
18 Demolition							
FY 2019/2020	259,000	257,552	-	1,448	259,000	0	100.0%
FY 2020/2021	300,000	12,541	12,238	97,701	110,242	189,758	36.7%
FY 2021/2022	75,000	-	-	-	-	75,000	0.0%

City of Jackson
HOME
Monthly Financial Summary
For the Nine Months Ended March 31, 2022

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
1 Rehabilitation Assistance Program							
FY 2018/2019	161,290	161,290	-	-	161,290	-	100.0%
FY 2019/2020	55,068	54,384	-	-	54,384	684	98.8%
2 HOME Administration							
FY 2017/2018	26,000	26,000	-	-	26,000	-	100.0%
FY 2018/2019	28,000	28,000	-	-	28,000	-	100.0%
FY 2019/2020	25,000	25,000	-	-	25,000	-	100.0%
FY 2020/2021	33,000	31,703	-	-	31,703	1,297	96.1%
FY 2021/2022	16,000	-	-	-	-	16,000	0.0%
3 CHDO Reservation							
FY 2017/2018	40,000	39,720	-	280	40,000	-	100.0%
FY 2018/2019	175,584	107,969	-	67,615	175,584	-	100.0%
FY 2019/2020	503,052	-	60,444	240,443	240,443	262,609	47.8%
FY 2020/2021	287,439	-	-	-	-	287,439	0.0%
FY 2021/2022	118,329	-	-	-	-	118,329	0.0%
4 CHDO Operating Expenses							
FY 2017/2018	14,000	2,110	-	11,890	14,000	-	100.0%
FY 2018/2019	18,000	-	1,730	14,355	14,355	3,645	79.8%
FY 2019/2020	18,000	-	-	-	-	18,000	0.0%
FY 2020/2021	16,800	-	-	-	-	16,800	0.0%
5 Partnership Park - Homebuyer Rehabilitation (CAA)							
FY 2021/2022	200,000	-	-	-	-	200,000	0.0%

City of Jackson
2020/8 CV Homeless Prevention
Monthly Financial Summary
For the Nine Months Ended March 31, 2022

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
<u>Administration</u>							
1 CDBG-CV Admin City FY 2020/2021	60,000	6,687	-	2,669	9,356	50,644	15.6%
2 CDBG-CV Admin CAA FY 2020/2021	40,000	13,773	2,296	16,691	30,464	9,536	76.2%
<u>Homeless Prevention - Public Services</u>							
3 Eviction Prevention FY 2020/2021	120,000	120,000	-	-	120,000	-	100.0%
4 Foreclosure Prevention FY 2020/2021	160,000	37,934	-	2,478	40,412	119,588	25.3%
5 Water Shut-off Protection FY 2020/2021	246,020	12,265	5,298	20,834	33,099	212,921	13.5%



CITY COUNCIL MEETING MINUTES

April 19, 2022

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE AND INVOCATION:

Council joined in the Pledge of Allegiance. Invocation was given by Vice Mayor Arlene Robinson.

ROLL CALL:

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

Absent: Fifth Ward Councilmember Karen Bunnell.

Also present: City Manager Jonathan Greene, City Assessor Jason Yoakam, City Attorney Matthew Hagerty, City Clerk Andrea Muray, Director of Public Works Mike Osborne, Director of Police and Fire Services Elmer Hitt, City Engineer Jon Dowling, and Downtown Development Authority Director Cory Mays.

ADOPTION OF AGENDA:

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

PRESENTATIONS/PROCLAMATIONS:

A. Sara Tackett - JDL Update

PUBLIC HEARINGS: none.

CITIZEN COMMENTS:

Citizen comments were heard and the meeting continued.

PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES: none.

CONSENT CALENDAR:

A. Minutes of the Regular Meeting of April 5, 2022

Approve the minutes of the regular City Council Meeting of April 5, 2022.

B. Receipt of Alley Vacation Petition

Receive a petition to vacate a public alley off of Milwaukee Street between Prospect and E. Addison Street. Refer to City Attorney to verify legality, the City Planning Commission to review and provide the Clerk's office with a recommendation, with item being presented to Council for consideration.

C. Funding Letters for Pension System

Receive the actuarial valuations as of June 30, 2021 for the Act 345 Policemen's & Firemen's Retirement Plan, the Employees Retirement System and the Policemen's and Firemen's Retirement System, and approve the actuarial funding necessary for the fiscal year 2022-2023.

D. Special Event Application for the Jackson High School Graduation Ceremony

Approve a request from Jackson High School to host their Graduation Ceremony on Friday, May 27, 2022 and use road closures on Wildwood Avenue near Jackson High School.

E. Special Event Application for the Jackson District Library Summer Reading Program Finale

Approve a request from the Jackson District Library to host their Summer Reading Program Finale on July 30, 2022 on the streets of downtown Jackson.

F. Special Event Application for the Jackson County Veteran's Council Memorial Day Procession and Ceremony

Approve a request from the Jackson County Veteran's Council to conduct their Memorial Day Procession and Ceremony on Monday, May 30, 2022 on the streets of downtown Jackson.

G. Special Event Application for the Amen 4 Youth, LLC Southside Summerfest Events

Approve a request from Amen for Youth, LLC to host their Southside Summerfest Events on May 21, June 11, July 23, and August 27 in Elnora Moorman Plaza and on High Street in Jackson.

H. Special Event Application for the Together We Can Make a Difference National Day of Prayer

Approve a request from Together We Can Make a Difference to host their National Day of Prayer on May 5, 2022 in Austin Blair Park.

I. Special Event Application for the "Together We Can Make a Difference" Garden Contest

Approve a request from the Together We Can Make a Difference to host their Garden Contest on May 21, 2022 in the City of Jackson.

J. Special Event Application for the World Vision Inc. Walk/Run

Approve a request from World Vision Inc. to host their Walk/Run on May 7, 2022 in/around the Sparks Foundation ("Cascades") Park.

K. Special Event Application for the Jackson Interfaith Shelter Summer Block Party

Approve a request from the Jackson Interfaith Shelter to host their Summer Block Party on August 6, 2022 on the streets of Jackson.

L. Special Event Application for the Jackson Civil War Muster

Approve a request from the Jackson Civil War Society to host their Civil War Muster on August 27 & 28, 2022 in/around the Sparks Foundation ("Cascades") Park.

M. Special Event Application for the Cascades Cycling Club's Ride of Silence

Approve a request from the Cascades Cycling Club to host their Ride of Silence on May 18, 2022 on the streets of Jackson.

N. Special Event Application for Spring Fling

Approve a request from the Jackson Downtown Development Authority to host their Spring Fling on Sunday, May 1, 2022 from 11am – 4pm in downtown Jackson.

Motion was made by Councilmember Dancy to approve the consent calendar. Councilmember Schlecte seconded the motion with the request to remove Item A for separate consideration. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

Motion was made by Councilmember Gunn, seconded by Councilmember Dancy to approve Item A - Minutes of the Regular Meeting of April 5, 2022. Councilmember Schlecte stated that she would be abstaining from the vote. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, and Forgrave (5). Nays: none. Abstention: Councilmember Schlecte. Motion carried.

OTHER BUSINESS: none.

NEW BUSINESS:

A. Changes to the Standard Lighting Contract for Streetlights with Consumers Energy for the addition of five new streetlights

Recommendation: *Approve the Resolution for Changes to the Standard Lighting Contract for five streetlights with Consumers Energy and authorize the Mayor and City Clerk to execute the appropriate documents.*

Motion was made by Councilmember Forgrave, seconded by Vice Mayor Robinson to approve the resolution for changes to the Standard Lighting Contract for five streetlights with Consumers Energy and authorize the Mayor and City Clerk to execute the appropriate documents. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

B. Resolution to Decertify a Street with MDOT

Recommendation: *Approve a resolution to decertify Cleveland Place with the Michigan Department of Transportation (MDOT) and authorize the Mayor and City Clerk to execute the resolution.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Forgrave to approve a resolution to decertify Cleveland Place with the Michigan Department of Transportation (MDOT) and authorize the Mayor and City Clerk to execute the resolution. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

C. Recommendation for approval of the resolution to increase the Department of Public Works fee to \$80.00 per invoiced property to cover the costs incurred by the City to administer and enforce the Noxious Weed Ordinance of the Jackson Code of Ordinances, Chapter 26, Article III, Regulation of Grass, Noxious Weeds, Shrubbery, and Trees on Privately Owned Property

Recommendation: *Approval of the resolution to increase the Department of Public Works fee to \$80 per invoiced property to cover the costs incurred by the City to administer and enforce the Noxious Weed Ordinance of the Jackson Code of Ordinances, Chapter 26, Article III, Regulation of Grass, Noxious Weeds, Shrubbery, and Trees on Privately Owned Property.*

Motion was made by Councilmember Forgrave, seconded by Councilmember Schlecte to approve the resolution to increase the Department of Public Works fee to \$80 per invoiced property to cover the costs incurred by the City to administer and enforce the Noxious Weed Ordinance of the Jackson Code of Ordinances, Chapter 26, Article III, Regulation of Grass, Noxious Weeds, Shrubbery, and Trees on Privately Owned Property. Vote - Yeas: Mayor Mahoney, Councilmembers Gunn, Schlecte, and Forgrave (4). Nays: Vice Mayor Robinson and Councilmember Dancy (2). Motion carried.

D. Accounts Receivable Write-Off Request

Recommendation: *Approve the Accounts Receivable Write-Off Request.*

Motion was made by Councilmember Dancy, seconded by Councilmember Schlecte to approve the accounts receivable write-off request. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

E. Amendment 1 to the 20-005 E. High Street Bridge Rehabilitation Engineering Contract

Recommendation: *Approval of Amendment 1 to the 20-005 E. High Street Bridge Rehabilitation Engineering contract with Hubbell, Roth & Clark, Inc. (HRC) of Bloomfield Hills, MI, at a not-to-exceed cost of \$65,500.00, and authorization for the City Manager and City Engineer to sign the appropriate document.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Forgrave to approve Amendment 1 to the 20-005 E. High Street Bridge Rehabilitation Engineering contract with Hubbell, Roth & Clark, Inc. (HRC) of Bloomfield Hills, MI, at a not to exceed cost of \$65,500.00 and authorize the City Manager and City Engineer to sign the appropriate document. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

F. Contract Award for the Martin Luther King Equality Trail Lighting Improvement Project

Recommendation: *Approval of an award of the contract for the Martin Luther King Equality Trail Lighting Improvements project from Weatherwax Road to Prospect Street to Cochran Electric of Jackson, Michigan, at a cost of \$606,195.49 and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Forgrave to award of the contract for the Martin Luther King Equality Trail Lighting Improvements project from Weatherwax Road to Prospect Street to Cochran Electric of Jackson, MI at a cost of \$606,195.49 and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

G. Professional Services Agreement for Assessing Services

Recommendation: *Approve Professional Services Agreement in the total amount of \$99,600 to Quality Assessing Services, LLC for assessment services starting May 1, 2022 through April 30, 2023.*

Motion was made by Councilmember Dancy, seconded by Councilmember Forgrave to approve the professional services agreement in the total amount of \$99,600 to Quality Assessing Services, LLC for assessment services starting May 1, 2022 through April 30, 2023. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

H. Presentation of Revised Special Assessment Policy

Recommendation: *Review the proposed, revised Special Assessment Policy.*

No action was taken on the item.

I. Zoning Map Amendment - West Ganson Street

Recommendation: *Recommend approval to rezone 600 Steward Avenue and 506 W. Ganson Street from C-2 Community Commercial to R-3, Multiple Family Residential.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Dancy to approve the rezoning of 600 Steward Avenue and 506 W. Ganson Street from C-2 Community Commercial to R-3 Multiple Family Residential. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

J. Zoning Map Amendment – Greenwood Avenue

Recommendation: *Recommend approval to rezone 223 W. Wilkins, 227 W. Wilkins and 229 W. Wilkins from R-2 One and Two Family Residential to R-4, High Density Apartment and Office and rezone 222 W. Biddle, 702 Greenwood, 714 Greenwood and 718 Greenwood from C-2 Community Commercial to R-4, High Density Apartment and Office.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Gunn to approve the rezoning of 223 W. Wilkins, 227 W. Wilkins and 229 W. Wilkins from R-2 One and Two Family Residential to R-4 High Density Apartment and Office and rezone 222 W. Biddle, 702 Greenwood, 714 Greenwood and 718 Greenwood from C-2 Community Commercial to R-4 High Density Apartment and Office. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

K. Resolution Approving an Application to the Michigan Department of Transportation for a Transportation Economic Development Fund (TEDE) Category F Grant for improvements to the intersections of Blackstone Street at Louis Glick Highway and Blackstone Street at Lansing Avenue

Recommendation: *Approve a resolution for application to the Michigan Department of Transportation (MDOT) for a Transportation Economic Development Fund (TEDE) Category F Grant, authorization for the Mayor and City Clerk to execute the resolution, and authorization for the City Engineer to file an application for improvements to the intersections of Blackstone Street with Louis Glick Highway and with Lansing Avenue.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Forgrave to approve a resolution for application to the Michigan Department for Transportation Economic Development Fund Category F Grant, authorization for the Mayor and City Clerk to execute the resolution, and authorization for the City Engineer to file an application for improvement to the intersections of Blackstone Street with Louis Glick Highway and Lansing Avenue. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

L. Parking Lot Construction at Jackson Fire Department Station #1

Recommendation: *Approval of an award for a contract to repair the parking lot for the Jackson Fire Department's Central Station at 518 N. Jackson St, to the Isabella Corporation of Mt. Pleasant, Michigan, for \$537,000; authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Gunn to award a contract to repair the parking lot for the Jackson Fire Department's Central Station at 518 N. Jackson St, to the Isabella Corporation of Mt. Pleasant, MI for \$537,000 and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

CLOSED SESSION:

- A. Conduct closed session to discuss specific pending litigation in the case of Bremiller v City of Jackson, et al., Jackson County Circuit Court Case No. 21-3295-NI, pursuant to MCL 15.268(e).**

Motion was made by Councilmember Schlecte, seconded by Councilmember Gunn to move into closed session to discuss a specific pending litigation in the case of Bremiller v City of Jackson, Jackson County Circuit Court Case No. 21-3295-NI, pursuant to MCL 15.268€. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

RETURN TO OPEN SESSION:

Motion was made by Vice Mayor Robinson, seconded by Councilmember Gunn to come back from closed session. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

Motion was made by Councilmember Schlecte, seconded by Councilmember Forgrave to approve the settlement as recommended by the City Attorney in Jackson County Circuit Court Case No. 21-3295-NI and authorize legal counsel to effectuate the same. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

CITY COUNCILMEMBER'S COMMENTS:

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

MANAGER'S COMMENTS:

City Manager Jonathan Greene offered comments.

ADJOURNMENT:

No further business being offered, a motion to adjourn was made by Councilmember Dancy, seconded by Councilmember Gunn. Vote was done by voice with all in favor. Mayor Mahoney adjourned the meeting at 8:03 p.m.



CITY COUNCIL SPECIAL MEETING MINUTES

April 20, 2022

CALL TO ORDER:

The Jackson City Council met in special session in Council Chambers and was called to order at 6:06 p.m. by Vice Mayor Arlene Robinson.

PLEDGE OF ALLEGIANCE AND INVOCATION:

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

ROLL CALL:

Present: Vice Mayor Arlene Robinson, Second Ward Councilmember Freddie Dancy, Third Ward Councilmember Angelita Gunn, Fifth Ward Councilmember Karen Bunnell, Sixth Ward Councilmember Will Forgrave, Fourth Ward Councilmember Laura Dwyer Schlecte*, and Mayor Daniel Mahoney*

Absent: none.

Also present: City Manager Jonathan Greene, City Assessor Jason Yoakam, City Attorney Matthew Hagerty, City Clerk Andrea Muray, Director of Police and Fire Services Elmer Hitt, Director of Parks and Recreation Kelli Hoover, City Engineer Jon Dowling, Director of Downtown Development Authority Cory Mays, and Deputy Director of Fire Services Dave Wooden.

*Arrived after the initial roll call.

ADOPTION OF AGENDA:

Motion was made by Councilmember Forgrave, seconded by Councilmember Bunnell to adopt the agenda. Vote - Yeas: Vice Mayor Robinson, Councilmembers Dancy, Gunn, Bunnell, and Forgrave (5). Nays: none. Motion carried.

CITIZEN COMMENTS:

No citizen comments were offered. The meeting continued.

NEW BUSINESS:

Visioning Session -Facilitator, Christopher Smith, LMSW, MPA

CITY COUNCILMEMBER'S COMMENTS:

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

MANAGER'S COMMENTS:

City Manager Jonathan Greene offered comments.

ADJOURNMENT:

No further business being offered, a motion to adjourn was made by Councilmember Dancy, seconded by Mayor Mahoney. Vice Mayor Robinson adjourned the meeting at 7:43 p.m.

Lisa Moutinho

From: Lisa Moutinho
Sent: Thursday, April 14, 2022 9:16 AM
To: Council Agenda
Subject: FW: New Racial Equity Commission Appointment
Attachments: Heather Truman Racial Equity Commission Application.pdf

May 10

From: Bethsemene K. Williams <BKWilliams@cityofjackson.org>
Sent: Thursday, April 14, 2022 9:12 AM
To: Lisa Moutinho <lmoutinho@cityofjackson.org>
Subject: New Racial Equity Commission Appointment

Good morning Lisa,

The Racial Equity Commission approved Ms. Heather Truman as an ex-officio member for a three (3) year term . She doesn't need City Council approval, but I wanted City Council to be informed of her appointment and terms. Please include on the next City Council agenda. See application attached:

Thank you,

Bethsemene Williams
Office Administrator
City of Jackson – DEI Office



PHONE: (517)768-6438
EMAIL: BKWilliams@cityofjackson.org
WEBSITE: www.cityofjackson.org
ADDRESS: 161 W. Michigan Ave, Jackson, MI 49203

“Don't follow the path. Go where there is no path and begin the trail.” – Ruby Bridges

From: [Bethsemane K. Williams](#) on behalf of [John Willis](#)
To: [Bethsemane K. Williams](#)
Subject: FW: Online Form Submittal: City of Jackson Board/Commission Application
Date: Monday, December 13, 2021 11:14:49 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Friday, December 10, 2021 7:31 PM
To: Daniel Mahoney <dmahoney@cityofjackson.org>; John Willis <jwillis@cityofjackson.org>; Aaron Dimick <adimick@cityofjackson.org>; Lisa Moutinho <lmoutinho@cityofjackson.org>
Subject: Online Form Submittal: City of Jackson Board/Commission Application

City of Jackson Board/Commission Application

City of Jackson Board/Commission Application

First Name	Heather
Last Name	Truman
Address	1216 Burr St
City	Jackson
State	MI
Zip	49201
Phone Number	517-358-8811
Email	Heaster02@yahoo.com
Last four digits of Social Security Number	
Occupation	Operations Administration Support
Describe your community involvement.	I am active in my B2 watchers fb group, help ny neighbors often, created and execute a Halloween event for the 1200 and 1100 block of Burr, and donate my time to causes O believe are important to the growth of the city as a whole.
Are you a City of Jackson resident? Being a non-resident does not prevent you from serving on a board or commission. However, some boards	Yes

and commissions have residency requirements.

If you answered "No" where do you reside? *Field not completed.*

If you answered "Yes" how long have you been a City resident? My entire life (41 years)

Which board or commission are you interested in? You may choose more than one. Environmental Commission , Racial Equity Commission

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

Why do you want to serve on your selected board or commission? To be an active participant in the change that this City needs for growth and inclusivity on the decision making process.

Upload additional documents *Field not completed.*

(Section Break)

Appointment Process

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

(Section Break)

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

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

person shall have 30 days after final determination of the obligation is made to pay it in full.

(Section Break)

Final Submission

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

Digital Signature	Heather Truman
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Date of Submission	12-10-2021
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Click [here](#) to report this email as spam.

MEMO TO: City Councilmembers
FROM: Daniel J. Mahoney, Mayor
DATE: May 10, 2022
SUBJECT: Appointment to Youth Council

RECOMMENDATION:

Approve the Mayor's recommendation to appoint Zoe Zientek to fill a vacancy on the Youth Council for a term of 3 years, expiring on 5/31/25.

Your consideration and concurrence is appreciated.

DJM:lm

From: [Bethsemane K. Williams](#) on behalf of [John Willis](#)
To: [Bethsemane K. Williams](#)
Subject: FW: Online Form Submittal: City of Jackson Board/Commission Application
Date: Thursday, January 20, 2022 10:59:34 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, January 17, 2022 6:33 PM
To: Daniel Mahoney <dmahoney@cityofjackson.org>; John Willis <jwillis@cityofjackson.org>; Aaron Dimick <adimick@cityofjackson.org>; Lisa Moutinho <lmoutinho@cityofjackson.org>
Subject: Online Form Submittal: City of Jackson Board/Commission Application

City of Jackson Board/Commission Application

City of Jackson Board/Commission Application

First Name	Zoe
Last Name	Zientek
Address	1117 S Webster
City	Jackson
State	Michigan
Zip	49203
Phone Number	5173157946
Email	Zoe81805@gmail.com
Last four digits of Social Security Number	
Occupation	Student
Describe your community involvement.	Currently, I am involved in several clubs at my school and help in the front office when I can. I have also participated in events and classes at the Jackson School of the Arts.
Are you a City of Jackson resident? Being a non-resident does not prevent you from serving on a board or commission. However, some boards and commissions have	Yes

residency requirements.

If you answered "No" where do you reside? *Field not completed.*

If you answered "Yes" how long have you been a City resident? *Almost 5 years in total. (I was born here, then moved away before coming back in 2018.)*

Which board or commission are you interested in? You may choose more than one. *Youth Council (For high school students only)*

If you selected the Civil Service Board, are you a registered voter? Only registered voters can serve on this commission. *Field not completed.*

Why do you want to serve on your selected board or commission? *I want to be a more active member of my community and help improve the lives of Jackson youth like myself. I am especially aware of the needs of handicapped youth as I have a brother who attends the Lyle A. Torrant Center and a mother who is a teacher of the visually impaired. I hope I can work with other people my age to help make a difference. Thank you for your consideration!*

Upload additional documents *Field not completed.*

(Section Break)

Appointment Process

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

(Section Break)

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shall, within 30 days after receiving the notice, resolve the default, or if the person shall contest it by any recognized means of legal procedure before a court or tribunal of competent jurisdiction. In the event the indebtedness is upheld, the person shall have 30 days after final determination of the obligation is made to pay it in full.

(Section Break)

Final Submission

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

Digital Signature	Zoe Zientek
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Date of Submission	01/17/2022
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MEMO TO: City Councilmembers
FROM: Daniel J. Mahoney, Mayor
DATE: May 10, 2022
SUBJECT: Appointment to Racial Equity Commission

RECOMMENDATION:

Approve the Mayor's recommendation to appoint Katima Dickenson to fill a vacancy on the Racial Equity Commission for a term of 3 years, expiring on 12/31/24.

Your consideration and concurrence is appreciated.

DJM:lm

From: [Bethsemane K. Williams](#) on behalf of [John Willis](#)
To: [Bethsemane K. Williams](#)
Subject: FW: Online Form Submittal: City of Jackson Board/Commission Application
Date: Thursday, January 20, 2022 11:01:07 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, January 10, 2022 4:20 PM
To: Daniel Mahoney <dmahoney@cityofjackson.org>; John Willis <jwillis@cityofjackson.org>; Aaron Dimick <adimick@cityofjackson.org>; Lisa Moutinho <lmoutinho@cityofjackson.org>
Subject: Online Form Submittal: City of Jackson Board/Commission Application

City of Jackson Board/Commission Application

City of Jackson Board/Commission Application

First Name	Katima
Last Name	Dickenson
Address	200 N Jackson Street
City	Jackson
State	Michigan
Zip	49201
Phone Number	5177770200
Email	katima.dickenson@kmgprestige.com
Last four digits of Social Security Number	
Occupation	Community Manager
Describe your community involvement.	Since relocating to Jackson to manage THE 200, my primary focus was on providing great consumer care to anyone interested in seeing our community. Being one of the only and 1st of it's kind in the housing industry it is and was important for me to set and maintain a standard of what housing in the City of Jackson should and can be. With my drive, the community was fully leased within 90 days and 100% occupied before May 1st. The need for fair market housing exists in our community and I would like to be an advocate for anyone interested in investing in our City. COVID-19 has prevented me from joining many community organizations and activities but I have begun to

network with many groups and I am looking forward to learning more about our City and County to see where I am best suited to serve.

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

Yes

If you answered "No" where do you reside?

Field not completed.

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

December 2020

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

Affordable Housing Development Board, Building Authority, Downtown Development Authority Board, Economic Development Corporation for Jackson County, Jackson Housing Commission, Planning Commission , Racial Equity Commission

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

Yes

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

All of the Boards that I have selected I have 1st hand knowledge from childhood growing up in Harlem, New York. I've only lived in apartment setting and have worked over 30 years in the Hospitality industry with 25 years of Residential Housing experience. I believe in quality housing for all budgets and price ranges and it is possible. My experience spans from low income, HUD, Section 8 and new construction with a personal focus on educating residents on progressive home ownership. I selected these boards due to the involvement they have towards the people of the community. I know that my knowledge of the Housing industry could be very valuable to each board and the residents of the community.

Upload additional documents

Field not completed.

(Section Break)

Appointment Process

Following the submission of your completed application, it will be reviewed by the

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

(Section Break)

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(Section Break)

Final Submission

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

Digital Signature	Katima Dickenson
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Date of Submission	January 10, 2022
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MEMO TO: City Councilmembers
FROM: Daniel Mahoney, Mayor
DATE: May 10, 2022
SUBJECT: Accept the Resignation of Anton Raykovich from the Historic District Commission

Recommendation:

Approve the Mayor's recommendation to accept the resignation of Anton Raykovich, Chair of the Historic District commission, effective immediately; and express gratitude to Anton for the immense contributions to the community.

On January 10, 2017, City Council first approved the Mayor's recommendation to appoint Anton Raykovich to the Historic District Commission. Personal commitments do not make continued service possible; Anton has therefore resigned.

DM:imm

Anton Raykovich

PO Box 322, Jackson, MI 49204

Cell Phone: 517-740-8378

Email: antonraykovich@myself.com

April 26, 2022

Chris Atkins
Planning Director/Zoning Administrator
City of Jackson, Michigan
161 W Michigan Ave.
Jackson, MI 49201

Re: Historic District Commission

Please forward this, my letter of resignation from the Historic District Commission, to the Mayor and City Council.

It has become apparent that due to my increasing personal and professional endeavors I can no longer continue to stay focused on HDC issues and provide the attention that it needs. I would like to thank my fellow Commissioners for their work and dedication as we have started some worthwhile projects and hopefully those will continue to move forward. We have also navigated through some very difficult applications and decisions.

This has been a difficult decision, but I believe it in the best interest. I am thankful for the experience of being a Historic District Commission member, and eventually Chairperson.

Regards,



Anton (Tony) Raykovich

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: Council Meeting - May 10, 2022

SUBJECT: Approve Personnel Policy Amendments effective May 01, 2022

Recommendation: Approve Personnel Policy Amendments effective May 01, 2022 affecting Non Union employees.

Attached is a report from Doria LaPorte. Your consideration and concurrence is appreciated.

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Doria LaPorte, HR Manager
DATE: Council Meeting – May 10, 2022
RECOMMENDATION: Approve Personnel Policy Amendments effective May 01, 2022

SUMMARY

The Human Resources Division respectfully requests approval of changes to the Personnel Policy in the areas Introduction (Residency Requirement), Article XII (Overtime Work), Article XV-3 (Family Leave Policy), Article XV (Holidays), Article XVII (Insurance), and Article XXI (Pension Improvements).

HISTORY, BACKGROUND and DISCUSSION

The proposed changes to the Personnel Policy will have negligible impact to the budget.

The proposed changes offer an appropriate benefit level to continue to attract and retain top talent.

The proposed changes fix oversights from previous versions of the document and amend the document language to reflect current City policies and practices.

I request the City Manager recommend to Council the approval of the Personnel Policy amendments affecting Non Union employees dated to be in effect on May 01, 2022.

ATTACHMENTS

2022 PERSONNEL POLICY UPDATES

1. Introduction: Residency Requirement (pg. iii)
 - No dollar amount change or modification in residency requirement. There is only an adjustment of language to align with the current residency requirement language listed in the MAPE and IAFF contracts to ensure cohesiveness.
2. Article XII: Overtime Work (pg. 17)
 - Removal of letter C language
3. Article XV: Vacation Leave (p. 22)
 - Modified language to clarify vacation leave terms as it applies to Classified and Unclassified employees
4. Article XV-3: Family Leave Policy (pg. 28)
 - Modified FMLA use of leave banks as recommended by the City Labor Attorney to align with language already outlined in the City's union contracts.
5. Article XVI: Holidays (pg. 31)
 - Modified language in Section XVI-1 to now include the federal holiday Juneteenth as adopted by City Council.
6. Article XVII: Insurance (pg. 31)
 - Modified language in Section XVII-4 (1) to reflect *certain* current wellness incentive program language as outlined in the City's union contracts.
 - Modified spousal clause insurance language in Section XVII-4 (1)
 - Modified language in Section XVII-4 (1,3) Non Union ACT 345 managers
7. Article XXI: Pension Improvements (pg.49)
 - Modified language in Section XXI-1 Retirement Plan Eligibility regarding employees who work in exceedance of the minimum years of service for which they are eligible to retire
 - Modified language regarding city and employee contribution rates to current figures per Finance

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: May 10, 2022
SUBJECT: **Amendment 1 to the Engineering and Project Administration, East Pipe Gallery Improvements Contract**

Recommendation:

Approve Amendment 1 to the Engineering and Project Administration, East Pipe Gallery Improvements Contract with Fishbeck of Lansing, MI, at a not-to-exceed cost of \$54,000 and authorization for the City Manager and Director of Public Works to sign the appropriate document.

Attached is a memo from Mike Osborn, Director of Public Works, regarding the amendment to the above referenced contract.

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

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Mike Osborn, Director of Public Works
DATE: May 10, 2022

RECOMMENDATION: Approve Amendment 1 to the Engineering and Project Administration, East Pipe Gallery Improvements Contract with Fishbeck of Lansing, MI, at a not-to-exceed cost of \$54,000 and authorization for the City Manager and Director of Public Works to sign the appropriate document.

SUMMARY

The attached Amendment 1 factors in additional professional services cost for the engineering and project administration services due to the additional scope of improvements needed in the East Pipe Gallery Improvements project.

BUDGETARY CONSIDERATIONS

The additional professional service contract costs for engineering and project administration in the not-to-exceed amount of \$54,000 is to be funded by the City Local Recovery Funds under the American Rescue Plan Act.

HISTORY, BACKGROUND and DISCUSSION

On July 13, 2021, City Council awarded the Engineering and Project Administration, East Pipe Gallery Improvements contract to Fishbeck of Lansing, MI. The original contract amount was \$109,500, and was for the design and project administration engineering for replacement of five return activated sludge (RAS) pumps (Nos. 1, 2, 4, 7, and 9), two primary effluent pumps (Nos. 1 and 3), new variable frequency drives (VFDs) for primary effluent pumps 1 and 2 and upgrades to radar level instrumentation in the primary effluent and RAS wet wells.

DISCUSSION OF THE ISSUE

As Fishbeck and the Wastewater Plant employees began the design process of the East Pipe Gallery improvements it was determined additional improvements are necessary to complete the project. These include process, electrical, structural and site improvements.

Process improvements include replacement of the Return Activated Sludge (RAS) Pumps 5 and 6, with the addition of variable frequency drives (VFDs) for RAS Pump 3, 5 and 6. Additional check valve replacements for three primary effluent pumps and RAS Pumps 7 through 9. Additional suction valve replacements in RAS pumps 1 through 6, RAS pump 8, the dilution pump and the service water pump. Addition of an auto strainer to the service water pump. Upgrades to final clarifier influent slide gates 1 through 4. Electrical improvements to include City Staff's request for replacement of Motor Control Centers (MCC) D, H and J, to support the new VFDs for the pumps referenced previously. MCC-H and J will be separated from their current single supply feeder to eliminate the single point of failure and increase reliability. New LED lighting will be

provided in the lower level of the gallery. Structural improvements will include the installation of an access hatch to the RAS wet well to facilitate cleaning and inspection. Due to the location of the RAS wet well access hatch, site improvements will need to be made to restore the asphalt drive and add bollards for safety.

These additional improvements will aid in the overall functions of the East Pipe Gallery and provide a no fail operation in the treatment process at the City's Wastewater Treatment Plant.

POSITIONS

Public Works recommends that Amendment 1 to the Engineering and Project Administration, East Pipe Galley Improvements Contract with Fishbeck of Lansing, MI, at a not-to-exceed cost of \$54,000 and authorize the City Manager and Director of Public Works to sign the appropriate contract document.

ATTACHMENTS

**AMENDMENT NO. 1
To Contract for
Engineering and Project Administration, East Pipe Gallery Improvements Contract
City of Jackson, Michigan**

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

ORIGINAL CONTRACT AMOUNT	\$109,500.00
AMENDMENT NO. 1	\$54,000.00
NEW CONTRACT AMOUNT AS SET BY AMENDMENT NO. 1	\$163,500.00

REASON FOR AMENDMENT:

Process improvements include replacement of the Return Activated Sludge (RAS) Pumps 5 and 6, with the addition of variable frequency drives (VFDs) for RAS Pump 3, 5 and 6. Additional check valve replacements for three primary effluent pumps and RAS Pumps 7 through 9. Additional suction valve replacements in RAS pumps 1 through 6, RAS pump 8, the dilution pump and the service water pump. Addition of an auto strainer to the service water pump. Upgrades to final clarifier influent slide gates 1 through 4. Electrical improvements to include City Staff's request for replacement of Motor Control Centers (MCC) D, H and J, to support the new VFDs for the pumps referenced previously. MCC-H and J will be separated from their current single supply feeder to eliminate the single point of failure and increase reliability. New LED lighting will be provided in the lower level of the gallery. Structural improvements will include the installation of an access hatch to the RAS wet well to facilitate cleaning and inspection. Due to the location of the RAS wet well access hatch, site improvements will need to be made to restore the asphalt drive and add bollards for safety.

Prepared by Chandra Willinger
Public Works/Utilities Fiscal Supervisor

ACCEPTED BY:

Jeffrey Schumaker, President
Fishbeck

Date:

ACCEPTED BY:

Michael Osborn, Director of Public Works

Date:

ACCEPTED BY:

Jonathan Greene, City Manager

Date:

March 25, 2022
Project No. 211084

Mike Osborn
Director of Public Works
City of Jackson
161 West Michigan Avenue, 11th Floor
Jackson, MI 49201

Myrtle Lift Station and Jackson WWTP Storm Pump Building and East Pipe Gallery Improvements Additional Design Scope

Dear Mike:

Fishbeck provided a Preliminary Design Report (PDR) to the City of Jackson (City) for The Wastewater Improvements Project consisting of three project components: Myrtle Lift Station, and Storm Pump Building and East Pipe Gallery located at the Wastewater Treatment Plant (WWTP).

The PDR delineated between the projects' respective base scope and alternate scope. The base scope was originally requested by the City, and represents the basis for Fishbeck's design fee and scope of services outlined in our letter dated July 7, 2021. The alternate scope entails additional improvements proposed by the City or identified as necessary during preliminary design.

Fishbeck met with the City on February 14, 2022, to review the PDR and to confirm the City's desired scope for the three projects. Schematics from that meeting are attached to identify the process and electrical base scope and the additional scope requested by the City. This letter outlines the design fee necessary to support the additional scope of improvements.

Additional Scope of Improvements

Project 1 – Myrtle Lift Station Project

Process Improvements

City staff proposed replacement of four manual slide gates at the bar screen racks. City staff experienced trouble replacing the suction valve for Pump 2, as the valve is recessed below floor grating. Potential alternative piping arrangements will be evaluated during final design to improve maintenance access.

Electrical Improvements

Existing motor starters and other equipment in the station are past their useful life. The existing power distribution equipment will be replaced with a single motor control center (MCC) to consolidate equipment and create space for future equipment. The new MCC will be sized to supply power to new process and mechanical equipment.

Mechanical Improvements

New ventilation equipment will be sized to provide six air changes per hour continuously so the entire building (dry well) can be unclassified. This is necessitated by the power distribution equipment. New heating equipment will also be provided and sized appropriately.

Structural Improvements

City staff requested an access hatch be added to the wet well to facilitate cleaning and inspection. An access hatch or manhole casting will be provided if feasible, based on the construction of the wet well structure.

Architectural Improvements

Building modifications may be necessary to facilitate the mechanical equipment improvements, particularly for any penetrations and access for roof-mounted equipment.

Site Improvements

Minor site improvements may be necessary such as a concrete pad for a makeup air unit and restoration to the access drive following installation of the wet well access hatch.

Project 2 – Storm Pump Building Project

Process Improvements

City staff proposed replacement of the retention basin control panel located outside and replacement of the four slide gates in the inlet and drain vaults of the retention basin. The manually-operated slide gates will be replaced with new electric actuators. The gates have extended stems, and the new actuators will be mounted at the raised walkway.

To monitor and control return flow, the main 24-inch retention basin pipe will be evaluated for the possible addition of a flow meter. This may require modifications of the Retention Basin Building, as the 24-inch pipe passes below the building slab.

Required controls modifications will be identified by Fishbeck and implemented by TetraTech through their controls upgrade contract with the City.

Electrical Improvements

At the retention basin, new conduit and wiring will be provided to serve the new electrically actuated slide gates. The actuators will be powered via MCC-A or 40PP1 at the retention basin.

City staff requested that aging distribution equipment at the Storm Pump Building be replaced. Distribution Panel 9PP1 will be replaced with a new distribution panel and MCC-B will be replaced with a new MCC. Both pieces of equipment will likely be installed outside due to space limitations inside the building and the building being classified as a Class I, Division 2 Hazardous Location. New explosion-proof LED lighting will be installed. New receptacles will be installed; it will be determined during final design if these are installed inside or outside the building.

Mechanical Improvements

Existing mechanical equipment will be replaced with equipment rated for a Class I, Division 2 Hazardous Location. New electric unit heaters and a dehumidifier will be provided. One or more exhaust fans will be provided for ventilation.

Project 3 – East Pipe Gallery Project

Process Improvements

City staff requested additional improvements including replacement of:

- Return Activated Sludge (RAS) Pumps 5 and 6
- Addition of variable frequency drives (VFDs) for RAS Pumps 3, 5, and 6

- Additional valves:
 - Three primary effluent pump check valves
 - Return activated sludge (RAS) Pump 8 suction valve
 - RAS Pump Check Valves 7 through 9
 - RAS Pump Suction Valves 1 through 6
 - Dilution pump suction valves
 - Service water pump suction valves
- Service water pump auto strainer
- Final Clarifier Influent Slide Gates 1 through 4

The existing clamp-on flow meter that measures primary effluent flow will be evaluated for replacement with a specialty inline electromagnetic flow meter on the 36-inch primary effluent pump discharge piping, suitable to the limited straight length of pipe.

Electrical Improvements

MCC-D, H, and J were identified as part of Fishbeck's Electrical Power Distribution Study as candidates for replacement. City staff have requested that these MCCs be replaced as a part of these improvements. MCC-D, H, and J will be replaced to support the new VFDs for the pumps described previously. MCC-H and J currently share a single supply feeder that is a potential single point of failure. Separate feeders will be run to each MCC for increased reliability. The new feeders may be priced as a bid alternate if project construction costs become a concern.

New LED lighting will be provided in the East Pipe Gallery lower level.

Structural Improvements

City staff requested an access hatch be added to the RAS wet well to facilitate cleaning and inspection. Wet well access may also be necessary to allow for replacement of the pump valves.

Site Improvements

The RAS wet well is located outside the Power House and under an asphalt drive. Adding an access hatch may require adding bollards and restoring the site drive.

Assumptions

The additional scope of services and proposed fees are based on the following assumptions:

- The buried propane fuel storage tank at Myrtle Lift Station is suitable to be reused for the new generator.
- Construction observation can be provided for additional fee.
- Control panels and SCADA system upgrades will be handled by TetraTech as a part of their contract with the City. Fishbeck will provide process and instrumentation diagrams with control inputs/outputs required and descriptions of functional intent for desired process operation. Required control upgrades will need to occur in tandem with the process and electrical equipment upgrades, coordinated by the City.

Fishbeck will strive to communicate in a timely manner if we discover the project scope changes and will work with the City to amend our approach, scope of services, efforts, and fees accordingly.

The City noted their intention is to fund the Storm Pump Building project component from internal funds, and to apply the federal funds to the East Pipe Gallery and Myrtle Lift Station improvements. It is recommended the City plan for continued and increased escalation of material and labor costs and delivery times as projects extend out.

Project Schedule

Fishbeck has considered the overall project schedule in relation to the associated timetable to spend the available federal funds. The proposed schedule is updated based on the described additional project scope, construction needs, and assumed permit requirements. Fishbeck will continue moving forward with the original design scope, and will work to incorporate the additional scope immediately upon authorization from the City.

Task	Dates
Final Design	April to August 2022
Part 41 Permit Application and Review	September 2022 to January 2023
Bid Advertisement	February 2023
Bid Opening/Evaluation	March 2023
Bid Award/Notice to Proceed	April 2023
Substantial Completion	December 2024
Final Completion	March 2025

Professional Services Fees

Fishbeck proposes to provide design and construction administration services for the additional project scope outlined herein on an hourly plus expenses basis for an amount not to exceed Two Hundred Fifteen Thousand Dollars (\$215,000), based on the following breakdown:

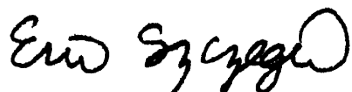
Project Component	Engineering Fee for Additional Scope
Project 1 – Myrtle Lift Station	\$93,000
Project 2 – Storm Pump Building	\$68,000
Project 3 – East Pipe Gallery	\$54,000
TOTAL	\$215,000

Authorization

The work will be completed under the original contracts signed and dated July 20, 2021.

If you have any questions or require additional information, please contact me at 248.324.1582 or erins@fishbeck.com.

Sincerely,



Erin H. Szczegieliak, PE
Senior Water & Wastewater Engineer



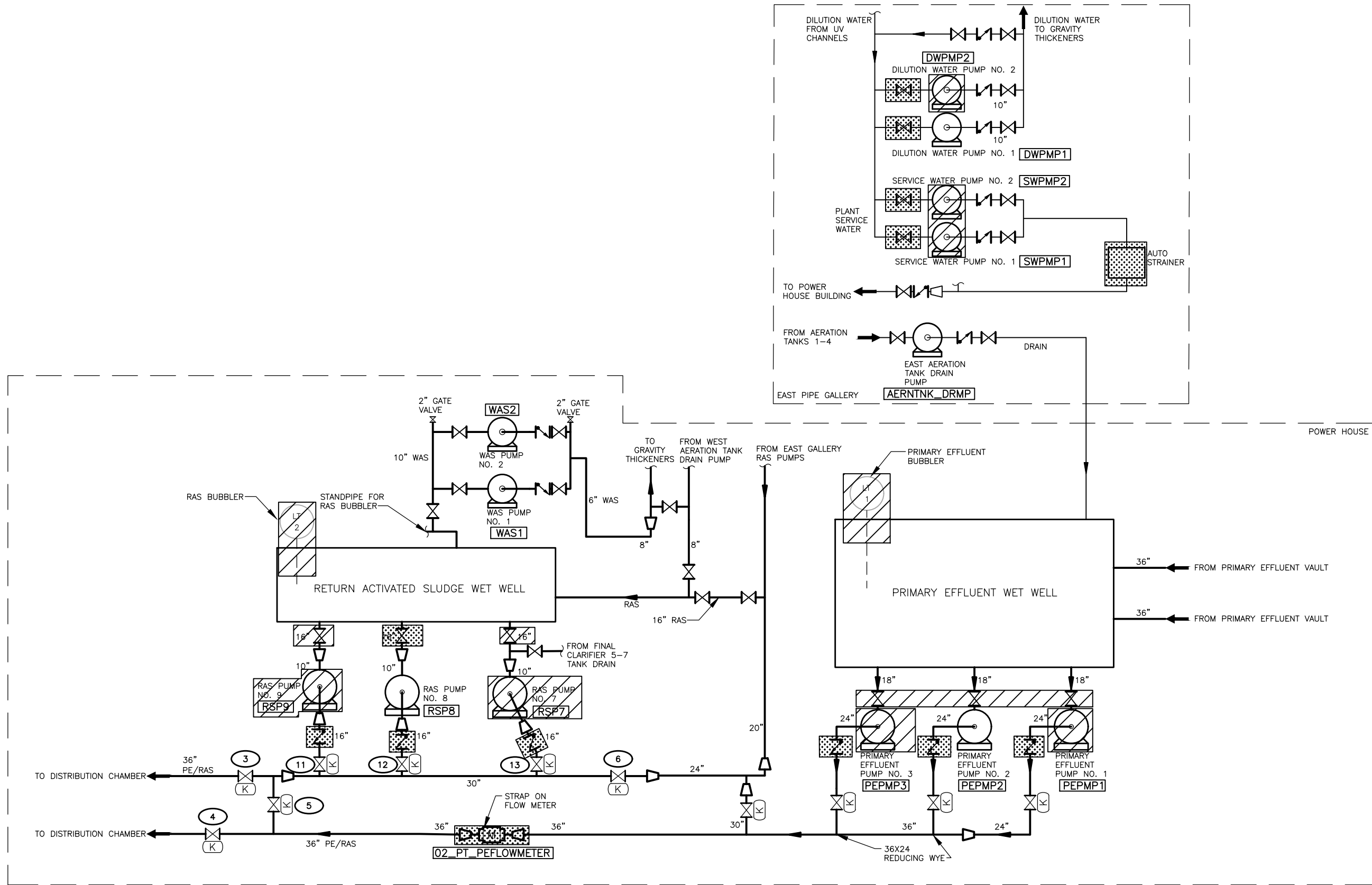
Jeffrey J. Brown, PE
Senior Vice President/Principal



Attachments

By email

Copy: Trent Stockman – City
Chandra Willinger – City

PLOT INFO: Z:\2021\12\11\084\CAD\FIGURES\JACKSON FIG 2.4 5.DWG LAYOUT: POWER HOUSE PUMPING DATE: 3/25/2022 TIME: 10:46:14 AM USER: ZGOGULSKI



-  BASE SCOPE
-  PROPOSED EQUIPMENT (ADDITIONAL SCOPE)

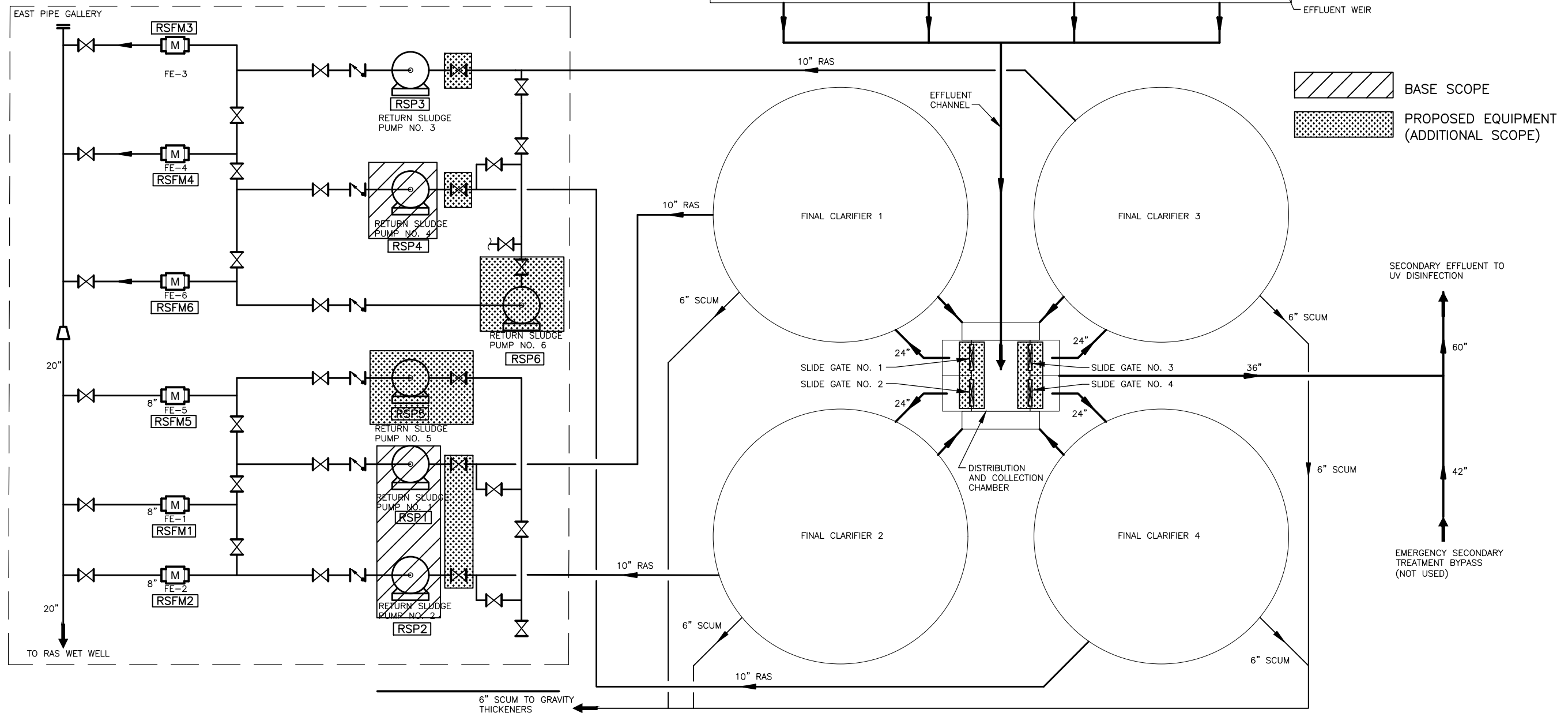
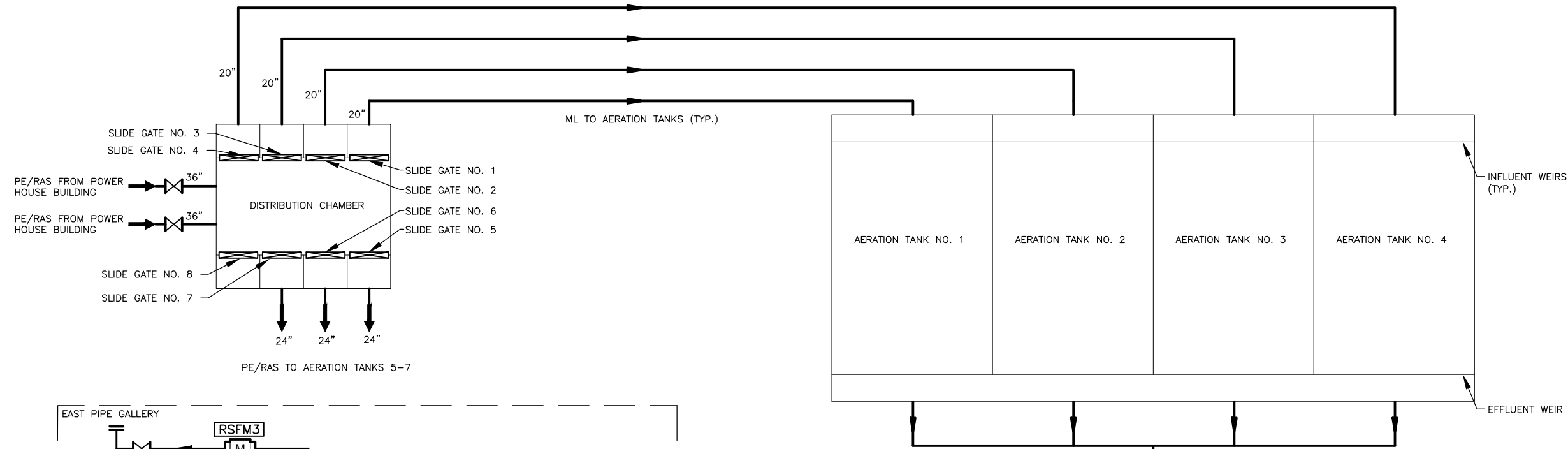
EAST PIPE GALLERY EQUIPMENT TO BE REPLACED


NO SCALE

Hard copy is intended to be 11"x17" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

PLOT INFO: Z:\2021\1211084\CAD\FIGURES\JACKSON FIG 2.4 5.DWG LAYOUT: EAST SECONDARY EQUIPMENT DATE: 3/25/2022 TIME: 10:43:32 AM USER: ZGOGULSKI

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 BASE SCOPE
 PROPOSED EQUIPMENT (ADDITIONAL SCOPE)

EAST PIPE GALLERY EAST SECONDARY EQUIPMENT TO BE REPLACED

NO SCALE

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: May 10, 2022
SUBJECT: **Amendment 1 to the Engineering and Project Administration, Storm Pump Building Upgrades Contract**

Recommendation:

Approve Amendment 1 to the Engineering and Project Administration, Storm Pump Building Upgrades Contract with Fishbeck of Lansing, MI, at a not-to-exceed cost of \$68,000 and authorization for the City Manager and Director of Public Works to sign the appropriate document.

Attached is a memo from Mike Osborn, Director of Public Works, regarding the amendment to the above referenced contract.

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

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Mike Osborn, Director of Public Works
DATE: May 10, 2022

RECOMMENDATION: Approve Amendment 1 to the Engineering and Project Administration, Storm Pump Building Upgrades Contract with Fishbeck of Lansing, MI, at a not-to-exceed cost of \$68,000 and authorization for the City Manager and Director of Public Works to sign the appropriate document.

SUMMARY

The attached Amendment 1 factors in additional professional services cost for the engineering and project administration services due to the additional scope of improvements needed in the Storm Pump Building Upgrades project.

BUDGETARY CONSIDERATIONS

The additional professional service contract costs for engineering and project administration in the not-to-exceed amount of \$68,000 is to be funded by the City Local Recovery Funds under the American Rescue Plan Act.

HISTORY, BACKGROUND and DISCUSSION

On July 13, 2021, City Council awarded the Engineering and Project Administration, Storm Pump Building Upgrades contract to Fishbeck of Lansing, MI. The original contract amount was \$108,500, and was for the design and project administration engineering for replacement of the three storm pumps, changing the pneumatically actuated valves to electrical motor actuators and changing the wet well level instruments to radar and architectural upgrades to the building's structure.

DISCUSSION OF THE ISSUE

As Fishbeck and the Wastewater Plant employees began the design process of the Storm Pump Building upgrades it was determined additional improvements are necessary to complete the project. These include process, electrical, and mechanical improvements.

Process improvements include replacement of the retention basin control panel located outside and replacement of the four slide gates in the inlet and drain vaults of the retention basin. The manually operated slide gates will be replaced with new electric actuators. Evaluation of the main 24-inch retention basin pipe for the addition of a flow meter and may require modifications to Retention Basin Building, as the 24-inch pipe passes below the building slab. Electrical improvements include new conduit and wiring will be provided to serve the new electrically actuated slide gates. The actuators will be powered via MCC-A or 40PP1 at the retention basin. Accommodate City staff's request to replace aging distribution equipment at the Storm Pump Building. Distribution panel 9PP1 and MCC-B will be replaced with a new MCC distribution panel. Design space for equipment to be placed outside of the building due to space limitations of the building and the

buildings classification as Class I, Division 2 Hazardous Location. Installation of new explosion-proof LED lighting. Existing mechanical equipment will be replaced with equipment rated for Class I, Division 2 Hazardous Location, this equipment includes new heaters and a dehumidifier. Installation of one or more exhaust fans will be provided for ventilation.

These additional improvements will aid in the overall functions of the Storm Pump Building and provide a no fail operation in the treatment process at the City's Wastewater Treatment Plant.

POSITIONS

Public Works recommends that Amendment 1 to the Engineering and Project Administration, Storm Pump Building Contract with Fishbeck of Lansing, MI, at a not-to-exceed cost of \$68,000 and authorize the City Manager and Director of Public Works to sign the appropriate contract document.

ATTACHMENTS

**AMENDMENT NO. 1
To Contract for
Engineering and Project Administration, Storm Pump Building Upgrades Contract
City of Jackson, Michigan**

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

ORIGINAL CONTRACT AMOUNT	\$108,500.00
AMENDMENT NO. 1	\$68,000.00
NEW CONTRACT AMOUNT AS SET BY AMENDMENT NO. 1	\$176,500.00

REASON FOR AMENDMENT:

Process improvements include replacement of the retention basin control panel located outside and replacement of the four slide gates in the inlet and drain vaults of the retention basin. The manually operated slide gates will be replaced with new electric actuators. Evaluation of the main 24-inch retention basin pipe for the addition of a flow meter and may require modifications to Retention Basin Building, as the 24-inch pipe passes below the building slab. Electrical improvements include new conduit and wiring will be provided to serve the new electrically actuated slide gates. The actuators will be powered via MCC-A or 40PP1 at the retention basin. Accommodate City staff's request to replace aging distribution equipment at the Storm Pump Building. Distribution panel 9PP1 and MCC-B will be replaced with a new MCC distribution panel. Design space for equipment to be placed outside of the building due to space limitations of the building and the buildings classification as Class I, Division 2 Hazardous Location. Installation of new explosion-proof LED lighting. Existing mechanical equipment will be replaced with equipment rated for Class I, Division 2 Hazardous Location, this equipment also new heaters and a dehumidifier. Installation of one or more exhaust fans will be provided for ventilation.

Prepared by Chandra Willinger
Public Works/Utilities Fiscal Supervisor

ACCEPTED BY:

Jeffrey Schumaker, President
Fishbeck

Date:

ACCEPTED BY:

Michael Osborn, Director of Public Works

Date:

ACCEPTED BY:

Jonathan Greene, City Manager

Date:

March 25, 2022
Project No. 211084

Mike Osborn
Director of Public Works
City of Jackson
161 West Michigan Avenue, 11th Floor
Jackson, MI 49201

Myrtle Lift Station and Jackson WWTP Storm Pump Building and East Pipe Gallery Improvements Additional Design Scope

Dear Mike:

Fishbeck provided a Preliminary Design Report (PDR) to the City of Jackson (City) for The Wastewater Improvements Project consisting of three project components: Myrtle Lift Station, and Storm Pump Building and East Pipe Gallery located at the Wastewater Treatment Plant (WWTP).

The PDR delineated between the projects' respective base scope and alternate scope. The base scope was originally requested by the City, and represents the basis for Fishbeck's design fee and scope of services outlined in our letter dated July 7, 2021. The alternate scope entails additional improvements proposed by the City or identified as necessary during preliminary design.

Fishbeck met with the City on February 14, 2022, to review the PDR and to confirm the City's desired scope for the three projects. Schematics from that meeting are attached to identify the process and electrical base scope and the additional scope requested by the City. This letter outlines the design fee necessary to support the additional scope of improvements.

Additional Scope of Improvements

Project 1 – Myrtle Lift Station Project

Process Improvements

City staff proposed replacement of four manual slide gates at the bar screen racks. City staff experienced trouble replacing the suction valve for Pump 2, as the valve is recessed below floor grating. Potential alternative piping arrangements will be evaluated during final design to improve maintenance access.

Electrical Improvements

Existing motor starters and other equipment in the station are past their useful life. The existing power distribution equipment will be replaced with a single motor control center (MCC) to consolidate equipment and create space for future equipment. The new MCC will be sized to supply power to new process and mechanical equipment.

Mechanical Improvements

New ventilation equipment will be sized to provide six air changes per hour continuously so the entire building (dry well) can be unclassified. This is necessitated by the power distribution equipment. New heating equipment will also be provided and sized appropriately.

Structural Improvements

City staff requested an access hatch be added to the wet well to facilitate cleaning and inspection. An access hatch or manhole casting will be provided if feasible, based on the construction of the wet well structure.

Architectural Improvements

Building modifications may be necessary to facilitate the mechanical equipment improvements, particularly for any penetrations and access for roof-mounted equipment.

Site Improvements

Minor site improvements may be necessary such as a concrete pad for a makeup air unit and restoration to the access drive following installation of the wet well access hatch.

Project 2 – Storm Pump Building Project

Process Improvements

City staff proposed replacement of the retention basin control panel located outside and replacement of the four slide gates in the inlet and drain vaults of the retention basin. The manually-operated slide gates will be replaced with new electric actuators. The gates have extended stems, and the new actuators will be mounted at the raised walkway.

To monitor and control return flow, the main 24-inch retention basin pipe will be evaluated for the possible addition of a flow meter. This may require modifications of the Retention Basin Building, as the 24-inch pipe passes below the building slab.

Required controls modifications will be identified by Fishbeck and implemented by TetraTech through their controls upgrade contract with the City.

Electrical Improvements

At the retention basin, new conduit and wiring will be provided to serve the new electrically actuated slide gates. The actuators will be powered via MCC-A or 40PP1 at the retention basin.

City staff requested that aging distribution equipment at the Storm Pump Building be replaced. Distribution Panel 9PP1 will be replaced with a new distribution panel and MCC-B will be replaced with a new MCC. Both pieces of equipment will likely be installed outside due to space limitations inside the building and the building being classified as a Class I, Division 2 Hazardous Location. New explosion-proof LED lighting will be installed. New receptacles will be installed; it will be determined during final design if these are installed inside or outside the building.

Mechanical Improvements

Existing mechanical equipment will be replaced with equipment rated for a Class I, Division 2 Hazardous Location. New electric unit heaters and a dehumidifier will be provided. One or more exhaust fans will be provided for ventilation.

Project 3 – East Pipe Gallery Project

Process Improvements

City staff requested additional improvements including replacement of:

- Return Activated Sludge (RAS) Pumps 5 and 6
- Addition of variable frequency drives (VFDs) for RAS Pumps 3, 5, and 6

- Additional valves:
 - Three primary effluent pump check valves
 - Return activated sludge (RAS) Pump 8 suction valve
 - RAS Pump Check Valves 7 through 9
 - RAS Pump Suction Valves 1 through 6
 - Dilution pump suction valves
 - Service water pump suction valves
- Service water pump auto strainer
- Final Clarifier Influent Slide Gates 1 through 4

The existing clamp-on flow meter that measures primary effluent flow will be evaluated for replacement with a specialty inline electromagnetic flow meter on the 36-inch primary effluent pump discharge piping, suitable to the limited straight length of pipe.

Electrical Improvements

MCC-D, H, and J were identified as part of Fishbeck's Electrical Power Distribution Study as candidates for replacement. City staff have requested that these MCCs be replaced as a part of these improvements. MCC-D, H, and J will be replaced to support the new VFDs for the pumps described previously. MCC-H and J currently share a single supply feeder that is a potential single point of failure. Separate feeders will be run to each MCC for increased reliability. The new feeders may be priced as a bid alternate if project construction costs become a concern.

New LED lighting will be provided in the East Pipe Gallery lower level.

Structural Improvements

City staff requested an access hatch be added to the RAS wet well to facilitate cleaning and inspection. Wet well access may also be necessary to allow for replacement of the pump valves.

Site Improvements

The RAS wet well is located outside the Power House and under an asphalt drive. Adding an access hatch may require adding bollards and restoring the site drive.

Assumptions

The additional scope of services and proposed fees are based on the following assumptions:

- The buried propane fuel storage tank at Myrtle Lift Station is suitable to be reused for the new generator.
- Construction observation can be provided for additional fee.
- Control panels and SCADA system upgrades will be handled by TetraTech as a part of their contract with the City. Fishbeck will provide process and instrumentation diagrams with control inputs/outputs required and descriptions of functional intent for desired process operation. Required control upgrades will need to occur in tandem with the process and electrical equipment upgrades, coordinated by the City.

Fishbeck will strive to communicate in a timely manner if we discover the project scope changes and will work with the City to amend our approach, scope of services, efforts, and fees accordingly.

The City noted their intention is to fund the Storm Pump Building project component from internal funds, and to apply the federal funds to the East Pipe Gallery and Myrtle Lift Station improvements. It is recommended the City plan for continued and increased escalation of material and labor costs and delivery times as projects extend out.

Project Schedule

Fishbeck has considered the overall project schedule in relation to the associated timetable to spend the available federal funds. The proposed schedule is updated based on the described additional project scope, construction needs, and assumed permit requirements. Fishbeck will continue moving forward with the original design scope, and will work to incorporate the additional scope immediately upon authorization from the City.

Task	Dates
Final Design	April to August 2022
Part 41 Permit Application and Review	September 2022 to January 2023
Bid Advertisement	February 2023
Bid Opening/Evaluation	March 2023
Bid Award/Notice to Proceed	April 2023
Substantial Completion	December 2024
Final Completion	March 2025

Professional Services Fees

Fishbeck proposes to provide design and construction administration services for the additional project scope outlined herein on an hourly plus expenses basis for an amount not to exceed Two Hundred Fifteen Thousand Dollars (\$215,000), based on the following breakdown:

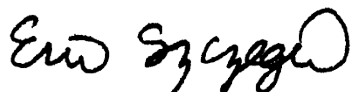
Project Component	Engineering Fee for Additional Scope
Project 1 – Myrtle Lift Station	\$93,000
Project 2 – Storm Pump Building	\$68,000
Project 3 – East Pipe Gallery	\$54,000
TOTAL	\$215,000

Authorization

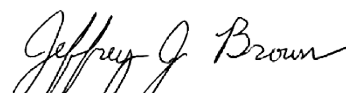
The work will be completed under the original contracts signed and dated July 20, 2021.

If you have any questions or require additional information, please contact me at 248.324.1582 or erins@fishbeck.com.

Sincerely,



Erin H. Szczegieliak, PE
Senior Water & Wastewater Engineer



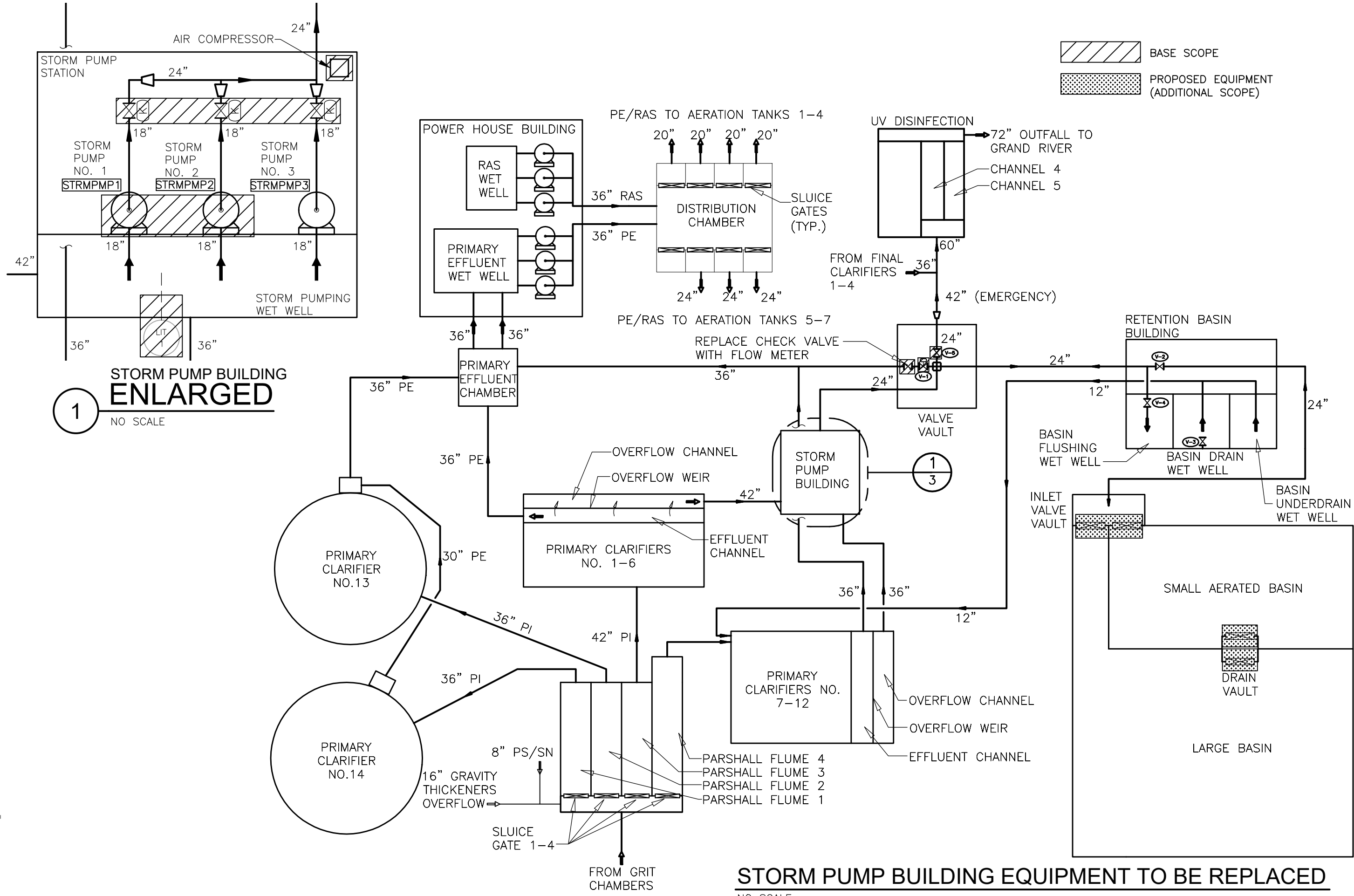
Jeffrey J. Brown, PE
Senior Vice President/Principal

Attachments

By email

Copy: Trent Stockman – City
Chandra Willinger – City

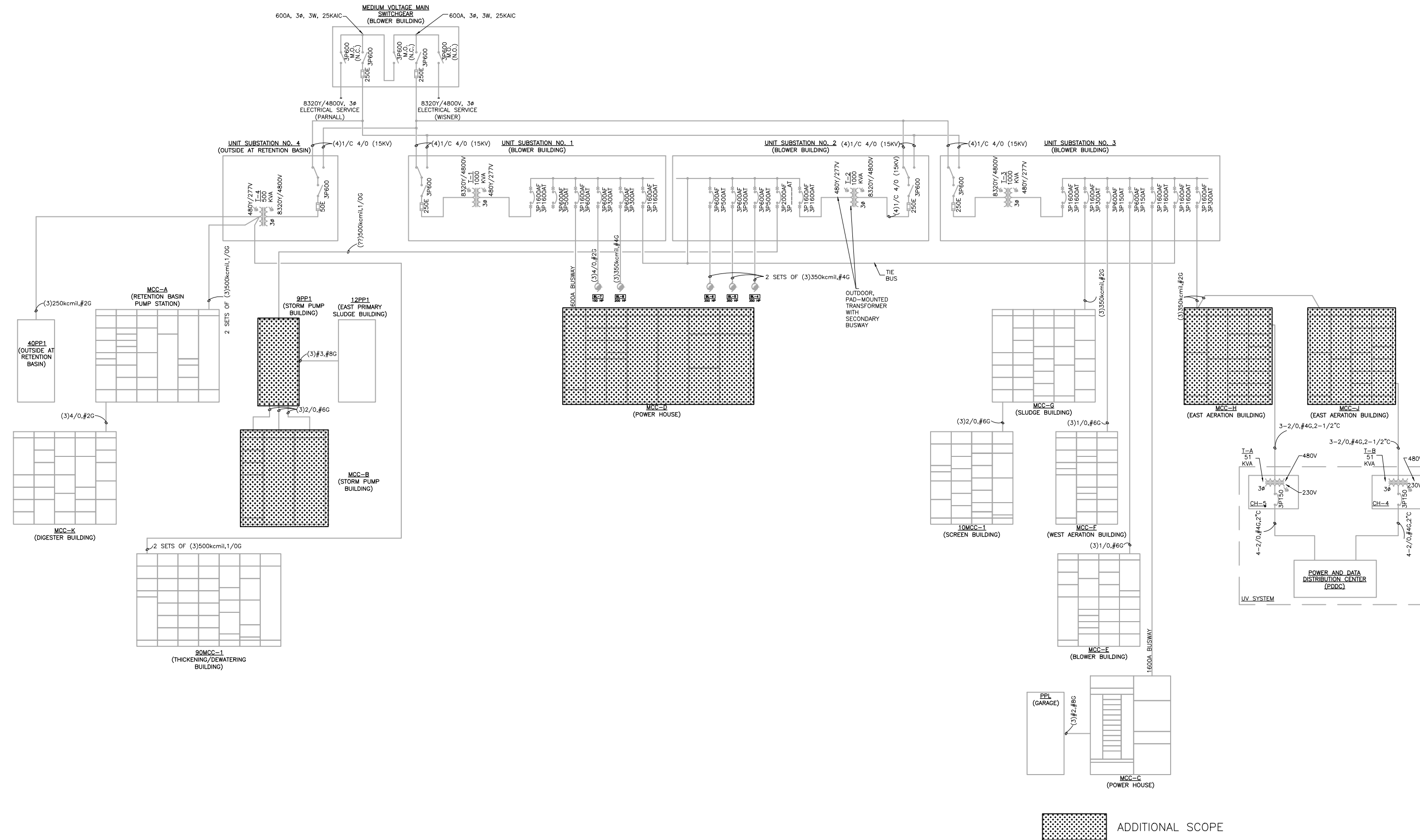
PLOT INFO: Z:\2021\12\11\084\CAD\FIGURES\JACKSON FIG 2 4 5.DWG LAYOUT: WET WEATHER DATE: 3/25/2022 TIME: 10:44:26 AM USER: ZGOGULSKI



1 **STORM PUMP BUILDING ENLARGED**
NO SCALE

STORM PUMP BUILDING EQUIPMENT TO BE REPLACED
NO SCALE

PLOT INFO: Z:\2021\1211084\CAD\FIGURES\JACKSON FIG 3.DWG LAYOUT: FIG6 DATE: 3/25/2022 TIME: 10:45:26 AM USER: ZGOGULSKI



WWTP ONE-LINE DIAGRAM

NO SCALE

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: May 10, 2022
SUBJECT: **Amendment 1 to the Engineering and Project Administration, Myrtle Street Lift Station Upgrades Contract**

Recommendation:

Approve Amendment 1 to the Engineering and Project Administration, Myrtle Street Lift Station Upgrades Contract with Fishbeck of Lansing, MI, at a not-to-exceed cost of \$93,000 and authorization for the City Manager and Director of Public Works to sign the appropriate document.

Attached is a memo from Mike Osborn, Director of Public Works, regarding the amendment to the above referenced contract.

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

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Mike Osborn, Director of Public Works
DATE: May 10, 2022

RECOMMENDATION: Approve Amendment 1 to the Engineering and Project Administration, Myrtle Street Lift Station Upgrades contract with Fishbeck of Lansing, MI, at a not-to-exceed cost of \$93,000 and authorization for the City Manager and Director of Public Works to sign the appropriate document.

SUMMARY

The attached Amendment 1 factors in additional professional services cost for the engineering and project administration services due to the additional scope of improvements needed in the Myrtle Street Lift Station Upgrades project.

BUDGETARY CONSIDERATIONS

The additional professional service contract costs for engineering and project administration in the not-to-exceed amount of \$93,000 is to be funded by the City Local Recovery Funds under the American Rescue Plan Act.

HISTORY, BACKGROUND and DISCUSSION

On July 13, 2021, City Council awarded the Engineering and Project Administration, Myrtle Street Lift Station Upgrades contract to Fishbeck of Lansing, MI. The original contract amount was \$89,000, and was for the design and project administration engineering for the upgrades to Pumps 1, 3 and 4, utilizing the existing electrical equipment and replace the standby generator.

DISCUSSION OF THE ISSUE

When the original contract was awarded, it was assumed that some of the existing infrastructure of the lift station and its electrical equipment could be utilized with the upgrades that were planned. As Fishbeck and the Wastewater Plant employees began the design process of the Myrtle Street Lift Station upgrades it was determined that additional improvements are necessary to complete the project. These include process, electrical, mechanical, structural, architectural and site improvements.

Process improvements include replacement of four manual slide gates at the bar screen racks and replacement of the suction valve for Pump 2. Electrical improvements will be made to existing motor starters that have exceeded their useful life and upgrades to the existing power distribution to a single motor control (MCC) to consolidate equipment and create space for future equipment. Mechanical improvements include new ventilation equipment sized to provide six air changes per hour, continuously making the entire building unclassified. New heating equipment will also be installed and sized appropriately for the structure. Structural improvements include installation of an access hatch to the wet well to facilitate cleaning and inspection. Architectural improvements and building modifications to facilitate the mechanical equipment improvements,

particularly for penetrations and access for roof-mounted equipment. Minor site improvements including the installation of a new concrete pad for a makeup air unit and restoration to the access drive following the installation of the wet well access hatch.

These additional improvements will aid in the overall functions of the Myrtle Street Lift Station and provide a no fail operation in delivering wastewater to the City’s Wastewater Treatment Plant.

POSITIONS

Public Works recommends that Amendment 1 to the Engineering and Project Administration, Myrtle Lift Station Upgrades Contract with Fishbeck of Lansing, MI, at a not-to-exceed cost of \$93,000 and authorize the City Manager and Director of Public Works to sign the appropriate contract document.

ATTACHMENTS

**AMENDMENT NO. 1
To Contract for
Engineering and Project Administration, Myrtle Street Lift Station Upgrades Contract
City of Jackson, Michigan**

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

ORIGINAL CONTRACT AMOUNT	\$89,000.00
AMENDMENT NO. 1	\$93,000.00
NEW CONTRACT AMOUNT AS SET BY AMENDMENT NO. 1	\$182,000.00

REASON FOR AMENDMENT:

Process improvements to include replacement of four manual slide gates at the bar screen racks and replacement of the suction valve for Pump 2. Electrical improvements to existing motor starters that have exceeded their useful life and upgrades to the existing power distribution to a single motor control (MCC) to consolidate equipment and create space for future equipment. Mechanical improvements to include new ventilation equipment sized to provide six air changes per hour, continuously making the entire building unclassified. New heating equipment will be installed and sized appropriately for the structure. Structural improvements include installation of an access hatch to the wet well to facilitate cleaning and inspection. Architectural improvements and building modifications to facilitate the mechanical equipment improvements particularly for penetrations and access for roof-mounted equipment. Make necessary site improvements including installation of new concrete pad for a makeup air unit and restoration to the access drive.

Prepared by Chandra Willinger
Public Works/Utilities Fiscal Supervisor

ACCEPTED BY:

Jeffrey Schumaker, President
Fishbeck

Date:

ACCEPTED BY:

Michael Osborn, Director of Public Works

Date:

ACCEPTED BY:

Jonathan Greene, City Manager

Date:

March 25, 2022
Project No. 211084

Mike Osborn
Director of Public Works
City of Jackson
161 West Michigan Avenue, 11th Floor
Jackson, MI 49201

Myrtle Lift Station and Jackson WWTP Storm Pump Building and East Pipe Gallery Improvements Additional Design Scope

Dear Mike:

Fishbeck provided a Preliminary Design Report (PDR) to the City of Jackson (City) for The Wastewater Improvements Project consisting of three project components: Myrtle Lift Station, and Storm Pump Building and East Pipe Gallery located at the Wastewater Treatment Plant (WWTP).

The PDR delineated between the projects' respective base scope and alternate scope. The base scope was originally requested by the City, and represents the basis for Fishbeck's design fee and scope of services outlined in our letter dated July 7, 2021. The alternate scope entails additional improvements proposed by the City or identified as necessary during preliminary design.

Fishbeck met with the City on February 14, 2022, to review the PDR and to confirm the City's desired scope for the three projects. Schematics from that meeting are attached to identify the process and electrical base scope and the additional scope requested by the City. This letter outlines the design fee necessary to support the additional scope of improvements.

Additional Scope of Improvements

Project 1 – Myrtle Lift Station Project

Process Improvements

City staff proposed replacement of four manual slide gates at the bar screen racks. City staff experienced trouble replacing the suction valve for Pump 2, as the valve is recessed below floor grating. Potential alternative piping arrangements will be evaluated during final design to improve maintenance access.

Electrical Improvements

Existing motor starters and other equipment in the station are past their useful life. The existing power distribution equipment will be replaced with a single motor control center (MCC) to consolidate equipment and create space for future equipment. The new MCC will be sized to supply power to new process and mechanical equipment.

Mechanical Improvements

New ventilation equipment will be sized to provide six air changes per hour continuously so the entire building (dry well) can be unclassified. This is necessitated by the power distribution equipment. New heating equipment will also be provided and sized appropriately.

Structural Improvements

City staff requested an access hatch be added to the wet well to facilitate cleaning and inspection. An access hatch or manhole casting will be provided if feasible, based on the construction of the wet well structure.

Architectural Improvements

Building modifications may be necessary to facilitate the mechanical equipment improvements, particularly for any penetrations and access for roof-mounted equipment.

Site Improvements

Minor site improvements may be necessary such as a concrete pad for a makeup air unit and restoration to the access drive following installation of the wet well access hatch.

Project 2 – Storm Pump Building Project

Process Improvements

City staff proposed replacement of the retention basin control panel located outside and replacement of the four slide gates in the inlet and drain vaults of the retention basin. The manually-operated slide gates will be replaced with new electric actuators. The gates have extended stems, and the new actuators will be mounted at the raised walkway.

To monitor and control return flow, the main 24-inch retention basin pipe will be evaluated for the possible addition of a flow meter. This may require modifications of the Retention Basin Building, as the 24-inch pipe passes below the building slab.

Required controls modifications will be identified by Fishbeck and implemented by TetraTech through their controls upgrade contract with the City.

Electrical Improvements

At the retention basin, new conduit and wiring will be provided to serve the new electrically actuated slide gates. The actuators will be powered via MCC-A or 40PP1 at the retention basin.

City staff requested that aging distribution equipment at the Storm Pump Building be replaced. Distribution Panel 9PP1 will be replaced with a new distribution panel and MCC-B will be replaced with a new MCC. Both pieces of equipment will likely be installed outside due to space limitations inside the building and the building being classified as a Class I, Division 2 Hazardous Location. New explosion-proof LED lighting will be installed. New receptacles will be installed; it will be determined during final design if these are installed inside or outside the building.

Mechanical Improvements

Existing mechanical equipment will be replaced with equipment rated for a Class I, Division 2 Hazardous Location. New electric unit heaters and a dehumidifier will be provided. One or more exhaust fans will be provided for ventilation.

Project 3 – East Pipe Gallery Project

Process Improvements

City staff requested additional improvements including replacement of:

- Return Activated Sludge (RAS) Pumps 5 and 6
- Addition of variable frequency drives (VFDs) for RAS Pumps 3, 5, and 6

- Additional valves:
 - Three primary effluent pump check valves
 - Return activated sludge (RAS) Pump 8 suction valve
 - RAS Pump Check Valves 7 through 9
 - RAS Pump Suction Valves 1 through 6
 - Dilution pump suction valves
 - Service water pump suction valves
- Service water pump auto strainer
- Final Clarifier Influent Slide Gates 1 through 4

The existing clamp-on flow meter that measures primary effluent flow will be evaluated for replacement with a specialty inline electromagnetic flow meter on the 36-inch primary effluent pump discharge piping, suitable to the limited straight length of pipe.

Electrical Improvements

MCC-D, H, and J were identified as part of Fishbeck's Electrical Power Distribution Study as candidates for replacement. City staff have requested that these MCCs be replaced as a part of these improvements. MCC-D, H, and J will be replaced to support the new VFDs for the pumps described previously. MCC-H and J currently share a single supply feeder that is a potential single point of failure. Separate feeders will be run to each MCC for increased reliability. The new feeders may be priced as a bid alternate if project construction costs become a concern.

New LED lighting will be provided in the East Pipe Gallery lower level.

Structural Improvements

City staff requested an access hatch be added to the RAS wet well to facilitate cleaning and inspection. Wet well access may also be necessary to allow for replacement of the pump valves.

Site Improvements

The RAS wet well is located outside the Power House and under an asphalt drive. Adding an access hatch may require adding bollards and restoring the site drive.

Assumptions

The additional scope of services and proposed fees are based on the following assumptions:

- The buried propane fuel storage tank at Myrtle Lift Station is suitable to be reused for the new generator.
- Construction observation can be provided for additional fee.
- Control panels and SCADA system upgrades will be handled by TetraTech as a part of their contract with the City. Fishbeck will provide process and instrumentation diagrams with control inputs/outputs required and descriptions of functional intent for desired process operation. Required control upgrades will need to occur in tandem with the process and electrical equipment upgrades, coordinated by the City.

Fishbeck will strive to communicate in a timely manner if we discover the project scope changes and will work with the City to amend our approach, scope of services, efforts, and fees accordingly.

The City noted their intention is to fund the Storm Pump Building project component from internal funds, and to apply the federal funds to the East Pipe Gallery and Myrtle Lift Station improvements. It is recommended the City plan for continued and increased escalation of material and labor costs and delivery times as projects extend out.

Project Schedule

Fishbeck has considered the overall project schedule in relation to the associated timetable to spend the available federal funds. The proposed schedule is updated based on the described additional project scope, construction needs, and assumed permit requirements. Fishbeck will continue moving forward with the original design scope, and will work to incorporate the additional scope immediately upon authorization from the City.

Task	Dates
Final Design	April to August 2022
Part 41 Permit Application and Review	September 2022 to January 2023
Bid Advertisement	February 2023
Bid Opening/Evaluation	March 2023
Bid Award/Notice to Proceed	April 2023
Substantial Completion	December 2024
Final Completion	March 2025

Professional Services Fees

Fishbeck proposes to provide design and construction administration services for the additional project scope outlined herein on an hourly plus expenses basis for an amount not to exceed Two Hundred Fifteen Thousand Dollars (\$215,000), based on the following breakdown:

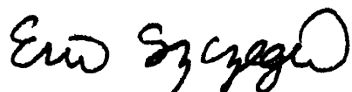
Project Component	Engineering Fee for Additional Scope
Project 1 – Myrtle Lift Station	\$93,000
Project 2 – Storm Pump Building	\$68,000
Project 3 – East Pipe Gallery	\$54,000
TOTAL	\$215,000

Authorization

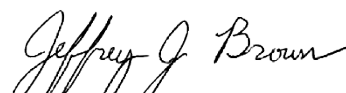
The work will be completed under the original contracts signed and dated July 20, 2021.

If you have any questions or require additional information, please contact me at 248.324.1582 or erins@fishbeck.com.

Sincerely,



Erin H. Szczegieliak, PE
Senior Water & Wastewater Engineer



Jeffrey J. Brown, PE
Senior Vice President/Principal

Attachments

By email

Copy: Trent Stockman – City
Chandra Willinger – City

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: May 10, 2022
SUBJECT: **Changes to the Standard Lighting Contract for streetlights with Consumers Energy for the addition of 10 new streetlights**

Recommendation:

Approve the Resolution for Changes to the Standard Lighting Contract for ten streetlights with Consumers Energy and authorize the Mayor and City Clerk to execute the appropriate documents.

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

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

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: May 10, 2022

RECOMMENDATION: **Approve the Resolution for Changes to the Standard Lighting Contract for ten streetlights with Consumers Energy and authorize the Mayor and City Clerk to execute the appropriate documents.**

SUMMARY

The City has requested that Consumers Energy install ten (10) new streetlights which is the third phase of streetlights being installed based on the City Council action on January 25, 2022. Attached is an Authorization for Change in Standard Lighting Contract form, a Resolution for City Council Adoption, an invoice for \$1,000 and additional information from Consumers.

BUDGETARY CONSIDERATIONS

The estimated installation charge for the new streetlights is \$1,000.

HISTORY, BACKGROUND and DISCUSSION

On January 25, 2022, City Council authorized the City Engineer to coordinate with Consumers Energy to have streetlights installed. This request was forwarded to Consumers Energy who then provided the attached authorization, resolution and invoice documents as well as the design for the installation of the streetlights.

The first and second phases of these installations were approved by City Council on April 5, 2022 and April 19, 2022, respectively.

DISCUSSION OF THE ISSUE

The City of Jackson is responsible for the streetlight system within the City. The City contracts with Consumers Energy to provide streetlights on their wood utility poles within the City's neighborhoods. The resolutions for changes is the third phase to have streetlights installed. These ten lights are in the Sulgrave neighborhood.

POSITIONS

I request approval of the attached Resolution for Changes to the Standard Lighting Contract for ten streetlights with Consumers Energy and authorization for the Interim City Manager and City Clerk to execute the appropriate documents.

ATTACHMENTS



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

Contract Number: 103033105687

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

Lighting Type:

General Unmetered Light Emitting Diode Lighting Rate GU-LED

Notification Number(s):

1061259452

Construction Work Order Number(s):

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

City of JACKSON

By:

(Signature)

(Printed)

Its

(Title)

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

RESOLUTION

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

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

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

STATE OF MICHIGAN
COUNTY OF Jackson

I, _____, Clerk of the City of JACKSON, do hereby certify that the foregoing resolution was duly adopted by the commission council board of said municipality, at the meeting held on _____.

Dated:

Municipal Customer Type: City



A CMS Energy Company

CEM Support Center

Consumers Energy, CEM Support Center, Lansing Service Center, Rm. 122, 530 W. Willow St., P.O. Box 30162 Lansing, MI 48909-7662

April 4, 2022

NOTIFICATION #:
1061259452

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

REFERENCE: CITY OF JACKSON VARIOUS 3, JACKSON

Dear Valued Customer,

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

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

The estimated cost for your energy request is as follows:

Non Refundable Agreement for Installation of Electric Facilities:

Winter Construction Costs:	\$ -
Installation Charge:	\$ 1,000.00
Additional Costs	
Total Estimated Cost:	\$ 1,000.00
Less Prepayment Received:	\$ -
Total Estimated Cost Due:	\$ 1,000.00

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

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

Kristen Greenwood at (844) 316-9537

GENERAL UNMETERED LIGHT EMITTING DIODE LIGHTING RATE GU-LED

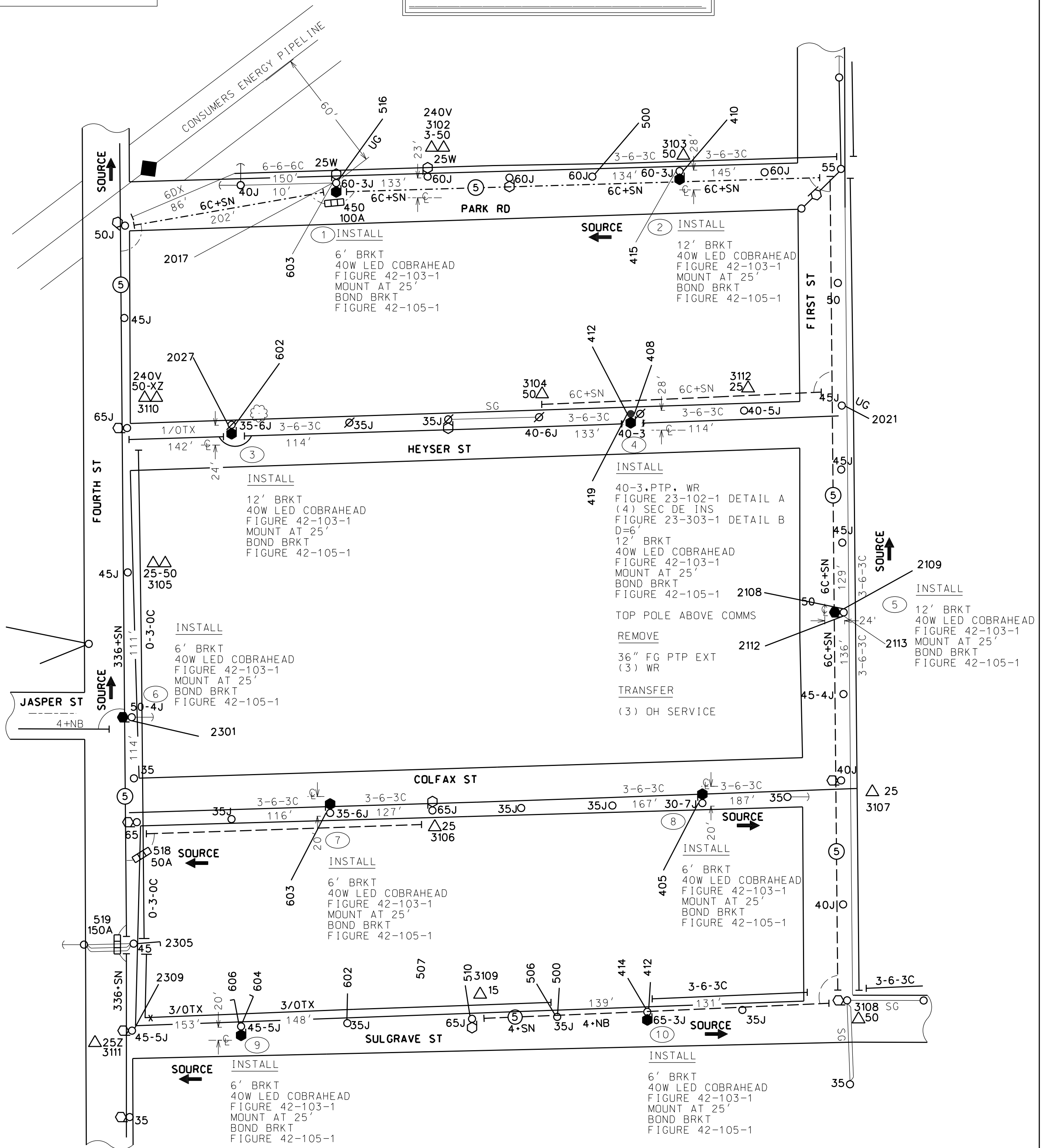
<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	<u>40</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Cutoff</u>	<u>Install</u>	610 PARK RD
1	<u>40</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Cutoff</u>	<u>Install</u>	500 PARK RD
1	<u>40</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Cutoff</u>	<u>Install</u>	602 HEYSER ST
1	<u>40</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Cutoff</u>	<u>Install</u>	408 HEYSER ST
1	<u>40</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Cutoff</u>	<u>Install</u>	2113 FIRST ST
1	<u>40</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Cutoff</u>	<u>Install</u>	2301 FOURTH ST
1	<u>40</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Cutoff</u>	<u>Install</u>	603 COLFAX ST
1	<u>40</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Cutoff</u>	<u>Install</u>	405 COLFAX ST
1	<u>40</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Cutoff</u>	<u>Install</u>	604 SULGRAVE AVE
1	<u>40</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Cutoff</u>	<u>Install</u>	412 SULGRAVE AVE

CONSTRUCTION NOTE:

TOP POLE ABOVE COMMS
AT LOC 4, POLE TO BE
REMOVED AT LATER DATE
PER NJUNS 5048692 &
PULL POLE NOTIFICATIONS
1061497382

CAUTION!
TRANSMISSION PIPELINE IN AREA.

PIPELINE OWNER: CONSUMERS ENERGY CO
PIPELINE OWNER CONTACT INFO:
NAME: KEVIN COUTURIER
ADDRESS: 4100 W M-76 WEST BRANCH, MI
PHONE: (989) 516-4108
SPECIAL NOTES: _____



MISS DIG System, Inc.
1-800-482-7171



SUBSTATION SUMMIT		WD NO. Q213		CITY OF JACKSON VARIOUS 3 - ECNC/STL					JOB PURPOSE: CITY OF JACKSON REQUESTING NEW STREET LIGHTS AT MULTIPLE LOCATIONS							
CIRCUIT FOURTH STREET		CKT NO. Q3	LCP NO.	TLM NUMBER 53011031	# OF RODS	OHMS	CM NO. 100006811084	ORDER TYPE ECNC	MAT. TYPE STL	NOTIFICATION NUMBER 1061259452	DESIGN NUMBER 11363710	ORDER NUMBER	UPSTREAM PROTECTIVE DEVICE: XXXX-###A			
CE STAKING REQ'D <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		FORESTRY REQ'D <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CONSUMERS ENERGY CONTACTS				LOCATION: SEE PRINT				DEPARTMENT	NAME	NUMBER	ALTERNATE	
Consumers Energy A CMS Energy Company ELECTRIC		SHEET C SHEET 1 OF 1		SCALE 1"=100'		JACKSON CO		TWP		T 03S R 01W		SEC. 10		COORDINATOR DESIGNER KRISIEN_GREENWOOD BRENT_MARSHALL	2699867352 517-319-7570	



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

Amount Due: \$1,000.00
Please pay by: April 18, 2022

▶ Invoice Number	9322618392
PO Number	
PO Date	
Bill Date	04/04/22

▶ **Account: 3000 1975 5051** ◀

▶ CITY OF JACKSON VARIOUS 3 JACKSON - ELECTRIC UTILITY INSTALLATION - NOTIFICATION NUMBER (s):
1061259452 -

NONENERGY INVOICE

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Electric Streetlights-CIAC	10.0 EA	\$100.00	\$1,000.00
TOTAL DUE:			\$1,000.00

See Page 2 for Payment Options.

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

INVOICE QUESTIONS - Contact: Kristen Greenwood -(844) 316-9537 -

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



CONSUMERS ENERGY
CEM Support Ctr - Lansing RM 122
PO Box 30162
Lansing, MI 48909-7662

PREPAYMENT REQUEST

Account: 3000 1975 5051

Amount Due: \$1,000.00
Please pay by: April 18, 2022
▶ **Enclosed:**

6 330031894221 000001000009 0000 2056 6 300019755051 H

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: May 10, 2022
SUBJECT: **Amendment 1 to the 21-001 Trail Lighting Engineering Contract**

Recommendation:

Approval of Amendment 1 to the 21-001 Trail Lighting Engineering contract with Mannik Smith Group (MSG) of Okemos, MI, at a not-to-exceed cost of \$7,631.59, and authorization for the City Manager and City Engineer to sign the appropriate document.

Attached is a report from Jon H. Dowling, City Engineer, regarding an amendment to the above referenced contract.

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

JG

Attachments

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: May 10, 2022

RECOMMENDATION: Approval of Amendment 1 to the 21-001 Trail Lighting Engineering contract with Mannik Smith Group (MSG) of Okemos, MI, at a not-to-exceed cost of \$7,631.59, and authorization for the City Manager and City Engineer to sign the appropriate document.

SUMMARY

On February 23, 2021, City Council awarded the 21-001 Trail Lighting Engineering contract to Mannik Smith Group (MSG) of Okemos, MI. The subject Contract Amendment is due to increased costs for MSG caused by the postponement of the project.

BUDGETARY CONSIDERATIONS

The current amount for the 21-001 Trailing Lighting Engineering contract with MSG is \$49,104.26. The amount of proposed Amendment 1 is \$7,631.59, bringing the revised contract amount to \$56,735.85.

This work will be paid for with Major Street Funds.

HISTORY, BACKGROUND and DISCUSSION

On February 23, 2021, the City Council awarded the 21-001 Trail Lighting Engineering contract to MSG for design and construction engineering for the project to install lighting along the Martin Luther King Equality Trail between Weatherwax Road and Prospect Street

DISCUSSION OF THE ISSUE

The trail lighting construction project was to be completed by September 2021 in the original request for proposal. During the City budget preparation for fiscal year 2021-2022, Engineering realized that this project had to occur in fiscal year 2022-2023. The project was designed in the spring of 2021. Labor costs have increased and the consultant is justified in requesting the Amendment since the City has changed when the construction engineering will occur from our original contract.

POSITIONS

Engineering recommends that Amendment 1 to the 21-001 Trail Lighting Engineering contract with MSG be approved for the not-to-exceed cost of \$7,631.59. I also request that the City Manager and City Engineer be authorized to sign the contract documents.

JHD/ss

ATTACHMENT



April 19, 2022

Jon Dowling
City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201

RE: MLK Trail Lighting Construction Engineering

Dear Mr. Jon Dowling:

MSG respectfully requests consideration for increased compensation for services to be provided on the MLK Trail Lighting project (RFQP 21-001). The original contract for the design and construction engineering services of the MLK Trail Lighting project was for construction taking place in 2021. This project was postponed by the City and now construction is anticipated to be completed in the 2022 season. MSG's rates have increased during the delayed timeframe to maintain consistency with the industry and widespread inflation. The current rates increase the cost for performing the services for the CE Phase by \$7,631.59.

Sincerely,

A handwritten signature in black ink that reads "Corey A. Vincent".

Corey A. Vincent, MS, PE, PTOE
Senior Project Manager

**AMENDMENT NO. 1
To Contract for
21-001 Trail Lighting Engineering Contract
City of Jackson, Michigan**

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

ORIGINAL CONTRACT AMOUNT	\$ 49,104.26
AMENDMENT NO. 1	\$ 7,631.59
NEW CONTRACT AMOUNT AS SET BY AMENDMENT NO.1	\$ 56,735.85

REASON FOR AMENDMENT:

To provide for increased costs to Mannik Smith Group caused by the City's postponement of the project from 2021 to 2022.

Prepared by Jon H. Dowling, P.E.
City Engineer

ACCEPTED BY:

Corey A. Vincent, MS, PE, PTOE
Mannik Smith Group

Date:

ACCEPTED BY:

Jon H. Dowling, P.E., City Engineer

Date:

ACCEPTED BY:

Jonathan Greene, City Manager

Date:

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: May 10, 2022
SUBJECT: Request to Discharge the Balance Due on a Homeowner Rehabilitation Loan in the amount of \$10,039.50.

Recommendation:

Request to Discharge the Balance Due on a Homeowner Rehabilitation Loan in the amount of \$10,039.50.

Attached is a memorandum from Shane LaPorte, Director of the Department of Neighborhood & Economic Operations, recommending City Council discharge the balance of a rehabilitation loan given to 740 N. Waterloo on July 21, 2000.

I recommend that the local policy be waived and the deferred balance due of \$10,039.50 be forgiven. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Shane LaPorte, Director of Neighborhood & Economic Operations

DATE: May 10, 2022

RECOMMENDATION: Request to Discharge the Balance Due on a Homeowner Rehabilitation Loan in the amount of \$10,039.50.

SUMMARY

Approve the recommendation to discharge the balance of a Homeowner Rehabilitation Loan in the amount of \$10,039.50 for work done at 740 N Waterloo Ave in the year 2000.

BUDGETARY CONSIDERATIONS

Discharging the balance of the loan reduces the amount of program income the City would receive in its HOME line of credit with the U.S. Treasury.

HISTORY, BACKGROUND and DISCUSSION

On July 21, 2000, the property owner of 740 N. Waterloo Ave received assistance to rehabilitate her home to meet city code. The original loan was \$20,079.00; the terms of the loan reduced the payback amount by 10% each year during the first five years. After five (5) years from the date of issuance the borrower was obligated to repay (50%) of the loan to the City. As of 2022, the current loan balance is \$10,039.50.

The borrower died in July 2018 and the estate has been in probate. In April 2022, the Estate received a purchase offer of \$23,500.00 for the house; a title search revealed outstanding debt on the property as follows:

Pin# 8-163800000; 740 N. Waterloo		
Outstanding Debt		
2020-2021 Delinquent Taxes	\$	7,309.99
Outstanding Invoices (NEO)	\$	5,545.77
2011 Deferred Emergency Hazard Loan (CDBG)	\$	8,591.00
2000 Deferred Rehab Loan (Home)	\$	10,039.50
Total	\$	31,486.26

The estate has no other assets within which to satisfy the debt listed above.

City staff recommends discharging the City's portion of the 22 year old rehabilitation loan upon payment of the 2011 emergency hazard loan balance, together with delinquent property taxes and other debt owed to the City.

DISCUSSION OF THE ISSUE

The Estate of Berta Garcia desires to sell the real property at 740 N Waterloo Ave but does not hold sufficient assets to pay all the debt incurred by the former owner against the property. By forgiving the balance on the 22 year old deferred loan, other debt owed by the Estate will be reimbursed and still allow the family of the deceased to retain a nominal amount of net proceeds.

POSITIONS

Requested action is for City Council to waive the rehabilitation local policy and forgive the 2000 Deferred Loan balance.

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: May 10th, 2022
SUBJECT: Department of Neighborhood and Economic Operations (NEO) Name Change.

Recommendation: Approve an ordinance renaming the City's existing Department of Neighborhood and Economic Operations the "Community Development Department". This shall include all code sections that Department of Neighborhood and Economic Operations is referenced.

Attached is a department report from NEO Director Shane LaPorte. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT
May 11, 2021

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, City Manager

DATE: May 10th, 2022

RECOMMENDATION: Approve an ordinance renaming the City’s existing Department of Neighborhood and Economic Operations the “Community Development Department”. This shall include all code sections that Department of Neighborhood and Economic Operations is referenced.

SUMMARY

Attached is an ordinance that would re-name the City’s existing Department of Neighborhood and Economic Operations the “Community Development Department” to more accurately reflect the services provided by the department and improve public communications

BUDGETARY CONSIDERATIONS

Cost to have the name changed in Muni-Code \$840.00

HISTORY, BACKGROUND and DISCUSSION

Many years ago City Council approved the consolidation of several divisions and departments into one department to reduce silos, this increased communication and made processes more efficient. At this time Council also approved a new name for the consolidated department. Approved was the Department of Neighborhood and Economic Operations (NEO).

Since the name change City staff has had to endure endless insults associated with the abbreviation NEO and its connotation with the term NEO-Nazi.

The abbreviated name NEO for the Department of Neighborhood and Economic Operations is not officially outlined in the ordinance, however it is the name given by those that operate in its space. As leaders it is imperative that we are sensitive to the feeling of those we serve and the feeling of those persons employed by the City that serve the public.

City staff believes that to enhance positive communication with citizens it is in the best interest of the City to change the name Department of Neighborhood and Economic Operations to the “Community Development Department”. This name change would be more in line with what other communities name the department performing the functions defined in the attached requested ordinance amendments.

POSITIONS

Adopt the ordinance proposed

ATTACHMENTS: Proposed ordinance redline copy and clean copy.

ORDINANCE NO. 2022- __

An Ordinance amending Chapter 2, Article 1, Sec. 2-1; Chapter 4, Sections 4-9(a) and (d) and 4-10(a); Chapter 8, Sections 8-1, 8-2(a) and 8-3(a); Chapter 14, Sections 14-5(1), 14-6, 14-8, 14-42(2) and (5), 14-44, 14-309, 14-402, 14-403(1)d and (2)g, 14-404, 14-406, 14-412, 14-413(3), 14-503(2), 14-504(3), 14-702(b) and (c), 14-704(a) and (g), 14-705(c)(i), 14-706; Chapter 16, Sections 16-515(a), 16-516(a)(2)d and (e)(5); Chapter 17, Sections 17-26(8) and (10), 17-27(b) and (c)(1); Chapter 24, Section 24.5-4(b)(1); Chapter 25, Section 25-27.12; Chapter 28, Sections 28-130(d)(4) a, b and c, 28-145(d)(13)h, 28-155(2)b, c, d 1, 2, 3 (4)), (6), (7) and (8)n, 28-166(a), (b), (c), (e), and (f), and 28-252(b) of the City of Jackson Code of Ordinances in order to rename the City’s Department of Neighborhood and Economic Operations the “Community Development Department”.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The purpose of this Ordinance is to re-name the City’s existing Department of Neighborhood and Economic Operations the “Community Development Department” to more accurately reflect the services provided by the department and improve public communications.

Section 2. That Chapter 2, Article 1, Sec. 2-1; Chapter 4, Sections 4-9(a) and (d) and 4-10(a); Chapter 8, Sections 8-1, 8-2(a) and 8-3(a); Chapter 14, Sections 14-5(1), 14-6, 14-8, 14-42(2) and (5), 14-44, 14-309, 14-402, 14-403(1)d and (2)g, 14-404, 14-406, 14-412, 14-413(3), 14-503(2), 14-504(3), 14-702(b) and (c), 14-704(a) and (g), 14-705(c)(i), 14-706; Chapter 16, Sections 16-515(a), 16-516(a)(2)d and (e)(5); Chapter 17, Sections 17-26(8) and (10), 17-27(b) and (c)(1); Chapter 24, Section 24.5-4(b)(1); Chapter 25, Section 25-27.12; Chapter 28, Sections 28-130(d)(4) a, b and c, 28-145(d)(13)h, 28-155(2)b, c, d 1, 2, 3 (4)), (6), (7) and (8)n, 28-166(a), (b), (c), (e), and (f), and 28-252(b) of the City of Jackson Code of Ordinances be amended to read as follows:

Sec. 2-1. Administrative service.

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

Office or Department	Official Head
Office of Clerk	City Clerk
Office of Assessor	City Assessor
Department of Finance	Director of Finance
Office of Treasurer/Income Tax Administrator	City Treasurer/Income Tax Administrator
Department of Police and Fire Services	Director of Police and Fire Services
Department of Public Works	Director of Public Works

Department of Parks, Recreation and Grounds	Director of Parks, Recreation and Grounds
Department of Neighborhood and Economic Operations Community Development Department	Director of Community Development Neighborhood and Economic Operations
Office of City Attorney	City Attorney

Sec. 4-9. Keeping of backyard hens.

- (a) Any person residing in an R-1 or R-2 residentially zoned district property, on a lot not less than five thousand (5,000) square feet, obtaining a permit from the city, may keep not more than three hen chickens in the city for personal use only and not for any business or commercial use. Completed applications for a permit shall be submitted along with a non-refundable fifty dollars (\$50.00) fee to the Community Development Department~~office of Neighborhood and Economic Operations~~.
- (d) Approved permit holders shall schedule an inspection within thirty (30) days of permit issuance. Failure to schedule an inspection shall result in an automatic revocation of the permit. Permit holders will be billed an hourly rate and in a manner consistent with the fees charged for any housing inspection performed by the Department of Neighborhood and Economic Operations~~Community Development Department~~ (CDDNEO). If an inspection identifies noncompliance with any of the requirements set forth in subsection (e) of this section and rules promulgated by the city manager as required by this ordinance, the permit holder shall have ten (10) days to achieve compliance with the requirements or the department may revoke the permit.

Sec. 4-10. Keeping of honey bees.

- (a) Any person residing in an R-1 or R-2 residentially zoned district property, on a property with an area no less than five thousand (5,000) square feet and obtaining a permit from the city, may keep not more than two (2) honey bee hives in the city for personal use only and not for any business or commercial use. Completed applications for a permit shall be submitted along with a non-refundable fifty dollars (\$50.00) fee to the Community Development Department~~office of Neighborhood and Economic Operations~~. Permit holders will be billed an hourly rate and in a manner consistent with the fees charged for any housing inspection performed by the Department of Neighborhood and Economic Operations~~Community Development Department~~ (CDDNEO).

Sec. 8-1. Director.

The ~~department of Neighborhood and Economic Operations~~Community Development Department encompasses what were the City of Jackson's Department of Neighborhood and Economic Operations~~Community Development and the Planning Department~~. The ~~department of Neighborhood and Economic Operations~~Community Development Department shall have charge of the administration, management, and operation of all community development block grant and home funds as well as the City of Jackson's Non-Owner Occupied Residential Property Registration program. The ~~department of Neighborhood and Economic Operations~~Community Development Department shall also have charge of building, housing, and zoning code administration and enforcement within the city as well as all necessary studies and surveys of matters relating to city growth and development. The ~~department of Neighborhood and Economic Operations~~Community Development Department shall also furnish the city manager with technical advice and assistance in planning and zoning matters, and furnish such information and data to the administrative hearings bureau, city planning commission, historic district commission, zoning board of appeals, and the brownfield redevelopment authority as required. The ~~department of Neighborhood and Economic Operations~~Community Development Department shall be headed by a director of Neighborhood and Economic Operations.

Sec. 8-2. Inspection division.

- (a) There is hereby created within the ~~department of Neighborhood and Economic Operations~~Community Development Department a division of inspection, which shall be headed by the assistant director of the

~~department of Neighborhood and Economic Operations~~Community Development Department—Inspection division, who shall be responsible for:

Sec. 8-3. Planning division.

- (a) There is hereby created within the ~~department of Neighborhood and Economic Operations~~Community Development Department a division of planning, which shall be headed by the planning and zoning enforcement officer of the ~~department of Neighborhood and Economic Operations~~Community Development Department-planning division, who shall be responsible for:

Sec. 14-5. Exceptions.

A property registration is not required under the following circumstances:

- (1) A single-family residential dwelling that is entirely owner-occupied; provided, however in the case of a single family residential dwelling that is subject to a land contract, the land contract purchaser must submit an affidavit stating his or her land contract interest, which shall be an affidavit form as provided by the ~~department of Neighborhood and Economic Operations~~Community Development Department. The affidavit shall be submitted to the chief building official within forty-five (45) days of the execution of the land contract. For land contracts executed prior to the effective date of this [Ordinance No. 2012-29], the affidavit must be submitted within sixty (60) days of the effective date of this [Ordinance No. 2012-29]. If the affidavit is not submitted to the chief building official within the time required, the dwelling is not exempted from the registration requirement of this article; or

Sec. 14-6. Application and fees.

An owner of a non-owner occupied residential dwelling or unit shall apply for a property registration on forms provided by the ~~department of Neighborhood and Economic Operations~~Community Development Department. The owner must pay the required application fees and all outstanding inspection fees and applicable late charges. No application for property registration is valid unless filled out accurately and completely, signed by the owner and the responsible local agent, if applicable, and the proper fees have been paid. It is a violation of this article for an owner to provide inaccurate information on an application for a property registration. A property registration fee once tendered may not be refunded or transferred.

Sec. 14-8. Amendment of property registration information.

If any information submitted upon the application for issuance of a property registration changes, the owner must notify the ~~department of Neighborhood and Economic Operations~~Community Development Department within ten (10) days and submit an amended application. Failure to update information within ten (10) days is a violation of this article and subject to late fees.

Sec. 14-42. Inspections.

- (2) The chief building official, chief of police and fire official shall inspect buildings and structures regulated by this article. Inspections may be conducted even though a current certificate of compliance is on record with the ~~department of Neighborhood and Economic Operations~~Community Development Department.
- (5) In a nonemergency situation ~~or~~ where the owner or occupant of any dwelling demands a warrant for inspection of the premises, the chief building official, chief of police or fire official shall obtain a warrant from a court of competent jurisdiction.

Sec. 14-44. Violations observed.

When violations of this article are observed, the chief building official or his or her authorized representative shall file a written report of such violations with the ~~department of Neighborhood and Economic Community Development Department~~.

Sec. 14-309. Procedure for filing an appeal.

Any person wishing to make an appeal must fill out an appeal form setting forth the order of ruling being appealed. The appellant must file the form with the ~~department of Neighborhood and Economic Community Development Department~~. The city will send a notice to the appellant regarding the date the appeal will be heard by the building code board of examiners and appeals. Notice of the hearing date will be by regular mail sent to the address stated on the appeal. The standards, procedures and criteria promulgated in section 14-51 of this chapter shall be applicable to appeals heard pursuant to this article.

Sec. 14-402. Definitions.

Securing means taking such measures as may be directed by the ~~department of Neighborhood and Economic Community Development Department~~ that render the property inaccessible to unauthorized persons, including, but not limited to, the repairing of fences and walls, chaining or padlocking of gates, and repair of doors, windows and other openings.

Sec. 14-403. Property registration required.

- (1) An owner of a foreclosed, vacant or abandoned property within the city shall register the structure with the ~~department of Neighborhood and Economic Community Development Department~~ within fifteen (15) days of the earlier of:
 - d. Notice being sent to the owner of the structure by the ~~department of Neighborhood and Economic OperationsCommunity Development Department~~ that the structure has been declared a foreclosed, vacant or abandoned property.
- (2) An owner of a foreclosed, vacant or abandoned property may apply for a registration on forms provided by the ~~department of Neighborhood and Economic OperationsCommunity Development Department~~. The owner must pay the required registration fees. No registration is valid unless filled out accurately and completely, signed by the owner, and the proper fees have been paid. A registration fee once tendered may not be refunded or transferred. It is a violation of this article for an owner to provide inaccurate information on an application for a registration.
 - g. Any additional information required by the ~~department of Neighborhood and Economic OperationsCommunity Development Department~~; and

Sec. 14-404. Amendment of registration information.

If any information submitted upon the application for issuance of a foreclosed, vacant or abandoned residential property registration changes, including a majority change of new members of an owner that is a limited liability company or a change of the majority shareholders in an owner that is a corporation, the owner must notify the ~~department of Neighborhood and Economic OperationsCommunity Development Department~~ within ten (10) days and submit an amended application. There shall be no fee to update information if done within ten (10) days, however failure to update information within ten (10) days shall result in a late charge and is a violation of this article.

Sec. 14-406. Transfer of ownership.

The seller of a foreclosed, vacant or abandoned property must notify the ~~department of Neighborhood and Economic OperationsCommunity Development Department~~ within forty-five (45) days of the sale or transfer and

provide the name and address of the purchaser or transferee. The purchaser or transferee must apply for a property registration within forty-five (45) days of the sale or transfer, unless it is intended to be occupied as a single-family owner occupied structure and has filed a principal residence exemption. No refunds or credits of fees will be given when there is a transfer of ownership. If a foreclosed, vacant or abandoned structure will be occupied after a sale or transfer of the ownership, a certificate of compliance must first be obtained and all required fees must be paid unless there is a valid, unexpired building permit issued for the property.

Sec. 14-412. Display of property contact information.

Properties that are foreclosed, vacant or abandoned shall be posted with a contact number that individuals can call to report problems or concerns to the department of Neighborhood and Economic OperationsCommunity Development Department. The posting shall be no less than 18' x 24," shall be in a font legible from a distance of forty-five (45) feet, and shall contain, along with the contact number of the department of Neighborhood and Economic OperationsCommunity Development Department, the words "TO REPORT PROBLEMS OR CONCERNS CALL." The posting shall also contain the name and contact information of the owner of the property or the responsible local agent, if any, along with the words "IS RESPONSIBLE FOR THE MAINTENANCE OF THIS PROPERTY." The posting shall be placed on the interior of a window facing the street to the front of the property so it is visible from the street, or secured to the exterior of the building or structure facing the street to the front of the property. Exterior postings must be constructed of and printed with weather resistant materials.

Sec. 14-413. Fees and charges.

- (3) A monthly monitoring fee charged to the owner for periodic inspections by the department of Neighborhood and Economic OperationsCommunity Development Department to assure continuing compliance with this article. A non-refundable payment of the first three (3) months of monitoring fees shall be prepaid by the owner at the time of registration;

Sec. 14-503. Relocation assistance requirements.

- (2) *Proof of compliance.* In order to provide proof of compliance by the landlord with the relocation payment requirements of this Code, the landlord shall make the payment to the city, at the department of Neighborhood and Economic OperationsCommunity Development Department; or a copy of the written agreement executed by the landlord and the tenant providing for and describing alternative arrangements shall be provided to the chief building official and the director of the department of Neighborhood and Economic OperationsCommunity Development Department within five (5) days of the date that the unit is vacated by the tenant. The landlord may make the rental payment directly to the owner of the alternative rental unit but must provide proof of such payment to the director of the department of Neighborhood and Economic OperationsCommunity Development Department.

Sec. 14-504. Exceptions.

- (3) The chief building official or his or her designee may make a determination as to whether any of the exceptions provided in subsections (1) or (2) are applicable and the director of Community DevelopmentNeighborhood and Economic Operations may waive the landlord's obligations as to the specific tenant only for good cause shown.

Sec. 14-702. Board created; purposes.

- (b) Resources of the local government shall be made available to assist the affordable housing development board in executing its duties, powers and responsibilities, and the director of the department of Neighborhood and Economic OperationsCommunity Development Department shall assist the affordable housing development board in executing its obligations to the citizenry, consistent with any annual budgetary appropriations and the fund balance of the affordable housing fund.

- (c) It shall be the responsibility of the ~~department of Neighborhood and Economic Operations~~Community Development Department to provide professional staff assistance to the affordable housing development board in executing its operations. In addition, the city manager may provide additional staff assistance through the various departments of the city to the affordable housing development board, as deemed necessary, in the gathering of information, development of and implementation of policies, programs, and projects which will preserve or develop more affordable housing options in the city.

Sec. 14-704. Jackson Affordable Housing Fund.

- (a) The city shall create a dedicated fund within the ~~department of Neighborhood and Economic Operations~~Community Development Department's budget deemed the Jackson Affordable Housing Fund reserved for the deposit and expenditure of monies pursuant to this section.
- (g) The director of the ~~department of Neighborhood and Economic Operations~~Community Development Department shall promulgate and publish on the city's website any administrative procedures necessary to ensure fund monies are used to support affordable housing meeting the following criteria:

Sec. 14-705. Powers and duties.

- (c) *Programs.* The affordable housing development board shall establish and provide funding, as authorized by city council, for a development loan program and a grant program. In addition, the board is authorized to create, sponsor, fund, and promote such other and further programs and services, as authorized by city council, designed to develop and preserve affordable and accessible housing in the City of Jackson, including, but not limited to, education, consulting, and technical support.
- (i) *Loan programs.* The board is authorized to make low interest and no-interest loans to housing developers for the rehabilitation, modification, construction and preservation of affordable and accessible housing in the City of Jackson on projects approved by the ~~department of Neighborhood and Economic Operations~~Community Development Department, provided that all loans made hereunder shall be subject to final approval by city council and contain land use restriction agreements that the units will be used for affordable and/or accessible housing for their entire useful economic life and all loans for new construction shall incorporate "universal design" standards to promote affordable and accessible housing for the disabled. The loan proceeds shall be disbursed by the affordable housing development board on approved eligible construction costs actually incurred and not for administrative project costs such as developer overhead, development fees or other expenses, unless the developer is a nonprofit corporation.

Sec. 14-706. Reporting requirements.

The director of ~~Community Development~~Neighborhood and Economic Operations shall prepare and issue at the conclusion of the city's fiscal year a report setting forth the state of affordable housing in the city, describing the activities and functions of the affordable housing development board, summarizing the developments, programs, and services funded by the affordable housing development board, and setting forth the expenditures made by the affordable housing development board from the affordable housing fund. The annual report shall also include an assessment evaluating the performance of various departments of the City of Jackson and other public agencies relating to the development and preservation of affordable and accessible housing in the City of Jackson.

Sec. 16-515. License application committee.

- (a) A marihuana licensing review committee (hereafter committee) shall be created and consist of the city manager, the director of police and fire services, the director of ~~Community Development~~Neighborhood and Economic Operations, the chief building official, and one (1) councilmember selected by the city council.

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

- (a) Phase One - Facility Review.

- (2) The applicant shall submit the appropriate non-refundable application and licensee fee per resolution of the city council along with the following as a site and structure application to the ~~Community Development Neighborhood and Economic Operations~~ department for approval of the site and structure that will contain the medical marihuana facility or adult-use marihuana establishment:
 - d. The director of ~~Community Development Neighborhood and Economic Operations~~;
- (e) License renewal and subsequent applications. Upon the expiration of an existing license, a license will be automatically renewed by the Office of the City Clerk for one (1) year if:
 - (5) The property where the facility will be located has been certified by the director of ~~Community Development Neighborhood and Economic Operations~~ to be in compliance with the City of Jackson's building design standards and the approved site plan for the property;

Sec. 17-26. Defined.

- (8) Whenever a building or structure designed or zoned for use as a residence has remained vacant and boarded up for a period in excess of six (6) continuous months and has been found to be unsanitary or unfit for human habitation after inspection under Chapter 14 of this Code by the building inspection division of the ~~department of Neighborhood and Economic Operations~~Community Development Department.
- (10) Whenever the building inspection division of the ~~department of Neighborhood and Economic Operations~~Community Development Department is able to establish that as to a particular dilapidated vacant structure there has existed a pattern where such structure has frequently remained open at the doors or windows leaving the interior of the building accessible to entrance by trespassers.

Sec. 17-27. Abatement of nuisances; procedure.

- (b) *Departmental examination.* The building inspection division of the ~~department of Neighborhood and Economic Operations~~Community Development Department shall examine or cause to be examined any building or structure it believes to be abandoned, unsafe, or damaged, and if same is found to be a dangerous building, the division shall commence proceedings to cause its repair, rehabilitation or demolition. Whenever a building or structure designed or zoned for use as a residence has remained vacant and boarded up for a period in excess of six (6) continuous months, it shall be subject to periodic inspection by the building inspection division of the ~~department of Neighborhood and Economic Operations~~Community Development Department under the provisions of chapter 14 of this Code.
- (c) *Commencement of proceedings; notice and order.*
 - (1) The building inspection division of the ~~department of Neighborhood and Economic Operations~~Community Development Department shall commence proceedings under this section by issuing a notice and order directed to the owner or owners of record of a building or structure alleged to be dangerous. This notice and order shall require the owner of the building or structure alleged to be dangerous to commence, within the period of time established by the inspection division, the required repairs, rehabilitation or demolition of the building or structure. All required work shall be completed within the period of time set forth in the notice and order by the inspection division. If a building is occupied, the notice and order shall require the affected building, structure, or portion thereof to be vacated and not reoccupied until all required work has been completed and approved by the inspection division.

Sec. 24.5-4. Permit or license required.

- (b) *Application.*

- (1) Telecommunications providers shall apply for a permit on an application form approved by the MPSC in accordance with Section 6(1) of the Act. A telecommunications provider shall file one copy of the application with the city clerk, one copy with the department of engineering, and one copy with the city manager. Upon receipt, the city clerk shall make three (3) copies of the application and distribute a copy to the city attorney, the department of public works, and the ~~Community Development Department Neighborhood and Economic~~ building inspection division. Applications shall be complete and include all information required by the Act, including without limitation a route map showing the location of the provider's existing and proposed telecommunications facilities in accordance with Section 6(5) of the Act.

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

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

Sec. 28-130. Nonconforming lots, buildings, signs, structures, and uses of buildings, structures and land.

- (d) *Nonconforming uses of buildings and structures.* The use of any structure existing and lawful on the effective date of the adoption or amendment of this chapter may be continued, even though such use does not conform to the provisions of this chapter, subject to the following provisions:
 - (4) *Discontinuance or termination of nonconforming use of structure.*
 - a. When the nonconforming use of a residential structure is discontinued or ceases to exist for six (6) consecutive months, the use may not thereafter be used except in conformance with the regulations of the district in which it is located. Structures occupied by seasonal uses are exempted from this provision provided the property owner documents the pending temporary discontinuance through a formal letter to the ~~Department of Neighborhood and Economic Operations~~Community Development Department.
 - b. When the nonconforming use of a commercial structure is discontinued or ceases to exist for nine (9) consecutive months, the use may not thereafter be used except in conformance with the regulations of the district in which it is located. Structures occupied by seasonal uses are exempted from this provision provided the property owner documents the pending temporary discontinuance through a formal letter to the ~~Department of Neighborhood and Economic Operations~~Community Development Department.
 - c. When the nonconforming use of an industrial structure is discontinued or ceases to exist for twelve (12) consecutive months, the use may not thereafter be used except in conformance with the regulations of the district in which it is located. Structures occupied by seasonal uses are exempted from this provision provided the property owner documents the pending temporary discontinuance through a formal letter to the ~~Department of Neighborhood and Economic Operations~~Community Development Department.

Sec. 28-145. Conditional uses.

- (d) *Additional development requirements for certain conditional uses.* A conditional use permit shall not be granted for the uses specified in this section unless the following minimum nondiscretionary standards are met:
- (13) *Billboards.* Billboard structures or signs, are permitted on properties which are not otherwise used or occupied for the uses or purposes described in this chapter subject to the following restrictions:
- h. *City-wide limited faces of billboards.* The total number of billboards with the city may not be increased from that number in existence on the effective date of this chapter. No person may construct a billboard without first removing a billboard equal in the number of faces to the number of faces to be installed. To administer this provision, the ~~Neighborhood and Economic Operations~~Community Development will issue a replacement permit to any person who permanently removes a lawful existing billboard face. The zoning administrator will note the number of faces for every sign being removed. Replacement permits may be transferred. No billboard construction permit may be issued unless the applicant for the permit tenders a replacement permit for cancellation that has a total number of faces noted on it that equals at least the number of faces of the sign or signs to be constructed. Any billboard constructed must also comply with all other provisions of this chapter.

Sec. 28-155. Wireless telecommunication facilities.

- (2) *Application review.*
- b. *Type of review.* Upon receipt of an application for an eligible facilities request pursuant to this chapter, the ~~Neighborhood and Economic Operations~~Community Development Department shall review such application to determine whether the application so qualifies. All applications shall be reviewed for completeness and conformance with city requirements in determining which of the following four (4) development review types apply:
- c. *Timeframe for review.* Within sixty (60) days of the date on which an applicant submits an application seeking approval under this chapter, the City of Jackson ~~Neighborhood and Economic Operations~~Community Development Department shall approve the application unless it determines that the application is not covered by the provisions in this ordinance for eligible facilities. If the application is deemed by the ~~Neighborhood and Economic Operations~~Community Development Department to be a substantial change or a first location of antenna(s) on an existing tower, but not a new facility, the 60-day review timeframe shall also apply. For new facilities, the review timeline shall not exceed ninety (90) days.
- d. *Tolling of the timeframe for review.* The review period begins to run when the application is filed, and may be tolled only by mutual agreement by the City of Jackson and the applicant, or in cases where the ~~Neighborhood and Economic Operations~~Community Development Department determines that the application is incomplete. The timeframe for review is not tolled by a moratorium on the review of applications.
1. To toll the timeframe for incompleteness, the City of Jackson ~~Neighborhood and Economic Operations~~Community Development Department must provide written notice to the applicant within fourteen (14) days of receipt of the application, specifically delineating all missing documents or information required in the application.
 2. The timeframe for review begins running again when the applicant makes a supplemental submission in response to the City of Jackson's notice of incompleteness.
 3. Following a supplemental submission, the City of Jackson ~~Neighborhood and Economic Operations~~Community Development Department will notify the applicant within five (5) days that the supplemental submission did not provide the information identified in the original notice

delineating missing information. The timeframe is tolled in the case of second or subsequent notices pursuant to the procedures identified in paragraph (d) of this section. Second or subsequent notices of incompleteness may not specify missing documents or information that were not delineated in the original notice of incompleteness.

- (4) *Collocations allowed by administrative approval or requiring site plan approval.* Any proposed collocation that is determined by the ~~Neighborhood and Economic Operations~~ Community Development Department to be an eligible facilities request shall be subject to final action by the ~~Neighborhood and Economic Operations~~ Community Development Department as an administrative approval. For eligible facilities, administrative approval shall be granted if the all of the standards of this ordinance are met. For substantial changes to a collocation or the first location of antenna(s) on an existing structure, administrative site plan approval per section 28-135(a)(2)b. shall be granted if all of the standards of this ordinance are met.
- (6) *New facilities permitted as conditional land uses in all other zoning districts.* If an applicant can demonstrate to the satisfaction of the ~~Neighborhood and Economic Operations~~ Community Development Department that a location permitted in subsection (5) above cannot reasonably meet the coverage and/or capacity needs of the applicant, and the applicant can demonstrate that it has reasonably exhausted all efforts to locate its facility on existing wireless communications support structures, a wireless communication facility with a monopole support structure not to exceed one hundred ten (110) feet in height may be permitted as a special land use. Such facilities shall not be located in a required front yard. Such facilities shall be located on a priority basis on the following sites:
 - (7) *New facilities that exceed maximum heights as conditional land uses.* Applications for wireless communications facilities in the I-1 and I-2 zoning districts that exceed the maximum height, up to twenty (20) percent, for this district in which it is located per subsections (5) and (6) above, may be permitted as a conditional land use, subject to the provisions of section 28-145. The applicant shall demonstrate to the satisfaction of the ~~Neighborhood and Economic Operations~~ Community Development Department that the additional height is needed to provide satisfactory coverage such that additional new towers are not needed.
 - (8) *Required information.* The following information shall be provided for all new wireless communication facilities permitted as special land uses in subsection (6) and (7) above:
 - n. *Compatibility of accessory structures.* Wireless communication facilities proposed on the roof of a building with an equipment enclosure shall be architecturally compatible with the principal building upon which they are located. The equipment enclosure may be located within the principal building or may be an accessory building, provided the accessory building conforms with all district requirements for accessory buildings and is constructed of the same or compatible building material as the principal building. Wireless communication facilities shall adhere to standards set in section 28-115 building design standards and section 28-120 accessory structures. The goal is that any equipment that is approved to be attached to a building or other accessory structure, other than a tower, shall have a "stealth" design, with a similar color to the existing structure and a harmonious design, as determined by the ~~Neighborhood and Economic Operations~~ Community Development Department.

Sec. 28-166. Revocable license for signs and/or awnings in the right-of-way.

- (a) The owner of any sign, awning, canopy, or marquee that will be placed in or hang over the right-of-way must complete an application for a revocable license and pay the required fee to the clerk's office. The application is available through the ~~department of Neighborhood and Economic Operations~~ Community Development Department or on line at the city's website: www.cityofjackson.org. The application must be returned to the ~~department of Neighborhood and Economic Operations~~ Community Development Department along with a color rendering of the proposed sign, awning, canopy, or marquee. The application shall include a drawing of the building facade depicting height and width dimensions, the location of the sign, and the dimensions of the sign, awning, canopy, or marquee.

- (b) The application must also include a general liability insurance certificate verifying that the owner of the sign, awning, canopy, or marquee is insured against personal injury and property damage arising out of erecting, altering, adding to, repairing of, or subsequent falling of the sign, awning, canopy, or marquee or sign parts. The owner shall also provide to the City of Jackson an insurance endorsement stating that the City of Jackson is an additional insured, and it must be in a coverage amount established by the city attorney to ensure the city's protection. If a revocable license is approved, the owner of the sign, awning, canopy, or marquee shall submit a renewal certificate of insurance and an insurance endorsement annually to the ~~department of Neighborhood and Economic Operations~~Community Development Department to prove the sign, awning, canopy, or marquee remains properly insured.
- (c) Upon receipt of a completed application for a revocable license, the ~~department of Neighborhood and Economic Operations~~Community Development Department shall review the request for code compliance. The application for the revocable license, along with a recommendation from the ~~department of Neighborhood and Economic Operations~~Community Development Department or other city department(s), shall be placed on the next regularly scheduled city council meeting for city council action. All applications for a revocable license must either be denied or approved and executed within sixty (60) days of receipt. If the revocable license is approved by the city council, the mayor and clerk shall execute the revocable license. Any application that is not denied within sixty (60) days of receipt shall be deemed approved.
- (e) If the owner of a sign, awning, canopy, or marquee already has a revocable license and intends to relocate the sign, awning, canopy, or marquee previously approved to a different part of the existing building with equal or greater facade dimensions (width) without making any changes to the size, color, graphics, or wording, the owner shall submit a new application for a revocable license to the ~~department of Neighborhood and Economic Operations~~Community Development Department. The application will be processed according to the requirements set forth in this section for all new revocable license permits.
- (f) If the owner of a sign, awning, canopy, or marquee having a revocable license intends to relocate the sign, awning, canopy, or marquee previously approved to a different building, the owner shall submit a new revocable license application to the ~~department of Neighborhood and Economic Operations~~Community Development Department. The application will be processed according to the requirements set forth in this section for all new revocable license permits.

Sec. 28-252. General provisions.

- (b) *Location/projection.* Unless otherwise permitted herein, no signs, except those established by the city, county, state, or federal government, may be located in, projected onto, or overhang any city-owned public right-of-way unless a revocable license is issued by the ~~Community Development Neighborhood and Economic Operations~~dDepartment (see section 28-166). Signs cannot extend above the roof or parapet of the structure to which it is attached. Signs cannot be located within ten (10) feet of a fire hydrant.

ORDINANCE NO. 2022- __

An Ordinance amending Chapter 2, Article 1, Sec. 2-1; Chapter 4, Sections 4-9(a) and (d) and 4-10(a); Chapter 8, Sections 8-1, 8-2(a) and 8-3(a); Chapter 14, Sections 14-5(1), 14-6, 14-8, 14-42(2) and (5), 14-44, 14-309, 14-402, 14-403(1)d and (2)g, 14-404, 14-406, 14-412, 14-413(3), 14-503(2), 14-504(3), 14-702(b) and (c), 14-704(a) and (g), 14-705(c)(i), 14-706; Chapter 16, Sections 16-515(a), 16-516(a)(2)d and (e)(5); Chapter 17, Sections 17-26(8) and (10), 17-27(b) and (c)(1); Chapter 24, Section 24.5-4(b)(1); Chapter 25, Section 25-27.12; Chapter 28, Sections 28-130(d)(4) a, b and c, 28-145(d)(13)h, 28-155(2)b, c, d 1, 2, 3 (4)), (6), (7) and (8)n, 28-166(a), (b), (c), (e), and (f), and 28-252(b) of the City of Jackson Code of Ordinances in order to rename the City’s Department of Neighborhood and Economic Operations the “Community Development Department”.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The purpose of this Ordinance is to rename the City’s existing Department of Neighborhood and Economic Operations the “Community Development Department” to more accurately reflect the services provided by the department and improve public communications.

Section 2. That Chapter 2, Article 1, Sec. 2-1; Chapter 4, Sections 4-9(a) and (d) and 4-10(a); Chapter 8, Sections 8-1, 8-2(a) and 8-3(a); Chapter 14, Sections 14-5(1), 14-6, 14-8, 14-42(2) and (5), 14-44, 14-309, 14-402, 14-403(1)d and (2)g, 14-404, 14-406, 14-412, 14-413(3), 14-503(2), 14-504(3), 14-702(b) and (c), 14-704(a) and (g), 14-705(c)(i), 14-706; Chapter 16, Sections 16-515(a), 16-516(a)(2)d and (e)(5); Chapter 17, Sections 17-26(8) and (10), 17-27(b) and (c)(1); Chapter 24, Section 24.5-4(b)(1); Chapter 25, Section 25-27.12; Chapter 28, Sections 28-130(d)(4) a, b and c, 28-145(d)(13)h, 28-155(2)b, c, d 1, 2, 3 (4)), (6), (7) and (8)n, 28-166(a), (b), (c), (e), and (f), and 28-252(b) of the City of Jackson Code of Ordinances be amended to read as follows:

Sec. 2-1. Administrative service.

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

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

Sec. 4-9. Keeping of backyard hens.

- (a) Any person residing in an R-1 or R-2 residentially zoned district property, on a lot not less than five thousand (5,000) square feet, obtaining a permit from the city, may keep not more than three hen chickens in the city for personal use only and not for any business or commercial use. Completed applications for a permit shall be submitted along with a non-refundable fifty dollars (\$50.00) fee to the Community Development Department.
- (d) Approved permit holders shall schedule an inspection within thirty (30) days of permit issuance. Failure to schedule an inspection shall result in an automatic revocation of the permit. Permit holders will be billed an hourly rate and in a manner consistent with the fees charged for any housing inspection performed by the Community Development Department (CDD). If an inspection identifies noncompliance with any of the requirements set forth in subsection (e) of this section and rules promulgated by the city manager as required by this ordinance, the permit holder shall have ten (10) days to achieve compliance with the requirements or the department may revoke the permit.

Sec. 4-10. Keeping of honey bees.

- (a) Any person residing in an R-1 or R-2 residentially zoned district property, on a property with an area no less than five thousand (5,000) square feet and obtaining a permit from the city, may keep not more than two (2) honey bee hives in the city for personal use only and not for any business or commercial use. Completed applications for a permit shall be submitted along with a non-refundable fifty dollars (\$50.00) fee to the Community Development Department. Permit holders will be billed an hourly rate and in a manner consistent with the fees charged for any housing inspection performed by the Community Development Department (CDD).

Sec. 8-1. Director.

The Community Development Department encompasses what were the City of Jackson's Department of Neighborhood and Economic Operations. The Community Development Department shall have charge of the administration, management, and operation of all community development block grant and home funds as well as the City of Jackson's Non-Owner Occupied Residential Property Registration program. The Community Development Department shall also have charge of building, housing, and zoning code administration and enforcement within the city as well as all necessary studies and surveys of matters relating to city growth and development. The Community Development Department shall also furnish the city manager with technical advice and assistance in planning and zoning matters, and furnish such information and data to the administrative hearings bureau, city planning commission, historic district commission, zoning board of appeals, and the brownfield redevelopment authority as required. The Community Development Department shall be headed by a director of Neighborhood and Economic Operations.

Sec. 8-2. Inspection division.

- (a) There is hereby created within the Community Development Department a division of inspection, which shall be headed by the assistant director of the Community Development Department—Inspection division, who shall be responsible for:

Sec. 8-3. Planning division.

- (a) There is hereby created within the Community Development Department a division of planning, which shall be headed by the planning and zoning enforcement officer of the Community Development Department-planning division, who shall be responsible for:

Sec. 14-5. Exceptions.

A property registration is not required under the following circumstances:

- (1) A single-family residential dwelling that is entirely owner-occupied; provided, however in the case of a single family residential dwelling that is subject to a land contract, the land contract purchaser must submit an affidavit stating his or her land contract interest, which shall be an affidavit form as provided by the Community Development Department. The affidavit shall be submitted to the chief building official within forty-five (45) days of the execution of the land contract. For land contracts executed prior to the effective date of this [Ordinance No. 2012-29], the affidavit must be submitted within sixty (60) days of the effective date of this [Ordinance No. 2012-29]. If the affidavit is not submitted to the chief building official within the time required, the dwelling is not exempted from the registration requirement of this article; or

Sec. 14-6. Application and fees.

An owner of a non-owner occupied residential dwelling or unit shall apply for a property registration on forms provided by the Community Development Department. The owner must pay the required application fees and all outstanding inspection fees and applicable late charges. No application for property registration is valid unless filled out accurately and completely, signed by the owner and the responsible local agent, if applicable, and the proper fees have been paid. It is a violation of this article for an owner to provide inaccurate information on an application for a property registration. A property registration fee once tendered may not be refunded or transferred.

Sec. 14-8. Amendment of property registration information.

If any information submitted upon the application for issuance of a property registration changes, the owner must notify the Community Development Department within ten (10) days and submit an amended application. Failure to update information within ten (10) days is a violation of this article and subject to late fees.

Sec. 14-42. Inspections.

- (2) The chief building official, chief of police and fire official shall inspect buildings and structures regulated by this article. Inspections may be conducted even though a current certificate of compliance is on record with the Community Development Department.
- (5) In a nonemergency situation where the owner or occupant of any dwelling demands a warrant for inspection of the premises, the chief building official, chief of police or fire official shall obtain a warrant from a court of competent jurisdiction.

Sec. 14-44. Violations observed.

When violations of this article are observed, the chief building official or his or her authorized representative shall file a written report of such violations with the Community Development Department.

Sec. 14-309. Procedure for filing an appeal.

Any person wishing to make an appeal must fill out an appeal form setting forth the order of ruling being appealed. The appellant must file the form with the Community Development Department. The city will send a

notice to the appellant regarding the date the appeal will be heard by the building code board of examiners and appeals. Notice of the hearing date will be by regular mail sent to the address stated on the appeal. The standards, procedures and criteria promulgated in section 14-51 of this chapter shall be applicable to appeals heard pursuant to this article.

Sec. 14-402. Definitions.

Securing means taking such measures as may be directed by the Community Development Department that render the property inaccessible to unauthorized persons, including, but not limited to, the repairing of fences and walls, chaining or padlocking of gates, and repair of doors, windows and other openings.

Sec. 14-403. Property registration required.

- (1) An owner of a foreclosed, vacant or abandoned property within the city shall register the structure with the Community Development Department within fifteen (15) days of the earlier of:
 - d. Notice being sent to the owner of the structure by the Community Development Department that the structure has been declared a foreclosed, vacant or abandoned property.
- (2) An owner of a foreclosed, vacant or abandoned property may apply for a registration on forms provided by the Community Development Department. The owner must pay the required registration fees. No registration is valid unless filled out accurately and completely, signed by the owner, and the proper fees have been paid. A registration fee once tendered may not be refunded or transferred. It is a violation of this article for an owner to provide inaccurate information on an application for a registration.
 - g. Any additional information required by the Community Development Department; and

Sec. 14-404. Amendment of registration information.

If any information submitted upon the application for issuance of a foreclosed, vacant or abandoned residential property registration changes, including a majority change of new members of an owner that is a limited liability company or a change of the majority shareholders in an owner that is a corporation, the owner must notify the Community Development Department within ten (10) days and submit an amended application. There shall be no fee to update information if done within ten (10) days, however failure to update information within ten (10) days shall result in a late charge and is a violation of this article.

Sec. 14-406. Transfer of ownership.

The seller of a foreclosed, vacant or abandoned property must notify the Community Development Department within forty-five (45) days of the sale or transfer and provide the name and address of the purchaser or transferee. The purchaser or transferee must apply for a property registration within forty-five (45) days of the sale or transfer, unless it is intended to be occupied as a single-family owner occupied structure and has filed a principal residence exemption. No refunds or credits of fees will be given when there is a transfer of ownership. If a foreclosed, vacant or abandoned structure will be occupied after a sale or transfer of the ownership, a certificate of compliance must first be obtained and all required fees must be paid unless there is a valid, unexpired building permit issued for the property.

Sec. 14-412. Display of property contact information.

Properties that are foreclosed, vacant or abandoned shall be posted with a contact number that individuals can call to report problems or concerns to the Community Development Department. The posting shall be no less than 18' x 24," shall be in a font legible from a distance of forty-five (45) feet, and shall contain, along with the contact number of the Community Development Department, the words "TO REPORT PROBLEMS OR CONCERNS CALL." The posting shall also contain the name and contact information of the owner of the property or the responsible local agent, if any, along with the words "IS RESPONSIBLE FOR THE MAINTENANCE OF THIS PROPERTY." The posting shall be placed on the interior of a window facing the street to the front of the property so it is visible

from the street, or secured to the exterior of the building or structure facing the street to the front of the property. Exterior postings must be constructed of and printed with weather resistant materials.

Sec. 14-413. Fees and charges.

- (3) A monthly monitoring fee charged to the owner for periodic inspections by the Community Development Department to assure continuing compliance with this article. A non-refundable payment of the first three (3) months of monitoring fees shall be prepaid by the owner at the time of registration;

Sec. 14-503. Relocation assistance requirements.

- (2) *Proof of compliance.* In order to provide proof of compliance by the landlord with the relocation payment requirements of this Code, the landlord shall make the payment to the city, at the Community Development Department; or a copy of the written agreement executed by the landlord and the tenant providing for and describing alternative arrangements shall be provided to the chief building official and the director of the Community Development Department within five (5) days of the date that the unit is vacated by the tenant. The landlord may make the rental payment directly to the owner of the alternative rental unit but must provide proof of such payment to the director of the Community Development Department.

Sec. 14-504. Exceptions.

- (3) The chief building official or his or her designee may make a determination as to whether any of the exceptions provided in subsections (1) or (2) are applicable and the director of Community Development may waive the landlord's obligations as to the specific tenant only for good cause shown.

Sec. 14-702. Board created; purposes.

- (b) Resources of the local government shall be made available to assist the affordable housing development board in executing its duties, powers and responsibilities, and the director of the Community Development Department shall assist the affordable housing development board in executing its obligations to the citizenry, consistent with any annual budgetary appropriations and the fund balance of the affordable housing fund.
- (c) It shall be the responsibility of the Community Development Department to provide professional staff assistance to the affordable housing development board in executing its operations. In addition, the city manager may provide additional staff assistance through the various departments of the city to the affordable housing development board, as deemed necessary, in the gathering of information, development of and implementation of policies, programs, and projects which will preserve or develop more affordable housing options in the city.

Sec. 14-704. Jackson Affordable Housing Fund.

- (a) The city shall create a dedicated fund within the Community Development Department's budget deemed the Jackson Affordable Housing Fund reserved for the deposit and expenditure of monies pursuant to this section.
- (g) The director of the Community Development Department shall promulgate and publish on the city's website any administrative procedures necessary to ensure fund monies are used to support affordable housing meeting the following criteria:

Sec. 14-705. Powers and duties.

- (c) *Programs.* The affordable housing development board shall establish and provide funding, as authorized by city council, for a development loan program and a grant program. In addition, the board is authorized to

create, sponsor, fund, and promote such other and further programs and services, as authorized by city council, designed to develop and preserve affordable and accessible housing in the City of Jackson, including, but not limited to, education, consulting, and technical support.

- (i) *Loan programs.* The board is authorized to make low interest and no-interest loans to housing developers for the rehabilitation, modification, construction and preservation of affordable and accessible housing in the City of Jackson on projects approved by the Community Development Department, provided that all loans made hereunder shall be subject to final approval by city council and contain land use restriction agreements that the units will be used for affordable and/or accessible housing for their entire useful economic life and all loans for new construction shall incorporate "universal design" standards to promote affordable and accessible housing for the disabled. The loan proceeds shall be disbursed by the affordable housing development board on approved eligible construction costs actually incurred and not for administrative project costs such as developer overhead, development fees or other expenses, unless the developer is a nonprofit corporation.

Sec. 14-706. Reporting requirements.

The director of Community Development shall prepare and issue at the conclusion of the city's fiscal year a report setting forth the state of affordable housing in the city, describing the activities and functions of the affordable housing development board, summarizing the developments, programs, and services funded by the affordable housing development board, and setting forth the expenditures made by the affordable housing development board from the affordable housing fund. The annual report shall also include an assessment evaluating the performance of various departments of the City of Jackson and other public agencies relating to the development and preservation of affordable and accessible housing in the City of Jackson.

Sec. 16-515. License application committee.

- (a) A marihuana licensing review committee (hereafter committee) shall be created and consist of the city manager, the director of police and fire services, the director of Community Development, the chief building official, and one (1) councilmember selected by the city council.

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

- (a) Phase One - Facility Review.
 - (2) The applicant shall submit the appropriate non-refundable application and licensee fee per resolution of the city council along with the following as a site and structure application to the Community Development department for approval of the site and structure that will contain the medical marihuana facility or adult-use marihuana establishment:
 - d. The director of Community Development;
- (e) License renewal and subsequent applications. Upon the expiration of an existing license, a license will be automatically renewed by the Office of the City Clerk for one (1) year if:
 - (5) The property where the facility will be located has been certified by the director of Community Development to be in compliance with the City of Jackson's building design standards and the approved site plan for the property;

Sec. 17-26. Defined.

- (8) Whenever a building or structure designed or zoned for use as a residence has remained vacant and boarded up for a period in excess of six (6) continuous months and has been found to be unsanitary or unfit for human habitation after inspection under Chapter 14 of this Code by the building inspection division of the Community Development Department.

- (10) Whenever the building inspection division of the Community Development Department is able to establish that as to a particular dilapidated vacant structure there has existed a pattern where such structure has frequently remained open at the doors or windows leaving the interior of the building accessible to entrance by trespassers.

Sec. 17-27. Abatement of nuisances; procedure.

- (b) *Departmental examination.* The building inspection division of the Community Development Department shall examine or cause to be examined any building or structure it believes to be abandoned, unsafe, or damaged, and if same is found to be a dangerous building, the division shall commence proceedings to cause its repair, rehabilitation or demolition. Whenever a building or structure designed or zoned for use as a residence has remained vacant and boarded up for a period in excess of six (6) continuous months, it shall be subject to periodic inspection by the building inspection division of the Community Development Department under the provisions of chapter 14 of this Code.
- (c) *Commencement of proceedings; notice and order.*
 - (1) The building inspection division of the Community Development Department shall commence proceedings under this section by issuing a notice and order directed to the owner or owners of record of a building or structure alleged to be dangerous. This notice and order shall require the owner of the building or structure alleged to be dangerous to commence, within the period of time established by the inspection division, the required repairs, rehabilitation or demolition of the building or structure. All required work shall be completed within the period of time set forth in the notice and order by the inspection division. If a building is occupied, the notice and order shall require the affected building, structure, or portion thereof to be vacated and not reoccupied until all required work has been completed and approved by the inspection division.

Sec. 24.5-4. Permit or license required.

- (b) *Application.*
 - (1) Telecommunications providers shall apply for a permit on an application form approved by the MPSC in accordance with Section 6(1) of the Act. A telecommunications provider shall file one copy of the application with the city clerk, one copy with the department of engineering, and one copy with the city manager. Upon receipt, the city clerk shall make three (3) copies of the application and distribute a copy to the city attorney, the department of public works, and the Community Development Department building inspection division. Applications shall be complete and include all information required by the Act, including without limitation a route map showing the location of the provider's existing and proposed telecommunications facilities in accordance with Section 6(5) of the Act.

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

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

Sec. 28-130. Nonconforming lots, buildings, signs, structures, and uses of buildings, structures and land.

- (d) *Nonconforming uses of buildings and structures.* The use of any structure existing and lawful on the effective date of the adoption or amendment of this chapter may be continued, even though such use does not conform to the provisions of this chapter, subject to the following provisions:
- (4) *Discontinuance or termination of nonconforming use of structure.*
- a. When the nonconforming use of a residential structure is discontinued or ceases to exist for six (6) consecutive months, the use may not thereafter be used except in conformance with the regulations of the district in which it is located. Structures occupied by seasonal uses are exempted from this provision provided the property owner documents the pending temporary discontinuance through a formal letter to the Community Development Department.
 - b. When the nonconforming use of a commercial structure is discontinued or ceases to exist for nine (9) consecutive months, the use may not thereafter be used except in conformance with the regulations of the district in which it is located. Structures occupied by seasonal uses are exempted from this provision provided the property owner documents the pending temporary discontinuance through a formal letter to the Community Development Department.
 - c. When the nonconforming use of an industrial structure is discontinued or ceases to exist for twelve (12) consecutive months, the use may not thereafter be used except in conformance with the regulations of the district in which it is located. Structures occupied by seasonal uses are exempted from this provision provided the property owner documents the pending temporary discontinuance through a formal letter to the Community Development Department.

Sec. 28-145. Conditional uses.

- (d) *Additional development requirements for certain conditional uses.* A conditional use permit shall not be granted for the uses specified in this section unless the following minimum nondiscretionary standards are met:
- (13) *Billboards.* Billboard structures or signs, are permitted on properties which are not otherwise used or occupied for the uses or purposes described in this chapter subject to the following restrictions:
- h. *City-wide limited faces of billboards.* The total number of billboards with the city may not be increased from that number in existence on the effective date of this chapter. No person may construct a billboard without first removing a billboard equal in the number of faces to the number of faces to be installed. To administer this provision, the Community Development Department will issue a replacement permit to any person who permanently removes a lawful existing billboard face. The zoning administrator will note the number of faces for every sign being removed. Replacement permits may be transferred. No billboard construction permit may be issued unless the applicant for the permit tenders a replacement permit for cancellation that has a total number of faces noted on it that equals at least the number of faces of the sign or signs to be constructed. Any billboard constructed must also comply with all other provisions of this chapter.

Sec. 28-155. Wireless telecommunication facilities.

- (2) *Application review.*
- b. *Type of review.* Upon receipt of an application for an eligible facilities request pursuant to this chapter, the Community Development department shall review such application to determine whether the

application so qualifies. All applications shall be reviewed for completeness and conformance with city requirements in determining which of the following four (4) development review types apply:

- c. *Timeframe for review.* Within sixty (60) days of the date on which an applicant submits an application seeking approval under this chapter, the City of Jackson Community Development Department shall approve the application unless it determines that the application is not covered by the provisions in this ordinance for eligible facilities. If the application is deemed by the Community Development Department to be a substantial change or a first location of antenna(s) on an existing tower, but not a new facility, the 60-day review timeframe shall also apply. For new facilities, the review timeline shall not exceed ninety (90) days.
 - d. *Tolling of the timeframe for review.* The review period begins to run when the application is filed, and may be tolled only by mutual agreement by the City of Jackson and the applicant, or in cases where the Community Development Department determines that the application is incomplete. The timeframe for review is not tolled by a moratorium on the review of applications.
 1. To toll the timeframe for incompleteness, the City of Jackson Community Development Department must provide written notice to the applicant within fourteen (14) days of receipt of the application, specifically delineating all missing documents or information required in the application.
 2. The timeframe for review begins running again when the applicant makes a supplemental submission in response to the City of Jackson's notice of incompleteness.
 3. Following a supplemental submission, the City of Jackson Community Development Department will notify the applicant within five (5) days that the supplemental submission did not provide the information identified in the original notice delineating missing information. The timeframe is tolled in the case of second or subsequent notices pursuant to the procedures identified in paragraph (d) of this section. Second or subsequent notices of incompleteness may not specify missing documents or information that were not delineated in the original notice of incompleteness.
- (4) *Collocations allowed by administrative approval or requiring site plan approval.* Any proposed collocation that is determined by the Community Development Department to be an eligible facilities request shall be subject to final action by the Community Development Department as an administrative approval. For eligible facilities, administrative approval shall be granted if the all of the standards of this ordinance are met. For substantial changes to a collocation or the first location of antenna(s) on an existing structure, administrative site plan approval per section 28-135(a)(2)b. shall be granted if all of the standards of this ordinance are met.
- (6) *New facilities permitted as conditional land uses in all other zoning districts.* If an applicant can demonstrate to the satisfaction of the Community Development department that a location permitted in subsection (5) above cannot reasonably meet the coverage and/or capacity needs of the applicant, and the applicant can demonstrate that it has reasonably exhausted all efforts to locate its facility on existing wireless communications support structures, a wireless communication facility with a monopole support structure not to exceed one hundred ten (110) feet in height may be permitted as a special land use. Such facilities shall not be located in a required front yard. Such facilities shall be located on a priority basis on the following sites:
- (7) *New facilities that exceed maximum heights as conditional land uses.* Applications for wireless communications facilities in the I-1 and I-2 zoning districts that exceed the maximum height, up to twenty (20) percent, for this district in which it is located per subsections (5) and (6) above, may be permitted as a conditional land use, subject to the provisions of section 28-145. The applicant shall demonstrate to the satisfaction of the Community Development Department that the additional height is needed to provide satisfactory coverage such that additional new towers are not needed.

- (8) *Required information.* The following information shall be provided for all new wireless communication facilities permitted as special land uses in subsection (6) and (7) above:
- n. *Compatibility of accessory structures.* Wireless communication facilities proposed on the roof of a building with an equipment enclosure shall be architecturally compatible with the principal building upon which they are located. The equipment enclosure may be located within the principal building or may be an accessory building, provided the accessory building conforms with all district requirements for accessory buildings and is constructed of the same or compatible building material as the principal building. Wireless communication facilities shall adhere to standards set in section 28-115 building design standards and section 28-120 accessory structures. The goal is that any equipment that is approved to be attached to a building or other accessory structure, other than a tower, shall have a "stealth" design, with a similar color to the existing structure and a harmonious design, as determined by the Community Development Department.

Sec. 28-166. Revocable license for signs and/or awnings in the right-of-way.

- (a) The owner of any sign, awning, canopy, or marquee that will be placed in or hang over the right-of-way must complete an application for a revocable license and pay the required fee to the clerk's office. The application is available through the Community Development Department or on line at the city's website: www.cityofjackson.org. The application must be returned to the Community Development Department along with a color rendering of the proposed sign, awning, canopy, or marquee. The application shall include a drawing of the building facade depicting height and width dimensions, the location of the sign, and the dimensions of the sign, awning, canopy, or marquee.
- (b) The application must also include a general liability insurance certificate verifying that the owner of the sign, awning, canopy, or marquee is insured against personal injury and property damage arising out of erecting, altering, adding to, repairing of, or subsequent falling of the sign, awning, canopy, or marquee or sign parts. The owner shall also provide to the City of Jackson an insurance endorsement stating that the City of Jackson is an additional insured, and it must be in a coverage amount established by the city attorney to ensure the city's protection. If a revocable license is approved, the owner of the sign, awning, canopy, or marquee shall submit a renewal certificate of insurance and an insurance endorsement annually to the Community Development Department to prove the sign, awning, canopy, or marquee remains properly insured.
- (c) Upon receipt of a completed application for a revocable license, the Community Development Department shall review the request for code compliance. The application for the revocable license, along with a recommendation from the Community Development Department or other city department(s), shall be placed on the next regularly scheduled city council meeting for city council action. All applications for a revocable license must either be denied or approved and executed within sixty (60) days of receipt. If the revocable license is approved by the city council, the mayor and clerk shall execute the revocable license. Any application that is not denied within sixty (60) days of receipt shall be deemed approved.
- (e) If the owner of a sign, awning, canopy, or marquee already has a revocable license and intends to relocate the sign, awning, canopy, or marquee previously approved to a different part of the existing building with equal or greater facade dimensions (width) without making any changes to the size, color, graphics, or wording, the owner shall submit a new application for a revocable license to the Community Development Department. The application will be processed according to the requirements set forth in this section for all new revocable license permits.
- (f) If the owner of a sign, awning, canopy, or marquee having a revocable license intends to relocate the sign, awning, canopy, or marquee previously approved to a different building, the owner shall submit a new revocable license application to the Community Development Department. The application will be processed according to the requirements set forth in this section for all new revocable license permits.

Sec. 28-252. General provisions.

- (b) *Location/projection.* Unless otherwise permitted herein, no signs, except those established by the city, county, state, or federal government, may be located in, projected onto, or overhang any city-owned public right-of-way unless a revocable license is issued by the Community Development Department (see section 28-166). Signs cannot extend above the roof or parapet of the structure to which it is attached. Signs cannot be located within ten (10) feet of a fire hydrant.