



IF YOU WISH TO ADDRESS THE CITY COUNCIL,
PLEASE COMPLETE FORM LOCATED ON DESK AT ENTRANCE AND PASS TO MAYOR.

AGENDA - CITY COUNCIL MEETING

March 15, 2016

6:30 p.m.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE** - Invocation by Freddie Dancy, 2nd Ward City Councilmember.
3. **ROLL CALL.**
4. **ADOPTION OF AGENDA.**
5. **CITIZEN COMMENTS** (3-Minute Limit).
6. **PRESENTATIONS/PROCLAMATIONS.**
7. **PETITIONS & COMMUNICATION (Accept & Place on File).**
 - A. **HRC Minutes for January 20, 2016:**
Accept and place on file the January 20, 2016, Human Relations Commission meeting minutes.
 - B. **Public Arts Commission Minutes for January 19, 2016:**
Accept and place on file the January 19, 2016, Public Arts Commission meeting minutes.
8. **CONSENT CALENDAR.**
 - A. **Minutes of the Regular Meeting on February 23, 2016:**
Approve the minutes of the regular City Council meeting of February 23, 2016.
 - B. **World Vision Global 6k for Water:**
Approve the request from World Vision, Inc., to conduct their World Vision Global 6k for Water event on Saturday, March 19, 2016, at 9:00 a.m.,

starting and ending at the Cascades Baptist Church. (Contingent upon receipt of proper insurance coverage.)

C. CAP Kickoff:

Approve the request from Council for the Prevention of Child Abuse & Neglect to conduct their annual CAP Kickoff on Friday, April 1, 2016, at 12:00 p.m., in the Governor Austin Blair Park. (Contingent upon receipt of proper insurance coverage.)

D. Light It Up Blue Jackson:

Approve the request from Jackson Autism Support Network to conduct their annual Light It Up Blue Jackson on Saturday, April 2, 2016, at 6:00 p.m., in the City Parking Lot #8. (Contingent upon receipt of proper insurance coverage.)

E. 2016 Jackson March for Babies:

Approve the request from March of Dimes Foundation to conduct their annual 2016 Jackson March for Babies event on Sunday, April 24, 2016, at 8:00 a.m., in Ella Sharp Park. (Contingent upon receipt of proper insurance coverage.)

F. City Wide Prayer Walk:

Approve the request from Together We Can Make a Difference to conduct their annual City Wide Prayer Walk on Sunday, May 1, 2016, at 8:00 a.m., in the City of Jackson. (Contingent upon receipt of proper insurance coverage.)

G. Jackson County Police Memorial:

Approve the request from Jackson Police Department to conduct their annual Jackson County Police Memorial on Wednesday, May 4, 2016, at 12:00 p.m., in Bucky Harris Park. (This event is covered under the City's insurance policy.)

H. National Day of Prayer:

Approve the request from Together We Can Make a Difference to conduct their annual National Day of Prayer on Thursday, May 5, 2016, at 12:00 p.m., in Governor Austin Blair Park. (Contingent upon receipt of proper insurance coverage.)

I. The Big Seed:

Approve the request from Together We Can Make a Difference to conduct their annual The Big Seed on Saturday, May 21, 2016, at 10:00 a.m., at 224 W. Wilkins, Jackson, Michigan 49203. (Contingent upon receipt of proper insurance coverage.)

J. GREAT's May Public Paddle Event:

Approve the request from the Grand River Environmental Action Team to conduct their annual GREAT's May Public Paddle Event on Sunday, May

22, 2016, at 10:30 a.m., in Ella Sharp Park. (Proper insurance has been received.)

K. Summer Reading Kickoff event:

Approve the request from the Jackson District Library to conduct their annual Summer Reading Kickoff event on Saturday, June 11, 2016, at 10:00 a.m., on the Carnegie Library grounds. (Proper insurance coverage has been received.)

L. Star Wars vs. Star Trek...You Decide!

Approve the request from the Jackson District Library to conduct their first annual Star Wars vs. Star Trek...You Decide event on Friday, August 19, 2016, at 6:30 p.m., on the Carnegie Library grounds. (Contingent upon receipt of proper insurance coverage.)

M. Annual Grand River Clean-up:

Approve the request from the Grand River Environmental Action Team (GREAT) to conduct their Annual Grand River Clean-up on Saturday, September 10, 2016, at 9:00 a.m., at the Consumers Energy's Amphitheatre. (Proper insurance coverage has been received.)

N. Traffic Control Orders 2207, 2208, 2209, and 2210:

Approve Traffic Control Orders 2207, 2208, 2209, and 2210 to convert Franklin Street between Jackson Street and First Street from one-way westbound to two-way traffic.

O. CDBG and HOME Financial Statements through February 29, 2016:

Receive the Community Development Block Grant (CDBG) and HOME Financial Summaries through February 29, 2016.

P. Establishment of Public Hearings for Special Assessment Roll Nos. 3381, 3382, and 3383:

Establishment of March 29, 2016, at the City Council meeting as the time and place to hold a public hearing on the following Special Assessment Rolls for street construction:

1. Roll No. 3381 for street reconstruction on Van Buren Street from Steward Avenue to Blackstone Street;
2. Roll No. 3382 for street reconstruction on West Avenue from Bloomfield Boulevard to High Street; and
3. Roll No. 3383 for street reconstruction on Hamilton Street from Argyle Street to the north end.

9. PUBLIC HEARINGS.

A. PUBLIC HEARING for Proposed Zoning Ordinance Amendments.

Public hearing to receive public input on the proposed amendments to the Zoning Ordinance.

- B. Ordinance Amendment - Zoning Ordinance (First Reading):**
Recommendation: Consider an ordinance amending Chapter 28, Section 28-32, City Code, to rezone 1808 Lewis Street from R-1 (One Family Residential) to I-2 (General Industrial), as per the recommendation from the City Planning Commission dated March 14, 2016.
- C. PUBLIC HEARING for Proposed Ordinance Amendment - Sign Regulations.**
Public hearing to receive public input on the proposed amendments to the Sign Regulations.
- D. Ordinance Amendment - Sign Regulations (First Reading):**
Recommendation: Consider an ordinance amending Chapter 21.5 and Chapter 28, Sec. 28-5 (definitions), Sec. 28-71 (permitted and conditional uses), Sec. 28-130 (nonconforming lots, building, signs, structures and uses of buildings, structures and land), Sec. 28-135 (site plan review procedures and requirements), Sec. 28-145 (conditional uses), Sec. 28-166 (revocable license for signs and/or awnings in the right-of-way), Secs. 28-250 - 28-262 (sign regulations) of the City Code, as per the recommendation from the City Planning Commission dated March 14, 2016.

10. OTHER BUSINESS.

- A. Ordinance Amendment - Zoning Ordinance (Second/Final Reading).**
Recommendation: Final adoption of Ordinance No. 2016-04, amending Chapter 28, City Code, to make minor revisions to Article III, Section 28-71 (Permitted and Conditional Uses), Article IV, Section 28-100 (Off-Street Parking, Loading, and Access Design Standards), Article IV, Section 28-105 (Landscape Standards), and Article IV, Section 28-115 (Building Design Standards), as per the recommendation from the City Planning Commission dated February 22, 2016.
- B. Ordinance - Public Arts Commission (Second Reading).**
Recommendation: Final adoption of Ordinance No. 2016-05, amending Chapter 2, Article 2, Division 9, City Code, to change the date that the Public Arts Commission must submit to the City Council a plan detailing potential projects and desirable goals to be pursued in the next fiscal year.
- C. Resolution - Amending CDBG Budget for FY 2013/2014 and FY 2015/2016.**
Recommendation: Approve a resolution to amend the Community Development Block Grant budget for fiscal years 2013/2014 and 2015/2016 allocating unbudgeted program income for eligible special assessment relief.

D. Resolution - Amending CDBG Budget for FY's 2013/2014, 2014/15, and 2015/2016.

Recommendation: Approve the resolution amending the Community Development Block Grant (CDBG) grant budgets for fiscal years 2013/2014 (Year 39), 2014/2015 (Year 40), and 2015/2016 (Year 41) to reallocate unutilized funds from Administration/Planning, Tree Planting, Historic Preservation, and program income to the Downtown Investor-Owned Rehabilitation Program in the amount of \$195,212.00.

11. NEW BUSINESS.

A. Resolution - Consumers Energy Standard Streetlighting Contract.

Recommendation: Approve the Resolution for Changes to Consumers Energy Streetlighting Contract, and authorize the Mayor and City Treasurer/Clerk to sign the appropriate documents.

B. Resolution - West Avenue Street Construction.

Recommendation: Approve a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for street construction on West Avenue from Michigan Avenue to Wildwood, and from Ganson Street to North Street, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate documents.

C. Jackson County Drain Commissioner Invoice - Storm Water.

Recommendation: Approve payment of an invoice from the Jackson County Drain Commissioner for Jackson Urbanized Area Phase II Implementation Assistance, in the amount of \$14,306.59, in accordance with the recommendation of the City Engineer.

D. Wastewater Treatment Service Agreement Extensions.

Recommendation: Approve the Wastewater Treatment Service Agreement Extensions between the City of Jackson and its Township customer communities.

E. WWTP Purchase Request - Return Activated Sludge Pump.

Recommendation: Approve the purchase of a new Flygt brand submersible dry pit pump from Kennedy Industries, Wixom, in the amount of \$30,410.00 for the Wastewater Treatment Plant.

F. 2016 Parks, Recreation & Cemeteries Department Spring and Summer Adult Programs.

Recommendation: Approve the current Parks, Recreation, and Cemeteries Spring and Summer Adult Programs for 2016.

G. 2016 As Needed Materials Testing Services Contract.

Recommendation: Approve the award of the 2016 As Needed Materials Testing Services Contract to Professional Service Industries, Inc., Lansing,

in the estimated amount of \$131,243.50, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

***H. Contract for Engineering and Design of Fourth Street and Trail Project.**

Recommendation: Award the Fourth Street and Trail Design and Engineering contract to Mannik & Smith Group, Inc., Monroe, for \$179,587.82, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate document(s).

***I. Contract for Engineering and Design of Kibby Road - West Avenue to City Limits.**

Recommendation: Award the Kibby Road Design and Engineering contract to Mannik & Smith Group, Inc., Monroe, for \$89,615.00, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate document(s).

J. Safer Grant Application.

Recommendation: Authorize the City Manager to apply for a Staffing for Adequate Fire & Emergency Response (SAFER) Grant through FEMA.

12. CITY COUNCILMEMBERS' COMMENTS.

13. MANAGER'S COMMENTS.

14. ADJOURNMENT.

***Agenda Item changed.**

Human Relations Commission

Meeting Minutes
January 20, 2016

Members Present: Rev. John Clemons, Alice Lewis, Parrish Stahl, Lynn Isaacson-Zolman, John Hawthorne, Sue Mure, Jessica Embury, and Simon Foster

Members Absent:

Ex Officio Present: Val Cochran-Toops

Also Present: Jonathan Greene, Staff, John Willis, and Deputy Director of Public Services Elmer Hitt

- I. **Call to Order/Roll Call:** Staff Jonathan Greene called the meeting to order at 6:30 p.m.
- II. **Roll Call**
- III. A motion was made by Sue Mure to move the election of officers to the beginning of the agenda. Motion supported by John Clemons. Motion carried.
- IV. **Election of Officers for 2016:** Nominations were opened for the positions of Chairman, Vice Chairman, and Secretary. John Clemons nominated Alice Lewis as Chair. Parrish Stahl nominated John Hawthorne as Chair. Mr. Hawthorn declined the nomination. Mr. Hawthorne nominated John Clemons as Vice Chair, and Lynn Isaacson-Zolman nominated Suzanne Mure for Secretary. John Clemons made a motion to close the nominations. Alice Lewis supported. The motion carried unanimously on a voice vote.

A motion was made by Parrish Stahl to approve the nomination of officers as a slate vote, Alice Lewis as Chairperson, John Clemons as Vice Chair, and Suzanne Mure as Secretary. The motion was supported by John Hawthorne. The motion carried unanimously voice vote.

Alice Lewis assumed her duties as Chair, and welcomed everyone to the meeting.
- V. **Adoption of the Agenda:** Motion for agenda approval made by Lynn Zolman seconded by John Clemons. Motion carried unanimously.
- VI. **Citizen Comments:** None.
- VII. **Guest:** None

- VIII. **Community Liaison Police Officer:** Deputy Police Chief Elmer Hitt introduced himself. He spoke about ongoing hiring and promotions. Four officers in the academy and two cadets are to be hired. The final interview will be next week. A Community Specialist for the front desk will be hired. Currently there are four applicants. There have recently been two retirements, both officers with 25 years of service. A Sargeant position will be interviewed. Simon Foster has agreed to sit on the interview panel. Deputy Chief Hitt's former position as Lieutenant is also to be filled since his promotion to Deputy Chief. Applications are being accepted for the Citizen Police Academy. The academy is a ten week program that will start March 1st. The academy will meet on Wednesday evenings for two to three hours. Applicants must be 18 years or older, and the application can be found online. The application must be either directly dropped off with the attention to Elmer Hitt, or an e-mail scan can be sent to him with the application. The Jackson County Sheriff Department is also partnering with this program. Applications for police officer are open for Officer Tim Black's position for replacement when he retires.
- IX. **Approval of December 16, 2015 Meeting Minutes:** Commissioners reviewed the minutes. Amendments to the minutes included noting that Val Cochran-Toops present but was late, the names of Roxanna Dunaway, Preslee Stahl were corrected.
- Motion for the approval of the December 16, 2015, meeting minutes as amended was made by Parrish Stahl and supported by Jessica Embury. The motion carried unanimously.
- X. **Chairperson Correspondence:** None.
- XI. **Staff Report:** Jonathan Greene reported that no complaints were received. He also pointed out that John Willis, Neighborhood Outreach Coordinator, will be part of staff support going forward with the HRC staff. John is putting together a report on the diversity plan.
- XII. **Ex-Officio Report:** Val Cochran-Toops reported on the Community Cooperation among groups and reminded the Commissioners of the Gospel Rhythm and Soul Family Festival upcoming events and will provide flyers for more information.
- XIII. **2016 Committees:** 2016 Committees were reviewed and revised. Discussion on each of the committees and what participation is needed.

Nominating Committee: Alice Lewis, Rev. Clemons, Simon Foster, and Jessica Embury. This committee meets as needed.

The Martin Luther King Jr. Breakfast/Challenge Day: This committee meets at 7:30 a.m., the last Thursday of the month. Simon Foster and Sue Mure. This is a meeting in partnership with the Chamber of Commerce. Rev. Clemons will serve as needed.

Harold White Breakfast: Rev. Clemons, John Hawthorne, and Val Toops.

A request for a copy of the current HRC budget was made of staff, as well as going forward for review at the next meeting to assist with upcoming events.

The Anti-Violence Committee was removed from the committee listing.

The Teresa Delph Essay/Oratorical Contest has been put in recess until 2017. John Clemons recommended Val Toops be the chair of this committee. Mrs. Toops accepted. The Jackson District Library has offered to work with the HRC. The Essay/Oratorical contest is historically held in February for Black History month. Members are Alice Lewis, Parrish Stahl, Lynn Isaacson-Zolman, and Val Toops.

Complaint Committee: Alice Lewis is the only Commissioner who is a mediator on the HRC at this time. Due to confidentiality, only people that are certified mediators may sit on the committee. Further discussion was tabled until the next meeting. Requests to look at the HRC Ordinance and By-laws was made by Simon Foster. A request was made by Jessica Embury to review the last two years of complaints filed with the HRC. Commissioners requested a copy of the HRC Ordinance be provided at the next meeting.

Public Relations Committee: Parrish Stahl requested newsletter information, articles and pictures to get to him as quickly as possible. He would like everything by February 1st if possible. Chair Lewis encourage everyone to have their profile included in the newsletter. Committee members are Parrish Stahl, Jessica Embury, Simon Foster, and John Hawthorne.

HRC Picnic Committee: Alice Lewis, Chair, Parrish Stahl, Lynn Isaacson-Zolman, and Val Toops.

The Events Committee: Jessica Embury, Chair, Simon Foster and Sue Mure.

The Policy Committee needs to be added to the listing and the agenda. Rev. John Clemons, Chair, Alice Lewis, John Hawthorne and Val Toops.

Emergency Needs Coalition: Jessica Embury will provide reports and information reports from 211 also. The last information provided was that top requests for assistance was for rent and food pantry. 2014 top request for electricity and Christmas baskets. In 2014 280 calls were taken and 180 for Utility assistance.

Concern is for food pantries, especially in the last two weeks of the year when most are closed for the holidays. Due to the water crisis in Flint, many more calls are coming in.

Nominating Committee: Alice Lewis reported that an advertisement has gone out to fill the one vacancy and ex-officio positions on the HRC. This advertisement has gone to all media including radio, newspaper and television. A few applications have been received, and it is hoped more will come in. Parrish Stahl recommended getting ahold of media to assist. Jessica Embury also will send out to 211 about the vacant positions.

XIV. Old Business:

a. Quarterly Film Series:

Jessica Embury reported that it is difficult to find solid partners to assist with the cost. She will also be scheduling a meeting for the Events Committee to set an agenda for the upcoming year.

b. Other:

Val Toops asked about possibly have a table at the Jackson County Fair this year. Concerns about staffing the table were voiced. Also, a discussion was held about options for raising funds for events.

Further discussion from John Hawthorne about the budget. As mentioned, staff will provide a full breakdown to the Commission at the next meeting.

Val Toops reminded everyone of the Gospel Family Revival held in August. She will speak to the group for more information to be provided.

John Hawthorne agreed to follow up with the City Councilmembers, moving forward with working with them more fully.

Martin Luther King, Jr. Equality Trail Update – Simon Foster reported there is no movement, but with further discussion, it is no longer an issue involved with the HRC other than for diversity purposes.

XV. New Business:

Simon Foster recommended a new pathway to follow the Ordinance, and to get together to create a new strategic plan going forward. Parrish Stahl agreed and mentioned that the Commission should also look at the current strategic plan that is already in place. Chairs of committees will send e-mails out to the Commissioners with reports. Chair Lewis stated that she plans to get all Commissioners trained and together, and will provide details and information to the Secretary to distribute.

Sue Mure stated that she will create a new e-mail specific for HRC duties so commissioners and staff will recognize her e-mails as business.

John Hawthorne agreed to go over budget with Jonathan Greene.

The Policy Committee will move forward.

Jessica Embury recommended that the Events Committee reports to fall under Public Relations.

Val Toops reported on hearing from people in the community asking about the HRC and what the HRC role is in the community. Discussion regarding providing information on the City's website and social media.

Jessica Embury asked staff if any further contact was made by the guest speaker from the December 2015 meeting, and Jonathan Greene responded that none had been received. Simon Foster stated that Mr. Lame had contacted him, but no further information.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Suzanne Mure".

Suzanne Mure
Secretary

Jackson Public Art Commission
Meeting Minutes for January 19, 2016 at 5:30pm
10th floor Conference room City Hall
161 W. Michigan Ave

Commission Members In Attendance: Amy Reimann, Stacy Harrison, Thomas McMillen-Oakley, Kim Hastings, Sheila Troxel, JPAC Secretary and Janet Meyer, JPAC Chair
Late Arrivals: Seth Duimstra, Sydney Hawkins and Patrick Burtch

Excused: Douglas Jones, Derek Dobies,

1. CALL TO ORDER by Chair at 5:40 p.m.

2. PUBLIC COMMENT

No public attendance

3. APPROVAL OF CONSENT AGENDA

On a motion to accept minutes by Sheila Troxel, second by Janet Meyer. Motion passed unanimously.

4. COMMISSIONER COMMENTS

Good track for our plan for February City Council Meeting. Chair asked for our support and review by fellow commissioners. Selection of projects and future funding discussed.

5. ACTION ITEMS

- a) City of Jackson, MI Public Art Application reviewed. Recommendation of one edit, Kim Hastings will forward to city attorney and cc Patrick Burtch for final review. Tom Oakley make motion with discussed changes, Sheila Troxel seconded. Motion passes.

6. DISCUSSION ITEMS

- a) Glidden Mural Project – no update. Reviewed last meeting discussion with those who were not in attendance in the last meeting.
- b) Summer Night Tree – Working on final restoration costs. The sculpture was appraised at 4 million by Pace Gallery in New York City. Pace Gallery in NY specialize in Nevelson pieces. February 15th – Restoration Company will be here to review location, condition, etc. Insurance has been adjusted to reflected accurate value. Develop a campaign to bring city into the restoration project.

7. ONGOING PROJECTS

Strategic Plan: On mark and ready for meeting to be held at Ella Sharp Museum, Saturday, January 23rd from 9am – 1pm. Open to public. Bring projects that were discussed and or are interested in developing with estimated costs. Facilitator: Katena Cain.

Mural Initiative: Stacy Harrison inquired about the commission supporting private street art projects and private building owners. Discussion surrounded us providing guidelines to private owners and assistance with developing a call for artist. Discussed historical murals, artistic murals as well as being a resource to the downtown and public.

Public Relations: Sydney Hawkins stated that Nicole Rhodes has offered to help with Social Media. Discussed committee roles vs committee chair.

Public inventory: Locations of art, Inventory, permanent, proposed locations discussed.

8. NEW BUSINESS

Funding: Discussed identifying grantors that fund public art, deadlines for submission and contacting Cultural Data base to see if we need to create an account. Business and corporate sponsorship as well as fundraising we discussed.

9. ADJOURN

Motion to adjourn by Janet Meyer. Motion seconded by Tom Oakley. Motion passed unanimously. Meeting adjourned at 6:39 p.m.



CITY COUNCIL MEETING MINUTES

February 23, 2016

CALL TO ORDER:

The Jackson City Council met in regular session in the City Hall and was called to order at 6:30 p.m. by Mayor Bill Jors.

PLEDGE OF ALLEGIANCE - INVOCATION:

The Council joined in the Pledge of Allegiance. Invocation was given by Arlene Robinson, 1st Ward City Councilmember.

ROLL CALL:

Present: Mayor Bill Jors, Councilmembers Arlene Robinson, Freddie Dancy, Daniel P. Greer, Craig Pappin, Andrew R. Frounfelker, and Derek J. Dobies.

Also present: City Manager Patrick Burtch, City Attorney Bethany Smith, Record Coordinator Melanie J. Curran, City Assessor David Taylor, Director of Police and Fire Matthew Heins, City Engineer Jon Dowling, Director of Economic Operations Jennifer Morris, and Assistant City Manager/Operations Jonathan Greene.

ADOPTION OF AGENDA:

Motion was made by Councilmember Greer, seconded by Councilmember Robinson to adopt the Agenda. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried. Agenda was adopted.

CITIZEN COMMENTS:

Public comment time was opened. Comments were heard and the meeting resumed.

EXECUTIVE SESSION to discuss pending litigation:

Motion was made by Councilmember Greer to go to Executive Session, seconded by Dobies for discussion. Roll call vote: Yeas: Councilmembers Robinson, Dancy, Greer, Frounfelker, and Dobies (5). Nays: Mayor Jors, and Councilmember Pappin (2). Motion carried.

RETURN TO OPEN SESSION:

Motion was made by Councilmember Greer, seconded by Councilmember Dobies to return to regular session. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

PRESENTATIONS/PROCLAMATIONS:

A. Public Arts Commission Strategic Plan Presentation:

Janet Meyer, Chair of the Jackson Public Arts Commission, will give a presentation of their 2016-2019 Strategic Plan.

PETITIONS & COMMUNICATION: none.

CONSENT CALENDAR:

A. Minutes of the Regular Meeting on February 9, 2016:

Approve the minutes of the regular City Council meeting of February 9, 2016.

B. Paws in the Park:

Approve the request from Cascades Humane Society to conduct their annual Paws in the Park event on June 4, 2016, at 10:00 a.m. at Cascades Park. (Contingent upon receipt of proper insurance coverage.)

C. Jackson County Rose Parade & Picnic in the Park:

Approve the request from Jackson County Rose Festival to conduct their annual Jackson County Rose Parade & Picnic in the Park event on June 5, 2016, at 1:00 p.m. throughout the streets of Jackson leading to Parkside and ending in Ella Sharp Park. (Contingent upon receipt of proper insurance coverage.)

D. Jammin' in Jackson Events:

Approve the request from the Downtown Development Authority to conduct their annual Jammin' In Jackson event on June 24, July 1, 8, 15, 22, and 29 from 6:00 p.m. until 8:00 p.m. in the Horace Blackman Park.

- E. Hot Air Jubilee:**
Approve the request from Jackson Hot Air Jubilee to conduct their annual Hot Air Jubilee starting on July 15, 2016 at 8:00 a.m. until July 17, 2016, at 9:00 a.m. in Ella Sharp Park. (Contingent upon receipt of proper insurance coverage.)
- F. Relay for Life:**
Approve the request from American Cancer Society to conduct their annual Relay for Life event starting on August 5, 2016 at 8:00 a.m. until August 6, 2016, at 6:00 p.m. at Cascades Park. (Contingent upon receipt of proper insurance coverage.)
- G. CDBG and HOME Financial Statements through January 31, 2016:**
Receive the Community Development Block Grant (CDBG) and HOME Financial Summaries through January 31, 2016.
- H. City Financial Statements Ending January 31, 2016:**
Receive the City of Jackson's summary of revenue and expenditures for seven (7) months ended January 31, 2016.

Motion was made by Councilmember Dobies, seconded by Councilmember Frounfelker to approve the Consent Calendar. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

PUBLIC HEARINGS:

- A. Public Hearing for Proposed Zoning Ordinance Amendments:**
Public hearing to receive public input on the proposed amendments to the Zoning Ordinance.

Mayor Jors opened the Public Hearing and asked for comments. No comments were made in person or in writing. Mayor Jors closed the Public Hearing.

- B. Ordinance Amendment - Zoning Ordinance (First Reading):**
Recommendation: Consider an ordinance amending Chapter 28, City Code, to make minor revisions to Article III, Section 28-71 (Permitted and Conditional Uses), Article IV, Section 28-100 (Off-Street Parking, Loading, and Access Design Standards), Article IV, Section 28-105 (Landscape Standards), and Article IV, Section 28-115 (Building Design Standards), as per the recommendation from the City Planning Commission dated February 22, 2016.

Motion was made by Councilmember Dobies, seconded by Councilmember Greer to approve the Ordinance Amendment and move to the second reading. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

OTHER BUSINESS:

A. Interim Balancing Change Order 1 for 2015 CDBG Local Street Construction Contract:

Recommendation: Approve Interim Balancing Change Order 1 to the contract with Bailey Excavating, Inc., for 2015 Community Development Block Grant (CDBG) Local Street Reconstruction in the increased amount of \$128,283.48 to balance contract quantities for various original items that are substantially complete to match quantities placed in the field, add items that were necessary to complete work in the field to be paid from Local Street, Water and Sewer Funds, and authorize the City Manager and City Engineer to execute the appropriate document.

Motion was made by Councilmember Greer, seconded by Councilmember Dobies to approve the Change Order. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

B. Interim Balancing Change Order 5 for 2015 Parking Lot Construction Contract:

Recommendation: Approve Interim Balancing Change Order 5 to the contract with Bailey Excavating, Inc., for Parking Lot Construction in the increased amount of \$112,796.44 to balance contract quantities for various original items that are substantially complete to match quantities placed in the field, add items that were necessary to complete the work in the field and authorize the City Manager and City Engineer to execute the appropriate document.

Motion was made by Councilmember Greer, seconded by Councilmember Dobies to approve the contract. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

C. Contract Amendment for Streets Rehabilitation Design and Construction:

Recommendation: Approve a contract amendment for Streets Rehabilitation Design and Construction Engineering to Hubbell, Roth & Clark, Inc. (HRC), Bloomfield Hills, for \$107,310.44 for Jackson Street, Mechanic Street, and Francis Street.

Motion was made by Councilmember Greer, seconded by Councilmember Dobies to approve the amendment. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

NEW BUSINESS:

A. Ordinance - Donation Boxes (First Reading):

Recommendation: Consider an ordinance amending Section 16-403, Article IX, Chapter 16, City Code, to add provisions regarding the location, appearance, and licensing of donation boxes.

Motion was made by Councilmember Greer, seconded by Councilmember Frounfelker to approve and move to the 2nd reading. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

B. Ordinance - Public Arts Commission (First Reading):

Recommendation: Consider an ordinance amending Chapter 2, Article 2, Division 9, City Code, to change the date that the Public Arts Commission must submit to the City Council a plan detailing potential projects and desirable goals to be pursued in the next fiscal year.

Motion was made by Councilmember Dobies, seconded by Councilmember Frounfelker to approve and move to the 2nd reading. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

C. Resolution - Authorizing 2016 Capital Improvement Bonds (LTGO):

Recommendation: Approve a proposed resolution authorizing 2016 Capital Improvement Bonds (LTGO) to finance the construction of the 2015 Parking Lot Construction Project within the downtown.

Motion was made by Councilmember Greer, seconded by Councilmember Dobies to approve the resolution. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

D. Resolution - Approving Selected Projects for the 2017 - 2020 Transportation Improvement Plan (TIP) Projects:

Recommendation: Consider a resolution to approve the street list selected for inclusion in the 2017-2020 Transportation Improvement Plan (TIP), and to acknowledge that the City is willing to pay the local match for the selected projects.

Motion was made by Councilmember Greer, seconded by Councilmember Frounfelker to approve the resolution. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

E. Proposed Deficit Elimination Plan for the Special Assessment Capital Project Fund Deficit at June 30, 2015:

Recommendation: Approve the Deficit Elimination Plan for the Special Assessment Capital Project Fund Deficit at June 30, 2015.

Motion was made by Councilmember Greer, seconded by Councilmember Frounfelker to approve the plan. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

F. Property Donation - 328 E. Prospect:

Recommendation: Authorize the City Manager to accept the donation of 328 E. Prospect Street from Wells Fargo Bank with a \$10,000.00 seller concession.

Motion was made by Councilmember Greer, seconded by Councilmember Frounfelker to authorize. Votes - Yeas: Mayor Jors, Councilmembers Dancy, Greer, Pappin, Frounfelker, and Dobies (6). Nays: Councilmember Robinson (1). Motion carried.

G. Construction Contract for the Replacement of the Jackson Crossing Sanitary Sewer Lift Station:

Recommendation: Approve the award of a contract for the replacement of the Jackson Crossing Sanitary Sewer Lift Station to Dunigan Brothers in the amount of \$392,750.00.

Motion was made by Councilmember Greer, seconded by Councilmember Frounfelker to approve the contract. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

H. Preliminary Allocation of CDBG and HOME Investment Partnerships Program Funds for FY 2016-17:

Recommendation: Approve the preliminary allocation of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funding recommendations for Fiscal Year 2016-2017.

Motion was made by Councilmember Frounfelker, seconded by Councilmember Greer to approve. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

I. Master Services Agreement:

Recommendation: Authorize the City Manager to sign the Master Services Agreement with OpenCounter Enterprises, Inc., with all expenditures to be paid from the \$50,000.00 prize received from the U.S. Small Business Administration Startup In A Day Competition.

Motion was made by Councilmember Frounfelker, seconded by Councilmember Dobies to authorize. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

J. Award of Demolition Contracts - CDBG and City Demolition Funding:

Recommendation: Award six (6) demolition contracts in the total amount of \$170,060.00 follows:

CDBG Funding.....		\$94,915.00
• Smalley Construction	\$65,795.00	
• The Adams Group	\$12,500.00	
• Rickman Enterprise Group	\$16,620.00	
 City Demolition Funds.....		 \$75,145.00
• Salenbien Trucking & Excavating	\$30,635.00	
• Smalley Construction	\$41,010.00	
• The Adams Group	\$ 3,500.00	

Motion was made by Councilmember Greer, seconded by Councilmember Dobies to approve. Votes - Yeas: Mayor Jors, Councilmembers Dancy, Greer, Pappin, Frounfelker, and Dobies (6). Nays: Councilmember Robinson (1). Motion carried.

K. Award of Demolition Contract(s) - H4HH:

Recommendation: Award a demolition contract in the total amount of \$412,355.10 to Salenbien Trucking & Excavating through the Help for Hardest Hit Blight Elimination Program.

Motion was made by Councilmember Dobies, seconded by Councilmember Greer to approve. Votes - Yeas: Mayor Jors, Councilmembers Dancy, Greer, Pappin, Frounfelker, and Dobies (6). Nays: Councilmember Robinson (1). Motion carried.

L. Hotel Hayes Replacement Roof Bids:

Recommendation: Approve the award of a unit price contract for the replacement of the upper roof systems on the Hotel Hayes to Billy White Roofing, LLC, with a base amount of \$227,000.00, and authorize the City Manager to approve any and all change orders required to complete the project.

Motion was made by Councilmember Greer, seconded by Councilmember Frounfelker to approve. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

CITY COUNCILMEMBERS' COMMENTS.

MANAGER'S COMMENTS.

ADJOURNMENT:

No further business being presented, Motion was received to adjourn by Councilmember Greer, seconded by Councilmember Dobies. Motion carried. Mayor Jors closed the meeting at 8:02 p.m.

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burch, City Manager *PHB*
DATE: March 15, 2016
SUBJECT: Special Event Application for the World Vision Global 6k for Water.

Recommendation:

Approval of the request from World Vision Inc. to conduct their World Vision Global 6k for Water event on March 19, 2016 at 9 a.m. starting and ending at the Cascades Baptist Church.

Attached are memos from Nathan Mack, regarding the Special Event Application for the World Vision Global 6k for Water.

I recommend approval of the Special Event Application for the World Vision Global 6k for Water. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Nathan Mack, Executive Director, DDA
DATE: March 15, 2016
RECOMMENDATION: Approval of the request from World Vision Inc. to conduct their World Vision Global 6k for Water event on March 19, 2016 at 9 a.m. by the Cascades Baptist Church.

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
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$0
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$0

CONDITIONS & CONSIDERATIONS

- None

INSURANCE STATUS

Contingent upon receipt of proper insurance coverage.

ATTACHMENTS: Special Event Application: World Vision Global 6k for Water

CITY OF JACKSON
SPECIAL EVENT APPLICATION

Downtown Development Authority ~ 161 W. Michigan Avenue ~ Jackson, MI 49201
(517) 768-6410

Date Received By DDA Office: 2/18 Time: 3:45 By: vm

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: World Vision Inc

Organization Address: PO Box 2925 Tacoma, WA 98401-2925

Organization Agent Rick Danks Title: _____

Phone: (work) _____ Phone: (home) 517-536-4227 Phone: (during the event) 517-990-4170

Agent's Address 7230 Rexford Rd. Jackson 49201

Agent's E-Mail Address danks_mail@comcast.net

Event Name World Vision Global 6k for Water

Please give a brief description of the proposed special event: A 6k Run/Walk to benefit children in Africa by providing clean water through the registration fees of each runner or walker.

Event Day(s) & Date(s) March 19, 2016

Event Time(s) 9 AM

Set-Up Date & Time March 19 7:30 AM Tear-Down Date & Time March 19 11:30 AM

Event Location Starts & Ends at Cascades Baptist Church and goes through Sparks Park and also on the sidewalk on Brown St.

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 0

MAP: (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane.

STREET CLOSURES: Start Date/Time None through Date/Time: _____

RESERVED PARKING: Are you requesting reserved parking? YES NO
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? YES NO Other Vendors? YES NO

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO

If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 100

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES NO
If yes, you are required to obtain a permit through the City Clerk's Office.

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO
If yes, how many? _____

As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
This is not a timed event so runners and walkers will be stopped by race volunteers if there is any traffic present so vehicle traffic should not be impacted in any way.

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

A Certificate of Insurance must be provided which names the Downtown Development Authority as well as the City of Jackson as additional named insured parties on the policy.

A \$25 Special Event Application fee must be submitted along with this Special event Application. An additional \$25 fee must also be submitted if using the CMS Energy Amphitheatre.

All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.

Fire Department permit and approval is required for events including display fireworks.

The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.

Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

2-18-16
Date


Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201**

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burch, City Manager *PHB*
DATE: March 15, 2016
SUBJECT: Special Event Application for CAP Kickoff

Recommendation:

Approval of the request from Council for the Prevention of Child Abuse & Neglect to conduct their annual CAP Kickoff on April 1, 2016 at 12 p.m. in Austin Blair Park.

Attached are memos from Nathan Mack, regarding the Special Event Application for CAP Kickoff.

I recommend approval of the Special Event Application for CAP Kickoff. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Nathan Mack, Executive Director, DDA
DATE: March 15, 2016
RECOMMENDATION: Approval of the request from Council for the Prevention of Child Abuse & Neglect to conduct their annual CAP Kickoff on April 1, 2016 at 12 p.m. in Austin Blair Park.

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
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$0
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$0

CONDITIONS & CONSIDERATIONS

- None

INSURANCE STATUS

Contingent upon receipt of proper insurance coverage.

ATTACHMENTS: Special Event Application: CAP Kickoff



CITY OF JACKSON SPECIAL EVENT APPLICATION

Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 768-6410

Date Received By DDA Office: _____ Time: _____ By: _____

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: CAP Kick-Off (Child Abuse Prevention)

Sponsoring Organization's Legal Name: Council for the Prevention of Child Abuse & Neglect (CPCAN)

Organization Address: 606 Greenwood Place, Jackson 49201

Tax I.D. Number: 38-2331754

Event Organizer: Wendy Gonzalez Title: Executive Director

Phone (work): (517) 788-4239

cell- Phone (during event): (734) 352-7842

Agent's Address: 8885 Argonne, Gregory MI 48137

Agent's E-Mail: wgonzalez@cpcan-jackson.org

Address: 606 Greenwood Place

Organization Address: "

Please give a brief description of the proposed special event: CPCAN supporters will gather in Austin Blair Park to plant a pinwheel garden. The pinwheel is the symbol of child abuse prevention and represents the care-free childhood all kids deserve. A few short speeches will be made, and a banner will be displayed 3/31/16 - 5/1/16.

Event Day(s) and Date(s): Friday 4/1/16 at noon

Set-Up Date & Time: Banner: 3/31/16 - Tear-Down Date & Time: 5/1/16

Event Location: Austin Blair Park

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 8

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

- (a) The assembly and dispersal locations and the route plan;
- (b) Any streets or parking lots that you are requesting to be blocked off;
- (c) The location of vendors, if any;
- (d) An emergency vehicle access lane; and
- (e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time:

Through Date/Time: N/A

RESERVED PARKING: Are you requesting reserved parking? (circle one) YES NO
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? YES NO Other Vendors: YES NO

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:
No

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO
If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance. .

ATTENDANCE: What is the expected (estimated) attendance for this event? 25-50

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES NO
If yes, you are required to obtain a permit through the City Clerk's Office.

RESTROOMS: Are you planning to provide portable rest rooms at the event? YES NO

If yes, how many? N/A

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power? YES NO
If yes, please explain the electrical requirements.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.

None

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

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 Events application, including insurance documents where applicable.
3. A \$25 Special Event Application fee must be submitted along with this Special event 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 requirements made.
5. All food vendors must be approved by the Jackson County Health Department, and each food or 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 named insured parties on the policy.

6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.
7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.
8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe 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, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other 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, I will add the City of Jackson and the Downtown Development Authority as additional insureds 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 officer, employees and agents, 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 the special event.

2/22/16
Date

Wendy Gm yaley
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201**

Google Maps 606 Greenwood Pl



CPCAN Banner display and pinwheel garden will take place in this area of the park



Council for the Prevention of Child Abuse and Neglect

CAP (Child Abuse Prevention) Month Kick-Off

**Friday April 1, 2016, Noon
Austin Blair Park**

(Across the street from CPCAN's
Child & Parent Center
606 Greenwood Place Jackson MI 49203)

Join CPCAN supporters as we bring awareness to child abuse prevention by planting a pinwheel garden.

The pinwheel has become the symbol of a carefree, happy childhood which every child deserves! Help us change the way our nation thinks about prevention by prioritizing it right from the start.

Register for a



Facilitator led child sexual abuse prevention training after the Kick-Off from 1:30-3:30 p.m. at the Child & Parent Center. \$10 fee for the take home workbook. Call (517) 788-4239 or email: wgonzalez@cpcanjackson.org to reserve your spot!



MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burch, City Manager *PHB*
DATE: March 15, 2016
SUBJECT: Special Event Application for Light It Up Blue Jackson.

Recommendation:

Approval of the request from Jackson Autism Support Network to conduct their annual Light It Up Blue Jackson on April 2, 2016 at 6 p.m. in the City Parking Lot #8.

Attached are memos from Nathan Mack, regarding the Special Event Application for Light It Up Blue Jackson.

I recommend approval of the Special Event Application for Light It Up Blue Jackson. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Nathan Mack, Executive Director, DDA
DATE: March 15, 2016
RECOMMENDATION: Approval of the request from Jackson Autism Support Network to conduct their annual Light It Up Blue Jackson on April 2, 2016 at 6 p.m. in City Parking Lot #8.

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
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$100
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$100

CONDITIONS & CONSIDERATIONS

- The event organization must take down blue lights in downtown when finished.

INSURANCE STATUS

Contingent upon receipt of proper insurance coverage.

ATTACHMENTS: Special Event Application: Light It Up Blue Jackson

pd
2/10/16

**CITY OF JACKSON
SPECIAL EVENT APPLICATION**

Downtown Development Authority ~ 161 W. Michigan Avenue ~ Jackson, MI 49201
(517) 768-6410

Date Received By DDA Office: 2/10/16 Time: 11:30am By: RB

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Jackson Autism Support Network

Organization Address: 3105 Wildwood Ave # B

Organization Agent Shelly Lewis Title: President

Phone: (work) 517-812-4303 Phone: (home) 517-392-3093 Phone: (during the event) 517-392-3093

Agent's Address 301 Third St NE Jackson, MI 49203

Agent's E-Mail Address jasn-mi@hotmail.com

Event Name "Light It Up Blue Jackson" (Autism Awareness Kickoff)

Please give a brief description of the proposed special event: We would like to gather across from the tower building in the North/West corner of the city parking lot. At dusk, when the tower lights come on blue, we will release blue helium balloons in honor of people with autism. We will have educational material & a craft table from local businesses. We will set up @ 5:00, the is from 6:00-7:30 we will have a gift give away drawing & sell blue glow necklaces

Event Day(s) & Date(s) April 2nd Saturday (World Autism Awareness day)

Event Time(s) 6:00-7:30

Set-Up Date & Time 5:00 - April 2nd 2016 Tear-Down Date & Time 8:00 April 2 2016

Event Location Across from the Tower Building on City Lot or the side walks in front of the lot on Michigan Ave, downtown Jackson

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 2nd year

MAP: (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane.

STREET CLOSURES: Start Date/Time No - Just the Parking Lot through Date/Time: _____

RESERVED PARKING: Are you requesting reserved parking? YES NO
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? YES NO Other Vendors? YES NO

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO

If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
Downtown Development Authority
161 W. Michigan ~ Jackson, MI 49201 ~ (517) 768-6410

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO

If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

We are looking for someone to play light soft music in the background

ATTENDANCE: What is the expected (estimated) attendance for this event? 50-150

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES NO

If yes, you are required to obtain a permit through the City Clerk's Office.

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO

If yes, how many? _____

As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)

*We would like the use of the parking lot across from the tower building
and if it could be closed at 5:00 to prevent cars from traveling through
with small kids. We need (1) electrical outlet for music near the
corner by (Swan Creek)*

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

A Certificate of Insurance must be provided which names the Downtown Development Authority as well as the City of Jackson as additional named insured parties on the policy.

A \$25 Special Event Application fee must be submitted along with this Special event Application. An additional \$25 fee must also be submitted if using the CMS Energy Amphitheatre.

All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.

Fire Department permit and approval is required for events including display fireworks.

The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.

Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare, I am 21 years of age or older.

1/28/2016
Date

[Handwritten Signature]
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:

DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager *PHB*
DATE: March 15, 2016
SUBJECT: Special Event Application for the 2016 Jackson March for Babies.

Recommendation:

Approval of the request from March of Dimes Foundation to conduct their annual 2016 Jackson March for Babies event on April 24, 2016 at 8 a.m. in Ella Sharp Park.

Attached are memos from Nathan Mack, regarding the Special Event Application for the 2016 Jackson March for Babies.

I recommend approval of the Special Event Application for the 2016 Jackson March for Babies. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Nathan Mack, Executive Director, DDA
DATE: March 15, 2016
RECOMMENDATION: Approval of the request from March of Dimes Foundation to conduct their annual 2016 Jackson March for Babies on April 24, 2016 at 8 a.m. in Ella Ella Sharp Park.

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
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$400
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$400

CONDITIONS & CONSIDERATIONS

- None

INSURANCE STATUS

Contingent upon receipt of proper insurance coverage.

ATTACHMENTS: Special Event Application: 2016 Jackson March for Babies

march  of dimes[®]
march for babies[™]

February 16, 2016

Mr. Nathan Mack
Executive Director-DDA
161 W. Michigan
Jackson, MI 49201

March of Dimes
1930 W. Milham Road, Ste A
Portage, MI 49024

p. (269) 343-5586
f. (269) 343-5587
www.marchofdimes.org

Dear Mr. Mack:

The March of Dimes has been privileged to work with the City Council in the past years to host their annual March of Dimes – Walk for Babies Event at Ella Sharp Park.

The March of Dimes is requesting to again hold March for Babies Event at the Ella Sharp Park on Sunday, April 24th, 2016, at 2:00pm. The Jackson March for Babies Committee would like to begin set up at 10:00am and the walk would conclude at 5:00pm. We appreciate your support and leadership in working together to ensure that one-day all babies will be born healthy and strong.

Our annual request does include assistance from several departments. For the last several years, the Department of Public Works, Parks & Recreation, and Police Department have been gracious enough to provide us with their support. I would like to ask for their assistance again this year, if possible.

Department of Public Works

Use of the large portable stage at Pool house at Sharp Park

Rec. Department

Electricity at Pool house
Trash Barrels at Pool house and checkpoints inside the park
Picnic Tables at Pool house

Jackson Police Department

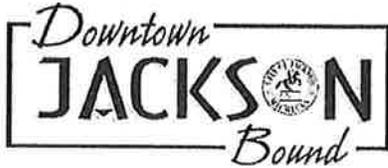
The March of Dimes would like to request the Police Reserve Officers, if available to do an event safety check, prior to the walk start and assistance/on-call during the event. Registration starts at 1:00pm and the walk starts at 2:00pm. Any assistance would be truly appreciated.

We hope that the City Council will continue to support the March of Dimes and commit to helping save babies. I have included a map listing the route for the March for Babies. On behalf of the March of Dimes, we would like to thank the City Council for your outstanding support, community involvement and commitment. If you have any additional questions, feel free to contact me at (269) 251-4873.

Thank you for your consideration, assistance and cooperation!

Sincerely,

Julie L. Ruel,
Community Director



CITY OF JACKSON SPECIAL EVENT APPLICATION
Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 768-6410

Date Received By DDA Office: _____ Time: _____ By: _____

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: 2016 Jackson March for Babies

Sponsoring Organization's Legal Name: March of Dimes Foundation

Organization Address: 3351 Claystone St. SE, Ste. G20, Grand Rapids, MI 49546

Tax I.D. Number: 13-1846366

Event Organizer: Julie L. Ruel Title: Community Director

Phone (work): (269) 743-3724

Phone (during event): (269) 251-4873

Agent's Address: 3351 Claystone St. SE, Ste. G20, Grand Rapids, MI 49546

Agent's E-Mail

Address: jruel@marchofdimes.org

Organization Address: 3351 Claystone St. SE, Ste. G20, Grand Rapids, MI 49546

Please give a brief description of the proposed special event: _____

The 2016 Jackson March for Babies is a walking event, with approximately 300-500 attendees, including families and children. There will be opening ceremonies, lunch, and tented activities.

The event will include a walk inside the park.

March for Babies is a fundraising activity that will raise funds to support the mission of March of Dimes which is to give all babies a fighting chance through the prevention of prematurity, birth defects, and infant mortality.

Event Day(s) and Date(s): Sunday, April 24, 2016

Set-Up Date & Time: Sun, Apr 24, 8:00 AM Tear-Down Date & Time:

Sun. Apr 24, 6:00 PM

Event Location: Ella Sharp Park

ANNUAL EVENT: Is this event expected to occur next year? (circle one) **YES** **NO**
How many years has this event occurred? 20+

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

- (a) The assembly and dispersal locations and the route plan;
- (b) Any streets or parking lots that you are requesting to be blocked off;
- (c) The location of vendors, if any;
- (d) An emergency vehicle access lane; and
- (e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time:

Through Date/Time: _____

RESERVED PARKING: Are you requesting reserved parking? (circle one) **YES** **NO**
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? **YES** **NO** Other Vendors: **YES** **NO**

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

Eaton, CP Federal Credit Union, Flagstar Bank, American 1 Credit Union, Post Foods

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? **YES** **NO**
If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

ENTERTAINMENT: Are there any entertainment features related to this event? **YES** **NO**
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance. .
K105.3 music and emcee

ATTENDANCE: What is the expected (estimated) attendance for this event? 300-500

AMUSEMENT: Do you plan to have any amusement or carnival rides? **YES** **NO**
If yes, you are required to obtain a permit through the City Clerk's Office.

RESTROOMS: Are you planning to provide portable rest rooms at the event? **YES** **NO**

If yes, how many? 3-5

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power?
If yes, please explain the electrical requirements.

YES

NO

The radio emcee and music will require electricity.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.

Police safety check to be performed prior to walk start, and assistance/on-call during event.

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

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 Events application, including insurance documents where applicable.
3. A \$25 Special Event Application fee must be submitted along with this Special event 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 requirements made.
5. All food vendors must be approved by the Jackson County Health Department, and each food or 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 named insured parties on the policy.

6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.
7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.
8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe 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, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other 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, I will add the City of Jackson and the Downtown Development Authority as additional insureds 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 officer, employees and agents, 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 the special event. .

February 16, 2016

Date



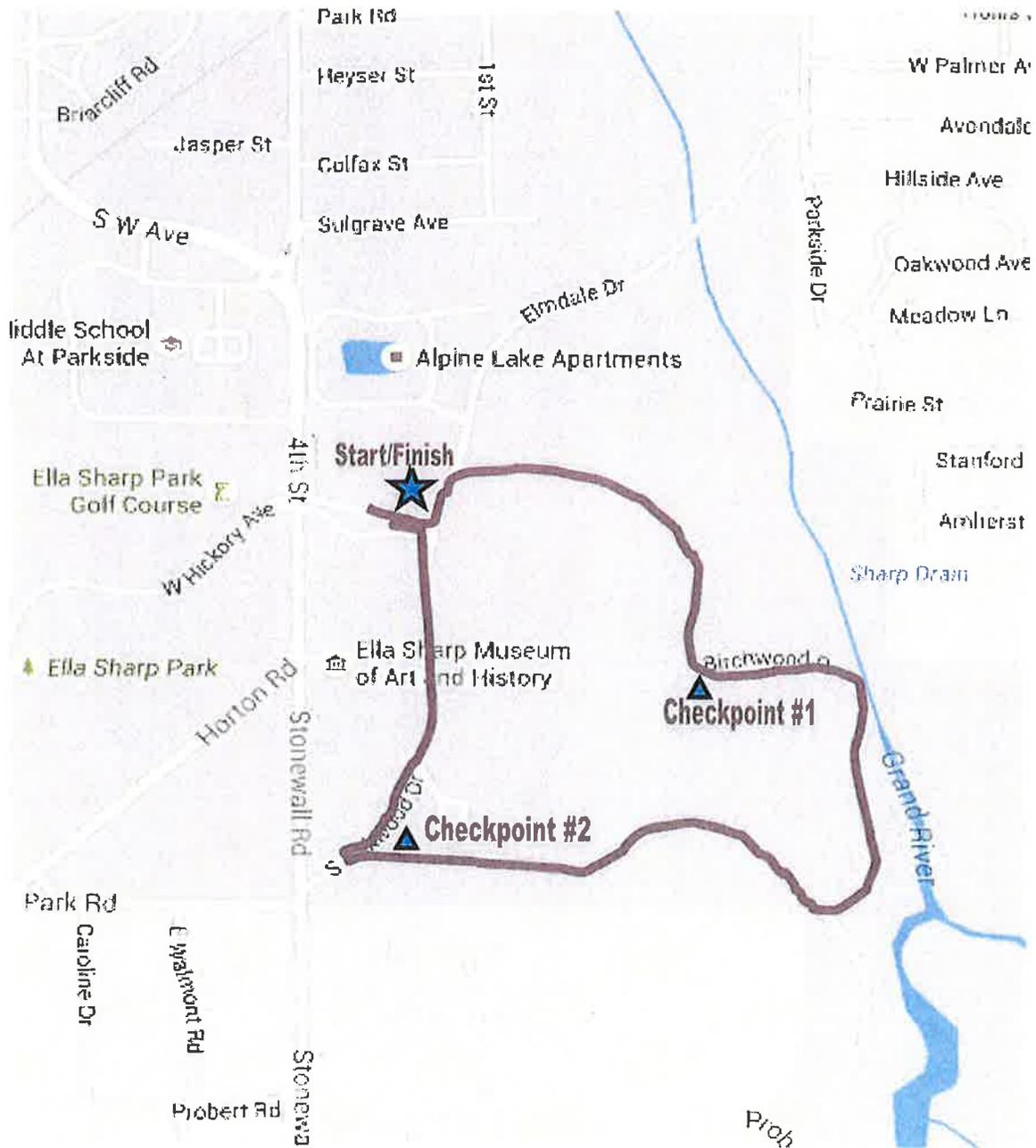
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201**

march for babies

2016 Jackson March for Babies, Ella Sharp Park

Route inside park: 1 lap = 1 mile , 2 lap = 2 miles



MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: March 15, 2016
SUBJECT: Special Event Application for the City Wide Prayer Walk.

Recommendation:

Approval of the request from Together We Can Make a Difference to conduct their annual City Wide Prayer Walk on May 1, 2016 at 8 a.m. in the City of Jackson.

Attached are memos from Nathan Mack, regarding the Special Event Application for the City Wide Prayer Walk.

I recommend approval of the Special Event Application for the City Wide Prayer Walk. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: March 15, 2016

RECOMMENDATION: Approval of the request from Together We Can Make a Difference to conduct their annual City Wide Prayer Walk on May 1, 2016 at 8 a.m. in the City of Jackson.

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
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$0
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$0

CONDITIONS & CONSIDERATIONS

- None

INSURANCE STATUS

Contingent upon receipt of proper insurance coverage.

ATTACHMENTS: Special Event Application: City Wide Prayer Walk

CITY OF JACKSON
SPECIAL EVENT APPLICATION

Downtown Development Authority ~ 161 W. Michigan Avenue ~ Jackson, MI 49201
(517) 768-6410



Date Received By DDA Office: 1/29/16 Time: 11:37am By: EB

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Together we can make a Difference

Organization Address: 224 W. Wilkins, Jackson, MI 49203

Organization Agent Wendy Wigot Title: Director

Phone: (work) 740-8444 Phone: (home) Same Phone: (during the event) Same

Agent's Address 3911 Kibby Rd, Jackson, MI 49201

Agent's E-Mail Address hope@togetherdifference.org

Event Name City Wide Prayer Walk

Please give a brief description of the proposed special event: We invite area churches to come out and walk each street in our city & pray for our families, businesses, schools, churches.

Event Day(s) & Date(s) Sunday - May 1, 2016

Event Time(s) all day - ending around 4pm

Set-Up Date & Time _____ Tear-Down Date & Time _____

Event Location total city

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO

How many years has this event occurred? 10 years

MAP: (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane.

STREET CLOSURES: Start Date/Time None through Date/Time: _____

RESERVED PARKING: Are you requesting reserved parking? YES NO
If yes, list the number of street spaces, City lots or locations where parking is requested: _____

VENDORS: Food Concessions? YES NO Other Vendors? YES NO

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO

If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

**CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
Downtown Development Authority
161 W. Michigan ~ Jackson, MI 49201 ~ (517) 768-6410**

ENTERTAINMENT: Are there any entertainment features related to this event? **YES** **NO**
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 500 participants
AMUSEMENT: Do you plan to have any amusement or carnival rides? **YES** **NO** more or less

REST ROOMS: Are you planning to provide portable rest rooms at the event? **YES** **NO**
If yes, how many? _____

As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.
A \$25 Special Event Application fee must be submitted along with this Special event Application.
All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.
The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.
Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.
As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

1-29-16
Date

Wendy Weigot
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201**

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager *PHB*
DATE: March 15, 2016
SUBJECT: Special Event Application for the Jackson County Police Memorial.

Recommendation:

Approval of the request from Jackson Police Department to conduct their annual Jackson County Police Memorial on May 4, 2016 at 12 p.m. in Bucky Harris Park.

Attached are memos from Nathan Mack, regarding the Special Event Application for the Jackson County Police Memorial.

I recommend approval of the Special Event Application for the Jackson County Police Memorial. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Nathan Mack, Executive Director, DDA
DATE: March 15, 2016
RECOMMENDATION: Approval of the request from Jackson Police Department to conduct their annual Jackson County Police Memorial on May 4, 2016 at 12 p.m. in Bucky Harris Park.

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
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$150
Recreation	x		\$0
DDA	x		\$0
			\$150

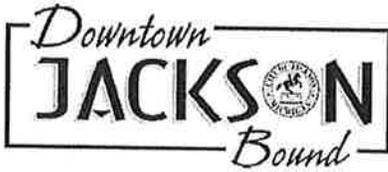
CONDITIONS & CONSIDERATIONS

- None

INSURANCE STATUS

This event is covered under the City of Jackson's insurance policy.

ATTACHMENTS: Special Event Application: Jackson County Police Memorial



CITY OF JACKSON SPECIAL EVENT APPLICATION

Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 768-6410

Date Received By DDA Office: _____ Time: _____ By: _____

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: JACKSON COUNTY POLICE MEMORIAL

Sponsoring Organization's Legal Name: JACKSON POLICE DEPT

Organization Address: 216 E. WASHINGTON AVE

Tax I.D. Number: _____

Event Organizer: CHRISTOPHER SIMPSON Title: LIEUTENANT

Phone (work): 768-8638

Phone (during event): SAME

Agent's Address: SAME

Agent's E-Mail _____

Address: CSIMPSON@CITYOFJACKSON.ORG

Organization Address: SAME

Please give a brief description of the proposed special event: _____

POLICE OFFICERS IN JACKSON COUNTY PAYING HOMAGE TO THOSE WHO HAVE DIED IN THE LINE OF DUTY

Event Day(s) and Date(s): MAY 4th 2016 (WED) 12:00 PM (NOON)

Set-Up Date & Time: 8:00 AM Tear-Down Date & Time: 1:30 PM

Event Location: BECKY HARRIS PARK

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? _____

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

- (a) The assembly and dispersal locations and the route plan;
- (b) Any streets or parking lots that you are requesting to be blocked off;
- (c) The location of vendors, if any;
- (d) An emergency vehicle access lane; and
- (e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time:

Through Date/Time: N/A

RESERVED PARKING: Are you requesting reserved parking? (circle one) YES NO
If yes, list the number of street spaces, City lots or locations where parking is requested:

IN FRONT OF PARK (WE HAVE THE SIGNAGE)

VENDORS: Food Concessions? YES NO Other Vendors: YES NO

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

N/A

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO
If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance.

ATTENDANCE: What is the expected (estimated) attendance for this event? 150

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES NO
If yes, you are required to obtain a permit through the City Clerk's Office.

RESTROOMS: Are you planning to provide portable rest rooms at the event? YES NO

If yes, how many? _____

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power? YES NO
If yes, please explain the electrical requirements.

POWER ON STAGE

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.

N/A

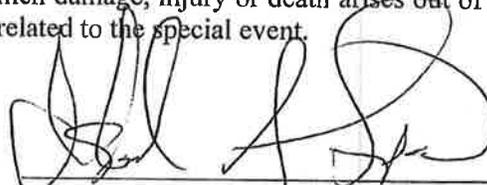
INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

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 Events application, including insurance documents where applicable.
3. A \$25 Special Event Application fee must be submitted along with this Special event 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 requirements made.
5. All food vendors must be approved by the Jackson County Health Department, and each food or 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 named insured parties on the policy.

6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.
7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.
8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe 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, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other 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, I will add the City of Jackson and the Downtown Development Authority as additional insureds 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 officer, employees and agents, 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 the special event.

2/16/12
Date


Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201**

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: March 15, 2016
SUBJECT: Special Event Application for the National Day of Prayer.

Recommendation:

Approval of the request from Together We Can Make a Difference to conduct their annual National Day of Prayer on May 5, 2016 at 12 p.m. in Governor Austin Blair Park.

Attached are memos from Nathan Mack, regarding the Special Event Application for the National Day of Prayer.

I recommend approval of the Special Event Application for the National Day of Prayer. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: March 15, 2016

RECOMMENDATION: Approval of the request from Together We Can Make a Difference to conduct their annual National Day of Prayer on May 5, 2016 at 12 p.m. in Governor Austin Blair Park.

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
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$100
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$100

CONDITIONS & CONSIDERATIONS

- None

INSURANCE STATUS

Contingent upon receipt of proper insurance coverage.

ATTACHMENTS: Special Event Application: National Day of Prayer

CITY OF JACKSON
SPECIAL EVENT APPLICATION

Downtown Development Authority ~ 161 W. Michigan Avenue ~ Jackson, MI 49201
(517) 768-6410

pdv

Date Received By DDA Office: 1/29/16 Time: 11:37am By: EB

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Together We Can Make a Difference
Organization Address: 224 W. Wilkins St, Jackson, MI 49203
Organization Agent Lesandy Weigert Title: Director
Phone: (work) 740-8444 Phone: (home) Same Phone: (during the event) Same
Agent's Address 3911 Kibby Rd, Jackson, MI 49203
Agent's E-Mail Address hope@togetherdifference.org
Event Name National Day of Prayer

Please give a brief description of the proposed special event: Inviting people to come & pray & read scripture aloud.

Event Day(s) & Date(s) Thursday- May 5, 2016 Noon- 1pm
Event Time(s) Noon- 1pm
Set-Up Date & Time 8AM May 5 Tear-Down Date & Time 2pm May 5
Event Location Governor Austin ~~Blair~~ Blair Park - Greenwood & Wilkins St.

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 1 other year

MAP: (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane.

STREET CLOSURES: Start Date/Time 10AM- ~~10:00~~ through Date/Time: 1pm
Greenwood Place closed

RESERVED PARKING: Are you requesting reserved parking? YES NO
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? YES NO Other Vendors? YES NO

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO

If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

**CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
Downtown Development Authority
161 W. Michigan ~ Jackson, MI 49201 ~ (517) 768-6410**

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? St. Marys Kids will sing
500 or -

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES NO
If yes, you are required to obtain a permit through the City Clerk's Office.

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO
If yes, how many? _____

As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.

A \$25 Special Event Application fee must be submitted along with this Special event Application.

All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.

The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.

Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

1-29-16
Date

Cecily Wright
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201**

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: March 15, 2016
SUBJECT: Special Event Application for The Big Seed.

Recommendation:

Approval of the request from Together We Can Make a Difference to conduct their annual The Big Seed on May 21, 2016 at 10 a.m. at 224 W. Wilkins, Jackson, MI 49203.

Attached are memos from Nathan Mack, regarding the Special Event Application for The Big Seed.

I recommend approval of the Special Event Application for The Big Seed. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: March 15, 2016

RECOMMENDATION: Approval of the request from Together We Can Make a Difference to conduct their annual The Big Seed on May 21, 2016 at 10 a.m. at 224 W. Wilkins, Jackson, MI 49203.

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
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$100
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$100

CONDITIONS & CONSIDERATIONS

- None

INSURANCE STATUS

Contingent upon receipt of the proper insurance coverage.

ATTACHMENTS: Special Event Application: The Big Seed

CITY OF JACKSON
SPECIAL EVENT APPLICATION

Downtown Development Authority ~ 161 W. Michigan Avenue ~ Jackson, MI 49201
(517) 768-6410

pd
v

Date Received By DDA Office: 1/29/16 Time: 11:37am By: EB

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Together We Can Make a Difference
Organization Address: 224 W. Wilkins, Jackson, MI 49203
Organization Agent Wendy Wight Title: Director
Phone: (work) 517 740-8444 Phone: (home) Same Phone: (during the event) Same
Agent's Address 3911 Kibby Rd, Jackson, MI 49201
Agent's E-Mail Address hope@togetherdifference.org
Event Name The Big Seed

Please give a brief description of the proposed special event: Annual Garden Party where we judge the Best Cabbage plant & give it away Free. Portable or small gardens - plants - seeds - compost.

Event Day(s) & Date(s) May 21, 2016
Event Time(s) 8-10 AM prep 10-Noon Event - Noon-2 clean-up
Set-Up Date & Time May 21 - 8-10 Tear-Down Date & Time May 21 - Noon-2
Event Location 224 W. Wilkins, Jackson, MI 49203

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 8 years

MAP: (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane.

STREET CLOSURES: Start Date/Time 10AM- through Date/Time: Noon

RESERVED PARKING: Are you requesting reserved parking? YES NO Between 224 W. Wilkins & the empty lot across the street
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? YES NO Other Vendors? YES NO

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO

If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

**CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
Downtown Development Authority
161 W. Michigan ~ Jackson, MI 49201 ~ (517) 768-6410**

ENTERTAINMENT: Are there any entertainment features related to this event? YES **NO**
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 300 people

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES **NO**
If yes, you are required to obtain a permit through the City Clerk's Office.

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES **NO**
If yes, how many? _____

As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.
A \$25 Special Event Application fee must be submitted along with this Special event Application.
All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.
The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.
Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.
As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

1-29-16
Date

Leah... Light
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201**

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burch, City Manager *PHB*
DATE: March 15, 2016
SUBJECT: Special Event Application for GREAT's May Public Paddle Event.

Recommendation:

Approval of the request from Grand River Environmental Action Team to conduct their annual GREAT's May Public Paddle Event on May 22, 2016 at 10:30 a.m. in Sharp Park.

Attached are memos from Nathan Mack, regarding the Special Event Application for GREAT's May Public Paddle Event.

I recommend approval of the Special Event Application for GREAT's May Public Paddle Event. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Nathan Mack, Executive Director, DDA
DATE: March 15, 2016
RECOMMENDATION: Approval of the request from Grand River Environmental Action Team to conduct their annual GREAT's May Public Paddle Event on May 22, 2016 at 10:30 a.m. in Sharp Park.

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
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$0
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$0

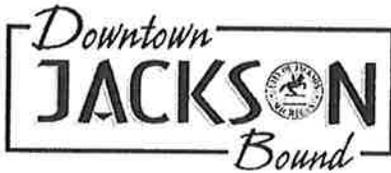
CONDITIONS & CONSIDERATIONS

- None

INSURANCE STATUS

Insurance has been approved.

ATTACHMENTS: Special Event Application: GREAT's May Public Paddle Event



CITY OF JACKSON SPECIAL EVENT APPLICATION

Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 768-6410

Date Received By DDA Office: 2/17/16 Time: _____ By: CB

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: GREAT's May Public Paddle Event (Sharp PK to E. High St.-Us127)

Sponsoring Organization's Legal Name: Grand River Environmental Action Team

Organization Address: PO Box 223, Jackson, MI 49204

Tax I.D. Number: 38-29866485

Event Organizer: Kenny Price Title: President (as of 3/16/2016)

Phone (work): 517 782-7738

Phone (during event): 517 416-4234

Agent's Address: 416 Bates, Jackson, MI

Agent's E-Mail Address: kpricephotos@comcast.net

Organization Address: PO Box 223, Jackson, MI 49204

Please give a brief description of the proposed special event: One of our 6 monthly public trips, which average about 3 hours of time on the water. Most bring their own canoes/kayaks, but GREAT brings 13 kayaks and 8 canoes for those who reserve them. Prior to the put-in, we shuttle participants to place their vehicle at the take-out location. This event as the annual joint Dahlem-GREAT event will have have a cook-out picnic at our put-in on Maplewood Dr.

Event Day(s) and Date(s): May 22, 2016 (weather make-up 5/29/2016)

Set-Up Date & Time: 10:30AM (Sunday) Tear-Down Date & Time: 1-2 PM (Sunday)

Event Location: Sharp Park (Maplewood Dr.)

ANNUAL EVENT: Is this event expected to occur next year? (circle one) **YES X** **NO**
How many years has this event occurred? 25, but at different locations

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

- (a) The assembly and dispersal locations and the route plan;
- (b) Any streets or parking lots that you are requesting to be blocked off;
- (c) The location of vendors, if any;
- (d) An emergency vehicle access lane; and
- (e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time:

Through Date/Time: _____

RESERVED PARKING: Are you requesting reserved parking? (circle one) **YES** **NO X**
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? **YES** **NO X** Other Vendors: **YES** **NO X**

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

NA

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? **YES** **NO X**
If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

ENTERTAINMENT: Are there any entertainment features related to this event? **YES** **NO X**
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance. .

ATTENDANCE: What is the expected (estimated) attendance for this event? 60

AMUSEMENT: Do you plan to have any amusement or carnival rides? **YES** **NO X**
If yes, you are required to obtain a permit through the City Clerk's Office.

RESTROOMS: Are you planning to provide portable rest rooms at the event? **YES** **NO X**

If yes, how many? _____

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power? YES NO X
If yes, please explain the electrical requirements.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.

Chain saw river route In advance if possible

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

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 Events application, including insurance documents where applicable.
3. A \$25 Special Event Application fee must be submitted along with this Special event 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 requirements made.
5. All food vendors must be approved by the Jackson County Health Department, and each food or 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 named insured parties on the policy.

6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.
7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.
8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe 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, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other 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, I will add the City of Jackson and the Downtown Development Authority as additional insureds 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 officer, employees and agents, 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 the special event.

2/14/16

Date



Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201**

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: March 15, 2016
SUBJECT: Special Event Application for the Summer Reading Kickoff event.

Recommendation:

Approval of the request from the Jackson District Library to conduct their annual Summer Reading Kickoff event on June 11, 2016 at 10 a.m. on the Carnegie Library grounds.

Attached are memos from Nathan Mack, regarding the Special Event Application for the Summer Reading Kickoff event.

I recommend approval of the Special Event Application for the Summer Reading Kickoff event. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: March 15, 2016

RECOMMENDATION: Approval of the request from the Jackson District Library to conduct their annual Summer Reading Kickoff event on June 11, 2016 at 10 a.m. on the Carnegie Library grounds.

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
Police	x		\$50
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$150
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$200

CONDITIONS & CONSIDERATIONS

- None

INSURANCE STATUS

Insurance has been approved by the City Attorney.

ATTACHMENTS: Special Event Application: Summer Reading Kickoff 2016



CITY OF JACKSON
SPECIAL EVENT APPLICATION
 City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
 (517) 788-4025

Date Received By Clerk's Office: 1/28/16 Time: 1:30pm By: EB

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the City Clerk at least 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Jackson District Library - Carnegie Library

Organization Address: 244 W. Michigan Ave. Jackson MI 49201

Organization Agent: Gretchen Dula Title: Youth Services Coordinator

Phone: Work 517 788-4087 x1331 Home _____ During event 788-4087 x1331

Agent's Address: library address above

Agent's E-Mail Address: dulawg@myjdl.com

Event Name: Summer Reading Kickoff 2016

Please give a brief description of the proposed special event: Kickoff to Summer Reading Program.

1mi Family walk - DJ - Music by "Gemini" - Ronald McDonald's magic show
outdoor games (dunk tank, basketball, etc) Police & Fire vehicles

Event Day(s) & Date(s): Saturday, June 11, 2016 Event Time(s): 10AM - 2pm

Set-Up Date & Time: 8AM - June 11, 2016 Tear-Down Date & Time: 2pm June 11, 2016

Event Location: Carnegie Library & grounds

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 4
missed last year because of const.

MAP: (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane.

STREET CLOSURES: Start Date/ Time: 8AM June 11, '16 through Date/ Time: 3pm June 11, '16

RESERVED PARKING: Are you requesting reserved parking? YES NO
 If yes, list the number of street spaces, City lots or locations where parking is requested:
City parking lot on corner of Blackstone and Michigan Ave.

VENDORS: Food Concessions? YES NO Other Vendors? YES NO

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO

If yes, are liquor license and liquor liability insurance attached? YES NO
 If yes, what time? _____ until _____



CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
 City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
 (517) 788-4025

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO
 If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 1000+

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES NO
 If yes, you are required to obtain a permit through the City Clerk's Office.

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO If yes, how many? Use Library restrooms
 As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
Street closure of W. Michigan Ave. between Blackstone and Hayes Hotel. Use of city's largest portable stage from 9am-3pm for DJ & performer

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
 A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy or I am requesting that City Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.
 All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.
 The approval of this special event may include additional requirements or limitations, based on the City's review of this application.
 Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.
 As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

1-15-16
 Date

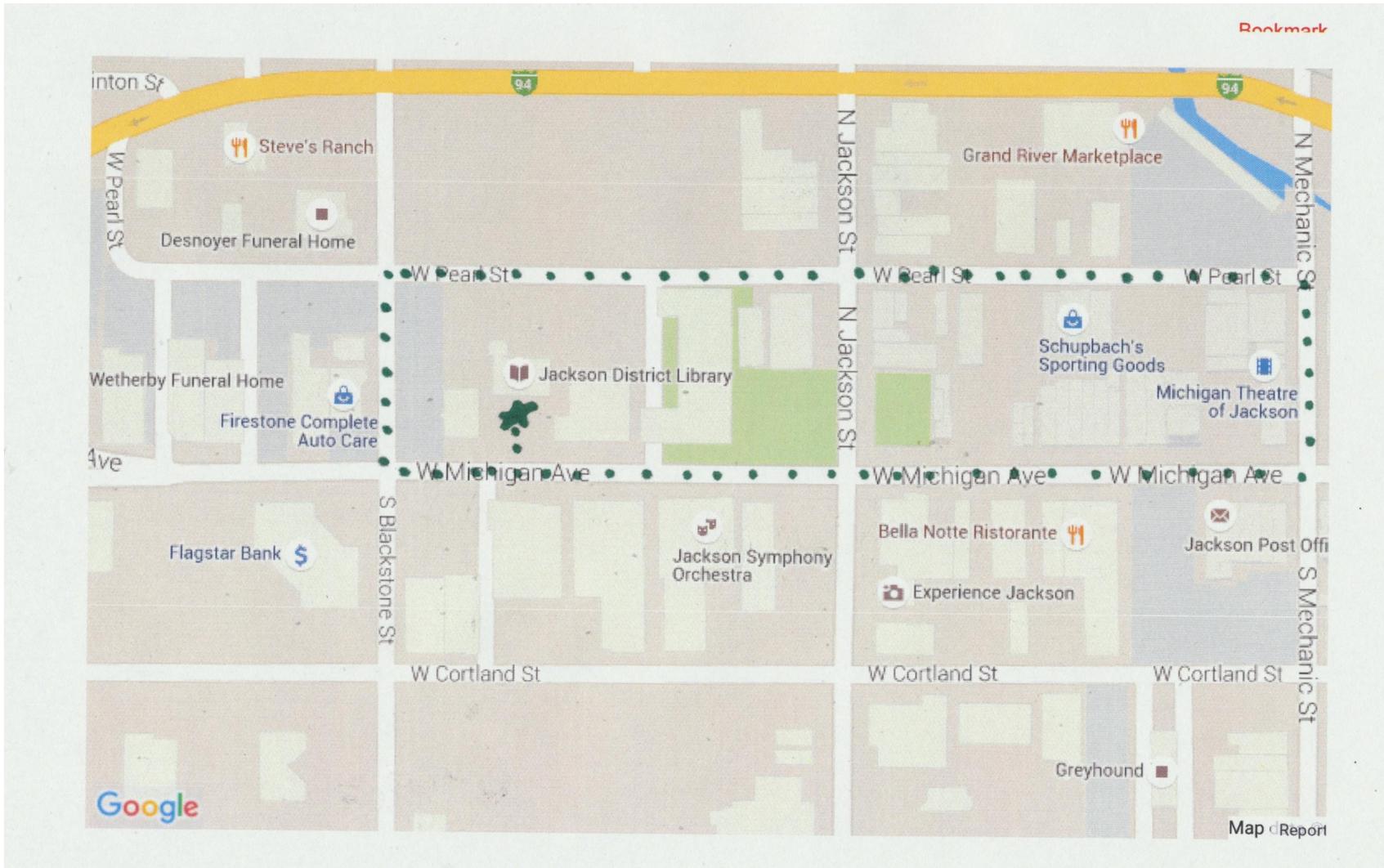
Sara Tachett
 Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
 CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201

JDL Summer Reading Kickoff 2016

Family Walk Map

START– Carnegie Library West on W. Pearl St. **FINISH**-Carnegie Library
East on W. Michigan Ave. South on S. Blackstone
North on N. Mechanic St. East on W. Michigan Ave.



MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager *PHB*
DATE: March 15, 2016
SUBJECT: Special Event Application for Star Wars vs. Star Trek.. You Decide!

Recommendation:

Approval of the request from Jackson District Library to conduct their first annual Star Wars vs. Star Trek.. You Decide event on August 19, 2016 at 6:30 p.m. on the Carnegie Library grounds.

Attached are memos from Nathan Mack, regarding the Special Event Application for the Star Wars vs. Star Trek... You Decide event.

I recommend approval of the Special Event Application for the Star Wars vs. Star Trek.. You Decide event. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Nathan Mack, Executive Director, DDA
DATE: March 15, 2016
RECOMMENDATION: Approval of the request from Jackson District Library to conduct their first annual Star Wars vs. Star Trek... You Decide event on August 19, 2016 at 6:30 p.m. on the Carnegie Library grounds.

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
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$200
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$200

CONDITIONS & CONSIDERATIONS

- None

INSURANCE STATUS

Contingent upon receipt of proper insurance coverage.

ATTACHMENTS: Special Event Application: Star Wars vs. Star Trek.. You Decide!



CITY OF JACKSON SPECIAL EVENT APPLICATION
Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 768-6410

Date Received By DDA Office: 2/22/16 Time: 10am By: EB

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: Star Wars vs Star Trek... You decide!
Sponsoring Organization's Legal Name: Jackson District Library - Carnegie Library
Organization Address: 244 West Michigan Ave. Jackson MI 49201
Tax I.D. Number:
Event Organizer: Gretchen Dula Title: Youth Services Coordinator
Phone (work): 517 788-4087 ext. 1326
Phone (during event): same
Agent's Address: same as above
Agent's E-Mail
Address: youthservices@myjdl.com
Organization Address: 244 West Michigan Ave Jackson MI 49201

Please give a brief description of the proposed special event:
Activities throughout Carnegie Library: scavenger hunt, refreshments, technical displays & exhibits, crafts outdoors in front yard - Pro DJ with music/light show/fog costume contest for kids-tecnagers - adults held outside on stage with the light/fog show as finale to the evening

Event Day(s) and Date(s): Friday, August 19 6:30 pm - 10 pm
Set-Up Date & Time: 8-19-16 4pm - 10:30 pm Tear-Down Date & Time:

Event Location: Mich Ave in front of Carnegie Library
Carnegie Library front lawn
Inside Carnegie Library

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 0

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

- (a) The assembly and dispersal locations and the route plan;
- (b) Any streets or parking lots that you are requesting to be blocked off;
- (c) The location of vendors, if any;
- (d) An emergency vehicle access lane; and
- (e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time: Michigan Ave block in front of Carnegie Library
Through Date/Time: Friday, August 19 4pm - 11pm

RESERVED PARKING: Are you requesting reserved parking? (circle one) YES NO
If yes, list the number of street spaces, City lots or locations where parking is requested:

City lot on corner of Mich Ave & Blackstone

VENDORS: Food Concessions? YES NO Other Vendors: YES NO

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO
If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance.

ATTENDANCE: What is the expected (estimated) attendance for this event? 750 +

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES NO
If yes, you are required to obtain a permit through the City Clerk's Office.

RESTROOMS: Are you planning to provide portable rest rooms at the event? YES NO

Use Library bathrooms

If yes, how many? _____

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power?

YES

NO

If yes, please explain the electrical requirements.

Can DJ plug in to light post in front of the
Library @ 244 W. Mich Ave.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.

We will schedule 2 of our security guards but
would like Police Dept. notified of our event and
time of event - City Stage on wheels/the large one!

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

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 Events application, including insurance documents where applicable.
3. A \$25 Special Event Application fee must be submitted along with this Special event 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 requirements made.
5. All food vendors must be approved by the Jackson County Health Department, and each food or 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 named insured parties on the policy.

6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.
7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.
8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe 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, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other 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, I will add the City of Jackson and the Downtown Development Authority as additional insureds 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 officer, employees and agents, 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 the special event.

2-16-16

Date

Sara Tackett

Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least sixty (60) days before the first day of the
event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201**

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burch, City Manager *PHB*
DATE: March 15, 2016
SUBJECT: Special Event Application for the Annual Grand River Clean-up.

Recommendation:

Approval of the request from Grand River Environmental Action Team (GREAT) to conduct their Annual Grand River Clean-up on September 10, 2016 at 9 a.m. at the Consumers Energy's Amphitheatre.

Attached are memos from Nathan Mack, regarding the Special Event Application for the Annual Grand River clean-up.

I recommend approval of the Special Event Application for the Annual Grand River Clean-up. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Nathan Mack, Executive Director, DDA
DATE: March 15, 2016
RECOMMENDATION: Approval of the request from Grand River Environmental Action Team (GREAT) to conduct their Annual Grand River Clean-up on September 10, 2016 at 9 a.m. at the Consumers Energy's Amphitheatre.

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
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$0
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$0

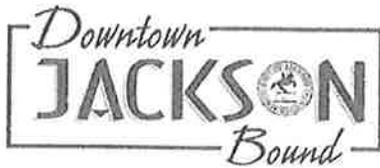
CONDITIONS & CONSIDERATIONS

- None

INSURANCE STATUS

Insurance has been approved.

ATTACHMENTS: Special Event Application: Annual Grand River Clean-up



CITY OF JACKSON SPECIAL EVENT APPLICATION
Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 768-6410

Date Received By DDA Office: 2/17/16 Time: By: EB

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: Annual Grand River Clean-up

Sponsoring Organization's Legal Name: Grand River Environmental Action Team (GREAT)

Organization Address: PO Box 223; Jackson, MI 49204

Tax I.D. Number: 38-29866485

Event Organizer: Jack Ripstra Title: Clean-up Chair

Phone (work): 517 740-5680

Phone (during event): 517 416-4234

Agent's Address: 8809 King Road, Parma, MI 49269

Agent's E-Mail: jlipstra@aol.com

Address:

Organization Address: PO Box 223; Jackson, MI 49204

Please give a brief description of the proposed special event: To remove man made trash of about 12 miles of the Grand River in the Jackson metropolitan area. Working in teams, some volunteers will walk along the bank, some will wade in the river, and others will paddle canoes, depending upon where the trash is. Trash will be placed in dumpsters placed without cost by local haulers. GREAT will provide clean-up supplies and tools. Those in the water will be required to wear PFD's. Our staging area for registration and food will be the Band shell area or the parking ramp if weather inclement.

Volunteers are members, JR ROTC Student cadets, CMS Energy Group, and the general public

Event Day(s) and Date(s): 9/10/2016 (weather make-up 9/17/2016)

Set-Up Date & Time: 9AM-2PM (Saturday) Tear-Down Date & Time: 2-3 PM (Saturday)

Event Location: Band shell area or the parking ramp if inclement weather for staging and food. Lions, Green, & Sharp Parks will be also used for river access points and some bridge areas.

ANNUAL EVENT: Is this event expected to occur next year? (circle one) **YES** **NO**
How many years has this event occurred? 25 years

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

- (a) The assembly and dispersal locations and the route plan;
- (b) Any streets or parking lots that you are requesting to be blocked off;
- (c) The location of vendors, if any;
- (d) An emergency vehicle access lane; and
- (e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time:

Through Date/Time: _____

RESERVED PARKING: Are you requesting reserved parking? (circle one) **YES** **NO**
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? **YES** **NO** Other Vendors: **YES** **NO**

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

NA

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? **YES** **NO**
If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

ENTERTAINMENT: Are there any entertainment features related to this event? **YES** **NO**
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance. .

ATTENDANCE: What is the expected (estimated) attendance for this event? 100-150

AMUSEMENT: Do you plan to have any amusement or carnival rides? **YES** **NO**
If yes, you are required to obtain a permit through the City Clerk's Office.

RESTROOMS: Are you planning to provide portable rest rooms at the event? **YES** **NO**

If yes, how many? 2

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power? YES NO^X

If yes, please explain the electrical requirements.

If possible, chain saw in advance of river blockages

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

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 Events application, including insurance documents where applicable.
3. A \$25 Special Event Application fee must be submitted along with this Special event 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 requirements made.
5. All food vendors must be approved by the Jackson County Health Department, and each food or 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 named insured parties on the policy.

6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.
7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.
8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe 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, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other 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, I will add the City of Jackson and the Downtown Development Authority as additional insureds 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 officer, employees and agents, 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 the special event.

FEB 14, 2016

Date



Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201**

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: March 15, 2016
SUBJECT: Franklin Street – Jackson Street to First Street Conversion to Two-Way Traffic

Recommendation:

Approval of Traffic Control Orders 2207, 2208, 2209 and 2210 to Convert Franklin Street between Jackson Street and First Street from One-Way Westbound to Two-Way Traffic.

Attached is a report and Traffic Control Orders from Jon Dowling, City Engineer to establish two-way traffic on Franklin Street from Jackson Street to First Street.

I recommend approval of Traffic Control Orders 2207-2210. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: March 15, 2016

RECOMMENDATION: Approval of Traffic Control Orders 2207, 2208, 2209 and 2210 to Convert Franklin Street between Jackson Street and First Street from One-Way Westbound to Two-Way Traffic.

SUMMARY

Traffic Control Orders are needed to accomplish the conversion of Franklin Street between Jackson Street and First Street from one-way westbound to two-way traffic.

BUDGETARY CONSIDERATIONS

The estimated cost for barricades, temporary signage and pavement marking during the conversion to two-way traffic, is \$13,500, to be paid out of Major Street Funds.

HISTORY, BACKGROUND and DISCUSSION

Franklin Street between Jackson Street and First Street has been one-way westbound for many years. Engineering received a request to review the traffic pattern and the possibility of establishing two-way traffic on this portion of Franklin Street. The City has followed a procedure on past streets with the conversion from one-way to two-way which will be used on Franklin Street. The procedure requires barricading off the lanes that will be used in the opposite direction from the one-way street for two weeks, to train motorists that a change is coming, while leaving barrels in the center for two more weeks after two-way traffic has started.

DISCUSSION OF THE ISSUE

Traffic Control orders (see attached) were prepared as follows for the various necessary to accomplish the change to two-way traffic:

TCO 2207: To establish two-way traffic.

TCO 2208: To require eastbound and westbound traffic to stop prior to entering the Franklin and Blackstone Street intersection.

TCO 2209: To establish parking regulations on Franklin Street from Jackson Street to Blackstone Street.

TCO 2210: To establish parking regulations on Franklin Street from Blackstone Street to First Street.

POSITIONS

It is the recommendation of Engineering that Traffic Control Orders 2207-2210 be approved. If you have any questions please do not hesitate to contact me.

ATTACHMENTS

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2207

LOCATION: Franklin, Jackson to First Street

DATE: March 1, 2016

ASSIGNED TO:

TCO DESCRIPTION

At the request of the City Manager review possibility of changing Franklin Street from one way westbound to two-way traffic flow.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Traffic on Franklin Street from Jackson Street to First Street shall be able to travel either east or westbound.

APPROVED **REJECTED**

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

Posts

Stop

Time Limit

No Parking

Loading Zone

One Way

Yield

Paint

Other

ASSIGNMENT COMPLETED

DATE:

BY: Sign Shop

WORK INSPECTED

REMARKS:

DATE:

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

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

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2208

LOCATION: Franklin Street at Blackstone Street

DATE: March 1, 2016

ASSIGNED TO:

TCO DESCRIPTION

At the request of the City Manager review possibility of changing Franklin Street from one way westbound to two-way traffic.

BY JON H. DOWLING, P.E.

RECOMMENDATION

East and westbound traffic on Franklin Street shall be required to stop prior to entering the intersection at Blackstone Street.

APPROVED **REJECTED**

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

Posts

Stop

Time Limit

No Parking

Loading Zone

One Way

Yield

Paint

Other

ASSIGNMENT COMPLETED

DATE:

BY: Sign Shop

WORK INSPECTED

REMARKS:

DATE:

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

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

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2209

LOCATION: Franklin Street, Jackson Street to Blackstone Street

DATE: March 1, 2016

ASSIGNED TO:

TCO DESCRIPTION

As a matter of housekeeping create Traffic Control Orders for parking regulations on Franklin Street between Jackson and Blackstone Streets.

BY JON H. DOWLING, P.E.

RECOMMENDATION

On the north side of Franklin Street from Jackson Street to Blackstone Street parking shall be prohibited.

On the south side of Franklin Street from Blackstone Street to 115 east of Blackstone Street and from 175 feet west of Jackson Street to 140 feet west of Jackson Street parking shall be prohibited. From 140 feet west of Jackson Street to 40 feet west of Jackson Street no vehicle shall remain parked for a period exceeding two (2) hours between the hours of 8 am and 5 pm. From 40 feet west of Jackson Street to Jackson Street parking shall be prohibited.

APPROVED

REJECTED

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

Posts

Stop

Time Limit

No Parking

Loading Zone

One Way

Yield

Paint

Other

ASSIGNMENT COMPLETED

DATE:

BY: Sign Shop

WORK INSPECTED

REMARKS:

DATE:

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

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

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2210

LOCATION: Franklin Street, First Street to Blackstone Street

DATE: March 1, 2016

ASSIGNED TO:

TCO DESCRIPTION

As a matter of housekeeping create Traffic Control Orders for parking regulations on Franklin Street from First Street to Blackstone Street.

BY JON H. DOWLING, P.E.

RECOMMENDATION

On the north side of Franklin Street from Blackstone Street to First Street parking shall be prohibited.

On the south side of Franklin Street from First Street to 105 east of First Street parking shall be prohibited. From 105 feet east of First Street to 140 east of First Street parking shall be prohibited from 3pm to 6pm.

APPROVED

REJECTED

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

Posts

Stop

Time Limit

No Parking

Loading Zone

One Way

Yield

Paint

Other

ASSIGNMENT COMPLETED

DATE:

BY: Sign Shop

WORK INSPECTED

REMARKS:

DATE:

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

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

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager *PHB*
DATE: March 15, 2016
SUBJECT: CDBG and HOME Financial Summaries through February 29, 2016

Recommendation:

Accept and place on file the CDBG and HOME Financial Summaries through February 29, 2016.

Attached is a memo from Jennifer Morris, Director of Neighborhood and Economic Operations, regarding the February 2016 CDBG and HOME financial summaries.

I recommend Council receive the attached CDBG and HOME Financial Summaries through February 29, 2016 and place on file. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Jennifer Morris, Director of Neighborhood and Economic Operations 

DATE: March 15, 2016

RECOMMENDATION: To accept and place on file the CDBG and HOME Financial Summaries through February 29, 2016

SUMMARY

Attached please find the Financial Summaries for the CDBG and HOME funds for the eight months ending February 29, 2016.

My recommendation is to accept and place on file the CDBG and HOME Financial Summaries through February 29, 2016.

ATTACHMENTS

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Eight Months Ended February 29, 2016

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
<u>Public Services</u>							
1 King Center Summer Program							
FY 2014/2015	45,000	29,905	-	15,095	45,000	-	100.0%
FY 2015/2016	35,000	-	-	31,242	31,242	3,758	89.3%
<u>Administration</u>							
2 Administration & Planning							
FY 2014/2015	139,000	7,615	12,494	39,918	47,533	91,467	34.2%
FY 2015/2016	166,500	-	-	-	-	166,500	0.0%
<u>Code Enforcement</u>							
3 City Code Enforcement - Inspection							
FY 2013/2014	258,220	212,320	-	45,900	258,220	-	100.0%
FY 2014/2015	131,500	-	10,985	65,003	65,003	66,497	49.4%
FY 2015/2016	46,000	-	-	-	-	46,000	0.0%
4 City Code Enforcement - Rehabilitation							
FY 2014/2015	172,000	70,810	5,437	80,298	151,108	20,892	87.9%
FY 2015/2016	89,000	-	-	-	-	89,000	0.0%
5 City Attorney Office							
FY 2012/2013	52,000	44,390	-	7,610	52,000	0	100.0%
FY 2013/2014	20,000	-	-	1,722	1,722	18,278	8.6%
<u>Housing Rehabilitation Projects</u>							
6 Homeowner Rehabilitation							
FY 2013/2014	221,358	177,427	-	(270)	177,157	44,201	80.0%
FY 2014/2015	77,284	-	-	-	-	77,284	0.0%
FY 2015/2016	98,886	-	-	-	-	98,886	0.0%
7 City Emergency Hazard Repair Program							
FY 2014/2015	150,000	92,769	(1,200)	51,894	144,663	5,337	96.4%
FY 2015/2016	150,000	-	-	-	-	150,000	0.0%

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
8 City Residential Rental Rehabilitations	110,000	-	-	-	-	110,000	0.0%
9 John George Home	35,000	-	-	-	-	35,000	0.0%
10 City Rehab Administration (Denied Loans)							
FY 2014/2015	8,000	5,180	(1)	(956)	4,224	3,776	52.8%
FY 2015/2016	3,000	-	-	-	-	3,000	0.0%
<u>Street Projects</u>							
11 Hamilton (FY 2014/2015)	174,483	24,608	-	149,874	174,483	-	100.0%
12 VanBuren: Steward to Blackstone (FY 2014/2015)	303,017	28,472	-	274,544	303,017	-	100.0%
13 Edward & Winthrop (FY 2015/2016)	97,890	-	-	-	-	97,890	0.0%
14 Mechanic: Morrell to Washington (FY 2015/2016)	39,600	-	-	39,600	39,600	-	100.0%
<u>Other Projects</u>							
15 Tree Removal/Replacement (FY 2013/2014)	4,000	-	-	-	-	4,000	0.0%
16 Park Improvements							
FY 2014/2015	524,985	449,168	-	65,799	514,967	10,018	98.1%
FY 2015/2016	80,000	-	-	-	-	80,000	0.0%
<u>Public Improvements</u>							
17 Demolition - Neighborhood Economic Stabilization							
FY 2013/2014	155,000	155,000	-	(12,526)	142,474	12,526	91.9%
FY 2014/2015	185,000	165,746	-	(36,325)	129,421	55,579	70.0%
FY 2015/2016	320,000	-	-	-	-	320,000	0.0%
18 Residential Historic Preservation (2013/2014)	80,129	69,954	-	-	69,954	10,175	87.3%

NOTE: All funds are FY 2015/2016 allocations unless otherwise indicated

**City of Jackson
HOME
Monthly Financial Summary
For the Eight Months Ended February 29, 2016**

	<u>Budgeted</u>	<u>Total Prior Year Funds Expended</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
1 Rehabilitation Assistance Program							
FY 2014/2015	413,346	283,055	-	130,291	413,346	-	100.0%
FY 2015/2016	187,129	-	-	151,878	151,878	35,251	81.2%
2 HOME Administration							
FY 2015/2016	24,000	-	-	-	-	24,000	0.0%
3 CAA - CHDO Operating Expenses							
FY 2012/2013	12,500	4,973	-	-	4,973	7,527	39.8%
FY 2013/2014	12,500	-	-	-	-	12,500	0.0%
4 CAA - CHDO Acq/Rehab/Resale							
FY 2013/2014	40,000	24,763	-	926	25,689	14,311	64.2%
FY 2014/2015	42,000	-	-	-	-	42,000	0.0%
FY 2015/2016	52,000	-	-	-	-	52,000	0.0%
5 City - Acq/Rehab/Resale							
FY 2013/2014	41,968	40,138	-	1,830	41,968	-	100.0%

MEMO TO: Mayor and City Councilmembers
FROM: Andrew J. Wrozek, Jr., City Treasurer/Clerk *ajw*
DATE: March 15, 2016
SUBJECT: Establish March 29, 2016 Public Hearing on Special Assessment Roll No. 3381, 3382, and 3383.

Recommendation:

Establishment of March 29, 2016 at the City Council meeting as the time and place to hold a public hearing on the following Special Assessment Rolls for street construction.

1. Roll No. 3381 for street reconstruction on Van Buren Street from Steward Avenue to Blackstone Street.
2. Roll No. 3382 for street reconstruction on West Avenue from Bloomfield Boulevard to High Street.
3. Roll No. 3383 for street reconstruction on Hamilton Street from Argyle Street to the North end.

The above public improvements have been completed and the City Assessor has prepared the Assessment Rolls. If action is taken to establish a public hearing, notification letters will be sent to the property owners included on the roll and a notice will be placed in the Jackson Citizen Patriot.

Attached are the Special Assessment Rolls.

I recommend establishing the Public Hearing. Your consideration and concurrence is appreciated.

CITY OF JACKSON, MICHIGAN

Assessing Department
161 W. Michigan Avenue
Jackson, Michigan 49201-1303

David Taylor, City Assessor
517-788-4033
Facsimile 886-902-7891

February 3, 2016

Mr. Andrew J. Wrózek Jr., City Treasurer/Clerk
161 W. Michigan Avenue
Jackson, MI 49201

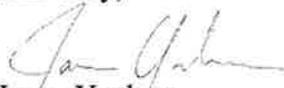
Randy;

Please place on the agenda for Tuesday, March ¹⁵14, 2016 the following special assessment roll(s), setting a public hearing for Tuesday, March 29, 2016:

<u>ROLL NUMBER</u>	<u>ROLL PURPOSE</u>	<u>AMOUNT ASSESSED</u>	<u>INSTALLMENTS</u>
3381	Reconstruct Van Buren St Steward to Blackstone	\$ 129,570.81	15
3382	Reconstruct West Ave Bloomfield to High	\$ 135,475.61	15
3383	Reconstruct Hamilton St Argyle to N End	\$ 75,950	15

The above special assessment roll(s) will be confirmed by the City Council on said Tuesday, March 29, 2016.

Sincerely,

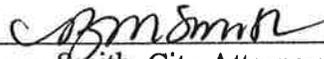

Jason Yoakam
Appraiser

Copy: City Manager's Office, Engineering, Public Works Department, Water Department, Wastewater Treatment Plant, File

I, Bethany Smith, City Attorney for the City of Jackson, Michigan, hereby state that, pursuant to the requirements of Chapter 22 of the Code of the City of Jackson, I have carefully reviewed Special Assessment Roll No. 3381 received by this office from the City Assessor on January 26, 2016 I further state that:

I have made all necessary corrections therein and have returned Special Assessment Roll No. 3381 to the City Assessor on _____; or,

I have found corrections to Roll 3381 unnecessary and have returned same to the City Assessor on January 26, 2016.



Bethany Smith, City Attorney

Special Assessment Roll for CITY OF JACKSON
Roll for Year 2015
Population: Special Assessment District (3381)
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
3381 RCN VANBUREN, STW	2-0038.1000 RIEMENSCHNEIDER JOSHUA A 316 N BLACKSTONE ST JACKSON MI 49201	0.00 0.00	0.00		0.00	6,337.50 0.00	6,337.50
N 90 FT OF E 140 FT OF LOT 2 B3N R2W OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG COMBINED 2-003800000 ON 01/24/2012 WITH 2-003700000 INTO 2-0038.1000;							
3381 RCN VANBUREN, STW	2-0039.1000 HEMMINGER MICHAEL J & NANCY M 309 VAN BUREN ST JACKSON MI 49201	0.00 0.00	0.00		0.00	3,125.73 0.00	3,125.73
39, 40 E 31 FT OF N 78 FT OF W 58 FT OF LOT 2 ALSO W 58 FT OF LOT 2 EX N 78 FT B3N R2W OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
3381 RCN VANBUREN, STW	2-004100000 FRITZ KIRK A 10820 OAKTREE LN HANOVER MI 49241	0.00 0.00	0.00		0.00	2,722.41 0.00	2,722.41
N 78 FT OF W 27 FT OF LOT 2 B3N R2W OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
3381 RCN VANBUREN, STW	2-004200000 313 VAN BUREN LLC 205 WOODLAKE BRIGHTON MI 48116	0.00 0.00	0.00		0.00	3,735.00 0.00	3,735.00
E 44 FT OF LOT 3 B3N R2W OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
3381 RCN VANBUREN, STW	2-0043.1000 CORSER TIMOTHY & SHERRIE 317 VAN BUREN ST JACKSON MI 49201	0.00 0.00	0.00		0.00	3,180.00 0.00	3,180.00
0044 W 52.25 FT OF LOT 3 B3N R2W OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURGH							
3381 RCN VANBUREN, STW	2-004300000 PANNONE RICHARD&PAULETTE PO BOX 4006 JACKSON MI 49204-4006	0.00 0.00	0.00		0.00	4,192.50 0.00	4,192.50
W 44 FT OF E 88 FT OF LOT 3 B3N R2W OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
3381 RCN VANBUREN, STW	2-004900000 SMITH DAVID L 319 VAN BUREN ST JACKSON MI 49201	0.00 0.00	0.00		0.00	1,740.00 0.00	1,740.00
E 61.25 FT OF LOT 6 B3N R2W OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							

Special Assessment Roll for CITY OF JACKSON
Roll for Year 2015
Population: Special Assessment District (3381)
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
3381 RCN VANBUREN, STW BRISTOW TODD W & TINA M 6215 PENNY LANE JACKSON MI 49201	2-005000000	0.00 0.00	0.00		0.00	2,047.50 0.00	2,047.50
W 1/2 OF LOT 6 B3N R2W OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG							
3381 RCN VANBUREN, STW ROCO JACKSON 230 LLC 33 BLOOMFIELD PKWY #120 BLOOMFIELD HILLS MI 48304	2-0544.1000	0.00 0.00	0.00		0.00	67,656.93 0.00	67,656.93
0545 BEG AT A PT ON N LN OF VAN BUREN ST 176.5 FT W OF W LN OF BLACKSTONE ST TH W 671.01 FT ALG N LN OF VAN BUREN ST TH N 0 DEG 59' 30" E 285 FT TH W 45.75 FT TO A PT 243 FT E OF E LN OF STEWARD AVE TH N 0 DEG 59' 30" E 291.27 FT TO SLY LN OF PCRR R/W TH S 68 DEG 51' 19" E 759.95 FT ALG SLY LN OF PCRR R/W TH S 0 DEG 23' W 302.09 FT TO BEG S 1/2 SEC 34 T2S R1W							
3381 RCN VANBUREN, STW WILSON STEVEN D ETAL 329 KENNETH ST JACKSON MI 49203	2-0546.1000	0.00 0.00	0.00		0.00	3,592.50 0.00	3,592.50
LAND OWNED & USED AS ONE PARCEL & DESC AS BEG AT SE COR OF LOT 11 BLK 1 BENNETT & GIBSON'S ADD TH E ALG N LN OF VAN BUREN ST 85 FT TH N 0 DEG 59' 30" E 132 FT TH WLY 85 FT PARA TO N LN OF VAN BUREN ST TO E LN OF BENNETT & GIBSON'S ADD TH SLY TO BEG S 1/2 SEC 34 T2S R1W ALSO E 2 FT OF LOTS 11 & 12 BENNETT & GIBSON'S ADD							
3381 RCN VANBUREN, STW HOPE HOUSE II 400 VAN BUREN ST JACKSON MI 49201	2-054600000	0.00 0.00	0.00		0.00	8,898.24 0.00	8,898.24
BEG AT A PT ON N LN OF VAN BUREN ST 173.25 FT E OF E LN OF BLK 1 BENNETT & GIBSON'S ADD TH N 0 DEG 59' 30" E 285 FT TH W 45.73 FT PARA TO VAN BUREN ST TH N 0 DEG 59' 30" E 7.09 FT TH N 87 DEG 53' W 127.5 FT TO E LN OF BENNETT & GIBSON'S ADD TH SLY ALG SD SUB DIV 164.8 FT TH ELY 85 FT PARA TO VAN BUREN ST TH S 0 DEG 59' 30" W 132 FT TO N LN OF VAN BUREN ST TH ELY 88.25 FT TO BEG S 1/2 SEC 34 T2S R1W							
3381 RCN VANBUREN, STW SWANK RAYMOND SR 323 VAN BUREN ST JACKSON MI 49201	2-054700000	0.00 0.00	0.00		0.00	1,972.50 0.00	1,972.50
LAND COM AT PT ON S LN OF VAN BUREN ST AT NW COR OF LOT 6 B3N R2W TH S 8 RDS TH W 3 RDS TH N 8 RDS TO S LN OF VAN BUREN ST TH E 3 RDS TO BEG SE 1/4 SW 1/4 SEC 34 T2S R1W							
3381 RCN VANBUREN, STW CHESSER BRITTANY L 325 VAN BUREN ST JACKSON MI 49201	2-054800000	0.00 0.00	0.00		0.00	945.00 0.00	945.00
LAND COM AT PT ON S LN OF VAN BUREN ST 3 RDS W OF NW COR OF LOT 6 B3N R2W TH S 8 RDS TH W 3 RDS TH N 8 RDS TO S LN OF VAN BUREN ST TH E 3 RDS TO BEG SE 1/4 SW 1/4 SEC 34 T2S R1W							

Special Assessment Roll for CITY OF JACKSON
Roll for Year 2015
Population: Special Assessment District (3381)
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
3381 RCN VANBUREN, STW LOWE HARRIET A LE 323 HOMECREST RD JACKSON MI 49201	2-055500000	0.00 0.00	0.00		0.00	4,320.00 0.00	4,320.00
LAND COM AT PT ON S LN OF VAN BUREN ST 479.01 FT E OF E LN OF STEWARD AVE TH S 8 RDS TH E PARA WITH VAN BUREN ST 3 RDS TH N 8 RDS TO S LN OF VAN BUREN ST TH W 3 RDS TO BEG SE 1/4 SW 1/4 SEC 34 T2S R1W							
3381 RCN VANBUREN, STW STANTON ROBERT D & JULIE D 7015 WINDING TR BRIGHTON MI 48116	2-055600000	0.00 0.00	0.00		0.00	1,702.50 0.00	1,702.50
LAND COM AT PT ON S LN OF VAN BUREN ST 6 RDS W OF NW COR OF LOT 6 B3N R2W TH S 8 RDS TH W 3 RDS TH N 8 RDS TO S LN OF VAN BUREN ST TH E 3 RDS TO BEG SE 1/4 SW 1/4 SEC 34 T2S R1W							
3381 RCN VANBUREN, STW MOLICA KENNETH 403 STEWARD AVE JACKSON MI 49201	2-057600000	0.00 0.00	0.00		0.00	4,620.00 0.00	4,620.00
S 20.9 FT OF LOT 12 AND ALL OF LOT 11 N OF VAN BUREN ST EX E 2 FT BLK 1 BENNETT & GIBSON'S ADD							
3381 RCN VANBUREN, STW DOOSEY JOSEPHINE E 333 VAN BUREN ST JACKSON MI 49201	2-063200000	0.00 0.00	0.00		0.00	4,665.00 0.00	4,665.00
LOT 10 HOMECREST RD SUB DIV							
3381 RCN VANBUREN, STW CHRIST CENTERED HOMES INC 327 W MONROE ST JACKSON MI 49202	2-063300000	0.00 0.00	0.00		0.00	4,117.50 0.00	4,117.50
N 90 FT OF LOT 11 HOMECREST RD SUB DIV							
Total Parcels: 18		0.00 0.00	0.00		0.00	129,570.81 0.00	129,570.81



I, Bethany Smith, City Attorney for the City of Jackson, Michigan, hereby state that, pursuant to the requirements of Chapter 22 of the Code of the City of Jackson, I have carefully reviewed Special Assessment Roll No. 3382 received by this office from the City Assessor on January 26, 2016 I further state that:

I have made all necessary corrections therein and have returned Special Assessment Roll No. 3382 to the City Assessor on _____; or,

I have found corrections to Roll 3382 unnecessary and have returned same to the City Assessor on January 26, 2016.

Bethany Smith
Bethany Smith, City Attorney

Special Assessment Roll for CITY OF JACKSON
Roll for Year 2015
Population: Special Assessment District (3382)
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
3382	3-251300000 RCN WEST, BLOOMFD CONVENIENCE KING GROUP INC 203 W MAIN ST HOMER MI 49245	0.00 0.00	0.00		0.00	23,265.00 0.00	23,265.00
2514 LOTS 10 & 11 BLK 1 SOUTH PARK SUB DIV OF BLKS 1, 2, 5, 6, 9 & PARTS OF BLKS 7 & 8 GRISWOLD'S ADD							
3382	3-251500000 RCN WEST, BLOOMFD KERR ELOISE 1309 S WEST AVE JACKSON MI 49203	0.00 0.00	0.00		0.00	2,395.38 0.00	2,395.38
LOT 12 EX S 24.25 FT BLK 1 SOUTH PARK SUB DIV OF BLKS 1, 2, 5, 6, 9 & PARTS OF BLKS 7 & 8 GRISWOLD'S ADD							
3382	3-251600000 RCN WEST, BLOOMFD WILLIAMS JOHN & HEATHER 3047 S WOODDALE DR JACKSON MI 49203	0.00 0.00	0.00		0.00	2,955.00 0.00	2,955.00
W 42 FT OF S 24.25 FT OF LOT 12 & W 42 FT OF LOT 13 BLK 1 SOUTH PARK SUB DIV OF BLKS 1, 2, 5, 6, 9 & PARTS OF BLKS 7 & 8 GRISWOLD'S ADD							
3382	3-259200000 RCN WEST, BLOOMFD ROBINSON BENJAMIN 771 RANDOLPH ST JACKSON MI 49203	0.00 0.00	0.00		0.00	3,367.50 0.00	3,367.50
W 44 FT OF LOTS 10 & 11 BLK 4 SOUTH PARK SUB DIV OF BLKS 1, 2, 5, 6, 9 & PARTS OF BLKS 7 & 8 GRISWOLD'S ADD							
3382	3-259300000 RCN WEST, BLOOMFD GEIGER KIMBERLY H 770 DOUGLAS ST JACKSON MI 49203	0.00 0.00	0.00		0.00	3,402.96 0.00	3,402.96
W 44 FT OF LOT 13 & W 44 FT OF S 22.4 FT OF LOT 12 BLK 4 SOUTH PARK SUB DIV OF BLKS 1, 2, 5, 6, 9 & PARTS OF BLKS OF 7 & 8 GRISWOLD'S ADD							
3382	3-259400000 RCN WEST, BLOOMFD DIVIETRI JOSEPH R 1409 S WEST AVE JACKSON MI 49203	0.00 0.00	0.00		0.00	2,516.59 0.00	2,516.59
N 43.6 FT OF W 88 FT OF LOT 12 BLK 4 SOUTH PARK SUB DIV OF BLKS 1, 2, 5, 6, 9 & PARTS OF BLKS 7 & 8 GRISWOLD'S ADD							

Special Assessment Roll for CITY OF JACKSON
Roll for Year 2015
Population: Special Assessment District (3382)
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
3382 RCN WEST, BLOOMFD	3-2621.2000 KITLEY CHRIS E 1920 W NORTH ST JACKSON MI 49202	0.00 0.00	0.00		0.00	2,205.00 0.00	2,205.00
2621 COM AT A PT 5 FT N OF SE COR OF LOT 11 BLK 5 TH N ALG E LN OF LOT 11 34.11 FT TH W PARA WITH S LN OF DOUGLAS ST 34.11 FT TH NWLY 82.4 FT M/L TO A PT WHICH IS 34.11 FT S & 34.11 FT E OF NW COR OF LOT 10 BLK 5 TH W 34.11 FT TO W LN OF SD LOT 10 TH S ALG W LN OF LOTS 10 & 11 TO A PT 5 FT N OF SW COR OF LOT 11 TH E TO POB SOUTH PARK SUB DIV OF BLKS 1, 2, 5, 6, 9 & PARTS OF BLKS 7 & 8 GRISWOLD'S ADD							
3382 RCN WEST, BLOOMFD	3-262100000 CROWNOVER DEBORAH D 1293 THOREAU'S WAY CLARKLAKE MI 49234	0.00 0.00	0.00		0.00	1,968.82 0.00	1,968.82
2621.1 COM AT NE COR OF LOT 10 BLK 5 TH S 92.8 FT TH W PARA WITH DOUGLAS ST 34.11 FT TH NWLY 82.4 FT M/L TO A PT WHICH IS 34.11 FT E OF NW COR OF LOT 10 TH W 34.11 FT TO W LN OF LOT 10 TH N TO NW COR OF LOT 10 TH E TO POB SOUTH PARK SUB DIV OF BLKS 1, 2, 5, 6, 9 & PARTS OF BLKS 7 & 8 GRISWOLD'S ADD							
3382 RCN WEST, BLOOMFD	3-2622.1000 HARDWICK CHARLES E TRUST 5038 LAKESHORE DR JACKSON MI 49203	0.00 0.00	0.00		0.00	2,505.00 0.00	2,505.00
W 60 FT OF LOT 13 & S 9 FT OF W 60 FT OF LOT 12 BLK 5 SOUTH PARK SUB DIV OF BLKS 1, 2, 5, 6, 9 & PARTS OF BLKS 7 & 8 GRISWOLD'S ADD							
3382 RCN WEST, BLOOMFD	3-262200000 JOHNS ROBERT A 12722 SUMPTER RD CARLETON MI 48117	0.00 0.00	0.00		0.00	3,232.50 0.00	3,232.50
2621.1A S 5 FT OF LOT 11 & N 57 FT OF W 60 FT & N 41 FT OF E 60 FT OF W 120 FT OF LOT 12 BLK 5 SOUTH PARK SUB DIV OF BLKS 1, 2, 5, 6, 9 & PARTS OF BLKS 7 & 8 GRISWOLD'S ADD							
3382 RCN WEST, BLOOMFD	3-265700000 MCKEOWN CHARLES H & KIMBERLY S 764 BEVERLY PARK PL JACKSON MI 49203	0.00 0.00	0.00		0.00	3,867.00 0.00	3,867.00
LOT 13 BEVERLY PARK PLACE							
3382 RCN WEST, BLOOMFD	3-266900000 VEACH GEORGE E & KATHLEEN M 765 BEVERLY PARK PL JACKSON MI 49203	0.00 0.00	0.00		0.00	5,772.00 0.00	5,772.00
LOTS 25 & 26 BEVERLY PARK PLACE							

Special Assessment Roll for CITY OF JACKSON
Roll for Year 2015
Population: Special Assessment District (3382)
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
3382 RCN WEST, BLOOMFD	3-3136.1000 BAUER KYLIE 1514 S WEST AVE JACKSON MI 49203	0.00 0.00	0.00		0.00	3,780.66 0.00	3,780.66
LOT 15 BLK 10 GRISWOLD''S ADD							
3382 RCN WEST, BLOOMFD	3-313600000 LEWIS ROBERT & MARY 1510 S WEST AVE JACKSON MI 49203	0.00 0.00	0.00		0.00	3,780.66 0.00	3,780.66
LOT 16 BLK 10 GRISWOLD''S ADD							
3382 RCN WEST, BLOOMFD	3-313700000 WOLF-BAKER ELAINE N 803 DOUGLAS ST JACKSON MI 49203	0.00 0.00	0.00		0.00	4,402.50 0.00	4,402.50
3138 LOTS 17 & 18 BLK 10 GRISWOLD ADD							
3382 RCN WEST, BLOOMFD	3-314000000 MALONEY ROSE M 1406 S WEST AVE JACKSON MI 49203	0.00 0.00	0.00		0.00	2,539.68 0.00	2,539.68
LAND COM AT PT ON W LINE OF WEST AVE 8 RDS S OF S LINE OF RANDOLPH ST TH S 44 FT TH W TO CENTER LINE OF KIBBY RD SO CALLED TH N 87 DEG 46"35" W 67.77 FT, TH S ABOUT 88 FT TO N LN OF DOUGLAS ST, TH W ALONG DOUGLAS ST 24.82 FT, TH N 1 DEG 40'41" E 198.75 FT, TH S 88 DEG 09'17"E 132 FT, TH S 21 DEG 42'27"W 117 FT TH E TO BEG NE 1/4 OF NE 1/4 SEC 9 T3S R1W							
3382 RCN WEST, BLOOMFD	3-314200000 BACON SHANNONDOAN 1410 S WEST AVE JACKSON MI 49203	0.00 0.00	0.00		0.00	2,539.68 0.00	2,539.68
COM ON W LINE OF WEST AVE 44 FT N OF N LINE OF DOUGLAS ST THE W 88 FT TH N 44 FT TH E 88 FT TH S 44 FT TO BEG NE 1/4 OF NE 1/4 SEC 9 T3S R1W							
3382 RCN WEST, BLOOMFD	3-314300000 WILLEY STEVEN G JR & MARNI L 1414 S WEST AVE JACKSON MI 49203	0.00 0.00	0.00		0.00	2,539.68 0.00	2,539.68
COM AT INTERS OF W LINE OF WEST AVE & N LINE OF DOUGLAS ST TH N 44 FT TH W 88 F TH S 44 FT TH E 88 FT TO BEG NE 1/4 OF NE 1/4 SEC 9 T3S R1W							
3382 RCN WEST, BLOOMFD	3-314400000 KENEL BILL 6901 CARTER RD SPRING ARBOR MI 49283	0.00 0.00	0.00		0.00	3,375.00 0.00	3,375.00
COM AT INTERS OF S LINE OF RANDOLPH ST WITH W LINE OF W AVE TH W 45 FT S 132 F TH E 45 FT TH N TO BEG NE 1/4 OF NE 1/4 SEC 9 T3S R1W							

Special Assessment Roll for CITY OF JACKSON
Roll for Year 2015
Population: Special Assessment District (3382)
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
3382	3-3146.2000 RCN WEST, BLOOMFD STARBOARD REALTY OF GREAT LAKES LLC 8175 CREEKSIDE DR #200 PORTAGE MI 49024	0.00 0.00	0.00		0.00	32,812.50 0.00	32,812.50
<p>LAND OWNED & USED AS ONE PARCEL & DESC AS COM AT A PT 33 FT W & 40 FT S OF NE COR OF SEC 9 T3S R1W RUNNING TH S ALONG W LINE OF W AVE 150 FT TH W 132 FT TH N 150 FT TO S LINE OF HIGH ST AS NOW ESTABLISHED TH E ALONG S LINE OF HIGH S 132 FT TO POB BEING A PART OF LOT 1 GORHAM'S ADD & VACATED KIBBY RD EX A PORTION ON NE COR OF SD DESC TO BE CURVED ON A 20 FT RADIUS AT INTERS OF S S WEST AVE & SD W HIGH ST SD PORTION TO BE USED FOR ST PURPOSES GORHAM'S ADD</p>							
3382	3-3146.3000 RCN WEST, BLOOMFD R & H PROPERTIES INC 100 WATERWORKS DR HILLSDALE MI 49242	0.00 0.00	0.00		0.00	22,252.50 0.00	22,252.50
<p>LAND COM AT INTERS OF W LINE OF WEST AV WITH N LN OF RANDOLPH ST TH W 264 FT M OR L TO E LINE OF GRINNELL ST IF EX TH N PARA WITH W LN OF WEST AVE 106.40 FT TH E PARA WITH N LINE RANDOLPH ST 264 FT M OR L TH S 106.40 FT TO PL OF BEG BEING PART OF LOT 1 GORHAM'S ADDITION</p>							
Total Parcels: 21		0.00 0.00	0.00		0.00	135,475.61 0.00	135,475.61

I, Bethany Smith, City Attorney for the City of Jackson, Michigan, hereby state that, pursuant to the requirements of Chapter 22 of the Code of the City of Jackson, I have carefully reviewed Special Assessment Roll No. 3383 received by this office from the City Assessor on February 2, 2016 I further state that:

I have made all necessary corrections therein and have returned Special Assessment Roll No. 3383 to the City Assessor on _____; or,

I have found corrections to Roll 3383 unnecessary and have returned same to the City Assessor on February 3, 2016.

Bethany Smith
Bethany Smith, City Attorney

Special Assessment Roll for CITY OF JACKSON
Roll for Year 2015
Population: Special Assessment District (3383)
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
3383 RCN HAMILTON, ARG	8-237000000 SMITH RENAY J 1116 HAMILTON ST JACKSON MI 49202	0.00 0.00	0.00		0.00	3,577.50 0.00	3,577.50
LOT 2 BLK 1 WALKER'S ADD							
3383 RCN HAMILTON, ARG	8-237200000 SAWYER EDITH M TRUST 6980 WOOSTER RD JACKSON MI 49201	0.00 0.00	0.00		0.00	2,490.00 0.00	2,490.00
LOT 4 BLK 1 WALKER'S ADD							
3383 RCN HAMILTON, ARG	8-237400000 SANDERS TERRY G 1112 HAMILTON ST JACKSON MI 49202	0.00 0.00	0.00		0.00	2,602.50 0.00	2,602.50
LOT 6 BLK 1 WALKER'S ADD							
3383 RCN HAMILTON, ARG	8-237600000 SOLTIS ANTHONY E ETAL 6748 MAPLE LANE RD RIVES JUNCTION MI 49277	0.00 0.00	0.00		0.00	3,382.50 0.00	3,382.50
LOT 8 BLK 1 WALKER'S ADD							
3383 RCN HAMILTON, ARG	8-237800000 BOLDT BENJAMIN JOSEPH 1108 HAMILTON ST JACKSON MI 49202	0.00 0.00	0.00		0.00	2,782.50 0.00	2,782.50
LOT 10 BLK 1 WALKER'S ADD							
3383 RCN HAMILTON, ARG	8-238000000 BOLDT BENJAMIN JOSEPH 1108 HAMILTON JACKSON MI 49202	0.00 0.00	0.00		0.00	250.00 0.00	250.00
LOT 12 BLK 1 WALKER'S ADD							
3383 RCN HAMILTON, ARG	8-238400000 CASSA ROBERT E JR & CYNTHIA L 1017 HAMILTON ST JACKSON MI 49202	0.00 0.00	0.00		0.00	2,602.50 0.00	2,602.50
LOT 16 BLK 1 WALKER'S ADD							
3383 RCN HAMILTON, ARG	8-238500000 POTTER SIDNEY ETAL 11053 NORTHVIEW JEROME MI 49249	0.00 0.00	0.00		0.00	2,602.50 0.00	2,602.50
LOT 1 BLK 2 WALKER'S ADD							

Special Assessment Roll for CITY OF JACKSON
Roll for Year 2015
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Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Addtl Penlty Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
3383 RCN HAMILTON, ARG	8-238700000 RICHARDSON BARBARA J 1113 HAMILTON ST JACKSON MI 49202	0.00 0.00	0.00		0.00	3,037.50 0.00	3,037.50
LOT 3 BLK 2 WALKER'S ADD							
3383 RCN HAMILTON, ARG	8-239000000 SOULLIERE BARBARA I 1111 HAMILTON ST JACKSON MI 49202	0.00 0.00	0.00		0.00	2,542.50 0.00	2,542.50
LOT 5 BLK 2 WALKER'S ADD							
3383 RCN HAMILTON, ARG	8-239200000 HOFFMAN KIMBERLY S 1109 HAMILTON ST JACKSON MI 49202	0.00 0.00	0.00		0.00	2,685.00 0.00	2,685.00
LOT 7 BLK 2 WALKER'S ADD							
3383 RCN HAMILTON, ARG	8-239400000 FAIRCHILD KRISTEN J 1107 HAMILTON ST JACKSON MI 49202	0.00 0.00	0.00		0.00	3,307.50 0.00	3,307.50
LOT 9 BLK 2 WALKER'S ADD							
3383 RCN HAMILTON, ARG	8-239600000 HOFFMAN KIMBERLY S 1109 HAMILTON ST JACKSON MI 49202	0.00 0.00	0.00		0.00	250.00 0.00	250.00
LOT 11 BLK 2 WALKER'S ADD							
3383 RCN HAMILTON, ARG	8-239900000 LOVE CLARENCE 114 W ARGYLE ST JACKSON MI 49202	0.00 0.00	0.00		0.00	3,810.00 0.00	3,810.00
LOT 14 BLK 2 WALKER'S ADD							
3383 RCN HAMILTON, ARG	8-249700000 SAMOHOVETZ KURT E 1136 COOPER ST JACKSON MI 49202	0.00 0.00	0.00		0.00	4,252.50 0.00	4,252.50
2503, 2504 LOT 4 & S 9.935 FT OF LOT 8 & ALL OF LOTS 9 & 10 SMART'S ADD							
3383 RCN HAMILTON, ARG	8-249900000 RODRIGUEZ SALVADOR & DEBORAH 1140 COOPER ST JACKSON MI 49202	0.00 0.00	0.00		0.00	4,387.50 0.00	4,387.50

2500
LOT 6 & N 47.47 FT OF LOT 7 SMART'S ADD

Special Assessment Roll for CITY OF JACKSON
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3383 RCN HAMILTON, ARG	8-250100000 RAMIREZ-SANCHEZ REY & SARAH J 1135 HAMILTON ST JACKSON MI 49202	0.00 0.00	0.00		0.00	3,795.00 0.00	3,795.00
S 4.96 FT OF LOT 7 & N 41.14 FT OF LOT 8 SMART'S ADD							
3383 RCN HAMILTON, ARG	8-250600000 DUNGY MITCHELL W & AMY M 1121 HAMILTON ST JACKSON MI 49202	0.00 0.00	0.00		0.00	3,232.50 0.00	3,232.50
LOT 12 SMART'S ADD							
3383 RCN HAMILTON, ARG	8-250700000 LINABURY JOEINE & JACK 1119 HAMILTON ST JACKSON MI 49202	0.00 0.00	0.00		0.00	3,532.50 0.00	3,532.50
LOT 13 SMART'S ADD							
3383 RCN HAMILTON, ARG	8-250800000 COMMET ROBERT F 4732 MOON LAKE RD JACKSON MI 49201	0.00 0.00	0.00		0.00	2,400.00 0.00	2,400.00
LOT 14 SMART'S ADD							
3383 RCN HAMILTON, ARG	8-250900000 TOWLER ROBERT C LE 1120 HAMILTON ST JACKSON MI 49202	0.00 0.00	0.00		0.00	3,285.00 0.00	3,285.00
LOT 15 SMART'S ADD							
3383 RCN HAMILTON, ARG	8-251000000 BUSH PAUL A & LYNN A 1122 HAMILTON ST JACKSON MI 49202	0.00 0.00	0.00		0.00	3,712.50 0.00	3,712.50
LOT 16 SMART'S ADD							
3383 RCN HAMILTON, ARG	8-251100000 DAVID JOS & ARIE 1124 HAMILTON ST JACKSON MI 49202	0.00 0.00	0.00		0.00	3,457.50 0.00	3,457.50
LOT 17 SMART'S ADD							
3383 RCN HAMILTON, ARG	8-251200000 SCZYKUTOWICZ ANNETTE M 1128 HAMILTON ST JACKSON MI 49202	0.00 0.00	0.00		0.00	3,300.00 0.00	3,300.00
LOT 18 SMART'S ADD							

Special Assessment Roll for CITY OF JACKSON
Roll for Year 2015
Population: Special Assessment District (3383)
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
3383	8-251300000	0.00	0.00		0.00	4,672.50	4,672.50
RCN HAMILTON, ARG	STEPHENS PATRICIA M	0.00				0.00	
	1132 HAMILTON ST						
	JACKSON MI 49202						
2514, 2515, 2516							
LOTS 19, 20, 21 & 22 SMART'S ADD							
Total Parcels: 25		0.00	0.00		0.00	75,950.00	75,950.00
		0.00				0.00	

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager *PHB*

DATE: March 15, 2016

SUBJECT: Ordinance amending Chapter 28, Section 28-32, City Code, to rezone 1808 Lewis Street from R-1, One Family Residential to I-2, General Industrial (first reading)

Recommendation: Hold the public hearing, approve first reading, and forward to second reading the Ordinance amending Chapter 28, Section 28-32, City Code, to rezone 1808 Lewis Street from R-1, One Family Residential to I-2, General Industrial as per the recommendation from the Planning Commission.

Attached is the memo and draft Ordinance from Jennifer Morris, Director Neighborhood and Economic Operations, along with the packet that was presented to the Planning Commission regarding the above noted rezoning request.

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

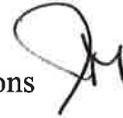
PHB

Attachments

DEPARTMENTAL REPORT
February 15, 2016

MEMO TO: Patrick Burtch, City Manager

FROM: Jennifer Morris, Director of Neighborhood and Economic Operations



RECOMMENDATION: Approve the proposed Ordinance amending Chapter 28, Section 28-32, City Code, to rezone 1808 Lewis Street from R-1, One Family Residential to I-2, General Industrial

SUMMARY

The applicant is requesting the rezoning of the subject site to allow for the eventual expansion of Jackson Tumble Finish which is presently zoned I-2, General Industrial.

BUDGETARY CONSIDERATIONS

The budgetary considerations are specific to the elimination of a property that has required considerable attention on the part of the City staff and replace it with a project that has the potential to generate tax revenues and jobs.

HISTORY, BACKGROUND and DISCUSSION

The property is located on the north side of Lewis Street, west of Losey Avenue, due south of the Jackson Tumble Finish facility, and due east of Elm Plating. The structure was built in 1910 and appears to have been utilized as a residence since it was constructed. However, upon its recent acquisition by the applicant, it was intended to be vacated and appears to remain as such due in part to the quantity of violations cited by the City inspectors and subsequent Administrative Hearings Bureau cases.

The City's 2003 Comprehensive Plan, which is presently being updated, denotes the subject site as being part of an area planned for general industrial with pockets of single family residential and a conservation overlay. While the Plan intended for a use pattern similar to what existed in 2003, since that time the area has significantly redevelopment to become a more cohesive industrial land use center. Therefore, the proposed zoning could be considered consistent with the current development pattern for the area immediately abutting the subject site. The rezoning is also consistent with the proposed future land use map.

DISCUSSION OF THE ISSUE

The criteria for amending the zoning map (rezoning) is as follows:

1. Consistency with the goals, policies and Future Land Use Map of the City's Comprehensive Plan, including all applicable subarea and corridor studies. If conditions have changed since the Master Plan was adopted, the consistency with recent development trends in the area;
2. Compatibility of the site's physical, geological, hydrological and other environmental features with the potential uses allowed in the proposed zoning district;
3. Evidence the applicant cannot receive a reasonable return on investment through developing the property with one (1) of the uses permitted under the current zoning;
4. The compatibility of all the potential uses allowed in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values;
5. The capacity of City's infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the "health, safety and welfare" of the City;
6. The apparent demand for the types of uses permitted in the requested zoning district in the City in relation to the amount of land in the City currently zoned to accommodate the demand; and
7. Where a rezoning is reasonable given the above criteria, a determination shall be made that the requested zoning district is more appropriate than another district or amending the list of permitted or special land uses within a district.

POSITIONS

The requested I-2 (General Industrial) zoning is consistent with the general intent of the current and proposed Comprehensive Plan and future land use designations. Furthermore the industrial land use pattern and zoning have been well established within the immediate facility of the subject site. Therefore, staff recommended **APPROVING** the request to rezone the property from R-1 to I-2 for the purpose of allowing the property to be used for the eventual expansion of Jackson Tumble Finish but would also preclude the continued use of the existence single family home. On March 14, 2016, the Planning Commission is holding a public hearing and will be making a recommendation to the City Council.

ATTACHMENTS

ORDINANCE NO. 2016-___

An Ordinance to amend Section 28-32, of Chapter 28, of the Code of Ordinances of the City of Jackson.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. That Section 28-32 of Chapter 28, of the Code of Ordinances, City of Jackson, Michigan, be and the same hereby is, amended by changing the map of the use districts required by said Section and said Chapter, and incorporated therein by reference as follows:

Change one (1) property known legally as the following from R-1 (one family residential) to I-2 (general industrial):

Property Address: 1808 Lewis Street, Jackson, MI
Legal Description: 6-175200000

Section 2. This ordinance shall take effect thirty (30) days from date of adoption.

* * * * *

Adopted:



**PLANNING COMMISSION
MARCH 14, 2016**

Overview and Applicable Zoning Criteria

- Applicant:** Jackson Tumble Finish, 1801 Mitchell Street, Jackson, MI 49203
- Location:** 1808 Lewis Street (ID #6-1752)
- Received Date:** February 11, 2016
- Current Zoning:** R-1, One Family Residential
- Current Land Use:** Single Family Home
- Proposed Zoning:** I-2, General Industrial
- Proposed Land Use:** Eventual expansion of the Jackson Tumble Finish facility

Purpose of the Request: The applicant is requesting the rezoning of the subject site to allow for the eventual expansion of their current facility.

Aerial Map/Photo



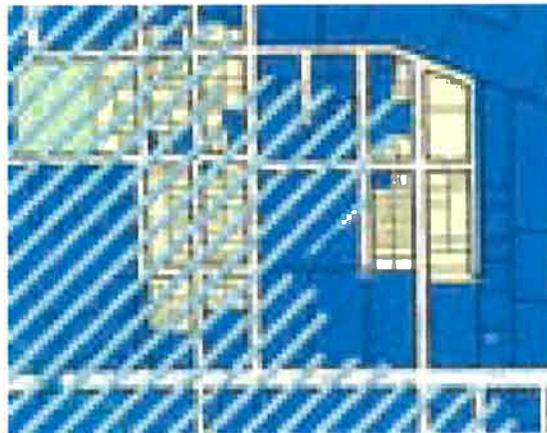


Site Description

The property is located on the north side of Lewis Street, west of Losey Avenue, due south of the Jackson Tumble Finish facility, and due east of Elm Plating. The structure was built in 1910 and appears to have been utilized as a residence since it was constructed. However, upon its recent acquisition by the applicant, it was intended to be vacated and appears to remain as such due in part to the quantity of violations cited by the City inspectors and subsequent Administrative Hearings Bureau cases.

Master Plan & Future Land Use

The City’s 2003 Comprehensive Plan, which is presently being updated, denotes the subject site as being part of an area planned for general industrial with pockets of single family residential and a conservation overlay. While the Plan intended for a use pattern similar to what existed in 2003, since that time the area has significantly redevelopment to become a more cohesive industrial land use center. Therefore, the proposed zoning could be considered consistent with the current development pattern for the area immediately abutting the subject site. The rezoning is also consistent with the proposed future land use map.



Conclusion: The proposed I-2, General Industrial, zoning district is consistent with the established land use pattern and the draft Comprehensive Plan.

Neighboring Zoning and Land Use

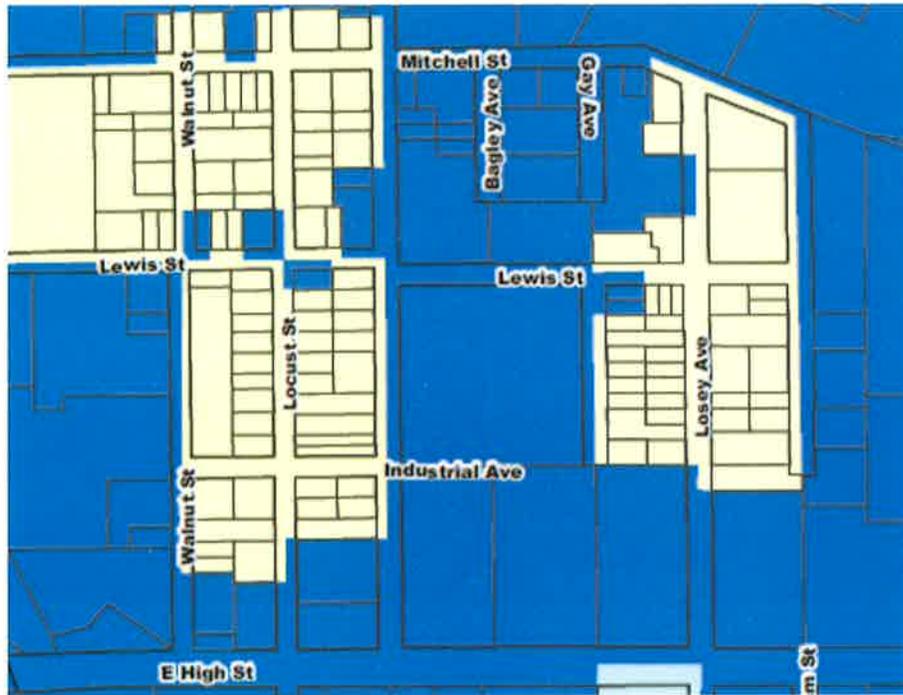
The subject parcel is zoned R-1, One Family Residential, while the surrounding parcels are zoned as follows:

North: I-2, General Industrial

South: I-2, General Industrial and R-1, One-Family Residential

East: R-1, One Family Residential

West: I-2, General Industrial



The subject site is occupied by a vacant single family home while the surrounding uses are as follows:

North: Jackson Tumble Finish

South: Industrial and
Single family residential

East: Single Family Home

West: Industrial





The land uses abutting the subject property are predominately industrial along with scattered single family homes to the east and south. The well-established industrial district appears to be extending further into the residential area which is planned for an eventual full transition. The industrial uses to the north and west also appear to be in need of additional space.

Conclusion: The predominant land uses and zoning designations surrounding the subject parcel are industrial while the remainder of the area is used and zoned for single-family residential purposes.

Development Potential

The current zoning (R-1) would allow the continuance of a single family use provided all prior violations were rectified. Other complementary uses could include a church, day care facility, home occupation, and/or park.

The proposed zoning (I-2) would allow the construction of an industrial operation and/or if combined with an adjacent parcel could allow for the expansion of their operations. Possible uses include adult entertainment facilities, auto repair/sales, banks, building material sales/display, salvage/junk yards, cold storage plants, machinery sales, manufacturing facilities, restaurant, storage facilities, and other similar uses. However, all development potential is limited based upon the size of the property (0.45 acres) as well as the extensive setback, landscaping/screening, and associated parking requirements.

Conclusion: Redevelopment of this property under the proposed zoning could be difficult due to the size of the property; however, if combined with the abutting parcel(s) it would be more than adequate to provide ample space for expansion.

Traffic Impact and Site Access

The site is directly accessed from Lewis Street and is adjacent to Losey Avenue, both of which are more than adequate to accommodate the development potential under the existing and proposed zoning districts.

Conclusion: The traffic and site access is more than adequate to accommodate the proposed zoning designation.



Essential Facilities and Services

Municipal water and sewer services are available at this site. Because the established land use pattern is industrial with a pocket of residential to the south and east, it can be assumed that the services are adequate for redevelopment under the current and proposed zoning districts. However, due to the age of the existing home, the condition of the service leads are unknown.

Conclusion: The proposed zoning would have no significant impact to essential facilities and services since within the area since the proposed zoning is consistent with the predominant land use pattern.

Recommendations

The requested I-2 (General Industrial) zoning is consistent with the general intent of the current and proposed Comprehensive Plan and future land use designations. Furthermore the industrial land use pattern and zoning have been well established within the immediate facility of the subject site. Therefore, staff recommends **APPROVING** the request to rezone the property from R-1 to I-2 for the purpose of allowing the property to be used for the eventual expansion of Jackson Tumble Finish but would also preclude the continued use of the existence single family home.

A handwritten signature in black ink, appearing to read "Jennifer Morris".

Jennifer Morris, AICP

Director of Neighborhood and Economic Operations

cc: Applicant



Neighborhood & Economic Operations

Building a Stronger Jackson

161 W. Michigan Avenue • Jackson, MI 49201-1303 • Facsimile (866) 971-2151

Administration
Services
(517) 788-4060

Building
Inspection
(517) 788-4012

Rehabilitation Services
& Information
(517) 788-4070

V160001 Notice of Public Hearing

The City of Jackson Planning Commission will hold a public hearing on a request to rezone property as provided for in Sec. 28-138 of the City of Jackson Zoning Ordinance and as detailed below.

The request was made by:

Jackson Tumble Finish
1801 Mitchell Street
Jackson, MI 49203

The location of the property is:

1808 Lewis Street (ID #6-1752)

The requested action:

To rezoning the property located at 1808 Lewis Street from R-1 (One Family Residential District) to I-2 (General Industrial District)

The effect of the request:

The general industrial district predominates the area with a small pocket of single family districts/homes which are planned for eventual conversion.



You are invited to attend the public hearing to be held on:
Planning Commission - Monday, March 14, 2016 at 6:00 pm
City Council – Tuesday, March 15, 2016 at 6:30 pm
City Hall Council Chambers, 2nd floor
161 W. Michigan Avenue

You received this notice because you own property or reside within the general area of the property shown above. Unless you are the application, you are not required to attend the public hearing or respond to this notice. However, if you are interested in this request, please attend the hearing and/or contact Jennifer Morris at 517-788-4060 or jmorris@cityofjackson.org. Written comments can also be sent to address noted above.



Application for District Change (Rezoning)
Before the City Planning Commission
City of Jackson, Michigan

1. Application PDC 14 0001 Date Filed: 02/11/2016
To be filled out by N&EO Staff To be filled out by N&EO Staff

2. JACKSON TUMBLE FINISH / DENISE L. LOSEY
Name(s)
1801 MITCHELL ST, JACKSON, MI 49203 DENISE@JACKSONTUMBLE.COM
Street Address Email
(577) 787-0368 Owners Occupants Buyers
City State Zip Phone Number Status of the Applicant* (Circle One)

of the property located at: 1808 LEWIS ST, JACKSON, 49203
Street Address Zip Code
property identification #: 6-17520000

I (we) respectfully request a determination be made by the City Planning Commission on the following change of zoning as provided in §28-183 of the Zoning Ordinance:

3. Current zoning: (R-1) R-2 R-3 R-4 R-5 R-6 C-1 C-2 C-3 C-4 I-1 I-2 PUDD
Circle One
Proposed zoning: R-1 R-2 R-3 R-4 R-5 R-6 C-1 C-2 C-3 C-4 I-1 (I-2)
Circle One
The proposed use is: FUTURE EXPANSION

5. I certify that the information provided above is correct to the best of my belief and knowledge.

DENISE L. LOSEY
Name & Title
Denise L. Losey
Signature

6. City Clerk Use Only:
Date: 02/11/2016 Fee: \$ 305 Receipt #: 90823759

* If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burch, City Manager *PHB*

DATE: March 15, 2016

SUBJECT: Ordinance amending Chapter 21.5 and Chapter 28, Sec. 28-5 (definitions), Sec. 28-71 (permitted and conditional uses), Sec. 28-130 (nonconforming lots, buildings, signs, structures and uses of buildings, structures and land), Sec. 28-135 (site plan review procedures and requirements), Sec. 28-145 (conditional uses), Sec. 28-166 (revocable license for signs and/or awnings in the right-of-way), Secs. 28-250 – 28-262 (sign regulations) of the City Code (first reading)

Recommendation:

Hold a public hearing and approve the first reading of the ordinance amending Chapter 21.5 and Chapter 28, Sec. 28-5 (definitions), Sec. 28-71 (permitted and conditional uses), Sec. 28-130 (nonconforming lots, buildings, signs, structures and uses of buildings, structures and land), Sec. 28-135 (site plan review procedures and requirements), Sec. 28-145 (conditional uses), Sec. 28-166 (revocable license for signs and/or awnings in the right-of-way), Secs. 28-250 – 28-262 (sign regulations) of the City Code as per the recommendation from the Planning Commission dated March 14, 2016.

Attached is the memo and draft Ordinance from Jennifer Morris, Director of Neighborhood and Economic Operations, along with the packet that was presented to the Planning Commission regarding the above noted text amendments.

I recommend that the above mentioned Ordinance be forwarded to second reading. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Jennifer Morris, Director of Neighborhood and Economic Operations 

DATE: March 15, 2016

RECOMMENDATION: Hold the public hearing, approve first reading, and forward to second reading the removal of Chapter 21.5, Signs from the Code of Ordinances, and placing it in Chapter 28, Zoning, with major revisions

SUMMARY

Due to several recent court rulings at both the State and Federal level, along with the observed need to update the signage regulations to be more consistent with the current goals, objectives and policies of the City, specifically those adopted by the City Council, the attached ordinance amendments can be summarized as follows:

1. The regulations are being relocated from the general code of ordinances (Chapter 21.5) to Chapter 28, zoning
2. A significant quantity of definitions have been added and/or amended
3. Billboards are now conditional uses in the I-2, General Industrial district, and specific standards have been added for all such signs
4. The intent section has been expanded to address the issues resulting from the recent court cases
5. General provisions have been expanded to provide additional clarity, specifically regarding illumination and how to calculate sign area
6. Nearly all of the existing sign regulations (location, area, and height) have been modified, and gas station canopy signage, murals, temporary event signs, and window signage have been added
6. A list of signs exempt from the permitting process is denoted along with the size and associated restrictions
7. New section addressing similar sign determinations has been added for instances when a specific type of sign is not identified in the ordinance
8. Significantly more detail has been added to the prohibited sign section

POSITION

Based upon the above noted rationale for the proposed text amendments (Chapter 21.5 and Chapter 28, Sections 28-5, 28-71, 28-130, 28-135, 28-145, 28-166, and Sections 28-250 through 28-262), it is recommended that the Council approve first reading and forward the Ordinance to the second reading.

ATTACHMENTS

PUBLIC HEARING CITY OF JACKSON

Please take notice that the City of Jackson will hold public hearings in the City Council Chambers located at 161 W. Michigan Avenue to consider the following amendments to the Code of Ordinances (Chapter 21.5 and Chapter 28):

1. Chapter 21.5 (signs) remove all associated regulations from this chapter
2. Section 28-5 (definitions) to add the applicable signage definitions
3. Section 28-71 (permitted and conditional uses) to add billboards as a conditional use in the I-2 (general industrial) district
4. Section 28-130 (nonconforming lots, buildings, signs, structures, and uses of buildings, structures and land) to add a definition of a nonconforming sign
5. Sec. 28-135 (site plan review procedures and requirements) add the review procedures for signs and murals
6. Sec. 28-145 (conditional uses) add the requirements for billboards
7. Sec. 28-166 (revocable license for signs and/or awnings in the right-of-way) detail the specific requirements that already exist via a separate ordinance/policy
8. Secs. 28-250 – 28-262 (sign regulations) to add the general signage requirements originally in Chapter 21.5 and update them to be more consistent with current goals, objectives and policies of the City

The public hearings will be held on Monday March 14, 2016 at 6:00 pm (Planning Commission) and Tuesday, March 15, 2016 at 6:30 pm (City Council) for the purpose of receiving public input on the proposed amendments to the Zoning Ordinance. The complete package can be reviewed at City Hall, Department of Neighborhood and Economic Operations (3rd floor) during normal business hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.). Written comments will also be received at the above address during normal business hours by 5:00 PM on Friday, March 11, 2016.

Jennifer Morris
Director
Neighborhood and Economic Operations

ORDINANCE 2016.____

An Ordinance to revise the City's sign standards by removing Chapter 21.5, Signs, of the Code of Ordinances, City of Jackson, Michigan and placing it in Chapter 28, Zoning, with major revisions.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

To revise the various standards affecting the signs necessary for the vitality of businesses and other organizations within the City while preventing visual clutter and the other unintended consequences of signage.

Section 2. That Article I of Chapter 28, Section 28.5, Article III of Chapter 28, Section 28-71, Article V of Chapter 28, Sections 28-130, 28-135, 28-145, and 28-166, and Article IX of Chapter 28, Section 28-250 through 28-262 of the Code of Ordinances, City of Jackson, Michigan be amended to read as follows:

Sec. 28-5. - Definitions.

Abandoned sign means any sign that is still on a residential property for six (6) months, a commercial property for nine (9) months or industrial property for fifteen (15) months after a business no longer operates at the location (see Sec. 28-260(h)).

Awning means a fixed or retractable shelter constructed of non-rigid materials on a supporting framework which projects from the exterior wall of a building.

Awning Sign means a sign affixed flat against the surface of an awning or inscribed on an awning (see Sec. 28-253(a)).

Banners, Balloons, Pennants, Festoons, Flags, Spinners, or Streamers shall include all removable fabric, cloth, paper or other non-rigid material, except American flags, suspended or hung from light poles, buildings or other site amenities (see Sec. 28-260(q)).

Billboard means a sign for the display of information in public places, such as alongside highways (see Sec. 28-253(b)).

Business Center Sign means a sign that identifies and/or advertises a business center. A business center shall be considered a group of two (2) or more stores, offices, research facilities or manufacturing facilities which collectively have a name different than any individual establishment. A business center may also be considered a nonresidential platted subdivision or site condominium development, such as an industrial or office park (see Sec. 28-253(c)).

Construction Site Sign means a sign erected on a construction site.

Conforming Sign means a sign that is allowable under Sec. 28-253.

Drive-Thru Board means a sign located within ten (10) feet of either side of a drive-thru lane.

Electronic and Other Changeable Message Board means the portion of a sign on which copy is changed either manually or electronically (see Sec. 28-253(e)).

Gas Station Canopy Sign means a sign located at a gas station attached directly to the elevated canopy that covers pump islands.

Incidental Sign means a small sign, emblem, or decal located on an entry door or window that accompanies other signs

Ingress/Egress Sign means a sign located in the area formed at the corner intersection of a public right-of-way and a driveway but shall not be located within the sight clearance triangle. (see Sec. 28-126)

Inflatables mean any size, shape or style of inflatable that requires air or helium to remain permanently or intermittently inflated.

Interior Signs means signs located inside a building and are not reasonably intended to be visible from outside the building.

Monument (Ground) Sign means a sign attached to a permanent foundation of at least equal length to the sign structure and not attached to a building, pole, posts, or similar uprights.

Mural means a painting or similar graphic medium on a wall (see Sec. 28-253(h)).

Nonconforming Sign means a sign that was lawfully permitted at the time it was erected, but is not permitted under current ordinance.

Off Premises Sign means a sign located on property not owned by the sign owner.

Parking Lot Sign means a sign located within a public or private - parking lot.

Portable Sign means a free-standing sign not permanently anchored or secured to the ground or to a building.

Projecting Sign means a sign which projects from and is supported by a building wall, any part of which extends more than fifteen (15) inches beyond the building face or ends of the building wall (see Sec. 28-253(i)).

Roof Sign means any sign that extends above the top of the facade or eave line, and is exclusively mounted to the roof of the building or is incorporated into the material which clad a building roof (see Sec. 28-260(q)).

Sandwich Board Sign means a temporary A-frame design sign that is freestanding, (see Sec. 28-253(j)).

Shingled Roof Sign means a sign that consists of words or images in a pattern and color different to the any abutting shingle or other roofing material intended to advertise or draw the public's attention (see Sec. 28-260(r)).

Sign means a name, identification, description, display, or illustration which is affixed to, or painted, or represented directly or indirectly upon a building, structure, or piece of land, and which directs attention to an object, product, place, activity, person, institution, organization, or business and which is visible from any public street, right-of-way, sidewalk, alley, park, or other public place.

Swinging Sign means a sign suspended from a horizontal or near horizontal support or arch.

Temporary Banner means a sign of lightweight fabric or similar material that is temporarily mounted or attached to a pole or a building.

Temporary Event Sign means a temporary or portable sign concerning a special event.

Temporary Freestanding Commercial/Industrial Yard Sign means a sign located in the front or side yard and constructed of paper, cloth, canvas, plastic sheet, cardboard, wallboard, plywood or other like materials and appears to be intended to be displayed for a limited period of time.

Temporary Freestanding Residential Yard Sign means a sign located in the front or side yard and constructed of paper, cloth, canvas, plastic sheet, cardboard, wallboard, plywood or other like materials and appears to be intended to be displayed for a limited period of time.

Wall Sign means a sign attached to, painted on, or otherwise placed upon an exterior building wall (see Sec. 28-253(m)).

Warning Sign means a sign that warrants of a potential danger, hazard or health risk.

Window Signs mean signs affixed to the interior or exterior glass surfaces of windows or doors and are visible from outside the structure.

Zoning Administrator means the staff Zoning Administrator and includes any designee of the Zoning Administrator.

Sec. 28-71. - Permitted and conditional uses.

The following uses are permitted (P), or conditional (C) within the zoning districts. Conditional uses require approval by the planning commission according to the procedures of section 28-145(a).

		Zoning District											
		R-1	R-2	R-3	R-4	R-5	R-6	C-1	C-2	C-3	C-4	I-1	I-2
...													
(22)	Billboards (subject to the provisions in Sec. 28-256(m) and Sec. 28-145(d)(13)).												C
...													

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

(j) *Non-Conforming Signs.*

- (1) The goal is to eliminate nonconforming signs, except as otherwise specifically set forth in this Section. Any lawfully erected sign, which is made unlawful by this Chapter, may continue exactly as the sign existed at the time when the sign became unlawful under the provisions of this Chapter.
- (2) No non-conforming sign shall:
 - a. Be changed to another non-conforming sign without a variance;
 - b. Be structurally altered so as to change the shape, size, type or design of the sign;
 - c. Be re-established after the activity, business or use to which it relates has been discontinued for ninety (90) days or longer; or

- (3) *Servicing and Maintenance.* The provisions of this Chapter shall not apply to the ordinary servicing repainting of existing signs or changing of sign panels or to the altering of a sign specifically designed for periodic change of message without change in sign structure, such as a bulletin board or similar type of sign.

Sec. 28-135. - Site plan review procedures and requirements.

Table of Required Review Process			
SITUATION/USE	PCR	AR	
	FSP	FSP	PSP
...			
OTHER TYPES OF PROJECTS:			
...			
Any use requiring a conditional use permit (CUP) not covered by one of the above situations/uses (see Section 28-71).	X		
Murals meeting the requirements of Sec. 28-253(n).	X		
Key: PCR = Planning Commission review; AR = administrative review; FSP = full site plan; PSP = plot site plan.			

Sec. 28-145. - Conditional Uses.

- (d) *Additional development requirements for certain conditional uses.* A conditional use permit shall not be granted for the uses specified in this section unless the following minimum non-discretionary standards are met:

...

- (13) *Billboards.* Billboard structures or signs, are permitted on properties which are not otherwise used or occupied for the uses or purposes described in this Chapter subject to the following restrictions:
 - a. *Location.* A billboard is permitted only on property that is located on major streets and which is located in only in the I-2 district.
 - b. *Size.* The billboard may be double-faced and cannot exceed a surface area of three hundred (300) square feet per face, nor thirty-five (35) feet in height. The distance between faces shall be determined by the Planning Commission.
 - c. *Illumination.* The billboard shall not be back-lit but may be front-lit only if the illumination does not obscure or interfere with an official traffic control device.
 - d. *Setbacks.* The billboard must be set back not less than twenty-five (25) feet from the edge of pavement or the minimum setback for buildings and structures for the sign district within which it is located, whichever is greater; provided, however, that where it is located within one hundred (100) feet of a building, the billboard need only be set back a distance equal to the set back of the front line of the building.

- e. *Distance from other billboards.* Each billboard must be located at least five hundred (500) feet (measured along the nearest common side of the adjacent major street) from another billboard.
- f. *Conformance to state statutes.* An billboard must conform to all of the requirements of the Highway Advertising Act of 1972 (PA 106 of 1972, MCL 252.301 et seq.) except where a more restrictive standard is required by this Chapter, in which case such billboard must conform to the provisions of this Chapter.
- g. *Impairment of adjacent property rights.* A billboard is not permitted where its size, height, location, or illumination would unreasonably impair visibility, light, or air otherwise enjoyed by adjacent property.
- h. *City-wide limited faces of billboards.* The total number of billboards with the city may not be increased from that number in existence on the effective date of this Chapter. No person may construct a billboard without first removing a billboard equal in the number of faces to the number of faces to be installed. To administer this provision, the Neighborhood and Economic Operations Department will issue a replacement permit to any person who permanently removes a lawful existing billboard face. The Zoning Administrator will note the number of faces for every sign being removed. Replacement permits may be transferred. No billboard construction permit may be issued unless the applicant for the permit tenders a replacement permit for cancellation that has a total number of faces noted on it that equals at least the number of faces of the sign or signs to be constructed. Any billboard constructed must also comply with all other provisions of this Chapter.

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

- (a) The owner of any sign, awning, canopy, or marquee that will be placed in or hang over the right-of-way must complete an application for a revocable license and pay the required fee to the clerk's office. The application is available through the Department of Neighborhood and Economic Operations or on line at the city's website: www.cityofjackson.org. The application must be returned to the Department of Neighborhood and Economic Operations along with a color rendering of the proposed sign, awning, canopy, or marquee. The application shall include a drawing of the building facade depicting height and width dimensions, the location of the sign, and the dimensions of the sign, awning, canopy, or marquee.
- (b) The application must also include a general liability insurance certificate verifying that the owner of the sign, awning, canopy, or marquee is insured against personal injury and property damage arising out of erecting, altering, adding to, repairing of, or subsequent falling of the sign, awning, canopy, or marquee or sign parts. The owner shall also provide to the City of Jackson an insurance endorsement stating that the City of Jackson is an additional insured, and it must be in a coverage amount established by the City Attorney to ensure the City's protection. If a revocable license is approved, the owner of the sign, awning, canopy, or marquee shall submit a renewal certificate of insurance and an insurance endorsement annually to the Department of Neighborhood and Economic Operations to prove the sign, awning, canopy, or marquee remains properly insured.

- (c) Upon receipt of a completed application for a revocable license, the Department of Neighborhood and Economic Operations shall review the request for code compliance. The application for the revocable license, along with a recommendation from the Department of Neighborhood and Economic Operations or other City department(s), shall be placed on the next regularly scheduled City Council meeting for City Council action. All applications for a revocable license must either be denied or approved and executed within sixty (60) days of receipt. If the revocable license is approved by the City Council, the Mayor and Clerk shall execute the revocable license. Any application that is not denied within sixty (60) days of receipt shall be deemed approved.
- (d) If the owner of a sign, awning, canopy, or marquee having a revocable license seeks to enlarge, reduce in size, or change the sign, awning, canopy, or marquee, the owner must submit a new permit request and pay the required fee to the clerk's office. The sign inspector, along with legal staff, must review the new permit request to determine if a new revocable license is required. If a new revocable license is required, the new permit request must proceed under the process set forth in this section to obtain a new revocable license. A new permit shall not be required for ordinary servicing, repainting, cleaning or maintenance of an approved existing sign, and/or awning, provided that the condition of the original approval and the requirements of this chapter are not violated.
- (e) If the owner of a sign, awning, canopy, or marquee already has a revocable license and intends to relocate the sign, awning, canopy, or marquee previously approved to a different part of the existing building with equal or greater facade dimensions (width) without making any changes to the size, color, graphics, or wording, the owner shall submit a new application for a revocable license to the Department of Neighborhood and Economic Operations. The application will be processed according to the requirements set forth in this section for all new revocable license permits.
- (f) If the owner of a sign, awning, canopy, or marquee having a revocable license intends to relocate the sign, awning, canopy, or marquee previously approved to a different building, the owner shall submit a new revocable license application to the Department of Neighborhood and Economic Operations. The application will be processed according to the requirements set forth in this section for all new revocable license permits.

Secs. 28-167—28-180. - Reserved.

ARTICLE IX. SIGN REGULATIONS

Sec. 28-250. - Intent.

The purpose of this Article is to regulate signs and outdoor advertising within the City of Jackson to protect public safety, health, and welfare; minimize abundance and size of signs to reduce motorist distraction and loss of visibility; promote public convenience; preserve property values; support and complement strategies of the City of Jackson Master Plan; and enhance the aesthetic appearance and quality of life within the City. Additional objectives, above and beyond those found within this Article, are as follows:

- (a) Protect the public right in accordance with the First Amendment of the United States Constitution.
- (b) Recognize that the principal intent of commercial signs is to serve the public interest, for providing accurate information to the public, not for creating visual blight, and not for compromising traffic safety.
- (c) Recognize that the proliferation of signs is unduly distracting to motorists and non-motorized travelers, reduces the effectiveness of signs directing and warning the public, causes confusion, reduces desired uniform traffic flow, and creates potential for accidents.
- (d) Prevent signs that are potentially dangerous to the public due to structural deficiencies or disrepair.
- (e) Enable the public to locate goods, services, and facilities without excessive difficulty and confusion by restricting the placement of signs.
- (f) Prevent placement of signs which will conceal or obscure signs of adjacent uses.
- (g) Preserve and improve the aesthetics and character of the City by encouraging signs of consistent size which are compatible with and complementary to related buildings and uses, and harmonious with their surroundings.
- (h) Provide a predictable form-based ordinance that focuses on regulating the time, place, manner, and physical characteristics of signs, but not focus on regulating the message content of signs.

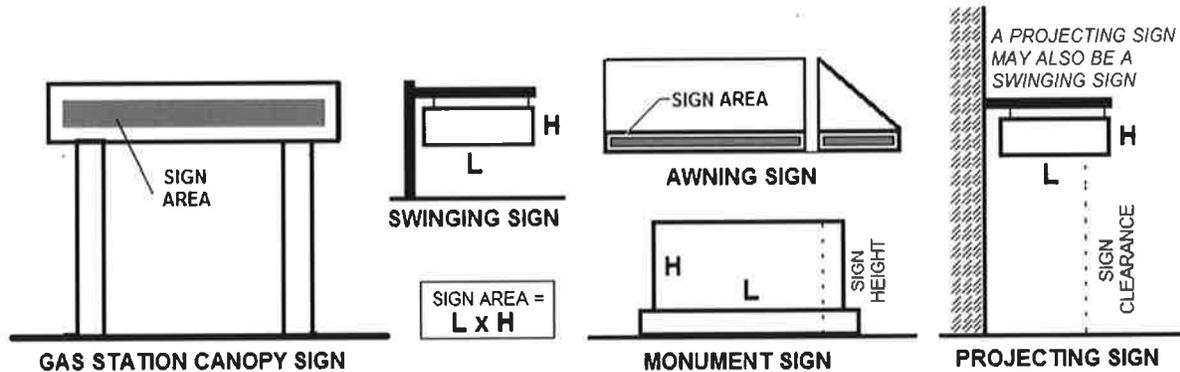
Sec. 28-251. - Interpretation.

Please refer to Sec. 28-4 regarding how the wording utilized in this and the other articles which comprise this Chapter shall be interpreted.

Sec. 28-252. - General Provisions.

- (a) *Character.* All signs must be designed, constructed, and maintained to be appropriate in appearance with the existing or intended historic character of the City and to maintain the essential character of the area. Signs must be discernible and easy to read for both pedestrian and vehicular traffic.
- (b) *Location/Projection.* Unless otherwise permitted herein, no signs, except those established by the City, County, State, or Federal government, may be located in, projected onto, or overhang any City-owned public right-of-way unless a revocable license is issued by the Neighborhood and Economic Operations Department (see Sec. 28-166). Signs cannot extend above the roof or parapet of the structure to which it is attached. Signs cannot be located within ten (10) feet of a fire hydrant.

- (c) *Enlargement, Alteration or Relocation.* Signs cannot be enlarged, structurally altered, or re-located except to increase their conformity to the provisions of this Chapter.
- (d) *Calculation of Total Sign Area.* The area of a sign is limited to the size of the cabinet or structure (excluding the base) except awnings and gas station canopies (see Sec. 28-253 and the following diagram).



- (e) *Setbacks.* All signs, unless otherwise provided for, shall be located outside any public street right-of-way line, unless a revocable license is granted.
- (f) *Substitution.* The owner of any sign which is otherwise allowed by this sign ordinance may substitute non-commercial copy in lieu of any other commercial or non-commercial copy. This substitution of copy may be made without any additional approval or permitting. The purpose of this provision is to prevent the favoring of commercial speech over non-commercial speech, or favoring of any particular non-commercial message over any other non-commercial message.
- (g) *Illumination.* Signs shall be illuminated only by steady, stationary, shielded light sources directed solely at the sign (i.e. front lit signs) or internal to it (i.e. back lit signs). No sign shall be illuminated by any open spark or flame, intermittent, or flashing illumination, except as otherwise permitted by this Chapter.
- (1) *Front Lit Signs.* 'Front lit signs' are signs that are illuminated by an external light source. An example of a front lit sign is a monument sign that is illuminated by a spot light that is located several feet in front of the sign. The background of front lit signs may be any color, provided they are not reflective at night. However, such signs may use light reflecting lettering and messaging.
 - (2) *Back Lit Signs.* 'Back lit signs' are signs that are illuminated by an internal light source. An example of a back lit sign is a monument sign that is illuminated by several fluorescent bulbs that are located within the sign cabinet. The background of back lit signs may be any color—which complements the character of the surrounding area (except white)—provided the background is blacked out at night so that only the lettering and message is illuminated.
 - (3) Illumination of signs shall meet the standards included in Sec. 28-109; and shall be directed or shielded downward, so that no direct ray from such illumination shall interfere with the vision of persons on the adjacent streets or of adjacent property owners. The use of colored lights that could reasonably be confused with traffic signals shall not be permitted. Underground wiring shall be required for all illuminated signs not attached to a building.

Sec. 28-253. - Signs Subject to Permit or Other Approval.

The signs outlined in the following table are subject to a permit or other approval as indicated. Unless stated otherwise within the Chapter, all other sign types are exempt from the permit requirements. The design requirements and other provisions for each sign are also described. Permit application requirements are found in Sec. 28-254. These signs include the following and are defined in Sec. 28-5.

Table of Sign Standards for Signs Subject to a Permit Unless Otherwise Specified (in this Table)			
	Sign Types, Districts Permitted, Required Approvals	Size Restrictions	Additional Restrictions
(a)	<p><i>Awning Signage</i></p> <p>Permitted in the R-4, R-6, C-1, C-2, I-1 and I-2 Districts, subject to a sign permit.</p>	<p><i>Number.</i> One (1) per property or business entrance.</p> <p><i>Total Sign Area.</i> Message shall not cover more than 1/3 of the apron of each awning.</p>	<p>All or a portion of the permitted awning signage area may be used towards wall signage.</p> <p>The apron of the awning must be at least nine (9) feet above ground level or sidewalk.</p> <p>Awnings must meet the building design standards (see Sec. 28-115(f)(3)).</p> <p>Sign materials and sign colors must complement the building(s) located on the site and emulate the neighborhood.</p> <p>Awnings which project greater than fifteen (15) inches into a public right-of-way require a revocable license (see Sec. 28-166).</p>
(b)	<p><i>Billboards</i></p> <p>Permitted only in the I-2 Zoning District, subject to a Conditional Use Permit (see Sec. 28-145).</p>		
(c)	<p><i>Business Center Signs</i></p> <p>Permitted in the R-4, R-6, C-1, C-2, I-1 and I-2 Districts subject to a sign permit.</p> <p>One (1) business center wall sign of the same dimension as a monument (ground) sign is allowed in the C-3 District.</p>	<p><i>Number.</i> One (1) monument (ground) sign per entrance into the center/park.</p> <p><i>Total Sign Area.</i> Up to one hundred and ten (110) square feet per sign face (exclusive of the sign base and side supports when located off of an arterial street as defined by the City’s master plan. However, a lesser sign area will be given preferential consideration by the Planning Commission, and in return will be considered for anyone one (1) of the following: (a) increased sign height or (b) decreased sign setback. Additionally, when such sign is located off of a non-arterial (minor) street, the total sign area per sign face may only be up to 75% of the sign area permitted above.</p> <p><i>Sign Panels per Sign Face.</i> Sign panels within any given business center sign, shall be the same size and dimension.</p>	<p>All such signs require a conditional use permit (CUP). In review of a CUP, the Planning Commission shall consider the standards set forth in Sec. 28-145 and the following:</p> <ol style="list-style-type: none"> (1) The standards set forth in Sec. 28-252; (2) Individual tenants shall not have a separate monument sign; (3) Sign materials and sign colors must complement the building(s) located on the site and emulate the neighborhood; (4) A traffic safety analysis shall be submitted to verify adequate sight visibility (see Sec. 28-126). (5) The letters within the individual sign panels may be back-lit or the entire sign may be lit from above if it is attached to the sign structure (See Sec. 28-109). No ground mounted lighting shall be permitted. (6) All signs shall be maintained by the developer and/or association.

Table of Sign Standards for Signs Subject to a Permit Unless Otherwise Specified (in this Table)			
	Sign Types, Districts Permitted, Required Approvals	Size Restrictions	Additional Restrictions
		<p>The name of the center is excluded from this provision and is not counted towards the total number of sign panels, but is counted towards the total sign area.</p> <p><i>Height.</i> Seven (7) feet from the established grade for a monument (ground sign).</p> <p><i>Length.</i> Up to sixteen (16) linear feet.</p>	
(d)	<p><i>Construction Site Signs</i> in the R-5, R-6, C-1, C-2, C-3, C-4, I-1 and I-2 Districts.</p>	<p><i>Total Sign Area.</i> Nonresidential construction site sign size shall not exceed an aggregate of sixty-four (64) square feet; no one sign shall exceed thirty-two (32) square feet.</p> <p><i>Height.</i> Shall not exceed ten (10) feet.</p>	<p>All signs shall be erected during the construction period. Such signs shall be removed no more than fourteen (14) days after the date that development or phase is completed. The developer may request a permit renewal from the Zoning Administrator, or his/her designee, following all of the pertinent procedures of the original approval if additional time is needed for the project or for additional phases. In addition to permit requirements, permit renewal requests will consider the current condition and quality of the existing sign and whether replacement or repair is necessary.</p> <p>No construction site signs shall be located in the public right-of-way.</p>
(e)	<p><i>Electronic and Other Changeable Message Board</i></p> <p>Permitted in the R-4, R-6, C-1, C-2, C-3, C-4, I-1 and I-2 Districts, subject to a sign permit. Electronic Message Boards are only allowed on lots with at least one hundred (100) feet of continuous street frontage.</p>	<p><i>Number.</i> One (1) per lot.</p> <p><i>Total Sign Area.</i> The electronic or other changeable message board sign shall not exceed twenty-five percent (25%) of the total monument sign area proposed.</p>	<p>Only permitted as part of a permitted monument sign, cannot stand alone.</p> <p>An electronic or other changeable message board located on street frontage shall only have a static message or image that changes if the rate of change between two (2) static messages or images does not exceed more than one (1) change per five (5) minutes, each change is complete in one (1) second or less, and the maximum daylight sign luminance level does not exceed sixty-two thousand (62,000) candelas per meter squared at forty thousand (40,000) lux illumination beginning one-half (½) hour after sunrise and continuing until one-half (½) hour before sunset and does not exceed three hundred seventy-five (375) candelas per meter squared at four (4) lux illumination at all other times. In addition, any sign permitted</p>

Table of Sign Standards for Signs Subject to a Permit Unless Otherwise Specified (in this Table)			
	Sign Types, Districts Permitted, Required Approvals	Size Restrictions	Additional Restrictions
			to have this changeable copy, must configure to default to a static display in the event of mechanical failure.
(f)	<i>Gas Station Canopy Signage</i> Only permitted in the C-4, I-1, and I-2 Districts, subject to a sign permit	<i>Number.</i> Up to three (3). <i>Total Sign Area.</i> Shall not exceed eight (8) square feet per sign and each sign shall be contained in the canopy facade.	The face of the canopy shall not be internally illuminated, if proposed as such, the entire canopy area will be considered part of the sign, unless the canopy is a dark color and the letters are light and illuminated
(g)	<i>Monument (Ground) Signs</i> Permitted in the R-4, R-6, C-1, C-2, C-3, C-4, I-1 and I-2 Districts, subject to a sign permit.	<i>Number.</i> One (1) monument/ground sign per lot in addition to permitted wall, awning, and window signage. <i>Total Sign Area.</i> Twenty (20) square feet per sign face in the R-4 and R-6 Districts, forty (40) square feet in the C-1, C-2 and C-3 Districts, and sixty (60) square feet in the C-4, I-1 and I-2 Districts. <i>Height.</i> Five (5) feet above grade in the R-1 through R-3, R-4, R-6, C-1, and C-2 Districts and six (6) feet above grade in the I-1 and I-2 Districts.	No part of monument sign may be placed within five (5) feet of a front lot line or within five (5) feet of a side lot line. In no case may the sign violate the provisions of Sec. 28-126, visibility at intersections. Sign materials and sign colors must complement the building(s) located on the site and emulate the high quality traditional character of the City.
(h)	<i>Murals</i> Permitted only in R-4, R-6, C-1, C-2, C-3, C-4, I-1 and I-2 Districts and public parks, subject to site plan approval (see Sec. 28-135). A mural can be a portion of a construction site sign as defined by this Chapter. Murals must be constructed of appropriate materials and reasonably maintained.		

Table of Sign Standards for Signs Subject to a Permit Unless Otherwise Specified (in this Table)			
	Sign Types, Districts Permitted, Required Approvals	Size Restrictions	Additional Restrictions
(i)	<p><i>Projecting Signs</i> Only permitted in the C-3 District, subject to a sign permit.</p>	<p><i>Total Sign Area.</i> The sign shall not exceed sixteen (16) square feet in area with a maximum width of two (2) feet measured from the inside edge of the sign which shall be no more than six (6) inches from the exterior wall of the structure.</p> <p><i>Height.</i> Projecting signs must be affixed to the front façade of the business and allow a nine (9) foot clearance from the bottom of the sign to the sidewalk. The top of the sign shall not be installed at a height taller than the bottom of the second floor or between the parapet and the windows of a single story structure.</p>	<p>The applicant is permitted a projecting sign in place of one (1) of the allowable wall signs.</p> <p>A revocable license is needed if the sign projects into a public right-of-way (see Sec. 28-166).</p>
(j)	<p><i>Sandwich Boards (A-Frame Signs):</i> Permitted in the C-1, C-2, and C-3 Districts subject to a sign permit.</p>	<p><i>Number.</i> One (1) per building, regardless of the number of tenants.</p> <p><i>Total Sign Area.</i> Shall not exceed a length of two (2) feet and a height of three (3) feet.</p>	<p>Each sign shall be placed outside only during the hours of operation and shall be stored indoors at all other times. Signs shall not be physically secured to light poles, vegetation, street furniture, or other permanent structures.</p> <p>Each sign shall be placed next to the building wall or adjacent to the curb in a manner which provides four (4) feet of free passage for pedestrians and does not interfere with normal pedestrian or automobile traffic. No sign shall be in the sight clearance triangle.</p> <p>No revocable license is required if the sandwich board is placed in a public right-of-way.</p> <p>The owner of the sandwich board shall provide a certificate of insurance and insurance endorsement listing the City of Jackson as an additional insured, and this certificate must be in a coverage amount established by the City Attorney to ensure the City's protection.</p> <p>All sign frames shall be constructed of a weatherproof material and shall be kept in good repair.</p>

Table of Sign Standards for Signs Subject to a Permit Unless Otherwise Specified (in this Table)			
	Sign Types, Districts Permitted, Required Approvals	Size Restrictions	Additional Restrictions
(k)	<i>Temporary Banners:</i> Permitted in all districts subject to a sign permit.	<i>Number.</i> One (1) per street front. <i>Total Sign Area.</i> Shall not exceed an area of thirty-two (32) square feet.	Shall be permitted to be displayed for up to thirty (30) days. Signs are limited to no more than three (3) events per calendar year. If mounted to the ground, a two sided sign is permitted but shall not exceed the maximum sign dimensions. No sign shall be in the sight clearance triangle. Any banner positioned within or suspended above a public right-of-way requires a revocable license (see Sec. 28-166).
(l)	<i>Temporary Event Signs</i> Permitted in all districts subject to a sign permit.	<i>Number.</i> One (1) per event. <i>Total Sign Area.</i> Shall not exceed an area of twelve (12) square feet. Signs in the right-of-way may not be more the four (4) feet tall or four (4) feet wide.	Shall be permitted to be displayed for up to thirty (30) days. Signs are limited to up to three (3) events per calendar year. If mounted to the ground, a two sided sign is permitted but shall not exceed the maximum sign dimensions. No sign shall be in the sight clearance triangle. Any sign projecting greater than fifteen (15) inches into a public right-of-way requires a revocable license (see Sec. 28-166).
(m)	<i>Wall Signs</i> Permitted in the R-4, R-6, C-1, C-2, C-3, C-4, I-1 and I-2 Districts, subject to a sign permit.	<i>Number.</i> One (1) wall sign or projecting sign per façade as permitted below. <i>Total Sign Area.</i> The sign's surface shall not exceed two (2) square feet for each lineal foot of the length of the primary building façade up to a maximum of one hundred (100) square feet. <i>Height.</i> Signs to be placed on the wall below the roof line for one story buildings and below the bottom of the second floor for multiple story buildings.	Wall signs may be placed anywhere on a building or accessory structure (such as a gas station or drive-through window canopy) provided it meets the height requirements. All or a portion of the permitted wall sign area may be used towards awning signage provided the proposed area meets the size restrictions of this Chapter and the awning meets design standards of Sec. 28-115(f)(3). Any sign projecting greater than fifteen (15) inches into a public right-of-way requires a revocable license (see Sec. 28-166).
(n)	<i>Window Signage</i> Permitted in all districts, subject to an application and sign permit.	<i>Total Sign Area.</i> In total, the messages shall cover no more than 1/4 of the front window area.	Signs shall be affixed directly to the window. No direct illumination is permitted.

Sec. 28-254. - Permit Requirements.

It shall be unlawful for any person to erect, structurally alter, or relocate any sign as defined herein unless specifically exempted hereunder, without first obtaining a permit from the Zoning Administrator and making payment of any fee required by the City. The Zoning Administrator shall review the sign permit applications for conformance with the requirements of this Chapter. The Zoning Administrator shall not issue a permit for erection of a proposed sign that is not in conformance with the requirements of this Chapter unless a variance is otherwise issued by the Zoning Board of Appeals.

Sec. 28-255. - Application Procedures.

Application for sign permits shall be made upon forms provided by the City and shall have attached thereto the following information:

- (a) Applicant must fill out a City Sign Application form obtained from the Zoning Administrator.
- (b) Information that must be included in the application is:
 - (1) *Location.* A written description of the sign as well as an adequate staking of the requested sign location that would allow for on-site inspection.
 - (2) A drawing of the sign and any structural supports, which gives all dimensions of the sign and structure (i.e., length, width, and height).
 - (3) A schematic sketch or drawing of the site showing its relationship to the roadway and adjacent land uses and any landscaping to be used in conjunction with the sign. The sketch shall be drawn at a readable scale with a scale bar.
 - (4) A schematic sketch or drawing of the building façade with dimensions (width) and schematic sketch or drawing with dimensions (length, width, and height) of all other signs on the property.
 - (5) Information to confirm the sign will be installed or altered by a contractor registered with the City. No person shall engage in the business of erecting or installing signs without registering with the City to conduct such operations.
- (c) Signs shall conform to all aspects of this Chapter.
- (d) Application shall be made to the Zoning Administrator.
- (e) Where it is alleged that there is an error in any order, requirement, decision, grant or refusal made by the Zoning Administrator in the interpretation of this chapter, the zoning board of appeals shall have the power to hear and decide appeals, filed as provided in Sec. 28-244.

Sec. 28-256. - Permit Fees.

A fee shall be paid for the issuance of a sign permit or renewal in accordance with a schedule of fees, which shall be adopted by the City Council. Such schedule of fees shall be designed to reimburse the City for all reasonable costs incurred to process, review, inspect, administer, and any other act that is necessary for the Zoning Administrator to make a decision.

Sec. 28-257. - Signs That Do Not Require a Permit.

The following signs do not require a permit but remain subject to the conditions and limitations set forth herein:

Table of Sign Standards for Signs That Do Not Require a Permit (in this Table)

	Sign Types, Districts Permitted, Required Approvals	Size Restrictions	Additional Restrictions
(a)	<i>Drive-Thru Boards.</i> Permitted in the C-1, C-2, C-3, C-4, I-1 and I-2 Districts.	<i>Total Sign Area.</i> Total surface area not to exceed forty-eight (48) square feet. <i>Height.</i> No sign shall exceed a maximum height of six (6) feet from grade.	Direct illumination is prohibited.
(b)	<i>Incidental Signs:</i> <i>Permitted in all districts.</i>	<i>Total Sign Area:</i> Total number of signs shall not exceed an aggregate side face area of six (6) square feet. <i>Single Sign Area.</i> The total sign’s surface for a single sign shall not exceed two (2) square feet.	Any sign located in a public right-of-way requires a revocable license (see Sec. 28-166). Direct illumination is prohibited.
(c)	<i>Ingress/Egress Signs.</i> Permitted in all districts.	<i>Total Sign Area.</i> Total surface area not to exceed three (3) square feet per sign face. <i>Height.</i> No sign shall exceed a maximum height of five (5) feet from grade if mounted to the ground.	Such signs must be attached to existing sign posts if available or as otherwise allowed the Zoning Administrator. The plan for the location of such signage must be approved by the Zoning Administrator. Any sign located in a public right-of-way requires a revocable license (see Sec. 28-166). Direct illumination is prohibited.
(d)	<i>Parking Lot Signs.</i> Permitted in all districts.	<i>Total Sign Area.</i> Total surface area shall not exceed sixteen (16) square feet per sign face. <i>Height.</i> No sign shall exceed a maximum height of six (6) feet from grade if mounted to the ground.	Any sign located in a public right-of-way requires a revocable license (see Sec. 28-166). Direct illumination is prohibited.
(e)	<i>Temporary Freestanding Commercial and Industrial Yard Signs and Swinging Signs.</i> Permitted in the C-1, C-2, C-3, C-4, I-1 and I-2 Districts	<i>Number.</i> Total number of signs shall not exceed an aggregate side face area of twenty (20) square feet. <i>Single Sign Area.</i> The total sign’s surface for a single sign shall not exceed eight (8) square feet. <i>Height.</i> No sign shall exceed a maximum height of four (4) feet.	No sign shall be in place for a period exceeding six (6) consecutive months. Swinging signs may be wall or ground mounted and only in the C-3 district. Any sign located in a public right-of-way requires a revocable license (see Sec. 28-166). Direct illumination is prohibited.
(f)	<i>Temporary Freestanding Residential Yard Signs and Swinging Signs.</i> Permitted in the R-1, R-2, R-4, R-4, R-5 and R-6 Districts	<i>Number.</i> Total number of signs shall not exceed an aggregate side face area of eighteen (18) square feet. <i>Total Sign Area.</i> The total sign’s surface for a single sign shall not exceed six (6) square feet. <i>Height.</i> No sign shall exceed a maximum height of four (4) feet.	No sign shall be in place for a period exceeding six (6) consecutive months. Swinging signs may be wall or ground mounted and only in the R-4 and R-6 districts. Any sign located in a public right-of-way requires a revocable license (see Sec. 28-166).

Table of Sign Standards for Signs That Do Not Require a Permit (in this Table)

	Sign Types, Districts Permitted, Required Approvals	Size Restrictions	Additional Restrictions
			Direct illumination is prohibited.
(g)	<i>Warning Signs.</i> Permitted in all districts.	<i>Total Sign Area.</i> For warning signs located in the R-1, R-2, R-3 and R-5 Districts, the total surface area for a single sign face shall not exceed three (3) square feet. For warning signs located in the R-4 and R-6 Districts, the total surface area for a single sign face shall not exceed four (4) square feet. For warning signs located in the C-1, C-2, C-3, C-4, I-1 and I-2 Districts, the total surface area for a single sign face shall not exceed six (6) square feet.	When required by local, state or federal law, the sign shall be placed in a conspicuous location that is reasonably expected to notify persons of potential hazard. Unless state or federal law requires a different size. Any sign located in a public right-of-way requires a revocable license (see Sec. 28-166). Direct illumination is prohibited.

Sec. 28-258. - Similar Sign Determination.

It is recognized by the City that not all sign types can be identified within the scope of this Chapter. Therefore, the City's Zoning Administrator has the authority to make a 'Similar Sign Determination.' The Zoning Administrator shall evaluate the physical characteristics, location, and other relevant factors in determining which sign type defined in this Chapter is most similar. Based on that determination, this sign type shall always be included in the comparable sign category.

Sec. 28-259. - Non-Conforming Signs.

The goal is to eliminate nonconforming signs, except as otherwise specifically set forth in this Section. Any lawfully erected sign, which is made unlawful by this Chapter, may continue exactly as the sign existed at the time when the sign became unlawful under the provisions of this Chapter.

Sec. 28-260. - Prohibited Signs.

Unless otherwise permitted by this Chapter, it shall be unlawful for any person to erect, structurally alter, restore, or relocate any of the following signs:

- (a) A sign which copies or imitates or in any way approximates an official highway sign or any word phrase, symbol or character in such a manner as to interfere with, mislead, or confuse traffic; any sign which obscures a sign displayed by a public authority for the purpose of giving traffic instruction or direction or other public information; or any sign that is erected in such a manner as to interfere with, obstruct the view of, or be confused with an authorized traffic sign, signal or device.
- (b) Any sign that has been unlawfully erected, structurally altered, or relocated in violation of any of the provisions of this Chapter or of any other chapter of the City Code shall be prohibited and removed in accordance with the provisions of Sec. 28-130.
- (c) A sign which displays flashing or intermittent lights or lights of changing degrees of intensity, or a sign that moves either by mechanical means or reaction to air currents, other than as noted in this Chapter.
- (d) A sign that obstructs any window or door opening used as a means of egress or a sign that interferes with an opening required for legal ventilation.
- (e) A sign or illumination that causes any direct glare into or upon any building other than the building to which the sign is accessory.
- (f) Off-premises signs and billboards, except as otherwise specified in this Chapter.
- (g) Swinging signs, except in the C-3 District.
- (h) Abandoned signs (see Sec. 28-5).
 - (1) Any text or images displayed upon the face(s) of an abandoned sign must be removed or replaced with blank faces.
 - (2) Abandoned nonconforming signs, including the structure, shall be removed immediately.
 - (3) The Zoning Administrator shall require the removal of other abandoned signs which have fallen into disrepair.
- (i) Signs which contain statements, words, or pictures of an obscene or pornographic nature.
- (j) Signs which emit audible sound.
- (k) Exterior string lights including rope lights, fiber optics or other similar types of lights intended to draw attention to a sign.

- (l) Non-regulatory signs (e.g., posters, notices, advertisements, etc.) placed in any public right-of-way, attached to a utility pole, meter posts or affixed to a tree in or along any street right-of-way within the City.
- (m) Portable signs, as defined, unless otherwise provided for in this Chapter.
- (n) Signs affixed to a parked vehicle or truck trailer which is being used principally for advertising purposes and parked in a location that is selected for that purpose (e.g., a vehicle parked close to a street in a large commercial parking lot, etc.).
- (o) Banners, balloons, pennants, festoons, flags (excluding the American flag), spinners, or streamers, unless specifically permitted in this Chapter.
- (p) Inflatables.
- (q) Roof signs.
- (r) Shingled roof signs.
- (s) Any sign which:
 - (1) Is structurally unsafe;
 - (2) Is constructed of a material that is determined by the permit issuing authority to be temporary in nature or a weak material such as oriented strand board (OSB), tarp, canvas, large balloon, banner, or plastic;
 - (3) Constitutes a hazard to safety or health by reason of inadequate maintenance, dilapidation, or abandonment;
 - (4) Constitutes a hazard to safety or health by reason of blocking views;
 - (5) Is capable of causing electric shock to a person who comes in contact with it;
 - (6) Is located in public street or utility right-of-way, except where expressly permitted herein; or
 - (7) Is not kept in good repair, such that it has broken or missing parts, missing letters or panels, or nonoperational lights.
 - (8) Is attached to a tree or other vegetation.

Sec. 28-261. - Construction and Maintenance Requirements for Signs.

- (a) Signs shall be designed to be compatible with the building materials and landscaping used on the property to promote an overall unified and aesthetic effect in accordance with the standards set forth herein.
- (b) Signs shall not be constructed from materials that are remnants or manufactured for a different purpose.
- (c) All monument signs shall have a combination of low shrubbery and annual plantings at the base.
- (d) The maximum distance between parallel sign faces on a double-faced sign shall be twenty (20) inches, excluding billboards.
- (e) Every sign shall be constructed and maintained in a manner consistent with Michigan Building Code provisions and maintained in good structural condition at all times. All signs shall be kept neatly painted, stained, sealed or preserved including all metal parts and supports. All lighting shall be functional.

Sec. 28-262. – Visibility at intersections.

In no case shall the sign violate the provisions of Sec. 28-126 - Visibility at intersections.

Section 3. Effective date.

This ordinance takes effect thirty (30) days from the date of adoption.

MEMO TO: Mayor and City Councilmembers
FROM: Andrew J. Wrozek, Jr., City Treasurer/Clerk
DATE: March 15, 2016
SUBJECT: Second Reading and Adoption of Ordinance 2016-04

Recommendation:

Adopt Ordinance 2016-04 amending Chapter 28, Section 28-71 (permitted and conditional uses), Section 28-100 off-street parking, loading, access design standards), Section 28-105 (landscape standards), and Section 28-115 (building design standards) of the City Code as per the recommendation from the Planning Commission dated February 22, 2016.

Attached is Ordinance 2016-04, approved by the Council at the February 23, 2016 meeting with one small error corrected.

I recommend approval of Ordinance 2016-04. Your consideration and concurrence is appreciated.

ORDINANCE 2016.04

An Ordinance amending Chapter 28 of the Code of Ordinances, City of Jackson, Michigan to make minor revisions to Article III, Section 28-71 (Permitted and Conditional Uses), Article IV, Section 28-100 (Off-Street Parking, Loading, and Access Design Standards), Article IV, Section 28-105 (Landscape Standards), and Article IV, Section 28-115 (Building Design Standards).

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

To make minor revisions are summarized as follows:

1. Section 28-71 (Permitted and Conditional Uses) to allow for greater consistency amongst similar uses and limit the potential for more intrusive uses by requiring a conditional use permit
2. Section 28-100 (Off-Street Parking, Loading, and Access Design Standards) to add sufficient detail regarding the parking requirements for commercial and retail sales establishments
3. Section 28-105 (Landscape Standards) to add consistency amongst the various sub-sections specific to the perimeter parking lot landscaping
4. Section 28-115 (Building Design Standards) to ensure that any change of use and/or modifications to a legal nonconforming structure within the C-3 district would require a certain level of compliance with these standards to create a more consistent character within the downtown

Section 2. That Article III of Chapter 28 of the Code of Ordinances, City of Jackson, Michigan be amended to read as follows:

ARTICLE III. ZONING DISTRICT REGULATIONS

Sec. 28-71. Permitted and conditional uses.

The following uses are permitted (P) or conditional (C) within the zoning districts. Conditional uses require approval by the planning commission according to the procedures of section 28-147.

	R-1	R-2	R-3	R-4	R-5	R-6	C-1	C-2	C-3	C-4	I-1	I-2
(33) Candy, ice cream and other confectionery - wholesale									P	P	P	
(43) Convenience store <i>(renumber everything else in the chart)</i>							C	C	C	C		
() Gas station with or without a mini-mart								C	C	C	C	C
(86) Liquor store (sale by package only)							C	C	C	C		

Section 3. That Article IV of Chapter 28 of the Code of Ordinances, City of Jackson, Michigan be amended to read as follows:

ARTICLE IV. SITE AND BUILDING DESIGN STANDARDS

Sec. 28-100. Off-street parking, loading, and access design standards.

- (c) *Off-street parking requirements.*
- (1) *General off-street parking requirements.* The requirements in this subsection apply to uses outside of the downtown. Please refer to subsection (c)(2) of this section for the off-street parking requirements which apply in the C-3 district.

Table of General Off-Street Parking Space Requirements			
	Range of Parking Spaces		
Use	Min.	Max.	Measurement
Commercial uses			
General commercial and retail sales establishments (excluding convenience stores and liquor stores of less than 5,000 square feet in GFA)	5.00	5.00	Spaces; and
	1.00	1.50	Spaces per 1,000 square feet of UFA for stores up to 25,000 square feet of GFA; and
	0.50	1.75	Spaces per each additional 1,000 square feet of UFA for stores greater than 25,000 square feet of GFA such as shopping center, discount stores, club warehouses, home improvement centers and gro-

			cery stores; and
	0.00	0.25	Spaces per 1,000 square feet of UFA of outdoor display and sales areas
Convenience stores	1.00	2.00	Spaces per 150 square feet of GFA, and
	1.00	1.00	Space for each 2.5 seats of on-site seating, and
	1.00	1.00	Space per each employee based upon the peak shift
Gas station with or without a mini mart	1.00	2.00	Spaces per 150 square feet of GFA, and
	1.00	1.50	Stacking spaces per each fueling station, and
	1.00	1.00	Space for each 6 seats of on-site seating, and
	1.00	1.00	Space per each employee based upon the peak shift, and
	2.00	3.00	Spaces per each service bay
Liquor stores (sale by package)	1.00	2.00	Spaces per 150 square feet of GFA, and
	1.00	1.00	Space per each employee based upon the peak shift

Sec. 28-105. Landscape standards.

(d) *Landscape standards.*

- (1) All landscaping must conform to the following standards, unless otherwise approved by the zoning administrator (or designee), each of which will be calculated separately. Please see “landscaping” in section 28-5 of this chapter for definitions of the various plant types cited in the following table:

Table of Landscape Standards				
Location	Dimensions (min.)	Landscape Quantities (a)	Shrubs (min) (b)	Other Materials
		Trees (min.)		
Perimeter Parking Lot Landscaping				
Perimeter of the parking lot envelope	Parking lots must be set back at least 5 ft. from a right-of-way and abutting property lines, and required plantings must be within 10 ft. from the edge of pavement	1 canopy tree per each 2,000 sq. ft. of paved surface area ^(k)	3 foot tall perimeter hedge along a right-of-way or, if not feasible, sufficient shrubbery (as determined by the zoning administrator (or designee) located in clearly defined planting beds, as well as turf grass (i.e. lawns) ^(m, n, o)	

Sec. 28-115. Building design standards.

(b) *Applicability.* All uses except one-family and two-family residential must comply with the design standards of subsections (c), (d), and (e) of this section under the following circumstances;

(2) *Expansions and major improvements to buildings.* For buildings existing prior to the effective date of this section, major building improvements or expansions that require site plan approval may be permitted by the zoning administrator (or designee) without the complete upgrade to meet the standards of this section, provided they are reasonable in relation to the scale and construction cost of the building improvements or expansion and they do not increase noncompliance with the requirements of this section. Major exterior renovations must be consistent with the building design standards herein to the extent deemed practical.

(4) *All Structures within the C-3, Central Commercial, zoning district:*

(a) *Change of Use:* Any change of use within an existing structure in the C-3 zoning district shall be subject to the fenestration requirements of this Section, the exterior wall design standards specific to materials. Additionally, to the greatest extent practical as determined by the zoning administrator (or designee), all structures shall comply with the historically accurate restoration option outlined in the Downtown Jackson Facade Study and Use Recommendations and/or via original photographs. All other provisions of this Section shall be at the discretion of the Director of Neighborhood and Economic Operation; and/or

(b) *Interior and/or Exterior Modifications to a Legal Nonconforming Structure.* Any interior or exterior modifications to a legal non-conforming

structure within the C-3 zoning district may be subject to the same provisions as those noted for a change of use. This determination shall be at the discretion of the zoning administrator (or designee); and/or

- (c) **Applicability if No Longer Deemed a Legal Nonconforming Structure.** For purposes of this Section, a legal nonconforming structure within the C-3 zoning district shall consist of any structure within which a use does not cease for a period of less than three (3) months. If the use ceases for greater than three (3) months, the structure will be subject to all of the design standards outlined in subsections (c), (d), and (e) of this Section.

(5) *Modification of standards.* The zoning administrator (or designee) will perform an independent site review analysis and may allow the applicant to deviate from zoning regulations if unique or restrictive circumstances exist.

Section 4. Effective Date

This Ordinance takes effect thirty (30) days from the date of adoption.

MEMO TO: Mayor and City Councilmembers
FROM: Andrew J. Wrozek, Jr., City Treasurer/Clerk
DATE: March 15, 2016
SUBJECT: Second Reading and Adoption of Ordinance 2016-05

Recommendation:

Adopt Ordinance 2016-05 amending Chapter 2, Article 2, Division 9, City Code, to change the date the Public Arts Commission must submit to the City Council a plan detailing potential projects and desirable goals to be pursued in the next fiscal year.

Attached is Ordinance 2016-05, approved by the Council at the February 23, 2016 meeting.

I recommend approval of Ordinance 2016-05. Your consideration and concurrence is appreciated.

ORDINANCE 2016 - 05

An Ordinance amending Chapter 2, Article 2, Division 9, of the City of Jackson Code of Ordinances to change the date that the public arts commission must submit to the City Council a plan detailing potential projects and desirable goals to be pursued in the next fiscal year, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to change the date that the public arts commission must submit to the City Council a plan detailing potential projects and desirable goals to be pursued in the next fiscal year, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

Section 2.

That Chapter 2, Article 2, Division 9 shall read as follows:

DIVISION 9. - PUBLIC ARTS COMMISSION

Sec. 2-351. - Title.

This division shall be known as the public arts commission.

Sec. 2-352. - Intent and purpose.

The State of Michigan has recognized, through the enactment of the Faxon-McNamee Art in Public Places Act (MCL 18.71 et seq.), the importance of promoting art in government facilities and public spaces. City council has determined that the creation of public art will improve the aesthetic quality of our public spaces and structures, provide cultural and recreational opportunities, contribute to the local heritage, stimulate economic activity and promote the general welfare of the community. City council recognizes the role that government can play and the support that it can offer to foster the development of culture and the arts.

Funding for public art may come from private donations of cash or collateral (specific objects of art), crowd-funding, as part of a capital improvement project, or other funds that city council may appropriate.

Sec. 2-353. - Definitions.

The following words are defined for purposes of this chapter:

Architectural enhancement means the skilled application of artistic elements to the physical embellishment of the publicly visible features of a public project, which may include the placement of works of art, or specially designed plazas, atriums, or other public spaces.

Arts commission means the City of Jackson Public Arts Commission.

Capital improvement project means any construction or renovation of any public space or facility. Capital improvement projects may include, but are not limited to gateway and signature streets, street vistas, street medians, sidewalks and sidewalk ramps, street furniture, street lights, manhole covers, tree grates, fence railings, paving, water features, bridges, overpasses, parks, squares, plazas, parking structures, signs, and public buildings and building lobbies.

Crowdfunding means a form of fundraising for a specific purpose, using media as a means of reaching prospective donors, and using those donations to provide some or all of the funds to design, build and maintain public art.

Enhanced project means a capital improvement project that includes public art.

Public art means both temporary and permanent works of art created, purchased, donated, produced or otherwise acquired for display in places accessible to the general public, visually and/or physically. Public art means works of art purchased through the public art fund that are located in highly visibly public areas or private property areas that are highly visible from public areas. These are:

- (1) Outdoor areas on public or private property that are highly visible from public areas.
- (2) Interior areas that are highly traveled public areas in public or private buildings. Specifically excluded are interior areas not accessible to the general public (e.g., offices, work stations, cafeterias).
- (3) Interior and exterior wall surfaces on or in public or private buildings when the work of art is attached to the wall surface, such as a mosaic or mural and the wall surface is visible from an area that is highly traveled by the public.

Public art fund means those monies appropriated by city council pursuant to this division, plus any other funds received by the city specifically designated to be used for the purchase of public art.

Sec. 2-354. - Composition.

- (a) The arts commission shall consist of five (5) members nominated by the mayor and approved by city council, who shall be residents of the city. Members shall serve for 3-year terms. In making appointments of members of the arts commission, the mayor shall recommend, and city council shall appoint, persons who, insofar as possible, have experience and/or an interest in the placement, creation, or design of public art.
- (b) The terms of office of the first arts commission members appointed hereunder shall be fixed by the mayor and city council so that the terms of two (2) member will be for one (1) year, two (2) members will be for two (2) years, and one (1) will be for three (3) years. After the initial commission is formed, all members thereafter will be appointed for 3-year terms.
- (c) The arts commission may appoint up to three (3) appointed ex-officio members to the arts commission for 3-year terms. These ex-officio members shall be experienced and/or have

interest in the placement, creation, or design of public art, and can serve as resource persons and/or serve on committees. The arts commission shall have the following three (3) statutory ex-officio members:

- (1) The city manager or her/his designee shall be an ex-officio member of the commission and provide adequate support staffing to the commission.
 - (2) One (1) member of the City Council shall be an ex-officio member of the arts commission, who shall be appointed to said body in accordance with policies established by the mayor and city council.
 - (3) One (1) representative of Ella Sharp Museum of Art and History shall be an ex-officio member of the arts commission, who shall be appointed to said body in accordance with policies established by the mayor and city council.
- (d) The terms of office of the three appointed ex-officio members first appointed hereunder shall be fixed by the mayor and city council so that the terms of one (1) member will be for one (1) year, one (1) members will be for two (2) years, and one (1) will be for three (3) years. After the initial ex-officios are appointed, all ex-officio members thereafter will be appointed for 3-year terms.
- (e) The arts commission may establish committees, as appropriate, to assist it relative to its powers and duties under the provisions of this division, provided, that all recommendations to city council shall be made by the commission and not by a committee of the commission.
- (f) The commission may, by majority vote of the members, appoint persons who are not members of the arts commission to be members of such committees.
- (g) All members of the arts commission shall serve without compensation.
- (h) All ex-officio members have the right to participate in the proceedings of the commission, and shall have the right to vote.

Sec. 2-355. - Chairman, meetings, rules, records.

The arts commission shall elect its chairman and secretary from amongst the appointed and ex-officio members and create and fill such other of its offices as it may determine. The terms of officers shall be for one (1) year, with eligibility for reelection. The arts commission shall hold at least one (1) regular meeting in each month unless there is no business to transact or the weather makes travel to the meeting unsafe. It shall adopt rules for transaction of business and shall keep minutes, which record shall be a public record.

Sec. 2-356. - Powers and duties as to arts commission.

- (a) The arts commission shall have the following powers and duties:
- (1) Develop guidelines, subject to the approval of city council, to implement the provisions of this division, including procedures for soliciting and selecting public art and for determining suitable locations for public art;
 - (2) Assure, in the overall public art program, reasonable diversity is attained in style, scale, media, and materials represented.

- (3) By April 1 of each year, submit to city council a plan detailing potential projects and desirable goals to be pursued in the next fiscal year, including enhanced projects and any proposed expenditure of donated, grant, or other funds. The plan shall also include a recommendation as to which capital improvements projects are appropriate for designation as enhanced projects;
- (4) Work with city staff to determine which capital improvement projects are appropriate for designation as an enhanced project and what type and amount of public art may be appropriate for such projects;
- (5) Make recommendations, subject to the approval of the city manager, regarding disbursement of public art funds to acquire, produce, install, maintain, alter, relocate or remove public art;
- (6) Raise funds above and beyond the funds for public art that are included as part of an enhanced project, interact with donors of funds or art works on behalf of the city, and foster public/private partnerships to support public art. Mechanisms for fund raising may include but are not limited to crowdfunding, grants, and gifts from corporations, foundations, and individuals;
- (7) Promote awareness of public art;
- (8) Present an annual report to city council within sixty (60) days after the end of each fiscal year containing:
 - a. A report on the status of all public art incorporated into or funded by capital improvement projects in progress or completed during the preceding fiscal year;
 - b. A maintenance report on each work of public art presently under city management detailing maintenance costs for the preceding fiscal year, anticipated maintenance costs for the next fiscal year, and any significant future maintenance concerns, including prioritized recommendations for the maintenance, repair or renovation of particular works;
 - c. A review of the city's public art with regard to the purposes stated in this chapter;
 - d. A report on the commission's efforts to promote awareness of public art;
 - e. A report on donations of art and where such art was placed;
 - f. A report on additional funds raised and how such funds were used; and
 - g. Any other matter of substantial financial or public importance relating to the public art in the city.
- (9) Perform any related duty delegated by city council;
- (10) Provide advice to and assist both potential donors of art and other governmental entities regarding possible public locations for placement of art when such art cannot be placed on any city property or incorporated into a capital project of the city;
- (11) For art proposed under this division, seek public input through the city's public engagement process. This process may include, but is not limited to, electronic messages to registered neighborhood associations, public meetings, forums, workshops online or other surveys;

- (12) For architectural enhancements proposed under this division, work collaboratively with planning staff, project management staff, the city manager as appropriate, to develop concepts for those enhancements;
- (b) The city shall have the following responsibilities:
- (1) The city manager shall provide the arts commission with information regarding capital projects for that fiscal year on a frequent basis, including information regarding the dollar amounts included in enhanced projects for public art; and information regarding the dollar amounts available in any other public art funding source available for city use.
 - (2) Notify all city departments of the requirements of this division.
 - (3) Approve contracts with appropriate design professionals, when deemed necessary, for administrative and design services to be rendered in connection with the commissioning of works of art who shall:
 - a. Be available to consult with the arts commission and the city council, in cases of new construction or remodeling, about specific areas for works of art and the appropriate scale.
 - b. Where public art is purchased or commissioned by the city in connection with a capital project, consult with the artist, review the execution of the work of art at periodic intervals, provide engineering and technical assistance to the artist, if required, and supervise the delivery and installation of the work under contract.
 - (4) Be responsible for maintenance of the site.
- (c) Any artist retained by the city to provide any work of art shall:
- (1) Be commissioned by the city to complete the work of art in a timely and professional manner or transfer title, in the case of an existing work of art, to the city.
 - (2) Hold no rights to any work of art commissioned or purchased under this division, including reproduction, access, modification, resale, etc., unless such rights are specifically allowed in a formal written agreement between the city and the artist.
 - (3) If necessary, consult with the appropriate design professional, in cases of new construction and/or remodeling, regarding execution of the work of art, engineering and technical needs, and oversee installation of the work.

Sec. 2-357. - Public art fund established.

- (a) Public funding. There is further hereby established a "public art fund" to which shall be appropriated each year by the city council. All such funds as are appropriated to the public art fund may be accumulated and expended for such public art, from time to time, as hereinafter provided. Provided, however, that any unexpended or un-appropriated fund balance in the public art fund may, from time to time, be re-appropriated by the city council for any such other public purposes as permitted by law which the city council shall deem necessary or proper. No public art from public funding may be placed on private property unless a public easement is granted for the location of the public art by the owner(s) of that property.

- (b) Private funding of public art. All funds placed into the public art fund through private donations shall be expended for only public art as hereafter provided.

(Ord. No. 2015.13, 4-28-15)

Sec. 2-358. - Other sources of funding for public art.

- (a) The city may accept monetary gifts, grants, donations, or awards for public art into the public art fund. The arts commission may work with nonprofit or other organizations to raise funds for public art. Crowdfunding, and other fundraising mechanisms, may be used to solicit donations that are intended to fund wholly or in part a specific piece of public art.

Sec. 2-359. - Inclusions and exclusions relative to disbursement of public art funds.

- (a) Inclusions. The portion of the public art fund reserved for works of art may be expended for the following:

- (1) The cost of the work of art and its installation.
- (2) Identification plaques and labels.
- (3) Waterworks, electrical and mechanical devices and equipment which are an integral part of the work of art.
- (4) Frames, mats, and simple pedestals necessary for the proper presentation of the works of art.
- (5) Maintenance and repair of the surface of the public art works.
- (6) Fees to artists for the execution of final proposals for the arts commission to select from.
- (7) Funds for public art that are in a pooled public art fund also may be used to fund the administration of the city's public art program and projects, including staff time.
- (8) Contracts, including but not limited to those for the creation, production, purchase or other acquisition of public art, and to install, maintain, alter, repair, refurbish, relocate or remove public art, shall be processed and approved in accordance with all applicable city requirements.

- (b) Exclusions. The portion of the public art fund reserved for works of art may not be expended for the following:

- (1) Permanent reproductions by mechanical or other means of original works of art, however, limited editions controlled by the artist may be included.
- (2) Art objects which are mass produced or of standard designs, such as playground sculpture or fountains.

Sec. 2-360. - Ownership and maintenance of work.

- (a) No work of art shall be considered for acquisition under this chapter without an estimate for future maintenance costs.

- (b) Routine maintenance of public art shall be provided for and funded by the service area responsible for maintenance of the facility or space where the art is located. Routine maintenance shall include periodic cleaning, regular mechanical maintenance, operational costs, and other necessary upkeep resulting from normal use. Funds for extraordinary maintenance or refurbishment, including structural reconstruction, shall be drawn from pooled art funds, donations, grants, or such other funds as city council may appropriate. No extraordinary maintenance, repair, relocation or alteration of public art shall be undertaken without prior recommendation by or consultation with the arts commission.
- (c) All art acquired pursuant to this chapter shall be the sole property of the City of Jackson unless an alternative arrangement is recommended by the arts commission and approved by city council.
- (d) All temporary art shall remain the property of that person or those persons who have created the art or offered it for display. Maintenance and insurance costs shall be the responsibility of those persons who have created the art or offered it for display, and all necessary permits or licensing shall be secured before installation.

Sec. 2-361. - Severability.

If any section, subsection, sentence, clause, or phrase of this chapter is for any reason held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this chapter.

Secs. 2-362—2-365. - Reserved.

Section 3. This Ordinance takes effect thirty (30) days after the date of adoption.

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burch, City Manager *PHB*

DATE: March 15, 2016

SUBJECT: Resolution to amend the Community Development Block Grant (CDBG) budget for Fiscal years 2013/2014 and 2015/2016.

Recommendation:

Approve a resolution amending the Community Development Block Grant budget for fiscal years 2013/2014 and 2015/2016 allocating unbudgeted program income for eligible special assessment relief.

Attached is a memo from Jennifer Morris, Director of Neighborhood & Economic Operations, regarding a resolution to amend the Community Development Block Grant (CDBG) budget for fiscal years 2013/2014 and 2015/2016 to reallocate excess program income.

I recommend approval of the resolution to amend the Community Development Block Grant (CDBG) budget for Fiscal years 2013/2014 and 2015/2016. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Jennifer Morris, Director of Neighborhood & Economic Operations 
DATE: March 15, 2016

RECOMMENDATION: To approve the resolution amending the Community Development Block Grant budget for fiscal years 2013/2014 and 2015/2016 to reallocate unbudgeted program income for eligible special assessment relief.

SUMMARY

Budget \$25,000 of fiscal year 2013/2014 program income to the 2015/2016 street reconstruction project on Mechanic Street from Morrell Street to Washington Avenue.

BUDGETARY CONSIDERATIONS

See attached Resolution

HISTORY, BACKGROUND and DISCUSSION

On April 28, 2015, City Council allocated \$39,600 in CDBG funds toward street reconstruction on Mechanic Street from Morrell Street to Washington Avenue for design and specification writing. The Neighborhood and Economic Operations Department, Engineering Division, has requested additional funding of \$111,900 to be utilized in fiscal year 2016/2017 toward the construction costs on Mechanic Street.

CDBG General Policies at 24 CFR 570.200(c) addresses special assessments where CDBG funds are used to pay all or part of the cost of a public improvement. Special assessments may only be used to recover capital costs as follows:

- Special assessments to recover the **CDBG funds** may be made *only* against properties **not** owned and occupied by low- to moderate-income persons.
- Special assessments to recover the **non-CDBG funded** cost of the project may be made, provided that CDBG funds are used to *pay the special assessments on behalf of all properties owned and occupied by low- to moderate-income persons*. If the City certifies it does not have sufficient CDBG funds to pay the assessments on behalf of all affected low- to moderate-income owner-occupants, CDBG does not have to be used to pay the special assessments for *moderate-income* owner-occupants.

The term "low-income" refers to individuals, families or households earning 50% or less of the area median income; "moderate-income" is established at earnings of 80% or less of the area median income. Collection

of special assessments levied against non-low- to moderate-income property owners is considered CDBG program income.

DISCUSSION OF THE ISSUE

Funds must be made available for low- to moderate-income homeowners who receive special assessments to cover the public improvement capital costs not funded by CDBG resulting from the reconstruction on Mechanic Street from Morrell Street to Washington Avenue.

POSITIONS

Approve the resolution to amend the Community Development Block Grant budget for fiscal years 2013/2014 and 2015/2016 by reallocating unbudgeted program income toward eligible special assessment relief for the Mechanic Street reconstruction project.

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager *PHB*
DATE: March 15, 2016
SUBJECT: Resolution to amend the Community Development Block Grant (CDBG) budget for fiscal years 2013/2014, 2014/2015, and 2015/2016.

Recommendation:

Approve the resolution amending Community Development Block Grant (CDBG) grant budgets for fiscal years 2013/2014 (Year 39), 2014/2015 (Year 40), and 2015/2016 (Year 41) reallocating unutilized funds from Administration/Planning, Tree Planting, Historic Preservation, and program income to the Downtown Investor-Owned Rehabilitation Program in the amount of \$195,212.

Attached is a memo from Jennifer Morris, Director of Neighborhood & Economic Operations, regarding the resolution to amend the Community Development Block Grant (CDBG) budget for fiscal years 2013/2014, 2014/2015, and 2015/2016 to be utilized in the Downtown Investor-Owned Rehabilitation Program.

I recommend approval of the resolution to amend the Community Development Block Grant (CDBG) budget for fiscal years 2013/2014, 2014/2015, and 2015/2016. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Jennifer Morris, Director of Neighborhood & Economic Operations
DATE: March 15, 2016



RECOMMENDATION: To approve the resolution to amend Community Development Block Grant (CDBG) grant budgets for fiscal years 2013/2014 (Year 39), 2014/2015 (Year 40), and 2015/2016 (Year 41) to reallocate unutilized funds from Administration/Planning, Tree Planting, Historic Preservation, and program income to the Downtown Investor-Owned Rehabilitation Program in the amount of \$195,212.

SUMMARY

Due to inactivity or projects completed under budget for several activities and the necessity to spend grant funding in a timely manner, reallocation of CDBG funding is necessary.

BUDGETARY CONSIDERATIONS

See attached Resolution

HISTORY, BACKGROUND and DISCUSSION

City Council previously allocated funds to the following programs which retain unspent balances:

Fiscal Year	Activity	Allocation	Balance
2013/2014	Tree Planting	\$60,000	\$4,000
	Historic Preservation	\$80,129	\$10,175
	Unbudgeted Program Income	n/a	\$6,037
2014/2015	Administration/Planning	\$139,000	\$75,000
2015/2016	Administration/Planning	\$166,500	<u>\$100,000</u>
			\$195,212

CDBG regulations at 24 CFR 570.902 state that 60 days before the end of the current program year [June 30, 2016 – 60 days = May 1, 2016] the amount of grant funds plus program income that remain undisbursed cannot exceed 1.5 times the formula grant for the current program year.

DISCUSSION OF THE ISSUE

Interest and commitment to the Downtown Investor-Owned Rehabilitation Program has increased with several new developments in the downtown target area. Funds reallocated to the Downtown Investor-Owned Rehabilitation Program will allow for additional projects and expansion of the program to the downtown.

POSITIONS

Approve the resolution to amend the Community Development Block Grant (CDBG) grant budgets for fiscal years 2013/2014 (Year 39), 2014/2015 (Year 40), and 2015/2016 (Year 41) to reallocate unutilized funds from administrative salaries/wages, tree planting, historic preservation, and program income to the Downtown Investor-Owned Rehabilitation Program in the amount of \$195,212.

City of Jackson, Michigan
 Resolution to Amend the Fiscal Year 2013/2014 (Year 39), 2014/2015 (Year 40)
 and 2015/2016 (Year 41) CDBG Budgets

WHEREAS, the U.S. Department of Housing and Urban Development approved the Community Development Block Grant (CDBG) activities for fiscal years 2013/2014 (Year 39), 2014/2015 (Year 40) and 2015/2016 (Year 41); and

WHEREAS, the City Council previously allocated funds for various eligible Community Development Block Grant services; and in Year 39 receipts from program income were in excess of budgeted revenue received and unutilized funding from Year 39, Year 40, and Year 41 were identified; and

WHEREAS, the City Council desires to appropriate the excess program income from Year 39; and unutilized funding from 2013/2014 (Year 39) for tree replacement in the amount of \$4,000 and historic preservation in the amount of \$10,175, from 2014/2015 (Year 40) for administrative salaries and fringes in the amount of \$75,000, and from 2015/2016 (Year 41) in the amount of \$100,000, to be made available for use in 2015/2016 Year 41 for Downtown Investor-Owned Rehabilitation.

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

<u>Account #</u>	<u>Account Description</u>	<u>Current Budget</u>	<u>Revised Budget</u>	<u>Change</u>
Entitlement Year 39 (2013/2014)				
286-000-039-698.003	Deferred Loan Repayments	140,298	146,335	6,037
286-749-039-816.014	Residential Historic Preservation	80,129	69,954	(10,175)
286-726-039-822.008	Tree Removal/Replacement	4,000	0	(4,000)
286-743-039-963.041	Contribution to Year 41	0	20,212	20,212
Entitlement Year 40 (2014/2015)				
286-737-040-710.000	Admin- Salaries & Fringes	139,000	64,000	(75,000)
286-743-040-963.041	Contribution to Year 41	0	75,000	75,000
Entitlement Year 41 (2015/2016)				
286-000-041-695.039	Contribution from Year 39	25,000	45,012	20,012
286-000-041-695.040	Contribution from Year 40	0	75,000	75,000
286-723-041-815.041	Downtown Investor-Owned Rehabilitation	110,000	305,212	195,212
286-737-041-710.000	Planning & Administration	166,500	66,500	(100,000)

* * * * *

State of Michigan }
 County of Jackson } ss
 City of Jackson }

I, Andrew J. Wrozek Jr., City Treasurer/Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 15th day of March, 2016.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 16th day of March, 2016.

 Andrew J. Wrozek Jr. City Treasurer/Clerk

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: March 15, 2016
SUBJECT: **Changes to Consumers Energy Standard Streetlighting Contract
Addition of Lights at 312 Randolph Street and 830 N. East Avenue**

Recommendation:

To Approve the Resolution for Changes to Consumers Energy Standard Streetlighting Contract and Authorize the Mayor and City Treasurer/Clerk to Sign the Appropriate Documents.

Attached is a report, resolution, contract, invoice and accompanying information on a change to the contract noted above from Jon Dowling, City Engineer.

I recommend adoption of the resolution for the change to the Consumers Energy Standard Streetlighting Contract allowing for the addition of the streetlights. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

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

DATE: March 15, 2016

RECOMMENDATION: To Approve the Resolution for Changes to Consumers Energy Standard Streetlighting Contract and Authorize the Mayor and City Treasurer/Clerk to Sign the Appropriate Documents.

SUMMARY

The City has requested that Consumers Energy install two (2) new lights, one at 312 Randolph Street and one at 830 N. East Avenue. Attached is an Authorization for Change in Standard Streetlighting Contract, Invoice for \$200.00, a Resolution for City Council Adoption and Additional Information from Consumers.

BUDGETARY CONSIDERATIONS

The estimated installation charge for the new streetlights is \$100 per light, and estimated average monthly energy charge associated is \$11.75 each.

HISTORY, BACKGROUND and DISCUSSION

The resident at 312 Randolph Street contacted their councilperson to request a new streetlight and the resident at 830 N. East Avenue sent a request to Engineering through the City's website. I forwarded these requests on to Consumers Energy to get the design process started.

DISCUSSION OF THE ISSUE

The City of Jackson is responsible for the streetlight system within the City. The City contracts with Consumers Energy to provide streetlights on their wooden power poles in the City neighborhoods.

POSITIONS

Engineering requests that the attached resolution to approve the addition of the streetlights at 312 Randolph Street and 830 N. East Avenue be adopted.

ATTACHMENTS



CEM Support Center

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

February 17, 2016

NOTIFICATION #:
1032921543 1032921544

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

REFERENCE: 312 RANDOLPH ST 830 N EAST AVE,, JACKSON

Dear Valued Customer,

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

Enclosed for approval and signature is the original Authorization for Change and Resolution covering the replacement and/or installation of streetlight(s). In conjunction with the work, a non-refundable payment of \$100.00 per luminaire is required.

A monthly energy charge associated with this lighting installation for 1 Luminaire(s) is approximately \$11.75
This charge is subject to change based on current rates. After the installation is complete, you will begin receiving a separate monthly bill for the above energy charge. You are responsible for the final restoration.

The estimated cost for your energy request is as follows:
Non Refundable Agreement for Installation of Electric Facilities:

Winter Construction Costs:	
Installation Charge (\$100.00 per Luminaire):	\$ 200.00
Additional Costs	
Total Estimated Cost:	\$ 200.00
Less Prepayment Received:	\$ -
Total Estimated Cost Due:	\$ 200.00

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

Please review all attached materials carefully. Contact the Consumers Energy Customer Energy Specialist or Representative assigned to your notification with any questions about your request at: 517-788-1480 .

Sent on behalf of,
GREGORY C GUNDY
Consumers Energy Customer Energy Specialist



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

Contract Number: 100000287787

Consumers Energy Company is authorized as of 2/22/2016, by the City of Jackson, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of Jackson, dated 6/1/2010.

Lighting Type:

General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge

Notification Number(s):

1032921543 1032921544

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 6/1/2010 shall remain in full force and effect.

City of Jackson

By:

(Signature)

(Printed)

Its

(Title)

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

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of Jackson, dated 6/1/2010, in accordance with the Authorization for Change in Standard Lighting Contract dated 2/22/2016,

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

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

STATE OF MICHIGAN
COUNTY OF Jackson

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

Dated:

Municipal Customer Type: City

GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

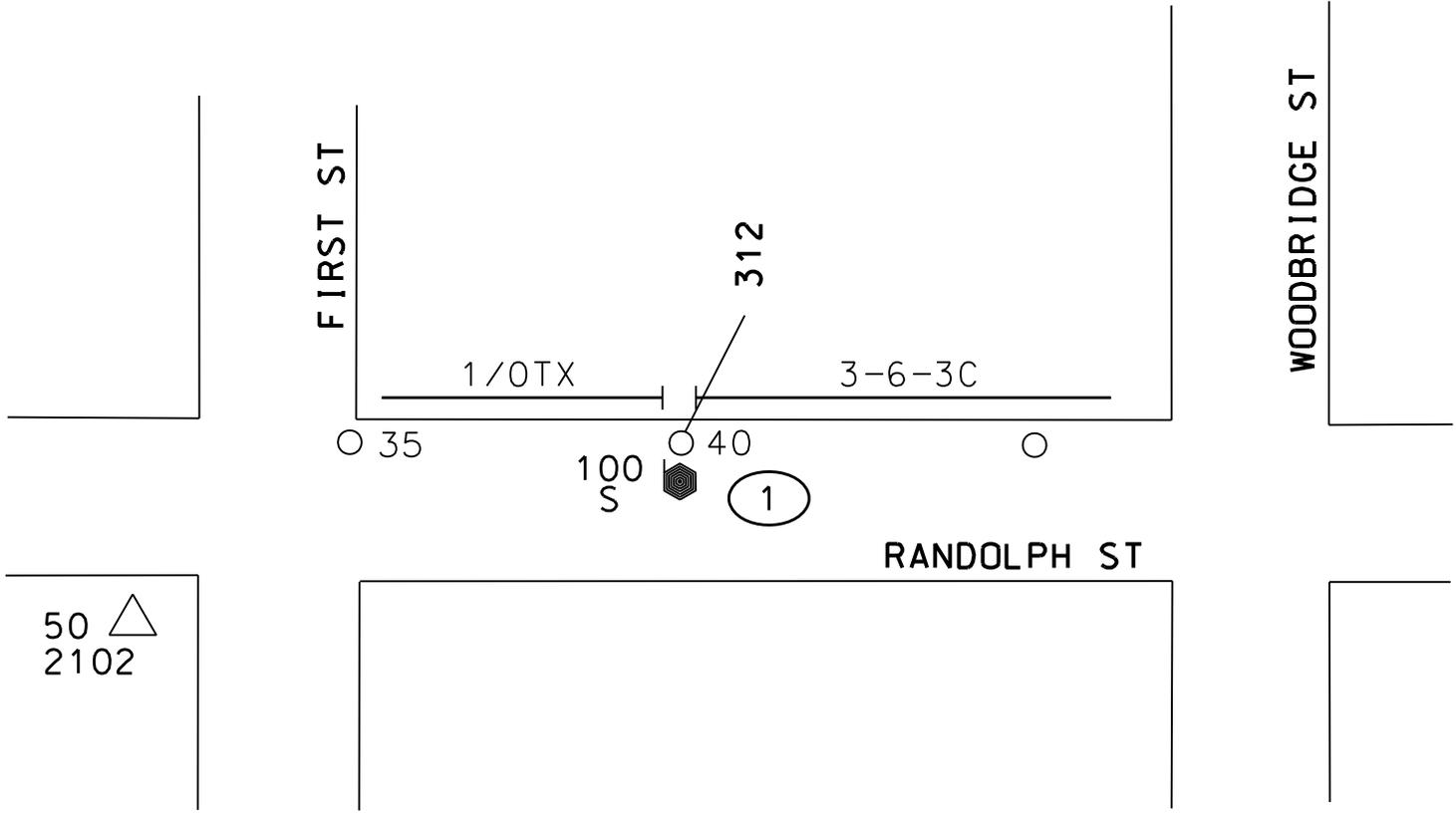
<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	<u>100</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Install</u>	312 Randolph St
1	<u>100</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Install</u>	830 N East St

① INSTALL
 100W HPS COBRAHEAD
 ON 6 FT BRKT
 PER 42-103-0 FIG.1
 MOUNTING HEIGHT APPROX. 25FT
 BOND STREETLIGHT BRACKET
 TO NEUTRAL PER 42-105-0 FIG.2

N

 JACKSON CO
 SUMMIT TWP
 T53 R01 SEC.10

TAP ON SECONDARY TO W
 OFF OF TRF 2102



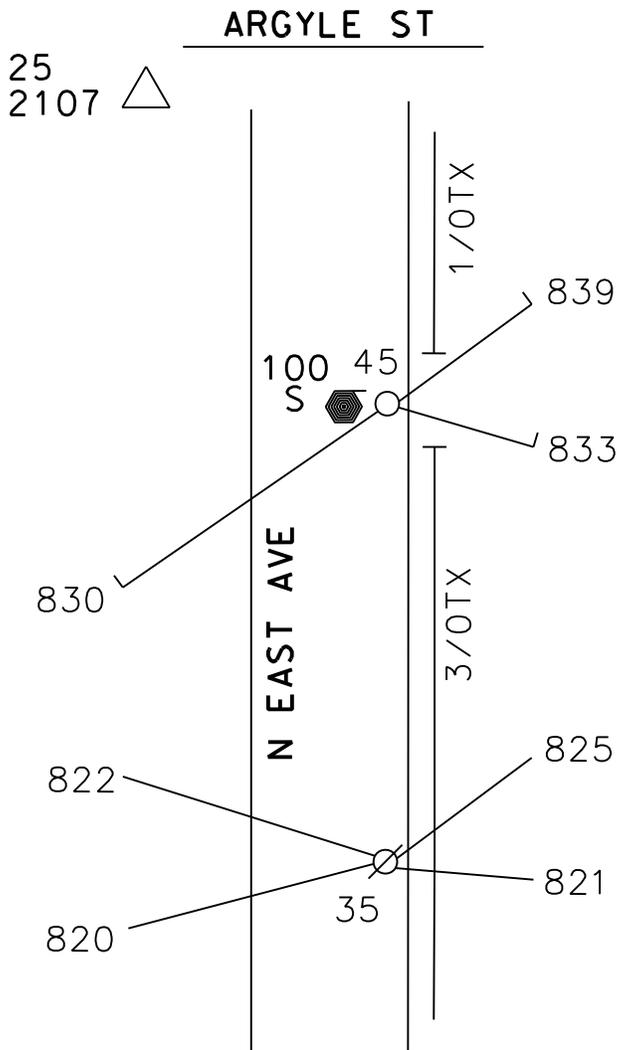
NOTIFICATION# 1032921543

ORDER NUMBER

 A CMS Energy Company ELECTRIC	DESIGNED BY JMSEBAST	DATE 02/08/16	313 RANDOLPH ST - ECNC/STL			
	APPROVED BY	DATE	For: CITY OF JACKSON 312 RANDOLPH ST, JACKSON NEW STREETLIGHT			
	SHEET 1 OF 1		SCALE NONE			
<p style="text-align: center;">-CONSTRUCTION CERTIFICATION-</p> <p>Work was constructed as Engineered or Changed as Indicated. All Salvageable Material Was Returned to Stores.</p> <p>Signed _____ in Direct Charge of Work</p> <p>Dates: Started _____ Completed _____</p> <p>MISS DIG NUMBER: _____ DATE: _____</p>	TLM NUMBER 5301102102	# OF RODS	OHMS	CONSTRUCTION MEASURE NUMBER 10003707059		
	SUBSTATION SUMMIT	WD NO. 0213	ORDER TYPE MAINTENANCE ACTIVITY TYPE DESIGN NUMBER			
	CIRCUIT FOURTH STREET	CKT NO. 03	LCP NO. 0467	ECNC	STL	10670509
				STAKED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
				TREES	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO



JACKSON CO
 BLACKMAN TWP
 T52 R01 SEC.35



① INSTALL
 100W HPS COBRAHEAD
 ON 6 FT BRKT
 PER 42-103-0 FIG.1
 MOUNTING HEIGHT APPROX. 25FT
 TAP ON SECONDARY TO N
 OFF OF TRF 2107

NOTIFICATION# 1032921544

ORDER NUMBER

 A CMS Energy Company ELECTRIC	DESIGNED BY JMSEBAST	DATE 02/07/16	830 N EAST AVE - ECNC/STL For: CITY OF JACKSON 830 N EAST AVE, JACKSON NEW STREETLIGHT			
	APPROVED BY	DATE				SHEET 1 OF 1
<p style="text-align: center;">-CONSTRUCTION CERTIFICATION-</p> <p>Work was constructed as Engineered or Changed as Indicated. All Salvageable Material Was Returned to Stores.</p> <p>Signed _____ in Direct Charge of Work</p> <p>Dates: Started _____ Completed _____</p> <p>MISS DIG NUMBER: _____ DATE: _____</p>	TLM NUMBER	# OF RODS	OHMS	CONSTRUCTION MEASURE NUMBER		
	5201352107			100003707090		
	SUBSTATION	WD NO.		ORDER TYPE	MAINTENANCE ACTIVITY TYPE	DESIGN NUMBER
	OAK STREET	0908		ECNC	STL	10670508
	CIRCUIT	CKT NO.	LCP NO.	STAKED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
COOPER STREET	01	0287	TREES <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

CONSUMERS ENERGY
 CEM Support Ctr - Lansing RM 122
 530 W Willow St
 Lansing, MI 48906-4754



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

PREPAYMENT REQUEST

Due Date	Total Due
03/18/16	\$200.00
Amount Enclosed	\$

Please detach this stub and return it with your payment

CONSUMERS ENERGY

Account Number 300009945183
Account Name CITY OF JACKSON
Address 161 W MICHIGAN AVE
 JACKSON, MI 49201

Invoice Number 9306788729
PO Number
PO Date
Bill Date 02/17/16
DUE DATE 03/18/16

Comments: 312 RANDOLPH ST 830 N EAST AVE, - JACKSON - STREETLIGHTING - NOTIFICATION NUMBER (s): -
 - - - - 1032921543 1032921544 -

Contact our secure credit/debit card payment center at 1-855-581-3753 to pay 'fee free' with your Visa or Master card. Have your account number, located at the top of this invoice ready. If you have any questions related to this bill or issues making your payment please contact your Consumers Energy representative.

Item	Description	Quantity	Unit Price	Amount
40010403	Electric Streetlights-CIAC	1.0 EA	\$100.00	\$100.00
40010403	Electric Streetlights-CIAC	1.0 EA	\$100.00	\$100.00
Payment Terms:	Due by: 03/18/16	TOTAL DUE*:		\$200.00

PLEASE ENCLOSE THE TOP PORTION OF THIS INVOICE WITH YOUR PAYMENT. THE ACCOUNT NUMBER IS NECESSARY TO ENSURE YOUR PAYMENT IS PROPERLY CREDITED. THANK YOU

Contact Information: GREGORY C GUNDY -517-788-1480 -

*Payments applied after the date of 02/17/16 are not included.

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

www.consumersenergy.com



MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: March 15, 2016
SUBJECT: **Resolution for Approval of Contract with MDOT for West Avenue**

Recommendation:

Approval of a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for street construction on West Avenue from Michigan Avenue to Wildwood, and from Ganson Street to North Street, and authorization for the Mayor and City Clerk/Treasurer to execute the appropriate documents.

Attached is a memo from Jon H. Dowling, City Engineer, regarding a contract for West Avenue reconstruction.

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

PHB

Attachments

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Jon H. Dowling, P.E.

DATE: March 15, 2016

RECOMMENDATION: Approval of a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for street construction on West Avenue from Michigan Avenue to Wildwood, and from Ganson Street to North Street, and authorization for the Mayor and City Clerk/Treasurer to execute the appropriate documents.

SUMMARY

Attached is a resolution to enter into a contract with the Michigan Department of Transportation for reconstruction on West Avenue from Michigan Avenue to Wildwood, and from Ganson Street to North Street.

BUDGETARY CONSIDERATIONS

The project is broken down into three parts: Part A—roadway reconstruction; Part B—water main replacement; and Part C—sanitary sewer replacement and has received federal funding for 81.85% for Part A and B. The balance after federal aid is to be paid in the following proportions:

	<u>PART A</u>	<u>PART B</u>	<u>PART C</u>
MDOT:	91.25%	50%	0%
CITY:	8.75%	50%	100%

The cost-participation agreement and contract for this project has been prepared by the Michigan Department of Transportation and forwarded to the City of Jackson for approval. The estimate for the construction work is \$3,095,800 with the federal share being \$2,401,000, the MDOT share being \$456,500 and the City share being \$238,500.

HISTORY, BACKGROUND and DISCUSSION

The subject segments of West Avenue are designated state trunkline highways and under the control of the Michigan Department of Transportation (MDOT). City of Jackson Engineering records do not show the year that the pavement between Ganson and North was originally constructed. Records do show that the section between Michigan and Wildwood received full-depth pavement reconstruction in 1980. The records also show that the surface of both segments was milled and repaved with two courses of asphalt in 1998. The current condition of the pavement is poor. There are transverse cracks throughout with longitudinal stress cracks and potholes in the wheelpaths at various locations. Potholes and patching are extensive in the segment between Ganson and North.

DISCUSSION OF THE ISSUE

The Michigan Department of Transportation (MDOT) is planning concrete curb and gutter replacement and full depth pavement replacement with new aggregate base and asphalt pavement throughout the project area. The antiquated cast iron water mains (constructed in 1926+) and vitrified clay sanitary sewer (constructed in sections between 1908 and 1923) will be replaced in conjunction with street construction. The water main portion of this project is part of the water main replacement program to improve water quality and pressure in the neighborhood. The sanitary sewer portion of this project is a continuation of the work Engineering has been doing for many years to improve reliability of the pipes beneath the City's critical state trunkline streets.

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 Treasurer/Clerk be authorized to sign the appropriate contract documents.

ATTACHMENTS

RESOLUTION

BY CITY COUNCIL:

WHEREAS, N. West Avenue between Michigan Avenue and Wildwood, and between Ganson Street and North Street is in need of improvements; and

WHEREAS, the project is broken down into three parts: Part A–roadway reconstruction; Part B–water main replacement; and Part C–sanitary sewer replacement; and

WHEREAS, the project has received federal funding for 81.85% for Part A and B of this project; and

WHEREAS, the balance after federal aid is to be paid in the following proportions:

	<u>PART A</u>	<u>PART B</u>	<u>PART C</u>
MDOT:	91.25%	50%	0%
CITY:	8.75%	50%	100%
			and;

WHEREAS, the cost-participation agreement and contract 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 \$3,095,800 with the federal share being \$2,401,000, the MDOT share being \$456,500 and the City share being \$238,500.

NOW, THEREFORE, BE IT RESOLVED that the City Council does approve the construction on N. West Avenue between Michigan Avenue and Wildwood, and between Ganson Street and North Street; and

BE IT FURTHER RESOLVED that the City Council does approve entering into the contract with the Michigan Department of Transportation for the reconstruction of N. West Avenue; and

BE IT FURTHER RESOLVED that the City Council does authorize the Mayor and the City Treasurer/Clerk to sign the contract documents on behalf of the City.

* * * *

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

I, Andrew J. Wrozek, Jr., City Treasurer/Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 15th day of March, 2016.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 16th day of March, 2016.

William C. Jors, Mayor

Andrew J. Wrozek, Jr., City Treasurer/Clerk

SPECIAL TRUNKLINE
FEDERAL AID PROGRESS PAYMENT
ACT-51 AND ADDED WORK

DA
Control Section NH 38072
Job Number 120268A; 120268B;
120268C
Federal Item HK 0822; HK 0093;
HH 9390
Federal Project NH 1638(005);
NH 1538(005);
NH 1438(012)
Contract 15-5516

THIS CONTRACT is made and entered into this date of _____, 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 "CITY"; for the purpose of fixing the rights and obligations of the parties in agreeing to construction improvements in conjunction with the DEPARTMENT'S work on Highway M-50/US-27 BR (West Avenue).

WITNESSETH:

WHEREAS, the DEPARTMENT is planning reconstruction work on Highway M-50/US-27 BR (West Avenue) within the corporate limits of the CITY; and

WHEREAS, the CITY has requested additional work in connection with a portion of the DEPARTMENT'S construction, which additional work in conjunction with the DEPARTMENT'S construction is hereinafter referred to as the "PROJECT" and is further described as follows:

PART A – FEDERAL, STATE & CITY PARTICIPATION

Roadway reconstruction work along Highway M-50/US-27 BR (West Avenue) from Michigan Avenue to Wildwood Avenue and from Ganson Street to North Street including curb and gutter, sidewalk and storm sewer work; together with necessary related work, located within the corporate limits of the CITY; and

PART B – FEDERAL, STATE & CITY PARTICIPATION

Watermain work along Highway M-50/US-27 BR (West Avenue) from Michigan Avenue to Wildwood Avenue and from Ganson Street to North Street; together with necessary related work, located within the corporate limits of the CITY; and

PART C – 100% CITY PARTICIPATION

Sanitary sewer work along Highway M-50/US-27 BR (West Avenue) from Ganson Street to North Street; together with necessary related work, located within the corporate limits of the CITY; and

WHEREAS, the DEPARTMENT presently estimates the PROJECT COST as hereinafter defined in Section 1 to be:

PART A:	\$2,540,000
PART B:	\$ 393,400
PART C:	<u>\$ 162,400</u>
TOTAL:	\$3,095,800

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 agreement.

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 CITY hereby consents to the designation of the PROJECT as a state trunkline highway. The parties shall undertake and complete the construction of the PROJECT as a state trunkline highway in accordance with this contract. The term "PROJECT COST", as herein used, is hereby defined as the cost of construction or reconstruction of the PROJECT including the costs of preliminary engineering (PE), plans and specifications; acquisition costs of the property for rights of way, including interest on awards, attorney fees and court costs; physical construction necessary for the completion of the PROJECT as determined by the DEPARTMENT; and construction engineering (CE), legal, appraisal, financing, and any and all other expenses in connection with any of the above.

2. The cost of alteration, reconstruction and relocation, including plans thereof, of certain publicly owned facilities and utilities which may be required for the construction of the PROJECT, shall be included in the PROJECT COST; provided, however, that any part of such cost determined by the DEPARTMENT, prior to the commencement of the work, to constitute a betterment to such facility or utility, shall be borne wholly by the owner thereof.

3. The CITY shall make available to the PROJECT, at no cost, all lands required thereof, now owned by it or under its control for purpose of completing said PROJECT. The CITY shall approve all plans and specifications to be used on that portion of this PROJECT that are within the right of way which is owned or controlled by the CITY. That portion of the PROJECT which lies within the right of way under the control or ownership by the CITY shall become part of the CITY facility upon completion and acceptance of the PROJECT and shall be maintained by the CITY in accordance with standard practice at no cost to the DEPARTMENT. The DEPARTMENT assumes no jurisdiction of CITY right of way before, during or after completion and acceptance of the PROJECT.

4. The parties will continue to make available, without cost, their sewer and drainage structures and facilities for the drainage of the PROJECT.

5. The DEPARTMENT will administer all phases of the PROJECT and will cause to be performed all the PROJECT work.

Any items of PROJECT COST incurred by the DEPARTMENT may be charged to the PROJECT.

6. The CITY will approve the design of the PART B portion of the PROJECT and shall accept full responsibility for the design with respect to the facilities functioning as a part of the CITY'S facilities. Any approvals by the DEPARTMENT are for its own purposes and are not to nor do they relieve the CITY of liability for any claims, causes of action or judgments arising out of the design of the facilities.

7. The PART A and B portions of the PROJECT COST shall be met in part by contributions from agencies of the Federal Government. The balance of the PART A, B and C portions of the PROJECT COST, after deduction of Federal Funds, shall be charged to and paid by the DEPARTMENT and the CITY in the following proportions and in the manner and at the times hereinafter set forth:

	<u>PART A</u>	<u>PART B</u>	<u>PART C</u>
DEPARTMENT -	91.25%	50%	0%
CITY -	8.75%	50%	100%

The PROJECT COST and the respective shares of the parties, after Federal-aid, is estimated to be as follows:

	<u>TOTAL</u> <u>ESTIMATED</u> <u>COST</u>	<u>FEDERAL</u> <u>AID</u>	<u>BALANCE</u> <u>AFTER</u> <u>FED AID</u>	<u>DEPT'S</u> <u>SHARE</u>	<u>CITY'S</u> <u>SHARE</u>
PART A					
Constr. & CE	\$2,214,000	\$1,812,200	\$401,800	\$366,600	\$ 35,200
PART A - PE	\$ 201,200	\$ 164,700	\$ 36,500	\$ 33,300	\$ 3,200
PART A - ROW	\$ 124,800	\$ 102,100	\$ 22,700	\$ 20,700	\$ 2,000
PART B					
Constr. & CE	\$ 360,600	\$ 295,200	\$ 65,400	\$ 32,700	\$ 32,700
PART B - PE	\$ 32,800	\$ 26,800	\$ 6,000	\$ 3,000	\$ 3,000
PART C					
Constr. & CE	\$ 148,900	\$ 0	\$148,900	\$ 0	\$148,900
PART C - PE	\$ 13,500	\$ 0	\$ 13,500	\$ 0	\$ 13,500
TOTAL	\$3,095,800	\$2,401,000	\$694,800	\$456,300	\$238,500

Participation, if any, by the CITY in the acquisition of trunkline right-of-way for PART A of the PROJECT shall be in accordance with 1951 P.A. 51 Subsection 1d, MCL 247.651d. An amount equivalent to the federal highway funds for acquisition of right-of-way, as would have been available if application had been made thereof and approved by the Federal government, shall be deducted from the total PROJECT COST prior to determining the CITY'S share. Such deduction will be established from the applicable Federal-Aid matching ratio current at the time of acquisition.

The PE costs will be apportioned in the same ratio as the actual construction award and the CE costs will be apportioned in the same ratio as the actual direct construction costs.

8. The DEPARTMENT shall maintain and keep accurate records and accounts relative to the cost of the PROJECT. The DEPARTMENT may submit progress billings to the CITY on a monthly basis for the CITY'S share of the cost of work performed to date, less all payments previously made by the CITY. No monthly billings of a lesser amount than \$1,000 shall be made unless it is a final or end of fiscal year billing. All billings will be labeled either "Progress Bill Number _____", or "Final Billing". Upon completion of the PROJECT, payment of all items of PROJECT COST and receipt of all Federal Aid, the DEPARTMENT shall make a final billing and accounting to the CITY.

The CITY will deposit with the DEPARTMENT the following amount which will be used by the DEPARTMENT as working capital and applied toward the end of the project for the contracted work and cost incurred by the DEPARTMENT in connection with the PART C portion of the PROJECT:

DEPOSIT PART C - \$40,000

The total deposit will be billed to the CITY by the DEPARTMENT and shall be paid by the CITY within thirty (30) days after the receipt of bids for the PROJECT.

9. In order to fulfill the obligations assumed by the CITY under the provisions of this contract, the CITY 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 CITY will be based upon the CITY'S share of the actual costs incurred less Federal Aid earned as the work on the PROJECT progresses.

10. Pursuant to the authority granted by law, the CITY hereby irrevocably pledges a sufficient amount of funds received by it from the Michigan Transportation Fund to meet its obligations as specified herein. If the CITY shall fail to make any of its required payments when due, as specified herein, the DEPARTMENT shall immediately notify the CITY 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 CITY from the Michigan Transportation Fund sufficient monies to remove the default, and to credit the CITY with payment thereof, and to notify the CITY in writing of such fact.

11. Upon completion of construction, the PART B and C portions of the PROJECT shall be operated and maintained by the CITY at no cost to the DEPARTMENT.

12. With respect to that portion of the PROJECT under the jurisdiction of the CITY:
- A. 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 pursuant to the terms of this contract are done to assist the CITY. Such approvals, reviews, inspections and recommendations by the DEPARTMENT shall not relieve the CITY of its ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT is assuming any liability control or jurisdiction.
 - B. The providing of recommendations or advice by the DEPARTMENT does not relieve the CITY of its exclusive jurisdiction of any CITY highway and responsibility under MCL 691.1402 et seq., as amended.
 - C. When providing approvals, reviews and recommendations under this contract, the DEPARTMENT 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.
 - D. The DEPARTMENT, by executing this contract, and rendering services pursuant to this contract, has not and does not assume jurisdiction of any CITY highway 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 CITY

13. The CITY certifies, by execution of this contract, that, upon completion of construction of the PROJECT and at no cost to the PROJECT or the DEPARTMENT, it will properly maintain or provide for the maintenance and operation of the PART B and C portions of the PROJECT, making ample provisions each year for the performance of such maintenance work as may be required.

14. The CITY, in conformance with Federal Aid Policy Guide (FAPG) Chapter I, Subchapter G, Part 630, Subpart C: Project Agreements, stipulates the following with respect to its specific jurisdiction of the PROJECT:

- A. 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 Action, as amended.

- B. That it agrees 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.
- C. That as a condition of Federal aid pursuant to this contract the CITY 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.

15. Each party to this Contract will remain responsive 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.

It is expressly understood and agreed that the REQUESTING PARTY shall take no action or conduct which arises either directly or indirectly out of its obligations, responsibilities, and duties under this contract, which results in claims being asserted against or judgments being imposed against the State of Michigan, the DEPARTMENT, and/or the Michigan State Transportation Commission.

In the event that the same occurs, for the purpose of this contract it will be considered as a breach of this contract thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan State Transportation Commission a right to seek and obtain any necessary relief or remedy, including but not by way of limitation, a judgment for money damages.

16. Failure of the CITY to fulfill its responsibilities as outlined herein may disqualify the CITY 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 condition of maintenance satisfactory to the DEPARTMENT and the FHWA.

17. The DEPARTMENT shall secure from the Federal Government approval of plans, specifications, and such cost estimates as may be required for the completion of the PROJECT; and shall take all necessary steps to qualify for Federal Aid such costs of acquisition of rights of way, construction, and reconstruction, including cost of surveys, design, construction engineering, and inspection for the PROJECT as deemed appropriate. The DEPARTMENT may elect not to apply for Federal Aid for portions of the PROJECT COST.

18. 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. 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.

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 CITY and for the DEPARTMENT; upon the adoption of a resolution approving said contract and authorizing the signatures thereto of the respective officials of the CITY, 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 the day and year first above written.

CITY OF JACKSON

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By _____
Title:

By _____
Department Director MDOT

By _____
Title:



RDB
2/11/16

APPROVED BY

Administrator
Real Estate

2-29-16
Date

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.

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: March 15, 2016
SUBJECT: Jackson County Drain Commissioner Invoice – Storm Water

Recommendation:

Approve payment of invoice from the Jackson County Drain Commissioner for Jackson Urbanized Area Phase II Implementation Assistance, in the amount of \$14,306.59, in accordance with the recommendation of the City Engineer.

Attached is a report and documentation from Jon Dowling, City Engineer, requesting approval of the above referenced payment.

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

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: March 15, 2016

RECOMMENDATION: Approve payment of invoice from the Jackson County Drain Commissioner for Jackson Urbanized Area Phase II Implementation Assistance, in the amount of \$14,306.59, in accordance with the recommendation of the City Engineer

SUMMARY

Jackson County, the City of Jackson, Blackman, and Leoni Townships have a Michigan Departmental of Environmental Quality (MDEQ) NPDES General Permit No. MIG619000, for permit coverage of Storm Water Discharges from Municipal Separate Storm Sewer Systems (MS4s) subject to Watershed Plan Requirements. These communities are working together and in accordance with the USEPA Clean Water Act, MDEQ Clean Michigan Initiatives and the Intergovernmental Public Act 200 Resolution dated October 22, 2002. We are working with a consultant to meet the requirements of our MS4 permit. The consultant also works to maintain a website for the group at www.uppergrandriver.org.

BUDGETARY CONSIDERATIONS

This year's cost of contracted services for Phase II Implementation is \$53,100.00. The total list of entities contributing to these expenses includes the following:

Blackman Township	\$10,261.64
City of Jackson	\$14,306.59
Leoni Township	\$5,890.77
Jackson County Drain Commissioner	\$12,253.87
Jackson County Road Commission	\$8,887.13
G.R.E.A.T.	<u>\$1,500.00</u>
Total:	\$53,100.00

HISTORY, BACKGROUND and DISCUSSION

The City, Jackson County and several townships have had a MS4 storm water permit from the MDEQ since 2003. To develop the required documentation and provide the testing of the river we have teamed up and hired a consultant to assist us. The contract for the consultant is held by the Jackson County Drain Office and the cost is split among each party.

DISCUSSION OF THE ISSUE

The City is required to provide the testing of the water quality on the Grand River and to prepare documents and reports on the river's condition through the City of Jackson. We can provide this on our own or team, up with the County and share the costs of performing these duties. We have partnered with the County and townships to be more cost effective and not have duplication of efforts.

POSITIONS

I am requesting authorization to make payment for services totaling \$14,306.59. This bill will be paid from the 101-445 Drains at Large.

ATTACHMENTS

Geoffrey W. Snyder
COUNTY DRAIN COMMISSIONER
 County Tower Building Jackson, Michigan 49201
 Mon.-Fri. 8-5 517 / 788-4398



JACKSON COUNTY
 120 W MICHIGAN AVE
 JACKSON, MI 49201

INVOICE

Customer ID: V003517
 Invoice Number: 0000017724
 Service Date: 01/01/2016
 Invoice Date: 02/10/2016
 Due Date: 03/10/2016
Balance Due: \$14,306.59

CITY OF JACKSON
 CITY OF JACKSON

Notes:

Quantity	Item	Description	Unit Price	Amount
1	UPGR	UPPER GR RIVER PROJECT	14,306.5900	\$14,306.59

RECEIVED

FEB 12 2016

PUBLIC WORKS
 CITY OF JACKSON

Total Invoice:	\$14,306.59
Credits Applied:	\$0.00
Payments Applied:	\$0.00
Invoice Balance:	\$14,306.59

Please keep top portion for your records

 Please detach bottom portion and return with payment

Please make checks payable to:

Upper Grand River Watershed/MS 4
 Mail to:
 Jackson County Drain Commission
 120 West Michigan Avenue
 Jackson, Michigan 49201

Customer ID: V003517
 Invoice Number: 0000017724
 Service Date: 01/01/2016
 Invoice Date: 02/10/2016
 Due Date: 03/10/2016



Total Payment \$ _____

**JACKSON URBANIZED AREA PHASE II STORM WATER COMMITTEE
2016' COST ALLOCATION TABLE**

	Population	Percentage for Permit Application	Permit/Wtshd Services	Blue Sea Website	JCCD Adopt-A-Stream	Grand River Trail	JCCD Grant Distribution	TOTAL
BLACKMAN CHARTER TOWNSHIP	24,051	33.69	10,059.50	202.14				
CITY OF JACKSON	33,534	46.97	14,024.77	281.82				10,261.64
LEONI TOWNSHIP	13,807	19.34	5,774.73	116.04				14,306.59
JACKSON COUNTY DRAIN COMMISSION	At Large	At Large	1,841.00		612.87	7,300.00	2,500.00	5,890.77
JACKSON COUNTY ROAD COMMISSION					6,387.13		2,500.00	12,253.87
G.R.E.A.T						1,500.00		8,887.13
TOTAL	71,392	100.00%	31,700.00	600.00	7,000.00	8,800.00	5,000.00	53,100.00

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager *PHB*
DATE: March 15, 2016
SUBJECT: Wastewater Treatment Service Agreement Extensions between the City of Jackson and Its Township Customer Communities.

Recommendation:

Approval of the Wastewater Treatment Service Agreement Extensions between the City of Jackson and its Township customer communities.

Attached is a memo from Public Works Director Todd Knepper regarding a request to extend the terms of the current wastewater treatment service agreements to our existing Township customer communities.

I recommend approval of the request to extend the terms of each individual wastewater treatment service agreement (through proposed extension language, as attached) in order to allow for uninterrupted service and continued service negotiations with the City's customer communities.

Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Todd Knepper, Director of Public Works
DATE: March 15, 2016

RECOMMENDATION: Approve Wastewater Treatment Service Agreement Extensions between the City of Jackson and Township Customer Communities, including Blackman Township, Sandstone Township, Summit Township, Spring Arbor Township, Napoleon Township and the Village of Parma.

SUMMARY

The current service agreements between the City of Jackson and the surrounding Township wastewater treatment customers are nearing expiration. While discussions are being held to negotiate and draft new service agreements, the City of Jackson is proposing to offer an extension of current agreements to allow ample time to negotiate new agreement terms and conditions for the future.

BUDGETARY CONSIDERATIONS

None at this time.

HISTORY, BACKGROUND and DISCUSSION

The City of Jackson holds long-term utility service relationships with Blackman Township, Sandstone Township, Summit Township, Spring Arbor Township, Napoleon Township, and the Village of Parma for the treatment of wastewater flows. These agreements are reaching their specified expiration dates, and in order to allow appropriate time to negotiate new terms and potential new service agreements, it is in the best interest of all parties to consider service agreement extensions.

DISCUSSION OF THE ISSUE

The City of Jackson would like to offer the attached agreement to extend terms to each of our wastewater treatment customer communities so as to allow for continued discussion and negotiation on future agreements. The terms of the proposed extensions have been reviewed by the City Attorney.

POSITIONS

I recommend extending the terms of each individual service agreement (as attached) in order to allow for continued service agreement negotiations.

ATTACHMENTS

CITY OF JACKSON – CUSTOMER COMMUNITIES

**AGREEMENT TO EXTEND TERMINATION DATES OF VARIOUS
WASTEWATER TREATMENT SERVICE AGREEMENTS ENTERED
INTO BETWEEN THE CITY OF JACKSON AND CUSTOMER
COMMUNITIES.**

THIS AGREEMENT is entered into by and between the CITY OF JACKSON, Jackson County, Michigan, a Michigan municipal corporation (the “City”), and the following municipal corporations, all located within Jackson County, Michigan (collectively referred to as the “Customer Communities”): the CHARTER TOWNSHIP OF BLACKMAN (“Blackman Charter Township”), the CHARTER TOWNSHIP OF SANDSTONE (“Sandstone Charter Township”), the TOWNSHIP OF SPRING ARBOR (“Spring Arbor Township”), the TOWNSHIP OF SUMMIT (“Summit Township”), the TOWNSHIP OF NAPOLEON (“Napoleon Township”), the VILLAGE OF PARMA (the “Village of Parma”); and the VILLAGE OF PARMA LDFA (the “Village of Parma LDFA”), a Michigan municipal authority, also located within Jackson County, Michigan. (“Party” means the City or any of the Customer Communities, individually; “Parties” means the City and the Customer Communities, collectively.)

RECITALS

WHEREAS:

- A. The City currently provides wastewater treatment services for discharges of wastewater from each of the Customer Communities pursuant to one or more agreements entered into between the City and the Customer Communities, with termination dates, as follows (the “Current Agreements”):
1. Blackman Charter Township; and Sandstone Charter Township.
 - a. May 1, 1986 “Wastewater Service Agreement” (entered between City and Blackman Charter Township) (30 year term); as amended by September 14, 1995, “Wastewater Service Agreement Addendum” (entered between City, Blackman Charter Township, and Sandstone Charter Township); as amended by March 30, 2005, “Wastewater Service Agreement Second Addendum” (entered between City, Blackman Charter Township, and Sandstone Charter Township).

Termination date: *May 1, 2016.*

- b. March 30, 2005 “Urban Cooperation Act Agreement” (entered between City, Blackman Charter Township, Sandstone Charter Township).

Termination date: Effective until March 27, 2016, unless May 1, 2016 termination date of May 1, 1986 “Wastewater Service Agreement” is extended, in which case the term of Urban Cooperation Act Agreement is extended to be coterminous with the extended termination date of the May 1, 1986 “Wastewater Service Agreement.”

- 2. Spring Arbor Township; Sandstone Charter Township; and Village of Parma.

- a. March 10, 1986 “City of Jackson – Township of Spring Arbor Agreement” (entered between City and Spring Arbor Township) (30 year term); as amended by December 12, 1990 “Sanitary Waste Disposal Agreement” (entered between City, Spring Arbor Township, Sandstone Charter Township, and Village of Parma); as amended by February 14, 2003 “Wastewater Service Agreement (City of Jackson – Township of Spring Arbor) (Amendment to Increase Wastewater Allocation)” (entered between City, Spring Arbor Township, Sandstone Charter Township, and Village of Parma); as amended by May 9, 2006 “Wastewater Service Agreement – Third Amendment” (entered between City, Spring Arbor Township, Sandstone Charter Township, and Village of Parma).

Termination date: *March 10, 2016.*

- b. May 25, 2006 “Urban Cooperation Act Agreement” (entered between City and Village of Parma LDFA).

Termination date: Effective until March 27, 2016, unless March 10, 2016 termination date of “City of Jackson – Township of Spring Arbor Agreement” is extended, in which case the term of Urban Cooperation Act Agreement is extended to be coterminous with the extended termination date of the March 10, 1986 “City of Jackson – Township of Spring Arbor Agreement.”

unless term of May 1, 1986 WSA extended, in which case term of UCAA extended to same date as May 1, 1986 WSA.) [should be March 10, 1986]

3. Summit Township.

- a. April 8, 1986 "Wastewater Service Agreement" (Entered between City and Summit Township) (30 year term).

Termination date: *April 8, 2016.*

4. Napoleon Township.

- a. May 1, 1986 "Wastewater Service Agreement" (entered between City and Napoleon Township) (30 year term); as amended by July 11, 1995 "Wastewater Service Agreement Addendum" (entered between City and Napoleon Township).

- b. Termination date: *May 1, 2016.*

- B. The City and the Customer Communities believe it is in their mutual best interests to enter into new Wastewater Treatment Service Agreements (the "New Agreements") to replace the Current Agreements. The New Agreements will set forth the terms, conditions, and requirements for the acceptance, treatment, and disposal by the City of wastewater discharged by the Customer Communities, for the payment by the Customer Communities to the City for those wastewater treatment services, and for the City's and the Customer Communities' other duties and obligations with respect to wastewater treatment service matters.
- C. The City and the Customer Communities have commenced discussions regarding the New Agreements, but recognize that they will require additional time to collaboratively develop the final terms and conditions of the New Agreements, including a new user charge rate methodology, beyond the respective termination dates of the Current Agreements as set forth above.
- D. Accordingly, the City and each of the Customer Communities agree that it is in their mutual best interests to agree to extend the termination dates of the Current Agreements to which they are a Party to allow sufficient time to finalize and enter into the New Agreements.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual benefits to be derived from this Agreement and the terms, conditions, and requirements set forth below, the City and each of the Customer Communities agree as follows:

1. EXTENSION OF TERMINATION DATES OF CURRENT AGREEMENTS

Notwithstanding anything to the contrary in any of the Current Agreements between the City and any of the Customer Communities, and as of the effective date of this Agreement for each particular Current Agreement as provided herein, the termination date of each and all of the Current Agreements shall be extended until December 15, 2016.

2. EFFECT ON OTHER TERMS AND REQUIREMENTS

Except as specifically provided by this Agreement with regard to the extension of the termination dates of the Current Agreements, all other terms and conditions of the Current Agreements shall remain in full force and effect without any change.

3. SUCCESSORS

This Agreement shall be binding upon any successor governmental units of the respective Parties.

4. EFFECTIVE DATE WITH RESPECT TO EACH CURRENT AGREEMENT

A. This Agreement shall be effective to extend the termination date of each Current Agreement as of the date upon which the authorized representatives of the Parties to the particular Current Agreement have executed this Agreement.

B. This Agreement may be executed in counterparts, each of which shall be deemed to be an original but all of which taken together shall constitute one and the same agreement with regard to each particular Current Agreement.

5. TERM

This Agreement shall terminate without any further action required by any Party on December 15, 2016, unless modified by written agreement of all the Parties to a particular Current Agreement before that date.

6. SAVING CLAUSE

If any part of this Agreement is held by a Court of competent jurisdiction to be illegal or unenforceable, such event shall not be deemed to affect the validity of any other portion hereof. Any such holding materially affecting the commitments herein may be the subject of further negotiations between the Parties for the purpose of legally revising the part involved.

7. MISCELLANEOUS PROVISIONS REGARDING AGREEMENT

A. This Agreement constitutes the final, entire and exclusive agreement of the Parties with respect to the subject matter addressed, and supersedes all prior communications, understandings and agreements relating to the subject matter, whether oral or written.

B. Nothing in this Agreement shall limit the ability of the Parties to negotiate amendments to this Agreement regarding a further extension of the termination date of any of the Current Agreements, provided that no amendment or waiver of this Agreement shall be binding unless executed in writing and signed by the Parties to the particular Current Agreement in question.

C. There are no intended third party beneficiaries of this Agreement.

[Continued on next page]

IN WITNESS WHEREOF, this Agreement is signed and delivered by authority of the City and the respective Customer Communities as set forth below.

Date Signed:

CITY OF JACKSON, MICHIGAN,
a municipal corporation

By _____
Mayor, Bill Jors

By _____
City Clerk, Andrew J. Wrozek, Jr.

STATE OF MICHIGAN)
) ss.
COUNTY OF JACKSON)

The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by Bill Jors and Andrew J. Wrozek, Jr., the Mayor and Clerk of the City of Jackson, for and on behalf of the City.

Notary Public, Jackson County, MI
My commission expires:

[Continued on next page]

In the presence of:

CHARTER TOWNSHIP OF BLACKMAN, MICHIGAN
a municipal corporation,

_____ by _____
Peter Jancek, Supervisor

_____ by _____
David Sercombe, Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF JACKSON)

The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by Peter Jancek and David Sercombe, the Supervisor and Clerk of the Charter Township of Blackman, for and on behalf of the Charter Township of Blackman.

Notary Public, Jackson County, MI
My commission expires: _____

[Continued on next page]

In the presence of:

CHARTER TOWNSHIP OF SANDSTONE, MICHIGAN
a municipal corporation,

_____ by _____
L. Keith Acker, Supervisor

_____ by _____
Priscilla Sterrett, Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF JACKSON)

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by L. Keith Acker, Supervisor and Priscilla Sterrett, the Supervisor and Clerk of the Charter Township of Sandstone, for and on behalf of the Charter Township of Sandstone.

Notary Public, Jackson County, MI
My commission expires: _____

[Continued on next page]

In the presence of:

TOWNSHIP OF SPRING ARBOR, MICHIGAN
a municipal corporation,

by _____
Marston Fortress, Supervisor

by _____
Julia Stonestreet, Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF JACKSON)

The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by Marston Fortress and Julia Stonestreet, the Supervisor and Clerk of the Township of Spring Arbor, for and on behalf of the Township of Spring Arbor.

Notary Public, Jackson County, MI
My commission expires: _____

[Continued on next page]

In the presence of:

VILLAGE OF PARMA, MICHIGAN
a municipal corporation

By _____
James Jenkins, President

By _____
Katie Cotey, Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF JACKSON)

The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by James Jenkins and Katie Cotey, the President and Clerk of the Village of Parma, for and on behalf of the Village of Parma.

Notary Public, Jackson County, MI
My commission expires: _____

[Continued on next page]

In the presence of:

VILLAGE OF PARMA LDFA,
a municipal authority

By

James Jenkins, Chair

By

Katie Cotey, Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF JACKSON)

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by James Jenkins and Katie Cotey, the Chair and Clerk of the Village of Parma LDFA, for and on behalf of the Village of Parma LDFA.

Notary Public, Jackson County, MI
My commission expires: _____

[Continued on next page]

In the presence of:

TOWNSHIP OF SUMMIT, MICHIGAN
a municipal corporation,

by _____
Jim Dunn, Supervisor

by _____
Meghan Dobben, Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF JACKSON)

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by Jim Dunn and Meghan Dobben, the Supervisor and Clerk of the Township of Summit, for and on behalf of the Township of Summit.

Notary Public, Jackson County, MI
My commission expires: _____

[Continued on next page]

In the presence of:

TOWNSHIP OF NAPOLEON, MICHIGAN
a municipal corporation,

by _____
Dan Wymer, Supervisor

by _____
Chris Hawker, Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF JACKSON)

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by Dan Wymer and Chris Hawker, the Supervisor and Clerk of the Township of Napoleon, for and on behalf of the Township of Napoleon.

Notary Public, Jackson County, MI
My commission expires: _____

[End of Document]

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager *PHB*
DATE: March 15, 2016
SUBJECT: Purchase of New Return Activated Sludge Pump at the Wastewater Treatment Plant

Recommendation:

Purchase a new Flygt brand submersible dry pit pump from Kennedy Industries, Wixom, Michigan in the amount of \$30,410.00 for the Wastewater Treatment Plant.

Attached is a memo from Todd Knepper, Director of Public Works, regarding the quoted replacements.

I recommend approval of the purchase a new Flygt brand submersible dry pit pump from Kennedy Industries, Wixom, Michigan in the amount of \$30,410.00.

Your consideration and concurrence is appreciated.

PHB/tsk

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Todd Knepper, Director of Public Works

DATE: March 15, 2016

RECOMMENDATION: Purchase New Wastewater Treatment Plant Return Activated Sludge Pump from Kennedy Industries, Wixom, Michigan in the amount of \$30,410.00.

SUMMARY

The Jackson Wastewater Treatment Plant (WWTP) has three relatively large Return Activated Sludge (RAS) pumps in operation at the facility. RAS pump #8 was originally installed in 1970 and has been rebuilt several times over the years. As with most of the equipment in service at the WWTP, RAS pump #8 is a critical piece of equipment, and the current unit has operated beyond its useful life. Three quotes were accepted for a replacement pump, and Kennedy Industries submitted the lowest quote at \$30,410.00.

BUDGETARY CONSIDERATIONS

Three quotes were received for this pump replacement:

Kennedy Industries, Wixom, Michigan = \$30,410.00
Professional Pump, Belleville, Michigan = \$30,743.00
Kerr Pump and Supply, Oak Park, Michigan = \$43,029.00

This project is included in the approved 2015/2016 WWTP budget, line 406-591-000-982.000.

HISTORY, BACKGROUND and DISCUSSION

The City of Jackson WWTP uses RAS pumps to transport activated sludge through the treatment process, and the three existing RAS pumps are nearing the end of their useful life. All of these pumps date back to 1970, and after several rebuilds, it is now time to consider complete replacement with new, more efficient equipment.

DISCUSSION OF THE ISSUE

This equipment is vital to the wastewater treatment process, and the maintenance staff at the WWTP has done a tremendous job of keeping the equipment operational, despite its age. At this point, it is appropriate to consider new, more efficient replacement pumping equipment in place of the existing RAS pump #8.

POSITIONS

I recommend the purchase of a new Flygt dry pit submersible pump from Kennedy Industries, Wixom, Michigan in the amount of \$30,410.00.

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager *PHB*

DATE: March 7, 2016

SUBJECT: City of Jackson Parks, Recreation and Cemeteries Department current adult programs for 2016.

Recommendation: Approve the current Parks, Recreation, and Cemeteries Department Spring and Summer adult programs for 2016.

Attached are the current adult program budget as presented by Kelli Hoover, Director of Parks Recreation and Cemeteries Department.

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

PHB

Attachments

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Kelli Hoover, Director of Parks, Recreation and Cemeteries

DATE: March 7, 2016

RECOMMENDATION: City Manager review and submit to the City Council the Parks, Recreation and Cemeteries Adult Spring and Summer Recreation Program offerings

SUMMARY

Approve adult programs for spring and summer 2016 as recommended by the Parks and Recreation Commission. The requested program information includes program fees, supplies, staffing and wages.

BUDGETARY CONSIDERATIONS

The Parks and Recreation Commission recommended at their February 24, 2016 meeting to support the adult programs and fees for spring and summer 2016. City Council approved the departments youth programs and fees during their February 9, 2016 meeting. The attached adult program budget information covers our spring and summer offerings including expenditures and revenues.

HISTORY, BACKGROUND and DISCUSSION

The department adult programs for spring and summer 2016 are programs that have consistently had a good participation level. The department has included fee increases in several of the programs.

DISCUSSION OF THE ISSUE

These new programs are based on enrollment and participation in the program and may be subject to change to represent those numbers.

POSITIONS

The Parks, Recreation and Cemeteries Department support and requests approval of the adult programs for the spring and summer of 2016 that will be paid for through program fees and the recreation millage fund.

ATTACHMENTS

Adult Spring and Summer Programs 2016

ACTIVITY: 296-693

Account Number:		706	715	724	724.1	Supply Cost	Total Expense
Name	Rate	Salary	FICA	Unemp	WC		
SPRING CO-ED ADULT SOCCER							
Expenses							
Staffing							
(1) PT Supervisor	\$ 14.00	\$ 210.00	\$ 16.00	\$ 183.00	\$ 5.00		
(4) Certified Referees	\$ 30.00	\$ 750.00	\$ 57.00	\$ 366.00	\$ 17.00		
Supplies							
Championship Tee Shirts (\$5.00 each)						\$ 60.00	
Total Expense		\$ 960.00	\$ 73.00	\$ 549.00	\$ 22.00	\$ 60.00	\$ 1,664.00
Revenue							
(10)Teams		\$ 2,250.00					
Recommended \$225 a team/Current fee \$200.							
Revenue Total		\$ 2,250.00					\$ 2,250.00

SUMMER CO-ED ADULT SOCCER							
Expenses							
Staffing							
(1) PT Supervisor	\$ 14.00	\$ 672.00	\$ 51.00	\$ 183.00	\$ 15.00		
(4) Certified Referees	\$ 30.00	\$ 960.00	\$ 73.00	\$ 366.00	\$ 22.00		
Supplies							

Championship Tee Shirts (\$5.00 each)						\$	1,000.00		
Total Expense	\$ 1,632.00	\$ 124.00	\$ 549.00	\$ 37.00	\$	1,000.00	\$	3,342.00	

Revenue									
(16) Teams (current Fee \$400 a team)	\$ 6,400.00								
Revenue Total	\$ 6,400.00						\$	6,400.00	

Wiffleball

Expenses

Staffing

(1) PT Supervisor	\$ 16.00	\$ 384.00	\$ 29.00	\$ 183.00	\$ 9.00				
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Supplies

(1) Wiffleball Backstop						\$	125.00		
(3) Cases Wiffle Balls (\$28.00 a case)						\$	84.00		
(15) Wiffle Bats (\$11 each)						\$	165.00		
Total Expense	\$ 384.00	\$ 29.00	\$ 183.00	\$ 9.00	\$	374.00	\$	979.00	

Revenue									
(16) Teams (\$150 a team)	\$ 2,400.00								
Recommended Fee \$150/Current Fee \$100									
Revenue Total	\$ 2,400.00						\$	2,400.00	

Adult Tennis Lessons

Expenses

Staffing

(1) PT Supervisor	\$ 18.00	\$ 396.00	\$ 30.00	\$ 183.00	\$ 9.00				
(1) PT Instrcuto4	\$ 10.00	\$ 220.00	\$ 17.00	\$ 183.00	\$ 5.00				

Total Expense	\$ 616.00	\$ 47.00	\$ 366.00	\$ 14.00	\$		\$	1,043.00	
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Revenue

(40) Participants (\$30.00 a person)	\$ 1,200.00						
Recommended fee \$30.00/Current \$25.00							
Revenue Total	\$ 1,200.00					\$	1,200.00

Adult Tennis League

Expenses

Staffing

(1) PT Supervisor	\$ 18.00	\$ 270.00	\$ 21.00	\$ 183.00	\$ 6.00		
(1) PT Instructor	\$ 10.00	\$ 150.00	\$ 11.00	\$ 366.00	\$ 3.00		

Supplies

(1) Case of Tennis balls						\$ 95.00	
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Total Expense	\$ 270.00	\$ 21.00	\$ 183.00	\$ 6.00	\$	\$ 95.00	\$ 575.00
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Revenue

(12) Teams (Current Fee \$60.00 a team)	\$ 720.00						
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Revenue Total	\$ 720.00					\$	720.00
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Spring Exercise Programs

Expenses

Staffing

(5) PT Aerobics Instructor	\$ 25.00	\$ 2,600.00	\$ 199.00	\$ 915.00	\$ 60.00		
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Total Expense	\$ 2,600.00	\$ 199.00	\$ 915.00	\$ 60.00		\$	3,774.00
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Revenue

(800) Participants	\$ 4,000.00						
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Recommended Fee \$5 a class/Current \$4
starting Septemebr 1, 2016

Revenue Total	\$ 4,000.00					\$	4,000.00
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SUMMER SOFTBALL

Expenses

Staffing

(1) PT Supervisor	\$ 22.00	\$ 8,932.00	\$ 683.00	\$ 183.00	\$ 205.00
(15) Scorekeepers	\$ 12.00	\$ 612.00	\$ 47.00	\$ 366.00	\$ 14.00
(1) Field Maintenance	\$ 12.00	\$ 900.00	\$ 69.00	\$ 183.00	\$ 21.00

Supplies

Championship Tee Shirts					\$ 1,591.00		
Trophies					\$ 1,259.00		
Bat Stickers ASA					\$ 400.00		
Total Expense		\$ 10,444.00	\$ 799.00	\$ 732.00	\$ 240.00	\$ 3,250.00	\$ 15,465.00

Revenue

(32) Men's Mon. -Thurs (\$275 a team)	\$ 8,800.00					
(20) Men's Sun. (\$225 a team)	\$ 4,500.00					
(7) Men Double Header (\$525 a team)	\$ 3,675.00					
(15) Women's League (\$275 a team)	\$ 4,125.00					
(7) Senior League (\$225 a team)	\$ 1,575.00					
(30) Co-Ed Mon.-Sun.(\$225 a team)	\$ 6,750.00					
(938) City Resident Fees (\$12.00 a person)	\$ 11,256.00					
Recommended fee \$12/Current \$10)						
(210) City Supporter Fees (\$14.00 a person)	\$ 2,940.00					
Recommended fee \$14/Current \$12						
(102) Non-Residents Fees (\$24.00 a person)	\$ 2,448.00					
Recommended fee \$24/Current \$18						
Revenue Total	\$ 46,069.00					\$ 46,069.00

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: March 15, 2016
SUBJECT: **Recommendation of Award of 2016 As Needed Materials Testing Services Contract**

Recommendation:

Approval of the award of the 2016 As Needed Materials Testing Services Contract to Professional Service Industries, Inc. of Lansing, Michigan in the estimated amount of \$131,243.50, and authorization for 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, requesting award of the City's As Needed Materials Services Contract for 2016.

I recommend approval of the award as requested. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: March 15, 2016

RECOMMENDATION: Approval of the award of the 2016 As Needed Materials Testing Services Contract to Professional Service Industries (PSI), Inc. of Lansing, Michigan in the estimated amount of \$131,243.50, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

SUMMARY

On February 23, 2016, qualification documents and proposals were received from 5 consultants by the Purchasing Department for the 2016 As Needed Materials Testing contract. These were reviewed by a team consisting of Jon Dowling, City Engineer, and Troy White, Assistant City Engineer.

BUDGETARY CONSIDERATIONS

The following is a listing of firms submitting proposals and their rating as ranked by the review team. Cost proposals were opened and reviewed for the two highest ranking firms. The estimate for this contract is \$136,849.20.

Company	Total Ranking	Cost
Professional Service Industries, Inc. of Lansing, MI	865	\$131,243.50
Materials Testing Consultants, Inc., Ann Arbor, MI	825	\$128,210.00
CTI and Associates, Inc., Novi, MI	770	\$134,729.00
Testing Engineers & Consultants, Inc., Ann Arbor, MI	695	\$102,749.00
ATC Group Services, LLC, Novi, MI	660	\$165,385.06

Unlike bid solicitations, Requests for Qualifications and Proposals (RFQP) 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 uses 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 considers 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 invited qualified consulting firms to submit proposals for the As Needed Materials Testing for the 2016 construction season projects. The City hires consultants to provide material testing for many tests such as soil compaction, concrete consistency and strength, asphalt mix conforming to specifications and density. The test results are maintained in our project files to document that the projects were constructed according to specifications.

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. PSI was ranked higher based on the experience of their inspectors and project manager. We believe that the City will receive a better performance because of that. The cost difference of these two proposals is about 2% and we feel this is not sufficient enough to change the rankings. The City has over \$4.88 million planned in construction projects for this construction season. Engineering recommends that the firm most qualified receive the contract to ensure the highest quality of testing during construction for these projects.

POSITIONS

In concurrence with the Purchasing Agent, it is the recommendation of the Department of Neighborhood and Economic Operations-Engineering to award the 2016 As Needed Materials Testing Services contract to Professional Service Industries, Inc. of Lansing, Michigan, in the estimated amount of \$131,243.50. This will be paid out of various project accounts in the Major Street Fund, Local Street Fund, Sewer Fund and Water Fund.

ATTACHMENTS

Proposal Evaluation Summary

2016 As-Needed Testing Services

Respondent	Score	Cost
ATC	660	
CTI	770	
MTC	825	128 210. ⁰⁰
PSI	865	131 243. ⁵⁰
TEC	695	

Eng. Estimate

136 849.²⁰

**CITY OF JACKSON
PROPOSAL EVALUATION WORKSHEET**

CONSULTANT: ATC

RFQP 16-001 Project: As Needed Materials Testing Services

DATE: 02/29/16

EVALUATED BY: JHD & TRW

ITEM	POSSIBLE POINTS	WEIGHT	EVALUATION POINTS	TOTAL
Experience/Qualifications	10	35	5	175
Understanding of the Problem	10	30	8	240
Method of Approach	10	35	7	245
TOTAL		100		660

COMMENTS

- 2 Exp/Qual: Local Agency Exp -2 Nope.
- 1 Project Manager PE -1 not much relevant field exp. (Kava)
- 1 Field Tech w/ HMA cert -1 nope.
- 1 -1 Field staff exp. w/ firm $(3+1+1+1+5) \div 5 = 2.2$ light
- Qualified Techs OK
- 1 Problem and Narrative Lite -1
- 1 Approach: MDOT forms -1 "where requested"
- 1 Results return time -1 not realistic - cylinders
- 1 Mich Cone -1 "if needed" LA abrasion
- HMA lab - at managing office I guess - does not say
- Field staff out of managing office OK
- LA Abrasion Test OK
- Conc QA Plan OK
- 1 Techs to cover multiple projects -1 does not say

**CITY OF JACKSON
PROPOSAL EVALUATION WORKSHEET**

CONSULTANT: CTI

RFQP 16-001 Project: As Needed Materials Testing Services

DATE: 02/29/16

EVALUATED BY: JHD & TRW

ITEM	POSSIBLE POINTS	WEIGHT	EVALUATION POINTS	TOTAL
Experience/Qualifications	10	35	9	315
Understanding of the Problem	10	30	7	210
Method of Approach	10	35	7	245
TOTAL		100		770

COMMENTS

Exp/Qual: Local Agency Exp OK

Project Manager PE ← Proposal says Beth, Beth said

Grog

Field Tech w/ HMA cert yes OK

Field staff exp. w/ firm $(4+16+2) \div 3 = 7.3$ OK

Qualified Techs -1 did not provide resume for

all staff

Problem and Narrative -1 2 sentences - lite

Approach: MDOT forms OK

Results return time -1 schedule does not match

RFQP

Mich Cone -1 Proposal says standard proctor

HMA lab - at managing office No - Wixom

-1

Field staff out of managing office OK

LA Abrasion Test OK

Conc QA Plan Nope -1

Techs to cover multiple projects nope -1

**CITY OF JACKSON
PROPOSAL EVALUATION WORKSHEET**

CONSULTANT: MTC

RFQP 16-001 Project: As Needed Materials Testing Services

DATE: 02/29/16

EVALUATED BY: JHD & TRW

ITEM	POSSIBLE POINTS	WEIGHT	EVALUATION POINTS	TOTAL
Experience/Qualifications	10	35	6	210
Understanding of the Problem	10	30	10	310
Method of Approach	10	35	9	315
TOTAL		100		825

COMMENTS

Exp/Qual: Local Agency Exp OK

-1 Project Manager PE No - BIT -1

-1 Field Tech w/ HMA cert only "reserves" -1

-2 -2 Field staff exp. w/ firm $(3+1+1+1+5) \div 5 = 2.2$ yrs - lite
Qualified Techs OK

Problem and Narrative OK

-1/2 Approach: MDOT forms -1/2 Proposal says MDOT forms for density only

+1/2 Results return time +1/2 - hand written same day delivery

-1/2 Mich Cone -1/2 Proposal says cone for VAP jobs only

-1 HMA lab - at managing office no, GR -1

Field staff out of managing office OK

LA Abrasion Test OK

Conc QA Plan OK

+1/2 Techs to cover multiple projects. OK
+1/2 24 hr HMA lab.

**CITY OF JACKSON
PROPOSAL EVALUATION WORKSHEET**

CONSULTANT: *PSI*

RFQP 16-001 Project: *As Needed Materials Testing Services*

DATE: *02/29/16*

EVALUATED BY: *JHD & TRW*

ITEM	POSSIBLE POINTS	WEIGHT	EVALUATION POINTS	TOTAL
Experience/Qualifications	10	35	9	315
Understanding of the Problem	10	30	9	270
Method of Approach	10	35	8	280
TOTAL		100		865

COMMENTS

Exp/Qual: Local Agency Exp good.

Project Manager PE good.

-1 Field Tech w/ HMA cert no, only lab tech who

OK Field staff exp. w/ firm $(3+13+10+14) \div 4 = 10$

Qualified techs OK

Problem and Narrative OK

Approach: MDOT forms good.

Results return time good.

Mich Cone OK

HMA lab - at managing office -1 GR.

Field staff out of managing office OK

LA Abrasion Test OK

Conc QA Plan -1

Techs to cover multiple projects OK

won't be in the field.

-1 results on "Hive". I want them delivered.

I don't want to have to go get them.

**CITY OF JACKSON
PROPOSAL EVALUATION WORKSHEET**

CONSULTANT: TEC

RFQP 16-001 Project: As Needed Materials Testing Services

DATE: 02/29/16

EVALUATED BY: JHP & TRW

ITEM	POSSIBLE POINTS	WEIGHT	EVALUATION POINTS	TOTAL
Experience/Qualifications	10	35	6	210
Understanding of the Problem	10	30	8	240
Method of Approach	10	35	7	245
TOTAL		100		695

-2 COMMENTS -2 - past experience - one tech did not test and other tech confrontational always late w/ city staff

Exp/Qual: local Agency Exp OK

-1 Project Manager PE OK

-1 Field Tech w/ HMA cert nope - only lab tech.

Field staff exp. w/ firm $(21+24+9+16) \div 4 = 17.5$ OK

Qualified Techs OK

Problem and Narrative OK

-1 Approach: MDOT forms Nope. -1

-1 Results return time -1 only "timely manner"

-1 Mich Cone no -1

HMA lab - at managing office OK

Field staff out of managing office OK

LA Abrasion Test OK

-1 Conc QA Plan -1 no

Techs to cover multiple projects.

-1 -1 too much to read - not concise.

MEMO TO: Mayor and City Councilmembers

FROM: Patrick Burch, City Manager *PHB*

DATE: March 15, 2016

SUBJECT: Recommendation of Award of the Fourth Street and Trail Design and Engineering Contract

Recommendation:

Award the Fourth Street and Trail Design and Engineering Contract to Mannik & Smith Group, Inc., Monroe, Michigan, for \$179,587.82, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate document(s).

Attached is a report from Jon Dowling, City Engineer, requesting the award of the Fourth Street and Trail Design and Engineering Contract.

I recommend approval of the award of the contract to Mannik & Smith Group, Inc. Your consideration and concurrence is appreciated.

PHB:skh

Attachment

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: March 15, 2016

RECOMMENDATION: Approval of the award for the Fourth Street and Trail Design and Engineering contract to DLZ Michigan, Inc. of Lansing, Michigan, for \$350,981.32, and authorization for the Mayor and City Treasurer/Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

SUMMARY

On March 1, 2016 qualification documents and proposals were received from seven consultants by the Purchasing Coordinator for design and construction engineering of the Fourth Street and Trail project. The qualifications and proposals were reviewed by a team consisting of Jon Dowling, City Engineer, Troy White, Assistant City Engineer and Kelli Hoover, Director of Parks, Recreation and Cemeteries.

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 \$376,900.00. Cost proposals were opened and reviewed for the two highest ranking firms. DLZ had the highest rating and the lowest cost of \$350,981.32.

Company	Total Rating	Cost
DLZ Michigan, Inc., Lansing, MI	757	\$350,981.32
Hubbel, Roth & Clark, Inc., Bloomfield Hills,, MI	699	\$432,983.00
Fisbeck, Thompson, Carr & Huber, Novi, MI	621	\$367,090.02
Beckett & Raeder, Inc., Ann Arbor, MI	484	\$367,610.00
Stantec Consulting Michigan, Ann Arbor, MI	484	\$263,966.00
Mannik & Smith Group Inc., Monroe, MI	467	\$179,587.82
Fleis & VandenBrink, Farmington Hills, MI	460	\$332,640.00

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 uses 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 has Fourth Street from Audubon to Horton on the TIP in 2018 with \$782,000 in federal funds and \$195,000 in City funds for single-course mill and resurface with a roundabout to be constructed at Hickory. The City also has received three trail grants: first, for Downtown route planning with an Iron-Belle grant to fill the gap in the trail from Francis Street at the Grand River to Mechanic Street at Louis Glick Highway; second, for a trail along S. Cooper Street from south of Washington Avenue to the Martin Luther King Jr. Center; and third, for a trail along Fourth Street and

Horton Road from New Leaf Park to Horton Road and Park Road. The first two trail projects shall be completed in 2016 and the third may be built in 2017 or in 2018 with the Fourth Street project. The City received a 2014 Michigan Natural Resources Trust Fund (MNRTF) Grant for the S. Cooper trail in the amount of \$300,000 with a match of \$106,000 for construction. The City has also received a 2015 MNRTF grant for the Fourth Street and Horton Road trail in the amount of \$300,000 with a match of \$207,522 for construction.

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. Even though the Fourth Street project would not need to be designed this year with construction in 2018, it is necessary to have the street design be performed in conjunction with the trail project. Several of the trail projects must be completed this year. Therefore it made sense to package all of the trail engineering with the Fourth Street engineering together in one contract. Engineering recommends that the firm most qualified receive the contract to ensure the highest quality design and construction engineering services for this project. The project files must be kept according to MDOT standards so that no problems are found during the final audit to jeopardize the federal funds on this project.

POSITIONS

Based upon their qualification ranking, and in concurrence with the Purchasing Agent, Engineering recommends that the contract for the Fourth Street and Trail Design be awarded to DLZ Michigan, Inc., of Lansing, Michigan, at their not-to-exceed cost of \$350,981.32. Funding is available in the Major Street Fund. We also request that the Mayor and City Treasurer/Clerk be authorized to sign the contract documents

ATTACHMENTS

PROPOSAL REVIEW SUMMARY FOR TRAILS & FOURTH STREET RFQP

Firm	Experience/Qualifications			Understanding of Problem			Method of Approach			Level of Effort			Total Points X + Y + Z
	A Weight	B Earned Points (Out of 10)	X Subtotal of Points A x B	C Weight	D Earned Points (Out of 10)	Y Subtotal of Points C x D	E Weight	F Earned Points (Out of 10)	Z Subtotal of Points E x F	G Weight	H Earned Points (Out of 10)	Subtotal of Points G x H	
DLZ	20.0	7.7	154.0	25.0	6.2	155.0	30.0	6.6	198.0	25.0	10.0	250.0	757
HRC	20.0	3.2	64.0	25.0	8.4	210.0	30.0	7.5	225.0	25.0	8.0	200.0	699
FTCH	20.0	5.4	108.0	25.0	4.5	112.5	30.0	5.0	150.0	25.0	10.0	250.0	621
BRI	20.0	2.7	54.0	25.0	6.2	155.0	30.0	2.5	75.0	25.0	8.0	200.0	484
Stantec	20.0	7.3	146.0	25.0	5.5	137.5	30.0	2.5	75.0	25.0	5.0	125.0	484
MSG	20.0	4.5	90.0	25.0	4.8	120.0	30.0	4.4	132.0	25.0	5.0	125.0	467
F&V	20.0	6.4	128.0	25.0	1.7	42.5	30.0	3.8	114.0	25.0	7.0	175.0	460

**CITY OF JACKSON
PROPOSAL EVALUATION WORKSHEET**

CONSULTANT: BRI

RFQP 16/002: Fourth Street and Trails Design and Construction Engineering Services

DATE: 03/04/16

EVALUATED BY: JD, KH, TW

ITEM	POSSIBLE POINTS	WEIGHT	EVALUATION POINTS	TOTAL
Experience/Qualifications	10	20	2.7	54
Understanding of the Problem	10	25	6.2	155
Method of Approach	10	30	2.5	75
Level of Effort	10	25	8	200
TOTAL		100		484

COMMENTS

Blank area for handwritten comments.

BRI

EXPERIENCE / QUALIFICATIONS

A. Critical Staff

- 1 1. street design engineer *No street experience only trails.*
- 2. trail design engineer / landscape architect *good*
- 2 3. traffic engineer for roundabout
- 4. traffic signal designer *OK*
- 5. survey and construction staking *OK*
- 1 6. construction engineer *who? Caitlin*
- 1 7. Field Manager technician *Caitlin*
- 1 8. Inspector *Caitlin*

B. Past Projects

- 1. DNR grant funded trails *OK*
- 1 2. Federal Aid Streets *None*
- 1 3. Round-about design *None by BRI*

$$\frac{11-8}{11} = \frac{3}{11} = 2.7$$

UNDERSTANDING OF THE PROBLEM

A. DT Connector Trail Study

- 1. Project limits *OK*
- 2. Understanding of current conditions *yes*
- 3. Grand River barrier *OK*
- 4. Glick Hwy barrier *OK*
- 5. Railroad barrier *OK*

B. South Cooper Connector Trail

- ~~1. Understanding of current conditions~~
- 1 2. Trail width *NO*
- 1 3. ROW issues *NO*
- 1 4. MDOT permit *NO*

5. Completion date *yes*

6. Project limits *OK*

7. Ped signal at Morrell *OK*

8. State funded *yes*

-1 9. MDNR plan review *no*

C. Fourth Street Trail

- 1 1. Trail width *NO*
- 2. Completion date *yes*
- 3. Coordination with round-about *yes*
- 4. Project limits *yes*
- 5. State funded *yes*
- 1 6. MDNR plan review *no*

D. Fourth Street Repaving

- 1 1. Roundabout *NO*
- 2. Coordination with trail *OK*
- 3. Single course mill and repave *OK*
- 1 4. Sidewalk ramp upgrades *NO*
- 1 5. Condition of ex asphalt sidewalk *NO*
- 1 6. Maintaining traffic *NO*
- 7. Completion date *OK*
- 8. Project limits *OK*
- 9. MDOT/Fed funds *OK*
- 1 10. LAP oversight *NO*

METHOD

A. DT Connector Trail Study

- 1 1. Step-by-step process *NO*
 - 2. Presentation of options *kind of*
 - 1 3. Recommendation of Preferred *NO*
- Option

In fact, expects comments back after submittal of review set

B. South Cooper Connector Trail

- 1 1. Step-by-step design process *NO*
- 1 2. Schedule to make completion date *NO*
- 1 3. Detailed design for sidewalk ramps *NO*
- 1 4. Maintenance of traffic on Cooper *NO*

C. Fourth Street Trail

- 1 1. Step-by-step process "Trail blazing" *good*
- 1 2. Schedule to make completion date *NO*
- 3. Provision to accommodate Fourth Street paving/roundabout *yes*
- 1 4. Detailed design for ramps *NO*

D. Fourth Street Repaving

- 1 1. Step-by-step process *NO*
- 1 2. LAP project scheduling guide *NO*
- 1 3. Grade inspection meeting *NO*
- 1 4. Detailed design for sidewalk ramps *NO*
- 2 5. Traffic engineering for roundabout *will use City's cartoon*
- 6. Acknowledgement of limitations due to schools and park *kind of*

E. All projects

- 1 1. AASHTO Guide for the Development of Bicycle Facilities *NO*
- 2. MDOT Standard Specs & Special Provisions *OK*
- 3. Itemized pay estimate *OK*
- 4. Field Manager admin *OK*
- 1 5. Full time inspection 40 hrs per wk
- 6. Prevailing wage review *OK*
- 7. Construction staking *OK*

- 1 Field Manager not free
- 1 inspector to be billed for more
- 1 require title work from City

$$\frac{24-11}{29} = \frac{13}{29}$$

6.2

will use City's cartoon

DLZ

EXPERIENCE / QUALIFICATIONS

A. Critical Staff

- 1 1. street design engineer King - all traffic signal
- 2. trail design engineer / landscape architect OK
- 1/2 3. traffic engineer for roundabout who Sean?
- 1 4. traffic signal designer dvd not say
- 5. survey and construction staking
- 6. construction engineer OK
- 7. Field Manager technician watch
- 8. Inspector OK

B. Past Projects

- 1. DNR grant funded trails OK
- 2. Federal Aid Streets OK
- 3. Round-about design OK

$$\frac{11 - 2.5}{11} = \frac{8.5}{11} = 7.7$$

UNDERSTANDING OF THE PROBLEM

A. DT Connector Trail Study

- 1. Project limits OK
- 2. Understanding of current conditions OK
- 1 3. Grand River barrier no
- 1 4. Glick Hwy barrier no
- 1 5. Railroad barrier no

B. South Cooper Connector Trail

- 1 1. Understanding of current conditions
- 2. Trail width OK
- 1 3. ROW issues no
- 1 4. MDOT permit no

- 5. Completion date OK
- 6. Project limits OK
- 7. Ped signal at Morrell OK
- 8. State funded OK
- 9. MDNR plan review OK

C. Fourth Street Trail

- 1 1. Trail width no
- 2. Completion date OK
- 3. Coordination with round-about OK
- 4. Project limits OK
- 5. State funded OK
- 6. MDNR plan review OK

-1 needs more attention to detail.

D. Fourth Street Repaving

- 1. Roundabout OK
- 1 2. Coordination with trail -1 no
- 3. Single course mill and repave OK
- 1 4. Sidewalk ramp upgrades no
- 1 5. Condition of ex asphalt sidewalk no
- 1 6. Maintaining traffic no
- 7. Completion date OK
- 8. Project limits OK
- 9. MDOT/Fed funds OK
- 10. LAP oversight OK

METHOD

$$\frac{29 - 11}{29} = \frac{18}{29} = 6.2$$

A. DT Connector Trail Study

- 1 1. Step-by-step process no
- 2. Presentation of options OK
- 1 3. Recommendation of Preferred no Option

B. South Cooper Connector Trail

- 1. Step-by-step design process OK
- 2. Schedule to make completion date OK
- 3. Detailed design for sidewalk ramps OK
- 1 4. Maintenance of traffic on Cooper no

C. Fourth Street Trail

- 1. Step-by-step process OK
- 2. Schedule to make completion date yes
- 3. Provision to accommodate Fourth Street paving/roundabout no
- 4. Detailed design for ramps OK

D. Fourth Street Repaving

- 1. Step-by-step process OK
- 2. LAP project scheduling guide OK
- 3. Grade inspection meeting OK
- 1 4. Detailed design for sidewalk ramps no
- 5. Traffic engineering for roundabout OK
- 1 6. Acknowledgement of limitations due no to schools and park

E. All projects

- 1. AASHTO Guide for the Development of Bicycle Facilities no
- 2. MDOT Standard Specs & Special Provisions OK
- 3. Itemized pay estimate OK
- 4. Field Manager admin OK
- 5. Full time inspection OK
- 1 6. Prevailing wage review no
- 7. Construction staking OK

$$\frac{24 - 8 - 16}{24} = \frac{0}{24} = 0$$

-1 pg 22 call to coordinate w/ MDOT & MDNR
+1 - understands DNR process & contacts.

EXPERIENCE / QUALIFICATIONS

A. Critical Staff

- 1. street design engineer *OK*
- 2 2. trail design engineer / landscape architect *None*
- 3. traffic engineer for roundabout *OK*
- 1 4. traffic signal designer *able but did not show*
- 5. survey and construction staking *OK*
- 1 6. construction engineer *Jason Early*
- 7. Field Manager technician *OK*
- 1 8. Inspector *Darin Force*

B. Past Projects

- 1. DNR grant funded trails *OK*
- 2. Federal Aid Streets *OK*
- 3. Round-about design *OK*

$$\frac{11-5}{11} = \frac{6}{11} = 5.4$$

UNDERSTANDING OF THE PROBLEM

A. DT Connector Trail Study

- 1 1. Project limits *no*
- 1/2 2. Understanding of current conditions *kind of*
- 1 3. Grand River barrier *no*
- 4. Glick Hwy barrier *yes*
- 1 5. Railroad barrier *no*

B. South Cooper Connector Trail

- ~~1. Understanding of current conditions~~
- 2. Trail width *yes*
- 1 3. ROW issues *no*
- 1 4. MDOT permit *no*

-1 detailed survey

- 1 5. Completion date *no*
- 1 6. Project limits *no*
- 7. Ped signal at Morrell *OK*
- 8. State funded *yes*
- 9. MDNR plan review *OK*

C. Fourth Street Trail

- 1. Trail width *no*
- 1 2. Completion date *no*
- 1 3. Coordination with round-about *no*
- 4. Project limits *yes*
- 5. State funded *yes*
- 1 6. MDNR plan review *no*

COJ will not provide turn movement diagrams

D. Fourth Street Repaving

- 1. Roundabout *yes*
- 1 2. Coordination with trail *no*
- 3. Single course mill and repave *yes*
- 4. Sidewalk ramp upgrades *yes*
- 1 5. Condition of ex asphalt sidewalk *no*
- 1/2 6. Maintaining traffic *kind of*
- 1 7. Completion date *no*
- 8. Project limits *yes*
- 9. MDOT/Fed funds *yes*
- 10. LAP oversight *yes*

Mixed message on pg 3 full time or not?

METHOD

$$\frac{24-16}{24} = \frac{13}{24} = 4.5$$

A. DT Connector Trail Study

- 1 1. Step-by-step process *no*
- 2. Presentation of options *OK*
- 3. Recommendation of Preferred Option *OK*

B. South Cooper Connector Trail

- 1 1. Step-by-step design process *no*
- 1 2. Schedule to make completion date *no*
- 3. Detailed design for sidewalk ramps *yes*
- 1 4. Maintenance of traffic on Cooper *no*

C. Fourth Street Trail

- 1 1. Step-by-step process *can't survey & when it is not yet determined*
- 1 2. Schedule to make completion date *no*
- 1 3. Provision to accommodate Fourth Street paving/roundabout *no*
- 4. Detailed design for ramps *yes*

D. Fourth Street Repaving

- 1/2 1. Step-by-step process
- 1 2. LAP project scheduling guide *no*
- 3. Grade inspection meeting *OK*
- 4. Detailed design for sidewalk ramps *OK*
- 5. Traffic engineering for roundabout *yes*
- 1/2 6. Acknowledgement of limitations due to schools and park *kind of*

E. All projects

- 1. AASHTO Guide for the Development of Bicycle Facilities *OK*
- 2. MDOT Standard Specs & Special Provisions *OK*
- 3. Itemized pay estimate *OK*
- 1/2 4. Field Manager admin fee: *4th only*
- 5. Full time inspection
- 1/2 6. Prevailing wage review *no*
- 1 7. Construction staking *no*

$$\frac{24-12}{24} = \frac{12}{24} = 5$$

**CITY OF JACKSON
PROPOSAL EVALUATION WORKSHEET**

CONSULTANT: *FV*

RFQP 16/002: Fourth Street and Trails Design and Construction Engineering Services

DATE: *3/4/16*

EVALUATED BY: *JD, KH, TW*

ITEM	POSSIBLE POINTS	WEIGHT	EVALUATION POINTS	TOTAL
Experience/Qualifications	10	20	<i>6.4</i>	<i>128</i>
Understanding of the Problem	10	25	<i>1.7</i>	<i>43</i>
Method of Approach	10	30	<i>3.8</i>	<i>114</i>
Level of Effort	10	25	<i>7</i>	<i>175</i>
TOTAL		100		<i>460</i>

COMMENTS

Blank area for handwritten comments.

FV

EXPERIENCE / QUALIFICATIONS

A. Critical Staff

- 1 1. street design engineer *most experience in inspection*
- 2. trail design engineer / landscape architect *OK*
- 2 3. traffic engineer for roundabout *none given*
- 1 4. traffic signal designer *specialty staff*
- 5. survey and construction staking *OK*
- 6. construction engineer *OK*
- 7. Field Manager technician *OK*
- 8. Inspector *OK*

B. Past Projects

- 1. DNR grant funded trails *OK*
- 2. Federal Aid Streets *OK*
- 3. Round about design *OK*

$$\frac{1}{11} = 0.4$$

UNDERSTANDING OF THE PROBLEM

A. DT Connector Trail Study

- 1 1. Project limits *NO*
- 1 2. Understanding of current conditions *NO*
- 1 3. Grand River barrier *NO*
- 1 4. Glick Hwy barrier *NO*
- 1 5. Railroad barrier *NO*

B. South Cooper Connector Trail

- ~~1. Understanding of current conditions~~
- 1 2. Trail width *NO*
- 1 3. ROW issues *NO*
- 1 4. MDOT permit *NO*

- 1 5. Completion date *NO*
- 1 6. Project limits *NO*
- 1 7. Ped signal at Morrell *NO*
- 8. State funded *kind of*
- 1 9. MDNR plan review *NO*

C. Fourth Street Trail

- 1 1. Trail width *NO*
- 1 2. Completion date *NO*
- 1 3. Coordination with round-about *NO*
- 1 4. Project limits *NO*
- 5. State funded *kind of*
- 1 6. MDNR plan review *NO*

D. Fourth Street Repaving

- 1. Roundabout *yes*
- 1 2. Coordination with trail *NO*
- 1 3. Single course mill and repave *NO*
- 1 4. Sidewalk ramp upgrades *NO*
- 1 5. Condition of ex asphalt sidewalk *NO*
- 1 6. Maintaining traffic *NO*
- 1 7. Completion date *NO*
- 1 8. Project limits *NO*
- 9. MDOT/Fed funds *yes*
- 10. LAP oversight *yes*

$$\frac{29-24}{29} = \frac{5}{29} = 1.7$$

METHOD

A. DT Connector Trail Study

- 1 1. Step-by-step process *NO*
 - 1 2. Presentation of options *NO*
 - 1 3. Recommendation of Preferred *NO*
- Option

B. South Cooper Connector Trail

- 1 1. Step-by-step design process *NO*
- 1 2. Schedule to make completion date *NO*
- 1 3. Detailed design for sidewalk ramps *NO*
- 1 4. Maintenance of traffic on Cooper *NO*

C. Fourth Street Trail

- 1 1. Step-by-step process *NO*
- 1 2. Schedule to make completion date *NO*
- 1 3. Provision to accommodate Fourth *NO*
- 4. Detailed design for ramps *NO*

D. Fourth Street Repaving

- 1 1. Step-by-step process *NO*
- 2. LAP project scheduling guide *yes*
- 3. Grade inspection meeting *yes*
- 1 4. Detailed design for sidewalk ramps *NO*
- 5. Traffic engineering for roundabout *kind of*
- 1 6. Acknowledgement of limitations due to schools and park *NO*

E. All projects

- 1. AASHTO Guide for the Development of Bicycle Facilities *OK*
- 2. MDOT Standard Specs & Special *OK*
- Provisions
- 3. Itemized pay estimate *OK*
- 4. Field Manager admin *OK*
- 5. Full time inspection *OK*
- 6. Prevailing wage review *OK*
- 1 7. Construction staking *NO*

$$\frac{24-15}{24} = \frac{9}{24} = 38$$

HRC

EXPERIENCE / QUALIFICATIONS

A. Critical Staff

- 1. street design engineer *OK*
- 2 2. trail design engineer / landscape architect *none*
- 2 3. traffic engineer for roundabout *none*
- 4. traffic signal designer *OK*
- 5. survey and construction staking *OK*
- 1 6. construction engineer *course - not an eng.*
- 1/2 7. Field Manager technician *course OK - or is*
- 2 8. Inspector *none this "clerical".*

B. Past Projects

- 1. DNR grant funded trails *OK*
- 2. Federal Aid Streets *OK*
- 3. Round-about design *OK*

$$\frac{11.75}{11} = \frac{3.5}{11} = 3.2$$

UNDERSTANDING OF THE PROBLEM

A. DT Connector Trail Study

- 1. Project limits *OK*
- 2. Understanding of current conditions *OK*
- 3. Grand River barrier *OK*
- 4. Glick Hwy barrier *OK*
- 5. Railroad barrier *OK*

B. South Cooper Connector Trail

- ~~1. Understanding of current conditions~~
- 2. Trail width *yes*
- 3. ROW issues *yes*
- 4. MDOT permit *yes*

- 5. Completion date *yes*
- 6. Project limits *yes*
- 7. Ped signal at Morrell *yes*
- 8. State funded *yes*
- 9. MDNR plan review *yes*

C. Fourth Street Trail

- 1 1. Trail width *no*
- 1 2. Completion date *no*
- 1 3. Coordination with round-about *no*
- 4. Project limits *yes*
- 5. State funded *yes*
- 6. MDNR plan review *yes*

D. Fourth Street Repaving

- 1. Roundabout *OK*
- 1 2. Coordination with trail *no*
- 3. Single course mill and repave *OK*
- 4. Sidewalk ramp upgrades *OK*
- 1 5. Condition of ex asphalt sidewalk *no*
- 1/2 6. Maintaining traffic *kind of*
- 1 7. Completion date *no*
- 8. Project limits *yes*
- 9. MDOT/Fed funds *yes*
- 10. LAP oversight *yes*

*acknowledged bus rite
conflict btwn school & park calendar*

$$\frac{29.4.5}{29} = \frac{24.5}{29} = 8.4$$

METHOD

A. DT Connector Trail Study

- 1. Step-by-step process *yes*
- 2. Presentation of options *yes*
- 3. Recommendation of Preferred Option *yes*

B. South Cooper Connector Trail

- 1. Step-by-step design process *yes*
- 2. Schedule to make completion date *no*
- 3. Detailed design for sidewalk ramps *yes*
- 4. Maintenance of traffic on Cooper *no*

C. Fourth Street Trail

- 1. Step-by-step process *yes*
- 1 2. Schedule to make completion date *no*
- 1 3. Provision to accommodate Fourth Street paving/roundabout *no*
- 4. Detailed design for ramps *yes*

D. Fourth Street Repaving

- 1. Step-by-step process *OK*
- 2. LAP project scheduling guide *OK*
- 3. Grade inspection meeting *yes*
- 1 4. Detailed design for sidewalk ramps *no*
- 1 5. Traffic engineering for roundabout *no*
- 6. Acknowledgement of limitations due to schools and park *yes*

E. All projects

- 1 1. AASHTO Guide for the Development of Bicycle Facilities *no*
- 2. MDOT Standard Specs & Special Provisions *OK*
- 3. Itemized pay estimate *yes*
- 4. Field Manager admin *yes*
- 5. Full time inspection *yes*
- 6. Prevailing wage review *yes*
- 7. Construction staking *yes*

$$\frac{16}{24} = 7.5$$

$$\frac{24.6}{24} = 10.25$$

+1 wants kick-off mtg to address Cooper Trail schedule.

**CITY OF JACKSON
PROPOSAL EVALUATION WORKSHEET**

CONSULTANT: MSG

RFQP 16/002: Fourth Street and Trails Design and Construction Engineering Services

DATE: 03/04/16

EVALUATED BY: JD, KH & TW

ITEM	POSSIBLE POINTS	WEIGHT	EVALUATION POINTS	TOTAL
Experience/Qualifications	10	20	4.5	90
Understanding of the Problem	10	25	4.8	120
Method of Approach	10	30	4.4	132
Level of Effort	10	25	5	125
TOTAL		100		467

COMMENTS

Blank area for handwritten comments.

MSG

EXPERIENCE / QUALIFICATIONS

main eng - no resume
(Neat)

- A. Critical Staff
- 1 1. street design engineer
 - 2 2. trail design engineer / landscape architect *NOPE*
 - OK 3. traffic engineer for roundabout
 - OK 4. traffic signal designer
 - OK 5. survey and construction staking
 - 1/2 6. construction engineer *mostly bridge not much experience*
 - 1/2 7. Field Manager technician *who? Cooman?*
 - OK 8. Inspector
- B. Past Projects
- 2 1. DNR grant funded trails *no*
 - 2. Federal Aid Streets *OK*
 - 3. Round-about design *OK*

$$\frac{11-6}{11} = \frac{5}{11} = 4.5$$

UNDERSTANDING OF THE PROBLEM

- A. DT Connector Trail Study
- 1. Project limits *OK*
 - 2. Understanding of current conditions *OK*
 - 1 3. Grand River barrier *no*
 - 1 4. Glick Hwy barrier *no*
 - 1 5. Railroad barrier *no*
- B. South Cooper Connector Trail
- 1 ~~Understanding of current conditions~~
 - 2. Trail width *OK*
 - 3. ROW issues *OK*
 - 4. MDOT permit *OK*

- 5. Completion date *OK*
 - 6. Project limits *OK*
 - 7. Ped signal at Morrell *OK*
 - 1 8. State funded *no*
 - 1 9. MDNR plan review *no*
- C. Fourth Street Trail
- 1 1. Trail width *no*
 - 2. Completion date *yes*
 - 1 3. Coordination with round-about *no*
 - 1 4. Project limits *no*
 - 1 5. State funded *no*
 - 1 6. MDNR plan review *no*
- D. Fourth Street Repaving
- 1. Roundabout *OK*
 - 1 2. Coordination with trail *no*
 - 3. Single course mill and repave *OK*
 - 1 4. Sidewalk ramp upgrades *no*
 - 1 5. Condition of ex asphalt sidewalk *no*
 - 1 6. Maintaining traffic *no*
 - 1 7. Completion date *no*
 - 8. Project limits *yes*
 - 9. MDOT/Fed funds *yes*
 - 10. LAP oversight *yes*

METHOD

$$\frac{29-15}{29} = \frac{14}{29} = 4.8$$

- A. DT Connector Trail Study
- 1 1. Step-by-step process *no*
 - 2. Presentation of options *OK*
 - 3. Recommendation of Preferred Option *OK*

- B. South Cooper Connector Trail
- 1 1. Step-by-step design process *no*
 - 1 2. Schedule to make completion date *no*
 - 1 3. Detailed design for sidewalk ramps *no*
 - 1 4. Maintenance of traffic on Cooper *no*
- C. Fourth Street Trail
- 1. Step-by-step process *OK*
 - 1 2. Schedule to make completion date *no*
 - 1/2 3. Provision to accommodate Fourth Street paving/roundabout *kind of*
 - 1 4. Detailed design for ramps *no*
- D. Fourth Street Repaving
- 1 1. Step-by-step process *no*
 - 2. LAP project scheduling guide *OK*
 - 3. Grade inspection meeting *OK*
 - 1 4. Detailed design for sidewalk ramps *no*
 - 1 5. Traffic engineering for roundabout *no*
 - 1 6. Acknowledgement of limitations due to schools and park *no*
- E. All projects
- 1 1. AASHTO Guide for the Development of Bicycle Facilities *no*
 - 2. MDOT Standard Specs & Special Provisions *OK*
 - 3. Itemized pay estimate *OK*
 - 4. Field Manager admin *OK*
 - 1 5. Full time inspection
 - 6. Prevailing wage review *OK*
 - 7. Construction staking *OK*

$$\frac{4}{5} = 4.4$$

$$\frac{5-10}{24} = \frac{5}{24}$$

no - less on trails, not good. mixed message.

Stantec

Poorly Organized

EXPERIENCE / QUALIFICATIONS

- A. Critical Staff
 - 1. street design engineer *OK*
 - 2 2. trail design engineer / landscape architect *none*
 - 3. traffic engineer for roundabout *OK*
 - 1 4. traffic signal designer *no*
 - 5. survey and construction staking *OK*
 - 6. construction engineer *OK*
 - 7. Field Manager technician *OK*
 - 8. Inspector *OK*
- B. Past Projects
 - 1. DNR grant funded trails *OK*
 - 2. Federal Aid Streets *OK*
 - 3. Round-about design *OK*

$$\frac{11-3}{11} = \frac{8}{11} = 7.3$$

UNDERSTANDING OF THE PROBLEM

- A. DT Connector Trail Study
 - 1 1. Project limits *no*
 - 1 2. Understanding of current conditions *no*
 - 3. Grand River barrier *OK*
 - 4. Glick Hwy barrier *OK*
 - 5. Railroad barrier *OK*
- B. South Cooper Connector Trail
 - 1. ~~Understanding of current conditions~~
 - 2. Trail width *no*
 - 3. ROW issues *no*
 - 4. MDOT permit *no*

Minimal

- 5. Completion date *OK*
- 1 6. Project limits *no*
- 1 7. Ped signal at Morrell *no*
- 1 8. State funded *no*
- 1 9. MDNR plan review *no*
- C. Fourth Street Trail
 - 1. Trail width *OK*
 - 2. Completion date *OK*
 - 1 3. Coordination with round-about *no*
 - 4. Project limits *OK*
 - 5. State funded *OK*
 - 6. MDNR plan review *OK*
- D. Fourth Street Repaving
 - 1. Roundabout *OK*
 - 1 2. Coordination with trail *no*
 - 3. Single course mill and repave *OK*
 - 1 4. Sidewalk ramp upgrades *no*
 - 1 5. Condition of ex asphalt sidewalk *no*
 - 6. Maintaining traffic *OK*
 - 7. Completion date *OK*
 - 8. Project limits *OK*
 - 9. MDOT/Fed funds *OK*
 - 10. LAP oversight *OK*

-1 ← trying to change scope

METHOD

- A. DT Connector Trail Study
 - 1 1. Step-by-step process *no*
 - 1 2. Presentation of options *no*
 - 1 3. Recommendation of Preferred *no* Option

$$\frac{24-13}{24} = \frac{11}{24} = 4.6$$

- B. South Cooper Connector Trail
 - 1 1. Step-by-step design process *no*
 - 1 2. Schedule to make completion date *no*
 - 1 3. Detailed design for sidewalk ramps *no*
 - 1 4. Maintenance of traffic on Cooper *no*
- C. Fourth Street Trail
 - 1 1. Step-by-step process *-1 no*
 - 1 2. Schedule to make completion date *no*
 - 1 3. Provision to accommodate Fourth *no* Street paving/roundabout
 - 1 4. Detailed design for ramps *no*
- D. Fourth Street Repaving
 - 1 1. Step-by-step process *no*
 - 1 2. LAP project scheduling guide *no*
 - 3. Grade inspection meeting *OK*
 - 1 4. Detailed design for sidewalk ramps *no*
 - 5. Traffic engineering for roundabout *OK*
 - 1 6. Acknowledgement of limitations due *no* to schools and park
- E. All projects
 - 1. AASHTO Guide for the Development of Bicycle Facilities *OK*
 - 2. MDOT Standard Specs & Special Provisions *OK*
 - 3. Itemized pay estimate *OK*
 - 1/2 4. Field Manager admin *Kind of*
 - 1/2 5. Full time inspection *Kind of*
 - 1 6. Prevailing wage review *no*
 - 7. Construction staking *OK*

$$\frac{6}{24} = 2.5$$

$$\frac{24-18}{24} = 25$$

-1 ← did not follow proposal for 5 tasks.

Fourth St & Trails

Consultant	Location	Task 1	Task 2	Task 3	Task 4	Task 5	Total Hours	Points earned
HRC	Bloomfield/Lansing	394	717	794	2374	70	4349	8
BRI	Ann Arbor	531	480	667	1906	198	3782	8
DLZ	Lansing	189	553	618	1970	84	3414	10
FTC&H	Novi/Lansing	126	658	584	1966	40	3374	10
F&V	Farmington Hills	304	518	468	1466	102	2858	7
Stantec	Ann Arbor	158	840		1110	104	2212	5
MannikSmith	Monroe	342	253	369	996	60	2020	5

Ave hrs = 3144.14

MEMO TO: Mayor and City Councilmembers

FROM: Patrick Burtch, City Manager *PHB*

DATE: March 15, 2016

SUBJECT: Recommendation of Award for the Kibby Road Design and Engineering Contract

Recommendation:

Approve the award of the Kibby Road Design and Engineering Contract to Mannik & Smith Group, Inc., Monroe, Michigan, for \$89,615.00, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate document(s).

Attached is a report from Jon Dowling, City Engineer, requesting the award of the Kibby Road Design and Engineering Contract.

I recommend approval of the award of the contract to Mannik & Smith Group, Inc. Your consideration and concurrence is appreciated.

PHB:skh

Attachment

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: March 15, 2016

RECOMMENDATION: Approval of the award for the Kibby Road Design and Engineering contract to C2AE of Lansing, MI for \$170,460.06, and authorization for the Mayor and City Treasurer/Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

SUMMARY

On March 1, 2016 qualification documents and proposals were received from 14 consultants by the Purchasing Coordinator for design and construction engineering of the Kibby Road project. 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 \$250,200. Cost proposals were opened and reviewed for the two highest ranking firms. C2AE had the highest rating and the lowest cost of \$170,460.06. This will be paid for by a combination of local City of Jackson funds, Federal Highway Administration (FHA) Surface Transportation Program (STP) funds and Special Assessments to the owners of adjacent properties. The construction contract will be let by the Michigan Department of Transportation (MDOT) through their Local Agency Programs (LAP) office.

Company	Total Rating	Cost
C2AE, Lansing, MI	811.0	\$170,460.06
Hubbel, Roth & Clark, Inc., Bloomfield Hills, MI	805.5	\$254,939.00
Wade Trim Associates, Inc., Taylor, MI	771.5	\$259,855.32
Northwest Consulting, Inc., Canton, MI	739.5	\$141,850.39
DLZ Michigan, Inc., Lansing, MI	723.0	\$224,524.42
Fishbeck, Thompson, Carr & Huber, Novi, MI	722.5	\$205,650.55
Midwestern Consulting, LLC, Ann Arbor, MI	689.0	\$182,034.80
Fleis & VandenBrink, Farmington Hills, MI	688.5	\$179,066.00
Alfred Benesch & Company, East Lansing, MI	619.0	\$322,476.17
ROWE Professional Services Co., Flint, MI	565.0	\$146,238.00
Mannik & Smith Group Inc., Monroe, MI	550.0	\$89,615.00
Stantec Consulting Michigan, Ann Arbor, MI	472.5	\$249,135.00
Beckett & Raeder, Inc., Ann Arbor, MI	468.0	\$178,674.00
Johnson & Anderson, Inc., Waterford, MI	430.0	\$182,659.14

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 has Kibby Road from West Avenue to the City limits on the TIP in 2017 with \$929,000 in federal funds and \$232,000 in City funds for reconstruction of pavement with curb repairs on boulevard islands and curb replacement on outside lines to reduce pavement width to one vehicle lane in each direction. The project will also include features to improve accessibility to the adjacent non-motorized trail.

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. The project files must be kept according to MDOT standards so that no problems are found during the final audit to jeopardize the federal funds on this project.

POSITIONS

Based upon their qualification ranking, and in concurrence with the Purchasing Agent, Engineering recommends that the contract for the Kibby Road Design and Engineering be awarded to C2AE of Lansing, MI, at their not-to-exceed cost of \$170,460.06. Funding is available in the Major Street Fund. We also request that the Mayor and City Treasurer/Clerk be authorized to sign the contract documents

ATTACHMENTS

SUMMARY OF PROPOSAL REVIEW FOR KIBBY ROAD RFQP

Firm	Experience/Qualifications			Understanding of Problem			Method of Approach			Level of Effort			Total Points X + Y + Z
	A Weight	B Earned Points (Out of 10)	X Subtotal of Points A x B	C Weight	D Earned Points (Out of 10)	Y Subtotal of Points C x D	E Weight	F Earned Points (Out of 10)	Z Subtotal of Points E x F	G Weight	H Earned Points (Out of 10)	Subtotal of Points G x H	
C2AE	20.0	8.3	166.0	25.0	8.8	220.0	30.0	7.5	225.0	25.0	8.0	200.0	811.0
HRC	20.0	6.7	134.0	25.0	8.9	222.5	30.0	8.3	249.0	25.0	8.0	200.0	805.5
WT	20.0	5.0	100.0	25.0	8.9	222.5	30.0	8.3	249.0	25.0	8.0	200.0	771.5
NCI	20.0	3.3	66.0	25.0	8.9	222.5	30.0	9.2	276.0	25.0	7.0	175.0	739.5
DLZ	20.0	4.2	84.0	25.0	6.6	165.0	30.0	8.3	249.0	25.0	9.0	225.0	723.0
FTCH	20.0	6.7	134.0	25.0	5.5	137.5	30.0	6.7	201.0	25.0	10.0	250.0	722.5
MC	20.0	5.0	100.0	25.0	5.6	140.0	30.0	8.3	249.0	25.0	8.0	200.0	689.0
F&V	20.0	7.5	150.0	25.0	5.5	137.5	30.0	6.7	201.0	25.0	8.0	200.0	688.5
Benesch	20.0	5.0	100.0	25.0	7.8	195.0	30.0	5.8	174.0	25.0	6.0	150.0	619.0
Rowe	20.0	1.7	34.0	25.0	7.2	180.0	30.0	6.7	201.0	25.0	6.0	150.0	565.0
MSG	20.0	6.7	134.0	25.0	5.6	140.0	30.0	6.7	201.0	25.0	3.0	75.0	550.0
Stantec	20.0	5.0	100.0	25.0	6.7	167.5	30.0	1.0	30.0	25.0	7.0	175.0	472.5
BRI	20.0	1.7	34.0	25.0	4.4	110.0	30.0	3.3	99.0	25.0	9.0	225.0	468.0
J&A	20.0	1.7	34.0	25.0	2.8	70.0	30.0	4.2	126.0	25.0	8.0	200.0	430.0

RFQP 16/003: Kibby Road Engineering Proposal Review for Benesch.

Experience:

A) Critical Staff

- 1 a. Design Eng Street Kivisto + Guastella
- b. Design Eng WM Pabin OK
- c. Construction Eng Kivisto OK
- 1 d. Inspector Jordan.

no similar street design exp.
no resume

no resume

B) Past Projects

- 1 a. Street no local agency STP projects shown
- b. WM OK

$$\frac{6-3}{6} = \frac{3}{6} = \frac{5}{10} = \textcircled{5}$$

Understanding:

A) Rem Blvd ✓

B) WM Replacement ✓

C) Mixed-use Path ✓

D) MDOT Letting ✓

E) Save curbs ✓

F) COJ CAD standards ✓

- 1 G) COJ SPs No

- 1 H) Parking Bays No

I) Duration Y

Method:

$$\frac{9-2}{9} = \frac{1}{9} = \frac{1.8}{10} = \textcircled{1.8}$$

- 1 A) Schedule thru LAP Guide to meet start date No

B) Field Manager ✓

- 1 C) Prevailing Wage No.

D) Step by Step Process. yes

- 1/2 E) Preparation of permits ~ got Water DEQ. That's all

F) Soil Borings Y

$$\frac{6-2.5}{6} = \frac{3.5}{6} = \frac{5.8}{10} = \textcircled{5.8}$$

RFQP 16/003: Kibby Road Engineering

Proposal Review for BRI

Experience:

A) Critical Staff

- 1 { Enlow a. Design Eng Street no representative projects shown
- { Enlow b. Design Eng WM "
- 1 Enlow c. Construction Eng " $\frac{6-5}{6} = \frac{1}{6} = \frac{1.7}{10} = 1.7$
- 1 Jackson d. Inspector "

B) Past Projects

- 1 a. Street -1 no STP projects listed.
- 1 b. WM -1 none listed.

Understanding:

A) Rem Blvd ✓

B) WM Replacement ✓

C) Mixed-use Path ✓

-1 D) MDOT Letting No

E) Save curbs ✓

-1 H) Parking Bays No

I) Duration Y

F) COJ CAP standards ✓

-1 G) COJ SPs No.

-1 Field Manager not free

-1 Inspection for only 40 hrs/wk.
Will bill for extra.

Method:

$$\frac{9-5}{9} = \frac{4}{9} = \frac{4.4}{10} = 4.4$$

Also - estimates to be prepared
w/ Contractor input? No

-1 A) Schedule thru LAP Guide to meet start date No.

OK B) Field Manager yes

-1 C) Prevailing Wage no

-1 D) Step by Step Process. no

E) Preparation of permits ✓

-1 F) Soil Borings No

$$\frac{6-4}{6} = \frac{2}{6} = \frac{3.3}{10} = 3.3$$

RFQP 16/003: Kibby Road Engineering
 Proposal Review for C2AE

Experience:

- A) Critical Staff
- 1 { a. Design Eng Street Adams, Ruel
 - b. Design Eng WM Adams, Ruel
 - c. Construction Eng Kalmbach OK
 - d. Inspector Brundage OK

PE - OK
 EIT - only 1 LAP project
 No WM experience

B) Past Projects

- a. Street OK
- b. WM OK

$\frac{4-1}{6} = \frac{5}{6} = \frac{8.3}{10} = 8.3$

Meet w/ Water Dept Staff? No

Understanding:

- A) Rem Blvd ✓
- B) WM Replacement ✓
- C) Mixed-use Path ✓
- D) MDOT Letting ✓
- E) Save curbs ✓
- F) COJ CAD standards ✓
- 1 G) COJ SPs No.
- H) Parking Bays yes.
- I) Duration yes

Method:

- 1 A) Schedule thru LAP Guide to meet start date No
- B) Field Manager ✓
- C) Prevailing Wage ✓
- D) Step by Step Process ✓
- 1/2 E) Preparation of permits -1/2 - no JCDOT permit listed
- 1 Using PSI for construction testing? No
- F) Soil Borings yes

$\frac{9-1}{9} = \frac{8}{9} = \frac{8.8}{10} = 8.8$

$\frac{6-1.5}{6} = \frac{4.5}{6} = \frac{7.5}{10} = 7.5$

RFQP 16/003: Kibby Road Engineering
 Proposal Review for DLZ

Experience:

A) Critical Staff

- 1 a. Design Eng Street Lehman (PE) ← no much like work
- 2 b. Design Eng WM Staff Eng
- c. Construction Eng Welch. ok
- 1/2 d. Inspector Dean. all Indiana experience. -1/2

B) Past Projects

- a. Street ok
- b. WM ok

$$\frac{6-3.5}{6} = \frac{2.5}{6} = \frac{4.2}{10} = \textcircled{4.2}$$

Understanding:

- A) Rem Blvd ✓
- B) WM Replacement ✓
- C) Mixed-use Path ✓
- D) MDOT Letting ✓
- 1 E) Save curbs No.
- F) COJ CAD standards ok
- 1 G) COJ SPs No
- 1 H) Parking Bays No
- I) Duration yes.

Method:

$$\frac{9-3}{9} = \frac{6}{9} = \frac{6.6}{10} = \textcircled{6.6}$$

- A) Schedule thru LAP Guide to meet start date ok - good.
- B) Field Manager ok
- 1 C) Prevailing Wage No
- D) Step by Step Process. ok (too much, really)
- E) Preparation of permits ok
- F) Soil Borings yes

$$\frac{6-1}{6} = \frac{5}{6} = \frac{8.3}{10} = \textcircled{8.3}$$

RFQP 16/003: Kibby Road Engineering Proposal Review for FTCH

Experience:

A) Critical Staff

- a. Design Eng Street Schvot
- b. Design Eng WM Schvot
- 1 c. Construction Eng Early
- 1 d. Inspector Price.

B) Past Projects

a. Street OK

b. WM OK

$$\frac{6-2}{6} = \frac{4}{6} = \frac{6.7}{10} = \textcircled{6.7}$$

Understanding:

A) Rem Blvd ✓

B) WM Replacement ✓

C) Mixed-use Path ✓

D) MDOT Letting OK

-1 E) Save curbs No

$$\frac{9-4}{9} = \frac{5}{9} = \frac{5.5}{10} = \textcircled{5.5}$$

F) COJ CAD standards OK

G) COJ SPs OK

H) Parking Bays yes

I) Duration yes.

-1 ← don't know what's out there at West Ave.

-1 ← directional drill WM? Nope.

-1 ← CTI to do material testing? Nope.

Method:

A) Schedule thru LAP Guide to meet start date OK

B) Field Manager OK

-1 C) Prevailing Wage No.

D) Step by Step Process. yes

-1 E) Preparation of permits No.

F) Soil Borings yes

$$\frac{6-2}{6} = \frac{4}{6} = \frac{6.7}{10} = \textcircled{6.7}$$

RFQP 16/003: Kibby Road Engineering
 Proposal Review for F & V

Experience:

A) Critical Staff

- 1/2 {
- a. Design Eng Street Cabage^{OK}, Isaacson^{thin}
 - b. Design Eng WM Hiler^{OK}, Isaacson?^{none}
 - c. Construction Eng Frank OK
 - d. Inspector Isaacson OK

B) Past Projects

- a. Street OK
- b. WM OK

$$\frac{6-1.5}{6} = \frac{4.5}{6} = \frac{7.5}{10} = 7.5$$

Understanding:

- A) Rem Blvd ✓
- B) WM Replacement ✓
- C) Mixed-use Path ✓
- D) MDOT Letting ✓
- 1 E) Save curbs No
- F) COJ CAP standards ✓
- 1 G) COJ SPs No
- 1 H) Parking Bays No
- 1 I) Duration No

Method:

- A) Schedule thru LAP Guide to meet start date ✓
- B) Field Manager ✓
- C) Prevailing Wage ✓
- D) Step by Step Process ✓
- 1 E) Preparation of Permits No
- 1 F) Soil Borings No

$$\frac{9-4}{9} = \frac{5}{9} = \frac{5.5}{10} = 5.5$$

$$\frac{6-2}{6} = \frac{4}{6} = \frac{6.7}{10} = 6.7$$

RFQP 16/003: Kibby Road Engineering Proposal Review for HRC

Experience:

A) Critical Staff

- a. Design Eng Street Davies^{PE} ^{OK}, Malczewski^{OK}
 b. Design Eng WM "OK" "OK"
 -1 c. Construction Eng Crouse - not an engineer other than that, OK.
 -1 d. Inspector Cairo → no resumé

B) Past Projects

- a. Street OK
 b. WM OK

$$\frac{6-2}{6} = \frac{4}{6} = \frac{4.7}{10} = \textcircled{6.7}$$

Understanding:

- A) Rem Blvd ✓
 B) WM Replacement ✓
 C) Mixed-use Path ✓
 D) MDOT Letting ✓
 E) Save curbs ✓
 F) COJ CAD standards ✓
 -1 G) COJ SPs No
 H) Parking Boys yes
 I) Duration yes

Method:

- A) Schedule thru LAP Guide to meet start date OK - Very good.
 B) Field Manager ✓
 -1 C) Prevailing Wage No
 D) Step by Step Process OK
 E) Preparation of permits ✓
 F) Soil Borings yes

$$\frac{9-1}{9} = \frac{8}{9} = \frac{8.9}{10} = \textcircled{8.9}$$

$$\frac{6-1}{6} = \frac{5}{6} = \frac{8.3}{10} = \textcircled{8.3}$$

RFQP 16/003: Kibby Road Engineering

Proposal Review for J & A

Experience:

A) Critical Staff

- 1 a. Design Eng Street Mendreck - minimal experience
- 1 b. Design Eng WM Mendreck - minimal experience
- 1 c. Construction Eng Mendreck - minimal experience
- 2 d. Inspector None

B) Past Projects

a. Street OK

b. WM OK

$$\frac{6-5}{6} = \frac{1}{6} = \frac{1.7}{10} = \textcircled{1.7}$$

Understanding:

- 2 A) Rem Blvd No
- B) WM Replacement yes
- 1/2 C) Mixed-use Path kind of
- D) MDOT Letting yes
- 1 E) Save curbs No
- F) COJ CAD standards ok
- 1 G) COJ SPs No
- 1 H) Parking Bays No
- 1 I) Duration

Method:

- 1 A) Schedule thru LAP Guide to meet start date No
- B) Field Manager yes
- 1 C) Prevailing Wage No
- 1/2 D) Step by Step Process. Kind of
- E) Preparation of Permits yes
- 1 F) Soil Borings No

$$\frac{9-6.5}{9} = \frac{2.5}{9} = \frac{2.8}{10} = \textcircled{2.8}$$

$$\frac{6-3.5}{6} = \frac{2.5}{6} = \frac{4.2}{10} = \textcircled{4.2}$$

RFQP 16/003: Kibby Road Engineering
 Proposal Review for MSG

Experience:

- A) Critical Staff
 - 1 a. Design Eng Street
 - b. Design Eng WM
 - 1/2 c. Construction Eng
 - 1/2 d. Inspector
- B) Past Projects
 - a. Street OK
 - 1 b. WM none shown

^{OK} Matho (PE), Bevan (CADD) ↙ No ↘ Most hrs
 " " ↙ No ↘ Most hrs
 Not Clear - Bouws. - OK, I guess Mostly bridge exp.
 Frary
 ↗ no WM exp
 $\frac{6-3}{6} = \frac{3}{6} = \frac{5}{10} = \textcircled{5}$

Understanding:

- A) Rem Blvd ✓
- B) WM Replacement ✓
- C) Mixed-use Path ✓
- D) MDOT Letting ✓
- E) Save curbs ✓
- 1 F) COJ CAD standards No
- 1 G) COJ SPs No
- 1 H) Parking Bays No
- 1 I) Duration No

Method:

- A) Schedule thru LAP Guide to meet start date ✓ very good.
- B) Field Manager ✓
- C) Prevailing Wage ✓
- D) Step by Step Process ✓
- 1 E) Preparation of permits No
- F) Soil Borings yes.

$$\frac{9-4}{9} = \frac{5}{9} = \frac{5.6}{10} = \textcircled{5.6}$$

$$\frac{6-1}{6} = \frac{5}{6} = \frac{8.3}{10} = \textcircled{8.3}$$

RFQP 16/003: Kibby Road Engineering
 Proposal Review for MC

Experience:

A) Critical Staff

- 1 a. Design Eng Street
- 1 b. Design Eng WM
- c. Construction Eng
- d. Inspector

like. Smith (EIT) Fisher ^{OK}
 " " ^{92 hrs.}
 Does not say. Dickenson? or Torres? ^{office tech}
 Torres. OK _{OK}

B) Past Projects

- a. Street ✓ OK
- b. WM ✓ OK

$$\frac{6-2}{6} = \frac{4}{6} = \frac{6.7}{10} = \textcircled{6.7}$$

$$\frac{9-4}{9} = \frac{5}{9} = \frac{5.6}{10} = \textcircled{5.6}$$

Understanding:

- A) Rem Blvd ✓
- B) WM Replacement ✓
- C) Mixed-use Path ✓
- D) MDOT Letting ✓
- E) Save curbs ✓

- 1 F) COJ CAD standards No
- G) COJ SPs yes.
- 1 H) Parking Bays No
- 1 I) Duration No
- 1 Don't know what's out there at West Ave.

Method:

- A) Schedule thru LAP Guide to meet start date ✓
- B) Field Manager ✓
- C) Prevailing Wage ✓
- D) Step by Step Process ✓
- E) Preparation of Permits ✓

$$\frac{6-2}{6} = \frac{4}{6} = \frac{6.7}{10} = \textcircled{6.7}$$

- 1 F) Soil borings No
- 1 As-builts in PDF - not AutoCAD.

RFQP 16/003: Kibby Road Engineering

Proposal Review for NCI

Experience:

A) Critical Staff

- 1/2 a. Design Eng Street Reschke, EIT - some experience
- 1/2 b. Design Eng WM Reschke, EIT - some experience
- 2 c. Construction Eng None
- 1 d. Inspector Miller & Lancial ← not much exp.

B) Past Projects ↑ no street recon exp

a. Street OK

b. WM some

$$\frac{6-4}{6} = \frac{2}{6} = \frac{3.3}{16} = \textcircled{3.3}$$

Understanding:

A) Rem Blvd y

B) WM Replacement y

C) Mixed-use Path y

D) MDOT Letting y

E) Save curbs y

F) COJ CAD standards y

-1 G) COJ SPs no

H) Parking Bays yes

I) Duration yes

Method:

$$\frac{9-1}{9} = \frac{8}{9} = \frac{8.9}{9} = \textcircled{8.9}$$

A) Schedule thru LAP Guide to meet start date OK

B) Field Manager y

C) Prevailing Wage y

D) Step by Step Process y

-1/2 E) Preparation of Permits WM permit yes, MDOT permit no

F) Soil borings

$$\frac{6-0.5}{6} = \frac{5.5}{6} = \frac{9.2}{10} = \textcircled{9.2}$$

RFQP 16/003: Kibby Road Engineering Proposal Review for Rowe

Experience:

- A) Critical Staff
- 1 a. Design Eng Street Westbrook, Smiles (PE) ← ok, little like
 - 1 b. Design Eng WM Westbrook, Smiles. ← no resume
 - 1 c. Construction Eng Lynn (PE) ← no hours
 - 2 d. Inspector Not given

B) Past Projects

a. Street ok

b. WM ok

$$\frac{6-5}{6} = \frac{1}{6} = \frac{1.7}{10} = 1.7$$

Understanding:

A) Rem Blvd ✓

B) WM Replacement ✓

C) Mixed-use Path ✓

D) MDOT Letting ✓

E) Save curbs ✓

-1 F) COJ CAD standards

-1/2 G) COJ SPs kind of

-1 H) Parking Bays No

I) Duration, yes

Method:

$$\frac{9-2.5}{9} = \frac{6.5}{9} = \frac{7.2}{10} = 7.2$$

A) Schedule thru LAP Guide to meet start date ok

B) Field Manager ✓

C) Prevailing Wage ✓

D) Step by Step Process ✓

E) Preparation of permits y

-1 F) Soil Borings No

-1 sidewalk and ramp review - what sidewalk & ramps?

$$\frac{6-2}{6} = \frac{4}{6} = \frac{6.7}{10} = 6.7$$

RFQP 16/003: Kibby Road Engineering
 Proposal Review for Stantec

Experience:

A) Critical Staff

- a. Design Eng Street Wavrow. Lead
- b. Design Eng WM " Cain
- c. Construction Eng Maly ok Rose
- d. Inspector Rose ok no design exp

B) Past Projects

- a. Street ok
- b. WM ok

-1 a bunch of non-relevant trail info.
 $\frac{6-3}{6} = \frac{3}{6} = \frac{5}{10} = \textcircled{5}$

Understanding:

- A) Rem Blvd ✓
- B) WM Replacement ✓
- C) Mixed-use Path ✓
- D) MDOT Letting ✓
- E) Save curbs ✓
- F) COJ CAD standards ✓
- G) COJ SPs ✓
- 2 unstable base? Will it fill?
- 1 H) Parking Bays NO
- I) Duration

Method:

$$\frac{9-3}{9} = \frac{6}{9} = \frac{6.7}{10} = \textcircled{6.7}$$

- A) Schedule thru LAP Guide to meet start date ✓
- 1 B) Field Manager yes - but also MERL (wrong)
- 1 C) Prevailing Wage No.
- 1/2 D) Step by Step Process. Kind of, not really
- E) Preparation of permits ✓
- 2 so hard to read. Horribly written - even within paragraphs. And too much fluff.

$$\frac{5-4.5}{5} = \frac{0.5}{5} = \frac{1}{10} = \textcircled{1}$$

RFQP 16/003: Kibby Road Engineering
 Proposal Review for WT

Experience:

A) Critical Staff

- 1 a. Design Eng Street Curtis -1 designer on West Ave.
- b. Design Eng WM Vavesh ok
- c. Construction Eng Uribe. ok
- d. Inspector Schardt ok

B) Past Projects

- 2 a. Street - 2 West Ave design - no considerations beyond SW
 Had same problems on Wildwood.
- b. WM ok $\frac{6-3}{6} = \frac{3}{6} = \frac{5}{10} = \textcircled{5}$

Understanding:

- A) Rem Blvd ✓
- B) WM Replacement ✓
- C) Mixed-use Path ✓
- D) MDOT Letting ✓
- E) Save curbs ✓
- F) COJ CAP standards ✓
- G) COJ SPs ✓
- 1 H) Parking Bays No
- I) Duration: yes.

$$\frac{9-1}{9} = \frac{8}{9} = \frac{8.9}{10} = \textcircled{8.9}$$

Method:

- A) Schedule thru LAP Guide to meet start date ✓
- B) Field Manager ✓
- C) Prevailing Wage ✓
- 1 D) Step by Step Process -1 ~ not real clear, choppy, hard to see.
- E) Preparation of permits ✓
- F) Soil Borings yes.

$$\frac{6-1}{6} = \frac{5}{6} = \frac{8.3}{10} = \textcircled{8.3}$$

