

Proposed Agenda

April 21, 2016

Honorable Mayor and
Members of the City Council
City of Jackson

Dear Mayor and City Councilmembers:

The next regular meeting of the City Council will be held on Tuesday, April 26, 2016, at 6:30 p.m., in the City Council Chambers, 2nd Floor, City Hall, 161 W. Michigan Avenue. The following items will appear on Tuesday's agenda.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE** – Invocation by Andrew R. Frounfelker, 5th 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).**
8. **CONSENT CALENDAR.**
 - A. **Minutes of the Regular Meeting on April 12, 2016:**
Approve the minutes of the regular City Council meeting of April 12, 2016.
 - B. **Minutes of the Special City Council Meeting of April 13, 2016:**
Approve the minutes of the Special City Council meeting of April 13, 2016.
 - C. **Public Arts Commission Resignation:**
Receipt with regret the resignation of Vice Mayor Derek Dobies from the Jackson Public Arts Commission effective April 20, 2016.

- D. Public Arts Commission Appointment:**
Mayor's recommendation that he be appointed as an ex-officio member of the Jackson Public Arts Commission filling a current vacancy beginning immediately and ending May 28, 2018.
- E. Historic District Commission Resignation:**
Receipt with regret the resignation of Grant E. Bauman from the Historic District Commission effective April 19, 2016.
- F. Lumen Christi Catholic High School Prom - Red Carpet Entrance:**
Approve a request from Lumen Christi Catholic High School Prom to conduct their prom event on May 6, 2016, from 5:00 p.m. to 11:00 p.m., on N. Mechanic Street, for their traditional red carpet entrance for their 2016 Prom. (Contingent upon receipt of proper insurance coverage.)
- G. Jackson Downtown Development Authority Downtown Summer Planting Day:**
Approve a request from the Jackson Downtown Development Authority to conduct their 16th annual Downtown Summer Planting Day event on May 21, 2016, from 9:00 a.m. to 12:00 p.m., in Bucky Harris Park for registration, and the Farmers Market lot for planting. (Proper insurance coverage has been received.)
- H. Jackson Downtown Development Authority Cruise-In:**
Approve a request from the Jackson Downtown Development Authority to conduct their 17th annual Cruise-In events on May 27, June 24, July 22, August 26, and September 23, 2016, from 4:00 p.m. to 9:00 p.m. in downtown Jackson. (Proper insurance coverage has been received.)
- I. Jackson Downtown Development Authority Summer Film Series:**
Approve a request from the Jackson Downtown Development Authority to conduct their 2nd annual Summer Film Series events on July 8, July 15, July 22, July 29, August 5, and August 6, 2016, from 7:00 p.m. to 10:00 p.m., in Horace Blackman Park. (Proper insurance coverage has been received.)
- J. Veterans Day Ceremony:**
Approve a request from the Jackson County Veterans Council to conduct their annual Veterans Day Ceremony event on November 11, 2016, from 10:30 a.m. to 12:30 p.m., in Withington Park in downtown Jackson.
- K. CDBG and HOME Financial Statements through March 31, 2016:**
Receive the Community Development Block Grant (CDBG) and HOME Financial Summaries through March 31, 2016.

- L. City Summary of Revenue and Expenditures:**
Receive the City of Jackson's summary of revenue and expenditures for nine (9) months ended, March 31, 2016.
- M. Establishment of Public Hearings for Special Assessment Roll Nos. 4263 through 4267:**
Consider resolutions establishing May 24, 2016, at the City Council meeting as the time and place to hold public hearings on the following special assessment rolls, and directing the City Assessor to prepare the rolls, in accordance with the recommendation of the City Clerk.
1. Special Assessment Roll No. 4263 – Delinquent Miscellaneous 101 General Fund Accounts Receivable.
 2. Special Assessment Roll No. 4264 – Delinquent Miscellaneous Building Department Fund Accounts Receivable.
 3. Special Assessment Rolls No. 4265 and 4266 – No longer contain invoices for collection. Not necessary to confirm.
 4. Special Assessment Roll No. 4267 – Delinquent Miscellaneous 641 Public Works Fund Accounts Receivable.

9. PUBLIC HEARINGS.

10. OTHER BUSINESS.

- A. Repeal of former City of Jackson Sign Ordinance, Chapter 21.5, City Code (Second/Final Reading).**
Recommendation: Final adoption of Ordinance No. 2016-10, repealing the provisions of City Code, Chapter 21.5, known as the "City of Jackson Sign Ordinance."
- B. Final Allocation of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) Funds for Fiscal Year 2016-2017.**
Recommendation: Approve final funding allocation for the 2016-2017 Community Development Block Grant (CDBG) and HOME grants as determined by the City Council, and receive and respond to any oral or written communication regarding the Annual Action Plan.

11. NEW BUSINESS.

A. Authorize Submission of a Grant Application for Lead-Based Paint Hazard Control (LBPHC) Grant Funds and Healthy Homes Supplemental Funding.

Recommendation: Authorize submission of a grant application to HUD for \$2,500,000.00 in Lead-Based Paint Hazard Control (LBPHC) grant funds and \$400,000.00 Healthy Homes Supplemental funding.

B. Resolutions for Cost Agreements with MDOT.

Recommendation: Approve a resolution for cost agreements with the Michigan Department of Transportation (MDOT) for nine (9) past traffic signal modernizations at various locations, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate documents.

C. Resolution - Establish Donation Box License Fees.

Recommendation: Approve a resolution to establish donation box license fees.

D. Ordinance - Fire Prevention and Protection (First Reading).

Recommendation: Consider an ordinance amending Chapter 10, City Code, to adopt language from the International Code Council's 2015 International Fire Code.

E. Mowing and Turf Management Contract.

Recommendation: Award a contract for lawn mowing and turf maintenance as needed in the City Parks and Cemeteries from May 2 - October 30, 2016, to Vaquera Landscape and Construction, Chelsea, in the amount of \$110,664.40.

F. Donation of Vacant Property Located at 509 Wilson and 521 Wilson St.

Recommendation: Approve a donation of vacant property located at 509 Wilson Street and 521 Wilson Street from Linda Nabozny, and for the Mayor to execute the appropriate documents in accordance with the City Attorney.

12. EXECUTIVE SESSION to discuss a written legal opinion.

13. RETURN TO OPEN SESSION.

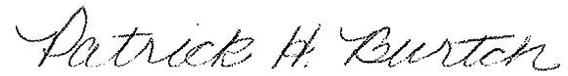
14. PROPOSED MOTION: Authorize Property Sale.

15. CITY COUNCILMEMBERS' COMMENTS.

16. MANAGER'S COMMENTS.

17. ADJOURNMENT.

Respectfully submitted,

A handwritten signature in cursive script that reads "Patrick H. Burtch".

Patrick H. Burtch
City Manager



CITY COUNCIL MEETING MINUTES

April 12, 2016

CALL TO ORDER:

The Jackson City Council met in regular session in the City Hall and was called to order at 6:32 p.m. by Mayor Bill Jors.

PLEDGE OF ALLEGIANCE - INVOCATION: - Invocation was given by Pastor Frank Hampton, Jr., Church of God, 140 W. South Street.

ROLL CALL:

Present: Mayor Bill Jors, Councilmembers Arlene Robinson, Freddie Dancy, Daniel P. Greer (arrived 6:40 p.m.), Craig Pappin, and Andrew R. Frounfelker. Absent and excused: Councilmember Derek J. Dobies.

Also present: City Manager Patrick Burtch, City Attorney Bethany Smith, City Treasurer/Clerk Andrew J. Wrozek, Jr., Director of Police and Fire Matthew Heins, City Assessor David Taylor, and Assistant City Manager/Operations Jonathan Greene.

ADOPTION OF AGENDA:

Motion was made by Councilmember Pappin, seconded by Councilmember Robinson to adopt the Agenda. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Pappin, and Frounfelker, (5). Nays: none. Absent: Councilmembers Dobies and Greer (2).

CITIZEN COMMENTS:

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

PRESENTATIONS/PROCLAMATIONS: none.

PETITIONS & COMMUNICATION:

A. Board of Review Meeting Minutes for March 8, 2016.

Recommendation: Accept and place on file the Board of Review meeting minutes for March 8, 2016.

Motion was made by Councilmember Greer, seconded by Councilmember Dancy to accept and place on file. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Frounfelker. (6). Nays: none. Absent: Councilmember Dobies (1).

CONSENT CALENDAR:

A. Minutes of the Regular Meeting on March 29, 2016:

Approve the minutes of the regular City Council meeting of March 29, 2016.

B. Orthopaedic Rehab Specialists, PC 5k/10k:

Approve the request from Orthopaedic Rehab Specialists to conduct their 25th annual event Orthopaedic Rehab Specialists, PC 5k/10k on April 23, 2016, from 6:00 a.m. to 12:00 p.m. at the corner of McCain and Robinson Road. (Contingent upon receipt of proper insurance coverage.)

C. Memorial Day Parade and Ceremony:

Approve the request from Jackson County Veterans Council to conduct their annual Memorial Day Parade and Ceremony event on May 30, 2016, from 9:00 a.m. to 12:00 p.m. in downtown Jackson. (Proper insurance coverage is in place.)

D. Jackson Downtown Development Authority Picnic in the Park:

Approve the request from the Jackson Downtown Development Authority to conduct their annual Picnic in the Park events on July 5, July 12, July 19, July 26, August 2, August 9, August 16, and August 23, 2016, from 12:00 p.m. to 1:00 p.m. in Bucky Harris Park. (Proper insurance coverage is in place.)

Motion was made by Councilmember Robinson, seconded by Councilmember Greer to adopt the Consent Calendar. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Frounfelker (6). Nays: none. Absent: Councilmember Dobies (1).

PUBLIC HEARINGS - none.

OTHER BUSINESS:

A. Ordinance - Dangerous Structure Posting Duration Requirement (Second/Final Reading).

Recommendation: Final adoption of Ordinance No. 2016-08, amending Chapter 17, Article 2, Section 17-27, City Code, to remove the unnecessary requirement that the City shall ensure that the posting on dangerous structures under Ordinance Section 17-27(d)(1) shall remain until the required repairs, rehabilitation, or demolition is completed.

Motion was made by Councilmember Greer, seconded by Councilmember Frounfelker to approve the final adoption. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin and Frounfelker (6). Nays: none. Absent: Councilmember Dobies (1).

B. Corrective Resolutions for Special Assessment Rolls.

Recommendation: Approve Corrective Resolutions for Special Assessment Rolls No. 4247, 4249, 4253 and 4261 for various Delinquent Miscellaneous Account Receivables.

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

C. Corrective Resolution for 2016 City Council Meeting Dates.

Recommendation: Approve a Corrective Resolution that serves as the calendar for the regularly scheduled City Council meeting dates for 2016.

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

D. Ordinance - Donation Boxes (Second/Final Reading):

Recommendation: Final adoption of Ordinance No. 2016-09, amending Section 16-403, Article IX, Chapter 16, City Code, to add provisions regarding the location, appearance, and licensing of donation boxes.

Motion was made by Councilmember Greer, seconded by Councilmember Dancy to approve the final adoption. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin and Frounfelker (6). Nays: none. Absent: Councilmember Dobies (1).

NEW BUSINESS:

A. Repeal of former City of Jackson Sign Ordinance, Chapter 21.5, City Code (First Reading).

Recommendation: Consider an Ordinance repealing the provisions of City Code, Chapter 21.5, known as the "City of Jackson Sign Ordinance."

Motion was made by Councilmember Greer, seconded by Councilmember Frounfelker to approve and advance to the second reading for final adoption. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin and Frounfelker (6). Nays: none. Absent: Councilmember Dobies (1).

B. Revocable License for an Awning at 140 W. Michigan Avenue - LeMaster, LLC.

Recommendation: Approve a Revocable License for LeMaster, LLC, for construction of an awning over the sidewalk adjacent to The Dirty Bird at 140 W. Michigan Avenue, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

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

C. Revocable License for an Awning and Sign at 128 W. Michigan Avenue - LeMaster, LLC.

Recommendation: Approve a Revocable License for LeMaster, LLC, for construction of an awning and sign over the sidewalk adjacent to Junkyard Dog at 128 W. Michigan Avenue, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

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

D. Private Lot Mowing Contracts.

Recommendation: Award a contract for as-needed private lot mowing for the 2016 season to the three lowest responsible bidders: 1) Mohawk Refuse, 2) ABC Lawn and Snowplowing, 3) Greener Solutions Lawn and Landscape.

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

E. City-Owned and H4HH Lot Mowing Contracts.

Recommendation: Award a contract for City-owned and H4HH lot mowing for the 2016 season to the lowest responsible bidder, Alpha & Omega Construction.

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

F. Approve & Accept a Grant from the Weatherwax Foundation.

Recommendation: Accept a grant for \$250,000.00 from the Weatherwax Foundation for the new Multi-use Trail from Horton Road to New Leaf Park, and name said trail, "PAKA" Trail, after the Weatherwax Foundation founders.

Motion was made by Councilmember Greer, seconded by Councilmember Dancy to approve and accept. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin and Frounfelker (6). Nays: none. Absent: Councilmember Dobies (1).

EXECUTIVE SESSION to discuss pending litigation:

Motion was made by Councilmember Greer, seconded by Councilmember Dancy to suspend Open Session and go into Executive Session. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin and Frounfelker (6). Nays: none. Absent: Councilmember Dobies (1).

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 and Frounfelker (6). Nays: none. Absent: Councilmember Dobies (1).

Motion was made by Councilmember Greer, seconded by Councilmember Pappin to accept and concur with the City Attorney's recommendation for Item B during Executive Session. Votes - Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin and Frounfelker (6). Nays: none. Absent: Councilmember Dobies (1).

CITY COUNCILMEMBERS' COMMENTS.

MANAGER'S 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 7:30 p.m.



SPECIAL CITY COUNCIL MEETING MINUTES
Ella Sharp Museum, Community Room
April 13, 2016

CALL TO ORDER, WELCOME, AND INTRODUCTIONS:

The Jackson City Council met in special session in the Community Room at the Ella Sharp Museum and was called to order at 6:07 p.m. by Mayor Bill Jors.

ROLL CALL:

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

ADOPTION OF AGENDA:

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

Discussion occurred. Each expert talked about their specialty and answered questions. The public was able to submit their written questions. The City Manager Patrick Burtch outlined how the City will be proceeding.

ADJOURNMENT:

Mayor Jors adjourned the meeting approximately 9:00 p.m.

March 29, 2016

Mayor Jors,

It is my interest to respectfully resign from the Jackson Public Arts Commission, effective April 20th. I do so to afford other members of the City Council the opportunity to serve as on the commission and further understand the great work that is being done, and how their strategic plan coincides with our vision to rejuvenate our downtown and rebuild our city.

I believe that the Jackson Public Arts Commission can serve to help beautify our downtown and add to the artistic and cultural attraction of our community. Studies have shown that, beyond its intrinsic value, public art has a positive impact on economic development and attracting residents and businesses to our community.

I had the great pleasure of working with the Jackson Public Arts Commission on their inaugural project: the Glidden Parker Mural Project - now named the CP Federal City Square. You can learn more about the project at www.GliddenParker.org, I firmly believe there is value and excitement in some of the potential projects of the commission:

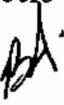
1. **Downtown Revolving Installation Fund.** This project would add to our developments downtown by creating a revolving loan fund to place art sculptures downtown that the commission could then raise private sponsorships to have permanently installed in our city.
2. **Jackson ArtShow 2017.** The ArtPrize event in Grand Rapids attracts a large amount of people to the city to view the art and participate in the competition. Those people turn to patrons when they eat and shop in downtown Grand Rapids. A similar type event could be created in Jackson with the support of the business community that would increase public art throughout the city, and encourage tourism and patronage to businesses in our community.

I appreciate your continued support of the Jackson Public Arts Commission and its objectives. Along with my resignation, I would request that you submit your name to fill the vacancy created on the commission to City Council at our April 26th meeting.

Very Respectfully,

A handwritten signature in black ink, appearing to read "Derek Dobies". The signature is stylized with a large, sweeping initial "D" and a long, horizontal stroke extending to the right.

Derek Dobies
Vice Mayor, City of Jackson

MEMO TO: City Councilmembers
FROM: Bill Jors, Mayor 
DATE: April 26, 2016
SUBJECT: Public Arts Commission Appointments

RECOMMENDATION:

Approval of the Mayor's recommendation to appoint himself as an ex-officio member to 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 myself as an ex-officio member to the Public Arts Commission filling a current vacancy beginning immediately, and ending May 28, 2018.

BJ:skh



Grant E. Bauman AICP

REC-
MAY 11 2016

April 12, 2016

Mr. Bill Jors, Mayor
City of Jackson
161 W. Michigan Avenue
Jackson, Michigan 49201

Subject: **Letter of Resignation**

Dear Mayor Jors:

With regret, I am submitting my resignation from the City of Jackson's Historic District Commission—and as its Chair—effective April 19, 2016. My current professional and other volunteer responsibilities simply do not afford me the time and energy needed to lead and serve on the Commission effectively. I wish the City and the Historic District Commission success in their future endeavors and hope to serve the City in some other capacity in the future.

Sincerely,

Grant E. Bauman

cc: Mr. Patrick Burtch, City Manager
Ms. Jennifer Morris, Director of Neighborhood and Economic Operations
Mr. Ric Scheele, Vice-Chair of the Historic District Commission



1105 Norfolk Street
Jackson, Michigan 49202

517.416.1948
grantbauman@mac.com



MEMO TO: Mayor and City Council Members
FROM: Patrick H. Burtch, City Manager
DATE: April 26, 2016
SUBJECT: Special Event Application for the Lumen Christi Catholic High School Prom-Red Carpet Entrance.

Recommendation:

Approval of the request from Lumen Christi Catholic High School Prom to conduct their prom event on May 6th, 2016 from 5 p.m. to 11 p.m. on N. Mechanic Street for their traditional red carpet entrance for their 2016 prom.

Attached are memos from Nathan Mack, regarding the Special Event Application for the event Lumen Christi Catholic High School Prom-Red Carpet Entrance.

I recommend approval of the special event application for the event Lumen Christi Catholic High School Prom-Red Carpet Entrance. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: April 26, 2016

RECOMMENDATION: Approval of the request from Lumen Christi Catholic High School to conduct their Red Carpet Entrance for their prom on May 6, 2016 from 5 p.m. to 11 p.m. on N. Mechanic St.

SUMMARY: A red carpet entrance is done for this event for family and friends to take photos. The grand entrance will be on the block in front of Art 634. Family and friends will then line the edges of the street to take photos.

DEPARTMENTAL APPROVAL SUMMARY

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

Department	Approval	Denial	Economic Impact
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$150
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$150

CONDITIONS & CONSIDERATIONS

- Barricades for the street closure on N. Mechanic St.

INSURANCE STATUS

Contingent upon receipt of proper insurance coverage.

ATTACHMENTS: Special Event Application: Lumen Christi High School Prom- Red Carpet Entrance.



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

Date Received By DDA Office: 3/29/16 Time: 2:00pm By: [Signature]

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: Lumen Christi Catholic School Prom
Sponsoring Organization's Legal Name: Lumen Christi Catholic School
Organization Address: 3483 Spring Arbor Road Jackson, MI 49203
Tax I.D. Number: 38-1865499
Event Organizer: Jackie Lincoln Title: Director of Advancement
Phone (work): 517-787-5080
Phone (during event): 269-998-2010
Agent's Address:
Agent's E-Mail
Address:
Organization Address:

Please give a brief description of the proposed special event:
Lumen Christi Catholic School is holding the prom for juniors and seniors at Art 634. A red carpet entrance is normally done for this event for family and friends to take photos. We would like to close the block in front of the Art 634 building in order to have a grand entrance. Family and friends will then line the edges of the street to take pictures.
Event Day(s) and Date(s): Friday, May 6th, 2016
Set-Up Date & Time: Friday, May 6th 5:00pm Tear-Down Date & Time: Friday, May 6th - 10pm
Event Location: 634 N. Mechanic Street

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES
How many years has this event occurred? First year at this location.

*If all goes well,
possibility of next
year.*

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: Friday, May 6th - 8pm to 10pm

Through Date/Time: Friday, May 6th @ 10:00 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:

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? 200 people

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

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?
If yes, please explain the electrical requirements.

YES - possibly
 NO

We would like to add Christmas type of lighting.

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

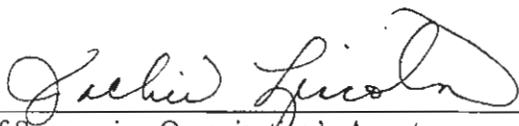
INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided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

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

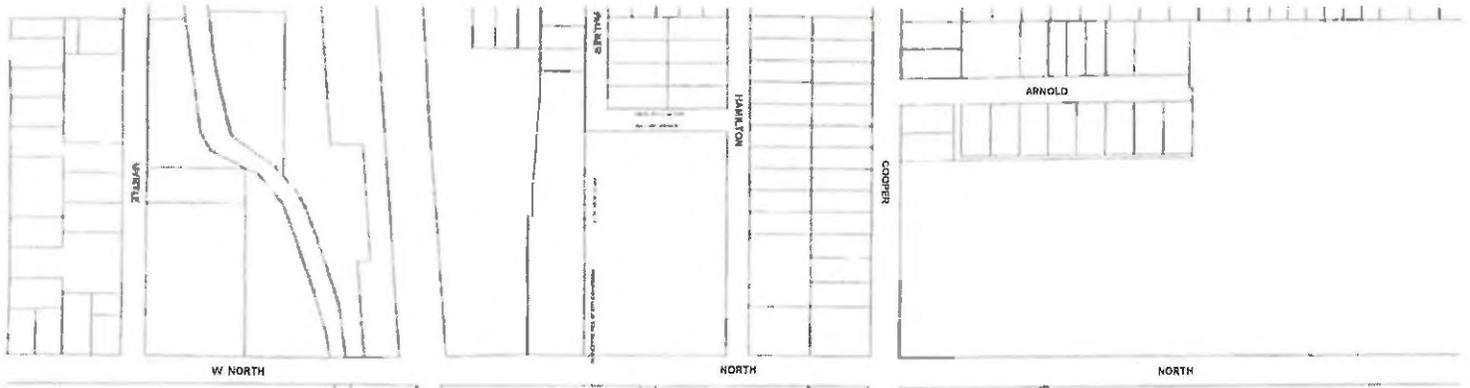
1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Events application, including insurance documents where applicable.
3. A \$25 Special Event Application fee must be submitted along with this Special event Application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional requirements made.
5. All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional named insured parties on the policy.

6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.
7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.
8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, I will add the City of Jackson and the Downtown Development Authority as additional insureds on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed or recovered against or from the City of Jackson its officer, employees and agents, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

3-18-16
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**



Lumen Christi
Junior / Senior Prom
May 6th, 2016
@ ART 634



MEMO TO: Mayor and City Council Members
FROM: Patrick H. Burtch, City Manager
DATE: April 12, 2016
SUBJECT: Special Event Application for the Jackson Downtown Development Authority
Downtown Summer Planting Day.

Recommendation:

Approval of the request from Jackson Downtown Development Authority to conduct their 16th annual Downtown Summer Planting Day event on May 21, 2016 from 9 a.m. to 12 p.m. in Bucky Harris Park for registration and the farmers market lot for planting.

No planting will occur in the W. Michigan Ave planters as there is scheduled maintenance at a later date.

Attached are memos from Nathan Mack, regarding the Special Event Application for the event Downtown Development Authority Downtown Summer Planting Day.

I recommend approval of the special event application for the event Jackson Downtown Development Authority Downtown Summer Planting Day. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: April 12, 2016

RECOMMENDATION: Approval of the request from Jackson Downtown Development Authority to conduct their 16th annual Downtown Summer Planting Day event on May 21, 2016 from 9 a.m. to 12 p.m. in Bucky Harris Park and Farmers Market Lot.

SUMMARY: Volunteers will plant flowers, spread mulch, and pick up trash and debris. See attached maps for planting areas.

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
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			\$0

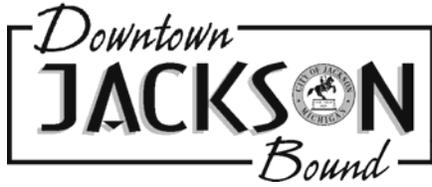
CONDITIONS & CONSIDERATIONS

- No planting will take place on Michigan Ave from Blackstone to Francis Streets as to not interfere with construction.

INSURANCE STATUS

Covered under City of Jackson insurance policy.

ATTACHMENTS: Special Event Application: Downtown Development Authority Downtown Summer Planting Day.



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

Date Received By DDA Office: 3/28/2016 Time: 9:30 am By: Kaiti

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: Downtown Summer Planting Day

Sponsoring Organization's Legal Name: Downtown Development Authority

Organization Address: 161 W. Michigan Ave Jackson, MI 5th Floor

Tax I.D. Number: _____

Event Organizer: Nate Mack / Kaiti McDonough Title: Director / Assistant

Phone (work): (517) 768- 6410

Phone (during event): (605) 881-1320

Agent's Address: Same as above

Agent's E-Mail Address: nmack@cityofjackson.org / kmdonough@cityofjackson.org

Organization Address: Same as above

Please give a brief description of the proposed special event: Registration at Bucky Harris Park on Saturday May 21st at 8:45 a.m. Participants will disperse throughout the downtown district, plant flowers, spread mulch, and pick up trash and debris.

Event Day(s) and Date(s): Saturday May 21st

Set-Up Date & Time: 8:30 a.m. Tear-Down Date & Time: 12:00 p.m.

Event Location: Bucky Harris Park for Registration. Cortland St., Farmers Market parking lot. *No planting will take place on Michigan Ave. from Blackstone to Francis St as to not interfere with construction.

ANNUAL EVENT: Is this event expected to occur next year? (circle one) **YES** **NO**
How many years has this event occurred? 16 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: None

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? 100

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

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.

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:

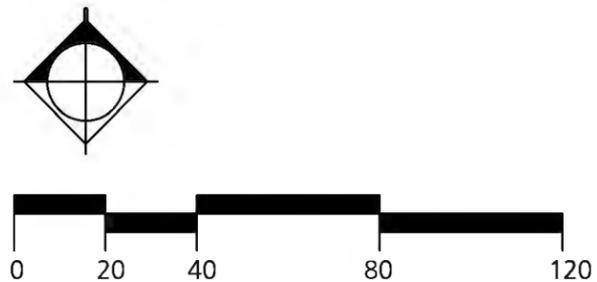
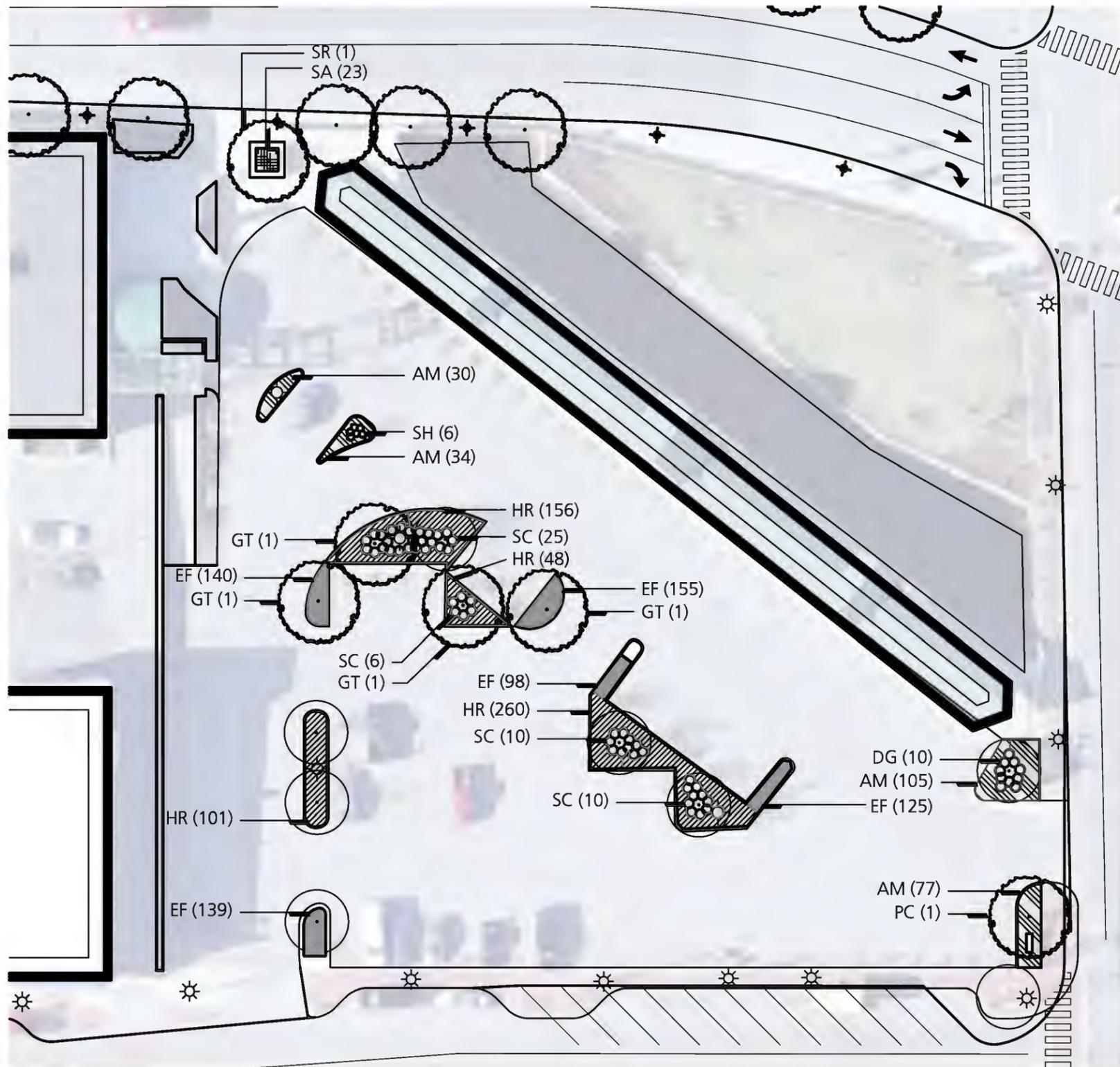
1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Events application, including insurance documents where applicable.
3. A \$25 Special Event Application fee must be submitted along with this Special 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.

3/28/16
Date

Kate McDonough
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**



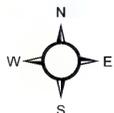
LANDSCAPE SITE PLAN NOTES

B R ©
Beckett&Raeder
 Landscape Architecture
 Planning, Engineering &
 Environmental Services

1. PROVIDE 12" PLANT MIX AND 4" SHREDDED NATURAL BARK MULCH (NON-DYED) IN ALL PLANTING BEDS.
2. ALL IMPORTED TOPSOIL SHALL BE SCREENED AND BE APPROVED BY LANDSCAPE ARCHITECT/ENGINEER PRIOR TO INSTALLATION. PROVIDE CERTIFICATION FOR ALL IMPORTED TOPSOIL.

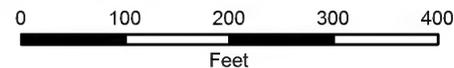
Sym.	Botanical Name	Common Name	Qty.	Notes
AM	<i>Achillea millefolium</i> 'Oertel's Rose'	Oertel's Rose Yarrow	246	18" o.c.
DG	<i>Deutzia gracilis</i> 'Nikko'	Dwarf Slender Deutzia	10	3' o.c.
EF	<i>Euyonomous fortunei</i> 'Coloratus'	Purple Wintercreeper	657	10" o.c.
GT	<i>Gleditsia triacanthos inermis</i> 'Skyline'	Skyline Honey Locust	4	
HR	<i>Hemerocallis</i> 'Rocket City'/ <i>Hemerocallis</i> 'Stella D'oro'	Rocket City Daylilly/ Stella D'Oro Daylilly	565	18" o.c., 50%/50% Mix
PC	<i>Pyrus calleryana</i> 'Chanticleer'	Cleveland Select Pear Tree	1	
SA	<i>Sesleria autumnalis</i>	Autumn Moore Grass	23	18" o.c.
SC	<i>Sporobolus capillaris</i> / <i>Muhlenbergia capillaris</i>	Pink Muhly Grass	51	3' o.c.
SH	<i>Sporobolus heterolepis</i>	Prarie Dropseed	6	2' o.c.
SR	<i>Syringa reticulata</i>	Tree Lilac	1	

CITY OF JACKSON
FARMER'S MARKET PLANTING
 JACKSON, MICHIGAN

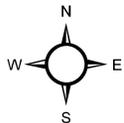


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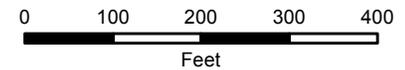
CITY OF JACKSON
E MICHIGAN PLANTERS



Date Prepared: April 7th, 2016



CITY OF JACKSON DOWNTOWN PLANTERS



MEMO TO: Mayor and City Council Members
FROM: Patrick H. Burtch, City Manager
DATE: April 12, 2016
SUBJECT: Special Event Application for the Jackson Downtown Development Authority Cruise In.

Recommendation:

Approve a request from the Jackson Downtown Development Authority to conduct their 17th annual Cruise In events on May 27, June 24, July 22, August 26 and September 23, 2016 from 4 p.m. to 9 p.m. in Downtown Jackson.

Attached are memos from Nathan Mack, regarding the Special Event Application for the event Downtown Development Authority Cruise-In.

I recommend approval of the special event application for the event Jackson Downtown Development Authority Cruise In. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: April 12, 2016

RECOMMENDATION: Approve a request from the Jackson Downtown Development Authority to conduct their 17th annual Cruise In events on May 27, June 24, July 22, August 26 and September 23, 2016 from 4 p.m. to 9 p.m. in Downtown Jackson.

SUMMARY: Family oriented events featuring classic cars on display. There will also be food vendors at this event. See attached map for requested street closures.

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		\$5,000
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$5,000

CONDITIONS & CONSIDERATIONS

- Jackson St. will only be utilized for May, June, and July Cruise Ins so as not to conflict with scheduled road maintenance this summer. DDA will be mindful of downtown construction so as not to interfere with ongoing projects.

INSURANCE STATUS

Covered under the City of Jackson insurance policy.

ATTACHMENTS: Special Event Application: Downtown Development Authority Cruise In.



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

Date Received By DDA Office: 03/14/2016 Time: 1:00pm By: Nate Mack

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: Cruise In

Sponsoring Organization's Legal Name: Downtown Development Authority

Organization Address: 161 W. Michigan Ave Jackson MI 49201

Tax I.D. Number: _____

Event Organizer: Nate Mack / Kaiti McDonough Title: Director / Assistant

Phone (work): 517-768-6410

Phone (during event): 605-881-1320

Agent's Address: Same as above

Agent's E-Mail Address: nmack@cityofjackson.org / kmcdonough@cityofjackson.org

Organization Address: Same as above.

Please give a brief description of the proposed special event: Cruise Ins are family-oriented events featuring classic cars on display throughout the streets of Downtown Jackson. There will also be food vendors at this event.

Event Day(s) and Date(s): 5/27/16, 6/24/16, 7/22/16, 8/26/16 from 6-9pm

Set-Up Date & Time: 4:00 p.m. Tear-Down Date & Time: 9:00 p.m.

Event Location: Downtown Jackson (please see attached map)

ANNUAL EVENT: Is this event expected to occur next year? (circle one) **YES** **NO**
How many years has this event occurred? 17 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: Each day of event 5 p.m. 9:30 p.m.

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:

Please see attached

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

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

Experience Jackson

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? 4,000-5,000/event

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

RESTROOMS: Are you planning to provide portable rest rooms at the event? **YES** *NO*
If yes, how many? 2

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

ELECTRICAL POWER: Will the Event require electrical power? **YES** *NO*
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.

DPW 1. Existing trashcans in the downtown area. Specifically Michigan Ave, be emptied by noon. 2. 10 Garbage cans near city hall to be dispersed as needed. 3. 50 “No Parking” tripods for food vendors, parking spots and center lane of Michigan Ave. 4. Increase reserves for foot patrol,

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.

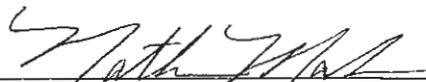
CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

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.

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.

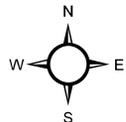
3/14/16

Date



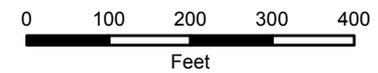
Signature of Sponsoring Organization's Agent

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



JACKSON
Founded 1829

CRUISE NIGHT CLOSURES



MEMO TO: Mayor and City Council Members
FROM: Patrick H. Burtch, City Manager *PHB*
DATE: April 12, 2016
SUBJECT: Special Event Application for the Jackson Downtown Development Authority Summer Film Series.

Recommendation:

Approve a request from the Jackson Downtown Development Authority to conduct their 2nd annual Summer Film Series events on July 8, July 15, July 22, July 29, August 5, and August 6, 2016 from 7 p.m. to 10 p.m. in Horace Blackman Park.

Accommodations have been made to not interfere with pavilion construction during the Summer Film Series events. Movie screen will be placed on the east side of Horace Blackman Park next to First Congregational Church to avoid construction. Area that is under construction will be clearly identified so patrons do not enter construction zone.

Attached are memos from Nathan Mack, regarding the Special Event Application for the event Downtown Development Authority Summer Film Series.

I recommend approval of the special event application for the event Jackson Downtown Development Authority Summer Film Series. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: April 12, 2016

RECOMMENDATION: Approve a request from the Jackson Downtown Development Authority to conduct their 2nd annual Summer Film Series events on July 8, July 15, July 22, July 29, August 5 and August 6, 2016 from 7 p.m. to 10 p.m. in Horace Blackman Park.

SUMMARY: A free summer film series open to people of all ages. The Michigan Theatre will provide a screen and projector to view the films.

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		\$600
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$600

CONDITIONS & CONSIDERATIONS

- DDA will be mindful of downtown construction so as not to interfere with work that is in progress.

INSURANCE STATUS

Covered under the City of Jackson insurance policy.

ATTACHMENTS: Special Event Application: Downtown Development Authority Summer Film Series.



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

Date Received By DDA Office: 03/28/2016 Time: 11 a.m. By: KM

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: Summer Friday Film Series

Sponsoring Organization's Legal Name: Jackson Downtown Development Authority

Organization Address: 161 W. Michigan Ave, Jackson MI 49201 5th Floor

Tax I.D. Number: _____

Event Organizer: Nate Mack / Kaiti McDonough Title: Director / Assistant

Phone (work): (517)-768-6410

Phone (during event): (605)-881-1320

Agent's Address: 161 W. Michigan Ave, Jackson MI 49201

Agent's E-Mail Address: nmack@cityofjackson.org / kmcdonough@cityofjackson.org

Organization Address: Same as above

Please give a brief description of the proposed special event: A free summer film series open to people of all ages. The Michigan Theatre will provide a screen and a projector to view the film.

Event Day(s) and Date(s): 7/8, 7/15, 7/22, 7/29, 8/5, and 8/6

Set-Up Date & Time: 6 p.m. each event day Tear-Down Date & Time: 9-10 p.m.

Event Location: Horace Blackman Park

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

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: None

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:

Michigan Credit Union League and Tripps Auto. CP Federal Credit Union sponsoring Saturday August 6th film with NO Alcohol at this event.

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? 7 p.m. until 10 p.m.

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? 200-300

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? 1-2

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

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

Horace Blackman Park; sprinkles turned off during event dates in Blackman Park.

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.

6 garbage cans from DPW on event dates. 30 no parking tripods each event date. Traffic cones to place fence as well as an equal amount of sandbags to hold cones in place.

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.

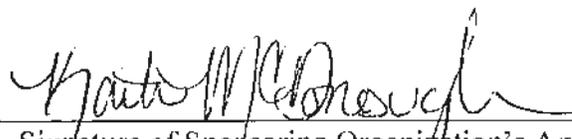
CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

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.

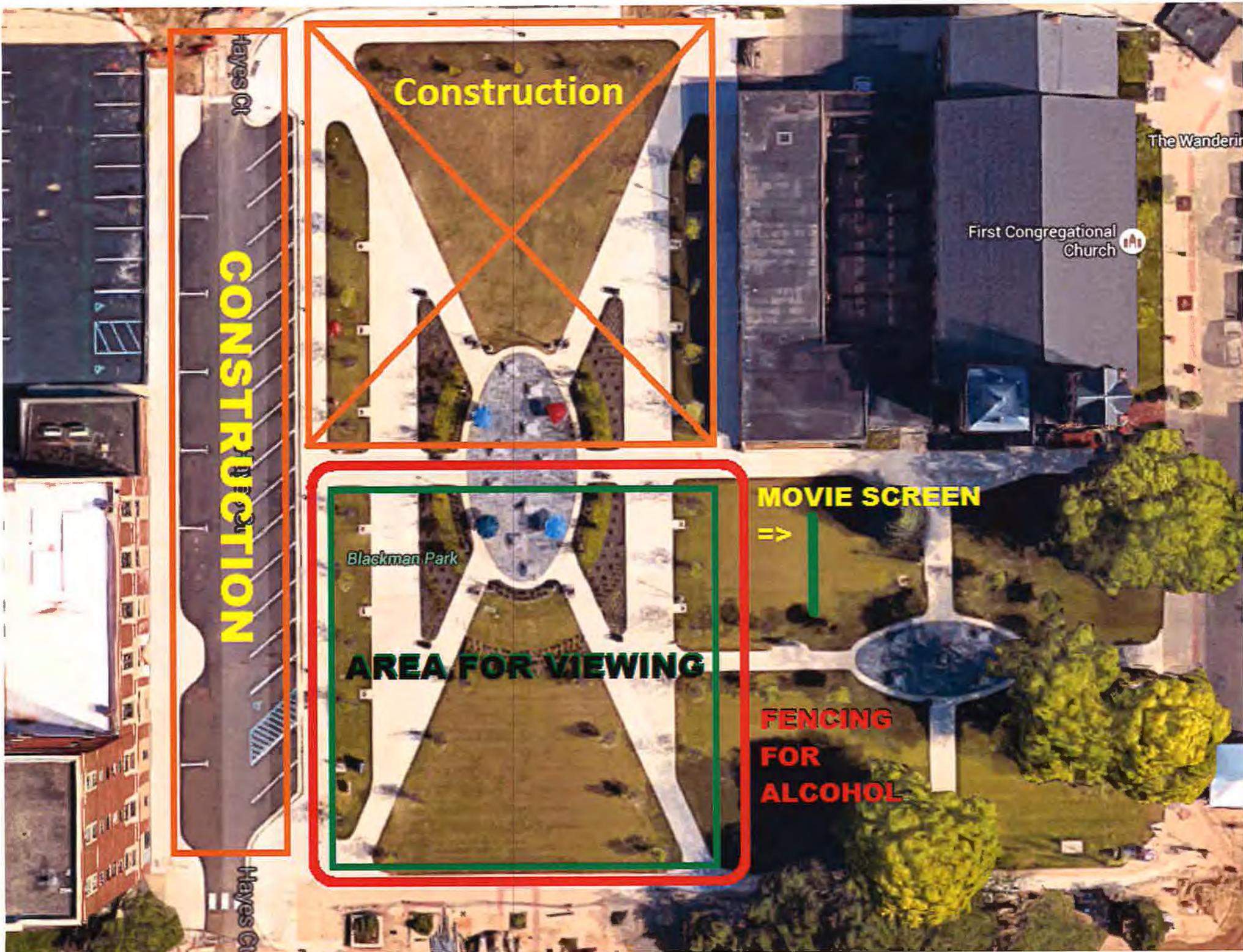
03/28/2016

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**



CONSTRUCTION

Hayes Ct

Construction

Blackman Park

AREA FOR VIEWING

MOVIE SCREEN



FENCING FOR ALCOHOL

First Congregational Church

The Wanderin

Hayes Ct

MEMO TO: Mayor and City Council Members
FROM: Patrick H. Burch, City Manager *PHB*
DATE: April 12, 2016
SUBJECT: Special Event Application for the Veterans Day Ceremony.

Recommendation:

Approve a request from the Jackson County Veterans Council to conduct their annual Veterans Day Ceremony event on November 11, 2016 from 10:30 a.m. to 12:30 p.m. in Withington Park in Downtown Jackson.

Attached are memos from Nathan Mack, regarding the Special Event Application for the event Veterans Day Ceremony.

I recommend approval of the special event application for the event Veterans Day Ceremony. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: April 12, 2016

RECOMMENDATION: Approval of the request from Jackson Veterans Council to conduct their annual Veterans Day Ceremony event on November 11, 2016 from 10:30 a.m. to 12:30 p.m. in Withington Park in Downtown Jackson.

SUMMARY: A ceremony at Withington Park to honor veterans. See attached picture of park where ceremony will be held.

DEPARTMENTAL APPROVAL SUMMARY

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

Department	Approval	Denial	Economic Impact
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$200
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			\$200

CONDITIONS & CONSIDERATIONS

- None

INSURANCE STATUS

Covered under the City of Jackson insurance policy.

ATTACHMENTS: Special Event Application: Veterans Day Ceremony.



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

Date Received By DDA Office: 3/18/16 Time: 1:30 By: Kem

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: VETERANS DAY CEREMONY

Sponsoring Organization's Legal Name: JACKSON COUNTY VETERANS COUNCIL

Organization Address: 3200 LANSING AVE, JACKSON, MI 49202

Tax I.D. Number: _____

Event Organizer: RAYMOND ROWLEY Title: COMMANDER

Phone (work): 517 917-3441 (CELL)

Phone (during event): 517 787-5192

Agent's Address: 481 ROXBURY CIR. JACKSON, MI 49203

Agent's E-Mail _____

Address: JARHEAD@COPPER.NET

Organization Address: _____

Please give a brief description of the proposed special event: A CERIMONY AT WORTHINGTON PARK TO HONOR VETERANS.

Event Day(s) and Date(s): FRIDAY, NOVEMBER 10, 2016

Set-Up Date & Time: NOV 11, 2016 Tear-Down Date & Time: NOV 11, 2016
10:30 AM 12:30 PM

Event Location: WORTHINGTON PARK, JACKSON

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES **NO**
How many years has this event occurred? 105 + 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: NOV 11, 2014 10:30 AM

Through Date/Time: NOV 11, 2014 12:30 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:

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? 75 +

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.

WE WILL NEED TO USE ELECTRICAL OUTLET AT PARK FOR PA SYSTEM

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

WE WILL NEED A STAGE TRAILER AT WORTHINGTON PARK AND STREET BARRICADES ON 1ST ST. BETWEEN MICHIGAN AVE AND WILDWOOD ST.

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

17 MARCH 2016
Date

Raymond H. Beuley
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**



Wildwood Ave

1st St

1st St

Wildwood Ave

Wildwood Ave

Wildwood Ave

WITHINGTON PARK

W Michigan Ave

W Michigan Ave

W Michigan Ave

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burch, City Manager PHB
DATE: April 26, 2016
SUBJECT: CDBG and HOME Financial Summaries through March 31, 2016

Recommendation:

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

Attached is a memo from Jennifer Morris, Director of Neighborhood and Economic Operations, regarding the March 2016 CDBG and HOME financial summaries which denotes personnel costs as well as the one awarded emergency hazard.

I recommend Council receive the attached CDBG and HOME Financial Summaries through March 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: April 26, 2016

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

SUMMARY

Attached please find the Financial Summaries for the CDBG and HOME funds for the nine months ending March 31, 2016.

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

ATTACHMENTS

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

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
<u>Public Services</u>							
1 King Center Summer Program							
FY 2014/2015	45,000	29,905	-	15,095	45,000	-	100.0%
FY 2015/2016	35,000		-	31,242	31,242	3,758	89.3%
<u>Administration</u>							
2 Administration & Planning							
FY 2014/2015	64,000	7,615	6,655	46,573	54,188	9,812	84.7%
FY 2015/2016	66,500	-	-	-	-	66,500	0.0%
<u>Code Enforcement</u>							
3 City Code Enforcement - Inspection							
FY 2013/2014	258,220	212,320	-	45,900	258,220	-	100.0%
FY 2014/2015	131,500	-	11,998	77,001	77,001	54,499	58.6%
FY 2015/2016	46,000	-	-	-	-	46,000	0.0%
4 City Code Enforcement - Rehabilitation							
FY 2014/2015	172,000	70,810	4,922	85,220	156,030	15,970	90.7%
FY 2015/2016	89,000	-	-	-	-	89,000	0.0%
5 City Attorney Office							
FY 2012/2013	52,000	44,390	-	7,610	52,000	0	100.0%
FY 2013/2014	20,000	-	1,878	3,600	3,600	16,400	18.0%
<u>Housing Rehabilitation Projects</u>							
6 Homeowner Rehabilitation							
FY 2013/2014	221,358	177,427	-	(270)	177,157	44,201	80.0%
FY 2014/2015	77,284	-	-	-	-	77,284	0.0%
FY 2015/2016	98,886	-	-	-	-	98,886	0.0%
7 City Emergency Hazard Repair Program							
FY 2014/2015	150,000	92,769	5,337	57,231	150,000	-	100.0%
FY 2015/2016	150,000		1,157	1,157	1,157	148,843	0.8%

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
8 City Residential Rental Rehabilitations	305,212	-	-	-	-	305,212	0.0%
9 John George Home	35,000	-	-	-	-	35,000	0.0%
10 City Rehab Administration (Denied Loans)							
FY 2014/2015	8,000	5,180	81	(875)	4,305	3,695	53.8%
FY 2015/2016	3,000	-	-	-	-	3,000	0.0%
<u>Street Projects</u>							
11 Hamilton (FY 2014/2015)	174,483	24,608	-	149,874	174,483	-	100.0%
12 VanBuren: Steward to Blackstone (FY 2014/2015)	303,017	28,472	-	274,544	303,017	-	100.0%
13 Edward & Winthrop (FY 2015/2016)	97,890	-	-	-	-	97,890	0.0%
14 Mechanic: Morrell to Washington (FY 2015/2016)	39,600	-	-	39,600	39,600	-	100.0%
15 Special Assessments (FY 2015/2016)	25,000	-	-	-	-	25,000	0.0%
<u>Other Projects</u>							
16 Park Improvements							
FY 2014/2015	524,985	449,168	-	65,799	514,967	10,018	98.1%
FY 2015/2016	80,000	-	-	-	-	80,000	0.0%
<u>Public Improvements</u>							
17 Demolition - Neighborhood Economic Stabilization							
FY 2013/2014	155,000	155,000	-	(1,276)	153,724	1,276	99.2%
FY 2014/2015	185,000	165,746	-	19,254	185,000	-	100.0%
FY 2015/2016	320,000	-	-	29,306	29,306	290,694	9.2%

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

**City of Jackson
HOME
Monthly Financial Summary
For the Nine Months Ended March 31, 2016**

	<u>Budgeted</u>	<u>Total Prior Year Funds Expended</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
1 Rehabilitation Assistance Program							
FY 2014/2015	413,346	283,055	-	130,291	413,346	-	100.0%
FY 2015/2016	187,129	-	(6,392)	145,486	145,486	41,643	77.7%
2 HOME Administration							
FY 2015/2016	24,000	-	-	-	-	24,000	0.0%
3 CAA - CHDO Operating Expenses							
FY 2012/2013	12,500	4,973	-	-	4,973	7,527	39.8%
FY 2013/2014	12,500	-	-	-	-	12,500	0.0%
4 CAA - CHDO Acq/Rehab/Resale							
FY 2013/2014	40,000	24,763	-	926	25,689	14,311	64.2%
FY 2014/2015	42,000	-	-	-	-	42,000	0.0%
FY 2015/2016	52,000	-	-	-	-	52,000	0.0%
5 City - Acq/Rehab/Resale							
FY 2013/2014	41,968	40,138	-	1,830	41,968	-	100.0%



City of Jackson, Michigan Financial Statements

As of and For the 9 Months Ended March 31, 2016

(Unaudited)

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All Funds - Revenue Summary	5-6
Notes to Revenue & Expenditure Summaries	7

City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 9 Months Ended March 31, 2016
(Prepared on the Adopted Budget-Basis)

Function Department	2015/16 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
	Original	Amended				
<u>Legislative :</u>						
101-101 City Council	94,912	94,912	5,960	67,286	70.89%	27,626
<u>Judicial:</u>						
101-137 Administrative Hearings Bureau	32,637	32,637	4,544	32,913	100.85%	(276) <i>Note 2</i>
	32,637	32,637	4,544	32,913	100.85%	(276)
<u>General Government :</u>						
101-172 City Manager	358,495	358,495	33,851	297,240	82.91%	61,255
101-192 City Clerk-Elections	103,412	103,412	23,852	95,107	91.97%	8,305
101-201 Finance	430,900	430,900	29,787	328,819	76.31%	102,081
101-209 City Assessor	350,620	350,620	27,448	233,295	66.54%	117,325
101-210 City Attorney	514,987	514,987	39,763	369,073	71.67%	145,914
101-215 City Clerk	122,346	122,346	10,399	73,227	59.85%	49,119
101-226 Personnel	260,100	260,100	24,584	191,545	73.64%	68,555
101-233 Purchasing	107,612	107,612	10,550	76,256	70.86%	31,356
101-253 City Treasurer	319,569	319,569	26,806	238,460	74.62%	81,109
101-254 City Income Tax	158,120	158,120	8,842	89,690	56.72%	68,430
101-258 Management Info. Services	310,044	310,044	13,411	203,385	65.60%	106,659
101-265 City Hall & Grounds	329,912	329,912	18,467	221,669	67.19%	108,243
101-276 Cemeteries	240,282	240,282	12,525	169,028	70.35%	71,254
101-299 Unallocated	796,965	796,965	10,812	513,307	64.41%	283,658
	4,403,364	4,403,364	291,097	3,100,101	70.40%	1,303,263
<u>Police Department :</u>						
101-301 Police	8,673,580	8,673,580	557,653	5,648,912	65.13%	3,024,668
101-308 STEP Grants	0	0	0	4,810	N/A	(4,810) <i>Note 2</i>
101-311 OHSP Grant - Seatbelts	0	15,000	0	3,842	25.61%	11,158
101-313 Consortium Training	13,693	13,693	0	780	5.70%	12,913
101-314 In-Service Training	16,000	16,000	0	10,712	66.95%	5,288
	8,703,273	8,718,273	557,653	5,669,056	65.02%	3,049,217
<u>Fire Department :</u>						
101-340 Fire Suppression	3,275,852	3,275,852	203,408	2,223,200	67.87%	1,052,652
	3,275,852	3,275,852	203,408	2,223,200	67.87%	1,052,652
<u>Other Public Safety :</u>						
101-350 Public Safety - Unallocated	2,410,870	2,410,870	80,673	1,670,179	69.28%	740,691
	2,410,870	2,410,870	80,673	1,670,179	69.28%	740,691

(Continued -)

City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 9 Months Ended March 31, 2016
(Prepared on the Adopted Budget-Basis)

- Continued -

Function Department	2015/16 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
	Original	Amended					
<u>Public Works :</u>							
101-441 Tax Property Maintenance	44,543	44,543	0	99,816	224.09%	(55,273)	<i>Note 2</i>
101-442 Civic Affairs	47,400	47,400	446	42,394	89.44%	5,006	
101-445 Drains at Large	39,000	39,000	14,307	26,720	68.51%	12,280	
101-447 Grounds Maintenance	141,552	141,552	6,669	144,101	101.80%	(2,549)	<i>Note 2</i>
101-448 Sidewalk Construction	31,000	31,000	0	7,291	23.52%	23,709	
101-450 Street Lighting	484,017	484,017	33,244	272,375	56.27%	211,642	
101-455 Weed Control	67,067	67,067	91	40,899	60.98%	26,168	
101-690 Forestry	291,255	291,255	29,115	251,274	86.27%	39,981	
	1,145,834	1,145,834	83,872	884,870	77.22%	260,964	
<u>Recreation & Culture :</u>							
101-692 Parks, Rec. & Grounds Admin.	591,669	591,669	46,873	510,724	86.32%	80,945	
101-697 Parks & Facilities Maintenance	495,291	495,291	30,771	385,686	77.87%	109,605	
101-698 Lt. Nixon Memorial Pool	85,750	85,750	185	59,003	68.81%	26,747	
101-803 Historical District	12,238	18,238	0	7,405	40.60%	10,833	
	1,184,948	1,190,948	77,829	962,818	80.84%	228,130	
<u>Community Enrichment & Development:</u>							
101-401 Planning	149,886	149,886	2,400	98,466	65.69%	51,420	
101-728 Economic Development	211,499	211,499	21,475	122,776	58.05%	88,723	
	361,385	361,385	23,875	221,242	61.22%	140,143	
<u>Contributions to Other Funds:</u>							
101-999 Contributions to Other Funds:	978,078	978,078	0	0	0.00%	978,078	
Total General Fund Expenditure:	22,591,153	22,612,153	1,328,911	14,831,665	65.59%	7,780,488	

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 9 Months Ended March 31, 2016
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund Type/Fund Name	2015/16 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
	Original	Amended				
<u>Special Revenue Funds :</u>						
202	Major Street	6,565,959	6,565,959	175,082	2,063,061	31.42% 4,502,898
203	Local Street	2,482,906	2,482,906	172,056	2,440,198	98.28% 42,708
208	Ella W. Sharp Park Operating	735,368	735,368	23,858	478,472	65.07% 256,896
245	Public Improvement	1,199,177	1,199,177	15,655	93,293	7.78% 1,105,884
249	Building Department	455,446	455,446	36,377	344,800	75.71% 110,646
251	Housing Code Enforcement	755,040	755,040	53,763	468,466	62.05% 286,574
252	Building Demolitions	1,105,000	1,105,000	7,322	509,426	46.10% 595,574
254	Blight Elimination Grant	4,213,700	4,213,700	276,318	2,092,623	49.66% 2,121,077
257	Budget Stabilization	8,000	8,000	0	0	0.00% 8,000
265	Drug Law Enforcement	41,649	41,649	1,437	8,149	19.57% 33,500
268	Byrne/JAG Grant Programs	0	25,049	0	24,243	96.78% 806
270	LAWNET Grant	32,900	32,900	0	0	0.00% 32,900
272	SAFER Grant	93,194	93,194	0	170,692	183.16% (77,498) <i>Note 2</i>
296	Recreation Activity	229,066	229,066	5,807	174,042	75.98% 55,024
297	JPS Recreation Millage Program	495,728	495,728	39,264	298,310	60.18% 197,418
<u>Debt Service Funds :</u>						
366	2013 City Hall Refunding D/S	651,300	651,300	0	127,775	19.62% 523,525
368	Building Authority D/S	54,544	54,544	0	54,544	100.00% 0
395	2001 DDA TIF D/S	1,845,750	1,845,750	0	750	0.04% 1,845,000
396	2011 DDA TIF Refinancing D/S	247,575	247,575	0	124,163	50.15% 123,412
397	2012 BRA TIF Refunding D/S	597,569	597,569	0	131,109	21.94% 466,460
399	2007 BRA TIF D/S	425,524	425,524	0	195,677	45.98% 229,847
<u>Capital Projects Funds :</u>						
401	Capital Projects Fund	280,500	564,000	49,530	125,226	22.20% 438,774
402	Water Equip. and Replacement	3,860,360	3,860,360	111,703	2,374,252	61.50% 1,486,108
404	Sanitary Sewer Maint. Fund	350,000	350,000	5,865	133,937	38.27% 216,063
405	Sanitary Sewer Replacement	1,095,940	1,095,940	63,401	897,661	81.91% 198,279
406	Wastewater Equip. Replacement	1,990,000	1,990,000	11,938	116,854	5.87% 1,873,146
494	Brownfield Redevelopment Auth.	1,182,348	1,182,348	20	349,049	29.52% 833,299
496	DDA Project	2,100,325	2,100,325	14,936	222,908	10.61% 1,877,417
<u>Enterprise Funds :</u>						
583	Sharp Park Golf Practice Center	59,895	59,895	0	16,925	28.26% 42,970
585	Auto Parking System	27,404	27,404	178,702	1,213,082	4426.66% (1,185,678) <i>Note 2</i>
586	Parking Assessment	155,249	155,249	15,621	85,942	55.36% 69,307
590	Sewer	6,515,842	6,515,842	185,482	3,138,327	48.16% 3,377,515
591	Water	11,657,060	11,657,060	269,807	5,817,273	49.90% 5,839,787
599	Parking Deck Fund	739,053	739,053	4,750	107,907	14.60% 631,146

(Continued -)

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 9 Months Ended March 31, 2016
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund Type/Fund Name	2015/16 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
	Original	Amended					
<u>Internal Service Funds :</u>							
641	Public Works Administration	442,181	442,181	18,747	231,452	52.34%	210,729
642	Engineering Administration	388,482	388,482	20,948	216,144	55.64%	172,338
643	Local Site Remediation Revolving	51,000	51,000	0	0	0.00%	51,000
661	Motor Pool and Garage	1,337,680	1,337,680	49,498	567,787	42.45%	769,893
663	Equipment Revolving Fund	63,164	63,164	0	69,527	110.07%	(6,363) <i>Note 2</i>
676	Self-Insured Health Care Fund	5,048,100	5,048,100	86,885	2,830,670	56.07%	2,217,430
677	Workers' Compensation	250,474	250,474	10,630	147,365	58.83%	103,109
<u>Trust & Agency Funds :</u>							
702	County & School Tax Collection	7,500	7,500	0	0	0.00%	7,500
711	Cemetery Perpetual Maintenance	33,500	33,500	0	0	0.00%	33,500
718	Ella W. Sharp Endowment	30,661	30,661	0	0	0.00%	30,661
731	Employees' Retirement System	4,075,000	4,075,000	0	2,385,886	58.55%	1,689,114
732	Policemen's/Firemen's Pension	873,000	873,000	0	365,452	41.86%	507,548
733	Policemen's/Firemen's Pens.-345	6,455,000	6,455,000	0	3,109,486	48.17%	3,345,514
736	Public Employee Health Care	0	0			N/A	0
<u>Special Assessment Funds :</u>							
895	Special Assessment	656,402	656,402	0	38,315	5.84%	618,087

City of Jackson
All Funds - Revenue Summary
As of and For the 9 Months Ended March 31, 2016
(Prepared on the Adopted Budget-Basis)

Fund/Fund Name	2015/16 Budget		Actual Month To Date	Actual Year To Date	Percent Collected
	Original	Amended			
<u>General Fund :</u>					
Property Taxes	7,642,365	7,642,365	145,863	7,155,514	93.63%
Income Taxes	8,530,000	8,530,000	244,292	6,207,072	72.77%
Licenses & Permits	281,960	281,960	9,711	139,243	49.38%
Federal Grants	17,153	32,153	1,542	50,834	158.10%
State Grants	9,330	9,330	0	95,507	1023.65%
State Revenue Sharing	4,414,112	4,414,112	0	1,491,034	33.78%
Contributions From Local Units	37,000	37,000	0	27,581	74.54%
Charges For Goods & Services	1,080,967	1,080,967	9,117	174,035	16.10%
Fines & Forfeits	255,475	255,475	17,776	180,501	70.65%
Investment Income	22,500	22,500	405	11,533	51.26%
Contributions From Other Funds	112,000	112,000	1,878	55,966	49.97%
Miscellaneous	217,966	217,966	4,800	141,471	64.91%
Total General Fund Revenues	22,620,828	22,635,828	435,384	15,730,291	69.49%
<u>Special Revenue Funds :</u>					
202 Major Street	5,618,869	5,618,869	157,792	1,554,516	27.67%
203 Local Street	1,861,107	1,861,107	47,890	752,827	40.45%
208 Ella W. Sharp Park Operating	736,161	736,161	2,578	317,333	43.11%
245 Public Improvement	1,085,000	1,085,000	6,128	1,001,239	92.28%
249 Building Inspection	455,500	455,500	38,274	381,751	83.81%
251 Housing Code Enforcement Fund	716,000	716,000	39,185	420,227	58.69%
252 Building Demolitions Fund	805,000	805,000	16,033	362,286	45.00%
254 Blight Elimination Grant	4,213,700	4,213,700	0	903,244	21.44%
257 Budget Stabilization	8,000	8,000	0	2,531	31.64%
265 Drug Law Enforcement	26,400	26,400	7,991	11,901	45.08%
268 Byrne/JAG Grant Programs	0	25,049	0	23,995	95.79%
270 LАWNET Grant	32,900	32,900	0	214	0.65%
272 SAFER Grant	93,194	93,194	0	170,458	182.91%
296 Recreation Activity	245,300	245,300	13,041	152,354	62.11%
297 JPS Recreation Millage Program	500,300	500,300	0	300,049	59.97%
<u>Debt Service Funds :</u>					
366 2013 City Hall Refunding D/S	637,025	637,025	3,396	605,947	95.12%
368 Building Authority D/S	54,544	54,544	0	54,544	100.00%
395 2001 DDA TIF D/S	1,845,750	1,845,750	0	750	0.04%
396 2011 DDA TIF Refinancing D/S	247,575	247,575	0	124,163	50.15%
397 2012 BRA TIF Refunding D/S	597,569	597,569	0	131,109	21.94%
399 2007 BRA TIF Refunding D/S	425,524	425,524	0	195,677	45.98%

(Continued-)

City of Jackson
All Funds - Revenue Summary
As of and For the 9 Months Ended March 31, 2016
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund/Fund Name	2015/16 Budget		Actual Month To Date	Actual Year To Date	Percent Collected
	Original	Amended			
<u>Capital Projects Funds :</u>					
401 Capital Projects Fund	280,575	555,575	0	157,719	28.39%
402 Water Equipment & Replacement	3,510,764	3,510,764	0	2,338,942	66.62%
404 Sanitary Sewer Maintenance Fund	350,000	350,000	0	126,639	36.18%
405 Sanitary Sewer Replacement	760,000	760,000	0	503,812	66.29%
406 Wastewater Equip. Replacement	628,000	628,000	0	418,371	66.62%
494 Brownfield Redevelopment Auth.	1,098,439	1,098,439	0	2,354	0.21%
496 DDA Project	780,499	780,499	0	1,567,977	200.89%
<u>Enterprise Funds :</u>					
583 Sharp Park Golf Practice Center	60,895	60,895	0	19,393	31.85%
585 Auto Parking System	25,610	25,610	1,362	13,831	54.01%
586 Parking Assessment	109,198	109,198	1,193	110,639	101.32%
590 Sewer	5,090,400	5,090,400	568,161	2,944,788	57.85%
591 Water	8,582,550	8,582,550	549,848	5,001,155	58.27%
599 Parking Deck Fund	276,419	276,419	68	135,157	48.90%
<u>Internal Service Funds :</u>					
641 Public Works Administration	304,000	304,000	22,606	122,921	40.43%
642 Engineering Administration	388,482	388,482	26,508	218,479	56.24%
643 Local Site Remediation Revolving	74,775	74,775	0	332	0.44%
661 Motor Pool and Garage	966,281	966,281	69,070	591,226	61.19%
663 Equipment Revolving Fund	63,164	63,164	0	69,527	110.07%
676 Self-Insured Health Care Fund	5,185,550	5,185,550	213,523	3,544,841	68.36%
677 Workers' Compensation	238,000	238,000	13,831	144,286	60.62%
<u>Trust & Agency Funds :</u>					
702 County & School Tax Collection	7,500	7,500	0	4,253	56.71%
711 Cemetery Perpetual Maintenance	53,000	53,000	1,367	14,150	26.70%
718 Ella W. Sharp Endowment	30,661	30,661	0	420	1.37%
731 Employees' Retirement System	4,984,228	4,984,228	0	794,856	15.95%
732 Policemen's/Firemen's Pension	1,094,690	1,094,690	0	196,482	17.95%
733 Policemen's/Firemen's Pension-345	7,974,507	7,974,507	0	661,904	8.30%
736 Public Employees Health Care	80,000	80,000	0	(37,314)	-46.64%
<u>Special Assessment Funds :</u>					
895 Special Assessment	656,402	656,402	39	40,725	6.20%

City of Jackson
Notes to Revenue & Expenditure Summaries
As of and For the 9 Months Ended March 31, 2016
(Prepared on the Adopted Budget-Basis)

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

Note 2: A budget amendment to correct this variance is pending.

MEMO TO: Mayor and City Councilmembers
FROM: Andrew J. Wrozek, Jr., City Treasurer/Clerk *ajw*
DATE: April 26, 2016
SUBJECT: Special Assessment Roll Nos. 4263 through 4267

Recommendation:

Consideration of resolutions establishing May 24, 2016, at the City Council meeting as the time and place to hold public hearings on the following special assessment rolls, and directing the City Assessor to prepare the rolls, in accordance with the recommendation of the City Clerk.

1. Special Assessment Roll No. 4263 – Delinquent Miscellaneous 101 General fund Accounts Receivable.
2. Special Assessment Roll No. 4264 – Delinquent Miscellaneous Building Fund Accounts Receivable.
3. Special Assessment Rolls No. 4265 and 4266 – No longer contain invoices for collection. Not necessary to confirm.
4. Special Assessment Roll No. 4267 – Delinquent Miscellaneous 641 Public Works Fund Accounts Receivable.

Attached are Resolutions regarding the above Special Assessment Rolls.

I recommend approval of Special Assessment Rolls No. 4263, 4264, and 4267. Your consideration and concurrence is appreciated.

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance Nos. 98-6 and 98-20, it is the policy of the City Council to periodically review and dispose of all unpaid assessable claims; and

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous General Fund accounts receivable totaling, \$24,578.81; and

WHEREAS, the City Clerk requests that said delinquent charges be certified to the City Assessor for the preparation of a special assessment roll.

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4263 covering delinquent miscellaneous General Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 24th day of May, 2016, at the hour of 6:30 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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 the 26th day of April, 2016.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 27th day of April, 2016.

Andrew J. Wrozek Jr., City Clerk

William C. Jors, Mayor

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance Nos. 98-6 and 98-20, it is the policy of the City Council to periodically review and dispose of all unpaid assessable claims; and

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous 249 Building Department Fund accounts receivable totaling, \$920.54; and

WHEREAS, the City Clerk requests that said delinquent charges be certified to the City Assessor for the preparation of a special assessment roll.

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4264 covering delinquent miscellaneous 249 Building Department Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 24th day of May, 2016, at the hour of 6:30 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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 the 26th day of April, 2016.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 27th day of April, 2016.

Andrew J. Wrozek Jr., City Clerk

William C. Jors, Mayor

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance Nos. 98-6 and 98-20, it is the policy of the City Council to periodically review and dispose of all unpaid assessable claims; and

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous 641 Public Works Fund accounts receivable totaling, \$17,614.39; and

WHEREAS, the City Clerk requests that said delinquent charges be certified to the City Assessor for the preparation of a special assessment roll.

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4267 covering delinquent miscellaneous 641 Public Works Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 24th day of May, 2016, at the hour of 6:30 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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 the 26th day of April, 2016.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 27th day of April, 2016.

Andrew J. Wrozek Jr., City Clerk

Jason C. Smith, Mayor

MEMO TO: Mayor and City Councilmembers
FROM: Andrew J. Wrozek, Jr., City Treasurer/Clerk 
DATE: April 26, 2016
SUBJECT: Second Reading and Adoption of Ordinance 2016-10

Recommendation:

Adopt Ordinance 2016-10 repealing the provisions of City Code, Chapter 21.5, known as the "City of Jackson Sign Ordinance.

Attached is Ordinance 2016-10, approved by the Council at the April 12, 2016 meeting as recommended by the City Attorney's Office.

I recommend approval of Ordinance 2016-10. Your consideration and concurrence is appreciated.

ORDINANCE 2016 - 10

An Ordinance repealing the provisions of City of Jackson, Code of Ordinances, Chapter 21.5, known as the "City of Jackson Sign Ordinance."

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

City staff has drafted and passed a new comprehensive sign regulation ordinance that will be located in City of Jackson, Code of Ordinances, Chapter 28, also known as the Zoning Chapter. The former City of Jackson Sign Ordinance, which is located in Chapter 21.5, must be repealed now that the City has replaced it.

Section 2. That City of Jackson, Code of Ordinances, Chapter 21.5, known as the "City of Jackson Sign Ordinance," be repealed.

Section 3. This Ordinance takes effect thirty (30) days from the date of adoption.

Adopted:

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager 
DATE: April 26, 2016
SUBJECT: Final Allocation of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) Funds for Fiscal Year 2016-2017

Recommendation:

Approve final funding allocation for the 2016-2017 CDBG and HOME grants as determined by City Council, and receive and respond to any oral or written communication regarding the Annual Action Plan.

Attached is the memo from Jennifer Morris, Director of Neighborhood & Economic Operations, regarding the final allocation of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds for Fiscal Year 2016-2017.

I recommend approval of the final Fiscal Year 2016-2017 CDBG and HOME allocations. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burch, City Manager

FROM: Jennifer Morris, Director of Neighborhood & Economic Operations 

DATE: April 26, 2016

RECOMMENDATION: Final Allocation of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) Funds for Fiscal Year 2016-2017

SUMMARY

In accordance with HUD's entitlement program, the City of Jackson is required to submit an annual Action Plan as an application and update to the 2015-2019 Five-Year Consolidated Plan. The Action Plan summarizes the actions, activities and programs to be financially supported with CDBG and HOME funds during the next year. The Plan also addresses the priority needs and specific objectives identified in the Consolidated Plan as well as certain other program requirements.

BUDGETARY CONSIDERATIONS

Attached is a summary of the preliminary allocations for funding.

HISTORY, BACKGROUND and DISCUSSION

On February 23, 2016, City Council approved the preliminary allocations for projects to be funded with Program Year 2016 CDBG and HOME grants. These allocations were based upon the 2016-2017 formula released by HUD on February 17, 2016.

Final allocations must adhere to HUD's directive that no activities can be added or deleted or a change in funding allocation over 20% after preliminary allocations have been approved without being subject to a citizen participation process.

DISCUSSION OF THE ISSUE

April 26, 2016 is the end of the 30-day public comment period for the draft 2016-2017 Annual Action Plan. Therefore, the next step is for City Council to receive and respond to any oral or written comments provided relative to the Plan. All comments and responses will be incorporated into the final Annual Action Plan to be considered by Council at the May 10, 2016 regular meeting.

POSITION

I recommend final allocation of the 2016-2017 Annual Action Plan for CDBG and HOME funds.

**Community Development Block Grant
2016- 2017 Funding**

	Preliminary Allocation 2/24/2016	Final Allocations 4/26/2016 City Council
Administration and Planning		
Neighborhood & Economic Operations	97,500	
Administration and Planning Subtotal:	97,500	
Admin 20% cap = \$249,940		
Other Projects		
Neighborhood & Economic Operations - Code Enforcement-Inspection	144,000	
Neighborhood & Economic Operations - Code Enforcement-Rehabilitation	76,750	
Neighborhood & Economic Operations - Residential Rehabilitation	75,000	
Neighborhood & Economic Operations - Denied Loan Costs	3,000	
Neighborhood & Economic Operations - City Wide Hazard	77,316	
Neighborhood & Economic Operations - Downtown Investor Owned Rehabilitation	300,000	
Neighborhood & Economic Operations - Demolition	136,125	
City Attorney's Office - Code Enforcement (legal services)	10,000	
Neighborhood & Economic Operations - Engineering- Street Reconstruction Edward and Winthrop	198,110	
Neighborhood & Economic Operations - Engineering Street Reconstruction Mechanic St: Morrell to Washington	111,900	
Park, Recreation & Grounds		20,000
Other Projects Subtotal: \$	1,152,201	
Total Request:		
Total Recommended Funding: \$	1,249,701	
Total Funding Available (actual)**:	\$ 1,249,701	

**\$1,124,701 Entitlement + \$125,000

**HOME Investment Partnerships Program
2016-2017 Funding**

	Preliminary Allocations 2/24/2016	Adjustment made at 3/22/2016 Council Meeting	Final Allocations 4/26/2016 City Council
Rehabilitation			
Dept. of Neighborhood & Economic Operations- Rehabilitation	196,628		188,183
Administration			
Dept. of Neighborhood & Economic Operations - Administration	21,000		24,000
Admin 10% cap = \$24,962			
Community Housing Development Organization (CHDO)			
Community Action Agency - CHDO Reserve Eligible Housing Activity	32,000		37,445
CHDO Reserve mandatory 15% minimum allocation = \$37,444			
Community Action Agency - CHDO Operating Costs	-		
CHDO Operating 5% cap = \$12,481			
Total Request:			
Total Recommended: \$249,628 \$249,628			
Total Funding Available (Released 2/17/2016): \$249,628			

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: April 26, 2016
SUBJECT: Authorize Submission of a Grant Application for Lead-Based Paint Hazard Control (LBPHC) Grant Funds and Healthy Homes Supplemental Funding.

Recommendation: Authorize submission of a grant application to HUD for \$2,500,000 in Lead-Based Paint Hazard Control (LBPHC) grant funds and \$400,000 Healthy Homes Supplemental funding.

Attached is a memo from Jennifer Morris, Director of the Department of Neighborhood & Economic Operations requesting permission to apply for the maximum awards offered by HUD through its Lead-Based Paint Hazard Control grant program, along with the maximum available through Healthy Homes Supplemental funding.

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

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Jennifer L. Morris, Director
Department of Neighborhood & Economic Operations

DATE: April 26, 2016

RECOMMENDATION: Authorize Submission of a Grant Application for Lead-Based Paint Hazard Control (LBPHC) Grant Funds and Healthy Homes Supplemental Funding.

SUMMARY

Considering the public's current focus on lead hazards and its effect on young children and, as a potential to offer the community assistance in remediating lead-based paint hazards in their homes, the Department of Neighborhood & Economic Operations (NEO) is seeking permission from the Jackson City Council to apply for the maximum amount of funds available in HUD's Lead-Based Paint Hazard Control (LBPHC) grant program.

BUDGETARY CONSIDERATIONS

The maximum amount of LBPHC grant funds HUD will award is \$2,500,000 for a three (3) year grant period (July 1, 2016 through June 30, 2019) with the following requirements:

- A minimum 65% of the grant funds (no less than \$1,625,000) must be spent on lead hazard control costs as specified by the grant rules and regulations;
- A maximum 10% of the grant funds (no more than \$250,000) may be used to offset the administrative expenses of the program;
- The balance of funds (approximately \$625,000) may be used for other eligible activities and costs as specified by the grant rules and regulations.
- The City must provide a 10% match (\$250,000) over the time of performance with eligible contributions specified by the grant rules and regulations.

In addition to an LBPHC award, HUD is also offering a maximum \$400,000 in Healthy Homes Supplemental funding. This supplemental funding is to be used in housing receiving lead hazard control funds to identify and remediate other health and safety hazards that may exist in the unit.

HISTORY, BACKGROUND and DISCUSSION

The City of Jackson was the recipient of a \$2 million Lead Hazard Control grant in 2007 and successfully completed that grant program in 2010. The opportunity for the City to re-apply for LBPHC presents itself at a time when homeowners and tenants across the country are focused on lead poisoning in children due

to the Flint water crisis. Further, on April 13, 2016, a Special City Council meeting was held at Ella Sharp Park in which experts at the federal, state, and local level were available to answer questions from the Council and community attendees regarding lead-based paint hazards in Jackson. This expert forum was designed to assist Council during its consideration of an ordinance revision to Chapter 14, Section 14-7 which, if adopted, would require a lead risk assessment from a licensed lead inspector or lead risk assessor to properly register a property as non-owner occupied (NOORPR).

Applications for this competitive grant must be submitted to HUD by April 28, 2016. Because of the expedited timeline, several staff members are simultaneously working on different portions of the application, eventually bringing all pieces together for final assemblage and editing.

DISCUSSION OF THE ISSUE

If awarded grant funds from HUD, the types of activities eligible under the funding include:

Lead Hazard Control Program Costs – no less than 65% of award

- Inspections/Testing
- Hazard Control (interim control, abatement, or a combination)
- Minimal Rehabilitation
- Relocation
- Support Costs (project specific)

Other Program Costs

- Equipment
- Worker Protection
- Occupant Blood Testing
- Outreach, Education, and Training
- Capacity Building
- Professional Certifications and Licensing

Administration – no more than 10% of award

Healthy Homes Supplemental (HHS) Funding

As stated previously, HHS funding may be used only in homes where LBPHC funds are used for interim controls or abatement. Eligible costs include:

- Direct costs associated with the identification and remediation of housing-related health and safety hazards using Healthy Home Rating System (HHRS) or a Green Building assessment protocol.
- Costs for the assessment of housing units for housing-related health and safety hazards.
- Development of the scopes of work for remediation of identified hazards.
- Conducting such remediation.
- Re-evaluation of completed work, reporting, notification to occupants/owners of nature and results of remediation.

There is no match requirement for HHS funding, nor does it allow for any additional administrative expenses.

POSITIONS

It is recommended that the Department of Neighborhood & Economic Operations be granted permission to submit an application to HUD requesting Lead-Based Paint Hazard Control grant funds in the maximum amount of \$2,500,000 plus \$400,000 in Healthy Homes Supplement funds.

ATTACHMENTS

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager

DATE: April 26, 2016

SUBJECT: **Approve resolution for cost agreements with the Michigan Department of Transportation (MDOT) for 9 past traffic signal modernizations at various locations shown on the attached report and authorize the Mayor and City Treasurer/Clerk to execute the appropriate documents.**

Recommendation:

Approve resolution for cost agreements with the Michigan Department of Transportation (MDOT) for 9 past traffic signal modernizations at various locations shown on the attached report and authorize the Mayor and City Treasurer/Clerk to execute the appropriate documents.

Attached is a report from Jon Dowling, City Engineer requesting approval of 9 past traffic signal modernization agreements from MDOT as outlined in the report.

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

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: April 26, 2016

RECOMMENDATION: Approve resolution for cost agreements with the Michigan Department of Transportation (MDOT) for 9 past traffic signal modernizations at various locations shown below, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate documents.

SUMMARY

The City of Jackson has maintenance agreements with MDOT to maintain their traffic signals within Jackson County. The maintenance agreements for a number of signals were not found in MDOT's records from past traffic signal modernization projects. MDOT is requesting that the City have the original agreements, dated between 2002 and 2012, electronically signed and emailed back for processing.

BUDGETARY CONSIDERATIONS

Location	Date	Est Annual Cost	Cost Split	City Est. Annual Cost
US127BR, M50 (West Ave) at W Monroe	9/3/02	\$1,152	MDOT 50%, City 50%	\$576
I-94BL (Michigan Ave) at US127 NB off ramp	3/8/07	\$648	MDOT 100%, City 0%	\$0
I94BL (Michigan Ave) at Horton	4/17/07	\$792	MDOT 50%, City 50%	\$396
I94BL (Michigan Ave) at East Ave	5/7/07	\$864	MDOT 50%, City 50%	\$432
I94BL (Michigan Ave) at Gorham	5/7/07	\$816	MDOT 50%, City 50%	\$408
I-94BL (Michigan Ave) at Elm St	5/9/07	\$864	MDOT 50%, City 50%	\$432
US127BR, M50 (West Ave) at Ganson	1/23/12	\$768	MDOT 50%, City 50%	\$384
US127BR, M50 (West Ave) at Wildwood	1/23/12	\$768	MDOT 50%, City 50%	\$384
US127BR, M50 (West Ave) at Argyle	1/23/12	\$1,176	MDOT 50%, City 50%;	\$588

HISTORY, BACKGROUND and DISCUSSION

The City has been maintaining the MDOT signals for decades and a new maintenance agreement with cost is prepared and signed each time the signal is modernized. The cost split is based on how many legs are at an intersection and which agency owns each leg.

DISCUSSION OF THE ISSUE

MDOT is attempting to get their records up to date. Without a current signed agreement, when a signal is modernized, the City continues to maintain the signal under the previously signed agreement. While there is no impact on the operation and maintenance of the signal, the City and MDOT need to execute the new agreement so that the new cost agreement is documented.

POSITIONS

Engineering requests that the attached cost agreements be approved, and that the Mayor and City Treasurer/Clerk be authorized to execute the appropriate documents. If you have any questions, please contact me.

ATTACHMENTS

RESOLUTION

BY CITY COUNCIL:

WHEREAS, the Michigan Department of Transportation (MDOT) modernized the traffic signals at the following locations, with maintenance cost splits as noted

- US127BR, M50 (West Ave) at W Monroe; MDOT 50%, City 50%
- I-94BL (Michigan Ave) at US127 NB off ramp; MDOT 100%
- I94BL (Michigan Ave) at Horton; MDOT 50%, City 50%
- I94BL (Michigan Ave) at East Ave; MDOT 50%, City 50%
- I94BL (Michigan Ave) at Gorham; MDOT 50%, City 50%
- I-94BL (Michigan Ave) at Elm St.; MDOT 50%, City 50%
- US127BR, M50 (West Ave) at Ganson; MDOT 50%, City 50%
- US127BR, M50 (West Ave) at Wildwood; MDOT 50%, City 50%
- US127BR, M50 (West Ave) at Argyle; MDOT 50%, City 50%; and

WHEREAS, MDOT is in the process of updating their files and found the Traffic Signal Cost Agreements for the above locations were missing; and

WHEREAS, the City of Jackson is performing maintenance work on these signals; and

WHEREAS, the cost of maintenance work is shared by the Michigan Department of Transportation and the City of Jackson.

NOW, THEREFORE, BE IT RESOLVED that the City of Jackson accepts the Cost Agreements between the Michigan Department of Transportation and the City; and

BE IT FURTHER RESOLVED that the Mayor and City Treasurer/Clerk be authorized to sign the Cost Agreements for traffic signal modernization as prepared by the Michigan Department of Transportation.

* * * *

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 26th day of April, 2016.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 27th day of April, 2016.

William C. Jors, Mayor

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



**MICHIGAN DEPARTMENT OF TRANSPORTATION
COST AGREEMENT FOR TRAFFIC SIGNAL
CONTROL**

Lansing Region
 District TSC
 County

This Agreement Cancels and Supercedes All Previous Cost Agreements AND is terminable on thirty days notice by any party.

LOCATION Construction Traffic Signal
 US127BR, M50 (WEST) @ W MONROE
 JACKSON Jackson

Typed Date 09/03/2002
 Work Auth No.
 MDOT Plan No. 38072-01-011
 Installation Date 11/04/2002

* Under authority of state law and by virtue of resolutions formally adopted by their respective governing bodies (and herein submitted), the undersigned hereby agree to participate in the cost of installation, maintenance and operation of the above traffic signal control on the basis of the division of costs as determined by the provision of applicable statutes. Details of installation are as shown on attached Michigan Department of Transportation plan dated 04/24/2002. Title to equipment shall remain with the purchasing agency, and the proper credit of salvaged value shall be issued to all parties upon removal of the equipment, in proportion to their share of original cost.

PARTICIPATION

AGENCY	(BY CONTRACT)	INSTALLATION		MAINTENANCE	
		Per Cent	Estimated Cost	Per Cent	Estimated Annual Cost
Dept of Transportation 38072		50 %		50 %	\$576
Jackson County		0 %		%	
JACKSON	City	50 %		50 %	\$576
Total		0 %		100 %	\$1,152

It is further agreed that the agency responsible for handling bills and/or leased line interconnection billings shall be MDOT

It is further agreed that the agency responsible for performing signal maintenance type C shall be City of JACKSON

		For Michigan Department of Transportation use ONLY.
APPROVED: City of JACKSON Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	APPROVED: By _____ Engineer of Operations Date _____
APPROVED: Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	SIGNED: MICHIGAN DEPARTMENT OF TRANSPORTATION By _____ Deputy Director, Field Services Date _____

* Two copies of resolution must be submitted with this form.

OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS FOR TRAFFIC SIGNALS

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

1. The percentage of expense shall be divided on the basis of number of signalized directions. For instance, in the case of a four-legged intersection of which two state trunk line legs are both signalized and only one of the two county legs is signalized, 66-2/3% shall apply to the state trunk line and 33-1/3% to the county road.
2. A divided highway shall be considered the same as a two-way undivided highway.
3. The signalized direction for pedestrians shall be treated in the same manner as signalized vehicular direction.
4. In case of a contract municipality, the municipal share of expense shall include percentages for signalized directions on municipal streets, plus the municipal maintenance contract percentage of the share allocated to the signalized directions on state trunk lines.
5. In case of a signal being located at the intersection of two or more state trunk line maintenance sections, the "Trunk Line Share" shall be allocated to that maintenance section which extends in the north direction. If none extends in the north direction, then to the first leg encountered starting from the north and progressing in a clockwise direction.

OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS FOR ELECTRICAL SCHOOL SIGNS

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

1. The Michigan Department of Transportation shall pay the entire cost of mechanical and routine maintenance, and the cost of energy billings.

EXPLANATION OF CODE FOR "TYPE OF INSTALLATION"

<u>SAMPLE</u>	1	-	4W	-	3C	-	S	-	A
	1		2		3		4		5

Explanation

1. The number of heads of each particular type of unit.
2. The number of signalized ways in the unit - (4 ways).
3. The number of colors facing in each direction - (3 colors).
4. How signal is supported: S-Span Suspension, M-Mast Arm, B-Bracket, P-Post or pedestal.
5. Solid or adjustable heads: S-Solid, A-Adjustable.

A pedestrian signal on a pedestal is designated by: 1-1W-2C-P-A.

A pedestrian signal on a pole is designated by: 1-1W-2C-B-A.

EXPLANATION OF MDOT PLAN NUMBER

<u>SAMPLE</u>	65032	-	01	-	001
	1		2		3

Explanation

1. Control section number.
2. Type of operation. (01-Stop and Go; 02-Flasher; 03-Keep Right Sign; 04-School Speed Limit; 05-School Flasher ; 06-Street Lighting; 07-Illuminated Sign; 08-Emergency Traffic Signal; 09-Misc.).
3. Assigned number within a control section.



**MICHIGAN DEPARTMENT OF TRANSPORTATION
COST AGREEMENT FOR TRAFFIC SIGNAL
CONTROL**

Lansing Region
 District TSC
 County

This Agreement Cancels and Supercedes All Previous Cost Agreements AND is terminable on thirty days notice by any party.

LOCATION Construction Traffic Signal
 I-94BL (MICHIGAN) @ US-127 NB OFF-RAMP
 LEONI TWP Jackson

Typed Date 03/08/2007
 Work Auth No.
 MDOT Plan No. 38083-01-013
 Installation Date 05/22/2007

* Under authority of state law and by virtue of resolutions formally adopted by their respective governing bodies (and herein submitted), the undersigned hereby agree to participate in the cost of installation, maintenance and operation of the above traffic signal control on the basis of the division of costs as determined by the provision of applicable statutes. Details of installation are as shown on attached Michigan Department of Transportation plan dated 12/22/2006 . Y
 Title to equipment shall remain with the purchasing agency, and the proper credit of salvaged value shall be issued to all parties upon removal of the equipment, in proportion to their share of original cost.

Indicates Non-Participation by FHWA in Overhead Costs

PARTICIPATION

AGENCY	(BY CONTRACT)	INSTALLATION		MAINTENANCE	
		Per Cent	Estimated Cost	Per Cent	Estimated Annual Cost
Dept of Transportation 38083		100 %		100 %	\$648
Jackson County		0 %		%	
JACKSON	City	0 %		%	
Total		0 %		100 %	\$648

It is further agreed that the agency responsible for handling bills and/or leased line interconnection billings shall be MDOT

It is further agreed that the agency responsible for performing signal maintenance type C shall be City of JACKSON

		For Michigan Department of Transportation use ONLY.
APPROVED: City of JACKSON Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	APPROVED: By _____ Engineer of Operations Date _____
APPROVED: Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	SIGNED: MICHIGAN DEPARTMENT OF TRANSPORTATION By _____ Deputy Director, Field Services Date _____

* Two copies of resolution must be submitted with this form.

**OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS
FOR TRAFFIC SIGNALS**

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

1. The percentage of expense shall be divided on the basis of number of signalized directions. For instance, in the case of a four-legged intersection of which two state trunk line legs are both signalized and only one of the two county legs is signalized, 66-2/3% shall apply to the state trunk line and 33-1/3% to the county road.
2. A divided highway shall be considered the same as a two-way undivided highway.
3. The signalized direction for pedestrians shall be treated in the same manner as signalized vehicular direction.
4. In case of a contract municipality, the municipal share of expense shall include percentages for signalized directions on municipal streets, plus the municipal maintenance contract percentage of the share allocated to the signalized directions on state trunk lines.
5. In case of a signal being located at the intersection of two or more state trunk line maintenance sections, the "Trunk Line Share" shall be allocated to that maintenance section which extends in the north direction. If none extends in the north direction, then to the first leg encountered starting from the north and progressing in a clockwise direction.

**OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS
FOR ELECTRICAL SCHOOL SIGNS**

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

1. The Michigan Department of Transportation shall pay the entire cost of mechanical and routine maintenance, and the cost of energy billings.

EXPLANATION OF CODE FOR "TYPE OF INSTALLATION"

<u>SAMPLE</u>	<u>1</u>	-	<u>4W</u>	-	<u>3C</u>	-	<u>S</u>	-	<u>A</u>
	1		2		3		4		5

Explanation

1. The number of heads of each particular type of unit.
2. The number of signalized ways in the unit - (4 ways).
3. The number of colors facing in each direction - (3 colors).
4. How signal is supported: S-Span Suspension, M-Mast Arm, B-Bracket, P-Post or pedestal.
5. Solid or adjustable heads: S-Solid, A-Adjustable.

A pedestrian signal on a pedestal is designated by: 1-1W-2C-P-A.

A pedestrian signal on a pole is designated by: 1-1W-2C-B-A.

EXPLANATION OF MDOT PLAN NUMBER

<u>SAMPLE</u>	<u>65032</u>	-	<u>01</u>	-	<u>001</u>
	1		2		3

Explanation

1. Control section number.
2. Type of operation. (01-Stop and Go; 02-Flasher; 03-Keep Right Sign; 04-School Speed Limit; 05-School Flasher ; 06-Street Lighting; 07-Illuminated Sign; 08-Emergency Traffic Signal; 09-Misc.).
3. Assigned number within a control section.



**MICHIGAN DEPARTMENT OF TRANSPORTATION
COST AGREEMENT FOR TRAFFIC SIGNAL
CONTROL**

Lansing Region
 District TSC
 County

This Agreement Cancels and Supercedes All Previous Cost Agreements AND is terminable on thirty days notice by any party.

LOCATION Modernization Traffic Signal
 I-94BL (MICHIGAN) @ HORTON
 JACKSON Jackson

Typed Date 04/17/2007
 Work Auth No. 03681
 MDOT Plan No. 38083-01-010
 Installation Date 06/04/1990

* Under authority of state law and by virtue of resolutions formally adopted by their respective governing bodies (and herein submitted), the undersigned hereby agree to participate in the cost of installation, maintenance and operation of the above traffic signal control on the basis of the division of costs as determined by the provision of applicable statutes. Details of installation are as shown on attached Michigan Department of Transportation plan dated 09/11/2006. Title to equipment shall remain with the purchasing agency, and the proper credit of salvaged value shall be issued to all parties upon removal of the equipment, in proportion to their share of original cost.

Cancels and Supercedes All Previous Cost Agreements

PARTICIPATION

AGENCY	INSTALLATION		MAINTENANCE	
	Per Cent	Estimated Cost	Per Cent	Estimated Annual Cost
Dept of Transportation 38083	50 %	\$4,095	50 %	\$396
JACKSON City	50 %	\$4,095	50 %	\$396
Total	100 %	\$8,190	100 %	\$792

It is further agreed that the agency responsible for handling bills and/or leased line interconnection billings shall be MDOT

It is further agreed that the agency responsible for performing signal maintenance type D shall be City of JACKSON

		For Michigan Department of Transportation use ONLY.
APPROVED: City of JACKSON Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	APPROVED: By _____ Engineer of Operations Date _____
APPROVED: Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	SIGNED: MICHIGAN DEPARTMENT OF TRANSPORTATION By _____ Deputy Director, Field Services Date _____

* Two copies of resolution must be submitted with this form.

Q1549 (3/89)

(See Reverse Side for an Outline of Policy)

OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS FOR TRAFFIC SIGNALS

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

1. The percentage of expense shall be divided on the basis of number of signalized directions. For instance, in the case of a four-legged intersection of which two state trunk line legs are both signalized and only one of the two county legs is signalized, 66-2/3% shall apply to the state trunk line and 33-1/3% to the county road.
2. A divided highway shall be considered the same as a two-way undivided highway.
3. The signalized direction for pedestrians shall be treated in the same manner as signalized vehicular direction.
4. In case of a contract municipality, the municipal share of expense shall include percentages for signalized directions on municipal streets, plus the municipal maintenance contract percentage of the share allocated to the signalized directions on state trunk lines.
5. In case of a signal being located at the intersection of two or more state trunk line maintenance sections, the "Trunk Line Share" shall be allocated to that maintenance section which extends in the north direction. If none extends in the north direction, then to the first leg encountered starting from the north and progressing in a clockwise direction.

OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS FOR ELECTRICAL SCHOOL SIGNS

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

1. The Michigan Department of Transportation shall pay the entire cost of mechanical and routine maintenance, and the cost of energy billings.

EXPLANATION OF CODE FOR "TYPE OF INSTALLATION"

<u>SAMPLE</u>	1	-	4W	-	3C	-	S	-	A
	1		2		3		4		5

Explanation

1. The number of heads of each particular type of unit.
2. The number of signalized ways in the unit - (4 ways).
3. The number of colors facing in each direction - (3 colors).
4. How signal is supported: S-Span Suspension, M-Mast Arm, B-Bracket, P-Post or pedestal.
5. Solid or adjustable heads: S-Solid, A-Adjustable.

A pedestrian signal on a pedestal is designated by: 1-1W-2C-P-A.

A pedestrian signal on a pole is designated by: 1-1W-2C-B-A.

EXPLANATION OF MDOT PLAN NUMBER

<u>SAMPLE</u>	65032	-	01	-	001
	1		2		3

Explanation

1. Control section number.
2. Type of operation. (01-Stop and Go; 02-Flasher; 03-Keep Right Sign; 04-School Speed Limit; 05-School Flasher ; 06-Street Lighting; 07-Illuminated Sign; 08-Emergency Traffic Signal; 09-Misc.).
3. Assigned number within a control section.



**MICHIGAN DEPARTMENT OF TRANSPORTATION
COST AGREEMENT FOR TRAFFIC SIGNAL
CONTROL**

Lansing Region
 District TSC
 County

This Agreement Cancels and Supercedes All Previous Cost Agreements AND is terminable on thirty days notice by any party.

LOCATION Modernization Traffic Signal
 I-94BL (MICHIGAN) @ EAST AVE/HOSPITAL DR.
 JACKSON Jackson

Typed Date 05/07/2007
 Work Auth No. 03679
 MDOT Plan No. 38083-01-007
 Installation Date 07/03/1990

* Under authority of state law and by virtue of resolutions formally adopted by their respective governing bodies (and herein submitted), the undersigned hereby agree to participate in the cost of installation, maintenance and operation of the above traffic signal control on the basis of the division of costs as determined by the provision of applicable statutes. Details of installation are as shown on attached Michigan Department of Transportation plan dated 09/11/2006. Title to equipment shall remain with the purchasing agency, and the proper credit of salvaged value shall be issued to all parties upon removal of the equipment, in proportion to their share of original cost.

Cancels and Supercedes All Previous Cost Agreements

PARTICIPATION

AGENCY	INSTALLATION		MAINTENANCE	
	Per Cent	Estimated Cost	Per Cent	Estimated Annual Cost
Dept of Transportation 38083	50 %	\$2,896	50 %	\$480
JACKSON City	50 %	\$2,896	50 %	\$480
Total	100 %	\$5,792	100 %	\$960

It is further agreed that the agency responsible for handling bills and/or leased line interconnection billings shall be MDOT

It is further agreed that the agency responsible for performing signal maintenance type D shall be City of JACKSON

		For Michigan Department of Transportation use ONLY.
APPROVED: City of JACKSON Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	APPROVED: By _____ Engineer of Operations Date _____
APPROVED: Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	SIGNED: MICHIGAN DEPARTMENT OF TRANSPORTATION By _____ Deputy Director, Field Services Date _____

* Two copies of resolution must be submitted with this form.

OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS FOR TRAFFIC SIGNALS

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

1. The percentage of expense shall be divided on the basis of number of signalized directions. For instance, in the case of a four-legged intersection of which two state trunk line legs are both signalized and only one of the two county legs is signalized, 66-2/3% shall apply to the state trunk line and 33-1/3% to the county road.
2. A divided highway shall be considered the same as a two-way undivided highway.
3. The signalized direction for pedestrians shall be treated in the same manner as signalized vehicular direction.
4. In case of a contract municipality, the municipal share of expense shall include percentages for signalized directions on municipal streets, plus the municipal maintenance contract percentage of the share allocated to the signalized directions on state trunk lines.
5. In case of a signal being located at the intersection of two or more state trunk line maintenance sections, the "Trunk Line Share" shall be allocated to that maintenance section which extends in the north direction. If none extends in the north direction, then to the first leg encountered starting from the north and progressing in a clockwise direction.

OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS FOR ELECTRICAL SCHOOL SIGNS

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

1. The Michigan Department of Transportation shall pay the entire cost of mechanical and routine maintenance, and the cost of energy billings.

EXPLANATION OF CODE FOR "TYPE OF INSTALLATION"

<u>SAMPLE</u>	1	-	4W	-	3C	-	S	-	A
	1		2		3		4		5

Explanation

1. The number of heads of each particular type of unit.
2. The number of signalized ways in the unit - (4 ways).
3. The number of colors facing in each direction - (3 colors).
4. How signal is supported: S-Span Suspension, M-Mast Arm, B-Bracket, P-Post or pedestal.
5. Solid or adjustable heads: S-Solid, A-Adjustable.

A pedestrian signal on a pedestal is designated by: 1-1W-2C-P-A.

A pedestrian signal on a pole is designated by: 1-1W-2C-B-A.

EXPLANATION OF MDOT PLAN NUMBER

<u>SAMPLE</u>	65032	-	01	-	001
	1		2		3

Explanation

1. Control section number.
2. Type of operation. (01-Stop and Go; 02-Flasher; 03-Keep Right Sign; 04-School Speed Limit; 05-School Flasher ; 06-Street Lighting; 07-Illuminated Sign; 08-Emergency Traffic Signal; 09-Misc.).
3. Assigned number within a control section.



**MICHIGAN DEPARTMENT OF TRANSPORTATION
COST AGREEMENT FOR TRAFFIC SIGNAL
CONTROL**

Lansing Region
 District TSC
 County

This Agreement Cancels and Supercedes All Previous Cost Agreements AND is terminable on thirty days notice by any party.

LOCATION Modernization Traffic Signal
 I-94BL (MICHIGAN) @ GORHAM ST
 JACKSON Jackson

Typed Date 05/07/2007
 Work Auth No. 15512
 MDOT Plan No. 38083-01-009
 Installation Date 01/01/1995

* Under authority of state law and by virtue of resolutions formally adopted by their respective governing bodies (and herein submitted), the undersigned hereby agree to participate in the cost of installation, maintenance and operation of the above traffic signal control on the basis of the division of costs as determined by the provision of applicable statutes. Details of installation are as shown on attached Michigan Department of Transportation plan dated 09/11/2006 .
 Title to equipment shall remain with the purchasing agency, and the proper credit of salvaged value shall be issued to all parties upon removal of the equipment, in proportion to their share of original cost.

Cancels and Supercedes All Previous Cost Agreements

PARTICIPATION

AGENCY	INSTALLATION		MAINTENANCE	
	Per Cent	Estimated Cost	Per Cent	Estimated Annual Cost
Dept of Transportation 38083	50 %	\$0	50 %	\$408
JACKSON City	50 %	\$0	50 %	\$408
Total	100 %	\$0	100 %	\$816

It is further agreed that the agency responsible for handling bills and/or leased line interconnection billings shall be MDOT

It is further agreed that the agency responsible for performing signal maintenance type D shall be City of JACKSON

		For Michigan Department of Transportation use ONLY.
APPROVED: City of JACKSON Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	APPROVED: By _____ Engineer of Operations Date _____
APPROVED: Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	SIGNED: MICHIGAN DEPARTMENT OF TRANSPORTATION By _____ Deputy Director, Field Services Date _____

* Two copies of resolution must be submitted with this form.

OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS FOR TRAFFIC SIGNALS

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

1. The percentage of expense shall be divided on the basis of number of signalized directions. For instance, in the case of a four-legged intersection of which two state trunk line legs are both signalized and only one of the two county legs is signalized, 66-2/3% shall apply to the state trunk line and 33-1/3% to the county road.
2. A divided highway shall be considered the same as a two-way undivided highway.
3. The signalized direction for pedestrians shall be treated in the same manner as signalized vehicular direction.
4. In case of a contract municipality, the municipal share of expense shall include percentages for signalized directions on municipal streets, plus the municipal maintenance contract percentage of the share allocated to the signalized directions on state trunk lines.
5. In case of a signal being located at the intersection of two or more state trunk line maintenance sections, the "Trunk Line Share" shall be allocated to that maintenance section which extends in the north direction. If none extends in the north direction, then to the first leg encountered starting from the north and progressing in a clockwise direction.

OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS FOR ELECTRICAL SCHOOL SIGNS

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

1. The Michigan Department of Transportation shall pay the entire cost of mechanical and routine maintenance, and the cost of energy billings.

EXPLANATION OF CODE FOR "TYPE OF INSTALLATION"

<u>SAMPLE</u>	1	-	4W	-	3C	-	S	-	A
	1		2		3		4		5

Explanation

1. The number of heads of each particular type of unit.
2. The number of signalized ways in the unit - (4 ways).
3. The number of colors facing in each direction - (3 colors).
4. How signal is supported: S-Span Suspension, M-Mast Arm, B-Bracket, P-Post or pedestal.
5. Solid or adjustable heads: S-Solid, A-Adjustable.

A pedestrian signal on a pedestal is designated by: 1-1W-2C-P-A.

A pedestrian signal on a pole is designated by: 1-1W-2C-B-A.

EXPLANATION OF MDOT PLAN NUMBER

<u>SAMPLE</u>	65032	-	01	-	001
	1		2		3

Explanation

1. Control section number.
2. Type of operation. (01-Stop and Go; 02-Flasher; 03-Keep Right Sign; 04-School Speed Limit; 05-School Flasher ; 06-Street Lighting; 07-Illuminated Sign; 08-Emergency Traffic Signal; 09-Misc.).
3. Assigned number within a control section.



**MICHIGAN DEPARTMENT OF TRANSPORTATION
COST AGREEMENT FOR TRAFFIC SIGNAL
CONTROL**

Lansing Region
 District TSC
 County

This Agreement Cancels and Supercedes All Previous Cost Agreements AND is terminable on thirty days notice by any party.

LOCATION Modernization Traffic Signal
 I-94BL (MICHIGAN) @ ELM ST
 JACKSON Jackson

Typed Date 05/09/2007
 Work Auth No. 03680
 MDOT Plan No. 38083-01-008
 Installation Date 08/09/1990

* Under authority of state law and by virtue of resolutions formally adopted by their respective governing bodies (and herein submitted), the undersigned hereby agree to participate in the cost of installation, maintenance and operation of the above traffic signal control on the basis of the division of costs as determined by the provision of applicable statutes. Details of installation are as shown on attached Michigan Department of Transportation plan dated 09/11/2006. Title to equipment shall remain with the purchasing agency, and the proper credit of salvaged value shall be issued to all parties upon removal of the equipment, in proportion to their share of original cost.

Cancels and Supercedes All Previous Cost Agreements

PARTICIPATION

AGENCY	INSTALLATION		MAINTENANCE	
	Per Cent	Estimated Cost	Per Cent	Estimated Annual Cost
Dept of Transportation 38083	50 %	\$2,896	50 %	\$432
JACKSON City	50 %	\$2,896	50 %	\$432
Total	100 %	\$5,792	100 %	\$864

It is further agreed that the agency responsible for handling bills and/or leased line interconnection billings shall be MDOT

It is further agreed that the agency responsible for performing signal maintenance type D shall be City of JACKSON

		For Michigan Department of Transportation use ONLY.
APPROVED: City of JACKSON Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	APPROVED: By _____ Engineer of Operations Date _____
APPROVED: Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	SIGNED: MICHIGAN DEPARTMENT OF TRANSPORTATION By _____ Deputy Director, Field Services Date _____

* Two copies of resolution must be submitted with this form.

OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS FOR TRAFFIC SIGNALS

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

1. The percentage of expense shall be divided on the basis of number of signalized directions. For instance, in the case of a four-legged intersection of which two state trunk line legs are both signalized and only one of the two county legs is signalized, 66-2/3% shall apply to the state trunk line and 33-1/3% to the county road.
2. A divided highway shall be considered the same as a two-way undivided highway.
3. The signalized direction for pedestrians shall be treated in the same manner as signalized vehicular direction.
4. In case of a contract municipality, the municipal share of expense shall include percentages for signalized directions on municipal streets, plus the municipal maintenance contract percentage of the share allocated to the signalized directions on state trunk lines.
5. In case of a signal being located at the intersection of two or more state trunk line maintenance sections, the "Trunk Line Share" shall be allocated to that maintenance section which extends in the north direction. If none extends in the north direction, then to the first leg encountered starting from the north and progressing in a clockwise direction.

OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS FOR ELECTRICAL SCHOOL SIGNS

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

1. The Michigan Department of Transportation shall pay the entire cost of mechanical and routine maintenance, and the cost of energy billings.

EXPLANATION OF CODE FOR "TYPE OF INSTALLATION"

<u>SAMPLE</u>	1	-	4W	-	3C	-	S	-	A
	1		2		3		4		5

Explanation

1. The number of heads of each particular type of unit.
2. The number of signalized ways in the unit - (4 ways).
3. The number of colors facing in each direction - (3 colors).
4. How signal is supported: S-Span Suspension, M-Mast Arm, B-Bracket, P-Post or pedestal.
5. Solid or adjustable heads: S-Solid, A-Adjustable.

A pedestrian signal on a pedestal is designated by: 1-1W-2C-P-A.

A pedestrian signal on a pole is designated by: 1-1W-2C-B-A.

EXPLANATION OF MDOT PLAN NUMBER

<u>SAMPLE</u>	65032	-	01	-	001
	1		2		3

Explanation

1. Control section number.
2. Type of operation. (01-Stop and Go; 02-Flasher; 03-Keep Right Sign; 04-School Speed Limit; 05-School Flasher ; 06-Street Lighting; 07-Illuminated Sign; 08-Emergency Traffic Signal; 09-Misc.).
3. Assigned number within a control section.



**MICHIGAN DEPARTMENT OF TRANSPORTATION
COST AGREEMENT FOR TRAFFIC SIGNAL
CONTROL**

Lansing Region
 District TSC
 County

This Agreement Cancels and Supercedes All Previous Cost Agreements AND is terminable on thirty days notice by any party.

LOCATION Modernization Traffic Signal
 US127BR,M50 (WEST) @ GANSON
 JACKSON Jackson

Typed Date 01/23/2012
 Work Auth No.
 MDOT Plan No. 38072-01-004
 Installation Date 08/14/2012

* Under authority of state law and by virtue of resolutions formally adopted by their respective governing bodies (and herein submitted), the undersigned hereby agree to participate in the cost of installation, maintenance and operation of the above traffic signal control on the basis of the division of costs as determined by the provision of applicable statutes. Details of installation are as shown on attached Michigan Department of Transportation plan dated 10/10/2011 .
 Title to equipment shall remain with the purchasing agency, and the proper credit of salvaged value shall be issued to all parties upon removal of the equipment, in proportion to their share of original cost.

PARTICIPATION

AGENCY	(BY CONTRACT)	INSTALLATION		MAINTENANCE	
		Per Cent	Estimated Cost	Per Cent	Estimated Annual Cost
Dept of Transportation 38072		0 %		50 %	\$384
JACKSON	City	0 %		50 %	\$384
Total		0 %		100 %	\$768

It is further agreed that the agency responsible for handling bills and/or leased line interconnection billings shall be MDOT

It is further agreed that the agency responsible for performing signal maintenance type D shall be City of JACKSON

		For Michigan Department of Transportation use ONLY.
APPROVED: City of JACKSON Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	APPROVED: By _____ Engineer of Operations Date _____
APPROVED: Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	SIGNED: MICHIGAN DEPARTMENT OF TRANSPORTATION By _____ Deputy Director, Field Services Date _____

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OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS FOR TRAFFIC SIGNALS

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

1. The percentage of expense shall be divided on the basis of number of signalized directions. For instance, in the case of a four-legged intersection of which two state trunk line legs are both signalized and only one of the two county legs is signalized, 66-2/3% shall apply to the state trunk line and 33-1/3% to the county road.
2. A divided highway shall be considered the same as a two-way undivided highway.
3. The signalized direction for pedestrians shall be treated in the same manner as signalized vehicular direction.
4. In case of a contract municipality, the municipal share of expense shall include percentages for signalized directions on municipal streets, plus the municipal maintenance contract percentage of the share allocated to the signalized directions on state trunk lines.
5. In case of a signal being located at the intersection of two or more state trunk line maintenance sections, the "Trunk Line Share" shall be allocated to that maintenance section which extends in the north direction. If none extends in the north direction, then to the first leg encountered starting from the north and progressing in a clockwise direction.

OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS FOR ELECTRICAL SCHOOL SIGNS

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

1. The Michigan Department of Transportation shall pay the entire cost of mechanical and routine maintenance, and the cost of energy billings.

EXPLANATION OF CODE FOR "TYPE OF INSTALLATION"

<u>SAMPLE</u>	1	-	4W	-	3C	-	S	-	A
	1		2		3		4		5

Explanation

1. The number of heads of each particular type of unit.
2. The number of signalized ways in the unit - (4 ways).
3. The number of colors facing in each direction - (3 colors).
4. How signal is supported: S-Span Suspension, M-Mast Arm, B-Bracket, P-Post or pedestal.
5. Solid or adjustable heads: S-Solid, A-Adjustable.

A pedestrian signal on a pedestal is designated by: 1-1W-2C-P-A.

A pedestrian signal on a pole is designated by: 1-1W-2C-B-A.

EXPLANATION OF MDOT PLAN NUMBER

<u>SAMPLE</u>	65032	-	01	-	001
	1		2		3

Explanation

1. Control section number.
2. Type of operation. (01-Stop and Go; 02-Flasher; 03-Keep Right Sign; 04-School Speed Limit; 05-School Flasher ; 06-Street Lighting; 07-Illuminated Sign; 08-Emergency Traffic Signal; 09-Misc.).
3. Assigned number within a control section.



**MICHIGAN DEPARTMENT OF TRANSPORTATION
COST AGREEMENT FOR TRAFFIC SIGNAL
CONTROL**

Lansing Region
 District TSC
 County

This Agreement Cancels and Supercedes All Previous Cost Agreements AND is terminable on thirty days notice by any party.

LOCATION Modernization Traffic Signal
 US127BR, M50 (WEST) @ WILDWOOD AVE
 JACKSON Jackson

Typed Date 01/23/2012
 Work Auth No.
 MDOT Plan No. 38072-01-003
 Installation Date 08/14/2012

* Under authority of state law and by virtue of resolutions formally adopted by their respective governing bodies (and herein submitted), the undersigned hereby agree to participate in the cost of installation, maintenance and operation of the above traffic signal control on the basis of the division of costs as determined by the provision of applicable statutes. Details of installation are as shown on attached Michigan Department of Transportation plan dated 10/10/2011. Title to equipment shall remain with the purchasing agency, and the proper credit of salvaged value shall be issued to all parties upon removal of the equipment, in proportion to their share of original cost.

PARTICIPATION

AGENCY	(BY CONTRACT)	INSTALLATION		MAINTENANCE	
		Per Cent	Estimated Cost	Per Cent	Estimated Annual Cost
Dept of Transportation 38072		0 %		50 %	\$384
JACKSON	City	0 %		50 %	\$384
Total		0 %		100 %	\$768

It is further agreed that the agency responsible for handling bills and/or leased line interconnection billings shall be MDOT

It is further agreed that the agency responsible for performing signal maintenance type D shall be City of JACKSON

		For Michigan Department of Transportation use ONLY.
APPROVED: City of JACKSON Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	APPROVED: By _____ Engineer of Operations Date _____
APPROVED: Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	SIGNED: MICHIGAN DEPARTMENT OF TRANSPORTATION By _____ Deputy Director, Field Services Date _____

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OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS FOR ELECTRICAL SCHOOL SIGNS

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

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EXPLANATION OF CODE FOR "TYPE OF INSTALLATION"

<u>SAMPLE</u>	1	-	4W	-	3C	-	S	-	A
	1		2		3		4		5

Explanation

1. The number of heads of each particular type of unit.
2. The number of signalized ways in the unit - (4 ways).
3. The number of colors facing in each direction - (3 colors).
4. How signal is supported: S-Span Suspension, M-Mast Arm, B-Bracket, P-Post or pedestal.
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A pedestrian signal on a pedestal is designated by: 1-1W-2C-P-A.

A pedestrian signal on a pole is designated by: 1-1W-2C-B-A.

EXPLANATION OF MDOT PLAN NUMBER

<u>SAMPLE</u>	65032	-	01	-	001
	1		2		3

Explanation

1. Control section number.
2. Type of operation. (01-Stop and Go; 02-Flasher; 03-Keep Right Sign; 04-School Speed Limit; 05-School Flasher ; 06-Street Lighting; 07-Illuminated Sign; 08-Emergency Traffic Signal; 09-Misc.).
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**MICHIGAN DEPARTMENT OF TRANSPORTATION
COST AGREEMENT FOR TRAFFIC SIGNAL
CONTROL**

Lansing Region
 District TSC
 County

This Agreement Cancels and Supercedes All Previous Cost Agreements AND is terminable on thirty days notice by any party.

LOCATION Modernization Traffic Signal
 US127BR, M50 (WEST) @ ARGYLE
 JACKSON Jackson

Typed Date 01/23/2012
 Work Auth No.
 MDOT Plan No. 38072-01-009
 Installation Date 02/11/1990
 Revision Date 01/23/2012

* Under authority of state law and by virtue of resolutions formally adopted by their respective governing bodies (and herein submitted), the undersigned hereby agree to participate in the cost of installation, maintenance and operation of the above traffic signal control on the basis of the division of costs as determined by the provision of applicable statutes. Details of installation are as shown on attached Michigan Department of Transportation plan dated 01/26/1984 . Y
 Title to equipment shall remain with the purchasing agency, and the proper credit of salvaged value shall be issued to all parties upon removal of the equipment, in proportion to their share of original cost.

REVISED PARTICIPATION

PARTICIPATION

AGENCY	(BY CONTRACT)	INSTALLATION		MAINTENANCE		
		Per Cent	Estimated Cost	Per Cent	Estimated Annual Cost	
Dept of Transportation 38072		0 %		50 %	\$588	1
JACKSON	City	0 %		50 %	\$588	1
Total				100 %	\$1,176	

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It is further agreed that the agency responsible for performing signal maintenance type D shall be City of JACKSON

		For Michigan Department of Transportation use ONLY.	
APPROVED: City of JACKSON Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	APPROVED: By _____ Engineer of Operations Date _____	
APPROVED: Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	SIGNED: MICHIGAN DEPARTMENT OF TRANSPORTATION By _____ Deputy Director, Field Services Date _____	

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EXPLANATION OF CODE FOR "TYPE OF INSTALLATION"

<u>SAMPLE</u>	1	-	4W	-	3C	-	S	-	A
	1		2		3		4		5

Explanation

1. The number of heads of each particular type of unit.
2. The number of signalized ways in the unit - (4 ways).
3. The number of colors facing in each direction - (3 colors).
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A pedestrian signal on a pole is designated by: 1-1W-2C-B-A.

EXPLANATION OF MDOT PLAN NUMBER

<u>SAMPLE</u>	65032	-	01	-	001
	1		2		3

Explanation

1. Control section number.
2. Type of operation. (01-Stop and Go; 02-Flasher; 03-Keep Right Sign; 04-School Speed Limit; 05-School Flasher ; 06-Street Lighting; 07-Illuminated Sign; 08-Emergency Traffic Signal; 09-Misc.).
3. Assigned number within a control section.

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: April 26, 2016
SUBJECT: Approval of a Resolution to Establish Donation Box License Fees

Recommendation: Approval of a Resolution to Establish Donation Box License Fees

Attached are a Department Report and a proposed Resolution.

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

DEPARTMENTAL REPORT

MEMO TO: Patrick H. Burtch, City Manager
FROM: Bethany M. Smith, City Attorney ^(B)
DATE: April 26, 2016
RECOMMENDATION: Approve a Resolution Establishing License Fees for Donation Boxes

SUMMARY

Council passed a Donation Box ordinance at the April 12th City Council meeting. A license fee needs to be established as well. The City Treasurer/Clerk and the Neighborhood and Economic Operations Department recommend a \$175.00 license fee.

BUDGETARY CONSIDERATIONS

The fee is proportionate to the costs associated with the licensing of donation boxes.

HISTORY, BACKGROUND and DISCUSSION

An Ordinance to regulate donation boxes was passed at the April 12th City Council meeting. Fees will need to be established by the City Council for the licensing of donation boxes. Both the City Clerk's Office and the Neighborhood and Economic Operations Department are involved in the process of issuing and approving licenses for donation boxes and both departments spend staff time in that process. The fee reflects the staff time of members of both departments.

DISCUSSION OF THE ISSUE

The City Treasurer/Clerk and the Neighborhood and Economics Operations Department have investigated the process involved in the licensing of donation boxes. They have determined that a fee of \$175.00 per donation box will be adequate to cover the costs of licensing.

POSITION

The City Attorney's Office recommends approval of the \$175.00 licensing fee for donation boxes based on the recommendation of the City Treasurer/Clerk and the Neighborhood and Economic Operations Department.

ATTACHMENTS Resolution Establishing Fee for Donation Boxes

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City of Jackson has approved an ordinance for the licensing of donation boxes to be placed in the City for use by duly registered nonprofit organizations, or professional fundraisers licensed by the State of Michigan under the Charitable Organizations and Solicitors Act, PA 169 of 1975 (MCL 400.287); and

WHEREAS, the City of Jackson wishes to establish fees for donation box licenses by Resolution rather than by Ordinance to allow for flexibility in the establishment of license fees; and

NOW, THEREFORE, BE IT RESOLVED that the City of Jackson establishes a license fee of One Hundred Seventy-Five (\$175.00) Dollars for donation boxes payable to the City of Jackson at the City Clerk’s Office annually.

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

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Bethany M. Smith, City Attorney 

DATE: April 26, 2016

SUBJECT: Revisions to Chapter 10 of the City Code of Ordinances—Fire Prevention and Protection

Recommendation: Approve Ordinance Revisions to Chapter 10, Fire Prevention and Protection, by Adopting Language from the 2015 International Fire Code.

Attached are memos from the City Attorney's Office, regarding revising Chapter 10 of the City of Jackson City Code of Ordinances; copies of Sections 1-18 and 28-31; as well as clean and black lined versions of Chapter 10 of the City of Jackson Code of Ordinances. This chapter lists standards and procedures that must be maintained by City residents and the Jackson Fire Division ("Division") concerning fire prevention and protection. Revisions are being proposed to adopt the International Code Council's 2015 International Fire Code into Chapter 10 to help ensure that the Division stays up-to-date on all modern fire code procedures and policies, which would assist it when addressing conditions considered to be hazardous to life and property from fire, explosion, and handling or use of hazardous materials.

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

DEPARTMENTAL REPORT

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager
Bethany M. Smith, City Attorney 
Courtney A. Gabbara, Staff Attorney 
Matthew Heins, Chief of Police 
David Wooden, Deputy Fire Chief 

DATE: April 26, 2016

RECOMMENDATION: Approve Ordinance Revisions to Chapter 10, Fire Prevention and Protection, by Incorporating Language from the 2015 International Fire Code

SUMMARY

The recommended action is approval of several Revisions to Chapter 10 of the City of Jackson Code of Ordinances by incorporating language from the International Code Council's 2015 International Fire Code. This action is being recommended in order to allow the Jackson Fire Division ("Division") to better protect the health, safety, and welfare of the citizens of the City by regulating and governing hazardous or potentially hazardous conditions.

BUDGETARY CONSIDERATIONS

There are no foreseen budgetary considerations or concerns.

HISTORY, BACKGROUND and DISCUSSION

The International Code Council updates its International Fire Code every three (3) years. By adopting the 2015 International Fire Code into our Code of Ordinances, we will ensure that the Division is staying abreast of modern, up-to-date fire code that address conditions considered hazardous to life and property from fire, explosion, and handling or use of hazardous materials. Currently, the Chapter adopts by reference the BOCA National Fire Prevention Code of 1996.

DISCUSSION OF THE ISSUE

The Division has been considering updating Chapter 10 of the City of Jackson Code of Ordinances for some time. It is a necessary step to ensure the public receives proper protection from various health, safety, and welfare hazards. Based on the need to update Chapter 10 of the City of Jackson Code of Ordinances, the City Attorney's Office and the Jackson Fire Division would request that the Council approve the Revisions. Attached, please find copies of Sections

would request that the Council approve the Revisions. Attached, please find copies of Sections 1-18 and 28-31 of the Code of Ordinances, which are referenced throughout Chapter 10.

POSITIONS

The City Attorney's Office and the Jackson Fire Division recommend approval of the Revisions, which would incorporate the International Code Council's 2015 International Fire Code into Chapter 10 of the City of Jackson Code of Ordinances.

ATTACHMENTS

ORDINANCE 2016 - _____

An Ordinance amending Chapter 10 of the Code of Ordinances of the City of Jackson, Michigan to adopt language from the International Code Council's 2015 International Fire Code for the health, safety and welfare of the Citizens of the City of Jackson.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to incorporate language from the International Code Council's 2015 International Fire Code for the health, safety and welfare of the Citizens of the City of Jackson.

Section 2.

That Chapter 10 of the City of Jackson, Michigan Code of Ordinances, be amended to read as follows:

ARTICLE I. - IN GENERAL

Secs. 10-1—10-25. - Reserved.

ARTICLE II. - FIRE Division

Sec. 10-26. - Purpose.

The purpose of the fire prevention code of the city is to protect the health, safety and welfare of the people living and working in the city by regulating and governing conditions hazardous or potentially hazardous to life and property from fire and/or explosion or both.

Sec. 10-27. - Director of Police and Fire Services.

The fire division shall be headed by the director of police and fire services or his designee ("director") and shall be charged with the prevention and extinguishment of fires, the protection of life and property against fire, the removal of fire hazards, the performance of other public services of an emergency nature assigned to it, and the conducting of an educational fire prevention program.

Sec. 10-28. - Fire prevention duties.

The fire division shall be responsible for inspecting potential fire hazards, and abatement of existing fire hazards, in accordance with the provisions of this chapter.

Sec. 10-29. - Division rules.

The director of police and fire services shall adopt rules and regulations for the government of the fire division, subject to the approval of the city manager, and may change and repeal the same upon notice to and approval by the city manager. Such rules and regulations shall designate the chain of command for the fire division, so that in the absence or disability of the director or any officer of the fire division, the responsibility for the operation of the division shall immediately and automatically be vested in the next ranking officer or member of the division on duty at the time of a fire.

Sec. 10-30. - Division equipment.

The director shall be responsible for the maintenance and care of all property and equipment used by the fire department.

Secs. 10-31—10-51. - Reserved.

ARTICLE III. - FIRE PREVENTION CODE

Sec. 10-52. - Adoption by reference.

There is hereby adopted by reference as the fire prevention code of the city the International Code Council (“ICC”), International Fire Code, with all appendices, references and supplements therein printed. The ICC, International Fire Code, which may be amended from time to time, is hereby adopted by reference as the Fire Prevention Code of the City of Jackson, excluding amendments, deletions, and additions contained within section 10-53.

Sec. 10-53. - Amendments, deletions and additions.

The following sections and subsections of the ICC, International Fire Code, are hereby amended or deleted as set forth, and additional sections and subsections are added as indicated. Subsequent section numbers used in this section shall refer to the like-numbered sections of such fire prevention code.

Sec. 101.1. The following portions of Section 101.1 are amended to provide as follows:

Title. These regulations shall be known as the Fire Prevention Code of the City of Jackson, hereinafter referred to as “this Code”.

Sec.108.1. The following portions of Section 108.1 are amended to provide as follows:

Application for appeal. Whenever the director shall disapprove of an application or refuse to grant a permit hereunder, or when it is claimed the provisions of this code do not apply or the true intent of the code has been misinterpreted, the applicant may appeal

in writing to the City of Jackson Building Board of Examiners and Appeals (the “Board”) within thirty (30) days from the date of the disapproval of the application or refusal to grant a permit.

Section 108.3 is deleted in its entirety.

Sec. 109.3. Notice of Violation. The following portions of Section 109.3 are amended to provide as follows:

Violation Penalties. Person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$500.00 or by imprisonment not exceeding 90 days, or both such fine or imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Sec. 113.1. Fees. The following portions of Section 113.1 are amended to provide as follows:

Fees. A permit shall not be issued until the fees have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid. Fees shall be set by Resolution of the City Council.

Sections 307, 308, 309, 310, 311, 312, 313, and 314. Outdoor burning. The following portions of Section 307, 308, 309, 310, 311, 312, 313, and 314 are amended to provide as follows:

307.1 This section applies to all outdoor burning and open burning within the City of Jackson.

307.2 Definitions.

307.2.1 Clean wood means seasoned, dry, and natural wood which has not been painted, varnished or coated with a similar material, has not been pressure treated with preservatives, and does not contain resins or glues as in plywood or other composite wood products.

307.2.2 Construction and demolition waste means building waste materials, including but not limited to waste shingles, insulation, lumber, treated wood, painted wood, wiring, plastics, packaging, and rubble that results from construction, remodeling, repair, and demolition operations on a house, commercial or industrial building, or other structure.

307.2.3 *Manufactured gas fire device* means a manufactured gas burning device used for outdoor recreation and/or heating.

307.2.4 *Open burning* means kindling or maintaining a fire where the products of combustion are emitted into the ambient air without passing through a stack or a chimney.

307.2.5 *Outdoor burning* means open burning, burning in a wood-burning unit, or burning in a manufactured gas fire device.

307.2.6 *Wood-burning unit* means a manufactured wood burning device (including a chiminea) used for outdoor recreation and/or heating.

307.3 General prohibition on outdoor burning. Outdoor burning is prohibited unless specifically permitted by this section.

307.4 Outdoor burning of refuse, brush, leaves, waste, and grass clippings prohibited. Outdoor burning of refuse is prohibited including the burning of brush, leaves, waste, and grass clippings.

307.5 A wood-burning unit may be used in the City of Jackson only if it is used in accordance with all of the following provisions:

307.5.1 The wood-burning unit shall only be used to burn clean wood. The wood-burning unit shall not be used to burn refuse, waste, brush, leaves, grass clippings, or any material or substance other than clean wood.

307.5.2 The wood-burning unit shall be located in the rear yard only. For the purpose of this section only, on corner lots, the rear yard shall be considered the yard opposite the street on which the front door of the house faces.

307.5.3 The wood-burning unit shall be located no closer than twenty-five (25) feet from any structure. The wood-burning unit shall be located no closer than fifteen (15) feet from any neighboring property line.

307.5.4. The wood-burning unit or burning materials within the unit shall not cause a nuisance to neighbors. Reasonably objectionable smoke, odor, or smell shall be deemed a nuisance and is prohibited.

307.5.5 Operational hours for any wood-burning unit shall be limited to the time between 9:00 a.m. through 11:00 p.m.

307.5.6 All fires shall be diligently supervised by at least one person who is eighteen (18) years of age or older.

307.5.7 There shall be a minimum of a garden hose connected to a reliable water supply, a bucket filled with no less than two (2) gallons of clean water, or a properly functioning portable fire extinguisher, rated 2-A; 10-B, C, in plain view and within fifteen (15) feet from any wood-burning unit.

307.5.8 The wood-burning unit shall be no wider than three (3) feet in diameter and no higher than three (3) feet above the base of the wood-burning unit, which makes direct contact with the bottom of the burning materials in the wood-burning unit. A chiminea shall be no higher than five (5) feet above the base, which makes direct contact with the bottom of the burning materials in the chiminea.

307.5.9 The wood-burning unit shall be enclosed on all sides and the bottom, and shall have a metallic screen or cover that completely covers the top of the wood-burning unit. The metallic screen or cover covering the top of the wood-burning unit shall be no larger than one-third-inch metallic meshing. Burning materials shall be completely contained within the wood-burning unit. The wood-burning unit shall only be constructed of metal, concrete, clay, or other similar non-combustible materials.

307.5.10 The materials being burned in the wood-burning unit shall not make direct contact with the ground. The base of the wood-burning unit, which makes direct contact with the bottom of the burning materials in the wood-burning unit, shall not make direct contact with the ground.

307.5.11 The wood-burning unit shall only be used with the express permission of the property owner or tenant.

307.5.12 The wood-burning unit shall only be used at a one-family or two-family dwelling.

307.5.13 Any user of a wood-burning unit shall comply with the directions, instructions, and warnings provided by the manufacturer of the wood-burning unit. If the directions, instructions, and warnings provided by the manufacturer conflict with any provision in this section, the provision in this section shall control.

307.5.14 There shall only be one (1) active wood-burning unit at a property at a time.

308.1 A manufactured gas fire device may be used in the City of Jackson at one or two-family dwellings and non-residential property only if it is used in accordance with all of the following provisions:

308.1.1 The manufactured gas fire device shall only be used to burn flammable gas. The manufactured gas fire device shall not be used to burn refuse, waste, brush, leaves, grass clippings, wood, or any material or substance other than flammable gas.

308.1.2 At one or two family dwellings, the manufactured gas fire device shall be located in the rear yard only. For the purpose of this section, on corner lots, the rear yard shall be considered the yard opposite the street on which the front door of the house faces.

308.1.3 The manufactured gas fire device shall be located no closer than five (5) feet from any portion of a structure in any direction, including above the manufactured gas fire device. The manufactured gas fire device shall be located no closer than fifteen (15) feet from any neighboring property line. The manufactured gas fire device shall be located no closer than ten (10) feet from any other manufactured gas fire device, wood-burning unit, or outdoor burning.

308.1.4 The manufactured gas fire device shall not cause a nuisance to neighbors. Reasonably objectionable smoke, odor, or smell shall be deemed a nuisance and is prohibited.

308.1.5 At one or two family dwellings, operation of a manufactured gas fire device shall be limited to the time between 9:00 a.m. through 11:00 p.m.

308.1.6 All manufactured gas fire devices shall be diligently supervised by at least one person who is eighteen (18) years of age or older when the gas fire device is in use.

308.1.7 The manufactured gas fire device shall only be used with the express permission of the property owner or tenant.

308.1.8 Any user of a manufactured gas fire device shall comply with the directions, instructions, and warnings provided by the manufacturer of the manufactured gas fire device. If the directions, instructions, and warnings provided by the manufacturer conflict with any provision in this section, the provision in this section shall control.

308.1.9 At a non-residential property, the owner of a manufactured gas fire device that will be placed in a public right-of-way shall complete an application for revocable

license and pay the required fee to the Clerk's office. The application must also include a general liability insurance certificate verifying that the owner of the manufactured gas fire device is insured against personal injury and property damage arising out of the use or possession of the manufactured gas fire device. The owner shall also provide to the City of Jackson an insurance endorsement stating that the City of Jackson is an additional insured, and it must be in a reasonable coverage amount established by the City Attorney to ensure the City's protection. Upon receipt of a completed application for a revocable license, the application shall be placed on the next regularly scheduled City Council meeting for City Council action. All complete applications for a revocable license must either be denied or approved and executed within sixty (60) days of receipt. If the application for the revocable license is approved by the City Council, the Mayor and Clerk shall execute the revocable license. Any complete application that is not denied within sixty (60) days of receipt shall be deemed approved.

308.1.10 At non-residential property, a manufactured gas fire device shall only be in use during the hours that the business is open.

309.1 Exceptions. Subsections 307.3, 307.5, and 308.1 do not apply to:

309.1.1 Grilling or cooking food using charcoal cookers, propane or natural gas in cooking appliances, braziers, hibachis, grills, outdoor fireplaces or gas-fired stoves.

309.1.2 The temporary use of propane, acetylene, natural gas, gasoline or kerosene in a device intended for construction or maintenance activities.

309.1.3 The temporary use of non-ash producing fuels being used not less than fifteen (15) feet from combustible materials, when used in metal containers for the heating of building materials or for the warmth of workers.

309.1.4 Outdoor burning by the City Fire Division in connection with training and performance of its duties.

310.1 The department of police and fire services is authorized to enforce this section.

311.1 A City official or employee enforcing this section may require the owner, tenant, occupant, guest, or any other person at the property to extinguish any outdoor fire that creates a fire hazard, is a nuisance, is reasonably objectionable, or is unsafe. If there are no capable, available, or willing people at the property to extinguish an outdoor fire, the City official or employee may extinguish the outdoor fire.

312.1 Charcoal cookers, propane or natural gas in cooking appliances, braziers, hibachis, grills, stoves, or other similar devices when in use outdoors for cooking or heating purposes, shall not be used or kindled on any balcony, shall not be used or kindled under any overhanging portion of a structure, and shall be located no closer than ten (10) feet from any portion of a structure in any direction, including above, at property that has a structure or structures that contain more than two dwelling units.

313.1 Any provision or requirement in Section 403.0 may be waived or modified only with the express written permission of the City Fire Division or approval by the City Council.

314.1 Between the passage date of this ordinance and the effective date of this ordinance, any provision or requirement in Section 403.0 may be waived or modified only with the express written permission of the City Fire Division or approval by the City Council.

Sec. 506.1. Key boxes; installation; contents. The following portions of Section 506.1 are amended to provide as follows:

Key boxes; installation; contents. A key box of a type approved by the fire official shall be required when a property is protected by an automatic fire alarm system or access to the property is made unusually difficult because of secured doors or other openings. Such key box, when installed, shall contain all of the following:

1. Keys to locked points of ingress whether on the interior or exterior of such buildings.
2. Keys to locked mechanical equipment rooms.
3. Keys to locked electrical rooms.
4. Keys to elevator controls.
5. Keys to other areas as deemed necessary by the fire official.

Sec. 560.4. Explosive materials storage and handling. The following portions of Section 560.4 are amended to provide as follows:

5604.1 General. Storage of explosives and explosive materials, small arms ammunition, small arms primers, propellant-actuated cartridges and smokeless propellants in magazines shall comply with the provisions of this section. The storage of explosives and blasting agents is prohibited within all zoning designations of property within the city except those areas designated as I-1 or I-2 industrial properties and C-1, C-2, C-3, or C-4, commercial districts by the zoning code of the City of Jackson;

provided, however, that temporary storage not to exceed five (5) continuous days in conjunction with approved blasting operations shall be permissible.

It shall not be deemed unlawful under this section to store wholesale and retail stocks of small arms ammunition, explosive bolts, explosive rivets, or cartridges for explosive-activated power tools in quantities involving less than five hundred (500) pounds of explosive material.

Sec. 10-54. - Districts in which storage of flammable liquids and explosives prohibited.

The limits referred to in the fire prevention code adopted by this article which restrict or prohibit the storage of explosives and blasting agents, Sec. 5601; flammable liquids, Sec. 5701; and storage of liquefied petroleum gas, Sec. 6101et seq., are hereby established for all zoning districts created by section 28-31 of the city code except "I" industrial districts.

Sec. 10-55. - Appeals.

Whenever the director of police and fire services shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the code adopted by this article do not apply or that the true intent and meaning of such code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the director to the building board of examiners and appeals within thirty (30) days from the date of the decision appealed.

Secs. 10-56—10-69. - Reserved.

ARTICLE IV. - HAZARDOUS MATERIAL (HAZMAT) UNIT

Sec. 10-70. - Definitions.

For purposes of this article, the following definitions shall apply:

Emergency hazardous material incident means a spill, leakage, release, or other dissemination or threat of same of any hazardous materials requiring immediate action to mitigate a threat to public health, safety or welfare.

Expenses shall include but not be limited to the actual labor costs to the city and its personnel including Workers' Compensation benefits, fringe benefits, administrative overhead, costs of equipment, costs of equipment operation, costs and materials, costs of disposal, costs of any contract labor and materials, and those costs associated with an emergency hazardous materials incident, in order to ensure the safety of the city and its populace. Expenses shall also

include the charges or costs incurred by the city as a result of a HazMat unit response to an emergency hazardous materials incident.

Hazardous materials shall include but not necessarily be limited to, all materials identified in E102, and materials designated as hazardous by the State of Michigan in Public Act 307 of 1982, as amended, or by the Federal Superfund Amendment and Reauthorization Act (SARA), as amended.

HazMat unit means the vehicle provided by the city, individually or pursuant to an agreement with another municipality, equipped with apparatus designed to provide emergency service in situations involving a spill, leak, accident or other similar occurrence involving hazardous materials.

Owner means any individual, firm, company, association, society, corporation, partnership, or group, including their officers and employees, who are either listed as the owner of record by the Jackson County Register of Deeds, have a land contract vendee interest in, or are listed as the taxpayer of record for the real property where the emergency hazardous material incident occurred, or have title, use, possession or control of the hazardous material or the vehicle used to transport same.

Person means any individual, firm, company, association, society, corporation, partnership, or group, including their officers and employees, who has responsibility for or actual involvement in the emergency hazardous materials incident.

Sec. 10-71. - Hazardous materials incident emergency.

In the event a spill, leakage, release, or other dissemination of any hazardous material has occurred, the city fire chief, or his/her authorized representative, shall determine whether such occurrence constitutes an emergency hazardous materials incident, and if so determined, the city may take immediate steps to abate and control the hazardous materials.

Sec. 10-72. - Expenses of an emergency hazardous materials incident.

In the event of an emergency hazardous materials incident, all owners or persons who have responsibility for or involvement in the emergency hazardous materials incident shall be jointly and severally liable to the city for any expenses incurred in responding to said emergency hazardous materials incident. In the event said owner or person fails to pay said expenses within sixty (60) days after the city mails its invoice of expenses to said owner or person, the city may take such collection efforts to recover said expenses that it deems appropriate, including, but not limited to, causing such expenses to be levied and assessed as a special assessment upon the real property where the hazardous materials emergency occurred, and collecting the same in the same manner as provided in the City Charter; provided, however, such unpaid expenses may not be

levied as a special assessment against any real property unless the owner, or person in charge of or responsible for said real property, has a connection or involvement with the hazardous material that resulted in an emergency hazardous materials incident.

Sec. 10-73. - Payment of invoice.

Payment of an invoice for expenses incurred by the city under this article shall not constitute an admission of guilt or responsibility under any other ordinance, law, rule, or regulation.

Sec. 10-74. - Repeal of conflicting ordinances.

All ordinances or parts or ordinances conflicting with the provisions of this article are hereby repealed, only to the extent necessary to give this article full force and effect.

Sec. 10-75. - Invalidity provision.

Should the courts declare any provision or section of this article unconstitutional or invalid, then such decision shall affect only the section or provision so passed upon, and shall not affect any other section or part of this article.

Sec. 10-76. - Construction.

The general penalty provision of section 1-18 of this code shall not apply to this article.

Section 3. Effective date.

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

ORDINANCE 2016 - _____

An Ordinance amending Chapter 10 of the Code of Ordinances of the City of Jackson, Michigan to adopt language from the International Code Council’s 2015 International Fire Code for the health, safety and welfare of the Citizens of the City of Jackson.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to incorporate language from the International Code Council’s 2015 International Fire Code for the health, safety and welfare of the Citizens of the City of Jackson.

Section 2.

That Chapter 10 of the City of Jackson, Michigan Code of Ordinances, be amended to read as follows:

ARTICLE I. - IN GENERAL

Secs. 10-1—10-25. - Reserved.

ARTICLE II. - FIRE ~~DEPARTMENT~~Division

Sec. 10-~~52~~26. - Purpose.

The purpose of the fire prevention code of the city is to protect the health, safety and welfare of the people living and working in the city by regulating and governing conditions hazardous or potentially hazardous to life and property from fire and/or explosion or both.

Sec. 10-~~26~~27. - ~~Deputy fire chief.~~Director of Police and Fire Services.

The fire division shall be headed by the ~~deputy fire chief~~director of police and fire services or his designee (“director”) and shall be charged with the prevention and extinguishment of fires, the protection of life and property against fire, the removal of fire hazards, the performance of other public services of an emergency nature assigned to it, and the conducting of an educational fire prevention program.

Sec. 10-~~27~~28. - Fire prevention duties.

The fire ~~department~~division shall be responsible for inspecting potential fire hazards, and abatement of existing fire hazards, in accordance with the provisions of this chapter.

Sec. 10-~~2829~~. - ~~Departmental~~Division rules.

The director of police and fire services shall adopt rules and regulations for the government of the fire division, subject to the approval of the city manager, and may change and repeal the same upon notice to and approval by the city manager. Such rules and regulations shall designate the chain of command for the fire division, so that in the absence or disability of the ~~deputy fire chief~~director or any officer of the fire division, the responsibility for the operation of the division shall immediately and automatically be vested in the next ranking officer or member of the division on duty at the time of a fire.

Sec. 10-~~2930~~. - ~~Department~~Division equipment.

The ~~director~~fire chief shall be responsible for the maintenance and care of all property and equipment used by the fire department.

Secs. 10-~~3031~~—10-~~5051~~. - Reserved.

ARTICLE III. - FIRE PREVENTION CODE

Sec. 10-~~5152~~. - Adoption by reference.

There is hereby adopted by reference as the fire prevention code of the city the International Code Council (“ICC”), International Fire Code, with all appendices, references and supplements therein printed. The ICC, International Fire Code, which may be amended from time to time, is hereby adopted by reference as the Fire Prevention Code of the City of Jackson, excluding amendments, deletions, and additions contained within section 10-53.~~BOCA National Fire Prevention Code of 1996, with all appendices, references and supplements therein printed.~~

~~Sec. 10-52.— Purpose.~~

~~The purpose of the fire prevention code of the city is to protect the health, safety and welfare of the people living and working in the city by regulating and governing conditions hazardous or potentially hazardous to life and property from fire and/or explosion or both.~~

~~Sec. 10-53.— Amendments, deletions and additions.~~

~~The following sections and subsections of the National Fire Prevention Code, 1996 edition, are hereby amended or deleted as set forth, and additional sections and subsections are added as~~

~~indicated. Subsequent section numbers used in this section shall refer to the like numbered sections of such fire prevention code.~~

~~Sec. F 101.0. General. Section F 101.1 is amended to read as follows:~~

~~—F 101.1. Title. These regulations as set forth herein shall be known as the Fire Prevention Code of the City of Jackson.~~

~~Sec. F 107.0. Permits. Section F 107.2.3 is added to read as follows:~~

~~—F 107.2.3. Exemption from fee schedule. Notwithstanding any language contained within subsection F 107.8 to the contrary, the annual fire safety inspection of each and every place of public assembly which is operated by a commonly recognized religious entity as a regular place of worship shall be done without fee, and a public assembly permit shall not be required.~~

~~Sec. F 107.8 is amended to read as follows:~~

~~F 207.8. Fees. A permit shall not be issued until a fee has been paid to the city in accordance with the following schedule:~~

~~Sec. F 112.3. Penalty for violations. Section F 112.3 is amended to read as follows:~~

~~—F 112.3. Penalty for violations. Any person, firm or corporation violating any of the provisions of this code, or failing to comply with any order issued pursuant to this code, shall be guilty of a misdemeanor and shall, upon conviction, be punished in accordance with section 1-18 of the Code of the City of Jackson.~~

~~Sec. F 113.0. Means of appeal. Section F 113.1 is amended to read as follows:~~

~~—F 113.1. Application for appeal. Whenever the chief of the fire department shall disapprove of an application or refuse to grant a permit hereunder, or when it is claimed the provisions of the code do not apply or the true intent of the code has been misconstrued or wrongly interpreted, the applicant may appeal in writing from the decision of the fire chief to the building board within thirty (30) days from the date it was ordered.~~

~~The remainder of section F 113.0 is deleted in its entirety.~~

~~Sec. F 202.0. The following portions of section F 202.0 are amended or deleted as follows:~~

~~—Building code official: The assistant chief fire marshal of the City of Jackson and his/her designees.~~

~~—Code official: The assistant chief fire marshal of the City of Jackson and his/her designees.~~

~~—Open burning: Deleted.~~

~~Sec. F 309.0. Commercial kitchen exhaust suppression systems. Section F 309.2 is amended to read as follows:~~

~~—F 309.2. Periodic inspection. An approved inspection shall be performed a minimum of once every six (6) months on each commercial kitchen exhaust suppression system. Inspections shall be made only by the manufacturer, installer or maintenance company. The inspection shall ascertain that the system will cover all the cooking surfaces with the extinguishing agent when manually or automatically actuated. The manual actuation, automatic actuation, and system interconnections shall also be inspected to determine that they operate as required. A written inspection report shall be filed with the code official upon completion of each inspection.~~

~~Sec. F 403.0. Outdoor and Open burning. Section F 403.0 is amended to read as follows:~~

~~(a) This section applies to all outdoor burning and open burning within the City of Jackson.~~

~~(b) Definitions:~~

~~(1) Clean wood means seasoned, dry, and natural wood which has not been painted, varnished or coated with a similar material, has not been pressure treated with preservatives, and does not contain resins or glues as in plywood or other composite wood products.~~

~~(2) Construction and demolition waste means building waste materials, including but not limited to waste shingles, insulation, lumber, treated wood, painted wood, wiring, plastics, packaging, and rubble that results from construction, remodeling, repair, and demolition operations on a house, commercial or industrial building, or other structure.~~

~~(3) Manufactured gas fire device means a manufactured gas burning device used for outdoor recreation and/or heating.~~

~~(3) Open burning means kindling or maintaining a fire where the products of combustion are emitted into the ambient air without passing through a stack or a chimney.~~

~~(5) Outdoor burning means open burning, burning in a wood burning unit, or burning in a manufactured gas fire device.~~

~~(6) Wood burning unit means a manufactured wood burning device (including a chiminea) used for outdoor recreation and/or heating.~~

~~(c) General prohibition on outdoor burning. Outdoor burning is prohibited unless specifically permitted by this section.~~

~~(d) Outdoor burning of refuse, brush, leaves, waste, and grass clippings prohibited. Outdoor burning of refuse is prohibited including the burning of brush, leaves, waste, and grass clippings.~~

~~(e) A wood burning unit may be used in the City of Jackson only if it is used in accordance with all of the following provisions:~~

~~(1) The wood burning unit shall only be used to burn clean wood. The wood burning unit shall not be used to burn refuse, waste, brush, leaves, grass clippings, or any material or substance other than clean wood.~~

~~(2) The wood burning unit shall be located in the rear yard only. For the purpose of this section only, on corner lots, the rear yard shall be considered the yard opposite the street on which the front door of the house faces.~~

~~(3) The wood burning unit shall be located no closer than twenty five (25) feet from any structure. The wood burning unit shall be located no closer than fifteen (15) feet from any neighboring property line.~~

~~(4) The wood burning unit or burning materials within the unit shall not cause a nuisance to neighbors. Reasonably objectionable smoke, odor, or smell shall be deemed a nuisance and is prohibited.~~

~~(5) Operational hours for any wood burning unit shall be limited to the time between 9:00 a.m. through 11:00 p.m.~~

~~(6) All fires shall be diligently supervised by at least one person who is 18 years of age or older.~~

~~(7) There shall be a minimum of a garden hose connected to a reliable water supply, a bucket filled with no less than two (2) gallons of clean water, or a properly functioning portable fire extinguisher, rated 2-A; 10-B, C, in plain view and within fifteen (15) feet from any wood burning unit.~~

- ~~(8) The wood burning unit shall be no wider than three (3) feet in diameter and no higher than three (3) feet above the base of the wood burning unit, which makes direct contact with the bottom of the burning materials in the wood burning unit. A chiminea shall be no higher than five (5) feet above the base, which makes direct contact with the bottom of the burning materials in the chiminea.~~
 - ~~(9) The wood burning unit shall be enclosed on all sides and the bottom, and shall have a metallic screen or cover that completely covers the top of the wood burning unit. The metallic screen or cover covering the top of the wood burning unit shall be no larger than one third inch metallic meshing. Burning materials shall be completely contained within the wood burning unit. The wood burning unit shall only be constructed of metal, concrete, clay, or other similar non-combustible materials.~~
 - ~~(10) The materials being burned in the wood burning unit shall not make direct contact with the ground. The base of the wood burning unit, which makes direct contact with the bottom of the burning materials in the wood burning unit, shall not make direct contact with the ground.~~
 - ~~(11) The wood burning unit shall only be used with the express permission of the property owner or tenant.~~
 - ~~(12) The wood burning unit shall only be used at a one family or two family dwelling.~~
 - ~~(13) Any user of a wood burning unit shall comply with the directions, instructions, and warnings provided by the manufacturer of the wood burning unit. If the directions, instructions, and warnings provided by the manufacturer conflict with any provision in this section, the provision in this section shall control.~~
 - ~~(14) There shall only be one (1) active wood burning unit at a property at a time.~~
- ~~(f) A manufactured gas fire device may be used in the City of Jackson at one or two family dwellings and non-residential property only if it is used in accordance with all of the following provisions:~~
- ~~(1) The manufactured gas fire device shall only be used to burn flammable gas. The manufactured gas fire device shall not be used to burn refuse, waste, brush, leaves, grass clippings, wood, or any material or substance other than flammable gas.~~

- ~~(2) At one or two family dwellings, the manufactured gas fire device shall be located in the rear yard only. For the purpose of this section, on corner lots, the rear yard shall be considered the yard opposite the street on which the front door of the house faces.~~
- ~~(3) The manufactured gas fire device shall be located no closer than five (5) feet from any portion of a structure in any direction, including above the manufactured gas fire device. The manufactured gas fire device shall be located no closer than fifteen (15) feet from any neighboring property line. The manufactured gas fire device shall be located no closer than ten (10) feet from any other manufactured gas fire device, wood-burning unit, or outdoor burning.~~
- ~~(4) The manufactured gas fire device shall not cause a nuisance to neighbors. Reasonably objectionable smoke, odor, or smell shall be deemed a nuisance and is prohibited.~~
- ~~(5) At one or two family dwellings, operation of a manufactured gas fire device shall be limited to the time between 9:00 a.m. through 11:00 p.m.~~
- ~~(6) All manufactured gas fire devices shall be diligently supervised by at least one person who is 18 years of age or older when the gas fire device is in use.~~
- ~~(8) The manufactured gas fire device shall only be used with the express permission of the property owner or tenant.~~
- ~~(9) Any user of a manufactured gas fire device shall comply with the directions, instructions, and warnings provided by the manufacturer of the manufactured gas fire device. If the directions, instructions, and warnings provided by the manufacturer conflict with any provision in this section, the provision in this section shall control.~~
- ~~(10) At non-residential property, the owner of a manufactured gas fire device that will be placed in a public right-of-way shall complete an application for revocable license and pay the required fee to the Clerk's office. The application must also include a general liability insurance certificate verifying that the owner of the manufactured gas fire device is insured against personal injury and property damage arising out of the use or possession of the manufactured gas fire device. The owner shall also provide to the City of Jackson an insurance endorsement stating that the City of Jackson is an additional insured, and it must be in a reasonable coverage amount established by the City Attorney to ensure the City's protection. Upon receipt of a completed application for a revocable license, the application shall be~~

~~placed on the next regularly scheduled City Council meeting for City Council action. All complete applications for a revocable license must either be denied or approved and executed within sixty (60) days of receipt. If the application for the revocable license is approved by the City Council, the Mayor and Clerk shall execute the revocable license. Any complete application that is not denied within sixty (60) days of receipt shall be deemed approved.~~

~~(11) At non-residential property, a manufactured gas fire device shall only be in use during the hours that the business is open.~~

~~(g) Exceptions. Subsections (c), (e), and (f) do not apply to:~~

~~(1) Grilling or cooking food using charcoal cookers, propane or natural gas in cooking appliances, braziers, hibachis, grills, outdoor fireplaces or gas-fired stoves.~~

~~(2) The temporary use of propane, acetylene, natural gas, gasoline or kerosene in a device intended for construction or maintenance activities.~~

~~(3) The temporary use of non-ash producing fuels being used not less than 15 feet from combustible materials, when used in metal containers for the heating of building materials or for the warmth of workers.~~

~~(4) Outdoor burning by the City Fire Department in connection with training and performance of its duties.~~

~~(h) The City fire department and police department are authorized to enforce this section.~~

~~(i) A City official or employee enforcing this section may require the owner, tenant, occupant, guest, or any other person at the property to extinguish any outdoor fire that creates a fire hazard, is a nuisance, is reasonably objectionable, or is unsafe. If there are no capable, available, or willing people at the property to extinguish an outdoor fire, the City official or employee may extinguish the outdoor fire.~~

~~(j) Charcoal cookers, propane or natural gas in cooking appliances, braziers, hibachis, grills, stoves, or other similar devices when in use outdoors for cooking or heating purposes, shall not be used or kindled on any balcony, shall not be used or kindled under any overhanging portion of a structure, and shall be located no closer than ten (10) feet from any portion of a structure in any direction, including above, at property that has a structure or structures that contain more than two dwelling units.~~

~~(k) Any provision or requirement in Section F 403.0 may be waived or modified only with the express written permission of the City Fire Department or approval by the City Council.~~

~~(l) Between the passage date of this ordinance and the effective date of this ordinance, any provision or requirement in Section F 403.0 may be waived or modified only with the express written permission of the City Fire Department or approval by the City Council.~~

Sec. F 514.0. Fire alarm systems. Section F 514.11 is added to read as follows:

~~—F 514.11. Key boxes; installation; contents.~~ A key box of a type approved by the fire official may be required when a property is protected by an automatic fire alarm system and access to the property is made unusually difficult because of secured doors or other openings.

~~—Such key box, when installed, shall contain all of the following:~~

~~(1) Keys to locked points of ingress whether on the interior or exterior of such buildings.~~

~~(2) Keys to locked mechanical equipment rooms.~~

~~(3) Keys to locked electrical rooms.~~

~~(4) Keys to elevator controls.~~

~~(5) Keys to other areas as deemed necessary by the fire official.~~

Sec. F 3003.0. General requirements. Section F 3003.2 is amended to read as follows:

~~—F 3003.2. Establishment of limits; storage of explosives.~~ The storage of explosives and blasting agents is prohibited within all zoning designations of property within the city except those areas designated as "M" industrial properties by the zoning code of the City of Jackson; provided, however, that temporary storage not to exceed five (5) continuous days in conjunction with approved blasting operations shall be permissible.

~~—It shall not be deemed unlawful under this section to store wholesale and retail stocks of small arms ammunition, explosive bolts, explosive rivets, or cartridges for explosive-activated power tools in quantities involving less than five hundred (500) pounds of explosive material.~~

Appendices

~~Appendix A. The following sections of Appendix A of the BOCA National Fire Prevention Code of 1996 are amended as set forth herein:~~

~~—Section 1. Adoption of fire control measures and regulations. There is hereby adopted by the City of Jackson the fire control measures and regulations as herein set forth for the purposes of controlling conditions which could impede or interfere with fire suppression forces.~~

~~—Section 6. Definition of authorized emergency vehicle. Authorized emergency vehicles shall be restricted to those which are defined and authorized under the laws of the State of Michigan.~~

Sec. 10-53. - Amendments, deletions and additions.

The following sections and subsections of the ICC, International Fire Code, are hereby amended or deleted as set forth, and additional sections and subsections are added as indicated. Subsequent section numbers used in this section shall refer to the like-numbered sections of such fire prevention code.

Sec. 101.1. The following portions of Section 101.1 are amended to provide as follows:

Title. These regulations shall be known as the Fire Prevention Code of the City of Jackson, hereinafter referred to as “this Code”.

Sec.108.1. The following portions of Section 108.1 are amended to provide as follows:

Application for appeal. Whenever the director shall disapprove of an application or refuse to grant a permit hereunder, or when it is claimed the provisions of this code do not apply or the true intent of the code has been misinterpreted, the applicant may appeal in writing to the City of Jackson Building Board of Examiners and Appeals (the “Board”) within thirty (30) days from the date of the disapproval of the application or refusal to grant a permit.

Section 108.3 is deleted in its entirety.¹

Sec. 109.3. Notice of Violation. The following portions of Section 109.3 are amended to provide as follows:

Violation Penalties. Person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$500.00 or by imprisonment not

¹ Attached to this packet, please find a print out of Section 108.3 of the IFC in its entirety. These show the language as adopted by the ICC. The City is proposing to amend the language used by the ICC in the IFC.

exceeding 90 days, or both such fine or imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Sec. 113.1. Fees. The following portions of Section 113.1 are amended to provide as follows:

Fees. A permit shall not be issued until the fees have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid. Fees shall be set by Resolution of the City Council.

Sections 307, 308, 309, 310, 311, 312, 313, and 314. Outdoor Burning. The following portions of Section 307, 308, 309, 310, 311, 312, 313, and 314 are amended to provide as follows²:

307.1 This section applies to all outdoor burning and open burning within the City of Jackson.

307.2 Definitions.

307.2.1 *Clean wood* means seasoned, dry, and natural wood which has not been painted, varnished or coated with a similar material, has not been pressure treated with preservatives, and does not contain resins or glues as in plywood or other composite wood products.

307.2.2 *Construction and demolition waste* means building waste materials, including but not limited to waste shingles, insulation, lumber, treated wood, painted wood, wiring, plastics, packaging, and rubble that results from construction, remodeling, repair, and demolition operations on a house, commercial or industrial building, or other structure.

307.2.3 *Manufactured gas fire device* means a manufactured gas burning device used for outdoor recreation and/or heating.

307.2.4 *Open burning* means kindling or maintaining a fire where the products of combustion are emitted into the ambient air without passing through a stack or a chimney.

307.2.5 *Outdoor burning* means open burning, burning in a wood-burning unit, or burning in a manufactured gas fire device.

² Attached to this packet, please find a print out of Sections 307 to 314 of the IFC in their entirety. These show the language as adopted by the ICC. The City is proposing to amend the language used by the ICC in the IFC.

307.2.6 Wood-burning unit means a manufactured wood burning device (including a chiminea) used for outdoor recreation and/or heating.

307.3 General prohibition on outdoor burning. Outdoor burning is prohibited unless specifically permitted by this section.

307.4 Outdoor burning of refuse, brush, leaves, waste, and grass clippings prohibited. Outdoor burning of refuse is prohibited including the burning of brush, leaves, waste, and grass clippings.

307.5 A wood-burning unit may be used in the City of Jackson only if it is used in accordance with all of the following provisions:

307.5.1 The wood-burning unit shall only be used to burn clean wood. The wood-burning unit shall not be used to burn refuse, waste, brush, leaves, grass clippings, or any material or substance other than clean wood.

307.5.2 The wood-burning unit shall be located in the rear yard only. For the purpose of this section only, on corner lots, the rear yard shall be considered the yard opposite the street on which the front door of the house faces.

307.5.3 The wood-burning unit shall be located no closer than twenty-five (25) feet from any structure. The wood-burning unit shall be located no closer than fifteen (15) feet from any neighboring property line.

307.5.4. The wood-burning unit or burning materials within the unit shall not cause a nuisance to neighbors. Reasonably objectionable smoke, odor, or smell shall be deemed a nuisance and is prohibited.

307.5.5 Operational hours for any wood-burning unit shall be limited to the time between 9:00 a.m. through 11:00 p.m.

307.5.6 All fires shall be diligently supervised by at least one person who is eighteen (18) years of age or older.

307.5.7 There shall be a minimum of a garden hose connected to a reliable water supply, a bucket filled with no less than two (2) gallons of clean water, or a properly functioning portable fire extinguisher, rated 2-A; 10-B, C, in plain view and within fifteen (15) feet from any wood-burning unit.

307.5.8 The wood-burning unit shall be no wider than three (3) feet in diameter and no higher than three (3) feet above the base of the wood-burning unit, which makes direct contact with the bottom of the burning materials in the wood-burning unit. A chiminea shall be no higher than five (5) feet above the base, which makes direct contact with the bottom of the burning materials in the chiminea.

307.5.9 The wood-burning unit shall be enclosed on all sides and the bottom, and shall have a metallic screen or cover that completely covers the top of the wood-burning unit. The metallic screen or cover covering the top of the wood-burning unit shall be no larger than one-third-inch metallic meshing. Burning materials shall be completely contained within the wood-burning unit. The wood-burning unit shall only be constructed of metal, concrete, clay, or other similar non-combustible materials.

307.5.10 The materials being burned in the wood-burning unit shall not make direct contact with the ground. The base of the wood-burning unit, which makes direct contact with the bottom of the burning materials in the wood-burning unit, shall not make direct contact with the ground.

307.5.11 The wood-burning unit shall only be used with the express permission of the property owner or tenant.

307.5.12 The wood-burning unit shall only be used at a one-family or two-family dwelling.

307.5.13 Any user of a wood-burning unit shall comply with the directions, instructions, and warnings provided by the manufacturer of the wood-burning unit. If the directions, instructions, and warnings provided by the manufacturer conflict with any provision in this section, the provision in this section shall control.

307.5.14 There shall only be one (1) active wood-burning unit at a property at a time.

308.1 A manufactured gas fire device may be used in the City of Jackson at one or two-family dwellings and non-residential property only if it is used in accordance with all of the following provisions:

308.1.1 The manufactured gas fire device shall only be used to burn flammable gas. The manufactured gas fire device shall not be used to burn refuse, waste, brush, leaves, grass clippings, wood, or any material or substance other than flammable gas.

308.1.2 At one or two family dwellings, the manufactured gas fire device shall be located in the rear yard only. For the purpose of this section, on corner lots, the rear

yard shall be considered the yard opposite the street on which the front door of the house faces.

308.1.3 The manufactured gas fire device shall be located no closer than five (5) feet from any portion of a structure in any direction, including above the manufactured gas fire device. The manufactured gas fire device shall be located no closer than fifteen (15) feet from any neighboring property line. The manufactured gas fire device shall be located no closer than ten (10) feet from any other manufactured gas fire device, wood-burning unit, or outdoor burning.

308.1.4 The manufactured gas fire device shall not cause a nuisance to neighbors. Reasonably objectionable smoke, odor, or smell shall be deemed a nuisance and is prohibited.

308.1.5 At one or two family dwellings, operation of a manufactured gas fire device shall be limited to the time between 9:00 a.m. through 11:00 p.m.

308.1.6 All manufactured gas fire devices shall be diligently supervised by at least one person who is eighteen (18) years of age or older when the gas fire device is in use.

308.1.7 The manufactured gas fire device shall only be used with the express permission of the property owner or tenant.

308.1.8 Any user of a manufactured gas fire device shall comply with the directions, instructions, and warnings provided by the manufacturer of the manufactured gas fire device. If the directions, instructions, and warnings provided by the manufacturer conflict with any provision in this section, the provision in this section shall control.

308.1.9 At non-residential property, the owner of a manufactured gas fire device that will be placed in a public right-of-way shall complete an application for revocable license and pay the required fee to the Clerk's office. The application must also include a general liability insurance certificate verifying that the owner of the manufactured gas fire device is insured against personal injury and property damage arising out of the use or possession of the manufactured gas fire device. The owner shall also provide to the City of Jackson an insurance endorsement stating that the City of Jackson is an additional insured, and it must be in a reasonable coverage amount established by the City Attorney to ensure the City's protection. Upon receipt of a completed application for a revocable license, the application shall be placed on the next regularly scheduled City Council meeting for City Council action. All complete applications for a revocable license must either be denied or approved and executed within sixty (60)

days of receipt. If the application for the revocable license is approved by the City Council, the Mayor and Clerk shall execute the revocable license. Any complete application that is not denied within sixty (60) days of receipt shall be deemed approved.

308.1.10 At non-residential property, a manufactured gas fire device shall only be in use during the hours that the business is open.

309.1 Exceptions. Subsections 307.3, 307.5, and 308.1 do not apply to:

309.1.1 Grilling or cooking food using charcoal cookers, propane or natural gas in cooking appliances, braziers, hibachis, grills, outdoor fireplaces or gas-fired stoves.

309.1.2 The temporary use of propane, acetylene, natural gas, gasoline or kerosene in a device intended for construction or maintenance activities.

309.1.3 The temporary use of non-ash producing fuels being used not less than fifteen (15) feet from combustible materials, when used in metal containers for the heating of building materials or for the warmth of workers.

309.1.4 Outdoor burning by the City Fire Division in connection with training and performance of its duties.

310.1 The department of police and fire services is authorized to enforce this section.

311.1 A City official or employee enforcing this section may require the owner, tenant, occupant, guest, or any other person at the property to extinguish any outdoor fire that creates a fire hazard, is a nuisance, is reasonably objectionable, or is unsafe. If there are no capable, available, or willing people at the property to extinguish an outdoor fire, the City official or employee may extinguish the outdoor fire.

312.1 Charcoal cookers, propane or natural gas in cooking appliances, braziers, hibachis, grills, stoves, or other similar devices when in use outdoors for cooking or heating purposes, shall not be used or kindled on any balcony, shall not be used or kindled under any overhanging portion of a structure, and shall be located no closer than ten (10) feet from any portion of a structure in any direction, including above, at property that has a structure or structures that contain more than two dwelling units.

313.1 Any provision or requirement in Section 403.0 may be waived or modified only with the express written permission of the City Fire Division or approval by the City Council.

314.1 Between the passage date of this ordinance and the effective date of this ordinance, any provision or requirement in Section 403.0 may be waived or modified only with the express written permission of the City Fire Division or approval by the City Council.

Sec. 506.1. Key boxes; installation; contents. The following portions of Section 506.1 are amended to provide as follows:

Key boxes; installation; contents. A key box of a type approved by the fire official shall be required when a property is protected by an automatic fire alarm system or access to the property is made unusually difficult because of secured doors or other openings. Such key box, when installed, shall contain all of the following:

1. Keys to locked points of ingress whether on the interior or exterior of such buildings.
2. Keys to locked mechanical equipment rooms.
3. Keys to locked electrical rooms.
4. Keys to elevator controls.
5. Keys to other areas as deemed necessary by the fire official.

Sec. 560.4. Explosive materials storage and handling. The following portions of Section 560.4 are amended to provide as follows:

5604.1 General. Storage of explosives and explosive materials, small arms ammunition, small arms primers, propellant-actuated cartridges and smokeless propellants in magazines shall comply with the provisions of this section. The storage of explosives and blasting agents is prohibited within all zoning designations of property within the city except those areas designated as I-1 or I-2 industrial properties and C-1, C-2, C-3, or C-4, commercial districts by the zoning code of the City of Jackson; provided, however, that temporary storage not to exceed five (5) continuous days in conjunction with approved blasting operations shall be permissible.

It shall not be deemed unlawful under this section to store wholesale and retail stocks of small arms ammunition, explosive bolts, explosive rivets, or cartridges for explosive-activated power tools in quantities involving less than five hundred (500) pounds of explosive material.

Sec. 10-54. - Districts in which storage of flammable liquids and explosives prohibited.

The limits referred to in the fire prevention code adopted by this article which restrict or prohibit the storage of explosives and blasting agents, Sec. 5601; flammable liquids, Sec. 5701;

and storage of liquefied petroleum gas, Sec. 6101et seq., are hereby established for all zoning districts created by section 28-31 of the city code except "I" industrial districts.

Sec. 10-55. - Appeals.

Whenever the director of police and fire services shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the code adopted by this article do not apply or that the true intent and meaning of such code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the director to the building board of examiners and appeals within thirty (30) days from the date of the decision appealed.

Secs. 10-56—10-69. - Reserved.

ARTICLE IV. - HAZARDOUS MATERIAL (HAZMAT) UNIT

Sec. 10-~~71~~70. - Definitions.

For purposes of this article, the following definitions shall apply:

Emergency hazardous material incident means a spill, leakage, release, or other dissemination or threat of same of any hazardous materials requiring immediate action to mitigate a threat to public health, safety or welfare.

Expenses shall include but not be limited to the actual labor costs to the city and its personnel including Workers' Compensation benefits, fringe benefits, administrative overhead, costs of equipment, costs of equipment operation, costs and materials, costs of disposal, costs of any contract labor and materials, and those costs associated with an emergency hazardous materials incident, in order to ensure the safety of the city and its populace. Expenses shall also include the charges or costs incurred by the city as a result of a HazMat unit response to an emergency hazardous materials incident.

Hazardous materials shall include but not necessarily be limited to, all materials identified in ~~F-2301.4E102~~, and materials designated as hazardous by the State of Michigan in Public Act 307 of 1982, as amended, or by the Federal Superfund Amendment and Reauthorization Act (SARA), as amended.

HazMat unit means the vehicle provided by the city, individually or pursuant to an agreement with another municipality, equipped with apparatus designed to provide emergency service in situations involving a spill, leak, accident or other similar occurrence involving hazardous materials.

Owner means any individual, firm, company, association, society, corporation, partnership, or group, including their officers and employees, who are either listed as the owner of record by the Jackson County Register of Deeds, have a land contract vendee interest in, or are listed as the taxpayer of record for the real property where the emergency hazardous material incident occurred, or have title, use, possession or control of the hazardous material or the vehicle used to transport same.

Person means any individual, firm, company, association, society, corporation, partnership, or group, including their officers and employees, who has responsibility for or actual involvement in the emergency hazardous materials incident.

Sec. 10-~~727~~71. - Hazardous materials incident emergency.

In the event a spill, leakage, release, or other dissemination of any hazardous material has occurred, the city fire chief, or his/her authorized representative, shall determine whether such occurrence constitutes an emergency hazardous materials incident, and if so determined, the city may take immediate steps to abate and control the hazardous materials.

Sec. 10-~~737~~72. - Expenses of an emergency hazardous materials incident.

In the event of an emergency hazardous materials incident, all owners or persons who have responsibility for or involvement in the emergency hazardous materials incident shall be jointly and severally liable to the city for any expenses incurred in responding to said emergency hazardous materials incident. In the event said owner or person fails to pay said expenses within sixty (60) days after the city mails its invoice of expenses to said owner or person, the city may take such collection efforts to recover said expenses that it deems appropriate, including, but not limited to, causing such expenses to be levied and assessed as a special assessment upon the real property where the hazardous materials emergency occurred, and collecting the same in the same manner as provided in the City Charter; provided, however, such unpaid expenses may not be levied as a special assessment against any real property unless the owner, or person in charge of or responsible for said real property, has a connection or involvement with the hazardous material that resulted in an emergency hazardous materials incident.

Sec. 10-~~747~~73. - Payment of invoice.

Payment of an invoice for expenses incurred by the city under this article shall not constitute an admission of guilt or responsibility under any other ordinance, law, rule, or regulation.

Sec. 10-~~757~~74. - Repeal of conflicting ordinances.

All ordinances or parts or ordinances conflicting with the provisions of this article are hereby repealed, only to the extent necessary to give this article full force and effect.

Sec. 10-~~7675~~. - Invalidity provision.

Should the courts declare any provision or section of this article unconstitutional or invalid, then such decision shall affect only the section or provision so passed upon, and shall not affect any other section or part of this article.

Sec. 10-~~7776~~. - Construction.

The general penalty provision of section 1-18 of this code shall not apply to this article.

Section 3. Effective date.

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

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager *PHB*
DATE: April 26, 2016
SUBJECT: City Parks & Cemeteries Mowing and Turf Management Contract.

Recommendation:

Award a contract for lawn mowing and turf maintenance as needed in the City Parks and Cemeteries from May 2 - October 30, 2016, to Vaquera Landscape and Construction of Chelsea, Michigan, in the amount of \$110,664.40.

Attached is a memo from Kelli Hoover, Director of Parks, Recreation and Cemeteries, regarding a mowing and turf management contract for City parks and cemeteries.

Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Kelli Hoover, Director Parks, Recreation and Cemeteries
DATE: April 26, 2016

RECOMMENDATION: Award a 2016 contract for parks and cemetery mowing and including turf maintenance from May 2 to October 30, 2016 to the lowest bidder, Vaquera Landscape and Construction of Chelsea, Michigan in the amount of \$110,664.40

SUMMARY

The City of Jackson Parks, Recreation and Cemeteries Department opened sealed bids March 15, 2016 for the mowing and turf maintenance in the City Parks and Cemeteries. The bid included caveats for inclement weather and changes within the mowing schedule and special event considerations.

BUDGETARY CONSIDERATIONS

The lowest bid out of seven total received was Vaquera Construction and Landscape.

Vaquera Construction and Landscape of Chelsea, Michigan	\$110,664.40
Picture Perfect Lawn Car LLC of Jackson, Michigan	\$124,702.00
United Landscape Inc. of Washington Township, Michigan	\$129,225.00
ABC Lawn and Snowplowing of Jackson, Michigan	\$129,789.00
Greener Solutions Lawn and Landscape of Jackson, Michigan	\$178,627.00
Alpha & Omega Construction Co. of Jackson, Michigan	\$277,159.00
International Hauling of Jackson, Michigan	\$965,536.00

This project is included in the annual budget.

HISTORY, BACKGROUND and DISCUSSION

The City of Jackson Parks, Recreation and Cemeteries Department started contracting the mowing two years ago with much success. The 2016 contract would include turf management in several parks and cemeteries.

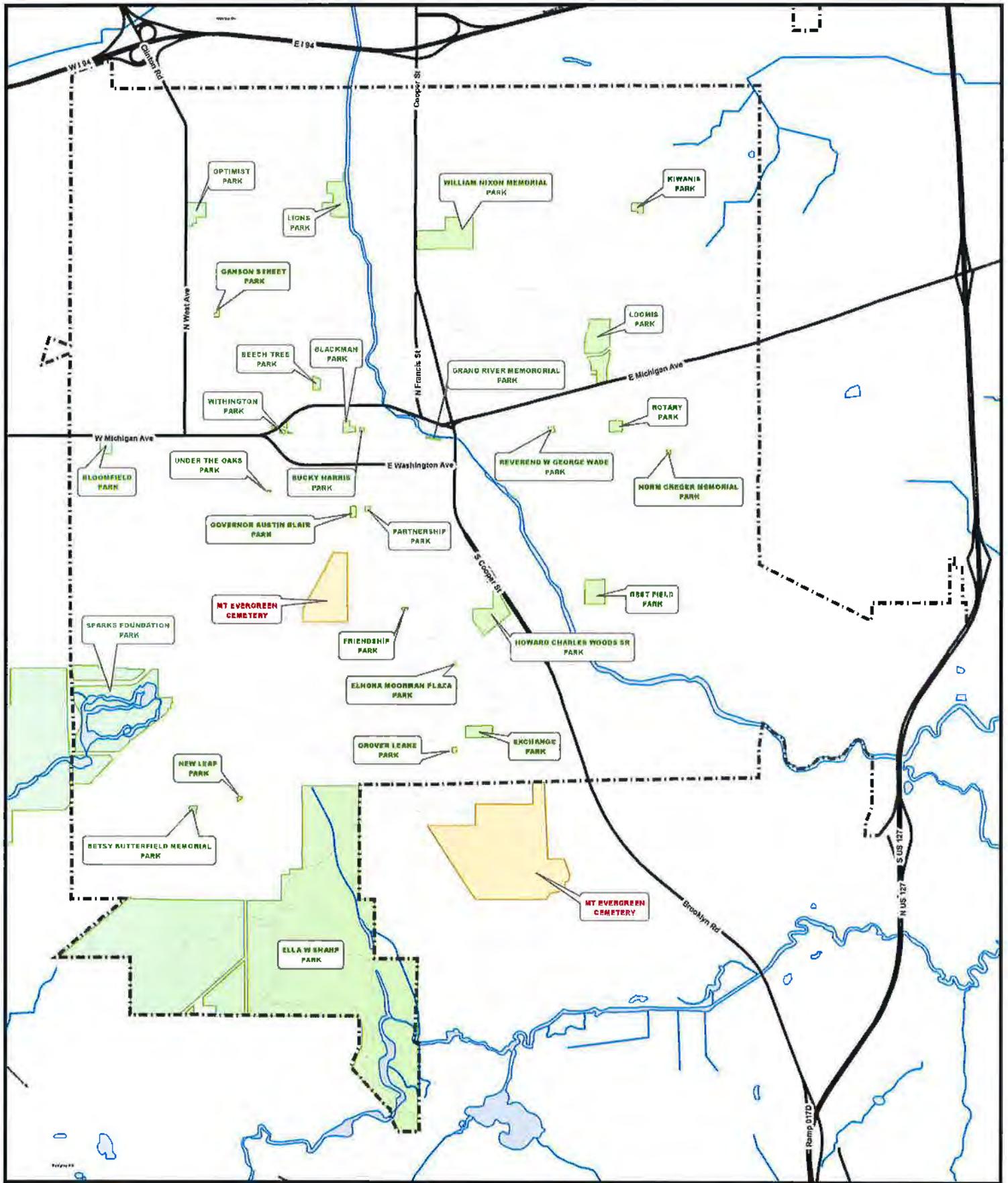
DISCUSSION OF THE ISSUE

The mowing and turf management contract is important to assure quality work and community pride in the Parks and Cemeteries Department.

POSITIONS

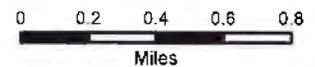
I recommend awarding the contract to Vaquera Landscape and Construction from Chelsea, Michigan at a cost of \$110,664.40 for the mowing and turf management of the City of Jackson's Parks and Cemeteries

ATTACHMENTS



JACKSON
 Founded 1829

**CITY OF JACKSON
 PARKS AND CEMETERIES**



Date Prepared: April 4th, 2106

MEMO TO: Mayor and City Councilmembers
FROM: Patrick H. Burtch, City Manager
DATE: April 26, 2016
SUBJECT: Approve a donation of vacant property located at 509 Wilson St. and 521 Wilson St. from Linda Nabozny.

Recommendation:

Approve a donation of vacant property located 509 Wilson St. and 521 Wilson St. from Linda Nabozny and for the Mayor to execute the appropriate documents in accordance with the City Attorney.

Attached is a memorandum from Jonathan Greene, Assistant City Manager, regarding the donation of 509 and 521 Wilson St to the City of Jackson by Linda Nabozny.

I recommend approval to accept the donation. Your consideration and concurrence is appreciated.

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager
FROM: Jonathan Greene, Assistant City Manager
DATE: April 26th, 2016

RECOMMENDATION: Approve the donation of vacant property located at 509 Wilson and 521 Wilson St. from Linda Nabozny et al and for the Mayor to execute the appropriate documents in accordance with the City Attorney

SUMMARY

Linda Nabozny, representative and property owner approached city staff and indicated her desire to donate the property to the city.

BUDGETARY CONSIDERATIONS

Any taxes owed prior to the transfer will be paid by the current property owner.

HISTORY, BACKGROUND and DISCUSSION

The properties are vacant lots on Wilson St. The legal descriptions are LOT 5 & 6 BLK 5 THE KIRTLAND ADD (509 Wilson) and LOTS 13, 17, 18, 20 & 21 BLK 5 THE KIRTLAND ADD (521 Wilson). Two maps are attached for reference.

DISCUSSION OF THE ISSUE

Staff members from the Neighborhood and Economic Operations department have visited the sites on multiple occasions. Properties are generally free of garbage and debris.

POSITIONS

Recommend approval.

ATTACHMENTS



Wilson St

Pringle Ave

Summit Ave

509

Page Ave

Joy Ave

521

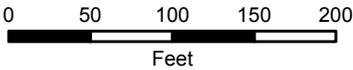
Lake St

E Washington Ave

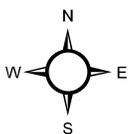
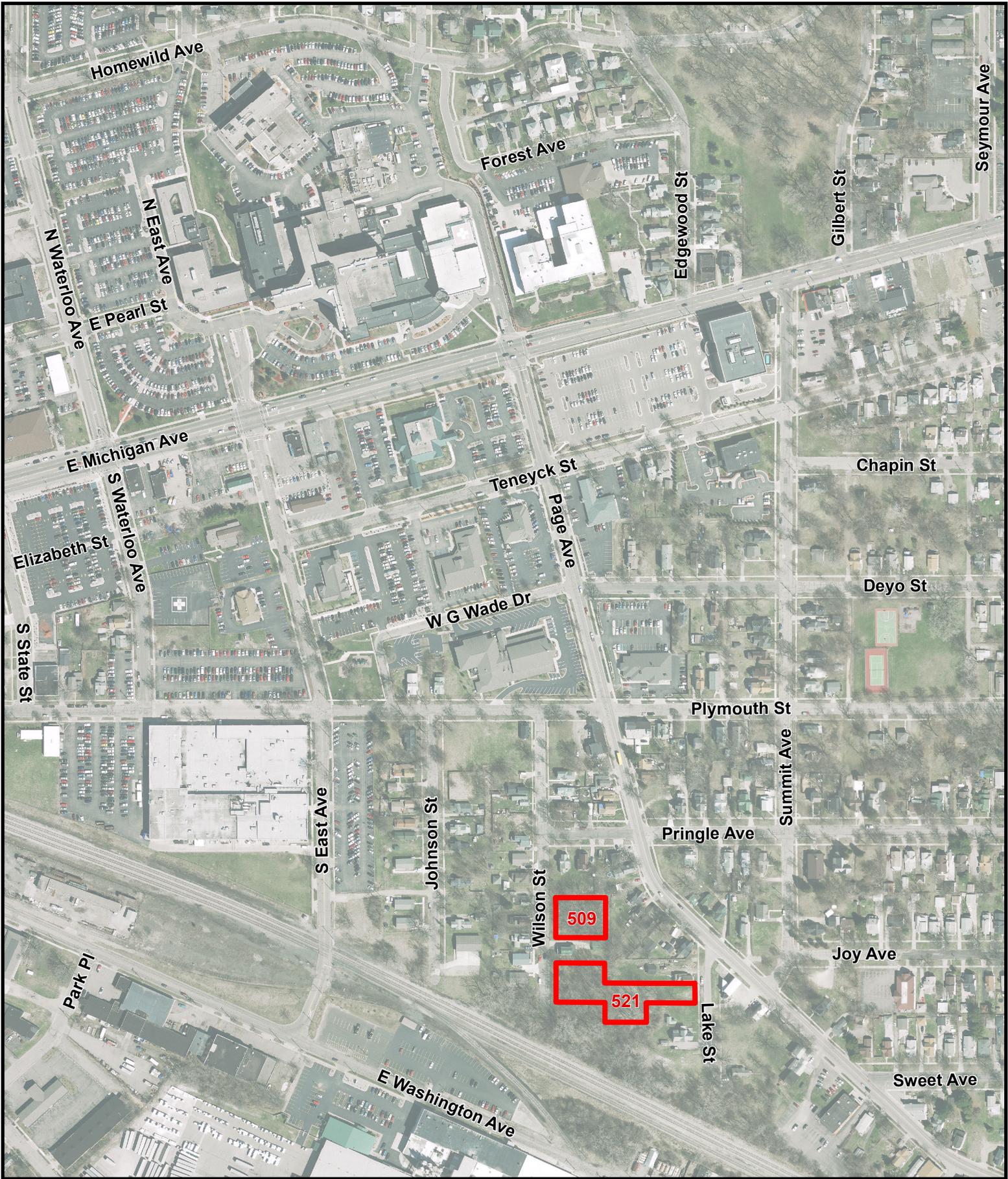


JACKSON
Founded 1829

**509 AND 521
WILSON ST**

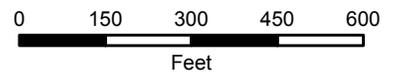


Date Prepared: April 19th, 2016



JACKSON
Founded 1829

509 AND 521 WILSON ST



Date Prepared: April 19th, 2016