



City Clerk

161 W. Michigan Ave. • Jackson, MI 49201-1303  
(517) 788-4025 • Facsimile (517) 788-4651

Lynn Fessel, City Clerk

July 2, 2012

**NOTICE OF SPECIAL MEETING  
OF THE  
JACKSON CITY COUNCIL**

TO: THE HONORABLE MAYOR, CITY COUNCILMEMBERS,  
AND CITIZENS OF JACKSON, MICHIGAN

PURSUANT TO THE PROVISIONS OF SECTION 8.6 OF THE CITY CHARTER AND IN ACCORDANCE WITH MICHIGAN PUBLIC ACT 267 OF 1976 (THE OPEN MEETINGS ACT), I, LYNN FESSEL, CITY CLERK, DO HEREBY PROVIDE NOTICE THAT I HAVE CALLED A SPECIAL MEETING OF THE CITY COUNCIL AT THE REQUEST OF THE MAYOR.

THE CITY COUNCIL WILL MEET ON THURSDAY, JULY 5, 2012, AT 12:00 NOON IN THE 14<sup>TH</sup> FLOOR CONFERENCE ROOM, CITY HALL, 161 W. MICHIGAN AVENUE, JACKSON, MICHIGAN, TO CONSIDER THE REQUEST TO CONDUCT THE HOT AIR JUBILEE.

LYNN FESSEL, CITY CLERK

POSTED:

Date: 7/2/12  
Time: 3:30 pm  
Initial: LF



**AGENDA**  
**SPECIAL CITY COUNCIL MEETING**  
**July 5, 2012**

1. **Call to Order.**
2. **Roll Call.**
3. **Adoption of Agenda.**
4. **Citizen Comments.**
5. **Consideration of the Request from the Hot Air Jubilee to Conduct their Annual Event at Ella Sharp Park from 5:00 a.m., July 20<sup>th</sup> - 11:00 p.m., 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. General Liability Insurance has been received. Contingent upon Receipt of Amusement Coverage.)**
6. **Adjournment.**



## City Manager's Office

161 W. Michigan Ave. • Jackson, MI 49201-1303  
(517) 788-4035 • Facsimile (517) 768-5820

MEMO TO: Martin J. Griffin, Mayor  
Members of the City Council

FROM: Laurence Shaffer, City Manager

DATE: June 29, 2012

SUBJECT: Hot Air Jubilee – Event Approval Request – More Time Item – City Council Meeting of June 26th

On Friday, June 29, 2012, I met with Dean Anderson, Chair of the Hot Air Jubilee to discuss the proposal to conduct the annual event at Ella Sharp Park. In attendance were the following:

Kim Jaquish, City Council member	Andy Frounfelker, Vice Mayor	Laurence Shaffer, City Manager
Patrick Burtch, Deputy City Manager	Dean Anderson, Chair, Hot Air	Phil Whittington, Hot Air Jubilee
Kelli Hoover, Director of Parks	Matt Heins, Chief of Police	Eric Terrian, Ella Sharp Park
Jonathan Greene, DDA Executive Director		

The following proposed budgetary items were addressed and modified:

<u>Department</u>	<u>Original Economic Impact</u>	<u>Revised Economic Impact</u>
Police	\$5,200.	\$2,700.
Fire	\$3,870.	0
DPW	\$1,100.	\$300.
<b>Total</b>	<b>\$10,170.</b>	<b>\$3,000.</b>

Relative to the original estimate of the cost Police Department services, the Hot Air Jubilee Committee have agreed to fund Police services at least to \$2,500.00 of the original cost estimate of \$5,200.00. The additional \$2,700.00 may also be funded by the Hot Air Jubilee should revenue to the event exceed original projects. Relative to the original estimate for Fire Department services of \$3,870.00, given that the fireworks display will not be a part of this year's event, no Fire Department stand-by personnel are needed so that the cost should be eliminated. Relative to the original cost estimate of Department of Public Works services of \$1,100.00, the Hot Air Jubilee Committee has agreed to place the needed barricades utilizing volunteers and to hire an independent garbage collection services to place and services trash receptacles. Those actions reduce the cost to the DPW to \$300.00. Consequently, the total cost to the city has been reduced from \$10,170.00 to a maximum of \$3,000.00. That amount may be further reduced should the Hot Air Jubilee Committee generate revenue beyond its original estimates.

The Hot Air Jubilee Committee members addressed questions relative to insurance to staff's satisfaction. There was also discussion about limiting future events to Friday and Saturday, thereby limiting the need for public services during the sparsely attended Sunday activities. Finally, an additional meeting has been scheduled to discuss the logistics of the Hot Air Jubilee approximately a week prior to the event. As a

result of these actions, I would recommend that the City Council endorse the Hot Air Jubilee scheduled for Ella Sharp Park from Friday, July 20, 2012, to Sunday, July 22, 2012.

The only outstanding issue remains as to how the authority to proceed will be addressed. The Mayor or two members of the City Council may call for a special City Council meeting. If such a meeting was to occur, it would appear that Thursday, July 5, 2012, might be the best date. However, the Mayor believes that such a meeting would represent an unnecessary expense by consuming an inordinate and unproductive amount of staff time. On the other hand, some City Council members believe that the City Council needs to conduct a special meeting in order to demonstrate its unequivocal support for the Hot Air Jubilee and to have its relevant questions answered regarding costs and logistics. I will call you each on Monday to determine how you feel about either approach.

LS:skh

cc: Patrick Burtch, Deputy City Manager  
Lynn Fessel, City Clerk  
Dean Anderson, Chair of the Hot Air Jubilee Committee  
Kelli Hoover, Director of Parks and Recreation  
Jonathan Greene, Director of the DDA  
Matt Heins, Police Chief

*PEARL Anderson*  
*allSTARRENTALMICH*  
*@Yahoo.com*



Jackson Downtown Development Authority

June 26, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

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

**MOTION Approval of the request from the Hot Air Jubilee to conduct their annual event at Ella Sharp Park from 5 a.m July 20<sup>th</sup> – 11 p.m. July 22<sup>nd</sup>. This event is contingent upon full receipt of proper insurance coverage, as well as complete approval of fireworks display plan and permit by the City of Jackson Fire Department.**

**DEPARTMENTAL APPROVAL SUMMARY**

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

Department	Approval	Denial	Economic Impact
Police	x		\$5,200
<del>Fire</del>	<del>x</del>		<del>\$3,870</del>
Engineering	x		\$0
<del>Public Works</del>	<del>x</del>		<del>\$1,100</del>
Recreation	x		\$0
DDA	x		\$0
			<u>\$10,170</u>

*2,500* up to \$2,700  
*\$300*  
*up to 2,700* (3,670)

**Conditions and Considerations:**

- Any markings on pavement/sidewalk will need to be done in temporary marker, ie chalk
- Applicant is responsible for removal/cleanup of trash, garbage, and debris
- Applicant will reimburse JPD for a minimum of \$2,500 for additional expenses realized for police and safety coverage
- Fireworks plan, permit, and certificate of liability insurance listing the City of Jackson as additional insured, shall be received and approved by required City departments

**Insurance Status:** Pending

att: Special Event Application: **Hot Air Jubilee**  
 Street Closures Map

JG/jt

*Annual*

PAID

### CITY OF JACKSON SPECIAL EVENT APPLICATION

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

Date Received By DDA Office: 4/29/12 Time: 4pm By: JF

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: HOT AIR JUBILEE

Organization Address: PO BOX 1838 / 225 N JACKSON ST

Organization Agent: SUE FULLER Title: OFFICE MGR & TREASURER  
DEAN ANDERSON

Phone: (work) 7821515 Phone: (home) \_\_\_\_\_ Phone: (during the event) 740-4000

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

Agent's E-Mail Address: INFO@HOTAIRJUBILEE.COM

Event Name: HOT AIR JUBILEE

Please give a brief description of the proposed special event:  
FAMILY EVENT TO BE HELD AT ELLA SHARP PARK  
-will include fireworks, food vendors, arts + crafts, Saturday car show, various  
hot air balloon launches, amusement rides.

Event Day(s) & Date(s): JULY 20, 21 + 22 2012

Event Time(s): 5:00 AM - 11 PM

Set-Up Date & Time: THURS JULY 19 Tear-Down Date & Time: SUN JULY 22

Event Location: ELLA SHARP PARK

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

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

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

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

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

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

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

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

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

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

**ATTENDANCE:** What is the expected (estimated) attendance for this event? 30,000 est

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

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

**OTHER REQUESTS:** (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)  
various street closures (see attached map)  
police assistance

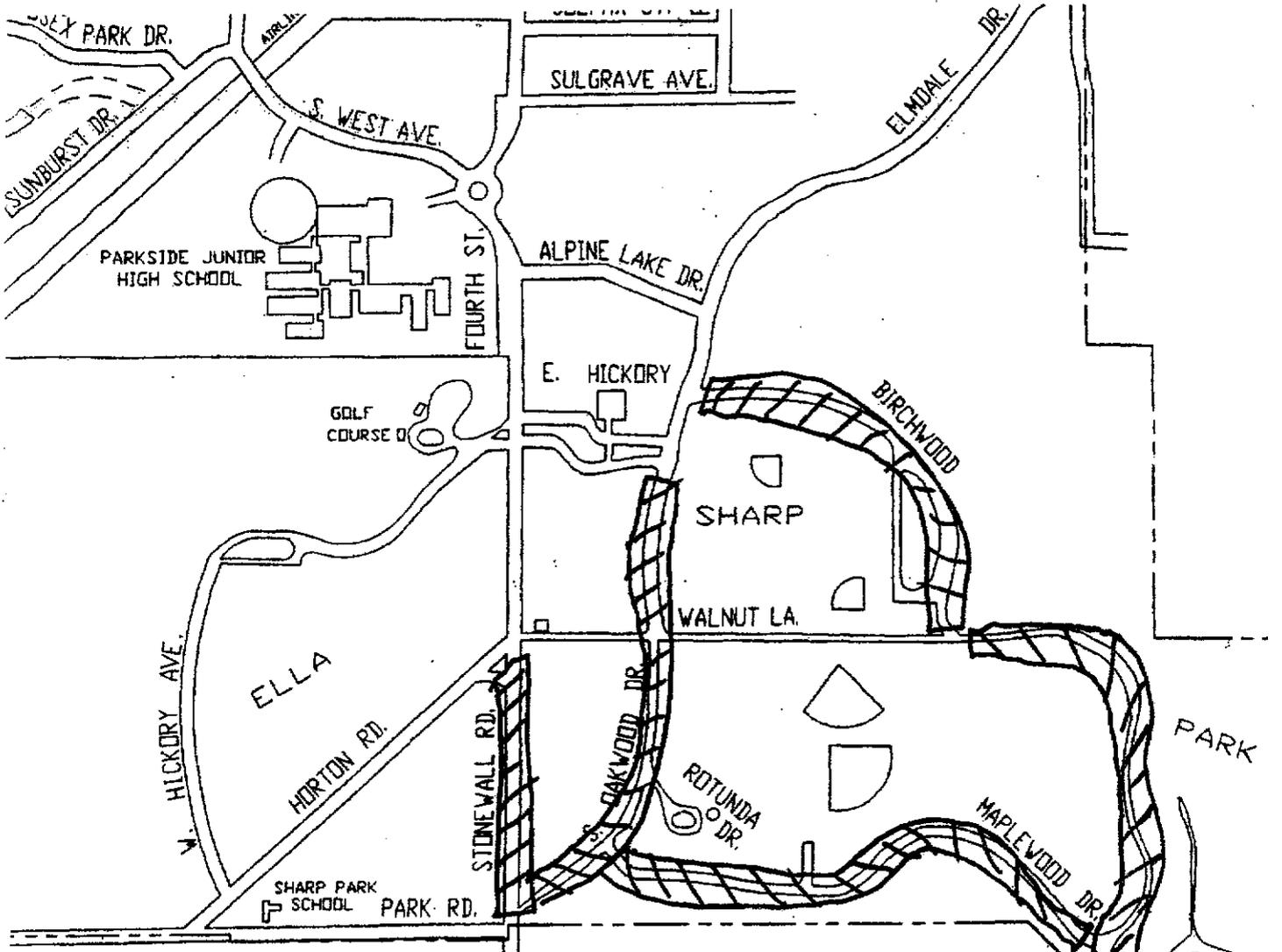
**INSURANCE:** All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified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

2-20-12  
Date

Sue Fuller Treasurer  
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**



ROADS CLOSED AT VARYING TIMES THROUGHOUT EVENT.

LEGEND

- STREETS & ALLEYS - EXISTING =====
- STREETS & ALLEYS - NOT BUILT -----
- RAILROAD CROSSINGS ———
- CITY LIMITS - - - - -
- PARKS ◡
- BUILDINGS - LANDMARKS □

