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

AGENDA – CITY COUNCIL MEETING

November 15, 2016
6:30 p.m.

1. **CALL TO ORDER.**

2. **PLEDGE OF ALLEGIANCE** – Invocation by Daniel P. Greer, 3rd 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. **CDBG and HOME Financial Statements through October 31, 2016:**
   Accept and place on file the Community Development Block Grant (CDBG) and HOME Financial Summaries through October 31, 2016.

8. **CONSENT CALENDAR**.

   A. **Minutes of the Regular Meeting of October 25, 2016:**
   Approve the minutes of the regular City Council meeting of October 25, 2016.

   B. **Minutes of the Special Meeting of October 27, 2016:**
   Approve the minutes of the Special Meeting of the City Council for October 27, 2016.

   C. **Public Arts Commission Resignation:**
   Receipt with regret the resignation of Sheila Troxel from the Public Arts Commission.

D. Administrative Hearings Bureau Reappointment:
Mayor's recommendation to reappoint William A. Thompson as administrative hearings bureau officer for the City of Jackson's Administrative Hearings Bureau for a two-year term, beginning January 1, 2017, and ending December 31, 2018.

E. Building Code Board of Examiners and Appeals Reappointment:
Mayor's recommendation to reappoint Jason Covalle to the Building Code Board of Examiners and Appeals for a three year term beginning January 1, 2017, and ending December 31, 2019.

F. Human Relations Commission Reappointment:
Mayor's recommendation to reappoint Melissa Morse to the Human Relations Commission for a three year term beginning January 1, 2017, and ending December 31, 2019, in accordance with the Human Relations Commission recommendation.

G. Public Arts Commission Appointment:
Mayor's recommendation to appoint Janet Meyer-Jackman to serve as a Commissioner on the Public Arts Commission filling a current vacancy beginning immediately, and ending May 28, 2018.

H. 98th Annual Kiwanis Newspaper Sale:
Approve a request from the Kiwanis Club of Jackson to conduct their 98th Annual Kiwanis Newspaper Sale event on December 16, 2016, in downtown Jackson.

I. Annual Eve on the Ave 5k:
Approve a request from the United Center for Caring to conduct their Annual Eve on the Ave 5k event on December 31, 2016, from 9:00 p.m. to 11:00 p.m. in downtown Jackson.

J. AHB Appointment:
Mayor's recommendation to appoint Charles J. Falahee, Jr., as administrative hearings bureau officer for the City of Jackson's Administrative Hearings Bureau filling a current vacancy, and for a two year term, beginning immediately and ending December 31, 2018.

9. PUBLIC HEARINGS.

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

A. Public Hearing on Special Assessment Roll No. 3385 for street reconstruction on Edward Avenue from Wildwood Avenue to Winthrop Street.

1. Resolution confirming Roll No. 3385.

B. Public Hearing on Special Assessment Roll No. 3386 for street reconstruction on Winthrop Street from Edward Avenue to Withington Stadium.

1. Resolution confirming Roll No. 3386.

Adjourn as a Board of Review and reconvene as City Council.

C. Public hearing on the request filed by Jackson Tumble Finish to amend Industrial Development District No. 92.

10. OTHER BUSINESS.

A. Resolution Amending Industrial Development District No. 92.
Recommendation: A resolution amending Industrial Development District No. 92 as requested by Jackson Tumble Finish.

B. Resolution Amending the Community Development Block Grant Budget for Fiscal Years 2014/2015, 2015/2016, and 2016/2017.
Recommendation: A resolution amending Community Development Block Grant (CDBG) grant budgets for Fiscal Years 2014/2015 (Year 40), 2015/2016 (Year 41), and 2016/2017 (Year 42), which reallocates unutilized excess program income to the Downtown Investor Rehabilitation Program in the amount of $153,607.00.

C. Resolution – Rate for Housing Code Inspections Conducted by Search Warrant.
Recommendation: A resolution setting forth the rates for housing code inspections of Non-Owner Occupied Residential Properties.

D. Ordinance No. 2016-29 Amending Various Sections of Chapter 28 of the City Code of Ordinances. (Second/Final Reading)
Recommendation: Final adoption of Ordinance No. 2016-29, amending various sections of Chapter 28 of the City Code in concurrence with the unanimous recommendation from the City Planning Commission on September 7, 2016.

E. Amendment No. 1 to the Engineering Professional Services Agreement to Design an Ultraviolet Disinfection System for the Wastewater Treatment Plant.
Recommendation: Approve Amendment No. 1 to the Professional Services Agreement with Wade Trim to develop and design an ultraviolet light disinfection system at the City's Wastewater Treatment Plant (WWTP) at a cost of $210,000.00 bringing the total amended agreement cost to $325,250.00.

F. As-needed Sidewalk Snow and Ice Removal Contract Renewal.

Recommendation: Renew a contract with ABC Lawn and Snowplowing for services to include private property and other city-owned sidewalk snow removal at a cost of $0.12 per lineal foot snowplowing and $0.12 per lineal foot deicer/salt application in areas outside the immediate downtown.

G. Final Balancing Change Order 3 for 2015 CDBG Local Street Construction Contract.

Recommendation: Approve Final Balancing Change Order 3 to the contract with Bailey Excavating, Inc., for 2015 Community Development Block Grant (CDBG) Local Street Reconstruction in the decreased amount of $14,539.17 to balance contract quantities to match quantities placed in the field, and authorize the City Manager and City Engineer to execute the appropriate document.

H. Final Balancing Change Order 8 for Parking Lot Construction Contract with Bailey Excavating.

Recommendation: Approve Final Balancing Change Order 8 to the contract with Bailey Excavating, Inc., for Parking Lot Construction in the increased amount of $35,619.68 to balance contract quantities to match quantities placed in the field and add items that were necessary to complete work in the field, and authorize the City Manager and City Engineer to execute the appropriate document.

I. Blackboard Connect Contract Renewal.

Recommendation: Authorize the renewal of a contract with Blackboard Inc., Washington, DC, for Blackboard Connect services for a one year period, December 19, 2016 to December 18, 2017, in the total amount of $29,616.49, and authorize the City Manager to execute the document(s) and the City Attorney to make minor modifications to the contract document(s) for the parties if needed.

11. NEW BUSINESS.

A. Loomis Park Master Plan Contract.

Recommendation: Award a contract for the Master Plan of Loomis Park through October 17, 2016 to February 3, 2017, to the lowest bidder, Rowe Professional Service Company, Flint, in the amount of $8,330.00.

B. Snow and Ice Removal Services on Downtown Sidewalks, Parking Lots and the Police Department Facility.

Recommendation: Approve a contract with Executive Property Management to provide snow and ice removal services on downtown sidewalks, parking lots and City of Jackson Police Department parking lots and sidewalks for a total cost of $73,780.00.

C. Purchase of Road Salt for the 2016-2017 Winter Season.
Recommendation: Approve the purchase of 4,000 tons of road salt from Cargill Company for $55.96 per ton for a total amount of $223,840.00 for the 2016-2017 winter season through cooperative bidding with the Jackson County Department of Transportation.

***D. Item deleted.**

E. Corrective Resolution for Special Assessment No. 4248, Delinquent Miscellaneous Building Demolition Fund Receivables.
Recommendation: Approve a Corrective Resolution for Special Assessment Roll No. 4248 for Delinquent Miscellaneous Building Demolition Fund, confirmed November 18, 2014.

F. Resolution and Deed to Transfer Two Parcels to the County of Jackson.
Recommendation: A resolution to transfer two parcels to the County of Jackson located on North Blackstone, authorize the Mayor to sign the Deed, and authorize the City Attorney to make minor modifications and to take all other actions necessary to finalize the transfer.

12. EXECUTIVE SESSION to discuss collective bargaining and pending litigation.

13. RETURN TO OPEN SESSION.

14. CITY COUNCILMEMBERS' COMMENTS.

15. MANAGER'S COMMENTS.

16. ADJOURNMENT.

***Item Deleted.**

CITY OF JACKSON
Founded 1829

City Manager's Office

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

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager PHB

DATE: November 15, 2016

SUBJECT: CDBG and HOME Financial Summaries through October 31, 2016

Recommendation:

Accept and place on file the CDBG and HOME Financial Summaries through October 31, 2016.

Attached is a memo from Jennifer Morris, Director of Neighborhood and Economic Operations, regarding the October 2016 CDBG and HOME financial summaries which denotes personnel costs, assistance to two eligible homeowner for emergency hazard repair, park improvements at the Elnora Moorman park, and ten previously awarded by City Council demolition contracts.

I recommend Council receive the attached CDBG and HOME Financial Summaries through October 31, 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: November 15, 2016

RECOMMENDATION: To accept and place on file the CDBG and HOME Financial Summaries through October 31, 2016

SUMMARY

Attached please find the Financial Summaries for the CDBG and HOME funds for the four-months ending October 31, 2016. Monthly expenses include personnel costs, assistance to two eligible homeowner for emergency hazard repair, park improvements at the Elnora Moorman Park, and ten previously awarded by City Council demolition contracts.

My recommendation is to accept and place on file the CDBG and HOME Financial Summaries through October 31, 2016.

ATTACHMENTS

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Four Months Ended October 31, 2016

		Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
	Public Services							
1	King Center Summer Program							
	FY 2015/2016	35,000	31,242	-	3,390	34,632	368	98.9%
	Administration							
2	Administration & Planning							
	FY 2015/2016	66,500	29,201	3,294	25,229	54,430	12,070	81.8%
	FY 2016/2017	97,500	-	-	-	-	97,500	0.0%
	Code Enforcement							
3	City Code Enforcement - Inspection							
	FY 2014/2015	131,500	107,466	-	24,034	131,500	0	100.0%
	FY 2015/2016	46,000	-	7,692	17,314	17,314	28,686	37.6%
	FY 2016/2017	144,000	-	-	-	-	144,000	0.0%
4	City Code Enforcement - Rehabilitation							
	FY 2015/2016	89,000	1,518	8,977	24,888	26,406	62,594	29.7%
	FY 2016/2017	86,750	-	-	-	-	86,750	0.0%
5	City Attorney Office							
	FY 2013/2014	20,000	8,970	2,202	7,666	16,636	3,364	83.2%
	Housing Rehabilitation Projects							
6	Homeowner Rehabilitation							
	FY 2013/2014	221,358	177,607	-	43,751	221,358	(0)	100.0%
	FY 2014/2015	77,284	-	1,400	37,545	37,545	39,739	48.6%
	FY 2015/2016	98,886	-	-	-	-	98,886	0.0%
	FY 2016/2017	75,000	-	-	-	-	75,000	0.0%
7	City Emergency Hazard Repair Program							
	FY 2015/2016	150,000	35,025	27,456	34,332	69,357	80,643	46.2%
	FY 2016/2017	77,316	-	-	-	-	77,316	0.0%
8	Downtown-Investor Rehabiliation							

		Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
	FY 2015/2016	305,212	-	-	-	-	305,212	0.0%
	FY 2016/2017	300,000	-	-	-	-	300,000	0.0%
9	John George Home	35,000	25,895	-	-	25,895	9,105	74.0%
10	City Rehab Administration (Denied Loans)							
	FY 2014/2015	8,000	4,375	14	147	4,522	3,478	56.5%
	FY 2015/2016	3,000	-	-	-	-	3,000	0.0%
	FY 2016/2017	3,000	-	-	-	-	3,000	0.0%
	Street Projects							
11	Edward & Winthrop							
	FY 2015/2016	97,890	4,287	-	93,603	97,890	-	100.0%
	FY 2016/2017	198,110	-	-	-	-	198,110	0.0%
12	Mechanic: Morrell to Washington							
	FY 2016/2017	111,900	-	-	-	-	111,900	0.0%
13	Special Assessments (FY 2015/2016)	25,000	6,338	-	2,386	8,724	16,277	34.9%
	Other Projects							
14	Park Improvements							
	FY 2014/2015	524,985	514,967	10,018	10,018	524,985	0	100.0%
	FY 2015/2016	80,000	-	10,738	10,738	10,738	69,262	13.4%
	FY 2016/2017	20,000	-	-	-	-	20,000	0.0%
	Public Improvements							
15	Demolition - Neighborhood Economic Stabilization							
	FY 2013/2014	155,000	154,144	-	856	155,000	0	100.0%
	FY 2014/2015	185,000	185,000	-	(0)	185,000	0	100.0%
	FY 2015/2016	320,000	43,253	181,489	276,747	320,000	(0)	100.0%
	FY 2016/2017	136,125	-	34,496	34,496	34,496	101,629	25.3%

City of Jackson
HOME
Monthly Financial Summary
For the Four Months Ended October 31, 2016

	Budgeted	Total Prior Year Funds Expended	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
1 Rehabilitation Assistance Program							
FY 2015/2016	187,129	145,486	-	-	145,486	41,643	77.7%
FY 2016/2017	188,340	-	-	-	-	188,340	0.0%
2 HOME Administration							
FY 2016/2017	25,000	-	-	-	-	25,000	0.0%
3 CAA - CHDO Operting Expenses							
FY 2013/2014	12,500	-	704	704	704	11,796	5.6%
FY 2015/2016	7,527	-	-	-	-	7,527	0.0%
4 CAA - CHDO Acq/Rehab/Resale							
FY 2016/2017	37,650	-	-	37,650	37,650	-	100.0%

CITY COUNCIL MEETING MINUTES

October 25, 2016

CALL TO ORDER:

The Jackson City Council met in regular session in the City Hall and was called to order at 6:31 p.m. by Mayor Bill Jors.

PLEDGE OF ALLEGIANCE AND INVOCATION:

The Council joined in the Pledge of Allegiance. Invocation was given by Daniel P. Greer, 3rd Ward City Councilmember.

ROLL CALL:

Present: Mayor Bill Jors, Councilmembers Arlene Robinson, Freddie Dancy, Daniel P. Greer (entered at 6:34 p.m.) Craig Pappin, Andrew R. Frounfelker, and Derek J. Dobies.

Also present: City Manager Patrick Burtch, City Attorney Bethany Smith, City Treasurer/Clerk Andrew J. Wrozek, Jr., City Assessor Jason Yoakam, Director of Police and Fire Matthew Heins, Director of Neighborhood and Economic Operations Jennifer Morris, Assistant City Manager/Operations Jonathan Greene, and City Engineer Jon Dowling.

ADOPTION OF AGENDA:

Motion was made by Councilmember Dobies, seconded by Councilmember Pappin to adopt the Agenda as amended. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Pappin, Frounfelker, and Dobies (6). Nays: none. Absent: Councilmember Greer (1). Motion carried.

CITIZEN COMMENTS:

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

PRESENTATIONS/PROCLAMATIONS:

A. Kelli Hoover, Director of Parks, Recreation, and Cemeteries (10 Minutes)

Presentation of the City of Jackson Weed Management Investigation for the City of Jackson 25 Parks, Trails and Two (2) Cemeteries.

Peter Bormuth, Citizen (10 Minutes)
Presentation of the City of Jackson Weed Management Investigation.

PETITIONS & COMMUNICATION: none.

CONSENT CALENDAR:

A. Minutes of the Regular Meeting of October 11, 2016:
Approve the minutes of the regular City Council meeting of October 11, 2016.

B. Downtown Development Authority Appointment:
Mayor's recommendation to appoint Karen Bunnell to the Downtown Development Authority filling a current vacancy, beginning immediately and ending March 31, 2018.

C. Ella W. Sharp Museum Board of Trustees Resignation:
Receipt with regret the resignation of Joan Campau from the Ella W. Sharp Museum Board of Trustees.

D. Administrative Hearings Bureau Resignation:
Receipt with regret the resignation of Charles H. Aymond from the Administrative Hearings Bureau.

E. CDBG and HOME Financial Statements through September 30, 2016:
Receive the Community Development Block Grant (CDBG) and HOME Financial Summaries through September 30, 2016.

F. Christmas Parade:
Approve a request from the Downtown Jackson Christmas Parade to conduct their 26th annual Jackson Christmas Parade event on November 18, 2016, from 6:00 p.m. to 9:00 p.m. in downtown Jackson. (Event insurance is covered by the Downtown Development Authority.)

G. "Discover Downtown Again" Day (DDA Day):
Approve the request from the Downtown Development Authority to conduct their 8th annual "Discover Downtown Again" Day event (DDA Day) on November 19, 2016, at 10:00 a.m. to 2:30 p.m., in Horace Blackman Park. (This event is covered under the City insurance policy.)

Motion was made by Councilmember Dobies, seconded by Councilmember Pappin to approve the Consent Calendar. Votes - Yeas:

Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

Motion was made by Councilmember Robinson to pulled Item 8 E for separate consideration, seconded by Councilmember Pappin. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

Motion was made by Councilmember Frounfelker to receive the Community Block Grant and Financial Summaries through September 30, 2106, seconded by Councilmember Dobies. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

PUBLIC HEARINGS:

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

A. Public Hearing on Special Assessment Roll No. 3384:
Hold a public hearing on Special Assessment Roll No. 3384 for street repaving Wisner Street from Argyle Street to Boardman Road.

1. Resolution confirming Roll No. 3384.

No public comments.

Motion was made by Councilmember Greer, seconded by Councilmember Dancy to approve the resolution. Councilmember Robinson commented she would like to abstain from the vote. Motion was made by Councilmember Greer, seconded by Councilmember Pappin to allow Councilmember Robinson to abstain. Votes – Yeas: Mayor Jors, Councilmembers Dancy, Greer, Pappin, Frounfelker, and Dobies (6). Nays: none. Abstain: Councilmember Robinson (1). Motion carried. Votes for the resolution - Yeas: Mayor Jors, Councilmembers Dancy, Greer, Pappin, Frounfelker, and Dobies (6). Nays: none. Abstain: Councilmember Robinson (1). Motion carried.

Adjourn as a Board of Review and reconvene as City Council.

B. Public Hearing on Amendments to Various Sections in Chapter 28 of the City Code of Ordinances.
Hold a public hearing on amendments to various sections in Chapter 28 of the City Code of Ordinances. (Introduction) (City Planning Commission recommends approval.)

No public comments.

OTHER BUSINESS:

A. Ordinance Amending Various Sections of Chapter 28 of the City Code of Ordinances.

Recommendation: Consider an ordinance amending various sections of Chapter 28 of the City Code in concurrence with the unanimous recommendation from the City Planning Commission on September 7, 2016. (Introduction of Ordinance.)

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

B. Ordinance Rezoning 707 Madison Street and 1216 Clinton Street (Second/Final Reading).

Recommendation: Final adoption of Ordinance No. 2016-28, amending Chapter 28, Section 28-32, City Code, to rezone 707 Madison Street and 1216 Clinton Street from R-4 (High Density Apartment and Office) to C-4 (General Commercial). (City Planning Commission recommends approval.)

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

C. Second Addendum to Development Agreement – Detroit Entrepreneur Development, LLC.

Recommendation: Approve execution of the Second Addendum to Development Agreement, authorize the City Manager to sign same, and authorize the City Attorney to make minor modifications and to take all actions necessary to finalize the agreement.

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.

D. Second Addendum to Purchase Agreement – Detroit Entrepreneur Development, LLC.

Recommendation: Approve execution of the Second Addendum to Purchase Agreement, authorize the City Manager to sign same, and

authorize the City Attorney to make minor modifications and take all actions necessary to finalize the Agreement.

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.

E. Execution of a Construction Access Easement – Detroit Entrepreneur Development, LLC.

Recommendation: Approve execution of a Construction Access Easement in favor of Detroit Entrepreneur Development, LLC, authorize the City Manager to sign same, and authorize the City Attorney to make minor modifications and to take all actions necessary to finalize the Agreement.

Motion was made by Councilmember Frounfelker, seconded by Councilmember Dancy to approve. Councilmember Frounfelker withdrew his motion and moved to approve and amend the lease for one (1) year time period, seconded by Councilmember Dancy. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

NEW BUSINESS:

A. Local Share Cost of JACTS Unified Work Program for FY 2017.

Recommendation: Approve payment of the invoice from Region 2 Planning Commission for local share cost of Jackson Area Comprehensive Transportation Study (JACTS) Unified Work Program for FY 2017, in the amount of $19,493.50, in accordance with the recommendation of the City Engineer, and authorize the City Engineer to sign the Local Funding Resolution.

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.

B. Revisions to Chapter 18, Section 31, City Code – Obstruction (First Reading).

Recommendation: Consider an ordinance amending Chapter 18, Section 31, Obstruction, City Code, by adding language that would help protect the health, safety, and welfare of the citizens of the City of Jackson, Michigan when on government-owned property.

Pulled from the agenda.

C. Revisions to Chapter 19, Article I, City Code – Parks and Recreation, in General (First Reading).

Recommendation: Consider an ordinance amending revisions to Chapter 19, Article I, In General, by adding language that would help to protect the health, safety, and welfare of the citizens of the City of Jackson, Michigan, when in a City-owned park. Specifically, the proposed revision would allow designated City officials to temporarily ban disorderly individuals from the use of public parks if found to have used threatening, obscene, profane, or indecent language in a park with the intent to interfere with the proper use and enjoyment of other persons visiting such park.

Pulled from the agenda.

D. Resolution Regarding Human Trafficking.

Recommendation: A Resolution requesting the City Manager write a policy to train appropriate City Staff to recognize human trafficking.

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

E. Resolution in Support of SB 1061-1065.

Recommendation: A resolution supporting Senate Bills 1061, 1062, 1063, 1064, and 1065 – Transformational Brownfield Plan capturing part of the incremental sales tax and residential income tax generated from within the footprint of the project in order to make the development possible.

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.

CITY COUNCILMEMBERS' COMMENTS.

MANAGER'S COMMENTS.

<u>ADJOURNMENT:</u>

No further business being presented, motion was made to adjourn by Councilmember Dancy, seconded by Councilmember Dobies. Motion carried. Mayor Jors closed the meeting at 8:08 p.m.

SPECIAL CITY COUNCIL MEETING MINUTES

October 27, 2016

CALL TO ORDER:

The Jackson City Council met in special session in the City Hall and was called to order at 6:00 p.m. by Mayor Bill Jors.

ROLL CALL:

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

ADOPTION OF AGENDA:

Motion was made by Councilmember Dobies, seconded by Councilmember Frounfelker 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 collective bargaining:

Motion was made by Councilmember Pappin, seconded by Councilmember Dobies to suspend Open Session and go into Executive Session. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

RETURN TO OPEN SESSION:

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

OTHER BUSINESS:

A. Collective Bargaining Agreement.

Motion was made by Councilmember Greer, seconded by Councilmember Dobies for the approval of Collective Bargaining Agreement. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, Frounfelker, and Dobies (7). Nays: none. Motion carried.

B. Approve execution of an Easement for Pedestrian Access and Public Utilities in favor of Detroit Entrepreneur Development, LLC, authorize the City Manager to sign same, and authorize the City Attorney to make minor modifications and to take all actions necessary to finalize the Agreement.

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

CITY COUNCILMEMBERS' COMMENTS.

MANAGERS COMMENTS.

ADJOURNMENT:

No further business being presented, motion was made to adjourn by Councilmember Greer, seconded by Councilmember Robinson. Motion carried. Mayor Jors closed the meeting at 6:38 p.m.

Sheila M. Troxel
smtroxel@gmail.com
Home: 517-796-2534 Mobile: 517-745-2027
905 Briarcliff Road, Jackson, MI 49203

October 25, 2016

Jackson Public Arts Commission
City Hall
161 W. Michigan Ave.
Jackson, Michigan 49201

Dear Jackson Public Arts Commissioners:

It is with much regret that I find myself writing this letter to you today but find that it is necessary to move the organization forward. I hereby resign from the public arts commission, effective on October 25, 2016. I wish you much success in moving forward with your projects and initiatives.

Sincerely,

Sheila M. Troxel

CITY OF
JACKSON
Founded 1829

Office of the Mayor

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

MEMO TO: City Councilmembers

FROM: William C. Jors, Mayor

DATE: November 15, 2016

SUBJECT: Administrative Hearings Bureau

RECOMMENDATION:

Approve the Mayor's recommendation to reappoint William A. Thompson as administrative hearings bureau officer for the City of Jackson's Administrative Hearings Bureau for a two-year term, beginning January 1, 2017, and ending December 31, 2018.

In accordance with City Code, Chapter 2.5, the Administrative Hearings Bureau officer appointed by the Mayor with the consent of the City Council must be an attorney admitted to the practice of law in the State of Michigan for at least five (5) years. The administrative hearings bureau officer will serve a term of two (2) years and is removable only upon just cause.

It is my desire, therefore, to reappoint William A. Thompson as an administrative hearings bureau officer for the City of Jackson's Administrative Hearings Bureau for a two-year term, beginning January 1, 2017 and ending December 31, 2018.

WCJ:skh

cc: Bethany Smith
Jennifer Morris

CITY OF JACKSON
Founded 1829

Office of the Mayor

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

CITY OF JACKSON BOARD/COMMISSION APPLICATION

NAME: William A. Thompson

ADDRESS: 1262 Levant Street, Jackson, Michigan ZIP: 49203

HOME PHONE: (517) 789-8881 OTHER PHONE: (517) 796-1444 and (517) 812-2131

E-MAIL ADDRESS: thompson740@sbcglobal.com

OCCUPATION: Attorney

COMMUNITY INVOLVEMENT

See attached letter

Are you registered voter? Yes Ward? Summit Township

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

1. Hearings Officer for Administrative Hearings Bureau 2.

3.

List additional information you feel may be pertinent to the board or commission

See attached letter

Feel free to attach any information. (Resume, press clippings)

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR.

Signature of Applicant

October 19, 2016
Date

INOSENCIO FISK ATTORNEYS AT LAW

BRUCE A. INOSENCIO, JR.
*ALSO ADMITTED IN FLORIDA
BRUCE@INOSENCIO.COM

KRISTINA M. FISK
KFISK@INOSENCIO.COM

ANGELA C. WETHERBY
ANGELA@INOSENCIO.COM

WILLIAM A. THOMPSON
OF COUNSEL
BILL@INOSENCIO.COM

October 19, 2016

RECEIVED
OCT 24 2016
BY:

City of Jackson
161 West Michigan Avenue
Jackson, Michigan 49201

Attention: The Honorable William C. Jors
Mayor

Re: City of Jackson Board/Commission Application

Dear Mayor Jors:

This letter is being submitted with my *application* for re-appointment as a hearings officer for the Administrative Hearings Bureau of the City of Jackson. It is my understanding that my current term as a hearings officer will expire on December 31, 2016. It is my further understanding that a new *Application* is necessary in order to be considered for re-appointment. Because I would like to be considered for re-appointment to another term, this letter is being written to supplement the information which is set forth in the *Application* to which this letter is attached.

I have been continuously engaged in the practice of law since I was admitted to the State Bar of Michigan in 1968. I have spent my entire professional career in Jackson, Michigan, beginning in 1970, after my discharge from the United States Army.

I served as the first full time assistant city attorney for the City of Jackson from 1971 through 1975. I have been engaged in the private practice of law since leaving the City Attorney's office. My professional areas of concentration include municipal law, real estate, probate, wills and trusts, and business. I have represented various municipal clients over the years, and am currently the Township attorney for the Townships of Summit and Napoleon, and village attorney for the Village of Grass Lake. I have also served as a hearings officer for the Administrative Hearings Bureau during the period from January 1, 2013 through to the present.

I have been actively involved in many community activities over the years, having served, for example, in the following positions:

740 WEST MICHIGAN AVENUE POST OFFICE BOX 4033 JACKSON, MICHIGAN 49204-4033
TELEPHONE: (517) 796-1444 FACSIMILE: (800) 981-5130 WEB: WWW.INOSENCIO.COM

---

1. Member, Board of Directors, Jackson Public Transportation Company;
2. Member and Past Chair, Board of Directors, Downtown Development Authority;
3. Member, and Past Chair, Jackson Community College Foundation;
4. Member, and Past Chair, Summit Township Board of Appeals; and
5. I have also served as a mediator/case evaluator on numerous occasions over a period in excess of thirty years.

I have appreciated having had the opportunity to serve as a hearings officer for the City's Administrative Hearings Bureau for a period of almost four years and I would be honored to accept re-appointment to that position if the same were to be offered.

Respectfully submitted,

Inosencio & Fisk, PLLC

William A. Thompson

WAT/cd
enclosure

CITY OF
JACKSON
Founded 1829

Office of the Mayor

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

MEMO TO: City Councilmembers

FROM: William C. Jors, Mayor

DATE: November 15, 2016

SUBJECT: Building Code Board of Examiners and Appeals

RECOMMENDATION:

Approval of the Mayor's recommendation to reappoint Jason Covalle to the Building Code Board of Examiners and Appeals for a three year term beginning January 1, 2017, and ending December 31, 2019.

In accordance with City Code, Chapter 5, Article 2, the City Engineer and the Fire Chief are members because of their offices. The Mayor and City Council appoint five members to three-year terms. (1 building contractor, 1 registered architect or engineer, 2 members of the general public and 1 building official.)

It is my recommendation, therefore, to reappoint Jason Covalle to the Building Code Board of Examiners and Appeals for a three year term beginning January 1, 2017, and ending December 31, 2019.

WCJ:skh

cc: Brian Taylor
Bethany Smith

APP-CC

CITY OF JACKSON
Founded 1829

Office of the Mayor

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

CITY OF JACKSON BOARD/COMMISSION APPLICATION

NAME: Jason Covalle

ADDRESS: 5045 Brookside Dr. ZIP: 49203

HOME PHONE: 517 740 5033 OTHER PHONE: —

E-MAIL ADDRESS: Jason@CovalleGroupArchitects.com

OCCUPATION: Architect

COMMUNITY INVOLVEMENT

Are you registered voter? _____ Ward? _____

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

1. Building Code Board of Appeals.

3. _____

RECEIVED
OCT 19 2016
BY:

List additional information you feel may be pertinent to the board or commission

Feel free to attach any information. (Resume, press clippings)

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR.

Signature of Applicant

10-16-16
Date

CITY OF
JACKSON
Founded 1829

Office of the Mayor

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

MEMO TO: City Councilmembers

FROM: Bill Jors, Mayor

DATE: November 15, 2016

SUBJECT: Human Relations Commission

RECOMMENDATION:

Approve the Mayor's recommendation to reappoint Melissa Morse to the Human Relations Commission for a three year term beginning January 1, 2017, and ending December 31, 2019, in accordance with the Human Relations Commission recommendation.

In accordance with City Code, Chapter 15, Section 15-33. The HRC shall consist of nine citizens; at least five must be City residents. Nominations to fill vacancies shall be made by City Council or HRC to Mayor; at least one for each appointment. Mayor appoints subject to Council confirmation. HRC may appoint up to three ex-officio citizen members for indefinite terms; in addition, one City Councilmember shall be an ex-officio member. Three appointments made annually for three-year terms upon expiration of appointments ending December 31, 1999.

It is my recommendation to reappoint Melissa Morse to the Human Relations Commission for a three year term beginning January 1, 2017, and ending December 31, 2019, in accordance with the recommendation of the Human Relations Commission.

BJ:skh

CITY OF JACKSON
HUMAN RELATIONS COMMISSION
161 W. MICHIGAN AVENUE – JACKSON, MICHIGAN 49201 – PHONE: (517)788-4167
FAX: (517) 768-5820

MEMO TO: The Honorable Mayor and City Councilmembers

FROM: Rev. John Clemons, Nomination Committee Chair JCC

DATE: November 15, 2016

SUBJECT: Recommendation of Appointment to the Human Relations Commission

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

At its October 19 2016, meeting the HRC voted to recommend the reappointment of the following candidate to the HRC for a three year term beginning January 1, 2017, and ending December 31, 2019. The application is attached.

Melissa Morse
222 N. Wisner
Jackson, MI 49203

JC:skh

Attachments

cc: HRC Members
Jonathan Greene, Staff

CITY OF JACKSON
Founded 1829

Office of the Mayor

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

CITY OF JACKSON BOARD/COMMISSION APPLICATION

NAME: MELISSA ANNE MORSE

ADDRESS: 222 N. WISNER ZIP: 49203

HOME PHONE: — OTHER PHONE: CELL 517 416 3775

E-MAIL ADDRESS: MORSEMELISSA30@GMAIL.COM

OCCUPATION: FREELANCE ARTIST

COMMUNITY INVOLVEMENT

JACKSON PUBLIC ARTS COMMISSIONER HUMAN RELATIONS COMMISSIONER QUEENS CHURCH ARISE. WORKED ON PROJECTS WITH INTERFAITH & AWARE COMMUNITY HEART PROGRAM

Are you registered voter? YES Ward? 4

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

1. RENEW HRC 2. _____

3. _____

List additional information you feel may be pertinent to the board or commission

I WILL DO MY BEST TO BE AN EFFECTIVE COMMISSIONER BY UTILIZING A FULL RANGE OF POSITIVE LEADERSHIP SKILLS

Feel free to attach any information. (Resume, press clippings)

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR.

Signature of Applicant _____ Date OCT. 19 2016

CITY OF
JACKSON
Founded 1829

Office of the Mayor

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

MEMO TO: City Councilmembers

FROM: William C. Jors, Mayor

DATE: November 15, 2016

SUBJECT: Public Arts Commission Appointment

RECOMMENDATION:

Approve the Mayor's recommendation to appoint Janet Meyer-Jackman to serve as a Commissioner on the Public Arts Commission filling a current vacancy beginning immediately, and ending May 28, 2018.

Created under Ordinance No. 2015.13, adopted on April 28, 2015. Five (5) members nominated by the Mayor and approved by City Council, who shall be residents of the City. Members shall be appointed staggered terms and after the initial Commission is formed all members thereafter will serve 3-year terms. Members shall have experience and/or an interest in the placement, creation, or designation of public art. The Arts Commission may appoint up to three (3) appointed ex-officio members, the City Manager or his/her designee, one City Councilmember, and one representative of Ella Sharp Museum of Art and History. Ex-officio members will be appointed to 3-year terms.

I am, therefore, recommending the appointment of Janet Meyer-Jackman to serve as a Commissioner filling a current vacancy, beginning immediately and ending May 28, 2018.

WCJ:skh

CITY OF JACKSON
Founded 1829

Office of the Mayor

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

CITY OF JACKSON BOARD/COMMISSION APPLICATION

NAME: Janet Meyer-Jackman

ADDRESS: 783 Briarcliff ZIP: 49203

HOME PHONE: 517-581-3700 OTHER PHONE:

E-MAIL ADDRESS: janetmeyer2005@yahoo.com

OCCUPATION: admin. station jmeyer@cityofjackson.org

COMMUNITY INVOLVEMENT

Are you registered voter? yes Ward?

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

1. JPAC 2.

3.

List additional information you feel may be pertinent to the board or commission

Feel free to attach any information. (Resume, press clippings)

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR.

Signature of Applicant Date 11/8/16

CITY OF JACKSON
Founded 1829

City Manager's Office

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

MEMO TO: Mayor and City Council Members

FROM: Patrick H. Burtch, City Manager

DATE: November 15, 2016

SUBJECT: Special Event Application for the 98th Annual Kiwanis Newspaper Sale.

Recommendation:

Approve a request from the Kiwanis Club of Jackson to conduct their 98th Annual Kiwanis Newspaper Sale event on December 16, 2016 in downtown Jackson.

Attached are memos from Nathan Mack, regarding the Special Event Application for the event 98th Annual Kiwanis Newspaper Sale.

I recommend approval of the special event application for the event 98th Annual Kiwanis Newspaper Sale. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: November 15, 2016

RECOMMENDATION: Approve a request from the Kiwanis Club of Jackson to conduct their 98th Annual Kiwanis Newspaper Sale event on December 16, 2016 in downtown Jackson.

SUMMARY: Annual sale of special Kiwanis edition newspaper to raise funds for shoes and boots for needy children in Jackson County.

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
			$0

CONDITIONS & CONSIDERATIONS

- None

INSURANCE STATUS

Contingent upon receipt of proper insurance coverage.

ATTACHMENTS: Special Event Application: 98th Annual Kiwanis Newspaper Sale.

Downtown Development Authority (DDA)
161 W. Michigan Avenue ~ Jackson, MI 49201
(517) 788-4355

CITY OF JACKSON SPECIAL EVENT POLICY AND APPLICATION

The City of Jackson appreciates your efforts in contributing to the community through your Special Event. We recognize that the City of Jackson is fortunate to have many varied locations, such as parks, streets and neighborhoods, which provide wonderful venues to host Special Events for the community.

To preserve the City's assets and resources, while still offering enjoyment of events, the City permits the temporary use of public properties or roadways for special activities. The City coordinates the review these events with various City departments to ensure that the events are conducted safely and protects the city's assets and the health safety and welfare of the citizens.

The Downtown Development Authority (DDA) will distribute copies of your application to all City departments or agencies affected by your event. These department or agencies will contact you individually only if they have specific questions or concerns about your event.

PURPOSE

The purpose of the Special Events Policy is to promote uniform procedures to regulate and permit special event activity at locations under the jurisdiction of the City of Jackson. The Special Event Application is a starting point for any group or individual who wishes to hold an event, parade, assembly, festival, or similar affair, utilizing, or reserving city assets or resources within the City of Jackson.

SPECIAL EVENT APPLICATION REQUIRED

This Policy Statement on Special Events covers all special events. Any organization wishing to sponsor or hold a Special Event in the City of Jackson that takes place on public lands or lands that are controlled by the City of Jackson will be required to complete the City of Jackson Special Event Application.

Most Special Events within the City of Jackson that will be conducted on the streets, parks or other public area are required to be approved by the City Council. Special Events that require low to moderate levels of City resources can be approved by the City Manager. Applications to conduct a Special Event must be made in writing to the Downtown Development Authority. Applications are available from the office of the Downtown Development Authority, the DDA's website at jacksondda.org/forms, and the City's website at cityofjackson.org.

The City will provide a complete review of any Special Event Application, including consultation with the applicant as may be reasonably necessary to resolve problems and/or concerns. It is the responsibility of the event organizer to note the proposal of City street and City owned parking lot closures within their Special Events Application.

Event organizers should be aware that noise generated by the event could have an impact on the neighborhoods near the event site. Event organizers must be considerate of the neighborhood and be aware of the City Noise Ordinance located at Section 17-76 through 17-110 of the City of Jackson Code of Ordinances.

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 public accessibility of 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.

IMPLEMENTATION

Eligibility Requirements

The applicant or representative of any business, group or organization that seeks approval to conduct a Special Event, must be 21 years of age or older and officially designated as the agent of the sponsoring business, group, or organization.

Classification of Special Events

Requirements for your Special Event will depend upon the Resource Classification of your Special Event. The expected number of participants may change the Resource Classification of a Special Event. Groups of over 100 participants are automatically classified as High Resource events. Events with alcoholic beverages are automatically classified as High Resource Events. The examples provided below are general examples of types of events. Due to the unique characteristics of a Special Event, the Resource Classification may be increased.

LEVEL 1 SPECIAL EVENT - LOW RESOURCE

Events that involve no organized physical activity by participants and no severe exposure to spectators, i.e. meetings, prayer circles, seminars, and social gatherings and to reserve a city resource. These events may be approved by the City Manager (or designee), or the application may be sent to the City Council for approval.

LEVEL 2 SPECIAL EVENT - MODERATE RESOURCE

Events that involve limited physical activity by participants and no severe exposure to spectators, i.e. animal shows, auctions, flea markets, picnics, and political rallies and to reserve a city resource. These events may be approved by the City Manager (or designee), or the application may be sent to the City Council for approval.

LEVEL 3 SPECIAL EVENT - HIGH RESOURCE

Events that involve major participation by participants and/or moderate or high resource exposure to spectators, i.e. amateur, collegiate, semi-professional, or professional sporting events; a circus, carnival, or parade; concerts, dances, or theatrical performances; marathons, vehicle races, or other races; fireworks displays; and water events and to reserve a city resource. These events are approved by the City Council.

APPLICATION PROCEDURE

A Special Event Application must be received by the DDA sixty (60) days prior to the first day of the proposed event. An event may be approved after the 60 day deadline if the applicant shows that extraordinary circumstances were the cause of the late application. A late fee will be assessed for all applications not timely submitted. An incomplete application may result in denial of your request. Event organizers are requested to begin the process as early as possible in order to ensure proper approvals and deadlines are met. A completed, approved application also reserves the event location.

Please submit the following for each proposed Special Event:

1. Signed application;
2. Map (sketch) of event site, detailing street closures, parking requirements, etc.;
3. Schedule of event;
4. (If applicable) Proof of insurance/indemnification (naming City of Jackson and DDA as "additional insureds");
5. (If applicable) Fully executed Hold Harmless Agreement; and
6. $25 SEA processing fee.

EMERGENCY MEDICAL SERVICES

Due to the vast number of different types of events, along with the anticipated crowd sizes, at a minimum, all event organizers should have the ability to contact 9-1-1 and access someone who is certified in First Aid/CPR. Also, basic First Aid Stations and/or kits should be on site.

LIABILITY INSURANCE REQUIREMENTS

Liability Insurance coverage is required in the dollar amounts specified for the class of Special Event. The insurance carrier must be licensed in the State of Michigan and acceptable to the City of Jackson. A Certificate of Insurance evidencing the amount of liability insurance must be submitted with your application. In addition, a policy endorsement naming the City of Jackson and the Downtown Development Authority as additional insureds on the policy must be submitted at the time of your application.

Your Special Event application will not be accepted without the submission of all required insurance documents. For Level 1 Special Events, the event organizer can choose to either provide the City with the above insurance requirements, or can instead execute a Hold

Harmless Agreement with the City. **Level 2 and Level 3 Special Events require $1,000,000 in commercial general liability insurance on an occurrence made basis if recommended by the City Attorney. Hold Harmless Agreements or insurance documents must be provided at least two (2) weeks prior to scheduled Council approval.**

RESIDENTIAL NEIGHBORHOOD BLOCK PARTIES

Block parties have different requirements from those set forth in this Policy. Please contact the DDA for details and an application. An application may be obtained from the DDA's website at http://www.cityofjackson.org/270/Block-Parties.

CLEAN UP,SITE RESTORATION AND REIMBURSEMENTS

Event organizers are responsible for cleanup and repairs. Event organizers who fail to clean up and repair damages to the Event Area may be billed for City services. Failure to clean up and repair will be considered in approval of future special event applications. Reimbursements for the cost incurred by the city in order to meet the requests of the event organizers may require reimbursement for those reflective costs.

CITY COUNCIL APPROVAL

It is recommend that the event organizer be present at the City Council meeting that your request is on the agenda for in order to answer any possible questions that Councilmembers may have regarding your proposed event. **Please note, if questions arise at the Council meeting, and a representative is not present, your request may be denied or approval may be delayed. The City of Jackson is not responsible for delays caused by the event organizer's failure to meet all special event policy requirements.**

Upon approval of the Special Event Application, the DDA will provide notification as to the action of the City Council and/or City Manager will be communicated to the event organizer requesting the event. This confirmation will serve to outline any special conditions that must be met if the event is to be held.

THE CITY OF JACKSON RESERVES THE RIGHT TO WAIVE ANY REQUIREMENTS OF THIS POLICY IN THE INTERESTS OF THE HEALTH, SAFETY AND WELFARE OF THE CITIZENS OF JACKSON.

PLEASE CONTACT THE DOWNTOWN DEVELOPMENT AUTHORITY WITH QUESTIONS REGARDING THIS POLICY AT (517) 788-4355

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: 98th ANNUAL KIWANIS NEWSPAPER SALE

Sponsoring Organization's Legal Name: KIWANIS CLUB OF JACKSON, MICHIGAN

Organization Address: 1203 FIRST ST JACKSON, MI 49203

Tax I.D. Number: 38-6070174

Event Organizer: JOE WOLFE Title: NEWSPAPER SALE CHAIRMAN

Phone (work): 787-1704

Phone (during event): CELL 740-3008

Agent's Address: 1203 FIRST ST. JACKSON, MI 49203

Agent's E-Mail Address: JWOLFE@THEPROTECTIONCENTER.COM

Organization Address: 1203 FIRST ST. JACKSON, MI 49203

Please give a brief description of the proposed special event: ANNUAL SALE OF SPECIAL KIWANIS EDITION ~~OF~~ NEWSPAPER TO RAISE FUNDS FOR SHOES & BOOTS FOR NEEDY CHILDREN IN JACKSON COUNTY

Event Day(s) and Date(s): FRIDAY DECEMBER 16, 2016

Set-Up Date & Time: N/A Tear-Down Date & Time: N/A

Event Location: DOWNTOWN CITY STREETS

ANNUAL EVENT: Is this event expected to occur next year? (circle one) ***YES*** ***NO***
How many years has this event occurred? 97

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:

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? N/A

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.

_____
_____
_____.

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.

BEING MAILED

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.

BEING MAILED

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.

10/20/16
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

CITY OF JACKSON
Founded 1829

City Manager's Office

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

MEMO TO: Mayor and City Council Members

FROM: Patrick H. Burtch, City Manager

DATE: November 15, 2016

SUBJECT: Special Event Application for the Annual Eve on the Ave 5k.

Recommendation:

Approve a request from the United Center for Caring to conduct their Annual Eve on the Ave 5k event on December 31, 2016 from 9 p.m. to 11 p.m. in downtown Jackson.

Attached are memos from Nathan Mack, regarding the Special Event Application for the event Annual Eve on the Ave 5k.

I recommend approval of the special event application for the event Annual Eve on the Ave 5k. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: November 15, 2016

RECOMMENDATION: Approve a request from the United Center for Caring to conduct their Annual Eve on the Ave 5k event on December 31, 2016 from 9 p.m. to 11 p.m. in downtown Jackson.

SUMMARY: Race will start at 10 p.m. from St. Johns and run through downtown Jackson ending at the start point. Prizes, goodie bags, and shirt for first 100 runners professional timing.

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		$500
Fire	x		$0
Engineering	x		$0
Public Works	x		$0
Recreation	x		$0
DDA	x		$0
			$500

CONDITIONS & CONSIDERATIONS

- Police presence at intersections.

INSURANCE STATUS

Contingent upon receipt of proper insurance coverage.

ATTACHMENTS: Special Event Application: Annual Eve on the Ave 5k.

Downtown JACKSON Bound

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

Date Received By DDA Office: 11/1/16 Time: 9:40 By: (Kw)

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 Eve on the Ave 5K Run
Sponsoring Organization's Legal Name: United Center for CARing St Johns.
Organization Address: 801 S Mechanic 49203
Tax I.D. Number: 14-1838331
Event Organizer: Barb Shelton Title: Race Director
Phone (work): 517 945 8579
Phone (during event): 517 945 8579
Agent's Address: 1029 Martin St 49203
Agent's E-Mail Address: OutreachJacksonMI@gmail.com
Organization Address: Same As Above
Please give a brief description of the proposed special event:
Race will start at 10pm from St Johns & run through Downtown Jackson ending at the start point. Prizes, goodie bags, t shirt for first 100 runners, Professional timing.

Event Day(s) and Date(s): New Years Eve Saturday Dec 31st
Set-Up Date & Time: 9pm Tear-Down Date & Time: 11pm
Event Location: Race route Attached

ANNUAL EVENT: Is this event expected to occur next year? (circle one) ***YES*** ***NO***
How many years has this event occurred? 9 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: 10 pm - 11 pm

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:

Some sponsors include community Action Agency

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? _____

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.

Police presence at intersections.

We will have people Along route + at Finish

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.

10-28-2016
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

United Center for Caring & Partnership Park presents

9th Annual "Eve on the Ave"

5k Run-Walk

Full Name: _____ Gender: Male / Female (circle one)

Age: (on race day) _____ Activity: Running / Walking (circle one)

Mailing Address: _____

City: _____ State/Province: _____ Zip/Postal _____

Phone: _____Email:_____

Shirt Size: (CIRCLE ONE) S M L XL 2XL

Race Entry Fees: Preregister by Friday Dec 23rd ~ **$25** Late registration **$30**

First 100 entries guaranteed Eve on the Ave T-shirt

Top overall male and female will be awarded a $50 cash prize.

Top male and female in each category will be awarded a prize and 2nd and 3rd runner up male and female in each category will be awarded a *"Better luck next year" cupcake!*

Age Groups:18 and under,18-24,25-29,30-39,40-49,50-59,60-69,70-79,80+

Event Information: Partnership Park & St Johns UCC are hosting this event to raise funds for local outreach programs in Jackson. **The race will start at 10pm** from St Johns on Mechanic and Biddle and wind thru festive New Year's ready downtown Jackson. The race route will bring you back to the start point where a warm hall and refreshments will be waiting for all runners. Prizes will be awarded in all age groups. Professional computer chip timing will be used to determine race times.

Parking: Free parking available in lots and along street

Payment: Send check to: 5K Run/Barb Shelton, 801 S Mechanic St, Jackson MI 49203

Secure online payment & registration at https://runsignup.com/Race/MI/Jackson/EveontheAve5k

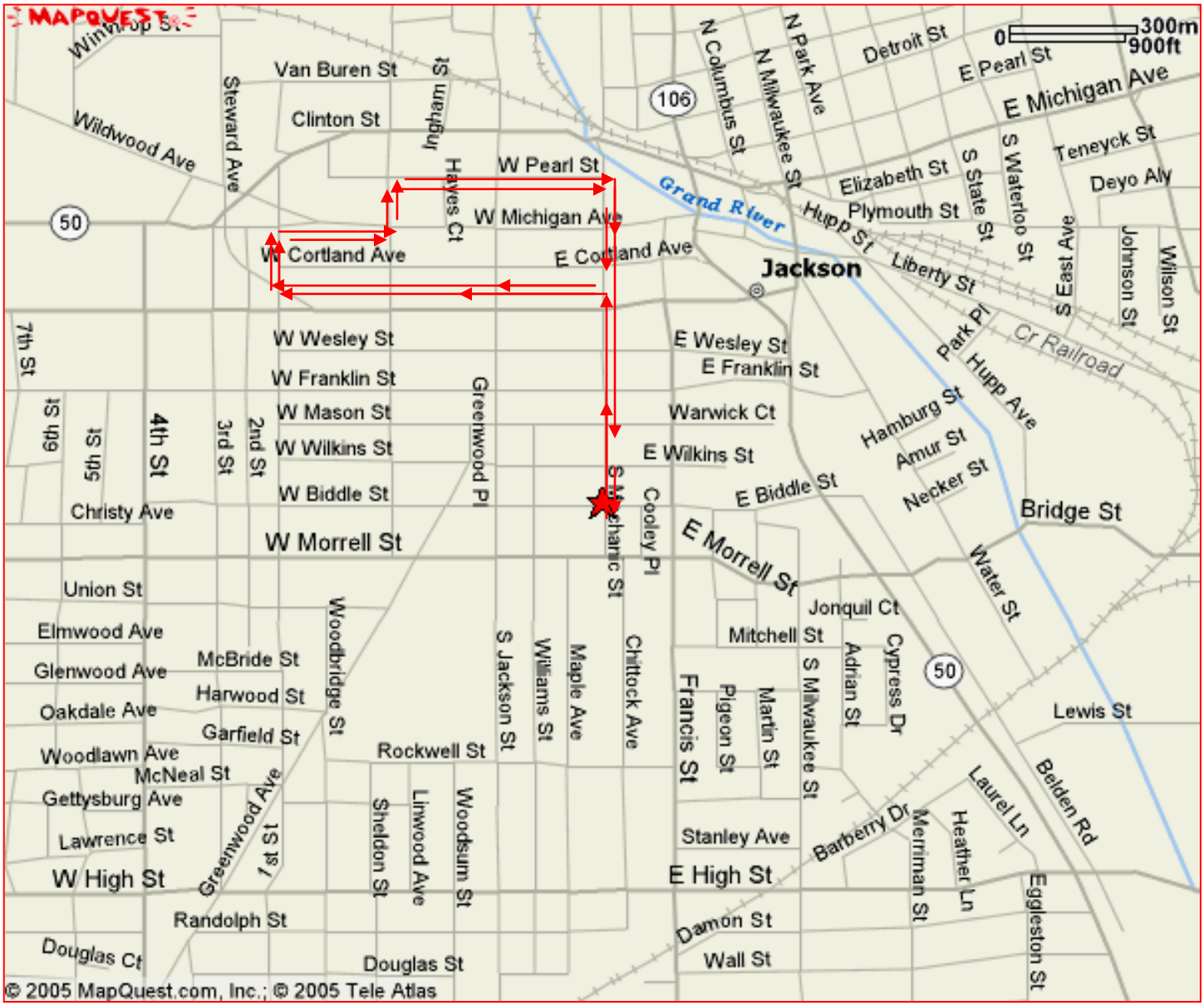
EVENT DISCLAIMER: Please review the following waiver and disclaimer. By adding your signature, you accept this waiver and disclaimer. **Waiver and Release**: By participating in this Event, I do so at my own risk. I assume all risk of injury, illness, damage or loss to me or my property that might result, including without limitation, any loss or theft of personal property. I consent to medical treatment in the event of injury, accident and/or illness during the Event. I agree on behalf of myself (and my personal representatives, heirs, executors, administrators, agents and assigns) to release and discharge the organizers of this event, its principals, its officers & directors, its employees, all sponsors and their representatives and employees from any and all claims or causes of action (known or unknown) arising out of their negligence. I acknowledge that I have carefully read this 'Waiver and Release' and fully understand that it is a release of liability. By my signature below, I am waiving any right that I may have to bring legal action to assert a claim against any and all Event sponsors for their negligence. I hereby grant full permission to any and all of the foregoing to use my name and likeness in any broadcast, telecast, video or print media reporting or advertising of the Event without compensation.

Signature: _____

Signature of Parent/Guardian if under 18

For questions email outreachjacksonmi@gmail.com

Race Course Map



CITY OF
JACKSON
Founded 1829

Office of the Mayor

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

MEMO TO: City Councilmembers

FROM: William C. Jors, Mayor

DATE: November 15, 2016

SUBJECT: Administrative Hearings Bureau

RECOMMENDATION:

Approve the Mayor's recommendation to appoint Charles J. Falahee, Jr., as administrative bearings bureau officer for the City of Jackson's Administrative Hearings Bureau filling a current vacancy and for a two-year term, beginning immediately, and ending December 31, 2018.

In accordance with City Code, Chapter 2.5, the Administrative Hearings Bureau officer appointed by the Mayor with the consent of the City Council must be an attorney admitted to the practice of law in the State of Michigan for at least five (5) years. The administrative hearings bureau officer will serve a term of two (2) years and is removable only upon just cause.

It is my desire, therefore, to appoint Charles J. Falahee, Jr., as an administrative hearings bureau officer for the City of Jackson's Administrative Hearings Bureau filling a current vacancy and for a two-year term, beginning immediately and ending December 31, 2018.

WCJ:skh

cc: Bethany Smith
Jennifer Morris

CITY OF JACKSON
Founded 1829

Office of the Mayor

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

CITY OF JACKSON BOARD/COMMISSION APPLICATION

NAME: Charles J. Falahee, Jr.

ADDRESS: 167 Bedford Dr., Brooklyn, MI ZIP: 49230

HOME PHONE: 517-784-1984 OTHER PHONE: N/A

E-MAIL ADDRESS: cpfalahee@comcast.net

OCCUPATION: Retired Judge

COMMUNITY INVOLVEMENT

Are you registered voter? _____ Ward? _____

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

1. Administrative Hearings Officer 2. _____

3. _____

List additional information you feel may be pertinent to the board or commission

Practiced Law from 1977-1988

District Judge in Jackson County from 1988-2007

Feel free to attach any information. (Resume, press clippings)

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR.

Signature of Applicant

11-10-16
Date

CITY OF JACKSON
Founded 1829

City Treasurer/City Clerk

161 W. Michigan Ave. - Jackson, MI 49201
Treasurer: (517) 788-4043 • Clerk: (517) 788-4025

MEMO TO: Mayor and City Councilmembers

FROM: Andrew J. Wrozek, Jr., City Treasurer/Clerk ajw

DATE: November 15, 2016

SUBJECT: Confirmation of Special Assessment Roll No. 3385 and 3386

Recommendation:

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

A. Public Hearing on Special Assessment Roll No. 3385 for street reconstruction on Edward Avenue from Wildwood Avenue to Winthrop Street.

   1. Resolution confirming Roll No. 3385

B. Public Hearing on Special Assessment Roll No. 3386 for street reconstruction on Winthrop Street from Edward Avenue to Withington Stadium.

   1. Resolution confirming Roll No. 3386

ADJOURN AS A BOARD OF REVIEW AND RECONVENE AS CITY COUNCIL

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

Attached are the resolutions

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

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Andrew J. Wrozek, Jr. City Treasurer/Clerk

DATE: November 15, 2016

RECOMMENDATION: Adopt the resolution after the Public Hearing is held.

SUMMARY

Special Assessment Roll 3385 for street reconstruction on Edward Avenue from Wildwood Avenue to Winthrop Street, and Special Assessment Roll 3386 for street reconstruction on Winthrop Street from Edward Avenue to Withington Stadium.

BUDGETARY CONSIDERATIONS

See attached resolutions.

HISTORY, BACKGROUND and DISCUSSION

Resolution dated February 9, 2016 ordering the construction and preparation of the special assessment roll was adopted for Edward Avenue from Wildwood Avenue to Winthrop Street and Winthrop Street from Edward Avenue to Withington Stadium combined. The project has been divided into two separate Special Assessment Rolls. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner included in the rolls with a CDBG income insert.

DISCUSSION OF THE ISSUE

Confirmation of the Special Assessment Roll 3385 and Roll 3386.

POSITIONS

I recommend adoption of the resolution after its public hearing.

ATTACHMENTS

RESOLUTION
STREET CONSTRUCTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning street reconstruction on Edward Avenue from Wildwood Avenue to Winthrop Street which assessments were by him placed on Assessment Roll No. 3385 in the amount of $38,308.71 and reported to the City Council at its meeting held on the 15th day of November, 2016; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 15th day of November, 2016, at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said special assessments as contained in said roll; and

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

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

BE IT FURTHER RESOLVED that each and all of the special assessments contained in Roll No. 3385 shall be divided into fifteen (15) equal installments, the first of which shall be payable by July 1, 2017 without interest charge; and the remaining installments, plus a 2.25% annual interest charge on each installment, shall be due annually on May 31st of each subsequent year until each of the special assessments has been paid in full; provided, however, that in the event the City issues bonds in anticipation of special assessments, the unpaid balance of said special assessments shall, in accordance with Section 22-9 of the Jackson City Code of Ordinances, bear a rate of interest which shall be one percent (1%) above the average interest cost of said special assessment bonds.

BE IT FURTHER RESOLVED that the unpaid balance of any special assessment, including pro rata interest charges, may be paid in full at any time and that each and any special assessment may be paid without interest if payment in full is made prior to July 1, 2017.

* * * * *

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

I, Andrew J. Wrozek, Jr., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 15th day of November, 2016.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 16th day of November, 2016.

_____
Andrew J. Wrozek, Jr., City Clerk

_____
William C. Jors, Mayor

RESOLUTION
STREET CONSTRUCTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning street reconstruction on Winthrop Street from Edward Avenue to Withington Stadium which assessments were by him placed on Assessment Roll No. 3386 in the amount of $25,914.73 and reported to the City Council at its meeting held on the 15th day of November, 2016; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 15th day of November, 2016, at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said special assessments as contained in said roll; and

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

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

BE IT FURTHER RESOLVED that each and all of the special assessments contained in Roll No. 3386 shall be divided into fifteen (15) equal installments, the first of which shall be payable by July 1, 2017 without interest charge; and the remaining installments, plus a 2.25% annual interest charge on each installment, shall be due annually on May 31st of each subsequent year until each of the special assessments has been paid in full; provided, however, that in the event the City issues bonds in anticipation of special assessments, the unpaid balance of said special assessments shall, in accordance with Section 22-9 of the Jackson City Code of Ordinances, bear a rate of interest which shall be one percent (1%) above the average interest cost of said special assessment bonds.

BE IT FURTHER RESOLVED that the unpaid balance of any special assessment, including pro rata interest charges, may be paid in full at any time and that each and any special assessment may be paid without interest if payment in full is made prior to July 1, 2017.

* * * * *

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

I, Andrew J. Wrozek, Jr., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 15th day of November, 2016.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 16th day of November, 2016.

_____
Andrew J. Wrozek, Jr., City Clerk

_____
William C. Jors, Mayor

CITY OF JACKSON
Founded 1829

City Assessor's Office

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

October 28, 2016

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

Randy:

Please place the following special assessment roll(s) on the agenda for a public hearing for Tuesday, November 15, 2016:

ROLL NUMBER	ROLL PURPOSE	AMOUNT ASSESSED	INSTALLMENTS
3385	Reconstruct Edward Ave Wildwood to Winthrop	$ 38,308.71	15
3386	Reconstruct Winthrop St Edward to End (Withington Stadium)	$ 25,914.73	15

The above special assessment roll(s) will be confirmed by the City Council on said Tuesday, November 15, 2016.

Sincerely,

Theresa Yeiter

Theresa Yeiter
Appraiser

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

C:\Users\mcurran\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content Outlook\3ZWOTWGU\CLRK-TRES_dbl_duty_ROLLStreet_v1.docx

Special Assessment Roll for CITY OF JACKSON

Roll for Year 2016
Population: Special Assessment District (3385)
Special Population All Active Parcels

Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Addtl Penlty Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
3385	2-066800000	0.00	0.00		0.00	7,747.21	7,747.21
RCN EDWARD, WLWD	POST TODD & LORI 322 EDWARD AVE JACKSON MI 49201	0.00				0.00	

LAND COM AT PT ON E LN OF LOT 25 14 FT N OF SE COR OF SD LOT TH W 123.3 FT TH S 28 FT TH W 66 FT TH N 95 FT IH E 189.3 FT TO W LN OF EDWARD AVE TH S 67 FT TO BEG HEWITT'S SUB DIV OF LOTS 43 TO 80 INCL OAKLAWN ADD

3385	2-066900000	0.00	0.00		0.00	5,781.50	5,781.50
RCN EDWARD, WLWD	ALLEN JOSEPH M 320 EDWARD AVE JACKSON MI 49201	0.00				0.00	

LAND COM 16 FT N OF SE COR OF LOT 26 TH W 123.3 FT TH N 50 FT TH E 123.3 FT TH S 50 FT TO BEG HEWITT'S SUB DIV OF LOTS 43 TO 80 INCL OF OAKLAWN ADD

3385	2-0670.1000	0.00	0.00		0.00	6,502.50	6,502.50
RCN EDWARD, WLWD	ROGERS SCHUYLER & JOYCE 318 EDWARD AVE JACKSON MI 49201	0.00				0.00	

LAND OWNED & USED AS ONE PARCEL DESC AS BEG AT SE COR OF LOT 26 HEWITT'S SUB DIV TH N ALG W LN OF EDWARD AVE 16 FT TH W AT R/A TO EDWARD AVE 123.3 FT TH S PARA WITH W LN OF EDWARD AVE 50 FT TH E 123.3 FT TO W LN OF EDWARD AVE TH N ALG W LN OF SD AVE 34 FT TO BEG BEING PART OF LOT 26 HEWITT'S SUB DIV OF OAKLAWN ADD & SW 1/4 SEC 34 T2S R1W ALSO LAND COM AT A PT ON W LN OF EDWARD AVE 276 FT N OF NLY LN OF WILDWOOD AVE TH W 189.3 FT TH N 99 FT TH E 66 FT TH S 79 FT TH E 123.3 FT TO W LN OF EDWARD AVE TH S 20 FT TO BEG BEING PARTS OF LOTS 5 & 6 BLK 2 CARR & PECK'S ADD
SPLIT/COMBINED ON 02/02/2012 FROM 2-067000000, 2-072000000;

3385	2-071900000	0.00	0.00		0.00	18,277.50	18,277.50
RCN EDWARD, WLWD	D & P 2004 LLC 4400 FARWELL LAKE RD HORTON MI 49246	0.00				0.00	

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

Total Parcels: 4		0.00 0.00	0.00		0.00	38,308.71 0.00	38,308.71

Special Assessment Roll for CITY OF JACKSON

Roll for Year 2016
Population: Special Assessment District (3386)
Special Population All Active Parcels

Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Addtl Penlty Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
3386	2-068500000	0.00	0.00		0.00	7,337.23	7,337.23
RCN WINTHROP, EDW	GORINS CHIQUITA 548 WINTHROP ST JACKSON MI 49201	0.00				0.00	
LOT 41 & W 25 FT OF LOT 42 HEWITT'S SUB DIV OF LOTS 43 TO 80 INCL OF OAKLAWN ADD							
3386	2-068600000	0.00	0.00		0.00	8,032.50	8,032.50
RCN WINTHROP, EDW	BOWDEN ANDREW R & DANIELLE C 546 WINTHROP ST JACKSON MI 49201	0.00				0.00	
0687 E 25 FT OF LOT 42 & ALL OF LOTS 43 & 44 HEWITT'S SUB DIV OF LOTS 43 TO 80 INCL OF OAKLAWN ADD							
3386	2-068800000	0.00	0.00		0.00	5,137.50	5,137.50
RCN WINTHROP, EDW	WILLIAMS ANGELO S II 542 WINTHROP ST JACKSON MI 49201	0.00				0.00	
0689 LOTS 45 & 46 EX E 30.5 FT THEREOF HEWITT'S SUB DIV OF LOTS 43 TO 80 INCL OF OAKLAWN ADD							
3386	2-069000000	0.00	0.00		0.00	5,407.50	5,407.50
RCN WINTHROP, EDW	NEIS KAITLYN 201 BURLINGTON BEACH RD VALPARAISO IN 46383	0.00				0.00	
LOT 47 & E 30.5 FT OF LOT 46 HEWITT'S SUB DIV OF LOTS 43 TO 80 INCL OF OAKLAWN ADD							
Total Parcels: 4		0.00 0.00	0.00		0.00	25,914.73 0.00	25,914.73

Neighborhood & Economic Operations

Building a Stronger Jackson

161 W. Michigan Avenue • Jackson, MI 49201-1303• Facsimile (517) 780-4781

Building Inspection	Code Enforcement	Engineering	Planning & Economic Development
(517) 788-4012	(517) 788-4060	(517) 788-4160	(517) 768-6433

CITY COUNCIL MEETING
January 26, 2016

TO: **Honorable Mayor and City Councilmembers**

FROM: **Jon H. Dowling, P.E., City Engineer**

SUBJECT: **Engineer's Report for Edward Avenue – Wildwood Avenue to Winthrop Street & Winthrop Street – Edward Avenue to Withington Stadium**

RECOMMENDATION: Receive the Engineer's Report for street reconstruction on Edward Avenue from Wildwood Avenue to Winthrop Street and on Winthrop Street from Edward Avenue to the east end at Withington Stadium and establishment of February 9, 2016, at the City Council meeting as the time and place to hold a public hearing of necessity.

Engineering requests that City Council establish a public hearing of necessity to be held February 9, 2016 for street reconstruction on Edward Avenue from Wildwood Avenue to Winthrop Street and on Winthrop Street from Edward Avenue to the east end at Withington Stadium. This report is prepared for City Council per the Assessment Policy regarding the necessity of street construction.

Engineering records show that the pavement on Edward Avenue was constructed in 1917 and received a single course overlay in 1978. The condition of the pavement is poor with alligator cracking and potholes throughout. As the potholes were too numerous to fill, the center of the street was padded in 2014. Most of the curb and gutter is overlaid and broken at each joint.

Engineering records show that the pavement on Winthrop Street was constructed in 1928 and received a single course overlay in 1979. The condition for this street is also poor. There is cracking throughout with alligator cracks and potholes at various locations. The curb and gutter is overlaid throughout and the curb head is broken at various locations.

The attached photos show the current street conditions.

Engineering proposes 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 1916 on Edward and 1927 on Winthrop 1919) within the project area 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.

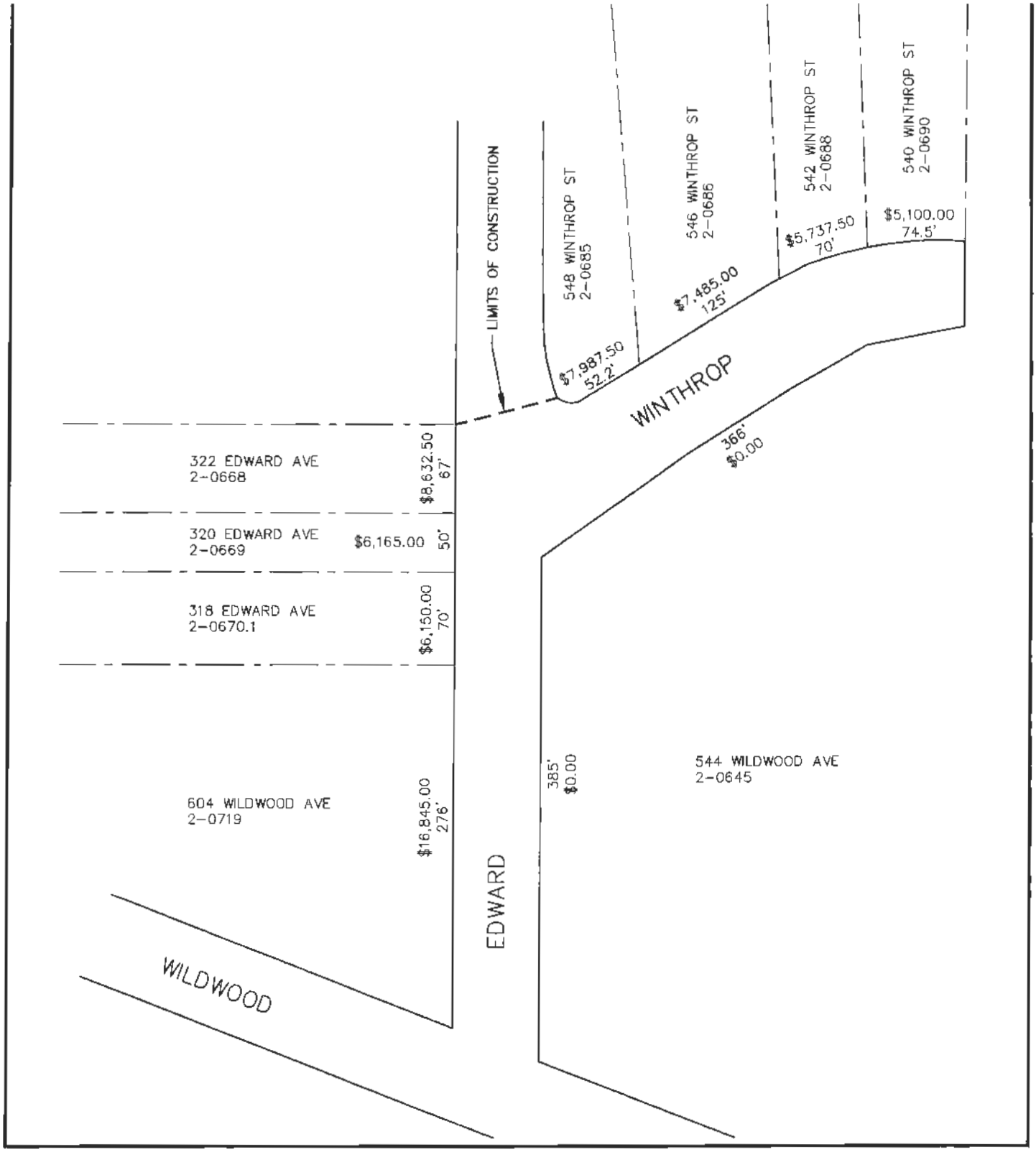
Estimated project costs and funding are as follows:

CDBG Funds	$ 326,000.00
Local Street Funds	$ 23,000.00
Street Construction Assessments	$ 64,102.50
Water Funds	$ 123,000.00
Total Project Cost	$ 536,102.50

The established individual assessment information has been reviewed by the City Assessor and includes corner lot benefits where applicable. According to the City Code, the City Assessor determines if corner lot benefits are granted. Associated costs are shown on the attached assessment maps. If this project is ordered, the assessment roll can be spread over a period of time. The number of years is based on the highest individual assessment amount that produces the longest period of time allowed for payment. Based on a schedule of assessments adopted by resolution on October 8, 2013, and on the highest individual assessments for this project, the number of annual installment periods will be fifteen.

TRW:sms

c: Dave Taylor, City Assessor
Andrew J. Wrozek, Jr., City Treasurer/Clerk
Troy R. White, P.E., Senior Civil Engineer



N W E S	SCALE: 1" = 100' DATE: 01/12/2016 DRAWN BY: DJD CITY OF JACKSON DEPARTMENT OF ENGINEERING	ASSESSMENT MAP FOR EDWARD AND WINTHROP RECONSTRUCTION PAGE 1 OF 1

Photo 3: Winthrop St. facing east from Edward Ave

Photo 4: Winthrop St. facing east from mid-block between Edward and Withington Stadium

Photo 1: Edward Ave facing from south from Winthrop St.

Photo 2: Edward Ave facing south from mid-block between Wildwood and Winthrop St.

Photo 5: Winthrop St. at east end (at Withington Stadium)

CITY OF JACKSON
Founded 1829

City Treasurer/City Clerk

161 W. Michigan Ave. - Jackson, MI 49201
Treasurer: (517) 788-4043 • Clerk: (517) 788-4025

MEMO TO: Mayor and City Councilmembers

FROM: Andrew J. Wrozek, Jr., City Treasurer/Clerk ajw

DATE: November 15, 2016

SUBJECT: Public Hearing on the request filed by Jackson Tumble Finish to Amend Industrial Development District No. 92.

Recommendation: Hold a public hearing, and approve the resolution amending Industrial Development District No. 92. as submitted.

Attached is a resolution in reference to amending Industrial Development District No. 92, map, and a letter of request from Jackson Tumble Finish.

I recommend approval of the resolution after the Public Hearing is held. Your consideration and concurrence is appreciated.

JACKSON Tumble FINISH

1801 Mitchell Street | P.O. Box 4007 | Jackson, MI 49204 | P: 517-787-0368 | F: 517-787-8752

September 27, 2016

Andrew J. Wrozek, Jr.
City Clerk
161 W. Michigan Ave.
Jackson, Michigan 49201

Re: Combine 3 Parcels into one Industrial Development District

Dear Sir:

In 2005, Jackson Tumble Finish was designated as Industrial Development District No. 92. Since that time, we have acquired 2 additional parcels. I would like to request our newly acquired parcels to be combined into one Industrial Development District #92. The new parcel numbers are 6-1749.2000 (1310 Losey) and 6-1752.00000 (1808 Lewis).

I have enclosed the fee ($575.00) associated with this request.

Thank you for your consideration.

Sincerely,

Denise L. Losey

Denise L. Losey
President

JACKSON

N
W E
S

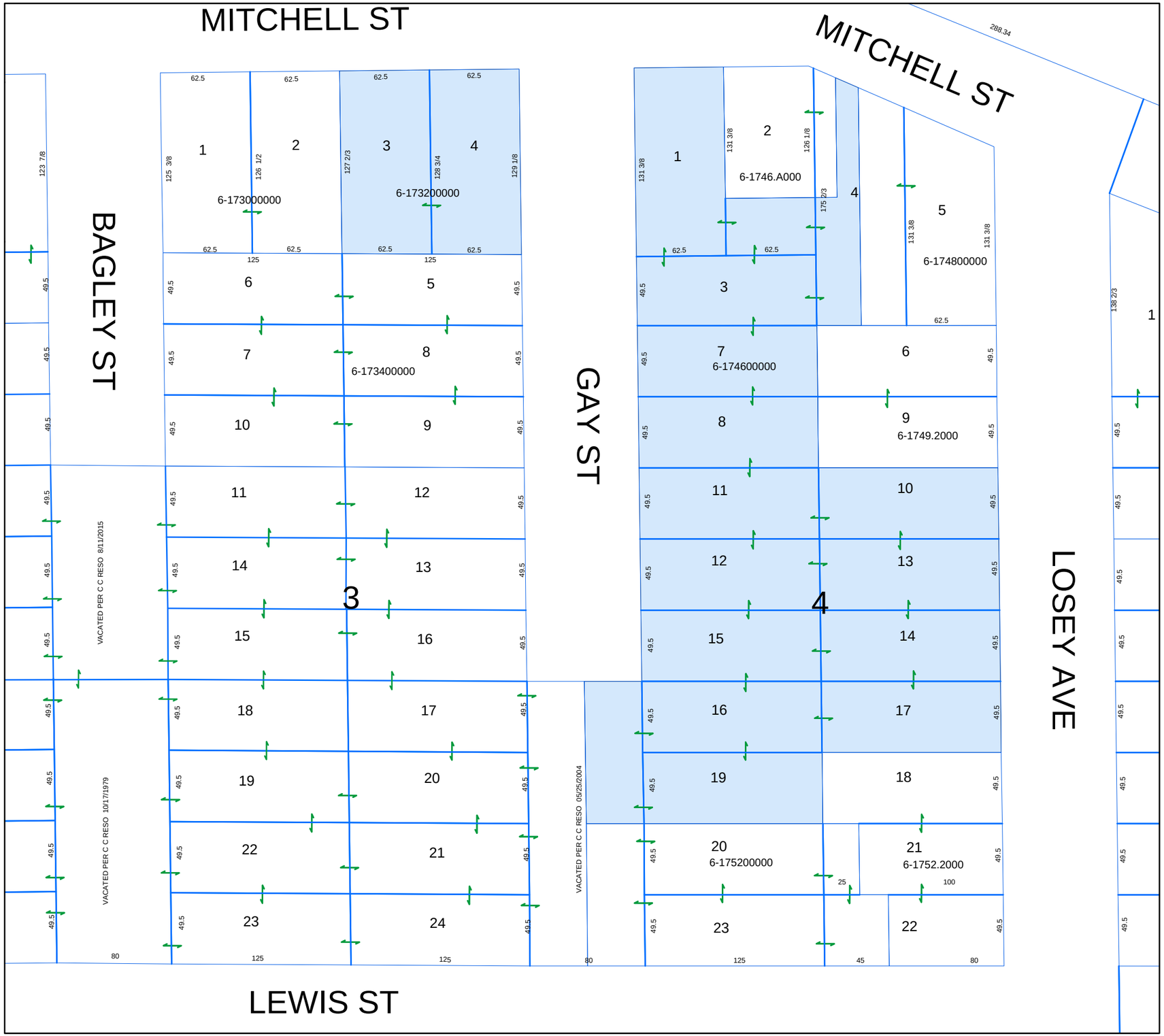
INDUSTRIAL DEVELOPMENT DISTRICT #92
(PROPOSED AMENDED DISTRICT)

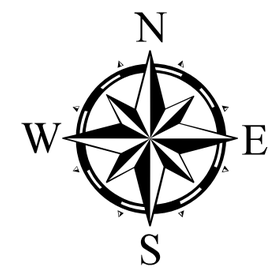
Legend

PARCEL BOUNDARY

District Number

IDD 92





INDUSTRIAL DEVELOPMENT DISTRICT #92
(CURRENT DISTRICT)

Legend

PARCEL BOUNDARY

District Number

IDD 92

RESOLUTION
Amend Industrial Development District No. 92

BY THE CITY COUNCIL:

WHEREAS, Act 198 of the State of Michigan Public Acts of 1974, as amended, was enacted for the purpose of stimulating economic development in the state by providing tax benefits through the establishment of plant rehabilitation districts and industrial development districts; and

WHEREAS, the City of Jackson qualified under the terms of Sec. 4 (1) of the act as a governmental unt eligible to create either type of the above named districts; and

WHEREAS, Jackson Tumble Finish, of 1801 Mitchell Street, Jackson, Michigan, more fully described below, has petitioned the City of Jackson to declare this area to be an Industrial Development District; and

WHEREAS, Industrial Development District No. 92 was created September 20, 2005; and

WHEREAS, Jackson Tumble Finish, present owner of the property, has petitioned the City of Jackson requesting that it amend Industrial District No. 92 as requested; and

WHEREAS, the City Council of the City of Jackson has complied with the requirements of Sec. 4 (4) of Act 198 of 1974;

WHEREAS, on November 1, 2016, a public hearing was held at which all residents and taxpayers of the City of Jackson were afforded an opportunity to be heard, and written notice was given to the public by newspaper publication of the hearing; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Jackson hereby amends the resolution adopted September 20, 2005, to Industrial District No. 92; said district, as amended, to be more fully described as follows:

LOTS 3 & 4 BLOCK 3 ALSO LOTS 1, 3, 6 THRU 17 (INCL), 19, 20, & 23 ALSO S 39.87 FT OF LOT 2 & W 31.5 FT OF LOT 4 EX W 18.5 FT, ALSO THE W 25 FT OF LOT 21 & THE W 45 FT OF LOT 22 BLK 4 CARR'S SOUTH ADD ALSO THAT PART OF THE E ½ OF GAY ST LYING S OF THE S LN OF MITCHELL AND N OF THE N LN OF LEWIS ST ALSO THE W ½ OF GAY ST LYING E OF LOT 4 BLK 3 CARR'S SOUTH ADD.

* * * * * * * * * * * * * * * * *

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

I, Andrew J. Wrozek, Jr., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on November 15, 2016.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 16th day of November, 2016.

_____City Clerk

_____ Mayor

CITY OF JACKSON
Founded 1829

City Manager's Office

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

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager PHB

DATE: November 15, 2016

SUBJECT: Resolution to amend the Community Development Block Grant budget for fiscal year 2014/2015, 2015/2016, and 2016/2017.

Recommendation:

Approve the resolution amending Community Development Block Grant (CDBG) grant budgets for fiscal years 2014/2015 (Year 40), 2015/2016 (Year 41), and 2016/2017 (Year 42) which reallocates unutilized excess program income to the Downtown Investor Rehabilitation Program in the amount of $153,607.

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 2014/2015, 2015/2016, and 2016/2017 to be utilized in the Downtown Investor Rehabilitation Program.

I recommend approval of the resolution to amend the Community Development Block Grant (CDBG) budget for fiscal years 2014/2015, 2015/2016, and 2016/2017. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Jennifer Morris, Director of Neighborhood & Economic Operations

DATE: November 15, 2016

RECOMMENDATION: To approve the resolution to amend the Community Development Block Grant budget for fiscal year 2014/2015 (Year 40), 2015/2016 (Year 41), and 2016/2017 (year 42) to reallocate unutilized excess program income to Downtown Investor Rehabilitation Program in the amount of $153,607.

SUMMARY

The received program income for Community Development Block Grant (CDBG) fiscal year 2014/2015 and 2015/2016 needs to be reallocated to fiscal year 2016/2017 Downtown Investor Rehabilitation Program and adjusted to reflect actual versus estimated received amounts budgeted for program income and interest.

BUDGETARY CONSIDERATIONS

See attached Resolution

HISTORY, BACKGROUND and DISCUSSION

Unutilized received program income needs to be reallocated to the current fiscal year (2016/2017) allocation for the Downtown Investor Rehabilitation Program. The amount currently budgeted for 2014/2015 received other program income and 2015/2016 received interest need to be adjusted to reflect the actual versus estimated received amounts.

Interest and commitment to the Downtown Investor Rehabilitation Program has increased with several new developments in the downtown target area. Funds reallocated to the Downtown Investor 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 budget for fiscal year 2014/2015, 2015/2016, and 2016/2017 reallocating unutilized excess program income to the Downtown Investor Rehabilitation Program.

City of Jackson, Michigan
Resolution to Amend the Fiscal Year 2014/2015 (Year 40), 2015/2016 (Year 41), and 2016/2017 (Year 42) CDBG Budgets

WHEREAS, the U.S. Department of Housing and Urban Development approved the Community Development Block Grant (CDBG) activities for fiscal years 2014/2015 (Year 40), 2015/2016 (Year 41), and 2016/2017 (Year 42); and

WHEREAS, in Year 40 and Year 41 receipts from program income were in excess of budgeted revenue received; and

WHEREAS, the City Council desires to appropriate the program income from Year 40 and Year 41 to be made available for use in Year 42 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:

Account #	Account Description	Current Budget	Revised Budget	Change
Entitlement Year 40 (2014/2015)				
286-000-040-664.000	Interest	39,250	42,231	2,981
286-000-040-696.003	Deferred Loan Repayments	15,000	27,610	12,610
286-000-040-698.003	Code Enforcement Income	65,000	131,586	66,586
286-000-040-698.012	Other Program Income	550	225	(325)
286-743-040-969.042	Contribution to Year 42	0	81,852	81,852
Entitlement Year 41 (2015/2016)				
286-000-041-664.000	Interest	3,000	961	(2,039)
286-000-041-698.003	Deferred Loan Repayments	20,000	87,024	67,024
286-000-041-698.012	Other Program Income	500	7,270	6,770
286-743-041-969.042	Contribution to Year 42	0	71,755	71,755
Entitlement Year 42 (2016/2017)				
286-000-042-695.040	Contribution from Year 40	0	81,852	81,852
286-000-042-695.041	Contribution from Year 41	0	71,755	71,755
286-723-042-815.042	Downtown Investor Owned Rehabilitation	300,000	453,607	153,607

* * * * * *

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 November, 2016.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 16th day of November, 2016.

Andrew J. Wrozek Jr. City Treasurer/Clerk

CITY OF JACKSON
Founded 1829

City Attorney's Office

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4050, (517) 788-4023 • Facsimile: (866) 971-2117

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Bethany M. Smith, City Attorney

DATE: Council Meeting – November 15, 2016

SUBJECT: ***Resolution – Rate for Housing Code Inspections Conducted by Search Warrant***

Recommendation: APPROVE the attached revised Resolution setting forth the rates for housing code inspections of Non-Owner Occupied Residential Properties.

Your consideration and concurrence is appreciated.

DEPARTMENT REPORT

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Bethany M. Smith, City Attorney

DATE: Council Meeting – November 15, 2016

RECOMMENDATION: APPROVE the Attached Revised Resolution Setting Fees for Housing Inspections Conducted by Administrative Search Warrant

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SUMMARY

The attached Resolution is a revision to the Resolution setting the per structure fee for housing code inspections to a fee based on an hourly rate which was passed by the Council on May 24, 2016.

HISTORY, BACKGROUND and DISCUSSION

The Neighborhood and Economic Operations Department seeks to alter the language to the Resolution which sets out the fees for housing code inspections. The only change in the language is to add that, for housing inspections conducted under an administrative search warrant, costs for police and administrative time will also be charged. The reason for the change is that the current fee does not cover the costs for administrative search warrants.

POSITIONS

APPROVE the Resolution as presented.

ATTACHMENTS: Resolution

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City of Jackson has established a Non-Owner Occupied Residential Property Registry ("NOORPR") and must establish the amount of fees for inspections conducted under the program; and

WHEREAS, the City of Jackson desires to change the structure of its fee for NOORPR inspections in order to more closely reflect the actual costs to the City of inspections conducted under the NOORPR program; and

WHEREAS, the City of Jackson wishes to have the aforementioned fees retained by the Neighborhood and Economic Operations Department to further the Overall Economic Stabilization Program that was adopted by the City of Jackson;

NOW, THEREFORE, BE IT RESOLVED that the City of Jackson establishes the following fees effective July 1, 2016:

A. Fees for housing inspections:

1. The fee for an initial housing inspection shall be based on an hourly rate for the time that a building inspector spends preparing for and conducting the inspection. The hourly rate shall be $208.88 per hour.

2. The hourly rate charged for NOORPR inspections is calculated by using the following formula:

   Total Estimated Housing Code Enforcement Fund Inspection-Related Expenditures for a 2-Year Cycle
   divided by
   Total Estimated Number of Housing Code Enforcement Billable Inspection Hours for a 2-Year Cycle.

3. The fee for subsequent inspections required due to the fault of the owner of the structure or unit shall be also be based on the $208.88 hourly rate specified above.

B. Fees for inspections conducted under the authorization of an administrative search warrant:

1. There shall be a fee of $208.88 per hour of building inspector time for a housing inspection conducted under the authorization of an administrative search warrant for a dwelling. This fee is in addition to the inspection fee provided in paragraph A above. <u>This fee is also in</u>

addition to administrative and police costs incurred for a housing inspection conducted under the authorization of an administrative search warrant for a dwelling.

C. All of the above fees that are collected shall be retained by the Neighborhood and Economic Operations Department to be used for the furtherance of the Economic Stabilization Program as adopted by the City of Jackson and no part of the funds derived from the above fees may be transferred to the general operating fund for any purpose.

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

I, Randy J. Wrozek, Jr., City Clerk in and for the City of Jackson, County and State of Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Jackson City Council on the _____ day of May, 2016.

IN WITNESS WHEREOF, I have hereto affixed my signature and the seal of the City of Jackson, Michigan, on this ___ day of May, 2016.

_____City Clerk

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City of Jackson has established a Non-Owner Occupied Residential Property Registry ("NOORPR") and must establish the amount of fees for inspections conducted under the program; and

WHEREAS, the City of Jackson desires to change the structure of its fee for NOORPR inspections in order to more closely reflect the actual costs to the City of inspections conducted under the NOORPR program; and

WHEREAS, the City of Jackson wishes to have the aforementioned fees retained by the Neighborhood and Economic Operations Department to further the Overall Economic Stabilization Program that was adopted by the City of Jackson;

NOW, THEREFORE, BE IT RESOLVED that the City of Jackson establishes the following fees effective July 1, 2016:

A. Fees for housing inspections:

1. The fee for an initial housing inspection shall be based on an hourly rate for the time that a building inspector spends preparing for and conducting the inspection. The hourly rate shall be $208.88 per hour.

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   divided by
   Total Estimated Number of Housing Code Enforcement Billable Inspection Hours for a 2-Year Cycle.

3. The fee for subsequent inspections required due to the fault of the owner of the structure or unit shall be also be based on the $208.88 hourly rate specified above.

B. Fees for inspections conducted under the authorization of an administrative search warrant:

1. There shall be a fee of $208.88 per hour of building inspector time for a housing inspection conducted under the authorization of an administrative search warrant for a dwelling. This fee is in addition to the inspection fee provided in paragraph A above. This fee is also in

addition to administrative and police costs incurred for a housing inspection conducted under the authorization of an administrative search warrant for a dwelling.

C. All of the above fees that are collected shall be retained by the Neighborhood and Economic Operations Department to be used for the furtherance of the Economic Stabilization Program as adopted by the City of Jackson and no part of the funds derived from the above fees may be transferred to the general operating fund for any purpose.

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

I, Randy J. Wrozek, Jr., City Clerk in and for the City of Jackson, County and State of Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Jackson City Council on the _____ day of May, 2016.

IN WITNESS WHEREOF, I have hereto affixed my signature and the seal of the City of Jackson, Michigan, on this ___ day of May, 2016.

_____City Clerk

CITY OF JACKSON
Founded 1829

City Treasurer/City Clerk

161 W. Michigan Ave. - Jackson, MI 49201
Treasurer: (517) 788-4043 • Clerk: (517) 788-4025

MEMO TO: Mayor and City Councilmembers

FROM: Andrew J. Wrozek, Jr., City Treasurer/Clerk

DATE: November 15, 2016

SUBJECT: Second Reading and Adoption of Ordinance 2016-29

Recommendation:

Adopt Ordinance 2016-29 amending Chapter 28 of the Code of Ordinances, City of Jackson, Michigan to make minor revisions to Article I, Section 28-5 (Definitions), Article III, Section 28-71 (Permitted and Conditional Uses), Section 28-73 – 28-75 (Lot Area, Width, Yard, Building Height Requirements), Section 28-90 (Natural Feature Setbacks), Article IV, Section 28-109 (Lighting Standards), Section 28-111 (Temporary Uses and Structures), Section 28-115 (Building Design Standards), Section 28-120 (Accessory Structures), Section 28-125 (Standards for Fences, Walls, and Landscape Berms), Article V, Section 28-130 (Nonconforming Lots, Building, Structures, and Use of Buildings, Structures and Land), Section 28-135 (Site Plan Review Procedures and Requirements), Section 28-160 (Planned Building Group Shopping Center), Article VI, Section 28-183 (Procedures for Change), Article VIII, Section 28-242 (Appointment and Membership), Article IX, Section 28-253 (Signs Subject to Permit of Other Approval).

Attached is Ordinance 2016-29, approved by the Council at the October 25, 2016 meeting.

I recommend approval of Ordinance 2016-29. Your consideration and concurrence is appreciated.

ORDINANCE 2016-29

An Ordinance amending Chapter 28 of the Code of Ordinances, City of Jackson, Michigan to make minor revisions to Article I, Section 28-5 (Definitions), Article III, Section 28-71 (Permitted and Conditional Uses), Section 28-73 – 28-75 (Lot Area, Width, Yard, Building Height Requirements), Section 28-90 (Natural Feature Setbacks), Article IV, Section 28-109 (Lighting Standards), Section 28-111 (Temporary Uses and Structures), Section 28-115 (Building Design standards), Section 28-120 (Accessory Structures), Section 28-125 (Standards for Fences, walls and Landscape Berms), Article V, Section 28-130 (Nonconforming Lots, Building, Structures, and Use of Buildings, Structures and Land), Section 28-135 (Site Plan Review Procedures and Requirements), Section 28-160 (Planned Building Group Shopping Center), Article VI, Section 28-183 (Procedures for Change), Article VIII, Section 28-242 (Appointment and Membership), Article IX, Section 28-253 (Signs Subject to Permit of Other Approval).

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

To make minor revisions are summarized as follows:

1. Section 28-5 (Definitions) to add alternate energy source facilities to the definition of accessory structure and add a definition of watercourse

2. Section 28-71 (Permitted and Conditional Uses) prohibit recycling collection centers within the residential zoning districts, permit only permanent and interior resale operations, permit nonresidential accessory structures in industrial districts and residential accessory structures in all residential districts

3. Section 28-73 – Section 28-75 (Lot Area, Width, Yard, Building Height Requirements) establish a minimum setback from a watercourse

4. Section 28-90 (Natural Feature Setbacks) establishes a process and criteria for deviating from the setback requirements

5. Section 28-109 (Lighting Standards) clarify the maximum height of parking lot light fixture requirements

6. Section 28-110 (Environmental Protection Standards) clarify the standards for outdoor storage and waste disposal facilities

7. Section 28-111 (Temporary Uses and Structures) clarify the informational requirements necessary to review all season uses and address any inconsistencies between this section and chapter 5 and 16 which both reference the Clerk's office

8. Section 28-115 (Building Design Standards) clarify the rationale for the prohibited materials and better define the fenestration requirements

9. Section 28-120 (Accessory Structures) clarify the locations within which a detached accessory structure can be located and the quantity permitted, add ground mounted utility screening requirements, and add a reference to the swimming pool fencing requirements in the building code

10. Section 28-125 (Standards for Fences, Walls, and Landscape Berms) modify the type of fencing permitted

11. Section 28-130 (Nonconforming Lots, Buildings, Structures, and Uses of Building, Structures, and Land) eliminate inconsistencies in terminology

12. Section 28-135 (Site Plan review Procedures and Requirements) modify the minimum contour intervals

13. Section 28-160 (Planned Building Group Shopping Centers) reduce the building setback from 100 feet to 25 feet

14. Section 28-183 (Procedure for Change) eliminate the second public hearing at the City Council

15. Section 28-242 (Appointment and Membership) reduce the ZBA membership from 7 to 5

16. Section 28-253 (Signs Subject to Permit or Other Approval) permit ground signs in the single family residential districts through the conditional use approval process, provide more clarity regarding mural parameters, and permit wall signs above the second floor through the conditional land use process

Section 2. That Article I of Chapter 28 of the Code of Ordinances, City of Jackson, Michigan be amended to read as follows:

ARTICLE I. IN GENERAL

Sec. 28-5. Definitions.

Unless context indicates otherwise, the following words and phrases used in this chapter have these meanings:

Accessory use or structure means a use or structure customarily incidental and subordinate to the principal use or building and located on the same lot with such principal use or building, including alternative energy source structures such as solar fields, wind turbines, and back-up generators.

Watercourse shall mean any waterway including a river, stream, lake, pond or any body of surface water having definite banks, a bed, and visible evidence of a continued flor or continued occurrence of water.

Section 3. 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.

Zoning Districts												
	R-1	R-2	R-3	R-4	R-5	R-6	C-1	C-2	C-3	C-4	I-1	I-2
(129) Recycling collection centers							C	C	C	C	C	C
(133) Resale shops, used clothing and furniture (permanent and fully contained within a structure)							P	P	P	P		
(133a) Resale shops for used furniture (permanent and fully contained within a structure)									P	P		
(162) Accessory nonresidential uses and structures not otherwise prohibited, customarily accessory and incidental to any use by right							C	C	C	C	C	C
(163) Any residential accessory use or structure clearly incidental and customary to the operation of	P	P	P	P	P	P	P/ C*					

the uses by right (such as a garage) when located on the same property												

* Permitted by right for residential uses and conditional for nonresidential uses

Sec. 28-73. Lot area, width, yard, building height requirements – Residential districts.

Zoning Districts												
	R-1	R-2	R-3	R-4	R-5	R-6	C-1	C-2	C-3	C-4	I-1	I-2
High water mark of a watercourse (minimum)	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.

Sec. 28-74. Lot area, width, yard, building height requirements – Commercial districts.

Zoning Districts												
	R-1	R-2	R-3	R-4	R-5	R-6	C-1	C-2	C-3	C-4	I-1	I-2
Yard (minimum)												
High water mark of a water-course	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.

Sec. 28-75. Lot area, width, yard, building height requirements – Industrial districts.

Zoning Districts												
	R-1	R-2	R-3	R-4	R-5	R-6	C-1	C-2	C-3	C-4	I-1	I-2
Yard (minimum)												
High water mark of a water-course	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.

Sec. 28-90. Required setback from the high water mark of a watercourse.

(a) Within an established high water mark setback there shall be no: construction; deposit of any material, including structures; removal of any soils, minerals and/or vegetation; dredging, filling or land balancing; constructing or undertaking seasonal or permanent operations, except as authorized in this section.

(b) The setback shall only contain vegetation unless located within the C-3 zoning district within which a boardwalk/sidewalk may be constructed on public and/or private property as a means of maintaining public access/visibility to the waterfront.

(c) Additionally, under certain conditions as defined below, a high water mark setback conditional use permit may be authorized by the Planning Commission to allow limited construction, activity, use, or operations within said setback. All such conditional use permit requests will be evaluated based upon no less than the following general criteria:

(1) The relative extent of the public and private need for the proposed activity.
(2) The availability of feasible and prudent alternative locations and methods to accomplish the expected benefits from the activity.
(3) The extent and permanence of the beneficial or detrimental effects which the proposed activity may have on the public and private use to which the area is suited, including the benefits the natural feature and/or natural feature setback provides.
(4) The probable impact of each proposal in relation to the cumulative effect created by other existing and anticipated activities in the watershed.
(5) The probable impact on recognized historic, cultural, scenic, ecological, or recreational values, and on fish, wildlife and the public health.
(6) The size and quantity of the natural feature setback being considered.
(7) The amount and quantity of the remaining natural feature setback.
(8) Proximity of the proposed construction and/or operation in relation to the natural feature, taking into consideration the degree of slope, general topography in the area, soil type and the nature of the natural feature to be protected.
(9) Economic value, both public and private, of the proposed construction and/or operation, and economic value, both public and private, if the proposed construction and/or operation were not permitted.
(10) The necessity for the proposed construction and/or operation.

ARTICLE IV. SITE AND BUILDING DESIGN STANDARDS

Sec. 28-109. Lighting standards.

(f) Lighting intensity and uniformity standards.

(2) Footnotes to the table.

d. The maximum height of parking lot light fixtures, from grade, shall be as follows:

1. Up to fifteen (15) feet in a residential district;

2. Up to eighteen (18) feet in a commercial or industrial district when WITHIN one hundred fifty (150) feet of a residential district;

3. Up to twenty (20) feet in a commercial district when NO LESS THAN one hundred fifty (150) feet of a residential district; or

4. Up to twenty-five (25) feet in an industrial district when NO LESS THAN one hundred fifty (150) feet of a residential district.

Sec. 28-110. Environmental protection standards.

(d) *Standards for limiting the external effect of uses.* All uses must comply with the following standards which limit their effect on the surrounding area:

(3) Outdoor storage and waste disposal.

a. All outdoor storage and waste disposal facilities must be enclosed by an opaque fence or wall adequate to conceal such facilities from adjacent properties and adjoining rights-of-way and constructed in accordance with the standards established for them in section 28-125 (standards for fences, walls, and landscape berms).

(e) *Hazardous materials (includes automobile wrecking/salvage yards and junkyards).*

(3) Outdoor aboveground storage. Secondary containment structures must be designed to protect containers from the effects of storms, wind, fire and vandalism. Structures that are covered and protected from rain and precipitation must provide secondary containment for ten (1) percent of the volume of all containers or the volume of the largest container, whichever is greatest. Structures that are not protected from rain and precipitation must provide secondary storage capacity to hold one hundred fifty (150) percent of the stored substances unless the zoning administrator (or designee) or planning commission approves a less quantity. Whether open or covered, the above ground storage area shall also be fully screened from view at all abutting parcel perimeters.

Sec. 28-111. Temporary uses and structures.

(c) *Seasonal uses.*

(1) Sidewalk cafes. A sidewalk café is permitted provided the following standards are met:

a. All uses must comply with the following standards which limit their effect on the surrounding area:

i. The tables, chairs, and other appurtenances must be associated with the building containing the restaurant or business, owned or leased, by the person operating the sidewalk café.

ii. The tables, chairs, and other appurtenances must be placed in a way that a clear pathway of at least five (5) feet (eight (8) feet on Michigan Avenue) in width – free of street trees, street furniture, signs, and other obstructions – is maintained along the section of the sidewalk closest to the building.

iii. The tables, chairs, and other appurtenances shall not be permanently anchored to the sidewalk in any manner.

iv. Ingress and egress from the building or driveway shall not be blocked or obstructed by any such appurtenances.

v. All temporary fencing shall comply with the provisions of this chapter.

b. Plot site plan (PSP). A PSP comply with the requirements of subsection 28-135(e) of this chapter must be submitted for the review and approval of the zoning administrator (or designee)

c. Other city standards. The café must comply with all pertinent municipal regulations.

Sec. 28-115. Building design standards.

(c) *Exterior wall design standards.*

Footnotes to the Table of Acceptable [Exterior/Wall] Materials.

i. Must be clapboard, cedar shingles, or similar materials approved by the chief building official and zoning administrator (or designee) upon the review of building façade elevations submitted by the applicant. Any grade of plywood, oriented strand board (OSB), T-111 siding, and similar materials are strictly prohibited on any portion of a structure because they are not finished building materials and do not under any circumstances weather like the other reference exterior/wall materials.

(d) *Roof design standards for principal structures.*

(7) Screening of rooftop equipment.

New or replacement rooftop equipment, including but not limited to, HVAC, kitchen vents, hood or exhausts equipment, shall be screened from view of adjacent properties and the nearest public rights-of-way and the nearest public rights-of-way on all sides the property. The method to screen rooftop equipment must complement the buildings color sale, materials, and architectural style unless the building official and/or zoning administrator can demonstrate a hardship which requires modification and/or waiving this requirement. Rooftop screening on a one story structures may be accomplished by using ground level vegetation that will mature in growth within five (5) years at the time of planting; location of the planting will be at the discretion of the zoning administrator (or designee). The zoning administrator (or designee) may require cross-section details to confirm compliance.

(e) *Fenestration requirements for all new buildings, and where practical in rehabbed building, in the R-4, R-6, C-1, C-2, C-3, and C-4 districts.*

(3) Windows above the first floor must be vertical in proportion (whether a single unit or combined units) unless deemed impractical due to structural limitations in which case all windows must be broken-up to maintain the same vertical proportion.

(4) Windows and glass doors must be clear glass and not tinted. Samples shall be provided in advance of installation to ensure compliance with this requirement.

Sec. 28-120. Accessory structures.

Accessory structures may be erected as an integral part of the principal use or may be erected detached from such principal use.

(2) Detached. The following provisions apply to detached accessory structures and garages.

a. Location and size.

1. Shall be no larger than the first floor of the principal structure and shall not occupy more than thirty (30) percent of any require rear yard space or more than twenty (20) percent of any required side yard space; and

2. – 4. Unchanged; and

5. Shall not occupy any portion of the required front nor be located closer to the road right-of-way than the established front building line; and

6. Garages/sheds are limited in quantity to two (2); and

7. All finished materials shall complement the principal structure; and

8. All exterior utilities (i.e. A/C compressor) shall be shielded from public view at a height no less than that of the structure and constructed of a material complementary to the principal structure.

c. Swimming pools. Swimming pools may be erected exclusively for use of residents of the property and their guest, provided that no such portion shall be located within the portion of the prescribed front yard. Side and rear yard setback of at least eight (8) feet in depth must be maintained. Fencing must be provided in advance of utilizing the pool and designed/built as required by the most current edition of the International Building Code.

d. Satellite dishes. All satellite dishes shall be mounted on the rear wall of a structure and/or in the rear yard, and where practical fully screened from view at the road right-of-way.

Sec. 28-125. Standards for fences, walls, and landscape berms.

All fences, walls, and landscape berms of any nature, type or description located in the City of Jackson must conform to the following regulations:

(c) Fences and walls in residential districts and manufactured housing communities.

(5) Fencing materials must be all weather and zero maintenance. If using treated wood (lattice design is prohibited) it must meet the American Wood Protection Association's UC4B standard for ground contact (heavy duty).

(d) Fences and walls in commercial and industrial districts.

(4) All fences and walls must be ornamental in nature and should be made of wrought iron, wood (excluding lattice design), brick, stone, and similar replication of these materials. However, when abutting residentially zoned and/or used property, and when used to screen parking or outdoor storage areas, the fence must be constructed of an opaque weatherproof material.

(f) Prohibited fences. The following fences are prohibited:

(7) A fence with all metal opaque paneling (e.g. barn siding roof material, etc.) unless it is part of a conditional use permit request for an automobile wrecking and salvage yard (see subsection 28-71(14) of this chapter), junkyard (see subsection 28-71(80) of this chapter, or similar use. However, the zoning administrator may consider the use of these materials if deemed complementary to the primary structure.

ARTICLE V. DEVELOPMENT APPROVAL PROCEDURES

Sec. 28-130. Nonconforming lots, building, structures, and use of buildings, structures and land.

- *Verify the proper usage of buildings versus structures (multiple locations)*
- *Define ordinance repairs (multiple locations)*

Sec. 28-135. Site plan review procedures and requirements.

(e) Required site plan contents. The following date must be included with and as part of, all applications requiring site plan review:

Table of Required Site Plan Data		
	FSP	PSP
Topography on the site and within 100 feet of the site at six (6) inch contour intervals, referenced to a USGS benchmark;	X	

Renumber rest

Sec. 28-160. Planned building group shopping center.

(5) Screening. No building shall be setback less than twenty-five (25) feet from any boundary of the tract on which the shopping center is located . . .

ARTICLE VI. DISTRICT CHANGES AND AMENDMENTS

Sec. 28-183. Procedures for change.

The application for a proposed zoning change shall be directed to the planning staff on forms prescribed for such purposes, accompanied by sufficient information, so as to assure the fullest presentation of facts for the permanent record.

(1) By application. . .

e. Action by city council. Such amendment, supplement, or change, accompanied by the report of the city planning commission, shall then be presented by the city council. The city council shall consider the proposed amendment, supplement, and notice requirements prescribed in this section. Such amendment, supplement or change may be adopted or denied only by the affirmative votes of no less than four (4) members of the city council.

ARTICLE VIII. ZONING BOARD OF APPEALS

Sec. 28-238. Variances.

(b) The board shall not grant a variance for the expansion of a use otherwise prohibited (except for as set forth in subsection (a)(3) above) and shall not grant a variance because of the presence of nonconformities in the zoning district or adjoining zoning districts.

Sec. 28-242. Appointment and membership.

(a) The zoning board of appeals shall consist of five (5) members and two (2) alternate members appointed by the mayor with the approval of the city council for three-year terms. . .

Sec. 28-243. Meetings.

The zoning board of appeals shall adopt rules and procedures for its meetings, which shall be held at the call of the chair and at such times as the board may determine. Such meetings shall be open to the public. A record of its proceedings, showing the action of the board and the vote of each of the members on every question considered at its meetings shall be kept. The presence of a majority of its members shall be necessary to constitute a quorum.

ARTICLE IX. SIGN REGULATIONS

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 s indicated. Unless stated otherwise within the article, all other sign types are exempt from the permit requirements. The design requirements and other provisions for such sign are also prescribed. 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			
	Sign Types, Districts Permitted Required approvals	Size Restriction	Additional Restrictions
(f)	Monument (Ground) Signs	Unchanged	Unchanged

	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. Permitted in the R-1, R-2, and R-3 Districts subject to conditional use approval (Sec. 28-147)		
(g)	Murals (rest unchanged)	Number: One (1) per structure Total Sign Area: no more than 50% of any one wall area	Colors and design shall complement the structure and neighborhood
(l)	Wall Signs 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	Number (no change) Total Sign Area (no change) Height. 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 in the downtown (C-3 district) and as a conditional land use when located above the second floor of a building.	Unchanged

Section 4. Effective Date

This Ordinance takes effect thirty (30) days from the date of adoption.

CITY OF JACKSON
Founded 1829

City Manager's Office

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

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager

DATE: November 15, 2016

SUBJECT: Approve Amendment #1 to the Engineering Professional Services Agreement with Wade Trim to Design an Ultraviolet Disinfection System for the Wastewater Treatment Plant.

Recommendation:

Approve Amendment #1 to the Professional Services Agreement with Wade Trim to develop and design an ultraviolet light disinfection system at the City's Wastewater Treatment Plant (WWTP). An ultraviolet light disinfection (UV) system would eliminate the use of sodium hypochlorite and sulfur dioxide for disinfection and de-chlorination, thereby creating a safer, more efficient work environment at the facility.

Wade Trim proposes a cost of $210,000.00 to continue management and inspection services on the existing construction of a primary clarifier and simultaneously work on the design of a UV system will bring the total amended agreement cost to $325,250.00. This work is budgeted in 406-548-000-982.006.

Your consideration and concurrence is appreciated.

PHB/tsk

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Todd Knepper, Director of Public Works

DATE: November 15, 2016

RECOMMENDATION: Approve an amendment to the Engineering Professional Services Agreement with Wade Trim to Design an Ultraviolet Disinfection System for the Wastewater Treatment Plant.

SUMMARY

The City of Jackson entered into a Professional Services Agreement with Wade Trim in 2015 to design a new primary clarifier at the City's WWTP, and that construction work is progressing. I have since solicited a proposal from the Wade Trim design team to develop an ultraviolet light disinfection system to replace the current disinfection method of liquid sodium hypochlorite and gaseous sulfur dioxide. Those two chemicals are, by nature, hazardous and the implementation of UV disinfection eliminates the need to handle and store such chemicals in the current quantities. UV disinfection has been readily used across the country for over 20-years, and has been proven an effective and efficient means to disinfect treated water prior to discharge.

BUDGETARY CONSIDERATIONS

Wade Trim has proposed a cost of $210,000.00 for the design of a UV disinfection system coordinated with the completion of the primary clarifier construction. The amended Professional Service Agreement will bring the total cost to $325,250.00 and is budgeted in 406-548-000-982.006.

HISTORY, BACKGROUND and DISCUSSION

At one point in the past, the WWTP used chlorine gas to disinfect the water prior to discharge to the Grand River, and due to safety and handling concerns, a switch was made to using liquid chlorine in the form of sodium hypochlorite. Both forms of chlorine must be removed from the water before reaching the river, and sulfur dioxide is added as the final treatment for this action. Both sulfur dioxide and sodium hypochlorite are hazardous materials, and a change to UV disinfection would allow for a safer work environment for our employees and facility neighbors.

DISCUSSION OF THE ISSUE

The use of ultraviolet light systems for the disinfection of wastewater has proven to be an efficient and effective method at many facilities, as well as creating a safer work environment at the facilities, and this method appears to be a proper fit for the City of Jackson's treatment facility and process.

POSITIONS

I recommend approval of Amendment #1 to the Professional Services Agreement between the City of Jackson and Wade Trim in the added amount of $210,000.00.

WADE TRIM

November 7, 2016

City of Jackson
2995 Lansing Avenue
Jackson, MI 49202

Attention: Mr. Todd Knepper
Director of Public Works

Re: Continuing Work at the WWTP and
Ultraviolet Disinfection Program

Dear Mr. Knepper:

Wade Trim is pleased to have been selected as the consultant for the new primary clarifier project. The design for that project has been completed and construction is well underway. During the past few months we have had several discussions about your desire to add ultraviolet disinfection to the plant to replace the existing chlorine disinfection process. There are several advantages to using UV disinfection over traditional chlorine including eliminating the need for sodium hypochlorite which is very corrosive and eliminating the need to dechlorinate the effluent after the disinfection process.

The UV disinfection process works by exposing the effluent to ultraviolet light at specific wavelengths that kill the bacteria. The success of UV disinfection depends on the clarity of the effluent from the plant. If the effluent is not clear enough, the UV light cannot penetrate and effectively remove bacteria. The effluent from the Jackson plant has been evaluated and was found to be a good candidate for the UV disinfection process.

The UV disinfection equipment consists of a series of UV lamps, associated controllers and cleaning process tanks. The lamps would be placed over the existing chlorine contact tanks, thus, reusing the existing infrastructure to the greatest extent possible. We anticipate that the completed UV disinfection project cost will be in the $1.3 million to $1.5 million range.

You have requested that Wade Trim provide a proposal that would extend our existing contract for work at the plant to include the conclusion of the current construction project and the design of the UV disinfection process improvements. We understand this additional work would be done in conjunction with the existing contract and that all contract terms and conditions would apply. We are pleased to provide you with the following scope of services that will continue the renovation at the WWTP to include addition of the UV disinfection process.

Wade Trim Associates, Inc.
25251 Northline Road
P.O. Box 10
Taylor, MI 48180

734.947.9700
800.482.2864
734.947.9726 fax
www.wadetrim.com

Scope of Services

We propose to provide the following services in relation to this project:

1. Conclude construction engineering for the Primary Clarifier project.

2. Prepare a Basis of Design document for the new UV disinfection process. The basis of Design will include the following components:
    a. Review and selection of the available UV equipment and technologies to determine which is best suited for the Jackson WWTP;
    b. Determine if the UV equipment will be contained in an enclosed building versus an open-air installation;
    c. Determine the optimal location for the UV installation for cost-effective access and operation of the equipment;
    d. Establish a sequence of construction so that the plant can continue to operate within permit parameters during construction; and,
    e. Identify a back-up disinfection system and/or identify a back-up power source for the UV disinfection equipment to provide redundancy for the disinfection process.

3. Submit the Basis of Design document to the Michigan Department of Environmental Quality (MDEQ) for review and approval.

4. Prepare 60% design documents in accordance with the decisions and direction from the Basis of Design document. The preliminary design will be presented to the City for review and comment.

5. Prepare 90% design documents including plans and specifications. These documents will be reviewed with the City for final input and comments.

6. Complete and submit a Part 41 Permit Application to the MDEQ for review and approval.

7. Prepare final bidding documents using standard City of Jackson contract language.

8. Assist with the bidding process.

This scope of services will complete the primary clarifier project and will take the UV Disinfection project through bidding to construction. Should construction engineering services be desired for the UV Disinfection project we can provide a separate proposal for those services.

Compensation

We propose to complete this scope of services on an hourly time and materials basis using our current rate schedule for a total cost not-to-exceed $210,000.00. Costs for services will be billed monthly in accordance with our current practice.

We appreciate the opportunity to provide these professional engineering services to the City. Should you have any questions on this proposal, please contact our office at 734.947.2793.

Very truly yours,

Wade Trim Associates, Inc.

David M. Nummer, PE
Senior Project Manager

Shawn W. Keough
Vice President

SWK:DMN:ka
AAA 8140-16
20161107Knepper.docx

CITY OF JACKSON
Founded 1829

City Manager's Office

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

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager

DATE: November 15, 2016

SUBJECT: Contract renewal for as-needed sidewalk snow and ice removal with ABC Lawn and Snowplowing, Jackson, Michigan, for services to include private property and city owned sidewalks.

Recommendation:

Renew a contract with ABC Lawn and Snowplowing for services to include private property and other city-owned sidewalk snow removal at a cost of $0.12 per lineal foot snowplowing and $0.12 per lineal foot deicer/salt application in areas outside the immediate downtown.

Your consideration and concurrence is appreciated.

PHB/tsk

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Todd Knepper, Director of Public Works

DATE: November 15, 2016

RECOMMENDATION: Renewal a contract for as-needed sidewalk snow and ice removal contract with ABC Lawn and Snowplowing, Jackson, Michigan, for services to include private property and city owned sidewalk snow removal.

SUMMARY

Snow and ice removal services are required on sidewalks throughout the City on an as-needed basis during the winter months. This includes sidewalks adjacent to city-owned lots as well as sidewalks adjacent to privately owned lots that do not get cleared in the appropriate timeframe following a storm event.

BUDGETARY CONSIDERATIONS

The cost of clearing private sidewalks is invoiced to the property owner, the same as summer lawn mowing services. The cost of clearing city-owned sidewalks is charged to appropriate lot maintenance budgets.

HISTORY, BACKGROUND and DISCUSSION

ABC Lawn and Snowplowing adequately performed the work for the City during the 2015-2016 winter season, and have requested a renewal of the contract at the same cost as last year.

DISCUSSION OF THE ISSUE

The use of a contractor has been beneficial in providing improved snow and ice removal services in areas throughout the City on an as-needed basis.

POSITIONS

I recommend renewal of the contract with ABC Lawn and Snowplowing for snow and ice removal services on private sidewalks and city-owned sidewalks outside the immediate downtown area.

CITY OF JACKSON
Founded 1829

City Manager's Office

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Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager

DATE: November 15, 2016

SUBJECT: **Final Balancing Change Order 3 for 2015 CDBG Local Street Construction Contract**

Recommendation:

> **Approve Final Balancing Change Order 3 to the contract with Bailey Excavating, Inc. for 2015 CDBG Local Street Reconstruction in the decreased amount of $14,539.17 to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.**

Attached is a report and documentation from Jon Dowling, City Engineer, regarding approval of Final Balancing Change Order 3 for the 2015 Local Street Construction contract for Hamilton and Van Buren Streets.

I recommend approval of Final Balancing Change Order No. 3. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

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

DATE: November 15, 2016

RECOMMENDATION: **Approve Final Balancing Change Order 3 to the contract with Bailey Excavating, Inc. for 2015 CDBG Local Street Reconstruction in the decreased amount of $14,539.17 to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.**

SUMMARY

The attached Final Balancing Change Order 3 is to balance the contract to match quantities placed in the field.

BUDGETARY CONSIDERATIONS

This change order represents a decrease of $14,539.17 bringing the current contract amount to $1,376,494.14.

HISTORY, BACKGROUND and DISCUSSION

On June 23, 2015, City Council approved the award of the 2015 CDBG Local Street Reconstruction contract for Hamilton and VanBuren Streets to Bailey Excavating, Inc. of Jackson, Michigan in the amount of $1,278,902.05. This contract is funded with Water, Sewer, CDBG and Local Street Funds and Special Assessments for street construction.

On February 23, 2016, City Council approved Change Order 1 in the increased amount of $128,283.48 to balance contract quantities for various items to match quantities placed in the field during the 2015 construction season. In the spring of this year, work on the last phase of the project was completed. Spring 2016 work consisted mainly of water main and sanitary sewer replacement on Blackstone Street between VanBuren Street and the railroad crossing.

Interim Balancing Change Order 2 in the decreased amount of $16,152.22 was approved on September 6, 2016, to balance items that were substantially complete at the time.

DISCUSSION OF THE ISSUE

Work on the 2015 CDBG Local Street contract is complete. As such, the attached Final Balancing Change Order has been prepared to align contract quantities with quantities placed in the field. As demonstrated on the attached table, the final field quantities for some items are less than contract quantities while others are in excess. The quantities included in the original contract and subsequent change orders were estimates. Now that work is substantially complete, contract quantities must be changed from what was originally estimated to what was actually completed in the field.

POSITIONS

I request approval of Final Balancing Change Order 3 and authorization for the City Manager and the City Engineer to sign the document.

ATTACHMENTS

FINAL BALANCING CHANGE ORDER NO. 3
To Contract for
2015 CDBG Local Street Reconstruction Contract
City of Jackson, Michigan

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

ORIGINAL CONTRACT AMOUNT	**$ 1,278,902.05**
APPROVED CHANGE ORDER NO. 1	**$ 128,283.48**
APPROVED CHANGE ORDER NO. 2	**($ 16,152.22)**
CURRENT CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 2	**$ 1,391,033.31**
FINAL BALANCING CHANGE ORDER NO. 3	**($ 14,539.17)**
NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 3	**$ 1,376,494.14**

REASON FOR CHANGE:

To change the authorized quantities to match final quantities placed in the field.

CONTRACT COMPLETION:

The contract completion time remains unchanged.

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

ACCEPTED BY:

_____ _____
Bailey Excavating, Inc. Date

ACCEPTED BY:

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

ACCEPTED BY:

_____ _____
Patrick H. Burtch, City Manager Date

2015 CDBG LOCAL STREET RECONSTRUCTION ON HAMILTON & VANBUREN

FINAL BALANCING CHANGE ORDER NUMBER 3

Prop Line	Item Code	Item Description	Current Contract Quantity	Quantity Change	Revised Contract Quantity	Units	Unit Price	Amount	
								ADD	DEDUCT
0001	1500001	Mobilization, Max. ____	1.000	0.000	1.000	LS	$ 72,000.00	$ -	$ -
0002	2020002	Tree, Rem, 19 inch to 36 inch	2.000	0.000	2.000	Ea	$ 2,400.00	$ -	$ -
0003	2030011	Dr Structure, Rem	8.000	0.000	8.000	Ea	$ 500.00	$ -	$ -
0004	2030015	Sewer, Rem, Less than 24 inch	697.000	0.000	697.000	Ft	$ 25.00	$ -	$ -
0005	2037001	Sanitary Sewer, SDR 26 PVC, 15 inch	273.500	0.000	273.500	Ft	$ 160.00	$ -	$ -
0006	2037001	Sanitary Sewer Backfill, Class II	288.500	0.000	288.500	Ft	$ 45.00	$ -	$ -
0007	2037050	Sanitary Structure, Rem	2.000	0.000	2.000	Ea	$ 350.00	$ -	$ -
0008	2037050	Sanitary Sewer, Deflection Test	0.000	0.000	0.000	Ea	$ 1,200.00	$ -	$ -
0009	2037050	Sanitary Sewer, Air Test	0.000	0.000	0.000	Ea	$ 1,500.00	$ -	$ -
0010	2040020	Curb and Gutter, Rem	4,264.600	8.000	4,272.600	Ft	$ 6.00	$ 48.00	$ -
0011	2040050	Pavt, Rem	8,792.830	9.070	8,801.900	Syd	$ 8.00	$ 72.56	$ -
0012	2040055	Sidewalk, Rem	1,170.970	0.000	1,170.970	Syd	$ 10.50	$ -	$ -
0013	2047051	Audio-Visual Filming	1.000	0.000	1.000	LS	$ 2,500.00	$ -	$ -
0014	2050010	Embankment, CIP	400.000	0.000	400.000	Cyd	$ 15.00	$ -	$ -
0015	2050031	Non Haz Contam Mat'l Handling & Disp, LM	0.000	0.000	0.000	Cyd	$ 80.00	$ -	$ -
0016	2057002	Station Grading	18.500	0.000	18.500	Sta	$ 4,250.00	$ -	$ -
0017	2057021	Subgrade Undercutting, Modified	0.000	0.000	0.000	Cyd	$ 55.00	$ -	$ -
0018	2080020	Erosion Control, Inlet Protection, Fabric Drop	10.000	3.000	13.000	Ea	$ 150.00	$ 450.00	$ -
0019	3020012	Aggregate Base, 5 inch	279.895	85.583	365.478	Syd	$ 5.00	$ 427.92	$ -
0020	3020020	Aggregate Base, 8 inch	7,850.970	-85.580	7,765.390	Syd	$ 6.50	$ -	$ (556.27)
0021	4020987	Sewer, Cl IV, 12 inch, Tr Det B	162.600	0.000	162.600	Ft	$ 65.00	$ -	$ -
0022	4020988	Sewer, Cl IV, 15 inch, Tr Det B	32.000	0.000	32.000	Ft	$ 75.00	$ -	$ -
0023	4020989	Sewer, Cl IV, 18 inch, Tr Det B	748.000	0.000	748.000	Ft	$ 85.00	$ -	$ -
0024	4021206	Sewer Tap, 18 inch	0.000	0.000	0.000	Ea	$ 650.00	$ -	$ -
0025	4021230	Sewer Bulkhead, 12 inch	4.000	0.000	4.000	Ea	$ 250.00	$ -	$ -
0026	4037050	Sanitary Manhole, 48 inch Dia	3.000	0.000	3.000	Ea	$ 2,200.00	$ -	$ -
0027	4030005	Dr Structure Cover, Adj, Case 1	27.000	0.000	27.000	Ea	$ 400.00	$ -	$ -
0028	4030010	Dr Structure Cover, Type B	20.000	0.000	20.000	Ea	$ 450.00	$ -	$ -
0029	4030050	Dr Structure Cover, Type K	13.000	-1.000	12.000	Ea	$ 750.00	$ -	$ (750.00)
0030	4030065	Dr Structure Cover, Type Q	4.000	0.000	4.000	Ea	$ 440.00	$ -	$ -
0031	4030315	Dr Structure, Tap, 15 inch	1.000	0.000	1.000	Ea	$ 550.00	$ -	$ -
0032	4037050	Catch Basin, 48 inch dia	7.000	0.000	7.000	Ea	$ 1,800.00	$ -	$ -
0033	4037050	Storm Manhole, 48 inch dia	4.000	0.000	4.000	Ea	$ 2,550.00	$ -	$ -
0034	4037050	Dr Structure, Temp Lowering, Modified	14.000	0.000	14.000	Ea	$ 150.00	$ -	$ -
0035	5010033	HMA, 13A	1,850.240	-7.380	1,842.860	Ton	$ 68.00	$ -	$ (501.84)
0036	8010005	Driveway, Nonreinf Conc, 6 inch	454.331	70.869	525.200	Syd	$ 35.65	$ 2,526.48	$ -
0037	8020038	Curb and Gutter, Conc, Det F4	4,856.600	-228.000	4,628.600	Ft	$ 17.00	$ -	$ (3,876.00)
0038	8037001	Detectable Warning Surface, Modified	296.900	-55.700	241.200	Ft	$ 37.50	$ -	$ (2,088.75)
0039	8037010	Sidewalk Ramp, Conc, 6 inch, Modified	1,709.850	-271.850	1,438.000	Sft	$ 6.85	$ -	$ (1,862.17)
0040	8037010	Sidewalk, Conc, 4 inch, Modified	11,971.170	-1,093.030	10,878.140	Sft	$ 3.90	$ -	$ (4,262.82)
0041	8037010	Sidewalk, Conc, 6 inch, Modified	3,858.865	-890.257	2,968.608	Sft	$ 4.75	$ -	$ (4,228.72)
0042	8120022	Barric,Type III,High Intens,Lighted,Furn	32.000	0.000	32.000	Ea	$ 100.00	$ -	$ -
0043	8120023	Barric,Type III,High Intens,Lighted,Oper	28.000	0.000	28.000	Ea	$ 7.00	$ -	$ -
0044	8120100	Dust Palliative, Applied	0.000	0.000	0.000	Ton	$ 50.00	$ -	$ -
0045	8120170	Minor Traf Devices	1.000	0.000	1.000	LS	$ 5,000.00	$ -	$ -
0046	8120221	Pavt Mrkg,Type NR,Paint,4",Yellow,Temp	0.000	0.000	0.000	Ft	$ 5.00	$ -	$ -
0047	8120241	Pavt Mrkg, Type R, 4 inch, Yellow, Temp	0.000	0.000	0.000	Ft	$ 5.00	$ -	$ -
0048	8120250	Plastic Drum, High Intensity, Furn	135.000	0.000	135.000	Ea	$ 25.00	$ -	$ -

2015 CDBG LOCAL STREET RECONSTRUCTION ON HAMILTON & VANBUREN

FINAL BALANCING CHANGE ORDER NUMBER 3

Prop Line	Item Code	Item Description	Current Contract Quantity	Quantity Change	Revised Contract Quantity	Units	Unit Price	Amount	
								ADD	DEDUCT
0049	8120251	Plastic Drum, High Intensity, Oper	135.000	0.000	135.000	Ea	$ 1.50	$ -	$ -
0050	8120370	Traffic Regulator Control	1.000	0.000	1.000	LS	$ 2,500.00	$ -	$ -
0051	8127010	Sign, Type B, Temp, Prismatic, Furn, Modifie	786.000	0.000	786.000	Sft	$ 4.00	$ -	$ -
0052	8127010	Sign, Type B, Temp, Prismatic, Oper, Modifie	786.000	0.000	786.000	Sft	$ 0.10	$ -	$ -
0053	8127010	Sign, Type B, Temp, Prismatic, Special, Fur	700.000	0.000	700.000	Sft	$ 0.10	$ -	$ -
0054	8127010	Sign, Type B, Temp, Prismatic, Special, Ope	700.000	0.000	700.000	Sft	$ 4.20	$ -	$ -
0055	8160062	Topsoil Surface, Furn, 4 inch	3,430.782	0.000	3,430.782	Syd	$ 4.25	$ -	$ -
0056	8167011	Hydroseeding/Hydromulching	3,430.782	0.000	3,430.782	Syd	$ 2.50	$ -	$ -
0057	8237001	Water Main, 8 inch	2,057.170	0.000	2,057.170	Ft	$ 95.00	$ -	$ -
0058	8237001	Water Main, 12 inch	103.500	0.000	103.500	Ft	$ 125.00	$ -	$ -
0059	8237001	Water Main Backfill, Class II	2,138.170	0.000	2,138.170	Ft	$ 22.50	$ -	$ -
0060	8237050	Gate Valve and Box, 8 inch, Modified	10.000	0.000	10.000	Ea	$ 1,435.00	$ -	$ -
0061	8237050	Gate Valve and Box, 12 inch, Modified	2.000	0.000	2.000	Ea	$ 2,400.00	$ -	$ -
0062	8237050	Hydrant, Rem, Modified	5.000	0.000	5.000	Ea	$ 500.00	$ -	$ -
0063	8237050	Water Serv, 1 inch	27.000	0.000	27.000	Ea	$ 800.00	$ -	$ -
0064	8237050	Water Serv, Long, 1 inch	22.000	0.000	22.000	Ea	$ 1,380.00	$ -	$ -
0065	8237050	Hydrant Assembly	8.000	0.000	8.000	Ea	$ 4,455.00	$ -	$ -
0066	8237050	Water Main, Connect New 8 inch to Existing	4.000	0.000	4.000	Ea	$ 1,550.00	$ -	$ -
0067	8237050	Water Main, Connect New 12 inch to Existing	2.000	0.000	2.000	Ea	$ 2,200.00	$ -	$ -
0068	8237050	Water Main Fittings	59.000	0.000	59.000	Ea	$ 575.00	$ -	$ -
0069	8237050	Water Main, 8 inch, Cut and Plug, Modified	3.000	0.000	3.000	Ea	$ 1,000.00	$ -	$ -
0070	8237050	Water Main, 12 inch, Cut and Plug, Modified	4.000	0.000	4.000	Ea	$ 1,200.00	$ -	$ -
0071	8237050	Water Structure, Abandon	7.000	0.000	7.000	Ea	$ 500.00	$ -	$ -
0072	8237050	Water Main, Connect New 8 inch to Existing	1.000	0.000	1.000	Ea	$ 1,200.00	$ -	$ -
0073	8237050	Water Main, Connect New 8 inch to Existing	1.000	0.000	1.000	Ea	$ 1,200.00	$ -	$ -
0074	2020003	Tree, Rem, 37 inch or Larger	1.000	0.000	1.000	Ea	$ 3,200.00	$ -	$ -
0075	8237001	Water Main, 4 inch	181.130	0.000	181.130	Ft	$ 235.89	$ -	$ -
0076	8237050	Gate Valve and Box, 4 inch, Modified	4.000	0.000	4.000	Ea	$ 950.00	$ -	$ -
0077	4021231	Sewer Bulkhead, 15 inch	0.000	0.000	0.000	Ea	-	$ -	$ -
0078	4030312	Dr Structure, Tap, 12 inch	5.000	0.000	5.000	Ea	$ 341.43	$ -	$ -
0079	2020006	Stump, Rem, 19 inch to 36 inch	1.000	0.000	1.000	Ea	$ 450.00	$ -	$ -
0080	4021201	Sewer Tap, 6 inch	0.000	0.000	0.000	Ea	-	$ -	$ -
0081	8120352	Sign, Type B, Temp, Prismatic, Special, Furr	25.000	0.000	25.000	Sft	$ 6.27	$ -	$ -
0082	8120353	Sign, Type B, Temp, Prismatic, Special, Ope	25.000	0.000	25.000	Sft	$ 0.29	$ -	$ -
0083	8237001	Water Main, 6 inch	26.000	0.000	26.000	Ft	$ 135.00	$ -	$ -
0084	4030318	Dr Structure, Tap, 18 inch per plan tap on arc	1.000	0.000	1.000	Ea	$ 650.00	$ -	$ -
0085	6030005	Cement	0.705	0.295	1.000	Ton	$ 33.71	$ 9.94	$ -
0086	8160027	Mulch Blanket	0.000	0.000	0.000	Syd	-	$ -	$ -
0087	7047050	Sewer Repair	0.000	0.000	0.000	Ea	$ 871.16	$ -	$ -
0088	2027050	Water Serv, 1-1/2 inch	0.000	0.000	0.000	Ea	$ 900.00	$ -	$ -
0089	2027050	Water Serv, 2 inch	0.000	0.000	0.000	Ea	$ 1,100.00	$ -	$ -
0090	2027050	Water Main, 6 inch, Cut and Plug, Modified	0.000	0.000	0.000	Ea	$ 1,000.00	$ -	$ -
0091	2027050	Water Main, 4 inch, Cut and Plug, Modified	0.000	0.000	0.000	Ea	$ 1,000.00	$ -	$ -
0092	4047001	Sanitary Sewer, Service Connection	0.000	0.000	0.000	Ft	$ 244.11	$ -	$ -
0093	2027050	Sewer Tap, 12 inch	0.000	0.000	0.000	Ea	$ 350.00	$ -	$ -
0094	8507011	Aggregate Base, Extended Depth for Condui	0.000	0.000	0.000	Syd	$ 6.50	$ -	$ -
0095	2027050	Catch Basin, 24 inch dia	1.000	0.000	1.000	Ea	$ 750.00	$ -	$ -
0096	1077060	Sanitary Manhole, Core and Boot	554.400	0.000	554.400	Dlr	$ 1.00	$ -	$ -

2015 CDBG LOCAL STREET RECONSTRUCTION ON HAMILTON & VANBUREN

FINAL BALANCING CHANGE ORDER NUMBER 3

Prop Line	Item Code	Item Description	Current Contract Quantity	Quantity Change	Revised Contract Quantity	Units	Unit Price	Amount	
								ADD	DEDUCT
0097	4027001	Sanitary Sewer, SDR 26 PVC, 6 inch	41.000	0.000	41.000	Ft	$ 15.00	$ -	$ -
0098	6027060	Grading for Curb, Modified	2,348.500	0.000	2,348.500	Dlr	$ 1.00	$ -	$ -
0099	8110232	Pavt Mrkg, Waterborne, 4 inch, Yellow	500.000	50.000	550.000	Ft	$ 1.05	$ 52.50	$ -
0100	8247060	Water Main, 4 inch, Cut and Cap	2,922.380	0.000	2,922.380	Dlr	$ 1.00	$ -	$ -
0101	8247060	Water Serv, Abandon at Corp	973.500	0.000	973.500	Dlr	$ 1.00	$ -	$ -

Total:	$ 3,587.40	$ (18,126.57)
Net Change:	$ (14,539.17)	
Current Contract Amount:	$ 1,391,033.31	
Revised Contract Amount:	$ 1,376,494.14	

JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Telephone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager

DATE: November 15, 2016

SUBJECT: **Final Balancing Change Order 8 to the Parking Lot Construction Contract with Bailey Excavating**

Recommendation:

> **Approve Final Balancing Change Order 8 to the contract with Bailey Excavating, Inc. for Parking Lot Construction in the increased amount of $35,619.68 to balance contract quantities to match quantities placed in the field and add items that were necessary to complete work in the field, and authorize the City Manager and City Engineer to execute the appropriate document.**

Attached is a report and documentation from Jon Dowling, City Engineer, regarding approval of Final Balancing Change Order 8 for the 2015 parking lot construction project.

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

PHB

Attachments

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

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

DATE: November 15, 2016

RECOMMENDATION: **Approve Final Balancing Change Order 8 to the contract with Bailey Excavating, Inc. for Parking Lot Construction in the increased amount of $35,619.68 to balance contract quantities to match quantities placed in the field, to 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.**

SUMMARY

The attached Final Balancing Change Order 8 is to balance the contract quantities to match quantities placed in the field and to add items that were necessary to complete the work in the field.

BUDGETARY CONSIDERATIONS

This change order represents an increase of $35,619.68, bringing the final contract amount to $1,488,958.68.

HISTORY, BACKGROUND and DISCUSSION

On May 26, 2015, City Council approved the award of the contract to Bailey Excavating, Inc. of Jackson, Michigan in the amount of $1,185,484.10. This contract is for a project that consists of four parts: building the parking lot on the north side of Pearl Street, streetscape and on-street parking on Pearl Street from Blackstone Street to Jackson Street and repaving Lot 14 and the County Building parking lot.

City Council approved Change Order 1 in the decreased amount of $158,683.35 to reduce authorized quantities for various landscaping items. Change Order 2, in the increased amount of $45,480.67, balanced quantities and added items for work completed to date. Change Order 3, in the increased amount of $194,655.00, added work to remove the remaining old pavement in the block surrounding the new Pearl Street parking lot and to establish turf in its place. Change Order 4, in the increased amount of $24,786.00, added work to remove and replace the concrete pavement within the alley immediately west of the County Building parking lot. Interim Balancing Change Order 5 in the increased amount of $112,796.44 was to balance items that were substantially complete and add items necessary to complete the work in the field. Change Order 6, in the increased amount of $61,612.00, added work to complete the non-motorized crossing of the railroad at Trail Street, install fence panels, construct a dumpster enclosure and install a sanitary service for the Glick Highway Development. Interim Balancing Change Order 7 in the decreased amount of $12,791.86 was to balance items that were substantially complete and add items necessary to complete work in the field, which brought the contract amount to $1,453,339.00.

DISCUSSION OF THE ISSUE

In late fall 2015, work on 2015 Parking Lot Construction contract was substantially completed and the impacted parking lots and streets were opened for use. A few items of work were added to the contract in the spring of 2016. Currently, all of the contract work has been completed. As such, the attached Final Balancing Change Order No. 8 has been prepared to align contract quantities with quantities placed in the field. As demonstrated on the attached table, the revised quantities for some items are less than the contract quantities while others are in excess. The quantities included in the original contract and subsequent change orders were estimates. Now that work is complete, contract quantities must be changed from what was originally estimated to what was actually completed in the field.

POSITIONS

I request approval of Final Balancing Change Order No. 8 and authorization for the City Manager and the City Engineer to sign the document.

ATTACHMENTS

FINAL BALANCING CHANGE ORDER NO. 8
To Contract for
2015 Parking Lot Construction
City of Jackson, Michigan

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

ORIGINAL CONTRACT AMOUNT	**$ 1,185,484.10**
APPROVED CHANGE ORDER NO. 1	**($ 158,683.35)**
APPROVED CHANGE ORDER NO. 2	**$ 45,480.67**
APPROVED CHANGE ORDER NO. 3	**$ 194,655.00**
APPROVED CHANGE ORDER NO. 4	**$ 24,786.00**
APPROVED INTERIM BALANCING CHANGE ORDER NO. 5	**$ 112,796.44**
APPROVED CHANGE ORDER NO. 6	**$ 61,612.00**
APPROVED INTERIM BALANCING CHANGE ORDER NO. 7	**($ 12,791.86)**
CURRENT CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 7	**$ 1,453,339.00**
FINAL BALANCING CHANGE ORDER NO. 8	**$35,619.68**

Details of changes shown on the attached.

NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 8	**$ 1,488,958.68**

REASON FOR CHANGE:

To balance contract quantities to match quantities placed in the field and to add items that were necessary to complete the work in the field.

CONTRACT COMPLETION:

The contract completion time remains unchanged.

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

ACCEPTED BY:

_____ _____
Bailey Excavating, Inc. Date

ACCEPTED BY:

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

ACCEPTED BY:

_____ _____
Patrick H. Burtch, City Manager Date

2015 PARKING LOT IMPROVEMENTS CONTRACT

FINAL BALANCING CHANGE ORDER NUMBER 8

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

Prop Line	Item Code	Item Description	Current Contract Quantity	Quantity Change	Revised Contract Quantity	Units	Unit Price	Amount	
								ADD	DEDUCT
0001	1500001	Mobilization, Max. ____	1.000	0.000	1.000	LS	$ 65,000.00	$ -	$ -
0002	2020004	Tree, Rem, 6 inch to 18 inch	5.000	0.000	5.000	Ea	$ 800.00	$ -	$ -
0003	2030011	Dr Structure, Rem	6.000	0.000	6.000	Ea	$ 500.00	$ -	$ -
0004	2030015	Sewer, Rem, Less than 24 inch	131.000	0.000	131.000	Ft	$ 22.00	$ -	$ -
0005	2040020	Curb and Gutter, Rem	1,747.900	0.000	1,747.900	Ft	$ 8.00	$ -	$ -
0006	2040035	Guardrail, Rem	356.600	0.000	356.600	Ft	$ 10.00	$ -	$ -
0007	2040050	Pavt, Rem	4,434.968	0.000	4,434.968	Syd	$ 11.50	$ -	$ -
0008	2040070	Utility Pole, Rem	6.000	0.000	6.000	Ea	$ 1,000.00	$ -	$ -
0009	2047051	Audio-Visual Filming	1.000	0.000	1.000	LS	$ 3,500.00	$ -	$ -
0010	2050016	Excavation, Earth	1,086.233	0.000	1,086.233	Cyd	$ 15.00	$ -	$ -
0011	2050031	Non Haz Contam Mat'l Handling & Disp, LM	0.000	0.000	0.000	Cyd	$ 65.00	$ -	$ -
0012	2057021	Subgrade Undercutting, Modified	6.667	0.000	6.667	Cyd	$ 85.00	$ -	$ -
0013	2080024	Erosion Control, Inlet Protection, Sediment T	6.000	0.000	6.000	Ea	$ 150.00	$ -	$ -
0014	3010002	Subbase, CIP	537.260	0.000	537.260	Cyd	$ 15.00	$ -	$ -
0015	3020012	Aggregate Base, 5 inch	221.162	0.000	221.162	Syd	$ 4.80	$ -	$ -
0016	3020016	Aggregate Base, 6 inch	4,231.298	0.000	4,231.298	Syd	$ 5.65	$ -	$ -
0017	3020020	Aggregate Base, 8 inch	752.090	0.000	752.090	Syd	$ 7.55	$ -	$ -
0018	3050002	HMA Base Crushing and Shaping	4,616.140	0.000	4,616.140	Syd	$ 3.00	$ -	$ -
0019	3050015	Salv Crushed Material, LM	657.000	0.000	657.000	Cyd	$ 15.00	$ -	$ -
0020	4020987	Sewer, Cl IV, 12 inch, Tr Det B	487.310	0.000	487.310	Ft	$ 60.00	$ -	$ -
0021	4020989	Sewer, Cl IV, 18 inch, Tr Det B	61.000	0.000	61.000	Ft	$ 65.00	$ -	$ -
0022	4030005	Dr Structure Cover, Adj, Case 1	14.000	0.000	14.000	Ea	$ 350.00	$ -	$ -
0023	4030010	Dr Structure Cover, Type B	12.000	0.000	12.000	Ea	$ 450.00	$ -	$ -
0024	4030050	Dr Structure Cover, Type K	14.000	0.000	14.000	Ea	$ 575.00	$ -	$ -
0025	4030200	Dr Structure, 24 inch dia	5.000	0.000	5.000	Ea	$ 780.00	$ -	$ -
0026	4030210	Dr Structure, 48 inch dia	12.000	0.000	12.000	Ea	$ 1,465.00	$ -	$ -
0027	4030312	Dr Structure, Tap, 12 inch	9.000	0.000	9.000	Ea	$ 950.00	$ -	$ -
0028	4030318	Dr Structure, Tap, 18 inch	1.000	0.000	1.000	Ea	$ 450.00	$ -	$ -
0029	4030390	Dr Structure, Temp Lowering	9.000	0.000	9.000	Ea	$ 250.00	$ -	$ -
0030	4040041	Underdrain, Pipe, Open-Graded, 4 inch	80.000	0.000	80.000	Ft	$ 18.00	$ -	$ -
0031	4047001	4 inch Flexible Drain Pipe, Perf, Fabric Cove	0.000	0.000	0.000	Ft	$ 8.00	$ -	$ -
0032	5010002	Cold Milling HMA Surface	1,051.074	0.000	1,051.074	Syd	$ 4.50	$ -	$ -
0033	5010033	HMA, 13A	1,634.020	0.000	1,634.020	Ton	$ 78.00	$ -	$ -
0034	6020019	Conc Base Cse, Nonreinf, 8 inch	547.742	4.048	551.790	Syd	$ 35.20	$ 142.49	$ -
0035	6020104	Conc Pavt, Nonreinf, 8 inch	98.168	-11.268	86.900	Syd	$ 38.50	$ -	$ (433.82)
0036	8010005	Driveway, Nonreinf Conc, 6 inch	817.766	74.876	892.642	Syd	$ 37.40	$ 2,800.36	$ -
0037	8020038	Curb and Gutter, Conc, Det F4	5,758.900	-264.000	5,494.900	Ft	$ 15.40	$ -	$ (4,065.60)
0038	8037001	Detectable Warning Surface, Modified	192.000	15.000	207.000	Ft	$ 49.50	$ 742.50	$ -
0039	8037010	Sidewalk Ramp, Conc, 6 inch, Modified	720.013	762.597	1,482.610	Sft	$ 7.70	$ 5,872.00	$ -
0040	8037010	Sidewalk, Conc, 4 inch, Modified	10,812.009	3,449.670	14,261.679	Sft	$ 3.60	$ 12,418.81	$ -
0041	8037010	Sidewalk, Conc, 6 inch, Modified	4,460.676	-3,549.400	911.276	Sft	$ 4.00	$ -	$ (14,197.60)
0042	8087001	Steel Fence, 36-inch High	0.000	0.000	0.000	Ft	$ 37.05	$ -	$ -
0043	8087001	Steel Fence, 72-inch High	414.000	0.000	414.000	Ft	$ 51.75	$ -	$ -
0044	8087050	Bollard, Rem	8.000	0.000	8.000	Ea	$ 250.00	$ -	$ -
0045	8087050	Bollard, Removable	0.000	0.000	0.000	Ea	$ 1,550.00	$ -	$ -
0046	8087050	Fence Pier, Brick	0.000	0.000	0.000	Ea	$ 2,200.00	$ -	$ -
0047	8100404	Sign, Type IIIA	6.250	0.000	6.250	Sft	$ 18.00	$ -	$ -
0048	8100405	Sign, Type IIIB	4.500	0.000	4.500	Sft	$ 18.00	$ -	$ -

2015 PARKING LOT IMPROVEMENTS CONTRACT

FINAL BALANCING CHANGE ORDER NUMBER 8

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

Prop Line	Item Code	Item Description	Current Contract Quantity	Quantity Change	Revised Contract Quantity	Units	Unit Price	Amount	
								ADD	DEDUCT
0049	8107050	Sign, Rem and Salv	19.000	0.000	19.000	Ea	$ 50.00	$ -	$ -
0050	8107050	Sign, Rem and Salvage	13.000	0.000	13.000	Ea	$ 50.00	$ -	$ -
0051	8110041	Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crossv	222.000	0.000	222.000	Ft	$ 15.50	$ -	$ -
0052	8110044	Pavt Mrkg, Ovly Cold Plastic, 18 inch, Stop E	137.000	0.000	137.000	Ft	$ 22.00	$ -	$ -
0053	8110153	Pavt Mrkg, Spray Thermopl, 4 inch, White	5,086.190	0.000	5,086.190	Ft	$ 1.60	$ -	$ -
0054	8110154	Pavt Mrkg, Spray Thermopl, 4 inch,Yellow	1,358.000	0.000	1,358.000	Ft	$ 0.70	$ -	$ -
0055	8120350	Sign, Type B, Temp, Prismatic, Furn	250.000	0.000	250.000	Sft	$ 3.30	$ -	$ -
0056	8120351	Sign, Type B, Temp, Prismatic, Oper	250.000	0.000	250.000	Sft	$ 0.25	$ -	$ -
0057	8150001	Site Preparation, Max. ____	1.000	0.000	1.000	LS	$ 7,000.00	$ -	$ -
0058	8157050	Accolade Elm, 3 Cal	0.000	0.000	0.000	Ea	$ 400.00	$ -	$ -
0059	8157050	Anthony Waterer Spirea, 24 Ht	0.000	0.000	0.000	Ea	$ 35.75	$ -	$ -
0060	8157050	Black Eye Susan, 1 Gal	159.000	0.000	159.000	Ea	$ 12.50	$ -	$ -
0061	8157050	Black Flowered Fountain Grass, 1 Gal	8.000	0.000	8.000	Ea	$ 13.50	$ -	$ -
0062	8157050	Chanticleer Pear, 3 Gal	10.000	0.000	10.000	Ea	$ 330.00	$ -	$ -
0063	8157050	Dwarf Fountain Grass, 1 Gal	279.000	0.000	279.000	Ea	$ 15.50	$ -	$ -
0064	8157050	Exclamation Planetree, 2.5 Cal	0.000	0.000	0.000	Ea	$ 380.00	$ -	$ -
0065	8157050	Fragrant Sumac, 18 Ht	123.000	0.000	123.000	Ea	$ 35.00	$ -	$ -
0066	8157050	Happy Returns Daylily, 1 Gal	166.000	0.000	166.000	Ea	$ 12.50	$ -	$ -
0067	8157050	Ketler Juniper, 5 Ht	33.000	0.000	33.000	Ea	$ 190.00	$ -	$ -
0068	8157050	Knockout Rose, 3 Gal	33.000	0.000	33.000	Ea	$ 40.00	$ -	$ -
0069	8157050	Millennium Ornamental Chive, 1 Gal	146.000	0.000	146.000	Ea	$ 18.00	$ -	$ -
0070	8157050	New Blue Tams Juniper	0.000	0.000	0.000	Ea	$ 56.00	$ -	$ -
0071	8157050	Specimen Tree, 4-5 Gal	53.000	0.000	53.000	Ea	$ 330.00	$ -	$ -
0072	8157050	St John's Wort, 2 Gal	0.000	0.000	0.000	Ea	$ 48.00	$ -	$ -
0073	8157050	Triumph Elm, 3 Cal	0.000	0.000	0.000	Ea	$ 400.00	$ -	$ -
0074	8167011	Lawn, Seeded	13,844.360	0.000	13,844.360	Syd	$ 2.00	$ -	$ -
0075	8167011	Lawn, Sodded	1,040.000	0.000	1,040.000	Syd	$ 11.00	$ -	$ -
0076	8167021	Mulch, Shredded Bark	48.000	0.000	48.000	Cyd	$ 60.00	$ -	$ -
0077	8167021	Plant Mix	208.000	0.000	208.000	Cyd	$ 46.00	$ -	$ -
0078	8167021	Topsoil	1,415.757	0.000	1,415.757	Cyd	$ 45.00	$ -	$ -
0079	8197001	#12, THWN	0.000	0.000	0.000	Ft	$ 1.00	$ -	$ -
0080	8197001	#6, THWN	6,888.000	0.000	6,888.000	Ft	$ 1.40	$ -	$ -
0081	8197001	1-1/4 inch Conduit, Rigid Metal (RMC)	0.000	0.000	0.000	Ft	$ 19.75	$ -	$ -
0082	8197001	1-1/4 inch Conduit, Schedule 80	2,311.000	0.000	2,311.000	Ft	$ 9.50	$ -	$ -
0083	8197001	3 inch Conduit, Schedule 80	187.000	0.000	187.000	Ft	$ 11.25	$ -	$ -
0084	8197050	Decorative or Area Light Concrete Base	16.000	0.000	16.000	Ea	$ 700.00	$ -	$ -
0085	8197050	Ground Rod	18.000	0.000	18.000	Ea	$ 85.00	$ -	$ -
0086	8197050	Hand Hole Assembly	18.000	0.000	18.000	Ea	$ 570.00	$ -	$ -
0087	8197050	Service Cabinet SC-P (Panel, SPD, Encl)	1.000	0.000	1.000	Ea	$ 14,435.00	$ -	$ -
0088	8197050	Type OA Luminaire Assembly	9.000	0.000	9.000	Ea	$ 4,450.00	$ -	$ -
0089	8197050	Type OB Luminaire Assembly	1.000	0.000	1.000	Ea	$ 2,870.00	$ -	$ -
0090	8197050	Type OC Luminaire Assembly	6.000	0.000	6.000	Ea	$ 2,855.00	$ -	$ -
0091	8197051	Branch Circuit for Irrigation System, 12 0 Vol	1.000	0.000	1.000	LS	$ 1,400.00	$ -	$ -
0092	8197051	Consumers Energy Fees	1.000	0.000	1.000	LS	$ 1,000.00	$ -	$ -
0093	8197051	Irrigation	1.000	0.000	1.000	LS	$ 35,000.00	$ -	$ -
0094	8230096	Hydrant, Relocate, Case 2	1.000	0.000	1.000	Ea	$ 3,500.00	$ -	$ -
0095	8237050	Water Serv, 1 inch	1.000	0.000	1.000	Ea	$ 1,500.00	$ -	$ -
0096	8507051	Subsurface Stormwater Management Systen	1.000	0.000	1.000	LS	$ 105,425.00	$ -	$ -

2015 PARKING LOT IMPROVEMENTS CONTRACT

FINAL BALANCING CHANGE ORDER NUMBER 8

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

Prop Line	Item Code	Item Description	Current Contract Quantity	Quantity Change	Revised Contract Quantity	Units	Unit Price	Amount	
								ADD	DEDUCT
0097	8120012	Barricade, Type III, High Intensity, Double Si	10.000	0.000	10.000	Ea	$ 95.00	$ -	$ -
0098	8120013	Barricade, Type III, High Intensity, Double Si	8.000	0.000	8.000	Ea	$ 4.50	$ -	$ -
0099	8120140	Lighted Arrow, Type C, Furn	0.000	0.000	0.000	Ea	$ 475.00	$ -	$ -
0100	8120141	Lighted Arrow, Type C, Oper	0.000	0.000	0.000	Ea	$ 25.00	$ -	$ -
0101	8120250	Plastic Drum, High Intensity, Furn	75.000	0.000	75.000	Ea	$ 19.00	$ -	$ -
0102	8120251	Plastic Drum, High Intensity, Oper	75.000	0.000	75.000	Ea	$ 2.00	$ -	$ -
0104	2040045	Masonry and Conc Structure, Rem	216.286	0.000	216.286	Cyd	$ 70.00	$ -	$ -
0105	2057050	Sewer Bulkhead, 12 inch	6.000	0.000	6.000	Ea	$ 250.00	$ -	$ -
0106	2057050	Sewer Bulkhead, 6 inch	21.000	0.000	21.000	Ea	$ 100.00	$ -	$ -
0107	4027001	Sewer, Cl IV, 12 inch, Tr Det B, Modified	101.000	0.000	101.000	Ft	$ 90.85	$ -	$ -
0108	4030240	Dr Structure, Add Depth of 24 inch dia, 8 feet	1.800	0.000	1.800	Ft	$ 108.57	$ -	$ -
0110	8087001	Steel Fence, 36-inch High, Modified	0.000	342.000	342.000	Ft	$ 43.90	$ 15,013.80	$ -
0112	8197051	Irrigation, Modified	1.000	0.000	1.000	LS	$ 38,300.00	$ -	$ -
0113	2040025	Fence, Rem	232.200	0.000	232.200	Ft	$ 4.00	$ -	$ -
0114	2047011	Pavement Removal & Site Grading	11,143.028	0.000	11,143.028	Syd	$ 9.25	$ -	$ -
0115	1027051	Mobilization, Ped Alley	1.000	0.000	1.000	LS	$ 1,000.00	$ -	$ -
0116	2047011	Pavt, Rem, Ped Alley	310.000	0.000	310.000	Syd	$ 23.00	$ -	$ -
0117	2057051	Site Grading, Ped Alley	1.000	0.000	1.000	LS	$ 2,000.00	$ -	$ -
0118	5010025	Hand Patching	0.535	0.000	0.535	Ton	$ 179.51	$ -	$ -
0119	6030005	Cement	0.423	-0.423	0.000	Ton	$ 33.71	$ -	$ (14.26)
0120	6030030	Lane Tie, Epoxy Anchored	54.000	0.000	54.000	Ea	$ 7.00	$ -	$ -
0121	7077050	Electrical Feeder Wire	1.000	0.000	1.000	Ea	$ 5,985.00	$ -	$ -
0122	7077050	Hand Hole, Modified	2.000	0.000	2.000	Ea	$ 540.92	$ -	$ -
0123	7077050	Painting of Globe Attachment Rings	1.000	0.000	1.000	LS	$ 707.70	$ -	$ -
0124	8107051	Steel Fence, Mobilization	1.000	0.000	1.000	LS	$ 2,500.00	$ -	$ -
0125	8110068	Pavt Mrkg, Ovly Cold Plastic, Only	1.000	0.000	1.000	Ea	$ 135.72	$ -	$ -
0126	8110071	Pavt Mrkg, Ovly Cold Plastic, Rt Tn Ar Sym	1.000	0.000	1.000	Ea	$ 136.11	$ -	$ -
0127	8110076	Pavt Mrkg, Ovly Cold Plastic, Thu & Lt Tn Ar	5.000	0.000	5.000	Ea	$ 206.92	$ -	$ -
0128	8110343	Pavt Mrkg, Sym, Rem	6.000	0.000	6.000	Sft	$ 60.00	$ -	$ -
0129	8117001	Pavt Mrkg, Ovly Cold Plastic, 18 inch, Cross	382.000	0.000	382.000	Ft	$ 23.25	$ -	$ -
0130	8120210	Pavt Mrkg, Longit, 6 inch or Less Width, Rem	2,578.000	0.000	2,578.000	Ft	$ 2.61	$ -	$ -
0131	8120220	Pavt Mrkg, Type NR, Paint, 4 inch, White, Te	1,521.000	0.000	1,521.000	Ft	$ 0.33	$ -	$ -
0132	8120221	Pavt Mrkg, Type NR, Paint, 4 inch, Yellow, T	4,568.000	0.000	4,568.000	Ft	$ 0.29	$ -	$ -
0133	8160027	Mulch Blanket	2,410.600	0.000	2,410.600	Syd	$ 1.13	$ -	$ -
0200	1027051	_ Railroad Mobilization	1.000	-1.000	0.000	LS	$ 2,000.00	$ -	$ (2,000.00)
0201	1027051	_ Prep for Concrete	1.000	-1.000	0.000	LS	$ 3,500.00	$ -	$ (3,500.00)
0202	1027051	_ Guardrail Removal	0.000	0.000	0.000	LS	$ 2,000.00	$ -	$ -
0203	1027051	_ Concrete Pathway	0.000	0.000	0.000	LS	$ 4,860.00	$ -	$ -
0204	1027051	_ Pavement Btwn Rails	1.000	-1.000	0.000	LS	$ 2,500.00	$ -	$ (2,500.00)
0205	1027051	_ Railroad Restoration	1.000	-1.000	0.000	LS	$ 2,300.00	$ -	$ (2,300.00)
0206	1027051	_ Insurance for Railroad	0.000	0.000	0.000	LS	$ 18,000.00	$ -	$ -
0207	1027051	_ Fence Panel Install	1.000	0.000	1.000	LS	$ 3,800.00	$ -	$ -
0208	8087050	_ Fence Post Deduct	-53.000	0.000	-53.000	Ea	$ 50.00	$ -	$ -
0209	1027051	_ Dumpster Enclosure	1.000	0.000	1.000	LS	$ 7,500.00	$ -	$ -
0210	1027051	_ Sanitary Service Mobilization	1.000	0.000	1.000	LS	$ 2,500.00	$ -	$ -
0211	1027051	_ Sanitary Sewer Tie in & Pipe	1.000	0.000	1.000	LS	$ 10,000.00	$ -	$ -
0212	1027051	_ Concrete Repair w/ Epoxy Bar, 18 inch, Co	1.000	0.000	1.000	LS	$ 5,302.00	$ -	$ -
0213	8507060	Irrigation, Adjustment to Eliminate LS Item	-35,000.000	0.000	-35,000.000	Dlr	$ 1.00	$ -	$ -

2015 PARKING LOT IMPROVEMENTS CONTRACT

FINAL BALANCING CHANGE ORDER NUMBER 8

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

Prop Line	Item Code	Item Description	Current Contract Quantity	Quantity Change	Revised Contract Quantity	Units	Unit Price	Amount ADD	Amount DEDUCT
0214	8507060	Contract Coordination Costs	85,730.450	0.000	85,730.450	Dlr	$ 1.00	$ -	$ -
0215	8507060	Steel Fence, Adjustment to Eliminate LS iten	-2,500.000	0.000	-2,500.000	Dlr	$ 1.00		
0216	2057021	Landscape Mulch, Sandy's Brown	48.000	0.000	48.000	Cyd	$ 15.90	$ -	$ -
0217	8027001	Curb, Conc, Det E	0.000	210.000	210.000	Ft	$ 35.00	$ 7,350.00	$ -
0218	8037010	Sidewalk, Conc, 4 inch, Special	0.000	736.000	736.000	Sft	$ 6.25	$ 4,600.00	$ -
0219	8037010	Sidewalk, Conc, 6 inch, Special	0.000	2,414.000	2,414.000	Sft	$ 6.50	$ 15,691.00	$ -
							Total:	$ 64,630.96	$ (29,011.28)
							Net Change:	$ 35,619.68	
							Current Contract Amount:	$ 1,453,339.00	
							Revised Contract Amount:	$ 1,488,958.68	

CITY OF
JACKSON
Founded 1829

City Manager's Office

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

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager PHB

DATE: November 15, 2016

SUBJECT: Blackboard Connect Contract Renewal

RECOMMENDATION:

To authorize the renewal of a contract with Blackboard Inc., Washington, DC, for Blackboard Connect services for a one year period, December 19, 2016 to December 18, 2017, in the total amount of $29,616.49, and authorize the City Manager to execute the document(s) and the City Attorney to make minor modifications to the contract document(s) for the parties if needed.

The City of Jackson has recognized a need to communicate with citizens in the case of an emergency. The Blackboard Connect system has allowed us to provide emergency notifications and community outreach 24 hours a day, without having to invest in or maintain hardware, software, or additional telephone lines. The renewal amount for a one year period is $29,616.49. Your consideration of this request for the renewal of the contract is appreciated.

PHB:skh

T 202 463 4860
F 202 463 4861

1111 19th Street NW
Washington DC 20036 USA
Blackboard.com

Blackboard

September 26, 2016

City of Jackson
161 West Michigan Avenue
Jackson, MI 49201
RE: BLACKBOARD QUOTE# 10-236514_CPIIforHC (9/26/2016)
GSA Contract Number GS-35F-0554M

Company Information

Blackboard, Inc.
1111 19th Street NW
9th Floor
Washington DC 20036

DUNS Number: 01-613-1430
Tax ID Number: 52-2081178
CAGE Number: 1QLN4
GSA Contract Number: GS-35F-0554M

PLEASE FAX ALL ORDERS TO 818-450-0425
Prices Valid until December 19, 2016

If you have any questions concerning this proposal, please contact Nakia McWhorter at 615-777-6344.
Please direct all contracting related questions to Hannah Cummings at 202-303-9185.

To Whom It May Concern:

Service Summary: The Blackboard Connect for Government service allows government leaders to provide notices, direction, and reassurance to reach thousands of constituents in minutes without having to invest in or maintain hardware, software, or additional phone lines. Now, you can reach your entire community—quickly and reliably—with voice, text, and email messages.

Services include:

- An integrated communications suite, including Priority Communication, Community Outreach and Interactive Survey
- Voice and text/SMS delivery to multiple communication devices
- Geo-Calling feature lets you target recipients using a map
- 24/7/365 proactive Client Care support
- Unlimited use for a fixed, annual fee
- Initial set-up, training and refresher training sessions included
- Delivery to up to three phones, two email addresses and one SMS phone per contact
- Superior call routing, throttling, and load balancing expertise
- Fully hosted and managed Software as a Service (SaaS) --- no maintenance required
- Message delivery tracking with comprehensive reporting

Please take special note of Blackboard's GSA Contract Number on page one. The **PO submitted by your organization should reference this number.** If the PO does not reference Blackboard's GSA Contract Number this will delay issuance of your invoice and a new PO will need to be submitted to Blackboard.

If you have any questions or require additional information, please feel free to contact me at 202-303-9190. We look forward to meeting your online teaching and learning needs!

Warmest Regards,

Bill Jones
Associate General Counsel
Blackboard Inc.

Quote Summary

All products and services quoted are available through Blackboard's GSA Schedule GS-35F-0554M and pursuant to the Terms of Conditions thereof.

Renewal Term: December 19, 2016 – December 18, 2017

SIN #	Product Code	Product Name	Renewal Term	GSA Price	Net Price
132-32	BC-STND/BC-STND-GOV	Blackboard Connect for Government Service up to 13,696 recipients	12/19/2016 – 12/18/2017	$1.91 per recipient	$26,159.36
132-32	BC-CARE/BC-CARE-GOV	Blackboard Connect Support	12/19/2016 – 12/18/2017	$957.13	$957.13
Open Market	BC-WEATHER	Blackboard Connect Automated Weather Alerts	12/19/2016 – 12/18/2017	n/a	$2,500.00
TOTAL					**$29,616.49**

Please state in the task order/purchase order the following:

- The product description, list prices, reductions, and extended prices
- The term "open market item(s)" next to any above indicated items.
- Reference Blackboard GSA Schedule# **GS-35F-0554M**
- Reference and attach this quote.

**Note: If you do not remit a PO for payment, this quote will need to be signed by both Parties.

Quote Details

Notes:

1. Net pricing for Blackboard products and services listed above applies only for the term specified.
2. Blackboard products and services listed above are billed annually in advance.
3. This contractor and all covered subcontractors shall abide by the requirements of 29 CFR Part 741, 41 CFR § 60-1.4(a), Appendix A to Subpart A, 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

Customer: City of Jackson	Blackboard ("Blackboard")
Signature	Signature BILL JONES
Name (printed)	Name (printed) ASSOCIATE GENERAL COUNSEL
Title (printed)	Title (printed)
Date	Date

CITY OF JACKSON
Founded 1829

City Manager's Office

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

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager PHB

DATE: November 15, 2016

SUBJECT: Loomis Park Master Plan contract.

Recommendation:

Award a contract for the Master Plan of Loomis Park through October 17, 2016 to February 3, 2017 to the lowest bidder, Rowe Professional Service Company of Flint, Michigan in the amount of $8,330.

Attached is a memo from Kelli Hoover, Director of Parks, Recreation and Cemeteries, regarding the Master Plan contract.

We recommend approval of the lowest bid for the Master Plan of Loomis Park through October 17, 2016 to February 3, 2017 to the lowest bidder, Rowe Professional Service Company of Flint, Michigan in the amount of $8,330.

Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Kelli Hoover, Director Parks, Recreation and Cemeteries

DATE: November 15, 2016

RECOMMENDATION: Award a contract for the Loomis Park Master Plan to the lowest bidder, Rowe Professional Service Company of Flint, Michigan in the amount $8,330.

SUMMARY

The City of Jackson Parks, Recreation and Cemeteries Department opened sealed bids August 29, 2016 for the Loomis Park Master Plan. The bid included Loomis Park, Boos Recreation Center and Recreation Programming.

BUDGETARY CONSIDERATIONS

The lowest bid out of six total received was Rowe Professional Service Company.

Rowe Professional Service Company	Flint, Michigan	$8,330
Mannik & Smith Group	Monroe, Michigan	$13,878
Russel Design Landscape Architecture	Northville, Michigan	$15,000
The Johnson Hill Land Ethics Studio	Ann Arbor, Michigan	$18,350
Giffels Webster	Detroit, Michigan	$22,900
Beckett and Raeder	Ann Arbor, Michigan	$29,840

This project was included in the annual budget. The process of the Master Plan will be completed by February 3, 2017.

HISTORY, BACKGROUND and DISCUSSION

The City of Jackson Parks, Recreation and Cemeteries Department currently have a Department Master Plan and an Ella Sharp Park Master Plan. Through discussion with the City Manager, Parks Board, and local groups the determination that the Department needs a Master Plan for Loomis Park with community involvement to help meet the needs of the City Residents.

DISCUSSION OF THE ISSUE

The Master Plan contract is important to assure that all areas are covered when looking at Loomis Park and the Boos Recreation Center and the plan will outline priorities when looking at Park updates in the future.

POSITIONS

I recommend awarding the contract to lowest bidder, Rowe Professional Service Company of Flint, Michigan in the amount $8,330 for the Master Plan of Loomis Park.

ATTACHMENTS

ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention.

August 29, 2016

City of Jackson Parks & Recreation Department
Purchasing Department
161 W. Michigan Avenue, 10th Floor
Jackson, MI 49201

RE: Loomis Park Master Plan

ROWE Professional Services Company is pleased to provide this proposal for the above-referenced project. Our goal is to create a concept plan, providing a clear vision for improvements to Loomis Park.

ROWE has extensive experience in recreation planning and design. We have included JFR Architects, PC, to assist with the evaluation of the Boos Recreation Center. Our strengths for this project include:

- Proven community engagement methods; an ability to blend staff and public input to the creative process and master planning
- A design approach with construction issues and maintenance in mind; offering design options that maximize user experience and market appeal while minimizing long-term maintenance/operation costs, and environmental impacts
- Established team relationships, providing recreation planning during the last 54 years for a variety of local, county, and state agencies

We are able to meet with you to tailor our approach to best meet your budget and goals. Once again, thank you for the opportunity to provide you with our proposal. Should you have any questions, please feel free to contact me at (810) 341-7500.

Sincerely,
ROWE Professional Services Company

Douglas R. Schultz, PLA
Project Manager / Director of Landscape Architecture

Qualifications of the Primary Staff

Douglas Schultz, PLA (ROWE)
Project Manager

Doug has developed recreation projects and site master plans for 25 years. He has led community engagement for recreation planning for the length of his career. His work with a variety of city, county, and state recreation agencies provide insight into current industry trends. Doug will manage the project team and ensure tasks are completed on time. He will be the primary contact for the city.

Jack Wheatley, PE (ROWE)
QA/QC and Project Engineer

Jack has been an engineer at ROWE for more than 25 years. His experience in parks and recreation design make him a perfect fit for this project. Jack will provide engineering input into the concept development and will also provide a QA/QC role for the project.

Blake Strozier (ROWE)
Graduate Landscape Architect

Blake will assist with concept development and preparation of deliverables. Blake has been involved with various recreation planning and concept plan projects from the initial vision through construction.

James Renaud, AIA, NCARB (JFR Architects, PC)
Principal Architect

With more than 20 years of experience, James will assist with the evaluation of the Boos Recreation Center and provide recommendations for architectural improvements. James has worked with ROWE on various recreation master planning and design projects including work for Dearborn Heights and Oakland County Parks and Recreation for more than 10 years.

Past Projects

See attached document following the resumes.

Approach / Community Involvement

Background

Located north of E. Michigan Avenue between Edgewood and Gilbert Streets, Loomis City Park features the Boos Recreation Center, two outdoor basketball courts, two outdoor tennis courts (developed with an MDNR grant in 1980), picnic shelter with grills, and a community-built wooden play structure. The recreation center hosts a variety of classes, events, and workshops year-round. Programs involve every age group, from early childhood to seniors, and include everything from yoga and arts and crafts to gymnastics and toddler classes. Land use adjacent to the park includes neighborhoods, Allegiance Health, and New Tribes Bible Institute. The park is approximately 14 acres. The city would like a master plan developed for the site that addresses the following.

- Opportunities to expand programs
- Recommendations to improve marketability and user experience
- Evaluate and recommend action for existing site features

- Identify improvements that may increase net operating revenue
- Identify additional services to be offered by the city
- Evaluate park appearance and restoration
- Provide a priority list of improvements

Scope of Work

ROWE will facilitate a workshop with community members as the primary tool for public engagement. This workshop is important because it will provide face-to-face interaction with residents and provide an opportunity for residents to give input in the parks system planning process. By engaging residents regarding the parks programs and activities, a clearer understanding of both the community's needs and the expectations residents have for the parks and recreation department can be developed.

We would preface this meeting with a brainstorming session with city staff. The workshop would have some ideas presented in a draft format for comment by the public. We have found it productive to have something to react to instead of a blank sheet. The information collected from the workshop will be reviewed by parks staff and ROWE staff to draft an action plan for park / site improvements. ROWE intends to coordinate the community workshop with the director of parks and recreation to be linked with a peak event or program in the community to secure as much input from residents as possible. This idea is to 'go where the people already are' instead of trying to draw them out to a special meeting. We have also included in this proposal supplemental options for public engagement as additional services.

Direction for the plan development will be through a single representative of the City of Jackson Parks and Recreation and Grounds Department.

Schedule

Work Items	Months				
	1	2	3	4	5
• Conduct a kick-off meeting and site investigation. (meeting 1). • Plan public engagement / staff brainstorming session as part of kick off meeting. • Prepare base maps using GIS parcel and utility information provided by the city and existing aerial images. • Prepare documents for public meeting and review by city staff.					
• Conduct community open house/workshop (time may vary if coordinated with a specific event or program (meeting 2).					
• Review information collected from community open house/workshop. • Develop action plan and preliminary concept plan.					
• Provide plan to city staff for review. • Meet with city staff to review concept plan and prioritize action items (meeting 3). • Revise concept plan.					
• Approval meetings and presentations to parks board and city council by city staff.					
• Final deliverables include a .pdf report and color concept site plan image for reproduction by city and use in future grant applications, website, etc.					

Notes:

1. ROWE staff will attend a total of three meetings.
2. No permit applications or environmental investigations are included in this scope of work.
3. No survey, design engineering, cost opinions or grant applications are included in this scope of work.
4. Coordination of public meetings, venue, invitation / notices to public and reproduction of materials to be provided by city.
5. ADA compliance, M/E, Structural or Architectural design not included.

References (R = ROWE, J = JFR)

Client Name	Contact Name / Title	Contact Information
City of Farmington Hills (R)	**Bryan Farmer** Deputy Director	(248) 473-1805 bfarmer@fhgov.com
Genesee County Parks & Recreation Commission (R)	**Amy McMillan** Director	(810) 736-7100 amcmillan@gcparks.org
Southern Lakes Parks & Recreation (R)	**Vince Paris** Executive Director	(810) 714-2011, ext. 5 vparis@slpr.net
City of Dearborn Heights (R&J)	**Ken Grybel** Director	(313) 791-3600 kgrybel@ci.dearborn-heights.mi.us
Oakland County Parks (R&J)	**Michael Donnellon, Jr.** Parks Facilities & Maintenance Chief	(248) 858-4623 donnellonm@oakgov.com
Clinton Township (J)	**George Westerman** DPW Superintendent	(586) 286-8000 g.westerman@clintontownship-mi.gov
City of Livonia (J)	**Steven Makie** Facilities Management Supervisor	(586) 286-8000 smakie@ci-livonia.mi.us

Cost of Project

The lump sum fee is **$8,330**.

Additional Services

As an option, ROWE can provide the city with media/public engagement tools to help collect data and community feedback. All of the following would be considered additional services and not included in the above lump sum fee. ROWE can negotiate these services and market them to best meet the needs of the city, if requested.

- ROWE can create a Facebook page specific to the project on which input is sought. The City of Jackson can post the dates of events, receive messages, and promote drafts of plans. The director will receive information reporting how many people are viewing the page daily.
- ROWE staff can attend additional meetings with specific stakeholder groups or complete intercept surveys at recreation programs.
- ROWE can develop an online survey tool for those that may not be able to attend the workshop meeting. This would utilize Survey Monkey and can be posted as a link on the city website.

DOUGLAS R. SCHULTZ, PLA

Project Manager / Director of Landscape Architecture

Doug joined ROWE in 2000, after nine years as a landscape architect with a Lansing-area multi-disciplined firm. As director of ROWE's landscape architecture department, Doug assists clients corporate-wide with quality of life issues on all projects, from concept to completion. He was named an associate (company shareholder) in 2003.

Education

B.L.A., Landscape Architecture (Michigan State University, 1991)

Continuing Education

- AASHTO Bicycle Facility Design Training, MDOT (2009)
- Graduate of Community Leadership Program for Flint and Genesee County

Registration

Licensed Professional Landscape Architect:
Michigan: 1994 (no. 1190)
Wisconsin: 2009 (no. 602-14)
South Carolina: 2007 (no. 1020)

Certification

- MDEQ Certified Storm Water Management – Construction Site: 2006 (no. c-01653)
- National Playground Safety Inspection

Affiliations

- American Society of Landscape Architects
- Michigan Downtown Association
- Flint River Watershed Coalition Board Member

Awards

- *Michigan Society of Landscape Architects:* Design (Merit Award, 2004); Research & Communication (Merit Award, 2002); Creativity & Presentation, (Design Award – Commercial & Industrial Category, 2000)
- *American Society of Civil Engineers – Michigan:* Southern Links Trailway, Columbiaville, Otter Lake, and Millington (Quality of Life Award, 2009)
- *American Public Works Association – Michigan Chapter:* Court & Clay Streets Reconstruction, Lapeer (Quality of Life Award, 2014); Comstock Park Renovations, Adrian (Public Works Project of the Year, Structures Category – Small Cities / Rural Communities, 2009)
- *American Council of Engineering Companies – Michigan:* Uptown Bay City (Engineering Merit Award, 2015)
- *Michigan Association of Planning:* Buckham Alley Corridor Plan, Flint (Urban Design Award, 2015)
- *Michigan Recreation and Park Association:* Riley Archery Range, Farmington Hills (Facility Design Award, 2015); Paradise Peninsula Playscape, Waterford Township (Design Award, 2012)

Presentations

- *"Complete Streets"* University of Michigan – Flint, 2011
- *"Building Healthy Environments"* Michigan Public Health Institute, 2010

Client Comments

- *"...I want to thank you again...for the fine and product...and for you and Blake working within the project scope and limited financial resources. I look forward to working with your firm in the future..."* 2014, Vince Paris, Southern Lakes Parks and Recreation (Five-Year Parks and Recreation Plan)
- *"ROWE ended up being the perfect partner in this effort...they took the time necessary to listen to staff, to learn about the broad goals of our organization, and proposed thematic elements and alternative materials that could make the design a reality...Kudos to the whole crew for pushing the envelope."* 2014, Jon Noyes, Oakland County Parks and Recreation Commission (Paradise Peninsula)

Relevant Project Experience

Village of Lake Orion DDA, MI / Michigan Department of Transportation

- *Paint Creek Trail Extension:* Project manager for project that included preparing a successful TIP application and completing survey and design. This included routing a one mile of trail within an urban setting that includes a central business district and historic residential neighborhoods, connecting existing trails and key destinations. The project required negotiating easements through a commercial property, coordination with an existing county sewer easement, Michigan Department of Environmental Quality joint flood plain permit, inclusion of an existing timber bridge, and the addition of a rapid flashing beacon pedestrian crossing. Extensive ADA upgrades at intersections were needed ($360K construction; ongoing).

City of Imlay City, MI

- *Park Concept Plan Development:* Provided various schematic site plans for proposed improvements to local parks based on community input sessions. Included within city's five-year community recreation plan (2011).

City of Owosso DDA, MI

- *As-Needed Landscape Architecture Services:* Project manager/lead landscape architect assisting city/DDA with project scoping, design, and implementation of a $1M "Vibrant Cities" grant through MSHDA. Developed fast-track concepts for: improvements to riverfront area (including a walk of history interpretive/memorial wall), parking lot, alleyway, and Farmers Market; development of a new town square; and streetscape reconstruction. Provided oversight to architectural subconsultant (WTA Architects) for a historic facade program to maximize impact for current funding. Coordinated a major historic building renovation with private stakeholders, in conjunction with the MSHDA grant that required SHPO review of facade concepts (2007-2008).

City of Owosso, MI

- *Trailhead Development:* Developed trailhead connection along the Shiawassee River that included redirecting vehicular access to provide barrier-free ramps to connect to existing river trail. Design included a retaining wall, landscape, and bridge railing (2007).

City of Clio, MI

- *Clio Riverfront Park Master Plan:* Developed master concept plan for a 20-acre riverfront park with close proximity to the downtown business district and residential areas. Addressed vehicular circulation, addition of rental pavilions, linkage to regional non-motorized trail, and a regional outdoor music theater (2013).

City of St. Clair, MI

- *Klecha Park:* Provided concept master plan including a forecast for meeting recreation needs for a city park facility balanced with growth need for the adjacent city cemetery (2016).
- *Pedestrian Trail Study:* Conceptual design of trail extending from Rotary Park west to Fred Moore Highway, and along Fred Moore Highway to 15th Street where it will connect to the existing trail (2010).

City of Vassar, MI

- *Trailhead Grant Application:* Assisted the city with an MDNR grant concept and cost estimate for grant application to develop a linear trail gateway ($1.6K fee; 2013).
- *Veterans Park Memorial Concept:* Developed concept options and illustrations for renovating the existing downtown pocket park to include veteran memorial elements and to rehabilitate an existing water feature ($1.5K fee; 2012).

Oakland County Parks and Recreation Commission, MI

- *As-Needed Services:* Provided as-needed landscape architecture, engineering, and architecture design services for small to mid-size projects, teaming with JFR Architects, Inc. (2006-17).

JACK T. WHEATLEY, PE

Quality Assurance / Quality Control & Project Engineer

Jack joined ROWE in 1989, and has served as project engineer and project manager on many projects. He has also worked with numerous funding sources and processes, including MDOT, STP, HES, HPP, Category A and C, Community Development Block Grants, MDNR Recreation Grants, and Transportation Enhancement Grants. He was named an associate (owner) in 1995, promoted to senior project manager in 2006, and to principal/vice president, director of corporate marketing in 2010.

Education

- B.S., Civil Engineering (Michigan State University, 1989)
- B.S., Horticulture (Michigan State University, 1982)

Registration

- *Professional Engineer*
  Michigan: 1994 (no. 39726)
- *Builder, Residential*
  Michigan: (no. 2101127872)

Client Comments

- *"Jack, thanks for all your time and hard work for a successful project on Marquette Avenue. The project turned out great and business owners and the citizen's group are very pleased. I look forward to working together on other projects."* Terry Moultane, City of Bay City (Marquette Avenue Streetscape Design).
- *"Jack...is very responsive, very helpful with suggestions and a good communicator. We are pleased with the project . . . "* Steve Black, City of Bay City (11th Street Boulevard Design).
- *"Jack Wheatley . . . did an outstanding job!"* Paul Bueche, City of Swartz Creek (Miller/Morrish Intersection Enhancement).

Affiliations

- American Council of Engineering Companies-Michigan
  - Board of Trustees Member (2013-present)
  - Consulting Engineers Political Action Committee Chair (2016-present)
- Bay Area Chamber of Commerce
- Flushing Community Schools Board of Education trustee (2009-14)
- Flushing Chamber of Commerce *Citizen of the Year*, 2003
- Flint River Corridor Alliance Board Secretary (2008-2015)
- Flint & Genesee Regional Chamber of Commerce Public Policy Committee Member
- Michigan Society of Professional Engineers (past Flint Chapter president, *1994 Young Engineer of the Year*)
- Chi Epsilon Civil Engineering Honor Society
- City of Flushing Trail Committee
- Flushing Rotary Club (Awarded Honorary "Paul Harris" Fellow; President 2006-07)

Relevant Project Experience

City of Bay City, MI Electric Power and Light Department

- *Electrical Substation Buffer:* Development of ornamental screening options that complement with the historic city hall and future riverfront development theme. Design included fast-track pre-cast decorative wall, landscape, irrigation and site improvements including planning commission and aesthetic committee review. Safety factors for substation requirements were also met ($300,000 construction; 2010).

City of Bay City, MI

- *Uptown Bay City* (Awarded *2015 Engineering Merit Award*, American Council of Engineering Companies-Michigan): Project manager for brownfield riverfront multi-use redevelopment. As the city engineer, ROWE worked with the developer on both public and private site

improvements to create a walkable riverfront community including medical facilities, housing, office spaces, hotel, retail shops, entertainment, parks, marina, and civic facilities. The proposed riverfront includes the construction of a public river walk that will eventually connect the riverfront park in front of Breaker Cove to the south of the site and Wenonah Park to the north of the site. The project will be completed in multiple phases over the next several years. The initial phase of the project includes construction of the anchor tenant buildings, public utilities, mass grading, public road, and northerly parking lot construction (public infrastructure $15M; Phase I overall $50M; 2015).

City of Flint, MI

- *University Park Estates* (Awarded *2000 Eminent Conceptor Award for Surveying Excellence*, American Council of Engineering Companies-Michigan): Utility design and construction management for 90-acre, renaissance-zone subdivision project (1999).

Charter Township of Montrose, MI

- *Township Park:* Design engineering for parking lot, new 1.25-mile trailway, pavilion, four soccer fields, playground, and fishing pier on Flint River (MDNR funds; 2003).

Thetford Township, MI

- *Water Park Planning:* Developed preliminary concepts and budget for township water park (2000).
- *Community Center:* Design included fountain area, brick paved plaza, barrier-free walkway and naturalized landscaping (1996).

Charter Township of Flushing, MI

- *Nature Park:* Planning and design for creation of new 123-acre nature park along the Flint River in Genesee County. Improvements included construction of an entrance drive and parking area, pavilion, restrooms, observation tower, and storage area (various MDNR grants; 1998-present).

Charter Township of Mundy, MI

- *Parking Lot Improvements:* Project manager for parking lot improvements at the Mundy Township Police Station, Fire Station #1, and Fire Station #2. Project included HMA joint and crack repairs, pavement repairs, sidewalk ADA ramp replacement, HMA microsurfacing, concrete paving, HMA paving, curb and gutter replacement, storm sewer, and site grading. Services provided included design engineering, topographic survey, contract document preparation, advertising, bidding, award recommendation, construction inspection, construction engineering, and construction staking ($220K construction; 2011).

Flushing Community Schools, MI

- *Seymour Elementary Recreation Complex:* A MDNR grant application was written by ROWE for a four-phase recreation complex on a 60-acre school site. Two phases of the grant application were funded; Seven-field soccer complex and a supporting building. Soccer fields were arrayed in two rows and designed out of a rolling farm field, with approximately 30,000 cubic yards of earth tiered and shaped. The following year, a 30- x 80-foot support building was designed and constructed adjacent to the new fields. The multi-functional building provided an open pavilion, a concession room, two barrier-free restrooms, drinking fountains and a storage room (1996).

Swartz Creek Community Schools, MI

- *Site Renovations:* Design approximately 1,700 feet of roadside ditch, beginning at Spillane Drain and continuing westerly along the south side of Crapo Street. Property survey on 15.1 acres at Dieck Elementary School. The project involved staking total property, preparing metes and bounds descriptions according to Public Act 132, providing line stakes for fence placement and determining the difference between deed lines and actual title lines. Property survey on the bus barn property along Cappy Lane (1999).

BLAKE D. STROZIER

Graduate Landscape Architect

Blake joined ROWE in 2013 and is responsible for preparing color renderings, concept drawings, construction documentation, and planting plans while aiding in overall site development, design, and construction observation and testing.

Education

B.S., Landscape Architecture (North Carolina Agricultural and Technical State University, 2011)

Continuing Education/Certifications

- Certified Concrete Field Testing Technician (Michigan Concrete Association)
- Certified Density Technician (2014-2019) (Michigan Department of Transportation)

Affiliations

- Alpha Phi Alpha Fraternity, Inc. – Epsilon Upsilon Lambda Chapter
- Student ASLA
- Eureka Lodge No. 16 Prince Hall Affiliated (F&AM)
- Gamma Delta Kudos Alumni Mentor
- Antioch Missionary Baptist Church
  - Associate Minister
  - Youth Director
- NAACP – Flint Chapter
- Flint Community Schools – Board of Education (Treasurer)

Client Comments

- *"Blake is…a great listener and saw some of the "out of box" concepts I was interested in. I really appreciated that. He is a wonderful representation of the kind of people I've come to know at ROWE over the last 20+ years."* 2014, Vince Paris, Southern Lakes Parks and Recreation (Five-Year Parks and Recreation Plan)

Relevant Project Experience

City of Farmington Hills, MI

- *Riley Archery Range:* Worked closely with city staff as a partnership to design a precedent-setting outdoor archery range and parking expansion. The concept and site design required extensive grading and sensitivity to the adjacent drain, historic art facility, and nearby nature center. Tasks were shared with city staff to minimize project costs (2014).

City of Flint, MI / Michigan Department of Transportation

- *Genesee Valley Trail:* Graduate landscape architect for developing a successful TIP application and modifying preliminary concepts prepared by a previous consultant. Managed a fast-track (three-month) survey and design for 1.5 miles of trail within an urban setting, connecting existing trails and key destinations. Completed materials testing during construction ($656K construction; 2014).

City of Clio, MI

- *Trail Improvements:* Graduate landscape architect assisting with improvements to the city's trailway system (2014).

City of Flint, MI

- *Grand Traverse Trail:* Graduate landscape architect assisting with data collection necessary for property acquisition for potential development of trailway (2013).

City of Omer, MI

- *Five-Year Parks, Recreation, and Non-Motorized Plan:* Graduate landscape architect leading committee through development of its five-year recreation plan, including goals, objectives, and action plan for various park facilities, concept

plan development, and non-motorized plan. Project was paid for with grant funds through the Central Michigan District Health Department (2013).

City of Lapeer, MI

- *Court Street Redesign:* Concept and design for urban rain garden, pedestrian plaza, and trailhead as part of a downtown street reconstruction ($1M construction; 2014).

City of Mt. Pleasant, MI / Charter Township of Union / Friends of the Dog Park

- *Mission Creek Dog Park / Hannah's Bark Park:* Graduate landscape architect for the completion of feasibility study, design concepts, and construction plans for a three-acre off-leash dog park that offers residents and their canine friends a place to have fun, socialize, and exercise. This included use of local effort and fundraising ($117,600 construction; 2015).

Village of Byron, MI

- *Downtown Development Authority Visioning:* Public engagement and master planning for downtown placemaking, including streetscape and water trail development (2014).

Village of Lakeview, MI

- *Downtown Pocket Park:* Preliminary engineering services for the creation of a pocket park next to the village hall. Project included creation of exhibits and a cost estimate. Project was paid for with DDA funds (2014).

Village of Ortonville, MI

- *Non-Motorized Concept:* Assisted the village in preparing a conceptual drawing illustrating a non-motorized master plan that provides connection with the statewide Iron Belle Trail (2013).

Mundy Township, MI

- *Five-Year Recreation Plan:* Graduate landscape architect leading committee through development of its five-year recreation plan, including establishing goals, objectives, developing an action plan, and assisting township in concept/site renderings for potential park properties (2015).

Keep Genesee County Beautiful, Flint, MI

- *Neighborhood Concept Master Plans:* Graduate landscape architect developing neighborhood concept master plans for various park locations, based on engagement with 'park tender' stakeholder groups in each neighborhood surrounding the park locations. Successive updates have been completed yearly since 2012 (2014).

Southern Lakes Parks and Recreation, Fenton, MI

- *Five-Year Parks and Recreation Plan:* Graduate landscape architect leading committee representing Fenton Township, City of Fenton, and City of Linden through development of its five-year recreation plan. Helped define the role of the commission, expanding from programs and community education to facility development and increasing the service area (2014).

Grayling Country Club, Grayling, MI

- *Golf Tribute:* Graduate landscape architect for the development of a memorial concept plan and illustration in memory of local youth. The illustration is being used to raise funding for a project adjacent to the clubhouse (2013).

Greater Flint Baseball Association, Genesee County, MI

- *American Legion Baseball Complex Master Plan:* Graduate landscape architect providing master planning to expand and improve a 75-acre travel league baseball complex including new fields, drainage, parking, storage and practice facilities, walking trails, and other amenities (2015).

Following is Experience with Other Firms

North Flint Reinvestment Corporation, Flint, MI

- *Neighborhood Revitalization:* Executive director leading various projects with community engagement and neighborhood revitalization (2011-12).

JFR ARCHITECTS, PC
[illegible] DRIVE
STERLING HEIGHTS
MICHIGAN 48313
[illegible]

JFR ARCHITECTS, PC

James F. Renaud AIA, NCARB
Principal in Charge / Project Manager / Project Architect

Education:

University of Michigan	Masters of Architecture
Lawrence Technological University	Bachelor of Science in Architecture

Professional Affiliations:
Registered Architect in the State of Michigan
National Council of Architectural Registration Board Certificate
Detroit Chapter Board of Directors – Secretary for American Institute of Architects 2009-2011
Detroit Chapter Board of Directors – Vice-President for American Institute of Architects 2012
Awarded AIA Detroit Chapter "Young Architect Honor Award" - 2011
Chair-person for AIA Detroit, Building Codes and Regulations Committee 2008-2010
International Code Council Member
State of Michigan 2006 Code Committee Member
State of Michigan 2006 and 2009 Energy Code Committee member
Member of USGBC Detroit Chapter

With over 26 years of experience Mr. Renaud's encompasses a wide range of building types from commercial retail, municipal, educational projects to residential and interior architecture. Mr. Renaud's area of expertise is in the development and management of construction documents, code analysis, and construction administration.

He demonstrates honed technical acuity and provides functional and value driven solutions and is considered an expertise in the area of Building Codes, Accessibility Regulations and Energy Codes. He has served for years on the Detroit Chapter - AIA Building Codes and Regulations Committee and has chaired this body for four years. Additionally, he has served on the State of Michigan Code Committee updating and refining standards and best practices for the past three review cycles; in 2003, 2006 and 2009.

His many years in the field, serve James well. He is the kind of valued architect that sees design beyond its documentation. Construction managers and clients alike consider him a vital resource ensuring that their facilities are built right. James received his Masters of Architecture degree with Distinction from the University of Michigan. Clients rely on James for his thorough project management process, excellent communication skills and personal dedication to the project outcomes. James has over 26 years of professional experience with over 21 year specifically in public architecture and demonstrates an ability to maximize value delivered. James provides the highest level of commitment, responsiveness, and thorough project delivery to each of his projects.

Past Projects

ROWE completed the following projects on time according to the client's schedule.

VETERANS MEMORIAL PARK, Stanton, MI

Client: City of Stanton
Contact: Jake Eckholm, Stanton/Lakeview Manager, (989) 831-4440, lakeviewvillagemanager@gmail.com
Completed: ongoing

Recently awarded the construction and planning contract for the City of Stanton Veteran's Memorial Park. The project includes the development of a memorial in the park along with park amenities. ROWE will be coordinating with the city as well as various other community partners both in the development as well as in the process of finding financial sources to complete the park. The city is currently in the beginning stages of crafting a master plan, which the veteran's memorial will complement.

DEARBORN HEIGHTS PARK IMPROVEMENTS, Dearborn Heights, MI

Client: JFR Architects / City of Dearborn Heights Parks and Recreation Department
Contact: Ken Grybel, Director, (313) 791-3600, recreation@ci.dearborn-heights.mi.us
Completed: 2009

Developed concepts and design and provided construction assistance for a CDBG-funded neighborhood park re-development. Options considered maximizing parking and creating safe pedestrian circulation in conjunction with library and city hall. Elements included building demolition, parking lot, hockey rink, basketball courts, pathway repair, splash pad/spray park and pavilion. Investigated value of well-vs-city water source and new technologies for grey water capture and re-use.

LAKESIDE PARK, Port Huron, MI

Client: City of Port Huron
Contact: Nancy Winzer, Parks & Recreation Director, (810) 984-9760; winzern@porthuron.org
Completed: 2016

Developed concepts and design for redeveloping a regional beach site on the Lake Huron shoreline. Project includes universally-accessible features funded by private, city, and MDNR grant funds, including a splash pad, concession/restroom building, shade trellis, beach access/overlook, demolition, and other site amenities. Permitting due to high-risk erosion and coordination with utility upgrades and geotechnical issues were necessary. The splash pad design evaluated a storm water diversion solution. The project was fast tracked within a four-month window for design. ROWE also assisted with construction.

RILEY ARCHERY RANGE, Farmington Hills, MI

Client: City of Farmington Hills
Contact: Bryan Farmer, Deputy Director of Special Services, (248) 473-1805, bfarmer@fhgov.com
Completed: 2014

Worked closely with city staff as a partnership to design a precedent-setting outdoor archery range and parking expansion. Concept and site design required extensive grading and sensitivity to the adjacent drain, historic art facility, and nearby nature center. Tasks were shared with city staff to minimize project costs. Awarded *2015 Facility Design Award,* Michigan Recreation and Park Association

AS-NEEDED SERVICES, Oakland County, MI

Client: JFR Architects PC / Oakland County Parks and Recreation Commission
Contact: Mike Donnellon, Landscape Architect, (248) 858-4623, donnellonm@co.oakland.mi.us
Completed: 2006-2014

- *Addison Oaks Improvements (Leonard, MI):* Civil site design adding a pavilion, barrier-free parking, and accessible pathway, including associated grading, signage, details, and coordination with architect and construction manager (2014).
- *Dixie Gulley Run:* Concept and site plan development for an off-road vehicle test event. ROWE advised the county and coordinated with the township, private land owners, and stakeholder groups for the construction and operation of a temporary test event within an existing surface mining site. ROWE coordinated sound testing for the event as well (2014).
- *Horse Barn, Springfield Oaks:* Site plan and storm drainage design for a 13,000-square-foot sheltered arena (2014).

- *Dixie Gully Run ORV Park (Holly, MI):* Master planning of 900-acre mine reclamation site, including site design and construction observation for an ORV demonstration phase. Included coordination with county staff and various stakeholders to organize a promotional event including sound testing for future phases ($75K construction; 2014).
- *Fairgrounds (Davisburg, MI):* Master planning assistance for 600-acre potential fairgrounds site, mine reclamation, water sports, highway access, and linkages to adjacent state, county, and private recreation. Business models include retail and housing development and partnering with township and private entities.
- *Waterford Oaks Water Park / Winter Sports Facilities (Waterford, MI):* Master planning assistance on updating existing water park and winter sports facilities for better shared and multi-season use. Suggestions were made for feasibility of large-scale earthwork and land shaping (2006).

MAX BRANDON PARK FORESTRY STUDY & MASTER PLAN, Flint, MI

Client: Keep Genesee County Beautiful
Contact: Karen West, Director, (810) 767-9696, kwest@kgcb.net
Completed: 2009

Completed a 53-page forestry study and master plan for Max Brandon Park that provides vital information and recommendations for physical improvements and maintenance of the park. Once called Forest Park, the 107-acre wooded site – with its pavilions, playgrounds, walkways, parking lots, forested wetlands and nearby Bunche Elementary School – had been suffering because of an overwhelmed parks department and lack of maintenance due to budget shortfalls.

ROWE collected input from park users, staff and students at the elementary school, and the neighborhood residents. ROWE worked with a horticulturist to create a method to inventory and analyze the condition of the forest. They catalogued a diverse sampling of trees in an electronic database and identified three zones of the park, from low to high, to prioritize tree maintenance based on the amount of park use. For the project, ROWE collaborated with Keep Genesee County Beautiful; the Genesee County Parks and Recreation Commission; Applewood Estate; and Salem Housing Community Development Corporation.

This forestry study has proved to be an effective tool as gardens are now being maintained by community volunteers, residents in neighborhoods bordering the park are planning recreational programs and forming groups to maintain the property, and city park staff is receiving direction on how to provide more efficient mowing methods and targeted forest maintenance.

The Genesee County Parks and Recreation Commission has since adopted the park in a cooperative agreement with the City of Flint. ROWE has completed subsequent design work for a wetland boardwalk for an environmental education and awareness project in the park.

MIDLAND COMMUNITY CENTER, Midland, MI

Client: Midland Community Center
Contact: Kevin Heye, Executive Officer, (989) 832-7937 ext. 2211, kheye@mymcc.org
Completed: 2008

Concept design, site plan approval, surveying, and construction engineering services for a 9.25-acre neighborhood campus reconstruction, to create a pedestrian-friendly "active" site.

The project involved exploring options for parking lot efficiency; the preferred option included city-approval process for a road closure and use of underground storm water storage. Project required strategic construction phasing to allow for continuous access to the center.

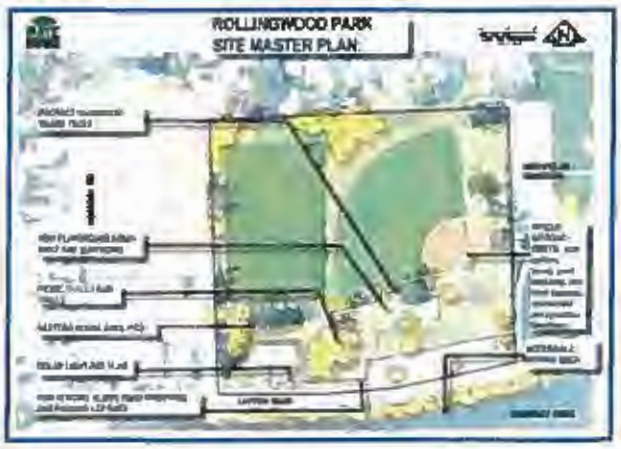
Site features include:

- Landscaping, including lighting and signage
- Fitness paths
- Nature-themed playground
- Basketball court
- Picnic areas
- Sports field
- Donor recognition
- New curling center

PARK TENDER MASTER PLANS (various neighborhood parks), Flint, MI

Client: Keep Genesee County Beautiful
Contact: Karen West, Director, (810) 767-9696, kwest@kgcb.net
Completed: 2014

Coordinated with nine neighborhood adopt-a-park groups to create a one to three-year plan for improvements that leveraged private funding and in-kind labor to impact local urban parks and maintenance issues using CPTED measures. Provided annual update and included additional park groups.



REGIONAL RECREATION FIVE-YEAR MASTER PLAN, *Fenton, MI*

Client: Southern Lakes Regional Metropolitan Parks and Recreation Commission
Contact: Vince Paris, Director, (810) 714-2011, vparis@slpr.net
Completed: 2014

Developed an MDNR five-year recreation plan leading a committee that represents Fenton Township, City of Fenton and the City of Linden through the development of its five-year recreation plan. Helped define the role of the commission, expanding from programs and community education to facility development and increasing the service area. Developed site concept plan for the Friends of the Shiawassee River to create a water access point.

CITY OF JACKSON, MICHIGAN
Loomis Park Master Plan

RIVERFRONT PARK MASTER PLAN, Clio, MI

Clients: City of Clio
Contact: Eric Wiederhold, City Administrator, (810) 686-5850, clio.ericwiederhold@gmail.com
Completed: 2013

Developed master concept plan for a 20-acre riverfront park with close proximity to the downtown business district and residential areas. Addressed vehicular circulation, addition of rental pavilions, linkage to regional non-motorized trail, and a regional outdoor music theater.

FIVE-YEAR PARKS & RECREATION PLAN, *Mundy Township, MI*

Client: Mundy Charter Township Corridor Improvement Authority
Contact: Dave Guigear, Supervisor, (810) 655-4631, dave.guigear@mundytwp-mi.gov
Completed: ongoing

Assisting a newly formed tax authority and the township with an update to their recreation plan and development of a concept plan for a key multi-use parcel. ROWE is coordinating partnerships with local and intermediate school districts, business owners, and other stakeholders to develop a regional park destination.

AS-NEEDED SERVICES, Owosso, MI

Client: Shiawassee County Parks and Recreation Commission
Contact: Hartmann Aue, County Board of Commissioners Chair, (517) 599-8824, haue@shiawassee.net
Completed: 2015

Currently under contract to provide as-needed services, including development of a county-wide recreation plan, coordinating with county-wide stakeholders, including the Live Healthy Shiawassee organization and development of a county-wide greenspace and non-motorized plan. Concept plan developed for Shiatown Dam removal and access along the Shiawassee River.

***BARBER MEMORIAL PARK MASTER PLAN**, Montrose Township, MI*

Client: Montrose Township
Contact: Mark Emmendorfer, Supervisor, (810) 639-2021, memmendorfer@montrosetownship.org
Completed: 2012

Worked with township and stakeholder representatives, **including a veterans group**, to prepare concept plan alternatives and a feasibility plan to provide a **memorial** and expand the park to create a regional draw and introduce camping as to help the local economy and complement current programing. ROWE had prepared the original concept plan that resulted in more than $300,000 in MDNR-funded improvements to initially develop the park. The recent concept site plan was the basis for a successful $103,400 MNRTF land acquisition grant to expand the park.

Past Projects

The staff at ROWE Professional Services Company regularly works with many grant and loan programs for funding projects. We work hard to help clients find the right program to aid in financing costly projects that are critical to maintaining a good quality of life and environmental protection for their community. We guide our clients through the evaluation and application process for the following programs and private grants.

Transportation Enhancement Grant

MDNR Trust Fund Grant

MDNR Trust Fund Grant

Kellogg Access to Recreation Grant & MDNR Grant

Parks & Trails Grants

- Michigan Department of Transportation (MDOT) Enhancement Grant
- Transportation Alternative Program
- Non-motorized – Act 51
- Michigan Department of Natural Resources (MDNR) Trust Fund
- Recreation Passport
- Safe Routes to School
- Land and Water Conservation Fund
- Michigan Department of Environmental Quality Scrap Tire Market Development Grant

Recent Grant Awards

- Mid Michigan Pathway (various sources) $2M
- City of Alma (MDNR) 2013 Access Projects $300K
- City of Alma (MDNR) 2014 Fred Meijer Heartland Trail, etc. $1M
- City of Clio (MDNR) Riverfront Park/Trail $250K
- City of Clio (MDEQ) scrap tire grant $600K
- Genesee County Parks & Recreation Commission Bluebell Beach Trail (MDNR) $45K
- City of Ithaca (MDNR) Soccer Fields $300K
- Village of Port Sanilac (MDNR) Tennis Courts, Restroom, Trailhead $240K
- City of Flint (MDNR) McKinley Park $270K
- City of Flint (MNDR/MDOT) Grand Traverse Trail $1.5M
- City of Flint (MDOT) Genesee Valley Trail $700K
- City of Alma (MDOT) Superior Street / Heartland Trail Extension $340K
- Independence Township (USTA) Tennis Courts $50K
- Montrose Township (MDNR) Park Expansion $103,400
- City of Gladwin (MDNR) Park Improvements $185K
- City of Omer (SCIT) Park Improvements $30K
- City of Owosso (MDNR) Restroom Improvements $30K
- Grand Blanc Charter Township (MDOT) Trail Improvements $700K

TOTAL IN PAST 5 YEARS: $9M+

Past Projects

JFR Architects, PC, completed the following projects on time according to the client's schedule.

ADDISON OAKS RECRETION PAVILION, *Leonard, MI*

Client: Oakland County Parks and Recreation Commission
Contact: Michael Donnellon, Jr., Chief of Park Facilities and Maintenance, 248-858-4623, donellonm@oakgov.com
Completed: 2014

Project architect for new outdoor picnic pavilion and utility building near the campground. The structure is intended to replace a temporary tent facility currently being used in the area and provide needed resources for camps and various activities center.

JFR worked closely with the OCPR staff, construction manager, and the parks end users in design and layout of the facility for key requirements and features that will help reduce maintenance and provide a necessary park enhancement.

***CLINTON TOWNSHIP PROJECTS**, Clinton Township, MI*

Client: Clinton Township
Contact: William Sowerby, Township Treasurer, (586) 723-8121, w.sowerby@clintontownship-mi.gov
Completed: ongoing

Designer and project architect for various projects for Clinton Township for 15 years including new Fire Station #1 and #5, renovation of existing old police building, interior renovation for parks and recreation office space, and community cable TV.

- *Senior Center:* Recently project architect for new community fitness room addition. Addition includes approximately 3,000 square feet of new construction at the existing facility. Also included was several key interior renovations and modifications to improve circulation and the life safety requirements of the building, which included ADA improvements with existing toilet rooms and facilities and gym floor replacement. Project responsibility includes feasibility studies, estimating, budgeting, construction documents and value engineering and construction administration on the project.
- *Heritage Estates*: Project architect for roof replacement, HVAC replacement, and balcony and railing replacements all funded by the Community Development Block Grant program and phased over a course of several years. The projects included architectural design, HUD application assistance, and pre-design master planning, bidding, and construction observation.

***ELLIS BARN IMPROVEMENTS**, Springfield Township, MI*

Client: Oakland County Parks and Recreation Commission
Contact: Michael Donnellon, Jr., Chief of Park Facilities and Maintenance, 248-858-4623, donellonm@oakgov.com
Completed: ongoing

Project architect and designer for several projects at Springfield Oaks Park.

- Campground electrical upgrades and expansion of site pedestals, and new lighting in the arena and parking lot. The project was a large effort, with coordination of DTE, contractors, supplier, and end users.
- Ellis Barn improvements, including code study and analysis, egress stairs, and elevators and structural improvements in an effort to provide a successful adaptive reuse of the structure while keeping to the original 1872 integrity.

Several of the projects were delivered through the construction manager and fast-track construction while other were built though general contractor and bidding.

Work continues at Springfield Oaks and keeps moving forward on schedule.

CITY OF JACKSON
Founded 1829

City Manager's Office

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

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager

DATE: November 15, 2016

SUBJECT: Approve a Contract with Executive Property Management, Jackson, Michigan, to provide snow and ice removal services on downtown sidewalks, parking lots and the Police Department facility.

Recommendation:

Approve a contract with Executive Property Management, Jackson, Michigan, to provide snow and ice removal services on the downtown sidewalks, parking lots and the City of Jackson Police Department parking lots and sidewalks. The cost for city-owned parking lots is $28,675.00, for downtown sidewalks is $43,600.00 and for the Police Department is $1,505.00.

Your consideration and concurrence is appreciated.

PHB/tsk

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Todd Knepper, Director of Public Works

DATE: November 15, 2016

RECOMMENDATION: Approve a Contract with Executive Property Management (EPM), Jackson, Michigan, to provide snow and ice removal services on downtown sidewalks, parking lots and the Police Department facility.

SUMMARY

Downtown snow and ice removal bids were accepted through the City of Jackson Purchasing Department, and two responsible bids were returned. The work will consist of clearing snow and ice off of downtown sidewalks and city owned parking lots, as well as parking lots at the Police Department.

BUDGETARY CONSIDERATIONS

Bid cost for snow and ice removal from downtown sidewalks are as follows:

Sidewalks = $43,600.00

Parking Lots = $28,675.00

Police Department = $1,505.00

The cost of downtown sidewalk snow removal is budgeted in 101-447-000-818.000 and city-owned parking lot snow removal is budgeted in the various parking lot contractual services line items.

HISTORY, BACKGROUND and DISCUSSION

This will be the third winter season that sidewalk and parking lot snow removal is coordinated between contractors and Public Works personnel in order to provide appropriate services during the winter months.

DISCUSSION OF THE ISSUE

The use of a contractor has been beneficial in providing improved snow and ice removal services in the downtown area.

POSITIONS

I recommend approval of a contract with Executive Property Management for snow and ice removal services on downtown sidewalks, city-owned parking lots and the Police Department facility.

JACKSON
Founded 1829

Bid Tabulation For
Downtown Sidewalks and Parking Lot Snow Removal
and Police Department Sidewalks and Parking Lot Snow Removal
October 26, 2016

	Executive Property Maintenance 2840 Shirley Drive Jackson, MI 49201	Wolverine Sealcoating 545 Shirley Drive Jackson, MI 49202
DESCRIPTION	**LUMP SUM BID**	**LUMP SUM BID**
LUMP SUM Bid Price for **SIDEWALK** snow removal and deicing (for months November 15th through April 15th):	$43,600.00	$41,600.00
LUMP SUM Bid Price for PARKING LOT snow plowing and deicing (for months November 15th through April 15th):		
Bid Price Parking Lot 3	$3,500.00	$4,000.00
Bid Price Parking Lot 5	$4,265.00	$4,000.00
Bid Price Parking Lot 6	$1,775.00	$3,000.00
Bid Price Parking Lot 7	$1,105.00	$2,200.00
Bid Price Parking Lot 8	$5,275.00	$4,400.00
Bid Price Parking Lot 9	$3,690.00	$3,500.00
Bid Price Parking Lot 9a	$1,440.00	$1,100.00
Bid Price Parking Lot 14	$865.00	$2,750.00
Bid Price Parking Lot 18	$960.00	$2,750.00
Bid Price Parking Lot 20	$3,930.00	$2,300.00
Bid Price Parking Lot 21	$1,870.00	$3,900.00
LUMP SUM Bid Price for PARKING LOT snow plowing and deicing (for months November 15th through April 15th):	$28,675.00	$33,900.00
Police Department Bid Prices		
Patrol Parking Lot	$1,025 - per season	$35 per plow/$30 Salt*
West Side Visitor Parking Lot	$480 - per season	$30 per plow/$30 Salt*
Police Department Sidewalk Bid Prices		
Employee Sidewalk	$25.00	$10.00
West Visitor Sidewalk	$30.00	$10.00
East Visitor Sidewalk	$40.00	$15.00
East Washington Sidewalk	$60.00	$30.00
East Washington Stairs/Wheelchair Ramp	$25.00	$10.00

*$650 per month for both lots

CITY OF JACKSON
Founded 1829

City Manager's Office

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

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager

DATE: November 15, 2016

SUBJECT: Approve the purchase of 4,000 tons of road salt from Cargill Company for $55.96 per ton for a total amount of $223,840.00 for the 2016-2017 winter season.

Recommendation:

Approve the purchase of 4,000 tons of road salt from Cargill Company for $55.96 per ton for a total amount of $223,840.00 for the 2016-2017 winter season through cooperative bidding with the Jackson County Department of Transportation. These purchases are budgeted in 202-478-000-782.000 and 203-478-000-782.000, Major and Local Street Winter Maintenance.

Your consideration and concurrence is appreciated.

PHB/tsk

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Todd Knepper, Director of Public Works

DATE: November 15, 2016

RECOMMENDATION: Approve the purchase of 4,000 tons of road salt from Cargill Company for $55.96 per ton for a total amount of $223,840.00 for the 2016-2017 winter season.

SUMMARY

The Jackson County Department of Transportation graciously allows the City to cooperatively purchase road salt through their annual competitive bidding process, and the results of this seasons bid is Cargill Company with a cost of $55.96 per ton.

BUDGETARY CONSIDERATIONS

The City uses approximately 4,000 tons of salt per year, and given the bid of $55.96 per ton, the total cost for the 2016-2017 winter season is $223,840.00, which is approximately $1,040.00 dollars less than last season. These purchases are budgeted in 202-478-000-782.000 and 203-478-000-782.000, Major and Local Street Winter Maintenance.

HISTORY, BACKGROUND and DISCUSSION

These quantities and purchase amounts remain consistent with recent years, and our expectations for required use remain the same for the upcoming winter season.

POSITIONS

I recommend approval of road salt purchase from Cargill in the amount of $223,840.00 through the cooperative bid with the Jackson County Department of Transportation.

CITY OF JACKSON
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City Assessor's Office

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

MEMO TO: Mayor and City Councilmembers

FROM: Jason Yoakam, City Assessor

DATE: November 15, 2016

SUBJECT: Corrective Resolution for Special Assessment Roll No. 4248

Recommendation: Approve Corrective Resolution for Special Assessment Roll No. 4248 for Delinquent Miscellaneous Building Demolition Fund, confirmed November 18, 2014.

Attached please find the corrective resolution for Special Assessment Roll No. 4248 for Delinquent Miscellaneous Building Demolition Fund, confirmed November 18, 2014.

The Neighborhood and Economic Operations department who issued the invoice has determined that a change in ownership after the condemnation did not allow for due process to the current owner and was not removed prior to confirmation. (See attached). Therefore the special assessment for Invoice# 1300012651 in the amount of $5,054.11 is being requested to be removed.

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

Attachments.

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Jason Yoakam

DATE: November 15, 2016

RECOMMENDATION: Recommend adoption of a Corrective Resolution for Special Assessment Roll No.4248

SUMMARY

An invoice was issued for the demolition of a garage located at 710 Lansing Ave (Parcel # 2-150800000). That invoice went unpaid and became a special assessment as of November 18, 2014. Upon review the Neighborhood and Economic Operations Department discovered that a transfer of ownership happened after the condemnation and pending demolition were ordered thus not allowing the property owner due process. A corrective resolution to remove the special assessment is attached.

BUDGETARY CONSIDERATIONS

None

HISTORY, BACKGROUND and DISCUSSION

None

DISCUSSION OF THE ISSUE

None

POSITIONS

Recommend adoption of a Corrective Resolution

ATTACHMENTS: Memo to Council; Corrective Resolution; Letter from NEO requesting removal of special assessment; Letter from taxpayer requesting removal of special assessment.

CORRECTIVE RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Building Demolition accounts receivable, which assessments were by him placed on Assessment Roll No. 4248 and were reported to the City Council at its regular meeting held on the 28th of October, 2014; and

WHEREAS, on the 18th of November, 2014, the City Council held a public hearing and confirmed said special assessment roll; and

WHEREAS, parcel 2-150800000, has a Special Assessment of $5,054.11 from Invoice 1300012651; and

WHEREAS, on November 9, 2016, the Neighborhood and Economic Operations department determined that parcel 2-150800000 did not receive due process and have requested that the assessment be removed. (See memo).

NOW, THEREFORE, BE IT RESOLVED, that the special assessments upon parcel 2-150800000 in the amount of $5,054.11 (Invoice 1300012651) is hereby deleted.

* * * * * * *

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

I, Andrew J. Wrozek, Jr., City Clerk in an 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 this 15th day of November, 2016.

IN WITNESS WHEREOF, I have hereto affixed
My signature and the Seal of the City of Jackson,
Michigan, on this 16th day of November, 2016.

_____ Andrew J. Wrozek, Jr., City Clerk

_____ William C. Jors, Mayor

CITY OF JACKSON
Founded 1829

Neighborhood & Economic Operations

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4060, (517) 788-4012 • Facsimile: (866) 971-2151

To: Jason Yoakam, City Assessor's Office

Date: November 9, 2016

From: Jennifer Morris, Director, Neighborhood and Economic Operations

Subject: Removal of Property #2-1508 (710 Lansing Ave) from Roll #4248 (DLQ 252 Bldg Demo Fund)

The above referenced property (710 Lansing Ave) was acquired by James Clifton through County tax sale in 2013. Unfortunately, throughout the acquisition process, the new property owner was never informed of the condemnation of the garage and its pending demolition. He has subsequently received a special assessment in the amount of $5054.11. We are now asking that the special assessment be removed from the property via a corrective resolution.

June 3, 2016

RECEIVED
JUN 03 2016

To: City Manager, Patrick Burtch,
NEO Director, Jennifer Morris,
Chief Building Offical/ Building Inspector, Brian Taylor

From: James N. Clifton
Owner of properties 704 & 710 Lansing Ave, Jackson, MI 49202

RE: Demolition Bill Waiver

As per the meeting with City Manager, Patrick Burtch and NEO Director, Jennifer Morris, and our verbal agreement, I am requesting the bill from the demolition of the garage that was on my 710 Lansing Ave, Jackson, MI property be waived and forgived, and the lein on the property be lifted and removed so I can sell approximately 1/10th of an acre to my neighbor. Our verbal agreement was conditional upon a visual inspection of the properties (710 Lansing Ave. & 704 Lansing Ave.). The visual inspections took place approximately a week later and I was told that 710 Lansing Ave looked good but some clean-up was needed still at 704 Lansing Ave. The clean-up has been done for awhile and when I asked about the forgiveness of the bill, Ms Morris said we had to comply with not only the visual inspection but our rental inspection (which had just took place) of 704 Lansing Ave., before we can move forward of the exoneration of the bill. This was not the agreement of an outside visual inspection, which was complied with. However, upon a recent meeting with Chief Building Offical/ Building Inspector, Brian Taylor and a brief interaction with Ms. Morris, as well, I was told to write this letter to request the removal of the bill be done prior to the rental inspection finalization.
The reasons being are:

1) I want to sell approximately 1/10th of an acre of the 710 Lansing Ave property to my neighbor Steve Hunt, who is the landlord of that property. The City Building Inspection department is on him to expand his parking for his tenants but he does not have the room and needs that extra strip of propery to comply. He has started to comply by starting to concrete his driveway, but is in limbo to complete until I can sell him part of the property.
2) I cannot sell him the portion of property until the bill is forgiven and the lein is lifted at the City Treasurer's office.
3) Since we received the rental inspection report, we have been working on repairing/complying with the necessary fixes, however, due to the limited funds we have (the rental income, when everyone is paying, is just enough to pay for all the expenses of mortgage and utilities of the rental house; our income, just pays for our living expenses. My wife receives minimum disability each month and my sales job is draw-commission based and has been minimum and not lucrative, over the past few years.
4) The potential sale of the partial property can help pay for the inspection fees, as well as monies to help with the necessary repairs to complete and comply with the rental inspections.
5) Complying with the rental inspection was not part of the original verbal agreement. We have complied with the visual outside drive-by inspection, which was part of the original verbal agreement.

Please consider my urgent request and let me know as soon as possible.

Thank you.

James N. Clifton

James N. Clifton
704 Lansing Ave, Apt 1
Jackson, MI 49202
517-917-4507

CITY OF JACKSON
Founded 1829

City Attorney's Office

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4050, (517) 788-4023 • Facsimile: (866) 971-2117

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Bethany M. Smith, City Attorney

DATE: Council Meeting – November 15, 2016

SUBJECT: ***Resolution and Deed to Transfer Two Parcels to the County of Jackson***

Recommendation: APPROVE the attached *Resolution* and Execution of the *Deed.*

Your consideration and concurrence is appreciated.

DEPARTMENT REPORT

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Bethany M. Smith, City Attorney

DATE: Council Meeting – November 15, 2016

RECOMMENDATION: APPROVE the attached *Resolution to* transfer two parcels of property to the County of Jackson located on North Blackstone, authorize the Mayor to sign the Deed, and authorize the City Attorney to make minor modifications and to take all other actions necessary to finalize the transfer.

SUMMARY

The attached Resolution and Deed drafted by the County of Jackson will effectuate transfer of two parcels of property located in the Jackson County Fairgrounds to the County of Jackson.

HISTORY, BACKGROUND and DISCUSSION

The County of Jackson recently discovered that two parcels of property that are located within the area known as the Jackson County Fairgrounds are in fact owned by the City of Jackson. The County of Jackson claims to have been utilizing these two parcels for over 150 years as fairgrounds property. The County of Jackson has claims to have been maintaining these two parcels for this amount of time as well.

The County of Jackson has requested that the City of Jackson transfer these two properties to the County. No consideration will be paid to the City of Jackson for this transfer. A copy of the Deed that will be executed upon City Council's approval is attached.

Two maps are also attached showing the location of the two parcels.

POSITIONS

APPROVE the attached *Resolution*, authorize the Mayor to sign the Deed, authorize the City Attorney to make minor modifications to the Deed and to take all other actions necessary to finalize the transfer.

ATTACHMENTS: Resolution
Deed
Maps showing location of the parcels

RESOLUTION

North Blackstone Street Properties

BY THE CITY COUNCIL OF THE CITY OF JACKSON :

WHEREAS, on January 30th, 1872, a court ordered all parts of the Addition to the City of Jackson, Michigan made by John T. Durand be vacated;

WHEREAS, on June 23rd, 1886, a warranty deed between John L. Sharp & Ella W. Sharp and the City of Jackson, Michigan was established for Lot Ten (10) in Block Five (5) of Durand's Addition of the City of Jackson, Michigan;

WHEREAS, on September 2nd, 1886, a warranty deed between Constaut C. Poud & Esther Poud and the City of Jackson, Michigan was established for the South one-half of Lot One (1) in Block Seven (7) of Durand's Addition to the City of Jackson, Michigan;

WHEREAS, the two (2) parcels of land owned by the City of Jackson, Michigan is located within the County of Jackson, Michigan fairgrounds and;

WHEREAS, the two (2) parcels of land have been utilized by the County of Jackson, Michigan for the past 150 years;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Jackson, Michigan approves the quit-claim deed transferring the land situated in the City of Jackson, Michigan described as follows: Parcels 1-035900000 and 1-03610000406, both being Vacant Land N. Blackstone St., Jackson, Michigan 49201 to the County of Jackson, Michigan.

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 of Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Jackson City Council on the _____ day of _____, 2016.

IN WITNESS WHEREOF, I have hereto affixed my signature and the seal of the City of Jackson, Michigan, on this ___ day of _____, 2016.

_____City Treasurer/Clerk

QUITCLAIM DEED

The Grantor, **City of Jackson**, a Michigan Municipal corporation, by Patrick H. Burtch, its Manager, quitclaims to Grantee, **The County of Jackson**, a Michigan Municipal corporation, whose address is 120 W. Michigan Avenue, Jackson, Michigan 49201, the following described premises in the City of Jackson, Jackson County, Michigan:

> Lot 10, Block 5, Durand's Addition to the City of Jackson, according to the recorded plat thereof, as recorded in Liber 1 of Plats, Page 37, Jackson County Records. Said Lot 10, Block 5, being a part of the now vacated portion of said Durand's Addition as set forth in Liber 75, Page 240, Jackson County Records. ALSO: The South ½ of Lot 1, Block 7, Durand's Addition to the City of Jackson, according to the recorded plat thereof, as recorded in Liber 1 of Plats, Page 37, Jackson County Records. Subject to existing restrictions, easements, rights-of-way and zoning laws of record affecting the use of the property. (Commonly known as 406 N. Blackstone St. and vacant land N. Blackstone St., Jackson, Michigan 49201) (Tax Computer Nos. 1-035900000 and 1-306100000)

for less than $100.00. This deed is exempt from Michigan Real Estate Transfer Tax under the provisions of MCL Sections 207.526(a) and 207.505(a).

DATED: _____, 2016.

City of Jackson

_____

By: **Patrick H. Burtch**
Its: Manager

STATE OF MICHIGAN)
) ss.
COUNTY OF JACKSON)

On _____, 2016, **Patrick H. Burtch**, the Manager of the **City of Jackson**, a Michigan Municipal corporation, appeared before me and signed and acknowledged this Deed as his free act and deed.

_____

Notary Public, Jackson County, MI
My commission expires: _____

Prepared without opinion by: Philip J. Curtis, Esq.
CURTIS, CURTIS & BRELINSKI, P.C.
120 W. Michigan Avenue, Suite 1500
P. O. Box 766
Jackson, MI 49204-0766
517-787-9481

When Recorded Return to: **Grantee**

Send Subsequent Tax Bills To: **Grantee**

PARCEL DATA SHEET - PARCEL ID: 1-036300000

OWNER NAME	COUNTY OF JACKSON
OWNER ADDRESS	120 W MICHIGAN AVE JACKSON MI 49201
HOMESTEAD	0%
PARCEL ADDRESS	104 W GANSON ST JACKSON MI 49201
PROPERTY CLASS	710 - COUNTY OWNED
STATUS	Active
ACREAGE	35.6 Acres
GOV'T UNIT	City of Jackson
TAX UNIT	City of Jackson
SCHOOL DISTRICT	JACKSON PUBLIC SCHOOL
LIBER/PAGE	

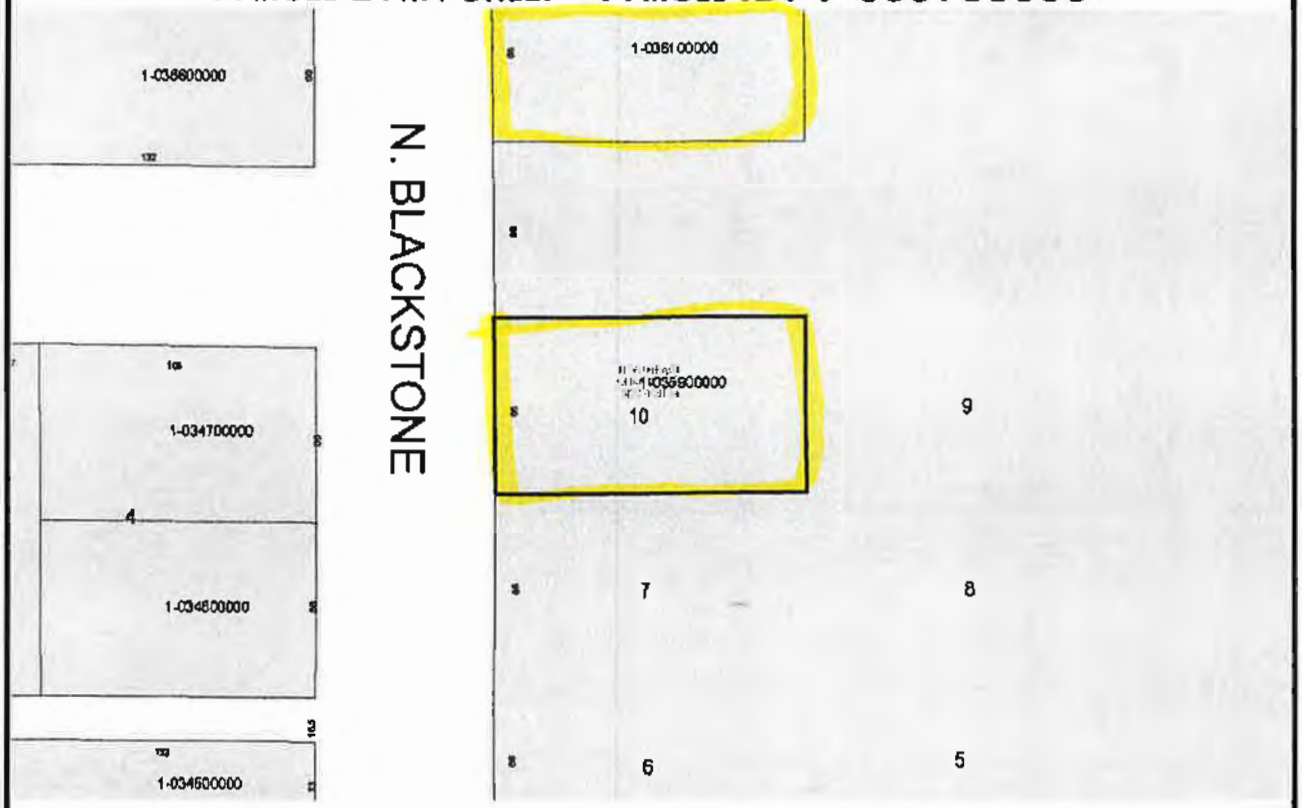
	2014	2015	2016
TAXABLE VALUE	$0	$0	$0
ASSESSED VALUE	$0	$0	$0

TAX DESCRIPTION

BEG AT INTERS OF S LN OF NORTH ST & E LN OF BLACKSTONE ST TH E ALG S LN OF NORTH ST TO W EDGE OF GRAND RIVER, TH SLY ALG THE WLY EDGE OF GRAND RIVER TO THE N LN OF GANSON ST, TH W ALG N LN OF GANSON ST TO THE E LN OF BLACKSTONE ST TH N TO THE SW COR OF LOT 10 BLK 5, TH E 118.8 FT, TH N 66 FT TH W 118.8 FT TO THE E LN OF BLACKSTONE ST TH N 66 FT TO THE SW COR OF LOT 1 BLK 7 TH E 118.8 FT TH N 66 FT, TH W 118.8 FT TO THE E LN OF BLACKSTONE ST, TH N TO BEG INCLUDES LOTS 1 THRU 9, BLK 5, ALL OF BLK 6, THE N 1/2 OF LOT 1 & ALL OF LOTS 2 THRU 8, BLK 7 DURAND'S ADD AND NE 1/4 SEC 34 T2S R1W

This generated map is provided to allow easy access and visual display of governmental information and services, as well as to information from other sources. Every reasonable effort has been made to ensure the accuracy of the maps and data provided; nevertheless, some information may not be accurate. The burden of determining the accuracy, timliness, completness, merchantability, and fitness or appropriateness of use rests solely on you, the user. The parcel data on this sheet was last updated on August 10, 2016.

Parcel Data Sheet - Parcel ID: 1-035900000



OWNER NAME	CITY OF JACKSON
OWNER ADDRESS	161 W MICHIGAN AVE JACKSON MI 49201
HOMESTEAD	0%
PARCEL ADDRESS	N BLACKSTONE ST JACKSON MI 49202
PROPERTY CLASS	711 - TWP/CITY/VILLAGE OWNED
STATUS	Active
ACREAGE	0 Acres
GOV'T UNIT	City of Jackson
TAX UNIT	City of Jackson
SCHOOL DISTRICT	JACKSON PUBLIC SCHOOL
LIBER/PAGE	

	2014	2015	2016
TAXABLE VALUE	$0	$0	$0
ASSESSED VALUE	$0	$0	$0

TAX DESCRIPTION
LOT 10 BLK 5 DURAND'S ADD

This generated map is provided to allow easy access and visual display of governmental information and services, as well as to information from other sources. Every reasonable effort has been made to ensure the accuracy of the maps and data provided; nevertheless, some information may not be accurate. The burden of determining the accuracy, timliness, completeness, merchantability, and fitness or appropriateness of use rests solely on you, the user. The parcel data on this sheet was last updated on September 13, 2016.