



AGENDA - CITY COUNCIL MEETING

November 9, 2021

6:30 p.m.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE - Invocation will be given by Second Ward Councilmember Freddie Dancy**
3. **ROLL CALL.**
4. **ADOPTION OF AGENDA.**
5. **PRESENTATIONS/PROCLAMATIONS.**
6. **PUBLIC HEARINGS.**
 - A. Public Hearing and Resolution Determining the Necessity for Street Reconstruction and Water and Sewer Main Replacement**
 - a. Biddle Street from Greenwood Avenue to Williams Street**
 - i. Resolution ordering the construction and preparation of the special assessment roll.*
 - b. Burr Street from State Street to Waterloo Street**
 - i. Resolution ordering the construction and preparation of the special assessment roll.*
 - c. Burr Street from Cooper Street to State Street**
 - i. Resolution ordering the construction and preparation of the special assessment roll.*
 - d. Perrine Street from Michigan Avenue to Pearl Street**
 - i. Resolution ordering the construction and preparation of the special assessment roll.*
 - e. Williams Street from Biddle Street to Wilkins Street**
 - i. Resolution ordering the construction and preparation of the special assessment roll.*

f. Perrine Street from Pearl Street to Burr Street

- i. Resolution ordering the construction and preparation of the special assessment roll.*

B. Public Hearing and Resolution Determining the Necessity for Street Reconstruction and Water Main Replacement

a. Arnold Street from Cooper Street to the East End

- i. Resolution ordering the construction and preparation of the special assessment roll.*

b. Dwight Street from Chapin Street to Tyson Street

- i. Resolution ordering the construction and preparation of the special assessment roll.*

c. Deyo Street from Elm Avenue to Gorham Street

- i. Resolution ordering the construction and preparation of the special assessment roll.*

d. East Avenue from Teneyck Street to Michigan Avenue

- i. Resolution ordering the construction and preparation of the special assessment roll.*

e. East Avenue from Plymouth Street to Teneyck Street

- i. Resolution ordering the construction and preparation of the special assessment roll.*

f. Garfield Street from Fourth Street to First Street

- i. Resolution ordering the construction and preparation of the special assessment roll.*

g. McBride Street from Fourth Street to First Street

- i. Resolution ordering the construction and preparation of the special assessment roll.*

h. Grinnell Street from Norfolk Street to Wildwood Avenue

- i. Resolution ordering the construction and preparation of the special assessment roll.*

7. CITIZEN COMMENTS. (3-Minute Limit)

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

A. Environmental Commission Meeting Minutes of 9/15/21

9. CONSENT CALENDAR

A. Minutes of the Regular Meeting of October 26, 2021

Approve the minutes of the regular City Council Meeting of October 26, 2021.

B. Special Event Application: Our Lady of Guadalupe Procession

Approve a request from the Sacred Heart Chapel to host the Our Lady of Guadalupe Procession on December 12, 2021 on the streets and sidewalks of Jackson.

C. Special Event Application: Jackson Turkey Trot

Approve a request from Tina & Jeff Beagle to host the Jackson Turkey Trot on November 25, 2021 in Ella Sharp Park.

D. Approve the Mayor's Recommendation to Reappoint Caroline Parker to the Jackson Housing Commission for a Five-Year Term

Approve the Mayor's recommendation to reappoint Caroline Parker to the Jackson Housing Commission for a five-year term, expiring 10/31/26.

E. Appointment to the Ella W. Sharp Park Board of Trustees

Approve the Mayor's recommendation to appoint Scott Damich to the Ella W. Sharp Park Board of Trustees, filling a current vacancy, beginning immediately and ending on November 9, 2024.

10. OTHER BUSINESS.

A. Affordable Housing in the City of Jackson

Move to approve and advance to a second reading and final adoption, an ordinance creating an Affordable Housing Development Authority and a Housing Trust Fund for the City of Jackson to address housing instability and affordability; to make recommendations to the City Manager and City Council on programs, policies, and projects to create safe, dignified, and affordable housing options in the City of Jackson; and, contingent upon final passage of the ordinance, obligate \$3,500,000 to the Housing Trust Fund to provide for the preservation and development of affordable housing.

11. NEW BUSINESS.

A. City of Jackson new City Seal Recommendation

Accept the Jackson Public Arts Commission City of Jackson new City Seal recommendation.

B. Accounts Receivable Write-Off Request

Approve the accounts receivable write-off request.

C. Traffic Control Orders 2368-2369 - Summit and Teneyck Street

Approval of Traffic Control Order 2368-2369 to install 'No Parking Any Time' signs with proper arrows 20 feet from the crosswalks at intersection of Summit

Avenue and Teneyck Street

D. Recommendation for the Obligation of American Rescue Plan Act Funding to the City's Lead Service Line Replacement Program in the Amount of \$2,347,935

Approve the allocation of \$2,347,935 in American Rescue Plan Act funding to the City's Lead Service Line Replacement Program, to replace water service lines per the Safe Drinking Water Act's 2018 revisions to the Lead and Copper Rule.

E. Resolution to Amend the CDBG Budgets for Fiscal Years 2020/2021 and 2021/2022 for City-Wide Emergency Hazard/Major Components and General/Rehabilitation Activities

Approve the resolution to amend the CDBG budgets for fiscal years 2020/2021 and 2021/2022 to budget excess program income received in fiscal year 2020/2021 to the fiscal year 2020/2021 City-Wide Emergency Hazard/Major Components Rehabilitation Activities and to the fiscal year 2021/2022 General and Rehabilitation Administration.

F. Approve Purchase of Pierce Fire Engine

Approve the purchase of a 2021 Pierce fire engine at a cost not to exceed \$700,000, the funds would be obligated from the City's American Rescue Plan Act funds.

G. City Hall Security Upgrades

Approve a contract with The Lockout LLC for building safety upgrades at City Hall.

H. Engineer's Report for Street Resurfacing - Greenwood Avenue -Fourth Street to Morrell Street

Receive the Engineer's Report for street resurfacing on Greenwood Avenue from Fourth Street to Morrell Street and establish December 7, 2021 at the City Council meeting as the time and place to hold a public hearing of necessity.

I. Approve the Sale of City Owned Property Located at 902 First Street, for \$24,000

Approve the sale of City owned property located at 902 First Street, to Veteran Empowerment Neighborhoods a 501C3 Organization for \$24,000. Authorize the City Manager to sign all sale documents associated with the Property Transfer and to make minor modifications.

12. CITY COUNCILMEMBER'S COMMENTS.

13. MANAGER'S COMMENTS.

14. ADJOURNMENT.

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Andrea Muray, City Clerk

DATE: November 9, 2021

SUBJECT: Public Hearing and Resolution determining the necessity for street reconstruction and water and sewer main replacement on Biddle Street from Greenwood Avenue to Williams Street.

RECOMMENDATION:

Public hearing of necessity for street reconstruction and water and sewer main replacement on Biddle Street from Greenwood Avenue to Williams Street.

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

A public hearing was established at the City Council's October 12, 2021 meeting for November 9, 2021. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner.

Your consideration and concurrence is appreciated.

RESOLUTION
STREET RECONSTRUCTION AND WATER AND SEWER MAIN REPLACEMENT

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street reconstruction and water and sewer main replacement on Biddle Street from Greenwood Avenue to Williams Street the following estimated costs, to wit:

Street Construction Assessments	\$ 20,450
Local Street Funds	\$302,700
Sanitary Sewer Funds	\$ 89,700
Water Funds	<u>\$369,150</u>
Total Project Cost	<u>\$782,000</u>

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 9th day of November, 2021 at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

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

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

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

* * * * *

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

I, Andrea Muray., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 9th day of November, 2021.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 10th day of November, 2021.

Andrea Muray, City Clerk

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: November 9, 2021
SUBJECT: Public Hearing and Resolution determining the necessity for street reconstruction and water and sewer main replacement on Burr Street from State Street to Waterloo Street.

RECOMMENDATION:

Public hearing of necessity for street reconstruction and water and sewer main replacement on Burr Street from State Street to Waterloo Street.

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

A public hearing was established at the City Council's October 12, 2021 meeting for November 9, 2021. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner.

Your consideration and concurrence is appreciated.

RESOLUTION
STREET RECONSTRUCTION AND WATER AND SEWER MAIN REPLACEMENT

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street reconstruction and water and sewer main replacement on Burr Street from State Street to Waterloo Street the following estimated costs, to wit:

Street Construction Assessments	\$ 36,000
Local Street Funds	\$215,850
Sanitary Sewer Funds	\$113,850
Water Funds	<u>\$234,600</u>
Total Project Cost	\$600,300

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 9th day of November, 2021 at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

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

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

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

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Andrea Muray, City Clerk

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: November 9, 2021
SUBJECT: Public Hearing and Resolution determining the necessity for street reconstruction and water and sewer main replacement on Burr Street from Cooper Street to State Street.

RECOMMENDATION:

Public hearing of necessity for street reconstruction and water and sewer main replacement on Burr Street from Cooper Street to State Street.

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

A public hearing was established at the City Council's October 12, 2021 meeting for November 9, 2021. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner.

Your consideration and concurrence is appreciated.

RESOLUTION
STREET RECONSTRUCTION AND WATER AND SEWER MAIN REPLACEMENT

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street reconstruction and water and sewer main replacement on Burr Street from Cooper Street to State Street the following estimated costs, to wit:

Street Construction Assessments	\$ 97,000
Local Street Funds	\$426,250
Sanitary Sewer Funds	\$115,000
Water Funds	<u>\$672,750</u>
Total Project Cost	\$1,311,300

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 9th day of November, 2021 at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

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

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

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

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Andrea Muray, City Clerk

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Andrea Muray, City Clerk

DATE: November 9, 2021

SUBJECT: Public Hearing and Resolution determining the necessity for street reconstruction and water and sewer main replacement on Perrine Street from Michigan Avenue to Pearl Street.

RECOMMENDATION:

Public hearing of necessity for street reconstruction and water and sewer main replacement on Perrine Street from Michigan Avenue to Pearl Street.

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

A public hearing was established at the City Council's October 12, 2021 meeting for November 9, 2021. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner.

Your consideration and concurrence is appreciated.

RESOLUTION
STREET RECONSTRUCTION AND WATER AND SEWER MAIN REPLACEMENT

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street reconstruction and water and sewer main replacement on Perrine Street from Michigan Avenue to Pearl Street the following estimated costs, to wit:

Street Construction Assessments	\$109,289
CDBG Funds	\$115,750
Local Street Funds	\$77,411
Sanitary Sewer Funds	\$140,513
Water Funds	<u>\$203,550</u>
Total Project Cost	<u>\$646,513</u>

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 9th day of November, 2021 at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

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

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

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Andrea Muray, City Clerk

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Andrea Muray, City Clerk

DATE: November 9, 2021

SUBJECT: Public Hearing and Resolution determining the necessity for street reconstruction and water and sewer main replacement on Williams Street from Biddle Street to Wilkins Street.

RECOMMENDATION:

Public hearing of necessity for street reconstruction and water and sewer main replacement on Williams Street from Biddle Street to Wilkins Street.

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

A public hearing was established at the City Council's October 12, 2021 meeting for November 9, 2021. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner.

Your consideration and concurrence is appreciated.

RESOLUTION
STREET RECONSTRUCTION AND WATER AND SEWER MAIN REPLACEMENT

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street reconstruction and water and sewer main replacement on Williams Street from Biddle Street to Wilkins Street the following estimated costs, to wit:

Street Construction Assessments	\$ 15,500
Local Street Funds	\$114,450
Sewer Funds	\$ 65,550
Water Funds	<u>\$174,800</u>
Total Project Cost	<u>\$370,300</u>

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 9th day of November, 2021 at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

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

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MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: November 9, 2021
SUBJECT: Public Hearing and Resolution determining the necessity for street reconstruction and water and sewer main replacement on Perrine Street from Pearl Street to Burr Street.

RECOMMENDATION:

Public hearing of necessity for street reconstruction and water and sewer main replacement on Perrine Street from Pearl Street to Burr Street.

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

A public hearing was established at the City Council's October 12, 2021 meeting for November 9, 2021. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner.

Your consideration and concurrence is appreciated.

RESOLUTION
STREET RECONSTRUCTION AND WATER AND SEWER MAIN REPLACEMENT

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street reconstruction and water and sewer main replacement on Perrine Street from Pearl Street to Burr Street the following estimated costs, to wit:

Street Construction Assessments	\$52,838
CDBG Funds	\$347,250
Local Street Funds	\$38,062
Sanitary Sewer Funds	\$336,111
Water Funds	<u>\$506,000</u>
Total Project Cost	\$1,280,261

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 9th day of November, 2021 at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

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

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Andrea Muray, City Clerk

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: November 9, 2021
SUBJECT: Public Hearing and Resolution determining the necessity for street reconstruction and water main replacement on Arnold Street from Cooper Street to the East End.

RECOMMENDATION:

Public hearing of necessity for street reconstruction and water main replacement on Arnold Street from Cooper Street to the East End.

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

A public hearing was established at the City Council's October 12, 2021 meeting for November 9, 2021. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner.

Your consideration and concurrence is appreciated.

RESOLUTION
STREET RECONSTRUCTION AND WATER MAIN REPLACEMENT

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street reconstruction and water main replacement on Arnold Street from Cooper Street to the East End the following estimated costs, to wit:

Street Construction Assessments	\$ 118,000
Local Street Funds	\$ 236,200
Water Funds	<u>\$ 353,050</u>
Total Project Cost	\$707,250

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 9th day of November, 2021 at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

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

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Andrea Muray, City Clerk

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: November 9, 2021
SUBJECT: Public Hearing and Resolution determining the necessity for street reconstruction and water main replacement on Dwight Street from Chapin Street to Tyson Street.

RECOMMENDATION:

Public hearing of necessity for street reconstruction and water main replacement on Dwight Street from Chapin Street to Tyson Street

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

A public hearing was established at the City Council's October 12, 2021 meeting for November 9, 2021. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner.

Your consideration and concurrence is appreciated.

RESOLUTION
STREET RECONSTRUCTION AND WATER MAIN REPLACEMENT

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street reconstruction and water main replacement on Dwight Street from Chapin Street to Tyson Street the following estimated costs, to wit:

Street Construction Assessments	\$ 97,511
Local Street Funds	\$216,439
Water Funds	<u>\$373,750</u>
Total Project Cost	\$687,700

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 9th day of November, 2021 at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

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

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Andrea Muray, City Clerk

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: November 9, 2021
SUBJECT: Public Hearing and Resolution determining the necessity for street reconstruction and water main replacement on Deyo Street from Elm Avenue to Gorham Street.

RECOMMENDATION:

Public hearing of necessity for street reconstruction and water main replacement on Deyo Street from Elm Avenue to Gorham Street

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

A public hearing was established at the City Council's October 12, 2021 meeting for November 9, 2021. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner.

Your consideration and concurrence is appreciated.

RESOLUTION
STREET RECONSTRUCTION AND WATER MAIN REPLACEMENT

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street reconstruction and water main replacement on Deyo Street from Elm Avenue to Gorham Street the following estimated costs, to wit:

Street Construction Assessments	\$ 156,728
Local Street Funds	\$ 355,022
Water Funds	<u>\$ 642,850</u>
Total Project Cost	\$1,154,600

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 9th day of November, 2021 at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

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

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IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 10th day of November, 2021.

Andrea Muray, City Clerk

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: November 9, 2021
SUBJECT: Public Hearing and Resolution determining the necessity for street reconstruction and water main replacement on East Avenue from Teneyck Street to Michigan Avenue.

RECOMMENDATION:

Public hearing of necessity for street reconstruction and water main replacement on East Avenue from Teneyck Street to Michigan Avenue

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

A public hearing was established at the City Council's October 12, 2021 meeting for November 9, 2021. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner.

Your consideration and concurrence is appreciated.

RESOLUTION
STREET RECONSTRUCTION AND WATER MAIN REPLACEMENT

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street reconstruction and water main replacement on East Avenue from Teneyck Street to Michigan Avenue the following estimated costs, to wit:

Street Construction Assessments	\$ 69,821
Local Street Funds	\$ 136,029
Water Funds	<u>\$ 244,950</u>
Total Project Cost	<u>\$450,800</u>

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 9th day of November, 2021 at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

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Andrea Muray, City Clerk

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: November 9, 2021
SUBJECT: Public Hearing and Resolution determining the necessity for street reconstruction and water main replacement on East Avenue from Plymouth Street to Teneyck Street.

RECOMMENDATION:

Public hearing of necessity for street reconstruction and water main replacement on East Avenue from Plymouth Street to Teneyck Street.

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

A public hearing was established at the City Council's October 12, 2021 meeting for November 9, 2021. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner.

Your consideration and concurrence is appreciated.

RESOLUTION
STREET RECONSTRUCTION AND WATER MAIN REPLACEMENT

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street reconstruction and water main replacement on East Avenue from Plymouth Street to Teneyck Street the following estimated costs, to wit:

Street Construction Assessments	\$ 142,857
Local Street Funds	\$ 258,493
Water Funds	<u>\$ 278,300</u>
Total Project Cost	<u>\$679,650</u>

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 9th day of November, 2021 at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

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

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

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

* * * * *

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

I, Andrea Muray., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 9th day of November, 2021.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 10th day of November, 2021.

Andrea Muray, City Clerk

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Andrea Muray, City Clerk

DATE: November 9, 2021

SUBJECT: Public Hearing and Resolution determining the necessity for street reconstruction and water main replacement on Garfield Street from Fourth Street to First Street.

RECOMMENDATION:

Public hearing of necessity for street reconstruction and water main replacement on Garfield Street from Fourth Street to First Street.

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

A public hearing was established at the City Council's October 12, 2021 meeting for November 9, 2021. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner.

Your consideration and concurrence is appreciated.

RESOLUTION
STREET RECONSTRUCTION AND WATER MAIN REPLACEMENT

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street reconstruction and water main replacement on Garfield Street from Fourth Street to First Street the following estimated costs, to wit:

Street Construction Assessments	\$ 200,481
Local Street Funds	\$ 323,919
Water Funds	<u>\$ 485,300</u>
Total Project Cost	\$1,009,700

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 9th day of November, 2021 at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

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

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

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

* * * * *

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

I, Andrea Muray., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 9th day of November, 2021.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 10th day of November, 2021.

Andrea Muray, City Clerk

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: November 9, 2021
SUBJECT: Public Hearing and Resolution determining the necessity for street reconstruction and water main replacement on McBride Street from Fourth Street to First Street.

RECOMMENDATION:

Public hearing of necessity for street reconstruction and water main replacement on McBride Street from Fourth Street to First Street.

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

A public hearing was established at the City Council's October 12, 2021 meeting for November 9, 2021. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner.

Your consideration and concurrence is appreciated.

RESOLUTION
STREET RECONSTRUCTION AND WATER MAIN REPLACEMENT

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street reconstruction and water main replacement on McBride Street from Fourth Street to First Street the following estimated costs, to wit:

Street Construction Assessments	\$250,080
Local Street Funds	\$274,320
Water Funds	<u>\$485,300</u>
Total Project Cost	\$1,009,700

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 9th day of November, 2021 at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

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

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

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

* * * * *

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

I, Andrea Muray., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 9th day of November, 2021.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 10th day of November, 2021.

Andrea Muray, City Clerk

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: November 9, 2021
SUBJECT: Public Hearing and Resolution determining the necessity for street reconstruction and water main replacement on Grinnell Street from Norfolk Street to Wildwood Avenue.

RECOMMENDATION:

Public hearing of necessity for street reconstruction and water main replacement on Grinnell Street from Norfolk Street to Wildwood Avenue

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

A public hearing was established at the City Council's October 12, 2021 meeting for November 9, 2021. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner.

Your consideration and concurrence is appreciated.

RESOLUTION
STREET RECONSTRUCTION AND WATER MAIN REPLACEMENT

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street reconstruction and water main replacement on Grinnell from Norfolk Street to Wildwood Avenue the following estimated costs, to wit:

Street Construction Assessments	\$158,941
Local Street Funds	\$257,359
Water Funds	<u>\$376,050</u>
Total Project Cost	\$792,350

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 9th day of November, 2021 at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

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

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

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

* * * * *

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

I, Andrea Muray., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 9th day of November, 2021.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 10th day of November, 2021.

Andrea Muray, City Clerk

ENVIRONMENTAL COMMISSION

MINUTES (APPROVED 10-20-21)

PAGE 1 OF 5

Date: Wednesday, September 15, 2021

Time: 6:00 pm

Place: Conference Room on 10th floor of City Hall, 161 W Michigan Avenue, Jackson, Michigan

I. Call to Order *Chairperson Kazmier called the meeting to order at 6:01 pm.*

II. Roll Call

Present: *Commissioner Kelsey Heck Wood, Commissioner Bethany Hersha, Commissioner Kelli Kazmier and Commissioner Kevin Lund*

Absent: *None.*

Staff: *Troy R White, City of Jackson Engineering*

Also Present: *Olivia Northrup, Chair of the City of Jackson Youth Council*

III. Adoption of the Agenda

Motion made by Commissioner Heck Wood and seconded by Commissioner Hersha to adopt the agenda as presented. Motion approved unanimously.

IV. Approval of 08-18-21 meeting minutes

Motion made by Commissioner Lund and seconded by Commissioner Heck Wood to approve the minutes as presented. Motion approved unanimously.

V. Citizen Comments (3-minute limit)

None

VI. 09-14-21 City Council Appointments to Environmental Commission

Mr. White informed the Commissioners that City Council had approved the following appointments at their 09-14-21 meeting:

a) Cole McEldowney of 4200 E South Street was appointed as an ex-officio member to a one-year term.

b) Councilmember Will Forgrave of the Sixth Ward was appointed to a term to run concurrently with that of his seat on City Council

VII. Introduction of Youth Council Chair Olivia Northrup and discussion of opportunities and cooperation.

Ms. Northrup introduced herself and related that the Youth Council is currently working on an initiative to reduce the use of single-use plastic bags as research shows they have a very short service life, are rarely recycled, are often littered and typically end up in landfills. .

Ms. Northrup related that the Youth Council had reviewed the ordinances that banned on single-use plastic bags in Chicago and Boston and other cities. However, the advisor to the Youth Council had informed them of State law that prohibits local agencies from adopting ordinances that ban plastic bags within their jurisdictions. The Youth Council is currently looking for ways other than an ordinance to reduce the use of single-use plastic bags

Commissioner Kazmier related that the Environmental Commission often looks at the actions of peer communities regarding issues of interest. Commissioner Kazmier stated that Chicago and Boston may not be considered “peer communities” due to their sizes and out-of-state locations. She suggested it may be better to review the actions and accomplishments of Michigan cities such as Battle Creek and Ann Arbor and others.

Commissioner Kazmier related that there are tools other than ordinances to modify behaviors such as education and outreach. Programs to encourage recycling have achieved limited success in Michigan and perhaps an initiative to reduce plastic use needs to start at the front end of the cycle.

There was discussion of the balance between the environmental damage caused by single-use plastic bags versus the increased carbon emissions that are generated by the manufacture of re-useable clothe bags. Reusable clothe bags must be used many times over to offset the carbon footprint of their manufacture.

Commissioner Hersha suggested that the ultimate objective is to change behaviors whether that be through an ordinance or otherwise.

Ms. Northrup suggested that plastic bags are a resource for disadvantaged people who do reuse them for a number of purposes.

Commissioner Heck Wood related that youth can push and change the culture around the use of plastic bags.

Ms. Northrup noted that some stores don't give plastic bags unless the customer asks for them. Other stores give them out without asking and often load more than is necessary. Perhaps there is room for an initiative to encourage stores to change their practices.

Commissioner Kazmier suggested finding a way to encourage customers to bring their own bag – perhaps experiment with a “bring your own bag” day.

Commissioner Wood related that Meijers has a bin for recycling used plastic bags.

There was discussion of a potential initiative to publicize and showcase local business that use sustainable materials for take-out food. Perhaps that would be a way to incentivize businesses to

switch to more sustainable material. If the ultimate goal is to reduce plastic bag use, perhaps carrots (incentives) will work better than sticks (regulations) – especially when ordinances to ban plastic bags are banned in Michigan. The Youth Council could work to highlight and bring positive attention to businesses that are behaving more sustainably - perhaps through the production of a video.

Commissioner Hersha suggested that events provide opportunities to experiment with sustainable materials and “bring your own” initiatives. Events are of limited duration so the investment is less and the results more immediately discernable.

Commissioner Hersha also suggested a potential partnership with the Public Arts Commission to install a visual display of refuse that is needlessly generated.

Commissioner Kazmier invited Ms. Northrup to stay for the remainder of the Environmental Commission meeting and to attend future meetings of the Environmental Commission.

Ms. Northrup stated that she had another engagement and exited the meeting.

VIII. Urban Farming Ordinance

Mr. White reported that the proposed ordinance passed first reading at the 09-14-21 City Council meeting.

Commissioner Heck Wood proposed that the Environmental Commission make a statement of support for the ordinance. She reported that a number of revisions had been made to the proposed ordinance to make it less restrictive than previous versions. Previous versions contained regulations that would have made enforcement a challenge.

Commissioner Lund suggested that the revised version was still more restrictive than Chelsea’s version as it requires chickens to be kept in a covered structure. Commissioner Lund suggested that the current version is reasonable and supportable.

Commissioner Kazmier suggested that a letter of support refer to how the proposed ordinance is congruent with the Environmental Action Plan (EAP).

It was noted by Commissioner Heck Wood and seconded by Commissioner Kazmier that supporting bee populations aligns with the goals of EAP.

Commissioner Kazmier suggested two options: 1) write a very brief letter of support or 2) write a letter of support that addresses bees and the EAP. There was consensus for the second option. Commissioner Kazmier stated that Chapter 5 Section B of the EAP encourages sustainable options for privately owned lots.

A motion was made by Commissioner Hersha and seconded by Commissioner Heck Wood to authorize Commissioner Kazmier to compose a letter of support on behalf of the Commission and transmit said letter to City Council. Motion passed unanimously.

Commissioner Kazmier stated that she will prepare the support letter and then transmit it to Mr. White to forward to City Council. (Mr. White transmitted letter via email to Manager’s office on 09-16-21).

IX. 2021 Action Items.

a) Refuse and Recycling Committee Report

Mr. White reported that the issue of single hauler refuse and recycling had been briefly discussed with the City Manager. Mr. White reported that the recommendation letter had been received by the members of City Council and some councilmembers had discussed the matter with the City Manager and there is interest in pursuing it.

b) LEED Committee Report

Commissioner Lund reported that EGLE is currently focusing on training and education to change behaviors to reduce waste and encourage recycling.

Commissioner Kazmier inquired of Commissioner Lund if there is an opportunity for the Environmental Commission to partner with EGLE in this endeavor.

Commissioner Lund replied that an item of discussion at EGLE is connecting with people at the local level to provide recycling at apartment complexes.

Commissioner Kazmier suggested that while waiting for action on the single-hauler proposal, the Environmental Commission generate specific items to recommend to be included in a single-hauler ordinance.

Commissioner Lund suggested that RFPs from peer communities for single-hauler services be reviewed.

Commissioner Heck Wood reported that the City of Battle Creek had recently switched haulers.

Commissioner Lund replied that the programs in Battle Creek and Royal Oak and others could be reviewed. He will research RFPs for peer communities and bring what he can to the next meeting.

Commissioner Kazmier, referring back to LEED, asked Commissioner Lund if he was interested in reaching out for a second time to Julie Lyons Bricker, the Grants Coordinator / Energy and Sustainability Manager for the City of Royal Oak, to meet with us and discuss the process and feasibility of Jackson pursuing and LEED designation. Commissioner Kazmier stated that either of the next two meetings could be committed to meeting with Ms. Lyons Bricker if she is agreeable. Commissioner Lund agreed to contact Ms. Lyons Bricker.

c) Non-Motorized Committee Report

Commissioner Kazmier suggested that this item remain on the agenda without action until the annual re-evaluation of priorities. There was consensus for this to be the course of action for this item.

X. Commissioner Comments

Commissioner Hersha reported that she had received a reply from Lori Welch, the Sustainability Manager for the City of Lansing and that Ms. Welch is available for a virtual meeting with the Environmental Commission.

Commissioner Hersha also reported that the City would be holding a “Dump Day” on Saturday, September 18 from 9 am to 2 pm at the DPW yard on Water Street.

Commissioner Heck suggested that a meeting with Mr. Welch of Lansing not be scheduled until a meeting with Ms. Lyon Bricker of Royal Oak is scheduled. There was agreement by consensus.

XI. Next Meeting – Wednesday, October 20, 2021 at 6:00pm

XII. Adjournment

Motion made by Commissioner Kazmier and seconded by Commissioner Heck Wood to adjourn. Motion approved unanimously. Meeting ended at 7:26 pm.

CITY OF JACKSON ENVIRONMENTAL COMMISSION

161 W. MICHIGAN AVENUE, JACKSON, MICHIGAN 49201

September 16, 2021

RE: Urban Farming Ordinance

Over one third of each bite of food that we eat is made possible through the action of pollinators like bees, butterflies, and moths. Despite their vital role in our well-being, global populations of pollinators are declining and local extinction events are occurring across the United States. Recent research has suggested cities may be able to stem the decline by encouraging the development of pollinator habitats within urban areas and by promoting green spaces dedicated to pollinator conservation. It is for these reasons that the Environmental Commission supports the passage of the urban farming ordinance, specifically section 4-10 Keeping of Honey Bees. This section would align with the Environmental Commission's goal of encouraging environmentally sustainable use of private lots within the City of Jackson (Environmental Action Plan, Ch. 5B). The well managed keeping of honey bees in our community would allow us to do our part in rebuilding pollinator communities for our farmers and ourselves, while also encouraging sustainable, local food production. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Kelli Kazmier".

Kelli Kazmier
Environmental Commission Chair



CITY COUNCIL MEETING

October 26 , 2021

CALL TO ORDER:

The Jackson City Council met in regular session and was called to order at 6:31 p.m. by Mayor Derek J. Dobies

PLEDGE OF ALLEGIANCE AND INVOCATION:

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

ROLL CALL:

Present: Mayor Derek J. Dobies, Vice Mayor/1st Ward Councilmember Arlene Robinson, 2nd Ward Councilmember Freddie Dancy, 3rd Ward Councilmember Jeromy Alexander, 4th Ward Councilmember Laura Dwyer Schlecte, 5th Ward Councilmember Karen Bunnell, and 6th Ward Councilmember Will Forgrave.

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

ADOPTION OF AGENDA:

Motion was made by Mayor Dobies, seconded by Councilmember Alexander to adopt the agenda with the addition of Item 11J – Affordable Housing Ordinance. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

PRESENTATIONS/PROCLAMATIONS:

A. JXN Harm Reduction

A presentation was made by Jamin Bradley of JXN Harm Reduction.

PUBLIC HEARINGS:

A. Conduct a Public Hearing on the 2021-2022 Annual Action Plan

Conduct a Public Hearing to receive citizen comments for Substantial Amendment 1 of the 2021-2022 Annual Action Plan, approve the resolution, and authorize submission to the U.S. Department of Housing and Urban Development (HUD)

1. *Resolution to Amend the Fiscal Year 2021-2022 (Year 47) HOME Investment Budget.*

Motion was made by Councilmember Alexander, seconded by Councilmember Schlecte to approve the resolution to amend the Fiscal Year 2021-2022 and authorize submission the HUD. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

B. Conduct a Public Hearing on Obsolete Property Rehabilitation Act (OPRA) District

1. *Resolution Creating an Obsolete Property Rehabilitation District at 906 E. Pearl Street in the City of Jackson.*

Councilmember Schlecte announced that she would be abstaining from the vote and stated that she did not believe there was a conflict of interest but she did not there to be an appearance of a conflict of interest.

Motion was made by Councilmember Dancy, seconded by Councilmember Alexander to approve a resolution creating an Obsolete Property Rehabilitation District at 906 E. Pearl Street in the City of Jackson. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Bunnell, and Forgrave (6). Nays: none. Abstain: Councilmember Schlecte. Motion carried.

C. Conduct a Public Hearing on the Obsolete Property Rehabilitation Exemption Certificate Application Submitted by Demmar, LLC

1. *Resolution Approving an Obsolete Property Rehabilitation Exemption Certificate Application.*

Motion was made Councilmember Forgrave, seconded by Councilmember Dancy to adopt a resolution approving an Obsolete Property Rehabilitation Exemption Certificate Application for Demmar, LLC. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Schlecte, Bunnell, and Forgrave (6). Nays: Councilmember Alexander (1). Motion carried.

D. Conduct a Public Hearing on the Obsolete to Property Rehabilitation Exemption Certificate Application Submitted by Allen Lofts, LLC

1. *Resolution Approving an Obsolete Property Rehabilitation Exemption Application.*

Motion was made by Councilmember Dancy, seconded by Councilmember Forgrave to adopt the resolution approving an Obsolete Property Rehabilitation Exemption Certificate Application for Allen Lofts, LLC. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Schlecte, Bunnell, and Forgrave (6). Nays: Councilmember Alexander (1). Motion carried.

CITIZEN COMMENTS:

Citizen comments were heard and the meeting continued.

PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES:

A. City of Jackson Financial Statements as of and for the 3 Months Ended September 30, 2021

Motion was made by Councilmember Alexander, seconded by Councilmember Bunnell to accept and place on file the City of Jackson Financial Statements as of and for the three months ended September 30, 2021. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

CONSENT CALENDAR:

A. Minutes of the Regular Meeting of October 12, 2021

Approve the minutes of the regular City Council Meeting of October 12, 2021.

B. Special Event Application – 2022 Hot Air Jubilee

Approve a request from Jacqueline Austin & Dean Anderson to host the 2022 Hot Air Jubilee on July 21-24, 2022 in Ella Sharp Park.

C. Special Event Application – Downtown Jackson Christmas Parade

Approve a request from the Christmas parade committee to host the Downtown Jackson Christmas Parade on November 19, 2021 in downtown Jackson.

Motion was made by Councilmember Dancy, seconded by Councilmember Bunnell to approve the consent calendar. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

OTHER BUSINESS:

A. Electric Vehicle Charging Ordinance

Recommendation: *Move to refer to Environmental Commission for review.*

Motion was made by Councilmember Schlecte, seconded by Vice Mayor Robinson to refer the Electric Vehicle Charging Ordinance to the Environmental Commission for review. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

B. Living Wage Ordinance

Recommendation: *Move to adopt first reading and advance to second reading and final adoption, the proposed Living Wage Ordinance for the City of Jackson.*

Motion was made by Mayor Dobies, seconded by Councilmember Dancy to approve the first reading and advance to a second reading/final adoption the revised Living Wage Ordinance.

Motion was made by Councilmember Dancy, seconded by Councilmember Alexander to table the Living Wage Ordinance until a date not certain. Vote – Yeas: Vice Mayor Robinson, Councilmembers Dancy, Alexander (3). Nays: Mayor Dobies, Councilmembers Schlecte, Bunnell, and Forgrave (4). Motion failed.

Vote was taken on the main motion. Vote – Yeas: Mayor Dobies and Councilmember Forgrave (2). Nays: Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, and Bunnell (5). Motion failed.

C. Second Reading and Final Adoption of Ordinance 2021-13

Recommendation: *Adopt Ordinance No. 2021-13 to amend Section 16-514 of Chapter 16 of the City of Jackson Code of Ordinances to increase the number of Marijuana Facility Licenses permitted.*

Motion was made by Councilmember Alexander, seconded by Councilmember Bunnell to approve the second reading and final adoption of Ordinance No. 2021-13. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Alexander, Schlecte, Bunnell, and Forgrave (6). Nays: Councilmember Dancy (1). Motion carried.

NEW BUSINESS:

A. Renewal of Training Consortium Agreement

Recommendation: *Approve the Southern Michigan Criminal Justice Training Consortium agreement for an additional three-year period, 1/1/22 – 12/31/25.*

Motion was made by Councilmember Bunnell, seconded by Councilmember Alexander to approve the Southern Michigan Criminal Justice Training Consortium agreement for an additional three-year period, 1/1/22 – 12/31/25. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

B. Purchase of Vehicles for the Jackson Police Department

Recommendation: *Approve the purchase of three patrol utility vehicles through the MiDeal contract and one administrative vehicle.*

Motion was made by Councilmember Alexander, seconded by Councilmember Bunnell to approve the purchase of three patrol utility vehicles through the MiDeal contract and one administrative vehicle. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

C. Dismiss the Balance of the City's Portion of the Emergency Hazard Rehabilitation Loan in the Amount of \$16,658.89

Recommendation: *Dismiss the balance of the City's portion of the Emergency Rehabilitation Loan in the amount of \$16,658.89 for the residence located at 1405 Cooper Street, belonging to Ilias (deceased) and Lourdes Anastasiadis.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Alexander to dismiss the balance of the City's portion of the Emergency Rehabilitation Loan in the amount on \$16,658.89 for the residence located at 1405 Cooper Street belonging to Ilias and Lourdes Anastasiadis. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

D. Amend FY 21/22 Budget

Recommendation: *Amend FY 21/22 budget to reflect additional revenue and expenditures associated with the Byrne JAG grant.*

Motion was made by Councilmember Alexander, seconded by

Councilmember Schlecte to amend the FY 21/22 budget to reflect additional revenue and expenditures associated with the Byrne JAG grant. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

E. City of Jackson Downtown Sidewalks and Parking Lots Snow Removal and Police Department Sidewalk and Parking Lot Snow Removal

Recommendation: *Approval of a one-year contract with Executive Property Management of Michigan for downtown sidewalks and parking lot snow removal and Police Department sidewalk and parking lot snow removal at an estimated cost of \$85,166.00 for fiscal year 2021/22.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Alexander to approve a one-year contract with Executive Property Management of Michigan for downtown sidewalks and parking lot snow removal and Police Department sidewalk and parking lot snow removal at an estimated cost of \$85,166.00 for fiscal year 2021/22. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

F. Changes to the Standard Lighting Contract for streetlights with Consumers Energy for the addition of streetlights in various locations

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

Motion was made by Councilmember Alexander, seconded by Vice Mayor Robinson to approve the resolution for changes to the standard lighting contract for various streetlight installation with Consumers Energy and authorize the Mayor and City Clerk to execute the appropriate documents. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

G. Purchase and Installation of Generator for DPW Building

Recommendation: *Award the purchase and installation of a Kohler 500REOZJC generator for the Department of Public Works building located at 421 Water Street. Purchase and installation will be provided by Corby Energy Services, Incorporated, in the amount of \$124,975.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Bunnell to award the purchase and installation of a Kohler 500REOZJC generator for the Department of Public Works building located at 421 Water Street by Corby Energy Services, Incorporated in the amount of

\$124,975. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

H. Modification of Planning and Zoning Fees

Recommendation: *Modify the Planning and Zoning Fee schedule, specific to the addition of a fee for zoning permits, zoning compliance certificate and zoning letter.*

Motion was made by Councilmember Alexander, seconded by Councilmember Dancy to approve a resolution modifying the Planning and Zoning Fee Schedule, specific to the addition of a fee for zoning permits, zoning compliance certificate, and zoning letter. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, and Bunnell (6). Nays: Councilmember Forgrave (1). Motion carried.

I. Adoption of the State of Michigan Bureau of Construction Codes Square Foot Cost Table

Recommendation: *Approve a resolution amending the NEO Department building permit fees, by adopting the State of Michigan Bureau of Construction Codes square foot construction cost table. As approved by the Construction Code Commission February 12, 2013.*

Motion was made by Councilmember Forgrave, seconded by Councilmember Dancy to approve a resolution amending the NEO Department building permit fees by adopting the State of Michigan Bureau of Construction Codes square foot construction cost table. Vote – Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

J. Affordable Housing Package

Recommendation: *Move to approve and advance to second reading and final adoption an ordinance creating an Affordable Housing Development Authority and a Housing Trust Fund for the City of Jackson to address housing instability and affordability; to make recommendations to the City Manager and City Council on programs, policies, and projects to create safe, dignified, and affordable housing options in the City of Jackson; and, contingent upon final passage of the ordinance, obligate \$3,500,000 to the Housing Trust Fund to provide for the preservation and development of affordable housing.*

Motion was made by Mayor Dobies, seconded by Councilmember Dancy Move to approve and advance to second reading and final adoption an ordinance creating an Affordable Housing Development Authority and a

Housing Trust Fund for the City of Jackson to address housing instability and affordability; to make recommendations to the City Manager and City Council on programs, policies, and projects to create safe, dignified, and affordable housing options in the City of Jackson; and, contingent upon final passage of the ordinance, obligate \$3,500,000 to the Housing Trust Fund to provide for the preservation and development of affordable housing.

Motion was made by Councilmember Schlecte, seconded by Councilmember Alexander to table the item. Vote - Yeas: Councilmembers, Alexander, Schlecte, and Bunnell (3). Nays: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy and Forgrave (4). Motion failed.

Motion was made by Councilmember Forgrave, seconded by Councilmember Alexander to postpone the item until the November 9, 2021 City Council Meeting. Vote - Yeas: Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, Bunnell, and Forgrave (6). Nays: Councilmember Schlecte (1). Motion carried.

CITY COUNCILMEMBER'S COMMENTS:

Mayor Dobies, Vice Mayor Robinson, Councilmembers Dancy, Alexander, and Schlecte all offered comments. Councilmembers Bunnell and Forgrave 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 Forgrave, seconded by Councilmember Alexander. Vote was done by voice with all in favor. Mayor Dobies adjourned the meeting at 8:04 p.m.

MEMO TO: Mayor and City Council Members
FROM: Jonathan Greene, City Manager
DATE: November 9, 2021
SUBJECT: Special Event Application: Our Lady of Guadalupe Procession

Recommendation:

Approve a request from the Sacred Heart Chapel to host the Our Lady of Guadalupe Procession on December 12, 2021 on the streets & sidewalks of Jackson.

Attached is a memo and supporting paperwork from Cory Mays regarding the Special Event Application for the Our Lady of Guadalupe Procession.

I recommend approval of the special event application for the Our Lady of Guadalupe Procession. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Cory L. Mays, Executive Director, DDA

DATE: November 9, 2021

RECOMMENDATION: Approve a request from the Sacred Heart Chapel to host the Our Lady of Guadalupe Procession on December 12, 2021 on the streets & sidewalks of Jackson.

SUMMARY: Annual religious procession honoring Our Lady of Guadalupe.

DEPARTMENTAL APPROVAL SUMMARY

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

<u>DEPARTMENT</u>	<u>APPROVAL</u>	<u>DENIAL</u>	<u>ECONOMIC IMPACT</u>
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$240.00
<u>Public Works</u>	<u>X</u>		<u>\$0.00</u>
	<i>TOTAL</i>		<i>\$240.00</i>

CONDITIONS & CONSIDERATIONS

Police assistance

INSURANCE STATUS

Current and on-file with the DDA and City Attorney

ATTACHMENTS: Special Event Application: Our Lady of Guadalupe Procession



City of Jackson Downtown Development Authority
 161 W Michigan Ave, Jackson Michigan, MI 49201
 Contact for questions at 517-768-6410 or cmays@cityofjackson.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- | | |
|---|---|
| <input checked="" type="checkbox"/> \$50 Application Fee
<input type="checkbox"/> \$25 Late/Rush Fee
<input checked="" type="checkbox"/> Insurance documentation for sponsoring organization
<input checked="" type="checkbox"/> Event Map <i>—Please indicate the location of all items</i> | <input type="checkbox"/> Liquor License & Liquor Liability Insurance (if applicable)
<input type="checkbox"/> Carnival Ride Permit (if applicable)
<input type="checkbox"/> Insurance documentation for all vendors (if applicable) |
|---|---|

Make checks payable to “Downtown Development Authority”

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.

Applicant Information

Sponsoring Organization Legal Name: SACRED HEART CHAPEL	
Address: 608 S. ELM AVE	Phone: (517) 783-2772
Tax ID#: 38-3253671	Website: SACRED_HEART32@gmail.com
Contact Name: FR. TIM NELSON	Phone: 517-817-9351 Email: frtimnelson@gmail.com
Contact Name: IRENE ALBARRAN	Phone: 517-962-3265 Email: irene.albarran@cmsenergy.com
Contact Name During Event: FR. TIM NELSON	Phone: (517) 817-9351

Event Information

Event Name: OUR LADY OF GUADALUPE PROCESSION				
Event Date(s):	Event Set up Time:	Event Start Time:	Event End Time:	Event Tear Down Time:
DEC. 12, 2021	10:00 AM	10:30 AM	11:30 AM	11:30 AM

Has this event occurred before? Yes, (if yes, how many previous years? 4 YRS) No

Do you expect this event to occur again next year? YES What is the expected attendance for this event? 200

Type of Event (please check all that apply)

Walk/Run Festival March/Parade Other: _____

Event Location – Choose any of the following that apply. For parks, include a map of the area being used.

Horace Blackman Park GrandRiver Farmers Market Pavilion

Bucky Harris Park CP Federal City Square (Stage)

Ella Sharp Park (requires Ella Sharp Board approval) MLK Equality Trail

Other Location: _____ PAGE AVE →

Streets: S. MECHANIC → E. WASHINGTON AVE → S. EAST AVE. → PLYMOUTH ST → PRINGLE AVE
→ S. ELM AVE

Other Park: _____

Brief description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

RELIGIOUS PROCESSION IN THE MEXICAN TRADITION
TO HONOR OUR LADY OF GUADALUPE
SUNDAY, DEC. 12, 2021 from 10:30 AM - 11:30 AM
STARTING AT ST. MARY STAR OF THE SEA CHURCH
ENDING AT ST. STANISLAUS CHURCH.

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

Street Name: S. MECHANIC ST. Cross Streets WESLEY ST.

Closure Start Date: DEC. 12 Time: 10:30 AM Closure End Date: DEC. 12 Time: 10:40 AM

Street Name: E. WASHINGTON AVE Cross Streets MLK DR., S. COOPER ST.

Closure Start Date: DEC. 12 Time: 10:40 AM Closure End Date: DEC. 12 Time: 10:55 AM

Street Name: S. EAST AVE. Cross Streets NONE

Closure Start Date: DEC. 12 Time: 11:00 AM Closure End Date: DEC. 12 Time: 11:10 AM

Street Name: PLYMOUTH ST. Cross Streets JOHNSON ST, WILSON ST.

Closure Start Date: DEC. 12 Time: 11:10 AM Closure End Date: DEC. 12 Time: 11:15 AM

Street Name: ~~PRINGLE AVE~~ PAGE AVE Cross Streets NONE

Closure Start Date: DEC. 12 Time: 11:15 AM Closure End Date: DEC. 12 Time: 11:20 AM

Street Name: PRINGLE AVE Cross Streets SUMMIT AVE, ELM AVE.

Closure Start Date: DEC. 12 Time: 11:20 AM Closure End Date: DEC. 12 Time: 11:30 AM

City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

- Electrical Power:** Indicate electrical requirements: _____
 Amount of electrical wattage needed: _____ Amount of plug ins: _____
 Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****
- Water Needs:** Indicate water requirements: _____
 Amount of water needed: _____ Locations of where water is needed: _____
- Food/Vendors:** Indicate vendors requirements: _____
 Amount of electrical wattage needed: _____ Amount of plug ins: _____
 Locations of where plugs are needed: _____ Number of vendors: _____
- Alcohol Sales:** (If yes attach liquor license and liquor liability insurance)
 Start Time: _____ End Time: _____
- Amusement or Carnival Rides:** If yes indicate electrical requirements: _____
 Amount of electrical wattage needed: _____ Amount of plug ins: _____
 Locations of where plugs are needed: _____
- Fireworks:** If yes indicate electrical requirements: _____
 Amount of electrical wattage needed: _____ Amount of plug ins: _____
 Locations of where plugs are needed: _____
- Traffic Cones Mobile Stage (please circle 15-foot or 25-foot version)
- Other: ASSISTANCE FROM POLICE DEPT TO MANAGE TRAFFIC ALONG ROUTE.

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
<input checked="" type="checkbox"/> Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> Showing a liability coverage of at least \$1,000,000 Identifying "City of Jackson" & "Jackson Downtown Development Authority as additional insured"
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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

Event Map Details of all event activities MUST be included.

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Route Plan
<input type="checkbox"/> Vendor Locations
<input type="checkbox"/> Tent Locations
<input checked="" type="checkbox"/> Assembly Locations | <input type="checkbox"/> Emergency Vehicle Access
<input type="checkbox"/> Dispersal Locations
<input type="checkbox"/> Trash Receptacles
<input checked="" type="checkbox"/> Requested Street Closures | <input type="checkbox"/> Restroom Locations
<input type="checkbox"/> Tables
<input type="checkbox"/> Requested Reserved Parking
<input type="checkbox"/> Electrical Wires & Outlets |
|--|--|--|

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

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

Special Event Application

Certification & Signature

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

Signature: Rev. Timothy A Nelson

Date: 10-20-21

Office Use ONLY	
Application Received:	
Date:	10/20/21
Time:	2pm
By:	
Application Fee Received:	

Application Requirements
Application MUST be submitted 60 days PRIOR to event ***NO EXCEPTIONS***
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5 th Floor Jackson Michigan, MI 49201 or cmays@cityofjackson.org (517) 768-6410
Prohibited Items
<i>Additional fees may apply if policies are not followed</i> No ground stakes No confetti or glitter No use of outlets without prior approval

Covid-19 Contingency Plan

In response to the current Covid-19 pandemic, and in consideration of any current/pending Executive Orders, federal/state/local guidelines, or other world health organization or other community health agency recommendations, please provide a Covid-19 contingency plan with your completed Special Event Application. Responses to the following questions are required, and we encourage you to submit additional documentation outlining your plan should you feel a more detailed plan is necessary.

Please provide a description of any necessary safety measures (both for attendees and event organizers) you plan to enact:

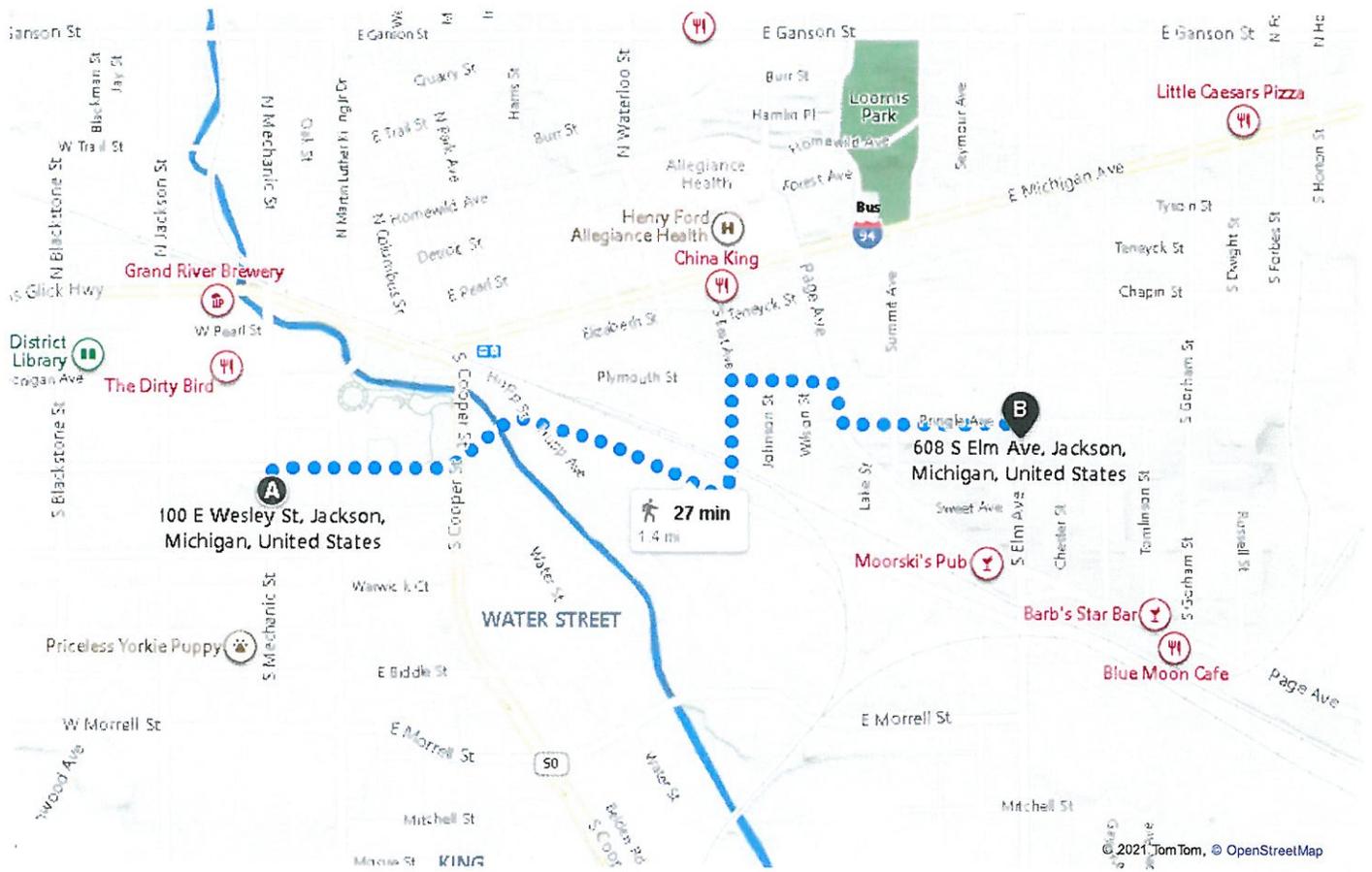
THE EVENT WILL LOCATED OUTDOOR IN THE OPEN AIR.
PARTICIPANTS WILL BE ~~MOVE~~ MOVING IN PROCESSION.

Please provide an outline of your procedures for handling sick attendees and volunteers, and a description of your chain of command for notifying interested parties regarding possible infection:

A LUMEN CHRISTI SCHOOL BUS WILL BE FOLLOING
BEHIND THE PROCESSION IN CASE ANYONE GETS
SICK OR WEAK. CHAIN OF COMMAND TO SEND PEOPLE
HOME OR CONTACT EMT : FR TIM NELSON 517-817-9351
IRENE ALBARRAN 517-962-3265

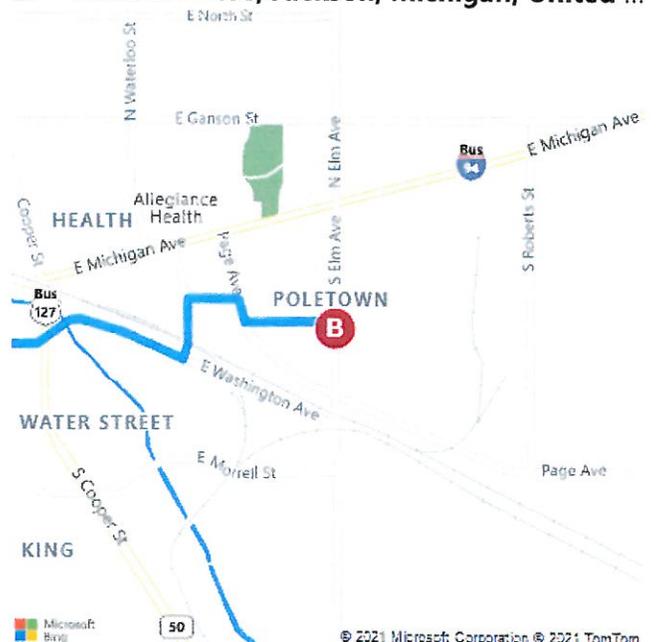
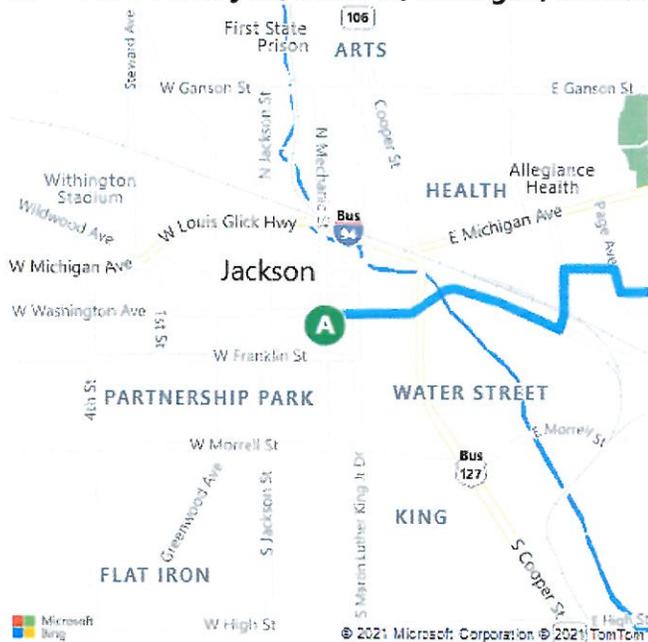
Please provide an explanation of your plans to strictly adhere to any current executive orders or other federal/state/local guidelines:

IF NECESSARY, ~~ATTENDEE~~ PARTICIPANTS IN THE
PROCESSION WILL WEAR MASKS, MAINTAIN SOCIAL
DISTANCE AND USE SANITIZER.



A 100 E Wesley St, Jackson, Michigan, United States

B 608 S Elm Ave, Jackson, Michigan, United States



These directions are subject to the Microsoft® Service Agreement and are for informational purposes only. No guarantee is made regarding their completeness or accuracy. Construction projects, traffic, or other events may cause actual conditions to differ from these results. Map and traffic data © 2021 TomTom.

A 100 E Wesley St, Jackson, Michigan, United States
B 608 S Elm Ave, Jackson, Michigan, United States

27 min , 1.4 miles
Via E Washington Ave, Pringle Ave

Our Lady of Guadalupe Procession
Sponsored by: Sacred Heart Chapel
Date: Dec. 12, 2021 from 10:30am - 11:30am
Start at St. Mary Church ... End at St. Stan's Church

A 100 E Wesley St, Jackson, Michigan, United States

↑	1.	Head north on S Mechanic St toward E Washington Ave	167 ft
↘	2.	Turn right onto E Washington Ave	0.7 mi
↙	3.	Turn left onto S East Ave	0.2 mi
↘	4.	Turn right onto Plymouth St	0.1 mi
↘	5.	Turn right onto Page Ave	341 ft
↙	6.	Turn left onto Pringle Ave	0.3 mi
↘	7.	Turn right onto S Elm Ave	102 ft
		Arrive at S Elm Ave on the right	
	8.	The last intersection before your destination is Pringle Ave If you reach Joy Ave, you've gone too far	

B 608 S Elm Ave, Jackson, Michigan, United States



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/13/2021

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

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

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 300 Ottawa NW, Suite 301 Grand Rapids MI 49503	CONTACT NAME: _____	
	PHONE (A/C, No., Ext): 616-233-0910	FAX (A/C, No): 616-233-0923
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Princeton Excess & Surplus Lines Ins Co		10786
INSURER B : Safety National Casualty Corporation		15105
INSURER C :		_____
INSURER D :		_____
INSURER E :		_____
INSURER F :		_____

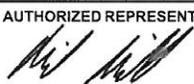
COVERAGES **CERTIFICATE NUMBER:** 908929798 **REVISION NUMBER:** _____

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Add'l Ins Form# _____ <input checked="" type="checkbox"/> PESFG1161G GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____	Y		N2-A3-EX-0000006-08 R2-A3-FF-0000009-18	7/1/2021 7/1/2021	7/1/2022 7/1/2022	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 10,000,000 \$
A A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			N2-A3-EX-0000006-08 R2-A3-FF-0000009-18	7/1/2021 7/1/2021	7/1/2022 7/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 10,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	SP4064762	7/1/2021	7/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A A	<input type="checkbox"/> Misc Professional Liability Dir & Off/Counselors E&O Claims Made Retro Date			N2-A3-EX-0000006-08 R2-A3-FF-0000009-18	7/1/2021 7/1/2021	7/1/2022 7/1/2022	Occ/Claims Made Aggregate 7/1/1985 \$10,000,000 \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
LIMITS ARE INCLUSIVE OF DEFENSE & INSURED RETENTION

CERTIFICATE HOLDER NAMED ADDITIONAL INSURED REGARDING GENERAL LIABILITY PER FORM PESFG1161G FOR GENERAL OPERATIONS PERTAINING TO OUR LADY OF GUADALUPE PROCESSION ON DECEMBER 12TH 2021.

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

MEMO TO: Mayor and City Council Members
FROM: Jonathan Greene, City Manager
DATE: November 9, 2021
SUBJECT: Special Event Application: Jackson Turkey Trot

Recommendation:

Approve a request from Tina & Jeff Beagle to host the Jackson Turkey Trot on November 25, 2021 in Ella Sharp Park.

Attached is a memo and supporting paperwork from Cory Mays regarding the Special Event Application for the Jackson Turkey Trot.

I recommend approval of the special event application for the Jackson Turkey Trot. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Cory L. Mays, Executive Director, DDA

DATE: November 9, 2021

RECOMMENDATION: Approve a request from Tina & Jeff Beagle to host the Jackson Turkey Trot on November 25, 2021 in Ella Sharp Park.

SUMMARY: Annual 5/10k run/walk event

DEPARTMENTAL APPROVAL SUMMARY

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

<u>DEPARTMENT</u>	<u>APPROVAL</u>	<u>DENIAL</u>	<u>ECONOMIC IMPACT</u>
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$600.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$340.00
<u>Public Works</u>	<u>X</u>		<u>\$800.00</u>
	<i>TOTAL</i>		<i>\$1,740.00</i>

CONDITIONS & CONSIDERATIONS

Police assistance, fire assistance, road closures, stage on wheels

INSURANCE STATUS

Current and on-file with the DDA and City Attorney

ATTACHMENTS: Special Event Application: Jackson Turkey Trot



City of Jackson Downtown Development Authority
 161 W Michigan Ave, Jackson Michigan, MI 49201
 Contact for questions at 517-768-6410 or cmays@cityofjackson.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- | | |
|---|--|
| <input type="checkbox"/> \$50 Application Fee | <input type="checkbox"/> Liquor License & Liquor Liability Insurance (if applicable) |
| <input type="checkbox"/> \$25 Late/Rush Fee | <input type="checkbox"/> Carnival Ride Permit (if applicable) |
| <input type="checkbox"/> Insurance documentation for sponsoring organization | <input type="checkbox"/> Insurance documentation for all vendors (if applicable) |
| <input type="checkbox"/> Event Map –Please indicate the location of all items | |

Make checks payable to “Downtown Development Authority”

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.

Applicant Information

Sponsoring Organization Legal Name: Jackson Turkey Trot	
Address: P.O. Box 52, Hanover, MI 49241	Phone: (517) 795-4970
Tax ID#: 02-0721597 JASN	Website: JacksonTurkeyTrot.com
Contact Name: Jeff Beagle	Phone: 517-795-4970 Email: JacksonTurkeyTrot@gmail.com
Contact Name: TIVA Beagle	Phone: 517-745-7988 Email: "
Contact Name During Event: Jeff Beagle	Phone: (517) 795-4970

Event Information

Event Name: Jackson Turkey Trot				
Event Date(s):	Event Set up Time:	Event Start Time:	Event End Time:	Event Tear Down Time:
Thurs Nov 25, 2021 Thanksgiving Day A.M.	5AM 11/25/2021	8AM 11/25/2021	10AM 11/25/2021	11AM 11/25/2021

Has this event occurred before? Yes, (if yes, how many previous years? 16) No

Do you expect this event to occur again next year? YES What is the expected attendance for this event? 500

Type of Event (please check all that apply)

Walk/Run Festival March/Parade Other: _____

Event Location – Choose any of the following that apply. For parks, include a map of the area being used.

Horace Blackman Park GrandRiver Farmers Market Pavilion

Bucky Harris Park CP Federal City Square (Stage)

Ella Sharp Park (requires Ella Sharp Board approval) MLK Equality Trail

Other Location: Near the Pavilion / Carter's Corner and/or by the Rotunda

Streets: _____

Other Park: _____

Brief description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

Run/Walk Race Event 5K/10K Running & Walking Event. Start & Finish will be roughly in front of the Planetarium to Rotunda at Ella Sharp Park. The event will be kept within Ella Sharp Park Roads. See map.

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

Street Name: SEE ATTACHED MAP Cross Streets _____

Closure Start Date: NOV 25, 2021 Time: 5:30 AM Closure End Date: NOV. 25, 2021 Time: 12 PM

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

- Electrical Power:** Indicate electrical requirements: PA Music System (Mic & Speakers) timing, Finish Line Arch
 Amount of electrical wattage needed: _____ Amount of plug ins: 2 computers
 Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****
- Water Needs:** Indicate water requirements: _____
 Amount of water needed: _____ Locations of where water is needed: _____
- Food/Vendors:** Indicate vendors requirements: _____
 Amount of electrical wattage needed: _____ Amount of plug ins: _____
 Locations of where plugs are needed: _____ Number of vendors: _____
- Alcohol Sales:** (If yes attach liquor license and liquor liability insurance)
 Start Time: _____ End Time: _____
- Amusement or Carnival Rides:** If yes indicate electrical requirements: _____
 Amount of electrical wattage needed: _____ Amount of plug ins: _____
 Locations of where plugs are needed: _____
- Fireworks:** If yes indicate electrical requirements: _____
 Amount of electrical wattage needed: _____ Amount of plug ins: _____
 Locations of where plugs are needed: _____
- Traffic Cones 20-30 Tall Mobile Stage (please circle 15-foot or **25-foot version**) 25-foot
- Other: 6 Road Closures (barricades), 12- No Parking Signs, table

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance <i>(MUST also be provided by all vendors)</i>	<ul style="list-style-type: none"> Showing a liability coverage of at least \$1,000,000 Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance <i>(if needed)</i>	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance <i>(if needed; required for all fireworks displays)</i>	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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

Event Map Details of all event activities MUST be included.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Route Plan | <input checked="" type="checkbox"/> Emergency Vehicle Access | <input checked="" type="checkbox"/> Restroom Locations |
| <input type="checkbox"/> Vendor Locations | <input type="checkbox"/> Dispersal Locations | <input checked="" type="checkbox"/> Tables |
| <input checked="" type="checkbox"/> Tent Locations | <input checked="" type="checkbox"/> Trash Receptacles | <input checked="" type="checkbox"/> Requested Reserved Parking |
| <input type="checkbox"/> Assembly Locations | <input checked="" type="checkbox"/> Requested Street Closures | <input checked="" type="checkbox"/> Electrical Wires & Outlets |

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

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

Special Event Application

Certification & Signature

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

Signature: _____



Date: _____

9/15/2021

Office Use ONLY

Application Received:

Date: 10/20/21

Time: 3 pm

By: CLM

Application Fee Received:

Application Requirements

Application **MUST** be submitted 60 days **PRIOR** to event
*****NO EXCEPTIONS*****

Application **MUST** be submitted along with all required attachments to:

City of Jackson Downtown Development Authority
Office
161 W Michigan Ave, 5th Floor
Jackson Michigan, MI 49201 or cmays@cityofjackson.org
(517) 768-6410

Prohibited Items

Additional fees may apply if policies are not followed

No ground stakes
No confetti or glitter
No use of outlets without prior approval

Covid-19 Contingency Plan

In response to the current Covid-19 pandemic, and in consideration of any current/pending Executive Orders, federal/state/local guidelines, or other world health organization or other community health agency recommendations, please provide a Covid-19 contingency plan with your completed Special Event Application. Responses to the following questions are required, and we encourage you to submit additional documentation outlining your plan should you feel a more detailed plan is necessary.

Please provide a description of any necessary safety measures (both for attendees and event organizers) you plan to enact:

Provide mask, Sanitizer, Self Temp Checks

Offer Virtual event along w/ In-person

Police, Fire, EMS, Ambulance on premise / on site

Please provide an outline of your procedures for handling sick attendees and volunteers, and a description of your chain of command for notifying interested parties regarding possible infection:

if any event team member including volunteers has a temp, they will be required to not show up & or be sent home w/HP

if we are contacted by anyone letting us know they tested covid positive, we will let everyone know, including Wisc Health Dept

Please provide an explanation of your plans to strictly adhere to any current executive orders or other federal/state/local guidelines:

Provide mask - sanitizer - Covid info - gloves

- STAGE** = LARGE STAGE (ON WEST SIDE OF ROAD)
- XX** = CLOSED TO THROUGH TRAFFIC
- XX** = BARRICADE
- XX** = POLICE COVERAGE
- Cheer/Aide** = CHEERING SECTIONS

- Cheer/Aide** = AIDE STATIONS
- = PORTA JONS
- = 4/5 GARBAGE CANS
- = 2 OUTLETS @ PAVILION





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/22/2021

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

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

PRODUCER Walton Insurance Group 2929 Spring Arbor Rd. P.O. Box 3029 Jackson MI 49204		CONTACT NAME: Pamela Bacon PHONE (A/C, No, Ext): (517) 787-2600 E-MAIL ADDRESS: pbacon@waltoninsurancegroup.com FAX (A/C, No): (517) 787-3857	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: West Bend Mutual Ins. Co.	NAIC # 15350
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
INSURED Jackson Autism Support Network 3105 Wildwood Ave., Ste. B Jackson MI 49202			

COVERAGES

CERTIFICATE NUMBER: CL21102223574

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			A987633	11/25/2021	11/26/2021	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person)	\$ excluded
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ 1,000,000
OTHER:	GENERAL AGGREGATE			\$ 3,000,000				
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG	\$ 3,000,000
	<input type="checkbox"/> ANY AUTO						Employee Benefits	\$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per person)	\$
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					PROPERTY DAMAGE (Per accident)	\$
	DED	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

City of Jackson and Downtown Development Authority are additional insured for event being held 11-25-2021.

CERTIFICATE HOLDER**CANCELLATION**

City of Jackson Downtown Development Authority 161 W. Michigan Ave. Jackson MI 49201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Pamela Bacon</i>
--	--

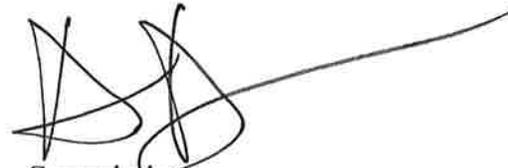
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MEMO TO: City Councilmembers

FROM: Derek Dobies, Mayor

DATE: November 9, 2021

SUBJECT: Reappointment to the Jackson Housing Commission



RECOMMENDATION:

Approve the Mayor's recommendation to reappoint Caroline D. Parker (Resident) to the Jackson Housing Commission for a term of 5 years, ending on October 31, 2026.

Your consideration and concurrence is appreciated.

DD

From: noreply@civicplus.com
Sent: Tuesday, November 2, 2021 2:17 PM
To: Shane LaPorte; Derek Dobies; John Willis; Aaron Dimick; Lisa Moutinho
Subject: Online Form Submittal: City of Jackson Board/Commission Application

City of Jackson Board/Commission Application

City of Jackson Board/Commission Application

First Name	Caroline
Last Name	Parker
Address	3552 Cherry Blossom Drive
City	Jackson
State	MI
Zip	49201-8060
Phone Number	248-912-8900
Email	cbane411@gmail.com
Last four digits of Social Security Number	6428
Occupation	Retired
Describe your community involvement.	Current Resident Commissioner for Jackson Housing Commission. Active in Presbyterian Village of Michigan donation/fundraising efforts as a donor "Thank You" contact. Active in senior activities in my community.
Are you a City of Jackson resident? Being a non-resident does not prevent you from serving on a board or commission. However, some boards and commissions have residency requirements.	Yes
If you answered "No" where do you reside?	<i>Field not completed.</i>

If you answered "Yes" how long have you been a City resident? 12 years

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

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? After I received my last degree; I was homeless for a time and living with relatives. I have never forgotten what that feels like and have been determined to be an advocate for those needing safe and secure housing ever since. I want to make a positive difference in the lives of Jackson residents.

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

Caroline Parker

Date of Submission

November 2, 2021

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MEMO TO: City Councilmembers
FROM: Derek Dobies, Mayor
DATE: November 9, 2021
SUBJECT: Appointment to the Ella W. Sharp Park Board of Trustees

DD/lmm

RECOMMENDATION:

Approve the Mayor's recommendation to appoint Scott Damich to the Ella W. Sharp Park Board of Trustees for a three-year term, filling a current vacancy, beginning immediately and ending on November 9, 2024.

In accordance with City Code, Chapter 19, Ordinance No. 2012.21, five (5) members, one (1) of whom is a member of City Council selected by the City Council and four (4) citizen members and two (2) alternate citizen members, all of whom shall be appointed by the Mayor and confirmed by City Council. Three-year terms, may be reappointed. Citizen members shall not serve more than three (3) consecutive three-year terms after effective date of the Article without at least a one-year gap in service. Terms shall be staggered with existing board members holding office for remainder of current term and with new appointments made so no more than two members' terms expire in any year.

It is my recommendation to approve the appointment of Scott Damich to the Ella Sharp Park Board of Trustees, for a three-year term, beginning immediately and ending on November 9, 2024.

Your consideration and concurrence is appreciated.

DD:lmm

Lisa Moutinho

From: noreply@civicplus.com
Sent: Sunday, November 7, 2021 5:28 PM
To: Shane LaPorte; Derek Dobies; John Willis; Aaron Dimick; Lisa Moutinho
Subject: Online Form Submittal: City of Jackson Board/Commission Application

City of Jackson Board/Commission Application

City of Jackson Board/Commission Application

First Name	Scott
Last Name	Damich
Address	1300 W Franklin St
City	Jackson
State	MI
Zip	49203
Phone Number	724-875-9298
Email	scottdamich@gmail.com
Last four digits of Social Security Number	0977
Occupation	Attorney
Describe your community involvement.	I'm an incorporating member of the People for the Parks and Trails of Jackson. I also coach youth soccer with my wife, Kate Damich.
Are you a City of Jackson resident? Being a non-resident does not prevent you from serving on a board or commission. However, some boards and commissions have residency requirements.	Yes
If you answered "No" where do you reside?	<i>Field not completed.</i>

If you answered "Yes" how long have you been a City resident? 6 years

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

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 serve on the Parks and Recreation Commission because I want to help protect and advance the cities parks and recreation programs. The City of Jackson's parks played a major role in our decision to move from Lansing to Jackson and they, along with the cities recreations programs, have done nothing but provide my family with fun, positive experiences over the past 6 years. I'm sure we're not alone.

The cities parks and recreation programs are beacons of positivity and inclusion that I would like to help protect and advance. Serving on the Parks and Recreation Commission will provide me those opportunities.

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.

City of San Diego

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 SLD

Date of Submission 11/7/2021

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MEMORANDUM

TO: City Council
FROM: Mayor Derek Dobies
DATE: 10/27/2021

SUBJECT: Consideration of a motion to approve and advance to second reading and final adoption an ordinance creating a Affordable Housing Development Authority and a Housing Trust Fund for the City of Jackson to address housing instability and affordability; to make recommendations to the City Manager and City Council on programs, policies, and projects to create safe, dignified, and affordable housing options in the City of Jackson; and to obligate \$3,500,000 to the Housing Trust Fund to provide for the preservation and development of affordable housing

Recommendation: *Move to approve and advance to second reading and final adoption an ordinance creating a Affordable Housing Development Authority and a Housing Trust Fund for the City of Jackson to address housing instability and affordability; to make recommendations to the City Manager and City Council on programs, policies, and projects to create safe, dignified, and affordable housing options in the City of Jackson; and, contingent upon final passage of the ordinance, obligate \$3,500,000 to the Housing Trust Fund to provide for the preservation and development of affordable housing*

The U.S. Department of the Treasury has provided guidance to states and localities as to how the American Rescue Plan funds can be used to address housing instability and affordability: given the exacerbation of health disparities during the pandemic and the role of pre-existing social vulnerabilities in driving disparate outcomes, services to address health disparities are presumed to be responsive to the public health impacts of the pandemic. Specifically, the City may use payments from the Fiscal Recovery Funds to facilitate access to resources that improve health outcomes, including services that connect residents with health care resources and public assistance programs and build healthier environments, such as:

- Funding public benefits navigators to assist community members with navigating and applying for available Federal, State, and local public benefits or services
- Housing services to support healthy living environments and neighborhoods conducive to mental and physical wellness
- Remediation of lead paint or other lead hazards to reduce risk of elevated blood lead levels among children

Economic disparities that existed prior to the COVID-19 public health emergency amplified the impact of the pandemic among low-income and minority groups. These families were more likely to face housing, food, and financial insecurity; are overrepresented among low-wage workers; and many have seen their livelihoods deteriorate further during the pandemic and economic contraction. In recognition of the

disproportionate negative economic impacts on certain communities and populations, the Interim Final Rule identifies services and programs that will be presumed to be responding to the negative economic impacts of the COVID-19 public health emergency when provided in these communities.

The economic impacts of COVID-19 have likely been most acute in lower-income neighborhoods, including concentrated areas of high unemployment, limited economic opportunity, and housing insecurity. Specifically, Treasury presumes certain types of services, outlined hereunder, are eligible uses when provided in a Qualified Census Tract (QCT), or to families and individuals living in QCTs. The City of Jackson may also provide these services to other populations, households, or geographic areas disproportionately impacted by the pandemic.

Services to alleviate the immediate economic impacts of the COVID-19 pandemic on housing insecurity, while addressing conditions that contributed to poor public health and economic outcomes during the pandemic, namely concentrated areas with limited economic opportunity and inadequate or poor-quality housing, are eligible expenditures. According the Interim Final Rule, eligible services include but are not limited to:

- Services to address homelessness such as supportive housing, and to improve access to stable, affordable housing among unhoused individuals
- Affordable housing development to increase supply of affordable and high-quality living units
- Housing vouchers, residential counseling, or housing navigation assistance to facilitate household moves to neighborhoods with high levels of economic opportunity and mobility for low-income residents, to help residents increase their economic opportunity and reduce concentrated areas of low economic opportunity

Considering the aforementioned eligibility under ARPA, passage of the recommended motion would allocate the following ARPA funding levels into the Housing Trust Fund:

\$500,000	Housing Navigators Allocation of \$100,000 per year, for five years, for Housing Navigators to assist community members with navigating and applying for available Federal, State, and local public benefits or services for those who suffer from housing insecurity.
\$500,000	Rehabilitation Grants Housing services to support healthy living environments and neighborhoods conducive to mental and physical wellness through the use of eligible owner-occupied, and non-owner occupied, rehabilitation grants.
\$500,000	Rehabilitation Loans Housing services to support healthy living environments and neighborhoods conducive to mental and physical wellness through the use of eligible owner-occupied, and non-owner occupied, through low- to zero-interest rehabilitation loans.
\$1,000,000	Affordable Housing Gap Financing Financing to incentivize affordable housing development to increase supply of affordable and high-quality living units under the eligibility constraints of the Housing Trust Fund.

\$1,000,000

Transitional Housing/Workforce Development Center*

Financing to provide services to address homelessness such as supportive housing, and to improve access to stable, affordable housing among unhoused individuals.

** Transitional housing is temporary housing for certain segments of the homeless population, including working homeless people who are earning too little money to afford long-term housing. Transitional housing is set up to transition residents into permanent, affordable housing. It is not in an emergency homeless shelter, but a facility with rooms/apartments with applicable support services. In some locations these facilities are co-located with job training/workforce development programming to build financial sustainability.*

\$3,500,000

Total proposed ARPA allocation

The City will receive \$31,444,825 in ARPA funds. The total projected obligation of ARPA funds of \$3,500,000 million accounts for just over 11% of total funds allocated to the City of Jackson under the spending period. The Coronavirus Local Fiscal Recovery Funds (CLFRF), established by the American Rescue Plan Act of 2021, are required to be obligated by December 31, 2024 and fully expended by December 31, 2026.

Your consideration is greatly appreciated.

ORDINANCE NO. 2021-##

An Ordinance adding Section 14-700 through Section 14-750, Article IX to Chapter 14 of the Code of Ordinances of the City of Jackson, Michigan to support affordable housing development by creating a Housing Trust Fund, an Affordable Housing Development Authority and setting the powers and duties thereof for the City of Jackson.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

CHAPTER 14 - HOUSING

ARTICLE IX – AFFORDABLE HOUSING DEVELOPMENT AUTHORITY

Sec. 14-700. - Purpose and intent.

The requirements of this article are intended:

- (1) To promote the health, safety and general welfare of the People of the City of Jackson through the implementation of housing goals, objectives, and policies that support economically integrated housing opportunities in the development or rehabilitation of housing;
- (2) To stimulate the production and preservation of owner occupied, and non-owner occupied, housing available to low-income individuals or families;
- (3) To optimize benefits available to low- and moderate-income residents by incentivizing affordable residential housing projects; and

Sec. 14-701. - Definitions.

For purposes of this article, the following words and phrases shall have the meaning respectively ascribed to them by this section:

Affordable means, as generally defined by the U.S. Department of Housing and Urban Development, housing for which the occupants are paying no more than 30 percent of their income for gross housing costs, including utilities.

Area Median Income means the median family income for the Jackson Metropolitan Statistical Area, as published by the U.S. Bureau of Census and the U.S. Department of Housing and Urban Development.

Authority means the Jackson Affordable Housing Development Authority.

Developer means the legal or beneficial owner or the representative thereof, of a parcel of land proposed for inclusion in a development, including the holder of an option or contract to purchase who performs the functions necessary to obtain land control and financing to construct or rehabilitate a property and expects to assume the risks and rewards upon completion of the project but does not mean a governmental entity or a commercial lending institution other than a commercial lending institution affiliated with the developer.

Development means the division of a parcel of land into two or more parcels; the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any residential buildings, any use or change in use of any buildings or land, any extension of any use of land or any clearing, grading, excavation or other movement of land, for which permission may be required pursuant to Chapter 28 of this Code, *Zoning*.

Fund means the Jackson Affordable Housing Trust Fund established under Section 14-704 of this Code.

Sec. 14-702. - Authority created; purposes.

- (a) There is hereby created an Affordable Housing Development Authority to oversee and administer the City's Affordable Housing Trust Fund to provide for the preservation and development of affordable housing, and to make recommendations to the City Manager and City Council on programs, policies, and projects to create safe, dignified, and affordable housing options in the City of Jackson.
- (b) Resources of the local government shall be made available to assist the Affordable Housing Development Authority in executing its duties, powers and responsibilities, and the Director of the Department of Neighborhood and Economic Operations shall assist the Affordable Housing Development Authority in executing its obligations to the citizenry, consistent with any annual budgetary appropriations and the fund balance of the Affordable Housing Trust Fund.
- (c) It shall be the responsibility of the Department of Neighborhood and Economic Operations to provide professional staff assistance to the Affordable Housing Development Authority 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 Authority, 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. 14-703. - Composition.

- (a) The Affordable Housing Development Authority shall consist of five (5) members nominated by the mayor and approved by city council, who shall be residents of Jackson County.
- (b) Members shall serve for five-year terms. In making appointments of members of the Affordable Housing Development Authority, the mayor shall recommend, and city council shall appoint,

persons who, insofar as possible, have experience and/or an interest addressing housing affordability, stability, and development needs within the City.

- (c) The terms of office of the first Affordable Housing Development Authority members appointed hereunder shall be fixed by the mayor and city council so that the terms of two (2) members will be for one (1) year, two (2) members will be for three (3) years, and one (1) will be for five (5) years. After the initial Authority is formed, all members thereafter will be appointed for five-year terms.
- (d) The Affordable Housing Development Authority may appoint up to three (3) appointed ex-officio members to the Authority for two-year terms, who shall be residents of Jackson County. These ex-officio members shall be experienced and/or have interest in addressing housing affordability and development, and can serve as resource persons and/or serve on committees. The Affordable Housing Development Authority shall also have the following three (3) statutory ex-officio members:
 - (i) The City Manager, or their designee, shall be an ex-officio member of the Authority and provide adequate support staffing to the Authority.
 - (ii) The Executive Director of the Jackson Housing Commission shall be an ex-officio member of the Affordable Housing Development Authority.
 - (iii) One (1) member of the city council shall be an ex-officio member of the Affordable Housing Development Authority, who shall be appointed to said body in accordance with policies established by the mayor and city council.
- (e) The terms of office of the three appointed ex-officio members first appointed hereunder shall be fixed by the mayor and city council so that the terms of one (1) member will be for one (1) year, one (1) members will be for two (2) years, and one (1) will be for three (3) years. After the initial ex-officios are appointed, all ex-officio members thereafter will be appointed for two-year terms.
- (f) The members of the Affordable Housing Development Authority shall elect by a majority vote of the total members of the Affordable Housing Development Authority, officers consisting of a Chairman, Vice-Chairman, and Secretary.
- (g) The Affordable Housing Development Authority may establish committees, as appropriate, to assist it relative to its powers and duties under the provisions of this article, provided that all recommendations to City Council shall be made by the Authority and not by a committee of the Authority.
- (h) The Authority may, by majority vote of the members, appoint persons who are not members of the Affordable Housing Development Authority to be members of such committees.
- (i) All members of the Affordable Housing Development Authority shall serve without compensation.
- (j) All ex-officio members have the right to participate in the proceedings of the Authority, and shall have the right to vote.

Sec. 14-704. - Jackson Affordable Housing Trust Fund.

- (a) The City shall create a fund within the Department of Neighborhood and Economic Operations' budget deemed the Jackson Affordable Housing Trust Fund for the deposit and expenditure of moneys pursuant to this section.
- (b) The purpose of the Fund is:
 - (1) To foster and promote the purpose and intent of this article;
 - (2) To prioritize the means by which funding for new residential housing projects addresses housing for those with the greatest economic need, being households earning up to 80 percent of the Area Median Income;
 - (3) To increase accessibility to safe, dignified and affordable housing for those facing high housing costs;
 - (4) To prioritize permanent housing affordability and sustainability within the City; and
 - (5) To prioritize the preservation of existing affordable housing units.
- (c) In addition to any other revenue sources, the City's annual budget shall contain an appropriation to the Fund. It is expected that the annual appropriation will be not less than 30 percent of the net receipts of all publicly-owned, residential and commercial property sales during the previous fiscal year.
- (d) Unless specifically stated otherwise in the budget closing resolution, funds not expended within such appropriation during a given fiscal year shall remain in such appropriation and carry forward into the subsequent fiscal year to fund future affordable residential housing projects and other eligible activities.
- (e) Subject to approval of the City Council, the City may also accept and deposit into the Fund or subaccounts of the Fund donations and grants from private or public sources, subject to conditions of such grant, for use in accordance with the purpose of the Fund.
- (f) Agreements or contracts for the expenditures from the Fund shall be authorized by majority vote of the Affordable Housing Development Authority.
- (g) The Director of the Department of Neighborhood and Economic Operations shall promulgate and publish on the City's website any administrative procedures necessary to ensure Fund moneys are used to support affordable housing meeting the following criteria:
 - (1) Funds shall be used to support housing opportunities for Jackson residents with income up to 80 percent of the Area Median Income for activities consistent with this article.
 - (2) Not less than 70 percent of Fund moneys shall be allocated in areas that are located in areas of persistent poverty, as identified by the U.S. Census Bureau.

- (3) Eligible activities include powers and duties expressly given to the Jackson Affordable Housing Development Authority under Section 14-705 of this Article.

Sec. 14-705. - Powers and duties.

- (a) *Budget.* The Affordable Housing Development Authority is authorized to create an annual budget, approved by City Council, for the Jackson Affordable Housing Trust Fund and to administer those funds in carrying out the powers and duties of this Section.
- (b) *Study and Recommendations.* The Affordable Housing Development Authority shall make (or seek from other sources) an ongoing study of the status and quality of affordable and accessible housing in the City of Jackson and shall make annual recommendations regarding actions to be taken by the City Council to improve the quantity and quality of affordable and accessible housing in the City of Jackson.
- (c) *Programs.* The Affordable Housing Development Authority shall establish and provide funding for a development loan program and a grant program. In addition, the Authority is authorized to create, sponsor, fund, and promote such other and further programs and services 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 Authority 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, provided that all loans made hereunder shall be subject to 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 Authority on approved eligible construction costs actually incurred and not for administrative project costs such as developer overhead, development fees or other expenses.
- (ii) *Grant Programs.* The Affordable Housing Development Authority is authorized to make forgivable loans and grants to housing developers, property owners and tenants to promote the development and preservation of affordable and accessible housing in the City of Jackson, provided that all grants made hereunder shall be administered in a manner to promote neighborhood stabilization and shall contain, where appropriate, conditions such as reasonable restrictions on and provisions for the oversight of tenants and landlords. Projects eligible for grants include projects including, but not limited to:
- (a) modifications to accommodate people with disabilities;
 - (b) lead-based paint abatement;
 - (c) emergency home repair assistance;

(d) temporary emergency services to prevent homelessness (including mortgage assistance, rent assistance, and utility assistance);

(e) emergency and transitional housing; and

(f) security deposit, utility deposit, down payment, and closing costs assistance.

The grant proceeds shall be disbursed by the Affordable Housing Development Authority on approved eligible construction costs actually incurred and not for administrative project costs such as development overhead, development fees or other expenses.

(d) *Support Services.* All loans and grants made hereunder may include provisions for support services where appropriate to promote the development and preservation of affordable and accessible housing in the City of Jackson. Further, funds may also be used to support housing navigators to assist community members with navigating and applying for available Federal, State, and local public benefits or services for those who suffer from housing insecurity. Finances may also be used to provide services to address homelessness such as supportive housing, and to improve access to stable, affordable housing among unhoused individuals.

(e) *Other Eligible Activities.* Eligible activities include, but are not limited to, enforcement of this article, creation and preservation of affordable housing units, compliance with standards for accessible design and other activities under the Americans with Disabilities Act, 42 USC 1201 *et seq.*, or similar state laws, administration and disbursement of grant funds for home repair, homelessness prevention, neighborhood revitalization, activities that develop and steward affordable housing, and any other activities consistent with this Article.

(f) *Application Review.* The Affordable Housing Development Authority shall have the authority and duty to review applications made by agencies, commissions and other departments of the City of Jackson, except said agencies, commissions and other departments of the City of Jackson cannot apply to the Authority for any such affordable and accessible housing funds except to expand services or projects or provide new services or projects, or by private groups seeking funds in coordination and conjunction with such City agencies, commissions or departments, for federal, state and local funding in connection with projects designed to promote the preservation and development of affordable and accessible housing in the City of Jackson.

(g) *Review Standards.* For the purposes of carrying out the provisions of this chapter, the Affordable Housing Development Authority shall have the authority to establish written standards, rules and regulations for funds from the Affordable Housing Trust Fund shall be made to and for the benefit of households consistent with Section 14-704(g) of this code.

(h) *Funding Restrictions and Preferences.* In addition to funding provisions of Section 14-704(g) the expenditures of the Affordable Housing Trust Fund are subject to the following restrictions:

(i) *Contracting.* The recipient of any expenditure of funds from the Affordable Housing Trust Fund shall comply with responsible contracting standards set forth in Article IX of Chapter 5 of this Code.

(ii) *Health and Safety.* The recipient of any expenditure of funds from the Affordable Housing Trust Fund shall comply with all applicable federal, state and local laws relating to health

and safety, including, but not limited to, housing codes, occupation safety codes, product codes and standards, and consumer safety.

- (iii) *Anti-Discrimination.* The recipient of any expenditure of funds from the Affordable Housing Trust Fund shall comply with all applicable federal, state and local law relating to discrimination on the basis of race, national origin, sex, sexual orientation, gender identity, age or other prohibited classifications pursuant to Article III of Chapter 15. The Affordable Housing Development Authority may give preference to funding projects that require the use of thirty percent (30%) or more participation of minority business enterprises or disadvantaged business enterprises or that promote the employment opportunities of persons with low income or persons with disabilities.
- (iv) *Environmental Impact.* The recipient of any expenditure of any funds from the Affordable Housing Trust Fund shall comply with all applicable federal, state and local laws relating to the environment. The Affordable Housing Development Authority may give preference to funding projects that exceed existing environmental requirements and standards or that incorporate energy efficient designs and materials.
- (v) *Employment.* The recipient of any expenditure of any funds from the Affordable Housing Trust Fund shall comply with all applicable federal, state and local law relating to employment, including, but not limited to, minimum wage requirements, occupational safety, accident reporting requirements, etc. The Affordable Housing Development Authority may give preference to funding projects that create employment opportunities for residents of low income neighborhoods and public housing complexes in the City of Jackson and may give preference to funding projects that pay a living wage of at least \$13.32 per hour plus benefits, indexed to inflation, to all persons employed on said project.

Sec. 14-706. - Reporting requirements.

The Director of 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 Authority, summarizing the developments, programs, and services funded by the Affordable Housing Development Authority, and setting forth the expenditures made by the Affordable Housing Development Authority from the Affordable Housing Trust 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. 14-707. - Severability.

The terms, conditions, and provisions of this ordinance are hereby declared to be severable, and, should any portion, part or provision of this ordinance be found by a court of competent jurisdiction to be invalid, enforceable or unconstitutional, the City Council hereby declares its intent that the ordinance shall have been enacted without regard to the invalid, enforceable or unconstitutional portion, part or provision of this ordinance.

Sec. 14-708—14-750. - Reserved.

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: November 9, 2021
SUBJECT: Accept the Jackson Public Arts Commission recommendation for a new City Seal.

Recommendation:

Accept the Jackson Public Arts Commission recommendation for new City Seal.

Attached is a memo from Angela Edward, Chairperson of the Jackson Public Art Commission

Jackson Public Art Commission has provided an example of the new City seal for your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Angela Edward, Chairperson of the Jackson Public Arts Commission

DATE: November 9, 2021

RECOMMENDATION: Accept the Jackson Public Arts Commission recommendation for new City Seal.

SUMMARY

The City of Jackson Public Art Commission was given the task to develop ideas and for a new City of Jackson seal to replace the current seal. The Commission had several meetings including public comment hearing on August 17, 2021. After councilperson and Mayor comments during the September 14, 2021 meeting the Jackson Public Arts Commission revamped the final two seals. The board met again to review changes on October 19, 2021 and selected option 2 to move to City Council for recommendation.

BUDGETARY CONSIDERATIONS

There will be future costs with changing of the seal throughout the City.

HISTORY, BACKGROUND and DISCUSSION

The City of Jackson was founded in 1829 and the current seal was created after Andrew Jackson and the creation of the City name after him.

DISCUSSION OF THE ISSUE

The Jackson Public Arts Commission has recommended the attached seal to City Council for final decision.

POSITIONS

Requested action is to accept the Jackson Public Arts Commission recommendation for the new City of Jackson seal.



MEMO TO: Honorable Mayor and City Councilmembers

FROM: Matthew M. Hagerty, City Attorney

DATE: Council Meeting – November 9, 2021

SUBJECT: Accounts Receivable Write-Off Request

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

Your consideration and concurrence is appreciated.

DEPARTMENT REPORT

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Matthew M. Hagerty, City Attorney
DATE: Council Meeting – November 9, 2021
RECOMMENDATION: **APPROVE the Accounts Receivable Write-Off Request.**

SUMMARY

Attached is a memorandum from Finance Director Phil Hones requesting a write-off for the list of debts attached to his memorandum.

HISTORY, BACKGROUND and DISCUSSION

The City Attorney's Office reviewed the attached Invoice Write Off List and concurs with Mr. Hones' request. The debt will still be owed by the debtors; however, the City will no longer send monthly invoice statements to the debtors.

POSITION

It is the recommendation of the City Attorney's Office that Council approve the debts listed for write-off as bad debts.

ATTACHMENTS: Memorandum from Phil Hones, dated September 27, 2021
A spreadsheet containing a list of the debts to be written off

September 27, 2021

TO: Matthew Hagerty, City Attorney

FROM: Phil Hones, Finance Director



RE: Accounts Receivable Write-Off

Attached for your review is a listing of the City's accounts receivable prepared by the Finance Department. These invoices are comprised of:

- 1) Amounts where the invoiced party has had their debts discharged through bankruptcy,
- 2) Amounts that have been turned over to the City's collection agency and remain unpaid after two years or longer,
- 3) Amounts where the invoiced party is no longer in business, and
- 4) Amounts where the invoiced party is deceased and there is no estate.

I do not believe that collection efforts should be continued with regards to invoices on this listing due to impracticality and the unlikelihood of collection. Therefore, in accordance with the City's current policy, I am forwarding this listing to your office for your review and your subsequent recommendation to the City Council that they be approved for write-off.

Please let me know if you have any questions regarding this issue.

Thank you in advance.

Invoice Date	Invoice #	Code	Invoiced To	Total Due	Date sent to Collection
04/17/2013	1300010369	Code	Darrow, Thomas	\$13,812.10	10/26/2016
12/22/2015	1500018254	Code	Hainline, Edith M	\$13,949.77	09/11/2018
04/20/2016	1600018672	Water	R.A. Baker Plumbing & Excavation	\$1,261.49	09/11/2018
06/09/2016	1600018880	Code	PA Seven LLC	\$15,742.61	09/11/2018
06/09/2016	1600018882	Code	Water, Roxanna J & Stanley	\$18,836.03	09/11/2018
06/09/2016	1600018883	Code	Lennox, John & Kimberly	\$14,851.71	09/11/2018
06/09/2016	1600018884	Code	ACM Vision V LLC	\$12,527.49	09/11/2018
06/09/2016	1600018887	Code	P & M Investments	\$6,064.99	09/11/2018
06/16/2016	1600018922	Civil	West, Shawntez Marquise	\$4,403.65	09/11/2018
06/16/2016	1600018924	Trms	140 W Michigan Ave LLC	\$3,325.59	09/11/2018
06/24/2016	1600018989	Weed	Gardner, Royce & Sandra E	\$235.22	05/16/2018
10/27/2016	1600019739	Code	Harbour Portfolio VII LP	\$14,313.85	05/16/2018
10/27/2016	1600019740	Code	Cortes, Francisco & Lucila	\$18,954.45	05/16/2018
11/23/2016	1600019874	Code	Cobern, David & Morine	\$17,792.86	05/16/2018
01/10/2017	1700020297	Dpwm	Odell Barnes LLC	\$300.42	03/26/2018
01/25/2017	1700020344	Dpwm	Haywood, Allen Etal	\$307.18	03/26/2018
01/25/2017	1700020367	Police	Gibson, Derice & Kevin	\$111.25	05/16/2018
01/27/2017	1700020368	Police	Jabkiewicz, Marilyn	\$222.50	03/26/2018
02/08/2017	1700020384	Comdev	Culbert, Susan	\$30,231.49	11/08/2018
02/09/2017	1700020389	Weed	Deutsche Bank Nat'l Trust Co	\$161.38	03/26/2018
02/14/17	1700020399	Trms	Turner, Dijana Monet-Marnice	\$677.27	03/26/2018
02/14/2017	1700020400	Dpwmi	Cooley, Peter James	\$677.00	03/23/2018
02/17/2017	1700020408	Police	J2D LLC	\$111.25	03/26/2018
03/08/2017	1700020528	Dpwm	Fowler, David A Sr Etal	\$300.42	03/23/2018
03/22/2017	1700020560	Weed	End Poverty Now Inc	\$158.02	03/23/2018
04/06/2017	1700020580	Fortry	House of Johnson Funeral Home	\$2,531.30	05/16/2018
04/13/2017	1700020597	Police	Williams, Jamie	\$110.00	03/26/2018
04/19/2017	1700020616	Dpwm	Prill, Brenda	\$303.80	05/16/2018
04/19/2017	1700020621	Dpwm	Hasbrouck, Charlotte	\$303.80	05/16/2018
04/24/2017	1700020626	Weed	Sunwest Trust FBO Hendra Tambunan	\$177.16	03/26/2018
04/24/2017	1700020627	Weed	Sunwest Trust FBO Hendra Tambunan	\$176.08	03/26/2018
04/28/2017	1700020650	Dpwm	ACM Vision V LLC	\$497.38	03/23/2018
05/04/2017	1700020656	Civil	Houser, James Leroy	\$3,691.37	05/16/2018
05/04/2017	1700020658	Dpwmi	Gibson, Golden Roy II	\$770.81	03/23/2018
05/17/2017	1700020677	Weed	Boatwright, Kasandra	\$193.61	03/23/2018
05/17/2017	1700020679	Weed	Estates of Jones Toni B Trust	\$178.09	05/16/2018
05/17/2017	1700020684	Weed	Estate of Brock Betty A	\$161.38	05/16/2018
05/17/2017	1700020686	Code	Conner, Noble & Izora B	\$14,182.43	05/16/2018

05/17/2017	1700020688	Code	Burnham, James & Regina Estates	\$11,809.43	05/16/2018
05/17/2017	1700020689	Code	Davis, William J & Dana A	\$11,379.84	12/20/2018
05/17/2017	1700020701	Weed	Whitlock, April R	\$157.74	03/26/2018
06/05/2017	1700020763	Weed	Sec of Housing & Urban Dev	\$176.08	05/16/2018
06/14/2017	1700020788	Weed	Aziz, Jawairia	\$155.92	03/23/2018
06/15/2017	1700020804	Weed	H & R Rental Management	\$155.92	03/23/2018
06/15/2017	1700020806	Weed	PA Seven Llc	\$159.56	05/16/2018
06/15/2017	1700020810	Weed	Grace Haven Inc	\$212.36	05/16/2018
06/15/2017	1700020821	Weed	Conner, Noble & Izora B	\$195.84	05/16/2018
06/15/2017	1700020826	Weed	Cortes, Francisco & Lucila	\$242.08	05/16/2018
06/15/2017	1700020834	Weed	Avery, Nancy	\$242.08	05/16/2018
06/15/2017	1700020835	Weed	Hasbrouck, Charlotte	\$209.12	05/16/2018
06/15/2017	1700020837	Weed	Allen, Peter A & Tania E	\$176.08	05/16/2018
06/15/2017	1700020838	Weed	Marr, John & Grace	\$176.08	05/16/2018
06/15/2017	1700020839	Weed	Anderson, Robert M Jr	\$159.56	05/16/2018
06/15/2017	1700020843	Weed	Jones, Leamon	\$195.84	05/16/2018
06/15/2017	1700020845	Weed	Johnson, Branden	\$198.08	05/16/2018
06/15/2017	1700020848	Weed	Gorsuch, David & Holly	\$198.08	05/16/2018
06/15/2017	1700020850	Weed	Howie, David/ Lennox, Judy	\$155.92	03/23/2018
06/15/2017	1700020853	Weed	P & M Investments	\$212.36	05/16/2018
06/16/2017	1700020861	Weed	Blair, William Jr	\$176.08	05/16/2018
06/16/2017	1700020862	Weed	FZA Investment	\$223.66	03/23/2018
06/16/2017	1700020867	Weed	Rice, Shirley A	\$192.60	05/16/2018
06/16/2017	1700020873	Weed	Kilbourn, Scott & Tonya	\$228.88	05/16/2018
06/16/2017	1700020874	Weed	Reid Estate, Hazel	\$209.12	05/16/2018
06/16/2017	1700020876	Weed	Wilson, Owen P Estate	\$192.60	05/16/2018
06/16/2017	1700020881	Weed	Whitlock, April R	\$172.06	03/26/2018
06/16/2017	1700020890	Weed	Moten, Mary Etal	\$209.12	05/16/2018
06/16/2017	1700020896	Weed	Kaja Holdings 2 Llc	\$204.34	03/26/2018
06/22/2017	1700020928	Weed	Johnson, Sheila	\$209.12	05/16/2018
06/22/2017	1700020949	Weed	Melchor, Jose A Etal	\$212.36	05/16/2018
06/22/2017	1700020951	Weed	Dean, Bobbie H	\$188.70	03/23/2018
06/27/2017	1700020995	Dpwm	Carrigan-Mills, Moriah	\$290.28	03/23/2018
06/27/2017	1700020998	Dpwm	Morton, Amanda	\$585.92	03/26/2018
06/27/2017	1700021005	Dpwm	Estates of Jones Toni B Trust	\$297.04	05/16/2018
07/07/2017	1700021088	Weed	ACM Vision V LLC	\$166.64	03/23/2018
07/07/2018	1700021091	Weed	Oliver, Ella J	\$213.40	05/16/2018
07/10/2017	1700021100	Weed	REO Nationwide Llc	\$170.52	05/16/2018
07/10/2017	1700021101	Weed	Mierzwa, Barry J	\$170.52	05/16/2018
07/10/2017	1700021102	Weed	US Bank	\$204.28	03/26/2018
07/11/2017	1700021108	Dpwm	Whitlock, April	\$290.28	03/26/2018
07/11/2017	1700021112	Dpwm	Melchor, Jose A Etal	\$297.04	05/16/2018
07/14/2017	1700021126	Weed	Jones, Leamon	\$206.88	05/16/2018
07/14/2017	1700021126	Weed	Lennox, Laura	\$203.56	05/16/2018
07/14/2017	1700021132	Weed	H & R Rental	\$182.78	03/23/2018

07/20/2017	1700021146	Dpwm	Capital Income & Growth Fund LLC	\$268.88	03/23/2018
07/20/2017	1700021153	Weed	Kilbourn, Scott & Tonya	\$206.88	05/16/2018
07/20/2017	1700021156	Weed	Allen, Peter & Tania E	\$187.04	05/16/2018
07/20/2017	1700021157	Weed	Marr, John & Grace	\$203.56	05/16/2018
07/20/2017	1700021159	Weed	Estate of Brock Betty A	\$203.56	05/16/2018
07/24/2017	1700021166	Weed	Williams, Delvin L	\$170.52	05/16/2018
07/28/2017	1700021196	Police	Guinn, Michael	\$107.50	03/23/2018
07/28/2017	1700021200	Police	Patterson, Lori	\$107.50	03/26/2018
08/04/2017	1700021220	Weed	Johnson, Sheila	\$193.43	09/13/2018
08/04/2017	1700021224	Weed	ACM Vision V LLC	\$210.52	09/13/2018
08/04/2017	1700021234	Weed	Whitlock, April	\$210.52	09/13/2018
08/04/2017	1700021238	Weed	Johnson, Branden	\$176.34	09/13/2018
08/04/2017	1700021246	Weed	FZA Investment	\$213.96	09/13/2018
08/04/2017	1700021255	Weed	Estates of Jones Toni B Trust	\$227.61	09/13/2018
08/09/2017	1700021266	Dpwm	Howie, David & Lennox, Judy	\$307.18	09/13/2018
08/09/2017	1700021272	Dpwm	Hasbrouck, Charlotte	\$307.18	09/13/2018
08/09/2017	1700021273	Dpwm	Jepson, Bryan & Victoria Etal	\$307.18	09/13/2018
08/10/2017	1700021296	Weed	Mierzwa, Barry J	\$216.18	09/13/2018
08/11/2017	1700021303	Weed	Hasbrouck, Charlotte	\$193.43	09/13/2018
08/11/2017	1700021305	Weed	Mierzwa, Barry	\$176.34	09/13/2018
08/11/2017	1700021306	Weed	Conner, Noble & Izora B	\$213.96	09/13/2018
08/18/2017	1700021324	Weed	P & M Investments	\$210.52	09/13/2018
08/18/2017	1700021332	Weed	REO Nationwide LLC	\$176.34	09/13/2018
08/21/2017	1700021362	Police	GKC Michigan Theaters Inc	\$113.75	09/11/2018
09/01/2017	1700021409	Weed	Reid, Estate Hazel	\$191.30	09/13/2018
09/01/2017	1700021411	Weed	Oliver, Ella J	\$172.02	09/13/2018
09/29/2017	1700021469	Police	GKC Michigan Theaters Inc	\$112.50	09/11/2018
09/29/2017	1700021474	Police	Savage, Charles	\$112.50	09/11/2018
09/29/2017	1700021485	Police	Eutyclus Properties LLC	\$112.50	09/11/2018
09/29/2017	1700021517	Weed	Blair, William Jr	\$191.30	09/13/2018
09/29/2017	1700021521	Weed	Ekins, Brady L	\$191.30	09/13/2018
09/29/2017	17000021522	Weed	Wood, Robert & Shelly	\$191.30	09/13/2018
10/03/2017	1700021534	Dpwm	Wood, Robert & Shelly	\$300.42	09/13/2018
10/06/2017	1700021547	Engbi2	Potts, Douglas Melvin	\$845.20	09/12/2018
10/12/2017	1700021550	Weed	Melchor, Jose A Etal	\$205.88	09/13/2018
10/17/2017	1700021593	Msmain	Long, Dandra Danae	\$1,189.71	09/12/2018
10/17/2017	1700021597	Dpwm	Wilson, Thomas	\$300.42	09/13/2018
10/27/2017	1700021640	Police	National Railroad Passenger Corp	\$111.25	09/11/2018
10/27/2017	1700021649	Police	Moore, Lula B	\$111.25	09/11/2018
11/01/2017	1700021666	Weed	Beach, Richard	\$170.52	09/13/2018
11/27/2017	1700021747	Water	Home Depot	\$285.00	09/11/2018
11/27/2017	1700021759	Police	Griffen III, Jesse James	\$110.00	09/11/2018
12/06/2017	1700021803	Dpwm	Sunwest Trust FBO Hendra Tambunan	\$293.66	09/13/2018

12/08/2017	1700021811	Code	Hasbrouck, Charlotte	\$12,258.91	09/11/2018
12/28/2017	1700021907	Police	Jackson Dental Investment Prop LLC	\$108.75	09/11/2018
12/28/2017	1700021938	Police	Williams, Kimberly L	\$108.75	09/11/2018
01/10/2018	1800021958	Fire	El Compa	\$53.78	09/11/2018
01/10/2018	1800021961	Fire	Sears	\$53.78	09/11/2018
01/10/2018	1800021962	Fire	Taco Bell	\$53.78	09/11/2018
01/10/2018	1800021967	Fire	Body Works Reconditioning	\$53.78	09/11/2018
01/10/2018	1800022024	Fire	Tripp, Valerie	\$53.78	09/11/2018
01/10/2018	1800022039	Fire	Ghuman LLC	\$53.78	09/11/2018
01/10/2018	1800022051	Fire	Adams Hotel	\$53.78	09/11/2018
01/10/2018	1800022058	Fire	Woodbridge Auto Repair	\$53.78	09/11/2018
01/10/2018	1800022061	Fire	Simple Petroleum Inc	\$53.78	09/11/2018
01/10/2018	1800022087	Fire	House of Johnson Funeral Home	\$80.64	09/11/2018
01/16/2018	1800022167	Trms	Maxon, Kimberly Jo	\$167.13	09/13/2018
01/16/2018	1800022173	Dpwm	Conner, Noble & Izora B	\$290.28	09/13/2018
01/16/2018	1800022177	Dpwm	Carrigan-Mills, Moriah	\$290.28	09/13/2018
01/22/2018	1800022209	Dpwn	Kaja Holdings 2 LLC	\$290.28	09/13/2018
08/14/2015	1500017755	Demo	Sanders, Brent A	\$29,154.22	W/O per Atty
04/20/2017	1700020625	Demo	Cannon Estate, James D	\$6,632.13	W/O per Atty
01/10/2018	1800022159	Demo	Rudd, Charles W & Kathy	\$22,584.09	W/O per Atty
01/10/2018	1800022160	Demo	Hicks, Rheuben & Phyllis	\$27,414.09	W/O per Atty
08/03/2018	1800023033	Demo	Brenner, Edward O	\$8,853.68	W/O per Atty
08/03/2018	1800023035	Demo	Partlow, Robert	\$22,843.68	W/O per Atty
09/07/2018	1800023156	Demo	Joly, Nicole	\$17,326.55	W/O per Atty
12/13/2013	1800023443	Demo	Kota Investments LLC	\$44,242.16	W/O per Atty
01/10/2019	1900023681	Demo	Castlerock 2017 Llc	\$24,133.03	W/O per Atty
02/12/2019	1900023785	EngBi12	Lauerence, Derek Myciaal	\$21,395.61	W/O per Atty
09/03/2019	1900024561	Demo	Tiffany, Michael L	\$17,772.99	W/O per Atty
10/09/2019	1900024649	Demo	Murguia, Jesus & Heather	\$31,480.28	W/O per Atty
03/05/2020	2000025356	Demo	Flack, Shannon M	\$13,100.00	W/O per Atty
07/17/2020	2000025848	Demo	Harren, Karen	\$36,783.69	W/O per Atty
07/17/2020	2000025849	Demo	Collado Property Management	\$18,823.23	W/O per Atty
07/23/2020	2000025934	Demo	Edick, Kelly A	\$14,362.50	W/O per Atty
08/06/2020	2000025996	Demo	Dunlap Etal, Lilly	\$7,529.56	W/O per Atty
09/10/2020	2000026085	Demo	Gibson Etal, Mercedes	\$35,140.43	W/O per Atty
06/27/2019	1900024196	DPWMI	Sampson, Hershel	\$4,598.80	W/O per Atty
08/02/2019	1900024442	Weed	Whipple Estate, Glendola	\$786.68	W/O per Atty
10/14/2019	1900024663	Dpwm	Hyatt, Andrew	\$1114.14	W/O per Atty
05/01/2020	2000025468	Dpwm	Darrow Estate, Thomas A	\$1,970.68	W/O per Atty
05/01/2020	2000025473	Engbi2	Parker-White, Ella Sue	\$20,873.02	W/O per Atty
08/03/2018	1800023036	Demo	Stoetzel Jr, Carlos M	\$8278.68	W/O per Atty
12/09/2020	2000026548	Dpwmi	Banks, Darrel	\$606.32	W/O per Atty

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: November 9, 2021
SUBJECT: **Traffic Control Orders 2368-2369**
Summit Avenue and Teneyck Street

Recommendation:

Approval of Traffic Control Order 2368-2369 to install “No Parking Any Time” signs with proper arrows 20 feet from the crosswalks at intersection of Summit Avenue and Teneyck Street.

Attached is a memo from Jon Dowling, City Engineer, for Traffic Control Orders on Summit Avenue and Teneyck Street.

I recommend approval of Traffic Control Orders 2368-2369. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: November 9, 2021

RECOMMENDATION: Approval of Traffic Control Orders 2368-2369 to install “No Parking Any Time” signs with proper arrows 20 feet from the crosswalks at intersection of Summit Avenue and Teneyck Street.

SUMMARY

Traffic Control Orders (TCO) are needed to reinforce No Parking within 20 feet of the intersection of Summit Avenue and Teneyck Street.

BUDGETARY CONSIDERATIONS

Item	Each	Total
7 – No Parking Any Time signs	\$11.70	\$81.90
7 – Sign posts	\$25.34	\$177.38
2 - hours labor/equipment	\$122.34	\$244.68
Total		\$503.96

This is the estimated cost for this work, which will be paid from Major Streets Traffic funds.

HISTORY, BACKGROUND and DISCUSSION

Vehicles are consistently parking too close to the intersection of Summit Avenue and Teneyck Street. This is causing a sight distance issue at the intersection.

DISCUSSION OF THE ISSUE

After review, Engineering has the following recommendation:

To install “No Parking Any Time” signs with proper arrows from 20 feet of the crosswalks to the intersection on Summit Avenue and Teneyck Street.

POSITIONS

It is the recommendation of Engineering that Traffic Control Orders 2368-2369 be approved. If you have any questions please do not hesitate to contact me.

ATTACHMENTS

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2368

LOCATION: Summit Ave at Teneyck St

DATE: November 9, 2021

ASSIGNED TO:

TCO DESCRIPTION

To create corner safety clearances, investigate the need for installation of No Parking zones on Summit Ave at Teneyck St due to vehicles being parked too close to intersection and causing a sight distance issue.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Investigation revealed that this area has a high volume of on-street parking, including parking too close to the intersection. Engineering recommends installing No Parking Anytime signs with correct facing arrows on Summit Ave 20 feet from crosswalks on the northwest, southwest, and southeast corners of Summit Ave at Teneyck St. The northeast corner is already marked for No Parking for the entire block. This will also rescind TCO 918 which restricted parking on the west side of the 100 block of Summit Ave.

APPROVED **REJECTED** **DATE:** November 9, 2021 **BY CITY COUNCIL**

WORK ASSIGNMENT: To Sign Shop

DATE: November 10, 2021

TO:

Install No Parking Anytime signs with correct facing arrows on Summit Ave 20 feet from crosswalks on the northwest, southwest, and southeast corners of Summit Ave at Teneyck St.

BY JON H. DOWLING, P.E.

MATERIAL USED

<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>				
Posts	Stop	Time Limit	No Parking	Loading Zone	One Way	Yield	Paint	Other

ASSIGNMENT COMPLETED

DATE: **BY: Sign Shop**

WORK INSPECTED

REMARKS:

DATE: **BY: Jon H. Dowling, P.E., City Engineer**

Copies: 1. Intersection File 2. TCO File 3. Work Order Copy 4. Police Dept. 5. Fire Dept 6. City Clerk

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2369

LOCATION: Teneyck St at Summit Ave

DATE: November 9, 2021

ASSIGNED TO:

TCO DESCRIPTION

To create corner safety clearances, investigate the need for installation of No Parking zones on Teneyck St at Summit Ave due to vehicles being parked too close to intersection and causing a sight distance issue.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Investigation revealed that this area has a high volume of on-street parking, including parking too close to the intersection. Engineering recommends installing No Parking Anytime signs with correct facing arrows on Teneyck St 20 feet from crosswalks on all corners of Teneyck St at Summit Ave.

APPROVED

REJECTED

DATE: November 9, 2021

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE: November 10, 2021

TO:

Install No Parking Anytime signs with correct facing arrows on Teneyck St 20 feet from crosswalks on all corners of Teneyck St at Summit Ave.

BY JON H. DOWLING, P.E.

MATERIAL USED

Posts

Stop

Time Limit

No Parking

Loading Zone

One Way

Yield

Paint

Other

ASSIGNMENT COMPLETED

DATE:

BY: Sign Shop

WORK INSPECTED

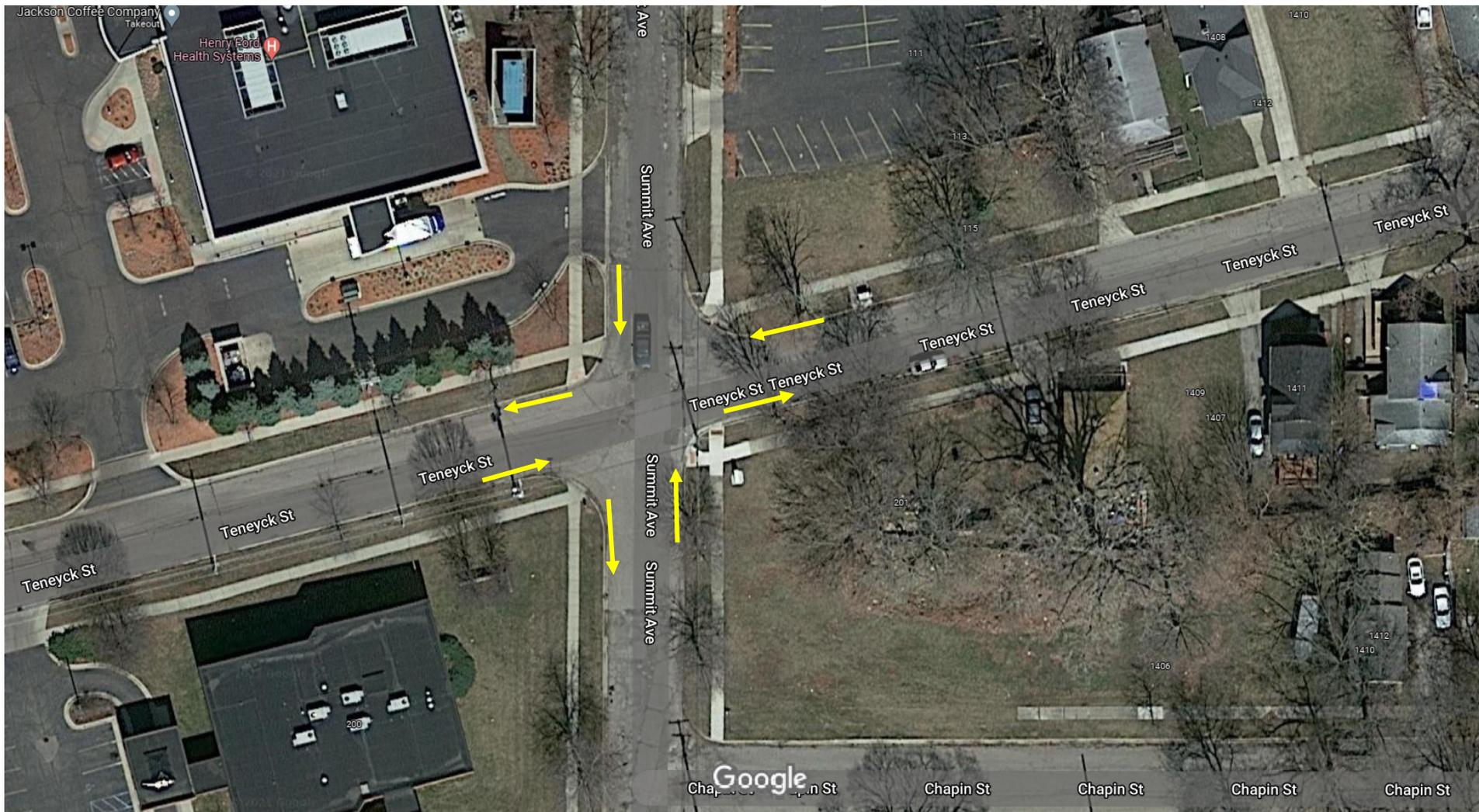
REMARKS:

DATE:

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

Copies: 1. Intersection File 2. TCO File 3. Work Order Copy 4. Police Dept. 5. Fire Dept 6. City Clerk

Traffic Control Orders 2368-2369



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 9, 2021

SUBJECT: **Recommendation for the obligation of American Rescue Plan Act funding to the City's Lead Service Line Replacement Program in the amount of \$2,347,935.**

Recommendation:

Obligation of \$2,347,935 in American Rescue Plan Act funding to the City's Lead Service Line Replacement Program, to replace water service lines per the Safe Drinking Water Act's 2018 revisions to the Lead and Copper Rule.

Attached is a report from Michael Osborn, Director of Public Works regarding the award referenced above.

Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Michael Osborn, Director of Public Works

DATE: November 9, 2021

RECOMMENDATION: **Obligation of \$2,347,935 in American Rescue Plan Act funding to the City's Lead Service Line Replacement Program, to replace water service lines per the Safe Drinking Water Act's 2018 revisions to the Lead and Copper Rule.**

SUMMARY

In 2020, the City completed a pilot study to replace lead service lines using both a contractor and City staff to complete the full water service line replacement. The full water service line replacement would include replacing the lead water service line from the water main in the street including the connection to the water main all the way into the house/building up to the meter. It was determined through this pilot study the City staff was able to complete the lead service line replacement at a lesser cost than utilizing a contractor. The City plans to add additional employees to its staff and equipment to its fleet to accommodate multiple crews in order to achieve the goal of replacing 5% of the lead service lines per year, per the Safe Drinking Water Act's 2018 revisions to the Lead and Copper Rule. The City's plan to fund this program has begun by increasing water rates by 12% over the next two years, funding the City's lead service line replacement program by fiscal year 2023/24. Utilizing the American Rescue Plan Act funds will allow the City's lead service line replacement program to begin ahead of schedule while awaiting funding.

Beginning in 1997 through 2017, as part of the City Engineering water main replacement projects 2,961 water service lines have been replaced with new copper service lines from the water main to the curb stop (public side of service). The City would like to begin its lead service line replacement program in the spring of 2022 utilizing the American Rescue Plan Act funding to replace lead services from the curb stop into the house/building to the meter (private side of service) in the following locations:

<u>Replacement Locations</u>	<u>Lead Services</u>
Bates: Leroy - Dead End	84
Fourth: Griswold to Morrell	85
Michigan Ave: Brown to First	88
Seymour: Ganson to Floral	129
Total Lead Services to Replace	386

Replacing the private side of the service will allow the City to begin the lead service line replacement program with the services that will require less restoration work, as there will be no need to dig up the street to access service line's connection to the water main. Therefore slightly reducing the replacement cost and allowing the City to complete more services using American Rescue Plan Act dollars.

BUDGETARY CONSIDERATIONS

The proposed lead service line replacement project has an estimated cost of \$2,347,935 to replace the private side of the services. This estimated project cost does include a 10% contingency as the cost of construction materials are expected to continue to rise over the next year due to the increase in this type work across the country. Planned sources of funds are:

- ARPA Funding: \$2,347,935

HISTORY, BACKGROUND and DISCUSSION

The City of Jackson owns and operates a water supply, treatment, and distribution system that serves the City itself, a significant part of Blackman Township, small parts of Summit and Leoni Townships, and the Jackson State Prison. The City's water system has more than 174 miles of water main within the City and 79 miles of water main in the townships, it serves. There are approximately 12,042 water services within the City and as part of the City's Preliminary Distribution Systems Materials Inventory it was determined that approximately 11,339 of those services may contain lead. Lead water service lines are a known potential public health hazard. Many lead service lines still exist in older portions of the distribution system. These lead service lines need to be eliminated in the next 20 years to meet the requirements of the Safe Drinking Water Act. The 2018 revisions to the Lead and Copper Rule requires municipalities to replace a minimum of 5% of their lead service lines annually starting in 2021, including those service lines traditionally owned by the customer at a cost to the water system.

POSITIONS

Obligation of \$2,347,935 in American Rescue Plan Act funding to the City's Lead Service Line Replacement Program.

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: November 9, 2021
SUBJECT: Resolution to amend the CDBG budgets for fiscal years 2020/2021 and 2021/2022 for City-Wide Emergency Hazard/Major Components and General/Rehabilitation activities.

Recommendation:

Approve the resolution to amend the CDBG budgets for fiscal years 2020/2021 and 2021/2022 to budget excess program income received in fiscal year 2020/2021 to the fiscal year 2020/2021 City-Wide Emergency Hazard/Major Components Rehabilitation Activities and to the fiscal year 2021/2022 General and Rehabilitation Administration.

Attached is a memorandum from Shane LaPorte, Director of the Department of Neighborhood & Economic Development, requesting City Council to reallocate excess program income received in fiscal year 2020/2021 to fiscal year 2020/2021 for City-Wide Emergency Hazard Rehabilitation/Major Component Projects and to fiscal year 2021/2022 General/Rehabilitation Administration Activities.

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

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Shane LaPorte, Director of Neighborhood & Economic Operations

DATE: November 9, 2021

RECOMMENDATION: Approve the resolution to amend the CDBG budgets for fiscal years 2020/2021 and 2021/2022 to budget excess program income received in fiscal year 2020/2021 to the fiscal year 2020/2021 City-Wide Emergency Hazard/Major Components Rehabilitation Activities and to the fiscal year 2021/2022 General and Rehabilitation Administration.

SUMMARY

Approve the resolution to amend the Community Development Block Grant (CDBG) budgets for fiscal years 2020/2021 and 2021/2022 to budget excess program income received in fiscal year 2020/2021 to the fiscal year 2020/2021 City-Wide Emergency Hazard Rehabilitation/Major Component Activities and to the fiscal year 2021/2022 General and Rehabilitation Administration.

BUDGETARY CONSIDERATIONS

Request to reallocate \$123,157 of excess program income received in fiscal year 2020/2021 and increase the budget in fiscal year 2020/2021 for City-Wide Emergency Hazard Rehabilitation/Major Component Activities and in fiscal year 2021/2022 for General and Rehabilitation Administration duties as follows:

Activity	Amount
Emergency Hazard Rehabilitation /Major Components	\$ 73,157
General Administration	\$ 10,000
Rehabilitation Administration	<u>\$ 40,000</u>
Total to Reallocate:	\$123,157

Staff has identified excess program income received in fiscal year 2020/2021 from Deferred Loan Repayments, Code Enforcement Income, and Other Program Income to support this request.

HISTORY, BACKGROUND and DISCUSSION

The City of Jackson is an entitlement recipient of federal funds from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) Program.

Emergency Hazard Rehabilitation/Major Component Activities

Over 500 postcards were mailed to homeowners in the City's three local CDBG target areas – West of Henry Ford Allegiance Health, East of S Martin Luther King Jr Dr, and West of S Martin Luther King Jr Dr, reminding them of the rehabilitation programs the City offers. The overwhelming response to this direct solicitation, along with the unforeseen increase in material prices across all major disciplines due to the pandemic, have diminished the Emergency Hazard/Major Component Program funds dramatically. To assure our low-moderate income families have the necessary emergency hazard protection from the fast approaching winter months, additional funds are respectfully requested to continue offering rehabilitation assistance.

General Administration

The General Administration overall program expenses include salaries, wages, and related cost necessary in monitoring, evaluating, and management of the HUD grant program.

In March 2021 a staff member was added to assume the administration duties of the upcoming retirement of the City's Grant Coordinator. This added position was unbudgeted and the extra expenses of supplies, training, membership fees, etc. has the potential to tax the projected budget. As a precaution, additional funds are requested to maintain and cover any reserves necessary for the remaining fiscal year.

Rehabilitation Administration

The Rehabilitation Administration expenses are related to the delivery costs associated with carrying out the housing rehabilitation activities, including staff, other direct cost, and service cost. With the overwhelming response from our targeted solicitations, additional funds are necessary to ensure all indirect cost and additional staff time needed are available for any loan commitments under the program.

CDBG has unused program income of \$123,157 from fiscal year 2020/21 which will be used to support Emergency Hazard Rehabilitation/Major Component activities and Administrative functions. The \$50,296 difference between the requested amount of \$123,157 and the resolution of \$173,453 is an accounting matter due to contributions affecting various fiscal years.

POSITIONS

Requested action is for City Council to approve the resolution to amend the CDBG budgets for fiscal years 2020/2021 and 2021/2022 to cover the City-Wide Emergency Hazard/Major Components Rehabilitation Activities and General/Rehabilitation Administration duties.

ATTACHMENTS

- Resolution

City of Jackson, Michigan
Resolution to Amend the Fiscal Years
2020/2021 (Year 46), and 2021/2022 (Year 47) CDBG Budgets

WHEREAS, the U.S. Department of Housing and Urban Development approved the Community Development Block Grant (CDBG) activities for fiscal year 2020/2021 (Year 46) and 2021/2022 (Year 47); and

WHEREAS, in Year 46, receipts from program income exceeded budgeted revenue; and

WHEREAS, the City Council desires to appropriate the excess program income from Year 46 to be made available for use in Year 46 for City-Wide Emergency Hazard/ Major Component Rehabilitation Activates and for use in Year 47 for General and Rehabilitation Administration Expenses.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Jackson hereby amends the subject budgets as follows:

CDBG Fund

REVENUE:	Increase	Decrease
286-000-046-664.000 Interest Income	\$ 101	\$ -
286-000-046-688.003 Code Enforcement Fees	\$ 3,501	\$ -
286-000-046-688.012 Other Program Incomes	\$ 2,451	\$ -
286-000-046-691.003 Deferred Loans	\$ 118,400	\$ -
286-000-046-691.005 Home Administration Fees	\$ -	\$ 1,296
286-000-047-695.046 Contribution from Year 46	\$ 50,000	\$ -
	\$ 174,453	\$ 1,296
EXPENDITURES:		
286-716-046-816.001 Emergency Hazards / Major Components	\$ 73,157	\$ -
286-737-047-701.000 General Administration	\$ 10,000	\$ -
286-748-047-701.000 Rehab Administration	\$ 40,000	\$ -
286-743-046-965.047 Contribution to Year 47	\$ 50,000	\$ -
	\$ 173,157	\$ -

* * * * *

STATE OF MICHIGAN }
} ss.
County of Jackson }

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 9th day of November, 2021.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 10th day of November, 2021.

By: _____
Andrea Muray City Clerk

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: November 9, 2021
SUBJECT: Approve Purchase of Pierce Fire Engine

Recommendation:

Approve purchase of 2021 Pierce fire engine at a cost not to exceed \$700,000, where the funds would be obligated from the City's American Rescue Plan Act funds.

Attached is a memorandum from Director Elmer Hitt regarding the purchase of the fire engine.

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

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Elmer J. Hitt, Director of Police and Fire Services 

DATE: November 9, 2021

RECOMMENDATION: Approval of Purchase of 2021 Pierce Fire Truck

SUMMARY

The Jackson Fire Department proposes to purchase a 2021 Pierce Enforcement fire engine at a cost not to exceed \$700,000. This will cover the acquisition and outfitting of the engine. This request is to obligate American Rescue Plan Act (ARPA) monies received by the City of Jackson to cover this purchase.

BUDGETARY CONSIDERATIONS

No monies were budgeted for this purchase. The ARPA funds obligated will cover the entire purchase, and no monies from the general fund will be expended.

HISTORY, BACKGROUND and DISCUSSION

Currently, the Fire Department utilizes a 1995 Pierce aerial (L-1) and a 1997 Pierce pumper (E-2) as reserve apparatus in the event a primary apparatus is out of service. Both of these apparatus will be decommissioned and sold when the new 2021 Pierce engine is received. The current 2003 KME pumper (E-4) will be moved to reserve status. This will leave front line apparatus as the 2018 Pierce tower (T-8), 2016 Pierce engine (E-3), and if approved, the new 2021 Pierce pumper.

DISCUSSION OF THE ISSUE

The purchase of a new apparatus was being planned for 2023. Due to the negative results of a recent inspection of L-1 and mechanical concerns with E-2, it is being recommended to move forward with the purchase now and obligate ARPA funding to do so.

POSITION

I recommend approving the purchase of the 2021 Pierce fire engine.

MEMO TO: Honorable Mayor Dobies and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 9, 2021

SUBJECT: **Approve a contract with The Lockout LLC for building safety upgrades in City Hall**

RECOMMENDATION: **Approve a contract with The Lockout LLC for building safety upgrades in City Hall.**

Your consideration and concurrence is appreciated.

DEPARTMENTAL REPORT

MEMO TO: City Council

FROM: Jonathan Greene, City Manager

DATE: November 1, 2021

RECOMMENDATION: Approve a contract with The Lockout LLC for building safety upgrades in City Hall

SUMMARY

In June we conducted a safety audit of City Hall with a firm called Lockout Co. Lockout Co has a strong track record in building safety and security. They have extensive experience in Jackson County as nearly every district utilizes their services and products. In the coming months, a dedicated group of city hall staff will be evaluating their audit/assessment along with their proposal for safety solutions. I will keep you informed of any planned changes to city hall and the safety of our staff and visitors.

HISTORY, BACKGROUND and DISCUSSION

There are no safety provisions preventing the armed people from entering City Hall. There are no measures in place to protect staff and visitors in the event of an active shooter or other violent disruption in the building. The building has many glass doors, large open customer service windows, and open areas. City Hall does not have an emergency alert system, aside from the fire alarm, to communicate emergency situations.

POSITIONS

Please consider approval a contract with The Lockout LLC for building safety upgrades in City Hall.



Proposal Prepared By LockOut

Prepared for: Jackson City Offices



Project Name: Jackson City Offices
Project Address: 161 W. Michigan Ave
Project City, State: Jackson, MI
Project Zip: 49201
Analysis Version: 1
Analysis Date: 6/22/2021

Project Contact Information			
Contact for Jackson City Offices	Jonathan Greene	(517) 788-4035	jgreene@cityofjackson.org
Contact for LOC	Rob Couturier		517-202-4602

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Quotation

DATE 6/22/2021

Quotation # 9020210622

Customer ID# JCO-001

The Lockout LLC.

718 Advance St

Brighton, MI 48116

Quotation For: Jonathan Greene

Jackson City Offices

161 W. Michigan Ave

Jackson, MI

49201

Ship To:

Same

Prepared by: Rob Couturier

Payment Terms if purchasing directly from Lockout LLC.

Terms: 50% Down 25% Upon Project Start and 25% Upon Completion (Terms may vary if using outside financing)

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
Rob Couturier	TBD	TBD	LO	Brighton, MI	50/25/25

QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT
1		\$ -		\$ -
1	Total Smart System Price	167,394.10		167,394.10
1		-		-
1		-		-
1		-		-
1		-		-
1	Freight/Set-Up/Lift/Permits:	6,444.67		6,444.67
1	Program/Test/Consult/Training:	35,110.00		35,110.00

X: _____ Date: _____

SUBTOTAL: \$ 208,948.77

CONTINGENCY: 16,739.41

OTHER:

SUBTOTAL: 225,688.18

TAX: -

TOTAL COST: \$ 225,688.18

If quote is approved, a full contract will be provided.

If you have any questions concerning this quotation please contact Brenann Couturier at bcouturier@lockoutusa.com

THANK YOU FOR THE OPPORTUNITY TO SERVE YOU!

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: November 9, 2021
SUBJECT: **Engineer's Report for Street Resurfacing
Greenwood Avenue – Fourth Street to Morrell Street**

RECOMMENDATION:

Receive the Engineer's Report for street resurfacing on Greenwood Avenue from Fourth Street to Morrell Street and establish December 7, 2021 at the City Council meeting as the time and place to hold a public hearing of necessity.

Attached is a report from Jon Dowling, City Engineer regarding street resurfacing on Greenwood Avenue.

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

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: November 9, 2021

RECOMMENDATION: Receive the Engineer's Report for street resurfacing on Greenwood Avenue from Fourth Street to Morrell Street and establish December 7, 2021 at the City Council meeting as the time and place to hold a public hearing of necessity.

SUMMARY

Engineering requests that City Council establish a public hearing of necessity to be held December 7, 2021 for street resurfacing on Greenwood Avenue from Fourth Street to Morrell Street. This report is prepared for City Council per the Assessment Policy regarding the necessity of street reconstruction.

BUDGETARY CONSIDERATIONS

Estimated project costs and funding are as follows:

Street Construction Assessments	\$253,199
Major Street Funds	\$45,117
MDOT/FHWA Funds	<u>\$482,400</u>
Total Project Cost	\$780,716

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

HISTORY, BACKGROUND and DISCUSSION

Engineering records show that Greenwood Avenue was reconstructed in 1989, seal coated in 1997 and was crack sealed in 2002. The roadway has some cracking and potholes. The current PASER rating is 4. The attached photos show the current street conditions.

DISCUSSION OF THE ISSUE

Engineering proposes to mill and resurface the pavement structure with new hot mix asphalt. Sidewalk ramps will be upgraded to comply with current Americans with Disabilities Act (ADA) requirements. New sidewalk to be installed on the east side of Greenwood from Fourth Street to Third Street. The intersection of First Street and Greenwood on the east side of Greenwood will be realigned.

POSITIONS

I request receipt of the Engineer's Report for Greenwood Avenue resurfacing from Fourth Street to Morrell Street and approval of the establishment of December 7, 2021 at the City Council meeting as the time and place to hold a public hearing of necessity.



Photo 1: Greenwood at Morrell looking south



Photo 2: Greenwood at Union looking south



Photo 3: Greenwood at Woodbridge looking north



Photo 4: Greenwood at Woodbridge looking south



Photo 5: Greenwood looking south to High St



Photo 6: Greenwood looking north to High St



Photo 7: Greenwood south of Third St looking north



Photo 8: Greenwood mid block Third to Fourth looking south

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 9th, 2021

SUBJECT: Approve the sale of City owned property located at 902 First Street, for \$ 24,000.

Recommendation: Approve the sale of City owned property located at 902 First Street, to Veteran Empowerment Neighborhoods a 501C3 Organization for \$24,000. Authorize the City Manager to sign all sale documents associated with the Property Transfer and to make minor modifications.

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Attachments: Purchase agreement, cost calculation and Real Estate Net sheet.

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Shane LaPorte, Director of NEO

DATE: November 9th, 2021

RECOMMENDATION: Approve the sale of City owned property located at 902 First Street for \$24,000.

SUMMARY

The City of Jackson owns real property located at 902 First St. Property was placed on the MLS by Real Estate Agent Rich Cook. On October 15th 2021 an offer of \$24,000 was submitted to purchase the property from Veteran Empowerment Neighborhoods a 501C3 Organization. According to the offer to purchase, closing date is set to take place on or before November 24th, 2021.

BUDGETARY CONSIDERATIONS

Total project cost associated with acquisition, tax chargeback, personnel, maintenance, open receivables and real estate cost/fees \$17,563.11. Sale price \$24,000. Net remaining to be transferred into the City's General Tax Account is \$6,436.89. Upon sale the property will be placed back on the tax roll.

HISTORY, BACKGROUND and DISCUSSION

Property located at 902 First St was obtained by the County of Jackson through tax foreclosure and deeded to the City of Jackson through right of first refusal, with intent to demolish the home. In 2021 the City slowed the demolition program and began selling these real estate assets. In an effort to make the structure marketable the Neighborhood and Economic Operations Department oversaw cleanup of the structure interior and exterior. General Fund dollars were used to finance the project. After completion of the property sale preparation, the house was placed on the Multiple Listing Service (MLS) by Real Estate Agent Rich Cook of ERA Reardon Real Estate. On October 15th, 2021 Real Estate Agent Rich Cook of ERA Reardon Realty assisted the buyer Kimberly Dobson Executive Director of Veteran Empowerment Neighborhood a 501C3 Organization with submitting an offer to purchase 902 First St from the City of Jackson for the amount of \$24,000. Should Council agree to accept the bid amount, the closing is set on or before November 24th, 2021. The majority of structures being sold are not habitable and are in need of extensive repairs due to many years of deferred maintenance and neglect. Investors and future residents are purchasing City owned homes with intent to invest thousands of dollars to make the structures once again habitable.

POSITIONS

ATTACHMENTS: Purchase agreement, cost calculation and Real Estate Net sheet.

902 FIRST ST.

PIN# 3-203300000

G/L: 101-571-000-818.571 (Expenses) \ #101-571-000-673.000 (Revenue Deposit)



Closing Date

Listing Price	\$ 24,000.00
Est. Project Cost *	\$ 17,563.11
Net Sale	\$ 6,436.90

Contracts	Cost	Pd to Date	Remaining Balance
Johnny's Tree Services Tree/Brush Clean-up Pending Est.	\$ 1,000.00	\$ -	\$ 1,000.00
Mohawk Clean-up Services Inv#2106 Pd 10.8.21	\$ 2,900.00	\$ -	\$ 2,900.00 \$ -
Subtotal Contract Amount(s)	\$ 3,900.00	\$ -	\$ 3,900.00

Additional Project Cost	Cost	Pd to Date	Remaining Balance
Consumers - Acct N/A	\$ -	\$ -	\$ -
Water >			
Meter Replace N/A	\$ -	\$ -	\$ -
Billing #1 N/A	\$ -	\$ -	\$ -
Procurement Card Hammon Hardward Entry Lock (pd 6.8.21)	\$ 15.00	\$ 15.00	\$ -
Contingency	\$ 500.00	\$ -	\$ 500.00
Miscellaneous	\$ -	\$ -	\$ -
City Employee(s) Hrs.	Hrly Rate	# of Hrs.	
Brian Taylor	\$ 67.52	3.00	\$ 202.56
Sven Harrison	\$ 50.40	2.00	\$ 100.80
Mark Fish	\$ 63.77	N/A	\$ -
Kim Randell	\$ 50.05	N/A	\$ -
Sindy Foster	\$ 41.65	0.50	\$ 20.83
Shannon Williams	\$ 47.96	1.00	\$ 47.96
Shane LaPorte	\$ 75.19	1.00	\$ 75.19
County Tax Foreclosure / Chargeback Cost (Ward 6 - 2019) Estimated	\$ 9,443.27	\$ 9,443.27	\$ -
Taxes N/A Verified in Assessing 8.5.21	\$ -	\$ -	\$ -
Special Assessment N/A Verified in Assessing 8.5.21	\$ -	\$ -	\$ -
Open Receivables Inv#51543 & 67277 Verified in Building.net 8.5.21	\$ 103.78	\$ -	\$ 103.78
Open Utility Account#208304000 Verified in Building.net 8.5.21	\$ 322.32	\$ -	\$ 322.32
Open DPW Invoices/Misc Receivables \$489.62 balance H/E Detached open invoice(s) 8.5.21	\$ -	\$ -	\$ -
Net Real Estate Fees est.	\$ 2,831.40	\$ -	\$ 2,831.40
Subtotal Additional Cost	\$ 13,663.11	\$ 9,905.61	\$ 3,757.50

	Cost	Pd to Date	Remaining Balance Still Outstanding
Total Project Cost	\$ 17,563.11	\$ 9,905.61	\$ 7,657.50



REARDON REALTY

Property Address: 902 First Street

Date: _____

Seller Name(s): _____

	Debit	Credit
Sale Price		<u>24000</u>
Brokerage Fee	<u>2000</u>	
Transfer Tax	<u>206.40</u>	
Tax Proration (Approximate)	<u> </u>	
Title Insurance	<u>425</u>	
Home Warranty	<u> </u>	
Well & Septic	<u> </u>	
Transaction Fee	<u>150</u>	
Pest Inspection	<u> </u>	
Wire Fees	<u> </u>	
Doc. Preparation (Deed)	<u>50</u>	
Seller's Concession	<u> </u>	
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
Subtotal	<u>2831.4</u>	<u>24000</u>
Net Credit/Debit	<u>21168.6</u>	
Less Mortgage Balance	<u> </u>	
Total Net To Sellers	21168.6	

*These figures are estimates only, and subject to change.

____ Seller _____

____ Seller _____

902 First- City Home Sale

- Building/Electrical/Mechanical/Plumbing permits will be required
- Repair/replace existing asphalt driveway and extend new asphalt driveway to rear of home
- Repair/level/restore surrounding yard areas
- Remove pieced fencing
- Strip and replace roofing
- Repair all soffit/fascia
- Install new gutters and downspouts
- Repair/reside rear 5'x10' nook area of home. Insulate floor system as 1/2 bath above
- Repaint garage
- Repair/replace broken windows and doors
- Repair front concrete stairs
- Replace electrical service and repair/re-wire home in accordance with Michigan Residential Code 2015
 - Remove wiring from detached garage or retire
- Repair/refinish interior first floor walls/ceilings/floors/kitchens and baths
- Obtain building/electrical/mechanical/plumbing permits to build out gutted 2nd and 3rd floors of home with all work completed in accordance with Michigan Residential Code 2015
- Install smoke detectors and carbon monoxide detectors per code
- Install new hot water heater and replace furnace or have furnace serviced and certified by a licensed mechanical contractor

Occupancy of home prohibited until all work completed and all permits approved by City of Jackson Building Dept.

Kimberly Dobson

dotloop verified
11/01/21 7:47 PM EDT
OMA5-ODJA-SSUH-BWSX

PURCHASE AGREEMENT

Property Address 902 First Street, Jackson, MI 49203

Listing Office: ERA Reardon Realty

Selling Office: _____

Office License #: _____

Office License #: _____

Phone: 517-474-7424 Fax: _____

Phone: _____ Fax: _____

Listing Agent: Richard Cook

Selling Agent: Rich Cook

Listing Agent License #: _____

Selling Agent License #: _____

Phone: 5174747424 Fax: _____

Phone: _____ Fax: _____

Email: cook087@msn.com

Email: _____

Seller's Agent Dual Agent Transaction Coord.

Seller's Agent Buyer's Agent Dual Agent Transaction Coord.

1. **THIS** offer made at 9am AM/PM 10/15/2021 between (Buyer) Veteran Empowerment Neighborhoods specify marital/legal status: _____ Address 1100 N. Main Street Ann Arbor mi. and Seller Jonathan greene

2. **FOR** the purchase of the property commonly known as 902 First Street City Jackson Zip 49203 or described as N 53.50 FT OF E 89 FT OF LOT 6 BLK 4 EATON WEBSTER & HARWOOD'S ADD located in the _____ of _____, County of Jackson County, State of Michigan; subject to all existing restrictions, easements, rights-of-way, zoning laws, the lien of taxes not yet due and payable at the time of closing, and land use regulations affecting the use of the property. **ALL** buildings, attached fixtures, improvements, built-in appliances, landscaping, and gas, oil and mineral rights owned by Seller are included in the purchase price.
 Exceptions Additions: _____

3. **PURCHASE PRICE** _____ Dollars \$ 24000

4. **PERSONAL PROPERTY** – The sale price includes items of personal property as follows: _____

5. **TERMS** of purchase to be indicated by "X" below (Other unmarked terms of purchase do not apply):
 CASH: The full purchase price upon execution and delivery of Warranty Deed. Buyer agrees to provide Buyer Agent/Dual Agent verification of funds within five (5) calendar days of the date this agreement is fully executed, and consents to the disclosure of such information to Seller and/or Seller's Agent.
 NEW MORTGAGE: The full purchase price upon the execution and delivery of a Warranty Deed, contingent upon Buyer's ability to obtain a _____ type mortgage for no less than _____ years, with a minimum down payment of _____% of the purchase price at no more than _____% interest per annum. Buyer will supply to Seller a pre-qualification letter within _____ calendar days from the acceptance. Buyer will make formal mortgage application and order appraisal through Buyer's lender within _____ days of the date of this acceptance.
 LAND CONTRACT: \$ _____ upon execution and delivery of a land contract with the balance payable in monthly principal and interest installments of \$ _____ or more. Interest at _____ % per annum. Interest to start on date of closing and first payment due 30 calendar days after closing date. Land contract due in full no later than _____ after date of closing. At time of payoff, Seller shall provide a warranty deed and pay all county/state transfer taxes. Payment will will not include taxes and insurance in the monthly payment. Said Contract will will not have a due on sale clause. **BUYER** does does not request a land contract memo at the Buyer's expense. Additional terms _____

6. **HOME SALE CONTINGENCY** This agreement is contingent upon: NONE
 SALE OF CLOSE OF: _____ ADDRESS _____

7. **EARNEST MONEY** Buyer herewith deposits \$ 1000 in the form of check as earnest money to be held by atc _____ as part of the purchase price or the down payment portion where applicable. If this agreement is not accepted, or the conditions, contingencies, and/or any inspections specified are not satisfied, the earnest money shall be refunded to the Buyer. If the Seller defaults in the performance of this agreement, Buyer may receive an immediate refund of all earnest money in full termination of this agreement or may pursue specific performance of this agreement. If Buyer defaults in the performance of this agreement, all deposits shall be forfeited to Seller in full termination of this agreement or may pursue specific performance of this agreement. If the sale is not closed, the REALTOR® may notify Buyer and Seller in writing, of REALTOR®'s intended disposition of the earnest money deposit. All parties shall be deemed to have agreed to the disposition of the earnest money deposit unless REALTOR® receives written objection from either party within ten (10) calendar days of receipt of notification. If a dispute occurs involving the deposit, in whole or in part, the non - prevailing party, as determined by the court, will reimburse the other party and Broker(s) for reasonable attorney's fees and expenses incurred in connection with the dispute, including interpleader actions. If a dispute exists between the Seller and Buyer, Seller and Buyer agree that the Selling Broker/Escrow Agent shall not release the Earnest Money Deposit without the written consent of both parties.

PURCHASE AGREEMENT

Property Address 902 First Street, Jackson, MI 49203

8. FORM of Conveyance:

- A. Seller shall convey and transfer, by Warranty Deed or Land Contract, a marketable record title to the property and improvements as evidenced by Owner's Title Insurance Policy with standard exceptions dated in the amount of the purchase price, subsequent to this agreement, and pay all county/state transfer tax.
- B. When applicable, insert the number of divisions and include in deed/land contract: "The grantor grants to the grantee the right to make all _____ (insert number) division(s) under Section 108 of the land division act, Act. No. 288 of the Public Acts of 1967."

9. CLOSE of sale shall be on or before 11/24/2021.

10. PRORATIONS: Rent and association fees, if any, are to be prorated as of the date of closing. Buyer will reimburse Seller for fuel oil/propane in the tank at possession. If possession is not at close, Buyer will escrow the sum of \$ _____ for final reading with Listing Broker Title Company. Upon verification of remaining amounts at possession, written authorization for release of funds is required. Any excess funds will be returned to Buyer and Buyer will be responsible for any shortage.

Seller will escrow the sum of \$ _____ for final water and sewer bill with Listing Broker Title Company. Escrowed funds will be released to Seller upon verification that the final bill has been paid or will be used to pay the final bill upon receipt by the escrow agent. Any excess funds will be returned to Seller and Seller will be responsible for any shortage. Any unmetered Water and Sewer to be prorated to the date of closing.

11. POSSESSION: Seller will maintain the property in its present condition until the completion of the closing. Possession shall be delivered to Buyer, subject to rights of present tenants, if any: Immediate Possession at Time of Closing

At _____ a.m. p.m. on the _____ day after completion of the closing, during which time Seller will have the privilege to occupy the property and hereby agrees to pay the Buyer \$ _____ as an occupancy fee for this period, to be escrowed by title company at closing. If Seller occupies the property after closing, Seller will pay all utilities and be responsible for routine maintenance during such occupancy. Buyers will maintain the property structural components and mechanical systems during such occupancy. If any repairs or replacements necessitated by Seller's misuse, abuse, or neglect of the property, Seller will be responsible for the expense of such repairs and replacement. On the agreed possession date, Seller shall deliver the property free of trash and debris, in broom-clean condition, shall remove all personal property (unless otherwise agreed by the parties), make arrangements for final payment of all utilities, and shall deliver all keys and remote controls to Buyer. If Seller fails to deliver possession to Buyer on the agreed date, Buyer shall be entitled to immediate possession without any notice to Seller.

Exceptions: _____

12. TAXES are to be treated as if they cover the CALENDAR YEAR in which they are first billed. Taxes first billed in years prior to year of closing shall be paid by the SELLER. Taxes which are first billed in the year of closing shall be prorated so that SELLER shall pay taxes from the first of the year to closing date and BUYER shall pay taxes for the balance of the year, including the day of closing. If any bill for taxes is not issued as of the closing date, the current taxable value, homestead status and millage rate shall be used for proration purposes, plus collection fee, if any. **EXCEPT**, if taxes are unallocated as to the parcel being sold, Buyer and Seller agree that this split represents na % of the total and this allocation will be used for proration purposes as well as for any reimbursements owed by either party for future bills that do not reflect the split.

13. ASSESSMENTS: Seller shall pay all installments of special assessments due as of the closing date. Installments of existing special assessments due after the closing date shall be paid by the seller. (If the Buyer elects to assume existing special assessments and is obtaining a mortgage, Buyer should confirm with lender that the assessment can be assumed). Assessments levied after the closing date to be paid by Buyer. **Seller has no knowledge of any pending assessments and/or benefit charges that have not been disclosed in writing to the Buyer in this Agreement. Any exceptions shall be disclosed to Buyer in writing.**

14. ACKNOWLEDGEMENT OF DISCLOSURES:

Lead Based Paint: (For residential housing built prior to 1978 only): Buyer acknowledges that prior to signing this agreement, Buyer has received a copy of the *Lead-based Paint Sellers Disclosure Form* completed by the Seller on _____, the terms of which shall be part of this agreement.

- Buyer shall have 10 days after the date of this agreement to conduct an inspection of the property for the presence of lead-based paint and/or lead based paint hazards. (Federal regulations require a 10-day period or other mutually agreed upon period of time.) If Buyer is not satisfied with the results of this inspection, upon notice from Buyer to Seller within this period, this Agreement shall terminate and any deposit shall be refunded to Buyer.
- Buyer hereby waives his/her opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Seller's Disclosure:

- Buyer acknowledges that a Seller's Disclosure statement dated 10/29/2021 has been provided to Buyer in compliance with the Michigan Seller Disclosure Act.
- Seller shall provide Buyer with a Seller's Disclosure Statement with Seller's acceptance of this offer. Pursuant to the Seller Disclosure Act, MCL 559.951, *et seq.*, Buyer will have 72 hours after hand-delivery of the disclosure statement (or 120 hours after delivery by registered mail) to terminate this agreement by delivery of a written notice to Seller or Seller's agent.

15. HOME WARRANTY

Buyer has been advised of the availability of a Home Warranty program. Said Home Warranty plan to be provided by _____ at _____ expense. Buyer waives Home Warranty.



Buyer initials  Buyer Initials Seller initials Seller initials



PURCHASE AGREEMENT

Property Address 902 First Street, Jackson, MI 49203

16. **PROPERTY INSPECTIONS:** Buyer has personally inspected the property and accepts it in AS IS present condition and agrees that there are no additional written or oral understandings except as otherwise provided in this agreement.

This offer is contingent upon satisfactory inspections of the property, at Buyer's choice and at Buyer's expense, no later than 10 calendar days after the date of Acceptance. These inspections may include, but may not be limited to, mechanical, electrical and structural inspections, as well as inspections for radon, mold and/or asbestos. Buyer agrees to return the property to it's prior condition after any inspections or tests. If Buyer is not satisfied with the results of any inspection, Buyer shall, within the 10 day period, provide written notice of Buyer's dissatisfaction to Seller that shall include proposed revisions to the purchase agreement that will resolve Buyer's dissatisfaction with the inspections. Seller shall then have 5 days to accept the proposed modifications to the purchase agreement or refuse to accept the proposed modifications. If Seller fails to respond within the 5 day period, Seller's failure to respond shall constitute a rejection of the proposed modification. If Seller agrees to the modification, the sale shall proceed to closing. If Seller refuses to respond or rejects the proposed modifications, Buyer may either withdraw its objections and proceed to closing or terminate the agreement, and have the earnest money deposit returned to Buyer. Buyer's failure to respond to Seller's rejection within 5 days from Seller's notice of rejection, shall constitute a termination of this agreement.

Buyer acknowledges that Selling Broker/REALTOR® has recommended that Buyer obtain an inspection of the property by an inspector and/or licensed contractor. Buyer does not desire to obtain an inspection of the property.

17. **WELL AND SEPTIC INSPECTIONS – CONTINGENCY TO BE REMOVED WITHIN 10 DAYS OF ACCEPTANCE:**

Connected to community water Connected to community sewer

Buyer Seller to furnish a written report stating that the water is potable.
 by a certified inspector.

Buyer Seller to furnish a written report that the well system is in good working order.
 by a certified inspector.

Buyer Seller to furnish a written report stating that the septic system is in good working order.
 by a certified inspector.

Buyer waives water/well/septic inspection.

If any of the above reports regarding well and septic are found deficient, the Seller and the Buyer agree to negotiate in good faith the cost of the correction. Any request by Buyer to modify this Agreement based on the results of an inspection shall terminate this Agreement unless: (a) the request is agreed to by Seller in writing, or (b) the Buyer removes the inspection contingency in writing after Seller rejects Buyer's modification request or Seller fails to respond within 5 days of receiving Buyer's request.

18. **WOOD DESTROYING INSECT INSPECTION:** Buyer Seller Buyer waives wood destroying insect inspection - shall furnish at his expense, within 10 days of acceptance, an inspection by a pest control company for termites, powder post beetles, carpenter ants and carpenter bees. If active infestation is found, or evidence of previous untreated termite infestation, it shall be the option of the Seller, within 5 days from inspection, to contract to treat and to contract to repair any ruined material resulting from termites, powder post beetles, carpenter ants, or carpenter bees. If the Seller does not contract to treat and repair, this agreement may be declared null and void by the Buyer.

19. **SURVEY/MORTGAGE REPORT/PROPERTY IMPROVEMENT REPORT:**

Mortgage Report – Buyer shall provide, at Buyer's expense, a current mortgage report certified to Buyer's lender only if required by lender. This report shall identify any buildings and improvements on the property as described with no boundary lines established.

Property Improvement Report – Buyer shall furnish at Buyer's expense a current property improvement report certified to the Buyer. This report shall identify any buildings and improvements on the property as described with no boundary lines established. (This document can be utilized in situations where the lender does not require a mortgage certificate.)

Boundary (Stake) Survey - Buyer Seller shall furnish at their expense a current report identifying any buildings, encroachments and improvements within the boundaries of the described property. This survey shall show all boundaries and property shall be staked at all corners.

Buyer waives stake survey, mortgage report and property improvement report.

20. **CONDITION OF PROPERTY:** BUYER HAS PERSONALLY EXAMINED THIS PROPERTY AND AGREES TO ACCEPT SAME IN ITS "AS IS" CONDITION AND SELLER AGREES NOT TO ADVERSELY ALTER THE PRESENT CONDITION. If said premises are damaged by fire or other casualty prior to closing, Buyer may elect to revoke this agreement and be reimbursed for all earnest money hereunder, or conclude the sale on the payment to Buyer of such insurance proceeds necessary to repair the property to its condition at the time of this agreement's acceptance. Buyer shall assume all risk of loss or damage not caused by acts of negligence of the Seller from date of closing. **WALK THROUGH INSPECTION:** Although the Buyer has the right to a walk-through inspection prior to closing, the sole purpose is to determine if it is in the same condition as when the Purchase Agreement was executed, and the included personal property remains on the premises.

21. **SELLER/BUYER HAS BEEN ADVISED TO SEEK LEGAL COUNSEL TO INSURE THAT:** 1) the details of the Purchase Agreement are being adhered to, 2) title is marketable, 3) Property complies with or is not affected by the Land Division Act, as amended, and 4) to determine how Buyer(s) will take title.



Buyer initials



Buyer Initials



Seller initials



Seller initials



5. SEX OFFENDERS REGISTRATION ACT: The Sex Offenders Registration Act, (AN ACT to require persons convicted of certain offenses to register; to prohibit certain individuals from engaging in certain activities within a student safety zone; to prescribe the powers and duties of certain departments and agencies in connection with that registration; and to prescribe fees, penalties, and sanctions.) MCL 28.721et seq., directs the Michigan State Police to develop and maintain a public registry and provides guidelines on the type of offender information available to the public. The legislature has determined that a person who has been convicted of committing an offense covered by this act poses a potential serious menace and danger to the health, safety, morals, and welfare of the people, and particularly the children, of this state. Please visit this registry website at <http://www.mipsor.state.mi.us/>.

6. ZONING, BUILDING AND OTHER USE RESTRICTIONS: It is the Purchaser's responsibility to verify from the appropriate city, county and state authorities that zoning, building and other use restrictions are compatible with Purchasers intended use of the property.

7. FLOOD HAZARD DISCLOSURE: Purchaser(s) should review Seller's Disclosure Statement where Seller has revealed their knowledge or lack thereof, as it pertains to flood insurance; flooding or inadequate drainage on subject property. Special Flood Hazard areas or government designated flood plains do exist. Purchaser is advised that lenders may annually require flood plain insurance as a condition of procuring a mortgage. In a non – mortgage transaction, purchasers are advised to determine whether property is in a flood plain or obtain flood plain certification. If the property is deemed to be in a flood plain, purchaser is advised to purchase flood insurance.

8. PROPERTY SURVEYS: If exact boundary lines of the property are material to either the decision to purchase or the amount of the purchase price, the parties should arrange to have a boundary/staked survey completed by a licensed surveyor. A boundary/staked survey discloses the property's corners and verifies the location of existing corner markers or monuments, the location and distant of measurements for all buildings and other physical improvements as they relate to the property lines as well as the property boundary lines, and the physical location of any known encroachments, utility easements and other matters. Staked surveys may be used by a title company to issue an owner's title policy without exceptions. A mortgage report shows only the approximate location of the improvements or buildings and visible encroachments on the property, but does not show dimensions from buildings or improvements to property lines.

9. OTHER:

	<i>Kimberly Dobson</i>	<small>dotloop verified 11/01/21 7:47 PM EDT GLOC-8TMG-XQPM-PUR9</small>	
WITNESS	PURCHASER	PURCHASER	DATE
WITNESS	SELLER	SELLER	DATE

DISCLAIMER: This form is provided as a service of the Jackson Area Association of REALTORS. Users of this form are expected to review the form and the details of the transaction to ensure that each section of the form is appropriate for the transaction. The Jackson Area Association of REALTORS is not responsible for the use or misuse of this form, or for misrepresentations or warranties made in connection with this form.

