JACKSON
Founded 1829

AGENDA- CITY COUNCIL

Tuesday, June 13, 2023
6:30 PM

Page

1. CALL TO ORDER.

2. PLEDGE OF ALLEGIANCE.

Invocation will be given by 2nd Ward Councilmember Freddie Dancy

3. ROLL CALL.

4. ADOPTION OF AGENDA.

5. PRESENTATIONS/PROCLAMATIONS.

6. PUBLIC HEARINGS.

Recess as a City Council and convene as a Board of Review

6.1 Special Assessment Roll No. 3445 Confirmation 9 - 22

ROLL 3445 confirmation packet.pdf

Hold a public hearing regarding the confirmation of Special Assessment Roll No. 3445.

Adopt the resolution confirming Special Assessment Roll No. 3445

6.2 Special Assessment Roll No. 3446 Confirmation 23 - 28

ROLL 3446 confirmation packet.pdf

Hold a public hearing regarding the confirmation of Special Assessment Roll No. 3446.

Adopt the resolution confirming Special Assessment Roll No. 3446

Adjourn as a Board of Review and reconvene as City Council

7. CITIZEN COMMENTS.

(3-Minute Limit)

8. PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES.

(Accept and Place on File)

8.1	City of Jackson, Michigan Financial Statements as of and for the 10 Months Ended April 30, 2023. Monthly Fin Stmts 2023-04-30.pdf	29 - 36
8.2	04-19-23 Environmental Commission Meeting Minutes ENVIRONMENTAL COMMISSION_MINUTES_041923.pdf	37 - 41
8.3	March Board of Review Minutes March BOR docs.pdf	42 - 57

9. CONSENT CALENDAR

Consent Action

9.1	Minutes of the Regular Meeting on May 23, 2023 CCMIN 5.23.23.pdf *Approve the minutes of the regular City Council Meeting held on May 23, 2023*	58 - 66
9.2	Approve the Mayor's recommendation to appoint Maurice Imhoff to the Human Relations Commission HRC Appointment - Imhoff.pdf Approve *the Mayor's recommendation to appoint Maurice Imhoff to the Human Relations Commission for a two-year term, beginning immediately and ending on December 31, 2025, in concurrence with the HRC recommendation.*	67 - 70
9.3	Special Event Application: Barbeque Battle of Jackson SEA--Barbeque Battle of Jackson Fin.pdf *Approve a request from the Barbeque Battle of Jackson on July 30, 2023, at the Grand River Pavilion and Parking lot in downtown Jackson.*	71 - 79
9.4	Special Event Application for the Everyheart Night of Worship	80 - 87

SEA--Everyheart 2023.pdf

Approve a request from the Everyheart Movement to host the Everyheart Night of Worship on June 16, 2023, in Horace Blackman Park and the True Community Credit Union City Square.

9.5 Special Event Application for the YPOP Explorers' Art in the Garden 88 - 94

SEA--Art In The Garden.pdf

Approve a request from the YPOP Explorers to host their Art in the Garden event on June 24 on the streets of Jackson.

9.6 Special Event Application for the Jackson Festival of the Arts 95 - 104

SEA-- Jackson Festival For the Arts.pdf

Approve a request from the Monster Box Theatre to host their Jackson Festival of the Arts on September 7-11, 2023, at the True Community Credit Union City Square and various other locations in Jackson.

9.7 Special Event Application for the Nation Night Out 105 - 114

SEA--National Night Out B2W.pdf

Approve a request from the Ward 2- B2 Watchers Neighborhood Watch Group to host their National Night Out on August 1, 2023, at Loomis Park in the City of Jackson.

9.8 Special Event Application: Michigan Theater Capital Campaign 115 - 123

SEA--Michigan Theater Capital Campaign.pdf

Approve a request from the Michigan Theatre to host their "Michigan Theatre Capital Campaign" on July 29, 2023, at the Michigan Theater and parking lot number 14.

9.9 Special Event Application: Big Miles for Little Smiles 124 - 132

SEA--Big Miles Little Smiles.pdf

Approve a request from the Big Brothers Big Sisters to host Big Miles for Little Smiles on September 24, 2023, at Ella Sharp Park.

9.10 Special Event Application: Bike Night 133 - 140

SEA--Bella Notte Bike Night.pdf

Approve a request from the Bella Notte Ristorante to host their Bike Night every Tuesday, May through October, during nice weather on a section of Michigan Ave in downtown Jackson.

9.11 Special Event Application: Jackson Pride Festival 141 - 147

SEA--Jackson Pride Festival.pdf

Approve a request from the Jackson Pride Center to host the Pride Festival on August 19, 2023, in Horace Blackman Park, True Community Credit Union City Square, and the streets of downtown Jackson.

9.12 Special Event Application: Heart of a Lion 5K 148 - 155

SEA--Heart Of A Lion 5k.pdf

Approve the Area 19 Special Olympics request to host "Heart of a Lion 5K" on August 20, 2023, at Ella Sharp Park.

9.13 Corrective Resolution -Resolution No. 2023-17 156 - 157

Corrective Resolution Even Year Elections agenda item.pdf

Approve a resolution correcting a typographical error in Resolution No. 2023-17

9.14 Corrective Resolution for Drinking Water State Revolving Fund Tentative Contract Award to Northwoods Plumbing, LLC of Concord, MI 158 - 161

DWSRF Plumbing LSL - Corrective Resolution No. 2023-33.pdf

Approval of the corrective resolution to amend the contract amount to $703,125 for the resolution of the tentative contract award to Northwoods Plumbing, LLC of Concord, MI for the Drinking Water State Revolving Fund Plumbing for Lead Service Line Replacement.

10. OTHER BUSINESS.

10.1 Ordinance No. 2023-05 Workforce Housing PILOT Ordinance 162 - 168

2023-05 AEH Workforce Housing PILOT Ordinance.pdf

Approve the second reading and final adoption of Ordinance No. 2023-05, amending Chapter 24, Taxation, in order to provide for the approval of a PILOT for housing being developed or rehabilitated for workforce housing under the authority of the State Housing Development Authority Act of 1966, Public Act 346 of 1966, as amended by MCL 125.1415a.

10.2 Update - City Homeless Efforts, Winter Sheltering of the Unhoused 169 - 170

COJ Homelessness ad hoc.pdf

11. NEW BUSINESS.

11.1 Downtown Development Authority Budget, Fiscal Year 2023 – 2024 — 171 - 175

#1 Budget approval memo 2023-2024.pdf

Approval for the Jackson Downtown Development Authority budget for the fiscal year 2023-2024.

11.2 Resolution to Place Delinquent Invoices on 2023 Summer Tax Bills — 176 - 223

DELINQUENT INVOICES TO 2023 SUMMER TAX BILLS.pdf

Place 90-days overdue invoices on summer tax bills per Section 22-12 of Chapter 22 of the Code of Ordinances.

11.3 Renewal of Liability and Property Insurance with the MML Liability& Property Pool — 224 - 242

Cover Memo & Dept Report (Insurance Renewal), Newman Attachment.pdf

Approve the renewal of the City of Jackson's Liability and Property Insurance through the MML Liability & Property Pool in the Amount of $620,298.00 and authorize the City Attorney and Finance Director to take action necessary to effectuate the policy.

11.4 Approve a Resolution to Amend the General Fund, Drug Law Enforcement Fund, Project Safe Neighborhood Fund, Byrne/JAG Programs Fund, American Rescue Plan Act Fund, Recreation Activity Fund, and Recreation Millage Fund Budgets for the 2022/23 Fiscal Year. — 243 - 246

Budget Amendments_Various_2023-06-13.pdf

Approve a budget resolution amending the General Fund, Drug Law Enforcement Fund, Project Safe Neighborhood Fund, Byrne/JAG Programs Fund, American Rescue Plan Act Fund, Recreation Activity Fund, and Recreation Millage Fund budgets for the fiscal year 2022/23.

11.5 Approve Program Guidelines and Requests for Proposals for the 100 Homes Program — 247 - 263

CC Packet Item, 100 Homes Program (6.13.23).pdf

Approve the Program Guidelines, Nonprofit Request for Proposals, and Developer Request for Proposals, for the 100 Homes Program, and authorize the City Manager and City Attorney to make minor modifications as needed.

11.6 Approval of updated MAPE wage schedule 2024/2025 264 - 269

6.6.23 DL MAPE Complete Wage ReOpener Agenda Item.pdf

Approve updated MAPE wage schedule 2024/2025

11.7 Approve the Contract Award for the MLK Equality Trail Reconstruction - West Avenue to Prospect Street project to Dunigan Brothers, Inc. of Jackson, Michigan. 270 - 448

Engineering Contract Award MLK Equality Trail Reconstruction.pdf

Approval of an award for the contract for the MLK Equality Trail Reconstruction - West Avenue to Prospect Street project to Dunigan Brothers, Inc. of Jackson, Michigan at a cost of $695,719.55, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

11.8 Award for 2023 Bridge Consulting Services Contract 449 - 457

Engineering Contract Award 2023 Bridge Consulting.pdf

Approval of the award for the 2023 Bridge Consulting Services contract to Great Lakes Engineering of Lansing, MI for $85,240.00, for consulting services related to bridge inspections, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

11.9 Resolution for Approval of a Contract with the Michigan Department of Transportation for Street Resurfacing on Wildwood Avenue from West Avenue to Steward Avenue, and on Wisner Street from Wildwood Avenue to Ganson Street. 458 - 488

Engineering MDOT Contract Wildwood-Wisner Resurfacing.pdf

Approve a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for street resurfacing on Wildwood Avenue from West Avenue to Steward Avenue, and street resurfacing on Wisner Street from Wildwood Avenue to Ganson Street, and authorize the Mayor and City Clerk to execute the appropriate documents.

11.10 Contract Award for Napoleon Transmission Main Study Engineering 489 - 495

Engineering Contract Award Napoleon Transmission Main

Study.pdf

Approve the award of the Napoleon Transmission Main Study Engineering contract to Fishbeck, of Lansing, Michigan in the amount of $162,425.08 and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

11.11 Change Order 4 to the 2021 Morrell and Steward Water Main Replacement Contract 496 - 500

Engineering CO 4 2021 Morrell & Steward Water Main.pdf

Approve Change Order 4 to the 2021 Morrell & Steward Water Main Replacement contract with Dunigan Brothers, Inc. in the increased amount of $247,694.89 for extra work to bore a water main casing pipe through subsurface rock/cobbles within the railroad right-of-way on Steward Avenue and authorize the City Manager and City Engineer to execute the appropriate document.

11.12 Change Order 4 to the Miscellaneous Construction contract with Bailey Excavating, Inc. 501 - 504

Engineering CO 4 Misc Construction Contract.pdf

Approve Change Order 4 to the Miscellaneous Construction contract with Bailey Excavating, Inc. in the increased amount of $4,505.32 to add temporary traffic control device items to maintain traffic and provide a safe work zone for asphalt patching on E. High Street between Losey Avenue and Executive Drive and authorize the City Manager and City Engineer to execute the appropriate document.

11.13 Resolution for the Grant Agreement with the Michigan Department of Environment, Great Lakes and Energy 505 - 525

EGLE ARP-SRF Grant Agreement Resolution.pdf

Approval of a resolution to enter into the grant agreement with the Michigan Department of Environment, Great Lakes and Energy (EGLE) for the American Rescue Plan - State Revolving Fund and authorize the Director of Public Works and City Clerk to execute the appropriate documents.

11.14 Purchase Agreement - 971 N. West Avenue 526 - 540

971 N West Ave CC memo.pdf

Approve the Purchase Agreement from Lormax Stern to purchase city owned property located at 971 N. West Ave and authorize the City Manager and City Attorney to make modifications to effect the sale of the property.

11.15 Approve a one-year contract with MakeMyMove - Community Promotion and Relocation Contract 541 - 555

MakeMyMove Agenda Packet.pdf

Approve a one-year contract with the MakeMyMove organization in the amount of $24,000, to aid in the recruitment of move-ready talent within the City of Jackson. Authorize the City Manager to make minor modifications and execute the contract.

11.16 Dodge Durango Purchase 556 - 557

Dodge Durango Purchase.pdf

Approval for the purchase of one 2023 Dodge Durango for $45,925 through the John Jones Automotive Group in Salem, Indiana, to be used as a patrol vehicle.

12. CITY COUNCILMEMBER'S COMMENTS.

13. MANAGER'S COMMENTS.

14. ADJOURNMENT.

JACKSON
Founded 1829

City Clerk's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4025

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Andrea Muray, City Clerk

DATE: June 13, 2023

SUBJECT: Confirmation of Special Assessment Roll No. 3445.

RECOMMENDATION:

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

A. Public Hearing on Special Assessment Roll No. 3445 for street reconstruction on Wildwood Avenue from West Avenue to Steward Avenue.

1. Resolution confirming Roll No. 3445

ADJOURN AS A BOARD OF REVIEW AND RECONVENE AS CITY COUNCIL

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

Attached is the resolution.

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

C: Jonathan Greene, City Manager

RESOLUTION

STREET RECONSTRUCTION ON WILDWOOD AVENUE

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning street reconstruction on Wildwood Avenue, from West Avenue to Steward Avenue which assessments were by him placed on Assessment Roll No. 3445 in the amount of $130,542.60 and reported to the City Council as its meeting held on the 13th day of June, 2023; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday June 13, 2023, at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said special assessment as contained in said roll; and

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

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

BE IT FURTHER RESOLVED that each and all of the special assessments contained in Roll No. 3445 shall be divided into 10 equal installments, the first of which shall be payable by the first summer tax bill following the date of the confirmation without interest charge; and the remaining installments, plus a 2.85% annual interest charge on each installment, shall be due annually each subsequent year at the same times with the same installments as the summer tax bill until each of the special assessments has been paid in full; provided, however, that in the event the City issues bonds in anticipation of special assessments, the unpaid balance of said special assessments shall, in accordance with Section 22-9 of the Jackson City Code of Ordinances, bear a rate of interest which may not be in excess of six percent (6%) per annum, or one percent (1%) above the average interest cost of said special assessment bonds.

BE IT FURTHER RESOLVED that the unpaid balance of any special assessment, including pro rata interest charges, may be paid in full at any time and that each and any special assessment may be paid without interest if payment in full by the first summer tax bill following the date of confirmation.

* * * * *

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

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 13th day of June, 2023.

IN WITNESS WHEREOF, I have affixed my signature and the Seal of the City of Jackson, Michigan, on this 14th day of June 2023.

_____

Andrea Muray, City Clerk

CITY OF JACKSON
Founded 1829

City Assessor's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4033 • Facsimile: (866) 902-7891

May 31, 2023

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

Please place on the agenda for Tuesday, June 13, 2023, the following special assessment roll(s), setting a public hearing for **Tuesday, June 13, 2022**:

ROLL NUMBER	ROLL PURPOSE	AMOUNT ASSESSED	INSTALLMENTS
3445	Reconstruct Wildwood, West to Steward	$130,542.60	10

The above special assessment roll(s) will be confirmed by the City Council on said Tuesday, June 13, 2023.

Sincerely,

Deborah Koehn
Senior Appraiser

Copy: City Manager's Office, Engineering, Water Department, Public Works, NEO, Finance, File

Roll for Year 2023
Population: Special Assessment District (3445)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
3445	2-005800000	0.00	0.00		0.00	3,736.92	3,736.92
WILDWOOD, WEST -	WINN BOLLI LLC 14281 KANE RD STOCKBRIDGE MI 49285	0.00				0.00	
LOT 7 BLK 1 ASSESSOR'S WILDWOOD PLAT							
3445	2-006500000	0.00	0.00		0.00	6,780.24	6,780.24
WILDWOOD, WEST -	COLLETTI CHERYL 517 WILDWOOD AVE JACKSON MI 49201	0.00				0.00	
LOT 1 EX S 67.53 FT BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-006600000	0.00	0.00		0.00	1,871.86	1,871.86
WILDWOOD, WEST -	55 BUILD LLC 30 WEST 181ST ST APT 4A BRONX NY 10543	0.00				0.00	
LOT 2 BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-006700000	0.00	0.00		0.00	5,605.38	5,605.38
WILDWOOD, WEST -	RAPPLEYE WILLIAM G 525 WILDWOOD AVE JACKSON MI 49201	0.00				0.00	
LOT 3 BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-007600000	0.00	0.00		0.00	5,500.00	5,500.00
WILDWOOD, WEST -	TAZZI REAL ESTATE LLC 18905 20 1/2 MILE RD MARSHALL MI 49068	0.00				0.00	
LOT 4 BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-0077.0100	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	
UNIT 101 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							
3445	2-0077.0200	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	
UNIT 102 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							

v.1.0 1.15513

Roll for Year 2023
Population: Special Assessment District (3445)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
3445	2-0077.0300	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	

UNIT 103 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26
AS RECORDED IN LIBER 1308 PAGES 334 THRU 376

3445	2-0077.0400	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	

UNIT 104 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26
AS RECORDED IN LIBER 1308 PAGES 334 THRU 376

3445	2-0077.0500	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	

UNIT 105 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26
AS RECORDED IN LIBER 1308 PAGES 334 THRU 376

3445	2-0077.0600	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	

UNIT 106 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26
AS RECORDED IN LIBER 1308 PAGES 334 THRU 376

3445	2-0077.0700	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	

UNIT 107 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26
AS RECORDED IN LIBER 1308 PAGES 334 THRU 376

3445	2-0077.0800	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	

UNIT 108 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26
AS RECORDED IN LIBER 1308 PAGES 334 THRU 376

3445	2-0077.0900	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	

UNIT 109 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26
AS RECORDED IN LIBER 1308 PAGES 334 THRU 376

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Roll for Year 2023
Population: Special Assessment District (3445)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
3445	2-0077.1000	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	

UNIT 110 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26
AS RECORDED IN LIBER 1308 PAGES 334 THRU 376

3445	2-0077.1100	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	

UNIT 111 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26
AS RECORDED IN LIBER 1308 PAGES 334 THRU 376

3445	2-0077.1200	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	

UNIT 201 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26
AS RECORDED IN LIBER 1308 PAGES 334 THRU 376

3445	2-0077.1300	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC ET AL 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	

UNIT 202 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26
AS RECORDED IN LIBER 1308 PAGES 334 THRU 376

3445	2-0077.1400	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	

UNIT 203 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26
AS RECORDED IN LIBER 1308 PAGES 334 THRU 376

3445	2-0077.1500	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	

UNIT 204 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26
AS RECORDED IN LIBER 1308 PAGES 334 THRU 376

3445	2-0077.1600	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	

UNIT 205 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26
AS RECORDED IN LIBER 1308 PAGES 334 THRU 376

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Roll for Year 2023
Population: Special Assessment District (3445)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
3445	2-0077.1700	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	
UNIT 206 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							
3445	2-0077.1800	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	
UNIT 207 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							
3445	2-0077.1900	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	
UNIT 208 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							
3445	2-0077.2000	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	
UNIT 209 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							
3445	2-0077.2100	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	CROWDEN DAVID & BEVERLY 10337 STATE RD RIVES JUNCTION MI 49277	0.00				0.00	
UNIT 210 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							
3445	2-0077.2200	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	
UNIT 211 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							
3445	2-0077.2300	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	
UNIT 01 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS ORDED IN LIBER 1308 PAGES 334 THRU 376							

v.1.0 1.15513

Roll for Year 2023
Population: Special Assessment District (3445)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
3445	2-0077.2400	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	
UNIT 302 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							
3445	2-0077.2500	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	
UNIT 303 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							
3445	2-0077.2600	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	
UNIT 304 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							
3445	2-0077.2700	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	
UNIT 305 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							
3445	2-0077.2800	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	
UNIT 306 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							
3445	2-0077.2900	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	
UNIT 307 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							
3445	2-0077.3000	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	
UNIT 308 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							

v.1.0 1.15513

Roll for Year 2023
Population: Special Assessment District (3445)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
3445	2-0077.3100	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	
UNIT 309 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							
3445	2-0077.3200	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	MILLER JACQUELINE 541 WILDWOOD AVE #310 JACKSON MI 49201	0.00				0.00	
UNIT 310 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							
3445	2-0077.3300	0.00	0.00		0.00	891.70	891.70
WILDWOOD, WEST -	RAMPAGE REAL ESTATE INC 541 WILDWOOD AVE #112 JACKSON MI 49201	0.00				0.00	
UNIT 311 OF THE EXECUTIVE HOUSE WEST CONDOMINIUMS JACKSON COUNTY CONDOMINIUM SUBDIVISION PLAN NO 26 AS RECORDED IN LIBER 1308 PAGES 334 THRU 376							
3445	2-007800000	0.00	0.00		0.00	1,751.55	1,751.55
WILDWOOD, WEST -	INMAN MICHAEL G & ROBIN L 547 WILDWOOD AVE JACKSON MI 49201	0.00				0.00	
LOT 6 BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-007900000	0.00	0.00		0.00	4,175.00	4,175.00
WILDWOOD, WEST -	A TO Z PROPERTIES LLC 3100 WEST RD STE 203 EAST LANSING MI 49306	0.00				0.00	
NLY 200 FT OF LOT 7 BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-008000000	0.00	0.00		0.00	3,736.92	3,736.92
WILDWOOD, WEST -	EPIQ PROPERTIES LLC 561 WILDWOOD AVE JACKSON MI 49201	0.00				0.00	
LOT 8 EX THE S 100 FT BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-008100000	0.00	0.00		0.00	3,650.00	3,650.00
WILDWOOD, WEST -	LD PROPERTY LLC 569 WILDWOOD AVE JACKSON MI 49201	0.00				0.00	
LOT BLK 2 ASSESSOR'S WILDWOOD PLAT							

v.1.0 1.15513

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3445	2-008200000	0.00	0.00		0.00	5,324.27	5,324.27
WILDWOOD, WEST -	LD PROPERTY LLC 569 WILDWOOD AVE JACKSON MI 49201	0.00				0.00	
LOT 10 BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-008300000	0.00	0.00		0.00	1,556.94	1,556.94
WILDWOOD, WEST -	GEORGOPOULOS WILLIAM & ROGINA 1104 S HIGBY ST JACKSON MI 49203	0.00				0.00	
LOT 11 BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-008400000	0.00	0.00		0.00	1,581.47	1,581.47
WILDWOOD, WEST -	DEPAULA PATRICIA F PO BOX 444 JACKSON MI 49204	0.00				0.00	
LOT 12 BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-0085.1000	0.00	0.00		0.00	3,487.79	3,487.79
WILDWOOD, WEST -	SPA REAL ESTATE LLC 611 WILDWOOD AVE JACKSON MI 49201	0.00				0.00	
0086, 113.1 BEG AT SW COR LOT 13 BLK 2 TH NLY 33.94 FT TO SW COR LOT 14 TH ELY 43.95 FT TO SE COR LOT 14 TH SWLY ALG E LN OF LOT 14 IF EXTENDED TO S LN LOT 13 TH W ALG S LN LOT 13 TO BEG ALSO LOT 14 ALSO BEG AT NE COR LOT 39 BLK 2 TH S 44 DEG 50' 50" W 66.80 FT TH S 89 DEG 42' 50" W 24.63 FT TO W LN LOT 39 TH N 47.5 FT TO NW COR LOT 39 TH E 71.5 FT TO BEG BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-008500000	0.00	0.00		0.00	4,359.74	4,359.74
WILDWOOD, WEST -	FLEMING JAMES B & ANNE D 607 WILDWOOD AVE JACKSON MI 49201	0.00				0.00	
LOT 13 EX BEG AT THE SW COR OF LOT 13 TH NLY ALG W LN 33.94 FT TO SW COR OF LOT 14 TH ELY 43.95 FT TO SE COR OF LOT 14 TH SW ALG A LN WHICH IS E LN OF LOT 14 PROLONGATED TO N LN OF LOT 40 TH W ALG S LN OF LOT 13 TO POB BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-008700000	0.00	0.00		0.00	575.00	575.00
WILDWOOD, WEST -	PROFESSIONAL VILLAGE PROPERTIES LLC 4848 MCCAIN RD JACKSON MI 49201	0.00				0.00	
LOT 15 BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-008800000	0.00	0.00		0.00	850.00	850.00
WILDWOOD, WEST -	PROFESSIONAL VILLAGE PROPERTIES LLC 4848 MCCAIN RD JACKSON MI 49201	0.00				0.00	
LOT BLK 2 ASSESSOR'S WILDWOOD PLAT							

v.1.0 1.15513

Roll for Year 2023
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3445	2-008900000	0.00	0.00		0.00	850.00	850.00
WILDWOOD, WEST -	PROFESSIONAL VILLAGE PROPERTIES LLC 4848 MCCAIN RD JACKSON MI 49201	0.00				0.00	
0090							
LOT 17 BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-009100000	0.00	0.00		0.00	875.00	875.00
WILDWOOD, WEST -	PROFESSIONAL VILLAGE PROPERTIES LLC 4848 MC CAIN RD JACKSON MI 49201	0.00				0.00	
LOT 18 BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-009200000	0.00	0.00		0.00	875.00	875.00
WILDWOOD, WEST -	PROFESSIONAL VILLAGE PROPERTIES LLC 4848 MCCAIN RD JACKSON MI 49201	0.00				0.00	
LOT 19 BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-009300000	0.00	0.00		0.00	5,745.79	5,745.79
WILDWOOD, WEST -	RICHMOND THOMAS G REVOC LIV TRUST 6001 W MICHIGAN AVE JACKSON MI 49201	0.00				0.00	
0094							
LOTS 20 & 21 BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-009500000	0.00	0.00		0.00	5,364.74	5,364.74
WILDWOOD, WEST -	RICHMOND THOMAS G TRUST 721 WILDWOOD AVE JACKSON MI 49201	0.00				0.00	
0096							
LOT 22 BLK 2 ASSESSOR'S WILDWOOD PLAT							
3445	2-055900000	0.00	0.00		0.00	0.00	0.00
WILDWOOD, WEST -	JACKSON PUBLIC SCHOOLS 522 WILDWOOD AVE JACKSON MI 49201	0.00				0.00	

0560 THRU 0563, 0582 THRU 0589, 0591, 0592, 0593 & 0612 THRU 0619
LAND OWNED AND USED AS ONE PARCEL & DESC AS LOT 1 & S 16 FT OF LOT 2 & ALL OF LOTS 3, 4, 5, 7, 8, 9, 10, 12, 13 & 14 BLK 2 BENNETT & GIBSON'S ADD ALSO A PC OF LAND DESC AS BEG AT THE INTERS OF N LN OF WILDWOOD AVE & THE E LN OF WITHINGTON'S SUB TH N ALG THE E LN OF WITHINGTON'S SUB & OAKLAWN ADD TO SLY LN OF RR R/W TH SELY ALG SD RR R/W TO NE COR OF BENNETT & GIBSON'S ADD TH S ALG THE W LN OF BENNETT & GIBSON'S ADD TO A PT 16.5 FT N OF THE NW COR LOT 11 BLK 2 BENNETT & GIBSON'S ADD TH W 99 FT TH S 82.5 FT TH E 99 FT TO THE SW COR OF LOT 11 TH S TO THE SW COR OF LOT 14 TH W 165 FT TH S PAR O THE W LN OF BENNETT & GIBSON'S ADD TO A PT ON THE N LN OF WILDWOOD ADD TH NWLY ALG NLY LN OF WIL OD AVE 159 FT TO THE POB E 1/2 SW 1/4 SEC 34 T2S R1W

v.1.0 1.15513

Roll for Year 2023
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3445	2-056400000	0.00	0.00		0.00	4,166.41	4,166.41
WILDWOOD, WEST -	SUNDERMANN JAMES D P O BOX 6317 JACKSON MI 49204	0.00				0.00	

BEG AT SW COR OF BLK 2 BENNETT & GIBSON'S ADD TH N ALG W LN OF SD ADD 426.28 FT TH W 165 FT TH S PARA TO W LN OF BENNETT & GIBSON'S ADD TO A PT ON N LN OF WILDWOOD AVE TH SELY ALG NLY LN OF WILDWOOD AVE 178 FT TO BEG E 1/2 SW 1/4 SEC 34 T2S R1W

3445	2-064500000	0.00	0.00		0.00	0.00	0.00
WILDWOOD, WEST -	JACKSON PUBLIC SCHOOLS 522 WILDWOOD AVE JACKSON MI 49201	0.00				0.00	

0643, 0644, 0646, 0647, 0648
LAND OWNED AND USED AS ONE PARCEL AND DESC AS WITHINGTON'S SUB DIV OF PART OF OAKLAWN ADD & LOTS 6 THRU 29 & 35 THRU 42, INCLUSIVE, OF OAKLAWN ADD & THAT PART OF THE SW ¼ OF SEC 34, T2S, R1W DESC AS COM AT A PT ON N LN OF WILDWOOD AVE, 308.2 FT NWLY FROM THE SE COR OF LOT 1, OAKLAWN ADD, TH N 319.7 FT, TH S 89 DEG 50 MIN W 62.5 FT, TH S 12 DEG 15 MIN W 279.1 FT TO NLY LN OF WILDWOOD AVE, TH SELY ALG SD NLY LN 130 FT TO BEG. ALSO THOSE PORTIONS OF VACATED WINTHROP ST, W ST (AKA WOODWARD AVE), A ST, AND GRACE AVE LOCATED IN SAID PLATS.

3445	2-069100000	0.00	0.00		0.00	3,946.98	3,946.98
WILDWOOD, WEST -	PHEBUS JASON J & AMANDA S 305 N WEST AVE JACKSON MI 49201	0.00				0.00	

LAND COM AT INTERS OF NLY LN OF WILDWOOD AVE & E LN OF WEST AVE TH N 85.5 FT TH E ABOUT 75.8 FT TH S PARA WITH E LN OF WEST AVE TO NLY LN OF WILDWOOD AVE TH WLY ALG NLY LN OF WILDWOOD AVE TO POB. EX THAT PART USED FOR ST PURPOSES BEING PART OF LOT 1 BLK 1 CARR & PECK'S ADD

3445	2-069200000	0.00	0.00		0.00	1,988.55	1,988.55
WILDWOOD, WEST -	KUSISTO MICHAEL B & BARBARA J TRUST 8117 STONEY CREEK RD YPSILANTI MI 48197	0.00				0.00	

LAND COM AT PT ON E LN OF WEST AVE 120.5 FT N OF N LN OF WILDWOOD AVE TH E 6 RDS 7.5 FT TH S PARA WITH E LN OF WEST AVE TO NLY LN OF WILDWOOD AVE TH WLY ALG SD NLY LN 33 FT TH N TO PT 35 FT S OF N LN OF PROPERTY HEREIN DESC TH W TO E LN OF WEST AVE TH N 35 FT TO BEG EX N 35 FT THEREOF. BEING PART OF LOTS 1 & 2, BLK 1 CARR & PECK'S ADD

3445	2-069300000	0.00	0.00		0.00	2,177.37	2,177.37
WILDWOOD, WEST -	KUSISTO MICHAEL B & BARBARA J TRUST 8117 STONEY CREEK RD YPSILANTI MI 48197	0.00				0.00	

E 38 FT OF LOT 2 EX N 66 FT BLK 1 CARR PECK'S ADD

3445	2-069500000	0.00	0.00		0.00	726.66	726.66
WILDWOOD, WEST -	ANDREWS JONATHAN 3610 FRANCIS ST JACKSON MI 49203	0.00				0.00	

LOT BLK 1 EX E 35.6 FT CARR & PECK'S ADD

v.1.0 1.15513

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3445	2-0697.1000	0.00	0.00		0.00	6,145.36	6,145.36
WILDWOOD, WEST -	HOPE NETWORK S E 70 LAFAYETTE ST PONTIAC MI 48342	0.00				0.00	

696, 697, 698, 697.1
LOT 4 EX N 18.17 FT ALSO E 35.6 FT OF LOT 3 BLK 1 CARR & PECK'S ADD

3445	2-071500000	0.00	0.00		0.00	778.47	778.47
WILDWOOD, WEST -	SMITH CINDY A P O BOX 7 PARMA MI 49269	0.00				0.00	

LOT 1 BLK 2 & A PARCEL OF LAND DESC AS COM AT NW COR OF LOT 1 BLK 2 TH E 6 RDS TH S 16.43 FT TH S 93 DEG 8' W 39.81 FT TO PT OF INTERS WITH NLY LN OF LOT 2 TH NWLY TO BEG ALSO A PARCEL OF LAND DESC AS COM AT PT ON NLY LN OF WILDWOOD AVE 25 RDS E OF W LN OF SEC 34 T2S R1W TH NLY 8 RDS TO THE POB OF THIS DESC TH S 68 DEG 39' E ALG N LN OF LOT 2 26.20 FT TH S 86 DEG 52' W 24.57 FT TO W LN OF LOT 2 TH NLY ALG W LN OF LOT 2 10.9 FT TO POB BEING A TRIANGULAR PARCEL OF LAND IN NW COR OF LOT 2 BLK 2 CARR & PECK'S ADD

3445	2-071600000	0.00	0.00		0.00	1,273.86	1,273.86
WILDWOOD, WEST -	DAVIS KALINA M 616 WILDWOOD AVE JACKSON MI 49201	0.00				0.00	

LAND BEG ON NLY LN OF WILDWOOD AVE AT SW COR OF LOT 2 TH ELY ALG NLY LN OF SD AVE 54 FT TO PT DISTANT 12 FT WLY MEASURED ALG NLY LN OF SD AVE FROM SE COR OF SD LOT 2 TH NLY IN A STRAIGHT LN TO NE COR OF SD LOT 2 TH N 16.57 FT TH W TO W LN OF SD LOT 2 AT PT DISTANT 10.9 FT S FROM NW COR OF SD LOT TH S ALG W LN OF SD LOT 2 TO BEG BEING PART OF LOT 2 BLK 2 & OTHER LAND CARR & PECK'S ADD

3445	2-0717.1000	0.00	0.00		0.00	1,625.58	1,625.58
WILDWOOD, WEST -	LENNOX JOHN S 612 WILDWOOD AVE JACKSON MI 49201	0.00				0.00	

PART OF LOTS 2 AND 3 OF BLOCK 2, CARR AND PECK'S ADDITION TO THE CITY OF JACKSON, ACCORDING TO THE RECORD PLAT THEREOF, BEING DESCRIBED AS FOLLOWS: COMMENCING AT A FOUND IRON AT THE SOUTHWEST CORNER OF LOT 1 OF SAID PLAT; THENCE SOUTH 68° 40' 32" EAST ALONG THE NORTH LINE OF WILDWOOD AVENUE 94.57 FEET TO A FOUND IRON AND THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE NORTH 04° 59' 35" EAST 128.42 FEET TO THE NORTHEAST CORNER OF SAID LOT 2; THENCE SOUTH 74° 33' 21" EAST 66.18 FEET; THENCE SOUTH 04° 30' 21" WEST 135.60 FEET TO SAID NORTH LINE; THENCE NORTH 68° 51' 20" WEST ALONG SAID NORTH LINE 68.91 FEET TO THE POINT OF BEGINNING.
SPLIT/COMBINED ON 08/30/2016 FROM 2-071700000; INTO 2-0717.1000 AND 2-0718.1000

v.1.0 1.15513

Roll for Year 2023
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3445	2-0718.1000	0.00	0.00		0.00	1,625.58	1,625.58
WILDWOOD, WEST -	HOWLAND TRENT & ALLYSON	0.00				0.00	
	608 WILDWOOD AVE JACKSON MI 49201						

PART OF LOTS 3, 4, 5 AND 6 OF BLOCK 2, CARR AND PECK'S ADDITION TO THE CITY OF JACKSON, ACCORDING TO THE RECORD PLAT THEREOF, BEING DESCRIBED AS FOLLOWS: COMMENCING AT A FOUND IRON AT THE SOUTHWEST CORNER OF LOT 1 OF SAID PLAT; THENCE SOUTH 68° 40' 32" EAST ALONG THE NORTH LINE OF WILDWOOD AVENUE 163.53 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE NORTH 04° 30' 21" EAST 135.60 FEET; THENCE NORTH 74° 33' 21" WEST 66.18 FEET; THENCE NORTH 00° 07' 39" EAST 141.05 FEET; THENCE NORTH 89° 34' 29" EAST 66.00 FEET; THENCE SOUTH 00° 07' 23" WEST 130.87 FEET; THENCE NORTH 89° 34' 29" EAST 66.00 FEET; THENCE SOUTH 04° 26' 20" WEST 189.51 FEET TO SAID NORTH LINE; THENCE NORTH 68° 45' 05" WEST ALONG SAID NORTH LINE 68.91 FEET TO THE POINT OF BEGINNING.
SPLIT/COMBINED ON 08/30/2016 FROM 2-071800000 AND 2-071700000

3445	2-071900000	0.00	0.00		0.00	8,408.07	8,408.07
WILDWOOD, WEST -	D & P 2004 LLC	0.00				0.00	
	4400 FARWELL LAKE RD HORTON MI 49246						

0720.1, 0721.1
LAND COM AT A PT ON NLY LN OF WILDWOOD AVE 36 RDS E OF W LN OF SEC 34 T2S R1W FOR POB TH SELY ON NLY LN OF SD AVE 9 RDS TO W LN OF EDWARD AVE TH N ON W LN OF EDWARD AVE 276 FT TH W 189.3 FT TH S 38.9 FT TH ELY TO A PT ON E LN OF LOT 4 AND 226.5 FT N OF LN OF WILDWOOD AVE MEASURED ALG E LN OF SD LOT 4 TH SWLY TO BEG BEING A PART OF LOTS 4 & 5 BLK 2 CARR & PECK'S ADD

Total Parcels: 67		0.00	0.00		0.00	130,542.60	130,542.60
		0.00				0.00	

v.1.0 1.15513

JACKSON
Founded 1829

City Clerk's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4025

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Andrea Muray, City Clerk

DATE: June 13, 2023

SUBJECT: Confirmation of Special Assessment Roll No. 3446.

RECOMMENDATION:

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

A. Public Hearing on Special Assessment Roll No. 3446 for street reconstruction on Wisner Street from Wildwood Avenue to Ganson Street.

1. Resolution confirming Roll No. 3446

ADJOURN AS A BOARD OF REVIEW AND RECONVENE AS CITY COUNCIL

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

Attached is the resolution.

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

C: Jonathan Greene, City Manager

RESOLUTION
STREET RECONSTRUCTION ON WISNER STREET

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning street reconstruction on Wisner Street, from Wildwood Avenue to Ganson Street which assessments were by him placed on Assessment Roll No. 3446 in the amount of $122,891.30 and reported to the City Council as its meeting held on the 13th day of June, 2023; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday June 13, 2023, at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said special assessment as contained in said roll; and

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

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

BE IT FURTHER RESOLVED that each and all of the special assessments contained in Roll No. 3446 shall be divided into 10 equal installments, the first of which shall be payable by the first summer tax bill following the date of the confirmation without interest charge; and the remaining installments, plus a 2.85% annual interest charge on each installment, shall be due annually each subsequent year at the same times with the same installments as the summer tax bill until each of the special assessments has been paid in full; provided, however, that in the event the City issues bonds in anticipation of special assessments, the unpaid balance of said special assessments shall, in accordance with Section 22-9 of the Jackson City Code of Ordinances, bear a rate of interest which may not be in excess of six percent (6%) per annum, or one percent (1%) above the average interest cost of said special assessment bonds.

BE IT FURTHER RESOLVED that the unpaid balance of any special assessment, including pro rata interest charges, may be paid in full at any time and that each and any special assessment may be paid without interest if payment in full by the first summer tax bill following the date of confirmation.

* * * * *

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

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 13th day of June, 2023.

IN WITNESS WHEREOF, I have affixed my signature and the Seal of the City of Jackson, Michigan, on this 14th day of June 2023.

_____
Andrea Muray, City Clerk

CITY OF JACKSON
Founded 1829

City Assessor's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4033 • Facsimile: (866) 902-7891

May 31, 2023

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

Please place on the agenda for Tuesday, June 13, 2023, the following special assessment roll(s), setting a public hearing for **Tuesday, June 13, 2023**:

ROLL NUMBER	ROLL PURPOSE	AMOUNT ASSESSED	INSTALLMENTS
3446	Reconstruct Wisner, Wildwood to Ganson	$122,891.30	10

The above special assessment roll(s) will be confirmed by the City Council on said Tuesday, June 13, 2023.

Sincerely,

Deborah Koehn
Senior Appraiser

Copy: City Manager's Office, Engineering, Water Department, Public Works, NEO, Finance, File

Roll for Year 2023
Population: Special Assessment District (3446)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
3446	2-0875.1000	0.00	0.00		0.00	3,631.00	3,631.00
WISNER, WILDWOOD	CONSUMERS ENERGY CO ONE ENERGY PLAZA JACKSON MI 49201	0.00				0.00	
	LAND COM ON E LN OF WISNER ST AT INTERS WITH SLY LN OF MCRR CO R/W TH S ALG E LN OF N WISNER ST 50 FT TH E AT R/A TO WISNER ST 147.2 FT TO W LN OF LOT 8 DEAN'S SUB DIV TH N ALG W LN OF SD LOT 68.7 FT TO SLY LN OF SD RR R/W TH WLY ALG SLY LN OF SD RR R/W 148.5 FT TO BEG. EX THE E 50 FT THEREOF. NE 1/4 SE 1/4 SEC 33 T2S R1W						
3446	2-0875.2000	0.00	0.00		0.00	6,535.80	6,535.80
WISNER, WILDWOOD	BULLINGER PROPERTIES LLC 4083 SPRING ARBOR RD JACKSON MI 49201	0.00				0.00	
	LAND COM ON NLY LN OF WILDWOOD AVE AT INTERS WITH ELY LN OF WISNER ST TH N 90 FT TH E AT R/A TO WISNER ST 146.95 FT TO W LN OF DEAN'S SUB DIV TH S 154.55 FT TO NLY LN OF WILDWOOD AVE TH WLY ALG SD NLY LN OF WILDWOOD AVE 152.3 FT TO POB NE 1/4 SE 1/4 SEC 33 T2S R1W						
3446	2-0875.3000	0.00	0.00		0.00	11,038.24	11,038.24
WISNER, WILDWOOD	MICH MILITARY HERITAGE MUSEUM 311 N WISNER ST JACKSON MI 49202	0.00				0.00	
	COM AT A PT ON E LN OF WISNER ST 90 FT N OF INTERS OF E LN OF WISNER ST & NLY LN OF WILDWOOD AVE TH N 152 FT ALG E LN OF WISNER ST TH E 147.08 FT AT R/A WITH WISNER ST TO W LN OF DEAN'S SUB DIV TH S 152 FT ALG W LN OF SD DEAN'S SUB DIV TH W 147.04 TO POB NE 1/4 SE 1/4 SEC 33 T2S R1W						
3446	2-0875.4000	0.00	0.00		0.00	10,602.52	10,602.52
WISNER, WILDWOOD	RJ FLIPS LLC 8601 S JACKSON RD CEMENT CITY MI 49233	0.00				0.00	
	COM AT A PT ON E LN OF WISNER ST 242 FT N OF INTERS OF E LN OF WISNER ST & NLY LN OF WILDWOOD AVE TH N 146 FT ALG E LN OF WISNER ST TH E 147.8 FT AT R/A WITH WISNER ST TO W LN OF DEAN'S SUB DIV TH S 146 FT ALG W LN OF SD DEAN'S SUB DIV TH WLY TO POB NE 1/4 SE 1/4 SEC 33 T2S R1W						
3446	2-087500000	0.00	0.00		0.00	11,266.99	11,266.99
WISNER, WILDWOOD	ALRO STEEL CORP PO BOX 927 JACKSON MI 49204	0.00				0.00	
	COM AT A PT ON E LN OF WISNER ST 535 FT N OF INTERS OF E LN OF WISNER ST & NLY LN OF WILDWOOD AVE TH E 97.2 FT TH N TO S LN OF RR ROW THE ELY ALONG RR ROW TO W LN OF DEAN'S SUB DIV TH S 215.7 FT TH W 147.8 FT TO E LN OF WISNER ST TH N 147 FT TO POB NE 1/4 SE 1/4 SEC 33 T2S R1W						
3446	2-087600000	0.00	0.00		0.00	4,600.00	4,600.00
WISNER, WILDWOOD	ROTHBURY PLACE JACKSON LLC 4833 LANSING AVE JACKSON MI 49201	0.00				0.00	
	LOT TRUMBULL'S ADD						

v.1.0 1.15513

Roll for Year 2023
Population: Special Assessment District (3446)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
3446	2-087700000	0.00	0.00		0.00	3,631.00	3,631.00
WISNER, WILDWOOD	JHS PROPERTIES LLC 350 N WISNER ST JACKSON MI 49202	0.00				0.00	
LOT 2 TRUMBULL'S ADD							
3446	2-087800000	0.00	0.00		0.00	7,262.00	7,262.00
WISNER, WILDWOOD	JHS PROPERTIES LLC 350 N WISNER ST JACKSON MI 49202	0.00				0.00	
0789 LOTS 3 & 4 TRUMBULL'S ADD							
3446	2-088100000	0.00	0.00		0.00	10,893.00	10,893.00
WISNER, WILDWOOD	RJD PROPERTIES INC 4238 SPRINGBROOK RD JACKSON MI 49201	0.00				0.00	
0880, 0882 ALL OF LOTS 5 & 6 AND LOT 7 EX S 9.7 FT TRUMBULL'S ADD							
3446	2-088300000	0.00	0.00		0.00	907.50	907.50
WISNER, WILDWOOD	WILLARD GENE & RUTH 308 N WISNER ST JACKSON MI 49202	0.00				0.00	
S 9.7 FT OF E 101 FT OF LOT 7 & N 40.3 FT OF LOTS 8 & 9 TRUMBULL'S ADD							
3446	2-088400000	0.00	0.00		0.00	9,675.88	9,675.88
WISNER, WILDWOOD	PEARSON RUTH M 1202 WILDWOOD AVE JACKSON MI 49202	0.00				0.00	
LOT 8 EX N 40.3 FT ALSO EX BEG AT A PT ON W LN OF WISNER ST 8 FT N OF SE COR OF LOT 8 TH S 8 FT TH W 8 FT ALG WILDWOOD AVE TH NELY 8.9 FT M/L TO BEG TRUMBULL'S ADD							
3446	2-1172.1000	0.00	0.00		0.00	26,397.37	26,397.37
WISNER, WILDWOOD	FAMILY VIDEO MOVIE CLUB INC 2701 W LAWRENCE AVE STE 100 SPRINGFIELD IL 62704	0.00				0.00	
1172, 1173, 1174, 1175, 1176, 1177, 1178 LAND COM AT INTERS OF E LN OF WISNER ST WITH S LN OF GANSON ST TH E 169 FT TH S 231.25 FT, TH ELY 74.35 FT, TH SLY PARA WITH E LN OF WISNER ST TO NLY LN OF RR R/W TH WLY ALG SD R/W TO E LN OF WISNER ST TH NLY ON E LN OF WISNER ST TO POB NE 1/4 SE 1/4 SEC 33 T2S R1W						
3446	2-121700000	0.00	0.00		0.00	16,450.00	16,450.00
WISNER, WILDWOOD	KELSEY HAYES CO 12001 TECH CENTER DR LIVONIA MI 48150	0.00				0.00	
COM NE COR OF W 1/2 SE 1/4 SEC 33 T2S R1W TH W ON E/W 1/4 LN TO CENTER OF SD SEC TH S ON N/S 1/4 POS N TO CENTER OF TERRITORIAL RD TH SE ALG CENTER OF TERRITORIAL RD TO N LN OF MCRR CO LAND TH NEL O 1/8 LN OF W 1/2 OF SE 1/4 SD SEC TH N ON LN OF LOTS TO BEG EX RIGHT OF THE PUBLIC IN WISNER & G ON STREETS SEE C C RESO 4/17/51 L 543 P 107 & PARTS OF MCRR R/W NW 1/4 SE 1/4 SEC 33 T2S R1W						

Roll for Year 2023
Population: Special Assessment District (3446)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
Total Parcels: 13		0.00 0.00	0.00		0.00	122,891.30 0.00	122,891.30

v.1.0 1.15513

JACKSON
Founded 1829

City of Jackson, Michigan
Financial Statements

As of and For the Ten Months Ended April 30, 2023

Preliminary/Unaudited

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City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the Ten Months Ended April 30, 2023
(Prepared on the Adopted Budget-Basis)
Preliminary/Unaudited

Function	Department	2022/23 Budget Original	2022/23 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
General Government :								
101-101	City Council	114,696	114,696	8,394	97,087	84.65%	17,609	
101-103	Charter Review Committee	2,500	2,500	0	0	0.00%	2,500	
101-172	City Manager	474,901	474,901	4,000	383,637	80.78%	91,264	
101-191	Finance	587,942	587,942	41,519	435,962	74.15%	151,980	
101-215	City Clerk	331,401	331,401	23,974	250,967	75.73%	80,434	
101-228	Management Info. Services	448,021	448,021	8,961	310,430	69.29%	137,591	
101-233	Purchasing	130,276	130,276	5,854	99,051	76.03%	31,225	
101-253	City Treasurer	413,354	413,354	29,151	304,356	73.63%	108,998	
101-254	City Income Tax	235,063	235,063	15,404	144,544	61.49%	90,519	
101-257	City Assessor	544,375	544,375	38,734	349,257	64.16%	195,118	
101-262	City Clerk-Elections	114,367	114,367	12,073	95,812	83.78%	18,555	
101-265	City Hall & Grounds	431,258	431,258	80,372	396,149	91.86%	35,109	
101-266	City Attorney	731,548	731,548	59,688	569,680	77.87%	161,868	
101-270	Personnel	645,907	645,907	8,163	384,139	59.47%	261,768	
101-278	Unallocated	879,799	879,799	48,434	574,345	65.28%	305,454	
		6,085,408	**6,085,408**	**384,721**	**4,395,416**	**72.23%**	**1,689,992**	
Judicial:								
101-299	Admin. Hearings Bureau	199,201	199,201	40,193	179,942	90.33%	19,259	
		199,201	**199,201**	**40,193**	**179,942**	**90.33%**	**19,259**	
Public Safety:								
101-301	Police	11,454,098	11,454,098	855,936	8,961,033	78.23%	2,493,065	
101-311	OSHP Grant	0	0	0	6,064	N/A	(6,064)	***Note 2***
101-320	Consortium Training	15,750	15,750	407	10,754	68.28%	4,996	
101-321	In Service Training	3,185	3,185	3,646	6,341	199.09%	(3,156)	***Note 2***
101-340	Fire Suppression	5,709,356	5,709,356	447,974	5,436,638	95.22%	272,718	
101-350	Public Safety - Unallocated	2,107,885	2,107,885	171,168	1,647,041	78.14%	460,844	
		19,290,274	**19,290,274**	**1,479,131**	**16,067,871**	**83.30%**	**3,222,403**	
Public Works :								
101-442	Forestry	658,542	658,542	48,568	662,848	100.65%	(4,306)	***Note 2***
101-444	Sidewalk Construction	55,707	55,707	421	34,076	61.17%	21,631	
101-445	Drains at Large	78,779	78,779	0	68,805	87.34%	9,974	
101-450	Street Lighting	601,899	601,899	44,452	406,140	67.48%	195,759	
101-455	Weed Control	103,918	103,918	5,661	53,176	51.17%	50,742	
101-465	Grounds Maintenance	467,230	467,230	3,906	324,258	69.40%	142,972	
101-567	Cemeteries	358,075	358,075	16,629	230,707	64.43%	127,368	
101-571	Tax Property Maintenance	226,695	226,695	5,824	133,394	58.84%	93,301	
101-572	Civic Affairs	107,802	107,802	3,595	52,847	49.02%	54,955	
		2,658,647	**2,658,647**	**129,056**	**1,966,251**	**73.96%**	**692,396**	
Community & Economic Development:								
101-701	Planning	234,974	234,974	17,924	182,540	77.69%	52,434	
101-728	Economic Development	132,400	132,400	4,329	119,313	90.12%	13,087	
		367,374	**367,374**	**22,253**	**301,853**	**82.17%**	**65,521**	

(Continued -)

City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the Ten Months Ended April 30, 2023
(Prepared on the Adopted Budget-Basis)

- Continued -

Function	Department	2022/23 Budget Original	2022/23 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
Recreation & Culture :								
101-752	Parks, Rec. & Grnds. Admin.	305,867	305,867	25,845	265,960	86.95%	39,907	
101-758	Lt. Nixon Memorial Pool	100,476	100,476	1,173	85,546	85.14%	14,930	
101-771	Parks & Facilities Maintenance	836,134	836,134	246,533	895,138	107.06%	(59,004)	***Note 2***
101-803	Historical District	12,790	12,790	901	9,279	72.55%	3,511	
101-806	Diversity, Equity & Inclusion	306,235	306,235	40,962	238,266	77.80%	67,969	
		1,561,502	**1,561,502**	**315,414**	**1,494,189**	**95.69%**	**67,313**	
Contributions to Other Funds:								
101-965	Contributions to Other Funds	**293,429**	**293,429**	**0**	**22,474**	**7.66%**	**270,955**	
	Total General Fund Expenditures	**30,455,835**	**30,455,835**	**2,370,768**	**24,427,996**	**80.21%**	**6,027,839**	
Funds Consolidated with the General Fund for Financial Reporting Purposes:								
102	**Budget Stabilization**	**25,000**	**25,000**	**0**	**0**	**0.00%**	**25,000**	

City of Jackson
All Other Funds - Expenditure Summary
As of and For the Ten Months Ended April 30, 2023
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund Type/Fund Name		2022/23 Budget Original	2022/23 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
Permanent Funds :								
151	Cemetery Perpetual Maint.	5,000	5,000	0	0	0.00%	5,000	
155	Ella W. Sharp Endowment	23,850	23,850	0	0	0.00%	23,850	
160	Lloyd E. Mount Endowment	7,000	7,000	0	0	0.00%	7,000	
Special Revenue Funds :								
202	Major Street	24,731,248	24,731,248	431,234	6,451,168	26.09%	18,280,080	
203	Local Street	3,898,044	3,898,044	34,503	955,605	24.51%	2,942,439	
208	Ella W. Sharp Park Operating	986,741	986,741	60,789	706,958	71.65%	279,783	
218	Affordable Housing	3,250,000	3,250,000	181,013	569,826	17.53%	2,680,174	
245	Public Improvement	1,027,676	1,027,676	0	174,820	17.01%	852,856	
246	Cortland St. Redev. Project	2,520,493	2,520,493	2,140	23,349	0.93%	2,497,144	
249	Building Department	597,332	597,332	24,416	493,558	82.63%	103,774	
251	Housing Code Enforcement	1,156,790	1,156,790	199,580	951,137	82.22%	205,653	
252	Building Demolitions	406,815	406,815	70	90,176	22.17%	316,639	
265	Drug Law Enforcement	16,702	16,702	0	9,781	58.56%	6,921	
272	SAFER Grant	524,760	524,760	0	273,333	52.09%	251,427	
273	Project Safe Neighborhoods	120,969	120,969	9,585	67,573	55.86%	53,396	
275	Byrne/JAG Programs	0	49,361	0	43,614	N/A	5,747	
279	American Rescue Plan Act	200,000	200,000	21,255	66,283	33.14%	133,717	
296	Recreation Activity	206,248	206,248	3,304	217,490	105.45%	(11,242)	***Note 2***
297	Recreation Millage Program	657,274	657,274	53,100	592,245	90.11%	65,029	
Debt Service Funds :								
308	2020 Capital Improvement D/S	223,702	223,702	0	16,851	7.53%	206,851	
352	2017 Mich. Trans. Fund D/S	761,890	761,890	0	73,445	9.64%	688,445	
367	2021 City Hall Refunding D/S	729,581	729,581	711,290	729,581	100.00%	0	
385	2016 Capital Improvement D/S	144,087	144,087	0	144,087	100.00%	0	
386	2018 Capital Improvement D/S	1,410,000	1,410,000	0	292,250	20.73%	1,117,750	
389	2017 BRA TIF Refunding D/S	420,556	420,556	0	107,778	25.63%	312,778	
391	2021 BRA TIF Refunding D/S	772,512	772,512	0	32,256	4.18%	740,256	
394	2001 DDA TIF D/S	2,735,750	2,735,750	0	0	0.00%	2,735,750	
395	2019 DDA TIF Refunding D/S	209,573	209,573	0	84,787	40.46%	124,786	
Capital Projects Funds :								
401	Capital Projects	1,955,898	1,955,898	120,135	334,816	17.12%	1,621,082	
402	Water Equip. and Replacemt.	9,825,900	9,825,900	211,541	2,080,532	21.17%	7,745,368	
403	Lead Service Line Replacement	1,661,966	1,661,966	42,441	131,638	7.92%	1,530,328	
404	Sanitary Sewer Maint.	399,931	399,931	11,568	257,987	64.51%	141,944	
405	Sanitary Sewer Replacement	1,902,121	1,902,121	29,036	282,712	14.86%	1,619,409	
406	Wastewater Equip. Replacemt.	17,594,940	17,594,940	42,731	967,280	5.50%	16,627,660	
407	2022 Sewer Sys. Project Const.	0	0	443,295	712,406	N/A	(712,406)	***Note 2***
488	MLK Corridor Improvemt. Authority	10,000	10,000	0	66,540	665.40%	(56,540)	***Note 2***
489	Brownfield Redevelopmt. Auth.	1,450,079	1,450,079	23,671	343,411	23.68%	1,106,668	
494	DDA Project	2,947,323	2,947,323	0	84,787	2.88%	2,862,536	

(Continued -)

City of Jackson
All Other Funds - Expenditure Summary
As of and For the Ten Months Ended April 30, 2023
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund Type/Fund Name		2022/23 Budget Original	2022/23 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
Enterprise Funds :								
514	Auto Parking System	247,011	247,011	0	64,693	26.19%	182,318	
518	Parking Assessment	303,267	303,267	19,467	201,318	66.38%	101,949	
519	Cooper/Francis Parking Deck	283,775	283,775	2,798	41,090	14.48%	242,685	
590	Sewer	18,162,790	18,162,790	439,262	5,571,328	30.67%	12,591,462	
591	Water	19,257,736	19,257,736	874,749	9,882,747	51.32%	9,374,989	
Internal Service Funds :								
641	Public Works Administration	477,472	477,472	53,565	298,640	62.55%	178,832	
642	Engineering Administration	328,453	328,453	14,455	215,267	65.54%	113,186	
643	Local Site Remed. Revolving	20,000	20,000	0	22,500	112.50%	(2,500)	***Note 2***
661	Motor Pool and Garage	2,881,943	2,881,943	336,381	1,744,688	60.54%	1,137,255	
676	Workers' Compensation	183,900	183,900	31,869	299,896	163.08%	(115,996)	***Note 2***
677	Self-Insured Health Care	5,680,600	5,680,600	393,042	4,543,523	79.98%	1,137,077	
Trust & Agency Funds :								
703	County & School Tax Collection	65,000	65,000	0	0	0.00%	65,000	
731	Employees' Retirement System	4,220,000	4,220,000	298,672	3,242,205	76.83%	977,795	
732	Policemen's/Firemen's Pension	548,000	548,000	42,228	444,154	81.05%	103,846	
734	Police./Fire. Pension-345	7,640,000	7,640,000	481,785	4,336,123	56.76%	3,303,877	
736	Public Employee Health Care	10,000	10,000	0	6,222	62.22%	3,778	
Special Assessment Funds :								
852	2020 Special Assessment D/S	161,335	161,335	0	161,288	99.97%	47	
895	Special Assessment	2,055,241	2,055,241	0	441,290	21.47%	1,613,951	

City of Jackson
All Funds - Revenue Summary
As of and For the Ten Months Ended April 30, 2023
(Prepared on the Adopted Budget-Basis)

Fund/Fund Name		2022/23 Budget Original	2022/23 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Collected
General Fund :						
Property Taxes		10,423,356	10,423,356	52,566	10,027,484	96.20%
Income Taxes		10,500,000	10,500,000	2,505,850	10,518,088	100.17%
State Revenue Sharing		5,028,914	5,028,914	819,788	3,657,606	72.73%
Licenses & Permits		367,025	367,025	9,452	220,841	60.17%
Federal Grants		1,346,427	1,346,427	217,017	972,064	72.20%
State Grants		3,185	3,185	7,293	8,607	270.24%
Charges For Goods & Services		1,294,072	1,294,072	51,850	344,790	26.64%
Fines & Forfeits		377,094	377,094	26,541	372,789	98.86%
Investment Income		115,000	115,000	86,987	284,400	247.30%
Contributions From Other Funds		120,000	120,000	1,499	16,752	13.96%
Contributions From Local Units		12,500	12,500	0	16,945	135.56%
Miscellaneous		225,323	225,323	158,397	455,753	202.27%
Total General Fund Revenues		29,812,896	29,812,896	3,937,240	26,896,119	90.22%
Funds Consolidated with the General Fund for Financial Reporting Purposes:						
102	**Budget Stabilization**	**25,000**	**25,000**	**5,413**	**14,892**	**59.57%**
Permanent Funds :						
151	Cemetery Perpetual Maint.	37,000	37,000	2,264	27,872	75.33%
155	Ella W. Sharp Endowment	23,850	23,850	0	0	0.00%
160	Lloyd E. Mount Endowment	7,000	7,000	0	0	0.00%
Special Revenue Funds :						
202	Major Street	24,253,509	24,253,509	556,998	5,778,354	23.82%
203	Local Street	2,889,376	2,889,376	109,297	1,087,789	37.65%
208	Ella W. Sharp Park Operating	921,600	921,600	64,217	462,504	50.18%
213	Opiod Settlement Fund	0	0	0	118,176	N/A
218	Affordable Housing	3,250,000	3,250,000	261,574	388,813	11.96%
245	Public Improvement	1,269,500	1,269,500	13,010	1,197,963	94.36%
246	Cortland St. Redev. Project	2,500,000	2,500,000	3,204	3,585	0.14%
249	Building Department	497,500	497,500	57,170	432,164	86.87%
251	Housing Code Enforcement	1,157,500	1,157,500	101,767	1,534,088	132.53%
252	Building Demolitions	407,465	407,465	855	108,592	26.65%
265	Drug Law Enforcement	15,610	15,610	233	2,318	14.85%
272	SAFER Grant	524,760	524,760	0	218,379	41.62%
273	Project Safe Neighborhood	120,969	120,969	27,569	67,572	55.86%
275	Byrne/JAG Programs	0	49,361	0	43,469	88.06%
279	American Rescue Plan Act	200,000	200,000	22,110	45,028	22.51%
296	Recreation Activity	208,000	208,000	59,659	231,135	111.12%
297	Recreation Millage Program	676,000	676,000	1,321	305,046	45.13%
Debt Service Funds :						
308	2020 Capital Improvement D/S	223,702	223,702	0	16,851	7.53%
352	2017 Mich. Trans. Fund D/S	761,890	761,890	0	73,445	9.64%
367	2021 City Hall Refunding D/S	668,000	668,000	6,901	670,420	100.36%
385	2016 Capital Improvement D/S	144,087	144,087	0	144,087	100.00%

(Continued-)

City of Jackson
All Funds - Revenue Summary
As of and For the Ten Months Ended April 30, 2023
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund/Fund Name		2022/23 Budget Original	2022/23 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Collected	
Debt Service Funds (Continued) :							
386	2018 Capital Improvement D/S	1,410,000	1,410,000	0	292,250	20.73%	
389	2017 BRA TIF Refunding D/S	420,556	420,556	0	107,778	25.63%	
391	2021 BRA TIF Refunding D/S	772,512	772,512	0	32,256	4.18%	
394	2001 DDA TIF D/S	2,735,750	2,735,750	0	0	0.00%	
395	2019 DDA TIF Refunding D/S	209,573	209,573	0	84,787	40.46%	
Capital Projects Funds :							
401	Capital Projects	1,956,398	1,956,398	0	569	0.03%	
402	Water Equip. and Replacemt.	7,808,191	7,808,191	742,764	4,486,777	57.46%	
403	Lead Service Line Replacement	2,637,759	2,637,759	102,635	936,739	35.51%	
404	Sanitary Sewer Maintenance	399,931	399,931	11,568	257,987	64.51%	
405	Sanitary Sewer Replacement	672,950	672,950	78,366	616,523	91.61%	
406	Wastewater Equip. Replacemt.	16,095,054	16,095,054	205,699	1,560,431	9.70%	
407	2022 Sewer Sys. Project Const.	0	0	0	539,395	N/A	***Note 2***
488	MLK Corridor Improvemt. Authority	10,000	10,000	0	2,075	20.75%	
489	Brownfield Redevelopmt. Auth.	1,559,350	1,559,350	8,817	27,295	1.75%	
494	DDA Project	3,405,000	3,405,000	47,487	1,779,911	52.27%	
Enterprise Funds :							
514	Auto Parking System	93,743	93,743	949	4,849	5.17%	
518	Parking Assessment	221,288	221,288	11,261	270,667	122.31%	
519	Cooper/Francis Parking Deck	11,050	11,050	4,070	18,751	169.69%	
590	Sewer	6,949,219	6,949,219	591,353	5,614,951	80.80%	
591	Water	15,234,895	15,234,895	1,245,684	10,346,181	67.91%	
Internal Service Funds :							
641	Public Works Administration	399,794	399,794	26,476	290,121	72.57%	
642	Engineering Administration	265,891	265,891	25,041	227,057	85.39%	
643	Local Site Remed. Revolving	67,950	67,950	1,532	12,057	17.74%	
661	Motor Pool and Garage	2,823,832	2,823,832	603,918	1,952,635	69.15%	
676	Workers' Compensation	185,000	185,000	14,337	125,024	67.58%	
677	Self-Insured Health Care	5,940,600	5,940,600	381,649	4,055,857	68.27%	
Trust & Agency Funds :							
703	County & School Tax Collection	65,000	65,000	11,929	75,421	116.03%	
731	Employees' Retirement System	6,040,000	6,040,000	257,476	4,765,212	78.89%	
732	Policemen's/Firemen's Pension	561,185	561,185	31,060	501,121	89.30%	
734	Police./Fire. Pension-345	9,629,911	9,629,911	997,175	9,058,691	94.07%	
736	Public Employees Health Care	230,000	230,000	0	298,029	129.58%	
Special Assessment Funds :							
852	2020 Special Assessment D/S	161,335	161,335	0	161,288	99.97%	
895	Special Assessment	2,055,241	2,055,241	6,557	297,220	14.46%	

City of Jackson
Notes to Revenue & Expenditure Summaries
As of and For the Ten Months Ended April 30, 2023
(Prepared on the Adopted Budget-Basis)

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

Note 2: **A Budget Amendment is pending to correct this variance.**

ENVIRONMENTAL COMMISSION 04-19-23 MEETING

MINUTES (APPROVED 05-17-23)

Date: Wednesday, April 19, 2023

Time: 6:00 pm

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

I. **Call to Order** *Chairperson Kazmier called the meeting to order at 6:03 pm.*

II. Roll Call

Present: *Commissioner Jane Flores*
Commissioner Jacob Inosencio
Commissioner Kelli Kazmier (Chair)
Commissioner Conner Wood

Absent: *Commissioner Will Forgrave (Sixth Ward Councilmember)*
Commissioner Kelsey Heck Wood
Commissioner Kevin Lund

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

Also Present: *Andrew Johnson (appointed to Commission for a term to commence 06-01-23)*

III. Adoption of the Agenda

Motion made by Commissioner Wood and seconded by Commissioner Flores to approve the agenda as presented approved unanimously.

IV. Approval of 03-15-23 meeting minutes

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

V. New Business

a) *Mayor's Request for Development of a Sustainability Plan*

Commissioner Kazmier related that the Mayor has communicated to her a request that the Environmental Commission meet with Dr. Blakespoor from Jackson College and work to develop a Sustainability Plan. She related that the Mayor requested that an ad hoc committee be formed to accomplish plan development within 90 days.

Commissioner Kazmier related that Dr. Blakespoor has been invited to attend the May commission meeting to advise the commission in Sustainability Plan development.

Commissioner Kazmier related that the Mayor would like a Sustainability Plan that is separate from the Environmental Action Plan (EAP) for consideration and approval by the City Council. She stated that she will communicate with the Mayor to get clarification and direction regarding the Sustainability Plan request and the 90 day time frame to meet the request.

Commissioner Inosencio suggested that an understanding of the time frame for goals is needed – perhaps goals should be set for one year out, three years out and five years out.

Commissioner Inosencio, Commissioner Flores volunteered for the ad hoc committee. Mr. Johnson will join the ad hoc committee once his term commences.

Commissioner Inosencio volunteered, as a member of the ad hoc committee, to communicate with directly with the Mayor rather than through Commissioner Kazmier.

Commissioner Kazmier suggested using language from the EAP and organizing applicable sections of the EAP to conform to the format suggested by the Mayor.

It was determined that the ad hoc committee with generate a plan for review and consideration by the Environmental Commission as a whole.

Commissioner Kazmier inquired about the goals contained with the final deliverable. Commissioner Inosencio replied that he will inquire of the Mayor in a kickoff meeting. Commissioner Flores stated that she would like to attend the kickoff meeting.

VI. Old Business

None.

VII. 2023 Priority Issues

a) Urban Forestry

The 2019 Tree Canopy Cover Map was reviewed and the current tree related ordinances were discussed. Links to the related ordinances as follows:

- Chapter 26 (Vegetation), Article II, Regulation of Trees on Public Property
- Chapter 26 (Vegetation), Article III, Regulation of Trees et al on Private Property
  https://library.municode.com/mi/jackson/codes/code_of_ordinances?nodeId=PTIICOOR_CH26VE
- Chapter 28 (Zoning), Article IV, Site Design Standards, Section 105, Landscaping Standards
  https://library.municode.com/mi/jackson/codes/code_of_ordinances?nodeId=PTIICOOR_CH28ZO_ARTIVSIBUDEST_S28-105LAST
- Chapter 28 (Zoning), Article IV, Site Design Standards, Section 110, Environmental Protection Standards
  https://library.municode.com/mi/jackson/codes/code_of_ordinances?nodeId=PTIICOOR_CH28ZO_ARTIVSIBUDEST_S28-110ENPRST

Commission Wood inquired how the level of tree canopy coverage rates.

Commissioner Inosencio replied that 40 percent coverage is a standard for forested states like Michigan. He explained that lower income neighborhoods typically have less tree coverage than higher income neighborhoods.

Commissioner Inosencio suggested that current conditions are a baseline that can be used to set goals and measure against. He suggested that perhaps 40 to 60 percent would be a reasonable goal.

Commissioner Inosencio suggested that an inventory that catalogs tree types and ages would be useful. He suggested that this would be a good project for a grad student. He volunteered to reach out to local universities. There was a consensus of support.

Commissioner Kazmier suggested that Dr. Blakespoor may be a resource and may have connections with other academics.

Commissioner Kazmier then inquired about next steps.

Commissioner Inosencio suggested that an inquiry be made of the City Manager as to if resources will be allocated for an arborist.

Commissioner Kazmier inquired if the Commission wants to evaluate the tree related aspects of existing ordinances.

Commissioner Inosencio suggested that a review of existing ordinances could be part of the land use portion of the Sustainability Plan.

Commissioner Kazmier inquired if the suggestion is to work on the Sustainability Plan first and then Urban Forestry after.

Commissioner Inosencio replied in the affirmative.

Commissioner Kazmier then summarized the discussion – the plan is to move forward on the Sustainability Plan first and then use that plan to push for action on bringing a forester onboard, set realistic forestry goals and pursue Tree City designation.

Commissioner Inosencio then informed the Commission that the Mayor will be attending an Arbor Day tree planting ceremony.

Commissioner Inosencio made a motion that the Environmental Commission host the Arbor Day celebration and authorize Commissioner Inosencio to organize the celebration on behalf of the commission. Motion was seconded by Commissioner Flores and approved unanimously.

b) *Land Use and Pollinators*

Commissioner Kazmier related that John Haynes from the Dahlem Center suggested to her that the Commission and the Dahlem Center collaborate to pursue Bee City USA designation and to promote No Mow May activities. Commissioner Kazmier invited Mr. Haynes to attend the May commission meeting.

Commissioner Wood related his intention to bring to the next commission meeting five land use and zoning ideas to address future challenges.

Commissioner Kazmier recalled that the use of existing vacant lots to create pollinator opportunities was discussed at the last meeting the City Manager. She then inquired as to next steps.

Commissioner Inosencio related that Grow Jackson is capable of planting but money is needed to purchase seed. A primary need is to determine what lots can be used for planting.

Commissioner Kazmier will inquire of the City Manager about lots for planting and it funds are available.

It was suggested that a grant could be administered by People for the Parks and Trails.

Commissioner Kazmier volunteered to investigate grant opportunities.

Commissioner Inosencio stated that the City can provide and deliver mulch.

Commissioner Kazmier related that the Dahlem Center is expanding its bee program and may be a good partner.

Commissioner Inosencio related that beds of native species wildflowers are not maintenance intensive.

Commissioner Flores inquired about the specifics of the amount of land that will be needed and requested for planting pollinator gardens and the potential to plant trees for stock for later planting throughout the City.

Commissioner Inosencio suggested that there is potential to install pocket parks. He then inquired about the vision for the pollinator gardens – will they be organized and manicured or fields of plants?

Commissioner Kazmier recalled from past conversations that they will be less organized and manicured so as to require less maintenance.

Commissioner Wood stated that signing will be needed to let neighbors know that the pollinator gardens were installed intentionally and are not just fallow fields that have gone wild.

Commissioner Kazmier stated that the immediate goal needs be to be get a field of wildflowers planted. The program can start small and simple and grow into a larger and more organized program. She also suggested that Bee City USA can help with the signing. She will pursue a discussion with the City Manager.

c) *Energy Efficiency*

Commissioner Inosencio reported that the County Board of Commissioners voted to approve a programs that will be implemented over two years and it appears that the City may be moving forward as well.

Commissioner Kazmier inquired if there is any action needed for this Priority Issue.

Commissioner Inosencio responded that it is his preference that the focus at this time be on land use and urban forestry while the Veregy audit is in process.

Commissioner Kazmier reported that she will put together a summary of the steps and benefits of an LEED application. Perhaps the issue can be revisited at the June commission meeting.

VIII. Citizen Comments

Peter Bormuth of 142 W Pearl Street spoke regarding 1) the Veregy proposal to the County, 2) the solid waste component of the Mayor's proposed Sustainability Plan and 3) his suggestion that the planting of mushroom bed be considered.

IX. Commissioner Comments

Commissioner Inosencio discussed Earth Day and associated activities at the King Center and other events on the Grow Jackson website.

X. Next Meeting – Wednesday, May 17, 2023 at 6:00pm

XI. Adjournment

Motion made by Commissioner Wood and seconded by Commissioner Insocensio to adjourn approved unanimously. Meeting ended at 7:02 pm.

CITY OF JACKSON, BOARD OF REVIEW
MINUTES OF THE ORGANIZATIONAL MEETING
March 7, 2023

The City of Jackson Board of Review for March 2023 is being held on the 9th floor of City Hall. Notice of the Organizational meeting has been properly posted, the meeting of the 2023 March Board of Review was held as follows:

Meeting called to order on *March 7, 2023* at *9:30 AM* by James Hines.

Roll Call made by Jason Yoakam, Secretary of the Board of Review. Present: David Taylor , Thomas Schindler, James Hines. Absent: None . Also present: Jason Yoakam, Assessor. James Whitten, Appraiser.

Public Comments: None.

Secretary Comments: Mr. Yoakam reviewed the purpose of the organizational meeting, the 2023 inflation rate multiplier of 1.050, the limited authority of the board regarding the disabled veteran's exemption, poverty exemptions, overall valuation changes for each class and the work completed by the Assessor's office in preparation for the 2023 assessment roll.

Election of Officers:

Motion made by Thomas Schindler , supported by James Hines to nominate David Taylor as Chairman. Motion carried.

Motion made by Thomas Schindler , supported by David Taylor to nominate James Hines as Vice-Chairman. Motion carried.

Adjournment:

Motion to adjourn by David Taylor , supported by James Hines . Motion carried, the board adjourned at *10:00 AM*

03/07/2023
Date

Jason Yoakam
Secretary of the Board of Review

CITY OF JACKSON MINUTES
OF THE MARCH *2023* BOARD OF REVIEW

All members having previously received the oath of office, the Board of Review Organizational Meeting was held on *March 7, 2022* and was called to order at *9:30 AM*. Copies of the Organizational Meeting are attached hereto and made a part hereof by reference.

Pursuant to the provision of Article 14, Section 14.5 of the City Charter, the Board convened in Annual Session on *March 13, 2022* at *9:00 AM*. David Taylor

Motion to commence the 2022 March Board of Review by, supported by James Hines . Motion carried.

Roll Call made by Jason Yoakam, Secretary of the Board of Review. Present: David Taylor , Thomas Schindler and James Hines. Also present Jason Yoakam, Assessor; James Whitten, Appraiser.

Public Comments: None.

March 13, 2022: Motion to recess by David Taylor , supported by Thomas Schindler . Motion carried, the board recessed at *12:01 AM*

March 13, 2022: Motion to reconvene by David Taylor , supported by Thomas Schindler . Motion carried, the board reconvened at *1:02 PM. Assessors left at 1:45 pm staff Debi Koehn appointed as secretary by motion from David Taylor, supported by Thomas Schindler Motion carried.*

March 13, 2022: Motion to adjourn by James Hines , supported by David Taylor . Motion carried, the board adjourned at *4:02 PM* .

March 14, 2022: Motion to reconvene by David Taylor , supported by James Hines . Motion carried, the board reconvened at *2:26 PM, Debi Koehn continues as appointed secretary. Assessor Jason Yoakam returned as secretary of Board of Review at 3:42 PM.*

March 14, 2022: Motion to recess by David Taylor , supported by Thomas Schindler . Motion carried, the board recessed at *6:16 PM*

March 14, 2022: Motion to reconvene by David Taylor , supported by James Hines . Motion carried, the board reconvened at *6:34 PM.* Board member Tomas Schindler left at 7:76 p.m

March 14, 2022: Motion to approve all the decisions as indicated for each appeal attached by David Taylor , supported by James Hines . Motion carried.

March 14, 2022: Motion to close the 2023 March Board of Review by David Taylor , supported by James Hines . Motion carried, the board closed the 2023 session at *9:17 PM*

David Taylor
Chairman, Board of review

Jason Yoakam
Secretary of the Board of Review

Board of Review Log

(required by State Tax Commission Bulletin 17 of 2007

Date Printed 03/16/2023

State Tax Commission Bulletin 17 of 2007 states that board of review minutes must include a log: "A log should be kept that identifies the hearing date, the petition number, the petitioner's name, the parcel number, the type of appearance, type of appeal and action of the board of review.

Hearing Date	Petition No.	Petitioner	Parcel No.	Appeal (W/P)	Appeal Type	Action Date	BOR Action	Appl. Forms Att.
03/14/2023	104	402 W MICHIGAN AVE LLC	2-055300000	P	Assessed Value	03/14/2023	CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/14/2023	088	510 SOUTH JACKSON LLC	4-023600000	P	Assessed Value	03/14/2023	CHANGED ASSESSED VALUE	
03/14/2023	092	619 WASHINGTON LLC	6-012800000	P	Assessed Value	03/14/2023	NO CHANGE	
03/13/2023	021	ADAMS MARTY S	5-211600000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	018	AHNER SEAN R	2-088600000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	058	APPILED CAPITAL LLC	P-303090000	W	Property Exemption Letter Appeal	03/13/2023	SMALL TAXPAYER EXEMPT GRANTED	
03/13/2023	048	ART UNDERGROUND	P-293220000	W	Other Letter Appeal	03/13/2023	CLASSIFICATION CHANGE	
03/13/2023	050	BEAR TRACKS	P-300380000	W	Other Letter Appeal	03/13/2023	CLASSIFICATION CHANGE, CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/13/2023	010	BLANCHARD DAROLD M & CONSTA	4-081500000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	

.ocal unit retains original. File log and minutes with local unit clerk (MCL 211.33)
Copy sent to County Equalization department by May 1

Board of Review Log

(required by State Tax Commission Bulletin 17 of 2007

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Hearing Date	Petition No.	Petitioner	Parcel No.	Appeal (W/P)	Appeal Type	Action Date	BOR Action	Appl. Forms Att.
03/13/2023	069	BLASIAN NAILS	P-303390000	W	Other Letter Appeal	03/13/2023	CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/13/2023	011	BRACKEN JAMES H SR & MARGAR	8-1912.0100	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	025	BROWN STEPHEN M LE	8-050900000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	033	BROWN WINNETTA	5-138000000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/20/2023	024	BUCHER STEVEN W	3-169800000	W	Property Exemption Letter Appeal	03/20/2023	GRANT DISABLED VETS EXEMPT	
03/14/2023	063	CAREER QUEST LEARNING CENTE	P-288200000	W	Other Letter Appeal	03/14/2023	CLASSIFICATION CHANGE, CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/14/2023	070	CIDERHOUSE LLC	2-0554.6000	W	Assessed Value Letter Appeal	03/14/2023	CHANGED ASSESSED VALUE	
03/13/2023	071	CIDERHOUSE LLC	8-028500000	W	Assessed Value Letter Appeal	03/13/2023	CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/13/2023	004	CLAY DANIEL N	3-064700000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	

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Hearing Date	Petition No.	Petitioner	Parcel No.	Appeal (W/P)	Appeal Type	Action Date	BOR Action	Appl. Forms Att.
03/13/2023	065	CRANKSHAFT MACHINE CO	P-261110000	W	EMPP Letter Appeal	03/13/2023	EMPP GRANTED	
03/13/2023	028	CROSS NATHANIAL	3-281200000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	003	CUREY CHARLES E & CYNTHIA D	2-239900000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	051	D NORAS TAILORING	P-294220000	W	Other Letter Appeal	03/13/2023	CLASSIFICATION CHANGE, CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/14/2023	064	DANA LIGHT AXLE PRODUCTS LLC	P-304120000	W	Clerical Error Letter Appeal	03/14/2023	CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/13/2023	037	DEER KEVIN M & MICHELLE	3-3222.2000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/14/2023	091	DEMOULPIED BONNIE ET AL	5-201300000	W	Poverty Exemption Letter Appeal	03/14/2023	GRANT POVERTY EXEMPTION	
03/13/2023	073	DEPATIE FLUID POWER CO	P-304720000	W	Assessed Value Letter Appeal	03/13/2023	CLASSIFICATION CHANGE, CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/13/2023	084	E AND C PROPERTIES LLC	4-129300000	P	Assessed Value	03/13/2023	CHANGED ASSESSED VALUE	

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Hearing Date	Petition No.	Petitioner	Parcel No.	Appeal (W/P)	Appeal Type	Action Date	BOR Action	Appl. Forms Att.
03/13/2023	060	EAGLE POWDER COATING	P-282650000	W	EMPP Letter Appeal	03/13/2023	EMPP GRANTED	
03/13/2023	034	EDSTROM SUSAN C	3-3226.1000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	089	ELLIS GEORGE W JR & YVONNE	8-0767.1000	P	Assessed Value	03/13/2023	NO CHANGE	
03/13/2023	020	FELDE BRIAN W & MICHELLE LE	8-2025.5000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	049	FINESSED FASHION	P-302890000	W	Other Letter Appeal	03/13/2023	CLASSIFICATION CHANGE, CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/14/2023	094	FLORES JESSE A & JANE	3-270700000	P	Assessed Value	03/14/2023	NO CHANGE	
03/14/2023	056	FOSSORES	2-005700000	P	Assessed Value	03/14/2023	NO CHANGE	
03/13/2023	052	FOXY NAILS	P-271810000	W	Other Letter Appeal	03/13/2023	CLASSIFICATION CHANGE, CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/13/2023	083	FREW RIDGE B & CYNTHIA H	3-261200000	P	Taxable Value	03/13/2023	NO CHANGE	

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Board of Review Log

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Hearing Date	Petition No.	Petitioner	Parcel No.	Appeal (W/P)	Appeal Type	Action Date	BOR Action	Appl. Forms Att.
03/13/2023	006	GIBSON ALESHA Y & JASON C	2-166800000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	039	GORZEN EDWINA	5-2206.1000	W	Poverty Exemption Letter Appeal	03/13/2023	GRANT POVERTY EXEMPTION, GRANT PRINCIPLE RES EXEMPTION	
03/14/2023	046	GRAY INVESTMENTS LLC	6-1529.D000	P	Assessed Value	03/14/2023	CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/14/2023	045	GRAY INVESTMENTS LLC	6-1529.F000	P	Assessed Value	03/14/2023	CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/14/2023	066	GREATER BIBLE WAY TEMPLE OF A	1-054800000	W	Assessed Value Letter Appeal	03/14/2023	PROPERTY EXEMPTION GRANTED	
03/13/2023	014	HALE JAMES	4-085100000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	016	HARRIS-DURNELL TERRI L	3-152700000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	067	HIDDEN GEMS BODY SHOP	P-301310000	W	Other Letter Appeal	03/13/2023	CLASSIFICATION CHANGE, CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/13/2023	005	HUFF GERALD ET AL	2-242100000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	

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Board of Review Log

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Hearing Date	Petition No.	Petitioner	Parcel No.	Appeal (W/P)	Appeal Type	Action Date	BOR Action	Appl. Forms Att.
03/13/2023	009	HUMPHREY JOEL A	3-230000000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	023	HUTSON JAMES	8-180400000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	072	HYDRAULIC SYSTEMS INC	P-26132A000	W	Property Class Letter Appeal	03/13/2023	CLASSIFICATION CHANGE	
03/13/2023	059	JACKSON ARCHITECTURAL METAL	P-291580000	W	EMPP Letter Appeal	03/13/2023	EMPP GRANTED	
03/14/2023	101	JAY&K LLC	3-057300000	P	Assessed Value	03/14/2023	CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/14/2023	102	JAY&K LLC	3-1996.0100	P	Assessed Value	03/14/2023	CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/14/2023	100	JAY&K LLC	3-232300000	P	Assessed Value	03/14/2023	CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/13/2023	038	JERMEAY LORI	3-217300000	W	Poverty Exemption Letter Appeal	03/13/2023	GRANT POVERTY EXEMPTION	
03/13/2023	012	JONES EDDIE JR & NANCY L	4-0326.1000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	

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Date Printed 03/16/2023

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Hearing Date	Petition No.	Petitioner	Parcel No.	Appeal (W/P)	Appeal Type	Action Date	BOR Action	Appl. Forms Att.
03/13/2023	015	JORDAN JAMES & AMANDA	3-072300000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	076	KARKAU SCOTT	1-042800000	P	Assessed Value	03/13/2023	NO CHANGE	
03/13/2023	068	KERIZMA NAIL SALON	P-303440000	W	Other Letter Appeal	03/13/2023	CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE, CLASSIFICATION CHANGE	
03/13/2023	082	KUEHN MARY C	3-122300000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	026	LAPORTE FRANCIS & LINDA	8-0798.1000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	041	LINDLAND PAUL K	4-1092.0100	W	Poverty Exemption Letter Appeal	03/13/2023	GRANT POVERTY EXEMPTION	
03/14/2023	053	LONG-KNIGHT KELLY L LE	5-207600000	W	Assessed Value Letter Appeal	03/14/2023	NO CHANGE	
03/14/2023	062	MACALLISTER RENTAL	P-292540000	W	Other Letter Appeal	03/14/2023	SMALL TAXPAYER EXEMPT GRANTED	
03/14/2023	047	MADERY JAMES W & HILARY K	3-266900000	P	Assessed Value	03/14/2023	CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	

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Hearing Date	Petition No.	Petitioner	Parcel No.	Appeal (W/P)	Appeal Type	Action Date	BOR Action	Appl. Forms Att.
03/13/2023	044	MALACHI PRINTING LLC	P-292710000	W	Other Letter Appeal	03/13/2023	CLASSIFICATION CHANGE, CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/13/2023	017	MARSH DONNA LE	2-208700000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	078	MENA'S HOLDINGS LLC	4-026800000	P	Taxable Value	03/13/2023	NO CHANGE	
03/13/2023	079	MENA'S HOLDINGS LLC	4-034800000	P	Taxable Value	03/13/2023	NO CHANGE	
03/13/2023	080	MENA'S HOLDINGS LLC	4-035600000	P	Taxable Value	03/13/2023	NO CHANGE	
03/13/2023	081	MENA'S HOLDINGS LLC	4-035900000	P	Taxable Value	03/13/2023	NO CHANGE	
03/13/2023	075	MENDEZ KEANNA S	3-3206.1000	P	Assessed Value	03/13/2023	NO CHANGE	
03/13/2023	013	MILLIGAN WILLIAM S & RUTH A	8-1236.2000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/14/2023	093	MOSER TYLER ET AL	3-258900000	P	Taxable Value	03/14/2023	NO CHANGE	

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Hearing Date	Petition No.	Petitioner	Parcel No.	Appeal (W/P)	Appeal Type	Action Date	BOR Action	Appl. Forms Att.
03/13/2023	007	MURINE RICHARD & MARY	6-136400000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	054	NAPOLETANO SARA	2-177500000	W	Assessed Value Letter Appeal	03/13/2023	CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/14/2023	087	NATIONWIDE COMMUNITY REVITAL	3-240300000	W	Assessed Value Letter Appeal	03/14/2023	NO CHANGE	
03/14/2023	105	ORANGE DOOR PROPERTIES LLC	P-303040000	P	Property Exemption	03/14/2023	SMALL TAXPAYER EXEMPT GRANTED	
03/14/2023	103	OROZCO LEONARDO	3-1218.T000	P	Assessed Value	03/14/2023	CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/13/2023	008	PACK LAWRENCE JR & IVY MAY	2-241200000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/14/2023	098	PELFREY MANAGEMENT SERVICE	7-124200000	P	Assessed Value	03/14/2023	NO CHANGE	
03/13/2023	043	PINNACLE PROPANE EXPRESS	P-289340000	W	Other Letter Appeal	03/13/2023	CLASSIFICATION CHANGE	
03/13/2023	042	POWELL LINDA K	8-1946.1000	W	Poverty Exemption Letter Appeal	03/13/2023	GRANT POVERTY EXEMPTION	

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Hearing Date	Petition No.	Petitioner	Parcel No.	Appeal (W/P)	Appeal Type	Action Date	BOR Action	Appl. Forms Att.
03/13/2023	002	RACZKOWSKI MICHAEL	3-266700000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	022	RIDDLE ANTHONY	3-026200000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	086	RODRIGUEZ IVAN M & ZHANG QIAN	3-063500000	P	Assessed Value	03/13/2023	CHANGED ASSESSED VALUE	
03/14/2023	104	SCHLECTE WILLIAM & ASSOC PC	P-273290000	P	Property Exemption	03/14/2023	SMALL TAXPAYER EXEMPT GRANTED	
03/14/2023	090	SCHNEIDER JEFFREY W & ELLEN	3-183200000	W	Property Exemption Letter Appeal	03/14/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	030	SCOTT HILTON ET AL	5-1859.1000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	057	SHOE CARNIVAL #582	P-298310000	W	Property Exemption Letter Appeal	03/13/2023	SMALL TAXPAYER EXEMPT GRANTED	
03/13/2023	040	SIMPSON KIMBERLIE	7-108000000	W	Poverty Exemption Letter Appeal	03/13/2023	GRANT POVERTY EXEMPTION	
03/13/2023	031	SLUDER STEPHEN G	2-106200000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	

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Hearing Date	Petition No.	Petitioner	Parcel No.	Appeal (W/P)	Appeal Type	Action Date	BOR Action	Appl. Forms Att.
03/13/2023	077	SMARCH HOMES LLC	2-137900000	P	Taxable Value	03/13/2023	NO CHANGE	
03/13/2023	032	SMITH THOMAS & DARLENE	4-145600000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	027	SPRANGER LINDA & STEVE	7-074800000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	074	STRICKRODT KENNETH & CHARLE	3-0643.1000	P	Assessed Value	03/13/2023	NO CHANGE	
03/13/2023	085	TURBO RENTALS LLC	6-086500000	P	Assessed Value	03/13/2023	CHANGED ASSESSED VALUE	
03/20/2023	019	WALICKI HAROLD T	8-005000000	W	Property Exemption Letter Appeal	03/20/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	036	WALLACE DALE J SR & MARY E TR	2-0123.0700	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	001	WESTBROOK EDWARD A & BOBBI	5-199300000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/13/2023	061	WHITEHEAD MARK & DAYNA	2-026600000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	

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Hearing Date	Petition No.	Petitioner	Parcel No.	Appeal (W/P)	Appeal Type	Action Date	BOR Action	Appl. Forms Att.
03/14/2023	055	WIC PARKCREST LLC	3-272400000	P	Assessed Value	03/14/2023	CHANGED ASSESSED VALUE	
03/13/2023	029	WILBER LAWRENCE TRUST	4-158800000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/14/2023	095	WILLIAMS MICAIAH K	7-105300000	W	Capping/Uncapping Letter Appeal	03/14/2023	UNCAPPING REVERSAL	
03/14/2023	096	WILSON GEORGE & ALONNA	5-2146.1000	P	Assessed Value	03/14/2023	CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/07/2023	097	WILSON GEORGE & ALONNA	5-214600000	P	Assessed Value	03/07/2023	CHANGED ASSESSED VALUE, CHANGED TAXABLE VALUE	
03/13/2023	035	WORTHEY ELAINE N	8-092200000	W	Property Exemption Letter Appeal	03/13/2023	GRANT DISABLED VETS EXEMPT	
03/14/2023	099	WRIGHT GEORGIA	3-138900000	P	Assessed Value	03/14/2023	NO CHANGE	

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CITY COUNCIL MEETING MINUTES

MAY 23, 2023

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, City Assessor Jason Yoakam, Chief Equity Officer John Willis, Director of Police and Fire Services Elmer Hitt, Director of Community Development Shane LaPorte, Director of Public Works Mike Osborn, and City Engineer Jon Dowling.

ADOPTION OF AGENDA:

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

PRESENTATIONS/PROCLAMATIONS:

5.1 Water and Sewer Rate Studies

A virtual presentation was made by Baker Tilly Municipal Advisors, LLC.

PUBLIC HEARINGS: none.

CITIZEN COMMENTS:

Citizen comments were heard and the meeting continued.

PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES:

8.1 City of Jackson, Michigan Financial Statements as of and for the 9 months ended March 31, 2023

8.2 CDBG, HOME, and CV Financial Summaries for April 2023

8.3 MLCC Acknowledgment Letter – Murphy's Bistro Co.

8.4 Homeless Hotel Project – Final Report

Motion was made by Councilmember Gunn, seconded by Councilmember Schlecte to accept and place on file the City of Jackson, Michigan Financial Statements as of and for the 9 months ended March 31, 2023.

Councilmember Forgrave requested the motion be amended to bundle all items under Petitions and Communications from City Staff and Other Governmental Entities. Councilmember Gunn and Schlecte agreed to amend the motion.

Vote was taken on the motion as amended. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

CONSENT CALENDAR:

9.1 Minutes of the Regular Meeting on May 9, 2023
Approve the minutes of the regular meeting on May 9, 2023.

9.2 Resignation from Racial Equity Commission
Accept the resignation of Heather Truman from the Racial Equity Commission, effective immediately.

9.3 Appointment to the Historic District Commission
Approve the Mayor's recommendation to appoint David Hammontree, Maurice Imhoff and Anna Hand to the Historic District Commission, each for a 3-year term, beginning immediately and ending on 12/31/26.

9.4 Appointment to the Jackson Public Arts Commission
Approve the Mayor's recommendation to appoint Grant Bauman to the Jackson Public Arts Commission for a term of three years, beginning immediately and ending on May 28, 2026.

9.5 Special Event Application for the Zero Bar & Lounge Mobile Ribbon Cutting
Approve a request from the Zero Bar & Lounge to host their Mobile Unit Ribbon Cutting on May 25, 2023, in Horace Blackman Park.

9.6 Special Even Application for the Jackson Interfaith Shelter Summer Event
Approve a request from the Jackson Interfaith Shelter to host their Summer Event on August 5, 2023, on the streets of Jackson.

9.7 Special Event Application for the Jackson County Rose Parade
Approve a request from the Jackson County Rose Festival to host the Jackson County Rose Parade on June 4, 2023, in Horace Blackman Park and on the streets of downtown Jackson.

9.8 Special Event Application for the Pride Family Picnic
Approve a request from the Jackson Pride Center to host the Pride Family Picnic on June 25, 2023, in Horace Blackman Park.

9.9 Special Event Application – Juneteenth
Approve a request from the Jackson College Department of Multicultural Affairs to host their Juneteenth event on June 17, 2023, in Horace Blackman Park, the True Community Credit Union City Square, and on the streets of downtown Jackson.

9.10 Special Event Application – Taste of Jackson
Approve a request from The Black Enterprise-Chamber of Commerce to host their Taste of Jackson on July 15, 2023, in Horace Blackman Park, the True Community Credit Union City Square, and on the streets of downtown Jackson.

Motion was made by Councilmember Schlecte, seconded by Councilmember Forgrave to approve the consent calendar with pulling item 9.3 out for separate consideration. 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, seconded by Councilmember Forgrave to divide the question in Item 9.3. 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, seconded by Councilmember Forgrave to appoint David Hammontree. 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, seconded by Vice Mayor Robinson to appoint Maurice Imhoff. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Schlecte, Bunnell, and Forgrave (6). Nays: Councilmember Gunn (1). Motion carried.

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

OTHER BUSINESS: none.

NEW BUSINESS:

11.1 Proposed Annual Budget Resolution for Fiscal Year 2023-2024
Recommendation: *Adoption of Annual Budget Resolution for Fiscal Year 2023-2024*

Motion was made by Councilmember Dancy, seconded by Councilmember Forgrave to approve the proposed annual budget resolution for fiscal year 2023 and 2024. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

11.2 Water System Revenue Bond Ordinance
Recommendation: *Adoption of Water System Revenue Bond Ordinance pursuant to the provisions of Section 6 of the Michigan Revenue Bond Act of 1933, MCL 141.106.*

Motion was made by Councilmember Forgrave, seconded by Councilmember Dancy to approve the Water System Revenue Bond Ordinance. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

11.3 Water and Sewer Rate Resolution

Recommendation: *Approval of Water and Sewer Rate Resolution for fiscal years 2023/24 and 2024/25.*

Motion was made by Councilmember Forgrave, seconded by Councilmember Dancy to approve the Water and Sewer Rate Resolution for fiscal years 2023 and 2024.

A motion was made by Councilmember Schlecte to amend the current motion to postpone the item until the next meeting. The motion died from lack of support.

Vote was taken on the motion to approve. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Bunnell, and Forgrave (6). Nays: Councilmember Schlecte (1). Motion carried.

11.4 Tentative Award of Contract for Drinking Water State Revolving Fund (DWSRF) Phase 1 Water Main Replacement-East Division.

Recommendation: *Approve a Resolution for Tentative Award for the Contract for the Drinking Water State Revolving Fund (DWSRF) Phase 1 Water Main Replacement-East Division to Bailey Excavating of Jackson, Michigan at a cost of $5,268,528.26, and authorization for the City Clerk to execute the appropriate document(s).*

Motion was made by Councilmember Forgrave, seconded by Councilmember Dancy to approve the tentative award of contract for Drinking Water State Revolving Fund Phase 1 Water Main Replacement-East Division. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

11.5 Change Order 1 to the Drinking Water State Revolving Fund (DWSRF) Phase 1 Water Main Replacement Contract, East Division.

Recommendation: *Approve Change Order 1 to the DWSRF Phase 1 Water Main Replacements East Division contract with Bailey Excavating, Inc. to modify the contract to update federal boilerplate language to meet current requirements and authorize the City Manager and City Engineer to execute the appropriate document. The contract amount remains unchanged by this Change Order.*

Motion was made by Councilmember Bunnell, seconded by Councilmember Schlecte to approve Change Order 1 to the Drinking Water State Revolving Fund Phase 1 Water Main Replacement Contract, East Division. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

11.6 Tentative Award of Contract for Drinking Water State Revolving Fund (DWSRF) Phase 1 Water Main Replacement-West Division.
Recommendation: *Approve a Resolution for Tentative Award for the Contract for the Drinking Water State Revolving Fund (DWSRF) Phase 1 Water Main Replacement-West Division to Bailey Excavating of Jackson, Michigan at a cost of $3,865,829.50, and authorization for the City Clerk to execute the appropriate document(s).*

Motion was made by Councilmember Schlecte, seconded by Councilmember Gunn to approve the tentative award of Contract for Drinking Water State Revolving Fund Phase 1 Water Main Replacement – West Division. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

11.7 Change Order 1 to the Drinking Water State Revolving Fund (DWSRF) Phase 1 Water Main Replacements Contract, West Division.
Recommendation: *Approve Change Order 1 to the DWSRF Phase 1 Water Main Replacements West Division contract with Bailey Excavating, Inc. to modify the contract to update federal boilerplate language to meet current requirements and authorize the City Manager and City Engineer to execute the appropriate document. The contract amount remains unchanged by this Change Order.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Gunn to approve Change Order 1 to the Drinking Water State Revolving Fund Phase 1 Water Main Replacement Contract, West Division. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

11.8 DWSRF Water Plant Improvements
Recommendation: *Resolution for approval of the tentative contract award to Monroe Plumbing & Heating Co. of Monroe MI, for the construction of the Drinking Water State Revolving Fund, Fiscal Year 2023 Improvements project.*

Motion was made by Councilmember Forgrave, seconded by Councilmember Schlecte to approve the Drinking Water State Revolving Fund Water Plant Improvements. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

11.9 2023 HMA Patching on West Avenue and Brown Street Contract Award
Recommendation: *Approval of an award for the contract for the 2023 HMA Patching on West Avenue and Brown Street to Bailey Excavating, Inc. of Jackson, Michigan at a cost of $141,681.05, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Bunnell to approve the 2023 HMA Patching on West Avenue and Brown Street Contract Award. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

11.10 Sale of two vacant residential City lots to Norfolk Homes
Recommendation: *Approve the sale of two vacant residential City lots to Norfolk Homes. Lots are identified as; 605 S. Mechanic Street (PIN #5-021200000) and 608 S. Mechanic Street (PIN #4-058900000) for the purpose of constructing residential housing and authorize the City Manager to execute the Sale and Development Agreement.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Bunnell to approve the sale of two vacant residential lots to Norfolk Homes. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

11.11 Fiscal Year 2023/2024 purchase of Water and Wastewater Treatment chemicals.
Recommendation: *Award the various water and wastewater treatment chemical purchases, as presented, via the annual supply bids.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Gunn to approve the Fiscal Year 2023/2024 purchase of water and wastewater treatment chemicals. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

11.12 Drinking Water State Revolving Fund Plumbing for Lead Service Line Replacement Tentative Contract Award Resolution.
Recommendation: *Approval of the resolution for the tentative contract award to Northwoods Plumbing LLC of Concord, MI in the amount of $703,125 for the Drinking Water State Revolving Fund Plumbing for Lead Service Line Replacement.*

Motion was made by Councilmember Schlecte, seconded by Vice Mayor Robinson to approve the Drinking Water State Revolving Fund Plumbing for Lead Service Line Replacement Tentative Contract Award Resolution. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

11.13 Drinking Water State Revolving Fund Electrical Grounding for Lead Line Replacement Tentative Contract Award Resolution.
Recommendation: *Approval of the resolution for the tentative contract award to Hirst Electric of Jackson, MI, in the amount of $517,500 for the Drinking Water State Revolving Fund Electrical Grounding for Lead Line Replacements.*

Motion was made by Councilmember Bunnell, seconded by Vice Mayor Robinson to approve the Drinking Water State Revolving Fund Electrical Grounding for Lead Line Replacement Tentative Contract Award Resolution. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave (7). Nays: none. Motion carried.

11.14 Conditional Phase One Facility License Class C Grower Establishment - Healthy Hi, Inc.
Recommendation: *Approve conditional Phase One facility licenses for Healthy Hi, Inc. One Class C Grower License at 619 E. Washington Ave, per Ordinance No. 2020-20, Section 16-516 Authorize the City Attorney to prepare the Development Agreement, and Authorize the City Manager to sign the Development Agreement.*

Motion was made by Councilmember Schlecte, seconded by Councilmember Gunn to approve the Conditional Phase One Facility License Class C Grower Establishment – Healthy Hi, Inc. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Gunn, Schlecte, Bunnell, and Forgrave (6). Nays: Councilmember Dancy (1). Motion carried.

11.15 First Reading-Amendment to the City's Chapter 28 PILOT Ordinance
Recommendation: *Approve first reading of Ordinance amending Chapter 24, Taxation, of the Code of Ordinances by adding Article VIII, Sections 24-121 through 24-131 to provide for the approval of an exemption from ad valorem property taxes for housing being developed or rehabilitated for workforce housing under the authority of the State Housing Development Authority Act of 1966, Public Act 346 of 1966, as amended by MCL 125.1415a*

Motion was made by Councilmember Schlecte, seconded by Councilmember Forgrave to approve the First Reading – Amendment to the City's Chapter 28 PILOT Ordinance. 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, and Councilmembers Dancy, Gunn, Schlecte, Bunnell, and Forgrave all offered comments.

MANAGER'S COMMENTS:

City Manager Jonathan Greene offered comments.

ADJOURNMENT:

No further business being offered, a motion to adjourn was made by Councilmember Schlecte, seconded by Councilmember Dancy. Vote was done by voice with all in favor. Mayor Mahoney adjourned the meeting at 8:34 p.m.

CITY OF JACKSON
Founded 1829

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

MEMO TO: City Councilmembers

FROM: Daniel J. Mahoney, Mayor

DATE: June 13, 2023

SUBJECT: Appointment to the Human Relations Commission

RECOMMENDATION:

> **Approve the Mayor's recommendation to appoint Maurice Imhoff to the Human Relations Commission for a two-year term, beginning immediately and ending on December 31, 2025, in concurrence with the HRC recommendation.**

It is my recommendation to appoint Maurice Imhoff to the Human Relations Commission for a two-year term, beginning immediately and ending December 31, 2025, in concurrence with the HRC recommendation.

Your consideration and concurrence is appreciated.

DJM:lmm

Lisa Moutinho

From: noreply@civicplus.com
Sent: Thursday, January 5, 2023 3:53 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	Maurice
Last Name	Imhoff
Address	705 S West Ave
City	Jackson
State	Michigan
Zip	49203
Phone Number	5177401168
Email	Imhoff.maurice@gmail.com
Last four digits of Social Security Number	
Occupation	Student
Describe your community involvement.	President, Jackson Civil War Muster Advisory Board Member Salvation Army Jackson, MI Secretary, The Gospel Army Black History Group Back to School Bash Committee Jackson Young Professionals People for Parks and Trails USDA Farmers to Families Food Box Distribution Michigan Historical Center Jackson County Disaster Assistance Response 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?	2019
Which board or commission are you interested in? You may choose more than one.	Community Police Oversight Commission, Historic District Commission , Human Relations Commission , Jackson District Library Board of Trustees
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?	The last few months have shown me that our community believes in perseverance and moving forward. The outpouring of support and encouragement to continue working in our community has been overwhelming. I plan to continue working hard and be the voice our community needs.
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	Maurice Imhoff
Date of Submission	01/05/2023

Email not displaying correctly? View it in your browser.

Click here to report this email as spam.

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: Special Event Application: Barbeque Battle of Jackson

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Recommendation:

Approve a request from the Barbeque Battle of Jackson on July 30, 2023 at the Grand River Pavilion and Parking lot number 5 downtown Jackson.

Attached is a memo and supporting paperwork from Coyn Speiser regarding the Special Event Application for the Barbeque Battle of Jackson.

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

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Coyn Speiser, Executive Director, DDA

DATE: June 13, 2023

RECOMMENDATION: Approve a request from the Grand River Brewery to host the Barbeque Battle of Jackson, July 30th, 2023 from 11 am – 10 pm at Grand River Pavilion and Parking lot in downtown Jackson.

SUMMARY: Barbeque Battle, music, games and activities.

DEPARTMENTAL APPROVAL SUMMARY

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$200.00
		TOTAL	***$200.00***

CONDITIONS & CONSIDERATIONS

Request for DPW road closed barricade, and use of electrical at the Grand River Pavilion.

INSURANCE STATUS

This insurance is on file with the City Attorney and the Downtown Development Authority.

ATTACHMENTS: Special Event Application: Barbeque Battle of Jackson

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- ☐ $50 Application Fee
- ☐ $25 Late/Rush Fee
- ☐ Insurance documentation for sponsoring organization
- ☐ Event Map –*Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft^2 and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: GRAND RIVER BREWERY		
Address: 117 W Louis Glick Hwy		Phone: (734) 882-8056
Tax ID#: 481275623	Website:	
Contact Name: Bryce Davenport	Phone: 734-882-8056	Email: Bryce@grandriverbrewery.com
Contact Name:	Phone:	Email:
Contact Name During Event: Bryce Davenport		Phone: (734) 882-8056

Event Information

Event Name: BARBECUE BATTLE OF JACKSON

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
07/30/2023	8:00 AM	11:00 AM	10:00 PM	10:00 PM

Has this event occurred before? ☐Yes, (if yes, how many previous years?_____ ☑No

Do you expect this event to occur again next year? YES What is the expected attendance for this event? 100+

Type of Event (*please check all that apply*)

☐Walk/Run ☑Festival ☐March/Parade ☐Other:_____

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

☐Horace Blackman Park

☐Bucky Harris Park

☐Ella Sharp Park *(requires Ella Sharp Board approval)*

☑GrandRiver Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

☒Other Location: Parking Lot #5

☐ Streets:_____

☐Other Park:_____

Brief description of Event

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

WEST TEXAS BBQ & GRILL WILL BATTLE IT OUT AND SERVE YUMMY FOOD TO TICKET BUYERS. WE WILL HAVE LIVE MUSIC, CORNHOLE TOURNAMENT, CHICKEN WING/HOT DOG EATING CONTEST, IDEALLY WE FIND LOCAL JAGGED ARTISTS AND HAVE BOOTHS FOR THEM IN THE PARKING LOT SURROUNDING WITH ROOM FOR DONATIONS DURING THE EVENT.

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

City Resources Requests

Not all resources may be available at your requested site.

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

☒ **Electrical Power:** Indicate electrical requirements: Standard outlets in the Grad River pavilion
Amount of electrical wattage needed: _____ Amount of plug ins: All
Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs:** Indicate water requirements: _____
Amount of water needed: _____ Locations of where water is needed: _____

☒ **Food/Vendors:** Indicate vendors requirements: WEst Texas Food Truck
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales:** (If yes attach liquor license and liquor liability insurance)
Start Time: _____ End Time: _____

☐ **Amusement or Carnival Rides:** If yes indicate electrical requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks:** If yes indicate electrical requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ Traffic Cones ☐ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)
☒ Other: Road Closed barricade for PArking lot #5 Pearl & Mechanic

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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

Event Map *Details of all event activities MUST be included.*

☐ Route Plan	☐ Emergency Vehicle Access	☒ Restroom Locations
☐ Vendor Locations	☐ Dispersal Locations	☐ Tables
☒ Tent Locations	☐ Trash Receptacles	☐ Requested Reserved Parking
☐ Assembly Locations	☐ Requested Street Closures	☐ Electrical Wires & Outlets

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

Special Event Application

Certification & Signature

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

Signature: _____

Date: 02/22/2023

Office Use ONLY
Application Received:
Date: 4/3/23
Time: A/E
By:
Application Fee Received:

Application Requirements
Application MUST be submitted 60 days PRIOR to event ***NO EXCEPTIONS***
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*
No ground stakes No confetti or glitter No use of outlets without prior approval

Special Event Application

Certification & Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event application
3. A Special Event Application Fee is submitted along with this application.
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7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature: _____

Date: 02/22/2023

Office Use ONLY
Application Received:
Date: 4/3/23
Time: A/E
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Prohibited Items *Additional fees may apply if policies are not followed*
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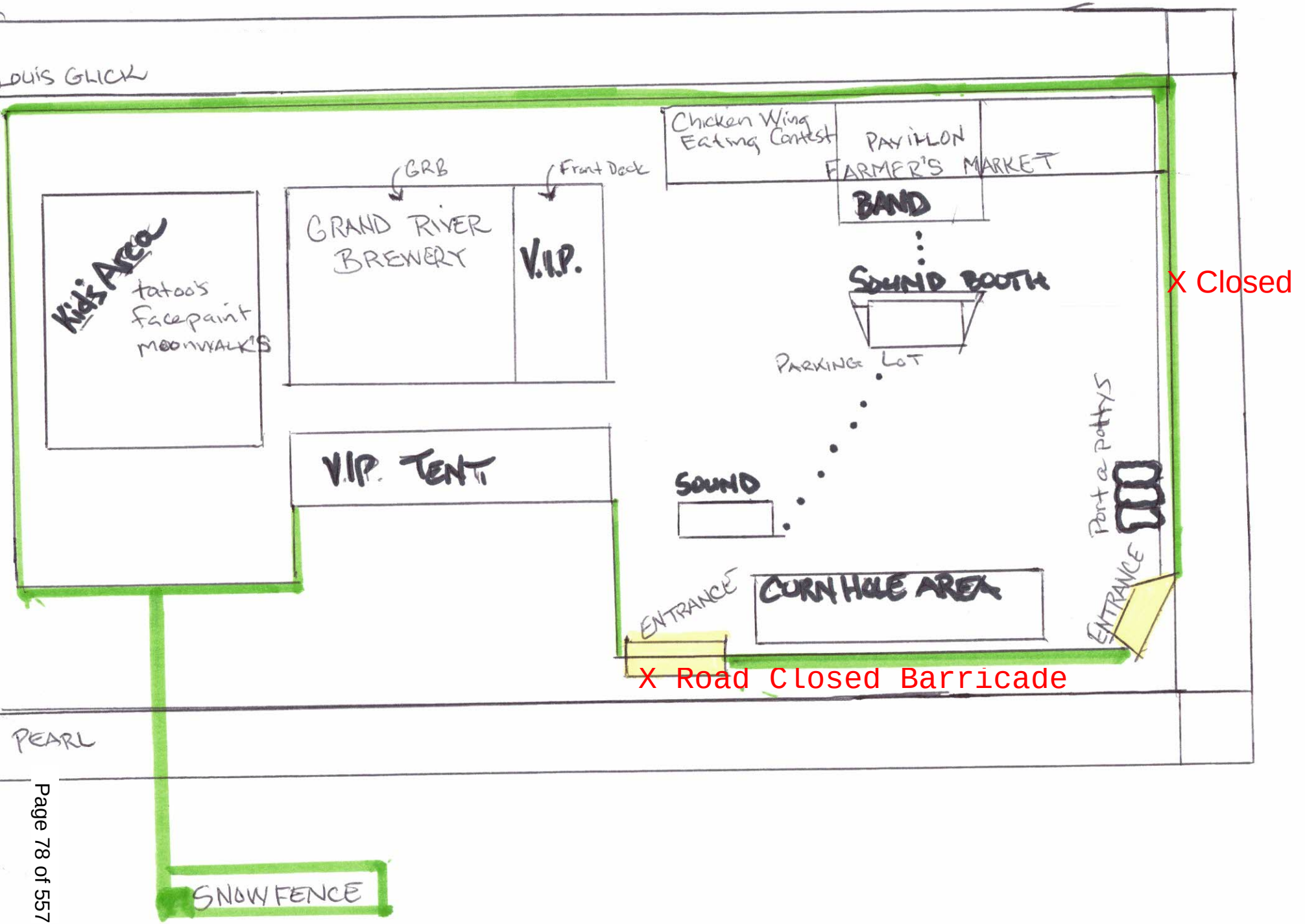
LOUIS GLICK
Chicken Wing Eating Contest
PAVILION
FARMER'S MARKET
BAND
GRB
Front Deck
GRAND RIVER BREWERY
V.I.P.
Kids Area
tatoos
facepaint
moonwalks
SOUND BOOTH
X Closed
PARKING LOT
V.I.P. TENT
SOUND
Port a Pottys
ENTRANCE
CORN HOLE AREA
ENTRANCE
X Road Closed Barricade
PEARL
SNOW FENCE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/11/2023

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

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

PRODUCER	CONTACT NAME: Andrea Masters	
Walton Insurance Group 2929 Spring Arbor Rd. P.O. Box 3029 Jackson MI 49204	PHONE (A/C, No, Ext): (517) 796-6216	FAX (A/C, No): (517) 796-6216
	E-MAIL ADDRESS: amasters@waltoninsurancegroup.com	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Veritas Vineyard, LLC, dba Grand River Brewery 323 S Cooper St Jackson 49201-2343	INSURER A : Home-Owners Insurance Company	26638
	INSURER B : Auto Owners Insurance Company	18988
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 23-24 Master **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y		06195522-23	05/01/2023	05/01/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Hired/Non-Owned Auto	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 1,000,000
B	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY	Y		4463255502	05/01/2023	05/01/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Uninsured motorist	$ 1,000,000 $ $ $ $ 1,000,000
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						~~COMBINED SINGLE LIMIT~~ EACH OCCURRENCE AGGREGATE 	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
A	Liquor Liability			06195522-23	05/01/2023	05/01/2024	Limit Aggregate	1,000,000 1,000,000

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

City of Jackson and the Jackson Downtown Development Authority are included as additional insured with respects to the General Liability and Liquor Liability of the named insured.

2023 Barbecue Battle of Jackson
July 30, 2023

CERTIFICATE HOLDER

City of Jackson Jackson DDA
161 W Michigan Ave
Jackson MI 49201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: Special Event Application for the Everyheart Night of Worship

---

Recommendation:

Approve a request from the Everyheart Movement to host the Everyheart Night of Worship on June 16, 2023 in Horace Blackman Park and the True Community Credit Union City Square.

Attached is a memo and supporting paperwork from Coyn Speiser regarding the Special Event Application for the Everyheart Night of Worship.

I recommend approval of the Everyheart Night of Worship. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Coyn Speiser, Executive Director, DDA

DATE: June 13, 2023

RECOMMENDATION: Approve a request from the Everyheart Movement to host the Everyheart Night of Worship on June 16, 2023 in Horace Blackman Park and the True Community Credit Union City Square.

.SUMMARY: An event welcoming everyone with music and encouraging messages. Free and open to the public.

DEPARTMENTAL APPROVAL SUMMARY

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$0.00
		TOTAL	***$0.00***

CONDITIONS & CONSIDERATIONS

Electricity

INSURANCE STATUS

Pending approval on updated COI

ATTACHMENTS: Special Event Application: Everyheart Night of Worship

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- ☐ $50 Application Fee
- ☐ $25 Late/Rush Fee
- ☐ Insurance documentation for sponsoring organization
- ☑ Event Map –*Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

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3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft^2 and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: Everyheart Movement		
Address: 1670 Ball Ave NE, Grand Rapids, MI 49505		Phone: (517) 416-1846
Tax ID#: 82-1420706	Website: everyheartmovement.com	
Contact Name: Jonah Engle	Phone: 517-581-0897	Email:
Contact Name: Bryce Bauman	Phone: 269-532-3611	Email:
Contact Name During Event: Carly Joseph		Phone: (517) 416-1846

Event Information

Event Name: EveryHeart

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
June 16, 2023	4pm	7pm	8:30pm	9pm

Has this event occurred before? ☐Yes, (if yes, how many previous years? Yes, for the past 2 years ☐No

Do you expect this event to occur again next year? Yes What is the expected attendance for this event? 100

Type of Event (*please check all that apply*)

☐Walk/Run ☐Festival ☐March/Parade ☐Other: Concert

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

☐Horace Blackman Park

☐Bucky Harris Park

☐Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☒TRUE City Square (Stage)

☐MLK Equality Trail

☐Other Location:_____

☐ Streets:_____

☐Other Park:_____

Brief description of Event

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

Live music with a message of hope!

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

City Resources Requests

Not all resources may be available at your requested site.

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

☒ **Electrical Power:** Indicate electrical requirements: At TRUE Stage/ Standard outlet
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs**: Indicate water requirements:_____
Amount of water needed:_____ Locations of where water is needed: _____

☐ **Food/Vendors**: Indicate vendors requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales**: (If yes attach liquor license and liquor liability insurance)
Start Time:_____ End Time: _____

☐ **Amusement or Carnival Rides**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐Traffic Cones ☐ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)
☐Other:_____

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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

Event Map *Details of all event activities MUST be included.*

☐Route Plan	☐Emergency Vehicle Access	☐Restroom Locations
☐Vendor Locations	☐Dispersal Locations	☐Tables
☐Tent Locations	☐Trash Receptacles	☐Requested Reserved Parking
☐Assembly Locations	☐Requested Street Closures	☐Electrical Wires & Outlets

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

Special Event Application

Certification & Signature

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

Signature: Carly Joseph

Date: 05/11/23

Office Use ONLY
Application Received: Date: 5/15/23 Time: A.E By:
Application Fee Received:

Application Requirements
Application MUST be submitted 60 days PRIOR to event *****NO EXCEPTIONS*****
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*
No ground stakes No confetti or glitter No use of outlets without prior approval


2D
Band Set-Up
PEOPLE WELCOME TO GATHER AND PARTICIPATE HERE
Hayes Ct

Awaiting updated COI listing the City and DDA as additional

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/11/2023

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

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

PRODUCER
Church Asset Management, Inc.
1500 Wall Street
Saint Charles MO 63303

License#: L100460

CONTACT NAME:
PHONE (A/C, No, Ext): 800-200-7257 **FAX (A/C, No):** 866-608-0600
E-MAIL ADDRESS: info@LTCAM.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : GuideOne Elite Insurance Company	42803
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
CENTFOR-35
Center for Innovative and Urban Ministries aka Mission Igniter
PO Box 257
Spring Arbor MI 49283

COVERAGES **CERTIFICATE NUMBER:** 66910036 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY**	Y		010018661	7/24/2022	7/24/2023	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 5,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 5,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N / A					E.L. EACH ACCIDENT	$
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Mission Igniter event on 6/2/2023 being held at True Community City Square, 213 W Michigan Ave, Jackson, MI 49201

CERTIFICATE HOLDER

City of Jackson
161 W Michigan Ave
Jackson MI 49201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Charles H. Lyshall

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CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: Special Event Application for the YPOP Explorers' Art in the Garden

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Recommendation:

Approve a request from the YPOP Explorers to host their Art in the Garden event on June 24 on the streets of Jackson.

Attached is a memo and supporting paperwork from Coyn Speiser regarding the Special Event Application for the YPOP Explorers' Art in the Garden event.

I recommend approval of the special event application for the YPOP Explorers' Art in the Garden event. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Coyn Speiser, Executive Director, DDA

DATE: June 13, 2023

RECOMMENDATION: Approve a request from the YPOP Explorers to host their Art in the Garden event on June 24 on the streets of Jackson.

SUMMARY: Art & essay contest with vendors

DEPARTMENTAL APPROVAL SUMMARY

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$600.00
		TOTAL	***$600.00***

CONDITIONS & CONSIDERATIONS

City stage on wheels, road closure

INSURANCE STATUS

Approved, pending receipt of proper insurance documentation

ATTACHMENTS: Special Event Application: YPOP Explorers' Art in the Garden

JACKSON
Founded 1829

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

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- ☐ $50 Application Fee
- ☐ $25 Late/Rush Fee
- ☐ Insurance documentation for sponsoring organization
- ☐ Event Map –*Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

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

Applicant Information

Sponsoring Organization Legal Name: YPOP Explorers		
Address: 1106 Chittock Ave		Phone: ( )
Tax ID#:	Website:	
Contact Name: Diane Washington	Phone: 517-474-0724	Email: dwashlady1@yahoo.com
Contact Name:	Phone:	Email:
Contact Name During Event: SAME		Phone: ( )

Event Information

Event Name: Art in the Garden

Event Date(s):	Event Set up Time:	Event Start Time:	Event End Time:	Event Tear Down Time:
~~6/25/2022~~ 6/24/23	8:00 AM	11:00 AM	5:00 PM	5:00 PM

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

Do you expect this event to occur again next year? yes What is the expected attendance for this event? 100+

Type of Event (*please check all that apply*)

☐Walk/Run ☐Festival ☐March/Parade ☐Other: Art in the Garden

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

☐Horace Blackman Park

☐Bucky Harris Park

☐Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☐CP Federal City Square (Stage)

☐MLK Equality Trail

☐Other Location: YPOP Gardens

☐ Streets: 1107 Maple Ave

☐Other Park:

Brief description of Event

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

Art & Essay Contest

Vendors

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

Street Name: Maple Ave Cross Streets Rockwell & High St

Closure Start Date: 6/~~25~~/22 Time: 10:00AM Closure End Date: 6/~~25~~/22 Time: 6:00pm

24 24

Street Name: Cross Streets

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

Street Name: Cross Streets

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

Street Name: Cross Streets

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

Street Name: Cross Streets

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

Street Name: Cross Streets

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

City Resources Requests

Not all resources may be available at your requested site.

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

☐ **Electrical Power:** Indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs**: Indicate water requirements:_____
Amount of water needed:_____ Locations of where water is needed: _____

☑ **Food/Vendors**: Indicate vendors requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: 10-15

☐ **Alcohol Sales**: (If yes attach liquor license and liquor liability insurance)
Start Time:_____ End Time: _____

☐ **Amusement or Carnival Rides**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ Traffic Cones ☑ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)

☐ Other:_____

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance *(MUST also be provided by all vendors)* Requested	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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

Event Map *Details of all event activities MUST be included.*

☐Route Plan	☐Emergency Vehicle Access	☐Restroom Locations
☐Vendor Locations	☐Dispersal Locations	☐Tables
☐Tent Locations	☐Trash Receptacles	☐Requested Reserved Parking
☐Assembly Locations	☐Requested Street Closures	☐Electrical Wires & Outlets

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

Special Event Application

Certification & Signature

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

Signature: Diane Washington

Date: 5/23/2022

Office Use ONLY
Application Received: Date: 5-2-23 Time: 4:30PM By: DCS
Application Fee Received: PAID CK 1260

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

JACKSON DDA
Downtown Development Authority

Google Maps


Rockwell St
Rockwell St
Rockwell St
Rockwell St
Rockwell St
Rockwell St
Linwood Ave
Woodsum St
S Jackson St
Williams St
Maple Ave
Chittock Ave
Martin Luther King Jr Dr
Pharaohs Rest Haven, LLC
Pigeon St
Wren St
Martin St
Ridgeway St
Ridgeway St
Wash Tub Laundry
Stanley Ave
Stanley Ave
Stanley Ave
Pa-Gil's Take out
Domino's Pizza
AutoZone Auto Parts
Auto parts store
W High St
W High St
W High St
W High St
E High St
Hotlipps Party Store
Party store
Tripple Status Ent
Google
Map data ©2023
100 ft

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: Special Event Application for the Jackson Festival of the Arts

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Recommendation:

Approve a request from the Monster Box Theatre to host their Jackson Festival of the Arts on September 7-11, 2023 at the True Community Credit Union City Square and various other location in Jackson.

Attached is a memo and supporting paperwork from Coyn Speiser regarding the Special Event Application for the Jackson Festival of the Arts.

I recommend approval of the Jackson Festival of the Arts. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Coyn Speiser, Executive Director, DDA

DATE: June 13, 2023

RECOMMENDATION: Approve a request from the Monster Box Theatre to host their Jackson Festival of the Arts on September 7th-11th , 2023 at the True Community Credit Union City Square and various other places throughout Jackson.

.**SUMMARY:** A five day celebration of performing and visual arts in Jackson, with a special focus on local artists, performers, playwrights, and businesses.

DEPARTMENTAL APPROVAL SUMMARY

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$0.00
		TOTAL	***$0.00***

CONDITIONS & CONSIDERATIONS

Electricity

INSURANCE STATUS

Approved, pending receipt of the proper certificate of insurance

---

ATTACHMENTS: Special Event Application: Jackson Festival of the Arts

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- ☑ $50 Application Fee
- ☐ $25 Late/Rush Fee
- ☑ Insurance documentation for sponsoring organization
- ☐ Event Map –*Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft^2 and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: MONSTER BOX theatre		
Address: 130 E. WASHINGTON AVE. JACKSON MI		Phone: (248) 787-5765
Tax ID#: 464251365	Website: WWW.MONSTERBOXTHEATRE.COM	
Contact Name: TAHRA GRIBBIN	Phone: 248-408-5458	Email: tahra@MONSTERBOXTHEATRE.COM
Contact Name: PAUL STARK	Phone: 248-787-5765	Email: paul@MONSTERBOXTHEATRE.COM
Contact Name During Event: TAHRA GRIBBIN		Phone: (248) 408-5458

Event Information

Event Name: JACKSON FESTIVAL FOR THE ARTS

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
SEPT. 7 - SEPT. 11 2023	12p	2:00p	7:00p	7-9p.
SEPT 9	9:00a	10:00a		

-* TENTATIVE SCHEDULE W/ FLOW DETAILS ATTACHED

Has this event occurred before? ☐Yes, (if yes, how many previous years?_____ ☒No

Do you expect this event to occur again next year? Yes What is the expected attendance for this event? 2001 day
*crowd will be fluid throughout day + move btn businesses + public space

Type of Event (*please check all that apply*)

☐Walk/Run ☒Festival ☐March/Parade ☐Other:_____

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

☒Horace Blackman Park

☐Bucky Harris Park

☐Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☒TRUE City Square (Stage)

☐MLK Equality Trail

☐Other Location:_____

☐ Streets:_____

☒Other Park: Worker's memorial park

Brief description of Event

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

A five day celebration of performing and visual arts in Jackson with a special focus on local artists, performers, playwrights, and businesses. Events will take place in a variety of location around Jackson's vibrant downtown and the surrounding businesses. Our goal is to build culture and community focused on the arts in the Jackson area and to lay the groundwork for a recurring Festival for the Arts with the intention to grow annually.

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

City Resources Requests

Not all resources may be available at your requested site.

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

☒ **Electrical Power:** Indicate electrical requirements: standard household outlets
Amount of electrical wattage needed: 5000 Watts Amount of plug ins: 2 Power Strips
Locations of where plugs are needed: True City Square
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs:** Indicate water requirements: _____
Amount of water needed: _____ Locations of where water is needed: _____

☐ **Food/Vendors:** Indicate vendors requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales:** (If yes attach liquor license and liquor liability insurance)
Start Time: _____ End Time: _____

☐ **Amusement or Carnival Rides:** If yes indicate electrical requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks:** If yes indicate electrical requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐Traffic Cones ☐ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)

☐Other: _____

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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

Event Map *Details of all event activities MUST be included.*

☐Route Plan	☐Emergency Vehicle Access	☐Restroom Locations
☐Vendor Locations	☐Dispersal Locations	☐Tables
☐Tent Locations	☐Trash Receptacles	☐Requested Reserved Parking
☒Assembly Locations	☐Requested Street Closures	☒Electrical Wires & Outlets

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

Special Event Application

Certification & Signature

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

Signature: _____

Date: 4.4.2023

Office Use ONLY
Application Received:
Date:
Time: AE
By:
Application Fee Received: YB

Application Requirements
Application MUST be submitted 60 days PRIOR to event ***NO EXCEPTIONS***
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*
No ground stakes No confetti or glitter No use of outlets without prior approval

Google Maps

Segue Inc

Worker's Memorial Park





*use requested
10a - 2p Sat. Sept. 9th
No additional city resources required

Segue Inc

2.3 ★★½ (9)

Mental health service

Overview Reviews About

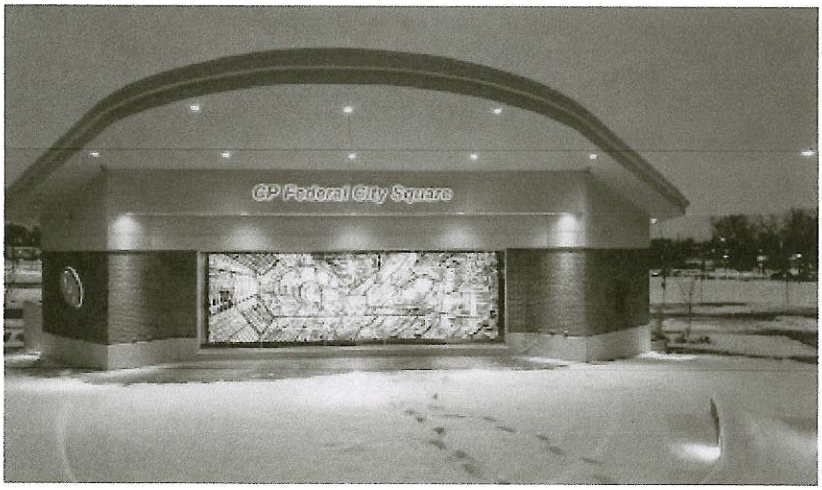
Directions Save Nearby Send to phone Share

Google Maps

CP Federal City Square

TRUE City Center and Horace Blackman Park





EVENT LOCATIONS TRUE City Square + Horace Blackman Park

① TABLES + TRASH receptacles at the event location (TRUE City Square / Horace Blackman Park) - Already at park

CP Federal City Square

4.9 ★★★★★ (21)

City park

Overview Reviews About

Directions Save Nearby Send to phone Share

Assembly in public (city owned) spaces will be minimal. Most events will occur at surrounding businesses. Staff + park use will be for shorter times as requested on attached page.

Please call or text me for more info: 248.408.5458 - Tahra

* Tentative Schedule - Jackson Festival for the Arts 2023

THU Sept 7	**5:00 - 7:00 PM**	Kickoff Event @ Horace Blackman Park & TRUE City Center	Music, Improv, or Short Plays, Art on Display? Booths?
	6:00 PM - 7:00 PM	TRUE City Center	Comedic One Act?
	8:00 PM	Bars Downtown? ART 634?	Live music? Improv Comedy? Live Art show?
FRI Sept 8	**2:00 - 7:00 PM**	Horace Blackman Park	Art Booths/Shopping
	3:00 - 5:00 PM	TRUE City Center	Cultural/ Underrepresented People's Works (One Acts?) Women's Works?
	4:00 PM	JSA? RESTAURANTS/ BARS?	Workshop? Art Gallery?
	5:00 - 7:00 PM	TRUE City Center	Local Playwright Plays etc?
	7:00 PM	MI THTR? JSO?	Improv Comedy
	8:00 PM	JSO?	Visual/Tactile Art Show?
SAT Sept 9	**10:00 AM - 2:00 PM**	Segue Mental Health Services and Worker's Memorial Park	Art show/auction
	12:00 PM	LEAN ROCKET LAB? LIBRARY?	Begin 24 HR Play Contest? Workshop?
	12:00 PM	JSA?	Youth Performance?
	1:00 PM	JSO?	Classical Music? Interactive Music?
	2:00 PM	JACKSON COFFEE CO?	Begin 24 HR Play Contest? Workshop?
	3:00 - 5:00 PM	TRUE City Center or DANCE SCHOOL?	Music? Music at restaurants downtown/ IBARK? @ City Center?, Dance?
	4:00 - 7:00 PM	TRUE City Center and Horace Blackman Park	Best Plays? Live Band Between? Art Gallery at Park? Booths?
	7:00 PM	IRONBARK?	Music? **Wheel of Game???**
SUN Sept 10	10:00 AM?	JSA?	Children's Play? Children's Workshop?

	12:00 PM	DANCE SCHOOL?	Dance Workshop? Interp Dance?
	1:00 - 2:00 PM	Horace Blackman Park and TRUE City Center	Music Workshop? Performance? Choir?
	2:00 PM - 4:00 PM	TRUE City Center and Horace Blackman Park	Performance of playwriting competition? Art Booths with family /art activities?
	4:00 PM - 6:00 PM	TRUE City Center and Horace Blackman Park	One Act? Improv? Art Booths? Activities?
	6:00 PM - 7:00 PM	TRUE City Center and Horace Blackman Park	Cultural Art Performance? Music? One Acts?
MON Sept 11	3:00 PM	JACKSON COFFEE CO?	Poetry for youth?
	4:00 - 7:00 PM	TRUE City Center and Horace Blackman Park	Final performance pieces? Additional Booths? CLOSING EVENT pre Improv?
	7:30 PM	IRONBARK?	Improv Comedy?

PUBLIC SPACE REQUEST TIME:

THU SEPT 7
TRUE City Center and Horace Blackman Park 5:00 - 7:00 PM (2 hours set up and tear down)

FRI SEPT 8
Horace Blackman Park 2:00 - 7:00 PM (2 hours set up and tear down)
TRUE City Center 3:00 - 7:00 PM (2 hours set up and tear down)

SAT SEPT 9
Worker's Memorial Park 10:00 AM - 2:00 PM (1 hour set up and tear down)
TRUE City Center 3:00 - 7:00 PM (2 hours set up and tear down)
Horace Blackman Park 4:00 - 7:00 PM (2 hours set up and tear down)

SUN SEPT 10
TRUE City Center and Horace Blackman Park 1:00 - 7:00 PM (2 hours set up and tear down)

MON SEPT 11
TRUE City Center and Horace Blackman Park 4:00 - 7:00 PM (2 hours set up and tear down)

*Amount of people at one time and city resources minimal. We are a first year festival hoping to build the event over the next few years. Event space/city space needed for shorter performances throughout the times/dates with time for some extra set-up, tear down, and clean up times.
** Final schedule, including schedule for local business' space will be distributed when finalized.

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: Special Event Application for the Nation Night Out

Recommendation:

Approve a request from the Ward 2- B2 Watchers Neighborhood Watch Group to host their National Night Out August 1, 2023 at Loomis Park in the City of Jackson.

Attached is a memo and supporting paperwork from Coyn Speiser regarding the Special Event Application for the National Night Out.

I recommend approval of the special event application for the National Night Out. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Coyn Speiser, Executive Director, DDA

DATE: June 13, 2023

RECOMMENDATION: Approve a request from the Ward 2- B2Watchers Neighborhood Watch Group to host their National Night Out August 1, at Loomis Park.

SUMMARY: An event to enhance the relationship between neighbors and law enforcement while bringing back a true sense of community.

DEPARTMENTAL APPROVAL SUMMARY

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$0.00
		TOTAL	***$0.00***

CONDITIONS & CONSIDERATIONS

Electrical power

INSURANCE STATUS

Approved and on-file with the DDA and City Attorney's office

ATTACHMENTS: Special Event Application: National Night Out

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

***THIS IS A CITY EVENT TO BE HELD AT THE BOOS COMMUNITY CENTER**

Application Attachments

☐ $50 Application Fee

☐ $25 Late/Rush Fee

☐ Insurance documentation for sponsoring organization

Event Map –*Please indicate the location of all items* (if applicable)

☐ Liquor License & Liquor Liability Insurance (if applicable)

☐ Carnival Ride Permit (*if applicable*)

☐ Insurance documentation for all vendors ☐

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft^2 and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: Ward 2 – B2Watchers Neighborhood Watch Group		
Address: NA		Phone: NA
Tax ID#: NA	Website: They have a Facebook Page for their members only	
Contact Name: Cheryl Ragland	Phone: 517.768.8728	Email: cragland@cityofjackson.org
Contact Name: Laurie Lewis	Phone: 503.943.2500	Email: lewisl@ochin.org

Contact Name During Event: Cheryl Ragland	Phone: 517.817.6512

Event Information

Event Name: National Night Out

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
August 1, 2023	4:00pm	6:00pm	8:00pm	8:30pm

Has this event occurred before? **X** Yes, (if yes, how many previous years? 10 ☐No

Do you expect this event to occur again next year? Yes What is the expected attendance for this event? 150 - 250

Type of Event (*please check all that apply*)

☐Walk/Run ☐Festival ☐March/Parade **X** Other: Community Event

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

☐Horace Blackman Park

☐Bucky Harris Park

☐Ella Sharp Park *(requires Ella Sharp Board approval)*

X Other Location: Boos Community Center

☐ Streets:_____

X Other Park: Loomis Park

☐Grand River Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

Brief description of Event

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

National Night Out enhances the relationship between neighbors and law enforcement while bringing back a true sense of community. National Night Out is an annual nationwide community building event that promotes that partnership.

This year, Group Violence Intervention (GVI) is partnering with the Ward 2 - B2Watchers Neighborhood Watch Group to help promote this event.

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

*This section is not applicable due to not closing city streets for this event.

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

City Resources Requests

Not all resources may be available at your requested site.

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

X Electrical Power: Indicate electrical requirements: Power will be needed for the Bounce House and the DJ. These will be provided by the Boos Community Center.

Amount of electrical wattage needed:_____ Amount of plug ins: _____

Locations of where plugs are needed: _____

****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs**: Indicate water requirements:_____

Amount of water needed:_____ Locations of where water is needed: _____

☐ **Food/Vendors**: Indicate vendors requirements:_____

Amount of electrical wattage needed:_____ Amount of plug ins: _____

Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales**: (If yes attach liquor license and liquor liability insurance)

Start Time:_____ End Time: _____

☐ **Amusement or Carnival Rides**: If yes indicate electrical requirements:_____

Amount of electrical wattage needed:_____ Amount of plug ins: _____

Locations of where plugs are needed: _____

☐ **Fireworks**: If yes indicate electrical requirements:_____

Amount of electrical wattage needed:_____ Amount of plug ins: _____

Locations of where plugs are needed: _____

☐Traffic Cones ☐ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)

X Other: Tables, Chairs, Electrical Outlets, and Porta Potties are already in place and will all be provided by the Boos Community Center via the Department of Parks, Recreation, and Cemeteries.

*Per my conversation with Andrea Econ on 5/9, she will check to see if the B2Watchers need a Certificate of Liability or if determined by the City Attorney to fall under the category of a Level I Special Event. (TBD)

Insurance	
Please request the following documentation from your insurance carrier.	
Insurance Type	**Requirements**
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority as additional insured
Liquor Liability Insurance *(if needed)*	☐ Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	☐ Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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

Event Map Details *of all event activities MUST be included.*		
☐Route Plan	X Emergency Vehicle Location: Police, Fire, and EMS	X Restroom Locations – Already provided
X Vendor Locations	☐Dispersal Locations	X Tables – Already provided
☐Tent Locations	X Trash Receptacles – Already provided	☐Requested Reserved Parking
X Bounce House Area Location	☐Requested Street Closures	☐Electrical Wires & Outlets
If these details change, a revised map must be provided seven days prior to event. *Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*		

Special Event Application

Certification & Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.

8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

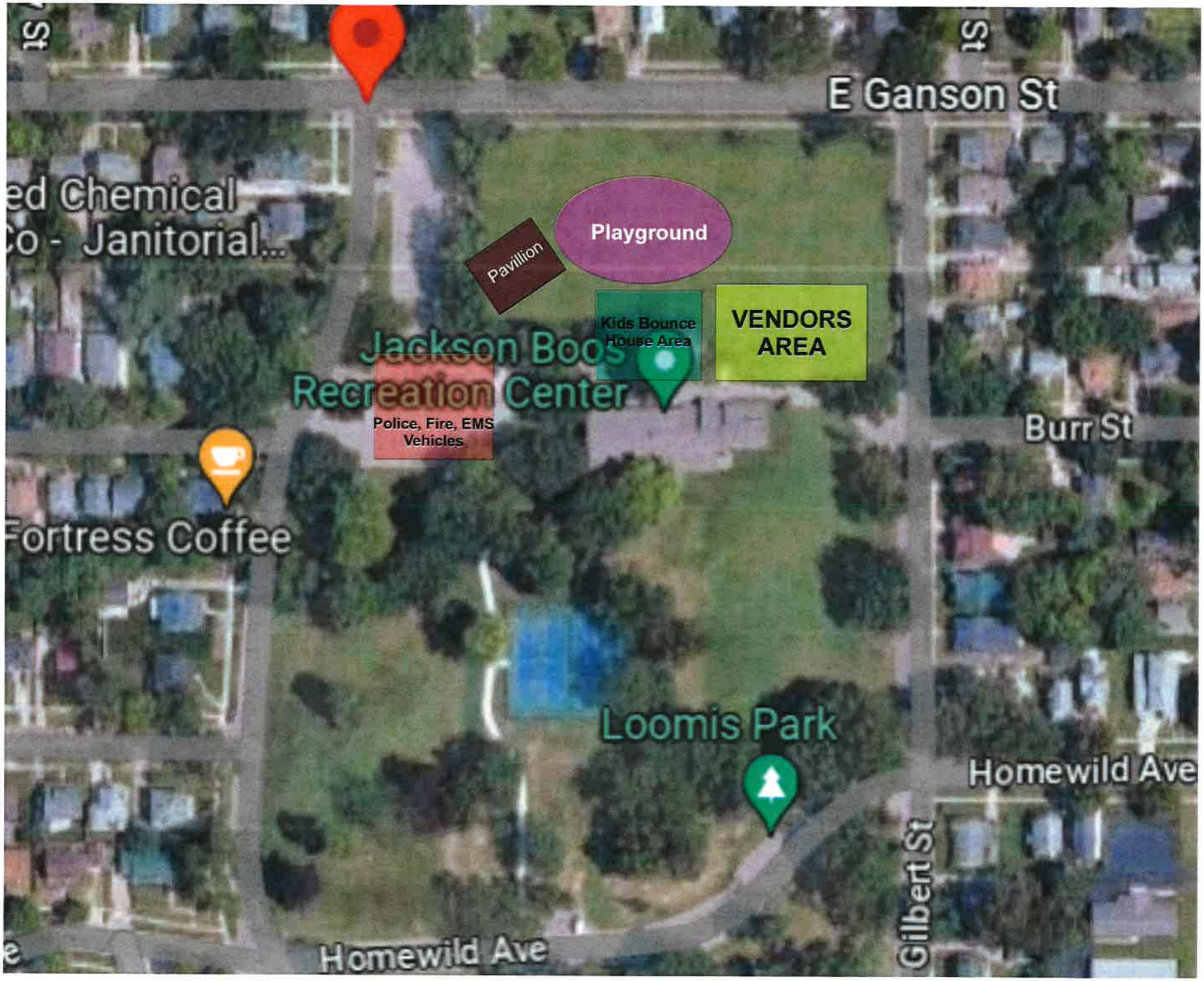
Signature: Cheryl Rayborn

Date: 5.9.23

Office Use ONLY	
Application Received:	
Date: AE	Time:
By: 5/9	
Application Fee Received: X	

JACKSON **DDA**
Downtown Development Authority

Application Requirements
Application MUST be submitted 60 days PRIOR to event *****NO EXCEPTIONS*****
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5 Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*
No ground stakes No confetti or glitter No use of outlets without prior approval


E Ganson St
Playground
Pavillion
Kids Bounce House Area
VENDORS AREA
Jackson Boos Recreation Center
Police, Fire, EMS Vehicles
Burr St
Fortress Coffee
Loomis Park
Homewild Ave
Gilbert St
Homewild Ave

MARKEL AMERICAN INSURANCE COMPANY

P.O. Box 906, Pewaukee, Wisconsin 53072-0906
(800) 236-2862 www.markelamerican.com

Special Event Liability Insurance Policy Declarations Page

Policy Number:	MEL00000726159	**Date of Issue:**	05/16/2023	**Event Date:**	08/01/2023

Policy Period:	08/01/2023
Named Insured:	CITY OF JACKSON POLICE DEPARTMENT
Mailing Address:	CHERYL RAGLAND 216 E WASHINGTON AVE Jackson, MI 49201-2366
Honoree(s):	
Insured Event:	Business or Organization Event
Policy Premium: Surcharges and Taxes Multi Policy Discount **Total:**	$150 $0.00 Not Applicable $150.00
Event Location 1: Hosting Facility Insured Extension: ☒ *(coverage applies if box checked)*	JACKSON BOOS RECREATION CENTER LOOMIS PARK 210 GILBERT ST Jackson MI 49201
Event Location 2: Hosting Facility Insured Extension: ☐ *(coverage applies if box checked)*	
Event Location 3: Hosting Facility Insured Extension: ☐ *(coverage applies if box checked)*	

Policy Coverage	**Limit:**	**Deductible:**
General Aggregate Each Occurrence Property Damage	$500,000 $500,000 Included	$0 $0 $1,000

Administered by: Agency 90700 - 0000004 800-236-4252	MARKEL SERVICE INCORPORATED P O BOX 906 PEWAUKEE, WI 53072-0906
For Policy Questions Call Toll Free: For Claims Call Toll Free:	800-236-4252 800-236-3113
Policy Form(s):	EVL100-0708,EV500-0810,EVL136-0120,EVL138-0708,MIL1214-0917 Host Liquor Liability is excluded
Countersignature (if required):	

Forms and endorsements made a part of this policy at inception are those which numbers are entered above.
EVL102-0708

CERTIFICATE OF LIABILITY INSURANCE

ISSUE DATE (MM/DD/YYYY) 05/16/2023

PRODUCER 800-236-4252
MARKEL SERVICE INCORPORATED
P O BOX 906
PEWAUKEE, WI 53072-0906

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

INSURED **Event Date:** 08/01/2023
CITY OF JACKSON POLICE DEPARTMENT
CHERYL RAGLAND
216 E WASHINGTON AVE
Jackson, MI 49201-2366

INSURERS AFFORDING COVERAGE

INSURER A: Markel American Insurance Company

HONOREE(S)

COVERAGES

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY ☒ GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ HOST LIQUOR INCL. ☒ TPPD GENERAL AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC	MEL00000726159	08/01/2023	08/01/2023	EACH OCCURRENCE	$500,000
					FIRE DAMAGE (Any one fire)	$500,000
					MED EXP (Any one person)	Excluded
					PERSONAL INJURY	$500,000
					GENERAL AGGREGATE	$500,000
					DAMAGE TO RNTD PROP	$500,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐ _____				COMBINED SINGLE LIMIT (Each Accident)	
					BODILY INJURY (Per Person)	
					BODILY INJURY (Per Accident	
					PROPERTY DAMAGE (Per Accident)	
	GARAGE LIABILITY ☐ ANY AUTO ☐ _____				AUTO ONLY-EA ACCIDENT	
					OTHER THAN EA ACC	
					AUTO ONLY: AGG	
	EXCESS LIABILITY ☐ OCCUR CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $				EACH OCCURRENCE	
					AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU OTHER	
					E.L. EACH ACCIDENT	
					E.L. DISEASE-EA EMPLOYEE	
					E.L. DISEASE-POLICY LIMT	
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

The Certificate Holder is included as an insured under the Hosting Facility Liability Coverage, but only in respects to claims arising out of the negligence of the Named Insured.
If the event continues past 12:00 a.m., at the location named on Declarations Page, such continuation shall be considered as the event date. Event includes set up and break down and the scheduled rehearsal or rehearsal dinner scheduled within 48 hours of the event if the event is a wedding. Set up and break down means decoration and removal of decoration at the event location that occurs no more than 24 hours prior to the event and 24 hours after the event.

CERTIFICATE HOLDER
CITY OF JACKSON AND DOWNTOWN DEVELOPMENT AUTHORITY(DDA)
JACKSON BOOS RECREATION CENTER LOOMIS PARK
210 GILBERT ST

Jackson MI 49201

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
John K Clark

EV500-0810

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: Special Event Application: Michigan Theater Capital Campaign

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Recommendation:

Approve a request from the Michigan Theatre to host their "Michigan Theatre Capital Campaign" on July 29, 2023 at the Michigan Theater and parking lot number 14.

Attached is a memo and supporting paperwork from Coyn Speiser regarding the Special Event Application for "Michigan Theatre Capital Campaign."

I recommend approval of the special event application for "Michigan Theatre Capital Campaign." Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Coyn Speiser, Executive Director, DDA

DATE: June 13, 2023

RECOMMENDATION: Approve a request from the Michigan Theatre to host their Capital Campaign on July 29, 2023 in the parking lot of downtown Jackson.

SUMMARY: Celebration of The Michigan Theatre Capital Campaign for restoration efforts.

DEPARTMENTAL APPROVAL SUMMARY

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$0.00
		TOTAL	***$0.00***

CONDITIONS & CONSIDERATIONS

Parking lot closure

INSURANCE STATUS

COI current and on-file with the City Attorney and Downtown Development Authority. Approval pending liquor liability.

ATTACHMENTS: Special Event Application: Michigan Theatre Capital Campaign

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- [x] $50 Application Fee
- [ ] $25 Late/Rush Fee
- [x] Insurance documentation for sponsoring organization
- [x] Event Map –*Please indicate the location of all items*

IN PROCESS →

- [ ] Liquor License & Liquor Liability Insurance (if applicable)
- [ ] Carnival Ride Permit (*if applicable*)
- [ ] Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft^2 and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: Michigan Theatre of Jackson, Inc.		
Address: 124 North Mechanic		Phone: (517) 783-0962
Tax ID#: 38-3138265	Website: michigantheatre.org	
Contact Name: Steve Tucker	Phone: 517-917-6974	Email: stucker@michigantheatre.org
Contact Name:	Phone:	Email:
Contact Name During Event: Steve Tucker		Phone: (517) 917-6974

Event Information

Event Name:

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
July 29	9 am		9 PM	10 PM

Has this event occurred before? ☐Yes, (if yes, how many previous years?_____ ☒No

Do you expect this event to occur again next year? No What is the expected attendance for this event? 200

Type of Event (*please check all that apply*)

☐Walk/Run ☐Festival ☐March/Parade ☐Other: Dinner / Entertainment / Fundraiser

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

☐Horace Blackman Park

☐Bucky Harris Park

☐Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

☒Other Location: parking lot 14

☐ Streets:_____

☐Other Park:_____

Brief description of Event

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

This event is a kick off / celebration of The Michigan Theatre of Jackson's Capital Campaign, The historic venue is trying to raise 6.2 million dollars for a complete restoration.

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

Street Name: None Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

City Resources Requests

Not all resources may be available at your requested site.

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

☒ **Electrical Power:** Indicate electrical requirements: N/A see below
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs**: Indicate water requirements: _____
Amount of water needed: _____ Locations of where water is needed: _____

☒ **Food/Vendors**: Indicate vendors requirements: See Below
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____

☒ **Alcohol Sales**: (If yes attach liquor license and liquor liability insurance)
Start Time: _____ End Time: _____

☐ **Amusement or Carnival Rides**: If yes indicate electrical requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks**: If yes indicate electrical requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ Traffic Cones ☐ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)
☐ Other: _____

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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

Event Map *Details of all event activities MUST be included.*

☐Route Plan	☐Emergency Vehicle Access	☐Restroom Locations
☐Vendor Locations	☐Dispersal Locations	☐Tables
☒Tent Locations # 14	☐Trash Receptacles	☐Requested Reserved Parking
☐Assembly Locations	☐Requested Street Closures	☐Electrical Wires & Outlets

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

The Michigan Theatre will also be opened. The auditorium will be under construction to illustrate to the donors that work is being done. **Restrooms** will be opened in the theatre-two up and 8 upstairs.

Electrical power:. **We will be running power out of the theatre through two sets of double doors with cord protectors placed over any cables needed, for safety.**

Food/Vendors: **This event will be catered by either CCC Catering or Tylutki Catering. All of their needs will be taken care of by theatre. Food will either be set up inside (near the exits leading into parking lot 14)**

Alcohol Sales: I am exploring using someone with a liquor license to sell outside of the theatre. The theatre does have a liquor license, but I am unsure if we have to apply for a special license as we have many times in the past.

Garbage plan: We have our own dumpster and multiple garbage cans.

Special Event Application

Certification & Signature

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

Signature: Steven Tuck

Date: 4-12-2023

Office Use ONLY
Application Received: Date: 4-17-23 Time: 1:45 PM By: DCS
Application Fee Received:

CK #2666 $50.00

Application Requirements
Application MUST be submitted 60 days PRIOR to event ***NO EXCEPTIONS***
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*
No ground stakes No confetti or glitter No use of outlets without prior approval

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/26/2023

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

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

PRODUCER	CONTACT NAME: Shannon Henman	
Walton Insurance Group 2929 Spring Arbor Rd. P.O. Box 3029 Jackson MI 49204	PHONE (A/C, No, Ext): (517) 787-2600	FAX (A/C, No): (517) 787-3857
	E-MAIL ADDRESS: shenman@waltoninsurancegroup.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Alliance of Nonprofits for Insurance	
INSURED The Michigan Theatre of Jackson 124 N. Mechanic St. Jackson MI 49201	INSURER B: Accident Fund Ins. Co.	10166
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 22-23 Master **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y		2022-76159	11/14/2022	11/14/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Liquor Liability	$ 1,000,000 $ 50,000 $ 20,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 1,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			2022-76159	11/14/2022	11/14/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WCP100085698	11/14/2022	11/14/2023	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 500,000 $ 500,000 $ 500,000

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

Fundraiser Event 7/29/2023 - Parking Lot #13

City of Jackson and Jackson Downtown Development Authority areincluded as additional insured for General Liability by written contract.

CERTIFICATE HOLDER

City of Jackson & Jackson Downtown Development Authority
161 W Michigan Ave
Jackson MI 49201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Ethan G Hann

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Fence
Michigan Theatre of Jackson
FENCE
GATE
FENCE
TENT WITH TABLES
PARKING LOT 14

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: Special Event Application: Big Miles for Little Smiles

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Recommendation:

Approve a request from the Big Brothers Big Sisters to host Big Miles for Little Smiles on September 24, 2023 at Ella Sharp Park.

Attached is a memo and supporting paperwork from Coyn Speiser regarding the Special Event Application for "Big Miles for Little Smiles."

I recommend approval of the special event application for "Big Miles for Little Smiles." Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Coyn Speiser, Executive Director, DDA

DATE: June 13, 2023

RECOMMENDATION: Approve a request from the Big Brothers Big Sisters to host Big Miles for Little Smiles on September 24, 2023 at Ella Sharp Park.

SUMMARY: 5k run/walk with related vendors and family-friendly activities

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DEPARTMENTAL APPROVAL SUMMARY

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$200.00
Public Works	X		$800.00
		TOTAL	***$1000.00***

CONDITIONS & CONSIDERATIONS

Road closed barricades

INSURANCE STATUS

Approved pending updated insurance

ATTACHMENTS: Special Event Application: Big Miles for Little Smiles

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- ☒ $50 Application Fee
- ☐ $25 Late/Rush Fee
- ☒ Insurance documentation for sponsoring organization
- ☐ Event Map –*Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft^2 and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: Big Brothers Big Sisters		
Address: 536 N Jackson St, Jackson, MI 49201		Phone: (517) 784-7181
Tax ID#: 38-2221204	Website: https://www.bbbsjackson.org/	
Contact Name: Tony Hollow	Phone: 517-937-0958	Email: thollow@bbbsjackson.org
Contact Name: KAREN SMITH	Phone: 517 784-7181	Email: Ksmith@bbbsjackson.org
Contact Name During Event: Lauren Miller		Phone: (517) 414-2185

Event Information

Event Name: Big Miles for Little Smiles

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
September 24, 2023	7:30 A.M.	9:00 A.M.	10:30 A.M.	Done by 11 A.M.

Has this event occurred before? ☐Yes, (if yes, how many previous years?_____ ☒No

Do you expect this event to occur again next year? Yes What is the expected attendance for this event? 150

Type of Event (*please check all that apply*)

☒Walk/Run ☐Festival ☐March/Parade ☐Other:_____

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

☐Horace Blackman Park

☐Bucky Harris Park

☒Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

☐Other Location:_____

☐ Streets:_____

☐Other Park:_____

Brief description of Event

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

Please see attached.

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

Street Name: S. Oakwood Dr. Cross Streets Stonewall Rd. & E. Hickory Dr.

Closure Start Date: September 24, 2023 Time: 7:15 am Closure End Date: September 24, 2023 Time: 11 am

Street Name: Maplewood Dr. Cross Streets S. Oakwood & Probert Rd.

Closure Start Date: September 24, 2023 Time: 7:15 am Closure End Date: September 24, 2023 Time: 11 am

Street Name: Elmdale Dr. Cross Streets E. Hickory Ave & S. Jackson St.

Closure Start Date: September 24, 2023 Time: 7:15 am Closure End Date: September 24, 2023 Time: 11 am

Street Name: Birchwood Dr. Cross Streets Elmdale Dr. & Maplewood Dr.

Closure Start Date: September 24, 2023 Time: 7:15 am Closure End Date: September 24, 2023 Time: 11 am

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

City Resources Requests

Not all resources may be available at your requested site.

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

☐ **Electrical Power:** Indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs**: Indicate water requirements:_____
Amount of water needed:_____ Locations of where water is needed: _____

☐ **Food/Vendors**: Indicate vendors requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales**: (If yes attach liquor license and liquor liability insurance)
Start Time:_____ End Time: _____

☐ **Amusement or Carnival Rides**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☒ Traffic Cones - For road closures if not already provided ☐ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)

☐ Other:_____

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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

Event Map *Details of all event activities MUST be included.*

☒ Route Plan	☒ Emergency Vehicle Access	☒ Restroom Locations
☒ Vendor Locations	☒ Dispersal Locations	☒ Tables Under tents, at start and finish line
☒ Tent Locations	☒ Trash Receptacles	☒ Requested Reserved Parking N/A
☒ Assembly Locations	☒ Requested Street Closures	☒ Electrical Wires & Outlets N/A

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

Special Event Application

Certification & Signature

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

Signature: Audrey A. Hallow

Date: 4-28-23

Office Use ONLY
Application Received: Date: 5-2-23 Time: 5:00PM By: DKS
Application Fee Received: CHECK # 10363

Application Requirements
Application MUST be submitted 60 days PRIOR to event ***NO EXCEPTIONS***
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*
No ground stakes No confetti or glitter No use of outlets without prior approval

JACKSON DDA
Downtown Development Authority

161 W. Michigan Avenue Jackson, MI 49201 – (517) 768-6411 – aecon@cityofjackson.org

Updated COI in August

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/27/2023

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

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

PRODUCER John L. Kirby & Associates, Inc. 4196 Herschel Street Jacksonville FL 32210	CONTACT NAME: John L Kirby PHONE (A/C, No, Ext): (904) 387-9798 FAX (A/C, No): (907) 387-9270 E-MAIL ADDRESS: alison@jlkirby.com
INSURED (517) 784-7181 Jackson County, Inc. BBBS 536 N. Jackson Street Jackson MI 49201	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: Great American Assurance Compa — 26344 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** Cert ID 7237 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y		MAC113803208	08/28/2022	08/28/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG [ ]	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 3,000,000 $ 3,000,000 $
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			MAC113803208	08/28/2022	08/28/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) [ ]	$ 1,000,000 $ $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE [ ]	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
A	Professional Liability Abuse & Molestation			MAC113803208	08/28/2022	08/28/2023	Claims Made Form Any One Incident Aggregate Limit	$ 1,000,000 $ 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Additional Insured: City of Jackson by virtue of agreement/contract per form CG 8970.
Event: 5K Walk/Run on September 24, 2023

CERTIFICATE HOLDER

City of Jackson
161 West Michigan Avenue
Jackson MI 49201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/27/2023

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	[ ] CLAIMS-MADE [X] OCCUR	Y		MAC113803208	08/28/2022	08/28/2023	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	X POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	[ ] OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	[ ] ANY AUTO			MAC113803208	08/28/2022	08/28/2023	BODILY INJURY (Per person)	$
	[ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	[ ] EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	[ ] DED [ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						[ ] PER STATUTE [ ] OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Professional Liability			MAC113803208	08/28/2022	08/28/2023	Claims Made Form Any One Incident	$ 1,000,000
	Abuse & Molestation						Aggregate Limit	$ 3,000,000

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

Additional Insured: Jackson Downtown Development Authority by virtue of agreement/contract per Form CG 8970

Event: 5K Walk/Run on September 24, 2023

CERTIFICATE HOLDER

Jackson Downtown Development Authority

161 West Michigan Avenue

Jackson MI 49201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

John L Kirby Jr

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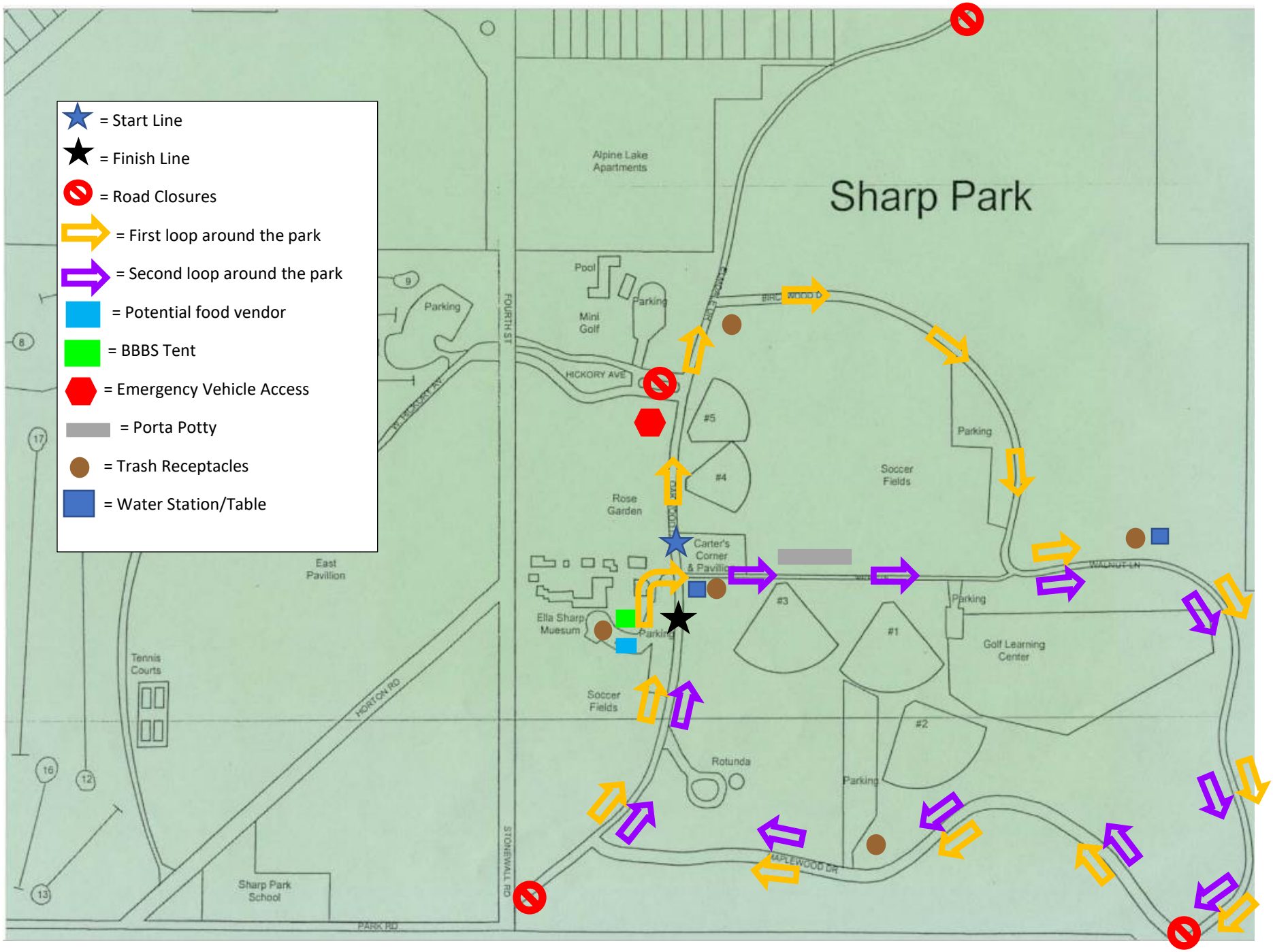
= Start Line
= Finish Line
= Road Closures
= First loop around the park
= Second loop around the park
= Potential food vendor
= BBBS Tent
= Emergency Vehicle Access
= Porta Potty
= Trash Receptacles
= Water Station/Table
Sharp Park
Alpine Lake Apartments
Pool
Parking
Mini Golf
HICKORY AVE
FOURTH ST
#5
#4
Parking
Soccer Fields
Rose Garden
Carter's Corner & Pavilion
WALNUT LN
#3
#1
Parking
Golf Learning Center
Ella Sharp Muesum
Parking
Soccer Fields
#2
Rotunda
Parking
MAPLEWOOD DR
STONEWALL RD
East Pavillion
Tennis Courts
HORTON RD
Sharp Park School
PARK RD

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: Special Event Application: Bike Night

Recommendation:

Approve a request from the Bella Notte Ristorante to host their Bike Night every Tuesday, May through October, during nice weather on a section of Michigan Ave in downtown Jackson.

Attached is a memo and supporting paperwork from Coyn Speiser regarding the Special Event Application for "Bike Night."

I recommend approval of the special event application for "Bike Night." Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Coyn Speiser, Executive Director, DDA

DATE: June 13, 2023

RECOMMENDATION: Approve a request from the Bella Notte Ristorante to host their Bike Night every Tuesday, May through October, during nice weather on a section of Michigan Ave in downtown Jackson.

SUMMARY: Bike night with parking for bikes outside of Bella Notte

---

DEPARTMENTAL APPROVAL SUMMARY

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$0.00
		TOTAL	***$0.00***

CONDITIONS & CONSIDERATIONS

INSURANCE STATUS

Approved and on file with the City Attorney and the Downtown Development Authority.

ATTACHMENTS: Special Event Application: Bike Night

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- ☑ $50 Application Fee
- ☐ $25 Late/Rush Fee
- ☐ Insurance documentation for sponsoring organization
- ☐ Event Map –*Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft^2 and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: Bella Notte Ristorante (Prego LLC)		
Address: 137 W Michigan		Phone: (517) 782 5979
Tax ID#: 38 3596771	Website: bellanotteristorante.com	
Contact Name: Gregory Walker	Phone: 517 206 2673	Email: gawalker@modernmachionetool.com
Contact Name: Annette Walker	Phone: 517 782 5727	Email: annette@bellanotteristorante.com
Contact Name During Event: Gregory Walker		Phone: (517) 206 2673

Event Information

Event Name:

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
Tuesdays Afternoon In the Nice Weather	4:30 PM	4:30 PM	Dark	NA

See Description

Has this event occurred before? ☑Yes, (if yes, how many previous years? Three ☐No

Do you expect this event to occur again next year? Yes What is the expected attendance for this event? 30 to 40

Type of Event (*please check all that apply*)

☐Walk/Run ☐Festival ☐March/Parade ☑Other: Bike Night

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

☐Horace Blackman Park

☐Bucky Harris Park

☐Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

☑Other Location: Parking spaces in front of Bella Notte

☐ Streets: !37 W Michigan

☐Other Park: _____

Brief description of Event

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

Bike Night

May 1 to Oct 15 this is a weather based event. In the spring it need to be above 60. When fall comes around it need to be above 70. If it is raining we don't do it.
Gregory Walker -Per email on(5/19/2023)

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

Street Name: _____ Cross Streets _____

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

Street Name: _____ Cross Streets _____

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

Street Name: _____ Cross Streets _____

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

Street Name: _____ Cross Streets _____

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

Street Name: _____ Cross Streets _____

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

Street Name: _____ Cross Streets _____

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

Street Name: _____ Cross Streets _____

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

City Resources Requests

Not all resources may be available at your requested site.

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

☐ **Electrical Power:** Indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs**: Indicate water requirements:_____
Amount of water needed:_____ Locations of where water is needed: _____

☐ **Food/Vendors**: Indicate vendors requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales**: (If yes attach liquor license and liquor liability insurance)
Start Time:_____ End Time: _____

☐ **Amusement or Carnival Rides**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐Traffic Cones ☐ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)
☐Other:_____

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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

Event Map *Details of all event activities MUST be included.*

☐Route Plan	☐Emergency Vehicle Access	☐Restroom Locations
☐Vendor Locations	☐Dispersal Locations	☐Tables
☐Tent Locations	☐Trash Receptacles	☐Requested Reserved Parking
☐Assembly Locations	☐Requested Street Closures	☐Electrical Wires & Outlets

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

Special Event Application

Certification & Signature

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

Signature: Gregory A. Walker

Date: 21 April 2023

Office Use ONLY
Application Received: Date: Time: By:
Application Fee Received:

Application Requirements
Application MUST be submitted 60 days PRIOR to event *****NO EXCEPTIONS*****
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*
No ground stakes No confetti or glitter No use of outlets without prior approval

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/24/2023

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PRODUCER	CONTACT NAME: Shawna Bahr	
The Craft Agency Inc. 2533 Spring Arbor Rd P O Box 1187 Jackson MI 49204	PHONE (A/C, No, Ext): (517) 787-0077	FAX (A/C, No): (517) 787-9356
	E-MAIL ADDRESS: sab@craftagency.com	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Prego LLC, DBA: Bella Notte Ristorante 137 - 139 W Michigan Avenue Jackson MI 49201	INSURER A : Auto Owners	18988
	INSURER B : Home Owners Ins	26638
	INSURER C : MI Restaurant & Lodging Fund	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 22/23 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			06477354	10/26/2022	10/26/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY [X] 19 [ ]			5147735400	10/26/2022	10/26/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			5147735401	10/26/2022	10/26/2023	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		BELLA1R	01/01/2023	12/31/2023	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

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

City of Jackson & Jackson Downtown Development Authority are named as Additional Insured with respect to the General Liability.

CERTIFICATE HOLDER

City of Jackson Jackson Downtown Development Authority
161 W Michigan Ave
Jackson MI 49201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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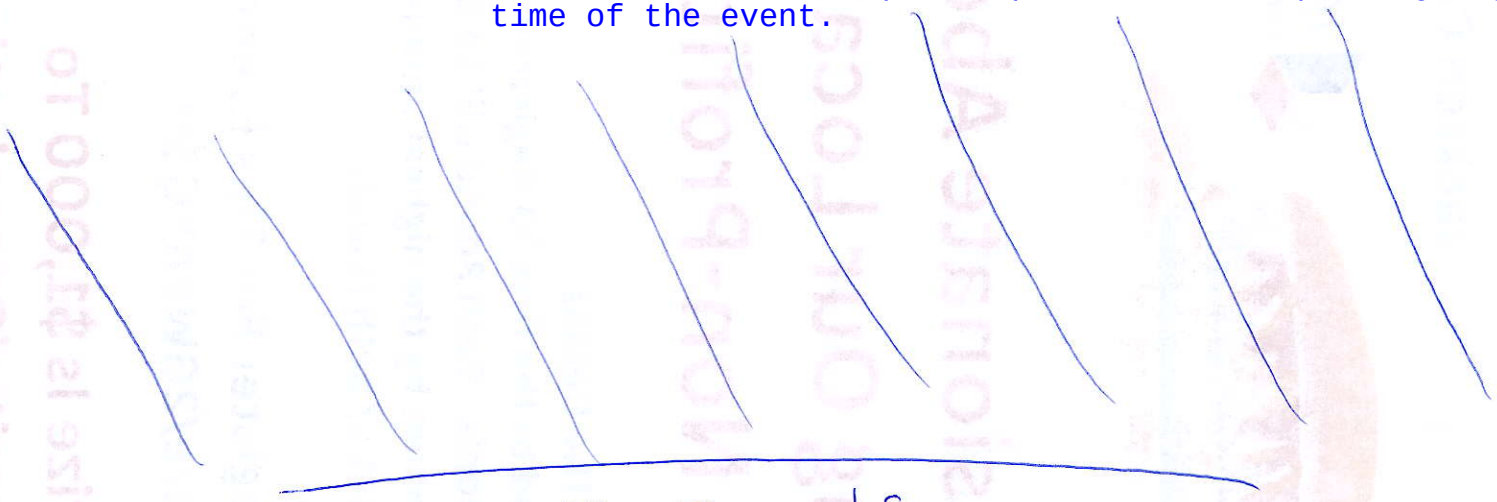
MI Ave

Bella Notte says that they have spoken to neighbors about the event. That they will use some cones (theirs) and a few no parking signs to put out closer to the time of the event.



Sidewalk

Bella Notte

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: Special Event Application for the Jackson Pride Festival

---

Recommendation:

Approve a request from the Jackson Pride Center to host the Pride Festival on August 19, 2023 in Horace Blackman Park, True Community Credit Union City Square, and the streets of downtown Jackson.

Attached is a memo and supporting paperwork from Coyn Speiser regarding the Special Event Application for the Pride Festival.

I recommend approval of Pride Festival. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Coyn Speiser, Executive Director, DDA

DATE: June 13, 2023

RECOMMENDATION: Approve a request from the Jackson Pride Center to host the Pride Festival on August 19, 2023 in Horace Blackman Park, True Community Credit Union City Square, and the streets of downtown Jackson.

.SUMMARY: A family-friendly gathering/celebration with food trucks, a short parade, music, and vendors.

DEPARTMENTAL APPROVAL SUMMARY

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$375.00
Public Works	X		$600.00
		TOTAL	***$975.00***

CONDITIONS & CONSIDERATIONS

Electricity, police assistance, road closures

INSURANCE STATUS

Approved, pending receipt of the proper certificate of insurance

---

ATTACHMENTS: Special Event Application: Pride Festival

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- [x] $50 Application Fee
- [ ] $25 Late/Rush Fee
- [x] Insurance documentation for sponsoring organization
- [x] Event Map –*Please indicate the location of all items*
- [ ] Liquor License & Liquor Liability Insurance (if applicable)
- [ ] Carnival Ride Permit (*if applicable*)
- [ ] Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft^2 and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: JACKSON PRIDE CENTER		
Address: 536 N JACKSON / PO BOX 4086		Phone: ( )
Tax ID#: 82-4250359	Website: www.jacksonpridecenter.org	
Contact Name: Sharon Pederson	Phone: 517-740-2629	Email: info@jacksonpridecenter.org
Contact Name: Regina Pinney	Phone: 517-262-3950	Email: Reginapinney@gmail.com
Contact Name During Event: Chris Gorton		Phone: (517) 673-6480

Event Information

Event Name: JACKSON PRIDE Fest

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
Sat, Aug 19, 2023	11 am	2 pm	6 pm	7:30pm

Has this event occurred before? ☒ Yes, (if yes, how many previous years? Since 2017 ☐ No

Do you expect this event to occur again next year? YES What is the expected attendance for this event? 600

Type of Event (*please check all that apply*)

☒ Walk/Run ☒ Festival ☒ March/Parade ☐ Other: _____

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

☒ Horace Blackman Park

☒ Bucky Harris Park

☐ Ella Sharp Park *(requires Ella Sharp Board approval)*

☐ GrandRiver Farmers Market Pavilion

☒ TRUE City Square (Stage)

☐ MLK Equality Trail

☒ Other Location: Walk from MLK | Consumers to Horrace Blackman

☐ Streets: _____

☐ Other Park: _____

Brief description of Event

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

Musical performances, food trucks, vendors, booths for services, youth activities & participation from local bars & restaurants, Art & 5K.

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

Street Name: Michigan Ave Cross Streets MLK to Hayes

Closure Start Date: ~~8~~ 8/19/23 Time: 2 pm Closure End Date: ~~8~~ 8/19/23 Time: 2:30p

Street Name: Hayes Cross Streets Michigan / Pearl

Closure Start Date: 8/19/23 Time: 11am Closure End Date: 8/19/23 Time: 7:30p

Street Name: W. Michigan Cross Streets N. Jackson + Hayes

Closure Start Date: 8/19/23 Time: 11 am Closure End Date: 8/19/23 Time: 7:30p

Street Name: N. Jackson Cross Streets W Michigan + Pearl

Closure Start Date: 8/19/23 Time: 11 am Closure End Date: 8/19/23 Time: 7:30p

Street Name: _____ Cross Streets _____

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

Street Name: _____ Cross Streets _____

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

City Resources Requests

Not all resources may be available at your requested site.

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

☒ **Electrical Power:** Indicate electrical requirements: Food trucks (7-10)
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs:** Indicate water requirements: _____
Amount of water needed: _____ Locations of where water is needed: _____

☒ **Food/Vendors:** Indicate vendors requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: TBD Number of vendors: TBD

☐ **Alcohol Sales:** (If yes attach liquor license and liquor liability insurance)
Start Time: _____ End Time: _____

☐ **Amusement or Carnival Rides:** If yes indicate electrical requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks:** If yes indicate electrical requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ Traffic Cones ☐ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)
☐ Other: _____

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Awaiting requested COI Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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

Event Map *Details of all event activities MUST be included.*

☒ Route Plan	☐ Emergency Vehicle Access	☐ Restroom Locations
☒ Vendor Locations	☐ Dispersal Locations	☒ Tables
☐ Tent Locations	☒ Trash Receptacles	☐ Requested Reserved Parking
☐ Assembly Locations	☒ Requested Street Closures	☒ Electrical Wires & Outlets

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

Special Event Application

Certification & Signature

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

Signature: Beg Pig

Date: 3/20/2023

Office Use ONLY
Application Received:
Date: 3/27
Time: AL
By:
Application Fee Received: yes

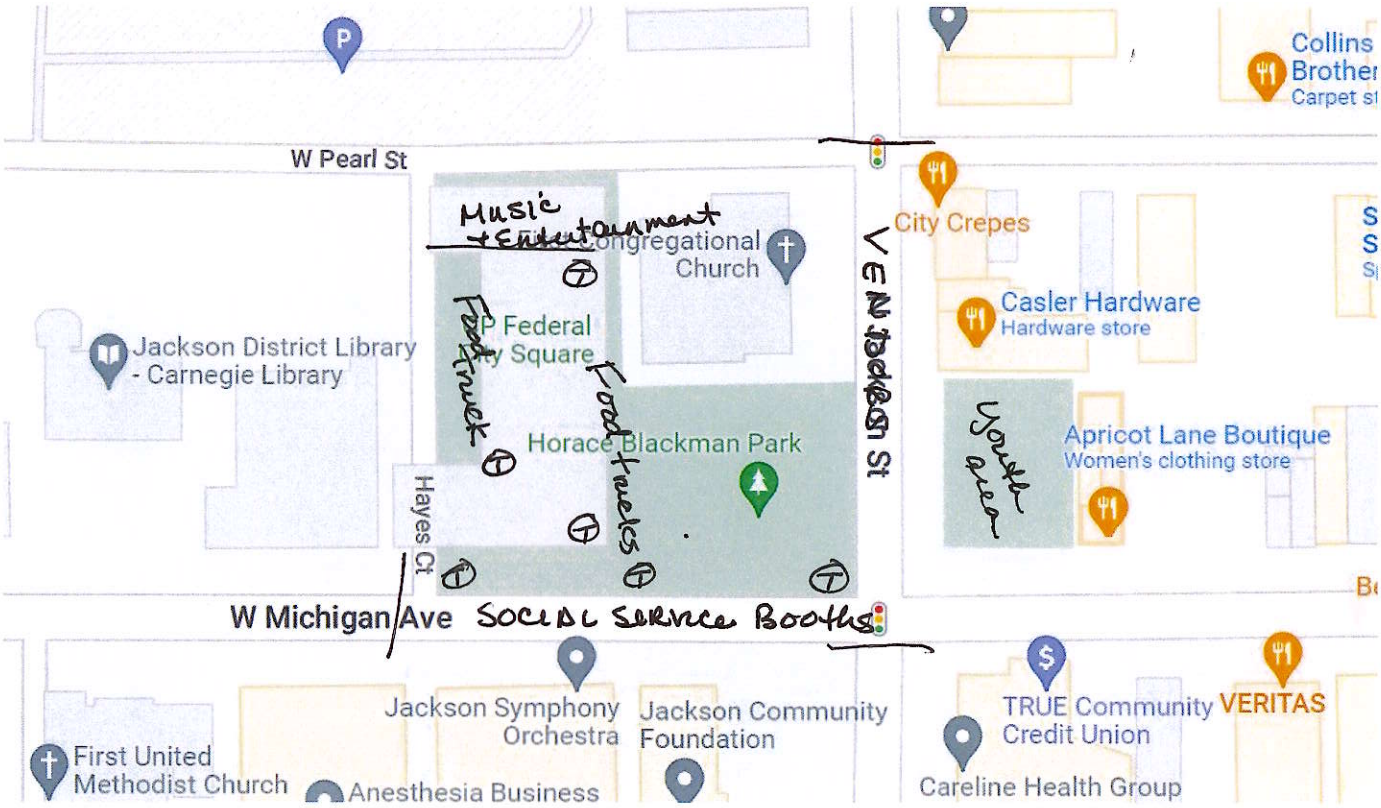
Application Requirements
Application MUST be submitted 60 days PRIOR to event ***NO EXCEPTIONS***
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*
No ground stakes No confetti or glitter No use of outlets without prior approval

Please print two

From: Regina Pinney (regina@nonprofnetwork.org)

To: sspedersen@sbcglobal.net

Date: Monday, March 20, 2023 at 03:05 PM EDT



Regina Pinney
Executive Director
Nonprofit Network
Link to my Calendar
(Office) 517-796-4750
(Mobile) 517-262-3950
www.nonprofnetwork.org

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: Special Event Application: Heart of a Lion 5K

Recommendation:

Approve a request from the Area 19 Special Olympics to host "Heart of a Lion 5K" on August 20, 2023 at Ella Sharp Park.

Attached is a memo and supporting paperwork from Coyn Speiser regarding the Special Event Application for "Heart of a Lion 5K."

I recommend approval of the special event application for "Heart of a Lion 5K." Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Coyn Speiser, Executive Director, DDA

DATE: June 13, 2023

RECOMMENDATION: Approve a request from the Area 19 Special Olympics to host Heart of a Lion 5K on August 20, 2023 at Ella Sharp Park.

SUMMARY: 5k run/walk with related vendors and family-friendly activities

---

DEPARTMENTAL APPROVAL SUMMARY

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$250.00
Public Works	X		$1000.00
		TOTAL	***$1250.00***

CONDITIONS & CONSIDERATIONS

City stage on wheels; road closed barricades

INSURANCE STATUS

Current and on-file with the City Attorney and Downtown Development Authority

---

ATTACHMENTS: Special Event Application: Heart of a Lion 5K

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- ☑ $50 Application Fee
- ☐ $25 Late/Rush Fee
- ☐ Insurance documentation for sponsoring organization
- ☑ Event Map –*Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft^2 and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: Area 19 Special Olympics.		
Address: 210 E McDevitt Ave Jackson		Phone: (517) 748-7707
Tax ID#: 38-1964643	Website:	
Contact Name: Amy Gingras	Phone: (517) 262-1445	Email: amygingrasrealtor@gmail.com
Contact Name: Randy Coleman	Phone: (517) 740-3887	Email: rcoleman.area19@gmail.com
Contact Name During Event: Amy Gingras		Phone: (517) 262-1445

Event Information

Event Name: Heart of a Lion 5K

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
August 20, 2023	6 am	9 am	12 pm	12 pm

Has this event occurred before? ☒Yes, (if yes, how many previous years? 8 ☐No

Do you expect this event to occur again next year? Yes What is the expected attendance for this event? 150 -200

Type of Event (*please check all that apply*)

☒Walk/Run ☐Festival ☐March/Parade ☐Other:_____

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

☐Horace Blackman Park

☐Bucky Harris Park

☒Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

☐Other Location:_____

☐ Streets:_____

☐Other Park:_____

Brief description of Event

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

The ninth Annual Heart of a Lion 5K is part of the ORS Race Series + is a fundraiser for the Jackson Area 19 Special Olympics. All proceeds benefit the Jackson Area 19 Special Olympics. Special Olympics provides year round sports training + competition for individuals with developmental + physical special needs.

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

Street Name: Birchwood Cross Streets S. Oakwood

Closure Start Date: 8-20-23 Time: 7am Closure End Date: 8-20-23 Time: 10:30 am

Street Name: Birchwood Cross Streets Maplewood

Closure Start Date: 8-20-23 Time: 7am Closure End Date: 8-20-23 Time: 10:30 am

Street Name: Maplewood Cross Streets S. Oakwood

Closure Start Date: 8-20-23 Time: 7am Closure End Date: 8-20-23 Time: 10:30 am

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

Street Name:_____ Cross Streets _____

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

City Resources Requests

Not all resources may be available at your requested site.

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

☐ **Electrical Power:** Indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs**: Indicate water requirements:_____
Amount of water needed:_____ Locations of where water is needed: _____

☐ **Food/Vendors**: Indicate vendors requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales**: (If yes attach liquor license and liquor liability insurance)
Start Time:_____ End Time: _____

☐ **Amusement or Carnival Rides**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐Traffic Cones ☒ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)

☐Other:_____

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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

Event Map *Details of all event activities MUST be included.*

☐Route Plan	☐Emergency Vehicle Access	☐Restroom Locations
☐Vendor Locations	☐Dispersal Locations	☐Tables
☐Tent Locations	☐Trash Receptacles	☐Requested Reserved Parking
☐Assembly Locations	☐Requested Street Closures	☐Electrical Wires & Outlets

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

Special Event Application

Certification & Signature

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

Signature: _____

Date: 2-10-23

Office Use ONLY
Application Received:
Date: 2/10
Time: AE
By:
Application Fee Received: Yes**

Application Requirements
Application MUST be submitted 60 days PRIOR to event *****NO EXCEPTIONS*****
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*
No ground stakes No confetti or glitter No use of outlets without prior approval

Like Comment Share

Cynthia Anderson, Christine Herrera Kerr, Tammie Vanderkarr Withrow and 8 others like this.

6 shares

Write a comment..

Amy Gingras
September 20 · Jackson, MI ·

Heart of a Lion 5K run/walk course map



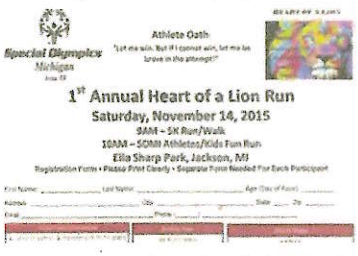
Anne Markiewicz and Anne Vischer like this.

4 shares

Write a comment...

Amy Gingras
September 20 · Jackson, MI

Online Registration at Runsignup.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/02/2023

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

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

PRODUCER

American Specialty Insurance & Risk Services, Inc.
dba American Specialty Insurance & Risk Services Agency
7609 W. Jefferson Blvd., Suite 100
Fort Wayne IN 46804

CONTACT NAME:
PHONE (A/C, No, Ext): **FAX (A/C, No):**
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Philadelphia Indemnity Insurance Company	18058
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Special Olympics, Inc.
1133 19th Street NW
Washington DC 20036

COVERAGES **CERTIFICATE NUMBER:** 1002070948 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [X] OTHER: OTHER	Y		PHPK2503728	12/31/2022	12/31/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ Excluded $ 1,000,000 $ 5,000,000 $ 1,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			PHPK2503728	12/31/2022	12/31/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) NON-OWNED/HIRED AUTO	$ $ $ $ $ 1,000,000
A	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			PHUB846368	12/31/2022	12/31/2023	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

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

- Coverage applies to the following: SPECIAL OLYMPICS MICHIGAN, CENTRAL MICHIGAN UNIVERSITY, 1120 S. MISSION ST., MOUNT PLEASANT, MI 48859.

- Named Insured (cont'd): All Special Olympics Accredited U.S. Programs

CERTIFICATE HOLDER

City of Jackson & Jackson Downtown Development Authority
161 W. Michigan Ave.
Jackson MI 49201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Drew Smith

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JACKSON
Founded 1829

City Clerk's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4025

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Andrea Muray, City Clerk

DATE: June 13, 2023

SUBJECT: **Corrective Resolution - Resolution No. 2023-17**.

RECOMMENDATION:

Approve a corrective resolution for Resolution No. 2023-17.

Resolution No. 2023-17 was adopted at the March 21, 2023 City Council Meeting. It contained a typographical error – the Public Act number. The error itself does not change the substance of the resolution, however it should be corrected so that it may be filed with the State of Michigan Office of the Great Seal error free.

Your consideration and concurrence is appreciated.

C: Jonathan Greene, City Manager

CORRECTIVE RESOLUTION –RESOLUTION NO. 2023-17

BY THE CITY COUNCIL:

WHEREAS, on February 21, 2023, upon recommendation of the Election Commission and the City Charter Review Committee, the Jackson City Council scheduled a public hearing to receive citizen input on transitioning City wide elections from odd years to even years ; and

WHEREAS, after holding a public hearing on March 7, 2023 the Jackson City Council adopted Resolution No. 2023-17 at the March 21, 2023 Council Meeting transitioning City wide elections from odd years to even years by unanimous vote; and

WHEREAS, Resolution No. 2023-17 contained a typographical error; and

WHEREAS, the typographical error in no way changed the substance of Resolution No. 2023-17.

NOW, THEREFORE, BE IT RESOLVED, that the fourth "whereas" statement in Resolution No. 2023-17 shall read as follows:

WHEREAS, pursuant to the Michigan Election Law, being Public Act 116 of 1954, sections 642, and 642a (MCL 168.642 and MCL 168.642a) City Council is authorized to change the City election schedule from odd-year elections to even-year elections by a City Council adopted resolution;".

* * * * * * *

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 corrective resolution adopted by the Jackson City Council on this 13th day of June, 2023.

IN WITNESS WHEREOF, I have hereto affixed
My signature and the Seal of the City of Jackson,
Michigan, on this 14th day of June, 2023.

_____

Andrea Muray, City Clerk

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: **Corrective Resolution for Drinking Water State Revolving Fund Tentative Contract Award to Northwoods Plumbing, LLC of Concord, MI**

Recommendation:

Approval of the corrective resolution to amend the contract amount to $703,125 for the resolution of the tentative contract award to Northwoods Plumbing, LLC of Concord, MI for the Drinking Water State Revolving Fund Plumbing for Lead Service Line Replacement.

Your consideration and concurrence is appreciated.

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

From: Mike Osborn, Director of Public Works

DATE: June 13, 2023

RECOMMENDATION: Approval of the corrective resolution to amend the contract amount to $703,125 for the resolution of the tentative contract award to Northwoods Plumbing, LLC of Concord, MI, for the Drinking Water State Revolving Fund (DWSRF) Plumbing for Lead Service Line Replacement.

SUMMARY

On May 23, 2023, the City Council adopted resolution number 2023-33 for the tentative contract award to Northwoods Plumbing, LLC of Concord, MI, for the plumbing of the service line to the meter inside the home for an estimated 1,125 lead service line replacements. In the adopted tentative contract award resolution, the contract cost amount was misstated as $517,500 but the actual bid tab for the tentative contract award is $703,125 as stated in the City Manager's memo and departmental report that was provided with the tentative award resolution for Council's approval. A corrective tentative contract award resolution is needed to amend the originally adopted resolution to reflect the correct contract amount.

BUDGETARY CONSIDERATIONS

This corrective resolution will amend the contract cost included in the tentative contract award resolution from $517,500 to $703,125 for the DWSRF Plumbing for Lead Line Replacements with Northwoods Plumbing, LLC, to be funded using the State of Michigan's Drinking Water State Revolving Fund loan program along with grant funding and principal forgiveness.

HISTORY, BACKGROUND and DISCUSSION

When preparing the tentative contract award resolution for the May 23rd meeting City staff had sampled the previously prepared tentative contract award resolution for the DWSRF Electrical Grounding for Lead Service Line Replacements. In updating the information in the document the contractor and project information was updated, however, the dollar amount of the contract was overlooked. As this project will be funded, utilizing the DWSRF loan program the correct contract amount must be in the adopted tentative contract award resolution awarded by City Council. This resolution is submitted to EGLE and the Michigan Finance Authority (MFA) and is used to finalize the loan closing documentation with the project's funding amount for the loan, grants, and principal forgiveness available to the City of Jackson. EGLE and the MFA will be holding a meeting with City staff to confirm the project's financial information has been approved by City Council on June 20th and will then issue their order of approval for the loan closing scheduled on July 17th. If this corrective resolution is not adopted this could result in the cost of the contract with Northwoods Plumbing, LLC to be excluded from the DWSRF loan, and therefore result in a loss and estimated $344,540 in grant funding and/or principal forgiveness.

POSITIONS

I recommend approval of the corrective resolution of the tentative contract award to Northwoods Plumbing, LLC of Concord, MI to the amount of $703,125 for the Drinking Water State Revolving Fund (DWSRF) Plumbing for Lead Service Line Replacement.

CITY OF JACKSON, MI

CORRECTIVE RESOLUTION - RESOLUTION NO. 2023-33
TO TENTATIVELY AWARD A CONSTRUCTION CONTRACT
FOR WATER SYSTEM IMPROVEMENTS

WHEREAS, on May 23, 2023, the Jackson City Council adopted a resolution for a tentative contract award to Northwoods Plumbing, LLC of Concord, MI in the amount of $517,500 (the Resolution), to construct water system improvements to its existing water distribution system;

WHEREAS, the water system improvements project formally adopted on June 14, 2022, will be funded through the state of Michigan's Drinking Water State Revolving Fund (DWSRF) program;

WHEREAS, the City of Jackson sought and received construction bids for the proposed improvements with the low bid in the amount of $703,125, from Northwoods Plumbing, LLC of Concord, MI;

WHEREAS, the dollar amount of the Resolution adopted on May 23, 2023, must be amended to reflect the actual lowest bid amount of $703,125: and

WHEREAS, the City of Jackson staff has recommended awarding the contract to the low bidder, as they are a reputable and previously compliant contractor that has successfully completed projects for the City of Jackson in the past; done so in accordance with the designated contract specifications; and performed with the requisite skill, capacity, and ability to complete the contract as bid.

NOW THEREFORE, BE IT RESOLVED THAT the Jackson City Council hereby adopts this corrective resolution, amending the tentative contract award amount set forth in the May 23, 2023 Resolution to $703,125, accurately reflecting the low bid for construction of the proposed water system improvements project to Northwoods Plumbing, LLC, contingent upon successful financial arrangements with the DWSRF.

Yeas: _____

Nays: _____

Abstain: _____

Absent: _____

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 corrective resolution adopted by the Jackson City Council on this 13th day of June, 2023.

IN WITNESS WHEREOF, I have hereto affixed
My signature and the Seal of the City of Jackson,
Michigan, on this 14th day of June, 2023.

_____

Andrea Muray, City Clerk

JACKSON
Founded 1829

City Clerk's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4025

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Andrea Muray, City Clerk

DATE: June 13, 2023

SUBJECT: Second Reading/Final Adoption Ordinance No. 2023-05

RECOMMENDATION:

Approve the second reading/final adoption of an ordinance amending Chapter 24- Taxation of the City of Jackson Code of Ordinances.

Ordinance No. 2023-05 was advanced to a second reading at the May 23, 2023 Council Meeting.

Your consideration and concurrence is appreciated.

C: Jonathan Greene, City Manager

ORDINANCE NO. 2023-05

An Ordinance amending Chapter 24, Taxation, of the Code of Ordinances of the City of Jackson, Michigan by adding Article VIII, Sections 24-121 through 24-131 to provide for the approval of an exemption from ad valorem property taxes for housing being developed or rehabilitated for workforce housing under the authority of the State Housing Development Authority Act of 1966, Public Act 346 of 1966, as amended by MCL 125.1415a

WORKFORCE HOUSING PILOT ORDINANCE

THE CITY OF JACKSON, COUNTY OF JACKSON, STATE OF MICHIGAN, ORDAINS:

Sec. 24-121. Title. This Ordinance shall be known and cited as the "City of Jackson Workforce Housing PILOT Ordinance."

Sec. 24-122. Preamble.

It is a proper public purpose for the City of Jackson to provide for and encourage the development or rehabilitation of such housing by exempting workforce housing from all ad valorem property taxes imposed by any taxing jurisdiction and providing for payment of an annual service charge for public services in lieu of all such taxes. A PILOT, or service charge payment in lieu of taxes, is an effective means of incentivizing the construction of workforce housing. The City of Jackson is authorized by section 15a of Public Act 346 of 1966, as amended, MCL 125.1415a, to establish a service charge to be paid in lieu of taxes with respect to new or rehabilitated workforce housing in an amount it chooses, but not an amount that exceeds the taxes that would be paid but for this section. Workforce housing is also a public necessity, and as the City of Jackson will be benefited and improved by such housing, encouraging the same through ad valorem property tax exemption is a valid public purpose. Additionally, the stability and predictability of the service charge paid in lieu of all ad valorem property taxes during the periods as contemplated by this ordinance is essential to the determination of economic feasibility of workforce housing projects that are developed or rehabilitated in reliance on such tax exemption.

Sec. 24-123. Definitions.

(A) “Area median income” means the median income for the area as determined under section 8 of the United States housing act of 1937, 42 USC 1437F, adjusted for family size.

(B) “Authority” means the Michigan State Housing Development Authority.

(C) “Shelter Rent” means the rental or carrying charges established for occupancy in housing projects, exclusive of payments for taxes and charges for heat, light, water, cooking fuel, and other necessary utilities.

(D) “Taxable value” means taxable value as calculated under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a.

Sec. 24-124. Authorization and Establishment of Workforce Housing PILOT.

(A) The class of housing projects to which the tax exemption shall apply and for which a service charge may be paid in lieu of all ad valorem property taxes are housing projects being developed or rehabilitated for workforce housing. "Workforce housing" means rental units or other housing options that are reasonably affordable to, and occupied by, a household whose total household income is not greater than 120% of the area median income published by the United States Department of Housing and Urban Development.

(B) Workforce housing and the property on which such housing is or will be located shall be exempt from all ad valorem property taxes from and after the commencement of construction or rehabilitation. Construction must start within one year of the date of the Authority's notification of exemption.

(C) In lieu of payment of ad valorem property taxes, the City of Jackson will accept payment of an annual service charge in lieu of all ad valorem property taxes for public services from the owner of a housing project having a certified notification of exemption in accordance with the following:

(1) Subject to subsections (D), (E) and (F), for a new construction project, an amount that is the greater of the tax on the property on which the project is located for the tax year proceeding the date on which the construction is commenced or 10% of the annual Shelter Rents obtained from the project.

(2) Subject to subsections (D), (E) and (F), for a rehabilitation project, an amount that is the lesser of the tax on the property on which the project is located for the tax year proceeding the date on which rehabilitation is commenced or 10% of the annual Shelter Rents obtained from the project.

(3) The service charge paid in lieu of taxes shall not exceed the amount in ad valorem taxes that an owner would have otherwise paid if the workforce housing project were not tax exempt.

(D) Notwithstanding the provisions of MCL 125.1415a(3)(b) and 125.1415a(7) to the contrary, a contract shall be deemed effected between the City of Jackson and the owner of the workforce housing to provide a tax exemption and accept service charge payments in lieu of taxes as previously described by this section upon the adoption of a project-specific resolution by the Jackson City Council.

(E) Notwithstanding subsection (C), the service charge paid each year in lieu of taxes for that part of a workforce housing project that is tax exempt under this Ordinance but not used for workforce housing must be equal to the full amount of the taxes that would be paid on that portion of the project as if the project were not tax exempt. The owner of the project shall allocate the benefits of any tax exemption granted pursuant to this Ordinance exclusively to workforce housing or to the maintenance and preservation of the housing project as a safe, decent, and sanitary workforce housing.

(F) The annual service charge under subsection (C) for a workforce housing project that is tax exempt under this Ordinance must be increased by the additional amount if both of the following requirements are met:

(1) Not later than 45 days after the county treasurer's receipt of the certified notification of the exemption, the Jackson County Board of Commissioners passes a resolution, by majority vote, that provides that the additional amount must be paid.

(2) The approval of the resolution described in subparagraph (1) is in accordance with an ordinance or resolution adopted by the Jackson County Board of Commissioners concerning the factors to be considered when assessing whether the additional amount must be paid.

(3) "Additional amount" means an amount equal to the difference between the following:

(a) The millage rate levied for operating purposes by the county in which the housing project is located multiplied by the current taxable value of that housing project.

(b) The amount of the annual service charge paid in lieu of ad valorem property taxes by the housing project under subsection (4)(C) that is distributed to the county in which the housing project is located pursuant to MCL 125.1415a(5).

Sec. 24-125. <u>Workforce Housing PILOT Application, Review and Approval Process.</u>

(A) An applicant for a workforce PILOT must own the property that is the subject of the application or must be the purchaser under a purchase or option agreement. The property that is the subject of the application must be zoned for the use at the time of application.

(B) Prior to applying for a workforce housing PILOT, the applicant is encouraged to meet with the City Manager, Director of Community Development, Treasurer, Assessor and any other person as may be designated by the City Manager and present the proposed workforce housing project. The presentation may include a description of the applicant's organizational structure, describe the applicant's development experience, describe the scope of the workforce housing project, including location, number of units and types of units, and typical floor plans and exterior elevations, schedule with projected milestones, and estimated shelter rents.

(C) The applicant shall submit its request for a PILOT using the form provided by City Assessor and/or Community Development Department and include the information identified in subsection (B) above together with a zoning compliance letter.

(D) If a complete application is received no less than 20 days prior to the next regularly scheduled City Council meeting, the Jackson City Clerk will place the request on the agenda of the next regularly scheduled meeting. If the application is received less than 20 days prior to the next regularly scheduled City Council meeting, the application shall be placed on the agenda of

the regular meeting that follows the next regularly scheduled meeting or the agenda for a special meeting scheduled by the City Council at the request of the applicant.

(E) When reviewing an application for a workforce housing PILOT, the decision to approve or deny the request shall be guided by the City Council's consideration of the following factors:

(1) Whether the PILOT will increase the number of available workforce housing units in the City.

(2) Whether the PILOT will reduce the functional obsolescence of an existing building or housing unit(s).

(3) Whether the PILOT is likely to encourage expansion of the population of City.

(4) Whether the location of the workforce housing is consistent with the goals and objectives of the City of Jackson Master Plan.

(5) Whether the development or rehabilitation of the workforce housing requires zoning variances and results in the continuation of a nonconforming use.

(6) Whether the PILOT will result in the provision of housing amenities.

(7) Whether the PILOT will facilitate provision of an attractive, viable housing units.

(F) Approval of a PILOT for workforce housing requires passage of a resolution of approval by a majority vote of the City Council that includes the findings with respect to the standards of subsection (E) above.

(G) If the PILOT application is approved, the City Clerk will deliver to the applicant a certified copy of the resolution approving the application.

(H) To defray the administrative cost of processing an applicant for a workforce housing PILOT, the City Council shall include a workforce housing application fee in its annually adopted fee schedule.

Sec. 24-126. <u>Authority Affidavit and Assessor Notification.</u>

(A) Upon receipt of the certified PILOT approval resolution, the applicant must submit an affidavit to the Authority in the form required by the Authority for certification by the Authority that the project is eligible for a PILOT.

(B) Upon receipt of notification from the Authority that the project is eligible for a PILOT, the applicant must file the notification of exemption with the City Assessor before November 1 of the year preceding the tax year in which the exemption is to begin.

(C) Not later than 5 business days after receipt of the certified notification of the exemption, the City Assessor shall provide a copy of the certified notification of the exemption to the county treasurer.

Sec. 24-127. Payment of PILOT.

(A) The owner of the workforce housing shall remit the annual PILOT payment to the City Treasurer no later than February 14th. Any PILOT payment or portion of PILOT payment remaining unpaid as of the due date shall bear interest at 1% per month and require payment of a 3% penalty fee. The PILOT payment shall be accompanied by an estimate of shelter rents for the current calendar year and a certified roll of shelter rents for the preceding calendar year.

(B) Except as otherwise provided in this section and section 24-124, any payments for public services under this Ordinance shall be distributed to the governmental units levying the general property tax in the same proportion as prevailed with the general property tax in the previous calendar year. The distribution to those governmental units shall be made as if the number of mills levied for local school district operating purposes were equal to the number of mills levied for those purposes in 1993 minus the number of mills levied under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, for the year for which the distribution is calculated. The amount of payments in lieu of taxes to be distributed to a local school district for operating purposes under this subsection must not be distributed to the local school district but instead must be paid to the state treasury and credited to the state school aid fund established by section 11 of article IX of the state constitution of 1963.

Sec. 24-128. Duration.

The tax-exempt status of a housing project approved as workforce housing by resolution of the City Council shall be encumbered by a covenant running with the land that restricts the use of the housing project to workforce housing for a period not to exceed 15 years or such greater or lesser period of time as may be authorized by state law and as may be approved by the PILOT resolution passed by majority vote of the City Council.

Sec. 24-129. Severability.

The provisions of this Ordinance shall be deemed to be severable, and should any provision be declared by any court of competent jurisdiction to be unconstitutional or invalid, the same shall not affect the validity of this Ordinance as a whole or provision of this Ordinance, other than the provision so declared to be unconstitutional or invalid.

Sec. 24-130. Inconsistent Ordinances.

All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance are repealed to the extent necessary to give this ordinance full force and effect.

Sec. 24-131. Effective Date.

This Ordinance shall become effective thirty (30) days after final passage in accordance with the City Charter Sec. 9.10.

At a regular meeting held on June 13, 2023, on motion made by _____ and supported by _____, this Ordinance was adopted on June 13, 2023 by a ___ - ___ vote.

AYES:

NAYS:

ORDINANCE 2023-05 IS ENACTED.

The foregoing Ordinance No. 2023-05 was adopted by the Jackson City Council on the 13th day of June, 2023 and a summary published on June 18, 2023.

_____ _____

Andrea Muray, City Clerk Daniel Mahoney, Mayor

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (866) 384-1772

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: Council Meeting – June 13, 2023

SUBJECT: Consider establishing an ad-hoc committee to work with stakeholders in the homeless service sector to review the Residents in Action Report, make plans for addressing homelessness in the future and present solutions for City Council Consideration.

Recommendation: Consider establishing an ad-hoc committee to work with stakeholders in the homeless service sector to review the Residents in Action Report, make plans for addressing homelessness in the future and present solutions for City Council Consideration.

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Honorable Mayor and City Council

DATE: June 12, 2023

RECOMMENDATION: Consider establishing an ad-hoc committee to work with stakeholders in the homeless service sector to review the Residents in Action Report, make plans for addressing homelessness in the future and present solutions for City Council Consideration.

SUMMARY

In the winter of 2022-23 City Council authorized a contract with local service provider, Residents in Action, to assist with homelessness in the City of Jackson. Homelessness and other related issues continue to persist. The issue of homelessness has not been solved. Consequently, not every resident of the City of Jackson is adequately sheltered.

HISTORY, BACKGROUND and DISCUSSION

In order to effectively combat homelessness and provide opportunity of all residents on the City of Jackson, a collective approach featuring the leaders of the service providers in the city is required. To that end, the City Council should consider taking the lead to interface with service providers in the community, pool the collective thought, financial, and action power of that group to make plans and share in the solutions.

DISCUSSION OF THE ISSUE

The recently completed report from Residents in Action provides a good beginning framework that depicts the totality of the issue and consequences of taking no actions. Addressing the issue of homelessness is actually addressing many smaller parts of a larger puzzle. No one entity is perfectly situated to do it all. That being said, the City of Jackson is perfectly situated to bring all of the stakeholders together. Those stakeholders involved should include the leaders or key decision makers from the following local agencies:

Community Action Agency, Jackson Interfaith Shelter, Jackson Housing Commission, Lifeways, Segue Inc., United Way, Jackson Police Department, Jackson Foundation, Michigan Department of Health and Human Services, Center for Family Health, Henry Ford Allegiance.

Furthermore, the City Council should seek to place two council members as on the ad-hoc committee. In my opinion, City Council should consider requesting Mayor Daniel Mahoney and Freddie Dandy to serve on the committee. The Mayor is a logical choice as elected leader of City Council and Freddie Dandy as he has been a long standing part of the Continuum of Care.

POSITIONS

I recommend the establishment of an ad hoc committee to work with local stakeholders and develop plans to address homelessness in the City of Jackson.

JACKSON DDA
Downtown Development Authority

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Jacqueline Austin, Chairperson; Coyn Speiser, Executive Director

DATE: May 22, 2023

SUBJECT: Downtown Development Authority Budget, Fiscal Year 2023 – 2024

Recommendation: Approve the Downtown Development Authority 2023-2024 budget.

Attached are memos from Coyn Speiser regarding the Jackson Downtown Development Authority budget for the fiscal year 2023-2024.

I recommend approval of the Downtown Development Authority's budget for the fiscal year 2023-2024. Your consideration and concurrence is appreciated.

JA; CS

JACKSON DDA
Downtown Development Authority

DEPARTMENTAL REPORT

MEMO TO:	Jacqueline Austin, Chair of the Downtown Development Authority Board of Directors; Jonathan Greene, City Manager of the City of Jackson
FROM:	Coyn Speiser, Executive Director, Downtown Development Authority
DATE:	May 22, 2023
RECOMMENDATION:	**Approve the Downtown Development Authority Budget for the fiscal year 2023-2024**

SUMMARY

The DDA Budget for fiscal year 2023-2024 is attached for your consideration. Per MCL 125.1678 section 28, "Budget; cost of handling and auditing funds," Downtown Development Authorities must have their budgets approved by the municipalities' governing body (City Council).

DISCUSSION OF THE ISSUE

The DDA Board began working on its budget in April 2023. It reflects the policy preferences and priorities for next year. The DDA arrived at this budget through careful consideration and input from staff and its committees. DDA Committees are comprised of both DDA Board members and the public. They, with the Board, are a true representation of our constituency and therefore represent a fair indication of the needs of Downtown Jackson and how the DDA can use its resources to positively impact the downtown. The proposed budget shows a net loss (deficit) due to two major factors, including:

1. Gift Certificate Reimbursements: The accounting for this program is shifting, due to a request from our auditors. Income will now be shown on the balance sheet only until a certificate is reimbursed. Only then will income and actual expense be shown on our monthly revenue/expense reports.
2. Loan/Grant Programs: There is a surplus in this account, as the number of projects approved/paid for was less than the total allotted funding. As such, the remainder of these funds will be used for additional loan/grant projects in the 2023-2024 fiscal year.

This budget proposal was unanimously approved at the May 19, 2023 DDA board meeting.

POSITION

I recommend approval of the Downtown Development Authority's Fiscal Year 2023-2024 budget.

ATTACHMENTS: Downtown Development Authority budget for fiscal year 2023-2024

Jackson Downtown Development Authority			
2023-2024 Budget DRAFT			
	2022-2023 Budget	2022-2023 Actual	2023-2024 Proposed Budget
Revenue		*(as of 3/31/23)*	
Property Taxes	$91,000.00	$85,506.84	$101,000.00
Adminisrative Fees	$2,200.00	$2,500.00	$2,500.00
Improvement Programs	$7,580.10	$4,828.84	$10,000.00
Interest	$625.00	$3,241.45	$3,500.00
General Contributions	$40,000.00	$43,000.00	$43,000.00
Cruise Nights	$14,000.00	$18,299.00	$18,000.00
Christmas Parade	$4,400.00	$0.00	$4,400.00
Summer Events	$15,000.00	$7,250.00	$15,000.00
Winter Events	$6,000.00		$5,000.00
Holiday Activities	$2,500.00	$0.00	$2,500.00
Summer Planting	$1,000.00	$0.00	$2,500.00
Gift Certificates	$22,000.00	$5,585.00	$10,000.00
Farmers Market - Senior Project Fresh	$750.00	$1,315.00	$1,300.00
Farmers Market - WIC Project Fresh	$1,500.00	$2,400.00	$2,400.00
Farmers Market - Vendor Fees	$7,500.00	$4,817.00	$4,900.00
Farmers Market Electronic Activity	$15,000.00	$10,000.02	$10,000.00
Business Loan Principal Payment	$0.00		$0.00
Refunds & Rebates -- Workers Comp.	$0.00		$0.00
Refunds & Rebates -- Healthcare	$0.00		$0.00
Miscellaneous	$7,000.00	$0.00	$0.00
Gross Revenues	**$238,055.10**	**$188,743.15**	**$236,000.00**
Expenses			
Personal Services:			
ermination Pay	$0.00	$2,586.02	$0.00
alaries & Wages	$61,222.43	$29,201.46	$60,000.00
/ages - Temporary	$25,180.00	$18,063.87	$22,000.00
nemployment	$109.49	$59.12	$150.00

Employers FICA (.0765)	$6,082.71	$4,134.55	$6,300.00
Retirement - Contractual - IMCA (457)(6%)	$0.00	$109.88	$0.00
Health Insurance	$6,967.00	$3,290.30	$6,967.00
Workers Compensation	$527.61	$95.00	$527.61
Other Fringe Benefits	$2,184.65	$810.49	$2,000.00
Total Personal Services	**$102,273.89**	**$58,350.69**	**$97,944.61**
Material and Supplies:			
Office Supplies	$750.00	$392.19	$450.00
Program Supplies	$4,000.00	$3,784.24	$4,000.00
Prog. Supp. - Cruise Nights	$10,000.00	$9,577.37	$10,000.00
Prog. Supp. - Christmas Parade	$4,400.00	$50.00	$4,400.00
Prog. Supp. - Summer Events	$11,300.00	$11,770.84	$12,000.00
Prog. Supp. - Winter Events	$7,200.00	$1,300.00	$5,000.00
Prog. Supp. - Holiday Activities	$3,500.00	$4,301.53	$4,000.00
Prog. Supp. - Summer Planting	$3,150.00	$2,135.32	$2,500.00
Prog. Supp. - FM - Senior Project Fresh	$750.00	$1,315.00	$1,350.00
Prog. Supp. - FM - WIC Project Fresh	$1,500.00	$2,400.00	$2,400.00
Prog. Supp. - Farmers Market	$5,000.00	$1,696.09	$5,000.00
Prog. Supp. - Marketing (Holiday Activities)	$0.00	$0.00	$0.00
Prog. Supp. - Farmers Market Electronic Activity	$16,500.00	$10,538.09	$15,000.00
Prog. Supp. - Gus Macker Sponsorship	$2,000.00	$1,350.00	$2,000.00
Prog. Supp. - ETA-Festival	$4,000.00	$50.00	$1,350.00
Special Projects - Gift Certificates	$22,000.00	$30,774.50	$10,000.00
Special Projects - DDA - Website	$1,000.00	$1,000.00	$1,000.00
Prog. Supp. - Loan / Grant Programs	$32,000.00	$24,021.98	$32,000.00
Prog. Supp. - Sign Improve. Pro.	$1,500.00	$500.00	$1,500.00
Prog. Supp. - Misc.	$7,000.00	$11,000.00	$7,000.00
Total Material and Supplies	**$137,550.00**	**$117,957.15**	**$120,950.00**
tractual and Other:			
ontractual Services	$5,750.00	$9,748.00	$6,000.00

Publications	$0.00	$0.00	$0.00
Telephone	$1,200.00	$862.11	$1,295.67
Photocopying	$0.00	$0.00	$0.00
Banking Costs - EPAY	$560.00	$842.00	$840.00
Auto Allowance	$600.00	$250.00	$1,200.00
Residency Allowance	$0.00	$0.00	$0.00
Education & Training	$1,580.00	$0.00	$1,500.00
Membership & Dues	$775.00	$475.00	$775.00
Office Equipment	$1,200.00	$935.00	$1,200.00
Outreach & Support	$1,500.00	$3,687.59	$4,000.00
Purchase Card Clearing	$0.00	$247.26	$250.00
Total Contractual and Other:	**$13,165.00**	**$17,046.96**	**$17,060.67**
Total Expenses	**$252,988.89**	**$193,354.80**	**$235,955.28**
Net Income	**-$14,933.79**	**-$4,611.65**	**$44.72**

CITY OF JACKSON
Founded 1829

City Assessor's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4033 • Facsimile: (866) 902-7891

MEMO TO: Mayor and City Councilmembers

FROM: Jason Yoakam, City Assessor

DATE: June 13, 2023

SUBJECT: Resolution to Place Delinquent Invoices on 2023 Summer Tax Bills

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Recommendation: Approve a resolution to place delinquent invoices on 2023 summer tax bills.

Attached please find a resolution to place delinquent miscellaneous invoices on the 2023 summer tax bills per Chapter 22, Section 22-12 of the City's Code of Ordinances.

In 2021, Section 22-12 of Chapter 22 of the Code of Ordinances was amended to allow delinquent miscellaneous invoices more than 90 days overdue to be placed on the summer tax bills. The resolution, with an attached list of parcels, is presented for your consideration.

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

Attachment

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jason Yoakam, City Assessor

DATE: June 13, 2023

RECOMMENDATION: Recommend Adoption of Resolution to Place Delinquent Invoices on 2023 Summer Tax Bills

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SUMMARY

Attached is a resolution and a list of parcels having delinquent invoices needing to be billed on the 2023 summer tax bills.

BUDGETARY CONSIDERATIONS

HISTORY, BACKGROUND and DISCUSSION

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

DISCUSSION OF THE ISSUE

POSITIONS

Recommend adoption of resolution.

ATTACHMENT: Resolution

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

BY THE CITY COUNCIL:

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the City of Jackson City Council hereby resolves to place the list of delinquent invoices accompanying this Resolution as **Attachment A** on the 2023 summer tax roll.

BE IT FURTHER RESOLVED that should any taxpayer pay a delinquent invoice subsequent to adoption of this Resolution, but prior to the commitment of the 2023 summer tax roll in June, 2023 that such delinquent invoice shall be removed from the roll for that property.

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

I, Andrea Muray, City Clerk in and for the City of Jackson, County of Jackson and State of Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Jackson City Council on the 13th day of June, 2023.

IN WITNESS WHEREOF, I have hereto affixed my signature and the seal of the City of Jackson, Michigan, on this 14th day of June, 2023.

_____
Andrea Muray, City Clerk

ATTACHMENT A

PIN	NUM	DIR	STREET	OWNER NAME	INVOICE	DATE	DUE	INVOICE NOTES
1-020400000	221	W	TRAIL	E & CT CAM HOME LLC	2200028761	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 221 W. TRAIL ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
1-034300000	604	N	BLACKSTONE	WORCESTER, LAURA	2200028076	2/17/2022	307.18	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY,INCLUDING BUT NOT LIMITED TO CONSTRUCTION MATERIALS, MOTORCYCLE PARTS, TIRES, BOX SPRING, MATTRESSES, AND MANY OTHER ITEMS TO NUMEROUS TOO LIST.ADDRESS: 604 N BLACKSTONECITATION DATE: 11/1/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
1-034300000	604	N	BLACKSTONE	WORCESTER, LAURA	2200028485	6/21/2022	413.32	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE & DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 604 N BLACKSTONECITATION DATE: 4/25/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
1-035000000	315		TAYLOR	GARCIA, GWEN	2200028135	3/22/2022	303.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTYINCLUDING BUT NOT LIMITED TO, LARGE PILE OF GARBAGE BAGS, TRASH AND DEBRISLOCATED SOUTH PROPERTY AREA NEAR DRIVEWAY.ADDRESS: 315 TAYLOR STCITATION DATE: 2/9/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT
1-038400000	324		TAYLOR	AVERY, KEITH	2200028571	7/19/2022	217.74	PRIVATE LOT MOWING COMPLETED ON 6/18/22LOCATION: 324 TAYLOR ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

1-038400000	324	TAYLOR	AVERY, KEITH	2100027976	12/30/2021	16,356.00	DEMOLITION FEES FOR A HOUSE PER BUILDING BOARD ORDER AT 324 TAYLOR ST., JACKSON,MICHIGAN ON 05/19/2020INVOICE QUESTIONS? CALL THE DEPT OF NEIGHBORHOOD & ECONOMIC OPERATIONS AT (517) 788-4012
1-040100000	705	LANSING	KENNEDY, TREVOR	2200028723	8/24/2022	258.25	PRIVATE PROPERTY MOWING COMPLETED ON 7/16/22LOCATION: 705 LANSING AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
1-040100000	705	LANSING	KENNEDY, TREVOR	2200028504	7/11/2022	298.38	PRIVATE PROPERTY MOWING COMPLETED ON 6/5/22LOCATION: 705 LANSING AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
1-054200000	400	HILL	MOORE, JAMES & DEBORAH	2200028130	3/22/2022	303.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, JUNK AND DEBRIS FROM ENTIRE PROPERTY INCLUDINGBUT NOT LIMITED TO, DISCARDED MATTRESSES WEST SIDE OF PROPERTY NEAR GARAGE,DISCARDED TIRE/RIM NEAR GARAGE. AND ANY OTHER GARBAGE, JUNK OR DEBRIS ONPROPERTY.ADDRESS: 400 HILL STCITATION DATE: 1/20/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
2-0038.1000	316 N	BLACKSTONE	RIMENSCHNEIDER, JOSHUA & ANTONIO	2200028427	6/17/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/29/22LOCATION: 316 N BLACKSTONE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-0038.1000	316 N	BLACKSTONE	RIMENSCHNEIDER, JOSHUA & ANTONIO	2200028728	8/24/2022	255.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/16/22LOCATION: 316 N. BLACKSTONE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-004800000	322	CLINTON	RIVERA LE, RICHARD E	2200028926	9/30/2022	255.05	PRIVATE PROPERTY MOWING COMPLETED ON 8/1/22LOCATION: 322 CLINTON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

2-004800000	322	CLINTON	RIVERA LE, RICHARD E	2200028543	7/19/2022	298.38	PRIVATE PROPERTY MOWING COMPLETED ON 6/12/22LOCATION: 322 CLINTON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-058100000	417	STEWARD	MCWILLIAMS, JASON J	2200028763	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 417 STEWARD AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-058100000	417	STEWARD	MCWILLIAMS, JASON J	2200028428	6/17/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/29/22LOCATION: 417 STEWARD AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-065500000	542	A	BOOK, LAWRENCE E	2200028925	9/29/2022	609.04	WOODY WEED REMOVAL FROM RIGHT OF WAY COMPLETED ON 8/1/22LOCATION: 542 A STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-070200000	316	CARR	WILLIAMS, JOHNNIE L	2200028544	7/19/2022	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 6/11/22LOCATION: 316 CARR ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-0875.4000	315 N	WISNER	RJ FLIPS LLC	2200028818	8/25/2022	159.40	BOARD UP OF TRASH CAN AREAS AT 315-317 N. WISNER ST., JACKSONMICHIGAN ON 08/18/2022INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
2-0875.4000	315 N	WISNER	RJ FLIPS LLC	2200028885	9/22/2022	756.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT LIMITED TO DISCARDED TIRES, TRASH, GARBAGE BAGS WITH UNKNOWN CONTENT, LITTER, PAPERS, CARDBOARD AND ALL OTHER JUNK AND DEBRIS ENTIRE PROPERTY AREA. ADDRESS: 315 N WISNER ST-317CITATION DATE: 7/20/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
2-0896.1000	430 N	BLACKSTONE	DISCOUNT PROPERTIES LLC	2200028348	6/7/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/22/22LOCATION: 430 N BLACKSTONE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

2-0896.1000	430 N	BLACKSTONE	DISCOUNT PROPERTIES LLC	2200028765	8/24/2022	255.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 430 N. BLACKSTONE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-0896.1000	430 N	BLACKSTONE	DISCOUNT PROPERTIES LLC	2200028589	7/20/2022	258.06	PRIVATE MOWING COMPLETED ON 6/25/22LOCATION: 430 N. BLACKSTONE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-095400000	511 W	GANSON	ONUGOREN IFFET SERPIL	2200028673	8/3/2022	255.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/9/22LOCATION: 511 W. GANSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-095400000	511 W	GANSON	ONUGOREN IFFET SERPIL	2200028431	6/17/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/29/22LOCATION: 511 W. GANSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-100300000	702	OAKHILL	YOELL, DERICK M	2200028142	3/22/2022	303.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTYINCLUDING BUT NOT LIMITED TO, DISCARDED OLD TIRES WEST SIDE OF PROPERTY,DISCARDED OLD COOLERS IN NORTH YARD, DISCARDED TABLE, COOLERS, WIRE SPOOLAND ALL OTHER TRASH, JUNK AND DEBRIS ON THE PROPERTY.ADDRESS: 702 OAKHILL AVECITATION DATE: 2/1/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
2-100300000	702	OAKHILL	YOELL, DERICK M	2200028829	8/31/2022	1,173.10	PROPERTY CLEAN-UP AT 702 OAKHILL AVE COMPLETED ON 7/7/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
2-102200000	423 W	TRAIL	E & CT CAM HOME LLC	2200028768	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 423 W TRAIL ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-102500000	448	STEWARD	BECK, VICTOR	2200028769	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 448 STEWARD AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

2-102500000	448	STEWARD	BECK, VICTOR	2200028146	3/22/2022	303.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, JUNK AND DEBRIS FROM THE ENTIRE PROPERTYINCLUDING BUT NOT LIMITED TO DISCARDED COUCH AND OTHER FURNITURE ITEMSLOCATED IN FRONT OF GARAGE, EAST YARD AND DRIVE WAY AREA OF PROPERTY.INCLUDING DISCARDED WASHER AND/OR DRYER NEAR GARAGE, EAST YARD AND ANYOTHER JUNK AND DEBRIS.ADDRESS: 448 STEWARD AVECITATION DATE: 1/6/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
2-104400000	510	STEWARD	JONES, MYESHIA V	2200028770	8/24/2022	255.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 510 STEWARD AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-112400000	422 W	GANSON	BAL, HALIL	2200028674	8/3/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/9/22LOCATION: 422 W. GANSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-112400000	422 W	GANSON	BAL, HALIL	2200028509	7/11/2022	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 6/12/22LOCATION: 422 W. GANSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-112400000	422 W	GANSON	BAL, HALIL	2200028546	7/19/2022	258.06	PRIVATE PROPERTY MOWING COMPLETED ON 6/12/22LOCATION: 422 W. GANSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-112400000	422 W	GANSON	BAL, HALIL	2200028350	6/7/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/22/22LOCATION: 422 W GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-112400000	422 W	GANSON	BAL, HALIL	2100027595	10/17/2021	317.75	PRIVATE PROPERTY MOWING COMPLETED ON 9/10/21LOCATION: 422 W GANSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

2-128900000	933	LINCOLN	PHILLIPS, MELISSA	2200028718	8/16/2022	286.90	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY-INCLUDING IN AND AROUND GARAGEADDRESS: 933 LINCOLN STCITATION DATE: 6/24/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT
2-128900000	933	LINCOLN	PHILLIPS, MELISSA	2200028091	2/17/2022	307.18	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING INSIDE THE OPEN GARAGE.ADDRESS: 933 LINCOLN STCITATION DATE: 12/15/21INVOICE QUESTIONS? CALL THE BUILDING DEPT AT
2-135300000	804	LINCOLN	HILL, HERBERT	2100027894	11/30/2021	182.16	PRIVATE PROPERTY MOWING COMPLETED ON 10/3/21LOCATION: 804 LINCOLN STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-135300000	804	LINCOLN	HILL, HERBERT	2200028433	6/17/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/29/22LOCATION: 804 LINCOLN ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-156900000	612	BUSH	BROWN, LUCAS R	2200028675	8/3/2022	255.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/9/22LOCATION: 612 BUSH ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-156900000	612	BUSH	BROWN, LUCAS R	2200028437	6/21/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/29/22LOCATION: 612 BUSH ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

2-162200000	828	CENTER	HOUTZ, BRYON G	2200028079	2/17/2022	140.35	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY,INCLUDING BUT NOT LIMITED TO, SOFA AND AUTO PARTS ON SOUTH LAWN, MULTIPLE DISCARDEDITEMS ON PORCH, TRUCK TOOL BOX AND FENCE PANEL ON NORTH LAWN AND CHILDREN'S TOYS ALL OVER FRONT YARD.ADDRESS: 828 CENTER STCITATION DATE: 12/14/21INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
2-162300000	832	CENTER	AUSTIN ETAL, NIKKOLAS A.	2200028928	9/30/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 8/8/22LOCATION: 832 CENTER STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-162300000	832	CENTER	AUSTIN ETAL, NIKKOLAS A.	2200028569	7/19/2022	499.92	PRIVATE PROPERTY MOWING COMPLETED ON 6/12/22LOCATION: 832 CENTER ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-173300000	0 W	NORTH	HUNTINGTON NATIONAL BANK	2200028729	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/16/22LOCATION: VACANT LOT ON W. NORTH ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-173300000	0 W	NORTH	HUNTINGTON NATIONAL BANK	2200028281	5/25/2022	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 5/14/22LOCATION: VACANT LOT ON W. NORTH ST.INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-173300000	0 W	NORTH	HUNTINGTON NATIONAL BANK	2200028512	7/11/2022	258.06	PRIVATE PROPERTY MOWING COMPLETED ON 6/5/22LOCATION: VACANT LOT ON W. NORTH ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-210900000	1308	LANSING	HARMON, BRENT	2200028439	6/21/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/29/22LOCATION: 1308 LANSING AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-213900000	641 W	MONROE	WALLACE, WILLIAM	2200028772	8/24/2022	255.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 641 W. MONROE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

2-213900000	641 W	MONROE	WALLACE, WILLIAM	2200028513	7/11/2022	258.06	PRIVATE PROPERTY MOWING COMPLETED ON 6/5/22LOCATION: 641 W. MONROE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-243200000	1419 N	WEST	JACKSON DENTAL INVESTMENT PROP LLC	2200028773	8/24/2022	255.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 1419 N. WEST AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-2469.1000	1612 N	WEST	REALTY INCOME CORPORATION	2200028591	7/20/2022	217.74	PRIVATE MOWING COMPLETED ON 6/25/22LOCATION: 1612 N. WEST AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
2-2470.1000	1514 N	WEST	REALTY INCOME CORPORATION	2200028574	7/19/2022	220.98	PRIVATE LOT MOWING COMPLETED ON 6/18/22LOCATION: 1514 N. WEST AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-004900000	408	FIRST	REASONABLE HOMEBUYERS & PROP MGMT	2200028774	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 408 FIRST ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-015200000	708	SECOND	ECKER, PAUL W	2200028731	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/17/22LOCATION: 708 SECOND ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-015200000	708	SECOND	ECKER, PAUL W	2200028351	6/7/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/22/22LOCATION: 708 SECOND ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-015300000	710	SECOND	DANFA, MAMADOU	2200028732	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/17/22LOCATION: 710 SECOND STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-015300000	710	SECOND	DANFA, MAMADOU	2200028352	6/7/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/22/22LOCATION: 710 SECOND ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

3-0157.1000	506 W	BIDDLE	UNLU, SERDAR	2200028440	6/21/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/29/22LOCATION: 506 W BIDDLE ST.INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-018500000	400	THIRD	ALEJANDRO JR ETAL, GILBERTO R	2200028906	9/29/2022	173.28	PRIVATE PROPERTY MOWING COMPLETED ON 8/1/22LOCATION: 400 THIRD STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-018500000	400	THIRD	ALEJANDRO JR ETAL, GILBERTO R	2200028679	8/3/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/14/22LOCATION: 400 THIRD ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-019700000	418	THIRD	RODNEY HAMILTON INVESTMENTS INC	2200028733	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/17/22LOCATION: 418 THIRD ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-030700000	710 W	FRANKLIN	MURPHY, SEAN	2200028734	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/17/22LOCATION: 710 W. FRANKLIN ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-043900000	710	FOURTH	GRIFFES-MOHNEY, KENNETH A ETAL	2200028082	2/17/2022	307.18	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE & DEBRIS FROM THE ENTIRE PROPERTY INCLUDING DISCARDEDFURNITURE, DOORS, METAL, PLASTIC, CONTAINERS, BOXES, LADDER, APPLIANCES, GARBAGEAND ALL OTHER DEBRIS FROM THE PROPERTY.ADDRESS: 710 FOURTH STCITATION DATE: 11/1/21INVOICE QUESTIONS? CALL THE BUILDING DEPT AT

3-044300000	614	FOURTH	MADERY, JAMES W	2200028124	3/22/2022	303.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIREPROPERTY INCLUDING BUT NOT LIMITED TO, DISCARDED CHAIR AND OTHER JUNK SOUTH PROPERTY AREA, PILE OF DISCARDED TIRES, WEST PROPERTY AREA NEAR DETACHED GARAGE NEAR CITY ALLEY.ADDRESS: 614 FOURTH STCITATION DATE: 2/23/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
3-077100000	410 S	WEBSTER	BALL, DERRICK	2200028680	8/3/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/14/22LOCATION: 410 S. WEBSTER ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-129200000	811	UNION	IOCCA, SUSAN L	2200028148	3/22/2022	303.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH AND DEBRIS FROM THE ENTIRE PROPERTYINCLUDING BUT NOT LIMITED TO ALL TRASH, GARBAGE AND DEBRIS NEAR OR INDRIVEWAY, WEST SIDE OF HOUSE NEAR GARAGE, S. GRINNELL ST AREA OF THE HOUSE.ADDRESS: 811 UNION STCITATION DATE: 12/14/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
3-190300000	727	LAWRENCE	RATLIFF FIKES, PALMA D	2200028354	6/7/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/22/22LOCATION: 727 LAWRENCE AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-190300000	727	LAWRENCE	RATLIFF FIKES, PALMA D	2200028816	8/25/2022	14,276.00	DEMOLITION FEES FOR A HOUSE PER BUILDING BOARD ORDER FOR THE PROPERTYLOCATED AT 727 LAWRENCE ST., JACKSON, MICHIGAN.DEMOLITION DATE 07/21/2022INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
3-202100000	907	SECOND	HOMI HOLDINGS LLC	2200028820	8/25/2022	209.30	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 907 SECOND ST., JACKSON,MICHIGAN ON 08/04/2022INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060

3-203400000	904	FIRST	HAWKINS, RUSSELL T & JANICE L	2200028907	9/29/2022	212.66	PRIVATE PROPERTY MOWING COMPLETED ON 8/1/22LOCATION: 904 FIRST STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-203400000	904	FIRST	HAWKINS, RUSSELL T & JANICE L	2200028647	8/3/2022	255.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/6/22LOCATION: 904 FIRST ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-206500000	905	FOURTH	MADERY JAMES W	2200028883	9/22/2022	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO, DISCARDED TRASH BAGS WITH UNKNOWN CONTENT, PAPERS, CARDBOARD, SOFT DRINK LITTER AND ALL OTHER LITTER LOCATED NEAR GARAGE AND DRIVEWAY SOUTH PROPERTY AREA.ADDRESS: 905 FOURTH STCITATION DATE: 7/21/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
3-208900000	612	HARWOOD	WISDOM, RICHARD	2200028775	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 612 HARWOOD ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-208900000	612	HARWOOD	WISDOM, RICHARD	2200028373	6/7/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/21/22LOCATION: 612 HARDWOOD ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-227100000	1238	FIRST	MEYERS, SHAWN P	2200028713	8/16/2022	286.90	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO, DISCARDED WHITE GARBAGE BAGS ON GROUND, DISCARDED PAPERS, LITTER, AND STYROFOAM, CARDBOARD AND DISCARDED COUCH SOUTH PROPERTY AREA.ADDRESS: 1238 FIRSTCITATION DATE: 5/12/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012

3-234800000	1502	FIRST	CHAUDHRI, MOHAMMAD IMRAN	2200028262	5/24/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL TRASH, GARBAGE, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO, DISCARDED MATTRESS SOUTH PROPERTY AREA, LITTER AND DISCARDED PAPERS, SOUTH PROPERTY AREA AND EAST PARKWAY AREA.ADDRESS: 1502 FIRST CITATION DATE: 3/16/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
3-239100000	401	GRISWOLD	WASHINGTON, CHARLES A	2200028514	7/11/2022	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 6/6/22LOCATION: 401 GRISWOLD ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
3-3252.D000	0	SULGRAVE	WELTER, DEVIN	2200028908	9/29/2022	215.28	PRIVATE PROPERTY MOWING COMPLETED ON 8/1/22LOCATION: VACANT LOT ON SULGRAVE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-005600000	212 S	MECHANIC	FADY INC	2200028715	8/16/2022	286.90	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO, DISCARDED GARBAGE AND TRASH AROUND DUMPSTER BEHIND PROPERTY WEST PROPERTY AREA NEAR ALLEY. JUNK AND DEBRIS INCLUDING DISCARDED TIRES, PAPER, LITTER, BUCKETS AND PLASTIC CONTAINERS AND ALL OTHER DEBRIS.ADDRESS: 212 S MECHANIC STCITATION DATE: 6/16/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-005600000	212 S	MECHANIC	FADY INC	2200028649	8/3/2022	297.55	PRIVATE PROPERTY MOWING COMPLETED ON 7/5/22LOCATION: 212 S. MECHANIC STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-018400000	213 S	BLACKSTONE	CASEY, BEATRICE	2200028578	7/19/2022	217.74	PRIVATE LOT MOWING COMPLETED ON 6/18/22LOCATION: 213 S. BLACKSTONE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

4-018400000	213 S	BLACKSTONE	CASEY, BEATRICE	2200028077	2/17/2022	307.18	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE· REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY,INCLUDING BAG OF GARBAGE AT NORTH ENTRY WAY.ADDRESS: 213 S BLACKSTONE STCITATION DATE: 10/11/21INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-018400000	213 S	BLACKSTONE	CASEY, BEATRICE	2200028777	8/24/2022	334.75	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 213 S. BLACKSTONE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-023900000	210 W	MASON	JAMES, NANCY, L	2200028623	7/27/2022	285.04	PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED BLACK GARBAGE BAGS ON GROUND, DISCARDED FURNITURE, CHAIRS, LITTER, PAPERS & ALL OTHER JUNK AND DEBRIS, EAST PROPERTY AREA. ALL JUNK AND DEBRIS ON FRONT OPEN PORCH, SOUTH PROPERTY AREA.ADDRESS: 210 W MASON STCITATION DATE: 6/9/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-024700000	216 W	MASON	SINGH RAMENPREET K ETAL	2200028880	9/22/2022	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY, INCLUDING BUT NOT LIMITED TO DISCARDED ITEMS, BAGS OF GARBAGE, LOOSE DEBRIS AT MULTIPLE AREAS OF THE LAWN AND SIDEWALKS.ADDRESS: 216 W MASON STCITATION DATE: 7/7/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012

4-024700000	216 W	MASON	SINGH RAMENPREET K ETAL	2200028624	7/27/2022	290.28	PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED WHITE GARBAGE AND TRASH BAGS ON GROUND AND OVERFLOWING FROM DUMPSTER EAST PROPERTY AREA NEAR ALLEY.ADDRESS: 216 W MASON STCITATION DATE: 6/9/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-024700000	216 W	MASON	WILLIAMS, JOHNNIE	2200028087	2/17/2022	307.18	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY, INCLUDING GARBAGEBAGS AND BOXES ON SIDEWALK.ADDRESS: 216 W MASON STCITATION DATE: 11/23/21INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-026100000	511 S	BLACKSTONE	PROFESSIONAL HOUSING & LAND LLC	2200028515	7/11/2022	258.06	PRIVATE PROPERTY MOWING COMPLETED ON 6/6/22LOCATION: 511 S. BLACKSTONE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-038600000	329 W	FRANKLIN	PHELPS, DEQUANDRE	2200028083	2/17/2022	307.18	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDINGBUT NOT LIMITED TO: TRASH, LOOSE DEBRIS, DISCARDED ITEMS, OLD BIKE FRAMES, OLD GRILLSAND SMASHED PUMPKINS.ADDRESS: 329 W FRANKLIN STCITATION DATE: 10/28/21INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-048500000	811 S	BLACKSTONE	EVERSOLE, RENEE	2200028058	2/9/2022	428.05	PROPERTY CLEAN-UP AT 811 S BLACKSTONE COMPLETED ON 11/15/2021INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-048500000	811 S	BLACKSTONE	EVERSOLE, RENEE	2200028247	5/11/2022	1,180.56	PROPERTY CLEAN-UP AT 811 S BLACKSTONE COMPLETED ON 3/24/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012

4-051200000	606 S	BLACKSTONE	ABDULLAH, MOHAMED S	2200028078	2/17/2022	307.18	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY, INCLUDING BUT NOT LIMITED TO TIRES, BOXES, GARBAGE BAGS AND OTHERDISCARDED ITEMS IN CARGO TRAILER.ADDRESS: 606 S BLACKSTONE STCITATION DATE: 12/13/21INVOICE QUESTIONS? CALL THE BUILDING DEPT AT
4-051200000	606 S	BLACKSTONE	ABDULLAH, MOHAMED S	2200028494	6/21/2022	530.57	PROPERTY CLEAN-UP AT 606 S BLACKSTONE COMPLETED ON 4/26/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-054700000	312 W	BIDDLE	STRIKER, LESLIE	2200028098	2/17/2022	648.43	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY, INCLUDINGBAGGED TRASH STORED BEHIND THE HOME AND ON THE FRONT PORCHADDRESS: 312 W BIDDLE STCITATION DATE: 11/1/21INVOICE QUESTIONS? CALL THE BUILDING DEPT AT
4-058300000	331 W	BIDDLE	MELTON SR, JACOB	2200028654	8/3/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/6/22LOCATION: 331 W. BIDDLE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-058300000	331 W	BIDDLE	MELTON SR, JACOB	2200028711	8/16/2022	286.90	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED REFRIGERATOR EAST PROPERTY AREA IN DRIVEWAY NEAR HOUSE.ADDRESS: 331 W BIDDLE STCITATION DATE: 6/21/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012

4-062900000	918 S	JACKSON	DIRECTION HOLDINGS LLC	2200028094	2/17/2022	307.18	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDINGBUT NOT LIMITED TO FURNITURE AT UPPER STAIRWAY LANDING, EXCESSIVE NUMBEROF GARBAGE BAGS SURROUNDING ONLY 1 TRASH BIN FOR 2 UNITS, AND PIZZA BOXESON FENCE LINE TO THE NORTH.ADDRESS: 918 S JACKSON STCITATION DATE: 1/10/22INVOICE QUESTIONS? CALL THE BUILDING DEPT AT
4-064200000	913 S	JACKSON	HAMILTON, RODNEY	2200028655	8/3/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/6/22LOCATION: 913 S. JACKSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-065700000	1005 S	JACKSON	BLACKOUT CONSTRUCTION LLC	2200028656	8/3/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/6/22LOCATION: 1005 S. JACKSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-065700000	1005 S	JACKSON	BLACKOUT CONSTRUCTION LLC	2200028444	6/21/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/28/22LOCATION: 1005 S. JACKSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-065700000	1005 S	JACKSON	BLACKOUT CONSTRUCTION LLC	2200028085	2/17/2022	563.09	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDINGBUT NOT LIMITED TO, TRASH AND GARBAGE ON THE SOUTH SIDE OF THE HOUSE, DISCARDEDCOUCH, TIRES AND ALL OTHER DEBRIS, GARBAGE AND JUNK LOCATED IN THE BACK YARD, EASTSIDE. ADDRESS: 1005 S JACKSON STCITATION DATE: 12/15/21INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-066700000	1031 S	JACKSON	CANNON JAMES D ESTATE	2200028445	6/21/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/28/22LOCATION: 1031 S. JACKSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

4-067100000	1039 S	JACKSON	HUGHES TIMIKA R	2200028657	8/3/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/6/22LOCATION: 1039 S. JACKSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-067300000	1045 S	JACKSON	SCHWAB, MONIKA C	2200028736	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/17/22LOCATION: 1045 S. JACKSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-0724.1000	813	WILLIAMS	PARRA-BENAVIDEZ, LUCIO	2200028629	7/27/2022	1,543.59	PROPERTY CLEAN-UP AT 813 WILLIAMS COMPLETED ON 5/10/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-0724.2000	124 W	MORRELL	LEONARDS JACKSON URBAN DEV LLC	2200028884	9/22/2022	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTYADDRESS: 124 W MORRELL ST - 126CITATION DATE: 7/26/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-077200000	108 W	WILKINS	CONNER, ROBERT	2200028245	5/10/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL TRASH, GARBAGE, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDINGBUT NOT LIMITED TO, DISCARDED FURNITURE (CHAIR) AND ANY OTHER JUNK AND DEBRISNORTH PROPERTY AREA.ADDRESS: 108 - 110 W WILKINS STCITATION DATE: 3/24/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-080400000	1006	CHITTOCK	GJETAJ, ELKIER	2200028929	9/30/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 8/8/22LOCATION: 1006 CHITTOCK AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-080400000	1006	CHITTOCK	GJETAJ, ELKIER	2200028426	6/17/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/29/22LOCATION: 438 MADISON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-080400000	1006	CHITTOCK	GJETAJ, ELKIER	2200028446	6/21/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/29/22LOCATION: 1006 CHITTOCK AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

4-080400000	1006	CHITTOCK	GJETAJ, ELKIER	2200028260	5/24/2022	572.08	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO, DISCARDED BUILDING MATERIAL, WOOD PRODUCTS, BLACK TRASH BAGS ON GROUND, BUCKETS AND CARPET SOUTH PROPERTY AREA NEAR HOUSE.ADDRESS: 1006 CHITTOCK AVECITATION DATE: 4/7/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-080700000	1018	CHITTOCK	BIG FISH HOLDINGS LLC	2200028358	6/7/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/22/22LOCATION: 1018 CHITTOCK AVE INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-085200000	943	MAPLE	SHANES, SUSAN	2200028630	7/27/2022	1,817.01	PROPERTY CLEAN-UP AT 943 MAPLE COMPLETED ON 6/23/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-087700000	943	WILLIAMS	JOHNSON, TONY	2200028737	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/18/22LOCATION: 943 WILLIAMS ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-087700000	943	WILLIAMS	JOHNSON, TONY	2200028447	6/21/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/28/22LOCATION: 943 WILLIAMS ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-087700000	943	WILLIAMS	JOHNSON, TONY	2200028235	5/9/2022	242.08	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY TO INCLUDE BED MATTRESS,SCRAP METAL, BUILDING MATERIALS, WOOD, ETC. THAT'S PILED ON THE GROUND ON THE EAST SIDE OFTHE HOME AND CAN BE SEEN FROM MAPLE STREETADDRESS: 943 WILLIAMS STCITATION DATE: 3/1/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012

4-100000000	1224	WILLIAMS	MARTIN, KRISTINA D	2200028089	2/17/2022	307.18	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY TO INCLUDEWOOD LAYING AGAINST NORTH SIDE OF HOME, ALL GARBAGE BAGS AND BUILDINGMATERIALS, OLD WASHER DRUM, ETC.ADDRESS: 1224 WILLIAMS STCITATION DATE: 9/30/21INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-101300000	1106	WILLIAMS	DAVIS, ROCHELLE D	2200028233	5/9/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL TRASH, GARBAGE, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUTNOT LIMITED TO, DISCARDED MATTRESS WEST PROPERTY AREA.ADDRESS: 1106 WILLIAMS STCITATION DATE: 3/9/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT
4-104400000	226	ROSEDALE	GREEN, TRENTON A	2200028286	5/25/2022	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 5/15/22LOCATION: 226 ROSEDALE PLINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-106100000	1236	LINWOOD	MROZ, CHERYL	2200028819	8/25/2022	143.45	BOARD UP OF OPEN AND ACCESSIBLE ENTRY AT 1236 LINWOOD AVE., JACKSONMICHIGAN ON 08/15/2022INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
4-106500000	240 W	HIGH	THOMAS, CAMEO S.	2200028780	8/24/2022	255.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 240 W. HIGH ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-109000000	1228	WOODSUM	CHEETHAM ETAL, JARED S	2200028740	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/17/22LOCATION: 1228 WOODSUM ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-109000000	1228	WOODSUM	CHEETHAM ETAL, JARED S	2200028287	5/25/2022	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 5/15/22LOCATION: 1228 WOODSUM ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

4-109000000	1228	WOODSUM	CHEETHAM ETAL, JARED S	2200028582	7/19/2022	258.06	PRIVATE LOT MOWING COMPLETED ON 6/18/22LOCATION: 1228 WOODSUM ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-109000000	1228	WOODSUM	CHEETHAM ETAL, JARED S	2200028132	3/22/2022	303.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL HOUSEHOLD GARBAGE, FURNITURE, LIMBS, AND ALL OTHER DEBRISFROM ENTIRE PROPERTY.ADDRESS: 1228 WOODSUM STCITATION DATE: 1/20/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-115200000	1212	SHELDON	ROY ETAL, JASON M.	2200028362	6/7/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/22/22LOCATION: 1212 SHELDON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-121500000	1004	GREENWOOD	SHALER, PATRICIA - ETAL	2200028070	2/17/2022	153.59	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 1004 GREENWOOD AVE., JACKSON, MICHIGAN ON 02/07/2022.INVOICE QUESTIONS? CALL THE DEPT OF NEIGHBORHOOD & ECONOMIC OPERATIONS AT (517) 788-4012
4-121500000	1004	GREENWOOD	SHALER, PATRICIA - ETAL	2200028714	8/16/2022	350.65	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY TO INCLUDE MATTRESS, CHAIR, AND TABLE ON THE NORTHEAST CORNER OF HOME AS WELL AS THE BLACK GARBAGE BAGS ON THE UPPER WEST DECK AND ALL TIRES ON THE SOUTHWEST CORNER OF HOME ASAP.ADDRESS: 1004 GREENWOOD AVECITATION DATE: 6/9/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-121600000	1006	GREENWOOD	ONEN DELPHINE AYLIN GORKTURK	2200028363	6/7/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/22/22LOCATION: 1006 GREENWOOD AVE INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-122800000	1023	WOODBRIDGE	KAYA, SUMER ERKAN	2200028583	7/19/2022	217.74	PRIVATE LOT MOWING COMPLETED ON 6/18/22LOCATION: 1023 WOODBRIDGE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

4-123300000	1040	GREENWOOD	SEAMANS ESTATE, TERRI	2200028449	6/21/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/28/22LOCATION: 1040 GREENWOOD AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-137400000	209 W	HIGH	MARTIN, RONALD L	2200028264	5/24/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM ENTIRE THE PROPERTY INCLUDING BUT NOT LIMITED TO, DISCARDED FURNITURE, TWO CHAIRS, AND BULK ITEM IN DRIVEWAY, EAST PROPERTY AREA.ADDRESS: 209 W HIGH STCITATION DATE: 3/23/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-137800000	207 W	HIGH	NKT INVESTMENTS LLC	2200028516	7/11/2022	338.70	PRIVATE PROPERTY MOWING COMPLETED ON 6/6/22LOCATION: 207 W. HIGH ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-147500000	235	DOUGLAS	CUATT, JAMES C	2200028584	7/19/2022	258.06	PRIVATE LOT MOWING COMPLETED ON 6/18/22LOCATION: 235 DOUGLAS ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-147500000	235	DOUGLAS	CUATT, JAMES C	2200028221	5/9/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY TO INCLUDETV, WEIGHT EQUIPMENT, GARBAGE BAG ON GROUND, AND BROKEN KIDS TOYS.ADDRESS: 235 DOUGLAS STCITATION DATE: 3/3/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-1484.1000	1510 S	JACKSON	KINYELE, NICKSON M	2200028741	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/17/22LOCATION: 1510 S. JACKSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-1484.1000	1510 S	JACKSON	KINYELE, NICKSON M	2200028517	7/11/2022	258.06	PRIVATE PROPERTY MOWING COMPLETED ON 6/5/22LOCATION: 1510 S. JACKSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

4-1484.1000	1510 S	JACKSON	KINYELE, NICKSON M	2200028364	6/7/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/22/22LOCATION: 1510 S JACKSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-1484.1000	1510 S	JACKSON	KINYELE, NICKSON M	2200028242	5/10/2022	412.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY TO INCLUDE ALL TIRES,PLASTIC BAGS, SCRAP METAL, METAL BARRELS, PAPER PLASTIC AND WOODEN BOX AND DEBRIS INSOUTH DRIVE.ADDRESS: 1510 S JACKSON STCITATION DATE: 2/24/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-163300000	181 W	PROSPECT	CLAY, REGINALD & VERONICA	2200028781	8/24/2022	255.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 181 W. PROSPECT ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-163300000	181 W	PROSPECT	CLAY, REGINALD & VERONICA	2200028365	6/7/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/22/22LOCATION: 181 W PROSPECT STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-165400000	143 W	PROSPECT	DAVIS HORACE & BRENDA	2200028552	7/19/2022	204.28	PRIVATE PROPERTY MOWING COMPLETED ON 6/12/22LOCATION: 143 W. PROSPECT ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-165400000	143 W	PROSPECT	DAVIS HORACE & BRENDA	2200028782	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 143 W. PROSPECT ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-165500000	139 W	PROSPECT	DAVIS, BRENDA	2200028553	7/19/2022	258.06	PRIVATE PROPERTY MOWING COMPLETED ON 6/12/22LOCATION: 139 W. PROSPECT ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

4-1666.1000	129 W	MANSION	YOUNG, FRANCES D ETAL	2200028125	3/22/2022	303.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO, DISCARDED FURNITURE/CHAIR IN WEST BACK YARD AREA NEAR GARAGE.ADDRESS: 129 W MANSION STCITATION DATE: 2/22/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
4-174200000	0	BLOOMFIELD	KRZECZKOWSKI, MAK	2200028594	7/20/2022	338.70	PRIVATE MOWING COMPLETED ON 6/25/22LOCATION: VACANT LOT ON BLOOMFIELD BLVDINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-181400000	1917	WOODSUM	WALLS, MICHAEL A SR & SHANNA	2200028366	6/7/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/22/22LOCATION: 1917 WOODSUM ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-187800000	202 W	PROSPECT	LUNA ETAL, CHANCE	2200028745	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/18/22LOCATION: 202 W PROSPECT ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
4-187900000	1808 S	JACKSON	LUNA ETAL, CHANCE	2200028746	8/24/2022	162.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/18/22LOCATION: 1808 S. JACKSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-020400000	112 E	WILKINS	OCAL, METIN B	2200028367	6/7/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/22/22LOCATION: 112 E WILKINS ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-022100000	108 E	BIDDLE	SAFIYE, KAYA	2200028659	8/3/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/6/22LOCATION: 108 E. BIDDLE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-022100000	108 E	BIDDLE	SAFIYE, KAYA	2200028518	7/11/2022	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 6/6/22LOCATION: 108 E BIDDLE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

5-022100000	108 E	BIDDLE	SAFIYE, KAYA	2200028368	6/7/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/22/22LOCATION: 108 E. BIDDLE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-022100000	108 E	BIDDLE	SAFIYE, KAYA	2200028710	8/16/2022	286.90	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO, DISCARDED WHITE GARBAGE BAGS ON GROUND WITH UNKNOWN CONTENTS SOUTH PROPERTY AREA, DISCARDED JUNK AND DEBRIS ON OPEN FRONT PORCH INCLUDING BOXES, LITTER AND CARDBOARD. DISCARDED DEBRIS IN DRIVEWAY WEST PROPERTY AREA INCLUDING DISCARDED MATTRESS, PROPANE TANKS, JUNK AND DEBRIS.ADDRESS: 108 E BIDDLE CITATION DATE: 06/21/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-022100000	108 E	BIDDLE	SAFIYE, KAYA	2200028134	3/22/2022	303.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY, INCLUDINGSHOPPING CARTS, TRASH, AND DEBRIS ON WEST LAWN.ADDRESS: 108 E BIDDLE STCITATION DATE: 1/13/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-022100000	108 E	BIDDLE	SAFIYE, KAYA	2200028069	2/17/2022	435.69	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 108-110 E. BIDDLE ST., JACKSON,MICHIGAN ON 02/09/2022.INVOICE QUESTIONS? CALL THE DEPT OF NEIGHBORHOOD & ECONOMIC OPERATIONS AT (517) 788-4012
5-022100000	108 E	BIDDLE	SAFIYE, KAYA	2200028817	8/25/2022	615.20	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 108-110 E BIDDLE ST., JACKSON,MICHIGAN ON 08/16/2022.INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060

5-022200000	112 E	BIDDLE	SAFIYE, KAYA	2200028684	8/3/2022	255.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/9/22LOCATION: 112 E. BIDDLE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-023000000	710 S	MARTIN LUTHER KING JR	MOHAMED ELHAM SADEQ SAEED	2200028290	5/25/2022	181.56	PRIVATE PROPERTY MOWING COMPLETED ON 5/15/22LOCATION: 710 S MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-050000000	927	EVERHARD	CORRY, KRISTINA	2200028240	5/10/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL TRASH, GARBAGE, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDINGBUT NOT LIMITED TO, UTILITY TRAILER LOADED WITH BLACK TRASH BAGS, PAPER, WHITE TRASHBAGS, JUNK AND DEBRIS IN DRIVEWAY EAST PROPERTY AREA.ADDRESS: 927 EVERHARD STCITATION DATE: 3/17/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT
5-050600000	148	MITCHELL	KOKER, DERYA & AYDIN OMER	2200028685	8/3/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/9/22LOCATION: 148 MITCHELL ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-050600000	148	MITCHELL	KOKER, DERYA & AYDIN OMER	2200028291	5/25/2022	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 5/15/22LOCATION: 148 MITCHELL STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-050600000	148	MITCHELL	KOKER, DERYA & AYDIN OMER	2200028556	7/19/2022	258.06	PRIVATE PROPERTY MOWING COMPLETED ON 6/12/22LOCATION: 148 MITCHELL ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-052800000	911 S	MARTIN LUTHER KING JR	PLP PROMISE LAND PROPERTIES LLC	2200028596	7/20/2022	258.06	PRIVATE MOWING COMPLETED ON 6/25/22LOCATION: 911 S. MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-052800000	911 S	MARTIN LUTHER KING JR	PLP PROMISE LAND PROPERTIES LLC	2200028292	5/26/2022	264.08	PRIVATE PROPERTY MOWING COMPLETED ON 5/15/22LOCATION: 911 S MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

5-063700000	930 S	MARTIN LUTHER KING JR	CANNON ESTATE, JAMES, D	2200028520	7/11/2022	258.06	PRIVATE PROPERTY MOWING COMPLETED ON 6/6/22LOCATION: 930 S. MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-076900000	1001 S	MILWAUKEE	LUBANA, PARAMJIT S	2200028788	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/25/22LOCATION: 1001 S MILWAUKEE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-077000000	1005 S	MILWAUKEE	LUBANA, PARAMJIT S	2200028789	8/24/2022	162.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/25/22LOCATION: 1005 S. MILWAUKEE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-077100000	205	MITCHELL	LUBANA, PARAMJIT S	2200028790	8/24/2022	201.90	PRIVATE PROPERTY MOWING COMPLETED ON 7/25/22LOCATION: 205 MITCHELL ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-102200000	114	WREN	VANNESS, ASHLEE	2200028126	3/22/2022	641.30	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED PILES OF DEBRIS IN NORTH PROPERTY AREA. PLEASE REMOVE LARGE PILES OF WOOD PRODUCTS AT REAR OF HOUSE, NORTH PROPERTY AREA AND LARGE PILE OF DISCARDED WOOD AND CONSTRUCTION MATERIALS NORTH PROPERTY AREA.ADDRESS: 114 WREN STCITATION DATE: 2/17/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-107600000	105	WREN	LASHEIA WYRICK	2200028869	9/15/2022	206.84	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 105 WREN ST ON 8/31/2022.INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4060
5-110000000	1215 S	MARTIN LUTHER KING JR	PRYOR, WALTER	2200028294	5/26/2022	346.60	PRIVATE PROPERTY MOWING COMPLETED ON 5/15/22LOCATION: 1215 S MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

5-122500000	222 E	HIGH	WARAMA WELLNESS LLC	2200028558	7/19/2022	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 6/12/22LOCATION: 222 E. HIGH ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-123900000	111	STANLEY	SCHWAB, MONIKA	2200028931	9/30/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 8/8/22LOCATION: 111 STANLEY AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-127300000	1311	CHITTOCK	CANNON, JAMES	2200028889	9/22/2022	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY TO INCLUDE BOX SPRINGS, AND MATTRESS AND ALL BROKEN FURNITURE ON THE EAST SIDE OF THE HOME THAT CAN BE SEEN ON CHITTOCK AS WELL AS SCHOOL DRIVEWAY.ADDRESS: 1311 CHITTOCK AVECITATION DATE: 8/9/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-127400000	1309	CHITTOCK	ALLEN JEFFERY M	2200028888	9/22/2022	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY TO INCLUDE RAW GARBAGE OVER FLOWING FROM DUMPSTER ON GROUND IN FRONT YARD, BOXES, BROKEN TOYS, BBQ SAUCE IN PARKWAY AND TIRE ON THE NORTHWEST CORNER OF HOMEADDRESS: 1309 CHITTOCK AVECITATION DATE: 8/9/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-127900000	1304 S	MARTIN LUTHER KING JR	LUBANA, PARAMJIT S.	2200028791	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 1304 S. MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-132000000	126	DAMON	CANNON JAMES D ESTATE	2200028443	6/21/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/28/22LOCATION: 927 S. JACKSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

5-132000000	126	DAMON	CANNON JAMES D ESTATE	2200028261	5/24/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO, DISCARDED GARBAGE BAGS WITH UNKNOWN CONTENTS WEST PROPERTY AREA NEAR HOUSE, DISCARDED TIRES, TARPS, PAPERS AND LITTER WEST AND NORTH PROPERTY AREA.ADDRESS: 126 DAMON STCITATION DATE: 4/12/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-150900000	2004 S	MARTIN LUTHER KING JR	QUAH BEE-CHIN	2200028878	9/22/2022	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, PLASTIC, DOG FECES, AND ANY AND ALL DEBRIS FROM THE ENTIRE YARD/PROPERTY.ADDRESS: 2004 S MARTIN LUTHER KING JR DRCITATION DATE: 7/15/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-158700000	318	WALL	HAMPTON, LYLE & STACEY	2200028750	8/24/2022	255.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/21/22LOCATION: 318 WALL ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-171100000	149 E	MANSION	LUPERCIO-SOTO, JOSEPH D	2200028375	6/7/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/22/22LOCATION: 149 E MANSION ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-171100000	149 E	MANSION	LUPERCIO-SOTO, JOSEPH D	2200028661	8/3/2022	255.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/6/22LOCATION: 149 E. MANSION ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-172200000	1807 S	MARTIN LUTHER KING JR	BARIBOGLU, SADIK	2200028452	6/21/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/29/22LOCATION: 1807 S. MARTIN LUTHER KING JR DR.INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-172200000	1807 S	MARTIN LUTHER KING JR	BARIBOGLU, SADIK	2200028794	8/24/2022	255.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 1807 S. MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

5-173700000	139 E	PROSPECT	LANGSTON, DEZHARAY	2200028266	5/24/2022	544.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY TO INCLUDE RED LOVE SEAT AND CHAIR, BLACK GARBAGE BAGS AND TIRES THAT ARE AT THE SOUTH SIDE OF DRIVEWAY IN FRONT OF SHED.ADDRESS: 139 E PROSPECTCITATION DATE: 4/6/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-194000000	326 E	SOUTH	CRADDOCK, SHANA	2200028270	5/24/2022	737.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY TO INCLUDE PILES OF BUILDING MATERIALS, GARBAGE BAGS ETC. THAT ARE ON GROUND NORTH EAST CORNER OF HOME COVERED WITH TARPS, BUT STILL VISIBLE.ADDRESS: 326 E SOUTH STCITATION DATE: 4/11/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT
5-194000000	326 E	SOUTH	CRADDOCK, SHANA	2200028172	4/7/2022	1,468.32	PROPERTY CLEAN-UP AT 326 E SOUTH ST COMPLETED ON 3/1/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
5-205400000	305 E	PROSPECT	GRICE, JENESSA	2200028753	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/18/22LOCATION: 305 E. PROSPECT ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-205500000	0 E	PROSPECT	GRICE, JENESSA	2200028754	8/24/2022	162.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/21/22LOCATION: VACANT LOT ON E. PROSPECT ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-2067.1000	333 E	PROSPECT	WILLIAMS, JOHNNIE L	2200028755	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/17/22LOCATION: 333 E. PROSPECT ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
5-206900000	335 E	PROSPECT	OLIVER ESTATE, RODELL	2200028756	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/17/22LOCATION: 335 E. PROSPECT ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

5-2159.1000	450 E	PROSPECT	BASHIR, ALEXANDER	2200028232	5/9/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING THEDISCARDED TIRES, EAST OF PROPERTY NEAR BUILDING.ADDRESS: 450 E PROSPECT STCITATION DATE: 3/10/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT
6-0170.2000	720	HUPP	MITCHELL D'ANGELO M	2200028879	9/22/2022	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO DISCARDED FURNITURE, MATTRESSES, CHAIR, DRESSER AND ANY OTHER DEBRIS AND JUNK EAST PROPERTY AREA.ADDRESS: 720 HUPP AVECITATION DATE: 7/12/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
6-032900000	329	JOHNSON	WATKINS, CHARLENE	2200028932	9/30/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 8/8/22LOCATION: 329 JOHNSON STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-032900000	329	JOHNSON	WATKINS, CHARLENE	2200028376	6/7/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/21/22LOCATION: 329 JOHNSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-032900000	329	JOHNSON	WATKINS, CHARLENE	2200028441	6/21/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/28/22LOCATION: 229 W BIDDLE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-041400000	1302	DEYO	BOONE, RAYFORD WILLIS	2200028377	6/7/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/21/22LOCATION: 1302 DEYO ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-041400000	1302	DEYO	BOONE, RAYFORD WILLIS	2200028882	9/22/2022	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY.ADDRESS: 1302 DEYO STCITATION DATE: 5/10/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT

6-042400000	212	SUMMIT	JENKINS ESTATE, ELIJAH	2200028246	5/10/2022	792.08	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL TRASH, GARBAGE, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDINGBUT NOT LIMITED TO, DISCARDED CLEAR BAGS OF TRASH, BOXES, FURNITURE, PLASTIC AND METALITEMS, CHAIR, DISCARDED BUILDING MATERIAL, ALL DEBRIS AND JUNK IN FRONT YARD EASTPROPERTY AREA. ALL DEBRIS AND JUNK WEST AND NORTH PROPERTY AREA.ADDRESS: 212 SUMMIT AVECITATION DATE: 3/10/2022INVOICE QUESTIONS? CALL THE
6-045900000	1406	DEYO	CHRIST CENTERED HOMES INC	2200028128	3/22/2022	303.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK, AND DEBRIS FROM ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO; DISCARDED COUCH AND CHAIR ON NORTH DECK OF HOUSE, NORTH YARD.ADDRESS: 1406 DEYO STCITATION DATE: 1/20/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-
6-051700000	404 S	ELM	CANNON ESTATE, JAMES D	2200028796	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/25/22LOCATION: 404 S. ELM AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-051700000	404 S	ELM	CANNON ESTATE, JAMES D	2200028522	7/11/2022	258.06	PRIVATE PROPERTY MOWING COMPLETED ON 6/5/22LOCATION: 404 S. ELM AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-063400000	1207	PRINGLE	STARNES, RONALD	2200028523	7/11/2022	258.06	PRIVATE PROPERTY MOWING COMPLETED ON 6/5/22LOCATION: 1207 PRINGLE AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-071900000	720	PAGE	VELFLING, PENNY	2200028381	6/7/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/21/22LOCATION: 720 PAGE AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

6-089800000	214 S	DWIGHT	KRAUSS ETAL, NICOLE	2200028384	6/7/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/21/22LOCATION: 214 S DWIGHT STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-093900000	2112	CHAPIN	MUTUKU DANIEL M	2200028296	5/26/2022	264.08	PRIVATE PROPERTY MOWING COMPLETED ON 5/14/22LOCATION:2112 CHAPIN ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-094000000	2116	CHAPIN	MUTUKU DANIEL M	2200028299	5/26/2022	209.04	PRIVATE PROPERTY MOWING COMPLETED ON 5/14/22LOCATION: 2116 CHAPIN ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-099100000	1615	TEN EYCK	AVILA, JESSICA M	2200028097	2/17/2022	307.18	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, JUNK AND DEBRIS FROM ENTIRE PROPERTYINCLUDING BUT NOT LIMITED TO; DISCARDED SOFA, DRESSER DRAWERS, BOXESAND ANY OTHER DISCARDED JUNK OR DEBRIS ON PROPERTY. SOFA AND DRESSERDRAWERS ARE DISCARDED ON WEST SIDE OF HOME.ADDRESS: 1615 TEN EYCK STCITATION DATE: 12/21/21INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
6-099800000	1700	CHAPIN	FHG LLC	2200028527	7/11/2022	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 6/5/22LOCATION: 1700 CHAPIN ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
6-103200000	1811	CHAPIN	DAVIS LINDA L & SMITH JERRY ESTATE	2200028489	6/21/2022	293.66	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTYINCLUDING BUT NOT LIMITED TO, DISCARDED TRASH AND GARBAGE BAGS EAST PROPERTYAREA NEAR HOUSE.ADDRESS: 1811 CHAPIN STCITATION DATE: 4/26/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT

6-103200000	1811	CHAPIN	DAVIS LINDA L & SMITH JERRY ESTATE	2200028080	2/17/2022	307.18	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIREPROPERTY INCLUDING THE FURNITURE/DESK IN THE PARKWAYADDRESS: 1811 CHAPIN STCITATION DATE: 10/18/21INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
6-103700000	1819	CHAPIN	FOSTER, MICHAEL E	2200028170	4/7/2022	2,512.22	PROPERTY CLEAN-UP AT 1819 CHAPIN ST COMPLETED ON 2/23/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
6-103900000	1901	CHAPIN	WILSON MICHAEL	2200028828	8/31/2022	2,599.67	PROPERTY CLEAN-UP AT 1901 CHAPIN ST COMPLETED ON 7/6/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
6-129400000	725	TOMLINSON	JACKSON MAKERSPACE	2200028271	5/24/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL TRASH, GARBAGE, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO, DISCARDED MATTRESS; NORTHEAST PROPERTY AREA.ADDRESS: 725 TOMLINSON STCITATION DATE: 4/8/2022INVOICE QUESTIONS? CALL THE
6-140700000	667	CHESTER	GONZALES, MITCHELL ETAL	2200028081	2/17/2022	307.18	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE, TRASH, JUNK, DEBRIS, SCRAP & WASTE INCLUDING HOME FURNISHINGS/FIXTURES; THE COUCH IN THE PARKWAY.ADDRESS: 667 CHESTER STCITATION DATE: 10/8/21INVOICE QUESTIONS? CALL THE BUILDING DEPT AT
6-168500000	1427	LOCUST	LAPP, CHARITY	2200028171	4/7/2022	1,343.72	PROPERTY CLEAN-UP AT 1427 LOCUST ST COMPLETED ON 2/23/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
6-1832.1500	2341	ENTERPRISE	2341 ENTERPRISE HOLDINGS LLC	2200028560	7/19/2022	382.20	PRIVATE PROPERTY MOWING COMPLETED ON 6/11/22LOCATION: 2341 ENTERPRISE RDINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

7-006500000	501	OAK	FUNG, SHELLBY N	2200028088	2/17/2022	307.18	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE AND DEBRIS FROM THE ENTIRE PROPERTY, INCLUDING BUTNOT LIMITED TO DISCARDED BED, BASKETBALL HOOP IN THE STREET AND FURNISHINGS LEFT IN YARD.ADDRESS: 501 OAK STCITATION DATE: 12/14/21INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
7-014200000	312 N	MARTIN LUTHER KING JR	AGUILA INVESTMENTS GROUP LLC	2200028916	9/29/2022	215.28	PRIVATE PROPERTY MOWING COMPLETED ON 8/1/22LOCATION: 312 N MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-014200000	312 N	MARTIN LUTHER KING JR	AGUILA INVESTMENTS GROUP LLC	2200028561	7/19/2022	220.42	PRIVATE PROPERTY MOWING COMPLETED ON 6/11/22LOCATION: 312 N. MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-014200000	312 N	MARTIN LUTHER KING JR	AGUILA INVESTMENTS GROUP LLC	2200028877	9/22/2022	283.52	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL WOOD, GLASS, AND ANY AND ALL DEBRIS FROM THE WEST SIDE OF THE BUILDING.ADDRESS: 312 N MARTIN LUTHER KING JR DRCITATION DATE: 6/30/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
7-014200000	312 N	MARTIN LUTHER KING JR	AGUILA INVESTMENTS GROUP LLC	2200028821	8/25/2022	1,518.30	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES, SECURE FENCE & REMOVE GRAFFITI ATTHE PROPERTY LOCATED AT 312 N. MLK, JACKSON, MICHIGAN ON 07/30/2022.INVOICE QUESTIONS? CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (517) 788-4069
7-014200000	312 N	MARTIN LUTHER KING JR	AGUILA INVESTMENTS GROUP LLC	2200028042	2/3/2022	62,000.00	DEMOLITION FEES FOR A HOUSE PER BUILDING BOARD ORDER.LOCATION - 312 N MARTIN LUTHER KING JR DR., JACKSON, MICHIGAN DEMOLITION DATE - 09/22/2021INVOICE QUESTIONS? CALL THE DEPT OF NEIGHBORHOOD & ECONOMIC OPERATIONS AT (517) 788-4012
7-014300000	308 N	MARTIN LUTHER KING JR	AGUILA INVESTMENTS GROUP LLC	2200028917	9/29/2022	162.76	PRIVATE PROPERTY MOWING COMPLETED ON 8/1/22LOCATION: 308 N MARTIN LUTHER KING JR DRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

7-014300000	308 N	MARTIN LUTHER KING JR	AGUILA INVESTMENTS GROUP LLC	2200028562	7/19/2022	260.74	PRIVATE PROPERTY MOWING COMPLETED ON 6/11/22LOCATION: 308 N. MARTIN LUTHER KING JRINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-014300000	308 N	MARTIN LUTHER KING JR	AGUILA INVESTMENTS GROUP LLC	2200028265	5/24/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO, DISCARDED MATTRESS SOUTH PROPERTY AREA.ADDRESS: 308 N MARTIN LUTHER KING JR DRCITATION DATE: 4/12/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
7-018700000	1022	HOMEWILD	LEFFEW, JONATHAN L	2200028084	2/17/2022	307.18	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE, TRASH, JUNK, DEBRIS, SCRAP & WASTE INCLUDINGHOME FURNISHINGS/FIXTURES, KITCHEN APPLIANCES, REMODELING SCRAP, PAPER, CARDBOARD, PLASTIC, WOOD, METAL, FABRIC, GLASS, TIRES, CARPET, BUILDING AND SIMILAR MATERIALS, ACCESSORIES, CONTAINERS AND COMPONENTS,ACCUMULATION OF GARBAGE BAGS WITH UNKNOWN CONTENTS FROM THE ENTIRE PROPERTY TO INCLUDE BEHIND/BESIDE ACCESSORY STRUCTURES (SHEDS, GARAGES ETC.) TO INCLUDE THE SMALL BRUSH PILE NEAR FRONT PORCH.ADDRESS: 1022 HOMEWILD AVECITATION DATE: 10/20/21INVOICE QUESTIONS? CALL THE BUILDING DEPT AT
7-023600000	711	BURR	PASCARELLA, DAVID A	2200028599	7/20/2022	177.42	PRIVATE MOWING COMPLETED ON 6/25/22LOCATION: 711 BURR ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-023600000	711	BURR	PASCARELLA, DAVID A	2200028918	9/29/2022	212.66	PRIVATE PROPERTY MOWING COMPLETED ON 8/1/22LOCATION: 711 BURR STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

7-023600000	711	BURR	PASCARELLA, DAVID A	2200028529	7/11/2022	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 6/5/22LOCATION: 711 BURR ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-023600000	711	BURR	PASCARELLA, DAVID A	2200028429	6/17/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/29/22LOCATION: 429 W GANSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-023600000	711	BURR	PASCARELLA, DAVID A	2200028301	5/26/2022	264.08	PRIVATE PROPERTY MOWING COMPLETED ON 5/14/22LOCATION: 711 BURR STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-023700000	715	BURR	PASCARELLA, DAVID A	2200028919	9/29/2022	160.14	PRIVATE PROPERTY MOWING COMPLETED ON 8/1/22LOCATION: 715 BURR STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-023700000	715	BURR	PASCARELLA, DAVID A	2200028600	7/20/2022	163.96	PRIVATE MOWING COMPLETED ON 6/25/22LOCATION: 715 BURR ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-023700000	715	BURR	PASCARELLA, DAVID A	2200028302	5/26/2022	209.04	PRIVATE PROPERTY MOWING COMPLETED ON 5/14/22LOCATION: 715 BURR ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-023700000	715	BURR	PASCARELLA, DAVID A	2200028530	7/11/2022	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 6/5/22LOCATION: 715 BURR ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-024000000	600	HOMEWILD	BRADLEY, DOROTHY	2200028386	6/7/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/21/22LOCATION: 600 HOMEWILD AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-030700000	303	HOMEWILD	TRIANA ENTERPRISES ETAL	2200028387	6/7/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/21/22LOCATION: 303 HOMEWILD AVE INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

7-031300000	410	DETROIT	TANSKY, ROBERT E	2200028669	8/3/2022	162.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/5/22LOCATION: 410 DETROIT ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-031300000	410	DETROIT	TANSKY, ROBERT E	2200028306	5/26/2022	167.78	PRIVATE PROPERTY MOWING COMPLETED ON 5/14/22LOCATION: 410 DETROIT STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-031400000	358	COOPER	ECONOMIC RESEARCH CORP	2200028667	8/3/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/5/22LOCATION: 358 COOPER ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-031400000	358	COOPER	ECONOMIC RESEARCH CORP	2200028303	5/26/2022	222.82	PRIVATE PROPERTY MOWING COMPLETED ON 5/14/22LOCATION: 358 COOPER ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-032100000	403	HOMEWILD	MARTIN N. LEE ESTATE	2200028759	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/16/22LOCATION: 403 HOMEWILD AVE INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-032100000	403	HOMEWILD	MARTIN N. LEE ESTATE	2200028388	6/7/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/21/22LOCATION: 403 HOMEWILD AVE INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-032500000	404	DETROIT	TANSKY, ROBERT & BEVERLY	2200028670	8/3/2022	162.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/5/22LOCATION: 404 DETROIT ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-032500000	404	DETROIT	TANSKY, ROBERT & BEVERLY	2200028307	5/26/2022	167.78	PRIVATE PROPERTY MOWING COMPLETED ON 5/14/22LOCATION: 404 DETROIT ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

7-032500000	404	DETROIT	TANSKY, ROBERT & BEVERLY	2200028137	3/22/2022	303.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTYINCLUDING BUT NOT LIMITED TO, DISCARDED MATTRESS, TIRE AND WOOD PRODUCTS.ADDRESS: 404 DETROIT STCITATION DATE: 1/27/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
7-036300000	709	HOMEWILD	HILL, DORIS A	2200028797	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 709 HOMEWILD AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-036300000	709	HOMEWILD	HILL, DORIS A	2200028601	7/20/2022	217.74	PRIVATE MOWING COMPLETED ON 6/25/22LOCATION: 709 HOMEWILD AVE INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-036300000	709	HOMEWILD	HILL, DORIS A	2200028389	6/7/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/21/22LOCATION: 709 HOMEWILD AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-056000000	906 E	PEARL	ALLEN LOFTS LLC	2200028457	6/21/2022	345.93	PRIVATE PROPERTY MOWING COMPLETED ON 5/29/22LOCATION: 906 E. PEARL ST.INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-056900000	513 E	GANSON	WALKER JR, TIMOTHY E	2200028531	7/11/2022	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 6/5/22LOCATION: 513 E. GANSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-058100000	706 N	PARK	FLACK, SHANNON M	2200028390	6/7/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/21/22LOCATION: 706 N PARK AVE INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

7-066900000	567	COOPER	JEW JAMES	2200028480	6/21/2022	293.66	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK, DEBRIS & SCRAP INCLUDING HOME FURNISHINGSTO INCLUDE FURNITURE, CARPET, APPLIANCES, PAPER, CARDBOARD, PLASTIC, WOOD, METAL,FABRIC, GLASS, TIRES, BUILDING, AUTOMOTIVE, ENGINE AND SIMILAR MATERIALS,ACCESSORIES, CONTAINERS AND COMPONENTS FROM THE ENTIRE PROPERTY TO INCLUDEBEHIND ACCESSORY STRUCTURES (SHEDS, GARAGES ETC.).ADDRESS: 567 COOPER STCITATION DATE: 4/27/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
7-075800000	529 N	WATERLOO	GEDMAN, CHRISTOPHER F ETAL	2200028876	9/22/2022	1,462.87	PROPERTY CLEAN-UP AT 529 N WATERLOO COMPLETED ON 8/4/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
7-087700000	1205 E	GANSON	KING, MARCIA D	2200028563	7/19/2022	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 6/12/22LOCATION: 1205 E. GANSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-087700000	1205 E	GANSON	KING, MARCIA D	2200028391	6/7/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/21/22LOCATION: 1205 E GANSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-092200000	1101	HAMLIN	WALKER, STACY M	2200028459	6/21/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/28/22LOCATION: 1101 HAMLIN PLINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-100500000	212	SEYMOUR	GUARDIAN ANGEL HOMES LLC	2200028392	6/8/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/21/22LOCATION: 212 SEYMOUR AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-108000000	1708	HOMEWILD	SIMPSON, KIMBERLIE	2200028532	7/11/2022	217.74	PRIVATE PROPERTY MOWING COMPLETED ON 6/14/22LOCATION: 1708 HOMEWILD AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

7-1115.1000	1607	HOMEWILD	CONVERSE, JUDITH	2200028133	3/22/2022	753.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE, TRASH, JUNK, DEBRIS, SCRAP & WASTE INCLUDING HOME FURNISHINGS/FIXTURES, KITCHEN APPLIANCES, REMODELING SCRAP, PAPER, CARDBOARD, PLASTIC, WOOD, METAL, FABRIC, GLASS, TIRES, CARPET, BUILDING AND SIMILAR MATERIALS, ACCESSORIES, CONTAINERS AND COMPONENTS, ACCUMULATION OF GARBAGE BAGS WITH UNKNOWN CONTENTS FROMTHE ENTIRE PROPERTY TO INCLUDE BEHIND/BESIDE ACCESSORY STRUCTURES (SHEDS, GARAGES ETC.).ADDRESS: 1607 HOMEWILD AVECITATION DATE: 1/10/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
7-122900000	129 N	GORHAM	ALBERTO, CORDOVA J	2200028920	9/29/2022	212.66	PRIVATE PROPERTY MOWING COMPLETED ON 8/1/22LOCATION: 129 N GORHAM STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-128000000	2209 E	GANSON	HAGER HEIDI L ETAL	2200028760	8/24/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/21/22LOCATION: 2209 E. GANSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
7-128000000	2209 E	GANSON	HAGER HEIDI L ETAL	2200028263	5/24/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDING BUT NOT LIMITED TO, DISCARDED APPLIANCE IN SOUTH PROPERTY AREA.ADDRESS: 2209 E GANSONCITATION DATE: 4/7/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
8-002800000	2202 E	GANSON	BRUCE, SANDRA L	2200028564	7/19/2022	258.06	PRIVATE PROPERTY MOWING COMPLETED ON 6/11/22LOCATION: 2202 E. GANSON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

8-002800000	2202 E	GANSON	BRUCE, SANDRA L	2200028219	5/9/2022	737.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL WOOD, LIMBS, SIDING, METAL AND ANY AND ALL DEBRIS FROMTHE NORTH, SOUTH, WEST AND EAST SIDES OF THE HOME TO INCLUDE REMOVINGTHE DUMPSTER FROM THE DRIVEWAY.ADDRESS: 2202 E GANSON STCITATION DATE: 2/14/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT
8-002800000	2202 E	GANSON	BRUCE, SANDRA L	2200028067	2/17/2022	999.89	BOARD UP OF OPEN AND ACCESSIBLE ENTRIES AT 2202 E. GANSON ST., JACKSON,MICHIGAN ON 02/11/2022.INVOICE QUESTIONS? CALL THE DEPT OF NEIGHBORHOOD & ECONOMIC OPERATIONS AT (517) 788-4012
8-003100000	213 N	FORBES	BRADLEY, CHASSITY	2200028138	3/22/2022	303.80	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH AND DEBRIS FROM THE ENTIRE PROPERTYINCLUDING BUT NOT LIMITED TO DISCARDED CONSTRUCTION MATERIAL, DISCARDEDWOOD PRODUCTS, BLACK TRASH BAGS CONTAINING GARBAGE AND JUNK AND ALLOTHER GARBAGE JUNK AND DEBRIS FROM PROPERTY.ADDRESS: 213 N FORBES STCITATION DATE: 1/13/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
8-011000000	313 N	GORHAM	MIELKE, RANDALL	2200028565	7/19/2022	378.96	PRIVATE PROPERTY MOWING COMPLETED ON 6/11/22LOCATION: 313 N. GORHAM ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-011100000	0 N	GORHAM	MIELKE, RANDALL	2200028566	7/19/2022	325.18	PRIVATE PROPERTY MOWING COMPLETED ON 6/11/22LOCATION: VACANT LOT ON N. GORHAM ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-011200000	0 N	GORHAM	MIELKE, RANDALL	2200028567	7/19/2022	325.18	PRIVATE PROPERTY MOWING COMPLETED ON 6/11/22LOCATION: VACANT LOT ON N. GORHAM ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

8-046300000	1704 E	GANSON	HOBBS DAVID ESTATE	2200028487	6/21/2022	293.66	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTYINCLUDING BUT NOT LIMITED TO, DISCARDED MATTRESSES IN FRONT YARD SOUTH PROPERTY AREA.ADDRESS: 1704 E GANSON STCITATION DATE: 4/14/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT
8-047700000	407	ORANGE	WALKER, DAVID LEE	2200028933	9/30/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 8/8/22LOCATION: 407 ORANGE STINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-047700000	407	ORANGE	WALKER, DAVID LEE	2200028663	8/3/2022	215.20	PRIVATE PROPERTY MOWING COMPLETED ON 7/7/22LOCATION: 407 ORANGE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-047700000	407	ORANGE	WALKER, DAVID LEE	2200028203	5/6/2022	14,908.00	DEMOLITION FEES FOR A HOUSE PER BUILDING BOARD ORDER LOCATED AT 407 ORANGE ST.,JACKSON, MICHIGAN. DEMOLITION DATE 02/09/2022INVOICE QUESTIONS? CALL THE DEPT OF NEIGHBORHOOD & ECONOMIC OPERATIONS AT (517) 788-4013
8-048900000	441	ORANGE	BACON, SCOTT M.	2200028395	6/8/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/21/22LOCATION: 441 ORANGE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-059500000	558	ORANGE	ADAMS, JASON	2200028463	6/21/2022	220.28	PRIVATE PROPERTY MOWING COMPLETED ON 5/29/22LOCATION: 558 ORANGE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

8-068200000	408	GILBERT	MADERY JAMES W	2200028481	6/21/2022	293.66	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTYINCLUDING BUT NOT LIMITED TO, DISCARDED FURNITURE, WOOD, GARBAGE, TRASH BAGS,DRESSER, BUCKETS AND ALL OTHER JUNK AND DEBRIS LOCATED ON FRONT LAWN EASTPROPERTY AREA.ADDRESS: 408 GILBERT STCITATION DATE: 4/26/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
8-098700000	900	SEYMOUR	BROWN, DERLON M	2200028225	5/9/2022	242.08	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL DISCARDED, ABANDONED, UNUSED GARBAGE TRASH JUNK DEBRIS SCRAP WASTE INCLUDING HOME FURNISHINGS/FIXTURES, KITCHEN APPLIANCES, REMODELING SCRAP,PAPER, CARDBOARD, PLASTIC, WOOD, METAL, FABRIC, GLASS, TIRES, CARPET, BUILDING ANDSIMILAR MATERIALS, ACCESSORIES, CONTAINERS AND COMPONENTS, ACCUMULATION OF GARBAGE BAGS WITH UNKNOWN CONTENTS FROM ENTIRE PROPERTY TO INCLUDE BEHIND/BESIDE ACCESSORY STRUCTURES (SHEDS, GARAGES ETC.).ADDRESS: 900 SEYMOUR AVECITATION DATE: 1/13/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
8-1042.1000	916 N	ELM	LELIEVRE ETAL, JORDAN	2200028398	6/8/2022	261.07	PRIVATE PROPERTY MOWING COMPLETED ON 5/21/22LOCATION: 916 N ELM AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-108200000	1604	FLORAL	MAD DOG HOLDINGS LLC	2200028465	6/21/2022	179.49	PRIVATE PROPERTY MOWING COMPLETED ON 5/28/22LOCATION: 1604 FLORAL AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-1090.1000	921 N	ELM	BOWLER ESTATE, ELIZABETH	2200028466	6/21/2022	301.86	PRIVATE PROPERTY MOWING COMPLETED ON 5/28/22LOCATION: 921 N. ELM AVEINVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

8-110400000	1608	FLORAL	WALKER, RACHELLE	2100027374	8/16/2021	233.47	PRIVATE PROPERTY MOWING COMPLETED 7/10/2021LOCATION: 1608 FLORAL AVESEE ORIGINAL INVOICE 2100027266INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-192900000	1601	COOPER	KEVIN & NICK INC	2200028227	5/9/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM THE ENTIRE PROPERTY INCLUDINGBUT NOT LIMITED TO, DISCARDED TRASH AND GARBAGE ON GROUND NORTH AND EAST SIDE OFPROPERTY NEAR DUMPSTERS, PLEASE REMOVE TRASH AND GARBAGE OVERFLOWING FROMDUMPSTERS NORTH PROPERTY AREA. PLEASE REMOVE ALL DISCARDED BOXES AND STORAGECONTAINERS.ADDRESS: 1601-1603 COOPER STCITATION DATE: 3/9/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT (517) 788-4012
8-192900000	1601	COOPER	KEVIN & NICK INC	2200028269	5/24/2022	297.04	PROPERTY CLEAN-UP - ITEMS REMOVED INCLUDED:PLEASE REMOVE ALL GARBAGE, TRASH, JUNK AND DEBRIS FROM ENTIRE PROPERTY INCLUDING BUTNOT LIMITED TO, PAPERS, LITTER, PLASTIC, CARDBOARD, BOXES, TRASH AND DEBRIS LOCATED NORTH AND EAST PROPERTY AREAS. TRASH, PAPER ITEMS AND LITTER IS SCATTERED ALL OVER PROPERTY NORTH PROPERTY AREA NEAR PARKING LOT AND EAST PROPERTY AREA NEAR FENCE.ADDRESS: 1601 - 1603 COOPER STCITATION DATE: 4/14/2022INVOICE QUESTIONS? CALL THE BUILDING DEPT AT
8-2066.4000	123 E	MONROE	DYER, CONNOR	2200028798	8/24/2022	334.75	PRIVATE PROPERTY MOWING COMPLETED ON 7/23/22LOCATION: 123 E. MONROE ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170
8-243800000	1030	HAMILTON	BELDYGA, DANIELLE N.	2200028686	8/3/2022	129.05	PRIVATE PROPERTY MOWING COMPLETED ON 7/9/22LOCATION: 1030 HAMILTON ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

8-247500000	1126	WALKER	DYE, CHERYL	2200028687	8/3/2022	334.75	PRIVATE PROPERTY MOWING COMPLETED ON 7/9/22LOCATION: 1126 WALKER ST INVOICE QUESTIONS? CALL THE DEPT OF PUBLIC WORKS AT (517) 788-4170

CITY OF JACKSON
Founded 1829

City Attorney's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4050, (517) 788-4023 • Facsimile: (866) 971-2117

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Matthew M. Hagerty, City Attorney

DATE: Council Meeting – June 13, 2023

SUBJECT: ***Renewal of Liability and Property Insurance with Michigan Municipal League Liability & Property Pool***

Recommendation: APPROVE the Renewal of the City of Jackson's Liability and Property Insurance Through the Michigan Municipal League's Liability & Property Pool in the Amount of $620,298.00, and Authorize the City Attorney and Finance Director to Take Any Actions Necessary to Effectuate the Policy.

Your consideration and concurrence is appreciated.

DEPARTMENT REPORT

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Matthew M. Hagerty, City Attorney

DATE: Council Meeting – June 13, 2023

RECOMMENDATION: APPROVE the Renewal of the City of Jackson's Liability and Property Insurance through the Michigan Municipal League's Liability & Property Pool in the Amount of $620,298.00, and Authorize the City Attorney and Finance Director to Take Any Actions Necessary to Effectuate the Policy.

SUMMARY

Attached is a proposal from the Michigan Municipal League's Liability & Property Pool ("MML Pool"), the City of Jackson's liability and property insurer, for renewal of the City's insurance policy for Fiscal Year 2023/2024.

HISTORY, BACKGROUND and DISCUSSION

Attached is a proposal and cost summary from the MML Pool for insurance coverage for the City of Jackson for Fiscal Year 2023-24. The amount of the annual premium, found on page 7 of the attachment, is $620,298.00. This amount represents an increase of $25,848.00 over last year's premium of $594,450.00. Some of the reasons for the increase include additional property coverage of more than $5.5M, four additional vehicles, and four additional law enforcement officers. The good news is we will be receiving a dividend from the MML again this year. According to our Account Executive James Newman, this year's dividend will be $51,612.00. The dividend will reduce our "net premium" to $568,686.00.

As Council is aware, we have been with the MML Pool for a number of years. The City Attorney's Office and other staff have been very pleased with both the service and coverage provided by the Pool. The MML Pool provides the City with counsel who are very experienced and experts in their fields. It is my recommendation that we renew our insurance coverage with the MML Pool.

POSITION

The requisite action is to APPROVE the renewal of insurance coverage with the Michigan Municipal League Liability and Property Pool for 2023-24, authorize the Finance Director to pay the invoice, and authorize the City Attorney and Finance Director to take any action necessary to effectuate the policy.

ATTACHMENT: Liability & Property Pool Proposal

michigan municipal league

Liability & Property Pool

Proposal

for the

City of Jackson

Presented By:

James Newman, LUTCF
MML Liability & Property Pool
(517) 243-5865

May 30, 2023

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This proposal is intended to be only a summary of coverages and services. For specific details on coverage terms and conditions, please refer to the Michigan Municipal League Liability and Property Pool coverage document.

Executive Overview

The Michigan Municipal League Liability and Property Pool has been a stable source of comprehensive municipal insurance and risk management services since 1982. It is financially secure and positioned for long-term stability.

The Pool staff is made up of municipal insurance experts. Municipal risk management is our only business, and we're proud of it!

The Pool provides insurance coverage designed specifically for Michigan municipal exposures, combined with a package of loss control programs, claims administration, legal defense and membership services that you won't find anywhere else in Michigan.

This quotation is based on the limits of coverage requested by the **City of Jackson.** Higher limits may be available, subject to underwriting review by Pool Management. Please submit requests for higher limits in writing to your Account Executive. Your request will be considered by Pool Management.

The insurance and related services described more fully in this proposal are being offered to the **City of Jackson** for an annual premium of **$620,298.** (In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2023. The city's portion of the dividend return is estimated to be **$51,612**.The city will receive this dividend in the month following payment of your 2023 renewal premium.)

We encourage you to compare the Pool with our competition. Compare us based on price, coverage, service, financial security, experience and commitment to municipal risk management. When you do, the advantages of Pool membership become clear.

Thank you for being a Pool member. We look forward to servicing your risk management program for many years to come.

Our Mission

To be a long-term, stable, cost-effective risk management alternative for members of the Michigan Municipal League Liability and Property Pool.

Introduction

What You Can Expect Of Us

- ✓ A commitment to learn, understand and respond to your insurance needs;
- ✓ Continuous planning and innovation in product development and service delivery;
- ✓ Products that meet your needs in terms of price, coverage and service;
- ✓ Prompt, accurate, and courteous response to your questions, problems and claims; and
- ✓ Knowledgeable and professional staff serving your needs consistently and with integrity.

Your Pool Insures More Than . . .

- ✓ 433 Public Entity Members
- ✓ 139 Fire Departments
- ✓ 170 Law Enforcement Agencies
- ✓ 2,195 Police Officers
- ✓ 5,772 Miles of Streets/Roads
- ✓ 6,950 Vehicles
- ✓ 16 Electric Utilities
- ✓ 195 Water Utilities
- ✓ 218 Sewer Utilities
- ✓ 24 Municipal Marinas
- ✓ $5 Billion of Property Values
- ✓ 206 Water Service Operations
- ✓ 17 Dams

michigan municipal league
Liability & Property Pool

Coverage and Cost Summary
City of Jackson

Effective 07-01-2023 to 07-01-2024

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Municipal General Liability (Coverage A)	$5,000,000	N/A	$2,500
Nat'l Railroad Passenger Corp.	$5,000,000	N/A	$0
Nat'l Railroad Passenger Corp.	$5,000,000	N/A	$0
Norfolk Southern Railway Co.	$5,000,000	N/A	$0
State of Michigan, Michigan Dept. of Transportation, MDOT, Operating Railroads	$5,000,000	N/A	$0
Sewer Back-Up Sublimit	$100,000	$100,000	$0
Personal Injury Liability (Coverage B)	$5,000,000	N/A	$2,500
Medical Payments (Coverage C)	$10,000	N/A	N/A
Public Officials Liability (Coverage D)	$5,000,000	N/A	$2,500
Law Enforcement Liability (Coverages A, B, and D)	$5,000,000	N/A	$2,500
Employee Benefit Liability	$1,000,000	$1,000,000	$2,500
Fire Legal Liability	$100,000	N/A	N/A
Cyber Liability & Data Breach Response	$100,000	$100,000	See Declaration
Dam Liability	No Coverage	N/A	N/A
Marina Operator Liability	No Coverage	N/A	N/A
Uninsured/Underinsured Motorists Coverage	$100,000	N/A	$0
Automobile Liability (Coverages A and B)	$5,000,000	N/A	$0

# Vehicles	Comp	Coll
3	NO COV	NO COV
182	$1,000	$1,000

Agreed Amount, if applicable 24 Vehicles for a total of $5,109,228

Coverages A, B, and D are provided with a combined single limit of liability. The most the Pool will pay for any one occurrence is $5,000,000 regardless of the number of coverages involved in the occurrence.

Property			
Property - Blanket Basis	$189,968,305	N/A	$2,500
Boiler and Machinery	Included	N/A	$2,500
Building(s)	Included	N/A	$2,500
Cemetery Property - up to $500 per headstone	# Plots: 43,285	N/A	$500
Contents	Included	N/A	$2,500
Property in the Open	Included	N/A	$2,500
Protection & Preservation	Included	N/A	N/A
Property - Actual Cash Value	N/A	N/A	N/A

michigan municipal league
Liability & Property Pool

Coverage and Cost Summary
City of Jackson

Effective 07-01-2023 to 07-01-2024

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Property - Limited Replacement Cost	See Schedule	N/A	$2,500
Property - No Coverage	N/A	N/A	N/A
Property - Replacement Cost	See Schedule	N/A	$2,500
2021 Inmar Inflatable Rescue Boat w/2021 Genesis Trailer	$8,385	N/A	$250
Accounts Receivable	$100,000	N/A	$250
Allmand Portable Light Towers	$15,000	N/A	$250
Cameras	$30,970	N/A	$250
Consequential Damage	$100,000	N/A	N/A
Contractors Equipment	$5,356,192	N/A	$250
Debris Removal - the lesser of 25% of physical damage loss or	$5,000,000	$5,000,000	N/A
Demolition & Increased Costs of Construction Limit	$100,000	N/A	N/A
Earth Movement	$2,000,000	$2,000,000	$5,000
Electronic Data Processing Equip	$2,267,523	N/A	$250
Expediting Expense	$100,000	N/A	N/A
Extra Expense	$100,000	N/A	N/A
Fine Arts	$4,000,000	$4,000,000	$250
Fire Equipment	$613,135	N/A	$250
Flood (Except for Members located in Flood Zone A, AO, AH, A1-A999, AE, or AR)	$1,000,000	$1,000,000	$5,000
Fungal Pathogens	$25,000	$25,000	$250
Golf Equipment	$375,000	N/A	$250
Loss of Income	$100,000	N/A	N/A
Loss of Rents	$100,000	N/A	N/A
Miscellaneous Equipment	$57,622	N/A	$250
National Portable Signal Solar Arrow Boards	$18,000	N/A	$250
Ornamental Trees, Shrubs, Plants or Lawn	$100,000	$100,000	$250
Personal Effects & Property of Others	$500	$2,500	$250
Police Equipment	$494,502	N/A	$250
Radio Equipment	$869,085	N/A	$250
Trailers, mounted equipment	$184,900	N/A	$250
Valuable Papers	$100,000	N/A	$250
Voting Equipment	$349,669	N/A	$250
Water Department Equipment	$7,658	N/A	$250
Weapons	$37,800	N/A	$250

michigan municipal league
Liability & Property Pool

Coverage and Cost Summary
City of Jackson

Effective 07-01-2023 to 07-01-2024

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Comprehensive Crime Coverage			
Employee Dishonesty Blanket/Faithful Performance	$100,000	N/A	N/A
Computer Fraud	$100,000	N/A	N/A
Depositors Forgery	$100,000	N/A	N/A
Funds Transfer Fraud	$100,000	N/A	N/A
Impersonation Fraud	$100,000	N/A	N/A
Money and Securities Inside	$100,000	N/A	N/A
Money and Securities Outside	$100,000	N/A	N/A
Money Orders and Counterfeit Paper	$100,000	N/A	N/A
Bonds			
Bond #: A Treasurer	$100,000	N/A	N/A
Bond #: B Clerk	$100,000	N/A	N/A
Bond #: C Purchasing Director	$100,000	N/A	N/A
Bond #: D DDA Director	$100,000	N/A	N/A

Only one deductible applies to claims involving two or more property coverages.

The Michigan Municipal League Liability and Property Pool is pleased to offer all coverages and services described in this proposal for an annual premium of $620,298.

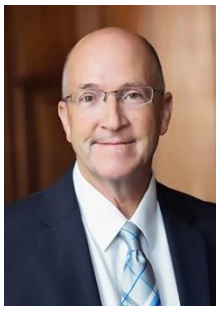
TOWER 1 Limit	**POLICY AGGREGATE LIMIT OF LIABILITY**	$100,000	For all Damages, Claims Expenses, Penalties and PCI Fines, Expenses and Costs
	Information Security and Privacy Sublimit	$100,000	each Claim and in the Aggregate
	Regulatory Defense and Penalties Aggregate Sublimit:	$20,000	each Claim and in the Aggregate
	Website Media and Content Liability Aggregate Sublimit:	$100,000	each Claim and in the Aggregate
	PCI Fines, Expenses and Costs Aggregate Sublimit:	$10,000	each Claim and in the Aggregate
	Cyber Extortion Aggregate Sublimit:	$25,000	each Claim and in the Aggregate
	First Party Data Protection Aggregate Sublimit:	$25,000	each Claim and in the Aggregate
	First Party Network Business Interruption Aggregate Sublimit:	$25,000	each Claim and in the Aggregate
	Note: The above Sublimits are part of, and not in addition to, the overall Policy Aggregate Limit of Liability		
	Liability Retention Per Claim:		
TOWER 1 Retention	All other coverages Retention:	$0	each Claim
	Cyber Extortion:	$5,000	each Extortion Threat
	First Party Data Protection:	$5,000	each Data Protection Loss
	First Party Network Business Interruption:	$5,000	each Business Interuption Loss
			Waiting Period: 12 hours
	Limits of Coverage - Privacy Breach Response Services		
TOWER 2 Limit	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Aggregate Sublimit:	$50,000	per Incident and in the Aggregate
TOWER 3 Limit	Notified Individuals:	10,000	Notified Individuals in the Aggregate
	A sublimit of up to 10% of Notified Individuals residing outside the United States, which is part of and not in addition to the Notified Individuals Aggregate Limit of Coverage		
	Note: The Privacy Breach Response Services Limits of Coverage are separate from and in addi		
	Privacy Breach Response Services Threshold/Retention (Each Incident):		
TOWER 2 Retention	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Retention:	$0	each Incident
TOWER 3 Retention	Notification Services/Call Center Services/Breach Resolution and Mitigation Services Threshold:	0	each Incident

The retention increased from $2,500 to $5,000.

Your Team of Experts



James Newman, LUTCF
Municipal Account Executive
(517) 243-5865



Michael J. Forster
Pool Administrator
(734) 669-6340

Ellen Skender is retiring and 1-1-22, the new CSR is Katelyn Petracca



Katelyn Petracca
248-204-6160
Alpha Split: (Le – Z)



Joan Opett
248-204-8579
(A – La)

Customer Service Representatives



Tracy Mattiello
Claims Manager
(248) 204-8094



Rod Pearson
Loss Control Manager
(248) 204-8036

Benefits of Pooling with the MML

- ✓ Proven long-term availability and stability
- ✓ Broad coverage document written specifically for Michigan municipalities
- ✓ Services tailored to unique needs of Michigan municipalities
- ✓ Member assets controlled by an elected Board of municipal officials
- ✓ Equitable rating based on Pool experience in Michigan
- ✓ Aggressive defense strategy – positive impact on case law
- ✓ Professional, dedicated, and experienced local management, oversight and service
- ✓ Decisions made and problems resolved by a group of your peers
- ✓ Investment income and underwriting surplus used to benefit members
- ✓ Lower expenses through tax-exempt and non-profit status
- ✓ Special loss avoidance training sessions including:
- ✓ Safety aspects of emergency vehicle operations
- ✓ Accident investigation for supervisors
- ✓ Confined spaces training

The advantages of pooling can be summarized by:

Service + Control + Value

City of Jackson Has . . .

- ✓ $16,247,584. Annual Payroll
- ✓ $189,445,413 of total values for real and personal property
- ✓ 185 Vehicles
- ✓ 47 Law Enforcement Officers

Increased Liability Limits

We cannot guarantee the adequacy of any limit of liability. Due to the following factors, it may be prudent to consider higher limits:

- ✓ Increased jury awards in your jurisdiction
- ✓ Increased litigation trends
- ✓ Protection of tax base against judgments in excess of your policy limits

If you are interested in increasing your liability limits, please contact your Account Executive.

Highlights of Coverages Provided

Who Is Insured?

The Pool member entity, elected and appointed officials, employees and authorized volunteers, and any person officially appointed to a Board or Commission

General Liability

In addition to standard liability coverages (bodily injury, property damage, products and completed operations) the Pool provides coverages that municipalities need on an ***occurrence* basis with *no aggregate liability limits***:

- ✓ Liability resulting from mutual aid agreements
- ✓ Premises medical payments
- ✓ Host liquor liability
- ✓ Watercraft liability, owned less than 26' and non-owned less than 50'
- ✓ Special events ***excluding*** -
  - •Fireworks (unless endorsed)
  - •Liquor Liability
  - • Mechanical Amusement Rides
- ✓ Fire legal liability for real property
- ✓ Ambulance and EMT malpractice

Fireworks Coverage Options: (Fireworks application must be completed before coverage is endorsed)

1. The MML Liability & Property Pool is primary (the Member is not added as an additional insured on a pyrotechnician's coverage):

Annual Aggregate Sublimit	Additional Premium
$500,000	Yes
$1,000,000	Yes

2. The MML Liability & Property Pool is excess (the Member is added as an additional insured on a pyrotechnician's coverage):

NO ADDITIONAL PREMIUM

- ✓ Athletic participation liability
- ✓ Employee benefit liability
- ✓ Cemetery operations coverage
- ✓ Marina Operators coverage available
- ✓ Up to $10 million in liability limits available
- ✓ Pollution coverage for Hazardous Response Teams
- ✓ Cyber Liability and Data Breach Response Coverage – as described on MMLCYD (09/17)

General Liability Exclusions . . .

The following is a partial list of general liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution (except for Hazmat operations).
- ✓ Nuclear energy / nuclear material hazards
- ✓ Expected or intended injury
- ✓ Breach of contract
- ✓ Failure of dams (unless endorsed)
- ✓ Backup of Sewers and Drains (**exception -- $100,000 Annual Aggregate Sublimit for Sewer and Drain Liability)**
- ✓ Aircraft Liability – (Unless Endorsed -- Limited Coverage for Unmanned Aircraft—MML236)
- ✓ Contractual Liability
- ✓ Failure to supply utilities
- ✓ Electromagnetic radiation
- ✓ Medical malpractice for doctors and physicians
- ✓ Criminal activity--Intentional acts w/knowledge of wrongdoing

Cyber Liability and Data Breach Response Coverage

- ✓ Information Security and Privacy Liability
- ✓ Privacy Breach Response Services
- ✓ Regulatory Defense and Penalties
- ✓ Website Media Content Liability
- ✓ PCI Fines, Expenses and Costs
- ✓ Cyber Extortion
- ✓ First Party Data Protection
- ✓ First Party Business Interruption

Public Officials Liability Coverage

"Wrongful Acts", including intentional acts, defined as any actual or alleged error, misstatement, act of omission, neglect or breach of duty including:

- ✓ Neglect of duty
- ✓ Zoning defense and land use litigation
- ✓ Malfeasance
- ✓ Violation of civil rights
- ✓ Discrimination
- ✓ Employment practices
- ✓ Misfeasance
- ✓ Cable TV broadcasting

Public Officials Liability Exclusions

The following is a partial list of public officials' liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution and Nuclear Energy
- ✓ Fraud, dishonesty, intentional and criminal acts
- ✓ Failure to purchase coverage or adequate coverage
- ✓ Return of governmental grants or subsidies
- ✓ Intentional acts with knowledge of wrongdoing
- ✓ Eminent domain / takings
- ✓ Illegal profit
- ✓ Labor union actions
- ✓ ERISA violations
- ✓ Backup of Sewers and Drains

Personal Injury & Advertising / Broadcasters Liability Coverage

- ✓ Mental anguish and stress
- ✓ Libel, slander or defamation of character; violation of an individual's right of privacy
- ✓ Proactive services for non-monetary damage claims

Police Professional Liability Coverage

Police Professional Liability coverage is contained within the General Liability and Public Official Liability Coverage Parts

- ✓ Discrimination
- ✓ Violation of civil rights
- ✓ Jail operations
- ✓ Assault or battery
- ✓ Improper service of suit
- ✓ Coverage assumes officers act with intent
- ✓ False arrest, detention or imprisonment, or malicious prosecution
- ✓ Wrongful entry or eviction or other invasion of the right of private occupancy

Property Coverage

In addition to covering buildings, contents and personal property, the Pool provides:

- ✓ Blanket coverage -- All member-owned property insured (unless specifically excluded)
- ✓ Coverage based on ownership rather than on a “schedule on file” avoids coverage gaps due to errors or oversight
- ✓ Property of others in custody of the Member for which the Member has an obligation to provide coverage
- ✓ Boiler & Machinery coverage, including Boiler certification inspections
- ✓ Replacement Cost or Actual Cash Value available
- ✓ Fungal Pathogens (Mold) Limited Coverage
- ✓ Demolition/increased cost of construction
- ✓ No coinsurance
- ✓ Valuable papers
- ✓ Loss of Rents
- ✓ Property in the open
- ✓ Extra expense
- ✓ Expediting expense

Property Exclusions

The following is a partial list of property coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Nuclear reaction/ contamination
- ✓ War
- ✓ Cyber Risk
- ✓ Fungal Pathogens (Mold) excess of sub-limit
- ✓ Failure to supply utilities
- ✓ Transmission Lines and Poles
- ✓ Dishonest acts
- ✓ Acts of Terrorism excess of Pool’s Aggregate Sublimit -- MMLC TR (9/1/10)
- ✓ Wear and tear
- ✓ Computer failures/ viruses

Only <u>one</u> deductible applies to claims involving two or more property coverages.

Comprehensive Crime Coverage

- ✓ Employee Dishonesty/ Faithful Performance of Duty coverage provided on a blanket basis
- ✓ Loss Inside the Premises
- ✓ Loss Outside the Premises
- ✓ Money Orders/ Counterfeit Currency
- ✓ Depositors Forgery
- ✓ Position Fidelity Bonds
- ✓ Computer Fraud
- ✓ Funds Transfer Fraud

Automobile Coverage Highlights

What Is Covered?

Coverage is afforded while operating land motor vehicles, trailers or semi-trailers designed for travel on public roads.

Auto Coverages Provided

- ✓ Michigan No-Fault Coverage, includes mini-tort coverage for no extra charge
- ✓ Excess protection for use of personal automobile for municipal business
- ✓ Uninsured motorist for municipally owned vehicles
- ✓ Underinsured motorists
- ✓ Non-owned and hired auto
- ✓ Comprehensive - actual cash value basis
- ✓ Collision - actual cash value basis
- ✓ Volunteer firefighter auto accident liability coverage
- ✓ Agreed value coverage for emergency vehicles is available
- ✓ Fire or Rescue Vehicle Rental Reimbursement Coverage

Pool Risk Management Services

- ✓ Review and service of all municipal insurance matters
- ✓ Public entity experts address various liability issues
- ✓ Aggressive, member-oriented defense strategy
- ✓ Former police officials address law enforcement risks
- ✓ Physical inspection by municipal loss control consultants
- ✓ Law enforcement risk control programs (LEAF and LERC)
- ✓ Property appraisal services available

Online Services

www.mml.org (click on the *Insurance* button) – offers Pool members an outstanding resource for municipal risk management information and self-help tools in one attractive, simple-to-navigate location. File a claim on line. Download your renewal application. Request a loss control service visit. E-mail us a question. Other services available online:

- ✓ Online Forms (including Sewer Backup Sample Documents)
- ✓ Risk Resources:
  - ✓ Risk Control Solutions
  - ✓ Safety & Health Manual
  - ✓ Risk Management is Good Management Program
  - ✓ Law Enforcement Newsletters
  - ✓ Access to Safetysurance website -- http://www.safetysurance.com/
- ✓ MML Pool Audited Financial Statements
- ✓ Intergovernmental Contract
- ✓ Board of Directors, Pool Administrator and Staff Profiles and Contact Information

Membership Responsibilities

Membership in the Michigan Municipal League Liability and Property Pool provides numerous benefits. Likewise, individual members have certain responsibilities to the other members, which are detailed in the Intergovernmental Contract. The following is a summary of the membership responsibilities. Please refer to the Intergovernmental Contract, Articles 5 and 6, for more information.

- ✓ If a Member intends to leave the Pool, the Member must send a written notice to the Pool at least 60 days prior to its next renewal date.
- ✓ A Member must pay its premium when due. The Pool must give each member 20 days written notice of intent to terminate membership for nonpayment of premium. Payment of premium before the 20 days notice is effective will entitle the Member to reinstatement.
- ✓ Members must maintain membership or associate membership status in the Michigan Municipal League.
- ✓ A Member will allow attorneys employed by the Pool to represent the Member in defense of any claim made against the Member within the scope of coverage provided by the Pool. A Member will cooperate with the assigned attorneys, claims adjusters, service company or other agents of the Pool relating to the defense of claims for which the Pool is providing coverage.
- ✓ A Member will follow loss reduction and prevention measures established by the Pool.
- ✓ A Member will report to the Pool as promptly as possible all incidents that the Member reasonably believes may result in a claim against the Member.

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Heather Ehnis, Finance Director

DATE: June 13, 2023

RECOMMENDATION: Approval of the Resolution to amend the fiscal year 2022/23 General Fund, Drug Law Enforcement Fund, Project Safe Neighborhood Fund, Byrne/JAG Programs Fund, American Rescue Plan Act Fund, Recreation Activity Fund, and Recreation Millage Fund budgets

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SUMMARY

Various General Fund activities, the Drug Law Enforcement Fund, Project Safe Neighborhood Fund, Byrne/JAG Programs Fund, American Rescue Plan Act Fund, Recreation Activity Fund, and Recreation Millage Fund require a budget resolution to amend the fiscal year 2022/23 budgeted revenue and expenditures.

BUDGETARY CONSIDERATIONS

This is an amendment to the fiscal year 2022/23 budget to increase revenue and expenditures. Funding for the increased expenditures in each activity or fund is supported by current year revenue.

HISTORY, BACKGROUND and DISCUSSION

City Council previously approved the budgets for the fiscal year 2022/23. The budgets require an amendment to reflect increased expenditures to remain in compliance with the Adopted Budget and the State Budget Act.

Each year when the May financial statements are available, budgets for the current fiscal year are reviewed to determine if estimated expenditures will exceed budgeted amounts. As the current fiscal year budget is amended annually in May by City Council through the budget process and resolution, it is not possible to include any necessary adjustments found during this review in that resolution.

DISCUSSION OF THE ISSUE

GENERAL FUND

The Police Department received increased funding from the State of Michigan for In-Service Training of sworn officers in the fiscal year 2022/23. An additional $4,610 is requested for the unanticipated increase in funding available for this activity and is supported by current year revenue.

Expenditures in the Civic Affairs budget are expected to exceed the currently budgeted amount for the 2022/23 fiscal year. The increase in expenses is due to additional neighborhood clean-up services provided by the Department of Public Works to residents of the City. Funds in the amount of $19,565 are requested to avoid a budget shortfall while continuing to provide these services through the end of the fiscal year. The increase will be offset by revenue in the General Fund.

The Parks & Facilities Maintenance activity and Parks Administration activity each anticipate a budget shortfall and request $65,000 and $60,000 respectively, to avoid budget overages. The additional funds are a result of higher costs for materials and supplies due to inflation, increased vandalism, storm damage, and updates to the phone system at various park facilities. The increased expenses will be supported by an increase in miscellaneous revenue from the sale of various equipment and current year revenue in the General Fund.

The Diversity, Inclusion, and Equity activity anticipates a budget shortfall of $10,000 for the fiscal year 2022/23 and requests additional funding of this amount to remain in compliance with the State Budget Act. The additional funds are to offset increased contractual services for the Youth Council and increased activities for the Consumers Energy Strong Families Program that were not known at the projected budgets were completed. The increase will be offset by current year revenue in the General Fund.

DRUG LAW ENFORCEMENT FUND

An investment in a new K9 unit was budgeted in the fiscal year 2023/24. However, the purchase was completed in May 2023 resulting in additional funds needed in the amount of $11,594 for the upkeep of the dog, a new kennel, and training for the dog's handler. There are sufficient funds available from current revenues in this fund to support the increased expenditures.

PROJECT SAFE NEIGHBORHOOD FUND

Activities in the Project Safe Neighborhood grant have increased as grant funds continue to be used at a more rapid pace with the project partners to combat violent crime. An amendment to increase wages and fringes and City partner expenses in the amount of $99,006 is requested and will be offset with related grant funds.

BYRNE/JAG PROGRAMS FUND

New equipment originally planned to be purchased utilizing JAG funds in the fiscal year 2023/24 was acquired in May 2023 due to unexpected early availability. An amendment to increase the expenditures in this fund for $25,000 in fiscal year 2022/23 is requested. The increase will be offset by an increase of the same amount for grant revenue received in this fund for this purchase.

AMERICAN RESCUE PLAN ACT FUND

Additional funds in the amount of $50,000 for grant consulting services are necessary to avoid a budget overage. The additional funds are included in the current contract with the consultant through August 2023 and supported by current year grant revenue.

RECREATION ACTIVITY FUND AND RECREATION MILLAGE FUND

The Recreation Activity Fund and Recreation Millage Fund both experienced significantly increased activity in the fiscal year 2022/23 due to recreation programs ramping back up and exceeding pre-pandemic involvement. As such, there is additional equipment needed to accommodate participants. The Recreation Activity Fund requests additional funds of $30,000 and the Recreation Millage Fund requests additional funds of $70,000 to further the recreation programs. The increases in each fund are supported by current year revenue.

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City adopted the amended 2022/23 Budget on May 23, 2023; and

WHEREAS, the General Fund In-Service Training, Civic Affairs, Parks & Facilities Maintenance, Parks Administration, and Diversity, Equity, and Inclusion activities each anticipates expenditures to exceed amounts currently budgeted for the fiscal year 2022/23; and

WHEREAS, the Drug Law Enforcement Fund, Project Safe Neighborhood Fund, Byrne/JAG Programs Fund, American Rescue Plan Act Fund, Recreation Activity Fund, and Recreation Millage Fund also each anticipates expenditures to exceed amounts currently budgeted for fiscal year 2022/23; and

WHEREAS, sufficient funds exist in the General Fund, Drug Law Enforcement Fund, Project Safe Neighborhood Fund, Byrne/JAG Programs Fund, American Rescue Plan Act, Recreation Activity Fund, and Recreation Millage Fund to offset the increased expenditures;

NOW, THEREFORE, BE IT RESOLVED, that the fiscal year 2022/23 budget be amended as follows:

		Increase	Decrease
	GENERAL FUND		
REVENUES:			
101-000-000-699.000	Appropriation from General Fund	$ 128,988	
101-771-000-688.000	Miscellaneous	30,187	
		$ 159,175	$ -
EXPENDITURES:			
101-321-000-910.000	Education & Training	$ 4,610	
101-572-000-818.000	Contractual Services	19,565	
101-752-000-703.000	Salaries and Wages	55,000	
101-752-000-853.000	Telephone	5,000	
101-771-000-703.000	Salaries and Wages	10,000	
101-771-000-818.000	Contractual Services	55,000	
101-806-000-818.000	Contractual Services	5,000	
101-806-000-818.065	Consumers Energy-Strong Families Program	5,000	
		$ 159,175	$ -
	DRUG LAW ENFORCEMENT FUND		
REVENUES:			
265-000-000-699.000	Appropriation from Drug Law Enforcement Fund	$ 11,594	
		$ 11,594	$ -
EXPENDITURES:			
265-333-000-709.000	FICA	$ 21	
265-333-000-713.000	Overtime	1,367	
265-333-000-715.734	Pension-Police/Fire 345	1,476	
265-333-000-724.000	Workers Compensation	15	
265-333-000-777.000	Narcotics Tracking Dog	8,715	
		$ 11,594	$ -
	PROJECT SAFE NEIGHBORHOOD FUND		
REVENUES:			
273-323-220-501.000	Federal Grant	$ 99,006	
		$ 99,006	$ -
EXPENDITURES:			
273-323-220-709.000	FICA	$ 424	
273-323-220-713.000	Overtime	29,181	
273-323-220-724.000	Workers Compensation	147	
273-323-220-831.065	Blackman Twp. Dept. of Public Safety	10,701	
273-323-220-831.066	Jackson County Prosecutor's Office	1,277	
273-323-220-831.067	Jackson County Sherriff's Office	6,393	
273-323-220-831.069	Michigan State Police	13,262	
273-323-220-831.070	Michigan State University	37,621	
		$ 99,006	$ -

		Increase	Decrease
BYRNE/JAG PROGRAMS FUND			
REVENUES:			
275-329-223-501.000	Federal Grant	$ 25,000	
		$ 25,000	$ -
EXPENDITURES:			
275-329-223-933.000	Equipment	$ 25,000	
		$ 25,000	$ -
AMERICAN RESCUE PLAN ACT FUND			
REVENUES:			
279-000-000-528.279	Federal Grant - ARPA	$ 50,000	
		$ 50,000	$ -
EXPENDITURES:			
279-703-000-818.000	Contractual Services	$ 50,000	
		$ 50,000	$ -
RECREATION ACTIVITY FUND			
REVENUES:			
296-000-000-699.000	Appropriation from Recreation Activity Fund	$ 30,000	
		$ 30,000	$ -
EXPENDITURES:			
296-756-000-761.000	Program Supplies	$ 30,000	
		$ 30,000	$ -
RECREATION MILLAGE FUND			
REVENUES:			
297-000-000-699.000	Appropriation from Recreation Millage Fund	$ 70,000	
		$ 70,000	$ -
EXPENDITURES:			
297-757-000-761.000	Program Supplies	$ 70,000	
		$ 70,000	$ -

****

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 by the Jackson City Council on June 13, 2023.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan, on this 14th day of June, 2023.

Andrea Muray, City Clerk

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: Approve Program Guidelines and Requests for Proposals for the 100 Homes Program

---

Recommendation:

Approve the Program Guidelines, Nonprofit Request for Proposals, and Developer Request for Proposals, for the 100 Homes Program, and authorize the City Manager and City Attorney to make minor modifications as needed.

Attached is a memorandum from Shane LaPorte, Director of the Community Development Department, requesting City Council approve the Program Guidelines, Nonprofit Request for Proposals, and Developer Request for Proposals, for the 100 Homes Program.

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

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Shane LaPorte, Director of Community Development

DATE: June 13, 2023

RECOMMENDATION: Approve the Program Guidelines, Nonprofit Request for Proposals, and Developer Request for Proposals, for the 100 Homes Program, and authorize the City Manager and City Attorney to make minor modifications as needed.

SUMMARY

Approve the Program Guidelines, Nonprofit Request for Proposals, and Developer Request for Proposals, for the 100 Homes Program, and authorize the City Manager and City Attorney to make minor modifications as needed.

BUDGETARY CONSIDERATIONS

None

HISTORY AND BACKGROUND

On November 9, 2021, the Jackson City Council officially formed the Affordable Housing Development Board (AHDB). Comprised of seven members, the intent of the board is to promote the health, safety, and general welfare of the people of the City of Jackson, by serving as an advisory body to the Jackson City Council, to propose remedies on the implementation of housing goals, objectives, and policies. Per ordinance Per Article IX, Section 14-702, the AHDB shall oversee and administer the city's affordable housing fund, to provide for the preservation and development of affordable housing, and to make recommendations to the city manager and city council on programs, policies, expenditures and projects to create safe, dignified, and affordable housing options in the City of Jackson.

The City of Jackson contracted with Guidehouse, for assistance with the expenditure of its American Rescue Plan Act (ARPA) funds). Guidehouse was tasked with conducting a Citywide comprehensive housing assessment, and their “Housing Strategy and Policy Framework” was presented to the AHDB and City Council in early 2023. This comprehensive, data-drive analysis of Jackson’s current and future housing needs outlined numerous housing objectives, with an implementation target of ten years, including: the construction of 1,500 new units; the preservation of 3,000 existing units; a first-time homebuyer program; and a public land strategy.

DISCUSSION OF THE ISSUE

The Jackson Affordable Housing Development Board (AHDB) was originally charged with recommending (to City Council) the allocation of $3.5 million in American Rescue Plan Act (ARPA) funds, focusing on policies, expenditures and projects to create safe, dignified, and affordable housing options in the City of Jackson.

At their meeting on March 21, 2023, the Jackson City Council approved a recommendation from the Jackson Affordable Housing Development Board for an allocation from the City of Jackson's ARPA funds (in the amount of $3.31 million), for the support of a new home construction program, and for the preservation of existing properties, with specific program guidelines to be created by the Community Development Department. Specific program guidelines for the expansion of the City's current homeowner rehabilitation program are in progress. The focus of this agenda item is the program specifics for the new home construction program, commonly referred to as the 100 Homes Program.

At their meeting on June 6, 2023, the AHDB approved a motion to accept the 100 Homes Program Guidelines, Developer Request for Proposals, and Non-Profit Partners Request for Proposals, with City staff directed to make changes recommended by the AHDB and present these program documents to the Jackson City Council at their next meeting. The approval of these program documents will allow the 100 Homes Program to move forward into the implementation phase.

POSITIONS

Requested action is for City Council to approve the Program Guidelines, Nonprofit Request for Proposals, and Developer Request for Proposals, for the 100 Homes Program, and authorize the City Manager and City Attorney to make minor modifications as needed.

ATTACHMENTS

- 100 Homes Program Guidelines
- Request for Proposals, 100 Homes Developers
- Request for Proposals, 100 Homes Non-Profit Partners

CITY OF JACKSON
Founded 1829

Community Development Department
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4060 or (517) 788-4012 • Facsimile: (866) 971-2151

Program Guidelines, 100 Homes Program

I. Executive Summary

A. Overview

These Program Guidelines provide guidance to the City of Jackson's Community Development Department to administer financing for the 100 Homes Program. Funding is provided by the U.S. Department of the Treasury's American Rescue Plan Act (ARPA) funds, and is allocated to specific activities by the Jackson City Council. All new home construction assistance under this program must meet guidelines and regulations established by the funding source as well as requirements contained within this manual.

Staff from the Community Development Department must certify that program recipients meet the standards set forth by the U.S. Department of the Treasury and the City of Jackson eligibility requirements. The following Program Guidelines have been prepared to provide direction in the allocation, management, and monitoring of program funds. The Jackson City Council may waive any local policy in this manual not statutorily required by the funding source whenever it is determined undue hardship adversely affects the achievement of the program's purpose.

B. Background

On November 9, 2021, the Jackson City Council officially formed the Affordable Housing Development Board (AHDB). Comprised of seven members, the intent of the board is to promote the health, safety, and general welfare of the people of the City of Jackson through the development of housing goals and objectives catered to low and moderate income residents. Chapter 14, Article IX, Section 14-702, of the City of Jackson Code of Ordinances dictates the AHDB shall oversee and administer the City's affordable housing fund, provide for the preservation and development of affordable housing, and ~~to~~ make recommendations to the City Manager and City Council on programs, policies, expenditures and projects to create decent, safe, and affordable housing options in the City of Jackson.

The City of Jackson contracted with Guidehouse for assistance with the expenditure of its ARPA funds. Guidehouse was tasked with conducting a City-wide housing assessment, and a draft of their "Housing Strategy and Policy Framework" was presented to the AHDB for review in November 2022. This comprehensive, data-driven analysis of Jackson's current and future housing needs outlined numerous housing objectives, with an implementation target of ten years, including:

- The construction of 1,500 new units;
- The preservation of 3,000 existing units;
- A first-time homebuyer program; and,
- A public land strategy.

Between 2012 and 2017, the City of Jackson utilized federal Troubled Assets Relief Program (TARP) funds, combined with other program dollars, for a large-scale demolition program in an effort to remove blight residential neighborhoods. The City currently owns roughly 600 clean, buildable vacant residential lots for the reconstruction of its neighborhoods.

At their meeting on March 21, 2023, the Jackson City Council approved a recommendation from the Jackson Affordable Housing Development Board to allocated $2.5 million in buyer supports for a discount homebuilding program, referred to here as the "100 Homes Program." These funds are part of the ARPA dollars apportioned to the City of Jackson in response to the recent Coronavirus pandemic.

C. Goals and Objectives

The 100 Homes Program aims to construct 100 new houses in the City of Jackson over the next 3 years, utilizing vacant City residential lots. All homes will be sold to qualified buyers earning between 60-80% of the Area Median Income (AMI) as defined by the U.S. Department of Housing and Urban Development (HUD) and must be owner-occupied. Acknowledging the need to keep these homes affordable, the City of Jackson will provide $25,000 down-payment assistance per home (up to 100 Homes). All funds for this program must be expended by December 31, 2026.

The City recognizes that homeownership stabilizes families, builds neighborhoods, strengthens communities, and provides the opportunity for generational wealth. The City of Jackson also recognizes that down-payment assistance alone may not be enough to make a home truly affordable for Jackson families. Working as a facilitator, the City of Jackson will oversee this program with the support of many uniquely positioned groups, including builders, financial institutions, and non-profit partners.

D. Authorization to Proceed

Approval of this Policy and Procedure Manual by the Jackson City Council authorizes staff of the Community Development Department to administer the 100 Homes Program. Deviations from any policy or procedure must be approved by the Jackson City Council at its next regularly scheduled meeting. The Jackson City Council may waive any local policy set forth in this Rehabilitation Policy and Procedure Manual for extenuating circumstances, but does not have authority to waive any statutory or regulatory federal requirement.

II. Partners

The 100 Homes Program will create a path to affordable home ownership through partnerships and collaboration. All entities will work together to offer financial supports and other homebuyer assistance through a multi-layered approach. This program will be successful if each partner recognizes their unique role in the process and works together with all participants to achieve the common goal of affordable home ownership. Partnerships will be codified through written agreements, such as a Memorandum of Understanding or Memorandum of Agreement. Detailed responsibilities are set forth in subsequent sections of this Program Guide.

A. City of Jackson

The City of Jackson will serve as the program facilitator to ensure partners work in unison to achieve the stated goals of the 100 Homes Program. Residentially-zoned vacant lots owned by the City will be selected at the City's sole discretion to offer for program use.

City staff will negotiate set construction prices with Developers for the 100 Homes Program. In addition to a discounted lot price, numerous incentives will be offered to the Developer, such as a curb cut for the driveway, sidewalk repairs, one (1) street tree, and water/sewer connections at no cost. Developers will also receive priority site and building plan reviews.

The City will select one or more Non-Profit Partners through an RFP process to subgrant up to $2.5 million specifically for down-payment assistance to participants in the 100 Homes Program.

The City of Jackson does not discriminate against any individual or group because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity.

B. Developers

Developers in the 100 Homes Program will be expected to construct quality homes at a pre-determined price negotiated with the City. Homes must meet all federal, state, and local codes imposed by the City. Developers will fully finance all projects with no subsidy from the City, recouping its construction costs upon sale of the property to the City's Non-Profit Partner.

C. Non-Profit Partner

The role of the Non-Profit Partner will be to establish and maintain a list of pre-qualified homebuyers and provide homebuyer education classes, counseling, and other assistance deemed necessary to prepare purchasers for homeownership. In addition to the down-payment assistance offered by the City, the Non-Profit Partner will devise other financial supports for the homebuyers, such as down-payment assistance from other sources and gap financing for items such as closing costs and appliances as needed.

The Non-Profit Partner will be required to follow the all the federal regulations associated with ARPA funding, including timely reporting in a fashion prescribed by the City of Jackson.

D. Financial Institutions

Financial institutions participating in the 100 Homes Program will work directly with the Non-Profit Partner by offering mortgage products affordable to the qualified purchaser.

E. Homebuyers

Homebuyers participating in the 100 Homes Program must adhere to the Non-Profit Partner's income qualification requirements, which may not exceed 80% AMI. To be deemed eligible, the purchaser must also successfully complete homebuyer education and other classes deemed necessary by the Non-Profit Partner. Purchasers must use the property as their primary residence during the five (5) year period of affordability.

III. The Home

A. Site Selection and Plans

All lots will be preselected by the City of Jackson Community Development Department. Properties must remain owner-occupied for the duration of the affordability period. All home designs shall be pre-approved by the City of Jackson Community Development Department, and shall meet all building design standards as set forth in Chapter 28, City of Jackson building code.

B. Home Design

A mixture of one and two-story homes will be constructed, matching the overall neighborhood fabric of their locations. Two-story homes will have a minimum of three (3) bedrooms and one-and-one-half (1.5) bathrooms. One-story homes will have a minimum of two (2) bedrooms and one-and-one-half (1.5) bathrooms. All homes must also have a detached shed for storage. Additional minimum requirements shall include:

1. Concrete or asphalt driveway
2. Full basement
3. Covered front porch
4. Front and rear entrance with necessary landing

The City of Jackson will work with selected builder(s) to ensure homes are of quality construction and meet all necessary federal, state, and local building codes.

C. Developer Incentives

The City of Jackson shall provide certain site improvements, including:

1. Concrete drive cut
2. Sewer tap and lead stub to property line (back of City sidewalk)
3. Water tap and connection to City stop box at sidewalk
4. Replacement of any damaged City sidewalks in front of new home build sites
5. Street trees where required

IV. Developer Guidelines

One or more pre-qualified Developers will be selected by the City of Jackson to participate in the 100 Homes Program through an RFP process.

A. Basic Requirements

To be eligible for participation in the 100 Homes Program, all Developers and their subcontractors must:

1. Be actively licensed by the State of Michigan and registered with the City of Jackson. Subcontractors employed by the contractor shall hold the appropriate certifications and licensing required to perform the work as required by the State of Michigan or City of Jackson. Contractors and subcontractors must be actively registered with the City of Jackson.
2. Possess “tools of the trade” which include basic contracting tools and vehicle for transporting materials, tools, and accessing the property.
3. Be familiar and at ease with the use of communication tools, i.e., computer and have access to electronic mail (email) and telephone.

4. Have a thorough knowledge of, and adequately apply construction industry methodologies and standards.
5. Have an acceptable past performance record.
6. The Developer is responsible for obtaining all permits and/or submitting design review documents as required.
7. The Developer shall monitor day-to-day progress of their work to ensure high quality workmanship and timely completion. The City's Chief Building Official and/or Trades Inspector will require notification for certain critical inspections, completion of progress work and completion of final work. Failure to contact the Chief Building Official or Trades Inspector for such an inspection may result in critical delays.
8. The finished product must secure a Certificate of Occupancy before being offered for sale. Upon the sole discretion of the Chief Building Official, a Temporary Certificate of Occupancy may be used to begin the sale process; however, a full Certificate of Occupancy must be issued by the closing date.

B. Equal Opportunity

The Developer and its subcontractors shall take the necessary steps to ensure that employees and applicants for employment are treated without regard to their race, color, religion, sex, national origin, age or disability. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Developer and its subcontractors also agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth provisions of this non-discrimination clause. All solicitations or advertisements for employees placed by or on behalf of the Developer and its subcontractors, must state all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or disability. The Developer and its subcontractors shall comply with the provisions of Federal Executive Order 11246 of 1965 as amended by Federal Executive Order 11375 of 1967 and the Equal Employment Act of 1972.

C. Conflict of Interest

In order to avoid personal conflict of interest in awarding contracts or making purchases of property or service under this program:

1. No contract or procurement will be made with any organization in which any person in an administrative capacity may benefit unless specifically authorized by the City Council, in conformity with applicable federal, state and local laws.
2. No contract or procurement will be made to any organization in which an immediate family member of a person in an administrative capacity with the Community Development Department may benefit unless authorized in writing to do so by the City Council.
3. No employee shall solicit or accept gratuities, favors or anything of monetary value from contractors, providers or potential subcontractors.
4. No employee shall be related by blood to any builder or builder's family.

D. Insurance

The Developer will be required to show evidence of automobile and commercial general liability insurance, worker's compensation insurance and professional liability insurance (where applicable),

which is acceptable to the City. The commercial general liability insurance policies shall name the City, its agents, representatives, officers and employees as additional insureds to protect their interests. Both bodily injury and property damage insurance must be on an occurrence basis; and said policies shall provide that the coverage afforded thereby shall be primary coverage to the full limits of liability stated in the declarations, and if said City, agents, representatives, officers or employees have other insurance against the loss covered by said policies, the other insurance shall be excess insurance only. The Developer shall secure and maintain during the progress of the work such insurance from financially responsible insurance companies, licensed in the State of Michigan, and approved by the City, that it will protect the Developer, its subcontractors, and the City from claims for bodily injury, death, or property damage which may arise from the performance of the contract. The Developer shall at the time of execution of the contract file with the City certificate(s) of insurance, which shall cover all of the insurance as required herein. The certificates shall reference the project or contract to which they apply. Upon request by the City, the Developer shall submit all insurance policies for review. The amounts and types of such insurance required shall be in accordance with ~~all~~ the City of Jackson's Purchasing Manual.

V. Non-Profit Partners Guidelines

One or more Non-Profit Partners will be selected by the City of Jackson to participate in the 100 Homes Program through an RFP process.

A. Basic Requirements

Non-Profit Partners will be responsible to:

1. Establish coordinated prequalification requirements, in accordance with State and Local Fiscal Recovery Fund guidelines, for all potential homebuyers and maintain a pool of qualified buyers.
2. Provide homebuyer education classes and other assistance as needed to prepare buyers for homeownership. Copies of all documents/training materials shall be provided to the City of Jackson upon request.
3. Participate in all necessary closings with title company (to be determined by the City of Jackson)
4. Market program through print and digital communication
5. Proven ability to manage similar programming.
6. Follow all federal guidelines related to this program, including all reporting requirements established by the U.S. Department of the Treasury and/or the City of Jackson

B. Layered Supports

The City recognizes that homeownership stabilizes families, builds neighborhoods, strengthens communities, and provides the opportunity for generational wealth. The City of Jackson also recognizes that down-payment assistance alone may not be enough to make a home truly affordable for Jackson families. It is expected that non-profit partners will create a system of layered supports for homebuyers, in an effort to lower both the overall cost of the new home purchase, and the monthly expenses required to maintain the home long-term. Participating non-profit partners will provide, at a minimum, the following financial supports for homebuyers included in the 100 Homes Program:

1. Down payment assistance (source: City of Jackson ARPA funds)
2. Down payment assistance (other sources)
3. Other gap funding to cover additional expenses, including but not limited to: closing costs, appliances, gap financing, etc.)

A complete outline of the layered supports offered, including amounts and funding sources, shall be provided to the City of Jackson. This complete outline shall also be provided to prospective homebuyers. Please note, homebuyers are not required to accept any/all layered supports offered should they wish to purchase a new home built for this program. However, anyone accepting any/all supports offered must meet all additional income qualification requirements, as stated in sections II and VI.

C. Participant Qualification Requirements

The following basic requirements must be met by all prospective homebuyers:

1. Combined household income may not exceed 80% AMI, adjusted for household size.
2. Once sold, the property must be the primary residence of the homeowner.
3. Pursuant to the Welfare Reform Act of 1966 and Section 401 of Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), non-citizens who are not qualified aliens as defined in Section 431, is not eligible for any Federal public benefit.

D. Intake

All intake procedures shall be determined by the Non-Profit Partner and shall meet all requirements set forth by the U.S. Department of the Treasury and the City of Jackson. All intake activities shall be managed by the participating partner non-profit(s), and monitored by the City of Jackson. Household income level must be documented using HUD's Income Eligibility Calculator found at https://www.hudexchange.info/incomecalculator/. Results must be kept on file electronically with a printed copy placed in the applicant's file.

E. Income Guidelines

Verification

Verification and certification of income and assets is required to determine program eligibility. Income includes all wages and salaries, interest and dividends, alimony, and child support for all adults living in the house. It excludes food stamps, medical reimbursement, and foster childcare assistance. The calculation used to determine annual household income shall be consistent with HUD regulations at 24 CFR Part 5 (Part 5 income, formerly referred to as Section 8 income) and HUD's definition of income including the sources of income that are to be included or excluded from the calculation. Income of all household residents 18 years of age and older, unless they are a full-time student, will be included in the total annual household income determination.

Asset Test

If an applicant's current assets total is in excess of $25,000, that applicant is determined to have substantial resources and does not qualify for rehabilitation assistance.

1. Assets include funds in checking and savings accounts, interest or dividends earned from Certificates of Deposit, stocks, bonds or mutual funds. Assets also include the value of real estate (other than primary residence).

2. Assets do **not** include pre-tax payroll deductions, deferred compensation accounts, 401Ks, health or dependent care allowances, two vehicles, the subject property and furnishings and fixtures.
3. If assets are $5,000 or above, income on all assets (actual or imputed per worksheet) must be included to determine income eligibility. However, earnings from retirement accounts do **not** need be included unless the funds are being removed from the account.

F. Equal Opportunity

The Non-Profit Partner shall take the necessary steps to ensure that employees and applicants for employment are treated without regard to their race, color, religion, sex, national origin, age or disability. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Non-Profit Partner also agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth provisions of this non-discrimination clause. All solicitations or advertisements for employees placed by or on behalf of the Non-profit partner, must state all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or disability. The Non-profit partner shall comply with the provisions of Federal Executive Order 11246 of 1965 as amended by Federal Executive Order 11375 of 1967 and the Equal Employment Act of 1972. The contractor may be requested to furnish information and reports requested by the U.S. Department of housing and Urban Development (HUD) to ascertain compliance with such rules, regulations, or requests or with this non-discrimination clause.

G. Conflict of Interest

In order to avoid personal conflict of interest in awarding contracts or making purchases of property or service under this program:

1. No contract or procurement will be made with any organization in which any person in an administrative capacity may benefit unless specifically authorized by the City Council, in conformity with applicable federal, state and local laws.
2. No contract or procurement will be made to any organization in which an immediate family member of a person in an administrative capacity with the Community Development Department may benefit unless authorized in writing to do so by the City Council.
3. No employee shall solicit or accept gratuities, favors or anything of monetary value from contractors, providers or potential subcontractors.
4. No employee shall be related by blood to any non-profit employee or the family of any non-profit employee.

H. Payment Procedure

The non-profit partner(s) shall provide a summary (during the RFP process) of any financial support needed to assist with program administration costs, with actual administrative support amounts to be determined by the City of Jackson.

VI. Homebuyer

A. Basic Requirements

All income-eligible buyers may participate in the 100 Homes Program. The following basic requirements must be met by any/all homebuyers:

1. Combined household income may not exceed 80% AMI, adjusted for household size.
2. The property must be the primary residence of the property owner.
3. Verification and certification of income and assets is required to determine program eligibility.
4. If an applicant's current assets total in excess of $25,000, that applicant is determined to have substantial resources and does not qualify for homeowner assistance.
5. See section V (above) for additional income verification and initial application requirements.

B. Repayment of funds

The grant amount provided as down-payment assistance must be repaid to the City of Jackson (specific repayment schedule below) if any of the following occur:

1. The property is sold within five (5) years from the date of closing
2. The property is transferred or otherwise conveyed voluntarily or involuntarily either while the Borrower is living or by reason of death of the Borrower (except a conveyance to the Borrower's spouse upon his/her death and as noted below)
3. The property ceases for any other reason to be the Borrower's principal place of residence.

The required grant repayment amount will decrease by $1/60^{th}$ each month, beginning one (1) month after the date of closing. 0% repayment will be required at the conclusion of five (5) years.

If the homeowner dies, the City of Jackson may approve assumption of these responsibilities for the duration of the affordability period, under the following circumstances:

1. An heir to the property lives in the house, is income eligible, and will use the home as their primary residence
2. An immediate family member to an heir of the property desires to use the property as their primary residence, is income qualified, and all other heirs to the property are in agreement.

C. Support Opt-Out

Homebuyers are not required to accept any/all layered supports offered should they wish to purchase a new home built for this program. In the case of complete homeowner support opt-out, all income, asset, debt-to-income ratio, and down payment assistance repayment requirements will not apply. However, anyone accepting supports offered by the City of Jackson and/or its assigned non-profit partners in the 100 Homes Program must meet all additional income qualification requirements (as stated in section V above) and non-profit homebuyer education courses (as needed).

CITY OF JACKSON
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Community Development Department
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4060 or (517) 788-4012 • Facsimile: (866) 971-2151

REQUEST FOR PROPOSALS

100 Homes Program Developers

The City of Jackson is seeking qualified Residential Developers to participate in the "100 Homes Program" throughout the City. Proposals for the administration of this program should address the requirements below. Incomplete proposals will not be considered.

Program Summary

This program aims to construct 100 new houses in the City of Jackson over the next 3 years, utilizing vacant City residential lots. All homes will be sold to qualified buyers earning between 60-80% of the Area Median Income (as defined by the U.S. Department of Housing and Urban Development, HUD), and must be owner-occupied. Acknowledging the need to keep these homes affordable, the City of Jackson will provide $25,000 down-payment assistance per home (up to 100 Homes). This program requires the partnership of several uniquely positioned groups, including builders, financial institutions, non-profit partners, and homebuyers. Builders were work directly with the City of Jackson to construct affordable, top-quality homes at a set price. Non-profit partners will create a pool of pre-qualified buyers and will organize layered financial supports. Financial institutions will provide mortgage products aimed at helping qualified buyers be successful homeowners. The City of Jackson will serve as program facilitator, overseeing all partner activities and maintaining compliance with all federal rules/regulations. Funds for this program are part of the City of Jackson's American Rescue Plan Act (ARPA) dollars, and must be expended by December 31, 2026. Homeownership stabilizes families, builds neighborhoods, strengthens communities, and provides the opportunity for generational wealth. The City of Jackson is excited to offer this one-of-a-kind program as we all work to build a better Jackson for generations to come.

Construction Specifications

Home construction to consist of two story home construction from 1250-1400 sq. ft. in areas of the City with primarily 2 story home neighborhoods or minimum 1-story 960 sq. ft. home construction in areas of the city with primarily 1 story homes. 2 story homes to provide minimum 3 bedrooms and 1 ½ bathrooms. 1 story homes to provide minimum 2 bedrooms and 1 ½ bathrooms. Bidders are encouraged to provide alternate architectural design or features to provide decorative elements so as not to provide uniform single design homes throughout City. City cost estimate for home builds not to exceed $175,000.

Funding

- Funding by Contractor- Contractor to cover full costs of construction with final reimbursement at completion of project including survey of property if necessary.
    - Ancillary costs provided and funded by the City of Jackson
        - Concrete drive cut
        - Sewer tap and lead stub to property line (back of City sidewalk)
        - Water tap and connection to City stop box at sidewalk
        - Replacement of any damaged City sidewalks in front of new home build sites
        - Street trees where required
- Provide plan sets to the City of Jackson Building Department for site plan layout and setbacks and proposed home construction for review and approval for each site

- Site design- Provide home design in accordance with Chapter 28 of the Jackson City Code of Ordinances and provide plan design and overall appearance to compliment the surrounding neighborhoods.
    - Setbacks per Chapter 28- Section 28-43 Lot, width, yard, building height requirements- Residential Districts
    - Driveway- 4"concrete or 3 ½"asphalt driveway to extend 30' beyond front of home
    - Private Sidewalk- 4" concrete to extend from driveway to front porch
    - Minimum 8" overhangs on eave and rakes of home
    - Roof pitch and general layout of exterior facades and building materials to compliment the surrounding neighborhood and as permitted by 28-115 Table of Acceptable Wall Materials
- Basement
    - Provide 8' poured wall basement
        - Min 8"x16" spread footing
            - Provide minimum 20' rebar in footing for electrical service bonding with rebar extended through top of foundation wall near electrical service location
        - 8" poured walls with #4 rebar 48" o.c. with minimum 3- #4 horizontal
        - Provide egress window and composite window well to meet requirements for Michigan Building Code 2015 for size/ladder. Provide drain tile at base of well to connect to foundation perimeter drain system
        - Provide form a drain or 4" drain tile full interior/exterior perimeter drained to daylight or to sealed sump crock
            - Provide pea stone cover over all foundation drainage
        - Damp-proof coat all exterior foundation walls to grade
        - Provide 4" pea stone at basement grade with 6 ml plastic below 4" concrete floor
        - Provide radon provisions as required by the MRC 2015
- Front porch
    - Provide minimum 5'x16' covered front porch
        - Concrete foundation and cap
        - Provide maintenance free post wraps, guardrail, stairway and hand-railings
- Rear landing or deck
    - Provide code compliant stair landing/stairway/handrails/guardrails at rear exit doorway
- Wall Construction
    - Provide 2x4 or 2x6 wall framing with double top plate 16" o.c. with insulation systems to meet requirements of the Michigan Energy Code 2015 Chapter 11 requirements for foundation walls, house walls, ceilings, windows, doors, lighting, HVAC
- Roof Construction
    - Provide trussed roof system on primary home and truss or rafter framing on porch, overhangs and decorative elements in accordance the Michigan Residential Code Chapter 8 requirements
    - Provide gutters and downspouts of colors to compliment home architectural design and color
- HVAC system
    - Provide high efficiency furnace and water heater with all ductwork and ventilation in accordance with Michigan Residential Code 2015
- Electrical System
    - Provide 200 amp service
        - Provide service mast and conduit entrance feeder to home.
    - Interior wiring systems to be provided in accordance with the Michigan Residential Code 2015
    - Provide hard wired with battery backup smoke detectors and carbon monoxide detectors to requirement of Michigan Residential Code Sections R314/R315

- Plumbing
    - Provide minimum 1 full bathroom on second floor of home (2 story homes) adjacent to bedroom areas and 1 half bath on main floor.
        - Single story homes to provide 1 ½ bathrooms
    - Provide fiberglass tub/shower unit- Aker or equivalent
    - Provide all plumbing supply/drains/venting and fixtures for bathrooms, kitchen sink, dishwasher, ice maker hookup, laundry and front and rear exterior hose connection.
- Microwave- Provide above range microwave/vent unit
- Kitchen and bath cabinetry- Provide solid wood cabinetry
- Shed- Provide minimum 8'x8' shed to meet City Zoning setback requirements and of complimentary design as primary home structure.
- Yard installation- Provide 3" top soil/seed/straw
- Bid Alternates
    - Dishwasher plumbing connection and appliance set
    - Partial Central Air- wiring and coil
    - Full Central Air system installation
    - May reserve 10% of units to meet visitability standards (final builds to be determined based on need)
- Completion timeline from project start to completion- 5 months per home

Additional Considerations

The City of Jackson shall determine final site locations. Lots will be sold for $300, payable at final closing. The City of Jackson and selected Developer(s) will enter into a development agreement before the construction commences. Any/all bond requirements shall be waived. Developers must maintain an active risk insurance policy for the duration of the program. The City of Jackson shall provide an expedited plan review process. Selected developers must be willing to work in conjunction with the City of Jackson and selected non-profit partner(s) to bring all new homes to final closing. The City of Jackson reserves the right to select any number of qualified developers to participate in the 100 Homes Program.

Submission and Receipt of Proposals

All proposals must be delivered to the City of Jackson, 10th Floor Purchasing Department, Shelly Allard, Purchasing Coordinator, 161 W. Michigan Avenue, Jackson, MI 49201 on or before 12:00 pm on Friday, July 14, 2023. Interested developers are invited to attend a Pre-Bid Meeting, date/time to be determined. Proposals received prior to the time of opening will be kept secure and unopened. Each proposal must be submitted with BOTH one (1) bound copy in a marked envelope, AND one (1) digital copy (pdf format please) emailed to sallard@cityofjackson.org All submissions should be labeled "100 Homes Non-Profit Partner Application." Late submissions will not be considered.

Inquiries

Prospective non-profit partners may make written inquiries by email to Brian Taylor, Chief Building Inspector: btaylor@cityofjackson.org

CITY OF JACKSON
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Community Development Department
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4060 or (517) 788-4012 • Facsimile: (866) 971-2151

REQUEST FOR PROPOSALS

100 Homes Program Non-Profit Partners

May 25, 2023

The City of Jackson is seeking qualified Non-Profit partners to participate in the "100 Homes Program" throughout the City. Proposals for the administration of this program should address the requirements below. Incomplete proposals will not be considered.

Program Summary

This program aims to construct 100 new houses in the City of Jackson over the next 3 years, utilizing vacant City residential lots. All homes will be sold to qualified buyers earning between 60-80% of the Area Median Income (as defined by the U.S. Department of Housing and Urban Development, HUD), and must be owner-occupied. Acknowledging the need to keep these homes affordable, the City of Jackson will provide $25,000 down-payment assistance per home (up to 100 Homes). This program requires the partnership of several uniquely positioned groups, including builders, financial institutions, non-profit partners, and homebuyers. Builders were work directly with the City of Jackson to construct affordable, top-quality homes at a set price. Non-profit partners will create a pool of pre-qualified buyers and will organize layered financial supports. Financial institutions will provide mortgage products aimed at helping qualified buyers be successful homeowners. The City of Jackson will serve as program facilitator, overseeing all partner activities and maintaining compliance with all federal rules/regulations. Funds for this program are part of the City of Jackson's American Rescue Plan Act (ARPA) dollars, and must be expended by December 31, 2026. Homeownership stabilizes families, builds neighborhoods, strengthens communities, and provides the opportunity for generational wealth. The City of Jackson is excited to offer this one-of-a-kind program as we all work to build a better Jackson for generations to come.

Non-Profit Partner Expectations

1. Establish prequalification requirements for all potential homebuyers and maintain a pool of qualified buyers
2. Provide homebuyer education classes and other assistance as needed to prepare buyers for homeownership
3. Make all arrangements for purchase of homes by qualified homebuyers
4. Participate in all necessary closings with title company (to be determined by the City of Jackson)
5. Market program through print and digital communication
6. Create a system of layered supports for homebuyers, including (but not limited to):
    a. Down payment assistance (City of Jackson)
    b. Down payment assistance (other sources)
    c. Other gap funding (closing costs, appliances, affordability, etc.) as needed
7. Follow all federal guidelines related to this program, including all reporting requirements established by the U.S. Department of the Treasury and/or the City of Jackson
8. The City and any nonprofit will enter into a memo of understanding prior to program start.

9. The City of Jackson reserves the right to select any number of qualified non-profit partners to participate in the 100 Homes Program.

Submission Requirements

What follows are the submission requirements for this Request for Proposals (RFP). All specific response items in this section represent the minimum information to be submitted. Deletions or incomplete submittals in terms of content, or deviation in format, may lead to non-acceptance of a proposal. Respondents should submit and organize and proposals in the order listed below. Additional information above and beyond these requirements is always welcome. Late submissions will not be accepted. It is the responsibility of the Non-Profit Partner to ensure proposals are received by the City of Jackson's Purchasing Coordinator on or before the due date/time. The following items must be included in your proposal, in the order listed:

1. ***Letter of Interest***
    a. Basic business information and main point of contact for program administration
    b. Summary of qualifications
    c. Organizational details
    d. Any other relevant information
2. ***Experience Statement***
    a. Explanation of organizational capacity
    b. Summary of relevant successful projects completed
    c. Any other relevant information
3. ***Financial Information***
    a. 2 years financial statements
    b. Summary for any financial support needed to assist with program administration costs
    c. Any other relevant information
4. ***Plan for Program Administration***
    a. Explanation of homebuyer preparations (coursework, training, etc.)
    b. Homebuyer prequalification rules and procedures
    c. Outline of layered financial supports and additional partner contributions
    d. Plan for recordkeeping
    e. Any other relevant information and/or procedures

Submission and Receipt of Proposals

All proposals must be delivered to the City of Jackson, 10th Floor Purchasing Department, Shelly Allard, Purchasing Coordinator, 161 W. Michigan Avenue, Jackson, MI 49201 on or before 12:00 pm on Friday, July 14, 2023. Proposals received prior to the time of opening will be kept secure and unopened. Each proposal must be submitted with BOTH one (1) bound copy in a marked envelope, AND one (1) digital copy (pdf format please) emailed to sallard@cityofjackson.org All submissions should be labeled "100 Homes Non-Profit Partner Application." Late submissions will not be considered.

Inquiries

Prospective non-profit partners may make written inquiries by email to Cory Mays, Grant Coordinator: cmays@cityofjackson.org

CITY OF JACKSON
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City Manager's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (866) 384-1772

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: Approval of Updated MAPE Wage Schedule

Recommendation: Approve the updated wage schedule and with an effective date of July 1, 2023.

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

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Doria LaPorte, HR Manager

DATE: June 13, 2023

RECOMMENDATION: Approval of Updated MAPE Wage Schedule

SUMMARY

In the current Labor Agreement between the City of Jackson and the Michigan Association of Public Employees, the salary schedules are listed as 0% percent through the end of June 2024 and June 2025 with a provision that either party may reopen the Agreement to fulfill the need for a salary schedule through the end of the contract (June 30, 2025). The attached Tentative Agreement was agreed upon by both the City and MAPE.

BUGETARY CONSIDERATION

An increase to MAPE wages was not included as part of the recently approved budget for FY 23/24. The total estimated effect of a 3% wage increase in FY 23/24 for employees covered by the MAPE Agreement is approximately $122,000. The increase will be supported by various City funds.

HISTORY, BACKGROUND and DISCUSSION

During contract negotiation of the current Labor Agreement in 2021, MAPE union members agreed to 0% percent wage increase in FY 24 and FY 25 due to the City's uncertainty of COVID-19 related organizational financial commitments and budgetary concerns at that time with an agreement that either party may reopen the agreement in FY 23/24.

Due to the wage reopener that occurred in 2023, a 3% increase in FY 24 and a 3% in FY 25 were agreed upon in the Tentative Agreement. This tentative agreement would provide a salary increase for all MAPE members.

POSITION

I recommend approving the updated wage schedule and with an effective date of July 1, 2023.

ATTACHMENTS

2023 CITY OF JACKSON-MAPE
WAGE REOPENER TENTATIVE AGREEMENT

Proposed Language:

MAPE CBA July 1, 2021 through June 30, 2025

Section 8.1: Rates of Pay.

(a) The job classifications, rate ranges (Appendix B-1 retroactive to July 1, 2021), and incremental steps applicable thereto are set forth in Appendices A (job classifications) and B (wage scales), attached hereto and by this reference made a part thereof.

(b) When promoted to a position in the next higher class grade, the promotion shall be to the step rate in the higher class grade that would be closest to but no less than a 5% increase. When promoted to a position in a class grade two or more class grades higher, the promotion shall be to the step rate in the higher class grade that would be closest to but no less than a 10% increase.

However, if the employee is scheduled to receive an anniversary step increase in the prior classification within ninety (90) days after the effective date of a promotion, the Employer will select the step rate for the promotion which is one step higher than the applicable standard stated above.

(c) For purposes of determining dates for step increases, the anniversary date shall be defined as the month and day of the employee's last step increase. This will be true whether such date was based on the employee's original date of hire or on the date of a subsequent promotion.

(d) Employees hired before July 1, 2012 shall be paid at the Tier 1 wage scale.

(e) Effective July 1, 2021, employees hired on or after July 1, 2012 shall be paid at the Tier 1 wage scale. All employees listed per Appendix B-5 hired after July 1, 2012 shall transfer to a probationary status thus becoming probationary employees per the provisions outlined in Section 5.2 until they have actually worked (including overtime and holidays) seven hundred and twenty hours (720) for the Employer commencing July 1, 2021.

**This agreement is considered tentative and shall not be considered final or binding until a final agreement on all terms has been reached and both ratified by union members and approved by the City Council.*

FOR THE CITY:

5/3/23

City Manager, City of Jackson Date

FOR THE UNION:

5-2-23

Union President, MAPE Date

Union Representative, MAPE Date

5/30/23

Union Representative, MAPE Date

Union Representative, MAPE Date

Union Representative, MAPE Date

APPENDIX B-3

SCHEDULE FOR TIER I

Michigan Assocation of Public Employees

Rates effective: **7/1/2023**
Rate increase: **3.00%**

Class Grade	Pay Basis	Minimum Step 1	Step 1-1/2	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Maximum Step 10
306	Annual	41,871	42,580	43,288	44,747	46,259	47,824	49,439	51,111	52,835	54,622	56,468
	Bi-Weekly	1,610.42	1,637.69	1,664.92	1,721.04	1,779.19	1,839.38	1,901.50	1,965.81	2,032.12	2,100.85	2,171.85
	Hourly	20.13	20.47	20.81	21.51	22.24	22.99	23.77	24.57	25.40	26.26	27.15
307	Annual	44,261	45,015	45,766	47,326	48,936	50,601	52,322	54,108	55,945	57,845	59,815
	Bi-Weekly	1,702.35	1,731.35	1,760.23	1,820.23	1,882.15	1,946.19	2,012.38	2,081.08	2,151.73	2,224.81	2,300.58
	Hourly	21.28	21.64	22.00	22.75	23.53	24.33	25.15	26.01	26.90	27.81	28.76
308	Annual	46,896	47,695	48,491	50,148	51,855	53,623	55,450	57,338	59,295	61,314	63,403
	Bi-Weekly	1,803.69	1,834.42	1,865.04	1,928.77	1,994.42	2,062.42	2,132.69	2,205.31	2,280.58	2,358.23	2,438.58
	Hourly	22.55	22.93	23.31	24.11	24.93	25.78	26.66	27.57	28.51	29.48	30.48
309	Annual	48,573	49,496	50,421	52,337	54,324	56,386	58,526	60,759	63,064	65,462	67,952
	Bi-Weekly	1,868.19	1,903.69	1,939.27	2,012.96	2,089.38	2,168.69	2,251.00	2,336.88	2,425.54	2,517.77	2,613.54
	Hourly	23.35	23.80	24.24	25.16	26.12	27.11	28.14	29.21	30.32	31.47	32.67
310	Annual	49,983	51,204	52,422	54,622	56,909	59,294	61,774	64,380	67,076	69,889	72,826
	Bi-Weekly	1,922.42	1,969.38	2,016.23	2,100.85	2,188.81	2,280.54	2,375.92	2,476.15	2,579.85	2,688.04	2,801.00
	Hourly	24.03	24.62	25.20	26.26	27.36	28.51	29.70	30.95	32.25	33.60	35.01

APPENDIX B-4

SCHEDULE FOR TIER I

Michigan Assocation of Public Employees

Rates effective: **7/1/2024**
Rate increase: **3.00%**

Class Grade	Pay Basis	Minimum Step 1	Step 1-1/2	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Maximum Step 10
306	Annual	43,127	43,857	44,587	46,089	47,647	49,259	50,922	52,644	54,420	56,261	58,162
	Bi-Weekly	1,658.73	1,686.81	1,714.88	1,772.65	1,832.58	1,894.58	1,958.54	2,024.77	2,093.08	2,163.88	2,237.00
	Hourly	20.73	21.09	21.44	22.16	22.91	23.68	24.48	25.31	26.16	27.05	27.96
307	Annual	45,589	46,365	47,139	48,746	50,404	52,119	53,892	55,731	57,623	59,580	61,609
	Bi-Weekly	1,753.42	1,783.27	1,813.04	1,874.85	1,938.62	2,004.58	2,072.77	2,143.50	2,216.27	2,291.54	2,369.58
	Hourly	21.92	22.29	22.66	23.44	24.23	25.06	25.91	26.79	27.70	28.64	29.62
308	Annual	48,303	49,126	49,946	51,652	53,411	55,232	57,114	59,058	61,074	63,153	65,305
	Bi-Weekly	1,857.81	1,889.46	1,921.00	1,986.62	2,054.27	2,124.31	2,196.69	2,271.46	2,349.00	2,428.96	2,511.73
	Hourly	23.22	23.62	24.01	24.83	25.68	26.55	27.46	28.39	29.36	30.36	31.40
309	Annual	50,030	50,981	51,934	53,907	55,954	58,078	60,282	62,582	64,956	67,426	69,991
	Bi-Weekly	1,924.23	1,960.81	1,997.46	2,073.35	2,152.08	2,233.77	2,318.54	2,407.00	2,498.31	2,593.31	2,691.96
	Hourly	24.05	24.51	24.97	25.92	26.90	27.92	28.98	30.09	31.23	32.42	33.65
310	Annual	51,482	52,740	53,995	56,261	58,616	61,073	63,627	66,311	69,088	71,986	75,011
	Bi-Weekly	1,980.08	2,028.46	2,076.73	2,163.88	2,254.46	2,348.96	2,447.19	2,550.42	2,657.23	2,768.69	2,885.04
	Hourly	24.75	25.36	25.96	27.05	28.18	29.36	30.59	31.88	33.22	34.61	36.06

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: **Approve the Contract Award for the MLK Equality Trail Reconstruction - West Avenue to Prospect Street project to Dunigan Brothers, Inc. of Jackson, Michigan.**

Recommendation:

> **Approval of an award for the contract for the MLK Equality Trail Reconstruction - West Avenue to Prospect Street project to Dunigan Brothers, Inc. of Jackson, Michigan at a cost of $695,719.55, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.**

Attached is a report Jon Dowling, City Engineer requesting approval of the contract award above.

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

JG

T:\2023 Projects\23-07_MLK Trail West to Prospect\2_DESIGN AND PRECON\LETTING\23-07 MLK EQ TRAIL_WEST TO PROSPECT_Bid Award Cover Memo.docx

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

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

DATE: June 13, 2023

RECOMMENDATION: Approval of an award for the contract for the MLK Equality Trail Reconstruction - West Avenue to Prospect Street project to Dunigan Brothers, Inc. of Jackson, Michigan at a cost of $695,719.55, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

SUMMARY

On May 24, 2023, bids were opened in the Purchasing Department for the MLK Equality Trail Reconstruction - West Avenue to Prospect Street contract. The project consists of 0.65 miles of non-motorized trail reconstruction with concrete pavement along the MLK Equality Trail between West Avenue and Prospect Street.

BUDGETARY CONSIDERATIONS

The Engineer's estimate for this project was $481,027.13. Bids were as follows:

Company	Bid
Dunigan Brothers, Inc., Jackson, MI	$695,719.55
Anlaan Corporation, Grand Haven, MI	$720,461.75
Erie Construction, LLC, Woodhaven, MI	$827,422.00

This project will be paid out of MDNR Trust Fund Grant Funds and Major Street Funds.

Bid evaluation criteria is part of the Responsible Contractor Ordinance which consists of the following components:

A) Price (25%)
B) Corporate Accountability (25%)
C) Workplace Safety (25%)
D) Workforce Development (15%)
E) Social Equity (10%)

Company	A	B	C	D	E	Total
Dunigan Brothers	25	25	25	15	10	100
Anlaan Corporation	24.14	25	25	15	10	99.14
Erie Construction	21.02	24	23	14	10	92.02

*NR = Non Responsive

HISTORY, BACKGROUND and DISCUSSION

In the early 1990s, the City purchased the old railroad right-of-way from Weatherwax Drive to Merriman Street and built an 8-foot wide bike path in the right-of-way. In 1999, the American Association of State Highway and Transportation Officials (AASHTO) published the first edition of the Guide for the Development of Bicycle Facilities. In the AASHTO guide, the minimum width of a path is 10 feet. Over the years the bike paths have become non-motorized paths.

DISCUSSION OF THE ISSUE

Engineering proposes to reconstruct the MLK Equality Trail from West Avenue to Prospect Street with a 12-foot concrete path. The project will also clear small trees and brush from the right-of-way 25 feet each way of the center of the path.

POSITIONS

In concurrence with the Purchasing Agent, it is the recommendation of Engineering that the contract for the MLK Equality Trail Reconstruction - West Avenue to Prospect Street be awarded to Dunigan Brothers, Inc. of Jackson, Michigan, at a cost of $695,719.55. We also request that the Mayor and City Clerk be authorized to execute the appropriate document(s).

JHD/sms

Western Surety Company

BID BOND
(Percentage)

Bond Number: _____

KNOW ALL PERSONS BY THESE PRESENTS, That we Dunigan Bros., Inc.

_____ of

911 E South St, Jackson, MI 49203, hereinafter

referred to as the Principal, and Western Surety Company,

as Surety, are held and firmly bound unto City of Jackson, MI

of 161 W Michigan Ave, Jackson, MI 49201,

hereinafter referred to as the Obligee, in the sum of _____ (5 %) percent of the greatest amount bid, for the payment of which we bind ourselves, our legal representatives, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has submitted or is about to submit a proposal to Obligee on a contract for _____

MLK Equality Trail Reconstruction

_____.

NOW, THEREFORE, if the said contract be awarded to Principal and Principal shall, within such time as may be specified, enter into the contract in writing and give such bond or bonds as may be specified in the bidding or contract documents with surety acceptable to Obligee; or if Principal shall fail to do so, pay to Obligee the damages which Obligee may suffer by reason of such failure not exceeding the penalty of this bond, then this obligation shall be void; otherwise to remain in full force and effect.

SIGNED, SEALED AND DATED this 24th day of May, 2023.

Dunigan Bros., Inc.
(Principal)

By _____ (Seal)

Western Surety Company
(Surety)

By _____ (Seal)
Eric B. Walton
Attorney-in-Fact

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Pamela K Bacon, Kathy L Corden, Kathleen G Delaney, Eric B Walton, Individually

of Jackson, MI, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 23rd day of June, 2021.

WESTERN SURETY COMPANY

Paul T. Bruflat, Vice President

State of South Dakota
County of Minnehaha } ss

On this 23rd day of June, 2021, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires
March 2, 2026

M. BENT
NOTARY PUBLIC
SOUTH DAKOTA

M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 24th day of May, 2023.

WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

Form F4280-7-2012

Go to www.cnasurety.com > Owner / Obligee Services > Validate Bond Coverage, if you want to verify bond authenticity.

Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

CHECKLIST FOR BID SUBMITTAL

X BID BOND – If a bid bond is required, please submit your bid bond with your bid documents

X PROPOSAL SHEETS – Please fill out and notarize your proposal sheets

X SAMS.GOV - Please register with SAM.GOV to be eligible to work on federally funded projects. Registration is free.

https://sam.gov/content/entity-registration

Please provide your sam.gov Unique Identity Number: GU8WHTSWJC4 if you have received it.

PROPOSAL

TO: City Manager
c/o Purchasing Agent
City of Jackson, Michigan

Date: 5/24/23

In compliance with your invitation for bids dated **April 20, 2023** to perform **MLK EQUALITY TRAIL RECONSTRUCTION FROM WEST AVENUE TO PROSPECT STREET**

in the City of Jackson, the undersigned, a(n)

1. individual, resident of _____
   doing business as _____
   at _____
2. partnership, consisting of _____
   and _____
   under the firm name of _____
3. corporation by the name of Dunigan Bros., Inc.
   organized and existing under the laws of the State of Michigan
   with offices at 911 E South St, Jackson, MI 49203
   (strike inapplicable clauses)

hereby proposes to perform said work, strictly as specified in the bid documents at the prices set forth on the attached schedule of bid prices, upon receipt of written notice of acceptance of this bid within one hundred twenty (120) calendar days after opening of the bids at the time stated in said Invitation; to execute a properly completed contract in the form provided with the bid documents in accordance with this bid; to give bond with good and sufficient surety or sureties, satisfactory to the City Attorney of Jackson, for the faithful performance of said contract, for payment of labor and materials, and, if required, for maintenance of work; and to give such bond within ten (10) days after notice of award.

FEDERAL ID# 38-1250817

(Corporate Seal, if applicable)

Name of Bidder: Dunigan Bros., Inc.

Signed By: Patrick Dunigan

Its: President

BID SHEET

DATE:

PROPOSAL FOR: **MLK EQUALITY TRAIL RECONSTRUCTION FROM WEST AVENUE TO PROSPECT STREET**

TO: The Mayor and the City Council
City of Jackson, Michigan

Ladies and Gentlemen:

The Undersigned has examined the plans, specifications, and the location of the above described work, and is fully informed as to the conditions relating to its performance, and understands the quantities shown in the estimate and on the plans are accurate to the best belief and knowledge of the Engineer, but are not guaranteed.

The undersigned hereby proposes to furnish all equipment, materials, supplies, labor, and services necessary to commence and complete the project as described in the Contract Documents; and in strict conformity with the requirements of the Specifications and such other special provisions and supplemental specifications as may be a part of this proposal for the above described project at the following unit prices all labor, equipment and materials necessary for completion of the work, but not specifically listed as a pay item, will be deemed to be included in one or more of the pay items listed in the bid sheet.

Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged (list addenda by Addendum Number and Date):

Addendum No.	Date
_____	_____
_____	_____
_____	_____

SCHEDULE OF BID PRICES
NOTE: UNIT PRICES MUST BE LISTED AND SHALL GOVERN.

LINE	ITEM CODE	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
001	1100001	Mobilization, Max (10%)	LSUM	1.00	$35,000.00	$35,000.00
002	2010001	Clearing	Acre	1.44	$21,310.00	$30,686.40
003	2020004	Tree, Rem, 6 inch to 18 inch	Ea	4.00	$1,620.00	$6,480.00
004	2040020	Curb and Gutter, Rem	Ft	133.00	$7.90	$1,050.70

LINE	ITEM CODE	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
005	2040055	Sidewalk, Rem	Syd	269.00	$5.90	$1,587.10
006	2047001	Pavt, Sawcut	Ft	163.00	$3.00	$489.00
007	2047011	HMA Surface, Rem, Modified	Syd	3,076.00	$4.60	$14,149.60
008	2050031	Non Haz Contaminated Material Handling and Disposal, LM	Cyd	20.00	$62.00	$1,240.00
009	2057011	Subgrade Undercutting, 1 x 3	Cyd	110.00	$82.20	$9,042.00
010	2057021	Geogrid	Syd	330.00	$3.90	$1,287.00
011	2080016	Erosion Control, Gravel Access Approach	Ea	4.00	$196.60	$786.40
012	2080036	Erosion Control, Silt Fence	Ft	685.00	$3.10	$2,123.50
013	2087050	Erosion Control, Inlet Protection, Grate Filter, Rectangular	Ea	9.00	$66.50	$598.50
014	2090001	Project Cleanup	LSUM	1.00	$5,895.00	$5,895.00
015	3027011	Aggregate Base, 6 inch, 21AA, Modified	Syd	4,480.00	$22.00	$98,560.00
016	3060020	Maintenance Gravel	Ton	20.00	$1.20	$24.00
017	5010025	Hand Patching	Ton	12.00	$272.40	$3,268.80
018	6020015	Conc Base Cse, Nonreinf, 6 inch	Syd	14.00	$65.40	$915.60
019	6020104	Conc Pavt, Nonreinf, 8 inch	Syd	44.00	$87.20	$3,836.80
020	8020002	Curb, Conc, Det E2	Ft	30.00	$38.70	$1,161.00
021	8027001	Curb and Gutter, Conc, Det F4	Ft	38.00	$36.30	$1,379.40
022	8030010	Detectable Warning Surface	Ft	84.00	$48.40	$4,065.60

LINE	ITEM CODE	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
023	8030030	Curb Ramp Opening, Conc	Ft	95.00	$36.30	$3,448.50
024	8030044	Sidewalk, Conc, 4 inch	Sft	476.00	$6.10	$2,903.60
025	8032002	Curb Ramp, Conc, 6 inch	Sft	1,038.00	$9.40	$9,757.20
026	8060020	Shared Use Path, Conc	Syd	4,544.00	$51.00	$231,744.00
027	8060030	Shared Use Path, Grading	Ft	3,359.00	$17.50	$58,782.50
028	8100371	Post, Steel, 3 lb	Ft	226.00	$10.30	$2,327.80
029	8100402	Sign, Type III, Erect, Salv	Ea	3.00	$90.80	$272.40
030	8100403	Sign, Type III, Rem	Ea	26.00	$90.80	$2,360.80
031	8100405	Sign, Type IIIB	Sft	101.50	$21.80	$2,212.70
032	8110041	Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	Ft	305.00	$6.10	$1,860.50
033	8110343	Rem Spec Marking	Sft	300.00	$6.10	$1,830.00
034	8120012	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	Ea	17.00	$67.00	$1,139.00
035	8120013	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	Ea	17.00	$6.10	$103.70
036	8120026	Pedestrian Type II Barricade, Temp	Ea	8.00	$121.10	$968.80
037	8120035	Channelizing Device, 42 inch, Fluorescent, Furn	Ea	70.00	$18.20	$1,274.00
038	8120036	Channelizing Device, 42 inch, Fluorescent, Oper	Ea	70.00	$1.20	$84.00
039	8120140	Lighted Arrow, Type C, Furn	Ea	1.00	$242.10	$242.10
040	8120141	Lighted Arrow, Type C, Oper	Ea	1.00	$121.10	$121.10

LINE	ITEM CODE	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
041	8120170	Minor Traf Devices	LSUM	1.00	$14,110.00	$14,110.00
042	8120350	Sign, Type B, Temp, Prismatic, Furn	Sft	465.25	$2.40	$1,116.60
043	8120351	Sign, Type B, Temp, Prismatic, Oper	Sft	465.25	$1.20	$558.30
044	8120352	Sign, Type B, Temp, Prismatic, Spec, Furn	Sft	70.50	$8.50	$599.25
045	8120353	Sign, Type B, Temp, Prismatic, Spec, Oper	Sft	70.50	$1.20	$84.60
046	8120370	Traffic Regulator Control	LSUM	1.00	$1.00	$1.00
047	8122250	Pedestrian Path, Temp	Ft	100.00	$33.10	$3,310.00
048	8150002	Watering and Cultivating, First Season, Min. $1,000.00	LSUM	1.00	$3,025.00	$3,025.00
049	8150003	Watering and Cultivating, Second Season, Min. $1,000.00	LSUM	1.00	$3,025.00	$3,025.00
050	8150145	Acer rubrum Red Sunset, 2 inch	Ea	2.00	$823.20	$1,646.40
051	8152885	Platanus x acerifolia Bloodgood, 2 inch	Ea	2.00	$774.70	$1,549.40
052	8157050	Bench, Rem	Ea	2.00	$136.10	$272.20
053	8157050	Bench, Covered, Rem	Ea	1.00	$393.20	$393.20
054	8157050	Landscape Planters, Rem	Ea	2.00	$491.40	$982.80
055	8157050	Steel Gate and Fence, Rem	Ea	1.00	$408.20	$408.20
056	8157050	Tree, Transplant, 6.0 to 7.0 inch Caliper	Ea	1.00	$1,815.00	$1,815.00
057	8167011	Turf Establishment, Performance	Syd	11,510.00	$7.30	$84,023.00
058	8197050	Light, Shoebox, Install	Ea	2.00	$1,415.00	$2,830.00

LINE	ITEM CODE	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
059	8207001	Conduit, 1-1/2 inch, Sch 80/PVC (Empty)	Ft	70.00	$92.00	$6,440.00
060	8207050	Infrared Bollard, Fdn	Ea	4.00	$2,265.00	$9,060.00
061	8207050	Infrared Bollard, Reinstall	Ea	4.00	$1,910.00	$7,640.00
062	8207050	Infrared Bollard, Fdn, Rem	Ea	4.00	$1,310.00	$5,240.00
063	8207050	Infrared Bollard, Rem and Salv	Ea	4.00	$566.10	$2,264.40
064	8207050	Lending Library, Relocate	Ea	1.00	$266.10	$266.10
TOTAL BID						$695,719.55
TOTAL BID WRITTEN OUT: Six Hundred Ninety Five Thousand Seven Hundred Nineteen Dollars and Fifty Five Cents						

Submitted Bid:	695719.55
Labor Costs:	68000
Materials Costs:	75000
Equipment Costs:	75000
Possible Change Orders:	none at bid time

Bidder's Name:	Dunigan Bros., Inc.
Address:	911 E South St
City, State, Zip:	Jackson, MI 49203
Telephone:	517-787-4720
Fax:	517-787-3023
Email Address:	patrick@duniganbros.com
Federal ID Number:	38-1250817
Bid Signed By:	Patrick Dunigan Print or Type
Title:	President

1. I am the person described in and who executed the foregoing bid and that the several matters stated are in all respects true.

2. That I am an employee of the firm or company described in and I am authorized to submit said bid.

By_____ Its 5/24/23

CONTRACT COMPLIANCE

DATE: April 20, 2023

TO: All Bidders

FROM: City of Jackson

SUBJECT: CONTRACT COMPLIANCE

The Commission of the City of Jackson, on 12/19/72, passed a resolution committing the City to a policy and procedure regarding compliance to affirmative hiring practices by contracting agencies doing business with the City of Jackson, effective 12/20/72.

The purpose of the policy and procedure is to ensure that all citizens of our community have the opportunity for the equality of treatment in service and employment.

The City requests that all bidders who will be doing business with the City in the amount of $5,000 or more during any fiscal year, shall comply with the provisions of the Contract Compliance Policy.

Bidders will be required to show an Equal Employment Opportunity Certificate of Compliance or demonstrate compliance with standards for equal employment opportunity established by state and federal statute.

City Council of Jackson, Michigan

CONTRACT COMPLIANCE

CERTIFICATION

Dunigan Bros., Inc. certifies that he/she/it will not discriminate against any employee or applicant for employment with respect to hire, tenure, term, conditions, or privileges or employment because race, religion or national origin, color, age, sex, height, weight, marital status, sexual orientation, gender identity, and physical or mental handicap.

In connection with this commitment Dunigan Bros., Inc. understands that he/she/it name will be reviewed by the State of Michigan, Department of Civil Rights for determination of its status as an awardable Bidder.

The undersigned hereby agrees that he/she/it will abide by the terms of any agreements made with the City of Jackson in order to achieve awardable status.

Dated: 5/24/23

By: Patrick Dunigan
(Bidder's Name)

By: Patrick Dunigan
(Signature)

By: President
(Title)

911 E South St
Address

Jackson
City

MI, 49203
State and Zip

NON-DISCRIMINATION CLAUSE
FOR ALL CITY OF JACKSON CONTRACTS

In connection with the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee/employer for employment because of race, religion or national origin, color, age, sex, height, weight, marital status, sexual orientation, gender identity, and physical or mental handicap. The contractor will take affirmative action to ensure that minority applicants are employed, and that employees are treated during employment without regard to their race, religion, color, national origin, age, sex, height, weight, marital status or handicap. Such action shall include, but not be limited to, the following: layoff or termination, rates of pay or other forms of compensation, selection for training, upgrading or promotion, transfer or recruitment.

2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, sex, height, weight, marital status or handicap. As a disclaimer, the contractor may state in the advertisement that he/she is an equal opportunity employer.

3. The contractor will furnish and file compliance reports with the City of Jackson as requested. Such reports shall elicit information as to the practices, policies, program and employment statistics for the contractor and said contractor shall permit access to all books, records and accounts regarding employment practices by agents and representatives of the City duly charged with investigative duties to assure compliance with this clause.

4. Breach of the covenants herein may be regarded as a material breach of the contract, or purchasing agreement.

5. The contractor will include, or incorporate by reference, the provisions of paragraphs (1) through (4) in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission and will provide in every subcontract or purchase order that said provisions will be binding upon each subcontractor or seller.

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The undersigned understands and agrees that, as a Contractor for services, there shall be no discrimination against any employee or applicant for employment because of race, religion or national origin, color, age, sex, height, weight, marital status, sexual orientation, gender identity, and physical or mental handicap, including but no limited to employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training.

The Contractor further agrees to the following:

(a) It will assist and actively cooperate with the City in obtaining compliance of any subcontractors with the equal opportunity rules, regulations, and relevant orders.

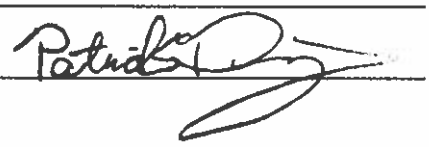
(2) It will furnish the City such information as might be required for the supervision of its compliance program, and will otherwise assist the City in the discharge of its responsibility for ensuring compliance.

(3) In the event that the Contractor fails or refuses to comply with the equal opportunity regulations, the City may cause to be canceled, terminated, or suspended in whole or in part the contractual arrangement between the City and the Contractor.

NAME OF BIDDER: Dunigan Bros., inc.

ADDRESS: 911 E South St

Jackson, MI 49203

SIGNED BY: Patrick Dunigan 

TITLE: President

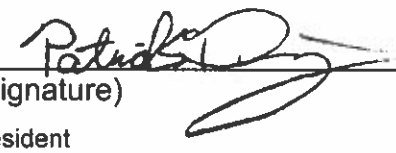
DATE: 5/24/23

CERTIFICATION OF NONSEGREGATED FACILITIES

The bidder certifies that he does not maintain or provide for his employees any segregated facilities and do not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The bidder agrees that (except where he has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding $10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

Dated: 5/24/23

By: Patrick Dunigan
(Bidder's Name)

By: 
(Signature)

By: President
(Title)

911 E South St
Address

Jackson, MI 49203
City

State and Zip

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF Michigan)
ss
COUNTY OF Jackson)

Patrick Dunigan, being first duly sworn, deposed and says that:

1. He is President of, Dunigan Bros., Inc. the Bidder that has submitted the attached bid;

2. He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respected such bid;

3. Such bid is genuine and is not a collusive or sham bid;

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Jackson or any person interested in the proposed contract; and

5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Dated: 5/24/23 By: _____
(Company)

By: President
(Title)

Subscribed and sworn to before me, a Notary Public, this 24th day of May, 2023.

_____

Notary Public, Jackson County,
My commission expires: 5/13/25

SECTION C

Subcontractors

Each bidder shall indicate below the name, address, and a complete description of work to be performed by each subcontractor on this project and if they are a minority or woman owned business.

Eastland Concrete - Concrete

J Rankl Electric - Electrical

Give Em A Brake Safety - Traffic Control

RIGHT TO KNOW
CONTRACTOR RELEASE FORM

I, Patrick Dunigan an authorized representative of Dunigan Bros., Inc. am aware that as a requirement to perform work for the City of Jackson on a contractual basis, I must have provided my employees with the basic training requirements of the HAZARD COMMUNICATION STANDARD as prescribed by the Michigan Right to Know amendments to Act 154 of the Public Acts of 1974 (Act 80, Public Acts 1986), prior to starting any work for the City. While engaged in working for the City, I will continue to comply with Michigan Right to Know Law until completion of the contract.

I am aware that if I bring any hazardous chemical to the City's work place, I must have available the MSDS for these chemicals, in a place accessible to all employees in the work place. If necessary, due to the "special protection information" requirement stated on the MSDS for the chemicals, I will provide all employees with any special training, special protective clothing or equipment necessary to eliminate or lessen the possible exposure to the hazardous chemical or chemicals.

By execution of this Release, the contractor acknowledges that he and all subcontractors and suppliers, will comply with all requirements of the HAZARD COMMUNICATION STANDARD. Further, the contractor shall hold harmless from and indemnify the City against all claims, suits, actions, costs, counsel fees, expenses, damages, judgements or decrees, by reason of his failure, or the failure of any subcontractor, suppliers, or any person employed under said contractor to comply with the requirements of Act 154 of the Public Acts of 1974 as amended.

Dated 5/24/23

Signature

City of Jackson
Ethics Disclosure Form
Vendors and Contractors

Name	Company
Patrick Dunigan	Dunigan Bros., inc.
Telephone 517-787-4720	Email Address patrick@duniganbros.com

Contract or matter pending with the City:

Morrell/Steward Watermaing

I, Patrick Dunigan, being duly sworn, and pursuant to City of Jackson Ordinance No. 2015-18, I hereby disclose and swear to the following (check all that apply and provide details below):

☒ I, or my company's owners, members, major shareholders, or corporate officers, have a financial interest in a contract or matter pending before Jackson City Council.

☐ A relative[1] or immediate family member[2] of myself or my company's owners, members, major shareholders, or corporate officers has a financial interest in a contract or matter pending before a City office, department, board, or commission.

☐ I, or my company's owners, members, major shareholders, or corporate officers, have an interest in real or personal property that is subject to a decision by the City regarding the purchase, sale, lease, zoning, property improvements, NOORPR or FVA registration, a development agreement, or a special tax designation or abatement.

Property address: _____

Property interest: _____

☐ An immediate family member or relative of myself or my company's owners, members, major shareholders, or corporate officers, has a financial interest in real or personal property that is subject to a decision by the City regarding the purchase, sale, lease, zoning, property improvements, NOORPR or FVA registration, a development agreement, or a special tax designation or abatement.

---

1 Relative means any spouse, domestic partner, great grandparents, step great grandparents, grandparents, step grandparents, sons, stepsons, daughters, step daughters, grandsons, step grandsons, granddaughters, step granddaughters, brothers, step brothers, sisters, step sisters, and in-laws of a Public Employee, the Mayor, an Elected Official, an Appointed Official, a member of a Board or Commission, a Contractor, or an Advisor of the City.

2 Immediate family member means a Public Employee, the Mayor, an Elected Official, an Appointed Official, a member of a Board or Commission, a Contractor, or an Advisor's spouse, domestic partner, individual who lives in the Public Employee's household or an individual claimed by a Public Employee or a Public Employee's spouse as a dependent under the United States Internal Revenue Code at 26 USC 1, et seq.

Property address: _____

Property interest: _____

☐ An immediate family member or relative of myself or my company's owners, members, major shareholders, or corporate officers, is employed by the City or making an application for employment to the City.

Relative name: _____

City Department: _____

☐ I, or my company's owners, members, major shareholders, or corporate officers, have made campaign contributions in the last year to a candidate running for elective office with the City.

Name of Candidate: _____

Amount of Campaign Contribution:

The following entities and persons have a financial interest in the contract or matter identified above:

Dunigan Bros., Inc.

Additional information regarding any of the above:

Open construction contract

☐ None of the above apply.

Dated: 5/24/23

Signature Patrick Dunigan

STATE OF MICHIGAN)
) SS
COUNTY OF JACKSON)

The foregoing instrument was acknowledged before me this 24th day of May, 2023,
By Patrick Dunigan.

Certification Regarding
Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under federal nonprocurement programs by any federal department or agency;

(2) Have not, within the three year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default; and

(3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:

(a) For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction;

(b) For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or

(c) For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. §1001, a false statement may result in a fine of up to $10,000 or imprisonment for up to five years, or both.

Patrick Dunigan, President

Name and Title of Authorized Representative

Dunigan Bros., inc.

Name of Participant Agency or Firm

Signature of Authorized Representative — Date: 5/24/23

☐ I am unable to certify to the above statement. Attached is my explanation.

REFERENCE QUESTIONNAIRE

Please answer the following questions completely.

1. Firm Name: Dunigan Bros., inc.
2. Established: Year 1945 Number of Employees 40
3. Type of organization: Individual ___ Partnership ___ Corporation X Other ___
4. Former name(s) if any, and year(s) in business

5. Include at least three (3) references of contacts for similar work performed over the last five years. Include: owner, contact person and phone number and description of work performed.

5.1 Company Name: City of Jackson
Address: 161 W Michigan Ave, Jackson, MI
Phone: 517-768-6075
Contact: Troy White
Type of Work: Streets, watermain, sewer, and streetscape.
Budget:

5.2 Company Name: Tetra Tech
Address: Lansing, MI
Phone: 517-348-5541
Contact: Andy Heise
Type of Work: Streets, streetscape, and utilities
Budget: 7,100,000.00

5.3 Company Name: Fleis and Vandenbrink
Address: 27725 Stansbury Blvd, Farmington Hills, MI
Phone: 248-330-0489
Contact: Dan Cabage
Type of Work: Streets and Utilities
Budget: 2,200,000.00

I certify that all of the information provided is true and answered to the best of my ability.

Signed Patrick Dunigan Name Patrick Dunigan
Title President Date 5/24/23

Responsible Contractor Ordinance

Below are twenty-nine (29) Responsibility Criteria that must be answered per the City's Responsible Contractor Ordinance. For each criterion provide a relevant response or attachments as required.

Answers to these criteria will not exclude any bidder from the bid process or ultimate award.

CRITERIA 1:	
COMPANY NAME:	Dunigan Bros., Inc.
ADDRESS:	911 E South St
CITY, STATE, ZIP:	Jackson, MI 49203
TELEPHONE:	517-787-4720
OFFICERS:	
President: Patrick Dunigan	Email Address: pdunigan@duniganbros.com
Vice President: David Dunigan	Email Address:
Secretary: Patrick Dunigan II	Email Address: patrick@duniganbros.com
Treasurer:	Email Address:
CRITERIA 2:	
How many years has your organization been in business under your present firm name?	
PARENT COMPANY NAME:	75
STREET ADDRESS:	911 E South St
CITY, STATE, ZIP CODE:	Jackson, MI 49203
UNDER CURRENT MANAGEMENT SINCE (DATE):	1985

CRITERIA 3:

State and local licenses and license numbers held by your organization:

What are your formal training programs: a) apprentice/journeyman, b) other comparable formal training programs?

LIUNA Laborers training program apprentice/journeymen as well as in house operator, laborer, and management training through a dedicated continuous education program for all employees through BuildWitt Training as well as annual in house training.

CRITERIA 4:

Confirmation that all subcontractors, employees and other individuals working on the construction project will maintain current applicable licenses required by law for all licensed occupations and professions.

All work requiring licensed personal will be completed by a licensed contractor for that scope of work.

CRITERIA 5:

Verification that the bidder is in compliance with all applicable state and federal laws and visa requirements regarding the hiring of non-US citizens, and disclosure of any work visas sought or obtained by the bidder, any of the bidder's subcontractors, or any of the bidder's employees or independent contractors, in order to perform any portion of the project.

This bid is in compliance will all above requirements

CRITERIA 6 (ATTACHMENT REQUIRED) ✓

Attach evidence of experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects of comparable size/complexity, and building codes by documenting the bidder's ability and capacity to perform the project. The bidder must identify those portions of the project it reasonably believes will be subcontracted and the names of the subcontractors.

CRITERIA 7 (ATTACHMENT REQUIRED) ✓

Evidence of bonding capacity within the past twelve (12) months, that the applicant has financial resources to start up and follow through on the project(s) and to respond to damages in case of default as shown by written verification of bonding capacity equal to or exceeding the amount of the bidder's scope of work on the project. The written verification must be submitted by a licensed surety company rated "B+" (or better) in the current A.M. Best Guide and qualified to do business within the State of Michigan.

CRITERIA 8:

A list of all litigation and arbitrations currently pending and within the past five (5) years, including an explanation of each (parties, court/forum, legal claims, damages sought, and resolution).

☑ NONE

CRITERIA 9:

Disclosure of any violations of state, federal or local laws or regulations, including OSHA or MIOSHA violations, state or federal prevailing wage laws, wage and hour laws, worker's compensation or unemployment compensation laws, rules or regulations, issued to or against the bidder within the past five years.

☑ NONE

CRITERIA 10:

Disclosure of any debarment by any federal, state or local governmental unit and/or findings of non-responsibility or non-compliance with respect to any public or private construction project performed by the bidder.

☑ NONE

CRITERIA 11:

Proof of insurance, including certificates of insurance, confirming existence and amount of coverage for liability, property damage, workers compensation, and any other insurances required by the proposed contract documents.

Name:	VTC Insurance Group
Type of Coverage:	Liability, property damage, comp.
Telephone:	248-530-3286

Are you self-insured for Worker's Compensation Insurance? Yes ☐ No ☑

CRITERIA 12 (ATTACHMENT REQUIRED):

A statement regarding the bidder's staffing capabilities and labor sources including subcontractors and a verification from the bidder that construction workers will not be misclassified as independent contractors in violation of state or federal law.

CRITERIA 13:

Verification of an existing Fitness for Duty Program (drugs and alcohol) of each employee working on the proposed jobsite.

__x__ Yes, we have a Fitness for Duty Program

_____ No, we do not have a Fitness for Duty Program

Additional Information:

CRITERIA 14:

A warranty statement regarding labor, equipment and materials.

Warranty will be provided per the contract requirements

CRITERIA 15:

A statement affirming that the firm will pay all craft employees that it employs on the project the current wage rates and fringe benefits as required under applicable federal, state, or local wage laws.

All wages will be paid as required by applicable laws as required by the contract documents.

CRITERIA 16:

A statement from the contractor or subcontractor acknowledging their obligation to comply with this Ordinance in each contract and subcontract.
This ordance will be complied with with our contract and all subcontracts.

CRITERIA 17:

A statement identifying what possible change orders could be necessary and what their approximate subsequent total costs would be.
Change orders are not forseen at bid time.

CRITERIA 18:

Qualifications of management and supervisory personnel to be assigned by the bidder.
See attached key personell listing.

CRITERIA 19 (ATTACHMENT REQUIRED): ✓

References from individuals or entities the bidder has worked for within the last five (5) years including information regarding records of performance and job site cooperation.

CRITERIA 20:

Evidence of any quality assurance program used by the bidder and the results of any such program on the bidder's previous projects.
Quality assurance programs are used as required in contract documents. If not specifically required the contractor will work with the onsite engineer and testing agencies to assure the quality of the work is meeting the contract standards.

CRITERIA 21:

Assurance that all construction work for this project must proceed economically, efficiently, continuously and without interruption.
Work will be continuous unless unforseen delays are encountered.

CRITERIA 22 (ATTACHMENT REQUIRED): ✓

A list of projects completed within the past five (5) years of comparable size/complexity, including dates, clients, approximately dollar value, and size. Documentation from these previous projects including but not limited to all extra costs relating to the bidder's timeliness, performance, quality of work, extension requests, contractual fines and penalties imposed, liens filed, history of claims for extra work and any contract defaults with an explanation of the reason for the default and how the default was resolved.

CRITERIA 23:

The ratio of masters or journeypersons to apprentices proposed to be used on the construction project job site, if apprentices are to be used on the project.

No apprentices to be used.

Do you participate in the Registered Apprenticeship Programs that are registered with the United States Department of Labor Office of Apprenticeship or by a State Apprenticeship Agency recognized by the Office of Apprenticeship?

☐ Yes

☑ No

Additional Information:

(ATTACHMENT REQUIRED) Documentation of how the bidder assesses the skills and qualifications of any employees who do not have master or journeyperson certification or status, or are not participants in a Registered Apprenticeship Program.

CRITERIA 24 (ATTACHMENT REQUIRED)

Evidence of the bidder's worker's compensation Experience Modification Rating ("EMR"). Preference will be given to contractors and subcontractors who exhibit an EMR of 1.0 or less based on a three-year average.

CRITERIA 25:

All craft labor that will be employed by the firm for the project has completed at least the OSHA 10 hour training course of safety established by the U.S. Department of Labor, Occupational Safety & Health Administration.

☑ Yes ☐ No

CRITERIA 26 (ATTACHMENT REQUIRED):

Documentation of master or journeyperson certification or status for masters and journeypersons to be used on the project, and the source of such certification or status

CRITERIA 27:

A statement from the bidder as to what percentage of its workforce can be drawn significantly from area residents because a goal of the City is to utilize, it is construction activities, local residents as much as is economically feasible while retaining the high quality of construction required for its construction activities, consistent with applicable law. The City will consider in evaluating which bids best serve its interests, the extent to which responsible and qualified bidders are able to achieve this goal.
90 percent Jackson county based workforce

CRITERIA 28 (ATTACHMENT REQUIRED):

Evidence of Equal Employment Opportunity Programs for minorities, women, veterans, returning citizens, and small businesses.

CRITERIA 29:

Assurance that the bidder is an equal opportunity employer and does not discriminate on the basis of race, sex, pregnancy, age, religion, national origin, marital status, sexual orientation, gender identity of expression, height, weight, or disability. **COMPANIES EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:**
Dunigan Bros., inc is an equal opportunity employer and does not discriminate as required by the above statement.

Dunigan Bros., Inc, Patrick Dunigan

Print Firm Name/Principal



Signature/Principal

5/23/23

Date

Bid Evaluation Criteria.

Once the City deems a contractor a responsible bidder, having used the process identified above, the City must consider the contractor's bid. The City must consider, at minimum, each of the evaluation criteria listed in this Section in determining the best bid. The City may require contractors or subcontractors to provide additional information by inclusion in bid documents. Additionally, the list set forth below in no way limits any additional criteria that the City may deem relevant for purposes of making a determination of the best bid.

Bid documents must require any contractor or subcontractor bidding on the project to submit written responses and other information and documentation regarding the listed criteria and any other criteria specified by the City through the bid documents. The City may request additional information or explanation from any contractor or subcontractor regarding any particular criteria. The bid documents must provide that the City retains the right in its discretion to reject any and all bids. All required contractor financial and privileged information must be kept from public disclosure unless otherwise required by law.

Submitted bids must break out labor costs from material and equipment costs.

For each separate bid package, the City in its discretion will weigh the information provided by the contractor or subcontractor regarding the evaluating criteria, as a whole, to determine the best bid. Except as otherwise required by law, no single criterion will necessarily be determinative in assessing which bid is the best bid. The Purchasing Department must weigh each of the criteria based on a distribution of percentage points on a 100-point scale. Additionally, The Purchasing Department shall provide space on the bid evaluation form for the prospective bidder to include additional information about themselves and/or their bid – this section would be optional for the prospective bidder to fill out. The criteria to be considered in bid evaluation on construction projects by the City shall be weighed categorically as follows, and shall include:

Price (25%)

1. A statement identifying what possible change orders could be necessary and what their approximate subsequent total costs would be.

Submitted Bid:	
Labor Costs:	
Materials Costs:	
Equipment Costs:	
Possible Change Orders:	

Corporate Accountability (25%)

1. Qualifications of management and supervisory personnel to be assigned by the bidder.
2. References from individuals or entities the bidder has worked for within the last five (5) years including information regarding records of performance and job site cooperation.
3. Evidence of any quality assurance program used by the bidder and the results of any such program on the bidder's previous projects.
4. Assurance that all construction work for this project must proceed economically, efficiently, continuously and without interruption.
5. A list of projects completed within the past five (5) years of comparable size/complexity, including dates, clients, approximate dollar value, and size. Documentation from these previous projects including but not limited to all extra costs relating to the bidder's timeliness, performance, quality of work, extension requests, contractual fines and penalties imposed, liens filed, history of claims for extra work and any contract defaults with an explanation of the reason for the default and how the default was resolved.

Workplace Safety (25%)

1. The ratio of masters or journeypersons to apprentices proposed to be used on the construction project job site, if apprentices are to be used on the project.
2. Evidence of the bidder's worker's compensation Experience Modification Rating ("EMR"). Preference will be given to contractors and subcontractors who exhibit an EMR of 1.0 or less based on a three-year average.
3. All craft labor that will be employed by the firm for the project has completed at least the OSHA 10 hour training course for safety established by the U.S. Department of Labor, Occupational Safety & Health Administration.
4. Documentation of master or journeyperson certification or status for masters and journeypersons to be used on the project, and the source of such certification or status.

Workforce Development (15%)

1. Documentation as to pay rates of employees and whether the bidder provides health insurance, pension or other retirement benefits, paid leave, or other benefits to its employees.
2. Documentation if the bidder participates in a Registered Apprenticeship Program that is registered with the United States Department of Labor Office of Apprenticeship or by a State Apprenticeship Agency recognized by the Office of Apprenticeship.
3. Documentation of how the bidder assesses the skills and qualifications of any employees who do not have master or journeyperson certification or status, or are not participants in a Registered Apprenticeship Program.

Social Equity (10%)

1. A statement from the bidder as to what percentage of its workforce can be drawn significantly from area residents because a goal of the City is to utilize, in its construction activities, local residents as much as is economically feasible while retaining the high quality of construction required for its construction activities, consistent with applicable law. The City will consider in evaluating which bids best serve its interests, the extent to which responsible and qualified bidders are able to achieve this goal.
2. Evidence of Equal Employment Opportunity Programs for minorities, women, veterans, returning citizens, and small businesses.
3. Assurance that the bidder is an equal opportunity employer and does not discriminate on the basis of race, sex, pregnancy, age, religion, national origin, marital status, sexual orientation, gender identity or expression, height, weight, or disability.

Criteria 7

CNA SURETY

2900 Charlevoix Drive SE, Suite 220
Grand Rapids, MI 49546

Kevin VanOtterloo
Underwriting Manager
Telephone 616-285-2682
800-432-9534 x2682
Email
Kevin.VanOtterloo@cna.com

March 22, 2022

To Whom it May Concern:

Re: Dunigan Bros, Inc.
911 E. South St.
Jackson, MI 49203

We are providing this information at the request of Dunigan Bros, Inc.

We have been providing surety bonds for Dunigan Bros, Inc. since 1979. We have approved bonds for them covering jobs up to $30,000,000 and potential work programs of $50,000,000. We would favorably consider both single jobs and work programs above these amounts.

We continue to be confident in this principal's ability to perform and recommend them for your favorable consideration.

Western Surety Company (NAIC# 13188) is an underwriting company of CNA Surety and is an approved surety on the Department of Treasury's Listing with a current US Treasury Limit of $153,342,000. Western Surety Company maintains an A (Excellent) AM Best Rating and a financial size of XIV.

This letter is not to be construed as an agreement to provide surety bonds for any particular project, but is offered as an indication of our past experience and confidence in this firm. Any specific request for bonds will be underwritten on its own merits.

Sincerely,

Kevin Van Otterloo

Critoria 6, 19, and 22

Dunigan BROS. INC.
JACKSON, MICH.

Schedule B
JOBS COMPLETED

Name – Ingham County Drain Commission – Montgomery Drain Division 5A
Engineer – Spicer Group
Work –3000 LF of 20" Forcemain, 500 LF of 16" Forcemain, and 6 Metering Stations
Amount $ 2,371,713.50
Completion Date – May 2022

Name – Village of Brooklyn, MI - M50 Lift Station
Engineer – Ripstra & Schepplemen
Work – Replacement of lift station
Amount $ 720,000.00

Name – City of Saline, 2021 Street Improvements
Engineer – Fleis & Vandenbrink
Work –Watermain, Sewer, Storm Sewer, and Street Construction
Amount $ 2,051,000.00
% Complete –95%
Start Date: May 2021
Completion Date – Nov 16th, 2021

Name – US12/M50 Box Culverts, Neering Drain, Lenawee County
Engineer – MDOT Jackson TSC
Work –12x5 and 12x7 box culverts under US12 and M50 in the Neering Drain
Amount $ 1,996,000.00
% Complete –95%
Start Date: August 2021

Name – City of Lansing, MI – Eastside Connector Non Motorized Path
Engineer – C2AE
Work –Shared use path construction
Amount $ 522,000.00
Start Date: April 2021
Completion Date – July 31st, 2021
Self perform – 60%

Name – City of Columbia City, Phase II CSO
Engineer – United Consulting Prime Contractor: RE Crosby
Work –1300 LF of 60" Sanitary Sewer (Labor and Installation Only)
Amount $ 445,000.00
Start Date: Oct 2020

Completion Date – January 2021
Self perform 100%

Name – City of Jackson, Chalet Terrace Reconstruction
Engineer – HRC
Work – Concrete Street Reconstruction
Amount $ 635,000.00
Start Date: October 2020
Completion Date – Dec 15th, 2020
Self perform 70%

Name – City of Eaton Rapids, State Street Reconstruction
Engineer – C2AE
Work –1800 Lf of Watermain, 70 water services, and street reconstruction
Amount $ 989,867.50
Start Date: Sept 2020
Completion Date – November 2020
Self perform 70%

Name – Village of Fowlerville, MI – North Street Reconstruction
Engineer – Wolverine Engineers & Surveyors
Work – 700 LF 12" DI Watermain, Storm Sewer ,Sanitary Sewer, and Street Reconstruction
Amount $ 796,000.00
Start Date: June 3rd, 2020
Completion Date – Sept. 1st, 2020
Self perform 70%

Name – City of Lansing, MI – Siphon #2 Replacement
Engineer – Fishbeck
Work – Reconstruction of a double barrel sewer siphon and new 12" watermain across the grand river via open cut construction.
Amount $ 2,873,498.30
Start Date: June 22nd 2020
Completion Date – October 2020
Self perform 75%

Name – City of Fort Wayne, IN – Superior Street Utility Improvements
Engineer – DLZ
Work – 820 LF of 36" and 48" Interceptor sewer, 800 lf of 12-16" Watermain, and road reconstruction.
Amount $ 1,929,913.40
Start Date: April 2020
Completion Date – October 2020
Self perform 75%

Name – West Side Overlay
Engineer – City of Jackson
Work – Profile Milling, ADA Ramp improvements, curb replacement, manhole casting replacements
Amount $ 1,100,000.00

Completion Date – Nov 2020
Self perform 80%

Name – Jackson County DOT, McDevitt Reconstruction – Contract A
Engineer – F&V
Work – 3700 LF of 12" watermain, Storm Sewer, shared use path construction, and full street reconstruction.
Amount $ 1,546,000.00
Start Date: April 27th, 2020
Completion Date – Sept. 1st, 2020
Self perform 70%

Name – Emily and Cora Dr Lift Stations – City of Portage, MI
Engineer – Abonmarche
Work – Replacement of 2 lift stations
Amount $ 1,496,676.00
Start Date – Sept 2019
Completion Date – Spring 2020
Self perform 85%

Name – Alro Steel Potterville Addition
General Contractor – O'Harrow Construction
Work – Sitework, utilities (1500 Lf 12" Watermain, 2500 Lf Storm Sewer), parking lots, and road construction, building/footing excavation and backfill for 160,000 SF addition.
Amount $ 2,000,000.00
Start Date: April 2019
Completion Date – June 2020
Self perform 100%

Name – Rickett Rd Utility and Street Construction, City of Brighton, MI
Engineer – Tetra Tech
Work – 1000 LF of 8" sanitary sewer and street reconstruction
Amount $ 979,159.70
Start Date – Sept 2019
Completion Date – June 1st, 2020
Self perform 75%

Name – City of Marshall, MI – Kalamazoo River Watermain
Engineer – Stantec
Work – 1600 LF 12" Watermain Construction including 800 LF HDD Rock bore under Kalamazoo River
Amount $ 701,000.00
Start Date: November 2018

Completion Date – June 2020
Self Perform 60%

Name – FY19 Watermain Replacement
Engineer – City of East Lansing, MI
Work – 4500 LF of 8" & 12", watermain replacement, water services, and street reconstruction
Amount $ 1,849,454.00
Completion Date – November 2019
Self perform 75%

Name – City of Fort Wayne, IN Huffman-Putnam Sewer Separation Phase 1 & 1A
Engineer – A&Z Engineering and DLZ Engineering
Work – 1600 LF of 48x76 RCP Elliptical pipe, 200 LF of 72" RCP, 2725 LF of 48" PP pipe, 1000 LF of 12" through 24" RCP, PP, and DI pipe, 2 Cast in Place Structures, Outfall Structure Modifications, road reconstruction, and rain garden construction.
Amount $4,897,056.40
Completion Date – October 2019
Self Perform 75%

Name – 2019 CDBG Street and Watermain Improvements
Engineer – City of Jackson
Work – Installation of new 12" watermain (1500 LF), 8" sanitary sewer (400 LF), and road reconstruction
Amount $ 1,211,882.30
Start Date – May 2019
Completion Date – August 2019
Self Perform 75%

Name – AMTRAK – Private Driveway Track Crossing Elimination Project
Engineer – Pathfinder Engineering
Work – Construction of 2 Private driveways to eliminate driveway crossings along high speed railway
Amount $ 185,000.00
Start Date: December 2018
Completion Date – August 2019
Self Perform 100%

Name – Essex Heights Watermain and Street Improvements
Engineer – City of Jackson, MI
Work – Installation of 5100 LF new 8"-12" watermain, 1500 LF sanitary sewer, and road reconstruction
Amount $ 2,404,862.90

Completion Date – June 28th, 2019
Self Perform 75%

Name – CR 300 & CR 700 Force Main, Columbia City, IN
Engineer – Donohue & Associates, Indianapolis, IN
Work – 39,000 Lf of 10" C900 Force Main including 3 auger bores and 10,000 LF of HDD
Amount $ 3,005,841.00
Start Date: January 14th, 2019
Completion Date – June 1st, 2019, pipe was substantially completed and operational by the early incentive date of 4/19/19.
Self Perform 70%

Name – Worth Township Sewage Disposal System Improvements –Contract 3
Engineer – Prien & Newhoff
Work – Installation of approx. 55,000 LF of 8"-12" gravity sewer, 3700 Lf of Force Main, 200 Manholes, and 665 sewer services. Depths up to 27'
Amount $8,236,000.00
Start Date: November 2017
Completion Date – November 2018
Self perform 90%

Name – Alro Steel Potterville Employee Parking Lot
General Contractor – O'Harrow Construction
Work – Retention pond, storm sewer, mass grading, and parking lot grading.
Amount $ 315,000.00
Start Date: June 2018
Completion Date – June 2018
Self perform 100%

Name – City of Fort Wayne, IN
Engineer – Commonwealth Engineering
Work – Outfall 61 & 62 Relief Sewer (5000 Lf of 54" HOBAS Interceptor Sewer, 2000 Lf of 36" – 42" HOBAS Interceptor Sewer, 1 Outfall Structure, 1 Cast in place CSO/Outfall Structure, Cast in place retaining walls, road reconstruction) depth up to 32'
Amount $ 6,853,000.00
Start Date: March 2017
Completion Date – December 2017
Self Perform 75%

Name – 2017 Watermain Improvements Cortland Street and Michigan Ave
Engineer – City of Jackson
Work – Installation of new 8" & 12" Watermain
Amount $ 427,000.00
Completion Date – October 27th, 2017

Self perform 75%

Name – Jolly Road Rehabilitation
Engineer – ENG Engineering & Surveying / City of Lansing, MI
Work – 2000 LF 12" Watermain installation, sewer repairs, and road reconstruction.
Amount $ 1,020,627.00
Completion Date – November 2017
Self perform 70%

Name – Pavilion Township, MI
Engineer – Prien & Newhoff
Work – N Ave Sewer Construction (2,600 LF of 18" Gravity Sewer averaging over 20' in depth, Dewatering, and Road Construction)
Amount $ 662,000.00
Anticipated Start Date: May 1st, 2017
Completion Date – July 2017
Self Perform 100%

Name – City of Sturgis, MI
Engineer – Fleis & Vandenbrink
Work – South Street Improvements Project (Storm Sewer (up to 60"), Watermain, Street Reconstruction)
Amount $ 1,077,000.00
Anticipated Start Date: April 24th, 2017
Completion Date – July 2017
Self Perform 70%

Name – Liberty Township Fire Hall
Engineer – RW Mercer Co.
Work – Site Work & Parking Lot construction
Amount $ 180,000.00
Completion Date – November 2016

Name – City of Jackson, MI
Engineer – City of Jackson Building Deptartment
Work – H4HH Hardest Hit Blight Elimination Contracts K and J (Demolition of 25 Residential Structures)
Amount $ 474,000.00
Completion Date – January 2017

Name – City of Coldwater, MI

Engineer – Fishbeck, Thompson, Carr & Huber
5913 Executive Drive, Suite 100
Lansing, MI 48911
Work – Northeast Road and Utility Improvements Contract 1 (12,000 LF of 16" Watermain)
Amount $ 1,291,180.00
Completion Date – November 15th, 2016

Name – City of Coldwater, MI
Engineer – Fishbeck, Thompson, Carr & Huber
5913 Executive Drive, Suite 100
Lansing, MI 48911
Work – Northeast Road and Utility Improvement Contract 3 (5500 lf 8"-12" Watermain, 16,000 Lf of 18" Force Main, Misc. Storm sewer, and complete road reconstruction)
Amount $ 5,183,792.20
Completion Date – November 15th, 2016

Name – MDOT
Engineer – MDOT
Jackson TSC
2750 N. Elm Road
Jackson, MI. 49201
Work – West Avenue (M50) Reconstruction (Sewer, Water, and Road Reconstruction)
Amount $ 2,067,489.80
Completion Date – August 26th, 2016

Name – City of Jackson, Michigan
Engineer – City of Jackson
161 W. Michigan Ave.
Jackson, MI. 49201
Work – Jackson Crossing Lift Station Construction
Amount- $392,750.00
Completion Date – December 2016

Name – City of Jackson, Michigan
Engineer – City of Jackson
161 W. Michigan Ave.
Jackson, MI. 49201
Work – Michigan Ave. Sidewalk Rehabilitation
Amount- $1,591,000.00

Completion Date – Spring 2016

Name – City of Tecumseh
Engineer – Tetra Tech
710 Avis Dr., Suite 100
Ann Arbor, MI 48108
Work – Union St Pump Station Reconstruction
Amount- $239,500.00
Completion Date – March 2016

Name – City of Jackson, MI
Engineer – City of Jackson Building Department
Work – H4HH Hardest Hit Blight Elimination Contract E
Amount $ 378,950.00
Completion Date – December, 2015

Name – City of St. Louis, MI
Engineer – Fishbeck, Thompson, Carr & Huber, Inc.
1515 Arboretum Drive, SE
Grand Rapids, MI 49546
Work – South Transmission Main – Phase II and Giddings Place- 16" Water Trans. Main
Amount- $3,405,000
Completion Date – December 2015
Name – City of Jackson, MI
Engineer – City of Jackson
161 W. Michigan Ave.
Jackson, MI. 49201
Work – Michigan Ave. Utility Replacement – 24" Sanitary Sewer, Storm Sewer, Water main, and street reconstruction.
Amount- $2,983,000
Completion Date – December 2015

Name- Village of Parma
Engineer- Jones & Henry Engineers, Ltd.
Work- Sanitary Sewer Force main and 2 Lift Stations
Amount- $950,000
Completion Date – September 2015

Name – City of Huntington Indiana
Engineer – Bernardin, Lochmueller & Assoc. Inc.
Work – Frederick St. CSO Interceptor 5200 LF 54"- 48" HOBAS FIBERGLASS PIPE, depths up to 28' in solid bedrock
Amount - $5,680,000
Completion Date – Spring 2015

Name- City of Fort Wayne Indiana

Engineer – GAI Consultants
Work – Northwest Feeder Main – 30" & 36" PCCP– Water Transmission Main
Amount - $2,200,000
Completion Date – May 2015

Name- Residence Inn East Lansing Michigan
GC – RW Mercer Co.
Work – Earthwork and Site Utilities
Amount - $600,000
Completion Date – August 2015

Name- City of Clare
Engineer- GFA
Work – Earthwork, Site Utilities, and Lift Station Construction at depths up to 30'
Amount - $2,200,000
Completion Date – July 2015

Name – Whiteford Twp
Engineer – David Arthur Consultants
110 Main Street
Dundee, MI 48131
734-823-5080
Work – Whiteford Twp Sewage Disposal System #2, force mains, gravity sewer, and LS
Amount - $2,056,000
Completion Date – May 2014

Name – Aqua Indiana Inc.
Engineer – DLZ, Inc.
111 W. Columbia Street
Fort Wayne, IN 46802
260-420-3114
Work – Aboite Force main 23,000' of 18" Force main
Amount - $2,688,000
% Complete - 100%
Completion Date - July 2014

Name – Citizens Energy Group, Indianapolis
Engineer – HWC Engineering
151 N. Delaware Street
Indianapolis, IN. 46204

317-347-3663
Work – Thompson/Southeastern Ave. STEP Project, 30,000' of Gravity Sewer, depths up to 34'
Amount - $9,350,000
Completion Date – July 2013

Name – City Fort Wayne
Engineer – United Consulting
1625 N. Post Road
Indianapolis, IN 46219
Work – Swift Relief Interceptor, 6,000' of 30" Sanitary Sewer, depths up to 28'
Amount - $ 1,814,000
Completion Date – July 2012

Name – MDOT
Engineer – MDOT
Jackson TSC
2750 N. Elm Road
Jackson, MI. 49201
Work – M-50 (West Ave. Jackson) Reconstruction
Amount $ 1,240,000
Completion Date – August 2012

Name – City of Indianapolis
Engineer – Crawford, Murphy & Tilly, Inc.
Mr. Richard A. Condre
5652 West 73rd Street
Indianapolis, IN 46278
317-298-4500
Work – Five Points/Southeastern Ave STEP Bl-41-0003D 17,000' of Sanitary Sewer, depths up to 28'
Amount - $5,200,000
% Complete – 100%
Completion Date – November 2011

Name – City of Indianapolis
Engineer – Wesler Engineering
Mr. Eric Hailem
6219 South East Street
Indianapolis, IN 46227
317-788-4551
Work – Homecroft STEP Areas A/B Bl-46-001A/B 20,000' of Sanitary Sewer
Amount - $ 2,628,800
% Complete – 100%
Completion Date – July 2011

Name – City of Noblesville
Engineer – RW Armstrong
Mr. Andy Scales
Union Station
300 S. Meridian St.
Indianapolis, IN 46225
317-493-3719
Work - 5,000' of 48" Sanitary/Storm Sewer and Road Reconstruction
Amount – $ 6,589,000
% Complete – 100%
Completion Date- November 2010

Name – City Coldwater
Engineer/Owner – FTC & H, Inc.
Mr. Paul Viles
5913 Executive Drive
Suite 100
Lansing, MI 48911
517-882-0383
Work – 4000' of 12" Watermain/15" Sanitary Sewer/Road Reconstruction
Amount $ 1,437,000
Completion Date – October 2009

Name – Village of Northport
Engineer/Owner – Fleis & VanDenBrink Engineering, Inc.
Mr. Jim Schiffer
3491 Hartman Road, Ste B
Traverse City, MI 49684
616-977-1000
Work – 41,000' of Sanitary Sewer Installation
Amount $ 5,141,000
Completion Date – July 2008

Name – City of Lansing
Engineer/Owner – Tetra Tech, Inc.
Mr. Brad Fraker
1921 E. Miller Road, Ste A
Lansing, MI 48911
517-394-7900
Work – Combined Sewer Separation, including sanitary sewer, watermains, and full street reconstruction
Amount $ 6,451,000
Completion Date – November 2008

Name – Weesaw Twp.
Engineer/Owner – Merritt Engineering

Mr. Larry Merritt
4568 Red Arrow Hwy.
Stevensville, MI 49127
269-428-4424
Work – 11,000' of Sanitary Sewer
Amount - $ 998,500
Date Completed – September 2007

Name – City of Watervliet
Engineer/Owner – Wightman & Associates
Mr. Tom Deneau
2303 Pipestone Road
Benton Harbor, MI 49022
269-927-0100
Work – Watermain Installation
Amount $ 1,630,000
Date Completed – September 2007

Name – City of Lansing CSO 018
Engineer/Owner – Tetra Tech, Inc.
Mr. Brad Fraker
1921 E. Miller Road
Lansing, MI 48911
517-394-7900
Work – CSO construction (Sewer Separation)
Amount $ 7,432,000
Date Completed - November 2006

Name – City of Lansing Westside Interceptor Manhole Replacement
Engineer/Owner – Tetra Tech, Inc.
Mr. Brad Fraker
1921 E. Miller Road
Lansing, MI 48911
Work – Manhole Replacements
Amount $ 2,210,000
Date Completed – January 2007

Name – MDOT – Michigan Ave. Grass Lake, MI
Engineer/Owner – Jackson County Road Commission
Mr. Joe Michalsky, P.E.
Elm St.

Jackson, MI 49201
517-788-4230
Work – Road Reconstruction
Amount $ 501,000
Date Completed – October 2006

Name – Southern Interceptor
Engineer – OMM Engineering
Chris Corner, P.E.
1680 East Paris, S.E.
Grand Rapids, MI 49546
616-957-4350
Owner – Jackson County Drain Commission
Work – 85,000 of sanitary forcemain
Amount $ 3,371,000
Date Completed – June 2006

Name – CSO 025
Engineer – City of Lansing
Mr. Chad Gamble, P.E.
City Hall
Lansing, MI 48906
517-483-4455
Owner – City of Lansing
Work – Sewer Separation
Amount - $ 4,420,000
Date Completed – July 2005

Name – Springport Water System Improvements
Engineer – Fleis and Vandenbrink
Mr. Steve Bishop, P.E.
2960 Lucerne Drive
Grand Rapids, MI 49546
616-977-1000
Owner – Village of Springport
137 E. Main St.
Springport, MI 49284
Work – 21,000 of Watermain Replacement
Amount $ 1,405,000
Date Completed – November 2004

Name – CSO 037
Engineer- City of Lansing
Mr. Chad Gamble, P.E.
City Hall
Lansing, MI 48906

517-483-4455
Owner – City of Lansing
Work- Sewer Separation
Amount $ 7,350,000
Date Completed – December 2004

Name – N.W. Sanitary Sewer And Watermain
Engineer – Wilcox And Assoc.
Mr. Randy Wilcox, P.E.
8180 Broadnoor Ave. SE
Caledonia, MI 49316
616-891-0800
Owner - Caledonia Township
Work – 95,000' of Sanitary Sewer and Water
Amount $ 5,460,000.00
Date Completed – June 2003

Name – City of Lansing Sheridan Road
Engineer – Capital Consultants
Mr. Paul Risberg
725 Prudden St.
Lansing, MI 48911
517-371-1200
Work – Road Reconstruction
Amount - $ 1,280,000
Date Completed – Nov 2003

Name – Boardman Road
Engineer – Jackson County Road Commission
Mr. John Sanders, P.E.
2400 N. Elm St.
Jackson, MI 49201
517-788-4230
Work – 1.8 miles of road construction
Amount $ 1,483,000
Date Completed June 2003

Name – Saginaw Road Forcemain
Engineer – City of Midland
Mr. Brain McManus, P.E.
333 W. Ellsworth Ave.
Midland, MI 48640
989-837-3353
Work – 14,000' of 42"DIP Forcemain with complete road reconstruction
Amount $ 5,675,000

Date Completed – November 2001

Criteria 12

Dunigan Bros., Inc. hires locally to project areas and has a staff of travelling laborers, operators, and managers who has been with and have experience at Dunigan Bros., Inc. for up to 40+ years. Subcontractors are sourced as close to projects as possible, but if a subcontractor not capable of doing timely, quality, or can't handle the complexity of the work more capable subcontractors will be sourced from outside of the work local.

Workers will be on Dunigan Bros., inc's or the subcontractors payroll, no independent contractors will be used in violation of state laws.

Criteria 24

Dunigan Bros., inc.'s EMR has been 0.98 for the 3 previous years.

Criteria 28

"Dunigan Bros., Inc. does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor."

Dunigan BROS. INC.
JACKSON, MICH.

Key Personnel

Patrick Dunigan
President
40+ Years of Underground Construction Management
Current Commitments: Oversees all day to day operations

Patrick Dunigan II
Estimator/Project Manager
7 Years of Underground Construction Experience as an Operator, Laborer, and Foreman.
10 Years as Construction Project Manager and Estimator
Current Commitments: management of all current projects

Dustin Dunigan
Foreman/Superintendent
18 Years of Underground Construction Experience as an Operator, Laborer, Foreman, and Superintendent
Current Commitments: Pittsfield US12 Sewer

Kelvin Indish
Foreman
35 Years of Underground Construction Experience as an Operator, Laborer, and Foreman
Current Commitment: Brighton Auger Boring/Pittsfield US12 Sewer

Drake Dunigan
Foreman/Superintendent
14 Years of experience in underground construction as an operator, laborer, and foreman.
Current Commitments: Jackson Morrell/Steward Watermain, Brighton NW Neighborhoods

Hunter Freeman
Foreman
8 years of Construction experience as operator and foreman
Current Commitment: Brighton NW Neighborhoods

Marcus Beal
Safety & Maintenance Director
10+ years of construction experience
Current Commitments: all company safety and maintenance responsibilities

CHECKLIST FOR BID SUBMITTAL

X BID BOND – If a bid bond is required, please submit your bid bond with your bid documents

X PROPOSAL SHEETS – Please fill out and notarize your proposal sheets

X SAMS.GOV - Please register with SAM.GOV to be eligible to work on federally funded projects. Registration is free.

https://sam.gov/content/entity-registration

Please provide your sam.gov Unique Identity Number: M1L4L12MKSN7 if you have received it.

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we

Anlaan Corporation
16750 Lincoln Street,Grand Haven, MI 49417

as Principal, hereinafter called Principal, and

Hartford Accident and Indemnity Company
One Hartford Plaza,Hartford, CT 06155-0001

a corporation duly organized under the laws of the State of **Connecticut**
as Surety, hereinafter called Surety, are held and firmly bound unto

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

as Obligee, hereinafter called Obligee, in the sum of **Five Percent of Accompanying Bid**

Dollars (**5% of Bid**
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for (Here insert full name, address and description of project)

MLK Equality Trail Reconstruction from West Avenue to Prospect Street

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this **24th** day of **May**, **2023**.

Anlaan Corporation

(Witness)

(Principal) (Seal)

(Title) Controller

ANLAAN CORPORATION CORPORATE SEAL MICHIGAN

Hartford Accident and Indemnity Company

(Witness)

(Surety) (Seal)

Nicholas Ashburn (Title) Attorney in Fact

POWER OF ATTORNEY

Direct Inquiries/Claims to:
THE HARTFORD
BOND, T-11
One Hartford Plaza
Hartford, Connecticut 06155
Bond.Claims@thehartford.com
call: **888-266-3488** *or fax:* **860-757-5835**

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: GUY HURLEY LLC/BOND
Agency Code: 35-354787

- [X] **Hartford Fire Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- [X] **Hartford Casualty Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- [X] **Hartford Accident and Indemnity Company**, a corporation duly organized under the laws of the State of Connecticut
- [ ] **Hartford Underwriters Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- [ ] **Twin City Fire Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- [ ] **Hartford Insurance Company of Illinois**, a corporation duly organized under the laws of the State of Illinois
- [ ] **Hartford Insurance Company of the Midwest**, a corporation duly organized under the laws of the State of Indiana
- [ ] **Hartford Insurance Company of the Southeast**, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, ***up to the amount of*** Unlimited :

Holly Nichols, Nicholas Ashburn, Jason Rogers, Paul M. Hurley, Michael D. Lechner, Mark T. Madden of ROCHESTER HILLS, Michigan

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by ☒, and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 23, 2016 the Companies have caused these presents to be signed by its Assistant Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.

Shelby Wiggins

Shelby Wiggins, Assistant Secretary

Joelle L. LaPierre, Assistant Vice President

STATE OF FLORIDA
COUNTY OF SEMINOLE } **ss.** Lake Mary

On this 20th day of May, 2021, before me personally came Joelle LaPierre, to me known, who being by me duly sworn, did depose and say: that (s)he resides in Seminole County, State of Florida; that (s)he is the Assistant Vice President of the Companies, the corporations described in and which executed the above instrument; that (s)he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that (s)he signed his/her name thereto by like authority.

Jessica Ciccone
My Commission HH 122280
Expires June 20, 2025

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of May 24, 2023.

Signed and sealed in Lake Mary, Florida.

Keith D. Dozois, Assistant Vice President

PROPOSAL

TO: City Manager
c/o Purchasing Agent
City of Jackson, Michigan

Date: 5/24/23

In compliance with your invitation for bids dated **April 20, 2023** to perform **MLK EQUALITY TRAIL RECONSTRUCTION FROM WEST AVENUE TO PROSPECT STREET**

in the City of Jackson, the undersigned, a(n)

1. individual, resident of _____
   doing business as _____
   at _____
2. partnership, consisting of _____
   and _____
   under the firm name of _____
3. corporation by the name of Anlaan Corporation
   organized and existing under the laws of the State of Michigan
   with offices at 16750 Lincoln Street Grand Haven MI 49417
   (strike inapplicable clauses)

hereby proposes to perform said work, strictly as specified in the bid documents at the prices set forth on the attached schedule of bid prices, upon receipt of written notice of acceptance of this bid within one hundred twenty (120) calendar days after opening of the bids at the time stated in said Invitation; to execute a properly completed contract in the form provided with the bid documents in accordance with this bid; to give bond with good and sufficient surety or sureties, satisfactory to the City Attorney of Jackson, for the faithful performance of said contract, for payment of labor and materials, and, if required, for maintenance of work; and to give such bond within ten (10) days after notice of award.

FEDERAL ID# 38-2675420

(Corporate Seal, if applicable)

ANLAAN CORPORATION CORPORATE SEAL MICHIGAN

Name of Bidder: Anlaan Corporation

Signed By: _____

Its: Nathan Wagenmaker, Controller

BID SHEET

DATE:

PROPOSAL FOR: **MLK EQUALITY TRAIL RECONSTRUCTION FROM WEST AVENUE TO PROSPECT STREET**

TO: The Mayor and the City Council
City of Jackson, Michigan

Ladies and Gentlemen:

The Undersigned has examined the plans, specifications, and the location of the above described work, and is fully informed as to the conditions relating to its performance, and understands the quantities shown in the estimate and on the plans are accurate to the best belief and knowledge of the Engineer, but are not guaranteed.

The undersigned hereby proposes to furnish all equipment, materials, supplies, labor, and services necessary to commence and complete the project as described in the Contract Documents; and in strict conformity with the requirements of the Specifications and such other special provisions and supplemental specifications as may be a part of this proposal for the above described project at the following unit prices all labor, equipment and materials necessary for completion of the work, but not specifically listed as a pay item, will be deemed to be included in one or more of the pay items listed in the bid sheet.

Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged (list addenda by Addendum Number and Date):

Addendum No.	Date
_____	_____
_____	_____
_____	_____

SCHEDULE OF BID PRICES
NOTE: UNIT PRICES MUST BE LISTED AND SHALL GOVERN.

LINE	ITEM CODE	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
001	1100001	Mobilization, Max (10%)	LSUM	1.00	70,000.00	70,000 00
002	2010001	Clearing	Acre	1.44	8,400.00	12,096 00
003	2020004	Tree, Rem, 6 inch to 18 inch	Ea	4.00	750.00	3,000 00
004	2040020	Curb and Gutter, Rem	Ft	133.00	20.00	2,660 00

LINE	ITEM CODE	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
005	2040055	Sidewalk, Rem	Syd	269.00	35.00	9,415 00
006	2047001	Pavt, Sawcut	Ft	163.00	3.50	570.50
007	2047011	HMA Surface, Rem, Modified	Syd	3,076.00	5.00	15,380 00
008	2050031	Non Haz Contaminated Material Handling and Disposal, LM	Cyd	20.00	50.00	1,000 00
009	2057011	Subgrade Undercutting, 1 x 3	Cyd	110.00	50.00	5,500 00
010	2057021	Geogrid	Syd	330.00	3.00	990 00
011	2080016	Erosion Control, Gravel Access Approach	Ea	4.00	590.00	2,360 00
012	2080036	Erosion Control, Silt Fence	Ft	685.00	3.50	2,397.50
013	2087050	Erosion Control, Inlet Protection, Grate Filter, Rectangular	Ea	9.00	250.00	2,250 00
014	2090001	Project Cleanup	LSUM	1.00	5,000.00	5,000 00
015	3027011	Aggregate Base, 6 inch, 21AA, Modified	Syd	4,480.00	21.00	94,080 00
016	3060020	Maintenance Gravel	Ton	20.00	60.00	1,200 00
017	5010025	Hand Patching	Ton	12.00	350.00	4,200 00
018	6020015	Conc Base Cse, Nonreinf, 6 inch	Syd	14.00	58.50	819 00
019	6020104	Conc Pavt, Nonreinf, 8 inch	Syd	44.00	76.50	3,366 00
020	8020002	Curb, Conc, Det E2	Ft	30.00	36.50	1,095 00
021	8027001	Curb and Gutter, Conc, Det F4	Ft	38.00	34.50	1,311 00
022	8030010	Detectable Warning Surface	Ft	84.00	40.00	3,360 00

LINE	ITEM CODE	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
023	8030030	Curb Ramp Opening, Conc	Ft	95.00	34.50	3,277.50
024	8030044	Sidewalk, Conc, 4 inch	Sft	476.00	5.90	2,808.40
025	8032002	Curb Ramp, Conc, 6 inch	Sft	1,038.00	8.70	9,030.60
026	8060020	Shared Use Path, Conc	Syd	4,544.00	43.00	195,392.00
027	8060030	Shared Use Path, Grading	Ft	3,359.00	25.50	85,654.50
028	8100371	Post, Steel, 3 lb	Ft	226.00	8.50	1,921.00
029	8100402	Sign, Type III, Erect, Salv	Ea	3.00	75.00	225.00
030	8100403	Sign, Type III, Rem	Ea	26.00	75.00	1,950.00
031	8100405	Sign, Type IIIB	Sft	101.50	18.00	1,827.00
032	8110041	Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	Ft	305.00	9.00	2,745.00
033	8110343	Rem Spec Marking	Sft	300.00	3.00	900.00
034	8120012	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	Ea	17.00	55.00	935.00
035	8120013	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	Ea	17.00	5.00	85.00
036	8120026	Pedestrian Type II Barricade, Temp	Ea	8.00	100.00	800.00
037	8120035	Channelizing Device, 42 inch, Fluorescent, Furn	Ea	70.00	15.00	1,050.00
038	8120036	Channelizing Device, 42 inch, Fluorescent, Oper	Ea	70.00	1.00	70.00
039	8120140	Lighted Arrow, Type C, Furn	Ea	1.00	200.00	200.00
040	8120141	Lighted Arrow, Type C, Oper	Ea	1.00	100.00	100.00

LINE	ITEM CODE	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
041	8120170	Minor Traf Devices	LSUM	1.00	37,000.00	37,000 00
042	8120350	Sign, Type B, Temp, Prismatic, Furn	Sft	465.25	2.00	930.50
043	8120351	Sign, Type B, Temp, Prismatic, Oper	Sft	465.25	1.00	465.25
044	8120352	Sign, Type B, Temp, Prismatic, Spec, Furn	Sft	70.50	7.00	493.50
045	8120353	Sign, Type B, Temp, Prismatic, Spec, Oper	Sft	70.50	1.00	70.50
046	8120370	Traffic Regulator Control	LSUM	1.00	1.00	1.00
047	8122250	Pedestrian Path, Temp	Ft	100.00	27.00	2,700 00
048	8150002	Watering and Cultivating, First Season, Min. $1,000.00	LSUM	1.00	1,850.00	1,850 00
049	8150003	Watering and Cultivating, Second Season, Min. $1,000.00	LSUM	1.00	2,000.00	2,000 00
050	8150145	Acer rubrum Red Sunset, 2 inch	Ea	2.00	600.00	1,200 00
051	8152885	Platanus x acerifolia Bloodgood, 2 inch	Ea	2.00	600.00	1,200 00
052	8157050	Bench, Rem	Ea	2.00	200.00	400 00
053	8157050	Bench, Covered, Rem	Ea	1.00	500.00	500 00
054	8157050	Landscape Planters, Rem	Ea	2.00	600.00	1,200 00
055	8157050	Steel Gate and Fence, Rem	Ea	1.00	500.00	500 00
056	8157050	Tree, Transplant, 6.0 to 7.0 inch Caliper	Ea	1.00	2,800.00	2,800 00
057	8167011	Turf Establishment, Performance	Syd	11,510.00	8.00	92,080 00
058	8197050	Light, Shoebox, Install	Ea	2.00	1,000.00	2,000 00

LINE	ITEM CODE	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
059	8207001	Conduit, 1-1/2 inch, Sch 80/PVC (Empty)	Ft	70.00	65.00	4,550 00 ~~2,000 00~~ NSV
060	8207050	Infrared Bollard, Fdn	Ea	4.00	1,600.00	6,400 00
061	8207050	Infrared Bollard, Reinstall	Ea	4.00	1,350.00	5,400 00
062	8207050	Infrared Bollard, Fdn, Rem	Ea	4.00	925.00	3,700 00
063	8207050	Infrared Bollard, Rem and Salv	Ea	4.00	400.00	1,600 00
064	8207050	Lending Library, Relocate	Ea	1.00	400.00	400 00
TOTAL BID				720, 461	75	
TOTAL BID WRITTEN OUT: Seven Hundred Twenty Thousand Four Hundred Sixty One 75/100						

Submitted Bid:	720,461.75
Labor Costs:	148,000.00
Materials Costs:	62,165.83
Equipment Costs:	47,000.00
Possible Change Orders:	0

Bidder's Name:	Anlaan Corporation
Address:	16750 Lincoln Street
City, State, Zip:	Grand haven MI 49417
Telephone:	616-846-8442
Fax:	616-846-6761
Email Address:	natewagenmaker@anlaan.com
Federal ID Number:	38-2675420
Bid Signed By:	Nathan Wagenmaker Print or Type
Title:	Controller

1. I am the person described in and who executed the foregoing bid and that the several matters stated are in all respects true.

2. That I am an employee of the firm or company described in and I am authorized to submit said bid.

By _____ Its Nathan Wagenmaker, Controller

CONTRACT COMPLIANCE

DATE: April 20, 2023

TO: All Bidders

FROM: City of Jackson

SUBJECT: CONTRACT COMPLIANCE

The Commission of the City of Jackson, on 12/19/72, passed a resolution committing the City to a policy and procedure regarding compliance to affirmative hiring practices by contracting agencies doing business with the City of Jackson, effective 12/20/72.

The purpose of the policy and procedure is to ensure that all citizens of our community have the opportunity for the equality of treatment in service and employment.

The City requests that all bidders who will be doing business with the City in the amount of $5,000 or more during any fiscal year, shall comply with the provisions of the Contract Compliance Policy.

Bidders will be required to show an Equal Employment Opportunity Certificate of Compliance or demonstrate compliance with standards for equal employment opportunity established by state and federal statute.

City Council of Jackson, Michigan

CONTRACT COMPLIANCE

CERTIFICATION

Anlaan Corporation certifies that he/she/it will not discriminate against any employee or applicant for employment with respect to hire, tenure, term, conditions, or privileges or employment because race, religion or national origin, color, age, sex, height, weight, marital status, sexual orientation, gender identity, and physical or mental handicap.

In connection with this commitment Anlaan Corporation understands that he/she/it name will be reviewed by the State of Michigan, Department of Civil Rights for determination of its status as an awardable Bidder.

The undersigned hereby agrees that he/she/it will abide by the terms of any agreements made with the City of Jackson in order to achieve awardable status.

Dated: 5/24/23

By: Anlaan Corporation
(Bidder's Name)

By: _____
(Signature)

By: Nathan Wagenmaker, Controller
(Title)

16750 Lincoln Street
Address

Grand Haven
City

MI 49417
State and Zip

NON-DISCRIMINATION CLAUSE
FOR ALL CITY OF JACKSON CONTRACTS

In connection with the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee/employer for employment because of race, religion or national origin, color, age, sex, height, weight, marital status, sexual orientation, gender identity, and physical or mental handicap. The contractor will take affirmative action to ensure that minority applicants are employed, and that employees are treated during employment without regard to their race, religion, color, national origin, age, sex, height, weight, marital status or handicap. Such action shall include, but not be limited to, the following: layoff or termination, rates of pay or other forms of compensation, selection for training, upgrading or promotion, transfer or recruitment.

2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, sex, height, weight, marital status or handicap. As a disclaimer, the contractor may state in the advertisement that he/she is an equal opportunity employer.

3. The contractor will furnish and file compliance reports with the City of Jackson as requested. Such reports shall elicit information as to the practices, policies, program and employment statistics for the contractor and said contractor shall permit access to all books, records and accounts regarding employment practices by agents and representatives of the City duly charged with investigative duties to assure compliance with this clause.

4. Breach of the covenants herein may be regarded as a material breach of the contract, or purchasing agreement.

5. The contractor will include, or incorporate by reference, the provisions of paragraphs (1) through (4) in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission and will provide in every subcontract or purchase order that said provisions will be binding upon each subcontractor or seller.

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The undersigned understands and agrees that, as a Contractor for services, there shall be no discrimination against any employee or applicant for employment because of race, religion or national origin, color, age, sex, height, weight, marital status, sexual orientation, gender identity, and physical or mental handicap, including but no limited to employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training.

The Contractor further agrees to the following:

(a) It will assist and actively cooperate with the City in obtaining compliance of any subcontractors with the equal opportunity rules, regulations, and relevant orders.

(2) It will furnish the City such information as might be required for the supervision of its compliance program, and will otherwise assist the City in the discharge of its responsibility for ensuring compliance.

(3) In the event that the Contractor fails or refuses to comply with the equal opportunity regulations, the City may cause to be canceled, terminated, or suspended in whole or in part the contractual arrangement between the City and the Contractor.

NAME OF BIDDER: Anlaan Corporation

ADDRESS: 16750 Lincoln Street

Grand Haven, MI 49417

SIGNED BY:

TITLE: Nathan Wagenmaker, Controller

DATE: 5/24/23

CERTIFICATION OF NONSEGREGATED FACILITIES

The bidder certifies that he does not maintain or provide for his employees any segregated facilities and do not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The bidder agrees that (except where he has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding $10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

Dated: 5/24/23

By: Anlaan Corporation
(Bidder's Name)

By: _____
(Signature)

By: Nathan Wagenmaker, Controller
(Title)

16750 Lincoln Street
Address

Grand Haven
City

MI, 49417
State and Zip

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF Michigan)
ss
COUNTY OF Ottawa)

Nathan Wagenmaker, being first duly sworn, deposed and says that:

1. He is controller of, Anlaan Corporation the Bidder that has submitted the attached bid;

2. He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respected such bid;

3. Such bid is genuine and is not a collusive or sham bid;

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Jackson or any person interested in the proposed contract; and

5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Dated: 5/24/23 By: Anlaan Corporation
(Company)

By: _____
(Title)

Subscribed and sworn to before me, a Notary Public, this 24th day of May, 20 23.

_____

Notary Public, Ottawa County,
My commission expires: January 14, 2023

HILARY K. GRANT
County of Ottawa
NOTARY
PUBLIC
Expires
06-14-2023
STATE OF MICHIGAN

SECTION C

Subcontractors

Each bidder shall indicate below the name, address, and a complete description of work to be performed by each subcontractor on this project and if they are a minority or woman owned business.

Chop Tree Service, 1505 Stede Ave. SW, Grand Rapids 49507

Tree Removal & Clearing

Eastlund Concrete Construction, 3929 Holt Rd. Holt, MI 48842

Concrete Work

Give em a Brake Safety, 3169 W. Michigan Ave, Jackson, MI 49202

Traffic Control

Austin Morgan Contracting, PO Box 1159, Flint, MI 48501

Landscape Work and Restoration, Minority

J. Renck Electric, 1993 Gover Pkwy, Mount Pleasant, MI 48858

Electrical Work

RIGHT TO KNOW
CONTRACTOR RELEASE FORM

I, Nathan Wagenmaker an authorized representative of Anlaan Corporation am aware that as a requirement to perform work for the City of Jackson on a contractual basis, I must have provided my employees with the basic training requirements of the HAZARD COMMUNICATION STANDARD as prescribed by the Michigan Right to Know amendments to Act 154 of the Public Acts of 1974 (Act 80, Public Acts 1986), prior to starting any work for the City. While engaged in working for the City, I will continue to comply with Michigan Right to Know Law until completion of the contract.

I am aware that if I bring any hazardous chemical to the City's work place, I must have available the MSDS for these chemicals, in a place accessible to all employees in the work place. If necessary, due to the "special protection information" requirement stated on the MSDS for the chemicals, I will provide all employees with any special training, special protective clothing or equipment necessary to eliminate or lessen the possible exposure to the hazardous chemical or chemicals.

By execution of this Release, the contractor acknowledges that he and all subcontractors and suppliers, will comply with all requirements of the HAZARD COMMUNICATION STANDARD. Further, the contractor shall hold harmless from and indemnify the City against all claims, suits, actions, costs, counsel fees, expenses, damages, judgements or decrees, by reason of his failure, or the failure of any subcontractor, suppliers, or any person employed under said contractor to comply with the requirements of Act 154 of the Public Acts of 1974 as amended.

Dated 5/24/23

Signature

City of Jackson
Ethics Disclosure Form
Vendors and Contractors

Name	Company
Nathan Wagenmaker	Anlaan Corporation
Telephone 616-846-8442	Email Address NateWagenmaker@anlaan.com

Contract or matter pending with the City:

MLK EQUALITY TRAIL RECONSTRUCTION FROM WEST AVENUE TO PROSPECT STREET

I, Nathan Wagenmaker, being duly sworn, and pursuant to City of Jackson Ordinance No. 2015-18, I hereby disclose and swear to the following (check all that apply and provide details below):

☐ I, or my company's owners, members, major shareholders, or corporate officers, have a financial interest in a contract or matter pending before Jackson City Council.

☐ A relative[1] or immediate family member[2] of myself or my company's owners, members, major shareholders, or corporate officers has a financial interest in a contract or matter pending before a City office, department, board, or commission.

☐ I, or my company's owners, members, major shareholders, or corporate officers, have an interest in real or personal property that is subject to a decision by the City regarding the purchase, sale, lease, zoning, property improvements, NOORPR or FVA registration, a development agreement, or a special tax designation or abatement.

Property address: _____

Property interest: _____

☐ An immediate family member or relative of myself or my company's owners, members, major shareholders, or corporate officers, has a financial interest in real or personal property that is subject to a decision by the City regarding the purchase, sale, lease, zoning, property improvements, NOORPR or FVA registration, a development agreement, or a special tax designation or abatement.

---

1 Relative means any spouse, domestic partner, great grandparents, step great grandparents, grandparents, step grandparents, sons, stepsons, daughters, step daughters, grandsons, step grandsons, granddaughters, step granddaughters, brothers, step brothers, sisters, step sisters, and in-laws of a Public Employee, the Mayor, an Elected Official, an Appointed Official, a member of a Board or Commission, a Contractor, or an Advisor of the City.

2 Immediate family member means a Public Employee, the Mayor, an Elected Official, an Appointed Official, a member of a Board or Commission, a Contractor, or an Advisor's spouse, domestic partner, individual who lives in the Public Employee's household or an individual claimed by a Public Employee or a Public Employee's spouse as a dependent under the United States Internal Revenue Code at 26 USC 1, et seq.

Property address: _____

Property interest: _____

☐ An immediate family member or relative of myself or my company's owners, members, major shareholders, or corporate officers, is employed by the City or making an application for employment to the City.

Relative name: _____

City Department: _____

☐ I, or my company's owners, members, major shareholders, or corporate officers, have made campaign contributions in the last year to a candidate running for elective office with the City.

Name of Candidate: _____

Amount of Campaign Contribution:

The following entities and persons have a financial interest in the contract or matter identified above:

_____

_____

_____

Additional information regarding any of the above:

_____

_____

_____

_____

☒ None of the above apply.

Dated:

_____
Signature

STATE OF MICHIGAN)
Ottawa) SS
COUNTY OF ~~JACKSON~~)

The foregoing instrument was acknowledged before me this 23rd day of May, 2023
By Nathan Wagenmaker.

HILARY K. GRANT
County of Ottawa
NOTARY PUBLIC
Expires 06-14-2023
STATE OF MICHIGAN

Hilary K. Grant
Hilary K Grant

Certification Regarding
Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under federal nonprocurement programs by any federal department or agency;

(2) Have not, within the three year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default; and

(3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:

(a) For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction;

(b) For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or

(c) For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. §1001, a false statement may result in a fine of up to $10,000 or imprisonment for up to five years, or both.

Nathan Wagenmaker, Controller
Name and Title of Authorized Representative

Anlaan Corporation
Name of Participant Agency or Firm

Signature of Authorized Representative — 5/24/23 Date

☐ I am unable to certify to the above statement. Attached is my explanation.

REFERENCE QUESTIONNAIRE

Please answer the following questions completely.

1. Firm Name: Anlaan Corporation
2. Established: Year 47 Number of Employees 150
3. Type of organization: Individual ___ Partnership ___ Corporation x Other ___
4. Former name(s) if any, and year(s) in business

5. Include at least three (3) references of contacts for similar work performed over the last five years. Include: owner, contact person and phone number and description of work performed.

5.1 Company Name: See attached Criteria 6
Address:
Phone:
Contact:
Type of Work:
Budget:

5.2 Company Name:
Address:
Phone:
Contact:
Type of Work:
Budget:

5.3 Company Name:
Address:
Phone:
Contact:
Type of Work:
Budget:

I certify that all of the information provided is true and answered to the best of my ability.

Signed _____ Name Nathan Wagenmaker

Title Controller Date 5/24/23

Responsible Contractor Ordinance

Below are twenty-nine (29) Responsibility Criteria that must be answered per the City's Responsible Contractor Ordinance. For each criterion provide a relevant response or attachments as required.

Answers to these criteria will not exclude any bidder from the bid process or ultimate award.

CRITERIA 1:	
COMPANY NAME:	Anlaan Corporation
ADDRESS:	16750 Lincoln Street
CITY, STATE, ZIP:	Grand Haven, MI 49417
TELEPHONE:	616-846-8442
OFFICERS:	
President: Ryan O'Donnell	Email Address: RyanODonnell@anlaan.com
Vice President: Nick Baker	Email Address: NickBaker@anlaan.com
Secretary: Nick Baker	Email Address: NickBaker@anlaan.com
Treasurer: Ryan O'Donnell	Email Address: RyanODonnell@anlaan.com
CRITERIA 2:	
How many years has your organization been in business under your present firm name? 47 years	
PARENT COMPANY NAME:	Anlaan Corporation
STREET ADDRESS:	16750 Lincoln Street
CITY, STATE, ZIP CODE:	Grand Haven MI 49417
UNDER CURRENT MANAGEMENT SINCE (DATE):	Nick & Ryan have owned the company since 2007 when the original owners sold it to them. They both had worked at Anlaan prior to becoming owners.

CRITERIA 3:

State and local licenses and license numbers held by your organization:

Anlaan is prequalified to do work in Michigan, Indiana & Wisconsin.

What are your formal training programs: a) apprentice/journeyman, b) other comparable formal training programs?

Anlaan Corporation participates with Operating Engineers Local 324 and their Journeyman & Apprentice Training Fund; Laborers International Union of North America's Michigan Laborer's Training and Apprenticeship Fund (Rapids 0661HY O*NET 47-2061.00); and the Michigan Regional Council of Carpenters Joint Apprenticeship Training Program, which uses national standards formulated by the Associated General Contractors of America, Inc. and the United Brotherhood of Carpenters and Joiners of America with the assistance of the Office of Apprenticeship and Training, U.S. Department of Labor. All are registered and approved apprenticeship programs with the US Department of Labor Office of Apprenticeship. We also participate with the Michigan Department of Transportation On The Job Training Program.

CRITERIA 4:

Confirmation that all subcontractors, employees and other individuals working on the construction project will maintain current applicable licenses required by law for all licensed occupations and professions.

See Attached

CRITERIA 5:

Verification that the bidder is in compliance with all applicable state and federal laws and visa requirements regarding the hiring of non-US citizens, and disclosure of any work visas sought or obtained by the bidder, any of the bidder's subcontractors, or any of the bidder's employees or independent contractors, in order to perform any portion of the project.

Anlaan utilizes E-Verify with all our employees to verify we are in compliance.

CRITERIA 6 (ATTACHMENT REQUIRED)

Attach evidence of experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects of comparable size/complexity, and building codes by documenting the bidder's ability and capacity to perform the project. The bidder must identify those portions of the project it reasonably believes will be subcontracted and the names of the subcontractors. See Attached

CRITERIA 7 (ATTACHMENT REQUIRED)

Evidence of bonding capacity within the past twelve (12) months, that the applicant has financial resources to start up and follow through on the project(s) and to respond to damages in case of default as shown by written verification of bonding capacity equal to or exceeding the amount of the bidder's scope of work on the project. The written verification must be submitted by a licensed surety company rated "B+" (or better) in the current A.M. Best Guide and qualified to do business within the State of Michigan. See Attached

CRITERIA 8:

A list of all litigation and arbitrations currently pending and within the past five (5) years, including an explanation of each (parties, court/forum, legal claims, damages sought, and resolution).

__x__ NONE

CRITERIA 9:

Disclosure of any violations of state, federal or local laws or regulations, including OSHA or MIOSHA violations, state or federal prevailing wage laws, wage and hour laws, worker's compensation or unemployment compensation laws, rules or regulations, issued to or against the bidder within the past five years. See Attached

_____ NONE

CRITERIA 10:

Disclosure of any debarment by any federal, state or local governmental unit and/or findings of non-responsibility or non-compliance with respect to any public or private construction project performed by the bidder.

_x_ NONE

CRITERIA 11:

Proof of insurance, including certificates of insurance, confirming existence and amount of coverage for liability, property damage, workers compensation, and any other insurances required by the proposed contract documents.

Name:	TriCoast Advisors - Tammy VanderStelt
Type of Coverage:	See Attached
Telephone:	616-634-0611

Are you self-insured for Worker's Compensation Insurance? Yes_____ No_x_____

CRITERIA 12 (ATTACHMENT REQUIRED):

A statement regarding the bidder's staffing capabilities and labor sources including subcontractors and a verification from the bidder that construction workers will not be misclassified as independent contractors in violation of state or federal law. See Attached

CRITERIA 13:

Verification of an existing Fitness for Duty Program (drugs and alcohol) of each employee working on the proposed jobsite.

__x__ Yes, we have a Fitness for Duty Program

_____ No, we do not have a Fitness for Duty Program

Additional Information:

All employees working on the proposed jobsite underwent stringent drug testing prior to employment. If said employee were to leave employment for a reason other than layoff and/or return to employment after a period of one year or more, testing would be completed again.

CRITERIA 14:

A warranty statement regarding labor, equipment and materials.

See Attached

CRITERIA 15:

A statement affirming that the firm will pay all craft employees that it employs on the project the current wage rates and fringe benefits as required under applicable federal, state, or local wage laws.

Anlaan Corporation is a union contractor and pays it's employees those rates on all projects. Those rates are equal or more than any applicable wage rates.

See Attached

CRITERIA 16:

A statement from the contractor or subcontractor acknowledging their obligation to comply with this Ordinance in each contract and subcontract.

See Attached

CRITERIA 17:

A statement identifying what possible change orders could be necessary and what their approximate subsequent total costs would be.

See Attached

CRITERIA 18:

Qualifications of management and supervisory personnel to be assigned by the bidder.

See Attached

ANLAAN
CORPORATION
P.O. Box 599 • Grand Haven, MI 49417 • Phone 616.846.8442 • Fax 616.846.6761

City of Jackson

MLK Equality Trail Reconstruction From West avenue to Prospect Street

Bid Due: Wednesday, May 24, 2023 9:00am

Responsible Contractor Ordinance

Criteria 19:

References:

84th Street Concrete Pathway, Kent County, Engineer Vreisman & Korhorn, $208,782, completed on schedule
Reference: Colin Finch – Project Engineer (616) 277-2185, colin@vkcivil.com

Terra Verde Path – Mdot #70000-201121, Ottawa County, Engineer Prein & Newhof, $2,767,346, completed on schedule
Reference: Scott Post – Project Engineer (616)485-0281, spost@preinnewhof.com

Brown Street – Mdot #38000-207186, Jackson County, Engineer Spalding & Decker, $1,084,453.05, currently ongoing
Reference: Troy White, City of Jackson Assistant City Engineer (517) 768-6075

Nate Wagenmaker, Controller
Anlaan Corporation

ANLAAN
CORPORATION
P.O. Box 599 • Grand Haven, MI 49417 • Phone 616.846.8442 • Fax 616.846.6761

City of Jackson

MLK Equality Trail Reconstruction From West avenue to Prospect Street

Bid Due: Wednesday, May 24, 2023 9:00am

Responsible Contractor Ordinance

Criteria 20:

Anlaan Corporation will provide quality assurance through our years of experience in meeting the requirements of local municipalities and the Michigan Department of Transportation

Nate Wagenmaker, Controller
Anlaan Corporation

ANLAAN
CORPORATION
P.O. Box 599 • Grand Haven, MI 49417 • Phone 616.846.8442 • Fax 616.846.6761

City of Jackson

MLK Equality Trail Reconstruction From West avenue to Prospect Street

Bid Due: Wednesday, May 24, 2023 9:00am

Responsible Contractor Ordinance

Criteria 21:

Anlaan Corporation assures that all construction work with this project will proceed economically, efficiently, continuously and without interruption.

Nate Wagenmaker, Controller
Anlaan Corporation

ANLAAN
CORPORATION
P.O. Box 599 • Grand Haven, MI 49417 • Phone 616.846.8442 • Fax 616.846.6761

City of Jackson

MLK Equality Trail Reconstruction From West avenue to Prospect Street

Bid Due: Wednesday, May 24, 2023 9:00am

Responsible Contractor Ordinance

Criteria 22:

Similar Projects:

84th Street Concrete Pathway, Kent County, Engineer Vreisman & Korhorn, $208,782,
Completed on schedule, no contractual fines or penalties imposed, no liens or claims filed.
Reference: Colin Finch – Project Engineer (616) 277-2185, colin@vkcivil.com

Terra Verde Path – Mdot #70000-201121, Ottawa County, Engineer Prein & Newhof, $2,767,346,
Completed on schedule, no contractual fines or penalties imposed, no liens or claims filed.
Reference: Scott Post – Project Engineer (616)485-0281, spost@preinnewhof.com

Brown Street – Mdot #38000-207186, Jackson County, Engineer Spalding & Decker, $1,084,453.05,
Currently ongoing, no contractual fines or penalties imposed, no liens or claims filed as of 5/23/23
Reference: Troy White, City of Jackson Assistant City Engineer (517) 768-6075

Nate Wagenmaker, Controller

Anlaan Corporation

CRITERIA 23:

The ratio of masters or journeypersons to apprentices proposed to be used on the construction project job site, if apprentices are to be used on the project.

Never more than one apprentice per journeyperson.

Do you participate in the Registered Apprenticeship Programs that are registered with the United States Department of Labor Office of Apprenticeship or by a State Apprenticeship Agency recognized by the Office of Apprenticeship?

__x__ Yes

_____ No

Additional Information:

(ATTACHMENT REQUIRED) Documentation of how the bidder assesses the skills and qualifications of any employees who do not have master or journeyperson certification or status, or are not participants in a Registered Apprenticeship Program.

CRITERIA 24 (ATTACHMENT REQUIRED)

Evidence of the bidder's worker's compensation Experience Modification Rating ("EMR"). Preference will be given to contractors and subcontractors who exhibit an EMR of 1.0 or less based on a three-year average. See Attached

CRITERIA 25:

All craft labor that will be employed by the firm for the project has completed at least the OSHA 10 hour training course of safety established by the U.S. Department of Labor, Occupational Safety & Health Administration.

__x__ Yes _____ No

CRITERIA 26 (ATTACHMENT REQUIRED):

Documentation of master or journeyperson certification or status for masters and journeypersons to be used on the project, and the source of such certification or status See Attached

CRITERIA 27:

A statement from the bidder as to what percentage of its workforce can be drawn significantly from area residents because a goal of the City is to utilize, it is construction activities, local residents as much as is economically feasible while retaining the high quality of construction required for its construction activities, consistent with applicable law. The City will consider in evaluating which bids best serve its interests, the extent to which responsible and qualified bidders are able to achieve this goal.

See Attached

CRITERIA 28 (ATTACHMENT REQUIRED): See Attached

Evidence of Equal Employment Opportunity Programs for minorities, women, veterans, returning citizens, and small businesses.

CRITERIA 29:

Assurance that the bidder is an equal opportunity employer and does not discriminate on the basis of race, sex, pregnancy, age, religion, national origin, marital status, sexual orientation, gender identity of expression, height, weight, or disability. **COMPANIES EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:** See Attached

Anlaan Corporation/Nathan Wagenmaker, Controller

Print Firm Name/Principal

Signature/Principal

5/25/23

Date

Criteria 3

CITY OF JACKSON
Founded 1829

Finance Department
Purchasing Division

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4020 • Facsimile: (866) 971-2119

April 25, 2023

ANLAAN CORPORATION
16750 LINCOLN STREET
GRAND HAVEN, MI 49417

Please be advised that your application to be considered a Prequalified Bidder has been APPROVED, for the following categories:

(A.)	Streets	M.	Painting
B.	Bituminous	(N.)	Landscaping
(C.)	Curb, Gutter and Sidewalk	O.	Buildings – General
(D.)	Earthwork	P.	Electrical – Building
E.	Bore & Jack	Q.	Electrical – Line Work
F.	Pavement Marking	R.	Heating
(G.)	Sewer – Shallow < 15 ft.	S.	Refrigeration & Air Conditioning
H.	Sewer – Deep > 15 ft.	T.	Plumbing
(I.)	Watermain	U.	Demolition
J.	Pumping Station	V.	Sludge Removal
(K.)	Bridges	W.	Other:
L.	Concrete Renovation		

Any category not marked which was applied for should be considered NOT APPROVED. For any questions regarding prequalifications contact the Purchasing Department.

Jon H. Dowling, P.E.
City Engineer

Heather Ehnis
Purchasing Agent

EXPIRES: 04/25/28

GRETCHEN WHITMER
Governor

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
Lansing

PAUL C. AJEGBA
Director

November 4, 2020

Anlaan Corporation
PO Box 599
Grand Haven MI 49417-0599

02946
(616) 846-8442

Dear Vendor:

In accordance with our Administrative Rules we have established your numerical rating which is based on a financial rating of $117,140,000.00 covering the classifications in the amounts stated below. This prequalification rating is effective until April 30, 2022.

1000	Ba	Concrete Pavement Patching And Widening
100	Cb	Hot Mix Asphalt/Bituminous Paving
117140	Ea	Grading, Drainage Structures & Agg. Cons
117140	Fa	Bridges And Special Structures
117140	Fb	Structural Steel(Erection)
200	I	Sodding And Seeding/Turf Establishment
1200	J	Concrete C, C&G, Driveways, Sidewalks
4000	K	Sewers and Watermains
20000	N2	Clearing & Grubbing
1000	N7	Waterproofing
4000	N91F	Hydrodemolition
1000	N95B	Caisson Drilling
100	N96K	Attenuators

It will be assumed that the rating is satisfactory unless the Prequalification Committee is notified in writing to the contrary within 15 days after the bidder has been advised of the rating granted. The Department, may declare a prequalified bidder ineligible to bid at any time because of developments subsequent to prequalification which, in their opinion, would affect the responsibility of the bidder or their ability to perform the contract work.

Lawrence F. Strzalka
Manager
Construction Contracts Section
Contract Services Division

ANLAAN
CORPORATION
P.O. Box 599 • Grand Haven, MI 49417 • Phone 616.846.8442 • Fax 616.846.6761

City of Jackson

MLK Equality Trail Reconstruction From West avenue to Prospect Street

Bid Due: Wednesday, May 24, 2023 9:00am

Responsible Contractor Ordinance

Criteria 4:

Anlaan requires all subcontractors, employees and other individuals working on this project to maintain current applicable licenses required by law for all licensed occupations and professions.

Nate Wagenmaker, Controller

Anlaan Corporation

ANLAAN
CORPORATION
P.O. Box 599 • Grand Haven, MI 49417 • Phone 616.846.8442 • Fax 616.846.6761

City of Jackson

MLK Equality Trail Reconstruction From West avenue to Prospect Street

Bid Due: Wednesday, May 24, 2023 9:00am

Responsible Contractor Ordinance

Criteria 5:

Anlaan Corporation is in compliance with all applicable state and federal laws and visa requirements regarding the hiring of non-US citizens, and disclosure of any work visas sought or obtained, any of our subcontractors, or any of our employees or independent contractors, in order to perform any portion of the project

Nate Wagenmaker, Controller

Anlaan Corporation

ANLAAN
CORPORATION
P.O. Box 599 • Grand Haven, MI 49417 • Phone 616.846.8442 • Fax 616.846.6761

City of Jackson

MLK Equality Trail Reconstruction From West avenue to Prospect Street

Bid Due: Wednesday, May 24, 2023 9:00am

Responsible Contractor Ordinance

Criteria 6:

Experience:

84th Street Concrete Pathway, Kent County, Engineer Vreisman & Korhorn, $208,782, completed on schedule
Reference: Colin Finch – Project Engineer (616) 277-2185, colin@vkcivil.com

Terra Verde Path – Mdot #70000-201121, Ottawa County, Engineer Prein & Newhof, $2,767,346, completed on schedule
Reference: Scott Post – Project Engineer (616)485-0281, spost@preinnewhof.com

Brown Street – Mdot #38000-207186, Jackson County, Engineer Spalding & Decker, $1,084,453.05, currently ongoing
Reference: Troy White, City of Jackson Assistant City Engineer (517) 768-6075

Subcontractors:
Electrical Work – J. Ranck
Concrete Work – Legacy Concrete
Landscape Work – Austin Morgan Contracting
Traffic Control – Give em' a Brake Safety
Chop – Tree removal / Clearing

Nate Wagenmaker, Controller

Anlaan Corporation

Criteria #7

GUY HURLEY
INSURANCE & SURETY SERVICES

May 23, 2023

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

RE: Principal: Anlaan Corporation
Project: MLK Equality Trail Reconstruction from West Avenue to Prospect Street

To Whom It May Concern:

It is the privilege of Guy Hurley, LLC and Hartford Accident and Indemnity Company to provide surety bonds on behalf of Anlaan Corporation.

At the present time, Hartford Accident and Indemnity Company provides a $50,000,000 single project / $100,000,000 aggregate surety program to Anlaan Corporation. If awarded the above contract it is the present intention of Hartford Accident and Indemnity Company to provide required performance & payment bonds in the full amount of the contract conditioned upon a satisfactory review of the contract terms and conditions and receipt of current and acceptable underwriting information from our client. We assume no liability to you or your affiliates if for any reason we do not execute such bonds.

Hartford Accident and Indemnity Company is listed on the U.S. Treasury Department's Listing of Approved Sureties and is rated A+ (FSC XV) by A.M. Best Company.

Hartford Accident and Indemnity Company

By: _____
Nicholas Ashburn, Attorney-in-fact

DIRECT 248.519.1400 | FAX 248.519.1401 | 989 E. South Boulevard, Suite 200 | Rochester Hills, MI 48307

Criteria # 1

POWER OF ATTORNEY

Direct Inquiries/Claims to:
THE HARTFORD
BOND, T-11
One Hartford Plaza
Hartford, Connecticut 06155
Bond.Claims@thehartford.com
call: **888-266-3488** *or fax:* **860-757-5835**

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: GUY HURLEY LLC/BOND
Agency Code: 35-354787

- [X] **Hartford Fire Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- [X] **Hartford Casualty Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- [X] **Hartford Accident and Indemnity Company**, a corporation duly organized under the laws of the State of Connecticut
- [ ] **Hartford Underwriters Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- [ ] **Twin City Fire Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- [ ] **Hartford Insurance Company of Illinois**, a corporation duly organized under the laws of the State of Illinois
- [ ] **Hartford Insurance Company of the Midwest**, a corporation duly organized under the laws of the State of Indiana
- [ ] **Hartford Insurance Company of the Southeast**, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, ***up to the amount of*** Unlimited :
Holly Nichols, Nicholas Ashburn, Jason Rogers, Paul M. Hurley, Michael D. Lechner, Mark T. Madden of ROCHESTER HILLS, Michigan

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by ☒, and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In **Witness Whereof**, and as authorized by a Resolution of the Board of Directors of the Companies on May 23, 2016 the Companies have caused these presents to be signed by its Assistant Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.

Shelby Wiggins

Shelby Wiggins, Assistant Secretary

Joelle L. LaPierre

Joelle L. LaPierre, Assistant Vice President

STATE OF FLORIDA
COUNTY OF SEMINOLE } ss. Lake Mary

On this 20th day of May, 2021, before me personally came Joelle LaPierre, to me known, who being by me duly sworn, did depose and say: that (s)he resides in Seminole County, State of Florida; that (s)he is the Assistant Vice President of the Companies, the corporations described in and which executed the above instrument; that (s)he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that (s)he signed his/her name thereto by like authority.

Jessica Ciccone

Jessica Ciccone
My Commission HH 122280
Expires June 20, 2025

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of May 23, 2023.

Signed and sealed in Lake Mary, Florida.

Keith Dozois

Keith D. Dozois, Assistant Vice President

Exhibit #9

LARA

SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES

Year 20 17

Michigan Department of Licensing and Regulatory Affairs
Michigan Occupational Safety and Health Administration (MIOSHA)

Form Approved OMB No. 1218-0176

All establishments covered by Public Law of 1970 (P.O. 91-596) and Michigan Occupational Safety and Health Act 154, P.A. 1974, Part 11, Michigan Administrative Rule for Recording and Reporting of Injuries and Illnesses, must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary. You may be fined for failure to comply.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the MIOSHA Form 300 in its entirety. They also have limited access to the MIOSHA Form 301 or its equivalent. See Part 11, R408.22135 Rule 1135, in MIOSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	2	0	1
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
85	4
(K)	(L)

Injury and Illness Types

Total number of...	(M)		
(1) Injury	3	(4) Poisonings	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Conditions	0	(6) All Other Illnesses	0

Establishment information

Your establishment name Anlaan Corporation

Street 16750 Lincoln Street

City Grand Haven State Michigan Zip 49417

Industry description (e.g., Manufacture of motor truck trailers)
Bridge / Heavy Highway Contractor

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
1622

OR North American Industrial Classification (NAICS), if known (e.g., 336212)
237310

Employment information

Annual average number of employees 58

Total hours worked by all employees last year 144085

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company Executive

President
Title

616-846-8442
Phone

1/22/2018
Date

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: Michigan Department of Licensing and Regulatory Affairs, MIOSHA, TSD, 30 West Allegan Street, P.O. Box 30643, Lansing MI 48909-8143. (517) 284-7788. Do not send the completed forms to this office.

LARA

SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES

Year 20 18

Michigan Department of Licensing and Regulatory Affairs
Michigan Occupational Safety and Health Administration (MIOSHA)

Form Approved OMB No. 1218-0176

All establishments covered by Public Law of 1970 (P.O. 91-596) and Michigan Occupational Safety and Health Act 154, P.A. 1974, Part 11, Michigan Administrative Rule for Recording and Reporting of injuries and illnesses, must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary. You may be fined for failure to comply.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the MIOSHA Form 300 in its entirety. They also have limited access to the MIOSHA Form 301 or its equivalent. See Part 11, R408.22135 Rule 1135, in MIOSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	1	0	1
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
177	0
(K)	(L)

Injury and Illness Types

Total number of... (M)			
(1) Injury	2	(4) Poisonings	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Conditions	0	(6) All Other Illnesses	0

Establishment information

Your establishment name Anlaan Corporation

Street PO Box 599

City Grand Haven State Michigan Zip 49417

Industry description (e.g., Manufacture of motor truck trailers)
Bridge / Heavy Highway Contractor

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
1 6 2 2

OR North American Industrial Classification (NAICS), if known (e.g., 336212)
2 3 7 3 1 0

Employment information

Annual average number of employees 98

Total hours worked by all employees last year 238724

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company Executive

President
Title

616-846-8442
Phone

1/30/2019
Date

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: Michigan Department of Licensing and Regulatory Affairs, MIOSHA, TSD, 530 West Allegan Street, P.O. Box 30643, Lansing MI 48909-8143, (517) 284-7788. Do not send the completed forms to this office.

Criteria 5

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 19

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	1	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	49
(K)	(L)

Injury and Illness Types

Total number of . . . (M)			
(1) Injuries	1	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing loss	0
(3) Respiratory conditions	0	(6) All other illnesses	0

Establishment information

Your establishment name: ANLAAN CORPORATION

Street: 16750 LINCOLN ST

City: GRAND HAVEN State: MI Zip: 49417

Industry description (*e.g., Manufacture of motor truck trailers*)
BRIDGE CONSTRUCTION

North American Industrial Classification (NAICS), if known (e.g., 336212)
2 3 7 3 1 0

Employment information (*If you don't have these figures, see the Worksheet on the next page to estimate.*)

Annual average number of employees: 106

Total hours worked by all employees last year: 241254

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive: [signature] Title: President

Phone 616-846-8442 Date 1/20/20

Save Input

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 20

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
1	4	0	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
151	54
(K)	(L)

Injury and Illness Types

Total number of . . .	(M)		
(1) Injuries	5	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing loss	0
(3) Respiratory conditions	0	(6) All other illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name: ANLAAN CORPORATION

Street: 16750 LINCOLN ST

City: GRAND HVEN State: MI Zip: 49417

Industry description (e.g., *Manufacture of motor truck trailers*)

BRIDGE CONSTRUCTION

North American Industrial Classification (NAICS), if known (e.g., 336212)

2 3 7 3 1 0

Employment information *(If you don't have these figures, see the Worksheet on the next page to estimate.)*

Annual average number of employees: 106

Total hours worked by all employees last year: 248,290.50

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[redacted] Ryan O'Donnell Jan 14 2021 3:24 PM
Company executive

President
Title

Phone 616-846-8442 Date 1/14/21

Reset

Criteria 1

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 2021

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
1	1	2	1
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
25	214
(K)	(L)

Injury and Illness Types

Total number of...	(M)		
(1) Injury	4	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	0

Establishment information

Your establishment name Anlaan Corporation

Street 16750 Lincoln St, PO Box 599

City Grand Haven State MI Zip 49417

Industry description (e.g., Manufacture of motor truck trailers)
Bridge Construction

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

OR North American Industrial Classification (NAICS), if known (e.g., 336212)
2 3 7 3 1 0

Employment information

Annual average number of employees 123

Total hours worked by all employees last year 282137.7

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive

Title

616-846-8442
Phone

Date

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES

Year 20 22

Michigan Department of Labor and Economic Opportunity
Michigan Occupational Safety and Health Administration (MIOSHA)

Form Approved OMB No. 1218-0176

All establishments covered by Public Law of 1970 (P.O. 91-596) and Michigan Occupational Safety and Health Act 154, P.A. 1974, Part 11, Michigan Administrative Rule for Recording and Reporting of Injuries and Illnesses, must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary. You may be fined for failure to comply.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees, former employees, and their representatives have the right to review the MIOSHA Form 300 in its entirety. They also have limited access to the MIOSHA Form 301 or its equivalent. See Part 11, R408.22135 Rule 1135, in MIOSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	3	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	98
(K)	(L)

Injury and Illness Types

Total number of...	(M)		
(1) Injury	3	(4) Poisonings	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Conditions	0	(6) All Other Illnesses	0

Establishment information

Your establishment name: ANLAAN CORPORATION

Street: 15750 LINCOLN ST, PO BOX 599

City: GRAND HAVEN State: MI Zip: 49441

Industry description (e.g., Manufacture of motor truck trailers): BRIDGE CONSTRUCTION

Standard Industrial Classification (SIC), if known (e.g., SIC 3715):

OR North American Industrial Classification (NAICS), if known (e.g., 336212): 2 3 7 3 1 0

Employment information

Annual average number of employees: 140

Total hours worked by all employees last year: 324000

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company Executive

President
Title

616-846-5442
Phone

1/31/2023
Date

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: Michigan Department of Labor and Economic Opportunity, MIOSHA, TSD, 530 West Allegan Street, P.O. Box 30643, Lansing MI 48909-8143. (517) 284-7788. Do not send the completed forms to this office.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/23/2023

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

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

PRODUCER TriCoast Advisors 50 Louis Street Suite 510 Grand Rapids MI 49503	CONTACT NAME: Tammy VanderStelt PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: tvanderstelt@tricoastadvisors.com
INSURED Anlaan Corporation PO Box 599 Grand Haven MI 49417	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: Nat'l Union Fire Ins. Co. of Pitt., PA — 19445 INSURER B: Ardellis Insurance LTD. INSURER C: New Hampshire Ins. Co. — 23841 INSURER D: The Hartford Insurance Company — 38261 INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 22-23 Master Certificate **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Contractural Liability [X] XCU Included GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:			5268308	06/01/2022	06/01/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG [ ]	$ 2,000,000 $ 300,000 $ 50,000 $ 1,000,000 $ 4,000,000 $ 4,000,000 $
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			448791	06/01/2022	06/01/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) [ ]	$ 2,000,000 $ $ $ $
B	[ ] UMBRELLA LIAB [X] OCCUR [X] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			715/1-10203-00/2022	06/01/2022	06/01/2023	EACH OCCURRENCE AGGREGATE [ ]	$ 5,000,000 $ 5,000,000 $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [ ] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		022298214	06/01/2022	06/01/2023	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
D	Installation Floater Leased/Rented Equipment			81UUMBK4314	06/01/2022	06/01/2023	Installation Floater Leased/Rented Equip. Deductible	$1,000,000 $750,000 $2,500

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

Insurer E: Indian Harbor Insurance Company - Umbrella - #SXS0061394; Policy Term June 1, 2022 to June 1, 2023 Limits of Liability: Each Occurrence $5,000,000; General Aggregate $5,000,000

CERTIFICATE HOLDER

Insured's Copy

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ANLAAN
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P.O. Box 599 • Grand Haven, MI 49417 • Phone 616.846.8442 • Fax 616.846.6761

City of Jackson

MLK Equality Trail Reconstruction From West avenue to Prospect Street

Bid Due: Wednesday, May 24, 2023 9:00am

Responsible Contractor Ordinance

Criteria 12:

Anlaan Corporation has the staffing capabilities, labor sources and qualified subcontractors for this project. We will not misclassify workers as independent contractors in violation of state or federal law.

Nate Wagenmaker, Controller

Anlaan Corporation

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City of Jackson

MLK Equality Trail Reconstruction From West avenue to Prospect Street

Bid Due: Wednesday, May 24, 2023 9:00am

Responsible Contractor Ordinance

Criteria 14:

Anlaan Corporation will warranty labor, equipment and materials per the requirements of this contract.

Nate Wagenmaker, Controller

Anlaan Corporation

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City of Jackson

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Responsible Contractor Ordinance

Criteria 15:

Anlaan Corporation is a union contractor and will pay all craft employees on the project wage rates and fringe benefits as required under applicable federal, state, or local laws.

Nate Wagenmaker, Controller

Anlaan Corporation

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City of Jackson

MLK Equality Trail Reconstruction From West avenue to Prospect Street

Bid Due: Wednesday, May 24, 2023 9:00am

Responsible Contractor Ordinance

Criteria 16:

Anlaan Corporation will comply with the ordinance in this projects contract and require subcontractors to comply with the ordinance of this projects contract.

Nate Wagenmaker, Controller

Anlaan Corporation

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City of Jackson

MLK Equality Trail Reconstruction From West avenue to Prospect Street

Bid Due: Wednesday, May 24, 2023 9:00am

Responsible Contractor Ordinance

Criteria 17:

Based on plans and addendum received as of 5/24/23 Anlaan Corporation does not see a need for a change order.

Nate Wagenmaker, Controller

Anlaan Corporation

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City of Jackson

MLK Equality Trail Reconstruction From West avenue to Prospect Street

Bid Due: Wednesday, May 24, 2023 9:00am

Responsible Contractor Ordinance

Criteria 18:

Qualification of Management and supervisory personnel to be assigned to this project.

Jason Workman – Road Division General Manager - 22 Years Construction experience.

Alec Sherwood – Project Manger - 4 years Project Management experience.

Dave Henry – Onsite Supervisor – 16 years Construction experience.

Nate Wagenmaker, Controller

Anlaan Corporation

CRITERIA 19 (ATTACHMENT REQUIRED): See Attached

References from individuals or entities the bidder has worked for within the last five (5) years including information regarding records of performance and job site cooperation.

CRITERIA 20:

Evidence of any quality assurance program used by the bidder and the results of any such program on the bidder's previous projects.

See Attached

CRITERIA 21:

Assurance that all construction work for this project must proceed economically, efficiently, continuously and without interruption.

See Attached

CRITERIA 22 (ATTACHMENT REQUIRED):

A list of projects completed within the past five (5) years of comparable size/complexity, including dates, clients, approximately dollar value, and size. Documentation from these previous projects including but not limited to all extra costs relating to the bidder's timeliness, performance, quality of work, extension requests, contractual fines and penalties imposed, liens filed, history of claims for extra work and any contract defaults with an explanation of the reason for the default and how the default was resolved. See Attached

Criteria 24

TriCoast Advisors

April 24, 2023

Anlaan Corporation
PO Box 599
Grand Haven MI 49417

Re: Michigan Workers Compensation
Experience Modification Factor

Below are the Michigan Workers Compensation experience modification factors for the following policy terms:

06/01/2022 to 06/01/2023 – 1.26
06/01/2021 to 06/01/2022 - 1.03
06/01/2020 to 06/01/2021 - .90

If you have any questions, please let me know. Thank you!

Respectfully

Tammy VanderStelt

Tammy VanderStelt
Senior Account Manager

ANLAAN
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P.O. Box 599 • Grand Haven, MI 49417 • Phone 616.846.8442 • Fax 616.846.6761

City of Jackson

MLK Equality Trail Reconstruction From West avenue to Prospect Street

Bid Due: Wednesday, May 24, 2023 9:00am

Responsible Contractor Ordinance

Criteria 26:

Journeyman classification of Operators Union 324 and 355.

Dave Henry – Journeyman Operator 324
Eric Enz – Journeyman Operator324
Richard Hall – Journeyman Operator 324
Austin Mckenely – Journeyman Laborer 355

Nate Wagenmaker, Controller

Anlaan Corporation

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City of Jackson

MLK Equality Trail Reconstruction From West avenue to Prospect Street

Bid Due: Wednesday, May 24, 2023 9:00am

Responsible Contractor Ordinance

Criteria 27:

Anlaan Corporation will take applications from qualified area residents for this project and other projects we are currently working on in the Jackson Area.

Nate Wagenmaker, Controller

Anlaan Corporation

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AFFIRMATIVE ACTION PLAN / EQUAL EMPLOYMENT OPPORTUNITY POLICY / SEXUAL HARASSMENT POLICY OF ANLAAN CORPORATION

PREFACE

Anlaan Corporation of Grand Haven MI (hereinafter "the Company" or the "facility") is committed to the concept and practice of equal opportunity ("EEO") and affirmative action in all aspects of employment. The Management of the Company has prepared this written Affirmative Action Plan ("AAP") in accordance with its obligations arising under Executive Order 11246, as amended ("E.O. 11246"), and its implementing regulations, 41 C.F.R. Part 60-1 et seq. This AAP should not be construed as a contract between the Company and any government agency, or a contract for the benefit of any third parties including our employees or any applicants for employment.

Furthermore, in preparing this AAP, the terminology used in E.O. 11246 and its implementing regulations has been used as a guide by the Company. Therefore, the use of such terms as "underutilization", "deficiency", "concentrations", "affected class", "utilization analysis", "problem area", etc...should not be construed as agreement on the part of the Company that, in fact, either minorities or women have been or are presently being underutilized or discriminated against in any way in violation of federal, state or local fair employment practice laws. These terms are used because the Company is required by federal government regulations to use them. The criteria used in relation to these terms are those specified by the Government. These terms have no independent legal or factual significance whatsoever. Although the Company may in good faith use these terms in connection with its AAP, such usage does not necessarily signify that the Company agrees that these terms are properly applied to any particular factual situation. Further, nothing contained in this AAP or its supporting data should be construed as an admission by the Company, in whole or in part, that it has contravened any federal, state or local fair employment practice laws.

In developing and implementing this AAP, the Company has been guided by its established policy of providing EEO. Any goals which the Company has established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this AAP. Neither the use nor the effect of goals and timetables in this AAP is intended to discriminate in employment against any individual or group of individuals who are not themselves the beneficiaries of affirmative action. This AAP is not intended to sanction the discriminatory treatment of any person. It has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission ("EEOC") (29 C.F.R. Part 1608).

Criteria 20

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1. EEO Policy Statement and Reaffirmation

A. Statement of Policy on EEO - The Company is committed to providing EEO to all qualified persons regardless of race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or age. Nicholas Baker at Anlaan Corporation of Grand Haven, MI (hereinafter "Affirmative Action Administrator"), has been designated to administer the Company's affirmative action program and will monitor that program and report on a periodic and continuing basis to management. All employment and personnel policies and practices-recruiting, hiring, promotions, reassignments, Company-sponsored training, compensation, benefits, layoff and recalls and terminations will be administered according to EEO principles. The Company, as part of its commitment to EEO and affirmative action, has established the following AAP in compliance with the regulations provided by the Secretary of Labor in 41 C.F.R. Part 60-1 et seq.

B. Reaffirmation of EEO Policy Statement - The Company has established a written AAP with respect to EEO. This AAP has been prepared in conformity with E.O. 11246 and the implementing regulations of the Office of Federal Contract Compliance Programs ("OFCCP"), 41 C.F.R. Part 60-1 et seq., including Revised Order No. 4, as amended, 41 C.F.R. Part 60-2. This AAP is designed to provide guidance to management with respect to the Company's commitment to full implementation of its EEO/Affirmative action policy. The Company's policy includes, without limitation, the following commitments:

i. To continue to provide EEO to all qualified persons, and to continue to recruit, hire, train, promote and compensate persons in jobs without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or age.

ii. To identify and analyze all areas of its employment process so as to further the principles of EEO. Specific examples include:

1. Recruitment and Selection – The recruitment and hiring of all personnel is accomplished without discrimination against any individual with regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or age. The Company will continue to contact known sources of potential minority and women applicants so as to maximize the participation of such applicants.

2. Promotion – Individuals will continue to be upgraded and promoted on the basis of their abilities, skills and experience. The Company will ensure that minority and women employees who are qualified, as well as those who become qualified through training, are considered for promotion. In making promotional decisions, the managers directly involved and other appropriate personnel will use good faith efforts to ensure that promotions are based on valid occupational qualifications.

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3. Terminations. – Should reductions in the Company's work force become necessary, they will be based on nondiscriminatory factors. The Company will review the personnel files of those persons affected to ensure that such factors have been utilized, and will make every good faith effort to ensure that minorities and women are treated in a nondiscriminatory manner with respect to termination.

iii. To make promotion decisions in accordance with the policies and principles embodied in the AAP.

iv. To administer personnel actions in areas such as compensation, benefits, layoff's and recalls, Company-sponsored training and programs to assure that women and minorities are not discriminated against.

v. The Affirmative Action Administrator will meet as needed with appropriate management personnel to review progress made and to develop alternative approaches to affirmative action, should they be required. The AAP in its entirety will be reviewed and updated annually.

2. Dissemination of EEO Policy Statement

A. Internal Dissemination -Using appropriate written and/or verbal procedures set forth in 41 C.F.R. 60-2.21(a), the Company will publicize its EEO Policy to its employees. To disseminate the policy, the Company will take the following steps:

i. Post the Company's EEO Policy and the EEOC's equal employment poster on bulletin boards where they are visible to applicants and employees.

ii. Periodically meet with officers, managers and supervisors to explain and review the policy and outline department and individual responsibilities for its implementation and progress.

iii. Periodically include the policy statement, or abbreviated versions thereof in Company employee orientation materials.

iv. Make available to employees on request those portions of the written AAP that will enable them to know of and avail themselves of its benefits.

v. Discuss the policy and individual responsibility for the policy with all new employees.

vi. Inform employees that the Company may impose disciplinary action, up to and including discharge, on employees who impede implementation of the policy or program.

vii. Encourage employees to bring any equal employment-related issues to the attention of the Affirmative Action Administrator.

viii. Inform and continue to inform managers, supervisors, employees and other Company representatives of the Company that harassment of any employee will not be tolerated.

B. External Dissemination -The Company continues to promote its community posture as an Equal opportunity employer. Specific external activities shall include.

i. Notification to all recruiting sources in writing of the Company's Commitment of EEO.

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ii. The Company will include the equal opportunity clause in all purchase orders, and contracts subject to E.O. 11246
iii. The Company will upon request make available such portions of its written AAP which will enable prospective employees to know and avail themselves of its benefits.

3. Establishment of Responsibility for Implementation of the Written AAP-The implementation of the AAP follows the regulations issued by CFCCP, and in particular, Revised Order No. 4 (41 C.F.R. 60-2.1 et seq). With respect to the requirement that the Company designate an individual responsible for implementation of the AAP, it has appointed a specific individual with that responsibility.
   A. Identification and Responsibilities of Management's Affirmative Action Representative-The Affirmative Action Administrator is responsible for the implementation and monitoring of this AAP. In this capacity, he reports directly to the President. The responsibilities of the Affirmative Action Administrator include, but are not necessarily limited to, the following:
      i. Develop and modify the policies and procedures to ensure that the requirements of E.O. 11246, as amended, and its implementing regulations continue to be met.
      ii. Develop, modify, and maintain an effective written AAP in compliance with the applicable rules and regulations of the OFCCP.
      iii. Collect and analyze employment data, and assist management in identifying any problem areas in meeting the goals and objectives of the AAP.
      iv. Develop action-oriented alternatives, including realistic and attainable goals and timetables, to help management achieve the plan's objectives.
      v. Design, implement and monitor internal audit and reporting systems to measure the program's effectiveness.
      vi. To the extent possible, serve as a liaison with minority organizations, women's organizations and community action groups concerned with the employment opportunities of minorities and women.
      vii. Serve as the Company's liaison with federal, state or local regulatory agencies.
      viii. Keep management informed of new developments in EEO policies and procedures.
      ix. Encourage employees to bring EEO-related questions and complaints to his attention so that, to the extent possible, complaints may be resolved internally.
      x. Assist in the preparation and completion of EEO-1 Reports and other required documents.
      xi. Act to ensure that supervisors and employees do not engage in harassment of any employee or applicant, specifically including those individuals placed through affirmative action efforts.
      xii. Conduct periodic audits to ensure that the required federal, state and local employment discrimination posters and the Company's EEO policy are properly displayed.

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B. The Responsibilities of the Company's Management to Ensure implementation of the AAP-In implementing this written AAP, the responsibilities of Company supervisors and other management personnel working with the Affirmative Action Administrator include, but are not necessarily limited to, the following:
   i. Helping to evaluate EEO progress and the development of alternative approaches, including the establishment of goals and timetables, where applicable.
   ii. To the extent possible, being actively involved with local minority and women's organizations, community action groups and community service programs.
   iii. Periodically reviewing training programs and hiring and promotion patterns in an effort to ensure the removal of any impediments to achieving the goals and timetables established.
   iv. Periodically discussing EEO matters with individual managers, supervisors and other employees, where appropriate, to ensure that the Company's policies are being followed.
   v. Reviewing the qualifications of employees who are transferred or promoted to make every good faith effort to ensure that minorities and women are being given full opportunity with respect to such personnel actions.
   vi. Periodically conducting internal EEO audits to ensure that the Company continues to comply in such EEO areas as the proper display of poster, provision of non-segregated facilities, and provision of comparable facilities for both sexes.
   vii. When necessary, assisting supervisors in taking action to prevent harassment of employees because of their placement through affirmative action efforts.

4. Identification of Problem Areas
   A. Analysis of Potential Problem Areas-In making an in-depth analysis of the Company's EEO posture, particular attention has been paid to those job groups where minorities and women may be underutilized. In general terms, the Company has continued to make progress in placing minorities and women in job groups. Further, the Company's analysis indicates that minorities and women are not restricted to any particular job. An analysis of the personnel practices and procedures of the Company has revealed the following:
      i. The composition of the work force in terms of the overall minorities and women continues to reflect the Company's commitment to EEO.
      ii. The Company's intention is to periodically examine the work force composition and to establish appropriate goals and timetables in order to improve the representation of minorities and women where underutilization exists.
      iii. The Company has examined the composition of its applicant flow by minority group and sex and its experience indicates that the general flow of minority and women applicants has been satisfactory, given their availability. The Company remains committed to continuing to improve its applicant flow with respect to minorities and women.

Criteria 20

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iv. The Company has examined its total selection process, including job specifications, job titles, application forms, interview procedures, referral procedures, the final selection process, training and promotions. The purpose of this review was to ensure that such personnel practices are being uniformly applied without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or age. The Affirmative Action Administrator is responsible for reviewing this selection process periodically to assure that any selection procedure that has an adverse impact on minorities or women is justified on the basis of business necessity.

v. The use of the Company's facilities will not be permitted on any basis inconsistent with its EEO policy. The Affirmative Action Administrator is responsible for periodically reviewing these personnel areas to ensure that there is no such discrimination.

vi. While length of service is a factor for consideration in promotion decisions, the job-related qualifications of an individual are normally a controlling factor in such decisions. Efforts have been made to encourage minority and woman employees to attain qualifications which will improve their opportunities for advancement.

vii. A review of the Company's technical compliance efforts with such requirements as posting its EEO policy, retaining application forms and notifying suppliers, etc., has resulted in a finding that such requirements have been or will be met.

B. Special Corrective Action-We have conducted this analysis in order to ensure the commitment of the Company to EEO and AA is being fully implemented. Having completed such an analysis, the Company has concluded that:

i. The selection process is nondiscriminatory.

ii. Promotions / transfers are decided by utilizing nondiscriminatory factors.

iii. Application forms and other pre-employment documents are in compliance with federal laws and regulations.

iv. Employment interviewing and screening are performed by personnel fully cognizant of the Company's EEO policy.

v. No artificial barriers resulting in overt or inadvertent discrimination exist at the Company.

vi. The concepts contained in the written AAP and in the Company's EEO policy have been communicated and have found acceptance at all levels of management.

vii. The Company utilizes on-the-job training for purposes of increasing the employee's knowledge in his/her present job.

viii. The techniques that have been established for evaluating the effectiveness of the Company's AAP include periodic review by the Affirmative Action Administrator of a variety of data reflecting significant personnel actions. Further, the Affirmative Action Administrator makes continuing and periodic reports to management regarding the status of the AAP and the progress being made should any underutilization exist.

Criterion 28

ix. EEO posters developed by the federal government are prominently displayed in appropriate places at the Company.
x. Those suppliers and Sub-Contractors that the Company uses are advised of their EEO responsibilities. Further, purchase orders contain the required equal opportunity clause.
xi. Support for the Company's EEO policy is continually emphasized by management.
xii. Existing position descriptions are reviewed periodically and properly identify job related requirements.

5. The Development and Execution of Action-Oriented Programs-The following are examples of the continuing action-oriented or procedures designed to advance the Company's commitment to EEO:
   A. Job descriptions are periodically reviewed and evaluated to ensure that all required criteria are job-related.
   B. Those job descriptions that are utilized will be made available to those members of management significantly involved in recruiting, screening, selection and promotion. Recruitment sources are provided with the requisite job-related information, and thus are able to recruit qualified persons on a nondiscriminatory basis.
   C. The Company continues to evaluate the entire selection process and to make every good faith effort to select persons according to ability and qualifications, while recognizing its commitment to take affirmative action to remedy any underutilization of minorities and women. Recruitment sources are notified of the Company's policy of nondiscrimination. There is no department or job group in the Company which is limited or closed to minority or female employees. Further, to help bring about EEO, the Company undertakes the following:
      i. To properly communicate the Company's policy to all employees who are involved in recruiting, screening, selection, promotion, disciplinary and related personnel processes for the purpose of making every good faith effort to insure that personnel decisions are made without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or age.
   D. The Company uses the following techniques to maintain a satisfactory flow of qualified minority and women applicants:
      i. Incumbent minority and women employees are encouraged to refer friends for employment with the company.
      ii. Recruitment resources are notified of our EEO Policy.
   E. The Company will periodically review its promotion criteria and procedures to ensure that promotional decisions are made without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or age. In an effort to maintain acceptable promotion rates for qualified minorities and women, the Company utilizes the following procedures:
      i. All promotional recommendations are reviewed to assure that they are based solely on nondiscriminatory factors.

Criteria 28

ANLAAN CORPORATION
P.O. Box 599 • Grand Haven, MI 49417 • Phone 616.846.8442 • Fax 616.846.6761

F. The Company continues to act in a nondiscriminatory fashion with regard to terminations and layoffs.
G. The Company makes certain that its facilities are not segregated.

6. Internal Audit and Reporting Requirements-The Company believes that one of the most important elements in effectively implementing a written AAP is an adequate internal audit and reporting system. Through this system, progress can be monitored and management kept informed. For this purpose, the Company has established the following internal audit and reporting systems.
   A. Records of applicant flow, hires, promotions and separations are monitored to make every good faith effort to ensure that the Company's EEO policy is carried out.
   B. Progress toward meeting goal and time tables is measured periodically through review of data and discussions with appropriate management personnel.
   C. The Affirmative Action Administrator is responsible for reviewing results periodically with appropriate management personnel.
   D. Where necessary, the Affirmative Action administrator communicates with management concerning recommendations to improve EEO performance.
7. Compliance with OFCCP's Sex Discrimination Guide lines-The Company complies with the sex discrimination Guidelines issued by OFCCP and set forth at 41 C.F.R. Part 60-20 as follows:
   A. The Company's employment advertising does not express a sex preference. Employees of both sexes are recruited for jobs at the Company.
   B. The Company does not rely upon a state "protective" law to deny women employees the right.
   C. The Company offers employees of both sexes an equal opportunity for any jobs they are qualified to perform.
   D. The Company does not make any distinction based upon sex with regard to employment opportunities, wages, hours or other terms and conditions of employment.
   E. In addition to the above, the Company, appropriate, will continue to take affirmative action as follows:
      i. Encourage women to apply for all positions in the Company for which they are qualified.
      ii. Encourage women to enroll in training programs to the extent such programs are used by the Company.
   F. Company management has been made aware of the requirements set forth above.
   G. The Company will not tolerate sexual harassment of any type. Any complaints of this kind should be referred to the affirmative Action Administrator. Any employee found to have been involved in unlawful sexual harassment will be discipline.

Criteria 28

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CORPORATION
P.O. Box 599 • Grand Haven, MI 49417 • Phone 616.846.8442 • Fax 616.846.6761

8. Summary Statement-In conducting the foregoing analysis and in setting goals, the Company has been guided by its established policy of providing EEO. Any goals, which the Company may establish are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable if every good faith effort is made in implementing this AAP. Neither the use nor the effects of goals in this AAP are intended to discriminate against any individual or group of individuals with respect to employment opportunity for which he, she or they are qualified on the basis that he, she or they are not the beneficiaries of affirmative action themselves.

Plan Year: January 1, 2023 – December 31, 2023

Nicholas Baker
EEO Officer

CHECKLIST FOR BID SUBMITTAL

X — BID BOND – If a bid bond is required, please submit your bid bond with your bid documents

X — PROPOSAL SHEETS – Please fill out and notarize your proposal sheets

X — SAMS.GOV - Please register with SAM.GOV to be eligible to work on federally funded projects. Registration is free.

https://sam.gov/content/entity-registration

Please provide your sam.gov Unique Identity Number: XKGBN7662PW7 if you have received it.

PROPOSAL

TO: City Manager
c/o Purchasing Agent
City of Jackson, Michigan

Date: 5-23-23

In compliance with your invitation for bids dated **April 20, 2023** to perform **MLK EQUALITY TRAIL RECONSTRUCTION FROM WEST AVENUE TO PROSPECT STREET**

in the City of Jackson, the undersigned, a(n)

1. individual, resident of _____
   doing business as _____
   at _____
2. partnership, consisting of _____
   and _____
   under the firm name of _____
3. corporation by the name of Erie Construction LLC
   organized and existing under the laws of the State of Michigan
   with offices at 22051 Commerce Drive, Woodhaven, MI 48183
   (strike inapplicable clauses)

hereby proposes to perform said work, strictly as specified in the bid documents at the prices set forth on the attached schedule of bid prices, upon receipt of written notice of acceptance of this bid within one hundred twenty (120) calendar days after opening of the bids at the time stated in said Invitation; to execute a properly completed contract in the form provided with the bid documents in accordance with this bid; to give bond with good and sufficient surety or sureties, satisfactory to the City Attorney of Jackson, for the faithful performance of said contract, for payment of labor and materials, and, if required, for maintenance of work; and to give such bond within ten (10) days after notice of award.

FEDERAL ID# 27-1125732

(Corporate Seal, if applicable)

Name of Bidder: Erie Construction LLC

Signed By: _____
James DeAngelis

Its: President

BID SHEET

DATE: 5-23-23

PROPOSAL FOR: MLK EQUALITY TRAIL RECONSTRUCTION FROM WEST AVENUE TO PROSPECT STREET

TO: The Mayor and the City Council
City of Jackson, Michigan

Ladies and Gentlemen:

The Undersigned has examined the plans, specifications, and the location of the above described work, and is fully informed as to the conditions relating to its performance, and understands the quantities shown in the estimate and on the plans are accurate to the best belief and knowledge of the Engineer, but are not guaranteed.

The undersigned hereby proposes to furnish all equipment, materials, supplies, labor, and services necessary to commence and complete the project as described in the Contract Documents; and in strict conformity with the requirements of the Specifications and such other special provisions and supplemental specifications as may be a part of this proposal for the above described project at the following unit prices all labor, equipment and materials necessary for completion of the work, but not specifically listed as a pay item, will be deemed to be included in one or more of the pay items listed in the bid sheet.

Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged (list addenda by Addendum Number and Date):

Addendum No.	Date
_____	_____
_____	_____
_____	_____

SCHEDULE OF BID PRICES
NOTE: UNIT PRICES MUST BE LISTED AND SHALL GOVERN.

LINE	ITEM CODE	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
001	1100001	Mobilization, Max (10%)	LSUM	1.00	$81,000.00	$81,000.00
002	2010001	Clearing	Acre	1.44	$8,820.00	$12,700.80
003	2020004	Tree, Rem, 6 inch to 18 inch	Ea	4.00	$900.00	$3,600.00
004	2040020	Curb and Gutter, Rem	Ft	133.00	$37.00	$4,921.00

LINE	ITEM CODE	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
005	2040055	Sidewalk, Rem	Syd	269.00	$10.00	$2,690.00
006	2047001	Pavt, Sawcut	Ft	163.00	$3.00	$489.00
007	2047011	HMA Surface, Rem, Modified	Syd	3,076.00	$7.00	$21,532.00
008	2050031	Non Haz Contaminated Material Handling and Disposal, LM	Cyd	20.00	$82.00	$1,640.00
009	2057011	Subgrade Undercutting, 1 x 3	Cyd	110.00	$87.00	$9,570.00
010	2057021	Geogrid	Syd	330.00	$8.50	$2,805.00
011	2080016	Erosion Control, Gravel Access Approach	Ea	4.00	$1,500.00	$6,000.00
012	2080036	Erosion Control, Silt Fence	Ft	685.00	$3.10	$2,123.50
013	2087050	Erosion Control, Inlet Protection, Grate Filter, Rectangular	Ea	9.00	$120.00	$1,080.00
014	2090001	Project Cleanup	LSUM	1.00	$6,500.00	$6,500.00
015	3027011	Aggregate Base, 6 inch, 21AA, Modified	Syd	4,480.00	$21.00	$94,080.00
016	3060020	Maintenance Gravel	Ton	20.00	$82.00	$1,640.00
017	5010025	Hand Patching	Ton	12.00	$410.00	$4,920.00
018	6020015	Conc Base Cse, Nonreinf, 6 inch	Syd	14.00	$77.00	$1,078.00
019	6020104	Conc Pavt, Nonreinf, 8 inch	Syd	44.00	$87.00	$3,828.00
020	8020002	Curb, Conc, Det E2	Ft	30.00	$51.00	$1,530.00
021	8027001	Curb and Gutter, Conc, Det F4	Ft	38.00	$36.00	$1,368.00
022	8030010	Detectable Warning Surface	Ft	84.00	$86.00	$7,224.00

LINE	ITEM CODE	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
023	8030030	Curb Ramp Opening, Conc	Ft	95.00	$36.00	$3,420.00
024	8030044	Sidewalk, Conc, 4 inch	Sft	476.00	$8.00	$3,808.00
025	8032002	Curb Ramp, Conc, 6 inch	Sft	1,038.00	$10.50	$10,899.00
026	8060020	Shared Use Path, Conc	Syd	4,544.00	$62.75	$285,136.00
027	8060030	Shared Use Path, Grading	Ft	3,359.00	$30.00	$100,770.00
028	8100371	Post, Steel, 3 lb	Ft	226.00	$8.50	$1,921.00
029	8100402	Sign, Type III, Erect, Salv	Ea	3.00	$75.00	$225.00
030	8100403	Sign, Type III, Rem	Ea	26.00	$75.00	$1,950.00
031	8100405	Sign, Type IIIB	Sft	101.50	$18.00	$1,827.00
032	8110041	Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	Ft	305.00	$22.00	$6,710.00
033	8110343	Rem Spec Marking	Sft	300.00	$2.90	$870.00
034	8120012	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	Ea	17.00	$55.00	$935.00
035	8120013	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	Ea	17.00	$5.00	$85.00
036	8120026	Pedestrian Type II Barricade, Temp	Ea	8.00	$100.00	$800.00
037	8120035	Channelizing Device, 42 inch, Fluorescent, Furn	Ea	70.00	$15.00	$1,050.00
038	8120036	Channelizing Device, 42 inch, Fluorescent, Oper	Ea	70.00	$1.00	$70.00
039	8120140	Lighted Arrow, Type C, Furn	Ea	1.00	$200.00	$200.00
040	8120141	Lighted Arrow, Type C, Oper	Ea	1.00	$100.00	$100.00

LINE	ITEM CODE	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
041	8120170	Minor Traf Devices	LSUM	1.00	$55,000.00	$55,000.00
042	8120350	Sign, Type B, Temp, Prismatic, Furn	Sft	465.25	$2.00	$930.50
043	8120351	Sign, Type B, Temp, Prismatic, Oper	Sft	465.25	$1.00	$465.25
044	8120352	Sign, Type B, Temp, Prismatic, Spec, Furn	Sft	70.50	$7.00	$493.50
045	8120353	Sign, Type B, Temp, Prismatic, Spec, Oper	Sft	70.50	$1.00	$70.50
046	8120370	Traffic Regulator Control	LSUM	1.00	$3,600.00	$3,600.00
047	8122250	Pedestrian Path, Temp	Ft	100.00	$26.00	$2,600.00
048	8150002	Watering and Cultivating, First Season, Min. $1,000.00	LSUM	1.00	$4,800.00	$4,800.00
049	8150003	Watering and Cultivating, Second Season, Min. $1,000.00	LSUM	1.00	$5,500.00	$5,500.00
050	8150145	Acer rubrum Red Sunset, 2 inch	Ea	2.00	$825.00	$1,650.00
051	8152885	Platanus x acerifolia Bloodgood, 2 inch	Ea	2.00	$825.00	$1,650.00
052	8157050	Bench, Rem	Ea	2.00	$130.00	$260.00
053	8157050	Bench, Covered, Rem	Ea	1.00	$500.00	$500.00
054	8157050	Landscape Planters, Rem	Ea	2.00	$230.00	$460.00
055	8157050	Steel Gate and Fence, Rem	Ea	1.00	$580.00	$580.00
056	8157050	Tree, Transplant, 6.0 to 7.0 inch Caliper	Ea	1.00	$1,350.00	$1,350.00
057	8167011	Turf Establishment, Performance	Syd	11,510.00	$2.60	$29,926.00
058	8197050	Light, Shoebox, Install	Ea	2.00	$1,000.00	$2,000.00

LINE	ITEM CODE	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
059	8207001	Conduit, 1-1/2 inch, Sch 80/PVC (Empty)	Ft	70.00	$67.00	$4,690.00
060	8207050	Infrared Bollard, Fdn	Ea	4.00	$1,600.00	$6,400.00
061	8207050	Infrared Bollard, Reinstall	Ea	4.00	$1,350.00	$5,400.00
062	8207050	Infrared Bollard, Fdn, Rem	Ea	4.00	$925.00	$3,700.00
063	8207050	Infrared Bollard, Rem and Salv	Ea	4.00	$400.00	$1,600.00
064	8207050	Lending Library, Relocate	Ea	1.00	$700.95	$700.95
TOTAL BID						$827,422.00

TOTAL BID WRITTEN OUT:
Eight hundred and twenty-seven thousand four hundred and twenty-two dollars and zero cents

Submitted Bid:	James DeAngelis president of Erie Construction LLC
Labor Costs:	40%
Materials Costs:	30%
Equipment Costs:	30%
Possible Change Orders:	0% at the time of bid

Bidder's Name:	Erie Construction LLC
Address:	22051 Commerce Drive
City, State, Zip:	Woodhaven, MI 48183
Telephone:	734-676-8689
Fax:	734-676-9137
Email Address:	jimmyd@erieconstructionllc.com
Federal ID Number:	27-1125732
Bid Signed By:	James DeAngelis Print or Type
Title:	President

1. I am the person described in and who executed the foregoing bid and that the several matters stated are in all respects true.

2. That I am an employee of the firm or company described in and I am authorized to submit said bid.

By _____ Its President

CONTRACT COMPLIANCE

DATE: April 20, 2023

TO: All Bidders

FROM: City of Jackson

SUBJECT: CONTRACT COMPLIANCE

The Commission of the City of Jackson, on 12/19/72, passed a resolution committing the City to a policy and procedure regarding compliance to affirmative hiring practices by contracting agencies doing business with the City of Jackson, effective 12/20/72.

The purpose of the policy and procedure is to ensure that all citizens of our community have the opportunity for the equality of treatment in service and employment.

The City requests that all bidders who will be doing business with the City in the amount of $5,000 or more during any fiscal year, shall comply with the provisions of the Contract Compliance Policy.

Bidders will be required to show an Equal Employment Opportunity Certificate of Compliance or demonstrate compliance with standards for equal employment opportunity established by state and federal statute.

City Council of Jackson, Michigan

CONTRACT COMPLIANCE

CERTIFICATION

James DeAngelis certifies that he/she/it will not discriminate against any employee or applicant for employment with respect to hire, tenure, term, conditions, or privileges or employment because race, religion or national origin, color, age, sex, height, weight, marital status, sexual orientation, gender identity, and physical or mental handicap.

In connection with this commitment James DeAngelis understands that he/she/it name will be reviewed by the State of Michigan, Department of Civil Rights for determination of its status as an awardable Bidder.

The undersigned hereby agrees that he/she/it will abide by the terms of any agreements made with the City of Jackson in order to achieve awardable status.

Dated: 5-23-23

By: Erie Construction LLC
(Bidder's Name)

By: James DeAngelis
(Signature)

By: President
(Title)

22051 Commerce Drive
Address

Woodhaven
City

MI, 48183
State and Zip

NON-DISCRIMINATION CLAUSE
FOR ALL CITY OF JACKSON CONTRACTS

In connection with the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee/employer for employment because of race, religion or national origin, color, age, sex, height, weight, marital status, sexual orientation, gender identity, and physical or mental handicap. The contractor will take affirmative action to ensure that minority applicants are employed, and that employees are treated during employment without regard to their race, religion, color, national origin, age, sex, height, weight, marital status or handicap. Such action shall include, but not be limited to, the following: layoff or termination, rates of pay or other forms of compensation, selection for training, upgrading or promotion, transfer or recruitment.

2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, sex, height, weight, marital status or handicap. As a disclaimer, the contractor may state in the advertisement that he/she is an equal opportunity employer.

3. The contractor will furnish and file compliance reports with the City of Jackson as requested. Such reports shall elicit information as to the practices, policies, program and employment statistics for the contractor and said contractor shall permit access to all books, records and accounts regarding employment practices by agents and representatives of the City duly charged with investigative duties to assure compliance with this clause.

4. Breach of the covenants herein may be regarded as a material breach of the contract, or purchasing agreement.

5. The contractor will include, or incorporate by reference, the provisions of paragraphs (1) through (4) in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission and will provide in every subcontract or purchase order that said provisions will be binding upon each subcontractor or seller.

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The undersigned understands and agrees that, as a Contractor for services, there shall be no discrimination against any employee or applicant for employment because of race, religion or national origin, color, age, sex, height, weight, marital status, sexual orientation, gender identity, and physical or mental handicap, including but no limited to employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training.

The Contractor further agrees to the following:

(a) It will assist and actively cooperate with the City in obtaining compliance of any subcontractors with the equal opportunity rules, regulations, and relevant orders.

(2) It will furnish the City such information as might be required for the supervision of its compliance program, and will otherwise assist the City in the discharge of its responsibility for ensuring compliance.

(3) In the event that the Contractor fails or refuses to comply with the equal opportunity regulations, the City may cause to be canceled, terminated, or suspended in whole or in part the contractual arrangement between the City and the Contractor.

NAME OF BIDDER: Erie Construction LLC

ADDRESS: 22051 Commerce Drive
Woodhaven, MI 48183

SIGNED BY:

James De Angelis
President

TITLE:

DATE: 5-23-23

CERTIFICATION OF NONSEGREGATED FACILITIES

The bidder certifies that he does not maintain or provide for his employees any segregated facilities and do not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The bidder agrees that (except where he has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding $10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

Dated: 5-23-23

By: Erie Construction LLC
(Bidder's Name)

By: James DeAngelis
(Signature)

By: President
(Title)

22051 Commerce Drive
Address

Woodhaven
City

MI, 48183
State and Zip

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF Michigan)
ss
COUNTY OF Wayne)

James DeAngelis, being first duly sworn, deposed and says that:

1. He is President of, Erie Construction LLC the Bidder that has submitted the attached bid;

2. He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respected such bid;

3. Such bid is genuine and is not a collusive or sham bid;

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Jackson or any person interested in the proposed contract; and

5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Dated: 5-23-23

By: Erie Construction LLC
(Company)

By: James DeAngelis, President
(Title)

Subscribed and sworn to before me, a Notary Public, this 23 day of May, 2023.

Amber Rose Hine
Amber Rose Hine
Notary Public, Lenawee County,
My commission expires: 6-20-26

AMBER ROSE HINE
Notary Public - State of Michigan
County of Lenawee
My Commission Expires Jun 20, 2026
Acting in the County of Wayne

SECTION C

Subcontractors

Each bidder shall indicate below the name, address, and a complete description of work to be performed by each subcontractor on this project and if they are a minority or woman owned business.

CHOP 1505 Steele Ave. SW,Grand Rapids,MI 49507-Tree,Stump Removal & Clearing

Give' EM A Brake 2610 Stanford Ave.,Grandville, MI 48418-Signs Traffic Control

J.Ranck 1993 Gover Parkway, Mt. Pleasant, MI 48858-Electrical

GM & Sons 46900 West Rd., Novi, MI 48377-Concrete

NERC 43 W. Main St., Hanover, MI 49241-Restoration

RIGHT TO KNOW
CONTRACTOR RELEASE FORM

I, James Deangelis an authorized representative of Erie Construction LLC
am aware that as a requirement to perform work for the City of Jackson on a contractual basis, I must have provided my employees with the basic training requirements of the HAZARD COMMUNICATION STANDARD as prescribed by the Michigan Right to Know amendments to Act 154 of the Public Acts of 1974 (Act 80, Public Acts 1986), prior to starting any work for the City. While engaged in working for the City, I will continue to comply with Michigan Right to Know Law until completion of the contract.

I am aware that if I bring any hazardous chemical to the City's work place, I must have available the MSDS for these chemicals, in a place accessible to all employees in the work place. If necessary, due to the "special protection information" requirement stated on the MSDS for the chemicals, I will provide all employees with any special training, special protective clothing or equipment necessary to eliminate or lessen the possible exposure to the hazardous chemical or chemicals.

By execution of this Release, the contractor acknowledges that he and all subcontractors and suppliers, will comply with all requirements of the HAZARD COMMUNICATION STANDARD. Further, the contractor shall hold harmless from and indemnify the City against all claims, suits, actions, costs, counsel fees, expenses, damages, judgements or decrees, by reason of his failure, or the failure of any subcontractor, suppliers, or any person employed under said contractor to comply with the requirements of Act 154 of the Public Acts of 1974 as amended.

Dated 5-23-23

Signature James De Angelis

City of Jackson
Ethics Disclosure Form
Vendors and Contractors

Name	Company
James DeAngelis	Erie Construction LLC
Telephone	Email Address
734-676-8689	jimmyd@erieconstructionllc.com

Contract or matter pending with the City:

N/A

I, James DeAngelis, being duly sworn, and pursuant to City of Jackson Ordinance No. 2015-18, I hereby disclose and swear to the following (check all that apply and provide details below):

☐ I, or my company's owners, members, major shareholders, or corporate officers, have a financial interest in a contract or matter pending before Jackson City Council.

☐ A relative[1] or immediate family member[2] of myself or my company's owners, members, major shareholders, or corporate officers has a financial interest in a contract or matter pending before a City office, department, board, or commission.

☐ I, or my company's owners, members, major shareholders, or corporate officers, have an interest in real or personal property that is subject to a decision by the City regarding the purchase, sale, lease, zoning, property improvements, NOORPR or FVA registration, a development agreement, or a special tax designation or abatement.

Property address: _____

Property interest: _____

☐ An immediate family member or relative of myself or my company's owners, members, major shareholders, or corporate officers, has a financial interest in real or personal property that is subject to a decision by the City regarding the purchase, sale, lease, zoning, property improvements, NOORPR or FVA registration, a development agreement, or a special tax designation or abatement.

---

1 Relative means any spouse, domestic partner, great grandparents, step great grandparents, grandparents, step grandparents, sons, stepsons, daughters, step daughters, grandsons, step grandsons, granddaughters, step granddaughters, brothers, step brothers, sisters, step sisters, and in-laws of a Public Employee, the Mayor, an Elected Official, an Appointed Official, a member of a Board or Commission, a Contractor, or an Advisor of the City.

2 Immediate family member means a Public Employee, the Mayor, an Elected Official, an Appointed Official, a member of a Board or Commission, a Contractor, or an Advisor's spouse, domestic partner, individual who lives in the Public Employee's household or an individual claimed by a Public Employee or a Public Employee's spouse as a dependent under the United States Internal Revenue Code at 26 USC 1, et seq.

Property address: _____

Property interest: _____

☐ An immediate family member or relative of myself or my company's owners, members, major shareholders, or corporate officers, is employed by the City or making an application for employment to the City.

Relative name: _____

City Department: _____

☐ I, or my company's owners, members, major shareholders, or corporate officers, have made campaign contributions in the last year to a candidate running for elective office with the City.

Name of Candidate: _____

Amount of Campaign Contribution:

The following entities and persons have a financial interest in the contract or matter identified above:

N/A

Additional information regarding any of the above:

N/A

☒ None of the above apply.

Dated:

Signature

STATE OF MICHIGAN)
) SS
COUNTY OF JACKSON)

The foregoing instrument was acknowledged before me this 23 day of May, 2023,
By James DeAngelis.

Certification Regarding
Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under federal nonprocurement programs by any federal department or agency;

(2) Have not, within the three year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default; and

(3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:

(a) For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction;

(b) For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or

(c) For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. §1001, a false statement may result in a fine of up to $10,000 or imprisonment for up to five years, or both.

James DeAngelis, President

Name and Title of Authorized Representative

Erie Construction LLC

Name of Participant Agency or Firm

5-23-23

Signature of Authorized Representative Date

☐ I am unable to certify to the above statement. Attached is my explanation.

REFERENCE QUESTIONNAIRE

Please answer the following questions completely.

1. Firm Name: Erie Construction LLC
2. Established: Year 2009 Number of Employees 20
3. Type of organization: Individual ___ Partnership ___ Corporation X Other ___
4. Former name(s) if any, and year(s) in business

N/A

5. Include at least three (3) references of contacts for similar work performed over the last five years. Include: owner, contact person and phone number and description of work performed.

5.1 Company Name: Washtenaw County Parks and Recreation Commission
Address: 2230 Platt Road, Ann Arbor, MI 48108
Phone: 734-971-6337 ext 337
Contact: Roy Townsend
Type of Work: Bike Trails, Culvert Installation, Plantings and Restoration
Budget: $2,627,374.18

5.2 Company Name: Stantec
Address: 3754 Ranchero Drive, Ann Arbor, MI 48108
Phone: 734-214-1865
Contact: Mark Pascoe
Type of Work: Pathways,Boardwalks,Culvert Install, Pond Exc.,Plantings, Rstoration
Budget: $263528.00

5.3 Company Name: MDOT- State of Michigan Department of Transportation
Address: P.O. Box 30050, Lansing, MI 48909
Phone: 810-225-2602 or 810-623-8341
Contact: Jim Daavettila and or Craig Heidelberg
Type of Work: Bike/Walking Path,Culvert,Storm & Sewer Drainage,Sidewalk,Restoration
Budget: $5,466,712.97

I certify that all of the information provided is true and answered to the best of my ability.

Signed [signature] Name James DeAngelis
Title President Date 5-23-23

Responsible Contractor Ordinance

Below are twenty-nine (29) Responsibility Criteria that must be answered per the City's Responsible Contractor Ordinance. For each criterion provide a relevant response or attachments as required.

Answers to these criteria will not exclude any bidder from the bid process or ultimate award.

CRITERIA 1:	
COMPANY NAME:	Erie Construction LLC
ADDRESS:	22051 Commerce Drive
CITY, STATE, ZIP:	Woodhaven, MI 48183
TELEPHONE:	734-676-9137
OFFICERS:	
President: James DeAngelis	Email Address: jdeangelis@erieconstructionllc.com
Vice President: N/A	Email Address: N/A
Secretary: N/A	Email Address: N/A
Treasurer: N/A	Email Address: N/A
CRITERIA 2:	
How many years has your organization been in business under your present firm name? 14	
PARENT COMPANY NAME:	N/A
STREET ADDRESS:	N/A
CITY, STATE, ZIP CODE:	N/A
UNDER CURRENT MANAGEMENT SINCE (DATE):	N/A

CRITERIA 3:

State and local licenses and license numbers held by your organization:
N/A

What are your formal training programs: a) apprentice/journeyman, b) other comparable formal training programs?

Union apprentice/journeyman

CRITERIA 4:

Confirmation that all subcontractors, employees and other individuals working on the construction project will maintain current applicable licenses required by law for all licensed occupations and professions.

Yes

CRITERIA 5:

Verification that the bidder is in compliance with all applicable state and federal laws and visa requirements regarding the hiring of non-US citizens, and disclosure of any work visas sought or obtained by the bidder, any of the bidder's subcontractors, or any of the bidder's employees or independent contractors, in order to perform any portion of the project.

Yes bidder is in compliance

CRITERIA 6 (ATTACHMENT REQUIRED) See attach work Completed

Attach evidence of experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects of comparable size/complexity, and building codes by documenting the bidder's ability and capacity to perform the project. The bidder must identify those portions of the project it reasonably believes will be subcontracted and the names of the subcontractors.

CRITERIA 7 (ATTACHMENT REQUIRED) See attached Bonding Letter

Evidence of bonding capacity within the past twelve (12) months, that the applicant has financial resources to start up and follow through on the project(s) and to respond to damages in case of default as shown by written verification of bonding capacity equal to or exceeding the amount of the bidder's scope of work on the project. The written verification must be submitted by a licensed surety company rated "B+" (or better) in the current A.M. Best Guide and qualified to do business within the State of Michigan.

CRITERIA 8:

A list of all litigation and arbitrations currently pending and within the past five (5) years, including an explanation of each (parties, court/forum, legal claims, damages sought, and resolution).

☑ NONE

CRITERIA 9:

Disclosure of any violations of state, federal or local laws or regulations, including OSHA or MIOSHA violations, state or federal prevailing wage laws, wage and hour laws, worker's compensation or unemployment compensation laws, rules or regulations, issued to or against the bidder within the past five years.

☑ NONE

CRITERIA 10:

Disclosure of any debarment by any federal, state or local governmental unit and/or findings of non-responsibility or non-compliance with respect to any public or private construction project performed by the bidder.

☑ NONE

CRITERIA 11: See attached Copy of Insurance Cert.

Proof of insurance, including certificates of insurance, confirming existence and amount of coverage for liability, property damage, workers compensation, and any other insurances required by the proposed contract documents.

Name:	VTC Insurance Group
Type of Coverage:	See attached certificate of liability
Telephone:	248-828-3377

Are you self-insured for Worker's Compensation Insurance? Yes ☑ No ☐

CRITERIA 12 (ATTACHMENT REQUIRED): See attached Staffing Letter

A statement regarding the bidder's staffing capabilities and labor sources including subcontractors and a verification from the bidder that construction workers will not be misclassified as independent contractors in violation of state or federal law.

CRITERIA 13:

Verification of an existing Fitness for Duty Program (drugs and alcohol) of each employee working on the proposed jobsite.

☐ Yes, we have a Fitness for Duty Program

☑ No, we do not have a Fitness for Duty Program

Additional Information:

We hire from the local Union

CRITERIA 14:

A warranty statement regarding labor, equipment and materials.

We will follow the scope of service and contract agreement

CRITERIA 15:

A statement affirming that the firm will pay all craft employees that it employs on the project the current wage rates and fringe benefits as required under applicable federal, state, or local wage laws.

Yes we will pay craft employees the current wage rate on this project.

CRITERIA 16:

A statement from the contractor or subcontractor acknowledging their obligation to comply with this Ordinance in each contract and subcontract.

Yes we the contractor and our subcontractor will comply with the ordinance in the contract and subcontract.

CRITERIA 17:

A statement identifying what possible change orders could be necessary and what their approximate subsequent total costs would be.

If a change order is necessary the approximate cost will be TBD.

CRITERIA 18:

Qualifications of management and supervisory personnel to be assigned by the bidder.

Please see list of key personal attached.

CRITERIA 19 (ATTACHMENT REQUIRED): See attached Reference List

References from individuals or entities the bidder has worked for within the last five (5) years including information regarding records of performance and job site cooperation.

CRITERIA 20:

Evidence of any quality assurance program used by the bidder and the results of any such program on the bidder's previous projects.

We are an MDOT pre-qualified contractor and we receive a contractor's performance evaluation after the completion of every job.

CRITERIA 21:

Assurance that all construction work for this project must proceed economically, efficiently, continuously and without interruption.

Construction work on this project will proceed economically, efficiently, continuously and without interruption to the best of our knowledge.

CRITERIA 22 (ATTACHMENT REQUIRED): See attached Work Completed List

A list of projects completed within the past five (5) years of comparable size/complexity, including dates, clients, approximately dollar value, and size. Documentation from these previous projects including but not limited to all extra costs relating to the bidder's timeliness, performance, quality of work, extension requests, contractual fines and penalties imposed, liens filed, history of claims for extra work and any contract defaults with an explanation of the reason for the default and how the default was resolved.

CRITERIA 23:

The ratio of masters or journeypersons to apprentices proposed to be used on the construction project job site, if apprentices are to be used on the project.

0%-Apprentices, 100%-Journeypersons. At time of bid no apprentices are expected to be used

Do you participate in the Registered Apprenticeship Programs that are registered with the United States Department of Labor Office of Apprenticeship or by a State Apprenticeship Agency recognized by the Office of Apprenticeship?

☑ Yes

☐ No

Additional Information:

We hire from the local union which has an apprenticeship program.

(ATTACHMENT REQUIRED) Documentation of how the bidder assesses the skills and qualifications of any employees who do not have master or journeyperson certification or status, or are not participants in a Registered Apprenticeship Program. See attached

CRITERIA 24 (ATTACHMENT REQUIRED) See attached EMR Letter

Evidence of the bidder's worker's compensation Experience Modification Rating ("EMR"). Preference will be given to contractors and subcontractors who exhibit an EMR of 1.0 or less based on a three-year average.

CRITERIA 25:

All craft labor that will be employed by the firm for the project has completed at least the OSHA 10 hour training course of safety established by the U.S. Department of Labor, Occupational Safety & Health Administration.

☑ Yes ☐ No

CRITERIA 26 (ATTACHMENT REQUIRED): See attached union cards

Documentation of master or journeyperson certification or status for masters and journeypersons to be used on the project, and the source of such certification or status

CRITERIA 27:

A statement from the bidder as to what percentage of its workforce can be drawn significantly from area residents because a goal of the City is to utilize, it is construction activities, local residents as much as is economically feasible while retaining the high quality of construction required for its construction activities, consistent with applicable law. The City will consider in evaluating which bids best serve its interests, the extent to which responsible and qualified bidders are able to achieve this goal.

0% at the time of bid

CRITERIA 28 (ATTACHMENT REQUIRED): See attached EEO

Evidence of Equal Employment Opportunity Programs for minorities, women, veterans, returning citizens, and small businesses.

CRITERIA 29:

Assurance that the bidder is an equal opportunity employer and does not discriminate on the basis of race, sex, pregnancy, age, religion, national origin, marital status, sexual orientation, gender identity of expression, height, weight, or disability. **COMPANIES EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:**

Please see attached our companies EEO Policy.

Erie Construction LLC / James DeAngelis, President
Print Firm Name/Principal

Signature/Principal

5-23-23
Date

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
Erie Construction, LLC
22051 Commerce Drive
Woodhaven, MI 48183

SURETY:
(Name, legal status and principal place of business)
Merchants National Bonding Inc.
P.O.Box 14498
Des Moines, IA 50306-3498

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)
City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201
BOND AMOUNT: Five Percent (5%) of Amount Bid

PROJECT:
(Name, location or address, and Project number, if any)
MLK Equality Trail Reconstruction From West Avenue to Prospect Street

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 24th day of May, 2023

Amber Hins
(Witness)

Erie Construction, LLC
(Principal) *(Seal)*
(Title) James DeAngelis, President

Merchants National Bonding Inc.
(Surety) *(Seal)*
(Witness)
(Title) Susan L. Small, Attorney-In-Fact

Init.
/

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MERCHANTS BONDING COMPANY™

POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Alan P Chandler; Ian J Donald; Jeffrey A Chandler; John L Budde; Kathleen M Irelan; Krista L Pocket; Patrick E Williams; Steven K Brandon; Susan L Small; T J Griffin; Terence J Griffin; Wendy L Hingson

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 27th day of March , 2023 .

MERCHANTS NATIONAL BONDING, INC. INCORPORATED -o- 2003

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933

MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 27th day of March 2023 , before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

NOTARIAL SEAL
Kim Lee
Commission Number 702737
My Commission Expires
April 14, 2024

Kim Lee
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 24th day of May , 2023 .

MERCHANTS NATIONAL BONDING, INC. INCORPORATED -o- 2003

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933

William Warner Jr.
Secretary

POA 0018 (10/22)

CITY OF
JACKSON
Founded 1829

Finance Department
Purchasing Division

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4020 • Facsimile: (866) 971-2119

April 28, 2023

ERIE CONSTRUCTION LLC
22051 COMMERCE DRIVE
WOODHAVEN, MI 48183

Please be advised that your application to be considered a Prequalified Bidder has been APPROVED, for the following categories:

(A)	Streets	M.	Painting
B.	Bituminous	(N)	Landscaping
C.	Curb, Gutter and Sidewalk	O.	Buildings – General
(D)	Earthwork	P.	Electrical – Building
E.	Bore & Jack	Q.	Electrical – Line Work
F.	Pavement Marking	R.	Heating
(G)	Sewer – Shallow < 15 ft.	S.	Refrigeration & Air Conditioning
(H)	Sewer – Deep > 15 ft.	T.	Plumbing
(I)	Watermain	U.	Demolition
J.	Pumping Station	V.	Sludge Removal
K.	Bridges	(W)	Other:
L.	Concrete Renovation	CLEARING & GRUBBING, GRADING, DRAINAGE STRUCTURE & AGG. CONS.	

Any category not marked which was applied for should be considered NOT APPROVED. For any questions regarding prequalifications contact the Purchasing Department.

Jon H. Dowling, P.E.
City Engineer

Heather Ehnis
Heather Ehnis
Purchasing Agent

EXPIRES: 04/23/28

UNITED STATES OF AMERICA

The State of Michigan

Department of Licensing and Regulatory Affairs

Lansing, Michigan

This is to Certify That

ERIE CONSTRUCTION, LLC

was validly authorized on October 5 , 2009, as a Michigan
DOMESTIC LIMITED LIABILITY COMPANY
and said limited liability company is validly in existence under the laws of this state and has satisfied its annual filing obligations.

This certificate is issued pursuant to the provisions of 1993 PA 23 to attest to the fact that the company is in good standing in Michigan as of this date.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.

LICENSING AND REGULATORY AFFAIRS
Corporations, Securities & Commercial Licensing Bureau

In testimony whereof, I have hereunto set my hand, in the City of Lansing, this 2nd day of March , 2023.

Linda Clegg, Director
Corporations, Securities & Commercial Licensing Bureau

Sent by electronic transmission

Certificate Number: 23030053505

Verify this certificate at: URL to eCertificate Verification Search http://www.michigan.gov/corpverifycertificate.

Erie Construction LLC
22051 Commerce Drive
Woodhaven, Michigan 48183
734-676-8689

Key Employees

Employee Name:	James M. DeAngelis
Current Title:	President
Years of Experience:	51
Type of Experience:	Estimating, Surveying, Grading and Excavating, Layout, Concrete Paving, Underground Utilities, Drainage, Heavy Equipment, Landscape Construction, Road Construction, Project Management
	jdeangelis@erieconstructionllc.com

Employee Name:	James J. DeAngelis
Current Title:	Estimator/Project Manager
Years of Experience:	8
Type of Experience:	Estimating, Project Management
	jimmyd@erieconstructionllc.com

Employee Name:	Amber Hine
Current Title:	Office Project Technician
Years of Experience:	8
Type of Experience:	Project Tech/Project Management
	amber@erieconstructionllc.com

Employee Name:	Lori Bankovich
Current Title:	Office Administrator
Years of Experience:	39
Type of Experience:	Accounting, Accounts Receivable, Accounts Payable, Payroll
	accounting@erieconstructionllc.com

Employee Name:	Mark Kohlman
Current Title:	Superintendent
Years of Experience:	16
Type of Experience:	Grading and Excavation, Layout, Site Utilities, Storm & Sewer Drainage, Watermain, Concrete Paving, Parking Lot Construction, Path Construction, Road Construction, Landscape Construction, Seeding and Sodding, Wetland Planting, Turf Establishment, Soil Erosion Establishment, Golf Course Construction. Certification OSAH 10, OSAH 30, Excavation and Trenching Safety
	mkohlman@erieconstructionllc.com

Erie Construction LLC
22051 Commerce Drive
Woodhaven, Michigan 48183
734-676-8689

Key Employees

Employee Name:	Ken Kruse
Current Title:	Foreman
Years of Experience:	27
Type of Experience:	Grading and Excavation, Site Utilities, Storm & Sewer Drainage, Watermain, Parking Lot Construction, Road Construction, Path Construction. Certification OSAH 10, Excavation and Trenching Safety kkruse@erieconstructionllc.com

Employee Name:	Chad Bennett
Current Title:	Operator/Supervisor
Years of Experience:	22
Type of Experience:	Grading and Excavation, Site Utilities, Storm & Sewer Drainage, Concrete Paving, Parking Lot Construction, Road Construction, Path Construction

Employee Name:	Jeff Cross
Current Title:	Laborer
Type of Experience:	Job site & material preparation. Hand digging and assisting the operator with Grading and Excavation, Site Utilities, Storm & Sewer Drainage, Concrete Paving, Parking Lot Construction, Road Construction, Path Construction

Employee Name:	Jared Kruskie
Current Title:	Operator
Type of Experience:	Grading and Excavation, Site Utilities, Storm & Sewer Drainage, Concrete Paving, Parking Lot Construction, Road Construction, Path Construction. Certification in Laser Equipment

Erie Construction LLC
22051 Commerce Drive
Woodhaven, Michigan 48183
734-676-8689

Key Employees

Employee Name:	Jerry Jenski Jr.
Current Title:	Laborer
Type of Experience:	Job site & material preparation. Hand digging and assisting the operator with Grading and Excavation, Site Utilities, Storm & Sewer Drainage, Concrete Paving, Parking Lot Construction, Road Construction, Path Construction. Certification OSAH 10

Employee Name:	Randal Luft
Current Title:	Operator
Years of Experience:	3
Type of Experience:	Grading and Excavation, Site Utilities, Storm & Sewer Drainage, Road Construction, Path Construction. Certification OSHA 30

ERIE CONSTRUCTION LLC
COMPLETED WORK

Name, Location and Description of Project	Owner	Architect/Engineer	Contract Amount	Date Completed	Prime/Sub	Percentage Completed By Us
Rapids View Development Hudson Mills Metropark	Huron-Clinton Metroparks	Huron-Clinton Metroparks	598,731.00	Jul-22	Prime	70%
I-94 South Service Drive Storm Outlet Service	Wayne County	Wayne County	117,820.00	Sep-22	Prime	100%
B2B Trail Construction - Chelsea Trail Project 1.75 mile 10' path, site prep, excavation, grading, agg base, culvert installation, concrete, tree planting, restoration	Washtenaw County Parks and Recreation	Washtenaw County Parks and Recreation **Roy Townsend** **734-971-6337**	1,457,335.00	Aug-22	Prime	80%
MDOT#81000-208962 Dixboro Rd 0.65 mi hot mix asphalt shared use path, concrete curb and gutter, culvert, sewer, drainage	State of Michigan Department of Transportation	Fishbeck	1,553,066.00	May-22	Prime	50%
B2B Trail Construction Dexter-Chelsea Trail Project 1.5 mile 10' path, site prep, excavation, grading, agg base, culvert installation, concrete, tree planting, restoration	Washtenaw County Parks and Recreation	Washtenaw County Parks and Recreation **Roy Townsend** **734-971-6337**	995,722.00	Aug-22	Prime	80%
Seagull Habitat Modification and Swale GLWA 3 acre excavation, grading, seeding, site restoration	Great Lakes Water Authority	Great Lakes Water Authority	271,160.00	Nov-21	Prime	100%
East Ramp Storm Water Diversion at Willow Run Airport Installation of 872 ft Sewer CL HE-IV 24"x38" TR Det B, 16ft Sewer CL V 12", 2006 syd pvmt rem, 1142 syd concrete, 9 Catch Basin 72" & 84" dia aircraft rated, 5545 sft Turf Restoration	Wayne County Airport Authority	Hubbell, Roth & Clark, Inc **Michael Michalak** **313-965-3330**	787,869.11	Dec-20	Prime	85%
LILLIE PARK PATHWAY IMPROVEMENTS 2000 lf pathway grading, agg base, boardwalk swale, 50 LF Culv, Cl A 15" with end sections, 2000 syd turf estab	Pittsfield Charter Township	Stantec **Mark Pascoe** **734-214-1865**	114,172.00	Nov-20	Prime	100%
MDOT 25000-203233 Genesee Co 2.10 mi of hot mix asphalt shared use path, concrete sidewalk, remote drop off lot, driveways & drainage	State of Michigan Department of Transportation	Fleis & Vandenbrink **Geric Rose** **810-743-9120**	1,219,643.00	Sep-20	Prime	75%

ERIE CONSTRUCTION LLC
COMPLETED WORK

Name, Location and Description of Project	Owner	Architect/Engineer	Contract Amount	Date Completed	Prime/Sub	Percentage Completed By Us
I-96 WB at Levan Barrier Wall Slope Drainage Project 200 ft Drainage System Install, 500 yd Slope Restoration, 132 yd Barrier Wall Surface Coating	State of Michigan Department of Transportation	**Mike Budai** **MDOT Taylor TSC**	61,755.70	Sep-20	Prime	100%
MDOT 82000-208959 Westland 0.37 mi of concrete sidewalk and ramps, storm sewer	State of Michigan Department of Transportation	OHM Advisors **Thomas Bachmayer** **734-466-4422**	276,000.00	20-Sep	Prime	80%
MDOT 81000-201104-2 0.53 Mi Asphalt Path, Earthwork, Concrete Sidewalk	State of Michigan Department of Transportation	Washtenaw Co Rd Commission **Nate Murphay, P.E.** **734-761-1500**	389,749.00	Jun-20	Prime	80%
Huron-Clinton Metroparks Maint Yard Stormwater Improvements 1/2 Acre Retention Basin, 200' Storm Sewer, Pavment Removal, Concrete Pad	Huron-Clinton Metroparks	Huron-Clinton Metroparks **Andrew Storer** **810-494-6054**	96,512.00	Nov-19	Prime	100%
Leslie Park Golf Course Wetland Mitigation 0.50 Acre Tree/Brush Clearing, 1 Acre Pond Excavation, 1 Acre Wetland Seeding/Planting, Soil Erosion, Silt Fence	City of Ann Arbor	Stantec **Mark Pascoe** **734-214-1865**	79,556.00	Oct-19	Prime	100%
Pathway Reconstruction at Parker Mill County Park 0.75 Mile Asphalt Path, Milling and Paving, Concrete, Fencing, 50' Storm Drain	Washtenaw County	Washtenaw County	226,742.00	Oct-19	Prime	90%
MDOT 58000-133158 Bridge Removal & Replacement with four-sided Precast Concrete Box Culvert and Approach work	State of Michigan Department of Transportation	MDOT	396,971.00	Sep-19	Prime	90%
MDOT 82024-201016 0.14 mile Turf Establishment, Seeding at M-3 and I-94	State of Michigan Department of Transportation	MDOT	116,941.00	Sep-19	Prime	100%
MDOT 58151-127463-2 Construction of 50 acres Wetland Mitigation Sites, Culvert, Drainage Improvments, Wetland Seeding	State of Michigan Department of Transportation	MDOT **Jim Daavettila 810-225-2602**	1,189,867.65	Aug-19	Prime	100%
MDOT 58051-201074 Culvert Replacement, Scour Countermeasures and approach	State of Michigan Department of Transportation	MDOT **Craig Heidelberg**	1,033,027.42	Oct-18	Prime	70%

ERIE CONSTRUCTION LLC
COMPLETED WORK

Name, Location and Description of Project	Owner	Architect/Engineer	Contract Amount	Date Completed	Prime/Sub	Percentage Completed By Us
work on US-24		810-623-8341				
MDOT 63172-M71841 Drainage Improvements on I-75 at various locations	State of Michigan Department of Transportation	MDOT	351,501 55	Aug-18	Prime	100%
MDOT 63173-200002 0.04 mi of installation of Portable Intermittent Truck Weigh Stations, paving, drainage, restoration	State of Michigan Department of Transportation	MDOT	129,814 00	Jul-18	Prime	95%
Hurd/Vivian Road Improvements 0.40 Miles of excavation, 1880 LF storm sewer installation, drainage and slope restoration	Monroe County Road Commission	Monroe County Road Commission **Michael Smith 734-240-5100**	187,736 74	Jul-18	Prime	100%
Textile Rd Reconstruction & Pathway Project: **Wetland Mitigation** Construct Wetland Mitigation Improvements at Woolley Park, Excavation, Drainage, Wetland Planting	Pittsfield Township	Stantec Consulting Mich Inc	69,800 00	Apr-18	Prime	90%
MDOT 82457-128442 Southgate Path	State of Michigan Department of Transportation	Hennessey Engineers	349,044 45	Nov-17	Prime	60%
Inglenook Park City of Southfield	City of Southfield	Environmental Consulting Tech	523,215 00	Nov-17	Prime	60%
MDOT 82023-M71783 I-94 Slope Repairs	State of Michigan Department of Transportation	MDOT	219,887 00	Oct-17	Prime	100%
Sandywell Drive Special Assessment District	Monroe County Road Commission	Mannik & Smith	206,380 00	Aug-17	Prime	80%
Lower Huron Metropark Bank Stabilization Lower Huron Metropark Streambank Stabilization	Huron-Clinton Metro Park	Huron-Clinton Metro Park	165,775 00	Sep-17	Prime	95%
MDOT 82457-118192 **River Rouge Greenway Path** 0.78 Mile Hot Mix Asphalt Shared Use Path, Concrete Curb, Gutter, Sidewalk Ramps, Drainage, Erosion Control, Storm Sewer	State of Michigan Department of Transportation	AECOM	487,515 00	Jul-17	Prime	70%
Belden Tile Drain Installation of 2000 ft Storm Sewers & Manholes, Ditching, Box Culvert, Earthwork, Aggregate Base, Restoration	Wayne County Drain Commissioner	Spicer Group	378,726 00	Jul-17	Prime	90%

ERIE CONSTRUCTION LLC
COMPLETED WORK

Name, Location and Description of Project	Owner	Architect/Engineer	Contract Amount	Date Completed	Prime/Sub	Percentage Completed By Us
NB I-275 S of Koppernick Washout Repair 059117B0010137 Washout Repair, Drainage, Aggregate Base, Asphalt, Restoration	State of Michigan Department of Transportation	State of Michigan Department of Transportation	$49,745.00	Apr-17	Prime	90%
NB I-275 at Van Born Rd Washout Repair 059117B0009587 Washout Repair, Drainage, Aggregate Base, Concrete, Restoration	State of Michigan Department of Transportation	State of Michigan Department of Transportation	23,915.00	Dec-16	Prime	90%
Grove & Park Street Grade Closures Closing Railroad Grade Crossings, Add Turnarounds, Concrete Curb & Gutter, Storm Sewer, Site Grading, Restoration	City of Ypsilanti	OHM Advisors Marcus McNamara 734-466-4553	169,967.00	Oct-16	Prime	80%
Estral Beach North Dike Repairs Dike Repair, Rebuild Slope, Restoration	Village of Estral Beach	McDowell & Associates	23,638.00	Oct-16	Prime	100%
MDOT 58609-127404 **Seventh Street, Monroe County** 0.5 Mile Road Widening, 900 ft Storm Sewer, Aggregate, Curb and Gutter, Restoration	Michigan Department of Transportation	Monroe County Rd Commission Michael Smith 734-240-5100	297,331.36	Sep-16	Prime	80%
MDOT 58609-120571 **Stony Creek Road, Monroe County** 2 Mile Asphalt Removal, Resurfacing,Clearing, Concrete Precast Culvert, Storm Sewer, Aggregate Base, Drainage, Restoration	Michigan Department of Transportation	Mannik & Smith Group Steven Bouws 734-289-2200	477,941.36	Sep-16	Prime	75%
MDOT 63900-M71544 **Drainage Repairs Oakland County** Drainage repairs at various locations, Oakland County	Michigan Department of Transportation	MDOT Ahmad Azmoudeh 248-451-0001	691,959.56	May-16	Prime	95%
Monroe/Dean Rd Reconstruction & Drainage Project Road Reconstruction, 2905 LF Storm Drainage, Clearing Road Repair, Seeding & Restoration	Monroe County Rd Commission	Mannik & Smith Group Steven Bouws 734-289-2200	453,475.79	Nov-15	Prime	90%
West Branch of Augusta Central Drain Improvement Earthwork, Storm Water Detention System, Installing an Over Flow CMP Culvert, Seeding & Restoration	Washtenaw County Water Resources Commission	Washtenaw County Rd Com Scott Miller 734-222-6818	157,997.00	Sep-15	Prime	100%
MDOT 81609-119596	Michigan Department	Washtenaw County Rd Com	295,724.00	Jul-15	Prime	80%

ERIE CONSTRUCTION LLC
COMPLETED WORK

Name, Location and Description of Project	Owner	Architect/Engineer	Contract Amount	Date Completed	Prime/Sub	Percentage Completed By Us
Island Lake @ Wylie Road Road Reconstruction, Site Grading, Concrete Curb, Asphalt Seeding & Restoration	of Transportation	Matt MacDonell 734-327-6688				
MDOT 82291-124696 **I-275 Metro Trail Wayne County** Shared-use path, Site Grading, Retaining wall, Concrete Curb, Gutter, Sidewalk, Landscaping & Restoration	Michigan Department of Transportation	MDOT William Erben 313-477-8850	334,468.00	Sep-15	Prime	80%
Conklin Drain Cleanout and Restoration 2800 ft Drainage Cleanout & Restoration, Culvert Replacement Slope Repair & Rebuild, Storm Sewer	Macomb County Public Works Commissioner	Macomb County Public Works Shane Slanec 586-307-8265	279,158.00	May-15	Prime	100%
MDOT 81609-118977 **N. Prospect @ Cherry Hill Rd** Road Reconstruction, Site Grading, Seeding & Restoration	Michigan Department of Transportation	Washtenaw County Rd Com Mark McCullough 734-327-6679	239,000.00	Oct-14	Prime	70%
MDOT 63192-118044 **M-5 Railroad Removal** Road Reconstruction, Removal of Railroad Tracks, Seeding & Restoration	Michigan Department of Transportation	Fishbeck, Thompson, Carr & Huber	431,612.91	Sep-14	Prime	70%
MDOT 63192-112471 **M-5 Pathway** Bike Path Construction, Site Grading, Clearing, Seeding & Restoration	Michigan Department of Transportation	Orchard, Hiltz & McCliment	213,380.00	Sep-14	Prime	80%
Arbor Oaks Park Rain Gardens Site Grading, Wetland Plantings Clearing, Park Restoration and Beautification	City of Ann Arbor	In-Site Design Studio	149,925.00	Aug-14	Prime	100%
Novi Dog Park 3 acre Site Grading, Seeding, Soil Erosion, Restoration	City of Novi	Orchard, Hiltz & McCliment	217,994.55	Sep-14	Prime	90%
Pointe Mouillee Water Service Install 2800 feet of watermain	State of Michigan Dept Mgmt & Budget	Nowak & Fraus Engineers	62,400.00	Apr-14	Prime	80%
Fort Street Streetscape Improvements	City of Lincoln Park DDA	Beckett & Raeder, Inc	136,571.19	Apr-14	Prime	100%

ERIE CONSTRUCTION LLC
COMPLETED WORK

Name, Location and Description of Project	Owner	Architect/Engineer	Contract Amount	Date Completed	Prime/Sub	Percentage Completed By Us
Streetscape, Site Grading, Landscape Planting Trucking & Restoration						
5 Mile Booster Pump Station Sitework, Concrete, Landscape & Restoration	Plymouth Township 9955 N Haggerty Rd Plymouth MI 48170	Plymouth Township	27,388 27	Oct-13	Prime	100%
Patrick Henry School Fitness Trail Fitness Equipment Installation, Restoration	Woodhaven-Brownstown School District	Forestle Design Inc	44,327 37	Oct-13	Prime	60%
Ann Arbor Rd Corridor 2013 DDA Improvements Streetscape, Site Grading, Site Utilities, Concrete Paving, Irrigation, Landscape Planting, Trucking and Restoration	Plymouth Township DDA 9955 N Haggerty Rd Plymouth, MI 48170	Hubbell, Roth & Clark Inc	846,031 30	Sep-13	Prime	60%
DOC/Huron Valley Women's Correctional Facility ***Perimeter Road Drainage Improvements & Reconstruction*** Site Grading, Site Utilities, Asphalt Paving, Restoration, Trucking	State of Michigan Dept of Management & Budget	Beckett & Raeder, Inc	332,005 90	May-13	Prime	80%
Rennold's Ravine - Bell Branch Streambank ***Stabilization Project*** Excavation, Boulder Placement, Plantings, Bank Stabilization, Storm Drainage Relocation, Box Culvert Restoration, Slope Repair & Rebuild, Trucking	Todd Zilinck, P E City of Livonia 33000 Civic Center Drive Livonia, MI 48154 734-466-2561	Orchard, Hiltz & McCliment	249,403 00	Apr-13	Prime	100%
Wayne County Green Streets Grow Zone Project Storm Sewer Catch Basin Reconstruction Wetland Plantings and Seeding	Wayne County	Wayne County	80,934 00	Oct-12	Prime	100%
Michigan Technical Academy Class Room ***Addition & Gym Remodel*** Site Grading, Site Utilities, Restoration, Trucking	Michigan Technical Academy	Richard J Adams Architectural Services	181,608 13	Sep-12	Sub	100%
City of Ann Arbor Impervious Area Disconnection ***and Infiltration Drain Project*** Earthwork, Wetland Construction, Landscaping, Storm Water Drainage Relocation, Site Utilities, Concrete, Trucking	Washtenaw County Water Resources Commissioner	In-Site Design Studio	405,128 86	Jun-12	Prime	95%
Ann Arbor Transportation Authority	Ann Arbor Transportation Authority	DLZ Michigan, Inc	206,324 00	Jun-12	Sub	95%

ERIE CONSTRUCTION LLC
COMPLETED WORK

Name, Location and Description of Project	Owner	Architect/Engineer	Contract Amount	Date Completed	Prime/Sub	Percentage Completed By Us
Bus Facility Expansion Earthwork, Parking Lot Construction, Building Pad Prep, Concrete, Trucking						
Ann Arbor Transportation Authority ***Administration Building Pond and Main Entrance Landscape Improvements*** Earthwork, Native Plantings, Landscaping/Restoration, Wetland Development, Slope Repair & Rebuild	Ann Arbor Transportation Authority	DLZ Michigan, Inc Stephen Metzer	103,250 00	Sep-11	Prime	95%
Wayne County Coastal Restoration Project ***Trenton, Michigan*** Trucking of Topsoil	Wayne County	Wayne County	42,757 10	Aug-11	Sub	100%
Parts Galore II, LLC Trucking of Topsoil	Parts Galore II LLC	Parts Galore II LLC	11,867 00	Jun-11	Prime	100%
Stor-Room ***Storage Parking Lot Additions*** ***Woodhaven, MI*** Earthwork, Underground Utilities, Agg Base, and Landscaping Trucking	Stor-Room Inc	Stor-Room Inc Kathleen Dutton	25 650 00	May-11	Prime	100%
Quandt Road Pedestrian Access and Parking Lot Improvements ***Allen Park, MI*** Earthwork, Concrete Paving, and Landscaping	Allen Park Downtown Development Authority	Wade-Trim/Associates Jamison Brown	102 980 50	Nov-10	Prime	80%

ERIE CONSTRUCTION LLC

22051 Commerce Drive Woodhaven, Michigan 48183
734-676-8689 phone 734-676-9137 fax

REFERENCES

Washtenaw Co Parks & Recreation Commission
2230 Platt Road
Ann Arbor, MI 48108
Roy Townsend
734-971-6337 x337
townsendr@washtenaw.org

MDOT
Jim Daavettila
810-225-2602
DaavettilaJ@michigan.gov

Monroe County Road Commission (MDOT)
840 S. Telegraph Road
Monroe, MI 48161
Michael Smith
734-240-5100
msmith@mcrc-mi.org

MDOT
Craig Heidelberg
810-623-8341
HeidelbergC@michigan.gov

Hubbell, Roth & Clark, Inc.
535 Griswold Street
Buhl Building, Ste 1650
Detroit, MI 48226
Michael Michalak
313-965-3330
Mmichalak@hrcengr.com

Stantec
3754 Ranchero Drive
Ann Arbor, MI 48108
Mark Pascoe
734-214-1865
Mark.Pascoe@stantec.com

Ohm Advisors
355 South Zeeb Road, Ste A
Ann Arbor, MI 48103
Thomas Bachmayer
734-522-6711
Thomas.Bachmayer@ohm-advisors.com

ERIE CONSTRUCTION, LLC
22051 Commerce Drive
Woodhaven, MI 48183
MDOT Pre-qualified, sbe
Ph. 734-676-8689
Fax 734-676-9137

5/23/23

Statement Regarding Bidders Staffing

Erie Construction LLC is staffed to manage heavy civil construction projects though the union agreements. Subcontractors used on our projects are often MDOT pre-qualified. We do not employee construction workers and classify them as independent contract workers.

VTC
INSURANCE
GROUP

April 17, 2023

Erie Construction, LLC
22051 Commerce Dr
Woodhaven, MI 48183-5106

RE: Workers' Compensation Experience Modification

To Whom It May Concern:

Following is your Company's 3 year Experience Modification Factors:

Policy Effective Dates	Experience MOD	Carrier
5/1/2023 -4/30/2024	.55	Safety National Casualty Corp.
5/1/2022- 4/30/2023	.55	Safety National Casualty Corp.
5/1/2021- 4/30/2022	.54	Safety National Casualty Corp.

If you should need any additional information, please do not hesitate to call.

Sincerely,

Kathleen Wasen

Kathleen Wasen
Account Manager
kwasen@vtcins.com

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/23/2023

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

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

PRODUCER	CONTACT NAME: Kathleen Wasen
VTC Insurance Group Troy Office 1175 W. Long Lake Ste. 200 Troy MI 48098-4960	PHONE (A/C, No, Ext): (248)828-3377 FAX (A/C, No): (248)828-3741 E-MAIL ADDRESS: kwasen@vtcins.com

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Erie Construction, LLC 22051 Commerce Dr Woodhaven, MI 48183-5106	INSURER A: Harleysville Insurance Co	23582
	INSURER B: Harleysville Preferred Ins. Co	35696
	INSURER C: Harleysville Worcester Ins. Co	26182
	INSURER D: Safety National Casualty Corp	15105
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 23-24 Master 23 WC **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X XCU Included GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:			SPP000000097884T	8/1/2022	8/1/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			BA000000097883T	8/1/2022	8/1/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) PIP-Basic	$ 1,000,000 $ $ $ $
C	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 0			CMB000000097885T	8/1/2022	8/1/2023	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000 $
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		ERIEC-C	5/1/2023	4/30/2024	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
A	Installation Floater Leased/Rented Equipment			SPP000000097884T SPP000000097884T	8/1/2022 8/1/2022	8/1/2023 8/1/2023	Limit Limit	$100,000 $200,000

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

All operations of the named insured.

CERTIFICATE HOLDER

For Information Only
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CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Alan Chandler/KJW

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VTC
INSURANCE
GROUP

May 17th, 2023

RE: Erie Construction, LLC

To Whom It May Concern:

VTC Insurance Group has the distinct privilege of servicing the bond needs of Erie Construction, LLC. This organization maintains an enviable reputation for excellence and integrity, and consistently references well with their suppliers and subcontractors.

We currently run on a day-to-day operating line of $3,000,000 single with an aggregate program of $6,000,000. We have issued bid, performance, and payment bonds as needed with Merchants National Bonding Inc. The operating line is by no means a limit of bonding capacity but is rather a parameter to efficiently handle routine needs. We would favorably consider any reasonable request because of Erie Construction, LLC's strong reputation.

We appreciate the opportunity to extend our unconditional recommendation for construction or related undertakings this fine firm may entertain. Should you need any further information please do not hesitate to contact our office at 248-828-3377.

MERCHANTS NATIONAL BONDING INC.

Susan L. Small, Attorney-In-Fact

MERCHANTS BONDING COMPANY™

POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Alan P Chandler; Ian J Donald; Jeffrey A Chandler; John L Budde; Kathleen M Irelan; Krista L Pocket; Patrick E Williams; Steven K Brandon; Susan L Small; T J Griffin; Terence J Griffin; Wendy L Hingson

their true and lawful Attorney(s)-In-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 27th day of March , 2023 .

MERCHANTS NATIONAL BONDING INC. INCORPORATED -o- 2003

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933

MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 27th day of March 2023 , before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

NOTARIAL SEAL IOWA
Kim Lee
Commission Number 702737
My Commission Expires
April 14, 2024

Kim Lee
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 17th day of May , 2023 .

MERCHANTS NATIONAL BONDING INC. INCORPORATED -o- 2003

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933

William Warner Jr.
Secretary

POA 0018 (10/22)

Amber Hine

From: Kevin Zelecki <kzelecki@vtcins.com>
Sent: Tuesday, May 23, 2023 2:06 PM
To: Amber Hine
Subject: Merchants Rating

Merchants has a rating of "A VIII"

- ***The offices of VTC Insurance Group will be closed on Monday, May 29th in observance of Memorial Day.***

VTC

Kevin T. Zelecki
Surety Administrator

VTC Insurance Group
1175 West Long Lake Road, Suite 200, Troy, MI 48098
P: 248-530-3248 | F: 248-828-3741

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HOME/AUTO QUOTE

CONFIDENTIALITY NOTICE: The information contained in this communication, including attachments is privileged and confidential. It is intended only for the exclusive use of the addressee. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us by telephone immediately.

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EEO OFFICER

Erie Construction LLC is an Equal Opportunity Employer. All employees are expected to fully cooperate with the Equal Employment Opportunity/Affirmative Action Policy (See Attached).

Supervision has been made to understand that their work performance is being evaluated on the basis of their equal employment opportunity efforts and results, as well as other criteria. It shall be a responsibility of supervisors to take actions to prevent harassment of employees placed through affirmative action efforts.

Any questions regarding this document or the Equal Employment Opportunity/Affirmative Action Policy (Attached) should be addressed to:

Erie Construction LLC has appointed Jimmy DeAngelis as the EEO Officer on this Contract. Any questions regarding this document call 734-676-8689.

ERIE CONSTRUCTION LLC

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

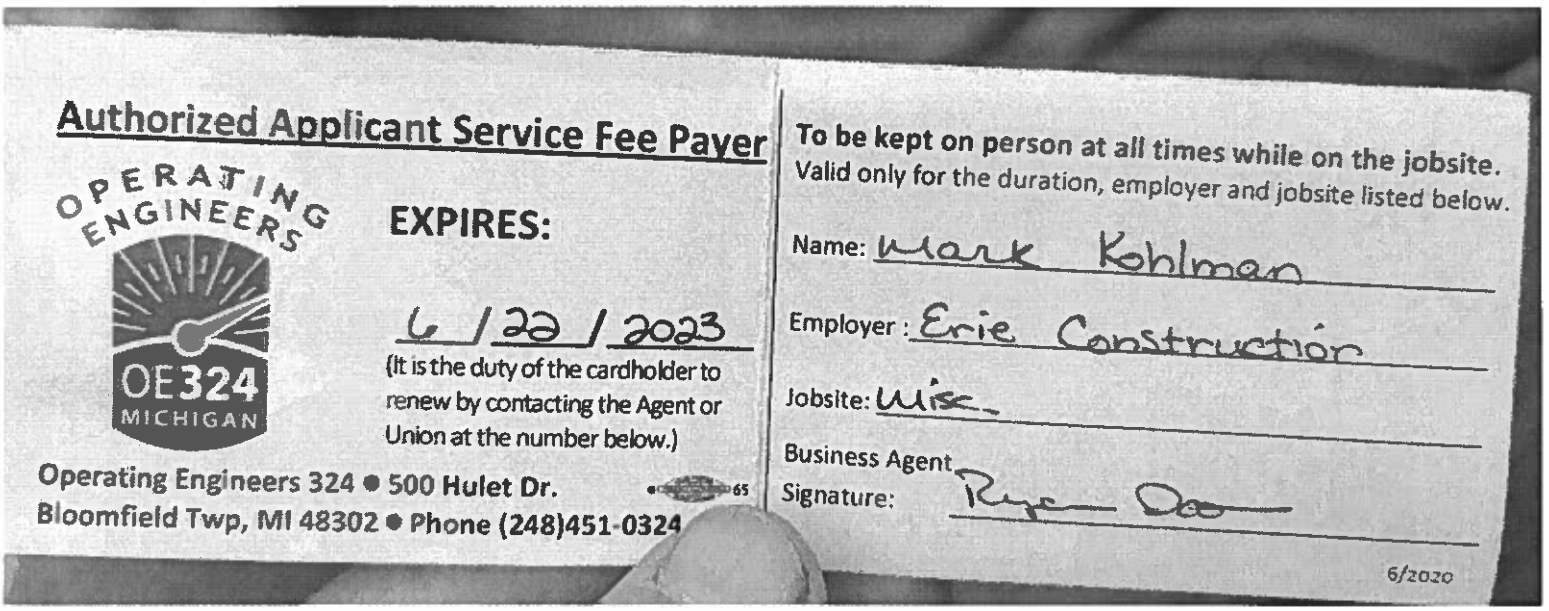
It is the policy of Erie Construction LLC to afford equal opportunity for employment to all individuals regardless of race, sex, pregnancy, age, religion, national origin, marital status, sexual orientation, gender identity or expression, height, weight, or disability. The corporation is strongly bound to the policy by the fact that adherence to the principals involved is the only acceptable American way of life. Therefore, this corporation will take affirmative action to ensure that we will (1) recruit, hire and promote all job classifications without regard to race, sex, pregnancy, age, religion, national origin, marital status, sexual orientation, gender identity or expression, height, weight, or disability; (2) base decisions on employment so as to further the principle of equal employment opportunity; (3) ensure that promotion decisions are in accord with principles of equal employment opportunities; (4) ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, company sponsored training, education, tuition assistance, social and recreation programs will be administered without regard to race, sex, pregnancy, age, religion, national origin, marital status, sexual orientation, gender identity or expression, height, weight, or disability. Additionally, Erie Construction LLC intends full compliance with handicapped and Veteran affirmative action requirements.

The successful achievement of a nondiscriminatory employment program requires a maximum of cooperation between management and employees. In fulfilling its part in this cooperative effort, management is obliged to lead the way to establishing and implementing affirmative procedures and practices which will ensure our objectives, namely equitable employment opportunity for all. Minority and Female employees are encouraged to participate in all company activities and refer applicants.

Supervision has been made to understand that their work performance is being evaluated based on their equal employment opportunity efforts and results, as well as other criteria. It shall be a responsibility of supervisors to take actions to prevent harassment of employees placed through affirmative action efforts.

_____

James DeAngelis, PM



Authorized Applicant Service Fee Payer

OPERATING ENGINEERS
OE324
MICHIGAN

EXPIRES:

6 / 22 / 2023

(It is the duty of the cardholder to renew by contacting the Agent or Union at the number below.)

Operating Engineers 324 ● 500 Hulet Dr.
Bloomfield Twp, MI 48302 ● Phone (248)451-0324

To be kept on person at all times while on the jobsite.
Valid only for the duration, employer and jobsite listed below.

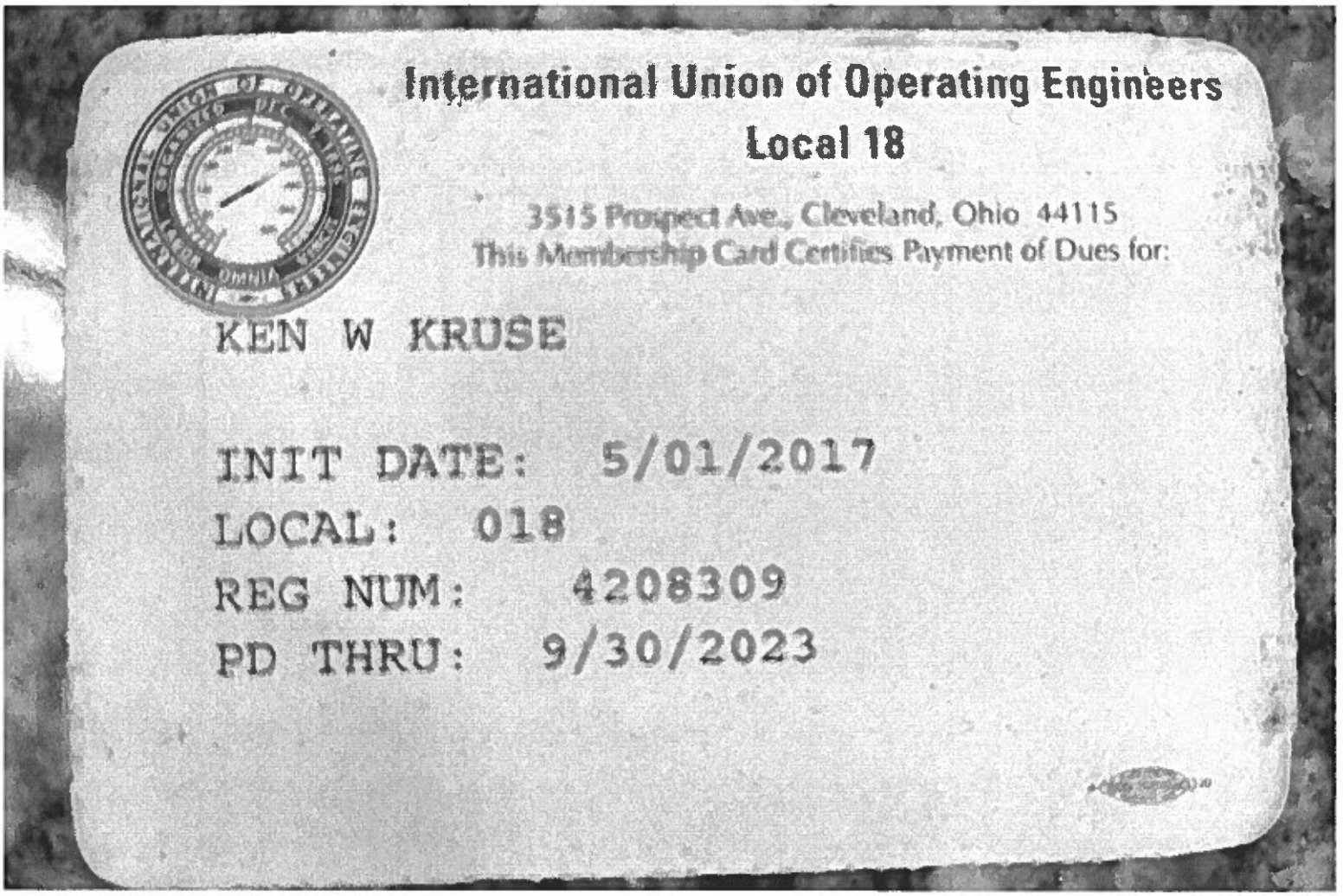
Name: Mark Kohlman

Employer: Erie Construction

Jobsite: Misc.

Business Agent Signature:

6/2020



International Union of Operating Engineers
Local 18

3515 Prospect Ave., Cleveland, Ohio 44115
This Membership Card Certifies Payment of Dues for:

KEN W KRUSE

INIT DATE: 5/01/2017
LOCAL: 018
REG NUM: 4208309
PD THRU: 9/30/2023

OPERATING ENGINEERS LOCAL 324
Fringe Benefit Funds

April 20, 2023

ERIE CONSTRUCTION LLC
22051 COMMERCE DRIVE
WOODHAVEN, MI 48183

RE: Erie Construction LLC /Verification of Benefit Payment

To Whom It May Concern:

This is to verify that the aforementioned company has paid its reported fringe benefit contributions through the work month of January 2023 to the Operating Engineers Local 324 Fringe Benefit Funds.

The accuracy of these monies can neither be confirmed nor denied until a payroll audit is conducted by the Fund Auditors.

If you should have any further questions, please contact me at your convenience.

Sincerely,

Kristina Wade

Kristina Wade
Benefits Specialist

OPEIU42/AFLCIO
amber@erieconstructionllc.com

The United States Department of Labor

Office of Apprenticeship

Certificate of Registration of Apprenticeship Program

OPERATING ENGINEERS LU 324 JATF
275 E. Highland Rd. Howell MI. 48843
For the Occupation of:
OPERATING ENGINEER (0365 V1)
Time-Based 6000 Hours

Registered as part of the National Apprenticeship System in accordance with the basic standards of apprenticeship established by the Secretary of Labor

December 31, 1978
(Revised) January 14, 2022
Date

MI015780065
Registration No.

DEPARTMENT OF LABOR · UNITED STATES OF AMERICA

Administrator, Office of Apprenticeship

JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Telephone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: Award for 2023 Bridge Consulting Services Contract

Recommendation:

Approval of the award for the 2023 Bridge Consulting Services contract to Great Lakes Engineering of Lansing, MI for $85,240.00, for consulting services related to bridge inspections, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

Attached is the report from Jon H. Dowling, City Engineer, regarding a contract award for 2023 Bridge Consulting Services.

I recommend approval. Your consideration and concurrence is appreciated.

JG/ss

Attachment

t:\bridges & grand river\2023 bridge inspection\city mgr cover memo award to council 2023 bridge consulting.docx

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

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

DATE: June 13, 2023

RECOMMENDATION: **Approval of the award for the 2023 Bridge Consulting Services contract to Great Lakes Engineering of Lansing, MI for $85,240.00, for consulting services related to bridge inspections, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.**

SUMMARY

On May 1, 2023, qualification documents and proposals were received from 5 consultants by the Purchasing Coordinator for 2023 Bridge Consulting Services. The qualifications and proposals were reviewed by a team consisting of Jon Dowling, City Engineer and Troy White, Assistant City Engineer.

BUDGETARY CONSIDERATIONS

The following is a list of firms submitting proposals and their rating as ranked by the review team. The Engineer's estimate for this project was $50,750.00. Cost proposals were opened and reviewed for the three highest ranking firms. Great Lakes Engineering was in the group with the highest ratings and the lowest cost of $85,240.00. This will be paid for by Major Street Funds.

Company	Total Rating	Cost
ROWE Professional Services Co., Flint, MI	986	$146,730.00
Great Lakes Engineering, Lansing, MI	936	$85,240.00
Fishbeck, Lansing, MI	936	$136,427.00
Baker and Associates, Dearborn, MI	766	
Spicer Group, Inc., St. Johns, MI	759	

Unlike bid solicitations, Requests for Qualifications and Proposals (RFQPs) are requested for professional services and are designed to allow the respondents to demonstrate their understanding of the project needs and their qualifications to perform the work. The City follows the Brooks Act for Qualification Based Selection (QBS) in the evaluation of the proposals with some modification to allow for consideration of cost. A point system is used to evaluate proposals and select the most qualified firms that consider experience, method of approach, time and effort, understanding of the project and accessibility. Cost proposals are opened and evaluated only for the most qualified firms, preventing potential Freedom of Information Act exposure to cost information by unsuccessful respondents.

HISTORY, BACKGROUND and DISCUSSION

The City of Jackson owns 15 bridges open to vehicle traffic which need bi-annual or annual inspection as required by MDOT. The City also owns two pedestrian bridges and culverts at three locations on which we have bi-annual inspections performed. Engineering retains a consultant on a two-year contract with two, 2-years renewals contingent upon approval by both parties. If both parties agree to renew the contract, unit prices shall be multiplied by a factor of 1.03 per renewal.

DISCUSSION OF THE ISSUE

Attached for your review are the worksheets used to determine the level of qualification for each firm. These sheets show the critical elements that were considered during the rating process. Engineering recommends that the firm most qualified receive the contract to ensure the highest quality design and construction engineering services for this project.

POSITIONS

Based upon their qualification ranking, and in concurrence with the Purchasing Agent, Engineering recommends that the contract for the 2023 Bridge Consulting Services be awarded to Great Lakes Engineering of Lansing, MI, at their not-to-exceed cost of $85,240.00. Funding is available in the Major Street Fund. We also request that the Mayor and City Clerk be authorized to sign the contract documents

ATTACHMENTS

PROPOSAL REVIEW SUMMARY FOR RFQP 23-003 BRIDGE INSPECTION CONTRACT

	Experience/Qualifications					Understanding of Problem					Method of Approach					Results		Cost
Firm	A Weight	Number of Fields	Points	B Earned Points (Out of 10)	W Subtotal of Points A x B	C Weight	Number of Fields	Points	D Earned Points (Out of 10)	X Subtotal of Points C x D	E Weight	Number of Fields	Points	F Earned Points (Out of 10)	Y Subtotal of Points E x F	Total Points W +X +Y	Rank	Total
ROWE	35.0	7.0	7.0	10.0	350.0	30.0	10.0	10.0	10.0	300.0	35.0	11.0	10.0	9.1	318.0	968.0	1	$ 146,730.00
FISHBECK	35.0	7.0	7.0	10.0	350.0	30.0	10.0	10.0	10.0	300.0	35.0	11.0	9.0	8.2	286.0	936.0	2	$ 136,427.00
GLE	35.0	7.0	7.0	10.0	350.0	30.0	10.0	10.0	10.0	300.0	35.0	11.0	9.0	8.2	286.0	936.0	2	$ 85,240.00
BAKER	35.0	7.0	5.5	7.9	275.0	30.0	10.0	10.0	10.0	300.0	35.0	11.0	6.0	5.5	191.0	766.0	4	
SPICER	35.0	7.0	6.0	8.6	300.0	30.0	10.0	10.0	10.0	300.0	35.0	11.0	5.0	4.5	159.0	759.0	5	

RFQP 23/003: 2023 Bridge Consulting Services

Proposal Review for: ROWE

A) Experience: 7/7
   1. Past Projects by Firm
   2. Project Manager
   3. Qualified Team Leader (QTL)
      a. PE
      b. Experience (3 years minimum)
      c. Completed "Safety Inspection of In-Service Bridges" class
   4. Field Staff

B) Understanding 10/10
   1. Quantity of Bridges (20)
   2. Understanding of City's Bridge Inventory
   3. Inspections every 12/24 months minimum
   4. Phases
      a. Bridge File Review on MiBridge
      b. Field Inspection (NBIS "Routine" inspection)
      c. Scour Analysis
      d. Unusual Situations
   5. Load Rating additional work
   6. Inspection data to be entered into MiBridge
   7. Bridge Maintenance work

C) Method 10/11
   1. Kickoff Meeting
   2. Communication to City
      a. For standard conditions
      b. For special conditions/deficiencies
   3. Inspection Reports
      a. MDOT form 2502 for Bridge Safety Inspection Report (BSIR)
      b. MDOT form 1717a for Structure Inventory & Appraisal For (SI&A)
      c. Work Recommendations Report
      d. All reports for all bridges in single binder
   4. Maintenance work on bridges
      a. Fiscal Year Funded
      b. Duration of work
      c. Hours of inspection

RFQP 23/003: 2023 Bridge Consulting Services

Proposal Review for: GREAT LAKES

A) Experience: 7/7
- 1. Past Projects by Firm
- 2. Project Manager
- 3. Qualified Team Leader (QTL)
  - a. PE
  - b. Experience (3 years minimum)
  - c. Completed "Safety Inspection of In-Service Bridges" class
- 4. Field Staff

B) Understanding 10/10
- 1. Quantity of Bridges (20)
- 2. Understanding of City's Bridge Inventory
- 3. Inspections every 12/24 months minimum
- 4. Phases
  - a. Bridge File Review on MiBridge
  - b. Field Inspection (NBIS "Routine" inspection)
  - c. Scour Analysis
  - d. Unusual Situations
- 5. Load Rating additional work
- 6. Inspection data to be entered into MiBridge
- 7. Bridge Maintenance work

C) Method 9/11
- 1. Kickoff Meeting
- 2. Communication to City
  - a. For standard conditions
  - b. For special conditions/deficiencies
- 3. Inspection Reports
  - a. MDOT form 2502 for Bridge Safety Inspection Report (BSIR)
  - b. MDOT form 1717a for Structure Inventory & Appraisal For (SI&A)
  - c. Work Recommendations Report
  - d. All reports for all bridges in single binder
- 4. Maintenance work on bridges
  - a. Fiscal Year Funded
  - b. Duration of work
  - c. Hours of inspection

RFQP 23/003: 2023 Bridge Consulting Services

Proposal Review for: FISHBECK

A) Experience: 7/7
   1. Past Projects by Firm
   2. Project Manager
   3. Qualified Team Leader (QTL)
      a. PE
      b. Experience (3 years minimum)
      c. Completed "Safety Inspection of In-Service Bridges" class
   4. Field Staff

B) Understanding 10/10
   1. Quantity of Bridges (20)
   2. Understanding of City's Bridge Inventory
   3. Inspections every 12/24 months minimum
   4. Phases
      a. Bridge File Review on MiBridge
      b. Field Inspection (NBIS "Routine" inspection)
      c. Scour Analysis
      d. Unusual Situations
   5. Load Rating additional work
   6. Inspection data to be entered into MiBridge
   7. Bridge Maintenance work

C) Method 9/11
   1. Kickoff Meeting
   2. Communication to City
      a. For standard conditions
      b. For special conditions/deficiencies
   3. Inspection Reports
      a. MDOT form 2502 for Bridge Safety Inspection Report (BSIR)
      b. MDOT form 1717a for Structure Inventory & Appraisal For (SI&A)
      c. Work Recommendations Report
      d. All reports for all bridges in single binder
   4. Maintenance work on bridges
      a. Fiscal Year Funded
      b. Duration of work
      c. Hours of inspection

RFQP 23/003: 2023 Bridge Consulting Services

Proposal Review for: BAUER & ASSOC

A) Experience: 5½

1. Past Projects by Firm
2. Project Manager
3. Qualified Team Leader (QTL)
   a. PE - IS 2022
   b. Experience (3 years minimum) -1
   c. Completed "Safety Inspection of In-Service Bridges" class
4. Field Staff -½

B) Understanding 10/10

1. Quantity of Bridges (20)
2. Understanding of City's Bridge Inventory
3. Inspections every 12/24 months minimum
4. Phases
   a. Bridge File Review on MiBridge
   b. Field Inspection (NBIS "Routine" inspection)
   c. Scour Analysis
   d. Unusual Situations
5. Load Rating additional work
6. Inspection data to be entered into MiBridge
7. Bridge Maintenance work

C) Method 10/11

1. Kickoff Meeting
2. Communication to City -½
   a. For standard conditions
   b. For special conditions/deficiencies -1
3. Inspection Reports
   a. MDOT form 2502 for Bridge Safety Inspection Report (BSIR)
   b. MDOT form 1717a for Structure Inventory & Appraisal For (SI&A)
   c. Work Recommendations Report -½
   d. All reports for all bridges in single binder
4. Maintenance work on bridges
   a. Fiscal Year Funded -1
   b. Duration of work -1
   c. Hours of inspection -1

RFQP 23/003: 2023 Bridge Consulting Services

Proposal Review for: SPICER

A) Experience: 6/7

1. Past Projects by Firm
2. Project Manager
3. Qualified Team Leader (QTL)
   a. PE
   b. Experience (3 years minimum)
   c. Completed "Safety Inspection of In-Service Bridges" class
4. Field Staff

B) Understanding 10/10

1. Quantity of Bridges (20)
2. Understanding of City's Bridge Inventory
3. Inspections every 12/24 months minimum
4. Phases
   a. Bridge File Review on MiBridge
   b. Field Inspection (NBIS "Routine" inspection)
   c. Scour Analysis
   d. Unusual Situations
5. Load Rating additional work
6. Inspection data to be entered into MiBridge
7. Bridge Maintenance work

C) Method 5/11

1. Kickoff Meeting
2. Communication to City
   a. For standard conditions
   b. For special conditions/deficiencies
3. Inspection Reports
   a. MDOT form 2502 for Bridge Safety Inspection Report (BSIR)
   b. MDOT form 1717a for Structure Inventory & Appraisal For (SI&A)
   c. Work Recommendations Report
   d. All reports for all bridges in single binder
4. Maintenance work on bridges
   a. Fiscal Year Funded
   b. Duration of work
   c. Hours of inspection

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: **Resolution for Approval of a Contract with the Michigan Department of Transportation for Street Resurfacing on Wildwood Avenue from West Avenue to Steward Avenue, and on Wisner Street from Wildwood Avenue to Ganson Street**

RECOMMENDATION:

Approve a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for street resurfacing on Wildwood Avenue from West Avenue to Steward Avenue, and street resurfacing on Wisner Street from Wildwood Avenue to Ganson Street, and authorize the Mayor and City Clerk to execute the appropriate documents.

Attached is a report from Jon Dowling, City Engineer regarding an MDOT contract for street resurfacing on Wildwood Avenue and on Wisner Street.

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

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon H. Dowling, P.E.

DATE: June 13, 2023

RECOMMENDATION: Approve a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for street resurfacing on Wildwood Avenue from West Avenue to Steward Avenue, and street resurfacing on Wisner Street from Wildwood Avenue to Ganson Street, and authorize the Mayor and City Clerk to execute the appropriate documents.

SUMMARY

Attached is a resolution to enter into a contract with MDOT for street resurfacing on Wildwood Avenue from West Avenue to Steward Avenue, and street resurfacing on Wisner Street from Wildwood Avenue to Ganson Street.

BUDGETARY CONSIDERATIONS

The cost-participation agreement and contract number 23-5126 for this project has been prepared by MDOT and forwarded to the City of Jackson for approval. The estimate for the construction work is $447,500 with the federal share being $300,286 and the City share being $147,214.

HISTORY, BACKGROUND and DISCUSSION

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

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

DISCUSSION OF THE ISSUE

Engineering proposes to mill and resurface the pavement structure on both streets with new hot mix asphalt. Sidewalk ramps will be upgraded to comply with current Americans with Disabilities Act (ADA) requirements.

POSITIONS

I am requesting the attached resolution to enter into the contract with the Michigan Department of Transportation be approved by the City Council, and the Mayor and City Clerk be authorized to sign the appropriate contract documents.

RESOLUTION

BY CITY COUNCIL:

WHEREAS, Wildwood Avenue from West Avenue to Steward Avenue is in need of improvements; and

WHEREAS, Wisner Street from Wildwood Avenue to Ganson Street is in need of improvements; and

WHEREAS, the project is broken down into two parts: Part A-resurfacing on Wildwood Avenue from West Avenue to Steward Avenue, and Part B-resurfacing on Wisner Street from Wildwood Avenue to Ganson Street; and

WHEREAS, the project has received federal funding for 81.85% to a maximum of $237,500 for Part A of this project; and federal funding for 81.85% to a maximum of $80,750 for Part B of this project; and

WHEREAS, the cost-participation agreement and contract number 23-5126 for this project has been prepared by the Michigan Department of Transportation and forwarded to the City of Jackson for approval; and

WHEREAS, the estimate for the construction work is $447,500 with the federal share being $300,286 and the City share being $147,214.

NOW, THEREFORE, BE IT RESOLVED that the City Council does approve the resurfacing on Wildwood Avenue from West Avenue to Steward Avenue, and the resurfacing on Wisner Street from Wildwood Avenue to Ganson Street; and

BE IT FURTHER RESOLVED that the City Council does approve entering into the contract number 23-5126 with the Michigan Department of Transportation for the resurfacing on Wildwood Avenue from West Avenue to Steward Avenue, and the resurfacing on Wisner Street from Wildwood Avenue to Ganson Street; and

BE IT FURTHER RESOLVED that the City Council does authorize the Mayor and the City Clerk to sign the contract documents on behalf of the City.

* * * *

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 June, 2023.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 14th day of June, 2023.

_____
Daniel Mahoney, Mayor

_____
Andrea Muray, City Clerk

STP DA

Control Section	STUL 38000
Job Number	207185CON; 216822CON
Project	23A0247; 23A0381
CFDA No.	20.205 (Highway Research Planning & Construction)
Contract No.	23-5126

PART I

THIS CONTRACT, consisting of PART I and PART II (Standard Agreement Provisions), is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the CITY OF JACKSON, a Michigan municipal corporation, hereinafter referred to as the "REQUESTING PARTY"; for the purpose of fixing the rights and obligations of the parties in agreeing to the following improvements, in the Jackson, Michigan, hereinafter referred to as the "PROJECT" and estimated in detail on EXHIBIT "I", dated March 23, 2023, attached hereto and made a part hereof:

PART A – STUL 38000, JOB #207185CON; 23A0247
Hot mix asphalt cold milling and resurfacing, concrete curb and gutter, sidewalk, curb ramps and permanent pavement markings along Wildwood Avenue from West Avenue to Steward Avenue; and all together with necessary related work.

PART B – STUL 38000, JOB #216822CON; 23A0381
Hot mix asphalt cold milling and resurfacing, concrete curb and gutter, sidewalk, curb ramps and permanent pavement markings along North Wisner Street from West Ganson Street to Wildwood Avenue; and all together with necessary related work.

WITNESSETH:

WHEREAS, pursuant to Federal law, monies have been provided for the performance of certain improvements on public roads; and

WHEREAS, the reference "FHWA" in PART I and PART II refers to the United States Department of Transportation, Federal Highway Administration; and

WHEREAS, the PROJECT, or portions of the PROJECT, at the request of the REQUESTING PARTY, are being programmed with the FHWA, for implementation with the use of Federal Funds under the following Federal program(s) or funding:

SURFACE TRANSPORTATION PROGRAM

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties hereto shall undertake and complete the PROJECT in accordance with the terms of this contract.

2. The term "PROJECT COST", as herein used, is hereby defined as the cost of the physical construction necessary for the completion of the PROJECT, including any other costs incurred by the DEPARTMENT as a result of this contract, except construction engineering and inspection.

No charges will be made by the DEPARTMENT to the PROJECT for any inspection work or construction engineering.

The costs incurred by the REQUESTING PARTY for preliminary engineering, construction engineering, construction materials testing, inspection, and right-of-way are excluded from the PROJECT COST as defined by this contract.

The Michigan Department of Environment, Great Lakes, and Energy has informed the DEPARTMENT that it adopted new administrative rules (R 325.10101, et. seq.) which prohibit any governmental agency from connecting and/or reconnecting lead and/or galvanized service lines to existing and/or new water main. Questions regarding these administrative rules should be directed to the Michigan Department of Environment, Great Lakes, and Energy. The cost associated with replacement of any lead and/or galvanized service lines, including but not limited to contractor claims, will be the sole responsibility of the REQUESTING PARTY.

3. The DEPARTMENT is authorized by the REQUESTING PARTY to administer on behalf of the REQUESTING PARTY all phases of the PROJECT, including advertising and awarding the construction contract for the PROJECT or portions of the PROJECT. Such administration shall be in accordance with PART II, Section II of this contract.

Any items of the PROJECT COST incurred by the DEPARTMENT may be charged to the PROJECT.

4. The REQUESTING PARTY, at no cost to the PROJECT or to the DEPARTMENT, shall:

A. Design or cause to be designed the plans for the PROJECT.

B. Appoint a project engineer who shall be in responsible charge of the PROJECT and ensure that the plans and specifications are followed.

C. Perform or cause to be performed the construction engineering, construction materials testing, and inspection services necessary for the completion of the PROJECT.

The REQUESTING PARTY will furnish the DEPARTMENT proposed timing sequences for trunkline signals that, if any, are being made part of the improvement. No timing adjustments shall be made by the REQUESTING PARTY at any trunkline intersection, without prior issuances by the DEPARTMENT of Standard Traffic Signal Timing Permits.

5. The PROJECT COST shall be met in accordance with the following:

PART A

Federal Surface Transportation Funds shall be applied to the eligible items of the PART A portion of the PROJECT COST up to the lesser of: (1) $237,500, or (2) an amount such that 81.85 percent, the normal Federal participation ratio for such funds, for the PART A portion of the PROJECT is not exceeded at the time of the award of the construction contract. The balance of the PART A portion of the PROJECT COST, after deduction of Federal Funds, shall be charged to and paid by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

PART B

Federal Surface Transportation Funds shall be applied to the eligible items of the PART B portion of the PROJECT COST up to the lesser of: (1) $90,750, or (2) an amount such that 81.85 percent, the normal Federal participation ratio for such funds, for the PART B portion of the PROJECT is not exceeded at the time of the award of the construction contract. The balance of the PART B portion of the PROJECT COST, after deduction of Federal Funds, shall be charged to and paid by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

Any items of PROJECT COST not reimbursed by Federal Funds will be the sole responsibility of the REQUESTING PARTY.

6. No working capital deposit will be required for this PROJECT.

In order to fulfill the obligations assumed by the REQUESTING PARTY under the provisions of this contract, the REQUESTING PARTY shall make prompt payments of its share of the PROJECT COST upon receipt of progress billings from the DEPARTMENT as herein provided. All payments will be made within 30 days of receipt of billings from the DEPARTMENT. Billings to the REQUESTING PARTY will be based upon the REQUESTING PARTY'S share of the actual costs incurred less Federal Funds earned as the PROJECT progresses.

7. At such time as traffic volumes and safety requirements warrant, the REQUESTING PARTY will cause to be enacted and enforced such ordinances as may be necessary to prohibit parking in the traveled roadway throughout the limits of the PROJECT.

8. The performance of the entire PROJECT under this contract, whether Federally funded or not, will be subject to the provisions and requirements of PART II that are applicable to a Federally funded project.

In the event of any discrepancies between PART I and PART II of this contract, the provisions of PART I shall prevail.

Buy America Requirements (23 CFR 635.410) shall apply to the PROJECT and will be adhered to, as applicable, by the parties hereto.

9. The REQUESTING PARTY certifies that it is not aware if and has no reason to believe that the property on which the work is to be performed under this agreement is a facility, as defined by the Michigan Natural Resources and Environmental Protection Act [(NREPA), PA 451, 1994, as amended 2012]; MCL 324.20101(1)(s). The REQUESTING PARTY also certifies that it is not a liable party pursuant to either Part 201 or Part 213 of NREPA, MCL 324.20126 et seq. and MCL 324.21323a et seq. The REQUESTING PARTY is a local unit of government that has acquired or will acquire property for the use of either a transportation corridor or public right-of-way and was not responsible for any activities causing a release or threat of release of any hazardous materials at or on the property. The REQUESTING PARTY is not a person who is liable for response activity costs, pursuant to MCL 324.20101 (vv) and (ww).

10. If, subsequent to execution of this contract, previously unknown hazardous substances are discovered within the PROJECT limits, which require environmental remediation pursuant to either state or federal law, the REQUESTING PARTY, in addition to reporting that fact to the Michigan Department of Environment, Great Lakes, and Energy, shall immediately notify the DEPARTMENT, both orally and in writing of such discovery. The DEPARTMENT shall consult with the REQUESTING PARTY to determine if it is willing to pay for the cost of remediation and, with the FHWA, to determine the eligibility, for reimbursement, of the remediation costs. The REQUESTING PARTY shall be charged for and shall pay all costs associated with such remediation, including all delay costs of the contractor for the PROJECT, in the event that remediation and delay costs are not deemed eligible by the FHWA. If the REQUESTING PARTY refuses to participate in the cost of remediation, the DEPARTMENT shall terminate the PROJECT. The parties agree that any costs or damages that the DEPARTMENT incurs as a result of such termination shall be considered a PROJECT COST.

11. If federal and/or state funds administered by the DEPARTMENT are used to pay the cost of remediating any hazardous substances discovered after the execution of this contract and if there is a reasonable likelihood of recovery, the REQUESTING PARTY, in cooperation with the Michigan Department of Environment, Great Lakes, and Energy and the DEPARTMENT, shall make a diligent effort to recover such costs from all other possible

entities. If recovery is made, the DEPARTMENT shall be reimbursed from such recovery for the proportionate share of the amount paid by the FHWA and/or the DEPARTMENT and the DEPARTMENT shall credit such sums to the appropriate funding source.

12. The DEPARTMENT'S sole reason for entering into this contract is to enable the REQUESTING PARTY to obtain and use funds provided by the Federal Highway Administration pursuant to Title 23 of the United States Code.

Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work by the DEPARTMENT or its agents pursuant to the terms of this contract are done to assist the REQUESTING PARTY in meeting program guidelines in order to qualify for available funds. Such approvals, reviews, inspections and recommendations by the DEPARTMENT or its agents shall not relieve the REQUESTING PARTY and the local agencies, as applicable, of their ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT or its agents is assuming any liability, control or jurisdiction.

The providing of recommendations or advice by the DEPARTMENT or its agents does not relieve the REQUESTING PARTY and the local agencies, as applicable of their exclusive jurisdiction of the highway and responsibility under MCL 691.1402 et seq., as amended.

When providing approvals, reviews and recommendations under this contract, the DEPARTMENT or its agents is performing a governmental function, as that term is defined in MCL 691.1401 et seq., as amended, which is incidental to the completion of the PROJECT.

Upon completion of the PROJECT, the REQUESTING PARTY shall accept the facilities constructed as built to specifications within the contract documents. It is understood that the REQUESTING PARTY shall own the facilities and shall operate and maintain the facilities in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards, and DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction.

13. The DEPARTMENT, by executing this contract, and rendering services pursuant to this contract, has not and does not assume jurisdiction of the highway, described as the PROJECT for purposes of MCL 691.1402 et seq., as amended. Exclusive jurisdiction of such highway for the purposes of MCL 691.1402 et seq., as amended, rests with the REQUESTING PARTY and other local agencies having respective jurisdiction.

14. The REQUESTING PARTY shall approve all of the plans and specifications to be used on the PROJECT and shall be deemed to have approved all changes to the plans and specifications when put into effect. It is agreed that ultimate responsibility and control over the PROJECT rests with the REQUESTING PARTY and local agencies, as applicable.

15. The REQUESTING PARTY agrees that the costs reported to the DEPARTMENT for this contract will represent only those items that are properly chargeable in accordance with

this contract. The REQUESTING PARTY also certifies that it has read the contract terms and has made itself aware of the applicable laws, regulations, and terms of this contract that apply to the reporting of costs incurred under the terms of this contract.

16. Each party to this contract will remain responsible for any and all claims arising out of its own acts and/or omissions during the performance of the contract, as provided by this contract or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This contract is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this contract.

17. The parties shall promptly provide comprehensive assistance and cooperation in defending and resolving any claims brought against the DEPARTMENT by the contractor, vendors or suppliers as a result of the DEPARTMENT'S award of the construction contract for the PROJECT. Costs incurred by the DEPARTMENT in defending or resolving such claims shall be considered PROJECT COSTS.

18. The DEPARTMENT shall require the contractor who is awarded the contract for the construction of the PROJECT to provide insurance in the amounts specified and in accordance with the DEPARTMENT'S current Standard Specifications for Construction and to:

A. Maintain bodily injury and property damage insurance for the duration of the PROJECT.

B. Provide owner's protective liability insurance naming as insureds the State of Michigan, the Michigan State Transportation Commission, the DEPARTMENT and its officials, agents and employees, the REQUESTING PARTY and any other county, county road commission, or municipality in whose jurisdiction the PROJECT is located, and their employees, for the duration of the PROJECT and to provide, upon request, copies of certificates of insurance to the insureds. It is understood that the DEPARTMENT does not assume jurisdiction of the highway described as the PROJECT as a result of being named as an insured on the owner's protective liability insurance policy.

C. Comply with the requirements of notice of cancellation and reduction of insurance set forth in the current standard specifications for construction and to provide, upon request, copies of notices and reports prepared to those insured.

19. This contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto and upon the adoption of the necessary resolutions approving said contract and authorizing the signatures thereto of the respective officials of the REQUESTING PARTY, a certified copy of which resolution shall be attached to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

CITY OF JACKSON

By_____
Title: Mayor

By_____
Title: City Clerk

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By_____
for Department Director MDOT



March 23, 2023

EXHIBIT I

CONTROL SECTION	STUL 38000
JOB NUMBER	207185CON; 216822CON
PROJECT	23A0247; 23A0381

ESTIMATED COST

CONTRACTED WORK

	PART A	PART B	TOTAL
Estimated Cost	$256,000	$191,500	$447,500

COST PARTICIPATION

GRAND TOTAL ESTIMATED COST	$256,000	$191,500	$447,500
Less Federal Funds*	$209,536	$ 90,750	$300,286
BALANCE (REQUESTING PARTY'S SHARE)	$ 46,464	$100,750	$147,214

*Federal Funds for the PROJECT are limited to an amount as described in Section 5.

NO DEPOSIT

PART II

STANDARD AGREEMENT PROVISIONS

SECTION I COMPLIANCE WITH REGULATIONS AND DIRECTIVES

SECTION II PROJECT ADMINISTRATION AND SUPERVISION

SECTION III ACCOUNTING AND BILLING

SECTION IV MAINTENANCE AND OPERATION

SECTION V SPECIAL PROGRAM AND PROJECT CONDITIONS

SECTION I

COMPLIANCE WITH REGULATIONS AND DIRECTIVES

A. To qualify for eligible cost, all work shall be documented in accordance with the requirements and procedures of the DEPARTMENT.

B. All work on projects for which reimbursement with Federal funds is requested shall be performed in accordance with the requirements and guidelines set forth in the following Directives of the Federal-Aid Policy Guide (FAPG) of the FHWA, as applicable, and as referenced in pertinent sections of Title 23 and Title 49 of the Code of Federal Regulations (CFR), and all supplements and amendments thereto.

1. Engineering

   a. FAPG (6012.1): Preliminary Engineering

   b. FAPG (23 CFR 172): Administration of Engineering and Design Related Service Contracts

   c. FAPG (23 CFR 635A): Contract Procedures

   d. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments–Allowable Costs

2. Construction

   a. FAPG (23 CFR 140E): Administrative Settlement Costs-Contract Claims

   b. FAPG (23 CFR 140B): Construction Engineering Costs

   c. FAPG (23 CFR 17): Recordkeeping and Retention Requirements for Federal-Aid Highway Records of State Highway Agencies

   d. FAPG (23 CFR 635A): Contract Procedures

   e. FAPG (23 CFR 635B): Force Account Construction

   f. FAPG (23 CFR 645A): Utility Relocations, Adjustments and Reimbursement

g. FAPG (23 CFR 645B): Accommodation of Utilities (PPM 30-4.1)

h. FAPG (23 CFR 655F): Traffic Control Devices on Federal-Aid and other Streets and Highways

i. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments–Allowable Costs

3. Modification Or Construction Of Railroad Facilities

a. FAPG (23 CFR 140I): Reimbursement for Railroad Work

b. FAPG (23 CFR 646B): Railroad Highway Projects

C. In conformance with FAPG (23 CFR 630C) Project Agreements, the political subdivisions party to this contract, on those Federally funded projects which exceed a total cost of $100,000.00 stipulate the following with respect to their specific jurisdictions:

1. That any facility to be utilized in performance under or to benefit from this contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities issued pursuant to the requirements of the Federal Clean Air Act, as amended, and the Federal Water Pollution Control Act, as amended.

2. That they each agree to comply with all of the requirements of Section 114 of the Federal Clean Air Act and Section 308 of the Federal Water Pollution Control Act, and all regulations and guidelines issued thereunder.

3. That as a condition of Federal aid pursuant to this contract they shall notify the DEPARTMENT of the receipt of any advice indicating that a facility to be utilized in performance under or to benefit from this contract is under consideration to be listed on the EPA List of Violating Facilities.

D. Ensure that the PROJECT is constructed in accordance with and incorporates all committed environmental impact mitigation measures listed in approved environmental documents unless modified or deleted by approval of the FHWA.

E. All the requirements, guidelines, conditions and restrictions noted in all other pertinent Directives and Instructional Memoranda of the FHWA will apply to this contract and will be adhered to, as applicable, by the parties hereto.

SECTION II

PROJECT ADMINISTRATION AND SUPERVISION

A. The DEPARTMENT shall provide such administrative guidance as it determines is required by the PROJECT in order to facilitate the obtaining of available federal and/or state funds.

B. The DEPARTMENT will advertise and award all contracted portions of the PROJECT work. Prior to advertising of the PROJECT for receipt of bids, the REQUESTING PARTY may delete any portion or all of the PROJECT work. After receipt of bids for the PROJECT, the REQUESTING PARTY shall have the right to reject the amount bid for the PROJECT prior to the award of the contract for the PROJECT only if such amount exceeds by ten percent (10%) the final engineer's estimate therefor. If such rejection of the bids is not received in writing within two (2) weeks after letting, the DEPARTMENT will assume concurrence. The DEPARTMENT may, upon request, readvertise the PROJECT. Should the REQUESTING PARTY so request in writing within the aforesaid two (2) week period after letting, the PROJECT will be cancelled and the DEPARTMENT will refund the unused balance of the deposit less all costs incurred by the DEPARTMENT.

C. The DEPARTMENT will perform such inspection services on PROJECT work performed by the REQUESTING PARTY with its own forces as is required to ensure compliance with the approved plans & specifications.

D. On those projects funded with Federal monies, the DEPARTMENT shall as may be required secure from the FHWA approval of plans and specifications, and such cost estimates for FHWA participation in the PROJECT COST.

E. All work in connection with the PROJECT shall be performed in conformance with the Michigan Department of Transportation Standard Specifications for Construction, and the supplemental specifications, Special Provisions and plans pertaining to the PROJECT and all materials furnished and used in the construction of the PROJECT shall conform to the aforesaid specifications. No extra work shall be performed nor changes in plans and specifications made until said work or changes are approved by the project engineer and authorized by the DEPARTMENT.

F. Should it be necessary or desirable that portions of the work covered by this contract be accomplished by a consulting firm, a railway company, or governmental agency, firm, person, or corporation, under a subcontract with the REQUESTING PARTY at PROJECT expense, such subcontracted arrangements will be covered by formal written agreement between the REQUESTING PARTY and that party.

This formal written agreement shall: include a reference to the specific prime contract to which it pertains; include provisions which clearly set forth the maximum reimbursable and the basis of payment; provide for the maintenance of accounting records in accordance with generally accepted accounting principles, which clearly document the actual cost of the services provided; provide that costs eligible for reimbursement shall be in accordance with clearly defined cost criteria such as 49 CFR Part 18, 48 CFR Part 31, 23 CFR Part 140, OMB Circular A-87, etc. as applicable; provide for access to the department or its representatives to inspect and audit all data and records related to the agreement for a minimum of three years after the department's final payment to the local unit.

All such agreements will be submitted for approval by the DEPARTMENT and, if applicable, by the FHWA prior to execution thereof, except for agreements for amounts less than $100,000 for preliminary engineering and testing services executed under and in accordance with the provisions of the "Small Purchase Procedures" FAPG (23 CFR 172), which do not require prior approval of the DEPARTMENT or the FHWA.

Any such approval by the DEPARTMENT shall in no way be construed as a warranty of the subcontractor's qualifications, financial integrity, or ability to perform the work being subcontracted.

G. The REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, shall make such arrangements with railway companies, utilities, etc., as may be necessary for the performance of work required for the PROJECT but for which Federal or other reimbursement will not be requested.

H. The REQUESTING PARTY, at no cost to the PROJECT, or the DEPARTMENT, shall secure, as necessary, all agreements and approvals of the PROJECT with railway companies, the Railroad Safety & Tariffs Division of the DEPARTMENT and other concerned governmental agencies other than the FHWA, and will forward same to the DEPARTMENT for such reviews and approvals as may be required.

I. No PROJECT work for which reimbursement will be requested by the REQUESTING PARTY is to be subcontracted or performed until the DEPARTMENT gives written notification that such work may commence.

J. The REQUESTING PARTY shall be responsible for the payment of all costs and expenses incurred in the performance of the work it agrees to undertake and perform.

K. The REQUESTING PARTY shall pay directly to the party performing the work all billings for the services performed on the PROJECT which are authorized by or through the REQUESTING PARTY.

L. The REQUESTING PARTY shall submit to the DEPARTMENT all paid billings for which reimbursement is desired in accordance with DEPARTMENT procedures.

M. All work by a consulting firm will be performed in compliance with the applicable provisions of 1980 PA 299, Subsection 2001, MCL 339.2001; MSA 18.425(2001), as well as in accordance with the provisions of all previously cited Directives of the FHWA.

N. The project engineer shall be subject to such administrative guidance as may be deemed necessary to ensure compliance with program requirement and, in those instances where a consultant firm is retained to provide engineering and inspection services, the personnel performing those services shall be subject to the same conditions.

O. The DEPARTMENT, in administering the PROJECT in accordance with applicable Federal and State requirements and regulations, neither assumes nor becomes liable for any obligations undertaken or arising between the REQUESTING PARTY and any other party with respect to the PROJECT.

P. In the event it is determined by the DEPARTMENT that there will be either insufficient Federal funds or insufficient time to properly administer such funds for the entire PROJECT or portions thereof, the DEPARTMENT, prior to advertising or issuing authorization for work performance, may cancel the PROJECT, or any portion thereof, and upon written notice to the parties this contract shall be void and of no effect with respect to that cancelled portion of the PROJECT. Any PROJECT deposits previously made by the parties on the cancelled portions of the PROJECT will be promptly refunded.

Q. Those projects funded with Federal monies will be subject to inspection at all times by the DEPARTMENT and the FHWA.

SECTION III

ACCOUNTING AND BILLING

A. Procedures for billing for work undertaken by the REQUESTING PARTY:

1. The REQUESTING PARTY shall establish and maintain accurate records, in accordance with generally accepted accounting principles, of all expenses incurred for which payment is sought or made under this contract, said records to be hereinafter referred to as the "RECORDS". Separate accounts shall be established and maintained for all costs incurred under this contract.

The REQUESTING PARTY shall maintain the RECORDS for at least three (3) years from the date of final payment of Federal Aid made by the DEPARTMENT under this contract. In the event of a dispute with regard to the allowable expenses or any other issue under this contract, the REQUESTING PARTY shall thereafter continue to maintain the RECORDS at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.

The DEPARTMENT, or its representative, may inspect, copy, or audit the RECORDS at any reasonable time after giving reasonable notice.

If any part of the work is subcontracted, the REQUESTING PARTY shall assure compliance with the above for all subcontracted work.

In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this contract, or questions the allowability of an item of expense, the DEPARTMENT shall promptly submit to the REQUESTING PARTY, a Notice of Audit Results and a copy of the audit report which may supplement or modify any tentative findings verbally communicated to the REQUESTING PARTY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the REQUESTING PARTY shall: (a) respond in writing to the responsible Bureau or the DEPARTMENT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense and, (c) submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE". The RESPONSE shall be clearly stated and provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the REQUESTING PARTY may supply appropriate excerpts and make alternate

arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE shall refer to and apply the language of the contract. The REQUESTING PARTY agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to finally disallow any items of questioned or no opinion expressed cost.

The DEPARTMENT shall make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If the DEPARTMENT determines that an overpayment has been made to the REQUESTING PARTY, the REQUESTING PARTY shall repay that amount to the DEPARTMENT or reach agreement with the DEPARTMENT on a repayment schedule within thirty (30) days after the date of an invoice from the DEPARTMENT. If the REQUESTING PARTY fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the REQUESTING PARTY agrees that the DEPARTMENT shall deduct all or a portion of the overpayment from any funds then or thereafter payable by the DEPARTMENT to the REQUESTING PARTY under this contract or any other agreement, or payable to the REQUESTING PARTY under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The assessment of interest will begin thirty (30) days from the date of the invoice. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by the DEPARTMENT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The REQUESTING PARTY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest the DEPARTMENT'S decision only as to any item of expense the disallowance of which was disputed by the REQUESTING PARTY in a timely filed RESPONSE.

The REQUESTING PARTY shall comply with the Single Audit Act of 1984, as amended, including, but not limited to, the Single Audit Amendments of 1996 (31 USC 7501-7507).

The REQUESTING PARTY shall adhere to the following requirements associated with audits of accounts and records:

a. Agencies expending a total of $500,000 or more in federal funds, from one or more funding sources in its fiscal year, shall comply with the requirements of the federal Office of Management and Budget (OMB) Circular A-133, as revised or amended.

The agency shall submit two copies of:

The Reporting Package
The Data Collection Form
The management letter to the agency, if one issued by the audit firm

The OMB Circular A-133 audit must be submitted to the address below in accordance with the time frame established in the circular, as revised or amended.

b. Agencies expending less than $500,000 in federal funds must submit a letter to the Department advising that a circular audit was not required. The letter shall indicate the applicable fiscal year, the amount of federal funds spent, the name(s) of the Department federal programs, and the CFDA grant number(s). This information must also be submitted to the address below.

c. Address: Michigan Department of Education
Accounting Service Center
Hannah Building
608 Allegan Street
Lansing, MI 48909

d. Agencies must also comply with applicable State laws and regulations relative to audit requirements.

e. Agencies shall not charge audit costs to Department's federal programs which are not in accordance with the OMB Circular A-133 requirements.

f. All agencies are subject to the federally required monitoring activities, which may include limited scope reviews and other on-site monitoring.

2. Agreed Unit Prices Work - All billings for work undertaken by the REQUESTING PARTY on an agreed unit price basis will be submitted in accordance with the Michigan Department of Transportation Standard Specifications for Construction and pertinent FAPG Directives and Guidelines of the FHWA.

3. Force Account Work and Subcontracted Work - All billings submitted to the DEPARTMENT for Federal reimbursement for items of work performed on a force account basis or by any subcontract with a consulting firm, railway company, governmental agency or other party, under the terms of this contract, shall be prepared in accordance with the provisions of the pertinent FHPM Directives and the procedures of the DEPARTMENT. Progress billings may be submitted monthly during the time work is being performed provided, however, that no bill of a lesser amount than $1,000.00 shall be submitted unless it is a final

or end of fiscal year billing. All billings shall be labeled either "Progress Bill Number _____", or "Final Billing".

4. Final billing under this contract shall be submitted in a timely manner but not later than six months after completion of the work. Billings for work submitted later than six months after completion of the work will not be paid.

5. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with Federal monies, the DEPARTMENT will act as billing agent for the REQUESTING PARTY, consolidating said billings with those for its own force account work and presenting these consolidated billings to the FHWA for payment. Upon receipt of reimbursement from the FHWA, the DEPARTMENT will promptly forward to the REQUESTING PARTY its share of said reimbursement.

6. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with non-Federal monies, the DEPARTMENT will promptly forward to the REQUESTING PARTY reimbursement of eligible costs.

B. Payment of Contracted and DEPARTMENT Costs:

1. As work on the PROJECT commences, the initial payments for contracted work and/or costs incurred by the DEPARTMENT will be made from the working capital deposit. Receipt of progress payments of Federal funds, and where applicable, State Critical Bridge funds, will be used to replenish the working capital deposit. The REQUESTING PARTY shall make prompt payments of its share of the contracted and/or DEPARTMENT incurred portion of the PROJECT COST upon receipt of progress billings from the DEPARTMENT. Progress billings will be based upon the REQUESTING PARTY'S share of the actual costs incurred as work on the PROJECT progresses and will be submitted, as required, until it is determined by the DEPARTMENT that there is sufficient available working capital to meet the remaining anticipated PROJECT COSTS. All progress payments will be made within thirty (30) days of receipt of billings. No monthly billing of a lesser amount than $1,000.00 will be made unless it is a final or end of fiscal year billing. Should the DEPARTMENT determine that the available working capital exceeds the remaining anticipated PROJECT COSTS, the DEPARTMENT may reimburse the REQUESTING PARTY such excess. Upon completion of the PROJECT, payment of all PROJECT COSTS, receipt of all applicable monies from the FHWA, and completion of necessary audits, the REQUESTING PARTY will be reimbursed the balance of its deposit.

2. In the event that the bid, plus contingencies, for the contracted, and/or the DEPARTMENT incurred portion of the PROJECT work exceeds the estimated cost therefor as established by this contract, the REQUESTING PARTY may be advised and billed for the additional amount of its share.

C. General Conditions:

1. The DEPARTMENT, in accordance with its procedures in existence and covering the time period involved, shall make payment for interest earned on the balance of working capital deposits for all projects on account with the DEPARTMENT. The REQUESTING PARTY in accordance with DEPARTMENT procedures in existence and covering the time period involved, shall make payment for interest owed on any deficit balance of working capital deposits for all projects on account with the DEPARTMENT. This payment or billing is processed on an annual basis corresponding to the State of Michigan fiscal year. Upon receipt of billing for interest incurred, the REQUESTING PARTY promises and shall promptly pay the DEPARTMENT said amount.

2. Pursuant to the authority granted by law, the REQUESTING PARTY hereby irrevocably pledges a sufficient amount of funds received by it from the Michigan Transportation Fund to meet its obligations as specified in PART I and PART II. If the REQUESTING PARTY shall fail to make any of its required payments when due, as specified herein, the DEPARTMENT shall immediately notify the REQUESTING PARTY and the State Treasurer of the State of Michigan or such other state officer or agency having charge and control over disbursement of the Michigan Transportation Fund, pursuant to law, of the fact of such default and the amount thereof, and, if such default is not cured by payment within ten (10) days, said State Treasurer or other state officer or agency is then authorized and directed to withhold from the first of such monies thereafter allocated by law to the REQUESTING PARTY from the Michigan Transportation Fund sufficient monies to remove the default, and to credit the REQUESTING PARTY with payment thereof, and to notify the REQUESTING PARTY in writing of such fact.

3. Upon completion of all work under this contract and final audit by the DEPARTMENT or the FHWA, the REQUESTING PARTY promises to promptly repay the DEPARTMENT for any disallowed items of costs previously disbursed by the DEPARTMENT. The REQUESTING PARTY pledges its future receipts from the Michigan Transportation Fund for repayment of all disallowed items and, upon failure to make repayment for any disallowed items within ninety (90) days of demand made by the DEPARTMENT, the DEPARTMENT is hereby authorized to withhold an equal amount from the REQUESTING PARTY'S share of any future distribution of Michigan Transportation Funds in settlement of said claim.

4. The DEPARTMENT shall maintain and keep accurate records and accounts relative to the cost of the PROJECT and upon completion of the PROJECT, payment of all items of PROJECT COST, receipt of all Federal Aid, if any, and completion of final audit by the DEPARTMENT and if applicable, by the FHWA, shall make final accounting to the REQUESTING PARTY. The final PROJECT accounting will not include interest earned or charged on working capital deposited for the PROJECT which will be accounted for separately at the close of the State of Michigan fiscal year and as set forth in Section C(1).

5. The costs of engineering and other services performed on those projects involving specific program funds and one hundred percent (100%) local funds will be apportioned to the respective portions of that project in the same ratio as the actual direct construction costs unless otherwise specified in PART I.

SECTION IV

MAINTENANCE AND OPERATION

A. Upon completion of construction of each part of the PROJECT, at no cost to the DEPARTMENT or the PROJECT, each of the parties hereto, within their respective jurisdictions, will make the following provisions for the maintenance and operation of the completed PROJECT:

1. All Projects:

Properly maintain and operate each part of the project, making ample provisions each year for the performance of such maintenance work as may be required, except as qualified in paragraph 2b of this section.

2. Projects Financed in Part with Federal Monies:

a. Sign and mark each part of the PROJECT, in accordance with the current Michigan Manual of Uniform Traffic control Devices, and will not install, or permit to be installed, any signs, signals or markings not in conformance with the standards approved by the FHWA, pursuant to 23 USC 109(d).

b. Remove, prior to completion of the PROJECT, all encroachments from the roadway right-of-way within the limits of each part of the PROJECT.

With respect to new or existing utility installations within the right-of-way of Federal Aid projects and pursuant to FAPG (23 CFR 645B): Occupancy of non-limited access right-of-way may be allowed based on consideration for traffic safety and necessary preservation of roadside space and aesthetic quality. Longitudinal occupancy of non-limited access right-of-way by private lines will require a finding of significant economic hardship, the unavailability of practicable alternatives or other extenuating circumstances.

c. Cause to be enacted, maintained and enforced, ordinances and regulations for proper traffic operations in accordance with the plans of the PROJECT.

d. Make no changes to ordinances or regulations enacted, or traffic controls installed in conjunction with the PROJECT work without prior review by the DEPARTMENT and approval of the FHWA, if required.

B. On projects for the removal of roadside obstacles, the parties, upon completion of construction of each part of the PROJECT, at no cost to the PROJECT or the DEPARTMENT, will, within their respective jurisdictions, take such action as is necessary to assure that the roadway right-of-way, cleared as the PROJECT, will be maintained free of such obstacles.

C. On projects for the construction of bikeways, the parties will enact no ordinances or regulations prohibiting the use of bicycles on the facility hereinbefore described as the PROJECT, and will amend any existing restrictive ordinances in this regard so as to allow use of this facility by bicycles. No motorized vehicles shall be permitted on such bikeways or walkways constructed as the PROJECT except those for maintenance purposes.

D. Failure of the parties hereto to fulfill their respective responsibilities as outlined herein may disqualify that party from future Federal-aid participation in projects on roads or streets for which it has maintenance responsibility. Federal Aid may be withheld until such time as deficiencies in regulations have been corrected, and the improvements constructed as the PROJECT are brought to a satisfactory condition of maintenance.

SECTION V

SPECIAL PROGRAM AND PROJECT CONDITIONS

A. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the acquisition of right-of-way must be under construction by the close of the twentieth (20th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that right-of-way.

B. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the performance of preliminary engineering must be under construction by the close of the tenth (10th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that preliminary engineering.

C. On those projects funded with Federal monies, the REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, will provide such accident information as is available and such other information as may be required under the program in order to make the proper assessment of the safety benefits derived from the work performed as the PROJECT. The REQUESTING PARTY will cooperate with the DEPARTMENT in the development of reports and such analysis as may be required and will, when requested by the DEPARTMENT, forward to the DEPARTMENT, in such form as is necessary, the required information.

D. In connection with the performance of PROJECT work under this contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and the Regulations of the United States Department of Transportation (49 C.F.R. Part 21) issued pursuant to said Act, including Appendix "B", attached hereto and made a part hereof, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this contract.

E. The parties will carry out the applicable requirements of the DEPARTMENT'S Disadvantaged Business Enterprise (DBE) program and 49 CFR, Part 26, including, but not limited to, those requirements set forth in Appendix C.

APPENDIX A
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.

2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.

3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.

6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.

8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.

9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

APPENDIX B
TITLE VI ASSURANCE

During the performance of this contract, the contractor, for itself, its assignees, and its successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

1. **Compliance with Regulations**: For all federally assisted programs, the contractor shall comply with the nondiscrimination regulations set forth in 49 CFR Part 21, as may be amended from time to time (hereinafter referred to as the Regulations). Such Regulations are incorporated herein by reference and made a part of this contract.

2. **Nondiscrimination**: The contractor, with regard to the work performed under the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contractor covers a program set forth in Appendix B of the Regulations.

3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment**: All solicitations made by the contractor, either by competitive bidding or by negotiation for subcontract work, including procurement of materials or leases of equipment, must include a notification to each potential subcontractor or supplier of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

4. **Information and Reports**: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and facilities as may be determined to be pertinent by the Department or the United States Department of Transportation (USDOT) in order to ascertain compliance with such Regulations or directives. If required information concerning the contractor is in the exclusive possession of another who fails or refuses to furnish the required information, the contractor shall certify to the Department or the USDOT, as appropriate, and shall set forth the efforts that it made to obtain the information.

5. **Sanctions for Noncompliance**: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Department shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to, the following:

    a. Withholding payments to the contractor until the contractor complies; and/or

    b. Canceling, terminating, or suspending the contract, in whole or in part.

6. **Incorporation of Provisions**: The contractor shall include the provisions of Sections (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department or the USDOT may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event a contractor becomes involved in or is threatened with litigation from a subcontractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the state. In addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Revised June 2011

APPENDIX C

TO BE INCLUDED IN ALL FINANCIAL ASSISTANCE AGREEMENTS WITH LOCAL AGENCIES

Assurance that Recipients and Contractors Must Make (Excerpts from US DOT Regulation 49 CFR 26.13)

A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

> The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

> The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: **Contract Award for Napoleon Transmission Main Study Engineering**

RECOMMENDATION:

> **Approve the award of the Napoleon Transmission Main Study Engineering contract to Fishbeck, of Lansing, Michigan in the amount of $162,425.08 and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.**

Attached is a report from Jon Dowling, City Engineer regarding a contract award for the above referenced project.

I recommend approval. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

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

DATE: June 13, 2023

RECOMMENDATION: Approve the award of the Napoleon Transmission Main Study Engineering contract to Fishbeck of Lansing, Michigan in the amount of $162,425.08 and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing

SUMMARY

On May 10, 2023, qualification documents and proposals were received from three consultants by the Purchasing Coordinator for engineering services for a study of the Napoleon Transmission Main. The study will provide for an analysis of the feasibility for a new water main from the City to Napoleon Township. The qualifications and proposals were reviewed by a team consisting of Jon Dowling, City Engineer, Troy White, Assistant City Engineer and Chandra Willinger, Public Works/Utilities Fiscal Supervisor.

BUDGETARY CONSIDERATIONS

The following is a list of firms that submitted proposals and their ratings and ranks as determined by the review team. The Engineer's estimate for this project was $190,000.00. Costs proposals were opened and reviewed for the two most qualified firms based on their ratings. Fishbeck had the highest rating and a cost of $162,425.08.

Company	Rating (1000 max.)	Cost
Fishbeck, Lansing, MI	900	$162,425.08
Jones & Henry Engineers, Kalamazoo, MI	746	$269,270.49
Tetra Tech, Ann Arbor, MI	730	

Unlike bid solicitations, Requests for Qualifications and Proposals (RFQPs) are requested for professional services and are designed to allow the respondents to demonstrate their understanding of the project needs and their qualifications to perform the work. The City follows the Brooks Act for Qualification Based Selection (QBS) in the evaluation of the proposals with some modification to allow for consideration of cost. A point system is used to evaluate proposals and select the most qualified firms that consider experience, method of approach, time and effort, and understanding of the project. Cost proposals are opened and evaluated only for the most qualified firms, preventing potential Freedom of Information Act exposure to cost information by unsuccessful respondents.

HISTORY, BACKGROUND and DISCUSSION

The city has received an EPA grant for constructing a water transmission main to Napoleon Township. The purpose of this study is to look at possible routes, obtain soil borings at the critical crossings of the railroad, highway, and the Grand River, then analysis of the routes, the pipe sizes, and pumping needs. Further, a cost estimate will be developed and a final report of the feasibility of the water transmission main prepared.

DISCUSSION OF THE ISSUE

Attached for your review are the worksheets used to determine the level of qualification for each firm. These sheets show the critical elements that were considered during the rating process. After consideration of the written proposals of each respondent and the costs and man-hours dedicated by the two firms deemed most qualified, Engineering recommends that the contract be awarded to Fishbeck.

POSITIONS

Based upon their qualification ranking, and in concurrence with the Purchasing Agent, Engineering recommends that the Napoleon Transmission Main Study Engineering contract be awarded to Fishbeck, of Lansing, Michigan, at their not-to-exceed cost of $162,425.08. We also request that the Mayor and City Clerk be authorized to sign the contract documents.

ATTACHMENTS

PROPOSAL REVIEW SUMMARY FOR RFQP 23-004 NAPOLEON TRANSMISSION MAIN STUDY

	Experience/Qualifications					Understanding of Problem					Method of Approach					Level of Effort					Results			Cost
Firm	A Weight	Number of Fields	Points	B Earned Points (Out of 10)	W Subtotal of Points A x B	C Weight	Number of Fields	Points	D Earned Points (Out of 10)	X Subtotal of Points C x D	E Weight	Number of Fields	Points	F Earned Points (Out of 10)	Y Subtotal of Points E x F	G Weight	Number of Fields	Points	H Earned Points (Out of 10)	Z Subtotal of Points G x H	Total Points W +X +Y +Z	Rank	Total Hours All Tasks	Total
FISHBECK	20.0	11.0	11.0	10.0	200.0	25.0	10.0	8.0	8.0	200.0	30.0	9.0	7.5	8.3	250.0	25.0	20.0	20.0	10.0	250.0	900.0	1	925	$ 162,425.08
J&H	20.0	11.0	11.0	10.0	200.0	25.0	10.0	7.0	7.0	175.0	30.0	9.0	5.5	6.1	183.0	25.0	20.0	15.0	7.5	188.0	746.0	2	1,536	$ 269,270.49
TETRA TECH	20.0	11.0	11.0	10.0	200.0	25.0	10.0	7.0	7.0	175.0	30.0	9.0	5.0	5.6	167.0	25.0	20.0	15.0	7.5	188.0	730.0	3	371	

RFQP 23-004 NAPOLEON TRANSMISSION MAIN STUDY PROPOSAL REVIEW CRITERIA

Consultant: FISHBECK

UNDERSTANDING OF PROBLEM

8

1) Project Route locations
2) Project Funding
3) Study to determine size of main
4) Study to determine High Service Pump Station and Booster Station needs
5) Study ti determine needs to ensure safe (Potable) water at point of service
6) MDOT permit
7) Right of Way Acquisition
8) River crossing
9) Railroad Crossing
10) EPA Work Plan

EXPERIENCE / QUALITIFICATIONS

Critical Staff

1) Project Manager 21 YR BSCE CALVIN COLLEGE
2) Design Engineer, Water Main BS BIOSYSTEMS MSU 6YR/7YR BSCE MSU
3) Design Engineer, Hydraulics 14R MS ENV ENG MTU/9YR MS ENV ENG MTU
4) Design Engineer, Pump/Booster Station
5) Design Engineer, River, Hwy & RR Xings

Past Projects

6) Water main replacement for local agency
7) Transmission main Replacement
8) Water Main – RR Xings
9) Water Main – River Xings
10) Work within MDOT ROW
11) Pump Station/Booster Station design and/or Rehab

METHOD

7 1/2

1) Meet w/ township – Determination of point of service location
2) Meet w/ township – Determination of demand at point of service
3) Review of multiple route options
4) Soil borings at critical crossings
5) 10-state standards – OTHER UTILITIES LOCATED
6) Model to determine pipe size and pump/booster station needs
7) Chlorine residual analysis
8) Itemized pay estimates
9) Progress Schedule that includes:
    a. Permits
    b. Material Deliveries

RFQP 23-004 NAPOLEON TRANSMISSION MAIN STUDY PROPOSAL REVIEW CRITERIA

Consultant: TETRA TECH

UNDERSTANDING OF PROBLEM

7

1) Project Route locations
2) Project Funding
3) Study to determine size of main
4) Study to determine High Service Pump Station and Booster Station needs
5) Study ti determine needs to ensure safe (Potable) water at point of service
6) MDOT permit
7) Right of Way Acquisition
8) River crossing
9) Railroad Crossing
10) EPA Work Plan

EXPERIENCE / QUALITIFICATIONS

Critical Staff

1) Project Manager 15YR BSCE & MSCE UM
2) Design Engineer, Water Main 19YR BSCE UM
3) Design Engineer, Hydraulics 24YRS BS ENVIR ENG MTU
4) Design Engineer, Pump/Booster Station
5) Design Engineer, River, Hwy & RR Xings

Past Projects

6) Water main replacement for local agency
7) Transmission main Replacement
8) Water Main – RR Xings
9) Water Main – River Xings
10) Work within MDOT ROW
11) Pump Station/Booster Station design and/or Rehab

METHOD

5

1) Meet w/ township – Determination of point of service location
2) Meet w/ township – Determination of demand at point of service
3) Review of multiple route options
4) Soil borings at critical crossings
5) 10-state standards
6) Model to determine pipe size and pump/booster station needs
7) Chlorine residual analysis
8) Itemized pay estimates
9) Progress Schedule that includes:
    a. Permits
    b. Material Deliveries

RFQP 23-004 NAPOLEON TRANSMISSION MAIN STUDY PROPOSAL REVIEW CRITERIA

Consultant: JONES HENRY

UNDERSTANDING OF PROBLEM (7)

1) Project Route locations
2) Project Funding
3) Study to determine size of main
4) Study to determine High Service Pump Station and Booster Station needs
5) Study ti determine needs to ensure safe (Potable) water at point of service
6) MDOT permit
7) Right of Way Acquisition
8) River crossing
9) Railroad Crossing
10) EPA Work Plan

EXPERIENCE / QUALITIFICATIONS

Critical Staff

1) Project Manager 28YR BSCE MSU
2) Design Engineer, Water Main
3) Design Engineer, Hydraulics
4) Design Engineer, Pump/Booster Station
5) Design Engineer, River, Hwy & RR Xings

PROJECT ENG 9YR BSCE COLORADO
PROJECT ENG 8YR BSCE/MSCE TOLEDO-EIT

Past Projects

6) Water main replacement for local agency
7) Transmission main Replacement
8) Water Main – RR Xings
9) Water Main – River Xings
10) Work within MDOT ROW
11) Pump Station/Booster Station design and/or Rehab

METHOD (5½)

1) Meet w/ township – Determination of point of service location
2) Meet w/ township – Determination of demand at point of service
3) Review of multiple route options
4) Soil borings at critical crossings
5) 10-state standards
6) Model to determine pipe size and pump/booster station needs
7) Chlorine residual analysis
8) Itemized pay estimates
9) Progress Schedule that includes:
    a. Permits
    b. Material Deliveries

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: **Change Order 4 to the 2021 Morrell and Steward Water Main Replacement Contract**

RECOMMENDATION:

Approve Change Order 4 to the 2021 Morrell & Steward Water Main Replacement contract with Dunigan Brothers, Inc. in the increased amount of $247,694.89 for extra work to bore a water main casing pipe through subsurface rock/cobbles within the railroad right-of-way on Steward Avenue and authorize the City Manager and City Engineer to execute the appropriate document.

Attached is a report from Jon Dowling, City Engineer regarding a change order for the above referenced contract.

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

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

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

DATE: June 13, 2023

RECOMMENDATION: Approve Change Order 4 to the 2021 Morrell & Steward Water Main Replacement contract with Dunigan Brothers, Inc. in the increased amount of $247,694.89 for extra work to bore a water main casing pipe through subsurface rock/cobbles within the railroad right-of-way on Steward Avenue and authorize the City Manager and City Engineer to execute the appropriate document.

SUMMARY

The attached Change Order 4 will add items necessary to install a water main casing pipe through rock/cobbles within the railroad right-of-way on Steward Avenue. In the original contract, the plan was to install the casing pipe at a higher elevation above the conflicting rock. Due to site conditions, the casing pipe had to be installed at a lower elevation through the conflicting rock which required extraordinary measures and associated extra costs.

BUDGETARY CONSIDERATIONS

This change order represents an increase of $247,694.89 bringing the current contract amount to $1,573,248.34.

HISTORY, BACKGROUND and DISCUSSION

On March 9, 2021, City Council approved the award of the contract to Dunigan Brothers, Inc. of Jackson, MI in the amount of $903,634.00 for water main replacement on Morrell St. from Greenwood to Martin Luther King, Jr. Dr. and on Steward Ave. from Ganson St. to the south side of the railroad. Subsequent Change Orders have been approved as follows:

C.O.	Approval Date	Amount	Description
1	07-13-21	$ 312,360.30	Add partial pavement restoration on the Steward Avenue water main replacement project, add new sewer construction in the first alley east of Jackson Street between Pearl Street and Glick Highway and add a water main repair on Williams Street.
2	07-13-21	$ 78,301.00	Add the separation of a sanitary sewer from the storm sewer system at the intersection of Biddle Street and the Milwaukee Street (vacated).
3	02-08-22	$ 31,258.15	Add work to restore the midblock pedestrian crossing on Cortland Avenue at the second alley west of Jackson Street.

The contract amount after approved Change Order 3 is $1,325,553.45.

DISCUSSION OF THE ISSUE

In general, the geology of Jackson is comprised of glacial till that is a mixture of sandy-gravelly soils over a layer of large cobbles and bedrock. In most locations, the cobbles and rock are deep enough so they don't impact utility construction. It is only at the lowest points of the City, primarily at river and railroad crossings, that the rock layer becomes a challenge. Once such location is where Steward Avenue crosses the railroad (which is at the bottom of a valley). The rock at this location is approximately twenty feet deep.

In the original contract, the plan was to install the casing pipe at a higher elevation above the rock layer. However, a conflicting sewer that was previously unmapped was encountered at the planned elevation. To meet the railroad's minimum depth of bury requirements and to avoid conflicts with both mapped and previously unmapped sewers, it was necessary to lower the casing pipe from six feet to twenty feet below the surface. This put the alignment for the casing pipe in direct conflict with the rock layer. The following is a photograph that shows the size of the rocks that were encountered.



To bore the casing pipe through the rock, extraordinary measures are necessary. A GEO Nex Horizontal DTH (Down The Hole) Hammer machine was mobilized and used to install the casing pipe in these tough conditions. Compared to a traditional bore machine, the GEO Nex machine has much more power and a rock hammer head. This specialized machine is operated by an out-of-state company with a crew that is trained specifically.

The added costs for the GEO Nex work and additional excavation and support work by Dunigan Brothers, Inc. are itemized in the attached price schedule. Along with performing a deeper and longer bore than originally designed, and material price increased since the original bid in 2021.

The alternative method of installing the casing pipe by open cut trench construction was briefly considered. It was determined that the costs associated with a rail closure, rail removal and replacement and associated flagging and inspections cost would exceed the costs using for the GEO Nex Hammer machine and would take a minimum of a year to obtain the necessary permits. For these reasons, GEO Nex Hammer machine was determined to be the preferred method and the associated cost justified.

POSITIONS

I request approval of Change Order 4 and authorization for the City Manager and the City Engineer to sign the document.

CHANGE ORDER NO. 4
To Contract for
ENG21-08 CDBG Morrell Street and Steward Avenue Water Main Replacement
City of Jackson, Michigan

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

ORIGINAL CONTRACT AMOUNT	**$ 903,634.00**
APPROVED CHANGE ORDER NO. 1	**$ 312,360.30**
APPROVED CHANGE ORDER NO. 2	**$ 78,301.00**
APPROVED CHANGE ORDER NO. 3	**$ 31,258.15**
NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 2	**$ 1,325,553.45**
CHANGE ORDER NO. 4	**$ 247,694.89**
CURRENT CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1	**$ 1,523,248.34**

REASON FOR CHANGE:

To add new items necessary to install a water main casing pipe through glacial till containing rock/cobbles within the railroad right-of-way for the completion of the water main replacement project on Steward Avenue.

CONTRACT COMPLETION:

The contract completion date is extended to September 30, 2023.

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

ACCEPTED BY:

Patrick Dunigan, Dunigan Brothers, Inc. Date:

ACCEPTED BY:

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

ACCEPTED BY:

Jonathan Greene, City Manager Date:

911 E South St.
Jackson, MI 49203
Ph: 517-787-4720
Fx: 517-787-3023
Email: patrick@duniganbros.com

5/30/2023

Jackson, MI

See attached breakdown for a GEO Nex Horizontal DTH Hammer method casing installation. The following breakdown includes 1 week of GEO NEX rental and consultant on site to install the casing through the rocky and cobbly ground via rock hammer method.

This pricing includes 48 HRS (1 full Work week) for Dunigan Bros., Inc. to remove the current casing pipe, remove the current auger boring system, re dig and regrade the bottom for a new machine setup, reinstall the first piece of casing, setup the new system, and teardown of the new system as all the time to do these operations for the orginal system will still be required to switch methods.

Unit	# Units	Hr $ per Unit	Extra Hrs Worked	Total Extra Costs
Foreman	1	$ 60.66	48	$2,911.68
Laborers	2	$43.01	48	$4,128.96
Operators	2	$51.03	48	$4,898.88
Cat 336 Excavator	1	$147.35	48	$7,072.80
Deere 544 Loader	1	$59.38	48	$2,850.24
Dump Truck	1	$125.00	48	$6,000.00
GEO Nex Rental and Consultant	1	$94,010.30	1	$94,010.30
Welding Trailer	1	$30.00	1	$30.00
25K Generator	1	$30.00	1	$30.00
GEO Nex Air Compressors	1	$4,941.00	1	$4,941.00
6A Stone per Ton	20	$28.00	1	$560.00
Pickup Truck	1	$31.00	48	$1,488.00
Total Unit Costs				$128,921.86
15% Markup			+	$19,338.28
Total Extra Costs				$148,260.14

	Original Quote	New Quote	Difference	Increase
Original Bore (111 LF)	$ 260.00	$ 520.00	$ 260.00	$ 28,860.00
	Units	Cost Per Unit	Extra Hrs	Total costs
Additional bore Footage for 60" Storm Conflict	19.00	$ 520.00		$ 9,880.00
Retrieving Pit	2.00	$ 6,350.00		$ 12,700.00
Trucking for Plates and Boxes	1.00	$ 2,000.00		$ 2,000.00
Extra Backfill for pits	350.00	$ 11.00		$ 3,850.00
Extra Spoils Removal For Pits	350.00	$ 4.50		$ 1,575.00
WM Tie in's, Testing, Inneficiency for Small Qty				
Work and Deep Drops	5.00	$ 5,520.00		$27,600.00
Total Unit Costs				$ 86,465.00
15% Markup			+	$12,969.75
Total Extra Costs				$99,434.75
Total Costs				$247,694.89

Labor Rate Breakdowns

	Wage	Fringe	7% Tax	Total Hourly Rate	OT Rate
Operators	$ 32.00	$ 16.79	$ 2.24	$ 51.03	$ 55.83
Laborers	$ 24.50	$ 16.79	$ 1.72	$ 43.01	$ 46.68
Foreman	$ 41.00	$ 16.79	$ 2.87	$ 60.66	$ 66.81

Equipment Blue Book Rates Attached.



JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Telephone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: **Change Order 4 to the Miscellaneous Construction contract with Bailey Excavating, Inc.**

Recommendation:

> **Approve Change Order 4 to the Miscellaneous Construction contract with Bailey Excavating, Inc. in the increased amount of $4,505.32 to add temporary traffic control device items to maintain traffic and provide a safe work zone for asphalt patching on E. High Street between Losey Avenue and Executive Drive and authorize the City Manager and City Engineer to execute the appropriate document.**

Attached is a report and documentation from Jon Dowling, City Engineer, regarding approval of Change Order 4 to the Miscellaneous Construction contract.

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

JG

Attachments

T:\2022 Projects\22-13_MISC CONSTRUCTION_WILDWOOD WM_DURAND DR_PEARL DR_WINTHROP\3_CONSTRUCTION\CONTRACT MODS\CO_4_HIGH ST MOT\ENG22-13_Misc Const_CO4_Balancing_Cover Memo.docx

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

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

DATE: June 13, 2023

RECOMMENDATION: Approve Change Order 4 to the Miscellaneous Construction contract with Bailey Excavating, Inc. in the increased amount of $4,505.32 to add temporary traffic control device items to maintain traffic and provide a safe work zone for asphalt patching on E. High Street between Losey Avenue and Executive Drive and authorize the City Manager and City Engineer to execute the appropriate document.

SUMMARY

The attached Change Order 4 will add temporary traffic control devices (temporary signs, lighted arrow boards and channelizing cones) to the contract to maintain traffic and provide a safe work zone for asphalt patching on E. High Street from Losey Avenue to Executive Drive.

BUDGETARY CONSIDERATIONS

This change order represents an increase of $4,505.32, bringing the current contract amount to $535,699.96.

HISTORY, BACKGROUND and DISCUSSION

On July 12, 2022, City Council approved the award of the contract to Bailey Excavating, Inc. of Jackson, Michigan in the amount of $379,364.77. The original contract was for sidewalk construction on Morrell, drainage improvements on Pearl Street and on S. Durand Street and water main replacement on Wildwood Avenue from Lydia Street to Steward Avenue. Subsequent Change Orders have been approved as follows:

C.O.	Approval Date	Amount	Description
1	08-09-22	$ 49,160.57	Add items for asphalt patching on E. High Street from Losey Avenue to Executive Drive.
2	01-10-23	$ 89,248.97	Add items for a storm sewer repair on Winthrop Avenue.
3	04-11-23	$ 13,420.33	Balance contract quantities with quantities completed in the field and add items that were necessary to complete the work in the field.

The contract amount after approved Change Order 3 is $531,194.64.

DISCUSSION OF THE ISSUE

To complete asphalt patching on High Street between Losey Avenue and Executive Drive, temporary traffic control devices such as signs, lighted arrow boards and channelizing cones were needed to maintain High Street traffic during the patching operation and provide a safe work zone for the personnel performing the milling and pavement patching.

POSITIONS

I request approval of Change Order 4 and authorization for the City Manager and the City Engineer to sign the document.

ATTACHMENTS

CHANGE ORDER NO. 4
To Contract for
ENG22-13 Miscellaneous Construction
City of Jackson, Michigan

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

ORIGINAL CONTRACT AMOUNT	**$**	**379,364.77**
APPROVED CHANGE ORDER NO. 1	**$**	**49,160.57**
APPROVED CHANGE ORDER NO. 2	**$**	**89,248.97**
APPROVED CHANGE ORDER NO. 3	**$**	**13,420.33**
CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 3	**$**	**531,194.64**
CHANGE ORDER NO. 4	**$**	**4,505.32**
NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 4	**$**	**535,699.96**

REASON FOR CHANGE:

To add temporary traffic control signs, lighted arrow boards and channeling cones necessary to maintain traffic and provide a safe work zone for HMA patching on E High Street from Losey Avenue to Executive Drive.

CONTRACT COMPLETION:

The contract completion date remains unchanged.

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

ACCEPTED BY:

_____ _____
Bailey Excavating, Inc. Date:

ACCEPTED BY:

_____ _____
Jon H. Dowling, P.E., City Engineer Date:

ACCEPTED BY:

_____ _____
Jonathan Greene, City Manager Date:

ENG22-13 MISCELLANEOUS CONSTRUCTION
CHANGE ORDER NUMBER 4
FOR MAINTENANCE OF TRAFFIC FOR HIGH ST PATCHING

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

Prop Line	Item Code	Item Description	Current Contract Quantity	Quantity Change	Final Quantity	Units	Unit Price	Amount	
								ADD	DEDUCT
0159	8120350	Sign, Type B, Temp, Prismatic, Furn	0.00	224.00	224.00	Sft	$ 4.79	$ 1,072.96	$ -
0164	8120351	Sign, Type B, Temp, Prismatic, Oper	0.00	224.00	224.00	Sft	$ 0.39	$ 87.36	$ -
0169	8120130	Lighted Arrow, Type B, Furn	0.00	1.00	1.00	Ea	$ 795.00	$ 795.00	$ -
0174	8120131	Lighted Arrow, Type B, Oper	0.00	1.00	1.00	Ea	$ 50.00	$ 50.00	$ -
0179	8120035	Channelizing Device, 42 in, Flour, Furn	0.00	50.00	50.00	Ea	$ 45.00	$ 2,250.00	$ -
0184	8120036	Channelizing Device, 42 in, Flour, Oper	0.00	50.00	50.00	Ea	$ 5.00	$ 250.00	$ -
							Total:	$ 4,505.32	$ -

Net Change:	$ 4,505.32
Current Contract Amount:	$ 531,194.64
Revised Contract Amount:	$ 535,699.96

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: **Resolution for the Grant Agreement with the Michigan Department of Environment, Great Lakes and Energy**

Recommendation:

Approval of a resolution to enter into the grant agreement with the Michigan Department of Environment, Great Lakes and Energy (EGLE) for the American Rescue Plan - State Revolving Fund and authorize the Director of Public Works and City Clerk to execute the appropriate documents.

Your consideration is appreciated.

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Michael Osborn, Director of Public Works

DATE: June 13, 2023

RECOMMENDATION: Approve a resolution to enter into the grant agreement with the Michigan Department of Environment, Great Lakes and Energy (EGLE) for the American Rescue Plan State Revolving Fund and authorize the Director of Public Works and City Clerk to execute the appropriate documents.

SUMMARY

Attached is a resolution to enter into the grant agreement with EGLE for the American Rescue Plan Grant for the Drinking Water State Revolving Fund (DWSRF) Jackson Water System Upgrades Project.

BUDGETARY CONSIDERATIONS

The DWSRF, EGLE project #A7537-01, total cost is $16,550,000 and shall be funded using an American Rescue Plan – State Revolving Fund Grant in the amount of $8,437,255 and with a DWSRF Loan – Water System Revenue Bonds in the amount of $8,112,745, that was approved by City Council on May 23rd, 2023 at the not to exceed amount of $9,000,000.

HISTORY, BACKGROUND and DISCUSSION

The DWSRF is a low-interest loan-financing program with possible principal forgiveness and/or grant funding that assists qualified municipalities construction and capital improvements needed for their water system infrastructure. On June 24, 2022, the City Council adopted the resolution for Fishbeck to prepare the project plan as part of the City's DWSRF loan application. As part of the State of Michigan's DWSRF Intended Use Plan for Fiscal Year 2023 released in September 2022, the City was within the fundable range to take advantage of this program with significant grant funding.

The project Jackson Water System Upgrades include the installation of mechanical jet mixers in the east and west elevated storage tanks, well pump motor replacement, miscellaneous water treatment plant (WTP) projects, water main replacement, and replacement of approximately 1,125 lead service lines. The WTP projects include lime and soda ash fill line replacement, drain system replacement, and installation of a return flow meter.

Utilizing the DWSRF loan program provides the City's water system with the opportunity to make much-needed improvements to its aging infrastructure at a reduced cost using the available grant funding. These improvements to the City's water system will increase equipment life, reduce operation and maintenance costs, and provide a greater level of reliability to all of the users on our system.

POSITIONS

Recommend approval of the attached resolution to enter into the grant agreement with the Michigan Department of Environment, Great Lakes and Energy (EGLE) for the American Rescue Plan State Revolving Fund and authorize the Director of Public Works and City Clerk to execute the appropriate documents.

RESOLUTION

BY CITY COUNCIL:

WHEREAS, the City of Jackson wishes to construct improvements to its existing water treatment and distribution system; and

WHEREAS, the water system improvements project formally adopted on June 14, 2022, will be funded through the state of Michigan's Drinking Water State Revolving Fund (DWSRF) program; and

WHEREAS, the City has received an American Rescue Plan – State Revolving Fund grant in the amount of $8,437,255; and

WHEREAS, the grant agreement for project number A7537-01 has been prepared for this project by the Michigan Department of Environment, Great Lakes and Energy and forwarded to the City of Jackson for approval; and

WHEREAS, the estimate for the project cost is $16,550,000 with the DWSRF grant share being $8,437,255 and the City's loan share being $8,112,745.

NOW, THEREFORE, BE IT RESOLVED that the City Council does approve entering into the grant agreement for project number A357-01 with the Michigan Department of Environment, Great Lakes and Energy; and

BE IT FURTHER RESOLVED that the City Council does authorize the Director of Public Works to sign the contract documents on behalf of the City.

* * * *

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 June, 2023.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 14th day of June, 2023.

_____
Andrea Muray, City Clerk

AMERICAN RESCUE PLAN – STATE REVOLVING FUND GRANT AGREEMENT (ARP FUNDED)

BETWEEN THE

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

AND **CITY OF JACKSON**

This Grant Agreement ("Agreement") is made between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), **Finance Division** ("State"), and **City of Jackson** ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to P.A. 53 of 2022 This Agreement is subject to the terms and conditions specified herein.

PROJECT INFORMATION:

Project Name: Jackson Water System Upgrades Project #: A7537-01

Amount of grant: $8,437,255 100% of grant federal funding

Amount of DWSRF loan: $8,112,745 PROJECT TOTAL: $16,550,000

Start Date: 3/3/2021 End Date: Administrative Completion of DWSRF Loan No. 7537-01 or December 31, 2026, whichever is first

FISCAL RECOVERY FUND (FRF) ITEMS:

Recipient Type: Subrecipient

Can be used for allowable expenditures incurred on/or after: 3/3/2021

Federal Awarding Agency: US Department of Treasury CFDA Number and Name: 21.027

FAIN Number: SLFRP0127 Research and Development Award: ☐ Yes ☒ No

SLFRF Category: _____

SLFRF Short Name: _____

Major Program: ARPDW

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GRANTEE CONTACT INFORMATION:

Name/Title: Michael Osborn, Director of Public Works

Organization: City of Jackson

Address: 161 West Michigan Avenue

City, State, ZIP: Jackson, Michigan 49201

Phone Number: 517-768-6142

E-Mail Address: mosborn@cityofjackson.org

Federal ID: 38-6004701

Grantee UEI Number: U5EKBJE6C263

SIGMA Vendor Number: CV0047881

STATE'S CONTACT INFORMATION:

Name/Title: Lance Wood, Project Manager

Division/Bureau/Office: Water Infrastructure Funding and Financing Section, Finance Division

Address: 7953 Adobe Road

City, State, ZIP: Kalamazoo, Michigan 49009

Phone Number: 517-388-5780

E-Mail Address: WoodL8@Michigan.gov

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

FOR THE GRANTEE:

	Michael Osborn, Director of Public Works	
Signature	Name/Title	Date

FOR THE STATE:

	Kelly Green, Administrator	
Signature	Name/Title	Date

DRAFT

I. PROJECT SCOPE

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

Upon signature by the State, the Agreement shall be effective from the Start Date until the End Date on page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

III. CHANGES

Any changes to this Agreement shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit financial and/or progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be submitted via the State Revolving Fund (SRF) Disbursement Request Form as provided by EGLE, and due according to the following:

Reporting Period	Due Date
Jan 1 – Jan 31	Feb 15
Feb 1 – Feb 28	Mar 15
Mar 1 – Mar 31	April 15
April 1 – April 30	May 15
May 1 – May 31	June 15
June 1 – June 30	July 15

July 1 – July 31	Aug 15
Aug 1 – Aug 31	Sept 15
Sept 1 – Sept 30	Before Oct 10*
Oct 1 – Oct 31	Nov 15
Nov 1 – Nov 30	Dec 15
Dec 1 – Dec 31	Jan 15

*****Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering September 1 – September 30. Advance notification regarding the due date for the period ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October for the period ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State shall be submitted to the State's contact at the address on page 1. All required supporting documentation (invoices, proof of payment, etc.) for expenses must be included with the report.

(B) The Grantee shall provide a final project report in a format prescribed by the State. The Grantee shall submit the final status report, including all supporting documentation for expenses, along with the final project report and any other outstanding products within 30 days of substantial completion of the project or the End Date of the Agreement.

V. GRANTEE RESPONSIBILITIES

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant, including Uniform Guidance for Federal Awards (2 CFR 200).

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the

services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

VI. USE OF MATERIAL

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

VII. ASSIGNABILITY

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

VIII. SUBCONTRACTS & SUBAWARDS

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

For all Subawards - 2 CFR 200.331 – 200.333 Subrecipient Monitoring and Management All pass-through entities must:

A) Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

(1) Federal award identification.

(i) Subrecipient name (which must match the name associated with its unique entity identifier)

(ii) Subrecipient's unique entity identifier

(iii) Federal Award Identification Number (FAIN)

(iv) Federal Award Date (see the definition of Federal award date in § 200.1 of this part) of award to the recipient by the Federal agency

(v) Subaward Period of Performance Start and End Date

(vi) Subaward Budget Period Start and End Date

(vii) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient

(viii) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation

(ix) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity

(x) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)

(xi) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity

(xii) Assistance Listings number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement

(xiii) Identification of whether the award is R&D; and

(xiv) Indirect cost rate for the Federal award (including if the de minimis rate is charged) per § 200.414

(2) All requirements imposed by the pass-through entity on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award

(3) Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports.

(4) (i) An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government. If no approved rate exists, the pass-through entity must determine the appropriate rate in collaboration with the subrecipient, which is either:

(A) The negotiated indirect cost rate between the pass-through entity and the subrecipient; which can be based on a prior negotiated rate between a different PTE and the same subrecipient. If basing the rate on a previously negotiated rate, the pass-through entity is not required to collect information justifying this rate, but may elect to do so;

(B) The de minimis indirect cost rate.

(ii) The pass-through entity must not require use of a de minimis indirect cost rate if the subrecipient has a Federally approved rate. Subrecipients can elect to use the cost allocation method to account for indirect costs in accordance with § 200.405(d).

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(5) A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this part,

(6) Appropriate terms and conditions concerning closeout of the subaward.

B) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraphs (d) and (e) of this section, which may include consideration of such factors as:

(1) The subrecipient's prior experience with the same or similar subawards;

(2) The results of previous audits including whether or not the subrecipient receives a Single Audit in accordance with Subpart F of this part, and the extent to which the same or similar subaward has been audited as a major program.

(3) Whether the subrecipient has new personnel or new or substantially changed systems.

(4) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).

C) Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in § 200.208.

D) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

(1) Reviewing financial and performance reports required by the pass-through entity.

(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.

(3) Issuing a management decision for applicable audit findings pertaining only to the Federal award provided to the subrecipient from the pass-through entity as required by § 200.521.

(4) The pass-through entity is responsible for resolving audit findings specifically related to the subaward and not responsible for resolving crosscutting findings. If a subrecipient has a current Single Audit report posted in the Federal Audit Clearinghouse and has not otherwise been excluded from receipt of Federal funding (e.g., has been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant audit agency or cognizant oversight agency to perform audit follow-up and make management decisions related to cross-cutting findings in accordance with section § 200.513(a)(3)(vii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.

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E) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

(1) Providing subrecipients with training and technical assistance on program-related matters; and

(2) Performing on-site reviews of the subrecipient's program operations;

(3) Arranging for agreed-upon-procedures engagements as described in § 200.425.

F) Verify that every subrecipient is audited as required by Subpart F of this part when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in § 200.501.

G) Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.

(h) Consider taking enforcement action against noncompliant subrecipients as described in § 200.339 of this part and in program regulations.

H) 200.333 Fixed amount subawards

With prior written approval from the Federal awarding agency, a pass-through entity may provide subawards based on fixed amounts up to the Simplified Acquisition Threshold, provided that the subawards meet the requirements for fixed amount awards in §200.201 Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts.

IX. NON-DISCRIMINATION

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

X. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq*.

XI. LIABILITY

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

XII. CONFLICT OF INTEREST

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

XIII. ANTI-LOBBYING

If all or a portion of this Agreement is funded with federal funds, then in accordance with 2 CFR 200, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "'Lobbying' means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

XIV. DEBARMENT AND SUSPENSION

Each eligible applicant must obtain a Unique Entity Identifier (UEI) and maintain an active registration with the Federal System for Award Management (SAM). The SAM website is: https://www.sam.gov/SAM.

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at www.SAM.gov to verify that its agents, and its subcontractors:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.

(2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).

(4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

(5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

XV. AUDIT AND ACCESS TO RECORDS

Federal Audit Requirements

(A) (2 CFR 200.501) Audit required. A non-federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program specific audit conducted for that year in accordance with the provisions of this part

(B) (2 CFR 200.508) Auditee requirements:

a. Procure or otherwise arrange for the audit, if required.
b. Prepare appropriate financial statements, including the schedule of expenditures of Federal awards.
c. Promptly follow up and take corrective action on the audit findings.
d. Provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the audit.

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained through December 31, 2031.

XVI. INSURANCE

(A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.

(B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

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XVII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.

XVIII. COMPENSATION

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the SIGMA Vendor Self Service web site (https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService).

XIX. CLOSEOUT

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

(D) Any funds received under the authorizing legislation for this program expended by the eligible applicant in a manner that does not adhere to the American Rescue Plan 117-2 or Uniform Guidance 2 CFR 200, as applicable, shall be returned to the state. If it is determined that an eligible applicant receiving funds under this act expends any funds under this act for a purpose that is not consistent with the requirements of the American Rescue Plan, Public Law 117-2, or Uniform Guidance 2 CFR 200, the state budget director is authorized to withhold payment of state funds, in part or in whole, payable from any state appropriation.

XX. CANCELLATION

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the State and the State will no longer be liable to pay the grantee for any further charges to the grant.

XXI. TERMINATION

(A) This Agreement may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.
c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract.
b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees.
c. Convicted under State or federal antitrust statutes; or
d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

XXII. IRAN SANCTIONS ACT

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

XXIII. PROTECTED PERSONALLY IDENTIFIABLE INFORMATION (PII) AND THE PRIVACY ACT.

In accordance with the Uniform Guidance (including but not limited to, sections §200.303 and §200.338) and the Privacy Act of 1974 (5 U.S.C. § 552a), the recipient is required to take reasonable measures to safeguard protected personally identifiable information and other information the US Department of Treasury or State of Michigan designates as sensitive or the recipient considers sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

XXIV. STATUTARY CATEGORIES FOR USE OF FISCAL RECOVERY FUND (FRF)

The four statutory categories for use of FRF funds are included below as outlined in the guidance. The program design has been approved to ensure that the program meets one of the requirements below. Appendix A provides additional details on eligible uses to ensure it aligns with Treasury's guidance.

(1) To respond to the COVID-19 public health emergency or its negative economic impacts

(2) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to such eligible workers of the recipient, or by providing grants to eligible employers that have eligible workers who performed essential work

(3) For the provision of government services, to the extent of the reduction in revenue of such recipient due to the COVID–19 public health emergency, relative to revenues collected in the most recent full fiscal year of the recipient prior to the emergency

(4) To make necessary investments in water, sewer, or broadband infrastructure

Treasury's Final Rule details compliance responsibilities and provides additional information on eligible and restricted uses of SLFRF award funds and reporting requirements. Your organization should review and comply with the information contained in Treasury's Interim Final Rule, and any subsequent final rule when building appropriate controls for SLFRF award funds.

Use of Funds Restrictions:
First, a recipient may not use SLFRF funds for a program, service, or capital expenditure that includes a term or condition that undermines efforts to stop the spread of COVID-19. A program or service that imposes conditions on participation or acceptance of the service that would undermine efforts to stop the spread of COVID-19 or discourage compliance with recommendations and guidelines in CDC guidance for stopping the spread of COVID-19 is not a permissible use of SLFRF funds.

Second, a recipient may not use SLFRF funds in violation of the conflict-of-interest requirements contained in the Award Terms and Conditions or the Office of Management and Budget's Uniform Guidance, including any self-dealing or violation of ethics rules. Recipients are required to establish policies and procedures to manage potential conflicts of interest.

Lastly, recipients should also be cognizant that federal, state, and local laws and regulations, outside of SLFRF program requirements, may apply. Furthermore, recipients are also required to comply with other federal, state, and local background laws, including environmental laws and federal civil rights and nondiscrimination requirements, which include prohibitions on discrimination on the basis of race, color, national origin, sex, (including sexual orientation and gender identity), religion, disability, or age, or familial status (having children under the age of 18).

XXV. DISCLOSURE OF INFORMATION

All reports and other printed or electronic material prepared by or for the Grantee under the Agreement will not be distributed without the prior written consent of the State except for items disclosed in response to a Freedom of Information Act request, Court Order or subpoena.

XXVI. PREVAILING WAGE

This project is subject to the Davis-Bacon Act, 40 U S C 276a, *et seq*, which requires that prevailing wages and fringe benefits be paid to contractors and subcontractors performing on federally funded projects over $2,000 for the construction, alteration, repair (including painting and decorating) of public buildings or works.

FEDERALLY FUNDED PROGRAM-SPECIFIC BOILERPLATE

Funds were added under sections 602 and 603 of section 9901 of the Social Security Act of section 9901 of Public Law No. 117-2, known as American Rescue Plan Act of 2021 ("ARPA"), signed into law on March 11, 2021 https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds as the Coronavirus State and Local Fiscal Recovery Funds ("FRF"). The State of Michigan was awarded $6.54 billion dollars under the Fiscal Recovery Fund, on May 13, 2021.

OMB Uniform Guidance for Non-federal Agencies Receiving These Funds The U.S. Department of Treasury has indicated in the Coronavirus State and Local Fiscal Recovery Fund Frequently Asked Questions that are accessible at U.S. Department of Treasury State and Local Fiscal Recovery Funds, located at https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-FAQ.pdf, that the SLFRF awards are generally subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CRF Part 200 (the "Uniform Guidance"). All reimbursements requested under this program should be accounted for with supporting documentation. Eligible applicants should maintain documentation evidencing that the funds were expended in accordance with federal, state, and local regulations. In accordance with federal Uniform Guidance, funds received under this program shall be included on the eligible applicant's Schedule of Expenditures of Federal Awards (SEFA) and included within the scope of the eligible applicant's Single Audit.

Programs are required to follow the Uniform Guidance provisions that are included in the document. Applicants must review the eCFR Uniform Guidance at https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1 for complete requirements.

The SLFRF awards are generally subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (the "Uniform Guidance"). In all instances, your organization should review the Uniform Guidance requirements applicable to your organization's use of SLFRF funds, and SLFRF-funded projects. The following sections provide a general summary of your organization's compliance responsibilities under applicable statutes and regulations, including the Uniform Guidance, as described in the 2022 OMB Compliance Supplement Part 3. Compliance Requirements (issued May 12, 2022).

The Award Terms and Conditions of the SLFRF financial assistance agreement sets forth the compliance obligations for recipients pursuant to the SLFRF statute, the Uniform Guidance, and Treasury's Final Rule. Recipients should ensure they remain in compliance with all Award Terms and Conditions.

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PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A

Project Overview:

The project includes installation of mechanical jet mixers in the east and west elevated storage tanks, well pump motor replacement, miscellaneous water treatment plant (WTP) projects, watermain replacement, and replacement of approximately 1,125 lead service lines. WTP projects include lime and soda ash fill line replacement, drain system replacement, and installation of a return flow meter.

EGLE approved estimated project costs include:

Task	Budget
Asset Management Program / Fiscal Sustainability Costs	$0
Planning Costs	$0
Rate Methodology Development Costs	$0
Design Engineering Costs	$0
Legal/Financial Service Fees	$0
Administrative Costs	$0
Bond Counsel Fees	$0
Bond Advertisement Costs	$0
Bid Advertisement Costs	$0
Capitalized Interest	$0
Land Acquisition/Relocation Costs	$0
Land Purchase Costs	$0
Construction Engineering Costs	$0
Construction Costs (bid contracts)	$0
Construction Costs (force account)	$0
Equipment Costs	$0
Other Project Costs (additional contingency)	$0
Contingencies	$0
LESS Other Sources of Funding ()	()
DWSRF Eligible Project Cost Subtotal	**$16,550,000**
DWSRF Loan No. 7537-01 Amount	**($8,112,745)**
Total Grant Amount*	**$8,437,255**

*ARP-SRF grant funds cannot exceed $20 million per project.

Indirect costs are not allowed under this agreement.

Grantees must obligate all funds to any subrecipients by December 31, 2024. Therefore, all grantees must have a signed contract in place with all contracted parties for the work to be completed with these grant funds by December 31, 2024. All work pertaining to this project must be completed by December 31, 2026.

Program-specific Requirements:

The ARP-SRF grant provides assistance related to DWSRF Loan No. 7537-01. Therefore, in addition to the requirements in this Agreement, the requirements for the DWSRF loan apply to the ARP-SRF grant; reference the conditions in the loan documents.

The project scope for the ARP-SRF grant and the DWSRF loan are the same; eligible project costs will be disbursed for the ARP-SRF grant until those awarded funds are exhausted, and the remainder of the eligible project costs will be financed through the DWSRF loan, up to the Order of Approval (OOA) amount. Applicants will ensure there is no overlap in funding/financing sources when requesting reimbursement.

Grant Administration and Close Out:

As mentioned previously, in Section IV, GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS, the Grantee must complete and submit financial and progress reports and must include supporting documentation of eligible project expenses. Reports shall include the SRF Disbursement Request Form with supporting cost documentation (i.e., vendor invoices), a report including a brief description of work completed during the reporting period, and any delays occurred or anticipated. Reports shall be due within 15 days of the end of each monthly reporting period. If applicant chooses not to submit reimbursement requests monthly, the EGLE project manager must be notified that no submission will be completed for the month.

The Grantee will submit for reimbursement on the SRF Disbursement Request Form, and EGLE will convert it to the standard grant Financial Status Report Form for internal processing purposes.

The Grantee must provide a final project report, which shall include a summary of work completed utilizing grant funds. The Grantee shall submit the final status report, including the SRF Disbursement Request Form with all supporting documentation for expenses, along with the final project report and any other outstanding products within 30 days of substantial completion of the grant-funded portion of the project or the end date of the agreement, whichever occurs first.

Grantee may be required to repay a portion of the grant if project costs come in under budget. The overall grant/loan percentage must be retained through project completion. Any grant costs that exceed the original grant/loan percentage can be applied to the loan up to the final loan amount.

Grant information including grantee name, grant award amount, and a project summary will be shared with the legislature and posted on EGLEs website.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-NondiscriminationCC@Michigan.gov or 517-249-0906.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.

DRAFT

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (866) 384-1772

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: Council Meeting – June 13, 2023

SUBJECT: Sale of City Owned Property – 971 N. West Ave

Recommendation: Approve the Purchase Agreement from Lormax Stern to purchase city owned property located at 971 N. West Ave and authorize the City Manager and City Attorney to make modifications to effect the sale of the property.

CONTRACT FOR PURCHASE OF REAL ESTATE

_____, an _____ _____, or its assignee or nominee (the "Purchaser"), hereby offers to purchase from the City of Jackson, a Michigan municipal corporation (the "Seller"), certain real estate owned by the Seller consisting of approximately 3.30 acres, more or less, in the aggregate, and consisting of one (1) parcels located in the City of Jackson, Michigan, as more particularly depicted on Exhibit A attached hereto and incorporated herein by this reference, together with all improvements, rights, privileges, and appurtenances thereto and thereon (collectively, the "Real Estate"). The Real Estate is identified by the Jackson City Assessor as Parcel ID Numbers including but not limited to: 2-2005.1000, 971 N West Ave., Jackson, MI, 49201 (commonly referred to as the "Parcel"). The total purchase price for the Real Estate shall be One Million Five Hundred Thousand and No/100 Dollars ($1,500,000.00) (the "Purchase Price"), subject to the following terms and conditions.

1. Earnest Money Deposit. Within seventy-two (72) business hours after the mutual execution and delivery of this Contract, the Purchaser shall deposit Ten Thousand and No/100 Dollars ($10,000.00) (the "Earnest Money Deposit") with American Title Company of Jackson, MI (the "Title Insurer"). The Earnest Money Deposit and all interest earned on the Earnest Money Deposit shall be paid to the Seller (as provided in paragraph 7 below) or credited to the Purchaser and applied towards the Purchase Price payable at Closing (as defined in paragraph 3). However, if the Purchaser elects to terminate this Contract due to the contingencies and at the permissible times that are more specifically described in paragraph 7 of this Contract, then the Earnest Money Deposit and all earned interest shall be immediately returned to the Purchaser. Such Earnest Money Deposit and all earned interest shall secure the Purchaser's performance pursuant to the terms and conditions contained in this Contract, and in the event that the Purchaser, without legal cause, fails or refuses to perform its obligations as specified in this Contract, then such Earnest Money Deposit and all earned interest shall be immediately payable to the Seller as liquidated damages if the Purchaser fails or refuses to perform its obligation to consummate this transaction pursuant to this Contract. The forfeiture of the Earnest Money Deposit shall constitute liquidated damages and shall be the Seller’s sole remedy at law or in equity pursuant to paragraph 16(b).

2. Payment of Purchase Price. The total purchase price for the Real Estate is One Million Five Hundred thousand and No/100 Dollars ($1,500,000.00) (the "Purchase Price"), and is payable by the Purchaser to the Seller at the Closing by wire transfer, subject to the adjustments set forth in this Contract.

3. Closing. Subject to all the other terms and conditions set forth in this Contract, the date for the closing (the "Closing") shall occur within thirty (30) days after the Purchaser's satisfaction or waiver of all of the contingencies set forth in paragraph 7 below. The Purchaser must either satisfy itself as to the contingencies set forth in paragraph 7; waive the contingencies set forth in paragraph 7 and proceed to Closing; or, terminate this Contract due to its inability to fulfill the contingencies set forth in paragraph 7. The Closing will take place at the office of the Title Insurer (as defined in paragraph 1 above), or through the exchange of closing documentation by the attorneys of each party facilitated

through the Title Insurer. The Purchaser and the Seller each agree to pay one-half (½) of the insured closing fee to be charged by the Title Insurer for an insured closing.

4. Closing Documents. At the Closing, Seller shall deliver to the Purchaser with respect to the portion(s) of the Real Estate owned by Seller: (a) a fully executed General Warranty Deed conveying insurable title to the specific portion of the Real Estate owned by Seller to the Purchaser, subject only to the Permitted Exceptions as so defined in paragraph 9; (b) a Michigan Sales Disclosure Form (or similar form, if applicable); (c) a Vendor's Affidavit in form and substance satisfactory to the Purchaser and the Title Insurer; (d) a non-foreign person affidavit in form and substance satisfactory to the Purchaser and the Title Insurer; (e) a Quitclaim Deed to any property adjacent to the Real Estate constituting a "deed gap" or a "deed overlap"; and (f) such other documents as maybe required by the Title Insurer to carry out the terms by which it issued its Commitment for Title Insurance.

5. Date of Possession. Possession of the Real Estate shall be delivered to the Purchaser, free and clear of all rights and claims of any other party to the possession or use thereof, at the Closing.

6. Real Estate Taxes and Assessments. On the Closing Date, the Purchaser will assume and agree to pay all real estate tax assessments becoming a lien after the Closing on the Real Estate, and the Seller and the Purchaser shall pro-rate the real estate taxes assessed for and becoming a lien during the calendar year in which the Closing occurs, which is allocable to the Purchaser on and after such Closing. The Seller shall pay the balance of such real estate taxes, using, for purposes of computing the correct amount at Closing, the present tax rate if the applicable tax rate has not been set, but providing adjustment when such rate is set. Any real estate taxes not assumed by the Purchaser which are not due and payable at the Closing shall be allowed to the Purchaser as a credit on the cash payment required at Closing, and the Seller shall not be further liable for such real estate taxes. The Seller warrants that, to the best of its knowledge, there are no pending or contemplated municipal assessments against the Real Estate.

7. Contingencies. The Purchaser's obligation to purchase the Real Estate pursuant to this Contract is subject to the satisfaction or waiver by the Purchaser, at its expense, of each of the following contingencies on or before 11:59 p.m. EST on the ____(____th) day after the mutual execution and delivery of this Contract (the "Initial Contingency Period"); provided, however, that in the event the Purchaser has not satisfied all of the contingencies by the expiration of the Initial Contingency Period and the Purchaser has not terminated this Contract on or prior to the last day of the Initial Contingency Period, then the Purchaser shall have the right to extend the Initial Contingency Period for two (2) periods of an additional thirty (30) days each (the "Extended Contingency Period") (the Initial Contingency Period and the Extended Contingency Period being sometimes referred to herein, singly or collectively, as the "Contingency Period"), in which event a portion of the Earnest Money Deposit in the amount of Five Thousand Dollars ($5,000) for each extension period, if exercised, will become non-refundable to Purchaser but shall remain applicable to the Purchase Price if the Purchaser closes. The Extended Contingency Period shall occur by written notice of the Purchaser's exercise of such extension

given by the Purchaser to the Seller on or before the expiration of the Initial Contingency Period. If any of the contingencies described in sub-paragraphs (a) thru (i), below, cannot be fulfilled or completed to the satisfaction of the Purchaser, then upon the Purchaser giving written notice of said event to the Seller on or before 11:59 PM EST on the last day of the applicable Contingency Period, the Seller agrees that (1) the Title Insurer shall immediately disburse the Earnest Money Deposit and all earned interest to (a) the Purchaser if such termination is on or prior to the expiration of the Contingency Period, or (b) the Seller if such termination is after the expiration of the Contingency Period, and (2) this Contract shall automatically terminate and the parties hereto shall have no further obligations hereunder. The Seller acknowledges that each of the following contingencies, including but not limited to the zoning process, will require a significant investment of time and capital by the Purchaser. Therefore, the Seller hereby acknowledges and agrees that the failure of the Purchaser to commence and/or pursue any or all of the contingencies to completion as set forth herein, including but not limited to zoning the Real Estate, based on the Purchaser's sole and reasonable business judgment, shall not forfeit the Purchaser's right to terminate this Contract nor its right to the return of the Earnest Money Deposit, and all interest earned thereon, so long as the Purchaser properly exercises its right to terminate this Contract within the time periods set forth herein. These contingencies are as follows:

(a) Zoning. The Purchaser's intended use of the Real Estate is for commercial purposes. Consequently, the Purchaser's obligation to purchase the Real Estate is contingent upon (i) the Real Estate being zoned or rezoned, as required, under a commercial/general business zoning classification permitting various commercial uses, including but not limited to the Purchaser's intended specific commercial uses of the Real Estate; (ii) the removal of all existing zoning covenants, if any, encumbering the Real Estate, including but not limited to the zoning covenants related to the Seller’s use of the Real Estate; (iii) approval by the Governing Authorities (as hereinafter defined) of the Purchaser's site plan for the Real Estate, which site plan approval, among other things, will allow the Purchaser to successfully develop a commercial project on the Real Estate, including but not limited to curb cuts and drive-thru windows in size, number and location acceptable to the Purchaser; (iv) approval by the Governing Authorities of the Purchaser's development plan, architectural plans and signage plans for the Real Estate; (v) the issuance of all necessary improvement location permits and building permits by the Governing Authorities for the Purchaser's intended development of the Real Estate. "Governing Authorities" includes, but is not limited to: the development staff of City of Jackson Plan Commission, the City Council, the Board of Zoning Appeals, the Department of Public Works, the Building Department, the County Highway Department, the Michigan Department of Transportation, the U.S. Department of Transportation, the Michigan Department of Natural Resources, the United States Environmental Protection Agency, the Michigan Department of Environment/Great Lakes/Energy, and any other jurisdictional bodies, entities or organizations having any input or authority over the use, entitlement or environmental processes regarding the Real Estate. As part of the process for obtaining these various approvals, the Purchaser, at its election and its sole cost and expense, shall prepare its proposed site plan, development plan, utility plan, drainage plan, ingress and egress plan, signage plan, and its landscaping plan for review and approval by all Governing Authorities. In the event that the Purchaser applies for but does not obtain all these necessary approvals, then the Purchaser shall promptly provide written notice to the Seller of this event and terminate this Contract pursuant to this contingency, or waive, by written notice, these approvals and proceed to Closing.

(b) Appeal by any Remonstrators. In the event any entity or person(s) timely files an appeal or otherwise legally challenges any of the approvals which are successfully obtained as described in sub-paragraph 7(a) and/or sub-paragraph 7(c), then the Purchaser shall have sixty (60) days after receipt by the Purchaser of the notice of the appeal or lawsuit in which to attempt to negotiate a settlement thereof. In the event such an appeal or lawsuit cannot be settled to the Purchaser's satisfaction within said sixty (60) day period, then the Purchaser shall 1) have the right to either terminate this Contract, in which event the Earnest Money Deposit shall be immediately returned to the Purchaser if the same has not been previously deemed non-refundable, or 2) to assert its rights and defend such an appeal or lawsuit, at the Purchaser's sole cost and expense, in which event the condition set forth in this paragraph 7(b) shall be deemed to have been satisfied.

(c) Access. The Real Estate must have free, unrestricted and direct legal rights of access and ingress and egress to N West Ave by curb cuts onto such right-of-way, or easements onto such right of way over adjacent parcels not owned by Seller. In addition, Seller agrees to provide, within 10 days execution of Contract, any copies of reciprocal easement/access agreements between Seller and the property to the north of the Real Estate, Burger King, located at 1023 N West Ave., Jackson MI 49201 (“Burger King”). If Seller and/or Real Estate is not encumbered by any such reciprocal easement/access agreements with Burger King, Seller agrees to work with Purchaser and Burger King to accommodate Purchaser and Purchaser’s potential tenants, customers, employees’, etc., access to and from the stoplighted intersection at N West Ave and W Argyle St, as more particularly depicted on Exhibit B.

(d) Economic Feasibility. The Purchaser shall determine, in the sole and absolute judgment of the Purchaser, that the Real Estate is economically suitable for its proposed use and meets the Purchaser's economic return criteria as determined in the Purchaser's sole and absolute discretion.

(e) Environmental Matters. The Purchaser, at its cost and expense, shall have satisfied itself that the Real Estate is free and clear of any and all hazardous, toxic, asbestos or asbestos-containing building materials, polychlorinated biphenyl compounds, (PCB's), and/or any other regulated chemicals or substances (all of which are hereinafter referred to as "Regulated Substances"), as defined by one or more of the following environmental laws and/or agencies: the Comprehensive Environmental Response, Compensation and Liability Act, 42 USC Section 9601 et seq., (CERCLIS) as amended, the Resource Conservation and Recovery Act ("RCRA"), as amended, The Emergency Planning and Community Right-to-Know Act of 1986, also known as SARA Title III or EPCRA, the Toxic Substances Control Act (TSCA), as outlined in 40 CFR Part 761, the United States Environmental Protection Agency, and/or the Michigan Department of Environment, Great Lakes and Energy.

The Purchaser, at its cost, shall obtain an environmental audit of the Real Estate. The environmental audit must conclude that the Real Estate is free and clear of any and all Regulated Substances as defined above by the various environmental laws, the rules and regulations of the United States Environmental Protection Agency, and the rules and regulations of the Indiana Department of Environmental Management. If the Purchaser's environmental audit reveals any Regulated Substances located on or in

the Real Estate, then the Purchaser shall notify the Seller of this event. Nothing in this sub-paragraph 7(e) shall obligate the Seller to remediate the Regulated Substances, however, if the Seller fails or refuses to commence to remediate these Regulated Substances within thirty (30) days from receipt of written notice from the Purchaser, or fails to pay for all costs associated with the remediation of these Regulated Substances on or in the Real Estate, then the Purchaser has the option to either waive its objections to such Regulated Substances and consummate the purchase of the Real Estate, or terminate this Contract by sending written notice to the Seller, in which event this Contract shall be null and void, and the parties hereto shall have no further obligations or liabilities to each other.

(f) Soil Conditions. The Purchaser shall determine, at its sole cost and expense, that the soil conditions, qualities, density and bearing capacity of the Real Estate are suitable for the Purchaser's intended use and purposes without the necessity of any extraordinary filling or compaction or any other extraordinary engineering or construction measures or expenditures which, in the opinion of the Purchaser, would render the use, development and improvement of the Real Estate infeasible from any economic or other standpoint; and that the surface water drainage of the Real Estate is satisfactory for the Purchaser's intended use, development and improvement of the Real Estate so that there will be no site preparation costs or expenses other than the Purchaser's usual and customary site preparation.

(g) Title and Survey Matters. The Purchaser shall have thirty (30) days after receipt of both the Survey and the Title Commitment (as these two terms are defined in paragraphs 8 and 9, below) to notify the Seller of the Purchaser's approval or disapproval of any matters indicated or disclosed on either the Survey or the Title Commitment. In the event that the Purchaser fails to disapprove of any matters shown or disclosed on either the Survey or the Title Commitment prior to the expiration of said thirty (30) day period, then the Purchaser shall be deemed to have approved the Survey and the Title Commitment. If the Purchaser disapproves of any matters shown or disclosed on either the Survey or the Title Commitment prior to the expiration of said thirty (30) day time period, then the Seller shall have twenty (20) days within which to resolve or alleviate any matters disapproved of by the Purchaser. However, if the Seller is unable or unwilling to resolve or alleviate any such matters within this twenty (20) day time period, then the Purchaser shall have the option to either waive its objection to such matters and consummate the purchase of the Real Estate or terminate this Contract by sending written notice to the Seller, in which event this Contract shall be null and void, and the parties hereto shall have no further obligations or liabilities to each other.

(h) Utilities. The Purchaser will verify, to its sole satisfaction, that water, sanitary sewer, gas, electric and all other utilities are available in sufficient quantities to service the needs of the proposed development to be located on the Real Estate, and the cost of any availability fees, impact fees or extension lines for these utilities will not adversely impact the economic viability of the Purchaser's proposed development on the Real Estate.

(i) End User. The intended end user of the Purchaser's proposed development on the Real Estate shall have obtained all necessary and final internal approvals for operating a retail business on the

Real Estate, and the Purchaser and such end user shall have entered into a binding contract committing the end user to the Real Estate.

8. Survey. The Purchaser, at the Purchaser's cost and expense, shall obtain a boundary survey of the Real Estate (the "Survey") conforming to the requirements for an ALTA Survey, certified as of a current date to the Purchaser, the Seller, the Title Company, and the Purchaser's lender, if any. The Survey shall be prepared by a registered land surveyor selected by the Purchaser. The Survey shall show that all building setback lines, right of way lines, all encumbrances and other matters and shall show that there are no encroachments or other matters which would materially adversely affect the Purchaser's intended use or development of the Real Estate.

9. Title Insurance. The Seller, at the Seller' cost and expense and within fifteen (15) days after the mutual execution and delivery of this Contract, shall provide the Purchaser with a Commitment for Title Insurance (the "Title Commitment") for the Real Estate issued by the Title Insurer, along with legible copies of all easements and any other encumbrances set forth in the Title Commitment. Pursuant to this Title Commitment, the Title Insurer shall agree to insure for the full amount of the Purchase Price merchantable and marketable fee simple title to the Real Estate in the name of the Purchaser, free of all exceptions (including, without limitation, the standard exceptions), except only those easements, encumbrances, and other exceptions that the Purchaser agrees to (the "Permitted Exceptions"). The Seller shall be responsible for the payment of the cost of the premium to issue an owner's policy of title insurance pursuant to the Title Commitment and any endorsements required by the Purchaser thereto.

10. Right of Access and Inspection. The Seller shall permit the Purchaser, its agents, employees and contractors, at any time after the date of the mutual execution of this Contract, to enter upon the Real Estate during normal business hours, for the purpose of inspecting the same, and for the purpose of conducting such activities so as to enable the Purchaser to fulfill its contingencies set forth in paragraph 7 of this Contract. Such inspections and testing shall be performed so as to cause no damage to the Real Estate. The Purchaser agrees to indemnify, defend and hold the Seller and the Real Estate harmless from all claims and liabilities (including reasonable attorney's fees, costs and expenses) for personal injury, physical damage, or for mechanic's or materialmen's liens which may be asserted against the Real Estate or the Seller as a result of such entry or actions by the Purchaser or its agents. This indemnity shall survive the Closing or termination of this Contract, and shall not be limited by the limitation of the liability of the Purchaser as contained in paragraph 16(b), below.

11. Seller Representations. The Seller represents and warrants to the Purchaser, both at the time of the execution of this Contract and as of the date of Closing, and these warranties and representations shall survive the Closing of this transaction as described in paragraph 18 below, as follows:

(a) The Seller is the sole owner of the Real Estate and have the full right, title, power, and authority to enter into this Contract and consummate the sale of Real Estate;

(b) No litigation or other proceeding is pending or to the Seller's knowledge, threatened with respect to the Real Estate;

(c) To the best of the Seller's knowledge, the Real Estate does not violate the provisions of any current applicable law, code, ordinance, regulation, decree or other governmental requirement to which the Seller has actual knowledge thereof;

(d) There are no oral or written lease agreements or other contractual obligations that in any way affect or relate to the Real Estate, or which could or do affect the Real Estate other than those as disclosed in the Title Commitment or on the Survey;

(e) There are no notes or mortgages secured by the Real Estate, or if so, they will be satisfied at Closing;

(f) There is no condemnation or similar proceeding which is pending or threatened against the Real Estate or any part thereof;

(g) The Seller has not received any notification from any governmental agency, authority, or from any other person, firm, or authority of any pending, proposed, or threatened assessments on or against the Real Estate for the cost of public improvements or for the extension of any utilities that may or can be used with respect to the Real Estate or any improvements that are a part thereof; and,

If the Seller receives any information that any of the representations and warranties set forth above are not true, or that any of the matters set forth above might not be true, then the Seller hereby agrees to immediately notify the Purchaser, in writing, of said information, and if the same would have an adverse effect on the value of the Real Estate, as reasonably determined by Purchaser, then, upon receipt of such information, Purchaser may elect to terminate this Contract by providing written notice to Seller at any time prior to Closing, in which case the Earnest Money Deposit, together with all interest thereon, will be returned to Purchaser regardless if it has previously been deemed non-refundable or not.

12. Purchaser's Representation. The Purchaser represents and warrants to the Seller that the Purchaser has the full right, title, power, authority and financial ability to enter into this Contract and to consummate its purchase of the Real Estate, and that the consummation of the transaction contemplated by this Contract will not result in a breach of any other terms, provision of, or constitute a default under

any of the Purchaser's organization documents, or any indenture, mortgage, deed of trust, or other contract or instrument to which the Purchaser is party or by which it is bound.

13. Litigation Representation. As of the date of execution of this Contract and as of the Closing, no action or proceeding before a court or any governmental agency or administrative body shall be pending (and to the best of the Seller's knowledge, no such action or proceeding shall be threatened) that might impair the value of the Real Estate; that might affect the Seller or the Purchaser's rights or interests in the Real Estate; the Seller's ability to convey or transfer the Real Estate to the Purchaser; or, that might prevent the Purchaser from acquiring marketable title to the Real Estate or using the Real Estate for a commercial development.

14. Condemnation. If at any time after the mutual acceptance of this Contract (a) the Real Estate shall be condemned, in whole or in part; or (b) any notice of condemnation shall be given or received, or (c) the Seller receives any information that all or any part of the Real Estate might be condemned or taken by any public or quasi-public authority, then the Seller shall immediately give written notice of such an event or such information to the Purchaser. The Purchaser, at its sole option, can then elect to either 1) cancel this Contract or 2) continue working to satisfy the contingencies set forth in paragraph 7 hereof, and if successful, proceed to Closing. If the Purchaser elects to continue working to satisfy the contingencies in paragraph 7, and if successful, proceed with Closing, then the Purchaser may (a) apply the proceeds of any condemnation award to reduce the Purchase Price; or (b) accept an assignment of such proceeds from the Seller. If the Purchaser elects to cancel this Contract, then the Earnest Money Deposit shall be immediately refunded to the Purchaser regardless if it has previously been deemed non-refundable or not.

15. Notices. Any notice under this Contract shall be in writing and shall be deemed to be duly received: (i) upon receipt, if hand delivered; (ii) one (1) day after being mailed by certified mail; (iii) the next business day if sent by a reputable overnight express carrier, such as Federal Express, U.P.S., or (iv) upon receipt of electronic communication such as email which provides written evidence of delivery and, if requested by the sender, the recipient will acknowledge the receipt. Any written notice shall be addressed to the party to be notified as follows:

PURCHASER:

_____

Attn: _____

_____

_____

Telephone Number: _____

E-mail: _____

SELLER:

City of Jackson

Attn: Jonathan Greene, City Manager

jgreene@cityofjackson.org

161 W. Michigan Ave.

Jackson, MI 49201

With a copy to:

City of Jackson

Attn: Matthew Hagerty, City Attorney

mhagerty@cityofjackson.org

161 W. Michigan Ave.

Jackson, MI 49201

16. Default and Remedies.

(a) Purchaser's Remedy. In the event of default in the performance of any of the terms and provisions of this Contract on the part of either or both of the Seller, the Purchaser's remedy, at law or in equity, shall be, at the sole election of the Purchaser, one of either: (a) the return of the entire Earnest Money Deposit, regardless of whether it has become non-refundable or not, and any and all interest earned thereon to the Purchaser; or (b) the right to obtain specific performance of the Seller's obligation to convey the Real Estate pursuant to this Contract upon payment of the Purchase Price.

(b) Seller's Remedy. Subject to the Purchaser's rights of termination specified in this Contract, the exercise of which rights shall not be a default by the Purchaser, if the Purchaser is otherwise in default of its obligations under this Contract, then the Seller's sole and exclusive remedy (except with respect to the Seller's rights pursuant to paragraph 10 hereof) shall be to retain the Earnest Money Deposit. Such

Earnest Money Deposit shall constitute liquidated damages due and payable to the Seller, the amount thereof being the parties' good faith and reasonable estimate of the damages which the Seller would suffer in the event of the Purchaser's default.

17. Brokers. The Seller and the Purchaser each represent to the other that they have not contacted, contracted with or entered into any agreement with any other real estate broker or agent in connection with the sale of this Real Estate. In addition, the Seller and the Purchaser further represent to the other that neither the Seller nor the Purchaser has taken any action which might result in any real estate commission, finder's fee or other such fees or commissions being due or payable in connection with this transaction. Consequently, except for the obligations set forth herein, the Seller and the Purchaser each agree that they shall save harmless the other party to this Contract from and against all costs, claims, expenses and/or damages, including reasonable attorney's fees and court costs resulting from or relating to any real estate brokerage commission, finders fee, or other fees or commissions due or alleged to be due arising as a result of this transaction.

18. Survival and Indemnity. All representations and warranties set forth in this Contract shall survive the Closing, and the Seller and the Purchaser each agree that they shall save harmless the other party to this Contract from and against all costs, claims, expenses and/or damages, including attorney's fees and court costs incurred as a result of any breach of any representation or warranty by the Seller or the Purchaser, respectively.

19. General. The terms and provisions of this Contract shall be governed and construed in accordance with the laws of the State of Michigan. The captions and paragraphs shall not be considered in any way to affect the interpretation of this Contract. This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns, heirs, and personal representatives. This Contract is the final expression of the complete and exclusive agreement between the Seller and the Purchaser and supersedes all prior offers, negotiations and discussions. The term "Contract" as used herein means the contract arising between the parties on the terms of this offer after acceptance by the Seller.

20. Seller’s Obligation to Provide Copies of Certain Documents and Other Items to the Purchaser. Within ten (10) days after the approval of this Contract by the Jackson City Council as set forth in paragraph 29 below, the Seller will provide to the Purchaser legible copies of the following documents and/or items within its possession or the possession of any of its current agents, officers or employees: 1) all boundary, land title, and/or topographic surveys; 2) any previously issued governmental agency notices related to the Real Estate; and 3) all Phase I and Phase II environmental reports, if any. At the Closing, the Seller will deliver to the Purchaser originals or copies of any other material documents or items not listed above but which relate to the Real Estate and thus should remain with the owner of the Real Estate.

21. Attorneys' Fees. Either party to this Contract who is the prevailing party in any legal or equitable proceeding against the other party to this Contract, brought by or against the other party to this Contract, pursuant to any of the terms and conditions contained in this Contract, or to enforce any of the terms and conditions of this Contract or the transaction contemplated hereby, shall, in addition to any other remedy at law or as otherwise provided for in this Contract, be entitled to recover its court costs, its other expenses of litigation, and its reasonable attorneys' fees from the non-prevailing party.

22. Like-Kind Exchange. The Seller and the Purchaser shall each have the right to acquire (by the Purchaser) and sell (by the Seller) the Real Estate as part of a transaction that the Seller and/or the Purchaser intends to qualify as a tax-deferred exchange under Section 1031 of the Internal Revenue Code, with the prior written consent of the other party which may be withheld for any reason. In the event of any such approved exchange, each party to this Contract shall make all reasonable efforts to cooperate with the other party to this Contract to accomplish a tax deferred like-kind exchange, provided, however, that the date of Closing hereunder shall not thereby be delayed, and any party cooperating with the other party to this Contract shall not be obligated to incur any additional expenses and the party seeking the tax deferred exchange shall defend, indemnify and hold harmless the other cooperating party against any and all losses, costs, expenses and liabilities which may arise out of such tax-deferred exchange. To facilitate such exchange, the party seeking this objective, upon receiving the other party's prior written consent, shall have the right to assign all of its right, title and interest in this Contract to a qualified intermediary and to require the other party to this Contract to convey the Real Estate to that intermediary pursuant to the terms of this Contract.

23. Right to Assign and Transfer. The Seller hereby agrees that the Purchaser shall have the right to assign this Contract without the consent of the Seller. Upon any such assignment, the assignor shall be relieved from any liability under this Contract.

24. Nomenclature. The use of its, his, him, them, her, she, or such other nomenclature in this Contract shall be used interchangeably. All references herein to the singular shall include the plural, and vice versa.

25. Disclosures. The Purchaser hereby discloses to the Seller that _____.

26. Cooperation and Development. At all times after the mutual execution of this Contract, the Seller agree to fully cooperate with the Purchaser by executing any and all legal documents, attending meetings, if any, at the Purchaser's request and actively supporting the Purchaser before any Governing Authorities, to enable the Purchaser to rezone (if required) the Real Estate or to obtain any and all governmental and/or other approvals and/or permits for the Purchaser's intended use of the Real Estate, including but not limited to any zoning approvals and/or variances (the "Project Approvals"). The cost of all such Project Approvals shall be borne by the Purchaser.

27. Status of Title Prior to Closing. Between the date of this Contract and the Closing date, the Seller shall not, in any manner (a) cause or permit any lien to be filed against the Real Estate; or (b) grant or permit any easement, lease, restriction or encumbrance to burden the Real Estate in addition to the Permitted Exceptions under paragraph 9 above.

28. Memorandum. The Seller shall, if requested by the Purchaser, execute and acknowledge, so that the same may be recorded, a Memorandum, indicating the fact that the Seller and the Purchaser have entered into this Contract, but omitting the Purchase Price; PROVIDED, HOWEVER, that the failure to record said Memorandum shall not affect or impair the validity and effectiveness of this Contract. The Purchaser shall draft the Memorandum and shall pay all recording fees and any other expenses in connection with recording said Memorandum. If the Purchaser terminates this Contract, the Purchaser shall prepare, execute and record a termination of the Memorandum at the time of termination.

29. CITY COUNCIL AUTHORIZATION

Notwithstanding any other provision, this Contract is subject to the approval of the City of Jackson City Council, which approval shall be made within forty five (45) days of Effective Date.

30. Duration of Offer. This Offer shall expire if written acceptance endorsed herein is not delivered to the Purchaser at the address specified in paragraph 15 on or before 3:00 p.m. on _____, 2023.

Remainder of Page Intentionally Left Blank

This Contract for Purchase Real Estate is hereby executed this _____ day of _____, 2023 as to the Purchaser.

PURCHASER:

_____,

a _____

By:_____

_____, _____

ACCEPTANCE OF OFFER

The Seller hereby accepts the foregoing Contract for Purchase of Real Estate on the date indicated below.

Dated: _____ __, 2023

SELLER:

CITY OF JACKSON

_____By: Jonathan Greene

Its: City Manager

EXHIBIT A

EXHIBIT B

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (866) 384-1772

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: Approve a one-year contract with MakeMyMove

Recommendation: Approve the one-year contract with the MakeMyMove organization in the amount of $24,000, to aid in the recruitment of move-ready talent within the City of Jackson. Authorize the City Manager to make minor modifications and execute the contract.

Attached is a report detailing the benefits of a partnership with MakeMyMove. Your consideration and concurrence is appreciated.

DEPARTMENTAL REPORT

MEMO FROM: Jonathan Greene, City Manager

DATE: June 13, 20232

RECOMMENDATION: Approve a one-year contract with the MakeMyMove organization.

SUMMARY

The MakeMyMove organization is an online marketplace specializing in connecting move-ready talent with communities that want to recruit them. Through their platform, they will recruit for the City of Jackson to attract new talent to our community.

HISTORY, BACKGROUND and DISCUSSION

The global events of 2020 have dramatically accelerated a trend towards remote work, increasing the number of full-time remote workers in the U.S. alone from 5 million pre-pandemic, to more than 40 million, post-pandemic.

A recent national survey of remote workers showed that more than 18 million remote workers plan to move in the next 3 years, that they are looking for more-livable destinations, and that they could be attracted to particular communities through relocation incentives.

These circumstances represent a unique opportunity for communities like the City of Jackson to recruit move-ready talent and benefit from the financial impact they bring. Remote workers are educated and concentrated in high-wage jobs.

This initiative pairs nicely with City Council's recent support of home building efforts and could put Jackson in the unique position of being prepared with new housing stock for individuals wishing to relocate.

CITY OF JACKSON MICHIGAN

MakeMyMove

Partnership Proposal

May, 2023

Background

The global events of 2020 have dramatically accelerated a trend toward remote work, increasing the number of full-time remote workers in the U.S. alone from 5 million pre-pandemic, to more than 40 million post pandemic (Source:Upwork).

A recent national survey of remote workers showed that more than 18 million remote workers plan to move in the next 3 years, that they are looking for more-livable destinations, and that they could be attracted to particular communities through relocation incentives.

These circumstances represent a unique opportunity for communities like Jackson to recruit move-ready talent and benefit from the financial impact they bring. Remote workers are educated and are concentrated in high-wage jobs.

MakeMyMove

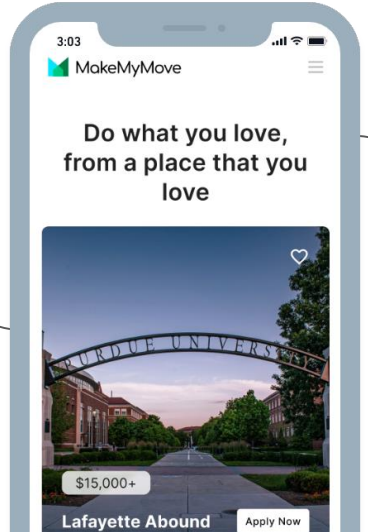
What is MakeMyMove?

MakeMyMove is an online marketplace that connects move-ready talent with the communities that want to recruit them. Our platform enables communities to:

- **tell** their unique stories
- **engage** an audience of move-ready talent
- **enable** relocation of new households

Communities

Recruit New Households



Move-Ready Workers

Enable and De-Risk Moves

MakeMyMove

Products - Platform Subscription

- Community and Offer pages on makemymove.com highlighting Jackson's people and places
- Promotion and preferred placement on makemymove.com
- Regular email promotion to MakeMyMove registrants
- Access to the common application for MakeMyMove visitors
- Unlimited access to the Mover Studio and applicant management tools on makemymove.com
- Account support and expertise from MakeMyMove staff

12 Month Subscription - $24,000

***Monthly payments or receive 10% off for prepaid subscription**

MakeMyMove

Services - Campaigns

Receive all the benefits of a platform subscription and in addition, our team will help set you up for success with our suite of campaign services:

- Program development
  - Incentive design to attract and retain new residents
  - Activate local champions, realtors and content contributors
    - Timeline: Weeks 1-8
- Full service marketing:
  - Development of marketing assets including pictures and video
  - A sustained outbound digital marketing campaign
    - Timeline: Weeks 1-8 (Asset Creation) Weeks 9-52 (Active Marketing)
- Fulfillment:
  - We build and help you manage a process to qualify and convert applicants into new residents
    - Timeline: Weeks 9-52
- ROI Calculation:
  - Quantify the value of each relocated remote worker for Jackson

MakeMyMove

Campaign Timeline



7/1/2023 — **6/31/2024**

Program Q1

Contract Execution

Kick Off

Program Set Up

Early Applicant Engagement

Program Q2

Applicant Qualification Activity

Secure Early Movers

Retention Programming

Program Q3

Secure the Bulk of Movers

Retention Programming

Program Q4

Secure Remaining Movers

Retention Programming

Plan for Next Year

MakeMyMove

ROI - Jackson, MI (5 Movers)

Our economic model was developed by the Indiana University Public Policy Institute. We calculate the value of each individual household that relocates to your community so you have a precise understanding of the economic impact of your program. A **5** mover program with an average household income of $100,000 would produce the following results:

Year 1 Total Economic Output:	Total # of Brick and Mortar Jobs Created:	Total Tax Dollars Generated:
$404,322	2.44	$50,115

MakeMyMove

Services - Campaigns (12 months)

- Program Marketing – FREE ($13,650 value)
- Platform Subscription - $24,000

TOTAL: $24,000

*Does not include hard incentive cost

Payment schedules vary based on the needs of the community. Semi-annual, quarterly and monthly options are available.

MakeMyMove

Thank you!

MakeMyMove

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Remote Worker Recruiting Contract

This Agreement (Agreement) is made as of **June 15, 2023** (the Execution Date) by and between **City of Jackson, MI** ("Client") who is located at **161 West Michigan Ave, Jackson, MI 49201** , and TMap, LLC DBA MakeMyMove who is located at 215 E. 38th St., Indianapolis, Indiana, 46205 (TMap).

MakeMyMove will work with the City of Jackson, MI to execute a remote worker recruiting strategy and promote Jackson, Michigan on our platform to generate a pool of qualified applicants and recruit those individuals to live in Jackson, MI. Through this partnership we will:

SERVICES PROVIDED

- Collect and compile an inventory of community assets and amenities
- Create and construct the Community and Offers pages for Jackson, MI on MakeMyMove.com, highlighting Jackson's people and places.
- Promotion and preferred placement on MakeMyMove.com
- Regular email promotion to MakeMyMove registrants
- Provide Access to the common application for MakeMyMove visitors
- Provide unlimited access to the Mover Studio and applicant management tools on MakeMyMove.com
- MakeMyMove will produce and utilize a Community Spotlight video for Jackson.
- Account support and expertise from MakeMyMove staff

To ensure clear communication, MakeMyMove will request periodic meetings to update and discuss program performance and output.

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COMPENSATION

In consideration of the performance of the services, Client shall pay MakeMyMove $24,000. The Client will provide full payment of $24,000 due July 15, 2023.

TERM AND TERMINATION

The term of this agreement commences on July 1, 2023 (the Commencement Date) and expires on June 31, 2024.

OWNERSHIP OF DOCUMENTS AND MATERIALS

Except for the Contractor’s Intellectual Property, all documents, records, programs, applications, data, film, tape, articles, memoranda, and other materials (the “Materials”) specifically developed pursuant to or in connection with the services performed by Contractor under this Contract shall be considered “work for hire” and the Contractor hereby transfers and assigns any ownership claims to the Client so that all Materials will be the property of the Client.

CONFIDENTIALITY

"Confidential Information" means (i) any information regarding Client's current employees, staffing needs, or employment policies, (ii) any information concerning the existing or future products of Client; (iii) the terms of this Agreement, (iv) any software, documentation, materials or information provided to MakeMyMove by Client in order to assist MakeMyMove in performing the services; and (v) any additional information designated in writing as "confidential" by Client. Confidential Information will not include, however, any information described above to the extent any of the following may be included therein: (1) information that becomes known to the general public without breach of the non-disclosure obligations of this Agreement; (2) information that is obtained from a third party or independently developed without breach of a nondisclosure obligation and without restriction on disclosure; and (3) information that is required to be disclosed in connection with any suit, action or other dispute related to this Agreement.

MakeMyMove agrees to hold in confidence, and not to use except as expressly authorized in this Agreement, all Confidential Information and to use reasonable care to prevent the unauthorized disclosure or use of the other party's Confidential Information, both during and after the term of this Agreement.

DocuSign Envelope ID: 3F94F167-2818-4D9F-AD14-02FFB8C76910

EQUAL OPPORTUNITY EMPLOYER POLICY

Both the Client and MakeMyMove are Equal Opportunity Employers, and each of the parties endeavors to recruit, hire, and engage employees, independent contractors, and applicants for employment without regard to race, color, religion, age, sex, marital status, sexual preference, national origin, physical or mental disability, or veteran status.

INDEMNIFICATION

Each party agrees to indemnify and hold the other harmless with respect to any and all losses, damages or expenses (including reasonable attorney's fees) which either party shall sustain as a result of the other's negligent acts, errors or omissions in carrying out the responsibilities in this Agreement. The indemnified Party shall provide the indemnifying Party with prompt written notice of any such indemnification claim. The indemnifying Party shall have sole control and authority with respect to the defense and settlement of any such claim. The indemnified Party shall cooperate fully with the indemnifying Party, at the indemnifying Party's sole cost and expenses, in the defense of any such claim. The indemnifying Party shall not agree to settle any such claim that does not include a complete release of the indemnified Party from all liability with respect thereto or that imposes any liability, obligation or restriction on the indemnified Party without the prior written consent of the indemnified Party. The indemnified Party may participate in the defense of any claim through its own counsel, and at its own expense.

GENERAL TERMS

MakeMyMove is an independent contractor, and nothing in this Agreement will be deemed to place the parties in the relationship of employer-employee, principal-agent, partners or joint venturers. MakeMyMove will be responsible for all tax withholdings.

Dispute Resolution. Any controversy, dispute or claim arising out of or relating to this contract shall first be settled through good faith negotiation. If the dispute cannot be settled through negotiation, the parties agree to attempt in good faith to settle the dispute by mediation; the mediator in such an instance shall have no authority to modify the terms of this Agreement. The mediation proceeding shall be held at a location mutually agreed to by the parties in writing. The administrative cost of the mediation and the mediator’s fee shall be shared equally by the parties. If the parties are unsuccessful at resolving the dispute through mediation, the parties agree that the method of subsequent dispute resolution will be in a court of competent jurisdiction.
Non-Solicitation. During the term of this agreement and for a period of one year after termination, MakeMyMove shall not contact, nor shall MakeMyMove cause to be contacted for purposes of recruiting, any current or prospective employee of Client.
Governing Law. This Agreement will be governed by and interpreted under the laws of the State of Indiana, without giving effect to applicable conflicts of law principles.
Survival. The provisions of the Presentation, Confidentiality, and General Terms sections shall survive the expiration or termination of this Agreement.

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Assignment. MakeMyMove hereby irrevocably assigns information generated in the course of this Agreement to Client. Such information includes, without limitation, resumes, contact information, and call/prospecting histories, or other written or recorded communications with prospective employees of Client. In the event that such information cannot be assigned, MakeMyMove grants to Client a fully-paid, transferable, assignable, worldwide, exclusive, perpetual license to such information.

Client: By (Sign)_____

Name: Jonathan Greene

Title: City Manager

MakeMyMove: By (Sign) DocuSigned by: Ben Ledo AD78CE69F29E477...

Name: Ben Ledo

Title: V.P. of Enterprise Sales

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: June 13, 2023

SUBJECT: Purchase of Dodge Durango

Recommendation:

Approve purchase of Dodge Durango

Attached is a memorandum from Director Elmer Hitt regarding the need to purchase an additional vehicle outside of the normal Purchasing guidelines.

I recommend approving the purchase of the Dodge Durango.

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

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

DATE: June 13, 2023

RECOMMENDATION: Approval of Purchase of Dodge Durango

SUMMARY

The current fleet of the Jackson Police Department is aging. There is an urgent need for at least one additional patrol vehicle at this time. Current purchase contract is for a Ford Explorer which is pursuit-rated, however there is a mass shortage of these vehicles. The Police Department would like to purchase a vehicle outside of the contract.

BUDGETARY CONSIDERATIONS

Patrol vehicle #21 was involved in a crash in May 2023. The damage was so great that the vehicle was totaled. Our payout from our insurance will be $35,125. We will be required to pay Enterprise $18,677, as this was a leased vehicle, leaving $16,448 remaining. That amount will help offset the cost of a Dodge Durango of $45,925. Final cost to the City will be $29,477. This will be paid out of current fiscal year funds from the Police Department's budget.

HISTORY, BACKGROUND and DISCUSSION

The Police Department ordered three Ford Explorers in November 2021 which still have not been received. Ford actually canceled all orders for model year 2022 vehicles and re-issued those orders for vehicles of model year 2023, which is at a higher cost. Two additional Explorers were ordered for model year 2023 in November 2022, and those vehicles have not been received as of yet, either.

The lack of availability of Ford pursuit-rated vehicles is becoming an issue as our fleet is aging. We typically replace vehicles when they reach 80,000 miles; we currently have 4 vehicles which have between 89,000 and 96,000 miles. In addition, there is one vehicle currently out of service which needs an engine replaced under warranty. Due to the shortage of materials and spare parts, the vehicle is still inoperable waiting for the replacement.

DISCUSSION OF THE ISSUE

There is a 2023 Dodge Durango currently in stock at John Jones Automotive Group in Salem, Indiana. We would like to purchase the vehicle outside of the normal purchasing guidelines, due to the extenuating circumstances caused by the national supply chain interruptions.

POSITION

I recommend approving the purchase of a Dodge Durango.

ATTACHMENTS