



AGENDA - CITY COUNCIL MEETING

December 13, 2022

6:30 p.m.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE - Invocation will be given by Second Ward Councilmember Freddie Dancy**
3. **ROLL CALL.**
4. **ADOPTION OF AGENDA.**
5. **PRESENTATIONS/PROCLAMATIONS.**
 - A. **Presentation - Jackson Continuum of Care and Residents in Action**
6. **PUBLIC HEARINGS.**
 - A. **Public Hearing and Resolution for the continuation of Downtown Social District**
 - a. *Resolution approving the continuation of the Downtown Social District*
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 November 29, 2022**
Approve the minutes of the regular City Council Meeting of November 29, 2022.

B. Reappointment to the Board of Review

Approve the Mayor's recommendation to reappoint Thomas Schindler to the Board of Review to serve a three-year term, beginning February 1, 2023 and ending on January 31, 2026.

C. Reappointment to the Affordable Housing Development Board

Approve the Mayor's recommendation to reappoint Katima Dickenson to the Affordable Housing Development Board for a five-year term, beginning January 1, 2023 and ending on December 31, 2027.

D. Reappointment to the Building Code Board of Examiners and Appeals

Approve the Mayor's recommendation to reappoint Jason Covalle (Architect) to the Building Code Board of Examiners and Appeals for a three-year term, beginning on January 1, 2023 and ending on December 31, 2025.

E. Reappointment to the Police Oversight Commission

Approve the Mayor's recommendation to reappoint Thaddaus Williams to a three-year term on the Police Oversight Commission, beginning on January 1, 2023 and ending on December 31, 2025.

F. Reappointment to the Ella Sharp Park Board of Trustees

Approve the Mayor's recommendation to reappoint Michelle Woods to the Ella Sharp Park Board of Trustees for her second term of three years, beginning on February 1, 2023 and ending on January 31, 2026.

G. Reappointment to the Ella Sharp Park Board of Trustees

Approve the Mayor's recommendation to reappoint Cathy Moore to the Ella Sharp Park Board of Trustees for her second term of three years, beginning on February 1, 2023 and ending on January 31, 2026.

H. Reappointment to the City Planning Commission

Approve the Mayor's recommendation to reappoint James Johnson to the City Planning Commission for a term of three years, beginning January 1, 2023 and ending on December 31, 2025.

I. Ex-Officio Appointment to Racial Equity Commission

Approve the Mayor's recommendation to appoint David Hammontree to the Racial Equity Commission as an ex-officio member, for a term of three years, beginning January 1, 2023 and ending on December 31, 2025.

J. Reappointment to the Racial Equity Commission

Approve the Racial Equity Commission's recommendation to reappoint Jacqueline Barber for a three-year term, beginning January 1, 2023 and ending on December 31, 2025.

K. Reappointments to the Human Relations Commission

Approve the Human Relations Commission's recommendation to reappoint James Johnson, Jr., Miriam Brown Dorsey and Robert VanSumeren to the Human Relations Commission, each for a three-year term beginning January 1, 2023 and ending on December 31, 2025.

L. Reappointment to the Martin Luther King Jr. Corridor Improvement Authority

Approve the MLKCIA's recommendation to reappoint Diane Washington to the Authority for a four-year term, beginning January 1, 2023 and ending on December 31, 2026.

M. Reappointment to the Zoning Board of Appeals

Approve the Mayor's recommendation to reappoint Robert VanSumeren and Shawn Christie to the Zoning Board of Appeals, each for a three-year term, beginning January 1, 2023 and ending on December 31, 2025.

10. OTHER BUSINESS.

11. NEW BUSINESS.

A. Contract Renewal for Traffic Signal Work

Approval of Contract Renewal with J. Ranck Electric, Inc. for Traffic Signal Work

B. Local Government Unit Approval for Social District Permits

Consideration of a resolution approving the Social District Permit Application for the following businesses located in the Downtown Social District in the event that the continuation of the Social District is approved:

- 1. Urban Restaurants LLC dba Veritas*
- 2. Veritas Vineyard LLC dba Grand River Brewery*
- 3. The Crazy Cowboy, LLC*
- 4. Dirty Bird Investments, LLC*
- 5. Islas Nite Lite*
- 6. MCGA LLC dba Junkyard Dog*
- 7. Axe Play, LLC*
- 8. DL Watts Enterprises, LLC*

C. Approval of the Deficit Elimination Plan Resolution as of June 30, 2022 for the Special Assessment Capital Projects Fund

Approval of the Deficit Elimination Plan Resolution for the Special Assessment Capital Project Fund Deficit as of June 30, 2022.

D. Approval of the Corrective Action Plan as of June 30, 2022 for “Actual Expenditures Exceeding the Amounts Authorized in the Budget”

Approval of the Corrective Action Plan as of June 30, 2022 for “Actual Expenditures Exceeding the Amounts Authorized in the Budget”.

E. Housing Instability/Homelessness

12. CITY COUNCILMEMBER’S COMMENTS.

13. MANAGER’S COMMENTS.

14. ADJOURNMENT.

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Andrea Muray, City Clerk

DATE: December 13, 2022

SUBJECT: Public Hearing and Resolution for the continuation of the Downtown Social District

RECOMMENDATION:

Public hearing to receive public comments on the continuation of the Downtown Social District.

A. Resolution approving the continuation of the Downtown Social District. Resolution No. 2021-31 requires that Council consider the status of the Social District and determine if the District should be continued, modified, or revoked. Included is the DDA's update on the social district as provided at the April 5, 2022 Council Meeting.

The required notice of the public hearing was published in the Jackson Citizen Patriot.

Your consideration and concurrence is appreciated.

C: Jonathan Greene, City Manager

RESOLUTION NO. 2022-__

A RESOLUTION TO CONTINUE THE SOCIAL DISTRICT DESIGNATION IN DOWNTOWN JACKSON, MICHIGAN

WHEREAS, Public Act 124 of 2020 empowered municipalities to establish Social Districts with designated Common Areas within said Districts, where purchasers may consume alcoholic beverages sold by multiple qualified Liquor Control Commission licensees who obtain Social District Permits;

WHEREAS, on April 27, 2021 the Jackson City Council adopted Resolution No. 2021-31 establishing a Social District in the Downtown area of Jackson, specifically from Martin Luther King Jr. Drive west to Blackstone Street, and Washington Avenue north to Louis Glick Highway;

WHEREAS, Resolution No. 2021-31 requires the City Council to consider a resolution on the status of the Social District and determine if the District should be continued, modified, or revoked,

WHEREAS, on April 5, 2022 the Jackson City Council received an update on the Social District from the Jackson Downtown Development Authority in which the continuation of the program was requested;

WHEREAS, the Jackson City Council desires to continue the designated Social District;

NOW THEREFORE, BE IT RESOLVED, that the Jackson City Council has determined that the Downtown Social District designation shall continue as described in Resolution No. 2021-31, and

BE IT FURTHER RESOLVED that the requirement to review the Social District status annually is rescinded and the Jackson City Council will conduct a public hearing and consider a resolution only in the event that the City seeks to revoke the Social District.

The above resolution was offered by _____ and supported by _____

AYES,

NAYS,

ABSTAIN,

RESOLUTION DECLARED ADOPTED

CERTIFICATE

The foregoing is a true and complete copy of a resolution adopted by the Jackson City Council at a regular meeting held on December 13, 2022. Public notice was given and the meeting was conducted in compliance with the Michigan Open Meetings Act (PA 267 of 1976).

Andrea Muray, City Clerk



Memorandum

Date: April 5, 2022

To: Jonathan Greene, Mayor, and City Council Members, City of Jackson

From: Cory Mays, Executive Director

Re: Downtown Social District

ISSUE:

On July 1, 2020, the Governor signed House Bill 5781, which was given immediate effect as Public Act 124 of 2020 and empowered local communities to designate “Social Districts” containing commons areas where purchasers may consume alcoholic beverages sold by multiple qualified Michigan Liquor Control Commission (LCC) licensees who obtain a Michigan LCC Social District Permit. This process requires three steps before restaurants can begin serving alcohol within these social districts:

1. City Council must designate a Social District
2. Restaurants must complete permit applications and send them to City Council for approval
3. Approved permit applications must be sent to the Michigan Liquor Control Commission for permit issuance

On April 27, 2021, the Jackson City Council approved the creation of a Social District in downtown Jackson with the following parameters:

1. Hours of Operation: Thursdays from 12 pm until 12 am; Fridays from 12 pm until 12 am, Saturdays from 9 am until 12 am, and Sundays from 9 am until 12 am, with additionally-approved special days during holidays, as designated by the Office of the City Manager, for the day before, the day of, and the day after those holidays. Furthermore, if any of those holidays fall on a Monday, Tuesday, or Wednesday, the hours will be consistent with the hours for Thursdays and Fridays of 12 pm until 12 am.
2. Location: Downtown Jackson, within the boundaries of Louis Glick Highway (to the North), Washington Avenue (to the South), Martin Luther King Boulevard (to the East), and Blackstone Street (to the West), and including all City-owned streets, parks, and properties within the boundaries set forth above.

At their meeting on April 27, 2021, the Jackson City Council requested an update from the Downtown Development Authority one (1) year from the date of their decision. As such, we are providing said update for your consideration.

SOCIAL DISTRICT UPDATE:

Immediately after the approval of the Jackson City Council, the Downtown Development Authority (DDA) got to work signing-up bars/restaurants to participate in the newly-created Social District. Out of fifteen (15) liquor license holders in the approved boundaries, only five (5) businesses committed to participate in this program. The DDA identified a target of 50% participation, meaning a minimum of eight (8) bars/restaurants were needed to fully activate the Social District. Due to lack of participation, the Social District was not able to be fully implemented in 2021.

The DDA is again working closely with our downtown bars/restaurants, in addition to collaborating with our downtown retail establishments, to explain the benefits of a downtown Jackson Social District. We are moving forward with plans for full activation no later than May 27 (the first Cruise In of the 2022 season), and are optimistic we will obtain our desired number of participants to make the Social District operational in 2022. We

are also communicating with other communities in Michigan regarding their successes with this program, and addressing the concerns of our bars/restaurants who chose not to sign up in 2021. We are ready to print maps, rules/regulations, and public relations pieces, all final steps in the activation of the social district. We are also ready to provide logoed cups (per State of Michigan requirements) for all participating businesses.

We believe a Social District will create a positive social atmosphere for downtown diners, shoppers, and visitors, and will provide a much-needed economic boost for downtown restaurants and bars. The board of the Downtown Development Authority supports the continuation of the Social District in downtown Jackson.

REQUEST:

We request that the Jackson City Council provide its support for the continued implementation of a downtown Jackson Social District.

Respectfully Submitted,

Cory L. Mays

Executive Director, Downtown Development Authority



CITY COUNCIL MEETING MINUTES

November 29, 2022

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE AND INVOCATION:

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

ROLL CALL:

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

Absent: none.

Also present: City Manager Jonathan Greene, City Attorney Matthew Hagerty, City Clerk Andrea Muray, Assistant City Engineer Troy White, Chief Equity Officer John Willis, Deputy Chief of Police Sergio Garcia, City Assessor Jason Yoakam, and Director of Parks and Recreation Kelli Hoover.

ADOPTION OF AGENDA:

Motion was made by Councilmember Schlecte, seconded by Vice Mayor Robinson to adopt the agenda. A request was made by Mayor Mahoney to add Item 5B –a proclamation to recognize Native American Heritage Month and move the Pallet Shelter Presentation to Item 5C. A request was made by Councilmember Forgrave to add Item 11F- Discussion on potential remedies on housing instability in Jackson. Vote was taken on the adoption of the agenda with the additions. Vote – Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

PRESENTATIONS/PROCLAMATIONS:

- A. Proclamation honoring Sara Tackett as she retires from the Jackson District Library**
- B. Native American Heritage Month Proclamation**
- C. Pallet Shelter Presentation**

PUBLIC HEARINGS: none.

CITIZEN COMMENTS:

Citizen comments were heard and the meeting continued.

PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES:

- A. City of Jackson, Michigan Financial Statements as of and for the 4 Months Ended October 31, 2022.**

Motion was made by Councilmember Forgrave, seconded by Councilmember Dancy to accept and place on file the City of Jackson, Michigan Financial Statements as of and for the 4 months ended October 31, 2022. Vote – Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

- B. 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 October 31, 2022.

Motion was made by Councilmember Forgrave, seconded by Councilmember Bunnell to accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries. Vote – Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

CONSENT CALENDAR:

A. Minutes of the Regular Meeting of November 15, 2022

Approve the minutes of the regular City Council Meeting of November 15, 2022.

B. Reappointment to the Administrative Hearings Bureau

Approve the Mayor's recommendation to reappoint Charles J. Falahee as an Administrative Hearings Bureau Officer for the City of Jackson's Administrative Hearings Bureau for a two-year term, beginning January 1, 2023 and ending on December 31, 2024.

C. Recognition of Jackson Southwest Little League as a Nonprofit Organization

Consideration of a resolution recognizing Jackson Southwest Little League as a Nonprofit Organization operating in the community for the purpose of obtaining Millionaire Party License through the State of Michigan.

D. Special Event Application: New Year's Eve Bus with Us

Approve a request from Experience Jackson to host the 'New Year's Eve Bus with Us' event on December 31, 2022 and January 1, 2023 in downtown Jackson.

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

OTHER BUSINESS:

A. Second Reading/Final Adoption of Ordinance No. 2022-10

Recommendation: *Approve the second reading/final adoption of an ordinance amending 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.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Forgrave to approve the second reading/final adoption of Ordinance No. 2022-10. Vote – Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

NEW BUSINESS:

- A. Adoption of Notice of Intent Resolution – Water System Revenue Bonds**
Recommendation *Adoption of Notice of Intent Resolution – Water System Revenue Bonds.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Forgrave to adopt the Notice of Intent Resolution – Water System Revenue Bonds. Vote – Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

- B. Change Order 1 to the Boos Center HVAC Project**
Recommendation: *Approve Change Order 1 to the Boos Center HVAC Project with Aladdin Electric, Inc. in the decreased amount of \$7,682.13 and authorize the City Manager and City Parks and Recreation Director to finalize the project.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Gunn to approve Change Order 1 to the Boos Center HVAC Project. Vote – Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

- C. Award the Ella Sharp Park Clubhouse Expansion Project Contract to R.W. Mercer of Jackson, Michigan in the amount of \$299,708.00**
Recommendation: *Award the Ella Sharp Park Clubhouse Expansion Project Contract to R.W. Mercer of Jackson, Michigan in the amount of \$299,708.00.*

Motion was made by Councilmember Forgrave, seconded by Councilmember Schlecte to award the Ella Sharp Park Clubhouse Expansion Project Contract to R.W. Mercer of Jackson, MI in the amount of \$299,708.00. Vote – Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

- D. Award the Loomis Park Playground Project Phase 2 Contract to R.W. Mercer of Jackson, Michigan in the amount of \$190,605.00**
Recommendation: *Award the Loomis Park Playground Project Phase 2 Contract to R.W. Mercer of Jackson, Michigan in the amount of \$190,605.00.*

Motion was made by Councilmember Dancy, seconded by Councilmember Bunnell to award the Loomis Park Playground Project Phase 2 Contract to R.W. Mercer of Jackson, MI in the amount of \$190,605.00. Vote – Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

E. City Owned Property Lease

Recommendation: *Approve a five year lease agreement between Jackson Area Soccer Club Inc. and the City of Jackson for the use of City owned Parcel No. 8-128100000 east three acres, at a cost of one dollar per year. Allow the City Attorney and City Manager to make minor modifications to the agreement as needed.*

Motion was made by Councilmember Dancy, seconded by Councilmember Gunn to approve the City Owned Property Lease. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

F. Potential Remedies for Housing Instability in the City of Jackson

Motion was made by Councilmember Forgrave, seconded by Councilmember Schlecte to open a discussion on potential remedies for housing instability in Jackson and to get an update on the previous meeting from the City Manager. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

City Manager Jonathan Greene gave an overview of the cost of various housing instability addressing options.

Motion was made by Councilmember Forgrave, seconded by Vice Mayor Robinson to direct staff to pursue the purchase of TA Wilson Academy including due diligence activities like environmental site assessment, asbestos surveys, and cost analysis, and what it would cost to get the annex building up and running.

A friendly amendment was made by Councilmember Schlecte to include short term lease for a warming center if there are no other options for the annex building. Councilmember Forgrave and Vice Mayor Robinson accepted the friendly amendment. Vote was taken on the motion. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

Motion was made by Councilmember Schlecte to create a short term task force that meets with the Continuum of Care members to determine what the TA Wilson building would consist of. Councilmember Schlecte withdrew her motion.

Motion was made by Councilmember Forgrave, seconded for discussion to direct staff to create a warming center at the MLK Center from at least 9 p.m. to 7 a.m. daily. Vote - Yeas: Forgrave (1). Nays: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell (6). Motion failed.

Motion was made by Councilmember Bunnell, seconded by Councilmember Forgrave to go ahead with the City Manager's suggestion to work with Segue. The motion was withdrawn.

Motion was made by Councilmember Dancy, seconded by Councilmember Forgrave to utilize hotels. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

CITY COUNCILMEMBER'S COMMENTS:

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

MANAGER'S COMMENTS:

City Manager Jonathan Greene declined to offer comments.

ADJOURNMENT:

No other business being offered, a motion to adjourn was made by Councilmember Dancy, seconded by Councilmember Gunn. Vote was done by voice with all in favor. Mayor Mahoney adjourned the meeting at 9:26 p.m.

MEMO TO: City Councilmembers
FROM: Daniel Mahoney, Mayor
DATE: December 13, 2022
SUBJECT: Reappointment to Board of Review

RECOMMENDATION:

Approve the Mayor's recommendation to reappoint Thomas Schindler to the Board of Review to serve a 3 year term, beginning February 1, 2023 and ending January 31, 2026.

In accordance with City Charter, Sec. 14.5 (MCLA 211.107), three members, all City residents, appointed by the Mayor subject to Council confirmation. One board member shall be appointed each January for a three-year term.

It is my desire, therefore, to reappoint Thomas Schindler to the Board of Review to serve a three-year term, beginning February 1, 2023 and ending January 31, 2026.

Your consideration and concurrence is appreciated.

DM:imm

From: noreply@civicplus.com
Sent: Sunday, November 13, 2022 3:07 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	Thomas
Last Name	Schindler
Address	1016 S Webster Street
City	Jackson
State	MI
Zip	49203
Phone Number	5172065959
Email	tom@tomschindler.com
Last four digits of Social Security Number	
Occupation	Real Estate Broker
Describe your community involvement.	Member and Supporter of The Falling Water Trail Member and Supporter of Jackson Civic Art Association Member and Supporter of the Cascade Humane Society Member and Supporter of PAW's for Cause Member and Supporter of Ella Sharp Museum Member and Supporter of The Michigan Theatre Member and Supporter of Detroit Institute of Art Member and Supporter of The Henry Ford Museum and Greenfield Village Member and Supporter of Michigan State, WKAR-TV and Radio Supporter of Jackson United Hockey Team Supporter of Jackson Optimist Sports Arena Supporter of Jackson Area Hockey Association Supporter of Marriage Matters Jackson Supporter of Goodwill Industries

Supporter of Together We Can Make a Difference Christian Charity
 Supporter of The Interfaith Shelter
 Supporter of the American Cancer Society
 Supporter of Detroit Institute of Art
 Supporter of Henry Ford Museum and Greenfield Village
 Supporter of Foote Hospital Auxiliary
 Supporter of Fredrick Meijer Gardens
 Supporter of Michigan Association of Rail Passengers
 City of Jackson Zoning Board of Appeals (alternate), 88-89
 Jackson Affordable Housing, Board of Directors, 2012-2014

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

Yes

If you answered "No" where do you reside?

Field not completed.

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

2010

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

Board of Review

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

Field not completed.

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

Love being of service, plus with my real estate experience, I feel I can bring a lot to the board and the process.

Upload additional documents

Field not completed.

(Section Break)

Appointment Process

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

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

(Section Break)

City Charter Section 2.15. - Person in Default to the City.
The city shall not contract with, or give an appointive position to, one who is in default to the city. No person who is in default to the city may accept or hold an elective or appointive position unless the default is resolved. Written notice describing the default shall be filed with the clerk and verified by the treasurer and served upon the candidate before the oath of office is given, or upon the officeholder. The term "default" shall not apply if the candidate or officeholder shall, within 30 days after receiving the notice, resolve the default, or if the person shall contest it by any recognized means of legal procedure before a court or tribunal of competent jurisdiction. In the event the indebtedness is upheld, the person shall have 30 days after final determination of the obligation is made to pay it in full.

(Section Break)

Final Submission

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

Digital Signature Thomas A Schindler

Date of Submission 11/12/2022

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MEMO TO: City Councilmembers
FROM: Daniel Mahoney, Mayor
DATE: December 13, 2022
SUBJECT: Reappointment to Affordable Housing Development Board

RECOMMENDATION:

Approve the Mayor's recommendation to reappoint Katima Dickenson to the Affordable Housing Development Board for a five-year term, beginning January 1, 2023 and ending on December 31, 2027.

Your concurrence and consideration is appreciated.

DM:imm

Lisa Moutinho

From: noreply@civicplus.com
Sent: Tuesday, October 4, 2022 7:14 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	Katima
Last Name	Dickenson
Address	200 N Jackson St
City	Jackson
State	Michigan
Zip	49201
Phone Number	3137783312
Email	katima.dickenson@kmgprestige.com
Last four digits of Social Security Number	
Occupation	Community Manager
Describe your community involvement.	Since moving to the community in 2020, I have volunteered with several groups in the community from Bright Walls, First Congregational Church, Creating Sparks and the DDA. I've enjoyed meeting the people in the City while working at THE 200 as the community manager which has allowed me to meet so many people and serve as a volunteer whenever needed.
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?	2 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?	Being in property management for over 27 years, I know that having proper housing is important to a healthy home. Being a part of the Affordable Housing Development Board is important to me at this time seeing all of the resources that are provided to our City at this time and ensuring that we make and leave a lasting impact on the residents in the best way to move the city towards growth for all people who need quality and affordable housing.
Upload additional documents	<i>Field not completed.</i>

(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

Katima Dickenson

Date of Submission

October 4, 2022

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MEMO TO: City Councilmembers
FROM: Daniel Mahoney, Mayor
DATE: December 13, 2022
SUBJECT: Reappointment to the Building Code Board of Examiners and Appeals

RECOMMENDATION:

Approve the Mayor's recommendation to reappoint Jason Covalle (Architect) to the Building Code Board of Examiners and Appeals, for a three-year term effective January 1, 2023 and ending on December 31, 2025.

In accordance with City Code, Chapter 5, Article 2, the Mayor and City Council appoint five members to three-year terms. 1 building contractor, 1 registered architect or engineer, 2 members of the general public and 1 building official.

It is my recommendation, therefore, to appoint Jason Covalle (Architect) to the Building Code Board of Examiners and Appeals for a three-year term effective January 1, 2023 and ending on December 31, 2025.

Your consideration and concurrence is appreciated.

DM:imm

Lisa Moutinho

From: noreply@civicplus.com
Sent: Wednesday, November 16, 2022 8:50 AM
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	Jason
Last Name	Covalle
Address	2019 Fourth Street
City	Jackson
State	Michigan
Zip	49203
Phone Number	517.788.6180
Email	jason@covallegrouparchitects.com
Last four digits of Social Security Number	
Occupation	Architect
Describe your community involvement.	City of Jackson BCBA Treasurer for Jackson College
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.	No
If you answered "No" where do you reside?	Summit TWSP

If you answered "Yes" how long have you been a City resident? *Field not completed.*

Which board or commission are you interested in? You may choose more than one. **Building Code Board of Examiners and Appeals**

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

Why do you want to serve on your selected board or commission? I have been on the board for several years and enjoy the position

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 jason covalle

Date of Submission 11-16-2022

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MEMO TO: City Councilmembers
FROM: Daniel Mahoney, Mayor
DATE: December 13, 2022
SUBJECT: Reappointment to Police Oversight Commission

RECOMMENDATION:

Approve the Mayor's recommendation to reappoint Thaddaus Williams to a three-year term on the Police Oversight Commission, beginning January 1, 2023 and ending on December 31, 2025.

It is my recommendation to reappoint Thaddaus Williams to the Police Oversight Commission for a term of three years, beginning January 1, 2023 and ending on December 31, 2025.

Your consideration and concurrence is appreciated.

DM:imm

From: noreply@civicplus.com
Sent: Friday, November 18, 2022 5:21 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	Thaddaus
Last Name	Williams
Address	127 Wall St
City	Jackson
State	MI
Zip	49203
Phone Number	5179174626
Email	thadmax20@icloud.com
Last four digits of Social Security Number	9114
Occupation	Insurance Broker
Describe your community involvement.	Vice chair on HDC Director on MLK CIA. Chairman on POC.
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" 35
how long have you been a
City resident?

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

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

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

Upload additional Field not completed.
documents

(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.

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(Section Break)

Final Submission

Completed applications are kept on file for up to one year after submission. You will be contacted using the information you provided if you are selected for final

consideration by the City Council. A board or commission appointment is a non-paid volunteer position.

Digital Signature Thaddaus D Williams

Date of Submission 11/18/2022

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MEMO TO: City Councilmembers
FROM: Daniel Mahoney, Mayor
DATE: December 13, 2022
SUBJECT: Reappointment to the Ella W. Sharp Park Board of Trustees

RECOMMENDATION:

Approve the Mayor's recommendation to reappoint Michelle Woods to her second term on the Ella W. Sharp Park Board of Trustees for a three-year term, beginning February 1, 2023 and ending on January 31, 2026.

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

It is my recommendation to approve the reappointment of Michelle Woods to her second term on the Ella Sharp Park Board of Trustees, for a three-year term, beginning February 1, 2023 ending on January 31, 2026.

Your consideration and concurrence is appreciated.

DM:imm

Lisa Moutinho

From: noreply@civicplus.com
Sent: Friday, October 7, 2022 10:16 AM
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	Michelle
Last Name	Woods
Address	1108 Greenwood Ave
City	Jackson
State	MI
Zip	49203
Phone Number	5172061974
Email	fitdiva410@sbcglobal.net
Last four digits of Social Security Number	
Occupation	Fitness Professional/Personal Trainer
Describe your community involvement.	Currently serving on Michigan Theatre Board Jackson Housing Commission Jackson Parks and Recreation/Ella Sharp Board
Are you a City of Jackson resident? Being a non-resident does not prevent you from serving on a board or commission. However, some boards and commissions have residency requirements.	Yes
If you answered "No" where do you reside?	Field not completed.

If you answered "Yes" over 40 years
how long have you been a
City resident?

Which board or Ella W. Sharp Park Board of Trustees, Parks and Recreation
commission are you Commission
interested in? You may
choose more than one.

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

Why do you want to serve Continue to serve. We are blessed to have such a beautiful
on your selected board or park system. Recreation Department programs are the best.
commission?

Upload additional Field not completed.
documents

(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.

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(Section Break)

Final Submission

Completed applications are kept on file for up to one year after submission. You will be contacted using the information you provided if you are selected for final

consideration by the City Council. A board or commission appointment is a non-paid volunteer position.

Digital Signature Michelle Woods

Date of Submission 10/7/2022

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MEMO TO: City Councilmembers
FROM: Daniel Mahoney, Mayor
DATE: December 13, 2022
SUBJECT: Reappointment to the Ella W. Sharp Park Board of Trustees

RECOMMENDATION:

Approve the Mayor's recommendation to reappoint Cathy Moore to her second term on the Ella W. Sharp Park Board of Trustees for a three-year term, beginning February 1, 2023 and ending on January 31, 2026.

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

It is my recommendation to approve the reappointment of Cathy Moore to her second term on the Ella Sharp Park Board of Trustees, for a three-year term, beginning February 1, 2023 ending on January 31, 2026.

Your consideration and concurrence is appreciated.

DM:lm

Lisa Moutinho

From: noreply@civicplus.com
Sent: Monday, October 10, 2022 1:24 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	Cathy
Last Name	Moore
Address	1513 S Martin Luther King Jr Dr
City	Jackson
State	Michigan
Zip	49203
Phone Number	310-722-4455
Email	cat53more@yahoo.com
Last four digits of Social Security Number	
Occupation	Retired
Describe your community involvement.	Member of AARP Michigan of Jackson Volunteer Team, Volunteer for The Michigan Theater, member of JDART, on Ella W Sharp Board of Trustee and Parks & Recreation
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?	currently 16 yrs plus 25 yrs in my past
Which board or commission are you interested in? You may choose more than one.	Ella W. Sharp Park Board of Trustees, Parks and Recreation Commission
If you selected the Civil Service Board, are you a registered voter? Only registered voters can serve on this commission.	<i>Field not completed.</i>
Why do you want to serve on your selected board or commission?	I was assigned to the board right before COVID which limited my involvement but being given this additional time will allow me to become more involved in this function of the board as a citizen. I am committed to doing more for my city and community and my plan is to do just that.
Upload additional documents	<i>Field not completed.</i>

(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.

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(Section Break)

Final Submission

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

Digital Signature Cathy Moore

Date of Submission 10/10/2022

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MEMO TO: City Councilmembers
FROM: Daniel Mahoney, Mayor
DATE: December 13, 2022
SUBJECT: Reappointment to City Planning Commission

RECOMMENDATION:

Approve the Mayor's recommendation to reappoint James Johnson to the City Planning Commission for a three-year term beginning January 1, 2023 and ending on December 31, 2026.

According to MSA5.2993.(2) the Commission may consist of the Mayor, one administrative official of the City selected by the Mayor, one Councilmember selected by the Council as members ex-officio, and six others appointed by the Mayor and confirmed by the Council. Terms of the ex-officios shall correspond to their official tenures, except the term of the administrative official of the City shall terminate with the Mayor's term. All other members shall serve three-year terms.

It is my desire, therefore, to reappoint James Johnson to the City Planning Commission for a three year term beginning January 1, 2023 and ending on December 31, 2026.

Your consideration and concurrence is appreciated.

DM:lmm

Lisa Moutinho

From: noreply@civicplus.com
Sent: Tuesday, November 22, 2022 9:51 AM
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	James
Last Name	Johnson
Address	8900 clarklake rd.
City	Clarklake
State	Michigan
Zip	49234
Phone Number	5172621333
Email	Jjohnsonjr@ibew252.org
Last four digits of Social Security Number	
Occupation	Business agent
Describe your community involvement.	I sit on 5 different commissions. Also I am the vice-chair of the United Way board.
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.	No
If you answered "No" where do you reside?	Clarklake

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

Field not completed.

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

Construction Board of Appeals, Human Relations Commission, Jackson Housing Commission, MLK Corridor Improvement Authority, Planning Commission

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

Yes

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

I want to serve to give back to the community.

Upload additional documents

Field not completed.

(Section Break)

Appointment Process

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

(Section Break)

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

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(Section Break)

Final Submission

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consideration by the City Council. A board or commission appointment is a non-paid volunteer position.

Digital Signature James Johnson Jr

Date of Submission 11/22/22

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MEMO TO: City Councilmembers
FROM: Daniel J. Mahoney, Mayor
DATE: December 13, 2022
SUBJECT: Ex-Officio Appointment to Racial Equity

Commission

RECOMMENDATION:

Approve the Mayor's recommendation to appoint David Hammontree to fill an ex-officio vacancy on the Racial Equity Commission for a term of 3 years, beginning on January 1, 2023 and ending on December 31, 2025.

Your consideration and concurrence is appreciated.

DJM;jw

Lisa Moutinho

From: noreply@civicplus.com
Sent: Wednesday, January 19, 2022 12:52 PM
To: Daniel Mahoney; John Willis; Aaron Dimick; Lisa Moutinho
Subject: Online Form Submittal: City of Jackson Board/Commission Application

City of Jackson Board/Commission Application

City of Jackson Board/Commission Application

First Name	David
Last Name	Hammontree
Address	812 S. Durand St.
City	Jackson
State	MI
Zip	49203
Phone Number	219-246-7582
Email	drhammont@gmail.com
Last four digits of Social Security Number	
Occupation	Associate Professor, Associate Program Director - Oakland University https://www.linkedin.com/in/drhammontree/
Describe your community involvement.	Most of my involvement has been with my professional field on steering committees and board of professional organizations. 2009-14 - Michigan Council of Teachers of English (serving as President in 2013) 2008- Present : Steering Committee Member for the Liberal Arts Network for Development
Are you a City of Jackson resident? Being a non-resident does not prevent you from serving on a board or commission.	Yes

However, some boards and commissions have residency requirements.

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

If you answered "Yes" how long have you been a City resident? 11 years

Which board or commission are you interested in? You may choose more than one. Board of Review , Building Code Board of Examiners and Appeals, Environmental Commission , Human Relations Commission , Income Tax Board of Review , Planning Commission , Racial Equity Commission

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

Why do you want to serve on your selected board or commission? Curiosity brings me to the work. I keep to myself but I also have a strong background in problem solving and analysis. At home, working during Covid, has highlighted my administrative skills and I think that I might have a lot to contribute to the City. Happy to learn more about any openings that need to be filled.

<https://www.linkedin.com/in/drhammontree/>

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.

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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

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Digital Signature DR Hammontree

Date of Submission 01/19/2022

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MEMO TO: The Honorable Mayor and City Councilmembers

FROM: Kesha Hamilton, Racial Equity Commission Chair

Kesha Hamilton

DATE: December 2, 2022

SUBJECT: Recommendation of Re-Appointment to the Racial Equity Commission

In accordance with City Code, Chapter 15, there are five members to be nominated by the Mayor, and approved by the City Council. The Racial Equity Commission will submit one nominee to the Mayor for each vacancy as it occurs.

At its November 1, 2022, meeting the REC voted to confirm the recommendation for the appointment of the following candidates to the REC:

Reappointment for a three-year term, beginning January 1, 2023, and ending December 31, 2025.

Jacqueline Barber
914 South West Avenue.
Jackson, MI 49203

Each of the aforementioned commissioners has served faithfully and has been a valuable asset to the City of Jackson Racial Equity Commission.

JJ:lar

Attachments

cc: REC Members
John Willis, Staff

Lisa Moutinho

From: noreply@civicplus.com
Sent: Saturday, November 26, 2022 8:59 AM
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	Jacqueline
Last Name	Barber
Address	914 Southwest Ave.
City	Jackson
State	MI
Zip	49203
Phone Number	517-513-4069
Email	jbarber651@outlook.com
Last four digits of Social Security Number	
Occupation	Retired
Describe your community involvement.	Actively involved at my church Lily Missionary Baptist, Board Trustee at the Lily Missions Center, Board Trustee & Board President at Jackson District Library and member of the Racial Equity Commission through the City of Jackson.
Are you a City of Jackson resident? Being a non-resident does not prevent you from serving on a board or commission. However, some boards and commissions have residency requirements.	Yes
If you answered "No" where do you reside?	Field not completed.

If you answered "Yes" how long have you been a City resident? 67 years

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

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

Why do you want to serve on your selected board or commission? As a lifelong resident of Jackson County, I've watched the city make gains in improving the services provided for residents along with making the city a place where everyone is treated fairly regardless of their background. However, there is so much more the city can do to make it a more affordable, equitable community for those living here and those seeking a place to live. If chosen to sit on this commission, I will use my knowledge and resources to assist the commission in addressing and putting a plan in place, for residents living in this 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.

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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 Jacqueline Barber

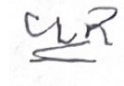
Date of Submission 11/26/2022

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MEMO TO: The Honorable Mayor and City Councilmembers

FROM: Cheryl Ragland, Human Relations Commission Chair



DATE: November 28, 2022

SUBJECT: Recommendations of Re-Appointments to the Human Relations Commission

In accordance with City Code, Chapter 15, there are nine members to be appointed by the Mayor, with the approval of the City Council. The Human Relations Commission will submit one nominee to the Mayor for each vacancy as it occurs. At least five of the nine must be City residents.

At its November 16, 2022, meeting the HRC voted to confirm the recommendation of the appointment of the following candidates to the HRC:

Reappointment for a three-year term, beginning January 1, 2023, and ending December 31, 2025.

James Johnson Jr.
8900 Clarklake Road,
Clarklake, MI 49234

Miriam Brown Dorsey
1203 Lansing Ave
Jackson, MI 49202

Robert VanSumeren
1019 Martin Street
Jackson, MI 49203

Each of the aforementioned commissioners has served faithfully and has been a valuable asset to the City of Jackson Human Relations Commission.

JJ:lar

Attachments

cc: HRC Members
John Willis, Staff

Lisa Moutinho

From: noreply@civicplus.com
Sent: Tuesday, November 22, 2022 9:51 AM
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	James
Last Name	Johnson
Address	8900 clarklake rd.
City	Clarklake
State	Michigan
Zip	49234
Phone Number	5172621333
Email	Jjohnsonjr@ibew252.org
Last four digits of Social Security Number	
Occupation	Business agent
Describe your community involvement.	I sit on 5 different commissions. Also I am the vice-chair of the United Way board.
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.	No
If you answered "No" where do you reside?	Clarklake

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

Field not completed.

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

Construction Board of Appeals, Human Relations Commission, Jackson Housing Commission, MLK Corridor Improvement Authority, Planning Commission

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

Yes

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

I want to serve to give back to the community.

Upload additional documents

Field not completed.

(Section Break)

Appointment Process

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

(Section Break)

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

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(Section Break)

Final Submission

Completed applications are kept on file for up to one year after submission. You will be contacted using the information you provided if you are selected for final

consideration by the City Council. A board or commission appointment is a non-paid volunteer position.

Digital Signature James Johnson Jr

Date of Submission 11/22/22

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Lisa Moutinho

From: noreply@civicplus.com
Sent: Monday, November 28, 2022 12:32 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	Miriam Brown
Last Name	Dorsey
Address	1203 Lansing Ave
City	Jackson
State	Michigan
Zip	49202
Phone Number	5177823121
Email	Mbrowndorsey@gmail.com
Last four digits of Social Security Number	
Occupation	Work on DEI issues
Describe your community involvement.	City of Jackson Human Relations Commission Nation Association for the Advancement of Colored People Executive Committee United Center for Caring St John's United Church of Christ member and church Council secretary Michigan Conference UCC Prophetic Integrity Mission Area Team
Are you a City of Jackson resident? Being a non-resident does not prevent you from serving on a board or commission. However, some boards	Yes

and commissions have residency requirements.

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

If you answered "Yes" how long have you been a City resident? 44 years

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

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

Why do you want to serve on your selected board or commission? To continue working on the issue of race in the city.

Upload additional documents *Field not completed.*

(Section Break)

Appointment Process

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

(Section Break)

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(Section Break)

Final Submission

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Digital Signature

Miriam Brown Dorsey

Date of Submission

11/28/22

Email not displaying correctly? [View it in your browser.](#)

Click [here](#) to report this email as spam.

Lisa Moutinho

From: noreply@civicplus.com
Sent: Tuesday, December 6, 2022 9:32 AM
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	Robert
Last Name	VanSumeren
Address	409 Sulgrave Ave.
City	Jackson
State	MI
Zip	49201
Phone Number	5179363988
Email	Robert.w.vansumeren@gmail.com
Last four digits of Social Security Number	
Occupation	Attorney
Describe your community involvement.	I serve on the Human Relations Commission, and the Zoning Board of Appeals. I also serve on a nonprofit board.
Are you a City of Jackson resident? Being a non-resident does not prevent you from serving on a board or commission. However, some boards and commissions have residency requirements.	Yes
If you answered "No" where do you reside?	Field not completed.

If you answered "Yes" how long have you been a City resident? 10 plus years

Which board or commission are you interested in? You may choose more than one. Human Relations Commission , Zoning Board of Appeals

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 currently serve on these boards and I wish to continue my service.

Upload additional documents [VanSumeren Resume 2022.pdf](#)

(Section Break)

Appointment Process

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

(Section Break)

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(Section Break)

Final Submission

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consideration by the City Council. A board or commission appointment is a non-paid volunteer position.

Digital Signature Robert W. VanSumeren

Date of Submission 12/6/2022

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MEMO TO: The Honorable Mayor and City Councilmembers

FROM: Anthony Parker, Martin Luther King Corridor Improvement Authority Chair

DATE: December 2, 2022

SUBJECT: Recommendations of Re-Appointments to the Martin Luther King Corridor Improvement Authority

In accordance with City Code, Chapter 2, the Board of Directors shall consist of the Chief Executive Officer (Mayor) of the City or his assignee and nine additional members. Members shall be appointed by the Mayor and approved by the City Council.

At its October 27, 2022, meeting the MLKCIA voted to confirm the recommendation for the re-appointment of the following candidate to the MLKCIA:

Reappointment for a four-year term, beginning January 1, 2023, and ending December 31, 2026.

Diane Washington
1106 Chittock Avenue
Jackson, MI 49203

Each of the aforementioned commissioners has served faithfully and has been a valuable asset to the City of Jackson Martin Luther King Corridor Improvement Authority.

JJ:lar

Attachments

cc: MLK CIA Members
John Willis, Staff

Lisa Moutinho

From: noreply@civicplus.com
Sent: Tuesday, November 29, 2022 11:19 AM
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	Diane
Last Name	Washington
Address	1106 Chittock Ave
City	Jackson
State	Michigan
Zip	49203
Phone Number	517-474-0724
Email	dwashlady1@yahoo.com
Last four digits of Social Security Number	
Occupation	Founder/CEO YPOP EXPLORERS, Young People of Purpose
Describe your community involvement.	Oue organization and I participate in after school and summer programs, Camps and gardens, i participate in empowering our youth to succeed through the A, B, C'S, of Success Art, Business, Culture and Service. also, Markets, Gardens and Technology.
Are you a City of Jackson resident? Being a non-resident does not prevent you from serving on a board or commission. However, some boards and commissions have residency requirements.	Yes

If you answered "No" where do you reside?

Field not completed.

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

62 years

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

MLK Corridor Improvement Authority

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

Field not completed.

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

I am an active and concerned citizen of Jackson MI and I like to be of service to my community. As a part of this board or commission. I will serve to make a positive difference in the lives of the citizens of Jackson.

Upload additional documents

Field not completed.

(Section Break)

Appointment Process

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

(Section Break)

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(Section Break)

Final Submission

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Digital Signature M Diane Washington

Date of Submission 11/10/2022

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MEMO TO: City Councilmembers
FROM: Daniel Mahoney, Mayor
DATE: December 13, 2022
SUBJECT: Reappointment to the Zoning Board of Appeals

RECOMMENDATION:

Approve the Mayor's recommendation to reappoint Robert VanSumeren and Shawn Christie to the Zoning Board of Appeals for a term of 3 years, expiring on 12/31/25.

In accordance with City Code, Sec. 2-281 and 28-242, five members and two alternates are appointed by the Mayor with City Council approval for three-year terms. No elected official or city employee may be appointed. Also, in accordance with the Michigan Zoning Enabling Act (PA 110 of 2006), which went into effect on July 1, 2006, it is required that a regular member of the Zoning Board of Appeals (ZBA) also serve on the City Planning Commission (MCL 125.3601). Alternate members may be called on a rotating basis to sit as members of the Board of Appeals in the absence of a member. The alternate member having been appointed shall serve on the case until a final decision has been made and shall have the same voting rights as a member. Members must be City residents.

It is therefore, my desire to reappoint Robert VanSumeren and Shawn Christie to the Zoning Board of Appeals for a three-year term, effective January 1, 2023 and expiring on December 31, 2025.

Your consideration and concurrence is appreciated.

DM:imm

Lisa Moutinho

From: noreply@civicplus.com
Sent: Tuesday, December 6, 2022 9:32 AM
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	Robert
Last Name	VanSumeren
Address	409 Sulgrave Ave.
City	Jackson
State	MI
Zip	49201
Phone Number	5179363988
Email	Robert.w.vansumeren@gmail.com
Last four digits of Social Security Number	
Occupation	Attorney
Describe your community involvement.	I serve on the Human Relations Commission, and the Zoning Board of Appeals. I also serve on a nonprofit board.
Are you a City of Jackson resident? Being a non-resident does not prevent you from serving on a board or commission. However, some boards and commissions have residency requirements.	Yes
If you answered "No" where do you reside?	Field not completed.

If you answered "Yes" how long have you been a City resident? 10 plus years

Which board or commission are you interested in? You may choose more than one. Human Relations Commission , Zoning Board of Appeals

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 currently serve on these boards and I wish to continue my service.

Upload additional documents [VanSumeren Resume 2022.pdf](#)

(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.

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(Section Break)

Final Submission

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consideration by the City Council. A board or commission appointment is a non-paid volunteer position.

Digital Signature Robert W. VanSumeren

Date of Submission 12/6/2022

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Office of the Mayor

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4028 • Facsimile: (866) 384-1772

CITY OF JACKSON BOARD/COMMISSION APPLICATION

NAME: Shawn Christie LAST FOUR DIGITS SSN# _____

ADDRESS: 1110 Burr St ZIP: 49201

HOME PHONE: 517-789-5289 OTHER PHONE: 517.937.2622

E-MAIL ADDRESS: schristie@cpfederal.com

OCCUPATION: Vice President @ CP Federal Credit Union

COMMUNITY INVOLVEMENT

ZBA, vice chair ISO Board

Jackson Friendly Home - Finance Committee

Are you registered voter? Yes Ward? 2 City Resident Since? 1994

Which Board or Commission(s) are you interested in?

1. ZBA 2. _____

3. _____

List additional information you feel may be pertinent to Board or Commission?

Feel free to attach any information. (Resume, press clippings)
APPLICATION WILL BE ON FILE FOR ONE YEAR.

Shawn Christie
Signature of Applicant

11-20-19
Date

- 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.

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: December 13, 2022
SUBJECT: **Contract Renewal for Traffic Signal Work**

Recommendation:

Approval of Contract Renewal with J. Ranck Electric, Inc. for Traffic Signal Work

Attached is a report from Jon Dowling, City Engineer regarding a contract renewal with J. Ranck Electric, Inc. for Traffic Signal work.

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

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: December 13, 2022
RECOMMENDATION: Approval of Contract Renewal with J. Ranck Electric, Inc. for Traffic Signal Work

SUMMARY

On November 13, 2018, City Council approved the contract for Traffic Signal Electrical work to J. Ranck Electric, Inc. of Mt. Pleasant, Michigan. Engineering is requesting the second renewal to the contract with J. Ranck.

BUDGETARY CONSIDERATIONS

	Rate 2021	Rate 2022	Proposed Rate 2023	Proposed Rate 2024
Standard	\$127.00/hr	\$129.00/hr	\$134.00/hr	\$137.00/hr
OT	\$174.00/hr	\$178.00/hr	\$186.00/hr	\$190.00/hr
Weekly on-call stipend	\$100.00/hr	\$100.00/hr	\$125.00/hr	\$125.00/hr

The standard rate for 2023 is a 3.88% increase over 2022, and the rate for 2024 is a 2.24% increase over 2023.

HISTORY, BACKGROUND and DISCUSSION

The City of Jackson has maintained a Traffic Signal Shop since traffic signals were first introduced in the City with a minimum of two Electricians. In February 2019, the City's last Electrician retired from the City after 30 years of working on the signals, street lights, etc. The Signal Shop maintains 68 signals and 15 blinkers countywide for the City, Jackson County and Villages. The Signal Shop is on call 24/7 for signal maintenance and repairs from removing a signal from flash to rebuilding the signal and controller after a severe accident. The Signal Shop Electrician has additional duties beyond just traffic signals to take care of, consisting of City owned street lights, streetscape electrical outlets, MISSDIG markings and electrical repairs in City parking lots as required.

DISCUSSION OF THE ISSUE

City Council approved the contract with J. Ranck Electric, Inc. on November 13, 2018 to provide electrical service on the City's traffic signals for 2019 and 2020. The contract has two two-year renewals. Attached is a letter from J. Ranck Electrical, Inc. acknowledging the second and final renewal.

POSITIONS

Engineering requests that the contract renewal with J. Ranck Electric, Inc. be approved to staff the Signal Shop for the next two years.



J. RANCK ELECTRIC, INC.

Mt. Pleasant, Michigan
1993 Gover Parkway
Mt. Pleasant, MI 48858
phone 800-792-3822
fax 989-775-8830

November 10, 2022

City of Jackson
161 W Michigan Ave
Jackson, Mi 49201

Attn: Jon Dowling

RE: 2023-2024 Traffic Signal Work

Jon,

We would like to extend our Contract Agreement dated November 29, 2018 for two years contingent upon approval of both parties.

Cost per Normal Working Hour including equipment

01-01-2023 to 12-31-2023
\$134.00

Cost per Normal Working Hour including equipment

01-01-2024 to 12-31-2024
\$137.00

Cost per Other than Normal Working Hour including equipment

01-01-2023 to 12-31-2023
\$186.00

Cost per Other than Normal Working Hour including equipment

01-01-2024 to 12-31-2024
\$190.00

Weekly on-call Stipend \$125.00
Regular work hours are: 7am-3:30pm – Monday thru Friday
Material mark-up is 15%

Respectfully,

Eric Hall
Project Manager

EH/cam



Flint, Michigan
3015 Airpark Drive N.
Flint, MI 48507

Sault Ste. Marie, Michigan
3137 South Baker Side Rd.
Sault Ste. Marie, MI 49783



MEMO TO: Honorable Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: December 13, 2022
SUBJECT: Local Governmental Unit Approval for Social District Permit

RECOMMENDATION:

Consideration of a resolutions approving the Social District Permit Application for the following businesses located in the Downtown Social District in the event that the continuation of the Social District is approved:

1. Urban Restaurants LLC dba Veritas
2. Veritas Vineyard LLC dba Grand River Brewery
3. The Crazy Cowboy, LLC
4. Dirty Bird Investments, LLC
5. Islas Nite Lite
6. MCGA LLC dba Junkyard Dog
7. Axe Play, LLC
8. DL Watts Enterprises, LLC

Each of the businesses listed have requested their Social District Permit Application be considered by Council.
Your consideration is appreciated.

C: Jonathan Greene, City Manager



Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (name of city, township, or village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Urban Restaurants LLC dba Veritas
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (name of city, township, or village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Veritas Vineyard LLC dba Grand River Brewery
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (name of city, township, or village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from The Cowboy LLC
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (name of city, township, or village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Dirty Bird Investments LLC
(name of licensee - if a corporation or limited liability company, please state the company name)

for a Social District Permit is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (name of city, township, or village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Islas Nite Lite
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk Signature of Clerk Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (name of city, township, or village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from MCGA LLC Junkyard Dog
(name of licensee - If a corporation or limited liability company, please state the company name)

for a Social District Permit is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (name of city, township, or village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Axe Play, LLC
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (name of city, township, or village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from DL Watts Enterprises LLC
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: December 13, 2022
SUBJECT: Approval of the Deficit Elimination Plan Resolution as of June 30, 2022 for the Special Assessment Capital Project Fund

Recommendation:

Approval of the Deficit Elimination Plan Resolution for the Special Assessment Capital Project Fund Deficit as of June 30, 2022.

Attached is a memo from Heather Ehnis regarding the filing of a required Deficit Elimination Plan for the City's Special Assessment Capital Project Fund as of June 30, 2022. The Deficit Elimination Plan Resolution that will be filed needs prior City Council approval before it can be sent to the State for certification.

I recommend approval of this Deficit Elimination Plan Resolution. Your consideration and concurrence is appreciated.

DEPARTMENTAL REPORT



Finance Department

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4030 • Facsimile: (866) 763-7956

MEMO TO: Jonathan Greene, City Manager

FROM: Heather Ehnis, Assistant Finance Director

DATE: December 13, 2022

RECOMMENDATION: Approval of the Deficit Elimination Plan Resolution as of June 30, 2022 for the Special Assessment Capital Project Fund

SUMMARY

The State Treasury Department, in accordance with their Numbered Letter 2016-1, issued July 11, 2016, requires that all funds with a deficit file a Deficit Elimination Plan. The Plan requires projected budgets through the year of the fund's deficit elimination, or, in the case of the Special Assessment Fund, the next several year's projections showing the gradual elimination of the deficit. The Treasury letter notifying the City of this requirement (via email) is attached.

BUDGETARY CONSIDERATIONS

There are no budgetary considerations related to this action.

HISTORY, BACKGROUND and DISCUSSION

Special Assessment Capital Project Funds, by their nature, will always have a deficit condition since the revenues from the special assessment receivables are not recognized as revenues until collected. The City, like all other government units, will always have a deficit condition in its Special Assessment Capital Projects Fund. The more recent Numbered Letter 2016-1, however, now requires that a Deficit Elimination Plan also be filed for this previously excluded fund type, which will now be filed annually. A similar Plan was also filed for this fund for each of the last six fiscal years.

POSITIONS

The Deficit Elimination Plan Resolution (attached) will be sent to the State Treasury following approval by the City Council. Filing this Plan, and its' subsequent certification, is necessary to avoid withholding of future state shared revenues.

RESOLUTION

To Adopt the Special Assessment Fund Deficit Elimination Plan for June 30, 2022

WHEREAS, the City of Jackson's Special Assessment Fund has a \$ 1,570,952 fund deficit as of June 30, 2022, and

WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury, and

WHEREAS, the current fund deficit is represented by deferred special assessment receivables that will be collected over their respective remaining terms, thus reducing the current fund deficit;

NOW, THEREFORE, BE IT RESOLVED that City of Jackson's legislative body adopts the following as the City of Jackson - Special Assessment Fund's Deficit Elimination Plan for June 30, 2022:

BE IT FURTHER RESOLVED that the City of Jackson's Finance Director submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

	Fiscal Year Projections					
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Revenues:						
Collections on Special Assessments -						
Rolls Not Bonded	\$ 199,931	\$ 199,444	\$ 199,444	\$ 192,455	\$ 192,455	\$ 188,015
Fund Balance (Deficit) - Beginning of Year	(1,570,952)	(1,371,021)	(1,171,577)	(972,133)	(779,678)	(587,223)
Fund Balance (Deficit) - End of Year	\$ (1,371,021)	\$ (1,171,577)	\$ (972,133)	\$ (779,678)	\$ (587,223)	\$ (399,208)

* * * * *

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 13th day of December 2022.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan, on this 14th day of December 2022.

_____ **City Clerk**

Special Assessments
Schedule of Payoffs
June 30, 2022

Roll	Year	Term	Int Rate	Balance 2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Special Assessment Rolls Bonded in 2017 - Collections will be used to pay off Bonds														
3384	2017	10	3.41%	112,457.81	22,491.56	22,491.56	22,491.56	22,491.56	22,491.57					
3385	2017	15	3.41%	18,187.70	1,818.77	1,818.77	1,818.77	1,818.77	1,818.77	1,818.77	1,818.77	1,818.77	1,818.77	1,818.77
3386	2017	15	3.41%	11,146.50	1,114.65	1,114.65	1,114.65	1,114.65	1,114.65	1,114.65	1,114.65	1,114.65	1,114.65	1,114.65
3387	2017	10	3.41%	19,968.83	3,993.77	3,993.77	3,993.77	3,993.77	3,993.75					
3388	2017	10	3.41%	38,090.00	7,618.00	7,618.00	7,618.00	7,618.00	7,618.00					
3389	2017	15	3.41%	8,963.32	896.33	896.33	896.33	896.33	896.33	896.33	896.33	896.33	896.33	896.35
3390	2017	15	3.41%	62,927.20	6,292.72	6,292.72	6,292.72	6,292.72	6,292.72	6,292.72	6,292.72	6,292.72	6,292.72	6,292.72
3391	2017	10	3.41%	59,753.98	11,950.80	11,950.80	11,950.80	11,950.80	11,950.78					
3392	2018	14	3.41%	9,713.07	971.31	971.31	971.31	971.31	971.31	971.31	971.31	971.31	971.31	971.28
3393	2018	10	3.41%	43,701.41	7,283.57	7,283.57	7,283.57	7,283.57	7,283.57	7,283.56				
3402	2019	10	3.41%	192,803.24	27,543.32	27,543.32	27,543.32	27,543.32	27,543.32	27,543.32	27,543.32	27,543.32	27,543.32	27,543.32
3404	2019	10	3.41%	35,211.99	5,030.28	5,030.28	5,030.28	5,030.28	5,030.28	5,030.28	5,030.31			
3405	2019	10	3.41%	27,700.92	3,957.27	3,957.27	3,957.27	3,957.27	3,957.27	3,957.27	3,957.30			
				640,625.97	100,962.35	100,962.35	100,962.35	100,962.35	100,962.32	54,908.21	47,624.71	11,093.78	11,093.78	11,093.77
Special Assessment Rolls Bonded in 2020 - Collections will be used to pay off Bonds														
3406	2019	10	2.50%	20,001.99	2,857.43	2,857.43	2,857.43	2,857.43	2,857.43	2,857.43	2,857.41			
3407	2019	10	2.50%	21,160.31	3,022.90	3,022.90	3,022.90	3,022.90	3,022.90	3,022.90	3,022.91			
3408	2019	10	2.50%	51,733.64	7,390.52	7,390.52	7,390.52	7,390.52	7,390.52	7,390.52	7,390.52	7,390.52	7,390.52	7,390.52
3409	2019	10	2.50%	38,720.72	5,531.53	5,531.53	5,531.53	5,531.53	5,531.53	5,531.53	5,531.53	5,531.53	5,531.53	5,531.54
3410	2019	10	2.50%	218,257.50	31,179.64	31,179.64	31,179.64	31,179.64	31,179.64	31,179.64	31,179.64	31,179.64	31,179.64	31,179.66
3411	2019	10	2.50%	6,134.32	876.33	876.33	876.33	876.33	876.33	876.33	876.33	876.33	876.34	
3412	2020	10	2.50%	298,392.61	37,299.08	37,299.08	37,299.08	37,299.08	37,299.08	37,299.08	37,299.08	37,299.08	37,299.08	37,299.05
3413	2020	10	2.50%	232,024.99	29,003.12	29,003.12	29,003.12	29,003.12	29,003.12	29,003.12	29,003.12	29,003.12	29,003.12	29,003.15
5000	2020	8	2.50%	70,963.61	11,827.27	11,827.27	11,827.27	11,827.27	11,827.27	11,827.27	11,827.26			
				957,389.69	128,987.82	128,987.82	128,987.82	128,987.82	128,987.82	128,987.81	117,160.58	66,302.20	-	-

-continued-

Roll	Year	Term	Int Rate	Balance													
				2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32			
Special Assessment Rolls NOT Bonded - Collections will be used to Reduce Deficit																	
3370	2013	10	2.50%	486.62	486.62												
3375	2014	11	3.75%	2,733.39	911.13	911.13	911.13										
3376	2014	15	3.75%	10,653.90	1,521.99	1,521.99	1,521.99	1,521.99	1,521.99	1,521.99	1,521.96						
3377	2015	10	2.85%	6,354.88	2,118.29	2,118.29	2,118.30										
3378	2015	10	2.65%	1,309.50	436.50	436.50	436.50										
3379	2015	10	2.65%	10,570.84	3,523.61	3,523.61	3,523.62										
3380	2015	12	2.50%	22,200.89	4,440.18	4,440.18	4,440.18	4,440.18	4,440.17								
3381	2016	15	2.20%	28,100.75	3,122.31	3,122.31	3,122.31	3,122.31	3,122.31	3,122.31	3,122.31	3,122.31	3,122.31	3,122.27			
3382	2016	15	2.20%	53,033.99	5,892.67	5,892.67	5,892.67	5,892.67	5,892.67	5,892.67	5,892.67	5,892.67	5,892.67	5,892.67	5,892.63		
3383	2016	15	2.20%	24,798.29	2,755.37	2,755.37	2,755.37	2,755.37	2,755.37	2,755.37	2,755.37	2,755.37	2,755.37	2,755.37	2,755.33		
3394	2019	10	2.65%	88,342.77	12,620.40	12,620.40	12,620.40	12,620.40	12,620.40	12,620.40	12,620.40	12,620.37					
3395	2019	10	2.65%	97,412.01	13,916.00	13,916.00	13,916.00	13,916.00	13,916.00	13,916.00	13,916.00	13,916.01					
3396	2019	10	2.65%	119,080.34	17,011.48	17,011.48	17,011.48	17,011.48	17,011.48	17,011.48	17,011.48	17,011.46					
3397	2019	10	2.65%	173,296.10	24,756.59	24,756.59	24,756.59	24,756.59	24,756.59	24,756.59	24,756.59	24,756.56					
3398	2019	10	2.60%	54,134.90	7,733.56	7,733.56	7,733.56	7,733.56	7,733.56	7,733.56	7,733.56	7,733.54					
3399	2019	10	2.60%	64,846.37	9,263.77	9,263.77	9,263.77	9,263.77	9,263.77	9,263.77	9,263.77	9,263.75					
3400	2019	10	2.60%	70,157.52	10,022.50	10,022.50	10,022.50	10,022.50	10,022.50	10,022.50	10,022.50	10,022.52					
3401	2019	10	2.60%	54,544.30	7,792.04	7,792.04	7,792.04	7,792.04	7,792.04	7,792.04	7,792.04	7,792.06					
3403	2019	10	3.41%	28,195.04	4,027.86	4,027.86	4,027.86	4,027.86	4,027.86	4,027.86	4,027.86	4,027.88					
3414	2020	10	1.45%	53,607.29	6,700.91	6,700.91	6,700.91	6,700.91	6,700.91	6,700.91	6,700.91	6,700.91	6,700.92				
3416	2020	10	3.41%	35,028.60	4,378.58	4,378.58	4,378.58	4,378.58	4,378.58	4,378.58	4,378.58	4,378.58	4,378.54				
3417	2020	10	1.30%	15,861.76	1,982.72	1,982.72	1,982.72	1,982.72	1,982.72	1,982.72	1,982.72	1,982.72	1,982.72				
3418	2021	10	1.00%	13,118.88	1,457.65	1,457.65	1,457.65	1,457.65	1,457.65	1,457.65	1,457.65	1,457.65	1,457.65	1,457.65	1,457.68		
3421	2021	10	1.20%	105,928.60	11,769.84	11,769.84	11,769.84	11,769.84	11,769.84	11,769.84	11,769.84	11,769.84	11,769.84	11,769.84	11,769.88		
3422	2021	10	1.25%	89,902.03	9,989.11	9,989.11	9,989.11	9,989.11	9,989.11	9,989.11	9,989.11	9,989.11	9,989.11	9,989.11	9,989.15		
3423	2022	9	1.10%	22,252.63	2,472.51	2,472.51	2,472.51	2,472.51	2,472.51	2,472.51	2,472.51	2,472.51	2,472.51	2,472.51	2,472.55		
3424	2022	10	1.10%	28,713.96	2,871.40	2,871.40	2,871.40	2,871.40	2,871.40	2,871.40	2,871.40	2,871.40	2,871.40	2,871.40	2,871.40	2,871.36	
3425	2022	10	1.10%	25,593.75	2,559.38	2,559.38	2,559.38	2,559.38	2,559.38	2,559.38	2,559.38	2,559.38	2,559.38	2,559.38	2,559.38	2,559.33	
3440	2022	10	1.65%	185,569.28	18,556.93	18,556.93	18,556.93	18,556.93	18,556.93	18,556.93	18,556.93	18,556.93	18,556.93	18,556.93	18,556.93	18,556.93	18,556.91
5001	2021	10	1.00%	32,691.88	3,632.43	3,632.43	3,632.43	3,632.43	3,632.43	3,632.43	3,632.43	3,632.43	3,632.43	3,632.43	3,632.44		
5002	2021	10	1.00%	10,860.29	1,206.70	1,206.70	1,206.70	1,206.70	1,206.70	1,206.70	1,206.70	1,206.70	1,206.70	1,206.70	1,206.69		
				1,529,381.35	199,931.03	199,444.41	199,444.43	192,454.88	192,454.87	188,014.70	188,014.62	79,348.48	66,286.33	23,987.60			
TOTAL				3,127,397.01	429,881.20	429,394.58	429,394.60	422,405.05	422,405.01	371,910.72	352,799.91	156,744.46	77,380.11	35,081.37			



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

December 07, 2022

**Notice of Intent To
Withhold State Payments**

Municipality Code: 382010
APR Form ID Number: 137443
Report ID Number: 137446

Sent Via Email

Chief Administrative Officer
City of Jackson
hehnis@cityofjackson.org

Dear Chief Administrative Officer:

The Glenn Steil State Revenue Sharing Act of 1971, Public Act 140 of 1971, Section 21(2) states that units of local government (local units) that end their fiscal year in a deficit condition shall formulate a deficit elimination plan. Any assessment of a local unit's deficit condition should be made using the guidelines provided in [Treasury Website \(Numbered Letter 2016-1\)](#).

Funds that are using American Rescue Plan Act (ARPA) money as part of their deficit elimination plan should adhere to the accounting guidelines provided in [Treasury Website \(Numbered Letter 2021-3\)](#), the [American Rescue Plan Act](#), the [U.S. Treasury Interim Final Rule](#), and [Frequently Asked Questions](#). Furthermore, plans shall include a written explanation of the dollar amount used and the category of allowable uses the expenditures coincide with: 1. Response to public health emergency or its negative economic impacts, 2. Provide premium pay for essential workers, within caps, 3. Provide government services to the extent of revenue lost, or 4. Make necessary investments in water, sewer, or broadband infrastructure. Visit [Treasury Website Michigan.gov/ARPA](#) for more information and updates.

The Community Engagement and Finance Division received an audit report from your local unit for the fiscal year ending 2022. Your Certified Public Accountant has indicated a deficit in one or more funds as follows:

<u>FUND NAME</u>	<u>AMOUNT</u>
Special Assessment Capital Projects	-\$1,570,952.00

If a deficit exists in the General Fund, the General Fund plan should include a monthly breakdown of revenues and expenditures for the first two years of the projection and annual detail for the remaining years. For example, a five-year plan would show monthly detail for 24 months, and annual detail for the remaining three years. When a revised plan is submitted in the subsequent year, it would include a monthly breakdown for two

years and an annual breakdown for the remaining two years. The monthly breakdown shall be for actual revenue and expenditures expected that month. For example, property taxes should be included in the months the taxes are projected to be actually collected. It shall not be merely the annual revenue and expenditures divided by 12 months. This will allow for a more meaningful picture of how the municipality is progressing on a monthly basis. In addition, for General Fund deficits the Department of Treasury highly recommends the municipality use its [Multi-Year Budget Projection Tool](#).

Except where indicated “No Plan Necessary,” within 30 days from the date of this letter please upload a deficit elimination plan for all funds listed above and a certified resolution online by visiting Michigan.gov/MunicipalFinance and select Deficit Elimination Plan Upload. Should a plan not be filed within 30 days, we may withhold 25% of the local unit’s State Incentive Payments or payments issued under Public Act 140 of 1971, the Glenn Steil State Revenue Sharing Act of 1971. Once withheld, payments are not released when a plan has been *filed*, but when a plan has been *evaluated and certified* by Treasury.

After receiving your plan, we will notify you by email if additional information is needed or that your plan has been certified. If you would like to speak with a member of our team, please email our office at Treas_MunicipalFinance@Michigan.gov.

Sincerely,

A handwritten signature in black ink that reads "Harlan Goodrich". The signature is written in a cursive, slightly slanted style.

Harlan Goodrich, Municipal Finance Manager
Community Engagement and Finance Division

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: December 13, 2022
SUBJECT: Approval of the Corrective Action Plan as of June 30, 2022 for “Actual Expenditures Exceeding the Amounts Authorized in the Budget”.

Recommendation:

Approval of the Corrective Action Plan as of June 30, 2022 for “Actual Expenditures Exceeding the Amounts Authorized in the Budget”.

Attached is a memo from Heather Ehnis regarding the filing of a required Corrective Action Plan for the City's budget variances as of June 30, 2022. The Corrective Action Plan needs prior City Council approval before it can be filed with the State.

I recommend approval of this Corrective Action Plan. Your consideration and concurrence is appreciated.

DEPARTMENTAL REPORT



Finance Department

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4030 • Facsimile: (866) 763-7956

MEMO TO: Jonathan Greene, City Manager

FROM: Heather Ehnis, Assistant Finance Director

DATE: December 13, 2022

RECOMMENDATION: Approval of the Corrective Action Plan as of June 30, 2022 for “Actual Expenditures Exceeding the Amounts Authorized in the Budget”.

SUMMARY

The State Department of Treasury reviews municipal audits to determine compliance with budgeting, accounting, auditing and statutory compliance-related activities. Based on that review, the City of Jackson’s audit for the year ended June 30, 2022 disclosed certain budgetary funds where the expenditures were in excess of the amounts appropriated (see “Notes to Financial Statements” - Note 3 attached). As a result, the Department of Treasury is requesting a detailed Corrective Action Plan to address these budget variances.

BUDGETARY CONSIDERATIONS

There are no current year budgetary considerations related to this action.

HISTORY, BACKGROUND and DISCUSSION

The State Budget Act (PA 2 of 1968) requires budget amendments be adopted before any activity or fund expenditures exceed the budget. In the event that a variance occurs prior to the budget amendment, the legislative body should amend the budget as soon as a deviation is apparent and no later than the end of the fiscal year.

POSITIONS

Attached is the Corrective Plan that will be sent to the State Treasury following approval by the City Council. Filing this Plan is necessary to avoid subsequent denial of this fiscal years qualified status, which would prevent the City from issuing debt, among other sanctions.

Corrective Action Plan as of June 30, 2022
For “Actual Expenditures Exceeding the Amounts Authorized in the Budget”

The following budgetary funds incurred expenditures in excess of the amounts appropriated during the fiscal year ended June 30, 2022. The reason for the variance and the corrective action to be taken is presented with the variance.

GENERAL FUND:

1) General Government – City Manager

Total Appropriation	Amount of Expenditure	Budget Variance
\$465,595	\$473,230	\$7,635

Reason for Variance: The City Manager activity incurred an increase in personnel expenditures after the budget for the fiscal year was revised. The budget variance was not determined soon enough to amend the budget by year end.

Correction Action to be taken: The City Manager Department and the Finance Department will take steps to monitor expenditures more closely that may cause such budget variances in the future.

2) Public Safety – Police – In-Service Training

Total Appropriation	Amount of Expenditure	Budget Variance
\$3,923	\$4,802	\$879

Reason for Variance: This activity accounts for an in-service training grant from the State to provide training to police officers of the City. An expenditure was incurred in the last two months of the fiscal year and the budget variance was not determined soon enough to amend the budget by year-end.

Correction Action to be taken: The Police Department, which oversees this grant, will monitor fiscal year-end grant expenditures more carefully to determine if year-end budget amendments are necessary.

3) Public Safety – Fire Suppression

Total Appropriation	Amount of Expenditure	Budget Variance
\$5,730,088	\$6,266,261	\$536,173

Reason for Variance: The approved amended budget included the purchase of a fire truck in the amount of \$635,745. However, this is not included in the total appropriation in the Annual Comprehensive Financial Report. The total appropriation for the Fire Suppression activity should have been reported as \$6,365,833, which results in the activity being under budget \$99,572 for the fiscal year.

Correction Action to be taken: The Finance Department will contact the auditor for correction on future reports.

4) Public Safety – Police and Fire - Unallocated

Total Appropriation	Amount of Expenditure	Budget Variance
\$2,057,586	\$2,072,330	\$14,744

Reason for Variance: This Fund is used to track the healthcare expenditures for police and fire retirees. Monthly expenditures increased midway through the fiscal year, however, the budget was not revised to reflect this change. The increase was not anticipated during the fiscal year when a budget amendment was possible.

Correction Action to be taken: The Finance Department will take steps to monitor expenditures more closely that may cause such budget variances in the future.

5) Community Enrichment and Development – Economic Development

Total Appropriation	Amount of Expenditure	Budget Variance
\$132,440	\$209,951	\$77,511

Reason for Variance: The City incurred a charge for a grant-related expenditure late in the fiscal year that was not anticipated. The billing amounts for the charge did not reach the City until after the fiscal year had ended.

Correction Action to be taken: The City Manager Department and Finance Department will take steps to improve the anticipation of year-end expenditures that may cause such budget variances in the future.

6) Community Enrichment and Development – Reimbursements

Total Appropriation	Amount of Expenditure	Budget Variance
\$157,000	\$162,045	\$5,045

Reason for Variance: Contributions from the General Fund were made during fiscal year 2022 to the MLK Corridor Improvement Authority to cover the expenditures in the fund until taxes within the authority are captured. The fund received invoices after the end of the fiscal year causing the budget variance. As such, a budget amendment for the additional contribution amount was not possible.

Correction Action to be taken: The Finance Department will implement a process to monitor the expenditures in the MLK Corridor Improvement Authority to more carefully to determine if year-end budget amendment is necessary in the General Fund.

7) Debt Service – Lease Principal

Total Appropriation	Amount of Expenditure	Budget Variance
\$0	\$129,685	\$129,685

Reason for Variance: This budget variance is the result of the implementation of GASB 87, accounting for leases, which was not taken into consideration during the preparation or revision of the budget for the fiscal year.

Correction Action to be taken: The Finance Department will implement procedures to include estimated GASB 87-related expenditures in future budgets.

8) Debt Service – Interest and Fiscal Charges

Total Appropriation	Amount of Expenditure	Budget Variance
\$0	\$3,852	\$3,852

Reason for Variance: The total appropriation for this budget variance was erroneously reported as zero in the Annual Comprehensive Financial Report. The correct total appropriation should be reported as \$3,852. This results in zero budget variance for the fiscal year.

Correction Action to be taken: The Finance Department will contact the auditor for correction on future reports.

SPECIAL REVENUE FUNDS:

1) Ella W. Sharp Park Operating Fund

Total Appropriation	Amount of Expenditure	Budget Variance
\$888,611	\$897,086	\$8,475

Reason for Variance: This Fund is used to record activity related to operating and maintaining the Ella W. Sharp Park and golf course. Accrued wages at year-end were not taken into consideration when preparing the budget causing the budget variance. The accrual cannot be posted until after the year-end and, therefore, the budget variance was not determined soon enough to amend the budget by year-end.

Correction Action to be taken: The Parks and Recreation Department, which oversees this this fund, will monitor fiscal year-end salary expenditures more carefully to determine if year-end budget amendments are necessary.

2) Public Improvement Fund

Total Appropriation	Amount of Expenditure	Budget Variance
\$1,135,019	\$1,250,613	\$115,594

Reason for Variance: A journal entry was posted at the end of the fiscal year to reclassify an ineligible grant expenditure to the correct general ledger activity. The correction was discovered by the Finance Department after the fiscal year-end, therefore, an amendment to the budget was not possible.

Correction Action to be taken: The Finance Department will implement procedures to monitor grant expenditures more closely with the department overseeing the administration of the grant funds to determine if budget amendments are necessary prior to the year-end.

3) Building Demolitions Fund

Total Appropriation	Amount of Expenditure	Budget Variance
\$294,156	\$337,456	\$43,300

Reason for Variance: This Fund accounts for building demolition expenditures that are not otherwise eligible to complete with grant monies. Property owners are invoiced for the cost of the demolition. The balance of any outstanding invoices are written off as uncollectible after the end of each fiscal year. Due to unanticipated demolition activity in the last quarter of the fiscal year, the uncollectible expenditure increased more than the amount planned. This budget variance was not determined soon enough to amend the budget by year-end.

Correction Action to be taken: The Community Development Department, which oversees this fund, will work with the Finance Department to monitor uncollectible expenditures more carefully throughout the fiscal year to determine if year-end budget amendments are necessary.

4) Drug Law Enforcement Fund

Total Appropriation	Amount of Expenditure	Budget Variance
\$18,247	\$19,299	\$1,052

Reason for Variance: This Fund accounts for the proceeds from the sale of seized property which was used in association with controlled substances. The proceeds are then used to fund expenditures to further supplement Police Department operating costs. An unanticipated purchase for equipment was made prior to the fiscal year-end and the budget was not amended by year-end to reflect the increased expenditures.

Correction Action to be taken: The Police Department, which oversees this fund, will monitor fiscal year-end expenditures more carefully to determine if year-end budget amendments are necessary.

5) Recreation Activity Fund

Total Appropriation	Amount of Expenditure	Budget Variance
\$129,859	\$176,421	\$46,562

Reason for Variance: This Fund is used to account for expenditures from recreation fee programs. Interest in recreation programs continued to increase during the fiscal year after a significant decline in recent years as a result of the pandemic. The uncertainty of programs to be offered and the increased cost of program supplies proved to be a challenge when preparing the budget for the fiscal year causing overages in temporary wages, program supplies, and programming.

Correction Action to be taken: The Parks and Recreation Department, which oversees this grant, will monitor expenditures more carefully throughout the year and work closely with the Finance Department to determine if year-end budget amendments are necessary.

6) Housing Code Enforcement Fund

Total Appropriation	Amount of Expenditure	Budget Variance
\$1,075,848	\$1,085,397	\$9,549

Reason for Variance: This Fund accounts for the receipts and expenditures related to the cost of enforcing the Housing Code by the Community Development Department. Property owners are invoiced for inspections of non-owner occupied properties after an inspection has occurred and the balance of any outstanding invoices are written off as uncollectible 60 days after an invoice is issued. Due to unanticipated demolition activity in the last quarter of the fiscal year, the uncollectible expenditure increased more than the amount planned. This budget variance was caused by an unanticipated increase in uncollectible accounts and was not determined soon enough to amend the budget by year-end.

Correction Action to be taken: The Community Development Department, which oversees this fund, will work with the Finance Department to monitor uncollectible expenditures more carefully throughout the fiscal year to determine if year-end budget amendments are necessary.

7) Cortland Street Redevelopment Fund

Total Appropriation	Amount of Expenditure	Budget Variance
\$25,587	\$40,020	\$14,433

Reason for Variance: This Fund accounts for the redevelopment of 145 W. Cortland Street. During the last quarter of the fiscal year, the City Council allocated funding for redevelopment of this property. As a result, consulting invoices to begin work on the project were received in June causing the fund to go over budget. The budget variance was not determined soon enough to amend the budget by year-end.

Correction Action to be taken: The Finance Department will implement procedures to monitor grant expenditures more closely with the department overseeing the administration of the grant funds to determine if budget amendments are necessary prior to the year-end.

8) Project Safe Neighborhood Grant Fund

Total Appropriation	Amount of Expenditure	Budget Variance
\$55,901	\$57,189	\$1,288

Reason for Variance: This Fund accounts for a three-year grant from the Department of Justice to provide the City and its subrecipients with funds to target high crime areas as it pertains to violent crimes or gun crimes. The amounts awarded to subrecipients is set for the three-year period and the subrecipients submit invoices to the City for reimbursement of the grant-related expenditures. Invoices for expenditures during the fiscal year were received after the year-end causing the budget variance.

Correction Action to be taken: The Police Department, which oversees this grant, will monitor fiscal year-end expenditures more carefully to determine if year-end budget amendments are necessary.



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

December 07, 2022

**Request for Improvement
of Deficiencies -
Corrective Action Plan**

Fiscal Year: 2022

Municipality Code: 382010

Report ID Number: 137443

Sent Via Email

City of Jackson

hehnis@cityofjackson.org

Dear Governing Body:

The Community Engagement and Finance Division has received the audit report for the fiscal year referenced above. It is the responsibility of this division to administer certain State statutes. Consequently, your audit has been reviewed to determine compliance with budgeting, accounting, auditing, and statutory compliance related activities. This review has identified issues that we believe need your attention.

Please note the following issues corresponding to response(s) on the auditing procedures report:

- Actual expenditures exceeded the amounts authorized in the budget. Please describe actions being taken to prevent budget variances.

The matter(s) described above are either violations of state statute or are deficiencies of the local unit that may impede the local unit's ability to comply with state statute.

Additional deficiencies in your report are usually found in the form of comments and recommendations located toward the end of the report or may be filed separately. The plan should identify each Auditing Procedure Report question listed above, each additional deficiency, the corrective action to be taken, the supporting documentation requested, if any, and the date in which the action is to be implemented.

Therefore, within **30 days** from the date of this letter, please submit to us a detailed Corrective Action Plan to resolve the above-mentioned matter(s), including other deficiencies noted in your audit report. To submit your Corrective Action Plan, visit the department's online filing site at [Michigan.gov/localfinancialreporting](https://michigan.gov/localfinancialreporting) and select the File Online Reports tab. You must request local unit user access if one does not already exist. We do not accept hard-copy or emailed responses. Please combine multiple documents as only one document can be uploaded.

Failure to respond within 30 days or an inability to demonstrate that corrective action has been implemented may result in one or more of the following:

- Denial of subsequent year qualified status under Public Act 34 of 2001, the Revised Municipal Finance Act (possibly preventing your municipality the ability to borrow money);
- Subject the local unit to an audit and/or review performed by Department of Treasury auditors at the expense of the local unit.

Please contact the audit review staff at LAFD_Audits@michigan.gov if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cary Jay Vaughn', written over a light gray rectangular background.

Cary Jay Vaughn, CPA, CGFM
Community Engagement and Finance Division

CITY OF JACKSON, MICHIGAN

Notes to Financial Statements

3. EXCESS OF EXPENDITURES OVER APPROPRIATIONS

During the year ended June 30, 2022, the City incurred expenditures in certain budgetary funds which were in excess of the amounts appropriated, as follows:

	Total Appropriations	Amount of Expenditures	Budget Variance
General fund			
Current:			
General government -			
City Manager	\$ 465,595	\$ 473,230	\$ 7,635
Public safety:			
Police -			
In-service training	3,923	4,802	879
Fire - suppression	5,730,088	6,266,261	536,173
Police and fire - unallocated	2,057,586	2,072,330	14,744
Community enrichment and development:			
Economic development	132,440	209,951	77,511
Reimbursements	157,000	162,045	5,045
Debt service -			
Principal - leases	-	129,685	129,685
Interest and fiscal charges	-	3,852	3,852
Special revenue funds:			
Ella W. Sharp Park Operating Fund	888,611	897,086	8,475
Public Improvement Fund	1,135,019	1,250,613	115,594
Building Demolitions Fund	294,156	337,456	43,300
Drug Law Enforcement Fund	18,247	19,299	1,052
Recreation Activity Fund	129,859	176,421	46,562
Housing Code Enforcement Fund	1,075,848	1,085,397	9,549
Cortland Street Redevelopment Projects Fund	25,587	40,020	14,433
Project Safe Neighborhood Grant Fund	55,901	57,189	1,288

4. FUND DEFICITS

At June 30, 2022, the special assessment capital projects fund had a fund deficit of \$1,570,952. This deficit will be eliminated as deferred special assessments become due.