



AGENDA - CITY COUNCIL MEETING

November 15, 2022

6:30 p.m.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE - Invocation will be given by Sixth Ward Councilmember Will Forgrave**
3. **ROLL CALL.**
4. **ADOPTION OF AGENDA.**
5. **PRESENTATIONS/PROCLAMATIONS.**
6. **PUBLIC HEARINGS.**
 - A. **Public Hearing and Resolution determining the necessity for street resurfacing on Wisner Street from Wildwood Avenue to Ganson Street**
Resolution ordering the construction and preparation of the special assessment roll.
 - B. **Public Hearing and Resolution determining the necessity for street resurfacing on Wildwood Avenue from West Avenue to Steward Avenue**
Resolution ordering the construction and preparation of the special assessment roll.
 - C. **Public Hearing and Resolution determining the necessity for street reconstruction and water and sewer main replacement on Pearl Street from Cooper Street to Waterloo Avenue**
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).**

9. **CONSENT CALENDAR**

A. Minutes of the Regular Meeting of October 25, 2022

Approve the minutes of the regular City Council Meeting of October 25, 2022.

B. Special Event Application: Christmas in the City

Approve a request from the Jackson Downtown Development Authority to host the Christmas in the City on December 4, 2022 in downtown Jackson.

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 18, 2022 in downtown Jackson.

D. Accept the resignation of Wendy Clow from the Affordable Housing Development Board

Accept the resignation of Wendy Clow from the Affordable Housing Development Board, effective immediately.

E. Traffic Control Order 2384 - Jackson Street, Michigan Avenue to Pearl Street (100 Block)

Approval of Traffic Control Order 2384 to adjust the parking regulation on the east side of Jackson Street from Michigan Avenue to Pearl Street, to meet the needs of the mixed businesses in the block.

F. Traffic Control Order 2385 - Addison Street

Approval of Traffic Control Order 2385 to install "Autistic Child Area" signs on Addison Street between Eggleston Street and Merriman Street.

G. Traffic Control Order 2386 - Biddle Street, Blackstone Street to First Street

Approval of Traffic Control Order 2386 to remove parking restrictions on Biddle Street, Blackstone Street to First Street. This would rescind TCO PR0177.

H. Resolution for 2023 City Council Meeting Dates

Consideration of a Resolution that serves as the calendar for the regularly scheduled City Council meeting dates for 2023.

I. Appointment to Affordable Housing Development Board

Approve the Mayor's recommendation to appoint Sheila Everts to the Affordable Housing Development board for a five-year term, effective immediately and ending on December 31, 2028.

10. OTHER BUSINESS.

11. NEW BUSINESS.

- A. Approval of Professional Engineering Services Contract with Fishbeck, for the Design Phase of the Drinking Water State Revolving Fund (DWSRF) Project at the Water Treatment Plant in the amount of \$208,000.00.**

Approval of the Professional Engineering Services Contract with Fishbeck, for the Design Phase of the Drinking Water State Revolving Fund (DWSRF) Fiscal Year 2023 Projects in the amount of \$208,000.00.

- B. Amend FY 22/23 Budget to reflect additional revenue and expenditures associated with the Byrne JAG grant .**

Adopt a resolution amending the FY 22/23 budget to reflect the additional revenue and expenditures associated with the Byrne JAG grant.

- C. Balancing Change Order 1 to the Martin Luther King Equality Trail Lighting Improvements Contract with Cochran Electric Company**

Approve Change Order 1 to the Martin Luther King Equality Trail Lighting Improvements contract with Cochran Electric Company in the increased amount of \$12,134.37, to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.

- D. Balancing Order 8 to the Clinton Street and Glick Highway Construction Contract with Bailey Excavating, Inc.**

Approve Balancing Change Order 8 to the Clinton Street and Glick Highway Construction contract with Bailey Excavating, Inc. in the decreased amount of \$25,251.41 to balance contract quantities for various items to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.

- E. Delinquent Invoices**

Approve a resolution to place delinquent invoices on the 2022 winter tax bills.

- F. Community Police Oversight Commission Ordinance Amendment**

Approve first reading of an amendment to the Community Police Oversight Commission Ordinance.

- G. Request approval of the contract for the purchase and installation of a new sewer televising camera system**

Approve the contract for the purchase and installation of a new sewer televising camera system from MTECH Company, of Cleveland, Ohio at a cost of \$80,000,

and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

H. Discussion - Housing Instability in the City of Jackson

12. CITY COUNCILMEMBER'S COMMENTS.

13. MANAGER'S COMMENTS.

14. ADJOURNMENT.

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: October 25, 2022
SUBJECT: Public Hearing and Resolution determining the necessity for street resurfacing on Wisner Street from Wildwood Avenue to Ganson Street.

RECOMMENDATION:

Public hearing of necessity for street resurfacing on Wisner Street from Wildwood Avenue to Ganson Street.

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

A public hearing was established at the City Council's September 27, 2022 meeting for October 25, 2022. 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.

C: Jonathan Greene, City Manager

RESOLUTION
STREET RESURFACING

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 22-8 and 22-12, the City Council has reviewed the report regarding the necessity of street resurfacing on Wisner Street from Wildwood Avenue to Ganson Street the following estimated costs, to wit:

Street Construction Assessments	\$ 128,947
Major Street Funds	\$ 25,157
MDOT/FHWA Funds	\$ 72,600
Total Project Cost	\$ 226,704

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 25th day of October, 2022 at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

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

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

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

* * * * *

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

I, Andrea Muray., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 25th day of October, 2022.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 26th day of October, 2022.

Andrea Muray, City Clerk

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: September 27, 2022

RECOMMENDATION: Receive the Engineer's Report for street resurfacing on Wisner Street from Wildwood Avenue to Ganson Street and establish October 25, 2022 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 October 25, 2022 for street resurfacing on Wisner Street from Wildwood Avenue to Ganson 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	\$128,947
Major Street Funds	\$25,157
MDOT/FHWA Funds	<u>\$72,600</u>
Total Project Cost	\$226,704

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 Wisner Street was reconstructed in 1967, overlaid in 1994, seal coated in 1997 and was crack sealed in 1998. The roadway has some cracking and potholes. The current PASER rating is 2. 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.

POSITIONS

I request receipt of the Engineer's Report for Wisner Street resurfacing from Wildwood Avenue to Ganson Street and approval of the establishment of October 25, 2022 at the City Council meeting as the time and place to hold a public hearing of necessity.



Photo 1: Wisner Street looking south from in front of 315 N. Wisner Street



Photo 2: Wisner Street looking north from in front of 315 N. Wisner Street



Photo 3: Wisner Street looking south from the railroad crossing



Photo 4: Wisner Street looking north from the railroad crossing

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: November 15, 2022
SUBJECT: Public Hearing and Resolution determining the necessity for street resurfacing on Wildwood Avenue from West Avenue to Steward Avenue.

RECOMMENDATION:

Public hearing of necessity for street resurfacing on Wildwood Avenue from West Avenue to Steward Avenue.

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

A public hearing was established at the City Council's September 27, 2022 meeting for October 25, 2022. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner. **Due to an error by the post office the notification letters were not delivered to all affected property owners.** As a result Council voted to postpone the hearings until November 15, 2022. Letters were resent to property owners and the notice was republished in the Jackson Citizen Patriot.

Your consideration and concurrence is appreciated.

C: Jonathan Greene, City Manager

RESOLUTION
STREET RESURFACING

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 22-8 and 22-12, the City Council has reviewed the report regarding the necessity of street resurfacing on Wildwood Avenue from West Avenue to Steward Avenue the following estimated costs, to wit:

Street Construction Assessments	\$ 102,010
Major Street Funds	\$ 7,290
MDOT/FHWA Funds	\$ 190,000
Total Project Cost	\$ 299,300

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 15th day of November, 2022 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 15th day of November, 2022.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 16th day of November, 2022.

Andrea Muray, City Clerk

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: September 27, 2022

RECOMMENDATION: Receive the Engineer's Report for street resurfacing on Wildwood Avenue from West Avenue to Steward Avenue and establish October 25, 2022 at the City Council meeting as the time and place to hold a public hearing of necessity.

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Major Street Funds	\$7,290
MDOT/FHWA Funds	<u>\$190,000</u>
Total Project Cost	\$299,300

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 Wildwood Avenue was reconstructed in 2006 and was crack sealed in 2017. The roadway has some cracking and potholes. The current PASER rating is 3. 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.

POSITIONS

I request receipt of the Engineer's Report for Wildwood Avenue resurfacing from West Avenue to Steward Avenue and approval of the establishment of October 25, 2022 at the City Council meeting as the time and place to hold a public hearing of necessity.



Photo 1: Wildwood looking east from in front of 541 Wildwood



Photo 2: Wildwood looking west from in front of 541 Wildwood



Photo 3: Wildwood looking east from Edward Street



Photo 4: Wildwood looking west from Edward Street

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: November 15, 2022
SUBJECT: Public Hearing and Resolution determining the necessity of street reconstruction and water and sewer main replacement on Pearl Street from Cooper Street to Waterloo Avenue.

RECOMMENDATION:

Public hearing of necessity of street reconstruction and water and sewer main replacement on Pearl Street from Cooper Street to Waterloo Avenue.

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

A public hearing was established at the City Council's September 27, 2022 meeting for October 25, 2022. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner. **Due to an error by the post office the notification letters were not delivered to all affected property owners.** As a result Council voted to postpone the hearings until November 15, 2022. Letters were resent to property owners and the notice was republished in the Jackson Citizen Patriot.

Your consideration and concurrence is appreciated.

C: Jonathan Greene, City Manager

RESOLUTION
STREET RECONSTRUCTION AND WATER AND SEWER MAIN REPLACEMENT

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 22-8 and 22-12, the City Council has reviewed the report regarding the necessity of street reconstruction and water and sewer main replacement on Pearl Street from Cooper Street to Waterloo Avenue the following estimated costs, to wit:

Street Construction Assessments	\$ 339,934
Major Street Funds	\$ 697,521
Water Funds	\$ 1,850,560
Sewer Funds	\$ 1,127,715
<u>EPA Drinking Water Funds</u>	<u>\$ 1,760,000</u>
Total Project Cost	\$ 5,775,730

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 15th day of November, 2022 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 15th day of November, 2022.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 16th day of November, 2022.

Andrea Muray, City Clerk

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: September 27, 2022

RECOMMENDATION: Receive the Engineer's Report for street resurfacing on Pearl Street from Cooper Street to Waterloo Avenue and establish October 25, 2022 at the City Council meeting as the time and place to hold a public hearing of necessity.

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Sewer Funds	\$1,127,715
EPA Drinking Water Funds	<u>\$1,760,000</u>
Total Project Cost	\$5,775,730

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 Pearl Street was constructed in 1919, overlaid in 1956 and 1978, seal coated in 1998 and was crack sealed in 1998. The roadway has many cracks and potholes. The current PASER rating is 2. The attached photos show the current street conditions.

DISCUSSION OF THE ISSUE

Engineering proposes to construct a new water transmission main on Cooper Street: Michigan Avenue to Pearl Street; Pearl: Cooper to Waterloo Avenue; Waterloo: Pearl to Michigan; Michigan: Waterloo to East Avenue; East: Michigan to Teneyck Street; and Teneyck: East to about 200 feet east of East. This project includes building water distribution mains and sanitary sewer mains on several of these streets. Engineering also proposes to reconstruct Pearl Street from Cooper to Waterloo in this project with full depth of pavement structure with new curb and gutter, a new gravel base and new hot mix asphalt. Sidewalk ramps will be upgraded to comply with current Americans with Disabilities Act (ADA) requirements.

POSITIONS

I request receipt of the Engineer's Report for Pearl Street resurfacing from Cooper Street to Waterloo Avenue and approval of the establishment of October 25, 2022 at the City Council meeting as the time and place to hold a public hearing of necessity.



Photo 1: Pearl Street looking east from Cooper Street



Photo 2: Pearl Street mid block between Cooper and Pearl looking east



Photo 3: Pearl Street at Park Avenue looking east



Photo 4: Pearl Street mid block between Park Avenue and Van Dorn looking east



Photo 5: Pearl Street at Van Dorn looking east



Photo 6: Pearl Street mid block between Van Dorn and Perrine looking east



Photo 7: Pearl Street at Perrine looking east



Photo 8: Pearl Street between Perrine and State looking east



Photo 9: Pearl Street at State looking east



Photo 10: Pearl Street between State and Waterloo looking east



CITY COUNCIL MEETING MINUTES
October 25, 2022

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE AND INVOCATION:

Council joined in the Pledge of Allegiance. Invocation was given by Fifth Ward Councilmember Karen Bunnell.

ROLL CALL:

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

Absent: Fourth Ward Councilmember Laura Dwyer Schlecte.

Also present: City Manager Jonathan Greene, City Attorney Matthew Hagerty, City Clerk Andrea Muray, City Assessor Jason Yoakam, Director of Police and Fire Services Elmer Hitt, Chief Equity Officer John Willis, and City Engineer Jon Dowling.

ADOPTION OF AGENDA:

Motion was made by Councilmember Dancy, seconded by Councilmember Forgrave to adopt the agenda with items 6A-6C being postponed until November 15, 2022. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Bunnell, and Forgrave (6). Nays: none. Motion carried.

PRESENTATIONS/PROCLAMATIONS:

A. Update on Group Violence Intervention Program - Elmer Hitt, Director of Police and Fire Services & Cheryl Ragland, GVI Program Coordinator

PUBLIC HEARINGS:

- A. Public Hearing and Resolution determining the necessity for street resurfacing on Wildwood Avenue from West Avenue to Steward Avenue**
Resolution ordering the construction and preparation of the special assessment roll.

- B. Public Hearing and Resolution determining the necessity for street reconstruction and water and sewer main replacement on Pearl Street from Cooper Street to Waterloo Avenue**
Resolution ordering the construction and preparation of the special assessment roll.

- C. Public Hearing and Resolution determining the necessity for street resurfacing on Wisner Street from Wildwood Avenue to Ganson Street**
Resolution ordering the construction and preparation of the special assessment roll.

Hearings were postponed until November 15, 2022.

CITIZEN COMMENTS:

Citizen comments were heard and the meeting continued.

PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES:

- A. CDBG, HOME and CDBG-CV Homeless Prevention Financial Summaries**
Accept and place on file the CDBG, HOME and CDBG-CV Homeless Prevention Financial Summaries through September 30, 2022.

Motion was made by Councilmember Gunn, seconded by Councilmember Dancy to accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through September 30, 2022. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Bunnell, and Forgrave (6). Nays: none. Motion carried.

CONSENT CALENDAR:

A. Minutes of the Regular Meeting of October 11, 2022

Approve the minutes of the regular City Council Meeting of October 11, 2022.

B. Special Event Application for the Kiwanis Newspaper Sale

Approve a request from the Kiwanis Club of Jackson, Michigan to host the Kiwanis Newspaper Sale on December 16, 2022 from 8am to 4pm on the streets and sidewalks of downtown Jackson.

C. Special Event Application for Jackson County Veteran's Council Veteran's Day Ceremony

Approve a request from the Jackson County Veteran's Council to host their Veteran's Day Ceremony on November 11, 2022 in Withington Park.

D. Special Event Application, Jackson Turkey Trot

Approve a request from Tina and Jeff Beagle to host the Jackson Turkey Trot on November 24, 2022 in Ella Sharp Park.

E. Amended resolution to accept grant funds from the State of Michigan Department of Natural Resources

Amend and adopt a resolution to accept a Trust Fund Grant from the State of Michigan Department of Natural Resources for MLK Equality Trail Project from Prospect Street to S. West Avenue and authorization for the Mayor and Clerk to execute the appropriate documents.

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

OTHER BUSINESS: none.

NEW BUSINESS:

A. Approval of Purchase of Two Patrol Vehicles

Recommendation: *Authorization to purchase two 2023 Ford Police Interceptor utility vehicles through the State of Michigan contract.*

Motion was made by Councilmember Bunnell, seconded by Councilmember Dancy to approve the purchase of two patrol vehicles. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Bunnell, and Forgrave (6). Nays: none. Motion carried.

B. Approval of Change Order #1 for Fire Station #2 Remodel

Recommendation: *Approval of Contract Change Order #1 for Fire Station #2 remodel for additional, necessary work identified by contractors on site.*

Motion was made by Vice Mayor Robinson, seconded by Councilmember Dancy to approve Change Order #1 for Fire Station #2. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Bunnell, and Forgrave (6). Nays: none. Motion carried.

C. First Amendment to Option Agreement with Pivotal GP Holding LLC f/k/a, MVAH Holding LLC, a Georgia limited liability company

Recommendation: *Approve the First Amendment to Option Agreement with Pivotal GP Holding LLC f/k/a, MVAH Holding LLC, a Georgia limited liability company.*

Motion was made by Councilmember Dancy, seconded by Councilmember Forgrave to approve the first amendment to option agreement with Pivotal Holding, LLC f/k/a MVAH Holdings, LLC a Georgia Limited Liability Company. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Bunnell, and Forgrave (6). Nays: none. Motion carried.

D. Changes to the Standard Lighting Contract for streetlights with Consumers Energy for removal of streetlights in Loomis Park

Recommendation: *Approve the Resolutions for Changes to the Standard Lighting Contract with Consumers Energy for the removal of streetlights in Loomis Park and authorize the Mayor and City Clerk to execute the appropriate documents.*

Motion was made by Councilmember Dancy, seconded by Vice Mayor Robinson to approve changes to the Standard Lighting Contract with Consumers Energy for the removal of streetlights in Loomis Park. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Bunnell, and Forgrave (6). Nays: none. Motion carried.

E. Changes to the Standard Lighting Contract for streetlights with Consumers Energy for removal of streetlights by the Boos Recreation center

Recommendation: *Approve the Resolutions for Changes to the Standard Lighting Contract with Consumers Energy for removal of streetlights by the Boos Recreation Center and authorize the Mayor and City Clerk to execute the appropriate documents.*

Motion was made by Councilmember Dancy, seconded by Councilmember Gunn to approve changes to the Standard Lighting Contract with Consumers Energy for removal of streetlights by the Boos Recreation Center. Vote - Yeas:

Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Bunnell, and Forgrave (6). Nays: none. Motion carried.

CITY COUNCILMEMBER'S COMMENTS:

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

MANAGER'S COMMENTS:

City Manager Jonathan Greene offered comments.

ADJOURNMENT:

No further business being offered a motion to adjourn was made by Councilmember Dancy, seconded by Mayor Mahoney. Mayor Mahoney adjourned the meeting at 7:38 p.m.

MEMO TO: Mayor and City Council Members
FROM: Jonathan Greene, City Manager
DATE: November 8, 2022
SUBJECT: Special Event Application: Christmas in the City

Recommendation:

Approve a request from the Jackson Downtown Development Authority to host the Christmas in the City on December 4, 2022 in downtown Jackson.

Attached is a memo and supporting paperwork from Cory Mays regarding the Special Event Application for Christmas in the City.

I recommend approval of the special event application for Christmas in the City. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Cory L. Mays, Executive Director, DDA

DATE: November 8, 2022

RECOMMENDATION: Approve a request from the Jackson Downtown Development Authority to host Christmas in the City on December 4, 2022 in downtown Jackson

SUMMARY: Annual Christmas event featuring reindeer, sleigh rides, Santa Claus, and retail sales

DEPARTMENTAL APPROVAL SUMMARY

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

<u>DEPARTMENT</u>	<u>APPROVAL</u>	<u>DENIAL</u>	<u>ECONOMIC IMPACT</u>
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$0.00
<u>Public Works</u>	X		<u>\$400.00</u>
	<i>TOTAL</i>		<i>\$400.00</i>

CONDITIONS & CONSIDERATIONS

Parking Lot closure

INSURANCE STATUS

Included as part of the DDA/City of Jackson liability insurance policy

ATTACHMENTS: Special Event Application: Christmas in the City



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 checked="" 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: DDA	
Address: 161 W. Michigan Ave	Phone: (517) 768-6411
Tax ID#:	Website: jacksondda.org
Contact Name: Cory Mays	Phone: 517-748-6518 Email: cmays@cityofjackson.com
Contact Name: Andrew Econ	Phone: 517-392-7912 Email: aecon@cityofjackson.com
Contact Name During Event: Andrew Econ	Phone: (517) 392-7912

Event Information

Event Name:				
Event Date(s):	Event Set up Time:	Event Start Time:	Event End Time:	Event Tear Down Time:
12/4/2022	11 AM	12 pm	4 pm	5 PM

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

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

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: _____

Streets: _____ → Portion of Northern Section only

Other Park: Parking lot # 8 & sidewalks (for sidewalk sales)

Brief description of Event

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

Christmas in the City retail cent event. Santa, reindeer, donuts/food truck, horse & carriage rides, maybe retail sidewalk sales dependent on weather.

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

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: _____

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: _____
 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: none _____
 Amount of electrical wattage needed: _____ Amount of plug ins: _____
 Locations of where plugs are needed: _____ Number of vendors: 1
- 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: 20 pieces of black fencing (delivered to parking lot #8)

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

Date: 10/19/2022

Office Use ONLY	
Application Received:	
Date:	10/19/22
Time:	 12pm
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

MEMO TO: Mayor and City Council Members
FROM: Jonathan Greene, City Manager
DATE: November 8, 2022
SUBJECT: Special Event Application: Downtown Jackson Christmas Parade

Recommendation:

Approve a request from the Christmas parade committee to host the Downtown Jackson Christmas Parade on November 18, 2022 in downtown Jackson.

Attached is a memo and supporting paperwork from Cory Mays regarding the Special Event Application for the Downtown Jackson Christmas Parade.

I recommend approval of the special event application for the Downtown Jackson Christmas Parade. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Cory L. Mays, Executive Director, DDA

DATE: November 8, 2022

RECOMMENDATION: Approve a request from the Christmas parade committee to host the Downtown Jackson Christmas Parade on November 18, 2022 in downtown Jackson

SUMMARY: Annual Christmas Parade featuring marching bands, floats, walkers, and Santa Claus/Mrs. Claus

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		\$1,700.00
Public Works	X		\$3,000.00
		<i>TOTAL</i>	<i>\$4,700.00</i>

CONDITIONS & CONSIDERATIONS

Police Escort, road closures

INSURANCE STATUS

Included as part of the DDA/City of Jackson liability insurance policy

ATTACHMENTS: Special Event Application: Downtown Christmas Parade



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"/> 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 checked="" 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.

- 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.
- No ground stakes are allowed on City property. Tents and inflatables must be waited down.
- Glitter and confetti are prohibited at all events.
- No plugging into outlets without prior approval.
- For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
- 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.
- 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: <u>Downtown Jackson Christmas Parade</u>	
Address: <u>3600 Greentree Rd Jackson MI 49203</u>	Phone: <u>(517) 5762-4422</u>
Tax ID#: <u>N/A</u>	Website: <u>Downtown Jackson Christmas Parade</u>
Contact Name: <u>Edward Hatfield</u>	Phone: <u>517-262-4422</u> Email: <u>EHat59@gmail.com</u>
Contact Name: <u>Rose Trip</u>	Phone: <u>517-740-7980</u> Email: <u>KUKU2626@bha.com</u>
Contact Name During Event: <u>Edward Hatfield</u>	Phone: <u>(517) 262-4422</u>

Event Information

Event Name: <u>Downtown Jackson Christmas Parade</u>				
Event Date(s):	Event Set up Time:	Event Start Time:	Event End Time:	Event Tear Down Time:
<u>11.18.2022</u>	<u>4:45</u>	<u>6:00 PM</u>	<u>7:30 PM</u>	<u>8:00 PM</u>

Has this event occurred before? Yes, (if yes, how many previous years? 30 years) No

Do you expect this event to occur again next year? Yes What is the expected attendance for this event? 10,000+

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: _____
- 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.

Annual Christmas Parade complete with Marching bands, floats, hundreds of walkers, Santa + Mrs Claus through downtown Jackson along Michigan Avenue.

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

Street Name: Michigan Ave Cross Streets: Steward to Louis Glick
 Closure Start Date: 11-18-2022 Time: 5:15pm Closure End Date: 11-18-2022 Time: 7:45pm

Street Name: First Street Cross Streets: Washington to Woodward
 Closure Start Date: 11-18-2022 Time: 5:30pm Closure End Date: 11-18-2022 Time: 7:15pm

Street Name: Woodward Ave Cross Streets: Michigan Ave to Louis Glick
 Closure Start Date: 11-18-2022 Time: 5:30pm Closure End Date: 11-18-2022 Time: 7:15pm

Street Name: Cortland Cross Streets: First street to MLK (Francis)
 Closure Start Date: 11-18-2022 Time: 5:15pm Closure End Date: 11-18-2022 Time: 7:15pm

Street Name: MLK (Francis) Cross Streets: Washington Ave to Michigan Ave
 Closure Start Date: 11-18-2022 Time: 5:15pm Closure End Date: 11-18-2022 Time: 7:15pm

Street Name: Blackston, Jackson, Mechanic Cross Streets: Washington Ave to Pearl Street
 Closure Start Date: 11-18-2022 Time: 5:15pm Closure End Date: 11-18-2022 Time: 7:15pm

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: N/A
 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: N/A
 Amount of water needed: _____ Locations of where water is needed: _____
- Food/Vendors:** Indicate vendors requirements: N/A
 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: N/A
- Amusement or Carnival Rides:** If yes indicate electrical requirements: N/A
 Amount of electrical wattage needed: _____ Amount of plug ins: _____
 Locations of where plugs are needed: _____
- Fireworks:** If yes indicate electrical requirements: N/A
 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: Police escort of the Santa float from 409 Cooper to Michigan Ave. Follow Santa float along parade route and escort back to 409 Cooper after glow.

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors) <u>N/A</u>	<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) <u>N/A</u>	<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) <u>N/A</u>	<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"/> Emergency Vehicle Access | <input type="checkbox"/> Restroom Locations |
| <input type="checkbox"/> Vendor Locations | <input type="checkbox"/> Dispersal Locations | <input type="checkbox"/> Tables |
| <input type="checkbox"/> Tent Locations | <input type="checkbox"/> Trash Receptacles | <input type="checkbox"/> Requested Reserved Parking |
| <input type="checkbox"/> Assembly Locations | <input type="checkbox"/> Requested Street Closures | <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: Edward Hatfield, Jr.

Date: 10.12.2022

Office Use ONLY	
Application Received:	
Date:	
Time:	
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

Wendy Clow
134 W. Michigan Ave., Apartment 2
Jackson, MI 49201

October 29, 2022

Re: Affordable Housing Development Board

To Whom it May Concern:

Please accept this letter of resignation from my seat as the chair of the Affordable Housing Development Board for the City of Jackson.

If you have any questions or need anything further, please call or email me at 517-358-2812 or clowwendy@gmail.com

Sincerely,

Wendy Clow

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: November 15, 2022
SUBJECT: **Traffic Control Order 2384**
Jackson Street, Michigan Avenue to Pearl Street (100 Block)

Recommendation:

Approval of Traffic Control Order 2384 to adjust the parking regulation on the east side of Jackson Street from Michigan Avenue to Pearl Street, to meet the needs of the mixed businesses in the block.

Attached is a memo from Jon Dowling, City Engineer, for a Traffic Control Order on Jackson Street, Michigan Avenue to Pearl Street (100 Block), as referenced above.

I recommend approval of Traffic Control Order 2384. 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 15, 2022

RECOMMENDATION: Approval of Traffic Control Order 2384 to adjust the parking regulation on the east side of Jackson Street from Michigan Avenue to Pearl Street, to meet the needs of the mixed businesses in the block.

SUMMARY

A Traffic Control Order (TCO) is needed to adjust the parking regulation on the east side of Jackson Street from Michigan Avenue to Pearl Street.

BUDGETARY CONSIDERATIONS

Item	Each	Total
4 - Time Limit Parking Signs	\$13.75	\$55.00
3 - Posts	\$39.75	\$119.25
2 - hour labor/equipment	\$122.34	\$244.68
Total		\$418.93

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

HISTORY, BACKGROUND and DISCUSSION

Currently, the restriction is to have no vehicle remain parked for a period exceeding one (1) hour during enforcement hours of 8am-5pm, Monday-Friday. There is a restaurant in this block that would benefit having the same time allotment that is allowed every other restaurant downtown, but there is also a business that would benefit from faster turnaround of parked vehicles.

DISCUSSION OF THE ISSUE

After review, Engineering has the following recommendation:

Adjusting the parking regulation on Jackson Street, Michigan Avenue to Pearl Street. From Michigan Avenue to seven spaces north of Michigan Avenue, no vehicle shall remain parked for a period exceeding one (1) hour between the hours of 8am-5pm, Monday-Friday. From Pearl Street to seven spaces south of Pearl Street, no vehicle shall remain parked for a period exceeding two (2) hours between the hours of 8am-5pm, Monday-Friday. This rescinds Traffic Control Order 2289 approved by City Council September 4, 2018.

POSITIONS

It is the recommendation of Engineering that Traffic Control Order 2384 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 2384

LOCATION: Jackson Street, Michigan Avenue to Pearl Street (100 Block)

DATE: November 15, 2022

ASSIGNED TO: Sign Shop

TCO DESCRIPTION

A local business located on the east side of Jackson Street from Michigan Avenue to Pearl Street requested that Engineering review the parking regulation due to mixed business needs in that block. The current regulations only allow (1) hour between the hours of 8am-5pm, Monday-Friday.

BY JON H. DOWLING, P.E.

RECOMMENDATION

After reviewing the parking time limits on the east side of Jackson Street from Michigan Avenue to Pearl Street, Engineering recommends adjusting the parking regulation. From Michigan Avenue to seven spaces north of Michigan Avenue, no vehicle shall remain parked for a period exceeding one (1) hour between the hours of 8am-5pm, Monday-Friday. From Pearl Street to seven spaces south of Pearl Street, no vehicle shall remain parked for a period exceeding two (2) hours between the hours of 8am-5pm, Monday-Friday. This rescinds Traffic Control Order 2289 approved by City Council September 4, 2018.

APPROVED REJECTED

DATE: November 15, 2022 BY CITY COUNCIL

WORK ASSIGNMENT:

DATE: November 15, 2022

TO: Sign Shop

- 1) *Install "One Hour Parking" signs with proper facing arrows on the east side of Jackson Street at the first space north of Michigan Avenue and at the line between the seventh and eighth spaces north from Michigan Avenue.*
- 2) *Install "Two Hour Parking" signs with proper facing arrows on the east side of Jackson Street at the first space south of Pearl Street and at the line between the seventh and eighth spaces north from Michigan Avenue.*

BY JON H. DOWLING, P.E.

MATERIAL USED

<input type="checkbox"/> 3	<input type="checkbox"/>	<input type="checkbox"/> 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Posts	Stop	Time Limit	No Parking	Loading Zone	One Way	Yield	Paint	Other

ASSIGNMENT COMPLETED

DATE: BY: Contractor

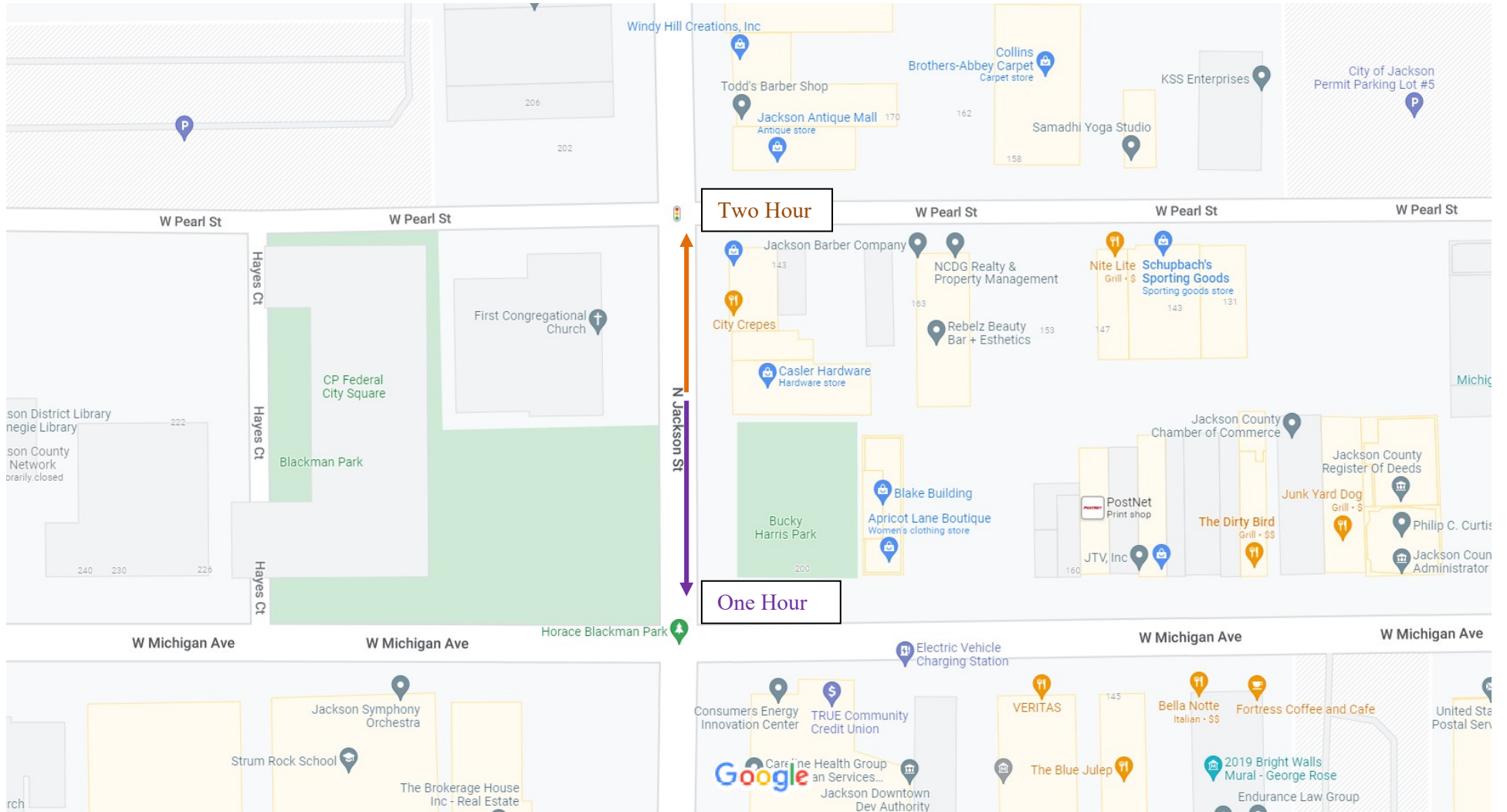
WORK INSPECTED

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 Order 2384



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: November 15, 2022
SUBJECT: **Traffic Control Order 2385**
Addison Street

Recommendation:

Approval of Traffic Control Order 2385 to install “Autistic Child Area” signs on Addison Street between Eggleston Street and Merriman Street.

Attached is a memo from Jon Dowling, City Engineer, for a Traffic Control Order to install “Autistic Child Area” signs per resident request at 324 E Addison Street.

I recommend approval of Traffic Control Orders 2385. 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 15, 2022

RECOMMENDATION: Approval of Traffic Control Order 2385 to install “Autistic Child Area” signs on Addison Street between Eggleston Street and Merriman Street.

SUMMARY

A Traffic Control Order (TCO) is needed to install “Autistic Child Area” signs on Addison Street between Eggleston Street and Merriman Street.

BUDGETARY CONSIDERATIONS

Item	Each	Total
2 – Autistic Child Area	\$47.50	\$95.00
2 – Sign posts	\$39.75	\$79.50
1 - hours labor/equipment	\$122.34	\$122.34
Total		\$296.84

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

HISTORY, BACKGROUND and DISCUSSION

At the request of a resident, install “Autistic Child Area” signs. Child has Down Syndrome, but there is not a sign available for this. The sign for Autistic children best conveys the expectations to the drivers.

DISCUSSION OF THE ISSUE

After review, Engineering has the following recommendation:

To install “Autistic Child Area” signs on Addison Street between Eggleston Street and Merriman Street.

POSITIONS

It is the recommendation of Engineering that Traffic Control Order 2385 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 No. 2385

LOCATION: Addison Street, between Eggleston Street and Merriman Street

DATE: November 15, 2022

ASSIGNED TO: Sign Shop

TCO DESCRIPTION

At the request of a resident, investigate the possibility of installing "Autistic Child Area" signs on Addison Street between Eggleston Street and Merriman Street.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Install "Autistic Child Area" signs on Addison Street between Eggleston Street and Merriman Street.

APPROVED **REJECTED**

DATE: 11/15/22

BY CITY COUNCIL

WORK ASSIGNMENT:

DATE: 11/15/22

TO: Sign Shop

Install "Autistic Child Area" signs on both sides of Addison Street between Eggleston Street and Merriman Street, near 317 and 330 E Addison Street.

BY JON H. DOWLING, P.E.

MATERIAL USED

2									2
---	--	--	--	--	--	--	--	--	---

Posts Stop Time Limit No Parking Loading Zone One Way Yield Paint Other

ASSIGNMENT COMPLETED

DATE: **BY: Sign Shop**

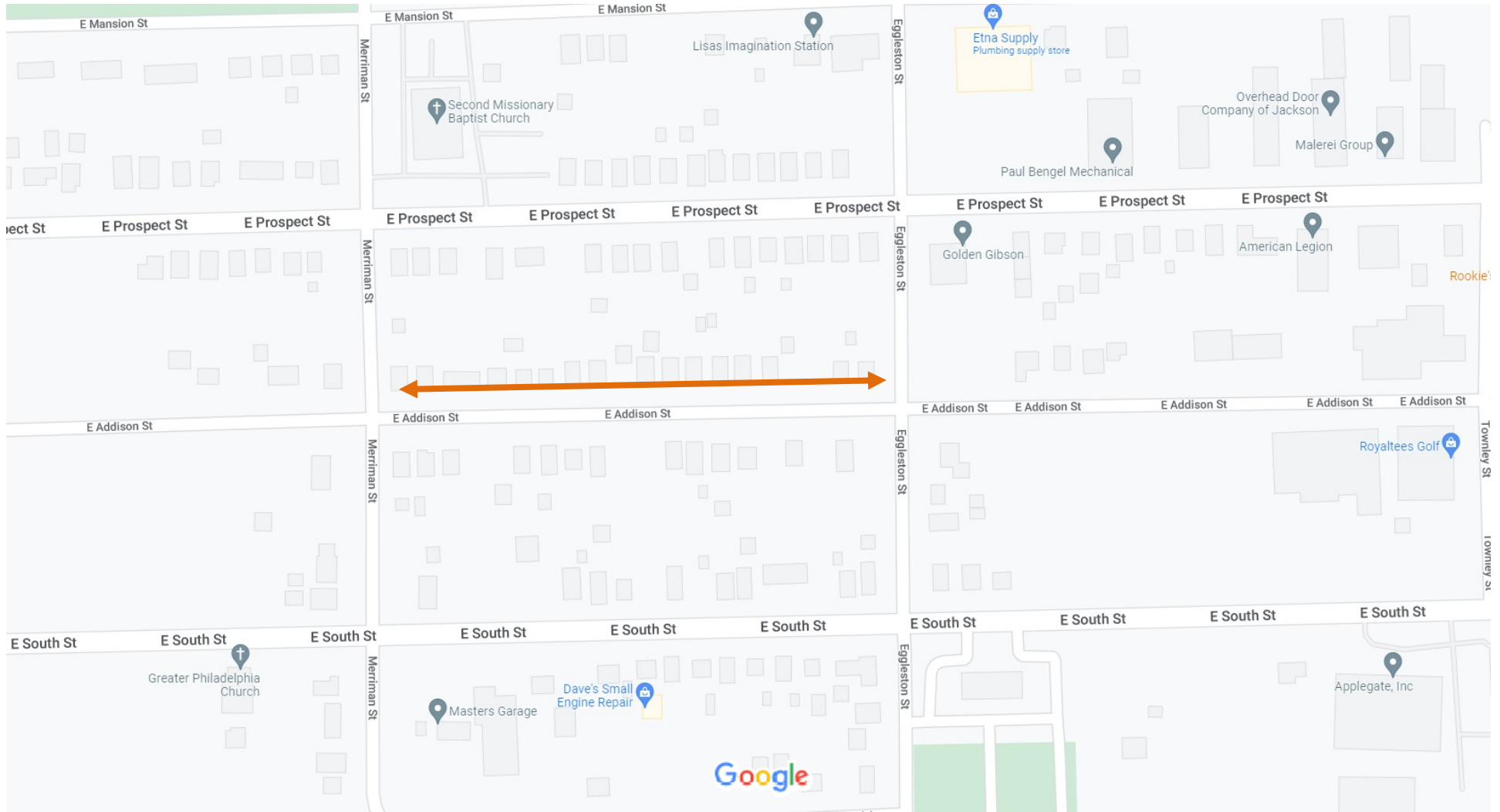
WORK INSPECTED

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 Order 2385



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: November 15, 2022
SUBJECT: **Traffic Control Order 2386**
Biddle Street, Blackstone Street to First Street

Recommendation:

Approval of Traffic Control Order 2386 to remove parking restrictions on Biddle Street, Blackstone Street to First Street. This would rescind TCO PR0177.

Attached is a memo from Jon Dowling, City Engineer, for a Traffic Control Order on Biddle Street from Blackstone Street to First Street.

I recommend approval of Traffic Control Order 2386. 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 15, 2022

RECOMMENDATION: Approval of Traffic Control Order 2386 to remove parking restrictions on Biddle Street, Blackstone Street to First Street. This would rescind TCO PR0177.

SUMMARY

A Traffic Control Order (TCO) is needed to remove parking restrictions on Biddle Street from Blackstone Street to First Street.

BUDGETARY CONSIDERATIONS

Item	Each	Total
2 - hours labor/equipment	\$122.34	\$244.68
Total		\$244.68

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

HISTORY, BACKGROUND and DISCUSSION

Traffic Control Order had been created in 1957 restricting parking on the south side of Biddle Street from Blackstone Street to First Street. At that time, there was a school entrance on this block. The school has since closed and no longer causes the traffic issues it previously had. Parking is already allowed on both sides of the street on other blocks of Biddle Street that are the same width.

DISCUSSION OF THE ISSUE

After review, Engineering has the following recommendation:

To remove “No Parking Any Time” signs on Biddle Street from Blackstone Street to First Street.

POSITIONS

It is the recommendation of Engineering that Traffic Control Order 2386 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 2386

LOCATION: Biddle Street, Blackstone Street to First Street

DATE: November 15, 2022

ASSIGNED TO: Sign Shop

TCO DESCRIPTION

At the request of a homeowner on Biddle Street from Blackstone Street to First Street, Engineering reviewed the possibility of removing the parking restrictions on the south side of the street. Parking is already allowed on both sides of the street on other blocks of Biddle Street that are the same width. When the original TCO was created in 1957 to remove parking on the south side of the street, there was a school entrance on this block. The school has since closed and no longer causes the traffic issues it previously had.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Engineering recommends removal of parking restrictions on Biddle Street from Blackstone Street to First Street. This would rescind TCO PR0177.

APPROVED **REJECTED** **DATE:** November 15, 2022 **BY CITY COUNCIL**

WORK ASSIGNMENT: To Sign Shop

DATE: November 15, 2022

TO:

Remove "No Parking" signs on the south side of Biddle Street from Blackstone Street to First Street.

BY JON H. DOWLING, P.E.

MATERIAL USED

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

ASSIGNMENT COMPLETED

DATE: **BY: Sign Shop**

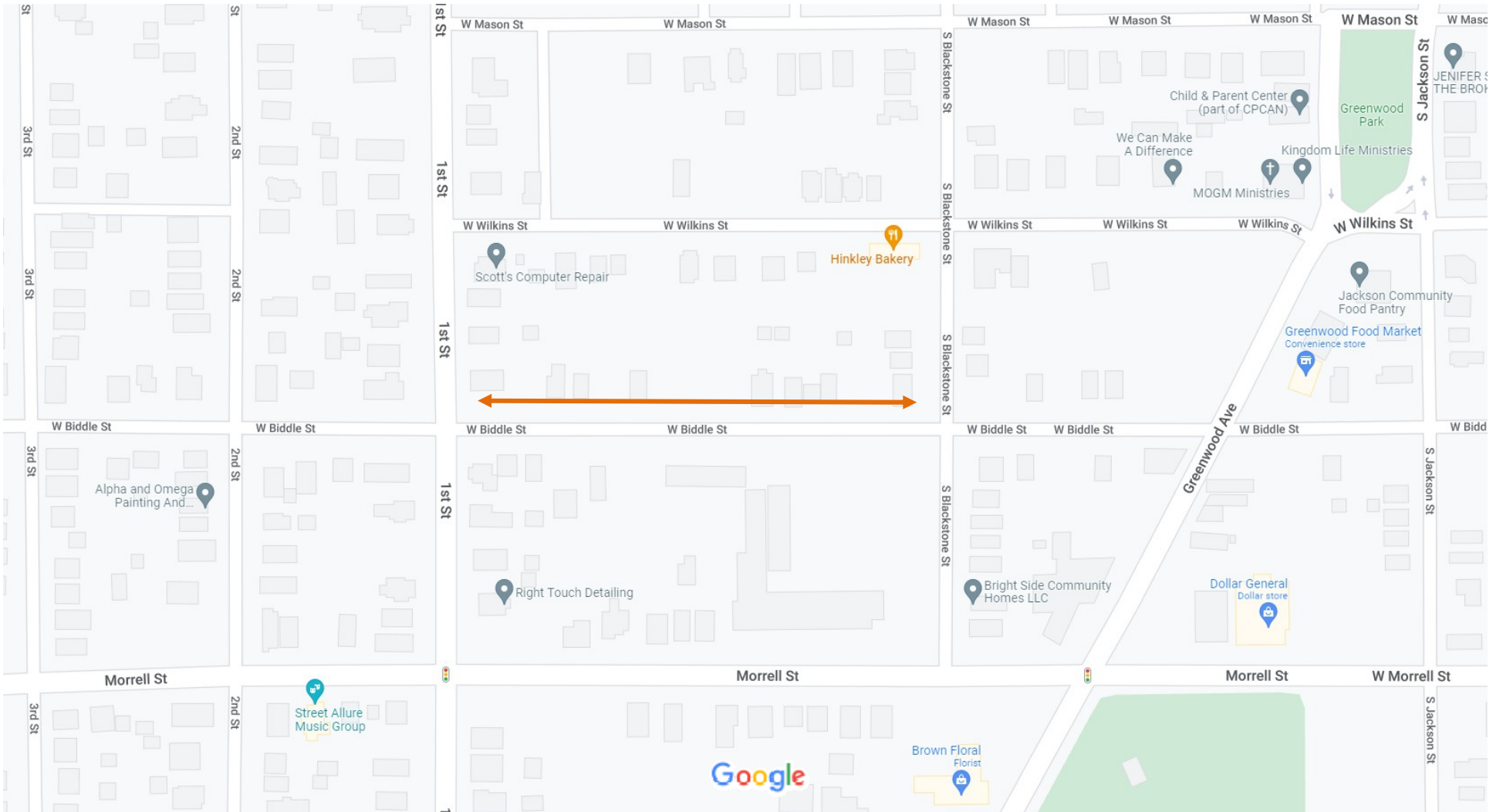
WORK INSPECTED

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 Order 2386



MEMO TO: Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: November 15, 2022
SUBJECT: Resolution for 2023 City Council Meeting Dates

Recommendation: Consideration of a Resolution that serves as the calendar for the regularly scheduled City Council meeting dates for 2023.

Requested action is to adopt the resolution.

Attached is the resolution for the regular City Council meeting schedule for 2023.

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

RESOLUTION
CITY COUNCIL MEETING DATES 2023

BY THE CITY COUNCIL:

WHEREAS, Act 267 of 1976 as last amended (the Open Meetings Act) requires all public bodies to establish a schedule of regular meetings to be held each year.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Jackson, Michigan hereby declares that it will meet in the Council Chambers on the second floor of City Hall, 161 West Michigan Avenue, Jackson, Michigan during 2023 on the following dates:

January 10	July 11
January 24	
February 7	August 15
February 21	
March 7	September 12
March 21	September 26
April 11	October 10
April 25	October 24
May 9	November 14
May 23	November 28
June 13	December 5
	December 12

* * * * *

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 November 15, 2022.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on the 16th day of November, 2022.

Andrea Muray, City Clerk

MEMO TO: City Councilmembers
FROM: Daniel Mahoney, Mayor
DATE: November 15, 2022
SUBJECT: Appointment to Affordable Housing Board

RECOMMENDATION:

Approve the Mayor's recommendation to appoint the Sheila Everts to the Affordable Housing Board for a five-year term, beginning immediately and ending on December 31, 2028.

Your concurrence and consideration is appreciated.

DM:imm

Lisa Moutinho

From: noreply@civicplus.com
Sent: Sunday, November 13, 2022 7:18 PM
To: Daniel Mahoney; John Willis; Aaron Dimick; Lisa Moutinho; Leticia Albarran
Subject: Online Form Submittal: City of Jackson Board/Commission Application

City of Jackson Board/Commission Application

City of Jackson Board/Commission Application

First Name	Sheila
Last Name	Everts
Address	251 W PROSPECT ST
City	JACKSON
State	MI
Zip	49203-4166
Phone Number	5177960369
Email	sheilae@jacksonhabitat.org
Last four digits of Social Security Number	
Occupation	Executive Director /CEO
Describe your community involvement.	Executive Director/CEO of Greater Jackson Habitat for Humanity
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? 13 years

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

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

Why do you want to serve on your selected board or commission? I would like to serve on this board to help the board bring housing to our community.

Upload additional documents Field not completed.

(Section Break)

Appointment Process

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

(Section Break)

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 Sheila M Everts

Date of Submission 11/13/2022

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MEMO TO: Mayor and Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 15, 2022

SUBJECT: **Approval of Professional Engineering Services Contract with Fishbeck, for the Design Phase of the Drinking Water State Revolving Fund (DWSRF) Project at the Water Treatment Plant in the amount of \$208,000.**

Recommendation:

Approval of the Professional Engineering Services Contract with Fishbeck for the Design Phase of the Drinking Water State Revolving Fund (DWSRF) Fiscal Year 2023 Projects in the amount of \$208,000.

Your consideration is appreciated.

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Michael Osborn, Director of Public Works
DATE: November 15, 2022

RECOMMENDATION: Approval of the Professional Engineering Services Contract with Fishbeck for the Design Phase of the Drinking Water State Revolving Fund (DWSRF) Project at the Water Treatment Plant in the amount of \$208,000.

SUMMARY

In June of 2022, City Council adopted a resolution for Fishbeck to prepare the project plan as part of the City’s DWSRF application for improvements to the City’s water infrastructure including lead service line replacements, new 4-inch water main replacements and capital improvement projects at the City’s Water Treatment Plant. As the City moves forward with the DWSRF projects, it is necessary to begin the professional engineering design phase. As Fishbeck is currently providing services to prepare the preliminary design report for this project, it would be the most cost effective for the overall project to proceed utilizing Fishbeck for the professional design phase services.

BUDGETARY CONSIDERATIONS

The funding for the Fishbeck Professional Engineering Services – Design Phase contract for the DWSRF project will be allocated to the 402-591-000-985.005 Water Equipment and Replacement Fund in the amount of \$208,000.

HISTORY, BACKGROUND and DISCUSSION

On June 14, 2022, the City Council adopted the resolution for Fishbeck to prepare the project plan as part of the City’s DWSRF loan application process. This DWSRF project plan includes lead service line replacements, 4-inch water main replacements and capital improvements at the City’s Water Treatment Plant including the installation of mixers at the east and west elevated tanks, replacement of well pump motor starters, replacement of the lime and soda ash fill lines, replacement of old cast iron floor drains, and installation of flow metering on the existing return flow stream. As part of the State of Michigan’s DWSRF Intended Use Plan for Fiscal Year 2023 released in September 2022. The City of Jackson was able to receive funding for the estimated project costs of \$16,550,000, with \$12,412,500 in grant funding and \$4,137,500 to be funded with a 20-year DWSRF loan with an interest rate of 1.875%. For your reference, the table below summarizes the sources funding for this project plan.

Project Description	Estimated Project Costs	Funding Source	Amount Funded Through Grant	Amount Funded Through Loan	Total Funding
Lead Service Line Replacement	\$ 9,000,000	Bipartisan Infrastructure Law Funds and ARP Grant Funds	\$ 4,862,500	\$ 4,137,500	\$ 9,000,000
Water Main Replacement	\$ 6,040,000	ARP Grant Funds	\$ 6,040,000	-	\$ 6,040,000
Elevated Storage Tank Improvements	\$ 210,000	ARP Grant Funds	\$ 210,000	-	\$ 210,000
Well Pump Improvements	\$ 660,000	ARP Grant Funds	\$ 660,000	-	\$ 660,000
Water Treatment Plant Improvements	\$ 640,000	ARP Grant Funds	\$ 640,000	-	\$ 640,000
Totals	\$ 16,550,000		\$ 12,412,500	\$ 4,137,500	\$ 16,550,000

POSITIONS

Approve the Professional Engineering Services Contract with Fishbeck for the Design Phase of the Drinking Water State Revolving Fund (DWSRF) Fiscal Year 2023 Projects in the amount of \$208,000.

September 30, 2022

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

**Proposal for Professional Engineering Services
City of Jackson – Water Treatment Plant, Well Pump Motors and Elevated Storage Tank Improvements**

Dear Mike:

Fishbeck is pleased to submit this proposal for professional engineering services related to the Water Treatment Plant (WTP) and elevated storage tank improvements. Fishbeck completed the Drinking Water State Revolving Fund (DWSRF) project plan in 2022, and these projects have been listed within the Intended Use Plan (IUP) published by Michigan Department of Environment, Great Lakes, and Energy (EGLE) for Fiscal Year (FY) 2023 funding cycle. The City is receiving a total of \$8,437,255 in ARP grant funds for this portion of the work. The watermain replacement design is currently underway and is outside the scope of this proposal. The lead services lines replacement (LSLR) project is being funded through \$887,255 in ARP grant funds, and \$8,112,745 in Bipartisan Infrastructure Law (BIL) DWSRF Loan and Principal Forgiveness for the LSLR. The City is self-performing the LSLR replacements, therefore no design services for that item is included in this proposal. However, the LSLR was deemed an “equivalency project” and the City will require assistance with that portion of the work.

We understand the City is seeking design engineering services related to the WTP, well pump motors and elevated storage tank improvements, identified in the DWSRF project plan for FY 2023. The project is scheduled to follow quarter 2.5 of the DWSRF funding schedule with construction beginning in June 2023.

Background

The project needs for the proposed WTP improvements, well pump motors and elevated storage tanks, were identified as a part of the DWSRF project plan submitted to EGLE in 2022. The following improvements were recommended:

1. Installation of mixers at the East and West elevated storage tanks.
2. Replacement of well pump motor starters with soft starters at all 16 source water wells.
3. Improvements at the WTP:
 - a. Replacement of the lime and soda ash fill lines, including installation of safety railings.
 - b. Replacement of old cast iron floor drains, associated piping, and separation of sewer lines from the floor drains.
 - c. Installation of a flow meter on the existing return flow stream.

Project Understanding

WTP

Lime and Soda Ash System

The WTP uses lime and soda ash for the water softening process. These chemicals are stored in three bins on top of the WTP roof. Each bin has its own dedicated fill line, with three long radius bends and supports. The fill lines and supports are original to the plant and need to be replaced. As part of the project, permanent railing will be installed around the perimeter of the roof area to provide a safe workspace during construction. Therefore, the following scope of improvements is included:

- Removal and replacement of the lime and soda ash feed lines, long radius bends, and associated supports with new 4-inch stainless steel piping.
- Installation of a permanent railing around the perimeter of the roof as a safety measure for maintenance work in this area.

Cast Iron Floor Drains and Piping

There are several 4-inch cast iron floor drains in the basement of the WTP that are original to the plant. These drains are beyond their useful life, performing poorly, clogged with debris and pipe tuberculation. In addition, the sanitary waste piping from the locker rooms, and bathrooms on the floor above is connected to the same drain piping as the basement floor drains, and leads to a common sump. When the drains become clogged, sanitary waste comes up through the floor drains, and floods the WTP basement. In addition to the health concerns caused by this flooding, the critical electrical and mechanical equipment located on and near the basement floor must stay dry.

Therefore, the following scope of improvements is included:

- Removal and replacement of existing cast iron floor drains, along with the associated drain piping. This includes concrete floor slab removal, and replacement approximately 2 feet to either side of the existing drains and pipe.
- Disconnection of the existing combined locker room sanitary line from the floor drains. Installation of separate piping for the upstairs locker room, and restroom sanitary waste lines.

Return Flow Metering

The WTP operates as a surface water softening, and treatment plant because it returns backwash, and lime sludge lagoon decanted water for additional treatment. Under current State of Michigan and EGLE rules, the WTP can only supply 10% of the total treated plant flow from the return flow stream. Currently, the WTP operators estimate the volume of the return flow, based on pump capacities, and run time, but there is no flow meter installed on the return flow line to record measurements. An electromagnetic meter installed on the line would allow the return flow to be monitored, and logged.

Therefore, the following scope of improvements is included:

- Installation of a magnetic flow meter on the return flow line.

Well Pump Motors

The motors for all 16 water supply wells do not have soft starters. This leads to wear and tear on the motors and associated equipment due to the inrush current and torque for a temporary period. There is also the potential for hydraulic transients associated with the sudden startup which can lead to pressure surges and breaks in the raw water main. The addition of soft starts to the existing well pump motors would mitigate these issues.

Therefore, the following scope of improvements is included:

- Installation of soft starts on all existing supply wells.

Elevated Storage Tanks

The East and West elevated storage tanks are critical components in the distribution system. Historic water demands in the City's water system have declined in recent years, as some large industrial users have left. This reduced demand has decreased the rate of turnover in the elevated tanks, resulting in issues with thermal stratification, which can lead to microbial growth, and the potential for icing during cold weather. Ice formation has been observed in these tanks recently, increasing the risk of equipment damage. The scope of improvements includes the following:

- Installation of mechanical mixer systems in the City's East and West elevated storage tanks.

Scope of Services

Fishbeck has available staffing to complete all the tasks outlined, excepting the addition of soft starts to the well pumps. The addition of soft starts to the well pumps is planned to be subcontracted to another firm. A subcontractor has not yet been secured, but an allowance has been included for these services. When those services are secured, the overall fee will be updated to include the fee for the subcontractor.

Fishbeck proposes to provide the engineering services to complete all the tasks outlined in this proposal, excepting the addition of soft starts to the well pumps:

Task 1 – Preliminary Design Services

1. Project Kickoff Meeting – Meet with the City to review the project requirements, scope of improvements, project schedule, and information needs.
2. Basis of Design – Develop the basis of design for review and comment by the City.
3. Site Visit – A process and electrical engineer will perform a site visit at the WTP, and elevated tanks to verify design conditions.
4. Preliminary Documents – Develop preliminary drawings and technical specifications for the City staff to review and approve prior to commencing with the final design. These will also be submitted to EGLE and meet the milestone requirement.
5. Engineer's Opinion of Probable Construction Cost – Develop a preliminary opinion of probable construction cost.
6. QAQC – Conduct an internal quality assurance/quality control review of the preliminary design documents prior to submitting them to the City.
7. An in-person meeting is included to review preliminary documents with City staff.

Deliverables:

Preliminary Design Drawings and Specifications, Engineer's Opinion of Probable Construction Cost to support the DWSRF project plan budget.

Task 2 – Final Design Services

1. Final Design Documents – Develop final drawings and specifications. The design will meet the requirements of EGLE, the City, and be in accordance with Recommended Standards for Drinking Water and locally adopted codes. Final drawings will be prepared using a combination of Revit and AutoCAD. Three sets of printed drawings and specifications, and one electronic (PDF) file will be provided to the City.
2. Updated Opinion of Probable Construction Cost.

3. Final QAQC – Conduct an internal quality assurance/quality control review of the Final Design Documents prior to submitting final drawings and specifications to the City and EGLE.
4. Review Meeting – Meet with the City to review final review comments.
5. Bidding Documents – Develop bidding documents, drawings, specifications, etc., incorporating Village and EGLE comments.
6. Incorporate contractual requirements of the City relating to bonding, insurance, liquidated damages, dispute resolution, and funding agency contracting requirements into the bidding documents.
7. Fishbeck will also assist the City in preparing and submitting the DWSRF Application Parts I and II.

Deliverables:

Final Design Documents for EGLE review, Project Plan Revisions, Act 399 Permit Application, DWSRF Application Parts I and II.

Task 3 – Bidding Phase Services

1. Questions and Addenda - Answer questions from prospective bidders relative to the project and issue Addenda as required.
2. Conduct pre bid meeting with prospective bidders at the WTP site.
3. Bidding - Attend bid opening at the City offices.
4. Bid Tabulation - Prepare a bid tabulation of received bids.
5. Bidder Verification - Review the qualifications and references of the two apparent low bidders and provide information to the City for the purposes of awarding a Contract to construct the Project.
6. Fishbeck will also assist the City in preparing and submitting the DWSRF Application Part III.

Deliverables:

Pre-Bid Meeting Agenda, Addenda, Bid Evaluation Letter, DWSRF Application Part III.

Task 4 – Equivalency Services

The LSLR project was determined by EGLE as ‘Equivalency’ due to funding being received from the BIL, and therefore needs to complete federal crosscutter requirements, such as the Society of Historic Preservation Office (SHPO), Tribal Historic Preservation Office (THPO), EGLE land-water interface, and United States Fish and Wildlife Service (USFWS) evaluation. Fishbeck will complete the following:

1. SHPO Section 106 Application and Submission
 - a. Contact SHPO about the application process and requirements.
 - b. Engage the services of a qualified and experienced historian to conduct a cultural resources review on behalf of the City for the LSLR proposed areas.
 - c. Discuss the scope of the project, provide pertinent information about the project areas, and receive a cost proposal for the cultural resources review.
 - d. Issue a Notice to Proceed and coordinate the historian’s site visit.
 - e. Review the Letter Report summarizing the results of the literature review provided by the historian.
 - f. Compile information for inclusion within the SHPO Section 106 application.
 - g. Prepare and submit the SHPO Section 106 application on behalf of the City.
2. THPO Application
 - a. Contact and coordinate with THPO relevant to project areas.
 - b. Provide Section 106 review results to THPO.
 - c. Review THPO comments about projects and mitigate impact to any identified Tribal historic sites.

3. Land-Water Interfaces
 - a. No impacts are expected as part of the projects to the land-water interfaces, as identified in the federal crosscutters.
4. USFWS Review (Protected Plants and Animals)
 - a. The Michigan Natural Features Inventory (MNFI) will be contacted to ascertain whether any species of fauna or flora listed as endangered, threatened, or special concern, or the critical habitat of such species, is found in the vicinity of the proposed projects.
 - b. Mitigation strategies to avoid excess impacts to any identified flora or fauna in the area of the projects.
 - c. Given the projects are within an urban area, a USFWS review may be deemed unnecessary by the organization.

Project Staffing

We intend to utilize the following key staff for this project:

- Project Manager - Dave Baar, PE
- Lead Process Engineer - Colin McCorkle, PE
- Process Engineer - Meghana Kamath, PE
- Project Advisor, QAQC - Jeff Brown, PE

Additional staff from the following disciplines will be involved in this project:

- Process, Electrical, Architectural, and Structural.

Schedule

The project will follow the DWSRF 2023 quarter 2.5 funding:

Task	Schedule
Design Engineering	October 2022 through January 2023
Submittal of Draft Plans & Specifications	11/2/2022
Submittal of Final Plans & Specifications	1/4/2023
Issuance of Construction Permits	1/30/2023
Bid Advertisement	2/3/2023
Construction	June 2023

The project timeline is very tight. In order to meet the EGLE deadlines for DWSRF funding described above, we require authorization to proceed by October 15, 2022.

Assumptions

- We proposed to provide Electrical Engineering by using a subconsultant. We have not selected a subconsultant to use for this project yet and have included an allowance of \$50,000 for Electrical Engineering. If awarded the project, we will hire a subconsultant for Electrical. The allowance, and the total fee, will be adjusted based on the actual cost of the design work, which we expect to be less than the \$50,000 that is budgeted.
- The City will examine all materials prepared and render necessary decisions during the projects.
- The City will indicate when it is appropriate to begin the work on each phase of the project, following the review meeting for the previous phase.
- Fishbeck will secure the services of an archeologist for the SHPO review required for the LSLR equivalency requirements.

- The City’s standard front end and technical specification will be used.

Professional Services Fee

Our fee to complete the work as outlined in the referenced scope of services for an hourly not-to-exceed fee of Two Hundred Eight Thousand Dollars (\$208,000), based on the following breakdown by task.

Task	Amount
Preliminary Design Services	\$48,000
Final Design Services	\$56,000
Bidding Phase Services	\$9,000
Equivalency Services	\$17,000
Archaeological Sub-Consultant Services	\$28,000
Electrical Sub-Consultant Services Allowance	\$50,000
Total	\$208,000

Authorization

Attached is our Professional Services Agreement. If you concur with our scope of services, please sign in the space provided and return the executed contract to the attention of Darcy McWilliams (dmcwilliams@fishbeck.com). This proposal is made subject to the attached Terms and Conditions for Professional Services. Invoices will be submitted every four weeks and payment is due upon receipt.

If you have any questions or require additional information, please contact me at 616.464.3825 or cmccorkle@fishbeck.com.

Sincerely,



Colin G. McCorkle, PE
Water & Wastewater Engineer



David J. Baar, PE
Vice President/Senior Water & Wastewater Engineer

By email

Professional Services Agreement

PROJECT NAME City of Jackson-Water Treatment Plant, Well Pump Motors and Elevated Storage Tank Improvements
FISHBECK CONTACT Colin McCorkle, PE
CLIENT City of Jackson
CLIENT CONTACT Mike Osborn
ADDRESS 161 West Michigan Avenue, 11th Floor, Jackson, MI 49201

Client hereby requests and authorizes Fishbeck to perform the following:

SCOPE OF SERVICES: As defined in the Proposal Letter dated September 30, 2022.

AGREEMENT. The Agreement consists of this page and the documents that are checked:

- Terms and Conditions for Professional Services, attached.
- Proposal dated September 30, 2022.
- Other:

METHOD OF COMPENSATION:

- Lump Sum for Defined Scope of Services
- Hourly Billing Rates plus Reimbursable Expenses
- Other:

Budget for Above Scope of Services: Two Hundred Eight Thousand Dollars (\$208,000).

ADDITIONAL PROVISIONS (IF ANY):

APPROVED FOR:

City of Jackson

BY: _____

TITLE: _____

DATE: _____

ACCEPTED FOR:

Fishbeck

BY:  _____

TITLE: Vice President

DATE: September 30, 2022

1. **METHOD OF AUTHORIZATION.** Client may authorize Fishbeck to proceed with work either by signing a Professional Services Agreement or by issuance of an acknowledgment, confirmation, purchase order, or other communication. Regardless of the method used, these Terms and Conditions shall prevail as the basis of Client's authorization to Fishbeck. Any Client document or communication in addition to or in conflict with these Terms and Conditions is rejected.
2. **CLIENT RESPONSIBILITIES.** Client shall provide all criteria and full information as to requirements for the Project and designate in writing a person with authority to act on Client's behalf on all matters concerning the Project. If Fishbeck's services under this Agreement do not include full-time construction observation or review of Contractor's performance, Client shall assume responsibility for interpretation of contract documents and for construction observation, and shall waive all claims against Fishbeck that may be in any way connected thereto.
3. **HOURLY BILLING RATES.** Unless stipulated otherwise, Client shall compensate Fishbeck at hourly billing rates in effect when services are provided by Fishbeck employees of various classifications.
4. **REIMBURSABLE EXPENSES.** Those costs incurred on or directly for Client's Project. Reimbursement shall be at Fishbeck's current rate for mileage for service vehicles and automobiles, special equipment, and copying, printing, and binding. Reimbursement for commercial transportation, meals, lodging, special fees, licenses, permits, insurances, etc., and outside technical or professional services shall be on the basis of actual charges plus 10 percent.
5. **OPINIONS OF COST.** Any opinions of probable construction cost and/or total project cost provided by Fishbeck will be on a basis of experience and judgment, but since it has no control over market conditions or bidding procedures, Fishbeck cannot warrant that bids or ultimate construction or total project costs will not vary from such estimates.
6. **PROFESSIONAL STANDARDS; WARRANTY.** The standard of care for services performed or furnished by Fishbeck will be the care and skill ordinarily used by members of Fishbeck's profession practicing under similar circumstances at the same time and in the same locality. Fishbeck makes no warranties, express or implied, under this Agreement or otherwise, in connection with Fishbeck's services.
7. **TERMINATION.** Either Client or Fishbeck may terminate this Agreement by giving ten days' written notice to the other party. In such event, Client shall pay Fishbeck in full for all work previously authorized and performed prior to the effective date of termination, plus (at the discretion of Fishbeck) a termination charge to cover finalization work necessary to bring ongoing work to a logical conclusion. Such charge shall not exceed 30 percent of all charges previously incurred. Upon receipt of such payment, Fishbeck will return to Client all documents and information which are the property of Client.
8. **SUBCONTRACTORS.** Fishbeck may engage subcontractors on behalf of Client to perform any portion of the services to be provided by Fishbeck hereunder.
9. **PAYMENT TO FISHBECK.** Invoices will be issued every four weeks, payable upon receipt, unless otherwise agreed. Interest of 1 percent per four-week period will be payable on all amounts not paid within 28 days from date of invoice, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by Client.

Client agrees to pay on a current basis, in addition to any proposal or contract fee understandings, all taxes including, but not limited to, sales taxes on services or related expenses which may be imposed on Fishbeck by any governmental entity.

If Client directs Fishbeck to invoice another, Fishbeck will do so, but Client agrees to be ultimately responsible for Fishbeck's compensation until Client provides Fishbeck with that third party's written acceptance of all terms of this Agreement and until Fishbeck agrees to the substitution.

In addition to any other remedies Fishbeck may have, Fishbeck shall have the absolute right to cease performing any basic or additional services in the event payment has not been made on a current basis.

10. **HAZARDOUS WASTE.** Fishbeck has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at any site, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposure to such substances or conditions. Fishbeck shall not be responsible for any alleged contamination, whether such contamination occurred in the past, is occurring presently, or will occur in the future, and the performance of services hereunder does not imply risk-sharing on the part of Fishbeck.
11. **LIMITATION OF LIABILITY.** To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims based upon professional liability errors or omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the greater of \$250,000 or the amount of the fee earned under this Agreement.

To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims for which Fishbeck is covered by insurance other than professional liability errors and omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the total insurance proceeds paid on behalf of or to Fishbeck by Fishbeck's insurers in settlement or satisfaction of Client's claims under the terms and conditions of Fishbeck's insurance policies applicable thereto.

Higher limits of liability may be considered upon Client's written request, prior to commencement of services, and agreement to pay an additional fee.

12. **DELEGATED DESIGN.** Client recognizes and holds Fishbeck harmless for the performance of certain components of the Project which are traditionally specified to be designed by the Contractor.
13. **INSURANCE.** Client shall cause Fishbeck and Fishbeck’s consultants, employees, and agents to be listed as additional insureds on all commercial general liability and property insurance policies carried by Client which are applicable to the Project. Client shall also provide workers’ compensation insurance for Client’s employees. Client agrees to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.

Upon request, Client and Fishbeck shall each deliver to the other certificates of insurance evidencing their coverages.

Client shall require Contractor to purchase and maintain commercial general liability and other insurance as specified in the contract documents and to cause Fishbeck and Fishbeck’s consultants, employees, and agents to be listed as additional insureds with respect to such liability and other insurance purchased and maintained by Contractor for the Project. Contractor must agree to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.
14. **INDEMNIFICATION.** Fishbeck will defend, indemnify, and hold Client harmless from any claim, liability, or defense cost for injury or loss sustained by any party from exposures to the extent caused by Fishbeck’s negligence or willful misconduct. Client agrees to defend, indemnify, and hold Fishbeck harmless from any claim, liability, or defense cost for injury or loss sustained by any party from exposures allegedly caused by Fishbeck’s performance of services hereunder, except for injury or loss to the extent caused by the negligence or willful misconduct of Fishbeck. These indemnities are subject to specific limitations provided for in this Agreement.
15. **CONSEQUENTIAL DAMAGES.** Client and Fishbeck waive consequential damages for claims, disputes, or other matters in question relating to this Agreement including, but not limited to, loss of business.
16. **LEGAL EXPENSES.** If either Client or Fishbeck makes a claim against the other as to issues arising out of the performance of this Agreement, the prevailing party will be entitled to recover its reasonable expenses of litigation, including reasonable attorney’s fees. If Fishbeck brings a lawsuit against Client to collect invoiced fees and expenses, Client agrees to pay Fishbeck’s reasonable collection expenses including attorney fees.
17. **OWNERSHIP OF WORK PRODUCT.** Fishbeck shall remain the owner of all drawings, reports, and other material provided to Client, whether in hard copy or electronic media form. Client shall be authorized to use the copies provided by Fishbeck only in connection with the Project. Any other use or reuse by Client or others for any purpose whatsoever shall be at Client’s risk and full legal responsibility, without liability to Fishbeck. Client shall defend, indemnify, and hold harmless Fishbeck from all claims, damages, losses, and expenses, including attorney’s fees arising out of or resulting therefrom.
18. **ELECTRONIC MEDIA.** Data, reports, drawings, specifications, and other material and deliverables may be transmitted to Client in either hard copy, digital, or both formats. If transmitted electronically, and a discrepancy or conflict with the electronically transmitted version occurs, the hard copy in Fishbeck’s files used to create the digital version shall govern. If a hard copy does not exist, the version of the material or document residing on Fishbeck’s computer network shall govern. Fishbeck cannot guarantee the longevity of any material transmitted electronically nor can Fishbeck guarantee the ability of the Client to open and use the digital versions of the documents in the future.
19. **GENERAL CONSIDERATIONS.** Client and Fishbeck each are hereby bound and the partners, successors, executors, administrators, and legal representatives of Client and Fishbeck are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

Neither Client nor Fishbeck shall assign this Agreement without the written consent of the other.

Neither Client nor Fishbeck will have any liability for nonperformance caused in whole or in part by causes beyond Fishbeck’s reasonable control. Such causes include, but are not limited to, Acts of God, civil unrest and war, labor unrest and strikes, acts of authorities, and events that could not be reasonably anticipated.

This Agreement shall be governed by the law of the principal place of business of Fishbeck.

This Agreement constitutes the entire agreement between Client and Fishbeck and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

End of Terms and Conditions for Professional Services

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: November 15, 2022
SUBJECT: Amend FY22/23 Budget


Recommendation:

To adopt the attached resolution amending the FY 22/23 budget to reflect the additional revenue and expenditures associated with the Byrne JAG grant.

Attached is a memorandum from Director Elmer Hitt regarding the necessity of the amendment.

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

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Elmer Hitt, Director of Police and Fire Services 
DATE: November 15, 2022
RECOMMENDATION: Amend FY 22/23 Budget

SUMMARY

The Jackson Police Department and Jackson County Sheriff's Department were awarded \$49,361 in FY2022 Edward Byrne Memorial Justice Assistance Grant (JAG) funds.

BUDGETARY CONSIDERATIONS

The awarded funds of \$49,361 will be used for the continuation of a license plate reading system, a 3D camera, and training equipment by the Jackson Police Department, as well as necessary equipment for their deputies by the Jackson County Sheriff's Department.

HISTORY, BACKGROUND and DISCUSSION

Each year, the City of Jackson and/or Jackson County receive JAG funds in order to purchase equipment. The attached resolution would amend the FY22/23 budget to reflect the grant-funded expenditures and associated revenue.

DISCUSSION OF THE ISSUE

The Justice Assistance Grant helps to offset the general fund costs of operations for both the City and County, and must be used for specific law enforcement purchases. No match is required by the City or County to receive these grant funds.

POSITIONS

I request the attached resolution be adopted to amend the FY 22/23 budget.

RESOLUTION

WHEREAS, the City has entered into the federal government's Edward Byrne Memorial 2022 Justice Assistance Grant (JAG) Program, through the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

WHEREAS, this grant requires the activity relating to this project to be kept in a separate account to facilitate reporting and compliance under the terms of the grant.

NOW, THEREFORE, BE IT RESOLVED, that the 2022/2023 budget be amended as follows:

Special Revenue Fund

		<u>Increase</u>
REVENUES:		
275-329-223-501.000	Federal Grant	<u>49,361</u>
EXPENDITURES:		
275-329-223-933.000	Software	25,000
275-329-223-977.001	Equipment - County	19,151
275-329-223-985.000	Equipment	5,210
		<hr/>
		<u>49,361</u>

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

I, Andrea Muray, 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 November 15, 2022.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, on this 16th day of November 2022.

City Treasurer/City Clerk

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: November 15, 2022
SUBJECT: **Balancing Change Order 1 to the Martin Luther King Equality Trail Lighting Improvements Contract with Cochran Electric Company**

Recommendation:

Approve Change Order 1 to the Martin Luther King Equality Trail Lighting Improvements contract with Cochran Electric Company in the increased amount of \$12,134.37, to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.

Attached is a report and documentation from Jon Dowling, City Engineer, regarding approval of Balancing Change Order 1 for the Martin Luther King Equality Trail Lighting Improvements contract.

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

JG

Attachments

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: November 15, 2022

RECOMMENDATION: Approve Change Order 1 to the Martin Luther King Equality Trail Lighting Improvements contract with Cochran Electric Company in the increased amount of \$12,134.37, to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.

SUMMARY

The attached Change Order 1 will balance contract quantities to match quantities placed in the field during the construction of the Martin Luther King Equality Trail Lighting Improvements project.

BUDGETARY CONSIDERATIONS

This change order represents an increase of \$12,134.37, bringing the current contract amount to \$618,329.86.

HISTORY, BACKGROUND and DISCUSSION

On April 22, 2022, City Council approved the award of the contract to Cochran Electric Company of Jackson, Michigan in the amount of \$606,195.49 for installation of pole mounted lighting on the Martin Luther King Equality Trail from Weatherwax Road to Prospect Street. Lighting on the remainder of the subject trail between Prospect and Washington had previously been installed in 2018.

DISCUSSION OF THE ISSUE

Work for this contract is now substantially complete. As such, the attached balancing Change Order has been prepared to align various contract quantities with quantities placed in the field. As demonstrated on the attached table, the final field quantities for some items are less than contract quantities while others are more. The quantities included in the original contract were estimates.

POSITIONS

I request approval of balancing Change Order 1 and authorization for the City Manager and the City Engineer to sign the document.

ATTACHMENTS

BALANCING CHANGE ORDER NO. 1
To Contract for
ENG22-06 Martin Luther King Equality Trail Lighting Improvements
City of Jackson, Michigan

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

ORIGINAL CONTRACT AMOUNT	\$ 606,195.49
CHANGE ORDER NO. 1	\$ 12,134.37
NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1	\$ 618,329.86

REASON FOR CHANGE:

To balance contract quantities for original items to match quantities placed in the field.

CONTRACT COMPLETION:

The contract completion date is extended to April 28, 2023 to accommodate the delay in the manufacture and delivery of lighting control panels and boxes.

Prepared by Troy R. White, P.E.
Assistant City Engineer

ACCEPTED BY:

Cochran Electric Company

Date:

ACCEPTED BY:

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

Date:

ACCEPTED BY:

Jonathan Greene, City Manager

Date:

ENG22-06 MARTIN LUTHER KING EQUALITY TRAIL LIGHTING IMPROVEMENTS

BALANCING CHANGE ORDER NUMBER 1

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

Prop Line	Item Code	Item Description	Current Contract Quantity	Quantity Change	Final Quantity	Units	Unit Price	Amount	
								ADD	DEDUCT
0005	1100001	Mobilization, Max \$50,000.00	1.00	0.00	1.00	LS	\$ 11,113.00	\$ -	\$ -
0010	2010001	Clearing	0.50	0.00	0.50	Acre	\$ 18,000.00	\$ -	\$ -
0015	2080020	Ero Con, Inlet Protection, Fabric Drop	8.00	-8.00	0.00	Ea	\$ 210.00	\$ -	\$ (1,680.00)
0020	8120170	Minor Traf Devices	1.00	0.00	1.00	LS	\$ 2,500.00	\$ -	\$ -
0025	8167011	Turf Establishment, Performance	689.00	429.44	1,118.44	Syd	\$ 8.80	\$ 3,779.07	\$ -
0030	8182381	Wood Pole, Fit Up, Sec Cable Pole	3.00	0.00	3.00	Ea	\$ 1,285.00	\$ -	\$ -
0035	8197001	Conductor, THWN, in Conduit, 600V, 1C,	22,850.00	-1,937.00	20,913.00	Ft	\$ 3.80	\$ -	\$ (7,360.60)
0040	8197001	Conductor, THWN, in Conduit, 600V, 1C,	21,100.00	566.00	21,666.00	Ft	\$ 2.89	\$ 1,635.74	\$ -
0045	8197001	Conductor, THWN, in Conduit, 600V, 1C,	4,610.00	988.00	5,598.00	Ft	\$ 2.16	\$ 2,134.08	\$ -
0050	8197001	Conductor, THWN, in Conduit, 600V, 1C,	7,000.00	-304.00	6,696.00	Ft	\$ 1.49	\$ -	\$ (452.96)
0055	8197001	Conduit, 2, Sch 40/HDPE (Empty)	9,975.00	-1,335.00	8,640.00	Ft	\$ 13.43	\$ -	\$ (17,929.05)
0060	8197001	Conduit, 3, Sch 40/HDPE (Empty)	300.00	-209.00	91.00	Ft	\$ 13.70	\$ -	\$ (2,863.30)
0065	8197001	Equipment Grounding Conductor, in Cond	7,255.00	557.00	7,812.00	Ft	\$ 3.94	\$ 2,194.58	\$ -
0070	8197001	Equipment Grounding Conductor, in Cond	2,000.00	-520.00	1,480.00	Ft	\$ 3.76	\$ -	\$ (1,955.20)
0075	8197050	BlinkerSign w/Wireless Infared Bollards, I	8.00	0.00	8.00	Ea	\$ 1,553.00	\$ -	\$ -
0080	8197050	Concrete Base for Light Pole, 60 inch	62.00	24.00	86.00	Ea	\$ 1,443.00	\$ 34,632.00	\$ -
0085	8197050	Hand Hole, Polymer Conc, 11 inch x 18 in	73.00	0.00	73.00	Ea	\$ 852.94	\$ -	\$ -
0090	8197050	Light, Shoebox, Install	62.00	0.00	62.00	Ea	\$ 563.76	\$ -	\$ -
0095	8197050	Lighting Control Panel, Ground Mtd	3.00	0.00	3.00	Ea	\$ 10,167.00	\$ -	\$ -

Total: \$ 44,375.47 \$ (32,241.11)

Net Change: \$ 12,134.37

Current Contract Amount: \$ 606,195.49

Revised Contract Amount: \$ 618,329.86

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: November 15, 2022
SUBJECT: **Balancing Change Order 8 to the Clinton Street and Glick Highway Construction Contract with Bailey Excavating, Inc.**

Recommendation:

Approve Balancing Change Order 8 to the Clinton Street and Glick Highway Construction contract with Bailey Excavating, Inc. in the decreased amount of \$26,251.41 to balance contract quantities for various items to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.

Attached is a report and documentation from Jon Dowling, City Engineer, regarding approval of Balancing Change Order 8 for the Clinton Street and Glick Highway Construction contract.

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

JG

Attachments

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: November 15, 2022

RECOMMENDATION: Approve Balancing Change Order 8 to the Clinton Street and Glick Highway Construction contract with Bailey Excavating, Inc. in the decreased amount of \$26,251.41 to balance contract quantities for various items to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.

SUMMARY

The attached Balancing Change Order 8 is to balance the contract quantities to match quantities placed in the field.

BUDGETARY CONSIDERATIONS

This change order represents a decrease of \$26,251.41, bringing the contract amount to \$1,403,766.81.

HISTORY, BACKGROUND and DISCUSSION

On January 12, 2021, City Council approved the award of the contract to Bailey Excavating, Inc. of Jackson, Michigan in the amount of \$451,553.22. The original contract was for 0.05 miles of street reconstruction on Clinton Street with water main and street light installation, 0.20 miles of shared use path on Louis Glick Highway from Homecrest Road to Blackstone Street with water main and street light installation, and 0.10 miles of sidewalk on Louis Glick Highway from Blackstone Street to Ingham Street. Subsequent Change Orders have been approved by City Council as follows:

C.O.	Approval Date	Amount	Description
1	09-14-21	\$ 341,979.30	Add water main on Blackstone St. from Glick Hwy to Van Buren Street
2	09-14-21	\$ 489,662.00	Realign the intersections on Brown and Randolph
3	09-14-21	\$ 14,564.95	Modify drive approach at 1800 Losey Ave to improve drainage pattern
4	10-12-21	\$ 39,774.76	Add sanitary sewer repair on First Street
5	12-07-21	\$ 89,496.98	Add sanitary service repair at Water Treatment Plant
6	02-08-22	\$ 12,137.25	Adjust items for sanitary service repair at Water Treatment Plant
7	03-08-22	(\$ 9,150.24)	Balance quantities for substantially complete items

The current contract amount as set by Change Order 7 is \$1,430,018.22.

DISCUSSION OF THE ISSUE

Work for this contract is now complete. As such, the attached balancing Change Order has been prepared to align contract quantities with quantities placed in the field. As demonstrated on the attached table, the final field placed quantities for some items are less than current contract quantities while others are more. The quantities included in the original contract and subsequent change orders were estimates.

POSITIONS

I request approval of Balancing Change Order 8 and authorization for the City Manager and the City Engineer to sign the document.

ATTACHMENTS

BALANCING CHANGE ORDER NO. 8
To Contract for
ENG21-01 Clinton Street and Glick Highway Construction
City of Jackson, Michigan

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

ORIGINAL CONTRACT AMOUNT	\$ 451,553.22
APPROVED CHANGE ORDER NO. 1	\$ 341,979.30
APPROVED CHANGE ORDER NO. 2	\$ 489,662.00
APPROVED CHANGE ORDER NO. 3	\$ 14,564.95
APPROVED CHANGE ORDER NO. 4	\$ 39,774.76
APPROVED CHANGE ORDER NO. 5	\$ 89,496.98
APPROVED CHANGE ORDER NO. 6	\$ 12,137.25
APPROVED CHANGE ORDER NO. 7	\$ (9,150.24)
CURRENT CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 7	\$ 1,430,018.22
CHANGE ORDER NO. 8	\$ (26,251.41)
NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 8	\$ 1,403,766.81

REASON FOR CHANGE:

To balance contract quantities for completed items to match quantities placed in the field.

CONTRACT COMPLETION:

The contract completion date remains unchanged.

Prepared by Troy R. White, P.E.
Assistant City Engineer

ACCEPTED BY:

Bailey Excavating, Inc.

Date:

ACCEPTED BY:

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

Date:

ACCEPTED BY:

Jonathan Greene, City Manager

Date:

ENG21-01 CLINTON STREET RECONSTRUCTION

BALANCING CHANGE ORDER NUMBER 8

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

Prop Line	Item Code	Item Description	Current Contract Quantity	Quantity Change	Final Quantity	Units	Unit Price	Amount	
								ADD	DEDUCT
0003	2020004	Tree, Rem, 6 inch to 18 inch	7.00	2.00	9.00	Ea	\$ 866.25	\$ 1,732.50	\$ -
0008	2040055	Sidewalk, Rem	664.63	-100.00	564.63	Syd	\$ 7.22	\$ -	\$ (722.00)
0016	2057002	_ Roadway Grading, Special	4.00	-1.00	3.00	Sta	\$ 2,890.00	\$ -	\$ (2,890.00)
0046	8030044	Sidewalk, Conc, 4 inch	4,712.75	-900.00	3,812.75	Sft	\$ 3.35	\$ -	\$ (3,015.00)
0072	8150002	Watering&Cultivating,1st Seasn,Min. ____	1.00	-1.00	0.00	LS	\$ 1,785.00	\$ -	\$ (1,785.00)
0073	8150003	Watering&Cultivating,2nd Seasn,Min. ____	1.00	-1.00	0.00	LS	\$ 1,785.00	\$ -	\$ (1,785.00)
0079	8160027	Mulch Blanket	2,583.50	-100.00	2,483.50	Syd	\$ 2.10	\$ -	\$ (210.00)
0081	8167011	_ Topsoil Surface, 4 inch	2,583.50	-100.00	2,483.50	Syd	\$ 5.61	\$ -	\$ (561.00)
0082	8167030	_ Fertilizer Chemical Nutrient, Cl A, Modified	203.49	-50.00	153.49	Lb	\$ 2.10	\$ -	\$ (105.00)
0083	8167030	_ Seeding, Mixture THM, Modified	337.48	-50.00	287.48	Lb	\$ 9.45	\$ -	\$ (472.50)
0138	2040045	Masonry and Conc Structure, Rem , Blacks	5.00	-5.00	0.00	Cyd	\$ 50.00	\$ -	\$ (250.00)
1063	2030011	Dr Structure, Rem , Brown and Randolph S	2.00	3.00	5.00	Ea	\$ 595.00	\$ 1,785.00	\$ -
1068	2030015	Sewer, Rem, Less than 24 inch , Brown an	67.00	-54.00	13.00	Ft	\$ 22.31	\$ -	\$ (1,204.74)
1073	2040020	Curb and Gutter, Rem , Brown and Randol	2,140.00	-192.00	1,948.00	Ft	\$ 6.06	\$ -	\$ (1,163.52)
1078	2040055	Sidewalk, Rem , Brown and Randolph SG_	96.00	34.00	130.00	Syd	\$ 6.01	\$ 204.34	\$ -
1083	2040080	Exploratory Investigation, Vertical , Brown a	10.00	-10.00	0.00	Ft	\$ 45.00	\$ -	\$ (450.00)
1088	2047001	_ Pavt Sawcut, Brown and Randolph SG_A	1,349.00	96.00	1,445.00	Ft	\$ 3.25	\$ 312.00	\$ -
1093	2047011	_ HMA Surface, Rem, Modified, Brown and	51.00	-14.00	37.00	Syd	\$ 15.15	\$ -	\$ (212.10)
1098	2047011	_ Pavt, Rem, Modified, Brown and Randolp	5,167.00	323.00	5,490.00	Syd	\$ 7.23	\$ 2,335.29	\$ -
1103	2057011	_ Geogrid, Brown and Randolph SG_ALT	50.00	208.00	258.00	Syd	\$ 2.25	\$ 468.00	\$ -
1108	2057021	_ Subgrade Undercutting, 1x3 Brown and F	20.00	85.00	105.00	Cyd	\$ 55.00	\$ 4,675.00	\$ -
1118	2080016	Erosion Control, Gravel Access Approach ,	2.00	-2.00	0.00	Ea	\$ 750.00	\$ -	\$ (1,500.00)
1123	2080036	Erosion Control, Silt Fence , Brown and Ra	574.00	-162.00	412.00	Ft	\$ 2.45	\$ -	\$ (396.90)
1128	2087050	_ Erosion Control, Inlet Protections, Grat e	38.00	12.00	50.00	Ea	\$ 95.00	\$ 1,140.00	\$ -
1133	2087050	_ Erosion Control, Inlet Protections, Grat e	14.00	-14.00	0.00	Ea	\$ 105.00	\$ -	\$ (1,470.00)
1138	2087050	_ Erosion Control, Inlet Protection, Sedim e	9.00	-9.00	0.00	Ea	\$ 145.00	\$ -	\$ (1,305.00)
1148	3020020	Aggregate Base, 8 inch , Brown and Randc	1,959.00	-104.50	1,854.50	Syd	\$ 7.25	\$ -	\$ (757.63)
1153	4027001	_ Sewer Backfill, Class II, Brown and Rand	143.00	100.00	243.00	Ft	\$ 22.64	\$ 2,264.00	\$ -
1158	4027001	_ Sewer, Cl E, 12 inch, Brown and Randol	143.00	43.00	186.00	Ft	\$ 50.03	\$ 2,151.29	\$ -
1163	4030006	Dr Structure Cover, Adj, Case 2 , Brown an	9.00	-2.00	7.00	Ea	\$ 495.00	\$ -	\$ (990.00)
1168	4030040	Dr Structure Cover, Type G , Brown and Ra	8.00	2.00	10.00	Ea	\$ 465.00	\$ 930.00	\$ -
1173	4030280	Dr Structure, Adj, Add Depth , Brown and F	2.00	-2.00	0.00	Ft	\$ 75.00	\$ -	\$ (150.00)
1178	4030312	Dr Structure, Tap, 12 inch , Brown and Ran	3.00	5.00	8.00	Ea	\$ 495.00	\$ 2,475.00	\$ -
1183	4037050	_ Catch Basin Cover, Curb, Brown and Ran	15.00	1.00	16.00	Ea	\$ 725.00	\$ 725.00	\$ -
1188	4037050	_ Catch Basin, 48 ins dia, Brown and Rand	9.00	1.00	10.00	Ea	\$ 1,310.00	\$ 1,310.00	\$ -
1193	4037050	_ Utility Structure Cover, Adj, Case 1, Modi	19.00	-17.00	2.00	Ea	\$ 575.00	\$ -	\$ (9,775.00)
1198	4037050	_ Mh Cover, Std, Brown and Randolph SG_	2.00	-1.00	1.00	Ea	\$ 575.00	\$ -	\$ (575.00)
1203	5010002	Cold Milling HMA Surface , Braown and Ra	277.00	419.00	696.00	Syd	\$ 15.15	\$ 6,347.85	\$ -
1208	5010025	Hand Patching , Brown and Randolph SG_	27.00	9.00	36.00	Ton	\$ 275.00	\$ 2,475.00	\$ -
1213	5010033	HMA, 13A , Brown and Randolph SG_ALT	949.00	-296.96	652.04	Ton	\$ 92.91	\$ -	\$ (27,590.55)
1218	6020015	Conc Base Cse, Nonreinf, 6 inch , Brown a	158.00	21.00	179.00	Syd	\$ 36.70	\$ 770.70	\$ -
1223	8027001	_ Curb and Gutter, Conc, Det F4, Modified,	2,984.00	-1,139.00	1,845.00	Ft	\$ 26.20	\$ -	\$ (29,841.80)
1228	8030010	Detectable Warning Surface , Brown and R	34.00	-8.00	26.00	Ft	\$ 26.75	\$ -	\$ (214.00)
1233	8030030	Curb Ramp Opening, Conc , Brown and Ra	56.00	-23.00	33.00	Ft	\$ 26.20	\$ -	\$ (602.60)

ENG21-01 CLINTON STREET RECONSTRUCTION

BALANCING CHANGE ORDER NUMBER 8

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

Prop Line	Item Code	Item Description	Current Contract Quantity	Quantity Change	Final Quantity	Units	Unit Price	Amount	
								ADD	DEDUCT
1238	8030036	Sidewalk Ramp, Conc, 6 inch , Brown and	170.00	100.00	270.00	Sft	\$ 7.30	\$ 730.00	\$ -
1243	8030044	Sidewalk, Conc, 4 inch , Brown and Rando	2,082.00	-610.00	1,472.00	Sft	\$ 5.20	\$ -	\$ (3,172.00)
1248	8100371	Post, Steel, 3 lb , Brown and Randolph SG	747.00	-202.00	545.00	Ft	\$ 6.30	\$ -	\$ (1,272.60)
1253	8100402	Sign, Type III, Erect, Salv , Brown and Ran	1.00	7.00	8.00	Ea	\$ 26.25	\$ 183.75	\$ -
1258	8100403	Sign, Type III, Rem , Brown and Randolph	97.00	-10.00	87.00	Ea	\$ 21.00	\$ -	\$ (210.00)
1263	8100405	Sign, Type IIIB , Brown and Randolph SG	299.00	-96.00	203.00	Sft	\$ 15.75	\$ -	\$ (1,512.00)
1268	8110041	Pavt Mrkg, Ovly Cold Plastic,12in,X-Walk ,	690.00	-306.00	384.00	Ft	\$ 5.25	\$ -	\$ (1,606.50)
1273	8110045	Pavt Mrkg,Ovly ColdPlastic,24in,Stop Bar ,	40.00	1.00	41.00	Ft	\$ 10.50	\$ 10.50	\$ -
1278	8110231	Pavt Mrkg, Waterborne, 4 inch, White , Bro	3,880.00	8.00	3,888.00	Ft	\$ 0.11	\$ 0.88	\$ -
1283	8110232	Pavt Mrkg, Waterborne, 4 inch, Yellow , Bro	8,495.00	993.00	9,488.00	Ft	\$ 0.11	\$ 109.23	\$ -
1288	8110343	Rem Spec Mrkg , Brown and Randolph SG	770.00	-660.00	110.00	Sft	\$ 2.37	\$ -	\$ (1,564.20)
1293	8120012	Barr,TypeIII,HighInten,DbISided,Ltd,Furn ,	21.00	3.00	24.00	Ea	\$ 57.75	\$ 173.25	\$ -
1298	8120013	Barr,TypeIII,HighInten,DbISided,Ltd,Oper ,	21.00	3.00	24.00	Ea	\$ 5.25	\$ 15.75	\$ -
1318	8120210	Pavt Mrkg, Longit,6in or Less Width, Rem ,	12,375.00	-10,411.00	1,964.00	Ft	\$ 0.48	\$ -	\$ (4,997.28)
1333	8120350	Sign, Type B, Temp, Prismatic, Furn , Brow	918.00	-24.00	894.00	Sft	\$ 2.10	\$ -	\$ (50.40)
1338	8120351	Sign, Type B, Temp, Prismatic, Oper , Brov	918.00	-24.00	894.00	Sft	\$ 1.05	\$ -	\$ (25.20)
1343	8120352	Sign, Type B,Temp,Prismatic,Spec, Furn ,	607.00	31.00	638.00	Sft	\$ 5.25	\$ 162.75	\$ -
1348	8120353	Sign, Type B,Temp,Prismatic,Spec, Oper ,	607.00	31.00	638.00	Sft	\$ 1.05	\$ 32.55	\$ -
1363	8167011	_ Hydromulch, Brown and Randolph SG_A	4,878.00	-4,878.00	0.00	Syd	\$ 1.15	\$ -	\$ (5,609.70)
1368	8167011	_ Topsoil Surface, 4 inch, Brown and Rand	6,878.00	-1,997.00	4,881.00	Syd	\$ 3.77	\$ -	\$ (7,528.69)
1373	8167030	_ Fertilizer Chemical Nutrient, CI A, Modifie	232.00	-6.00	226.00	Lb	\$ 2.68	\$ -	\$ (16.08)
1378	8167030	_ Seeding, Mixture THM, Modified, Brown a	445.00	-11.00	434.00	Lb	\$ 5.05	\$ -	\$ (55.55)
1383	2040040	Gutter, Rem , Brown and Randolph SG_AL	2,662.00	-2,662.00	0.00	Ft	\$ 2.75	\$ -	\$ (7,320.50)
1388	4037050	_ Utility Structure, Temp Lowering, Modifie	6.00	-4.00	2.00	Ea	\$ 495.00	\$ -	\$ (1,980.00)
1393	5010033	HMA, 13A , Brown and Randolph SH_ALT	531.00	35.07	566.07	Ton	\$ 99.04	\$ 3,473.33	\$ -
1398	4037050	_ Utility Structure, Temp Lowering, Modifie	15.00	-15.00	0.00	Ea	\$ 195.00	\$ -	\$ (2,925.00)
1403	4037050	_ Utility Structure Cover, Adj, Case 1, Modi	6.00	-6.00	0.00	Ea	\$ 725.00	\$ -	\$ (4,350.00)
1603	5017060	_ Pavement Restoration, WTP Sanitary Se	6,750.00	17,935.27	24,685.27	Dlr	\$ 1.00	\$ 17,935.27	\$ -
1623	8230096	Hydrant, Relocate, Case 2 , Blackstone WM	1.00	-1.00	0.00	Ea	\$ 1,500.00	\$ -	\$ (1,500.00)
1663	8157050	_ Gleditsia triacanthos inermis 'Skyline',	0.00	-1.00	-1.00	Ea	\$ 835.00	\$ -	\$ (835.00)
1668	2020004	Tree, Rem, 6 inch to 18 inch	0.00	-2.00	-2.00	Ea	\$ 866.25	\$ -	\$ (1,732.50)
1673	8157050	_ Acer rubrum 'Bowhall', 2-1/2 inch	0.00	-1.00	-1.00	Ea	\$ 835.00	\$ -	\$ (835.00)
1678	8157050	_ Platanus x ocerifolia, 2-1/2 inch	0.00	-1.00	-1.00	Ea	\$ 783.00	\$ -	\$ (783.00)
1683	8157050	_ Pyrus calleryana 'Cleveland Select', 2-1/2	0.00	-1.00	-1.00	Ea	\$ 730.00	\$ -	\$ (730.00)
1688	2020003	Tree, Rem, 37 inch or Larger	0.00	1.00	1.00	Ea	\$ 2,400.00	\$ 2,400.00	\$ -
1693	8157050	Syringa Reticulata, Ivory Silk	0.00	3.00	3.00	Ea	\$ 1,050.00	\$ 3,150.00	\$ -
1698	4027001	Sewer, DI, 12 inch, Brown and Randolph S	0.00	50.00	50.00	Ft	\$ 111.32	\$ 5,566.00	\$ -
1703	4027001	Sewer, SDR26, 8 inch, Brown and Randolp	0.00	7.00	7.00	Ft	\$ 94.67	\$ 662.69	\$ -
1708	4037050	Catch Basin, 24 inch, Brown and Randolph	0.00	1.00	1.00	Ea	\$ 1,350.00	\$ 1,350.00	\$ -
1713	8127051	Traffic Control Mob, 2022, Brown and Rand	0.00	1.00	1.00	LS	\$ 1,500.00	\$ 1,500.00	\$ -
1718	1500001	Mobilization, Max , Kibby Booster Station	0.00	1.00	1.00	LS	\$ 4,000.00	\$ 4,000.00	\$ -
1723	2040021	Curb, Rem , Kibby Booster Station	0.00	104.00	104.00	Ft	\$ 11.32	\$ 1,177.28	\$ -
1728	2047001	_ Pavt Sawcut, Kibby Booster Station	0.00	21.00	21.00	Ft	\$ 4.25	\$ 89.25	\$ -
1733	2047011	_ HMA Surface Rem, Modified, Kibby Boos	0.00	127.00	127.00	Syd	\$ 14.68	\$ 1,864.36	\$ -

ENG21-01 CLINTON STREET RECONSTRUCTION

BALANCING CHANGE ORDER NUMBER 8

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

Prop Line	Item Code	Item Description	Current Contract Quantity	Quantity Change	Final Quantity	Units	Unit Price	Amount	
								ADD	DEDUCT
1743	2087050	_ Erosion Control, Inlet Protection,Grate Fil	0.00	0.00	0.00	Ea	\$ 125.00	\$ -	\$ -
1748	2090001	Project Cleanup , Kibby Booster Station	0.00	1.00	1.00	LS	\$ 1,500.00	\$ 1,500.00	\$ -
1753	3027011	_ Aggregate Base, 6 inch, 21AA, Modified,	0.00	130.00	130.00	Syd	\$ 10.83	\$ 1,407.90	\$ -
1758	4027001	_ Sewer, 12 inch, Kibby Booster Station	0.00	23.00	23.00	Ft	\$ 122.82	\$ 2,824.86	\$ -
1763	4030210	Dr Structure, 48 inch dia , Kibby Booster St	0.00	1.00	1.00	Ea	\$ 2,075.00	\$ 2,075.00	\$ -
1768	4030312	Dr Structure, Tap, 12 inch , Kibby Booster S	0.00	1.00	1.00	Ea	\$ 575.00	\$ 575.00	\$ -
1773	4030040	Dr Structure Cover, Type G , Kibby Booster	0.00	1.00	1.00	Ea	\$ 795.00	\$ 795.00	\$ -
1778	8010005	Driveway, Nonreinf Conc, 6 inch , Kibby Bo	0.00	141.00	141.00	Syd	\$ 74.75	\$ 10,539.75	\$ -
1783	8120170	Minor Traf Devices , Kibby Booster Station	0.00	1.00	1.00	LS	\$ 2,500.00	\$ 2,500.00	\$ -
1833	8120370	Traf Regulator Control , Kibby Booster Stat	0.00	1.00	1.00	LS	\$ 2,500.00	\$ 2,500.00	\$ -
1838	2057051	_ Site Grading, Incl Rem of Excess Material	0.00	1.00	1.00	LS	\$ 7,500.00	\$ 7,500.00	\$ -
1843	8167011	_ Turf Establishment, Performance , Kibby	0.00	317.00	317.00	Syd	\$ 9.68	\$ 3,068.56	\$ -
1848	8237050	_ Gate Box, Adj, Case 1, Modified, Kibby B	0.00	5.00	5.00	Ea	\$ 475.00	\$ 2,375.00	\$ -

Total: \$ 114,354.13 \$ (140,605.54)

Net Change: \$ (26,251.41)

Current Contract Amount: \$ 1,430,018.22

Revised Contract Amount: \$ 1,403,766.81

MEMO TO: Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: November 15, 2022
SUBJECT: Delinquent Invoices

Recommendation:

Approve a resolution to place delinquent invoices on the 2022 winter tax bills.

On October 20, 2022 the City Assessor's Office provided a report of delinquent invoices more than 90 days overdue. Chapter 22, Section 22-12 of the City of Jackson Code of Ordinances provides that the report be provided to City Council by the City Clerk.

Attached is the Assessor's Departmental Report, the list of delinquent invoices, and the resolution directing the City Assessor to levy the amounts as a lien to be added to the tax roll for the property.

Your consideration and concurrence is appreciated.

October 20, 2022

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

Please place on the agenda for Tuesday, November 15, 2022, the enclosed Resolution for Council's consideration:

The enclosed Resolution, with an attached list of delinquent invoices, allows said invoices to be placed on the 2022 winter tax bills per Chapter 22, Section 22-12 of the City's Code of Ordinances.

Thank you,

Assessor's Office

Attachment

Copy: City Manager's Office, Engineering, Public Works Department, Water Department, Wastewater Treatment Plant, NEO; Finance/Sue, File

MEMOTO: Mayor and City Councilmembers

FROM: Jason Yoakam, City Assessor 

DATE: November 15, 2022

SUBJECT: Resolution to Place Delinquent Invoices on 2022 Winter Tax Bills

Recommendation: Approve a resolution to place delinquent invoices on 2022 winter tax bills.

Attached please find a resolution to place delinquent miscellaneous invoices on the 2022 winter tax bills per Chapter 22, Section 22-12 of the City's Code of Ordinances.

Section 22-12 of Chapter 22 of the Code of Ordinances was amended to allow delinquent miscellaneous invoices more than 90 days overdue to be placed on the tax bills. The resolution, with an attached list of parcels, is presented for your consideration.

I recommend approval of the above-mentioned resolution. Your consideration and concurrence is appreciated.

Attachment

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Jason Yoakam, City Assessor *JY*
DATE: November 15, 2022
RECOMMENDATION: Recommend Adoption of Resolution to Place Delinquent Invoices on 2022 Winter Tax Bills

SUMMARY

Attached is a resolution and a list of parcels having delinquent invoices needing to be billed on the 2022 winter tax bills.

BUDGETARY CONSIDERATIONS

HISTORY, BACKGROUND and DISCUSSION

In prior years, delinquent miscellaneous invoices more than 90 days overdue were specially assessed twice a year; a labor-intensive endeavor. Chapter 22, Section 22-12 of the City's Code of Ordinance was amended in 2021 to allow these invoices to instead be placed on property tax bills. The result of this amendment is the attached resolution, with a list of delinquent invoices, to be approved for placement on the 2022 winter tax roll for each respective property.

DISCUSSION OF THE ISSUE

POSITIONS

Recommend adoption of corrective resolution.

ATTACHMENT: Resolution

A RESOLUTION AUTHORIZING PLACEMENT OF DELINQUENT INVOICES ON THE WINTER TAX ROLL CONSISTENT WITH SECTION 22-12 OF THE CITY OF JACKSON CODE OF ORDINANCES

BY THE CITY COUNCIL:

WHEREAS, Section 22-12 of the Jackson Code of Ordinances was amended by the City Council on October 12, 2021 to provide that delinquent invoices be placed on the ad valorem property tax bills; and,

WHEREAS, Section 22-12 of the Jackson Code of Ordinances provides that delinquent invoices more than 90 days overdue be reported by the City Clerk to the City Council for approval; and,

WHEREAS, the Finance Department has provided the attached report of delinquent invoices for review and approval by the City Council; and,

WHEREAS, the City Council has reviewed and approved said report, and directs the City Assessor to levy such amounts on the respective properties set forth in the report as a lien which shall be added to the tax roll for each respective property;

NOW, THEREFORE, BE IT RESOLVED, that the City of Jackson City Council hereby resolves to place the list of delinquent invoices accompanying this Resolution as **Attachment A** on the 2022 winter tax roll.

BE IT FURTHER RESOLVED that should any taxpayer pay a delinquent invoice subsequent to adoption of this Resolution, but prior to the commitment of the 2022 winter tax roll in December, 2022 that such delinquent invoice shall be removed from the roll for that property.

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

I, Andrea Muray, City Clerk in and for the City of Jackson, County of Jackson and State of Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Jackson City Council on the 15th day of November, 2022.

IN WITNESS WHEREOF, I have hereto affixed my signature and the seal of the City of Jackson, Michigan, on this 16th day of November, 2022.

Andrea Muray, City Clerk

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
5-097500000	1019	S	MILWAUKEE	WILLIAMS ETAL, REBECCA	12/1/2021	211.78	PRIVATE PROPERTY MOWING COMPLETED ON 10/3/21LOCATION: 1019 S MILWAUKEE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-024700000	216	W	MASON	WILLIAMS, JOHNNIE	10/13/2021	303.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY,INCLUDING LOOSE DEBRIS AND HOUSEHOLD REFUSE ON EAST SIDEWALK.ADDRESS: 216 W MASON STCITATION DATE: 8/11/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517)
5-0736.1000	106		MOORE	WILSON, MICHAEL & PETTY, JAIME	10/17/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 8/21/21LOCATION: 106 MOORE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-0736.1000	106		MOORE	WILSON, MICHAEL & PETTY, JAIME	12/1/2021	170.52	PRIVATE PROPERTY MOWING COMPLETED ON 10/3/21LOCATION: 106 MOORE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-208900000	612		HARWOOD	WISDOM, RICHARD	10/17/2021	343.20	PRIVATE PROPERTY MOWING COMPLETED ON 8/30/21LOCATION: 612 HARWOOD STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
7-047900000	160		COOPER	108 WESLEY LLC	8/3/2021	264.56	PRIVATE PROPERTY MOWING COMPLETED ON 7/14/2021LOCATION: 160 COOPER STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-048100000	442 E		MICHIGAN	108 WESLEY LLC	8/3/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED ON 7/14/2021LOCATION: 442 E MICHIGAN AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-014300000	308 N		MARTIN LUTHER KING JR	AGUILA INVESTMENTS GROUP LLC	11/9/2021	301.01	PRIVATE PROPERTY MOWING COMPLETED ON 9/18/21LOCATION: 308 N MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-018500000	400		THIRD	ALEJANDRO JR ETAL, GILBERTO R	12/20/2021	211.78	PRIVATE PROPERTY MOWING COMPLETED ON 10/24/21LOCATION: 400 THIRD STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-077600000	1011 E		GANSON	ALEN, JEFFERY M	8/3/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED ON 7/17/2021LOCATION: 1011 E GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
1-056600000	1011		LANSING	BAKER, NICHOLAS S., ETAL	8/5/2021	310.56	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL TRASH GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY, TO INCLUDE THE BUILDING MATERIALS. ADDRESS: 1011 LANSING AVECITATION DATE: 05/20/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4170
2-112400000	422 W		GANSON	BAL, HALIL	8/2/2021	264.56	PRIVATE PROPERTY MOWING COMPLETED 7/17/2021LOCATION: 422 W GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-172200000	1807 S		MARTIN LUTHER KING JR	BARIBOGLU, SADIK	10/17/2021	343.20	PRIVATE PROPERTY MOWING COMPLETED ON 9/1/21LOCATION: 1807 S MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-070000000	432		SEYMOUR	BARNETT, ANGELA J.	10/17/2021	258.80	PRIVATE PROPERTY MOWING COMPLETED ON 9/3/21LOCATION: 432 SEYMOUR AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-070000000	432		SEYMOUR	BARNETT, ANGELA J.	12/20/2021	211.78	PRIVATE PROPERTY MOWING COMPLETED ON 10/24/21LOCATION: 432 SEYMOUR AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
5-207100000	339	E	PROSPECT	BEAN HAROLD D JR & ASHLEIGH R	8/3/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED ON 7/18/2021LOCATION: 339 E PROSPECT STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-023200000	415	N	VAN DORN	BIG FISH HOLDINGS LLC	12/9/2021	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE TRASH JUNK DEBRIS SCRAP WASTE INCLUDING HOME FURNISHINGS/FIXTURES, KITCHEN APPLIANCES, REMODELING SCRAP, PAPER, CARDBOARD,PLASTIC, WOOD, METAL, FABRIC, GLASS, TIRES, CARPET, BUILDING AND SIMILAR MATERIALS, ACCESSORIES,CONTAINERS AND COMPONENTS, ACCUMULATION OF GARBAGE BAGS WITH UNKNOWN CONTENTS FROM ENTIREPROPERTY TO INCLUDE BEHIND/BESIDE ACCESSORY STRUCTURES (SHEDS, GARAGES ETC.)ADDRESS: 415 N VAN DORN STCITATION DATE: 9/16/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-065700000	1005	S	JACKSON	BLACKOUT CONSTRUCTION LLC	12/2/2021	211.78	PRIVATE PROPERTY MOWING COMPLETED ON 10/10/21LOCATION: 1005 S JACKSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
5-050200000	921		EVERHARD	BLOCK, REGINALD	11/5/2021	255.92	PRIVATE PROPERTY MOWING COMPLETED ON 9/18/21LOCATION: 921 EVERHARD STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-022700000	414 N		STATE	CANNON ESTATE, JAMES	8/5/2021	310.56	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE, TRASH, JUNK, DEBRIS SCRAP & WASTE INCLUDING HOME FURNISHINGS / FIXTURES, KITCHEN APPLIANCES, REMODELING SCRAP, PAPER, CARDBOARD, PLASTIC, WOOD, METAL, FABRIC, GLASS, TIRES, CARPET, BUILDING AND SIMILAR MATERIALS, ACCESSORIES, CONTAINERS AND COMPONENTS, ACCUMULATION OF GARBAGE BAGS WITH UNKNOWN CONTENTS FROM THE ENTIRE PROPERTY TO INCLUDE BEHIND/BESIDE ACCESSORY STRUCTURES (SHED, GARAGES ETC.).ADDRESS: 414 N STATE STCITATION DATE: 06/11/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-068200000	1041		CHITTOCK	CANNON ESTATE, JAMES	11/5/2021	255.92	PRIVATE PROPERTY MOWING COMPLETED ON 9/28/21LOCATION: 1041 CHITTOCK AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
5-140700000	1507	S	MARTIN LUTHER KING JR	CANNON ESTATE, JAMES D	10/17/2021	174.40	PRIVATE PROPERTY MOWING COMPLETED ON 9/1/21LOCATION: 1507 S MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-075400000	135		MITCHELL	CANNON ESTATE, JAMES D	11/5/2021	255.92	PRIVATE PROPERTY MOWING COMPLETED ON 9/18/21LOCATION: 135 MITCHELL STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-123000000	520	W	NORTH	CANNON, JAMES D ESTATE	8/26/2021	226.52	BOARD UP OF OPEN AND ACCESSIBLE ENTRY AT 520 W NORTH ST., ON 08/04/2021.INVOICE QUESTIONS? CALL THE DEPT OF NEIGHBORHOOD & ECONOMIC OPERATIONS AT (517) 788-4012
6-051700000	404	S	ELM	CANNON ESTATE, JAMES D	8/25/2021	350.84	PRIVATE LOT MOWING COMPLETED ON 8/7/21LOCATION: 404 S ELM AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-018400000	213	S	BLACKSTONE	CASEY, BEATRICE	8/3/2021	264.56	PRIVATE PROPERTY MOWING COMPLETED ON 7/14/2021LOCATION: 213 S BLACKSTONE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-018400000	213	S	BLACKSTONE	CASEY, BEATRICE	10/17/2021	427.50	PRIVATE PROPERTY MOWING COMPLETED ON 9/1/21LOCATION: 213 S BLACKSTONE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
4-018400000	213	S	BLACKSTONE	CASEY, BEATRICE	12/2/2021	211.78	PRIVATE PROPERTY MOWING COMPLETED ON 10/10/21 LOCATION: 213 S BLACKSTONE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-234800000	1502		FIRST	CHAUDHRI, MOHAMMAD IMRAN	8/3/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED ON 7/18/2021 LOCATION: 1502 FIRST ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-1115.1000	1607		HOMEWILD	CONVERSE, JUDITH	12/6/2021	933.03	PROPERTY CLEAN-UP AT 1607 HOMEWILD COMPLETED ON 10/14/2021 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
3-195500000	814		SECOND	CUSTER, VERLA V	10/17/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 9/8/21 LOCATION: 814 SECOND ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-110400000	1207	S	MARTIN LUTHER KING JR	DARROW ESTATE, THOMAS	8/3/2021	264.56	PRIVATE PROPERTY MOWING COMPLETED ON 7/14/2021 LOCATION: 1207 S MARTIN LUTHER KING JR DR INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-155700000	1414		MAPLE	DARROW ESTATE, THOMAS	8/16/2021	264.56	PRIVATE PROPERTY MOWING COMPLETED 7/24/2021 LOCATION: 1414 MAPLE AVE INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
2-100900000	710		OAKHILL	DARROW ESTATE, THOMAS	10/17/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 9/10/21LOCATION: 710 OAKHILL AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-110400000	1207 S		MARTIN LUTHER KING JR	DARROW ESTATE, THOMAS	12/1/2021	211.78	PRIVATE PROPERTY MOWING COMPLETED ON 10/3/21LOCATION: 1207 S MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-020300000	902		HOMEWILD	DENNIS, DOUGLAS	10/19/2021	303.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE, TRASH, JUNK, DEBRIS, SCRAP & WASTE INCLUDINGHOME FURNISHINGS/FIXTURES, KITCHEN APPLIANCES, REMODELING SCRAP, PAPER, CARDBOARD, PLASTIC, WOOD,METAL, FABRIC, GLASS, TIRES, CARPET, BUILDING AND SIMILAR MATERIALS, ACCESSORIES, CONTAINERS AND COMPONENTS, ACCUMULATIONS OF GARBAGE BAGS WITH UNKNOWN CONTENTS FROM THE ENTIRE PROPERTY TOINCLUDE BEHIND/BESIDE ACCESSORY STRUCTURES (SHEDS, GARBAGE ETC.)ADDRESS: 902 HOMEWILD AVECITATION DATE: 8/26/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
3-020200000	609	W	FRANKLIN	DIKMEN, DENIZ	10/17/2021	258.80	PRIVATE PROPERTY MOWING COMPLETED ON 9/8/21LOCATION: 609 W FRANKLIN STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-062900000	918	S	JACKSON	DIRECTION HOLDINGS LLC	8/5/2021	310.56	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY, INCLUDINGAPPLIANCES AND INDOOR FURNITURE STORED OUTDOORS.ADDRESS: 918 S JACKSON STCITATION DATE: 06/01/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-096500000	1113	S	MILWAUKEE	DOW SAMUEL	12/1/2021	170.52	PRIVATE PROPERTY MOWING COMPLETED ON 10/7/21LOCATION: 1113 S MILWAUKEE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-2066.4000	123	E	MONROE	DYER, CONNOR	10/18/2021	258.80	PRIVATE PROPERTY MOWING COMPLETED ON 9/10/21LOCATION: 123 E MONROE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
2-130500000	902		BUSH	ENBODY, MICHELLE	8/5/2021	310.56	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY, INCLUDINGBOXES, CONSTRUCTION MATERIALS UNDER PLASTIC ON PORCH, CHILDREN'S TOYS SCATTERED ACROSS BACK YARD AND ALL FURNISHINGS NOT INTENDED FOR OUTDOORUSE OF DISCARDED ITEMS. ADDRESS: 902 BUSH STCITATION DATE: 06/17/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-005600000	212 S		MECHANIC	FADY INC	11/4/2021	214.19	PRIVATE PROPERTY MOWING COMPLETED ON 9/19/21LOCATION: 212 S MECHANIC ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-190300000	727		LAWRENCE	RATLIFF FIKES, PALMA D	8/16/2021	264.56	PRIVATE PROPERTY MOWING COMPLETED 7/24/2021LOCATION: 727 LAWRENCE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-054400000	313 W		WILKINS	FISHER, MARIE I	10/17/2021	258.80	PRIVATE PROPERTY MOWING COMPLETED ON 9/13/21LOCATION: 313 W WILKINS STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
4-054400000	313	W	WILKINS	FISHER, MARIE I	11/30/2021	172.46	PRIVATE PROPERTY MOWING COMPLETED ON 10/2/21LOCATION: 313 W WILKINS STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-149100000	1112	E	GANSON	FITZPATRICK, ANDREW J	10/17/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 8/21/21LOCATION: 1112 E GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
1-051000000	901		LANSING	FOSTER, JOSHUA	9/14/2021	221.84	PRIVATE PROPERTY MOWING COMPLETED ON 8/8/21LOCATION: 901 LANSING AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
7-075800000	529 N		WATERLOO	GEDMAN, CHRISTOPHER F ETAL	10/13/2021	303.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE, TRASH, JUNK, DEBRIS, SCRAP & WASTE INCLUDINGHOME FURNISHINGS/FIXTURES, KITCHEN APPLIANCES, REMODELING SCRAP, PAPER, CARDBOARD, PLASTIC, WOOD,METAL, FABRIC, GLASS, TIRES, CARPET, BUILDING AND SIMILAR MATERIALS, ACCESSORIES, CONTAINERS AND COMPONENTS, ACCUMULATIONS OF GARBAGE BAGS WITH UNKNOWN CONTENTS FROM THE ENTIRE PROPERTY TOINCLUDE BEHIND/BESIDE ACCESSORY STRUCTURES (SHEDS, GARBAGE ETC.)ADDRESS: 529 N WATERLOO AVECITATION DATE: 8/4/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
3-047700000	702		FIFTH	GILL, SPENCER	10/17/2021	258.80	PRIVATE PROPERTY MOWING COMPLETED ON 9/1/21LOCATION: 702 FIFTH STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-040800000	329 W		WILKINS	HANCOCK, KATHERINE	11/30/2021	152.34	PRIVATE PROPERTY MOWING COMPLETED ON 10/7/21LOCATION: 329 W WILKINS STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
3-203400000	904		FIRST	HAWKINS, RUSSELL T & JANICE L	10/6/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 8/15/21LOCATION: 904 FIRST STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-203400000	904		FIRST	HAWKINS, RUSSELL T & JANICE L	10/13/2021	753.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 904 FIRST STCOMPLETION DATE: 8/3/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788- 4170
8-124000000	1206 E		NORTH	HENEGAR, CHERYL & JOHN	8/16/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED 7/25/2021LOCATION: 1206 E NORTH STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-036300000	709		HOMEWILD	HILL, DORIS A	10/17/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 8/21/21LOCATION: 709 HOMEWILD AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-135300000	804		LINCOLN	HILL, HERBERT	9/14/2021	261.68	PRIVATE PROPERTY MOWING COMPLETED ON 8/18/21LOCATION: 804 LINCOLN STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
8-072500000	501		SEYMOUR	HUNT, STEPHEN	12/9/2021	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE TRASH JUNK DEBRIS SCRAP WASTEINCLUDING HOME FURNISHINGS/FIXTURES, KITCHEN APPLIANCES, REMODELING SCRAP, PAPER, CARDBOARD,PLASTIC, WOOD, METAL, FABRIC, GLASS, TIRES, CARPET, BUILDING AND SIMILAR MATERIALS, ACCESSORIES,CONTAINERS AND COMPONENTS, ACCUMULATION OF GARBAGE BAGS WITH UNKNOWN CONTENTS FROM ENTIREPROPERTY TO INCLUDE BEHIND/BESIDE ACCESSORY STRUCTURES (SHEDS, GARAGES ETC.)ADDRESS: 501 SEYMOUR AVECITATION DATE: 7/30/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-202500000	314 E		ADDISON	JAMES CANNON ESTATE	8/5/2021	310.56	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING, TIRES, BAGS OF HOUSEHOLD REFUSE, CONSTRUCTION MATERIALS AND DISCARDED ITEMS. ADDRESS: 314 E ADDISON STCITATION DATE: 06/15/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517)

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
5-128800000	1301 S		MARTIN LUTHER KING JR	KELLY KRISTEN	8/25/2021	221.42	PRIVATE LOT MOWING COMPLETED ON 8/7/21LOCATION: 1301 S. MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
1-040100000	705		LANSING	KENNEDY, TREVOR	10/13/2021	303.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY,INCLUDING BUT NOT LIMITED TO MATTRESSES, BOX SPRINGS, APPLIANCES AND OTHER DISCARDED ITEMS ON NORTH LAWN.ADDRESS: 705 LANSING AVECITATION DATE: 8/27/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517)
7-087700000	1205 E		GANSON	KING, MARCIA D	8/3/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED ON 7/10/2021LOCATION: 1205 E GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-087700000	1205 E		GANSON	KING, MARCIA D	10/17/2021	258.80	PRIVATE PROPERTY MOWING COMPLETED ON 9/3/21LOCATION: 1205 E GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-179900000	615		ROCK	KING, RHONDA	10/17/2021	343.20	PRIVATE PROPERTY MOWING COMPLETED ON 9/1/21LOCATION: 615 ROCK STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
5-105100000	1045	S	MARTIN LUTHER KING JR	KOSINSKI, MATHEW & PATRICIA	8/3/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED ON 7/14/2021 LOCATION: 1045 S MARTIN LUTH KING JR DR INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-283400000	1735		KIBBY	KRAUS, ANDREW M	8/5/2021	310.56	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED: PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO FENCE PANELS IN BACK YARD WITH VEGETATION GROWING THROUGH THEM. ADDRESS: 1735 KIBBY RD CITATION DATE: 06/21/2021 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-115200000	1212		SHELDON	KWESI M, JOURNEAY	10/13/2021	303.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED: PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BATH TUB, IRON RAILINGS, LOOSE DEBRIS AND BAGS OF GARBAGE NOT IN A PROPER CONTAINER. ADDRESS: 1212 SHELDON ST CITATION DATE: 7/26/2021 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517)
5-076900000	1001	S	MILWAUKEE	LUBANA, PARAMJIT S	10/17/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 9/1/21 LOCATION: 1001 S MILWAUKEE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
5-07700000	1005 S		MILWAUKEE	LUBANA, PARAMJIT S	10/17/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 9/1/21LOCATION: 1005 S MILWAUKEE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-077100000	205		MITCHELL	LUBANA, PARAMJIT S	10/17/2021	258.80	PRIVATE PROPERTY MOWING COMPLETED ON 9/1/21LOCATION: 205 MITCHELL STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-126600000	103 W		HIGH	LUBANA, PARAMJIT S	10/18/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 9/13/21LOCATION: 103 W HIGH STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-044300000	614		FOURTH	MADERY, JAMES W	8/5/2021	310.56	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDINGGARBAGE IN THE GARAGE, DEBRIS JUST OFF OF THE ALLEY AND GARBAGE BAG HANGING FROM THE WINDOW. ADDRESS: 614 FOURTH STCITATION DATE: 06/08/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
7-084300000	301		GILBERT	MCALLISTER, MURIEL	12/9/2021	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK, DEBRIS & SCRAPINCLUDING HOME FURNISHINGS TO INCLUDE FURNITURE, CARPET, APPLIANCES, PAPER,CARDBOARD, PLASTIC, WOOD, METAL, FABRIC, GLASS, TIRES, BUILDING, AUTOMOTIVE, ENGINEAND SIMILAR MATERIALS, ACCESSORIES, CONTAINERS AND COMPONENTS FROM THE ENTIREPROPERTY TO INCLUDE BEHIND ACCESSORY STRUCTURES (SHEDS, GARAGES ETC.).ADDRESS: 301 GILBERTCITATION DATE: 9/30/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
2-148900000	809		FOOTE	MCDOWELL, JOSHUA	10/17/2021	258.80	PRIVATE PROPERTY MOWING COMPLETED ON 9/1/21LOCATION: 809 FOOTE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-023000000	710 S		MARTIN LUTHER KING JR	MOHAMED ELHAM SADEQ SAEED	8/25/2021	221.42	PRIVATE LOT MOWING COMPLETED ON 8/7/21LOCATION: 710 S. MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-023200000	720 S		MARTIN LUTHER KING JR	MOHAMED ELHAM SADEQ SAEED	8/25/2021	264.56	PRIVATE LOT MOWING COMPLETED ON 8/7/21LOCATION: 720 S. MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
5-023200000	720	S	MARTIN LUTHER KING JR	MOHAMED, ELHAM SADEQ SAEED	8/2/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED ON 7/7/2021LOCATION: 720 S MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-023100000	712	S	MARTIN LUTHER KING JR	MOOREHEAD, DEBRONJIA D	8/25/2021	221.42	PRIVATE LOT MOWING COMPLETED ON 8/7/21LOCATION: 712 S. MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-0479.2000	119	N	COLUMBUS	MORANO, GREGORY	8/3/2021	350.84	PRIVATE PROPERTY MOWING COMPLETED ON 7/14/2021LOCATION: 119 N COLUMBUS STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-0479.1000	405	E	PEARL	NORTH MILWAUKEE LLC	8/3/2021	224.90	PRIVATE PROPERTY MOWING COMPLETED ON 7/14/2021LOCATION: 405 E PEARL STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-020400000	112	E	WILKINS	OCAL, METIN B	10/17/2021	258.80	PRIVATE PROPERTY MOWING COMPLETED ON 9/8/21LOCATION: 112 E WILKINS STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-052100000	315	W	MASON	ODELL, BARRY	11/30/2021	214.19	PRIVATE PROPERTY MOWING COMPLETED ON 10/7/21LOCATION: 315 W MASON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
4-121600000	1006		GREENWOOD	ONEN DELPHINE AYLIN GORKTURK	8/3/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED ON 7/24/2021LOCATION: 1006 GREENWOOD AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-121600000	1006		GREENWOOD	ONEN DELPHINE AYLIN GORKTURK	10/18/2021	301.00	PRIVATE PROPERTY MOWING COMPLETED ON 9/13/21LOCATION: 1006 GREENWOOD AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-095400000	511 W		GANSON	ONUGOREN IFFET SERPIL	8/2/2021	264.56	PRIVATE PROPERTY MOWING COMPLETED 7/10/2021LOCATION: 511 W GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-095400000	511 W		GANSON	ONUGOREN IFFET SERPIL	10/17/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 9/10/21LOCATION: 511 W GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-039300000	328 W		MASON	OVERTON ETAL, JERMAINE L	8/16/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED 7/24/2021LOCATION: 328 W MASON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-039300000	328 W		MASON	OVERTON ETAL, JERMAINE L	11/30/2021	209.96	PRIVATE PROPERTY MOWING COMPLETED ON 10/3/21LOCATION: 328 W MASON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
5-055000000	900		ORCHARD	P & M INVESTMENTS	10/17/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 9/8/21LOCATION: 900 ORCHARD PLINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-023600000	711		BURR	PASCARELLA, DAVID A	8/3/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED ON 7/18/2021LOCATION: 711 BURR STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-023700000	715		BURR	PASCARELLA, DAVID A	8/3/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED ON 7/18/2021LOCATION: 715 BURR STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-1521.1000	0		MAPLE	PEARL, SYLVESTER	8/16/2021	350.84	PRIVATE PROPERTY MOWING COMPLETED 7/24/2021LOCATION: VACANT LOT ON MAPLE AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-128900000	933		LINCOLN	PHILLIPS, MELISSA	12/9/2021	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 933 LINCOLN STCITATION DATE: 9/23/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
7-057600000	617 E		GANSON	PLATE, TREVOR	8/3/2021	264.56	PRIVATE PROPERTY MOWING COMPLETED ON 7/10/2021LOCATION: 617 E GANSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
7-057600000	617	E	GANSON	PLATE, TREVOR	12/20/2021	253.04	PRIVATE PROPERTY MOWING COMPLETED ON 10/24/21LOCATION: 617 E GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-2470.1000	1514	N	WEST	REALTY INCOME CORPORATION	10/17/2021	220.00	PRIVATE PROPERTY MOWING COMPLETED ON 9/1/21LOCATION: 1514 N WEST AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-111900000	1101		WOODSUM	RIELL, MARVIN	12/1/2021	211.78	PRIVATE PROPERTY MOWING COMPLETED ON 10/7/21LOCATION: 1101 WOODSUM STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-0038.1000	316	N	BLACKSTONE	RIMENSCHNEIDER, JOSHUA & ANTONIO	8/3/2021	695.84	PRIVATE PROPERTY MOWING COMPLETED ON 7/17/2021LOCATION: 316 N BLACKSTONE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-0038.1000	316	N	BLACKSTONE	RIMENSCHNEIDER, JOSHUA & ANTONIO	10/17/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 9/1/21LOCATION: 316 N BLACKSTONE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-004800000	322		CLINTON	RIVERA LF EST, RICHARD E	8/2/2021	178.28	PRIVATE PROPERTY MOWING COMPLETED ON 7/7/2021LOCATION: 322 CLINTON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
2-004800000	322		CLINTON	RIVERA LF EST, RICHARD E	10/18/2021	301.00	PRIVATE PROPERTY MOWING COMPLETED ON 9/13/21LOCATION: 322 CLINTON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-150600000	709		STEWARD	ROPP REAL ESTATE INVESTMENTS	10/6/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 8/14/21LOCATION: 709 STEWARD AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-172100000	1805 S		MARTIN LUTHER KING JR	ROSS DARINAN	8/3/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED ON 7/18/2021LOCATION: 1805 S MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-138900000	810		BUSH	RUCKLE ESTATE, STEPHEN	12/2/2021	170.52	PRIVATE PROPERTY MOWING COMPLETED ON 10/10/21LOCATION: 810 BUSH STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-138900000	810		BUSH	RUCKLE ESTATE, STEPHEN	12/9/2021	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTYADDRESS: 810 BUSH STCITATION DATE: 9/29/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4170
2-138900000	810		BUSH	RUCKLE ESTATE, STEPHEN	9/14/2021	176.34	PRIVATE PROPERTY MOWING COMPLETED ON 8/18/21LOCATION: 810 BUSH STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
5-022100000	108	E	BIDDLE	SAFIYE, KAYA	8/25/2021	221.42	PRIVATE LOT MOWING COMPLETED ON 8/7/21LOCATION: 108 E BIDDLE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-022200000	112	E	BIDDLE	SAFIYE, KAYA	8/25/2021	264.56	PRIVATE LOT MOWING COMPLETED ON 8/7/21LOCATION: 112 E BIDDLE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-067300000	1045	S	JACKSON	SCHWAB, MONIKA C	11/5/2021	255.92	WEED MOWING COMPLETED ON 9/18/21LOCATION: 1045 S JACKSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-101100000	1110		WILLIAMS	SCHWAB, MONIKA C	11/5/2021	255.92	PRIVATE PROPERTY MOWING COMPLETED ON 9/18/21LOCATION: 1110 WILLIAMS STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-123300000	1040		GREENWOOD	SEAMANS ESTATE, TERRI	10/17/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 8/21/21LOCATION: 1040 GREENWOOD AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-202800000	918		FIRST	SIMPSON ETAL, ANDRE	11/30/2021	214.19	PRIVATE PROPERTY MOWING COMPLETED ON 10/7/21LOCATION: 918 FIRST STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
5-006400000	133	E	WASHINGTON	SONIC INVESTMENTS LLC	8/3/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED ON 7/10/2021 LOCATION: 133 E WASHINGTON AVE INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-063400000	1207		PRINGLE	STARNES, RONALD	11/9/2021	339.38	PRIVATE PROPERTY MOWING COMPLETED ON 9/18/2021 LOCATION: 1207 PRINGLE AVE INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-253100000	0		HOBART	STEPHENS, PATRICIA M	8/25/2021	264.56	PRIVATE LOT MOWING COMPLETED ON 8/7/21 LOCATION: VACANT LOT ON HOBART ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-135400000	807	N	WEST	TOBIN, JEFFREY L	12/6/2021	1,261.23	PROPERTY CLEAN-UP AT 807 N WEST AVE COMPLETED ON 10/21/2021 INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
7-030700000	303		HOMEWILD	TRIANA ENTERPRISES ETAL	8/16/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED 7/24/2021 LOCATION: 303 HOMEWILD AVE INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-132400000	134		DAMON	UPSHAW, VINCENT E	8/3/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED ON 7/18/2021 LOCATION: 134 DAMON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
5-132400000	134		DAMON	UPSHAW, VINCENT E	12/2/2021	211.78	PRIVATE PROPERTY MOWING COMPLETED ON 10/10/21LOCATION: 134 DAMIN STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-056900000	513 E		GANSON	WALKER JR, TIMOTHY E	10/17/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 8/21/21LOCATION: 513 E GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-056900000	513 E		GANSON	WALKER JR, TIMOTHY E	11/10/2021	690.24	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PROPERTY CLEAN-UP AT 513 E GANSON ST, JACKSON, MI 49201 COMPLETED ON 9/23/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
8-047700000	407		ORANGE	WALKER, DAVID LEE	8/3/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED ON 7/25/2021LOCATION: 407 ORANGE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-047700000	407		ORANGE	WALKER, DAVID LEE	8/16/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED 7/25/2021LOCATION: 407 ORANGE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-047700000	407		ORANGE	WALKER, DAVID LEE	10/17/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 8/21/21LOCATION: 407 ORANGE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
8-047700000	407		ORANGE	WALKER, DAVID LEE	10/18/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 9/10/21LOCATION: 407 ORANGE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-056900000	513 E		GANSON	WALKER JR, TIMOTHY E	8/3/2021	307.70	PRIVATE PROPERTY MOWING COMPLETED ON 7/10/2021LOCATION: 513 E GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-122500000	222 E		HIGH	WARAMA WELLNESS LLC	10/17/2021	258.80	PRIVATE PROPERTY MOWING COMPLETED ON 9/1/21LOCATION: 222 E HIGH STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-239100000	401		GRISWOLD	WASHINGTON, CHARLES A	8/3/2021	221.42	PRIVATE PROPERTY MOWING COMPLETED ON 7/18/2021LOCATION: 401 GRISWOLD STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-239100000	401		GRISWOLD	WASHINGTON, CHARLES A	10/18/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 9/13/21LOCATION: 401 GRISWOLD STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-032900000	329		JOHNSON	WATKINS, CHARLENE	6/17/2021	358.48	PRIVATE PROPERTY MOWING COMPLETED ON 6/29/2021LOCATION: 329 JOHNSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
6-032900000	329		JOHNSON	WATKINS, CHARLENE	8/5/2021	310.56	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL INSULATION AND ANY/ALL TRASH OR DEBRIS FROM THE ENTIRE PROPERTY. ADDRESS: 329 JOHNSON STCITATION DATE: 06/09/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4170
6-032900000	329		JOHNSON	WATKINS, CHARLENE	10/6/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED 8/14/21LOCATION: 329 JOHNSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-032900000	329		JOHNSON	WATKINS, CHARLENE	12/20/2021	253.04	PRIVATE PROPERTY MOWING COMPLETED ON 10/24/21LOCATION: 329 JOHNSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-3252.D000	0		SULGRAVE	WELTER, DEVIN	10/17/2021	219.40	PRIVATE PROPERTY MOWING COMPLETED ON 8/21/21LOCATION: VACANT LOT ON SULGRAVE AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
7-1243.A100	2105	E	GANSON	WENZEL JACOB A	8/5/2021	310.56	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE, TRASH, JUNK, DEBRIS, SCRAP & WASTE INCLUDING HOME FURNISHINGS/FIXTURES, KITCHEN APPLIANCES, REMODELING SCRAP, PAPER, CARDBOARD, PLASTIC, WOOD, METAL, FABRIC, GLASS, TIRES, CARPET, BUILDING AND SIMILAR MATERIALS,ACCESSORIES, CONTAINERS AND COMPONENTS, ACCUMULATIONS OF GARBAGE BAGS WITH UNKNOWNCONTENTS FROM THE ENTIRE PROPERTY TO INCLUDE BEHIND/BESIDE ACCESSORY STRUCTURES (SHEDS, GARBAGE ETC.). ADDRESS: 2105 E GANSON STCITATION DATE: 06/07/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
7-11760000	213	N	PLEASANT	WHITAKER, CRAIG L	8/5/2021	828.12	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE, TRASH, JUNK, DEBRIS, SCRAP & WASTE INCLUDING HOME FURNISHINGS/FIXTURES, KITCHEN APPLIANCES, REMODELING SCRAP, PAPER, CARDBOARD, PLASTIC, WOOD, METAL, FABRIC, GLASS, TIRES, CARPET, BUILDING AND SIMILAR MATERIALS,ACCESSORIES, CONTAINERS AND COMPONENTS, ACCUMULATIONS OF GARBAGE BAGS WITH UNKNOWN CONTENTS FROM THE ENTIRE PROPERTY TO INCLUDE BEHIND/BESIDE ACCESSORY STRUCTURES (SHEDS, GARBAGE ETC.). ADDRESS: 213 N PLEASANT STCITATION DATE: 05/25/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
7-11760000	213	N	PLEASANT	WHITAKER, CRAIG L	10/6/2021	216.60	PRIVATE PROPERTY MOWING COMPLETED ON 8/15/21LOCATION: 213 N PLEASANT STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

PIN	NUM	DIR	STREET	OWNER NAME	DUE DATE	AMT	INVOICE NOTES
2-203800000	1035		CLINTON	WICHT ADAM	8/5/2021	310.56	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE, TRASH, JUNK, DEBRIS, SCRAP &WASTE INCLUDING HOME FURNISHINGS/FIXTURES, KITCHEN APPLIANCES, REMODELING SCRAP, PAPER,CARDBOARD, PLASTIC, WOOD, METAL, FABRIC, GLASS, TIRES, CARPET, BUILDING AND SIMILAR MATERIALS,ACCESSORIES, CONTAINERS AND COMPONENTS, ACCUMULATIONS OF GARBAGE BAGS WITH UNKNOWNCONTENTS FROM THE ENTIRE PROPERTY TO INCLUDE BEHIND/BESIDE ACCESSORY STRUCTURES (SHEDS, GARBAGE ETC.). ADDRESS: 1035 CLINTON RDCITATION DATE: 05/19/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-097500000	1019 S		MILWAUKEE	WILLIAMS ETAL, REBECCA	9/14/2021	261.68	PRIVATE PROPERTY MOWING COMPLETED ON 8/18/21LOCATION: 1019 S. MILWAUKEE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: November 15, 2022
SUBJECT: Community Police Oversight Commission Ordinance Amendment

Recommendation:

Attached is a memorandum from Director Elmer Hitt regarding an amendment to Section 21-106 (h) of the Community Police Oversight Commission ordinance.

I recommend approval on the ordinance amendment.

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Elmer J. Hitt, Director of Police and Fire Services
DATE: November 15, 2022
RECOMMENDATION: Community Police Oversight Commission Amendment

SUMMARY

Through consultation with the City Attorney's Office, an amendment to Section 21-106 (h) of the ordinance governing the Community Police Oversight Commission is being proposed. The amendment would change the number of Commission members serving on the required Complaint Committee from three to two along with the City Council designated liaison.

BUDGETARY CONSIDERATIONS

There are no budgetary concerns as a result of this recommendation.

HISTORY, BACKGROUND and DISCUSSION

The Community Police Oversight Commission ordinance as adopted in 2021 calls for the creation of a Complaint Committee composed of three members of the Commission appointed by City Council, and the City Council member designated liaison. Through consultation with the City Attorney's Office, it is recommended to change the three members of the Commission to two members that would serve on the Complaint Committee, and the City Council member designated liaison.

DISCUSSION OF THE ISSUE

The Complaint Committee will review the outcome of any finalized Department investigations into citizen complaints against the Department. In order to protect the integrity of Department-initiated investigations, a two-member Complaint Committee will ensure that there are not Open Meetings Act requirements which may compromise employee protections mandated by the Bullard-Plawecki Employee Right to Know Act or Freedom of Information Act. It will further allow the Complaint Committee to receive the full-breadth of the Department's investigatory methods and conclusions, and then brief the Commission on its findings in a public forum after its review is completed.

POSITION

I recommend approving the amendment as described above.

ORDINANCE NO. 2022-_____

AN ORDINANCE OF THE CITY OF JACKSON, MICHIGAN TO AMEND CHAPTER 21 - POLICE, ARTICLE V, COMMUNITY POLICE OVERSIGHT COMMISSION, SUBSECTION 21-106(H), TO AMEND THE INVESTIGATORY AUTHORITY OF THE COMPLAINT COMMITTEE AND THE NUMBER OF MEMBERS THEREOF.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The purpose of this Ordinance is to amend Chapter 21 Police, Article V, Community Police Oversight Commission, subsection 21-106(h) of the City of Jackson Code of Ordinances, to amend the investigatory authority of the Complaint Committee and the number of members of the subcommittee.

Section 2. That Chapter 21 Police, Article V Community Police Oversight Commission, subsection 21-106(h) of the City of Jackson Code of Ordinances be amended as follows:

ARTICLE V COMMUNITY POLICE OVERSIGHT COMMISSION

Sec. 21-100. Findings.

The City of Jackson and the Jackson Police Department are committed to building trust and positive relationships with all segments of the community. The city cannot achieve this end without addressing the racial disparities in violence and criminal justice, and a desire to create systems that provide greater public transparency and increased accountability. The formation of the Community Police Oversight Commission is a necessary step in reframing the relationship that the residents of Jackson have with the police and an investment in the smart, equitable, community-oriented policing that the Jackson Police Department strives for and that our community deserves.

(Ord. No. 2021-10, 9-28-21)

Sec. 21-101. Definitions.

For purposes of the Ordinance, the following terms shall have the following defined meanings:

Commission means the Community Police Oversight Commission.

Department means Jackson City Police Department.

Director means the Director of Police and Fire Services.

(Ord. No. 2021-10, 9-28-21)

Sec. 21-102. Created, purposes.

The purpose of the Commission shall be to:

- (1) Improve and strengthen police-community relations.
- (2) Create an environment which allows for better communication, understanding, and relations between the Department and the community.
- (3) Provide the community with a role in recommending policies and practices that ensure a high quality of police services and to give the community a voice in influencing the selection of leadership for the Department.
- (4) Provide oversight of the Department with regard to the provision of police services with the goal that the entire community; meaning everyone who lives, works, studies in, or visits the City of Jackson; may live safely and experience equitable treatment in any interactions with the city police.
- (5) Gather and analyze information, reports, and data on trends and potential issues concerning police conduct and practices and the related impacts on the community and individuals.
- (6) Provide input, guidance and recommendations to the City Council, City Manager, and the Director of the Department on the development of applicable policy.
- (7) Work with the city police to encourage the respectful treatment of all persons without undue use of force. This concern is of special significance with respect to segments of the community that are vulnerable and have been marginalized, such as persons of color, immigrants, low-income people, victims of domestic violence, those who suffer from mental illness, and transgender persons.
- (8) Provide a process for outside review of particular incidents to evaluate the city police response in the incident as well as the sufficiency of any city police investigation related to the incident and to recommend any changes in Department policies or practices.

(Ord. No. 2021-10, 9-28-21)

Sec. 21-103. Duties, power, and responsibilities.

The City of Jackson Community Police Oversight Commission shall have the following responsibilities:

- (a) Foster understanding and communication between the residents of the City of Jackson and the Department and review and advise the Director on community relations between the Department and the community.
- (b) Generate community interest and involvement, and promote public awareness of the Department services and programs, including, but not limited to, business and

residential crime prevention programs, safety training, domestic violence intervention, community-oriented policing, and other areas of community relations.

- (c) Hold regular public meetings to promote awareness of the community complaint processes, solicit input from the community, and convene community conversations regarding Department services, programs, and issues of public safety to encourage and develop an active community-police partnership with an emphasis on improving relations between the Department and residents in the City of Jackson.
- (d) Work to strengthen and ensure the application of equal protection under the law throughout the community.
- (e) Review, develop, and recommend strategies to the City Council, City Manager, and Director concerning Department policies, procedures, rules, training, recruiting, hiring and other applicable programming.
- (f) The Commission shall review and advise rules and regulations for the conduct of the members of the Department, in consultation with the Director and the City Manager.
- (g) The Commission shall review and advise the Departmental budget before its submission to the City Manager.
- (h) The Commission, in its rules, shall review and advise procedures for receiving and resolving any complaint concerning the operation of the Department.
- (i) The Commission shall render an annual report to the Mayor and City Council, which shall include a description and evaluation of the Department's activities during the previous year, including the handling of crime and complaints, if any, and proposals for future plans.

(Ord. No. 2021-10, 9-28-21)

Sec. 21-104. Investigatory power.

- (a) In order to carry out responsibilities included in Sec. 21-103, the Commission shall have the authority to review and examine the actions of the Department with respect to individual incidents after the Department has acted. The review extends to both the conduct of the police officers involved in the incident and to those police officers who examine the incident for disciplinary or other purposes.
- (b) Whenever necessary to carry out its assigned duties, the Commissioners shall have the same power to subpoena witnesses, administer oaths and require the production of evidence as the City Council.
- (c) The Commission's review and examination shall not precede or be concurrent with Department actions, but shall occur after the Department and city have completed all proceedings related to the incident or action under review, including investigative, criminal, disciplinary, complaint, and other proceedings.

(Ord. No. 2021-10, 9-28-21)

Sec. 21-105. Limitations.

- (a) The creation and operation of the Commission shall not impair the authority and responsibility of the Director, the City Manager, the Mayor, and the City Council, as provided in the City Charter.
- (b) Reports, recommendations, conclusions, and findings produced by or for the Commission are not binding, factually or legally, on the City or any part thereof, including the Department, the City Manager, the City Attorney, and the City Council.
- (c) All investigative files relating to alleged criminal activity or violation of agency rule by an employee are confidential and may not be disclosed to any third party MCL 423.501.

(Ord. No. 2021-10, 9-28-21)

Sec. 21-106. Membership.

- (a) The Community Police Oversight Commission shall consist of five (5) members nominated by the mayor and approved by city council, who shall be residents or business owners of the city. Members shall serve for three-year terms. In making appointments of members of the Community Police Oversight Commission, the mayor shall recommend, and city council shall appoint, persons who, insofar as possible, have experience and/or an interest addressing positive community police relations in the City.
- (b) The terms of office of the first Commission 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 two (2) years, and one (1) will be for three (3) years. After the initial commission is formed, all members thereafter will be appointed for three-year terms.
- (c) Persons who are current employees of the City or who have been employed by the City, including active or former police officers, within 5 years of nomination shall not be eligible for appointment.
- (d) The City Council will designate one (1) of its members to serve as liaisons to the Commission. They will sit with the Commission as non-voting members but otherwise may participate fully in meetings of the Commission.
- (e) In making appointments, the City Council shall endeavor, insofar as possible, to ensure that:
 - (1) The overall membership of the Commission reflects the City of Jackson's diverse population, including income level, race, ethnicity, faith, age, gender, sexual orientation, and experience; and,
 - (2) Segments of the community that are vulnerable and have been historically marginalized, including those that may have had negative interactions with law enforcement, are amply represented.
- (f) The Commission 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 Commission and not by a committee of the Commission.

-
- (g) The Commission may, by majority vote of the members, appoint persons who are not members of the Commission to be members of such committees.
- (h) Any Review of the outcome of any finalized Department investigations into complaints against the Department by a member of the public shall be the duty of a Complaint Committee composed of two ~~three~~ members of the Commission appointed by City Council, and the City Council member designated liaison.
- (i) All members of the Commission shall serve without compensation.

(Ord. No. 2021-10, 9-28-21)

Sec. 21-107. 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.

(Ord. No. 2021-10, 9-28-21)

Secs. 21-108—21-125. Reserved.

MEMO TO: Mayor and City Council Members
FROM: Jonathan Greene, City Manager
DATE: November 15, 2022
SUBJECT: **Request approval of the contract for the purchase and installation of a new sewer televising camera system.**

Recommendation:

Approve the contract for the purchase and installation of a new sewer televising camera system from MTECH Company, of Cleveland, Ohio at a cost of \$80,000, and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Tim Pickett, Assistant DPW Director
DATE: November 15, 2022

RECOMMENDATION: Approve the contract for the purchase and installation of a new sewer televising camera system from MTECH Company, of Cleveland, Ohio at a cost of \$80,000, and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

SUMMARY

In October of 2022, quotes were received by the Department of Public Works for the purchase and installation of a new sewer televising camera system. The current antiquated camera system is used daily by the Department of Public Works to maintain the storm and sanitary sewer main infrastructure. Replacing the existing camera system will provide information that is more reliable as to the current state of the storm and sanitary sewer mains.

BUDGETARY CONSIDERATIONS

The following quotes were received:

Company	Price
MTECH Company, Cleveland, OH	\$ 80,000.00
Jack Doheny Company, Northville, MI	\$101,256.02

The contract for the purchase and install the sewer-televising camera will be funded out of the Wastewater Equipment Replacement Fund, budget line item 406-548-000-981.000.

HISTORY, BACKGROUND and DISCUSSION

The current sewer televising camera system was installed in 1995, and as technology has advanced this system has since become antiquated. This camera system is used to televise our storm and sanitary sewer mains and therefore plays a critical role in maintaining our existing and future sewer infrastructure. The Department of Public Works utilizes the current camera system on a daily basis to check the storm and sanitary sewer mains for routine maintenance, and while making repairs. The sewer televising camera system also allows us to televise our storm and sanitary mains to identify any damage and locate blockages throughout the mains. In order for the City to continue to maintain the storm and sanitary sewer infrastructure, it is in our best interest to proceed with the contract to purchase and install a new sewer televising camera system.

POSITIONS

In concurrence with the Purchasing Agent, it is the recommendation of the Department of Public Works to approve the contract for the purchase and installation of a new sewer televising camera system be awarded to MTECH Company, of Cleveland, Ohio at a cost of \$80,000.

TP/MO



Specifications for: City of Jackson, MI
Dealer: MTech Company

Date: 10/20/2022
* This quote is valid for 30 days



Equipment to be Supplied: Cues C550c Large Standard Inspection Package Truck Retrofit
Delivery: 3-4 Weeks ARO
Terms: Net 30

Component List:

- 1 PICKUP/TRANSPORTATION OF CUSTOMER'S EXISTING ARIES TRUCK FROM JACKSON, MI TO CLEVELAND, OH FOR RETROFIT
- 1 UNINSTALL/REMOVE ALL EXISTING ARIES COMPONENTS FROM VEHICLE
- 1 C550 POWERED DRUM ASSEMBLY 1000 FOOT + SW
- 1 DRUM INTERFACE CABLEFORM – 5 METRES
- 1 CABLE ASSY MAINS P350 USA,NEMA 5-15
- 1 C550C CONTROLLER
- 1 6" CRAWLER ASSY
- 1 P356 STRAP BRACKET KIT
- 1 P350 PTZ CAMERA MK2 – NTSC
- 1 POWERED ELEVATOR COMPLETE KIT
- 1 C550 PENDANT CONTROL
- 1 P350 LIGHTHEAD
- 2 P356 LARGE WHEELS 4X MB 47-93 TYRE
- 1 STACK ADPTR ASSY 170 PNU WHLS 4-OFF
- 2 MEDIUM WHEEL ASSY (SET) 4X BLACK 4
- 4 WHEEL, SILVER PVC 4" "P420/P350"
- 4 SMALL RASP GRIT WHEEL
- 1 R W ADAPTOR P354 65MM WHEEL 6" RL
- 1 R W ADAPTOR P356 105MM WHEEL 8" RL
- 3 POLE EXTENSION ALUMINUM 72"™.
- 1 TUBE ADAPTOR FOR DOWNHOLE POLE
- 1 DOWNHOLE ROLLER-NON COATED
- 1 TOP ROLLER-MANHOLE



Specifications for: City of Jackson, MI

Date: 10/20/2022

Dealer: MTECH Company

* This quote is valid for 30 days



- 50 ROPE FOR CLEATS
- 1 HOOK ATTACHMENT
- 1 P350 CABLE BLANKING TOW EYE
- 1 MAINS LEAD - USA
- 1 50ML/1.7OZ. GREASE
- 1 KEY SET BALL END METRIC 9 PCS
- 1 CUES GREY ACCESSORY BAG
- 1 INSTALL C550 LARGE STANDARD PACKAGE INTO CUSTOMER SUPPLIED TRUCK
- 1 MOUNT C550 REEL IN EQUIPMENT ROOM AND WIRE C550 CONTROLLER TO DESKTOP MOUNT IN OFFICE
- 1 LAPTOP COMPUTER WITH VIDEO CAPTURE DEVICE – INSTALLED – MINIMUM SPECS: * **
 - 1 Intel i5 processor
 - 1 Eight (8) GB of SDRAM
 - 1 480 GB SSD Hard Drive
 - 1 Onboard graphics accelerator w/shared graphics memory
 - 1 15.6" HD (1366x768) Anti-Glare LED-backlit Display
 - 1 Onboard audio with built-in stereo speakers Sound
 - 1 802.11ac + Bluetooth 4.0
 - 1 Network connector (RJ-45) Port
 - 1 HDMI Port
 - 1 USB 2.0 Ports
 - 1 USB 3.0 Port
 - 1 Windows 10 Professional 64-bit Operating System
 - 1 Video Capture Device
- 1 COVER UP OLD RACK MOUNT WITH BLANK PANELING
- 1 42" MINIMUM MONITOR FOR C550 IN OFFICE – INSTALLED OVER OLD RACK MOUNT PANELING
- 1 24" MINIMUM REAR MONITOR FOR C550 IN EQUIPMENT ROOM – INSTALLED ABOVE REEL
- 1 NEW DESK CHAIR
- 1 LABOR AND MISCELLANEOUS PARTS NEEDED FOR RETROFIT
- 1 RETURN DELIVERY OF COMPLETED SYSTEM TO JACKSON, MI
- 1 ON-SITE TRAINING AT JACKSON, MI
- 1 ONE (1) YEAR WARRANTY ON ALL CUES COMPONENTS

Total Price: \$80,000.00



Date: 4/8/2022
Branch: 1100



Sourcewell Contract #120721-RVL

CUSTOMER: _____ City of Jackson
ADDRESS: _____ 521 Water Street
CITY, STATE, ZIP: _____ Jackson, MI 49203
PHONE: _____ 517/768-6104
EMAIL: _____ dswift@cityofjackson.org
ATTN: _____ Mr. Devin Swift, Water Department Supervisor

PROPOSAL ID: 17634

DOHENYCOMPANY.COM

			LIST	NET
Standard Cameras:				
1	V4019001	ORION Zoom	\$ 20,355.00	\$ 20,355.00

Camera Head Accessories:				
1	901601040	Pressure Test Set	\$ 516.00	\$ 516.00

T66 Tractor and Accessories:				
1	V9052012	T66.1 Camera Tractor	\$ 13,177.00	\$ 13,177.00
1	905235001	Camera Connection TYPE 2.1 for T66.1 HD with NON-HD Cameras	\$ 1,758.00	\$ 1,758.00
1	905253031	Larger T66 hook for use with poles (optional)	\$ 340.00	\$ 340.00
1	905210891	Wheelset Adapters T66 to RAD 120 Granulated Wheels	\$ 833.00	\$ 833.00

T76 Tractor and Accessories:				
1	900401491	Granulated Wheel set RAD120 for 10" PVC for T76/86/PANO 2/LISY	\$ 561.00	\$ 561.00

Reel Accessories:				
1	904350020	KUV 2.7 Cable Deflection Pulley for Standard and Fiber Optic Cable with holder and rope	\$ 737.00	\$ 737.00

Portable Systems:				
1	V8045102	BP100 Portable Control Console	\$ 11,340.00	\$ 11,340.00
1	V1977003	BP100 Control Console - Truck mount and extension required for vehicle mounting	\$ 1,985.00	\$ 1,985.00
1	V8047004	KW 306 Cable Drum + Boom	\$ 21,489.00	\$ 21,489.00
1	800200700	KW 306 Camera Cable 524/11 -1000 ft.	\$ 5,954.00	\$ 5,954.00

Build Out Options:				
1	VZ000305	Low Profile Reel Cabinet with aluminum drawer	\$ 1,390.00	\$ 1,390.00
1	Equip Sales	17" 4:3 Monitor - Metal Case/Glass Front - HDMI, DP, DVI, CVBS, S Video, VGA	\$ 675.00	\$ 675.00
1	Equip Sales	19" 4:3 Monitor - Metal Case/Glass Front - HDMI, DP, DVI, CVBS, S Video, VGA	\$ 804.60	\$ 804.60

IKAS Software:				
1	VSP00100	IKAS Evolution for Mobile/Portable systems	\$ 10,692.00	\$ 10,692.00
1	Support	IKAS Support	\$ 1,264.00	\$ 1,264.00

Additional Accessories				
1	TRP01	JDC -Top Manhole Roller	\$ 486.00	\$ 486.00
1	Poleset	JDC-18' of Fiberglas Poles, Mounting Bracket and IBAK Adapter	\$ 430.92	\$ 430.92

			Sale Price	
1	Install	Installation of new IBAK equipment into customer's existing truck, and removal of old equipment.	\$ 6,000.00	\$ 6,000.00

**** Price of Installation does not include monitor replacement, computer swap or generator repair/replacement. ****

Sourcewell Build-Quote Summary

Module/Options/Chassis Total:	\$ 100,787.52
Options Sourcewell Discount 4%:	\$ 4,031.50
Module/Options Total per Sourcewell Price Schedule:	\$ 96,756.02
Freight and PDI:	\$ 2,500.00
Field Training:	\$ 2,000.00
Total:	\$ 101,256.02

Terms and Conditions

- Acceptance of this Proposal is subject to availability of the Equipment listed above.
- Sales Price does not include any applicable sales taxes. Buyer is responsible for and agrees to pay all applicable sales tax.
- The Sale of New Equipment Terms and Conditions are incorporated into and made a part of this Proposal upon acceptance and execution of this Proposal
- Execution of this Proposal by Seller and Buyer constitutes a binding agreement between the parties.
- If this Proposal is not executed by both parties within thirty (30) calendar days from the Proposal Date, this Proposal shall become null and void, unless subsequently executed by both Buyer and Seller.

Thank you for your consideration of this proposal.

Sincerely yours,

Dave Snyder

David R. Snyder
Regional Sales Representative
248/939-3223

DavidSnyder@dohenycompany.com

This proposal becomes a contract for delivery and payment of the merchandise listed above only when signed by the customer or one of its officers.

Customer: City of Jackson, Michigan

By: _____

Date: _____

Email: _____

SALE OF NEW EQUIPMENT TERMS AND CONDITIONS

1. **THE AGREEMENT.** Jack Doheny Companies, Inc., (the "Seller") agrees to sell, transfer and convey its right, title and interest in the new goods, equipment, vehicles and/or other new items (collectively, the "Equipment") described in Seller's written Invoice for the Sale of New Equipment (the "Invoice") to the Buyer subject to the terms and conditions contained herein, which are incorporated into the Invoice, agreed to by the parties hereto, and together consists of the entire agreement between the Seller and Buyer (collectively, the "Agreement"). The Agreement shall be for the benefit of the Seller and Buyer and not for the benefit of any other person or entity. Prior courses of dealing, trade usage and verbal agreements not reduced to a writing signed by the Seller and Buyer, to the extent they differ from, modify, add to or change from the Agreement shall not be binding on the Seller.
2. **TERMS OF PAYMENT.**
 - 2.1 **Payment Date.** All payments for the Equipment are due from Buyer on the date of the invoice unless other terms are agreed to in writing between Seller and Buyer. Payment shall be made to Seller at the address specified in the Agreement, without any offset or deduction for any reason.
 - 2.2 **Shipping Delays.** If any shipment is delayed at the request of Buyer, payment shall become due based on the date Seller is prepared to make shipment, and Seller may invoice Buyer based on such date. All prices for Equipment are F.O.B. Seller's shipping point.
 - 2.3 **Delinquent Payments.**
 - 2.3.1 Any payment not made by Buyer on or before its due date shall be subject to a late charge on any unpaid balance at a rate of 18% per annum, or the highest interest rate allowed by law, whichever is greater.
 - 2.3.2 If a payment is not made on or before its due date, Buyer agrees that Seller may elect, in addition to any other remedy at law or in equity, to cease performance under the Agreement and any other agreement between Buyer and Seller until such payment is rendered to Seller.
3. **DELIVERY.** Seller does not guarantee delivery dates.
4. **RISK OF LOSS.** Buyer assumes all risk of loss of Equipment upon delivery by Seller to carrier if Equipment is shipped. For Equipment that is shipped, Seller agrees to: (a) prepare the Equipment for shipment to Buyer; (b) deliver custody of the Equipment to carrier; (c) make appropriate arrangements for the transportation to carrier; and deliver documents to enable Buyer to obtain possession of the Equipment. Seller shall not be obligated to obtain insurance or to prepay transportation/carrier costs for the Equipment. Buyer agrees to be responsible for and to timely pay all loading, unloading and other charges incidental to transportation of the Equipment. Whether Seller pays transportation charges or not, risk of loss shall pass to Buyer upon delivery of the Equipment to a carrier.
5. **INSPECTION OF EQUIPMENT.** Buyer has inspected the Equipment and is satisfied with the Equipment's condition.
6. **INDEMNIFICATION.** Buyer shall indemnify, hold harmless and release Seller from any and all liabilities, losses, damages, claims, costs and expenses, including attorney fees, arising out of, in whole or in part, from (a) the design, or manufacture of the Equipment; or (b) the use of the Equipment by Buyer and those acting on Buyer's behalf.
7. **MISCELLANEOUS.**
 - 7.1 **No Assignment.** There shall be no assignment of the Agreement by Buyer without the prior written approval of Seller. Any assignment of the Agreement shall not relieve Buyer of its obligations under the Agreement.
 - 7.2 **Force Majeure.** Neither party will be liable for any delay or failure to perform its obligations hereunder, other than a payment obligation, due to any cause beyond its reasonable control including without limitation, acts of God or of the public enemy, including terrorists, acts of the government in its sovereign capacity, fires, floods, epidemic, strikes, picketing or boycotts, or any other circumstances caused by natural occurrences or third party actions beyond the reasonable control and without the fault or negligence of the party whose performance is affected ("Force Majeure Events"); provided that the affected party provides the other party prompt notice of the applicable circumstance and uses commercially reasonable efforts to re-commence performance as promptly as possible; provided, further, that if the duration of such Force Majeure Event exceeds thirty (30) days, the other party may terminate the Agreement upon delivery of written notice to the affected party.
 - 7.3 **Venue.** The parties agree that any dispute under the Agreement shall be brought in the applicable state or federal court located in the county in which the Originating Branch is located and the parties waive any right to a jury trial.
 - 7.4 **Construction and Captions.** The parties acknowledge that each has reviewed the Agreement and that the normal rules of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of the Agreement or any exhibits or amendments hereto; and that section headings appearing in the Agreement are for convenience of reference only and they are not intended, to any extent or for any purpose, to limit or define the text of any section or any subsection hereof. In the event any part of the Agreement is found to be ambiguous, such ambiguity shall not be construed against any party.
 - 7.5 **Entire Agreement.** The Agreement constitutes the sole and entire agreement between the parties and supersedes all prior and contemporaneous statements, promises, understandings or agreements, whether written or oral.
 - 7.6 **Amendments.** The Agreement may be amended, modified or altered at any time upon the approval of the Seller and Buyer; however, any such amendment must be in writing and signed by the Seller and Buyer in order for such amendment to be of any force and effect.
 - 7.7 **Partial Invalidity.** In the event that any provision of the Agreement is declared by any court of competent jurisdiction or any administrative judge to be void or otherwise invalid, all of the other terms, conditions and provisions of the Agreement shall remain in full force and effect to the same extent as if that part declared void or invalid had never been incorporated in the Agreement and in such form, the remainder of the Agreement shall continue to be binding upon the parties.
 - 7.8 **Counterparts.** The Agreement and any amendment thereto may be signed and executed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute one Agreement. Delivery of an executed counterpart of a signature page of the Agreement by facsimile or email shall be effective as delivery of an originally executed counterpart of the Agreement.
 - 7.9 **Authority.** Each person(s) executing the Agreement as an agent or in a representative capacity warrants that he or she is duly authorized to do so.

NO WARRANTY. SELLER MAKES NO WARRANTIES OR REPRESENTATIONS EXPRESS OR IMPLIED BY OPERATION OF LAW OR OTHERWISE, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MARKETABILITY OR FITNESS FOR PARTICULAR PURPOSE, ALL OF WHICH ARE SPECIFICALLY HEREBY DISCLAIMED. To the extent allowed by law and those agreements, Seller transfers and assigns to Buyer the Equipment manufacturer's warranties, if any such warranty is provided by the Equipment manufacturer. In no event shall Seller be liable to Buyer for any incidental, consequential, special, exemplary, and/or punitive damages, including without limitations, loss of revenue or profit.



INVOICE INFORMATION

Sold to:

Name _____

Address _____

Contact _____

Phone # _____

Email Address: _____

Ship to:

Name _____

Address _____

Contact _____

Phone # _____

Email Address _____

PLEASE SELECT TYPE OF BUSINESS

Environmental _____ Petro Chemical _____ Gas & Oil _____ Sewer & Water _____

Industrial Plant _____ Utility _____ Municipal _____ Other _____

Customer Signature:
