



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

## **AGENDA - CITY COUNCIL MEETING**

June 11, 2013

6:30 p.m.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE** - Invocation by Derek Dobies, 6th Ward City Councilmember.
3. **ROLL CALL.**
4. **ADOPTION OF AGENDA.**
5. **PRESENTATIONS/PROCLAMATIONS.**
  - A. **University of Michigan School of Information Project:**

Dr. Cliff Lampe, Associate Professor, The University of Michigan School of Information, will be speaking on Citizen Interaction Design, a new project that could help examine and implement innovative information and communication technology in the City of Jackson.

    1. Consider a resolution creating a formal partnership with the University of Michigan School of Information.
6. **CITIZEN COMMENTS - AGENDA ITEMS (3-Minute Limit).**
7. **CONSENT CALENDAR.**
  - A. **Minutes of the Regular Meeting on May 28, 2013:**

Approve the minutes of the regular City Council meeting of May 28, 2013.
  - B. **July 3<sup>rd</sup> Fireworks Show:**

Approve the request from Jackson County Parks Department to conduct their annual July 3<sup>rd</sup> Fireworks Show at Cascades Park on Wednesday, July 3, 2013, from 9:00 a.m. - 11:00 p.m. (Recommended approval has been received from Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Proper insurance has been received).

**C. Hot Air Jubilee:**

Approval of the request from the Jackson Hot Air Jubilee to conduct their annual Hot Air Jubilee at Ella Sharp Park on July 19, 20, and 21, 2013, from 8:00 a.m. on July 19<sup>th</sup> thru 12:00 p.m. (this is the final hour of breakdown) on July 22<sup>nd</sup>. (Recommended approval has been received from the Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Contingent upon receipt of proper insurance coverage.)

**D. Beer, Brats, and Beethoven:**

Approve the request from the Jackson Symphony Orchestra to conduct Beer, Brats, and Beethoven at the Riverwalk Amphitheatre on July 27, 2013, from 9:00 a.m. to 10:00 p.m.

**E. Traffic Control Order Nos. 2150, 2151, 2152, and 2153:**

Approve Traffic Control Order Nos. 2150, 2151, 2152, and 2153, related to the upcoming two-way conversion of Steward Avenue and Blackstone Street/Lansing Avenue.

**F. Traffic Control Order No. 2154:**

Approve Traffic Control Order No. 2154, for parking restriction on Myrtle Street during Jackson County Fair Week.

**G. Water & Wastewater Treatment Chemicals:**

Approve the award of the respective chemical supply contracts to the low bidders listed for the Fiscal Year 2013-2014 Water and Wastewater Treatment Plant chemicals, and authorization for the Mayor and City Treasurer/Clerk to execute the contract documents.

**H. Human Relations Commission Resignation:**

Receipt with regret the resignation of M. Teresa Gibson from the Jackson Human Relations Commission.

**8. PUBLIC HEARINGS.**

**9. OTHER BUSINESS.**

**A. Repeal Medical Marihuana Ordinance (Second/Final Reading):**

Final adoption of Ordinance No. 2013.12, repealing Ordinance No. 2012.40, which created a temporary moratorium on the establishment of operations and the issuance of permits or licenses for operations that relate to either the cultivation, dispensing, or use of medical marihuana in the City of Jackson.

**10. NEW BUSINESS.**

**A. Medical Marihuana Ordinance - Chapter 16 Amendments (First Reading):**

Consider an ordinance amending Sections 16-510 through 16-514, Chapter 16, and adding Sections 16-515 through 16-518 to Chapter 16, City Code, to provide for the health, welfare and safety of the citizen of the City by permitting and regulating the growing and consumption of medical marihuana by patients registered and qualified to consume and grow medical marihuana by the Michigan Department of Community Health pursuant to the Michigan Medical Marihuana Act, and to further provide for regulations of locations at which registered primary caregivers may cultivate medical marihuana for qualifying patients.

**B. Medical Marihuana Ordinance - Chapter 18 Amendments (First Reading):**

Consider an ordinance amending Sections 18-151 through 18-159, Chapter 18, City Code, to provide for the health, welfare and safety of the citizens of the City by providing an exception to the possession or use of marihuana to qualifying patients and primary caregivers who are validly registered by the Michigan Department of Community Health or its successor agency pursuant to the Medical Marihuana Act.

**C. 2013 Sewer Rehabilitation Contract Bid Award:**

Consideration of a bid award for the 2013 Sewer Rehabilitation Contract to Layne Inliner, LLC, of Hilliard, Ohio, in the amount of \$264,611.00, to rehabilitate sections of antiquated and/or damaged sewers at various locations throughout the city, and authorization for the Mayor and City Clerk to execute the appropriate document(s), in accordance with the Purchasing Agent.

**D. Compensation Rates - Administrative & Supervisory Employees (First Reading):**

Consider an ordinance establishing compensation rates for administrative and supervisory employees of the City.

**E. Compensation Rates - Certain Appointed Officials (First Reading):**

Consider an ordinance establishing compensation rates for certain appointed officials of the City.

**F. Jackson Housing Commission Recommendation:**

Approve the Mayor's recommendation to:

1. Accept the Jackson Housing Commission (JHC) Board of Commissioner's approval of the alternative BCN\$5000 proposal to provide healthcare insurance for JHC employees as submitted by JFP Benefit Management;
2. Instruct the City Attorney to dismiss the lawsuit filed by the City of Jackson against the Jackson Housing Commission (case number 13-1578-AW) filed in the 4<sup>th</sup> Circuit Court for the County of Jackson on May 28, 2013, and
3. Approve the salary negotiated by JHC Board President Michelle L. Pultz-Orthaus and Commissioner James Stark with Phil Fracker to serve as Interim Executive Director for a period of six (6) months or until a new Executive Director is hired by the JHC Board of Commissioners.

**\*G. Change Order #1 - Emergency Hazard Rehabilitation Contract - 619 W. Ganson St.:**

Approve Change Order #1 in the amount of \$6,041.00 to increase the Emergency Hazard Rehabilitation Contract for 619 W. Ganson Street.

**11. CITIZEN COMMENTS - NON-AGENDA ITEMS (3-Minute Limit).**

**12. CITY COUNCILMEMBERS' COMMENTS.**

**13. MANAGER'S COMMENTS.**

**14. ADJOURNMENT.**

\*Item added to agenda.

# RESOLUTION

## *Citizen Interaction Design Partnership*

By the City Council:

WHEREAS, the University of Michigan School of Information is a world-class research institution leading the study of understanding how individuals use and communicate with information in the 21<sup>st</sup> century; and

WHEREAS, new developments in information technology create an opportunity for local government to better communicate with its citizenry; and

WHEREAS, new developments in information technology create an opportunity for local governments to reduce financial burdens and provide more efficient and effective services to its citizenry; and

WHEREAS, the University of Michigan School of Information has a long-term, proven track record of success in implementing citizen engagement projects in local communities; and

WHEREAS, the University of Michigan has obtained three years of funding to pursue new opportunities in citizen interaction; and

WHEREAS, the University of Michigan is interested in partnering with a local community on developing a Citizen Interaction Design project and has expressed interest in working with the City of Jackson; and

WHEREAS, the City of Jackson is a well-suited environment to create and sustain educational opportunities for students to research issues surrounding, and implement projects on, citizen engagement; and

WHEREAS, the City of Jackson has identified value in enhancing the quality of life for residents by endorsing sustainable city services and programs; and

WHEREAS, the City of Jackson prioritizes improving the relationship between citizens and their government by accessing new channels of communication and forms of interaction; and

WHEREAS, building a long-term relationship between the City of Jackson and the University of Michigan will serve a mutual benefit and increase opportunities for citizens to engage with research institutions; and

WHEREAS, the City of Jackson can serve as a local, state and national model for effective and innovative citizen engagement opportunities.

**NOW, THEREFORE BE IT RESOLVED** that the City Council hereby determines a necessity exists to create a formal partnership with the University of Michigan School of Information to explore new ways by which local government can communicate and interact with its citizenry, and directs staff to proceed to support the project in ways including, but not limited to:

1. Provide project associates with adequate access to City of Jackson personnel as necessary to ensure the success of the partnership;
2. Provide project associates with adequate access to facilities that would aid in the implementation of the partnership;
3. Ensure responsive and timely feedback to project associates;
4. Assure that student projects will be treated with the utmost respect to ensure project credibility;
5. Promote a culture of partnership between City of Jackson personnel and all project associates;
6. Prioritize means by which sustainability can be built into the implementation and operation of the project;
7. Promote of project within the community to ensure viability;

\* \* \* \* \*

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

I, Andrew Wrozek, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is true and complete copy of a resolution adopted by the Jackson City Council on the 11<sup>th</sup> day of June, 2013.

IN WITNESS WHEREOF, I have  
hereunto affixed my signature and the  
seal of the City of Jackson, Michigan on  
this 11<sup>th</sup> day of June, 2013.

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Andrew J. Wrozek Jr., City Clerk



# Citizen Interaction Design

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University of Michigan School of Information  
Proposal for student engagement partnerships



Citizen Interaction Design is a novel approach to learning that partners local governments with University of Michigan student teams. Together, the goal is to develop new information tools that help foster innovative citizen engagement.

Citizen Interaction Design is an initiative of the School of Information at the University of Michigan to engage our students in service learning opportunities creating information tools and services in local communities. The school is looking for a partnership with a local Michigan community in order to provide both context and mentorship for students engaged in these projects. We intend to form a relationship with the overall community, rather than with single organizations. We are fundamentally interested in *changing how citizens engage* with their local governments and non-profit organizations through the design and implementation of new tools.

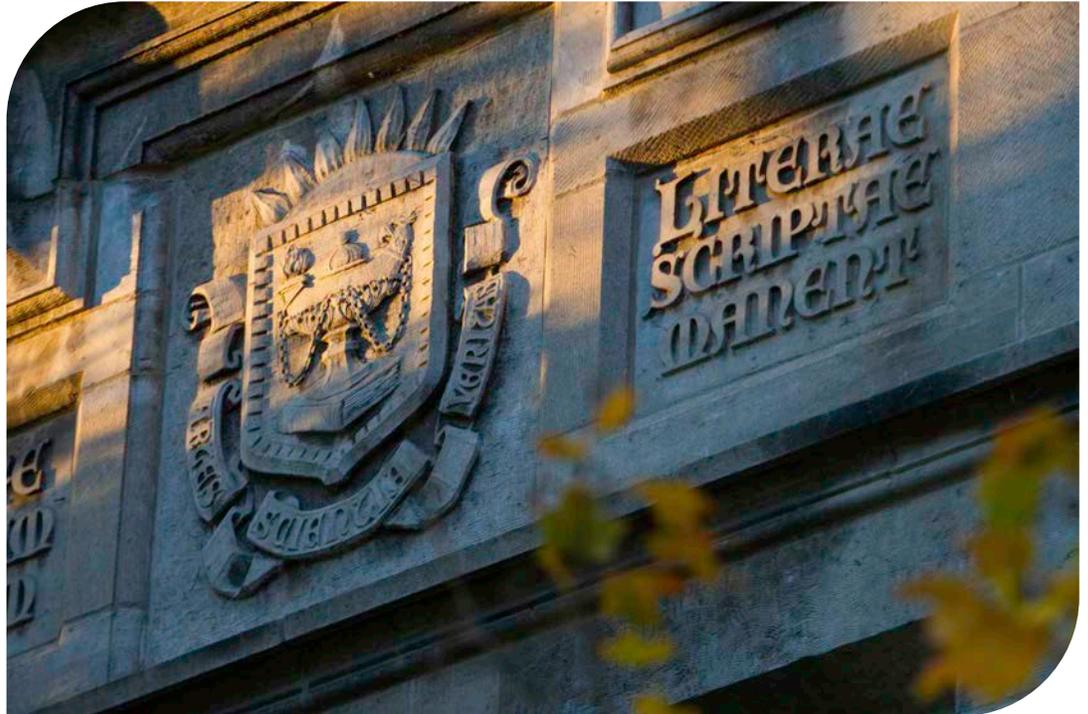
#### *Changing the nature of engagement*

New information tools have transformed many industries in the past several years, but have rarely been applied to interactions between local governments and their citizens. New information tools could change one of the critical issues facing local

governments: how to better enable citizens to engage with their local officials in constructive, effective ways. UMSI is committing to three years of project courses that center around designing new information services for our partner city. Over that time, dozens of student teams will be able to explore a range of opportunities with government partners.

This project is attempting to extend the typical student project through an innovative model. The novel aspects of Citizen Interaction Design include:

- Long-term partnership with a city to facilitate sustainable projects.
- Use of professional staff to supplement student work.
- Ongoing work throughout the year, relieving semester timeline limitations.
- Dedicated administrative staff who will manage projects.
- Co-learning opportunities for students and city partners.



## The University of Michigan School of Information is a world-class professional school specializing in training students in both the social and technical aspects of information technology.

The University of Michigan School of Information is dedicated to understanding the social and technical characteristics of information, and it can be used to facilitate a variety of collaborative activities. Our professors are world leaders in understanding different aspects of information and the technology that often supports it. In both their research and teaching roles, they work with to further understanding of how to design systems that enable people to access, use, preserve and understand information. We have 30 faculty members from a variety of backgrounds, over 30 staff members supporting professional activities in the school, 50 PhD students, 350 professional Masters students, and a new group of undergraduate students in our scholarly community.

Our students come from all walks of life, and take a variety of careers in the burgeoning information fields. They help companies like Google and Facebook better understand how to serve their users, become leaders in the library world, leading experts in how best to preserve and make available public records, make sense of massive data, and use communication tools to facilitate collaboration. We have both undergraduate and graduate students who go on to a variety of exciting careers.

We also have a strong focus on using our knowledge and technical skills for the public good. Our Alternative Spring Break program puts students in Chicago, Detroit, New York and Washington, D.C., solving nonprofit institutions' information needs. It has the **highest participation rate of any such voluntary program** in the country. Students, faculty and staff lead a variety of service projects at the school, and over the course of the year, the vast majority of students participate, lending their skills to help out organizations in need. Even our courses include required projects in the community, helping students to give back as they're learning what they need to move cities, companies and countries forward.

### Project I

As part of our commitment to engagement, the School of Information is sponsoring a range of new projects related to “I (nformation) Will Change the World.” We are expanding our commitment to use our expertise to effect positive change in the world around us, and to offer opportunities for our students to benefit from engaged learning activities

### The UMSI vision

The School of Information delivers innovative, elegant and ethical solutions connecting people, information and technology. When there is a need for world-changing information discoveries, we will be there.

### UMSI history

The School of Information was chartered by the Board of Regents in 1996, but the school has had several other incarnations since its origin as the University of Michigan Department of Library Science in 1926. In 1927, the first class of 34 students graduated with an ABLS degree. In 1928, the department was the third in the nation to receive accreditation by the American Library Association - an accreditation it has held continuously ever since.

The department continued to evolve throughout the twentieth century, reinventing itself to meet the needs of each new generation. In 1948, the department ended its undergraduate program, replaced the bachelor’s degree in library science with a master’s degree, and introduced a Ph.D. program. In 1969, the department of library science became the School of Library Science. In 1986, the name was changed again, to the School of Information and Library Science.

Toward the end of the 20th century, as the pace of change quickened in the information field, the name

We create and share  
knowledge so that  
people will use  
information -- with  
technology -- to build a  
better world.

- UMSI Mission

changed again. The School of Information was founded in 1996, taking on a new identity and mission: to prepare socially engaged information professionals, and to create people-centered knowledge, systems and institutions for the Information Age.

The school inherited the rich traditions of service, leadership, research, and universal access from the School of Information and Library Studies and extended these values into the digital age. Students and faculty with diverse backgrounds are forging a new body of theory, principles, and practices drawing on the information and computer sciences, social sciences, and humanities.



A goal of Citizen Interaction Design is for specific projects to emerge from the interactions between the students and the city, but previous student projects and proposed new projects show the possibilities of this collaboration.



**John L. Kolp, Director of Information Systems at HELP USA, Inc**  
The students developed a web interface to enable client organizations to register for a software downloading service and to do the download. “This project will save both staff time and office and postage expense on a recurring basis as it enables our constituents to download software tools and other proprietary materials on an on-demand basis.



**Don Wedd, Website/Database Manager at the National Community Tax Coalition** The students revised information architecture of an existing website and analysed social media impact. He said that they will use the website recommendations as the starting point for a redesign. The students reviewed the information architecture of NCTC’s very content-heavy site.



**Ellen Weir, Communication Resources and Services of the U.S. National Science Foundation/Office of Legislative and Public Affairs:** “The students presented a report recommending a strategic approach for social media use by the National Science Foundation. They first reviewed background materials, then interviewed a number of public affairs staff involved with social media, conducted further research, and developed a series of recommendations that were well received.”



#### **Textizen**

Textizen is an application that allows questions to be posted in public areas throughout the city, and for people to text in their responses to these questions. An application like this allows for broader feedback beyond the usual participants in either online or offline meetings.



#### **Blight Status**

This application was designed in New Orleans to track residential properties that were either marked for demolition, or were suspected of owner neglect.

# Designing for Engagement

Dr. Cliff Lampe

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**SCHOOL OF INFORMATION**  
UNIVERSITY OF MICHIGAN

*Connecting people, information, & technology in more valuable ways*



Founded July 3, 1829

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

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 Treasurer (517) 788-4043 • Income Tax Office (517) 788-4044 • Clerk (517) 788-4025

## JACKSON CITY COUNCIL MEETING

### MINUTES

May 28, 2013

#### **CALL TO ORDER:**

The Jackson City Council met in regular session in City Hall and was called to order at 6:30 p.m. by Vice Mayor/5<sup>th</sup> Ward Councilmember Andrew Frounfelker.

#### **PLEDGE OF ALLEGIANCE-INVOCATION:**

The Council joined in the pledge of allegiance. The invocation was given by Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker.

#### **ROLL CALL:**

Present: Vice Mayor/5<sup>th</sup> Ward Councilmember Andrew R. Frounfelker and Councilmembers Michelle L. Woods, Kimberly Jaquish, Laura Dwyer Schlecte, and Derek J. Dobies—5. Absent: Mayor Martin J. Griffin and Daniel P. Greer—2.

Also present: City Manager Patrick Burtch, City Attorney Julius Giglio, City Assessor David Taylor, City Engineer Jon Dowling, Police Chief Matt Heins and City Treasurer/Clerk Andrew J. Wrozek Jr.

#### **AGENDA:**

Motion was made by Councilmember Schlecte and seconded by Councilmember Woods to approve the agenda as presented. The motion was adopted by the following vote. Yeas: Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

#### **PRESENTATIONS/PROCLAMATIONS:**

None

#### **CITIZEN COMMENTS – AGENDA ITEMS (3-MINUTE).**

No Citizen Comments were given for agenda items.

**CONSENT CALENDAR:**

Motion was made by Councilmember Dobies and seconded by Councilmember Woods to approve the following Consent Calendar. The motion was adopted by the following vote. Yeas: Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

Consent Calendar

- A. MINUTES OF THE REGULAR MEETING ON MAY 21, 2013.**  
Approve the minutes of the regular City Council meeting of March 21, 2013.
- B. CRAZY COWBOY – JUNE ANNUAL RACE WEEKEND EVENT:**  
Consideration of the request from The Crazy Cowboy to conduct their Annual Race Weekend Event on Mechanic St., between Cortland and Washington on June 14-16, 2013, from 6:00 p.m. to 1:00 p.m., and 8:00 p.m. to 1:00 p.m. (Contingent upon receipt of proper insurance coverage).
- C. CRAZY COWBOY – BIG TRUCK EVENT:**  
Consideration of the request from the Crazy Cowboy to conduct their annual Big Truck Event on Mechanic St., between Cortland and Washington, and Cortland between Francis and Jackson, on Saturday, June 15, 2013, from 2:00 p.m. to 4:00 p.m. (Contingent upon receipt of proper insurance coverage).
- D. ENGINEER’S REPORT FOR MONROE STREET RECONSTRUCTION:**  
Receive the City Engineer’s Report for street construction on Monroe Street from West Avenue to Clinton Road, and establishment of June 25, 2013, at the City Council meeting as the time and place to hold a public hearing of necessity.

**PUBLIC HEARINGS:**

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

Motion was made by Councilmember Dobies and seconded by Councilmember Jaquish to recess as a City Council and convene as a Board of Review. The motion was adopted by unanimous voice vote.

- A. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4224  
DELINQUENT MISCELLANEOUS GENERAL FUND ACCOUNTS  
RECEIVABLE.**

Vice Mayor Frounfelker opened the public hearing.

Gregory Hannah protested his assessments regarding false alarms that were invoiced for 153 Stanley when there was no alarm system present.

Maria Hogglin protested her assessments for lawn mowing that took place before she bought the properties at 1410 & 1414 E. Ganson Street. She stated the title work was done before closing and the assessments were not showing during that time. She feels she should not have to pay for the previous owners.

Brian Street protested an assessment that was issued to him from a tenant that he leased a property at 432 E. Prospect Street to. He asked Council to have U.G. Customs (the tenants) pay for the false alarm bill because it was a bill that was caused by them.

Cathy Phipps protested an assessment for a weed mowing at her home located at 323 E. Euclid. She stated that the work was done while she was admitted to Heartland Home and she did not even know the work was done because she was not home then. She said she has very limited income and that is why she has not paid the bill.

Vice Mayor Frounfelker closed the public hearing.

Motion was made by Councilmember Schlecte and seconded by Councilmember Woods to pull the 4 items (153 Stanley, 1410-1414 E. Ganson, 432 E. Prospect, and 323 E. Euclid) from the roll. The motion was adopted by the following vote. Yeas: Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

Motion was made by Councilmember Schlecte and seconded by Councilmember Dobies to confirm the roll as amended. The motion was adopted by the following vote. Yeas: Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

**B. PUBLIC HEARING FOR SPECIAL ASSESSMENT ROLL NO. 4225  
DELINQUENT MISCELLANEOUS BUILDING DEPARTMENT FUND  
ACCOUNTS RECEIVABLE.**

Vice Mayor Frounfelker opened the public hearing. No one spoke; no correspondence was received. The Vice Mayor closed the public hearing.

Motion was made by Councilmember Schlecte and seconded by Councilmember Dobies to confirm the roll as presented. The motion was adopted by the following vote. Yeas: Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers

Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

**C. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4226  
DELINQUENT MISCELLANEOUS HOUSING CODE ENFORCEMENT  
FUND ACCOUNTS RECEIVABLE.**

Vice Mayor Frounfelker opened the public hearing. No one spoke; no correspondence was received. The Vice Mayor closed the public hearing.

Motion was made by Councilmember Dobies and seconded by Councilmember Schlecte to confirm the roll as presented. The motion was adopted by the following vote. Yeas: Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

**D. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4227  
DELINQUENT MISCELLANEOUS BUILDING DEMOLITION FUND  
ACCOUNTS RECEIVABLE.**

Vice Mayor Frounfelker opened the public hearing. No one spoke; no correspondence was received. The Vice Mayor closed the public hearing.

Motion was made by Councilmember Dobies and seconded by Councilmember Woods to confirm the roll as presented. The motion was adopted by the following vote. Yeas: Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

**E. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4228  
DELINQUENT MISCELLANEOUS CDBG FUND ACCOUNTS  
RECEIVABLE.**

Vice Mayor Frounfelker opened the public hearing. No one spoke; no correspondence was received. The Vice Mayor closed the public hearing.

Motion was made by Councilmember Schlecte and seconded by Councilmember Woods to confirm the roll as presented. The motion was adopted by the following vote. Yeas: Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

**F. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4229  
DELINQUENT MISCELLANEOUS WASTEWATER FUND ACCOUNTS  
RECEIVABLE.**

Vice Mayor Frounfelker opened the public hearing. No one spoke; no correspondence was received. The Vice Mayor closed the public hearing.

Motion was made by Councilmember Woods and seconded by Councilmember Dobies to confirm the roll as presented. The motion was adopted by the following vote. Yeas: Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

**G. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4230  
DELINQUENT MISCELLANEOUS PUBLIC WORKS FUND ACCOUNTS  
RECEIVABLE.**

Vice Mayor Frounfelker opened the public hearing. No one spoke; no correspondence was received. The Vice Mayor closed the public hearing.

Motion was made by Councilmember Schlecte and seconded by Councilmember Woods to confirm the roll as presented. The motion was adopted by the following vote. Yeas: Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

**ADJOURN AS A BOARD OF REVIEW AND RECONVENE AS A CITY COUNCIL.**

Motion was made by Councilmember Dobies and seconded by Councilmember Jaquish to adjourn as a Board of Review and reconvene as a City Council. The motion was adopted by unanimous voice vote.

**NEW BUSINESS:**

- A. STEWARD AND BLACKSTONE/LANSING TWO-WAY CONTRACT AWARD:  
Consideration of a contract award of the Steward and Blackstone/Lansing Two-Way Conversion Contract to Concord Excavating and Grading, Inc., Concord, in the amount of \$80,339.45, to install a new traffic island at Steward and Lansing, and modify the pavement markings to facilitate the two way conversion, and authorization for the Mayor and City Treasurer/Clerk to execute the appropriate document(s), in accordance with the Purchasing Agent.**

Motion was made by Councilmember Schlecte and seconded by Councilmember Dobies to approve the contract. The motion was adopted by the following vote. Yeas: Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

**B. RESOLUTION TO APPLY FOR AN MDOT GRANT – WISNER STREET PAVING:**

**Consideration of a resolution to apply to the Michigan Department of Transportation (MDOT) for a Transportation Economic Development Fund (TEDF) Category F Grant, and authorization for the City Treasurer/Clerk to execute the resolution, and authorization for the City Engineer to file an application for the repaving of Wisner Street from Argyle Street to Boardman Road**

Motion was made by Councilmember Dobies and seconded by Councilmember Schlecte to approve the resolution. The motion was adopted by the following vote. Yeas: Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

**C. RESOLUTION AMENDING THE HOME GRANT BUDGET FOR FY 2010-2011:**

**Consideration of a resolution amending the HOME grant budget for fiscal year 2010-2011 (Year 36) to reallocate unused Community Housing Development Organization (CHDO) Operating Expense funds previously budgeted in the amount of \$8,272.00 to the Down Payment Assistance activity to provide assistance to program eligible homebuyers.**

Motion was made by Councilmember Dobies and seconded by Councilmember Woods to approve the resolution. The motion was adopted by the following vote. Yeas: Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

**D. TEMPORARY USES FEE RESOLUTION:**

**Consideration of the Temporary Uses Fee resolution.**

Motion was made by Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker and seconded by Councilmember Schlecte to approve the resolution and refund the \$100 that anybody who had paid the \$185 be reimbursed for. The motion was adopted by the following vote. Yeas: Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

**E. BRUSH CHIPPER PURCHASE (DPW):**

**Consideration of the purchase of one (1) new brush chipper from Morbark, Inc., Winn, Michigan, in the amount of \$31,424.40, for use by the Department of Public Works.**

Motion was made by Councilmember Schlecte and seconded by Councilmember Dobies to approve the purchase. The motion was adopted by the following vote. Yeas:

Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

**F. REHABILITATION CONTRACT – 1121 FIRST STREET:**

**Consideration of the award of the rehabilitation contract for 1121 First Street to Turn Key Home Improvements in the amount of \$75,344.00.**

Motion was made by Councilmember Schlecte and seconded by Councilmember Woods to approve the contract. The motion was adopted by the following vote. Yeas: Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

**G. DOWNTOWN DEVELOPMENT AUTHORITY:**

**Consideration of the following requests from the Downtown Development Authority:**

**1. Adoption of a resolution reauthorizing the collection of 1.9996 mills upon taxable real and tangible personal**

Motion was made by Councilmember Schlecte and seconded by Councilmember Woods to approve the resolution. The motion was adopted by the following vote. Yeas: Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

**2. Approval of the fiscal year 2013-2014 Budget for the Downtown Development Authority pursuant to Act 197 of the Public Acts of 1975 as last amended.**

Motion was made by Councilmember Woods and seconded by Councilmember Schlecte. The motion was adopted by the following vote. Yeas: Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker, and Councilmembers Woods, Jaquish, Schlecte, and Dobies—5. Nays: 0. Absent: Mayor Griffin and Councilmember Greer—2.

**CITIZEN COMMENTS – NON-AGENDA ITEMS (3-MINUTE LIMIT):**

No citizen comments were given for non-agenda items.

**CITY COUNCILMEMBERS' COMMENTS:**

Councilmember Woods –she said she rode the Aldi bus with Councilmember Frounfelker and she said she really wants to get that program up and running. She wants to look into some advertising or perhaps Blackboard Connect to get the word out. She also stated that she attended the Memorial Day Parade with Councilmember Frounfelker, and she said it was very well done.

Councilmember Schlecte- wanted to get some information about getting a neighborhood watch started. She asked if an article could be done about them.

Councilmember Dobies- wanted to remind everyone about the Paws in the Park event happening on Saturday, June 1, 2013 for the Cascades Humane Society. He said he will be in a dunk tank at that event from 12:00 p.m. to 12:25 p.m. and the walk begins at 11:00 a.m.

Vice Mayor/5<sup>th</sup> Ward Councilmember Frounfelker- wanted to thank the Cemetery staff from Parks for the work they did at the Cemetery getting it ready for Memorial Day. He stated that if people are interested in forming a neighborhood watch they would have to get a group of residents together and the Police Department would sit down with them to assist in forming one. He wanted to thank everyone for coming out to the Cruise Night event. He said there were 75 cars paid and registered which was about what the May event had the previous year. He said there was a great band and he wanted to thank the Grand River Marketplace for donating that. Lastly, he wanted to thank DDA for all the hard work that they do.

#### **ADJOURNMENT:**

No further business being presented, a motion was made by Councilmember Woods to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 7:09 p.m.

Andrew J. Wrozek Jr.  
City Treasurer/Clerk

AJW/car



Jackson Downtown Development Authority

**CITY COUNCIL MEETING**

**June 11, 2013**

**June 3, 2013**

**TO: Honorable Mayor and City Council Members**

**FROM: Jonathan Greene, Executive Director**

**SUBJECT: Special Event Application: July 3<sup>rd</sup> Fireworks Show**

**RECOMMENDATION: Approval of the request from Jackson County Parks Department to conduct their annual July 3<sup>rd</sup> Fireworks Show at Cascades Park on Wednesday, July 3, 2013 from 9am-11pm. Insurance approval has been granted by the City Attorney.**

**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.

<b>Department</b>	<b>Approval</b>	<b>Denial</b>	<b>Economic Impact</b>
Police	x		\$1,850
Fire	x		\$200
Engineering	x		\$0
Public Works	x		\$670
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			<b>\$2,720</b>

**Conditions and Considerations:**

- Fourth Street (Linden to Griswold) water main work will be in progress

**Insurance Status:** Approved

att: Special Event Application: **July 3<sup>rd</sup> Fireworks Show**

JG/RR



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

**Date Received By Clerk's Office:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **By:** \_\_\_\_\_

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

Sponsoring Organization's Legal Name: Jackson County Parks Department  
 Organization Address: 1992 Warren Avenue, Jackson MI 49203  
 Organization Agent: Becky Humphrey Title: Administrative Assistant  
 Phone: Work 517-768-2901 Home \_\_\_\_\_ During event Brandon Ransom 517-937-3767  
 Agent's Address: 1992 Warren Avenue, Jackson MI 49203  
 Agent's E-Mail Address: bhumphre@co.jackson.mi.us  
 Event Name: July 3rd Fireworks Show

Please give a brief description of the proposed special event:

Fireworks, Live Entertainment, Food Vendors  
Rain Date, Thursday, July 4, 2013

Event Day(s) & Date(s): Wed, July 3, 2013 Event Time(s): Starts 5 pm  
 Set-Up Date & Time: 9 am, July 3, 2013 Tear-Down Date & Time: 11 pm, July 3rd  
 Event Location: The Cascades Park

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

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

**STREET CLOSURES:** Start Date/ Time: Jul 3rd, Noon through Date/ Time: Jul 3rd, 11 pm

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

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

On County Property  
**DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT?** YES  NO

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



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

**ATTENDANCE:** What is the expected (estimated) attendance for this event? 10,000 - 15,000

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

**REST ROOMS:** Are you planning to provide portable rest rooms at the event?  YES  NO If yes, how many? 12-15  
 As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

**OTHER REQUESTS:** (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)  
Street Closure at Brown + Randolph and Brown + Denton  
Police for crowd control and traffic control in the park

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

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

03.05.12  
 Date

Becky Humphrey  
 Signature of Sponsoring Organization's Agent

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



Jackson Downtown Development Authority

**CITY COUNCIL MEETING  
June 11, 2013**

**June 5, 2013**

**MEMO TO: Honorable Mayor and City Council Members**

**FROM: Jonathan Greene, Executive Director**

**SUBJECT: Special Event Application: Hot Air Jubilee**

**RECOMMENDATION: Approval of the request from Jackson Hot Air Jubilee to conduct their annual Hot Air Jubilee at Ella Sharp Park on July 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup>, 2013 from 8:00 a.m. on July 19<sup>th</sup> thru 12:00 p.m. (this is the final hour of breakdown) on July 22<sup>nd</sup>. Insurance approval is pending.**

**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.

<b>Department</b>	<b>Approval</b>	<b>Denial</b>	<b>Economic Impact</b>
Police	x		\$3,900
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$1,000
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			<b>\$4,900</b>

**Conditions and Considerations:**

- Fourth Street will be detoured over to West Ave. during the event

**Insurance Status:** Pending

att: Special Event Application: **Hot Air Jubilee**  
Event Layout Map

JG/RR

CITY OF JACKSON  
SPECIAL EVENT APPLICATION

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

Date Received By DDA Office: 11/13/12 Time: 12pm By: Rebecca Rae  
R. Rae Cash Payment Rec'd 11/29/12

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

Sponsoring Organization's Legal Name: Jackson Hot Air Jubilee

Organization Address: P.O. Box 1838, Jackson, MI

Organization Agent Dean Anderson Title: Chairman

Phone: (work) 517 784 0574 Phone: (home) 517 740 4000 Phone: (during the event) 517 740 4000

Agent's Address 6200 McCain Rd, Spring Arbor, MI 49283

Agent's E-Mail Address allstarrentalmich@yahoo.com

Event Name Hot Air Jubilee

Please give a brief description of the proposed special event: family oriented event highlighting hot air balloon launches, also providing ~~at~~ carnival rides, arts+crafts, concessions and entertainment throughout the event

Event Day(s) & Date(s) July 19, 20, 21, 2013

Event Time(s) Fri 3-11pm, Sat 6am-11pm, Sun 6am-3pm

Set-Up Date & Time Thu, July 18, 8am-10pm Tear-Down Date & Time Sunday 3pm-10pm

Event Location Ella Sharp Park  
Fri. 8am-3pm  
Monday 8-noon

ANNUAL EVENT: Is this event expected to occur next year? (circle one)  YES  NO  
How many years has this event occurred? about 30

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

STREET CLOSURES: Start Date/Time see note Next page through Date/Time: \_\_\_\_\_

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

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

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

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

If yes, what time? \_\_\_\_\_ until \_\_\_\_\_

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

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

**ATTENDANCE:** What is the expected (estimated) attendance for this event? \_\_\_\_\_

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

**REST ROOMS:** Are you planning to provide portable rest rooms at the event?  YES  NO  
If yes, how many? 70

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

**OTHER REQUESTS:** (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)  
Police - security and traffic control for cars coming and leaving event during peak times  
Fire - work with propane refueling area for balloons, coordinate this with Refueling Committee  
Street Closures - Oakwood Dr., Birchwood Dr., Maplewood Dr.; Allow access to museum area  
Public Works - use of traffic barricades

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

**CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:  
A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.

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

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

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

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

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

11/7/12  
Date

Sean Anderson  
Signature of Sponsoring Organization's Agent

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

Event Title: Hot Air Jubilee

**DEPARTMENTAL USE ONLY:** Please contact applicant directly with any questions or concerns. Sign and return to the DDA, as soon as possible.

Approvals noted below by departments, indicate they have been made aware of the request and the responsibilities of their department have been met.

Police Dept. _____	Recommend Approval: YES	NO	Est. Economic Impact:\$ _____
Fire Dept. _____	Recommend Approval: YES	NO	Est. Economic Impact:\$ _____
Traffic Eng. _____	Recommend Approval: YES	NO	Est. Economic Impact:\$ _____
Dept. Pub. Serv. _____	Recommend Approval: YES	NO	Est. Economic Impact:\$ _____
DDA _____	Recommend Approval: YES	NO	Est. Economic Impact:\$ _____
Have businesses been notified for street closures?: YES NO			
Parks/Forestry _____	Recommend Approval: YES	NO	Est. Economic Impact:\$ _____

Reason for disapproval:

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Any special requirements/conditions:

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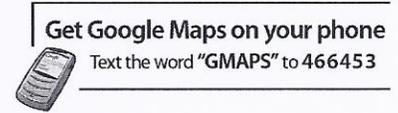
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Insurance/Indemnification Received: \_\_\_\_\_ Insurance Approved: \_\_\_\_\_ SEA Application Fee: \_\_\_\_\_

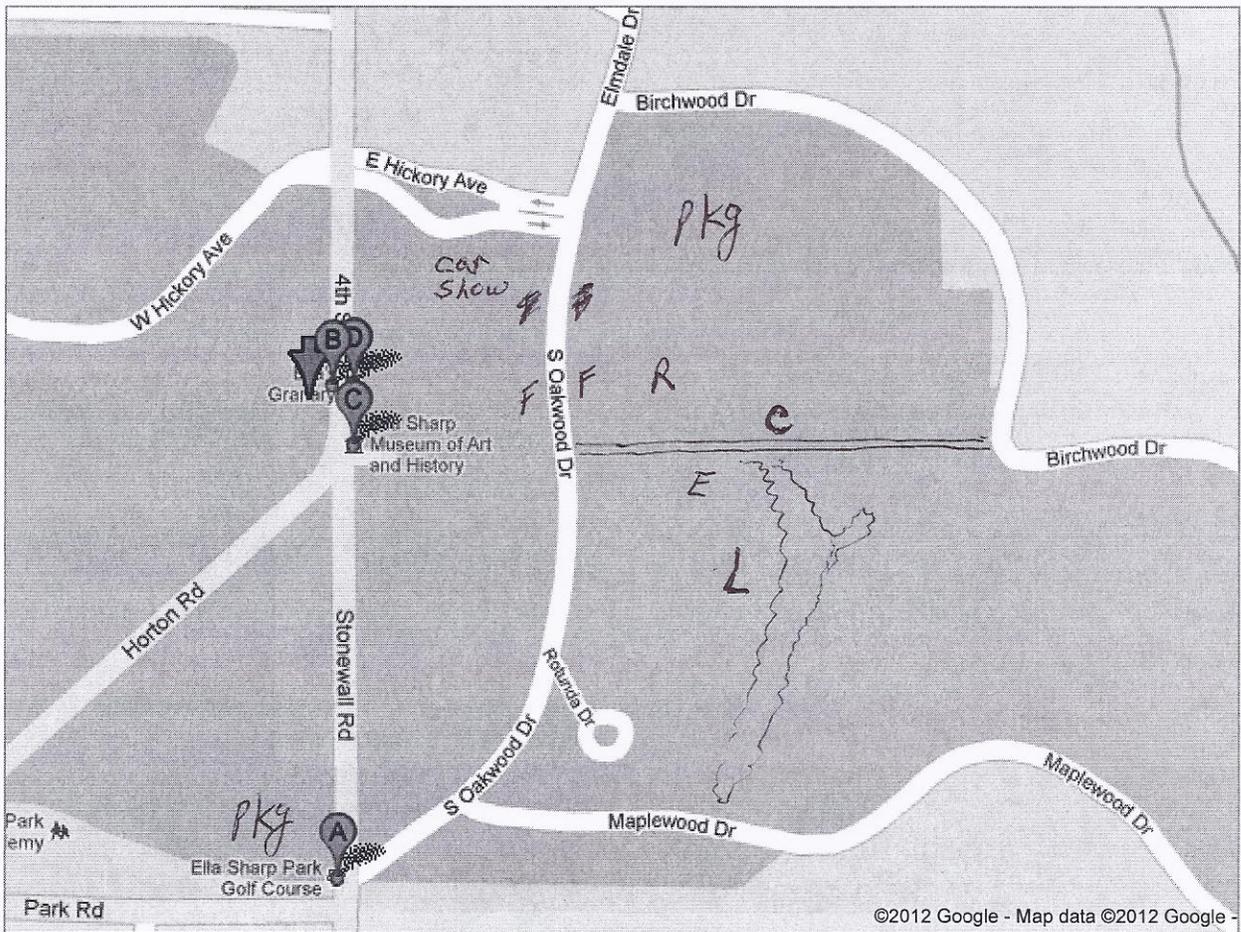
City Council Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Confirmed with Applicant: \_\_\_\_\_



ella near sharp park, jackson, mi



- A. **Ella Sharp Park Golf Course**  
2800 4th Street, Jackson, MI  
(517) 788-4066  
3 reviews
- B. **Ella Sharp Park Golf Learning Center**  
3224 4th Street, Jackson, MI  
(517) 780-4799  
1 review
- C. **Ella Sharp Museum of Art and History**  
3225 4th Street, Jackson, MI  
(517) 787-2320  
5 reviews
- D. **Ella's Granary Restaurant**  
3225 4th Street, Jackson, MI  
(517) 768-8495  
1 review



F = Food concessions  
 L = Launch Field  
 E = Entertainment  
 C = Crafts/Arts  
 R = Rides/Carnival  
 PKG = Parking

#### Street Closures -

Concession area of Oakwood Dr. which is between main entrance and Planetarium. (same area as last year) Close from Thursday morning through Sunday noon.

Oakwood Dr (from Stonewall to Planetarium) open during Museum hours.

Birchwood Dr. - Close from Friday 2pm - Sunday 4pm

Maplewood Dr. - Close from Friday 2pm - Sunday 4pm

Stonewall Rd. - section North of Park Rd. and South of Horton Rd. - as needed during evening when pedestrian traffic is heavy crossing Stonewall. Probably from 6-8pm -11pm on Friday and Saturday. This is when it is dark outside and visibility is poor for drivers to see pedestrians in this area.

W Hickory Ave. - (sw of golf course entrance to Horton Rd) Fri. 3pm - Sat. 11pm, Open Sunday.

#### Entertainment

Similar to last year. Actual time schedule, band names, entertainment groups/activities will be provided prior to event when they are scheduled in.

Balloon Launches - Friday 6-8pm, Sat. 6-8am, 6-8pm, Sun. 6-8am

Balloon Night Glows - Friday dusk(9pm), Sat. dusk (9pm)



Jackson Downtown Development Authority

**CITY COUNCIL MEETING  
JUNE 11, 2013**

**MEMO TO: Honorable Mayor and City Council Members**

**FROM: Jonathan Greene, Executive Director**

**SUBJECT: Special Event Application: Beer, Brats, and Beethoven**

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**RECOMMENDATION: Approval of the request from the Jackson Symphony Orchestra to conduct Beer, Brats, and Beethoven at the Riverwalk Amphitheatre on July 27, 2013 from 9:00 a.m. to 10:00 p.m. Approval of Insurance by the City Attorney is pending.**

**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.

<b>Department</b>	<b>Approval</b>	<b>Denial</b>	<b>Economic Impact</b>
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$143
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			<b>\$143</b>

**Conditions and Considerations:**

- Parking on first floor of Francis Deck is a Blue Permit Only area and a "reserved" area which are not available to use as they are 24/7 "reserved" areas.

**Insurance Status:** Pending

att: Special Event Application: Beer, Brats, and Beethoven  
Event layout

JG/RR

CITY OF JACKSON  
SPECIAL EVENT APPLICATION

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

Date Received By DDA Office: 6/4/13 Time: \_\_\_\_\_ By: RR

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

Sponsoring Organization's Legal Name: Jackson Symphony Orchestra Assn. Inc.

Organization Address: 215 W. Michigan Ave, Jackson, MI 49201

Organization Agent Stephen Osmond Title: Music Director

Phone: (work) 517-762-3221 <sup>X115</sup> Phone: (home) 517-788-5481 <sup>X117 (Soan)</sup> Phone: (during the event) 517-581-0465 (Soan)

Agent's Address \_\_\_\_\_

Agent's E-Mail Address js02007@jacksonsymphony.org

Event Name Beer, Brats, and Beethoven (Summer Pops Concert)

Please give a brief description of the proposed special event:  
Concert music, food (brats and other items), and beer (wine and pop)

Event Day(s) & Date(s) July 27, 2013

Event Time(s) 5pm-~~10~~<sup>10</sup>pm (estimate)

Set-Up Date & Time 7-27-13 9AM-5PM Tear-Down Date & Time Possibly Sat. Pm or Sunday 7AM-NOON (estimate)  
<sub>Fencing removal</sub>

Event Location (Consumers Energy park and pavillion) Riverwalk Amphitheater

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

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

STREET CLOSURES: Start Date/Time \_\_\_\_\_ through Date/Time: \_\_\_\_\_

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

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

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO  
If yes, please attach liquor license and liquor liability insurance.  
If yes, what time? Estimate 5pm until 10~~pm~~  
Michigan Theatre is handling the beer/wine license and is the group selling the beer & wine.

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

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

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

*Jackson Symphony Orchestra, Community Music School Students, ensembles*  
**ATTENDANCE:** What is the expected (estimated) attendance for this event? 500-1,000 (estimate)

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

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

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

If yes, how many? 5/500 people, or as increased to 8/1,000 people \* As needed per Lester Brothers calculations  
*incl. one handicap facility*

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

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

Electrical supply @ amphitheater?

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

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

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

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

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

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

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

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

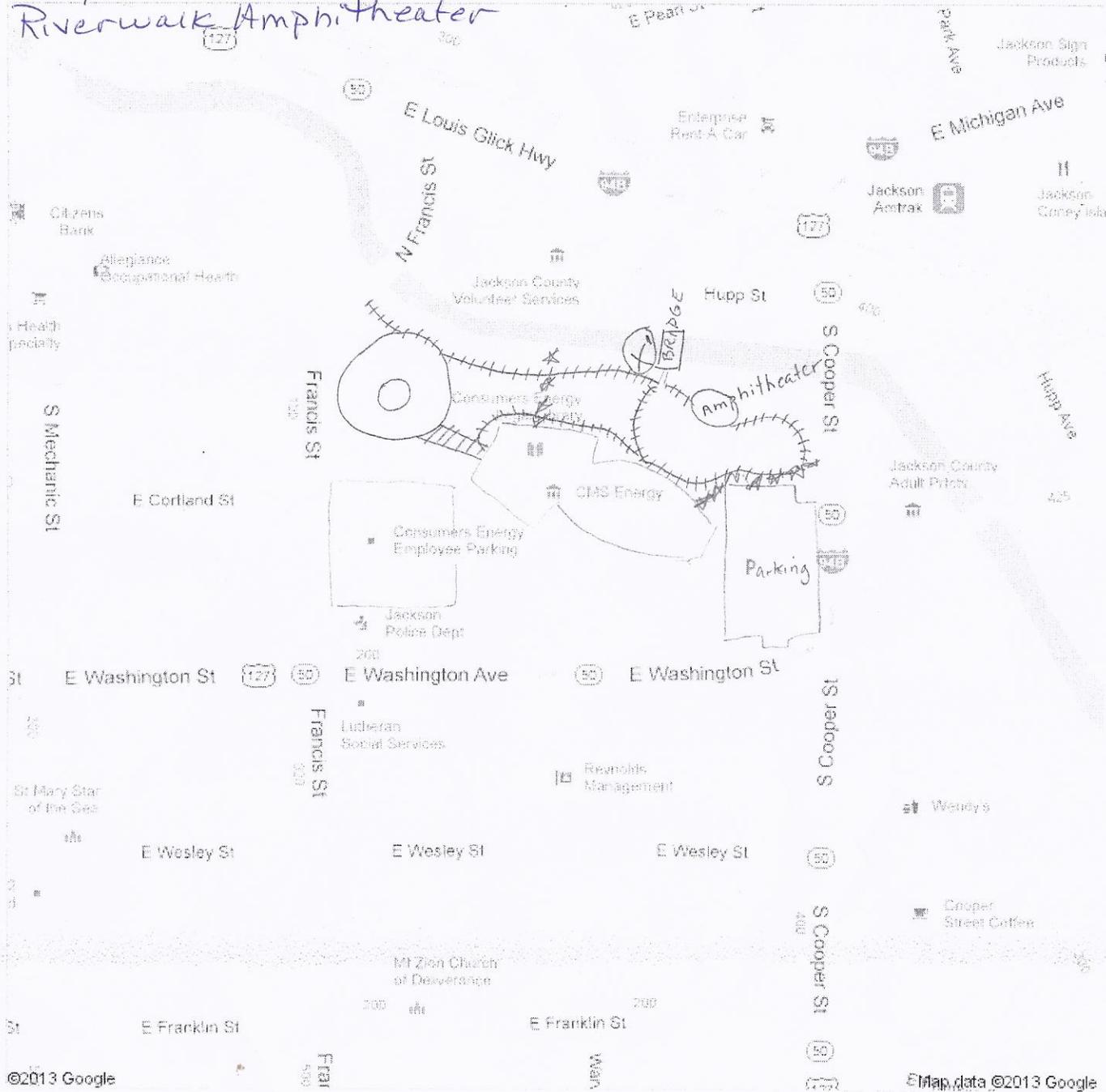
5-10-2013  
Date

*[Signature]*  
Signature of Sponsoring Organization's Agent

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

Jackson Symphony Orchestra  
July 27, 2013  
Riverwalk Amphitheater

July 27, 2013  
Beer, Brats & Beethoven  
Summer Pops



+++++ = Sidewalk  
 (X) = Beer - Michigan Theatre  
 \*\*\* = fencing



# Neighborhood & Economic Operations

Building a Stronger Jackson

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

Building Inspection  
(517) 788-4012

Code Enforcement  
(517) 788-4060

Engineering  
(517) 788-4160

Planning & Economic Development  
(517) 768-6433

## CITY COUNCIL MEETING June 11, 2013

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Patrick H. Burtch, City Manager  
Jon H. Dowling, P.E., City Engineer  
**SUBJECT:** Request to Approve Traffic Control Orders 2150, 2151, 2152 and 2153

**RECOMMENDATION: Approval of Traffic Control Orders 2150, 2151, 2152 and 2153 traffic control related to the upcoming two-way conversion of Steward Avenue and Blackstone Street/Lansing Avenue.**

In continuing to implement the City of Jackson Thoroughfare Plan, the City is proceeding with the conversion of Steward Avenue and Blackstone/Lansing from one-way to two-way. The impacted streets are: Steward Avenue from Lansing Avenue to Wildwood Street; Blackstone Street between Louis Glick Highway and Lansing Avenue; and Lansing Avenue from Blackstone Street to Steward Avenue.

Attached are Traffic Control Orders 2150, 2151, and 2152 addressing these changes. Additionally, Traffic Control Order 2153 is a matter of housekeeping for a stop sign on Cleveland Place at Blackstone Street.

- TCO 2150: Traffic on Steward Avenue between Lansing Avenue and Wildwood Avenue shall travel in either a north or southbound direction. This action shall further rescind TCO 1281 which created the current one-way southbound traffic pattern.
- TCO 2151: Traffic on Lansing Avenue between Blackstone Street and Steward Avenue shall travel in either a north or southbound direction. This action shall further rescind TCO 1279 which created the current one-way northbound traffic pattern.
- TCO 2152: Traffic on Blackstone Street between Louis Glick Highway and Lansing Avenue shall travel in either a north or southbound direction. This action shall further rescind TCO 1276 which created the current one-way northbound traffic pattern.
- TCO 2153: Westbound traffic on Cleveland Place shall be required to stop prior to entering the intersection at Blackstone Street.

It is the recommendation of Engineering that Traffic Control Orders 2150, 2151, 2152 and 2153 be approved. If you have any questions please do not hesitate to contact us.

JHD/sms

C: Bob Dietz, Parking Manager/Engineering Assistant  
Matt Heins, Chief of Police

**CITY OF JACKSON, MICHIGAN**  
**TRAFFIC ENGINEERING DIVISION**  
**Traffic Control Order 2150**

**LOCATION:** Steward Avenue

**DATE:** May 24, 2013

**ASSIGNED TO:**

**TCO DESCRIPTION**

Review traffic flow on Steward Avenue

BY JON H. DOWLING, P.E.

**RECOMMENDATION**

Traffic on Steward Avenue between Lansing Avenue and Wildwood Avenue shall travel in either a north or southbound direction. This action shall further rescind TCO 1281 which created the current one-way southbound traffic pattern.

**APPROVED**  **REJECTED**

**DATE:**

BY CITY COUNCIL

**WORK ASSIGNMENT:** To Sign Shop

**DATE:**

**TO:**

BY JON H. DOWLING, P.E.

**MATERIAL USED**

Posts

Stop

Time Limit

No Parking

Loading Zone

One Way

Yield

Paint

Other

**ASSIGNMENT COMPLETED**

**DATE:**

**BY: Sign Shop**

**WORK INSPECTED**

**REMARKS:**

**DATE:**

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

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

**CITY OF JACKSON, MICHIGAN**  
**TRAFFIC ENGINEERING DIVISION**  
**Traffic Control Order 2151**

**LOCATION:** Lansing Avenue

**DATE:** May 24, 2013

**ASSIGNED TO:**

**TCO DESCRIPTION**

Review traffic flow on Lansing Avenue.

BY JON H. DOWLING, P.E.

**RECOMMENDATION**

Traffic on Lansing Avenue between Blackstone Street and Steward Avenue shall travel in either a north or southbound direction. This action shall further rescind TCO 1279 which created the current one-way northbound traffic pattern.

**APPROVED**  **REJECTED**

**DATE:**

BY CITY COUNCIL

**WORK ASSIGNMENT:** To Sign Shop

**DATE:**

**TO:**

BY JON H. DOWLING, P.E.

**MATERIAL USED**

Posts

Stop

Time Limit

No Parking

Loading Zone

One Way

Yield

Paint

Other

**ASSIGNMENT COMPLETED**

**DATE:**

**BY: Sign Shop**

**WORK INSPECTED**

**REMARKS:**

**DATE:**

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

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

**CITY OF JACKSON, MICHIGAN**  
**TRAFFIC ENGINEERING DIVISION**  
**Traffic Control Order 2152**

**LOCATION:** Blackstone Street

**DATE:** May 24, 2013

**ASSIGNED TO:**

**TCO DESCRIPTION**

Review traffic flow on Blackstone Street.

BY JON H. DOWLING, P.E.

**RECOMMENDATION**

Traffic on Blackstone Street between Louis Glick Highway and Lansing Avenue shall travel in either a north or southbound direction. This action shall further rescind TCO 1276 which created the current one-way northbound traffic pattern.

**APPROVED**  **REJECTED**

**DATE:**

BY CITY COUNCIL

**WORK ASSIGNMENT:** To Sign Shop

**DATE:**

**TO:**

BY JON H. DOWLING, P.E.

**MATERIAL USED**

Posts

Stop

Time Limit

No Parking

Loading Zone

One Way

Yield

Paint

Other

**ASSIGNMENT COMPLETED**

**DATE:**

**BY: Sign Shop**

**WORK INSPECTED**

**REMARKS:**

**DATE:**

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

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

**CITY OF JACKSON, MICHIGAN**  
**TRAFFIC ENGINEERING DIVISION**  
**Traffic Control Order 2153**

**LOCATION:** Cleveland Place and Blackstone Street

**DATE:** May 24, 2013

**ASSIGNED TO:**

**TCO DESCRIPTION**

Review traffic control at the intersection of Cleveland Place and Blackstone Street.

BY JON H. DOWLING, P.E.

**RECOMMENDATION**

Westbound traffic on Cleveland Place shall be required to stop prior to entering the intersection at Blackstone Street.

**APPROVED**  **REJECTED**

**DATE:**

BY CITY COUNCIL

**WORK ASSIGNMENT:** To Sign Shop

**DATE:**

**TO:**

BY JON H. DOWLING, P.E.

**MATERIAL USED**

<input type="checkbox"/>								
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Posts      Stop      Time Limit      No Parking      Loading Zone      One Way      Yield      Paint      Other

**ASSIGNMENT COMPLETED**

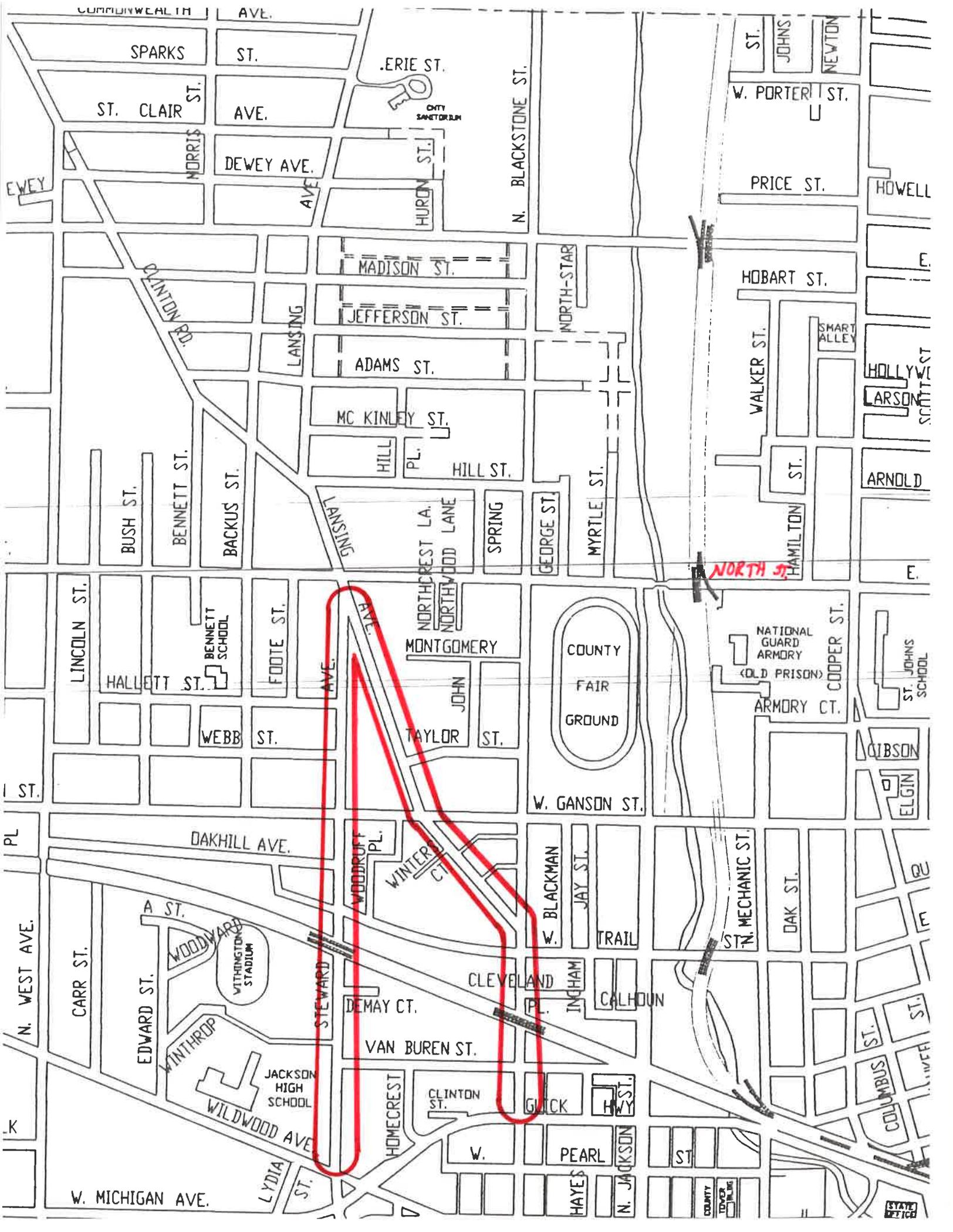
**DATE:**                      **BY: Sign Shop**

**WORK INSPECTED**

**REMARKS:**

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

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



W. MICHIGAN AVE.

N. WEST AVE.

PL

ST.

K

COMMONWEALTH AVE.

WEY

CLINTON RD.

BUSH ST.  
BENNETT ST.  
BACKUS ST.

LINCOLN ST.  
HALLETT ST.  
WEBB ST.

CARR ST.  
EDWARD ST.  
WINTHROP  
WILDWOOD AVE.  
W. JACKSON

W. MICHIGAN AVE.

SPARKS ST.  
ST. CLAIR ST.  
DEWEY AVE.

LANSTING  
ADAMS ST.  
MC KINLEY ST.  
HILL PL.  
HILL ST.

FOOTE ST.  
AVE.  
WEBB ST.

DAKHILL AVE.  
WOODWARD  
VITHINGTON STADIUM  
JACKSON HIGH SCHOOL  
WILDWOOD AVE.  
LYDIA ST.

ERIE ST.  
CITY SANITARIUM  
HURON ST.  
N. BLACKSTONE ST.

MADISON ST.  
JEFFERSON ST.  
ADAMS ST.  
MC KINLEY ST.  
HILL PL.  
HILL ST.

WOODRUFF PL.  
WINTERS CT.  
MONTGOMERY  
JOHN TAYLOR ST.

DEMAY CT.  
VAN BUREN ST.  
HOMECREST  
CLINTON ST.  
GLUCK  
W. JACKSON

NORTH-STAR  
N. BLACKSTONE ST.  
GEORGE ST.  
MYRTLE ST.

COUNTY FAIR GROUND  
W. GANSON ST.

W. BLACKMAN  
JAY ST.  
TRAIL  
CLEVELAND PL.  
INGHAM  
CALHOUN  
W. JACKSON

ST. JOHNS  
NEWTON  
W. PORTER ST.  
PRICE ST.  
HOWELL  
HOBART ST.  
SMART ALLEY  
WALKER ST.  
HAMILTON ST.  
ARNOLD

NORTH ST.  
NATIONAL GUARD ARMORY  
(OLD PRISON)  
ARMORY CT.  
COOPER ST.  
ST. JOHNS SCHOOL  
GIBSON  
ELGIN

ST. MECHANIC ST.  
DAK ST.  
COLUMBUS ST.  
STATE OFFICE



# Neighborhood & Economic Operations

Building a Stronger Jackson

---

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

Building Inspection  
(517) 788-4012

Code Enforcement  
(517) 788-4060

Engineering  
(517) 788-4160

Planning & Economic Development  
(517) 768-6433

## CITY COUNCIL MEETING June 11, 2013

**TO:** Honorable Mayor and City Councilmembers

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

**SUBJECT:** Request to Approve Traffic Control Order 2154  
Myrtle Street – No Parking during Fair Week

---

**RECOMMENDATION: Approval of Traffic Control Order 2154 for parking restriction on Myrtle Street during Jackson County Fair Week.**

At the request of more than one business on Myrtle Street, the City of Jackson has typically placed temporary No Parking tripods on Myrtle Street during Jackson County Fair week.

In order to address this parking issue with a more standard, and enforceable, approach we are requesting that Myrtle Street be posted on both sides with signs prohibiting parking during Fair Week, instead of temporary tripods. The attached Traffic Control Order addresses this request.

It is the recommendation of Engineering that Traffic Control Order 2154 be approved. If you have any questions please do not hesitate to contact us.

JHD/sms

C: Bob Dietz, Parking Manager/Engineering Assistant  
Matt Heins, Chief of Police

**CITY OF JACKSON, MICHIGAN**  
**TRAFFIC ENGINEERING DIVISION**  
**Traffic Control Order 2154**

**LOCATION:** Myrtle Street

**DATE:** June 3, 2013

**ASSIGNED TO:**

**TCO DESCRIPTION**

To alleviate traffic congestion for delivery vehicles on Myrtle Street north of North Street consider parking alternatives during Fair Week.

BY JON H. DOWLING, P.E.

**RECOMMENDATION**

Parking shall be prohibited on both sides of Myrtle Street from North Street to the northern dead end of the street during Fair Week.

**APPROVED**

**REJECTED**

**DATE:**

BY CITY COUNCIL

**WORK ASSIGNMENT:** To Sign Shop

**DATE:**

**TO:**

BY JON H. DOWLING, P.E.

**MATERIAL USED**

Posts

Stop

Time Limit

No Parking

Loading Zone

One Way

Yield

Paint

Other

**ASSIGNMENT COMPLETED**

**DATE:**

**BY: Sign Shop**

**WORK INSPECTED**

**REMARKS:**

**DATE:**

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

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



COMMONWEALTH AVE.

SPARKS ST.

ST. CLAIR ST.

ST.

DEWEY AVE.

ERIE ST.



HURON ST.

N. BLACKSTONE ST.

ST. JOHNS

NEWTON

W. PORTER ST.

PRICE ST.

HOWELL

MADISON ST.

JEFFERSON ST.

ADAMS ST.

MC KINLEY ST.

HILL PL.

HILL ST.

NORTH-STAR

HOBART ST.

SMART ALLEY

HOLLYWOOD

LARSON

SCOTT ST.

ARNOLD S

BUSH ST.

BENNETT ST.

BACKUS ST.

LANSING

NORTHCREST LA.

NORTHWOOD LANE

SPRING

GEORGE ST.

MYRTLE ST.

WALKER ST.

HAMILTON ST.

E. I

LINCOLN ST.

HALLETT ST.

BENNETT SCHOOL

FOOTE ST.

AVE.

MONTGOMERY

JOHN

TAYLOR ST.

COUNTY FAIR GROUND

NATIONAL GUARD ARMORY (OLD PRISON)

ARMORY CT.

COOPER ST.

ST. JOHNS SCHOOL

ST.

WEBB ST.

W. GANSON ST.

GIBSON

ELGIN

DAKHILL AVE.

WOODRUFF PL.

WINTERS CT.

W. BLACKMAN

JAY ST.

TRAIL

ST. N. MECHANIC ST.

DAK ST.

N. WEST AVE.

CARR ST.

EDWARD ST.

A ST.

WOODWARD WILKINGTON STADIUM

WINTHROP

JACKSON HIGH SCHOOL

WILDWOOD AVE.

STEWARD

DEWAY CT.

VAN BUREN ST.

CLEVELAND

PL. INGHAM

CALHOUN

HOMECREST

CLINTON ST.

GLICK

HWY.

ST.

COLUMBUS ST.

ST.

WILKINGTON



CITY COUNCIL MEETING  
June 11, 2013

**MEMO TO:** Honorable Mayor and City Councilmembers

**FROM:** Patrick H. Burtch, City Manager  
Todd Knepper, Department of Public Works *BK*

**SUBJECT:** Consideration of a request to approve the annual purchase of water and wastewater treatment chemicals.

---

**RECOMMENDATION:** Award the respective chemical supply contracts to the low bidders listed, and authorize the Mayor and City Treasurer/Clerk to execute the contracts documents.

On May 30, 2013, twenty bid packets were submitted and opened in the Purchasing Department for water and wastewater bulk chemical treatment supplies for fiscal year 2013-2014. Of the twenty bids, nine companies have the lowest bid price on the various chemicals. Water and wastewater treatment funds are budgeted for these purchases. The lowest chemical bids are as follows:

<u>Product</u>	<u>Supplier</u>	<u>Bid Price</u>
Chlorine	Alexander Chemical Corp.	\$379.00 per ton x 55 tons = \$20,845.00
Ferric Chloride	PVS Technologies	\$510.00 per ton x 55 tons = \$28,050.00
Fluoride	PVS Nolwood Chemicals	\$539.00 per ton x 52 tons = \$28,028.00
Liquid Caustic Soda	Alexander Chemical Corp.	\$334.00 per ton x 130 tons = \$43,420.00
Lime	Huron Lime, Inc.	\$142.60 per ton x 3,320 tons = \$473,432.00
Phosphate	Carus Corporation, Inc.	\$91.50 per hundred weight x 345 cwt = \$31,567.50
Ferrous Chloride	Kemira Water Solutions	\$0.1956 per gallon x 250,000 gallons = \$48,900.00
Calcium Hypochlorite Tablets	Univar	\$104.75 per pail x 30 pails = \$3,142.50
Sulfur Dioxide	Alexander Chemical Corp.	\$0.93 per lb x 18,000 lbs = \$16,740.00
Sodium Hypochlorite	JCI-Jones Chemicals, Inc.	\$0.67 per gallon x 73,000 gallons = \$48,910.00
Soda Ash	BHS Marketing	\$338.00 per ton x 160 tons = \$54,080.00



BID TABULATION  
 FOR  
 WATER AND WASTEWATER TREATMENT CHEMICALS  
 MAY 30, 2013, 11:00 AM

COMPANY	PRICE TO REMAIN IN EFFECT	CHLORINE per ton	FERRIC CHLORIDE per ton	FLUORIDE per ton	LIQUID CAUSTIC SODA per ton	LIME per ton	PHOSPHATE per hundred weight	FERROUS CHLORIDE per gallon	CALCIUM HYPOCHLORITE TABLETS per pail	SULFUR DIOXIDE per pound	SODIUM HYPOCHLORITE per gallon	SODA ASH per ton
Alexander Chemical	365 days	379.00		574.00	334.00					0.93	0.749	
JCI Jones Chemical	365 days	410.00			552.00					1.12	0.670	
PVS Technologies	365 days		510.00					0.210				
Kemira Water Solutions	365 days		589.56					0.1956				
Pencco Inc.	365 days			578.75								
Key Chemical	365 days			581.24								
Univar	365 days				614.47				104.75			340.94
BHS Marketing	365 days											338.00
Thatcher Co. of Montana	365 days											338.74
PVS Nolwood Chemicals	90 days				628.00							360.00
	180 days				653.00							360.00
	365 days			539.00	678.00						0.750	360.00
Chemical Services	365 days				667.00		105.90		130.70			
Rowell Chemical	180 days				700.00							
Huron Lime	365 days					142.60						
Graymont Western Lime Inc.	365 days					143.00						
Carmeuse Chemical	365 days					154.75						
Mississippi Lime	365 days					232.55						
Carus Corporation	365 days						91.50					
Elhorn Engineering	365 days						101.00		120.00		0.740	
Water Solutions Unlimited	365 days						102.50					
Shannon Corporation	365 days						117.00					

## Sharon Hasen

---

**From:** Mg2sweet [mg2sweet@aol.com]  
**Sent:** Saturday, June 08, 2013 10:04 AM  
**To:** Sharon Hasen; christine.canning@uni.edu; edpeterson@live.com; Frank Weathers; brown3geo@yahoo.com; jon-hart@sbcglobal.net; julie.nemecek@comcast.net; kathleen\_m\_conley@yahoo.com; parrishstahl@yahoo.com; teressadelph@att.net; cochrantoops@yahoo.com; arfrounfelker@yahoo.com; danielpgreer@yahoo.com; Derek J. Dobies; kimberly.jaquish@yahoo.com; laura@7803800.com; Martin Griffin; michelle.woods29@yahoo.com  
**Cc:** Patrick H. Burtch  
**Subject:** Re: HRC Meeting Packet for 6-19-13

To: Chairperson Jon Hart and all of the HRC Members:

From: Teresa Gibson

Re: Resignation

Chairperson Hart:

I just want to say thank you for the opportunity to serve on the HRC Board. It was a pleasure meeting and serving with each of you.

I am sorry to say that I am submitting my e-mail letter of Resignation as of Monday 10, 2013, I will no longer be a member of the HRC and attending the June 19, 2013 meeting.

I wish you and the HRC Board all the best in your endeavors in the near future. Again thank you for the opportunity to serve and be a part of the Board.

Sincerely yours,

Teresa Gibson

-----Original Message-----

**From:** Sharon Hasen <shasen@cityofjackson.org>  
**To:** Christine Ed Peterson <christine.canning@uni.edu>; Edward Peterson <edpeterson@live.com>; Frank Weathers <fweathers@cityofjackson.org>; George Brown III <brown3geo@yahoo.com>; Jon Hart <jon-hart@sbcglobal.net>; Julie Nemecek <julie.nemecek@comcast.net>; Kathleen Conley <kathleen\_m\_conley@yahoo.com>; M. Teresa Gibson <mg2sweet@aol.com>; Parrish Stahl <parrishstahl@yahoo.com>; Teressa Delph <teressadelph@att.net>; Valerie Cochran-Toops <cochrantoops@yahoo.com>; Andy Frounfelker <arfrounfelker@yahoo.com>; Dan Greer <danielpgreer@yahoo.com>; Derek J. Dobies <derekdobies@gmail.com>; Kimberly Jaquish <kimberly.jaquish@yahoo.com>; Laura Schlecte <laura@7803800.com>; Martin Griffin <mgriffin@cityofjackson.org>; Michelle Woods <michelle.woods29@yahoo.com>  
**Cc:** Frank Weathers <fweathers@cityofjackson.org>; Patrick H. Burtch <pburtch@cityofjackson.org>  
**Sent:** Fri, Jun 7, 2013 8:27 am  
**Subject:** HRC Meeting Packet for 6-19-13

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



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

**161 W. Michigan Avenue - Jackson, MI 49201**  
**Treasurer (517)788-4043 • Income Tax Office (517)788-4044 • Clerk (517) 788-4025**

**CITY COUNCIL MEETING**  
**June 11, 2013**

**MEMO TO: Honorable Mayor and City Councilmembers**  
**FROM: Andrew J. Wrozek, Jr., City Treasurer/City Clerk**  
**SUBJECT: Adoption of Ordinance No. 2013.12**

---

**RECOMMENDATION:**

**Final adoption of Ordinance No. 2013.12 an Ordinance repealing Ordinance 2012.40, which created a temporary moratorium on the establishment of operations and the issuance of permits or licenses for operations that relate to either the cultivation, dispensing, or use of medical marihuana in the City of Jackson.**

Attached please find Ordinance 2013.12 approved by the Council at the March 12, 2013 meeting. Please consider adoption of the ordinance.

C: City Manager

ORDINANCE 2013.12

An Ordinance repealing Ordinance 2012.40, which created a temporary moratorium on the establishment of operations and the issuance of permits or licenses for operations that relate to either the cultivation, dispensing, or use of medical marihuana in the City of Jackson.

WHEREAS, On December 11, 2012, the Jackson City Council adopted Ordinance 2012.40, which extended the moratorium on the establishment of operations and the issuance of permits or licenses for operations that relate to the cultivation, dispensing, or use of medical marihuana; and

WHEREAS, On February 8, 2013, the Michigan Supreme Court decided the case of State of Michigan v. McQueen, (\_\_\_ NW 2d \_\_\_, WL 490682 Mich., February 8, 2013), which addressed medical marihuana dispensaries and other issues pertaining to the Michigan Medical Marihuana Act, MCL 333.26421 et seq.; and

WHEREAS, The City Council wishes to repeal Ordinance 2012.40 so that all operations related to either the cultivation, dispensing, or use of medical marihuana within the City of Jackson are in compliance with State law; now therefore,

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Repeal of Moratorium Ordinance.

Ordinance 2012.40, adopted December 11, 2012, which created a temporary moratorium on the establishment of operations and the issuance of permits or licenses related to either the cultivation, dispensing, or use of medical marihuana is hereby repealed.

Section 2. Effective Date.

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

**Julius A. Giglio**

*City Attorney*

**Bethany M. Smith**

*Deputy City Attorney*

**Gilbert W. Carlson**

*Assistant City Attorney*

**OFFICE OF THE**



161 West Michigan Avenue

Jackson, MI 49201

(517) 788-4050

(517) 788-4023

Fax: (866) 971-2117

**CITY ATTORNEY**

**CITY COUNCIL MEETING**

**June 11, 2013**

**NEW BUSINESS**

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Bethany M. Smith, Deputy City Attorney *BS*

DATE: June 4, 2013

SUBJECT: Chapter 16 Medical Marihuana Ordinance

**RECOMMENDATION: Approve the Medical Marihuana Ordinance.**

Attached please find a proposed Ordinance that sets forth regulations for the use of medical marihuana within the City. This proposed ordinance is the result of the work of the Medical Marihuana Workgroup which consisted of Councilmember Schlecte, Councilmember Dobies, Andrew Dotterweich and Gerald Montgomery. After several meetings, the Workgroup has recommended this Ordinance for adoption by the Council.

The proposed Ordinance permits the growing and use of medical marihuana only in the primary residence of the qualifying patient or primary caregiver. The home use of medical marihuana would be a permitted use in all zoning districts. No dispensaries or other growing locations would be permitted.

This proposed Ordinance is part of a package of ordinances relating to medical marihuana. Amendments to Chapter 18 will also be before the Council to allow an exception to the criminal provisions of Chapter 18 for qualifying patients and primary caregivers who are validly using or growing medical marihuana. Also before the Council is a second reading of the repeal of the Medical Marihuana Moratorium Ordinance, No. 2012-40. Passage of all three of the ordinances will be necessary to put the attached Ordinance into effect.

The requisite action is to approve the Ordinance.

If council has any questions, please feel free to contact me.

cc w/att: Patrick Burtch, City Manager  
Julius A. Giglio, City Attorney

ORDINANCE NO. 2013-\_\_\_\_\_

An ordinance amending Sections 16-510 through 16-514 of Chapter 16 of the Code of Ordinances and adding Sections 16-515 through 16-518 to Chapter 16 of the Code of Ordinances to provide for the health, welfare and safety of the citizens of the City of Jackson by permitting and regulating the growing and consumption of medical marihuana by patients registered and qualified to consume and grow medical marihuana by the Michigan Department of Community Health pursuant to the Michigan Medical Marihuana Act, and to further provide for regulations of locations at which registered primary caregivers may cultivate medical marihuana for qualifying patients.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose. The City Council adopts this ordinance to permit and regulate the growing and consumption of medical marihuana by patients registered and qualified to consume and grow medical marihuana by the Michigan Department of Community Health or its successor agency pursuant to the Michigan Medical Marihuana Act, and to further provide for regulations of locations at which registered primary caregivers may grow medical marihuana for their qualifying patients.

Section 2. That Article XVIII, Sections 16-510 through Section 16-518 of Chapter 16 of the Code of the City of Jackson be, and the same hereby are, amended to read as follows:

ARTICLE XVIII. MEDICAL MARIHUANA HOME USES.

Sec. 16-510. Medical Marihuana Home Uses.

The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Medical marihuana home use* means either:

- (1) A dwelling where a qualifying patient grows or uses medical marihuana for his or her personal consumption in the privacy of the registered qualifying patient's primary residence, or
- (2) A dwelling or accessory structure where a registered primary caregiver grows medical marihuana in or at his or her primary residence for registered qualifying patients with whom the primary caregiver is connected to through the Michigan Department of Community Health or its successor agency.

*MMMA* refers to MCL §333.26421 *et. seq.*, known as the Michigan Medical Marihuana Act.

*Primary caregiver* means an individual as defined by the MMMA and as authorized by and registered through the Michigan Department of Community Health or its successor agency to grow and distribute medical marihuana for up to five (5) qualifying patients.

*Primary residence* means the one place where a person has his or her true, fixed and permanent home to which, whenever absent, he or she intends to return and that shall continue as a principal residence until another principal residence is established.

*Qualifying patient* means an individual, as defined by the MMMA, that has been diagnosed by a physician as having a medical condition alleviated by the use of medical marihuana, and who is registered through the Michigan Department of Community Health or its successor agency to cultivate and/or consume medical marihuana.

Sec. 16-511. No license required for medical marihuana home use.

No license from the City Clerk is required by either a qualifying patient or a primary caregiver to operate a medical marihuana home use.

Sec. 16-512. Requirements for medical marihuana home uses.

For purposes of a medical marihuana home use, the following shall apply:

- (a) A registered qualifying patient may grow twelve (12) marihuana plants for his or her personal use in his or her primary residence.
- (b) A primary caregiver may grow twelve (12) marihuana plants in his or her primary residence for each of up to five (5) registered qualifying patients with whom the primary caregiver is connected to through the Michigan Department of Community Health or its successor agency.
- (c) A primary caregiver also may grow twelve (12) marihuana plants for himself or herself if the primary caregiver is also a registered qualifying patient.
- (d) A primary caregiver may only transfer medical marihuana to a maximum of five (5) qualifying patients with whom the primary caregiver is connected to through the Michigan Department of Community Health or its successor agency.
- (e) Not more than twenty (20%) percent of the gross floor area of a dwelling unit can be used for a medical marihuana home use.
- (f) The principal use of the dwelling used for the medical marihuana home use must be residential occupancy and must be in actual use as such.

- (g) There shall be no on-site person-to-person transfers of medical marihuana on the premises of a primary caregiver, however a primary caregiver may deliver medical marihuana to the primary residence of his or her registered qualifying patients.
- (h) There can be no alteration to or activity at the exterior of the dwelling or yard that alters the residential character of the premises.
- (i) The medical marihuana home use must not generate a volume or character of pedestrian or vehicular traffic beyond that normally generated by homes in the residential neighborhood.
- (j) Only off-street parking facilities that are normal for residential use and located on the premises may be used.
- (k) No vehicles used in the conduct of the medical marihuana home use may be parked, or otherwise kept at the premises, other than as are normal for use for domestic or household purposes.
- (l) No highly explosive or combustible material may be stored on the premises.
- (m) No offensive noise, vibration, smoke, dust, odor, heat or glare noticeable at or beyond the property line is permitted.
- (n) All medical marihuana must be contained in an enclosed, locked facility as that term is defined by Michigan law.
- (o) If medical marihuana is contained in an enclosed, locked facility that is located outdoors, the enclosed, locked facility must be:
  - (1) Located farther than one thousand (1000) feet from a school or library; and
  - (2) In compliance with all building and zoning regulations for accessory structures contained in Chapters 14 and 28 of this Code.
- (p) If the qualifying patient or primary caregiver is not the owner of the location of the medical marihuana home use, a notarized statement from the owner of the property authorizing use of the property as a medical marihuana home use must be obtained.
- (q) A medical marihuana home use must comply with all provisions of this Code.
- (r) A medical marihuana home use must comply with the Michigan Medical Marihuana Act and all other laws of the State of Michigan.
- (s) This section applies to every person engaging in the activities of a qualifying patient or primary caregiver at a medical marihuana home use regardless of whether or not his or her activities began before the enactment of this section.

Sec. 16-513. No other medical marihuana uses authorized.

Only the medical use of marihuana as defined in the MMMA is authorized in the City of Jackson. Medical marihuana use, growing and transfer shall only be permitted in the City if and in the manner expressly authorized in this Article.

Sec. 15-514. Penalty.

Any person violating any provision of this Article shall, upon conviction thereof, be punished according to the provisions of Section 1-18 of this Code. Each day that a violation is permitted to exist shall constitute a separate offense.

Sec. 16-515. Severability of ordinance.

If any section, subsection, sentence, clause, or phrase of this Article is for any reason held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the decision shall not affect the validity of the remaining portion of this Article.

Sec. 16-516. Inconsistent provisions repealed.

Ordinances or parts of ordinances in conflict with the provisions of this Article are hereby repealed.

Sec. 16-517. Savings clause.

All rights and duties that have matured, penalties that have been incurred, proceedings that have begun and prosecution for violations of law occurring before the effective date of this ordinance are not affected or abated by this ordinance.

Sec. 16-518. Reserved.

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

**Julius A. Giglio**

*City Attorney*

**Bethany M. Smith**

*Deputy City Attorney*

**Gilbert W. Carlson**

*Assistant City Attorney*

**OFFICE OF THE**



161 West Michigan Avenue

Jackson, MI 49201

(517) 788-4050

(517) 788-4023

Fax: (866) 971-2117

**CITY ATTORNEY**

**CITY COUNCIL MEETING**

**June 11, 2013**

**NEW BUSINESS**

MEMO TO: Honorable Mayor and City Councilmembers  
FROM: Bethany M. Smith, Deputy City Attorney *BS*  
DATE: June 4, 2013  
SUBJECT: Chapter 18 Medical Marihuana Exception Ordinance

**RECOMMENDATION: Approve the Changes to Chapter 18 to allow an exception for the use and possession of Medical Marihuana by Qualifying Patients and Primary Caregivers.**

Attached please find a black-lined version and a clean copy of a proposed Ordinance that sets forth amendments to Article VI of Chapter 18 to allow an exception to the possession or use of medical marihuana to qualifying patients and primary caregivers who are validly registered with the Michigan Department of Community Health, or its successor agency. This proposed ordinance is the result of the work of the Medical Marihuana Workgroup which consisted of Councilmember Schlecte, Councilmember Dobies, Andrew Dotterweich and Gerald Montgomery. After several meetings, the Workgroup has recommended this Ordinance for adoption by the Council.

This proposed Ordinance is part of a package of ordinances relating to medical marihuana. Amendments to Chapter 16 will also be before the Council to permit the growing and use of medical marihuana in the primary residences of registered qualifying patients and primary caregivers. Also before the Council is a second reading of the repeal of the Medical Marihuana Moratorium Ordinance, No. 2012-40. Passage of all three of the ordinances will be necessary to put the attached Ordinance into effect.

The requisite action is to approve the Ordinance.

If council has any questions, please feel free to contact me.

cc w/att: Patrick Burtch, City Manager  
Julius A. Giglio, City Attorney

ORDINANCE NO. 2013-\_\_\_\_\_

An ordinance amending Sections 18-151 through 18-159 to Chapter 18 of the Code of Ordinances to provide for the health, welfare and safety of the citizens of the City of Jackson by providing an exception to the possession or use of marihuana to qualifying patients and primary caregivers who are validly registered by the Michigan Department of Community Health or its successor agency pursuant to the Michigan Medical Marihuana Act.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose. The City Council adopts this ordinance to provide an exception to the possession or use of marihuana to qualifying patients and primary caregivers who are validly registered by the Michigan Department of Community Health or its successor agency pursuant to the Michigan Medical Marihuana Act.

Section 2. That Article VI, Division 2, Sections 18-151 through Section 18-158 of Chapter 18 of the Code of the City of Jackson be, and the same hereby are, amended to read as follows:

ARTICLE VI. OFFENSES AGAINST PUBLIC MORALS.

DIVISION 2. ~~CONTROLLED SUBSTANCES.~~ MARIHUANA AND DRUG PARAPHERNALIA.

Sec. 18-151. Definition.

The term "drug paraphernalia" as used in this division means any equipment, product or material of any kind or nature whatsoever which is used, intended for use or designed for use in planting, propagating, cultivating, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance as defined by the Controlled Substance Act (MCL 333.1701 et seq.), as amended.

Sec. 18-152. Purpose.

This division is enacted to preserve the health, safety, and welfare of the people of the city by ~~rendering unlawful~~ regulating the possession or use of marihuana or the manufacture, sale, use, delivery, possession or distribution, or the attempt to manufacture, sell, use, deliver, possess or distribute drug paraphernalia.

Sec. 18-153. Possession of drug paraphernalia.

It is unlawful for any person, business entity or corporation to illegally use, or to possess with intent to illegally use, drug paraphernalia.

Sec. 18-154. Manufacture, sale, or delivery of drug paraphernalia.

It is unlawful for any person to sell, deliver, possess with intent to deliver or sell, or manufacture with intent to deliver or sell, drug paraphernalia.

Sec. 18-155. Advertisement of drug paraphernalia.

It is unlawful for any person to place in any newspaper, magazine, handbill, or other publication distributed in the city any advertisement, the purpose of which, in whole or in part, is to promote the sale of any object designed or intended for use as drug paraphernalia.

Sec. 18-156. Possession/use of ~~marijuana~~ marihuana.

No person shall knowingly and intentionally possess or use ~~marijuana~~ marihuana.

Sec. 18-157. Exemptions.

This division shall not apply to manufacturers, wholesalers, jobbers, licensed medical technicians, technologists, nurses, hospitals, research teaching institutions, clinical laboratories, medical doctors, osteopathic physicians, dentists, chiropractors, veterinarians, law enforcement agencies, pharmacists and embalmers in the lawful course of business or professional activity, nor to persons suffering from any medical condition which requires administering prescribed medication. This division shall not apply to the possession or use of medical marihuana or paraphernalia used in connection with the medical use of marihuana by qualifying patients or primary caregivers, as those terms are defined in the Michigan Medical Marihuana Act, MCL 333.26421 et. seq., in the amounts of medical marihuana permitted under the Michigan Medical Marihuana Act, who have a valid medical marihuana registration issued by the Michigan Department of Community Health or its successor agency that permits the qualifying patient or primary caregiver to cultivate and/or consume medical marihuana.

Sec. 18-158. Penalty.

- (a) Any person convicted of a violation of any provision of this division shall be deemed guilty of a misdemeanor and shall be punished by a fine not to exceed five hundred dollars (\$500.00), or by imprisonment not to exceed ninety (90) days, or both. Each day a violation continues shall be considered a separate offense and may be punished accordingly.
- (b) When an individual who has not previously been convicted of an offense under this division or under any similar state or federal law pleads guilty or is found

guilty of a violation hereof, the court, without entering a judgment of guilt, may defer further proceedings and place the individual upon probation subject to whatever terms and conditions it deems appropriate.

- (c) Upon violation of a term or condition of such probation, the court may enter an adjudication of guilt and sentence the individual. Upon fulfillment of the terms and conditions of probation, the court shall discharge the individual and dismiss the proceedings. Discharge and dismissal under this section shall be without adjudication of guilt and is not a conviction for purposes of this section or for purposes of any disqualification or disability imposed by law upon conviction of a crime. There may be only one (1) discharge and dismissal under this section as to an individual. The police department records division shall retain a nonpublic record of an arrest and discharge or dismissal under this section. This record shall be furnished to a court or police agency upon request for the purpose of showing that a defendant in a criminal action involving the use of a controlled substance covered herein has previously utilized this section of the division.
- (d) If any individual is convicted of a violation of this division, the court, as part of the sentence, during the period of confinement or the period of probation, or both, may require the individual to attend a course of instruction or rehabilitation program on the medical, psychological, and social effects of the misuse of drugs. The court may order the individual to pay a fee for the instruction or program. Failure to complete the instruction or program shall be considered a violation of the terms of probation.

Sec. 18-159. Reserved.

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

ORDINANCE NO. 2013-\_\_\_\_\_

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Sec. 18-152. Purpose.

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This division shall not apply to manufacturers, wholesalers, jobbers, licensed medical technicians, technologists, nurses, hospitals, research teaching institutions, clinical laboratories, medical doctors, osteopathic physicians, dentists, chiropractors, veterinarians, law enforcement agencies, pharmacists and embalmers in the lawful course of business or professional activity, nor to persons suffering from any medical condition which requires administering prescribed medication. This division shall not apply to the possession of medical marihuana or paraphernalia used in connection with the medical use of marihuana by qualifying patients or primary caregivers, as those terms are defined in the Michigan Medical Marihuana Act, MCL 333.26421 et. seq., in the amounts of medical marihuana permitted under the Michigan Medical Marihuana Act, who have a valid medical marihuana registration issued by the Michigan Department of Community Health or its successor agency that permits the qualifying patient or primary caregiver to cultivate and/or consume medical marihuana.

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defer further proceedings and place the individual upon probation subject to whatever terms and conditions it deems appropriate.

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Sec. 18-159. Reserved.

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



# Neighborhood & Economic Operations

Building a Stronger Jackson

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

Building Inspection  
(517) 788-4012

Code Enforcement  
(517) 788-4060

Engineering  
(517) 788-4160

Planning & Economic Development  
(517) 768-6433

## CITY COUNCIL MEETING June 11, 2013

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Patrick H. Burtch, City Manager  
Jon H. Dowling, P.E., City Engineer  
**SUBJECT:** Recommendation of Bid Award of 2013 Sewer Rehabilitation Contract

**RECOMMENDATION:** Approval of the bid award of the 2013 Sewer Rehabilitation Contract to Layne Inliner, LLC, of Hilliard, Ohio, in the amount of \$264,611.00, to rehabilitate sections of antiquated and/or damaged sewers at various locations throughout the city, and authorization for the Mayor and City Clerk to execute the appropriate document(s), in accordance with the Purchasing Agent.

On May 29, 2013, bids for the 2013 Sewer Rehabilitation Contract were received and opened. This project will rehabilitate sections of antiquated and/or damaged sewers at various locations throughout the city. The rehabilitation will be accomplished by lining the defective pipes with a tightly fitted resin-impregnated flexible tube that is cured-in-place. This is a process that does not require excavation. Locations of sewer rehabilitation are as follows:

- Michigan Avenue, from Cooper Street to Waterloo
- Fleming, between Maguire and Blakely
- First alley west of Steward, between Oakhill and Ganson
- Mechanic Street, from Franklin to Wesley
- North Street, at the railroad crossing
- First alley west of Jackson, between Wesley and Washington

The Engineer's estimate for this project is \$370,465.00. Five companies met all qualification requirements and provided bids, as follows:

Company	Cost
Layne Inliner, LLC, Hilliard, OH	\$264,611.00
Instituform Technologies, LLC, Chesterfield, MO	\$273,022.00
Inland Waters Pollution Control, Inc., Detroit, MI	\$329,743.00
Utility Services Authority, LLC, Belleville, MI	\$347,870.00
Lanzo Trenchless Technologies, Detroit, MI	\$448,649.00

In concurrence with the Purchasing Agent, it is the recommendation of the Department of Neighborhood and Economic Operations-Engineering to award the 2013 Sewer Rehabilitation Contract to Layne Inliner, LLC, of Hilliard, Ohio, in the amount of \$264,611.00. This will be paid out of Sanitary Sewer Funds.

If you have any questions, please do not hesitate to contact us.

JHD/sms

C: Troy R. White, P.E., Senior Civil Engineer  
Andrew J. Wrozek, Jr., City Treasurer/Clerk  
Philip J. Hones, Purchasing Agent

Shelly Allard, Purchasing Coordinator  
Lucinda Schultz, Accounting Manager

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO ESTABLISH COMPENSATION RATES FOR  
ADMINISTRATIVE AND SUPERVISORY EMPLOYEES OF THE  
CITY OF JACKSON**

**THE CITY OF JACKSON ORDAINS:**

Section 1: Definition. For purposes of this ordinance, the term “Administrative and Supervisory Employees” shall mean employees and appointive officials of the City of Jackson not covered by a current labor agreement, but excluding the City Manager, City Attorney, City Clerk and City Assessor.

Section 2: As of July 1, 2013, Administrative and Supervisory Employees shall be compensated on the basis of the annual salary rates shown on the attached “Schedule I, Administrative and Supervisory Employees Pay Rates,” according to the employee’s appropriate step rate within the Class Grade assigned the individual’s classification title under the Personnel Policy.

Section 3: Eligible employees must be actively employed by the City of Jackson thirty (30) days from the date of final adoption of this ordinance to be eligible for the new salary rate adjustment. The salary rate adjustments shall be retroactive to July 1, 2013. Employees whose wages are “red-circled” in accordance with Article XI – Compensation, Section XI-1 Salary Schedules of the Personnel Policy shall not receive annual increases granted by City Council ordinances for compensation to employees.

Section 4: Repeal. Ordinance 481 is hereby repealed as of July 1, 2013.

Section 5: This ordinance shall take effect thirty (30) days from the date of final adoption.

\*\*\*\*\*

Adopted:

**SCHEDULE I  
ADMINISTRATIVE AND SUPERVISORY EMPLOYEES  
PAY RATES**

EFFECTIVE JULY 1, 2013 - 1.5%

Class Grade	Pay Basis	Minimum										Maximum Step 10
		Step 1	Step 1-1/2	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
4	Annual	31,508	32,043	32,578	33,681	34,826	36,008	37,230	38,492	39,800	41,148	42,547
	Bi-Wkly	1,211.83	1,232.43	1,252.98	1,295.43	1,339.46	1,384.93	1,431.93	1,480.46	1,530.76	1,582.60	1,636.41
	Hourly	15.1479	15.4054	15.6623	16.1929	16.7433	17.3116	17.8991	18.5057	19.1346	19.7825	20.4551
5	Annual	33,313	33,879	34,445	35,608	36,812	38,061	39,346	40,682	42,058	43,481	44,954
	Bi-Wkly	1,281.25	1,303.05	1,324.80	1,369.55	1,415.83	1,463.88	1,513.33	1,564.68	1,617.62	1,672.34	1,729.02
	Hourly	16.0156	16.2881	16.5600	17.1194	17.6979	18.2985	18.9166	19.5586	20.2203	20.9042	21.6127
6	Annual	35,120	35,713	36,307	37,534	38,802	40,113	41,470	42,869	44,318	45,814	47,362
	Bi-Wkly	1,350.77	1,373.57	1,396.43	1,443.62	1,492.39	1,542.79	1,595.01	1,648.81	1,704.53	1,762.07	1,821.62
	Hourly	16.8846	17.1697	17.4553	18.0452	18.6549	19.2849	19.9376	20.6102	21.3067	22.0259	22.7703
7	Annual	37,127	37,758	38,390	39,698	41,048	42,446	43,887	45,383	46,923	48,521	50,174
	Bi-Wkly	1,427.95	1,452.24	1,476.53	1,526.84	1,578.77	1,632.52	1,687.96	1,745.50	1,804.71	1,866.18	1,929.76
	Hourly	17.8494	18.1530	18.4566	19.0854	19.7346	20.4066	21.0995	21.8187	22.5589	23.3273	24.1220
8	Annual	39,333	40,004	40,674	42,061	43,497	44,978	46,509	48,096	49,734	51,428	53,186
	Bi-Wkly	1,512.80	1,538.62	1,564.40	1,617.72	1,672.96	1,729.93	1,788.81	1,849.84	1,912.84	1,978.00	2,045.60
	Hourly	18.9100	19.2328	19.5550	20.2215	20.9120	21.6241	22.3601	23.1230	23.9106	24.7250	25.5700
9	Annual	40,742	41,515	42,290	43,898	45,565	47,296	49,092	50,965	52,897	54,907	56,996
	Bi-Wkly	1,566.98	1,596.74	1,626.54	1,688.39	1,752.49	1,819.09	1,888.17	1,960.18	2,034.49	2,111.81	2,192.16
	Hourly	19.5873	19.9592	20.3317	21.1048	21.9061	22.7386	23.6021	24.5022	25.4311	26.3977	27.4020
10	Annual	43,551	44,380	45,210	46,936	48,731	50,587	52,522	54,526	56,606	58,767	61,010
	Bi-Wkly	1,675.02	1,706.93	1,738.84	1,805.24	1,874.28	1,945.66	2,020.07	2,097.15	2,177.16	2,260.29	2,346.52
	Hourly	20.9378	21.3366	21.7355	22.5655	23.4285	24.3208	25.2508	26.2144	27.2145	28.2536	29.3315
11	Annual	46,359	47,239	48,118	49,947	51,839	53,807	55,850	57,968	60,168	62,453	64,823
	Bi-Wkly	1,783.06	1,816.88	1,850.71	1,921.04	1,993.81	2,069.51	2,148.08	2,229.53	2,314.14	2,402.05	2,493.18
	Hourly	22.2882	22.7110	23.1338	24.0130	24.9227	25.8689	26.8510	27.8691	28.9267	30.0256	31.1647
12	Annual	49,371	50,307	51,242	53,189	55,209	57,301	59,479	61,736	64,081	66,514	69,040
	Bi-Wkly	1,898.90	1,934.88	1,970.86	2,045.75	2,123.41	2,203.90	2,287.64	2,374.46	2,464.67	2,558.24	2,655.40
	Hourly	23.7363	24.1860	24.6358	25.5718	26.5426	27.5487	28.5955	29.6807	30.8084	31.9780	33.1925
13	Annual	52,578	53,583	54,587	56,671	58,830	61,078	63,406	65,827	68,338	70,947	73,652
	Bi-Wkly	2,022.22	2,060.89	2,099.50	2,179.65	2,262.68	2,349.16	2,438.70	2,531.79	2,628.38	2,728.75	2,832.76
	Hourly	25.2778	25.7611	26.2438	27.2457	28.2835	29.3645	30.4838	31.6474	32.8547	34.1093	35.4095

**SCHEDULE I (CONTD)**  
**ADMINISTRATIVE AND SUPERVISORY EMPLOYEES**  
**PAY RATES**

**EFFECTIVE JULY 1, 2013 - 1.5% (Contd)**

Class Grade	Pay Basis	Minimum										Maximum
		Step 1	Step 1-1/2	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
14	Annual	55,793	56,853	57,913	60,118	62,404	64,778	67,235	69,799	72,453	75,208	78,068
	Bi-Wkly	2,145.88	2,186.65	2,227.42	2,312.22	2,400.13	2,491.45	2,585.98	2,684.58	2,786.67	2,892.60	3,002.60
	Hourly	26.8235	27.3331	27.8428	28.9028	30.0017	31.1431	32.3247	33.5572	34.8334	36.1575	37.5325
15	Annual	58,804	59,920	61,036	63,360	65,769	68,273	70,869	73,566	76,365	79,268	82,285
	Bi-Wkly	2,261.68	2,304.60	2,347.53	2,436.93	2,529.59	2,625.89	2,725.73	2,829.45	2,937.11	3,048.79	3,164.82
	Hourly	28.2709	28.8075	29.3441	30.4616	31.6198	32.8236	34.0716	35.3682	36.7138	38.1098	39.5603
16	Annual	61,813	62,989	64,165	66,606	69,140	71,771	74,496	77,330	80,275	83,328	86,497
	Bi-Wkly	2,377.43	2,422.65	2,467.88	2,561.78	2,659.23	2,760.42	2,865.24	2,974.24	3,087.50	3,204.92	3,326.81
	Hourly	29.7178	30.2832	30.8485	32.0223	33.2404	34.5052	35.8155	37.1780	38.5937	40.0615	41.5851
17	Annual	64,823	66,056	67,288	69,849	72,501	75,265	78,125	81,101	84,186	87,388	90,710
	Bi-Wkly	2,493.18	2,540.61	2,587.99	2,686.49	2,788.49	2,894.80	3,004.80	3,119.26	3,237.93	3,361.06	3,488.84
	Hourly	31.1647	31.7576	32.3499	33.5811	34.8561	36.1850	37.5600	38.9908	40.4742	42.0133	43.6105
18	Annual	68,035	69,333	70,631	73,329	76,128	79,035	82,055	85,189	88,445	91,822	95,329
	Bi-Wkly	2,616.73	2,666.66	2,716.58	2,820.35	2,928.00	3,039.83	3,155.96	3,276.50	3,401.74	3,531.62	3,666.49
	Hourly	32.7092	33.3332	33.9572	35.2544	36.6001	37.9978	39.4495	40.9563	42.5217	44.1452	45.8311
19	Annual	71,848	73,213	74,579	77,416	80,365	83,421	86,595	89,891	93,311	96,858	100,544
	Bi-Wkly	2,763.39	2,815.90	2,868.40	2,977.54	3,090.95	3,208.52	3,330.59	3,457.36	3,588.87	3,725.32	3,867.08
	Hourly	34.5423	35.1987	35.8551	37.2193	38.6368	40.1065	41.6324	43.2170	44.8609	46.5665	48.3385
20	Annual	75,661	77,105	78,548	81,542	84,650	87,878	91,230	94,710	98,322	102,069	105,964
	Bi-Wkly	2,910.04	2,965.57	3,021.09	3,136.22	3,255.76	3,379.94	3,508.86	3,642.67	3,781.61	3,925.73	4,075.54
	Hourly	36.3755	37.0696	37.7637	39.2028	40.6969	42.2492	43.8608	45.5334	47.2702	49.0716	50.9442
21	Annual	79,473	80,981	82,491	85,631	88,882	92,263	95,768	99,411	103,191	107,114	111,185
	Bi-Wkly	3,056.64	3,114.66	3,172.73	3,293.51	3,418.55	3,548.58	3,683.40	3,823.49	3,968.89	4,119.76	4,276.33
	Hourly	38.2080	38.9333	39.6591	41.1689	42.7319	44.3572	46.0425	47.7936	49.6111	51.4970	53.4541

A. **The City Manager, City Attorney, City Clerk, and City Assessor shall be compensated under separate contracts with the City Council.**

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO ESTABLISH COMPENSATION RATES FOR CERTAIN  
APPOINTED OFFICIALS OF THE CITY OF JACKSON

THE CITY OF JACKSON ORDAINS:

Section 1: Definition. For purposes of this ordinance, the term “Administrative and Supervisory Employees” shall mean the City Assessor of the City of Jackson.

Section 2: As of July 1, 2013, the Administrative and Supervisory Employee shall be compensated on the basis of the annual salary rates shown on the attached “Schedule II, Administrative and Supervisory Employees City Assessor Pay Rates,” according to the employee’s appropriate step rate within the Class Grade assigned the individual’s classification title under the Personnel Policy.

Section 3: Eligible employees must be actively employed by the City of Jackson thirty (30) days from the date of final adoption of this ordinance to be eligible for the new salary rate adjustment. The salary rate adjustments shall be retroactive to July 1, 2013. Employees whose wages are “red-circled” in accordance with Article XI – Compensation, Section XI-1 Salary Schedules of the Personnel Policy shall not receive annual increases granted by City Council ordinances for compensation to employees.

Section 4: Repeal. Ordinance 484 is hereby repealed as of July 1, 2013.

Section 5: This ordinance shall take effect thirty (30) days from the date of final adoption.

\*\*\*\*\*

Adopted:

SCHEDULE II  
 ADMINISTRATIVE AND SUPERVISORY EMPLOYEES  
 CITY ASSESSOR  
 PAY RATES

EFFECTIVE JULY 1, 2013 - 1.5%

Class Grade	Pay Basis	Minimum									Maximum Step 10
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
City	Annual	64,613	67,079	69,635	72,291	75,047	77,909	80,880	83,967	87,167	90,493
Assessor	Bi-Wkly	2,485.11	2,579.97	2,678.28	2,780.41	2,886.43	2,996.51	3,110.77	3,229.51	3,352.59	3,480.51
	Hourly	31.0639	32.2497	33.4785	34.7551	36.0804	37.4564	38.8847	40.3689	41.9074	43.5064

Draft 6.2013



**CITY COUNCIL MEETING**  
**June 11, 2013**

**TO:** City Councilmembers  
**FROM:** Martin J. Griffin, Mayor  
**SUBJECT:** Jackson Housing Commission (JHC)

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**RECOMMENDATION:**

**Approve the Mayor's recommendation to:**

- 1) Accept the JHC Board of Commissioner's approval of the alternative BCN\$5000 proposal to provide healthcare insurance for JHC employees as submitted by JFP Benefit Management;**
- 2) Instruct the City Attorney to dismiss the lawsuit filed by the City of Jackson against the Jackson Housing Commission (case number 13-1578-AW) filed in the 4<sup>th</sup> Circuit Court for the County of Jackson on May 28, 2013; and,**
- 3) Approve the salary negotiated by JHC Board President Michelle L. Pultz-Orthaus and Commissioner James Stark with Phil Fracker to serve as Interim Executive Director for a period of six (6) months or until a new Executive Director is hired by the JHC Board of Commissioners.**

Attached is correspondence I received from JHC Board President, Michelle L. Pultz-Orthaus, summarizing actions taken by the JHC Board of Commissioners at a Special Meeting held on June 6, 2013. I am requesting City Council approve my recommendations as delineated above.



301 Steward Avenue  
Jackson, MI 49201-1132  
Phone: (517) 787-9241  
Fax: (517) 787-6143

June 6, 2013

City of Jackson  
ATTN: Martin J. Griffin, Mayor  
161 W Michigan Avenue  
Jackson, MI 49203

**RE:** Jackson Housing Commission  
June 6, 2013 Special Meeting

Dear Mayor Griffin:

I am writing to you as President of the Jackson Housing Commission Board of Commissioners. The Board of Commissioners held a Special Meeting on June 6, 2013 at 8:00 a.m. Although minutes of the meeting are not yet available, I would like to take this opportunity to update you on the actions taken by the Board.

### **Healthcare Insurance**

Commissioner Stark moved to reconsider the Board's approval of the "Craft Plan" made at its regular meeting on May 15, 2013. Unfortunately, at that time, the Board was given a blank resolution and asked to approve the plan recommended by the Interim Executive Director. No documentation or information was provided to allow the Board to review the proposals received. However, the Interim Executive Director assured the Board this was the best plan submitted and, if it did not take action that day (May 15), JHC employees would be without benefit of health care. Based on that information, the Board approved the Craft Plan on a vote of 4 – 1.

After distribution of a full cost analysis I prepared upon receiving the entire bid package from the JHC either late in the day on May 15 or the next day, May 16 (which is attached for your review), explanation of the various pages of the cost analysis, and further discussion by the Board, Commissioner Stark moved to rescind the approval of the Craft Plan made by the Board on May 15. The motion to rescind passed on a vote of 3 – 1 (it should be noted that Commissioner Robinson was absent from the Special Meeting with excuse).

Commissioner Montgomery then made a motion to approve the BCN\$5000 Plan JFP Benefit Management had included as an alternative plan in its bid documents; this motion passed on a vote of 3 – 1. Among the reasons the Board selected the BCN\$5000 Plan JFP proposed were:

- 1) The Craft Plan did not provide health care coverage for out of state retirees.
- 2) The BCN\$5000 Plan would save the JHC an additional \$16,607.53 over the Craft Plan, even with coverage for out of state retirees included.



An Equal Opportunity Employer



- 3) While the Craft Plan would save the JHC over \$123,000 to switch from the plan currently offered to JHC employees, the BCN\$5000 plan saves nearly \$140,000 over the current plan.
- 4) While three (3) JHC employees covered under a Single Rate would pay \$23.11 more per month under the BCN\$5000 Plan as their 20% premium share in compliance with Public Act 152, seven (7) employees covered under a Two-Person Rate would pay \$16.49 less per month and nine (9) employees covered under a Family Rate would pay \$63.50 less per month.
- 5) As part of the cost analysis, an Annual Use Scenario was created to determine which plan provided the best financial scenario to JHC employees. To achieve this potential cost savings analysis, I compared the costs of 2 office visits per year, 2 specialists visits (assuming an initial and follow up), 12 chiropractic visits (one visit per month), 1 urgent care visit and 1 emergency room visit. At this point, with no deductible in play, employees would have out of pocket expenses of \$800 on the Craft Plan versus \$220 on the BCN\$5000.

Although the Craft Plan offered a \$0 deductible, it did have a hospital charge employees would be responsible for paying, which is \$250 per admission, up to \$750 per member or \$1,000 per family. In an effort to compare the \$0 deductible + hospital admission charges on the Craft Plan with the BCN\$5000 plan (\$500 for single rate, \$1000 for family – the City assumes liability for the balance of the \$5,000/\$10,000 deductible), I assumed a maximum 3 hospital admissions for the year. As demonstrated on the Employee Costs sheets, employees under the Single Rate plan would save \$250 while those under the Two-Person or Family Rate plans would assume the same obligation.

After factoring the 20% premium share and the potential maximum out of pocket expenses, the BCN\$5000 Plan offers:

Single Rate	\$806.89 potential cost savings
Two-Person Rate	\$596.49 potential cost savings
Family Rate	\$643.50 potential cost savings

It is with pleasure I provide you this information as I believe the Board of Commissioners, after having ample time to review and analyze the proposals received from Craft Agency and JFP Benefit Management, made the most fiscally responsible choice for the Jackson Housing Commission and its employees. In your consideration of a recommendation to City Council, I also request you consider dismissing the lawsuit filed by the City of Jackson against the Jackson Housing Commission. If, however, you do not dismiss the lawsuit, please let me know as soon as possible so the Board of Commissioners can retain its own legal counsel.

### **Automobile Insurance Coverage**

When the Interim Executive Director began to prepare a bid solicitation to procure automobile insurance coverage separate from the insurance coverage JHC had enjoyed under the City of Jackson for 50 years, it was discovered the JHC vehicles were not actually eligible to be insured

through the City of Jackson as the vehicles are not titled as City of Jackson vehicles, but are titled under the Jackson Housing Commission. Up until this point, JHC had financially benefitted under the City's automobile insurance, most recently paying \$3,833 per year, or \$426 per vehicle (nine vehicles total).

Two bids were received through JHC's procurement process as follows:

Housing Authority Insurance Group (HAIG)	\$8,481 (\$942.33/vehicle)
Craft Agency (Hanover Insurance Group)	\$8,942 (\$993.55/vehicle)

Given the Board only had two choices for automobile insurance coverage, and, at this time, cannot be covered under the City's plan, the Board of Commissioners unanimously approved the insurance coverage proposal submitted by HAIG. It should be noted, though, the HAIG plan will cost the JHC an additional \$4,648, an increase of 121.3%.

#### **Personnel Matters**

It is with deep regret that I inform you the Board of Commissioners terminated Kim Truman's employment with the Jackson Housing Commission, effective immediately. To ensure day-to-day operations are maintained and properly supervised, the Board also approved to enter into negotiations for a short-term contract with Phil Fracker to serve as Interim Executive Director until a permanent Executive Director is hired by the Board.

In preliminary conversations with Mr. Fracker, he agreed to provide the JHC assistance for the short term. As you know, Mr. Fracker retired in December 2010 after competently serving as the JHC Executive Director for over 30 years. The Board anticipates Mr. Fracker will provide the knowledge and experience necessary to not only administer the day-to-day operations, but also to return the Board, JHC employees, and residents to a healthy environment under more normal operations, restore the trust of the Board in its Executive Director, and begin to repair the relationship between the JHC and the City of Jackson. This will also allow a new Executive Director to begin his or her employment with JHC with a functional Board of Commissioners.

Mr. Fracker has indicated the amount of salary he would require would be nominal so as not effect the amount of Social Security he receives. A meeting between Mr. Fracker, Commissioner Stark and I is currently in the process of being scheduled as soon as possible. I anticipate I will be able to provide you an update as to the negotiations prior to the June 11, 2013 regular City Council meeting. A subsequent letter will be remitted for your consideration of the negotiated salary for Mr. Fracker as soon as possible to enable you to make a recommendation to City Council.

Respectfully submitted,



Michelle L. Pultz-Orthaus, President  
Jackson Housing Commission Board of Commissioners

cc: JHC Board of Commissioners

**Jackson Housing Commission Healthcare  
Health Care Cost Analysis - Benefit Comparison and Employer Costs**

Active Employees	Craft Agency Approved by Board 5 15-13	JFP City Plans		Notes
		BCN\$5,000	CBPP0\$5000	
<b>Line Item</b>				
Single Rate (3)	\$14,742.14	\$15,019.49	\$16,154.78	
Single Rate D/V (3)	\$1,858.68	\$1,562.40	\$1,562.40	
Two-Person Rate (7)	\$82,556.54	\$82,094.88	\$88,452.67	
Two-Person Rate D/V (7)	\$10,407.60	\$8,751.12	\$8,751.12	
Family Rate (9)	\$119,411.71	\$117,125.57	\$138,914.78	
Family Rate D/V (9)	\$16,728.12	\$14,063.76	\$14,063.76	
<b>Subtotal:</b>	<b>\$245,704.79</b>	<b>\$238,617.22</b>	<b>\$267,899.51</b>	
<b>Retirees</b>				
<b>Craft proposal</b>				
In State Retirees				
1 Comp (1)	\$6,097.32			Comp = Medicare eligible
2 Comp (3)	\$36,584.28			
1 Regular/1 Comp (1)	\$14,005.08			
Out of State Retirees				
1 Comp (1)	\$9,849.60			
1 Regular/1 Comp (1)	\$18,316.80			Craft Agency did not provide proposal for out of state retirees (JFP estimates for Out/State: \$820.80 & \$1526.40)
<b>JFP/City Proposal</b>				
In State Retirees				
1 Comp (1)		\$6,275.28	\$6,275.28	<b>Note:</b> These City Retirees Rates include the Rx \$100/person stipend. However, 3 of the 7 JHC Retirees do NOT receive the stipend. Offsetting that cost/rate savings is the fac that 1 of those 3 still have Self-Funded Rx coverage via Scriptguide - the costs of which are now being charged back to JHC.
2 Comp (3)		\$37,651.68	\$37,651.68	
1 Regular/1 Comp (1)		\$12,565.44	\$12,565.44	
Out of State Retirees				
1 Comp (1)		\$6,275.28	\$6,275.28	
1 Regular/1 Comp (1)		\$12,565.44	\$12,565.44	
<b>Subtotal:</b>	<b>\$84,853.08</b>	<b>\$75,333.12</b>	<b>\$75,333.12</b>	
<b>Total:</b>	<b>\$330,557.87</b>	<b>\$313,950.34</b>	<b>\$343,232.63</b>	

**Summary:** By staying under the City plan and selecting the BCN\$5000, JHC would realize a cost savings of **\$16,607.53.**

**Jackson Housing Commission Healthcare  
Health Care Cost Analysis - Benefit Comparison and Employer Costs Against Current Plan**

Active Employees	Current Plan	Craft Agency Approved by Board 5 15-13	JFP City Plans		Notes
			BCN\$5,000	CBPP0\$5000	
<b>Line Item</b>					
Single Rate (3)	\$29,934.00	\$14,742.14	\$15,019.49	\$16,154.78	
Single Rate D/V (3)	\$1,562.40	\$1,858.68	\$1,562.40	\$1,562.40	
Two-Person Rate (7)	\$134,116.92	\$82,556.54	\$82,094.88	\$88,452.67	
Two-Person Rate D/V (7)	\$8,751.12	\$10,407.60	\$8,751.12	\$8,751.12	
Family Rate (9)	\$190,142.64	\$119,411.71	\$117,125.57	\$138,914.78	
Family Rate D/V (9)	\$14,063.76	\$16,728.12	\$14,063.76	\$14,063.76	
<b>Subtotal:</b>	<b>\$378,570.84</b>	<b>\$245,704.79</b>	<b>\$238,617.22</b>	<b>\$267,899.51</b>	

**Retirees**

**Craft proposal**

In State Retirees

1 Comp (1)	\$6,097.32				Comp = Medicare eligible
2 Comp (3)	\$36,584.28				
1 Regular/1 Comp (1)	\$14,005.08				

Out of State Retirees

1 Comp (1)	\$9,849.60				
1 Regular/1 Comp (1)	\$18,316.80				

Craft Agency did not provide proposal for out of state retirees (JFP estimates for Out/State: \$820.80 & \$1526.40)

**JFP/City Proposal**

In State Retirees

1 Comp (1)	\$6,275.28		\$6,275.28	\$6,275.28	
2 Comp (3)	\$37,651.68		\$37,651.68	\$37,651.68	
1 Regular/1 Comp (1)	\$12,565.44		\$12,565.44	\$12,565.44	

Out of State Retirees

1 Comp (1)	\$6,275.28		\$6,275.28	\$6,275.28	
1 Regular/1 Comp (1)	\$12,565.44		\$12,565.44	\$12,565.44	

**Subtotal:** \$75,333.12      \$84,853.08      \$75,333.12      \$75,333.12

**Note:** These City Retirees Rates include the Rx \$100/person stipend. However, 3 of the 7 JHC Retirees do NOT receive the stipend. Offsetting that cost/rate savings is the fac that 1 of those 3 still have Self-Funded Rx coverage via Scriptguide - the costs of which are now being charged back to JHC.

**Total:** **\$453,903.96**      **\$330,557.87**      **\$313,950.34**      **\$343,232.63**

**Summary:**

Switching from Current Plan to Craft Agency Plan saves JHC  
**\$123,346.09\***  
Switching from Current Plan to City's BCN\$5,000 Plan saves JHC  
**\$139,953.62.**

\* Craft Plan did NOT include healthcare for out of state retirees. When reviewing proposals as submitted, it appears Craft Plan provides a cost savings to JHC of \$171,614.89

**Jackson Housing Commission Healthcare  
Health Care Cost Analysis - Benefit Comparison and Employer Costs**

Line Item	Craft Agency Approved by Board 5-15-13	JFP City Plans		Notes
		BCN\$5,000	CBPP0\$5000	
Deductible	\$0	\$500	\$500	Deductibles are doubled for two person/family plans
Office visit co-pay	\$20	\$10	\$10	City plan - \$10 less per visit
Specialist	\$40	\$10	\$10	City plan - \$30 less per visit
Chiropractic	\$40	\$10	\$10	City plan - \$30 less per visit
Preventive Services	100%	100%	100%	Same
Urgent Care	\$50	\$10	\$10	City plan - \$40 less per visit
Emergency Room	\$150	\$50	\$50	City plan - \$100 less per visit
In Network Deductible	\$0	\$500	\$500	Deductibles are doubled for family plans
In Network Co-insurance	\$0	\$0	\$0	same
In Hospital	\$250	\$0	\$0	<b>Craft</b> - \$250/admission up to \$750/member or \$1,000/family
In Network Single - Out of Pocket Max	\$0	\$0	\$0	Same
In Network Family - Out of Pocket Max	\$0	\$0	\$0	Same
Prescription Drugs	\$10/\$20/\$40	\$10/\$20/\$40	\$10/\$20/\$40	Same
Dental - \$0 deductible for all	100/80/50/50% to \$1,000	75/50/50/50% to \$1,000	75/50/50/50% to \$1,000	% paid by insurance for Class 1/2/3/4 up to \$1,000 annually per member (Class 1/2/3) or \$1,000 lifetime (Class IV)
Vision	12/12/12	12/12/12	12/12/12	Same
Single Rate (3)	\$511.88	\$521.51	\$560.93	
Single Rate D/V (3)	\$51.63	\$43.40	\$43.40	
Two-Person Rate (7)	\$1,228.52	\$1,221.65	\$1,316.26	
Two-Person Rate D/V (7)	\$123.90	\$104.18	\$104.18	
Family Rate (9)	\$1,382.08	\$1,355.62	\$1,607.81	
Family Rate D/V (9)	\$154.89	\$130.22	\$130.22	

<b>Employer Costs</b>			
<i>Monthly cost x 80% x # Employees x 12 months - Premiums</i>			
<i>Monthly cost x # Employees x 12 months - D/V</i>			
Single Rate (3)	\$14,742.14	\$15,019.49	\$16,154.78
SR D/V	\$1,858.68	\$1,562.40	\$1,562.40
Two-Person Rate (7)	\$82,556.54	\$82,094.88	\$88,452.67
2P D/V	\$10,407.60	\$8,751.12	\$8,751.12
Family Rate (9)	\$119,411.71	\$117,125.57	\$138,914.78
FR D/V	\$16,728.12	\$14,063.76	\$14,063.76
	\$245,704.80	\$238,617.22	\$267,899.52
Difference		(\$7,087.58)	\$22,194.72

**Jackson Housing Commission Healthcare  
Health Care Cost Analysis - Retirees**

Line Item	Craft Agency In-state retirees only! Approved by Board 5-15-13	(Over Age 65/Medicare)	(Regular-Under 65)	Medicare Notes
		Current City Medicare Comp	Current City Under 65	
Deductible	\$0	\$0	\$100	
Office visit co-pay	\$20	20%	\$15	City Comp plan - 20% balance after Medicare's 80% payment
Specialist	\$30	20%	\$15	City Comp plan - 20% balance after Medicare's 80% payment
Chiropractic	\$30	20%	\$15	City Comp plan - 20% balance after Medicare's 80% payment
Preventive Services	100%	100%	100%	Same
Urgent Care	\$50	20%	\$15	City Comp plan - 20% balance after Medicare's 80% payment
Emergency Room	\$150	\$0	\$50	City plan - Covered in full by Medicare/BCBS Comp
In Hospital	100%	100%	10%	City plan - Covered in full by Medicare/BCBS Comp (deductible plus 10%)
	Coord. w/Medicare			
Prescription Drugs	\$10/\$20/\$40	\$100 Stipend	\$10/\$20/\$50	(Limited to 3 years or Age 65/Stipend per month)
Dental	none	none	none	
Vision	none	none	none	

**Craft proposal**

1 Comp (1)	\$508.11			Comp = Medicare eligible
2 Comp (3)	\$1,016.23			
1 Regular/1 Comp (1)	\$1,167.09			
Out of State Retirees (2)				

**Craft Agency did not provide proposal for out of state retirees (JFP estimates for Out/State: \$820.80 & \$1526.40)**

**JFP/City Proposal**

In State Retirees		
1 Comp (1)		\$522.94
2 Comp (3)		\$1,045.88
1 Regular/1 Comp (1)		\$1,047.12
Out of State Retirees		
1 Comp (1)		\$522.94
1 Regular/1 Comp (1)		\$1,047.12

**Note:** These City Retirees Rates include the Rx \$100/person stipend. However, 3 of the 7 JHC Retirees do NOT receive the stipend. Offsetting that cost/rate savings is the fact that 1 of those 3 still have Self-Funded Rx coverage via Scriptguide - the costs of which are now being charged back to JHC.

Employer Costs		
Monthly cost x # Retirees x 12 months		
1 Comp	\$6,097.32	\$6,275.28
2 Comp	\$36,584.28	\$37,651.68
1 Regular/1 Comp	\$14,005.08	\$12,565.44
1 O/State Comp	\$9,849.60	\$6,275.28
1 O/State Reg + Comp	\$18,316.80	\$12,565.44
	\$84,853.08	\$75,333.12
Difference		(\$9,519.96)

**Jackson Housing Commission**  
**Health Care Cost Analysis - Active Employees**

May 23, 2013

**Single Rate - Employee Costs**

	<b>No. Employees</b>	<b>Craft Agency</b>	<b>City BCN\$5,000</b>	<b>City CBPP0\$5000</b>
<b>Premium Scenario</b>	3	\$511.88	\$521.51	\$569.93
20% Paid by Employee/month		\$102.38	\$104.30	\$113.99
20% Paid by Employee/year		\$1,228.51	\$1,251.62	\$1,367.83
Difference			\$23.11	\$139.32

*Note: 20% premium is paid on health and prescription coverage only.  
 Dental/Vision to be paid by employer*

**Annual Use Scenario/  
 Maximum Out of Pocket**

2 Office Visits	\$40.00	\$20.00	\$20.00
2 Specialist Visits	\$80.00	\$20.00	\$20.00
12 Chiropractic Visits	\$480.00	\$120.00	\$120.00
1 Urgent Care Visit	\$50.00	\$10.00	\$10.00
1 ER Visit	\$150.00	\$50.00	\$50.00
3 Hospital Admissions	\$750.00	\$0.00	\$0.00
Deductible	\$0.00	\$500.00	\$500.00

City pays balance of deductible

*Subtotal Scenario Use*

\$1,550.00	\$720.00	\$720.00
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**Total Paid by Employee:**  
 (20% Premium + Use Scenario)

<b>\$2,778.51</b>	<b>\$1,971.62</b>	<b>\$2,087.83</b>
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**Savings to Employee: \$806.89 \$690.68**

**Jackson Housing Commission**  
**Health Care Cost Analysis - Active Employees**

May 23, 2013

**Two-Person Rate - Employee Costs**

	No. Employees	Craft Agency	BCN\$5,000	CBPP0\$5000
<b>Premium Scenario</b>	7	\$1,228.52	\$1,221.65	\$1,325.26
20% Paid by Employee/month		\$245.70	\$244.33	\$265.05
20% Paid by Employee/year		\$2,948.45	\$2,931.96	\$3,180.62
Difference			(\$16.49)	\$232.18

*Note: 20% premium is paid on health and prescription coverage only.  
Dental/Vision to be paid by employer*

**Annual Use Scenario/  
Maximum Out of Pocket**

2 Office Visits	\$40.00	\$20.00	\$20.00
2 Specialist Visits	\$80.00	\$20.00	\$20.00
12 Chiropractic Visits	\$480.00	\$120.00	\$120.00
1 Urgent Care Visit	\$50.00	\$10.00	\$10.00
1 ER Visit	\$150.00	\$50.00	\$50.00
3 Hospital Admissions	\$1,000.00	\$0.00	\$0.00
Deductible	\$0.00	\$1,000.00	\$1,000.00

City pays balance of deductible

*Subtotal Scenario Use*

\$1,800.00      \$1,220.00      \$1,220.00

**Total Paid by Employee:**  
(20% Premium + Use Scenario)

**\$4,748.45      \$4,151.96      \$4,400.62**

**Savings to Employee:      \$596.49      \$347.82**

**Jackson Housing Commission**  
**Health Care Cost Analysis - Active Employees**

May 23, 2013

**Family Rate - Employee Costs**

	No. Employees	Craft Agency	BCN\$5,000	CBPP0\$5000
<b>Premium Scenario</b>	9	\$1,382.08	\$1,355.62	\$1,616.81
20% Paid by Employee/month		\$276.42	\$271.12	\$323.36
20% Paid by Employee/year		\$3,316.99	\$3,253.49	\$3,880.34
Difference			(\$63.50)	\$563.35

*Note: 20% premium is paid on health and prescription coverage only.  
 Dental/Vision to be paid by employer*

**Annual Use Scenario/  
 Maximum Out of Pocket**

2 Office Visits	\$40.00	\$20.00	\$20.00	
2 Specialist Visits	\$80.00	\$20.00	\$20.00	
12 Chiropractic Visits	\$480.00	\$120.00	\$120.00	
1 Urgent Care Visit	\$50.00	\$10.00	\$10.00	
1 ER Visit	\$150.00	\$50.00	\$50.00	
3 Hospital Admissions	\$1,000.00	\$0.00	\$0.00	
Deductible	\$0.00	\$1,000.00	\$1,000.00	City pays balance of deductible
<i>Subtotal Scenario Use</i>	\$1,800.00	\$1,220.00	\$1,220.00	
<b>Total Paid by Employee:</b> (20% Premium + Use Scenario)	\$5,116.99	\$4,473.49	\$5,100.34	

**Savings to Employee: \$643.50 \$16.65**