



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

AGENDA – CITY COUNCIL MEETING

April 7, 2009

7:00 p.m.

1. **Call to Order.**
2. **Pledge of Allegiance** – Invocation by Andrew R. Frounfelker, 5th Ward City Councilmember.
3. **Roll Call.**
4. **Adoption of Agenda.**
5. **Presentations/Proclamations.**
 - A. Presentation by the Charter Review Committee.
 1. Adoption of a resolution expressing the City of Jackson’s sincere appreciation to the members of the Charter Review Committee for their dedicated, professional service to the City of Jackson.
6. **Citizen Comments. (3-Minute Limit)**
7. **Consent Calendar.**
 - A. Approval of the minutes of the regular City Council meeting of March 24, 2009, and special meeting minutes of March 26, 2009.
 - B. Approval of the payment of the Region 2 Planning Commission Invoice, in the amount of \$10,819.46, for planning services for the month of March 2009, in accordance with the recommendation of the City Manager.
 - C. Approval of the request from Orthopaedic Rehab 8K Run Committee to hold their annual run/walk on City streets on Saturday, April 18, 2009, beginning at Kuhl’s Bell Tower Market at 8:00 a.m. and ending at the same, with street closures, police assistance at major intersections, and use of the small “band stand” trailer from the Department of Public Services. (Recommended approvals received by the Police, Fire, Traffic Engineering, and Public Services Departments, and the Downtown Development Authority. Proper insurance coverage received.)
 - D. Approval of the request from the Family Service & Children’s Aid to hold their 7th annual 5K Run for Fun on City streets on Saturday, April 25, 2009, from 8:30 a.m. until 11:00 a.m., beginning and ending at 330 W. Michigan Avenue, with police assistance at major intersections, and closure of W. Michigan Avenue between Blackstone and First Streets. (Recommended approval received from the Police, Fire, Traffic Engineering, and Public Services Departments, and the Downtown Development Authority. Proper insurance coverage received.)
 - E. Approval of the request from Hanover Horton High School to provide horse carriage rides in downtown Jackson for their students on May 2, 2009, from 7:30 p.m. until 10:30 p.m., with three reserved parking spaces in front of Daryl’s Downtown Restaurant. (Recommended approval received from the Police, Fire, Traffic Engineering Departments and the Downtown Development Authority. Proper insurance received from Ann Arbor Carriage, approval pending receipt of proper insurance from Hanover

Horton School.)

- F. Approval of the request from the Jackson Police Department to hold their annual Police Memorial Service at Bucky Harris Park on Wednesday, May 13, 2009, at 12:00 p.m., to honor Jackson County police officers who have lost their lives in the line of duty. (Approval recommended by the Police, Fire, Traffic Engineering, Public Services, and Park/Forestry Departments and the Downtown Development Authority. Insurance coverage is in place.)
- G. Approval of the request from the Downtown Development Authority to conduct their Discover Downtown Again “DDA” Day at Bucky Harris Park, Blackman Park, and throughout downtown on Saturday, May 9, 2009, from 10:00 a.m. until 2:00 p.m. (Recommended approval received from the Police, Fire, Traffic Engineering and Parks/Forestry Departments, and the Downtown Development Authority. Insurance coverage is in place.)
- H. Approval of the request from the Downtown Development Authority to conduct their Summer Planting Day on Saturday, May 16, 2009, from 9:00 a.m. until 11:00 a.m. in downtown Jackson and Bucky Harris Park. (Recommended approval received from the Traffic Engineering, Public Services, and Parks/Forestry Departments, and the Downtown Development Authority. Insurance coverage is in place.)
- I. Approval of the request from Advance Packaging Corporation to conduct their annual Advance Packaging 5000 5K Run/Walk on Friday, May 15, 2009, beginning at 7:00 p.m., with police assistance and closure of one westbound lane of E. High Street from Executive Drive to Elm Street. (Recommended approvals received by the Police, Fire Traffic Engineering, and Public Services Departments. Proper insurance coverage received.)
- J. Approval of the request from Daryl Hoskins, Daryl’s Downtown, LLC, for authorization for temporary outdoor service on May 22, June 12, June 26, July 3, July 10, July 17, July 24, July 31, August 14, August 21, August 28, and September 25, 2009, for a series of events. (Approval recommended by the Police, Fire, Public Services, and Traffic Engineering Departments, and the Downtown Development Authority, with contingencies. Proper insurance coverage received.)
- K. Approval of the request from Jackson County Parks to provide police assistance and to close Brown Street at Randolph Street and Denton Road, with class 3 barricades with lights on Friday, August 28, 2009, at 12:00 p.m. through Sunday, August 30, 2009, at 7:00 p.m., to conduct the annual Cascades Civil War Muster. (Recommended approval received from the Police, Fire and Traffic Engineering Departments. Proper insurance coverage received.)
- L. Receipt of a Summons and Complaint filed in Circuit Court by John Earl Easley v. City of Jackson regarding a violation of the 4th amendment, and referral to the City Attorney for appropriate action.

8. **Committee Reports.**

9. **Appointments.**

10. **Public Hearings.**

- A. Public hearing on the proposed use of the 2009 Justice Assistance Grant (JAG) funds through the U.S. Department of Justice, Bureau of Justice Assistance, in the amount of \$136,104.00.
 - 1. Consideration of a Memorandum of Understanding (MOU) between the City and the County of Jackson for the 2009 Justice Assistance Grant (JAG) Program, and authorization for the City Manager to execute the appropriate document(s).

11. **Resolutions.**

- A. Consideration of a resolution accepting an Exchange Agreement between the City and Jackson County for a land swap for the Grand River ArtsWalk path, and authorization for the Mayor and City Clerk to execute the appropriate document(s).

- B. Consideration of a resolution establishing May 12, 2009, at the City Council meeting as the time and place to hold a public hearing on Special Assessment Roll No. 4175 for delinquent miscellaneous General Fund accounts receivable, and directing the City Assessor to prepare the roll, in accordance with the recommendation of the City Clerk.
- C. Consideration of a resolution establishing May 12, 2009, at the City Council meeting as the time and place to hold a public hearing on Special Assessment Roll No. 4176 for delinquent miscellaneous Building Department Fund accounts receivable, and directing the City Assessor to prepare the roll, in accordance with the recommendation of the City Clerk.
- D. Consideration of a resolution establishing May 12, 2009, at the City Council meeting as the time and place to hold a public hearing on Special Assessment Roll No. 4177 for delinquent miscellaneous Community Development Block Grant Fund accounts receivable, and directing the City Assessor to prepare the roll, in accordance with the recommendation of the City Clerk.
- E. Consideration of a resolution establishing May 12, 2009, at the City Council meeting as the time and place to hold a public hearing on Special Assessment Roll No. 4178 for delinquent miscellaneous Wastewater Fund accounts receivable, and directing the City Assessor to prepare the roll, in accordance with the recommendation of the City Clerk.
- F. Consideration of a resolution establishing May 12, 2009, at the City Council meeting as the time and place to hold a public hearing on Special Assessment Roll No. 4179 for delinquent miscellaneous Water Fund accounts receivable, and directing the City Assessor to prepare the roll, in accordance with the recommendation of the City Clerk.
- G. Consideration of a resolution establishing May 12, 2009, at the City Council meeting as the time and place to hold a public hearing on Special Assessment Roll No. 4180 for delinquent miscellaneous Public Works Fund accounts receivable, and directing the City Assessor to prepare the roll, in accordance with the recommendation of the City Clerk.

12. **Ordinances.**

- A. Final adoption of Ordinance No. 2009.6, amending Chapter 28, Section 28-71, City Code, allowing 'automobile, truck and trailer display and sales' as permitted use in I-1 (light industrial) districts.

13. **Other Business.**

- A. Consideration of the request to approve the low bid award to B & K Lawncare, Jackson, with an estimated contract amount of \$16,240.00 for the 2009 Private Lot Mowing contract, and authorization for the Mayor and City Clerk to execute the appropriate contract document(s), in accordance with the recommendation of the Director of Public Services and the Purchasing Agent.
- B. Consideration of an amendment to the Oil and Gas Lease with West Bay Exploration Company, correcting the legal description, and authorization for the Mayor and City Clerk to execute the appropriate document(s), and authorization for staff to make any minor modifications if needed, in accordance with the recommendation of the City Attorney.

14. **New Business.**

- A. Consideration of the request to establish and adopt an "Identity Theft Program" for the City Water Billing pursuant to the Federal Trade Commission's "Red Flags Rule," effective May 1, 2009, in accordance with the recommendation of the Director of Public Services.
- B. Consideration of a recommendation from the Parks and Recreation Commission to prepare a joint 5-Year Parks and Recreation Plan with Jackson County including a feasibility study of a possible joint parks and recreation system.

15. **City Councilmembers' Comments.**

16. **City Manager's Comments.**

17. **Executive Session to discuss labor matters.**
18. **Return to Open Session.**
19. **Adjournment.**

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the citizens of the City of Jackson adopted a new City Charter on November 4, 1997; and

WHEREAS, Article XXI, Section 21.1 of the new Charter required that a Charter Review Committee be appointed by the City Council ten years after the Charter was adopted; and

WHEREAS, a Charter Review Committee would be charged with examining the Charter and making recommendations to City Council pertaining to any proposed changes to the Charter; and

WHEREAS, in March 2008, the City Council appointed 13 members to the first City of Jackson Charter Review Committee; and

WHEREAS, the Charter Review Committee conducted 19 sessions over a period of 11 months, to examine, discuss, and debate the provisions of the City Charter; and

WHEREAS, the Charter Review Committee prepared its final report, proposing 22 amendments to the 1997 City Charter; and

WHEREAS, the City Council wishes to extend its expression of gratitude to the Charter Review Committee for their dedication to the City of Jackson, and their willingness to serve on the Charter Review Committee.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Jackson, Michigan, hereby wishes to express its sincerest appreciation to Anthony Horne, Lee Hampton, Paula Harris, Renate Hurd, Kathy Klaus, Warren Renando, Rick Saltzgeber, Michael Swope, John M. Vanderpool, Ellen White, Jon Williams, and Ken Wyatt for a job well done and much appreciated for serving on the Charter Review Committee. Your dedication, professionalism, and expertise are to be commended.

DATED this 7th day of April, 2009.

Jerry F. Ludwig, Mayor

Carl L. Breeding
First Ward Councilmember

Daniel P. Greer
Third Ward Councilmember

Andrew R. Frounfelker
Fifth Ward Councilmember

Robert B. Howe
Second Ward Councilmember

Kenneth E. Gaiser
Fourth Ward Councilmember

John R. Polaczyk
Sixth Ward Councilmember

JACKSON CITY COUNCIL MEETING

MINUTES

MARCH 24, 2009

CALL TO ORDER.

The Jackson City Council met in regular session in City Hall and was called to order at 7:02 p.m. by Mayor Jerry F. Ludwig.

PLEDGE OF ALLEGIANCE – INVOCATION.

The Council joined in the pledge of allegiance. Councilmember Gaiser gave the invocation.

ROLL CALL.

Present: Mayor Jerry F. Ludwig and Councilmembers Carl L. Breeding, Robert B. Howe, Daniel P. Greer, Kenneth E. Gaiser, Andrew R. Frounfelker and John R. Polaczyk—7. Absent: none.

Also present: City Manager William R. Ross, City Attorney Julius A. Giglio and City Clerk Lynn Fessel.

AGENDA.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Gaiser to adopt the agenda, as amended, with the addition of an executive session. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

PRESENTATIONS/PROCLAMATIONS.

- A. PRESENTATION OF SPEECHES OF THREE FIRST PLACE WINNERS OF THE HUMAN RELATIONS COMMISSION 19TH ANNUAL TERESSA T. DELPH ESSAY/ORATORICAL CONTEST.**
THIRD AND FOURTH GRADES – DAQUEZ TURNER, FROST ELEMENTARY SCHOOL
FIFTH AND SIXTH GRADES – RACHEL WALKOWSKI, FROST ELEMENTARY SCHOOL
EIGHTH GRADE – TYLER SILVESTRI, NAPOLEON MIDDLE SCHOOL

Frank Weathers, Community Relations Liaison, introduced DaQuez Turner and Rachel Walkowski from Frost Elementary School who delivered their award winning speeches. Tyler Silvestri was not present.

CITIZEN COMMENTS.

Kathleen Conley, Human Relations Commission Chair, asked the Council if they had any questions on the HRC's annual report and gave an update on the Commission's upcoming activities.

Sheila Troxel, 905 Briarcliff; Karen Dunigan, 1808 Broadcrest; and Salah Huwais, Eagle Drive, discussed the Jackson Citizens for Economic Growth (JCEG) recommendations for economic enhancements to the City and JCEG's willingness to partner with the City to achieve these.

Lucy Schultz from the Department of Public Services shared information on the history and mission of the March of Dimes and discussed their upcoming Walk America event fundraiser to be held on April 26.

Eileen Rawlins, 509 Hibbard, thanked Councilmember Gaiser for bringing attention to the problem of flooding on her street and thanked the City Manager for his letter regarding catch basins. She stated she believes citizens deserve the service of leaf pickup.

Scott Fleming, Enterprise Group President and CEO, and Peter Jobson, Excel Realty Group, encouraged the City Council to support the ordinances providing PILOTs for the Armory Arts Project, Phase IB.

CONSENT CALENDAR.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to approve the following Consent Calendar. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

Consent Calendar

- A. Approval of the minutes of the regular City Council meeting of March 10, 2009.
- B. Approval of the request from Council for the Prevention of Child Abuse & Neglect to have Pinwheels for Prevention at Blackman Park beginning April 1-9, 2009, (Recommended approval received from the Parks/Forestry Departments, and the Downtown Development Authority. Hold Harmless Agreement executed in lieu of insurance coverage.)
- C. Approval of the request from the March of Dimes to conduct their annual Walk America event on City streets on Sunday, April 26, 2009, from 10:30 a.m. until 5:00 p.m. (walk begins at 2:00 p.m., beginning and ending in Ella Sharp Park. (Recommended approval received from the Police, Fire, Engineering, Public Services and Parks/Forestry Departments. Insurance coverage received and approved.)
- D. Approval of the request from the Jackson County Rose Festival, Inc., to (1) close W. Wesley Street from First Street to S. Jackson Street, W. Franklin from First Street to S. Jackson Street, Mason Street from First Street to S. Jackson Street, and E. Franklin Street from S. Jackson to Francis Street on Sunday, June 7, 2009, between 10:00 a.m. and 2:00 p.m., (2) close S. Jackson Street from W. Wesley to Wilkins St., Greenwood Avenue

from S. Jackson Street to Fourth Street, and Fourth Street from Griswold to Alpine Lake Road between 12:30 p.m. and 3:00 p.m., (3) close Oakwood Drive from E. Hickory to Walnut Lane within Sharp Park, beginning at 10:00 a.m., to conduct the 51st annual Rose Parade, and (4) hold the Party in the Park, at Ella Sharp Park on Sunday, June 7, 2009, beginning at 2:00 p.m. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Works, and Parks/Recreation Departments and the Downtown Development Authority. Proper insurance coverage received.)

- E. Approval of the request from American 1 Federal Credit Union to hold the American 1 Teen Idol Competition at the Riverwalk Amphitheater on Friday, July 10, 2009, from 10:00 a.m. until 9:00 p.m. (event begins at 5:30 p.m.). (Approval recommended by the Police, Fire, Traffic Engineering, Parks/Forestry, and Public Services Departments, the Amphitheater Review Committee, and the Downtown Development Authority. Insurance coverage received and approved.)
- F. Approval of the request from American 1 Federal Credit Union to hold Movie in the Park at the Riverwalk Amphitheater on Friday, August 21, 2009, from 4:00 p.m. until 11:00 p.m. (event: dark until 11:00 p.m.). (Approval recommended by the Police, Fire, Traffic Engineering, Public Services, and Parks/Forestry Departments, the Amphitheater Review Committee, and the Downtown Development Authority. Insurance coverage received and approved.)
- G. Approval of the request to extend support for funding of the annual police awards banquet to be held in the Spring of 2009, in accordance with the recommendation of the Chief of Police.
- H. Approval of Traffic Control Order (TCO) No. 1995, prohibiting parking on the west side of Seymour Street from North Street to 50 feet south of North Street, in accordance with the recommendation of the City Engineer.
- I. Approval of Traffic Control Order (TCO) No. 1996, removing parking on the north side of Wildwood from Bowen to Grinnell Streets (in compliance with the City's Destination Bike Route Map), in accordance with the recommendation of the City Engineer.
- J. Referral of an application to the City Planning Commission from Julie Tylutki to rezone property located at 615 Oak, 617 Oak, 616 N. Francis and 618 N. Francis from R-4 to I-1.
- K. Receipt of the City of Jackson's summary of revenue and expenditures for eight (8) months ended, February 28, 2009.
- L. Receipt of the Community Development Department CDBG Financial Report through February 28, 2009.
- M. Receipt of the Dangerous Building Report through February 28, 2009.

COMMITTEE REPORTS.

A. CONSIDERATION OF A RECOMMENDATION FROM THE RULES AND PERSONNEL COMMITTEE TO AMEND THE RULES FOR APPOINTED OFFICIALS REGARDING NOTIFICATION OF LEAVE.

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to receive the report and that the recommendation become policy. The motion FAILED adoption by the following vote. Yeas: Councilmembers Breeding, Greer and Gaiser—3. Nays: Mayor Ludwig and Councilmembers Howe, Frounfelker and Polaczyk—4. Absent: 0.

APPOINTMENTS.

None.

PUBLIC HEARINGS.**A. PUBLIC HEARING ON THE REQUEST FOR A TEXT AMENDMENT TO THE CITY'S ZONING ORDINANCE ALLOWING 'AUTOMOBILE, TRUCK AND TRAILER DISPLAY AND SALES' AS A PERMITTED USE IN I-1 (LIGHT INDUSTRIAL) DISTRICTS (WHICH WILL ALSO MAKE IT A PERMITTED USE IN THE I-2 DISTRICT). (CITY PLANNING COMMISSION RECOMMENDS APPROVAL.)**

Mayor Ludwig opened the public hearing. No one spoke; the Mayor closed the public hearing.

1. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 28, SECTION 28-71, CITY CODE, ALLOWING 'AUTOMOBILE, TRUCK AND TRAILER DISPLAY AND SALES' AS PERMITTED USE IN I-1 DISTRICTS.

Motion was made by Councilmember Howe and seconded by Councilmember Polaczyk to approve the ordinance and place it on the next regular City Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

RESOLUTIONS.**A. CONSIDERATION OF A RESOLUTION REGARDING THE REQUEST FROM THE JACKSON BASKETBALL ASSOCIATION, THAT THEY BE RECOGNIZED AS A NONPROFIT ORGANIZATION OPERATING IN THE COMMUNITY FOR THE PURPOSE OF OBTAINING CHARITABLE GAMING LICENSES.**

Motion was made by Councilmember Breeding and seconded by Councilmember Howe to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

B. CONSIDERATION OF A RESOLUTION APPROVING THE COST AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR SHARED MAINTENANCE WORK ON A TRAFFIC SIGNAL AT M-50 (MAIN) @ M-124 (WAMPLERS LAKE, BROOKLYN), AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S) FOR TRAFFIC SIGNAL CONTROL AS PREPARED BY THE MICHIGAN DEPARTMENT OF TRANSPORTATION, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY ENGINEER.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Gaiser to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

C. CONSIDERATION OF A RESOLUTION APPROVING A LIST OF SELECTED RECONSTRUCTION AND/OR REHABILITATION STREET PROJECTS FOR THE 2010-2013 TRANSPORTATION IMPROVEMENT PLAN (TIP), TOTALING

\$3,088,000.00 IN FEDERAL FUNDS, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY ENGINEER.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Gaiser to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

ORDINANCES.

A. FINAL ADOPTION OF ORDINANCE NO. 2009.4, ADDING CHAPTER 24, ARTICLE IV, CITY CODE, PROVIDING EXCEL-NEW URBAN LIMITED DIVIDEND HOUSING ASSOCIATION LIMITED PARTNERSHIP BE GRANTED TAX EXEMPT STATUS SUBJECT TO A PAYMENT IN LIEU OF TAXES.

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to adopt Ordinance No. 2009.4. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer and Polaczyk—4. Nays: Councilmembers Breeding, Gaiser and Frounfelker—3. Absent: 0.

B. FINAL ADOPTION OF ORDINANCE NO. 2009.5, ADDING CHAPTER 24, ARTICLE V, CITY CODE, PROVIDING EXCEL-NEW URBAN TWO LIMITED DIVIDEND HOUSING ASSOCIATION LIMITED PARTNERSHIP BE GRANTED TAX EXEMPT STATUS SUBJECT TO A PAYMENT IN LIEU OF TAXES.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to adopt Ordinance No. 2009.5. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer and Polaczyk—4. Nays: Councilmembers Breeding, Gaiser and Frounfelker—3. Absent: 0.

Councilmembers Breeding, Gaiser and Frounfelker stated they could not vote in support of the above ordinances because each PILOT is for 35 years.

OTHER BUSINESS.

None.

NEW BUSINESS.

A. CONSIDERATION OF THE REQUEST TO APPROVE THE LOW BID AWARD TO CONCORD EXCAVATING, CONCORD, IN THE AMOUNT OF \$292,840.66, FOR THE DWIGHT STREET WATERMAIN REPLACEMENT CONTRACT, AND AUTHORIZATION FOR THE MAYOR AND THE CITY CLERK TO EXECUTE THE APPROPRIATE CONTRACT DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY ENGINEER.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to approve the request. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

CITY COUNCILMEMBERS' COMMENTS.

Councilmember Gaiser inquired about future budget and goal-setting sessions and invited the public to provide input.

Councilmember Frounfelker announced he will hold a 5th Ward Neighborhood meeting on March 31 at 7:00 p.m. in the Council Chambers.

Councilmember Polaczyk announced he will hold a 6th Ward Town Hall meeting on April 14 from 6 p.m. until 7 p.m. at the Cascades Elementary School. Parks and Recreation Director Jim Parrott and Recreation Supervisor Kelli Hoover will be the guest speakers.

CITY MANAGER'S COMMENTS.

City Manager Ross suggested and the Council agreed to hold a budget workshop on March 26, 2009, at 5:00 p.m. in the Council Chambers.

He also reported he is working with the Michigan Municipal League to schedule a goal-setting session. The earliest date a particular MML facilitator can meet with the City is April 24 and he is hoping that another facilitator will be available so that the session can be held prior to that.

EXECUTIVE SESSION TO DISCUSS LABOR MATTERS.

Motion was made by Councilmember Howe and seconded by Councilmember Gaiser to go into closed executive session. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

RETURN TO OPEN SESSION.

Motion was made by Councilmember Howe and seconded by Councilmember Polaczyk to return to open session. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

ADJOURNMENT.

No further business being presented, Mayor Ludwig adjourned the meeting at 8:12 p.m.

Lynn Fessel
City Clerk

**JACKSON CITY COUNCIL
SPECIAL MEETING MINUTES
MARCH 26, 2009**

CALL TO ORDER.

The Jackson City Council met in special session in the Council Chambers and was called to order at 5:05 p.m. by Mayor Jerry F. Ludwig.

ROLL CALL.

Present: Mayor Jerry F. Ludwig and Councilmembers Carl L. Breeding, Robert B. Howe, Daniel P. Greer, Kenneth E. Gaiser and John R. Polaczyk—6. Absent at Roll Call: Councilmember Andrew R. Frounfelker--1.

Also present: City Manager William R. Ross, City Attorney Julius A. Giglio and City Clerk Lynn Fessel.

AGENDA.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Gaiser to adopt the agenda, as amended, with the deletion of the executive session. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser and Polaczyk—6. Nays: 0. Absent: Councilmember Frounfelker--1.

CONSIDERATION OF THE BUDGET.

Councilmember Frounfelker arrived at 5:15 p.m.

City Manager William Ross distributed and discussed the summary of tentative proposed changes to the 2009-2010 requested budget. A question/comment period with the Council followed.

Councilmember Greer left the meeting at 5:45 p.m.

ADJOURNMENT.

No further business being presented, Mayor Ludwig adjourned the meeting at 5:56 p.m.

Lynn Fessel
City Clerk

Region 2 Planning Commission



INVOICE NO. 2987

DATE: April 1, 2009

TO: Mr. William Ross, City Manager
 City of Jackson (364 J)
 161 W. Michigan Avenue
 Jackson, MI 49201

cc: Phil Hones, CPA

DESCRIPTION		
Planning Services for March 2009 Historic District Zoning Administration Zoning Ordinance Rec/Information Zoning Appeals/Variances		\$ 151.01 1,666.74 7,261.26 1,740.45
Refer to the attached statement.		
Balance Due Region 2 Planning Commission.		\$ 10,819.46



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

April 1, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela Arnold*
RE: Orthopaedic Rehab 8K and 5K Run and 5K Walk

The Orthopaedic Rehab 8K Run Committee has scheduled their annual run/walk on city streets on Saturday, April 18, 2009, beginning at Kuhl's Bell Tower Market at 8:00 a.m. and ending at the same. They are requesting the following street closures:

South lane of Louis Glick Highway from Mechanic to Jackson Street
Francis Street from Cortland to Michigan Avenue
Mechanic Street from Cortland to Louis Glick Highway
Jackson Street from Louis Glick Highway to Washington Avenue
Blackstone Street from Louis Glick Highway to Franklin Street
One lane of Franklin Street from Blackstone to Higby Street
One lane of Washington from Higby Street to First Street

In addition, they are requesting police assistance at major intersections and use of the small "band stand" trailer from the Department of Public Services.

Recommended approvals have been received from the Police, Fire, Traffic Engineering, Public Services Departments and the Downtown Development Authority. Proper insurance coverage has been received.

Please place this request on the Council's April 7th consent calendar for their consideration.

Attachment



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: 2/23/09 **Time:** 8 AM **By:** A. Arnold

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: Orthopaedic Rehab 8K Run Committee

Organization Address: P.O. Box 791, Jackson, MI 49204-0791

Organization Agent: Robert Gilmore Title: Race Director

Phone: Work 788-1121 Home 782-2071 During event 206-9853

Agent's Address: 5924 Estola, Jackson, MI 49201

Agent's E-Mail Address: rtgilmore5924@comcast.net

Event Name: Ortho Rehab 8K Run, 5K Run and 5K Walk

Please give a brief description of the proposed special event: Running and walking races that start at Kuhl's Bell Tower Market and uses Jackson streets for the courses

Event Day(s) & Date(s): 4/18/09 Event Time(s): _____

Set-Up Date & Time: 4/18/09 6:30 am Tear-Down Date & Time: 4/18/09 by 11am

Event Location: Race Headquarters

ANNUAL EVENT: Is this event ~~expected~~ to occur next year? YES NO How many years has this event occurred? 18

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: 4/18/09 7am through Date/ Time: 4/18/09 10am

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



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

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

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

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? **YES** **NO** If yes, how many? 2
 As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
We would like Police Dept. coverage at major intersections, Dept of
Engineering Public Works street closures in downtown area

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:
Liability insurance coverage certificate will be provided

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.

2/19/09
 Date

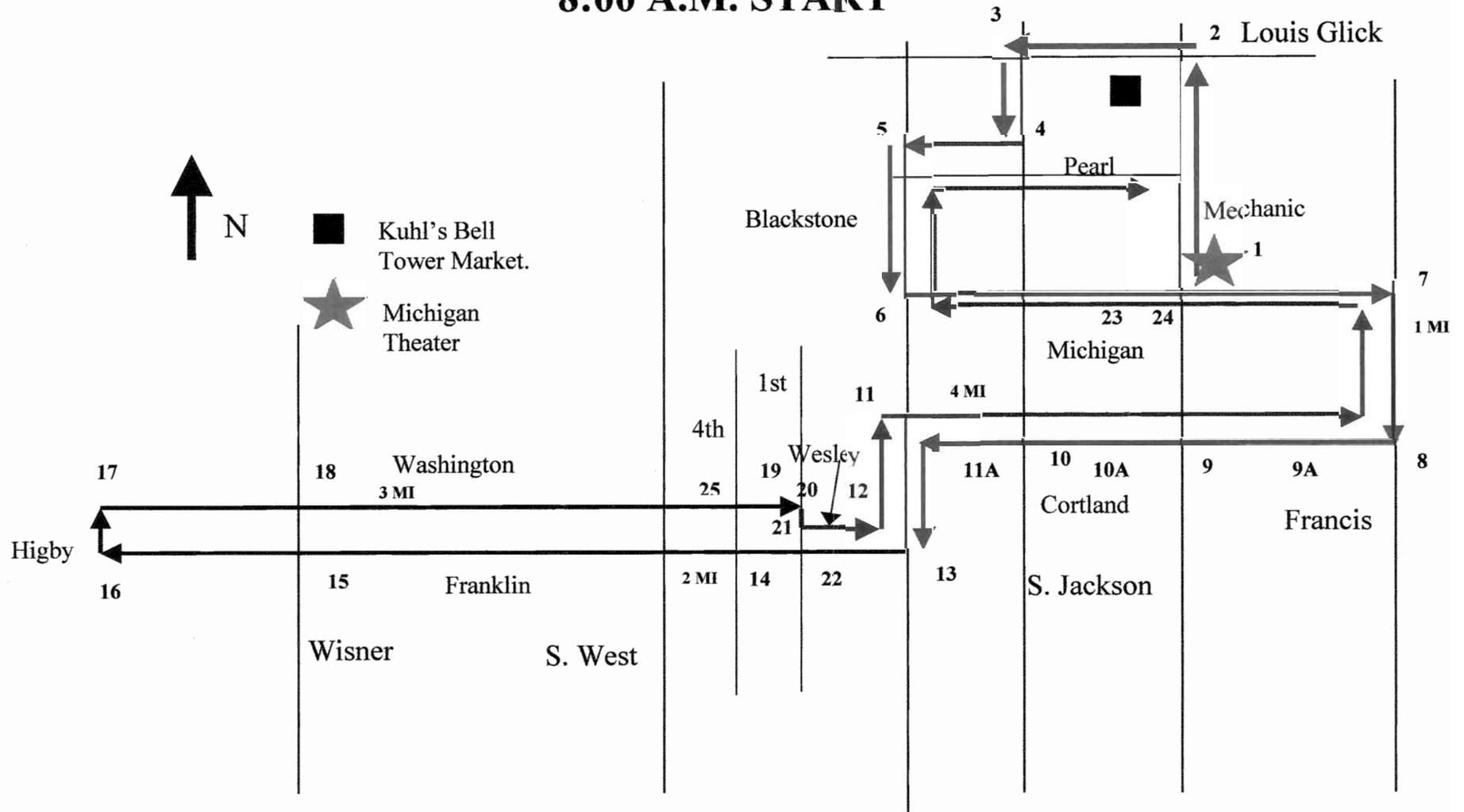
Robert J Gilmore
 Signature of Sponsoring Organization's Agent

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

ORTHOPAEDIC REHAB 8K RUN

APRIL 18, 2009

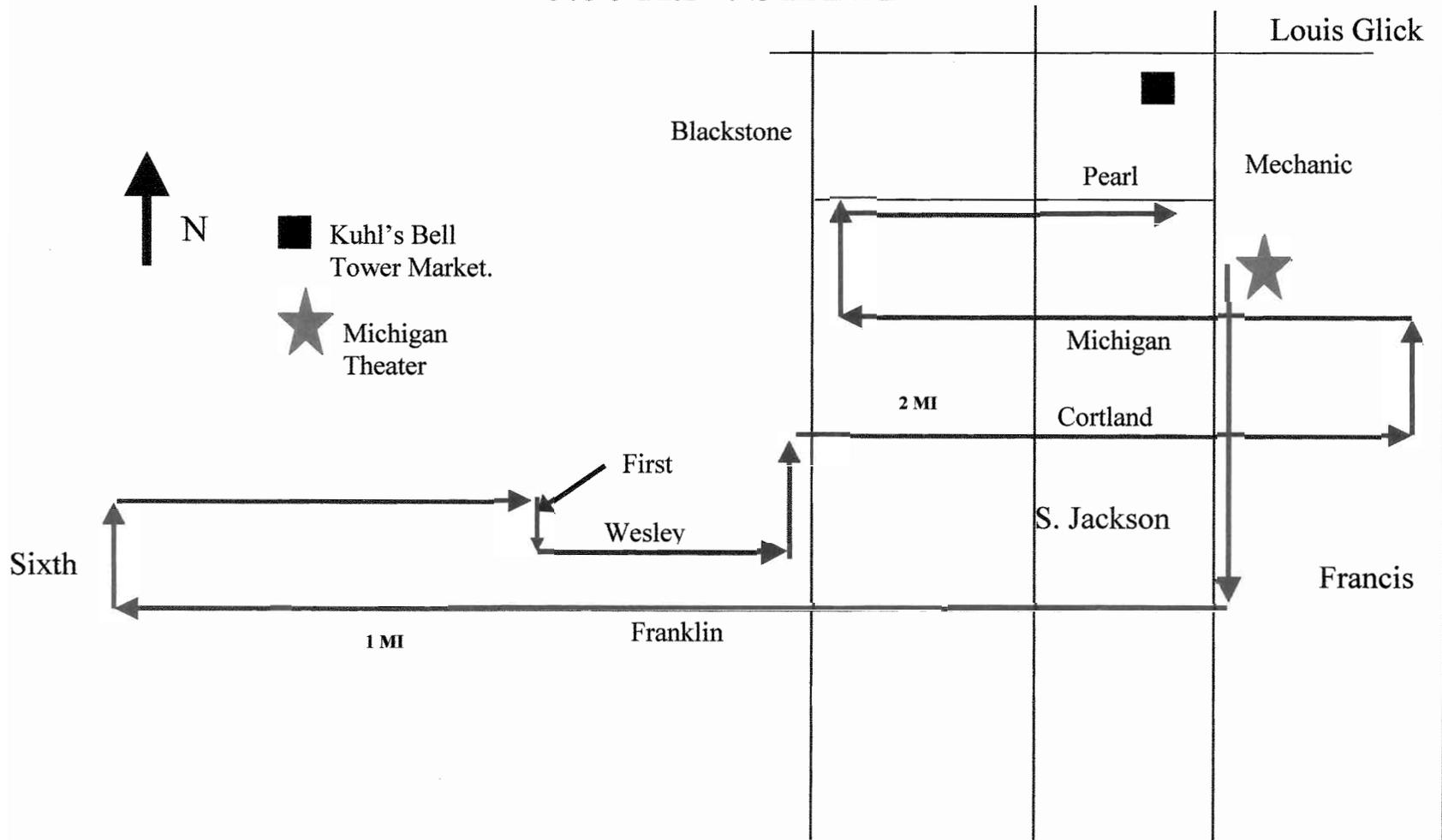
8:00 A.M. START



ORTHOPAEDIC REHAB 5K WALK/RUN

APRIL 18, 2009

8:30 A.M. START



CITY OF JACKSON
SPECIAL EVENT APPLICATION – Page 3
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: Orthopaedic Rehab 8K Run, 5K Run and 5K Walk: Saturday, April 18, 2009

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.

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

Police Dept: C. Simpson Recommend Approval: YES NO Est. Economic Impact: \$ 150.00.

Fire Dept.: L. Bosell Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Traffic Eng.: R. Dietz Recommend Approval: YES NO Est. Economic Impact: \$ 208.06

Public Services: S. Porter Recommend Approval: YES NO Est. Economic Impact: \$ 100.00

Parks/Forestry: T. Steiger Recommend Approval: YES NO Est. Economic Impact: \$ -0-

DDA: J. Greene Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 03/09/2009 Insurance Approved: 03/10/2009

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

April 1, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Family Service & Children's Aid Run for Fun

Family Service & Children's Aid is requesting to conduct their 7th annual Run for Fun on city streets on Saturday, April 25, 2009, from 8:30 a.m. until 11:00 a.m., beginning and ending at 330 W. Michigan Avenue, with police assistance at major intersections. They are also requesting closure of W. Michigan Avenue between Blackstone and First Street.

Recommended approvals have been received from the Police, Fire, Traffic Engineering and Public Works Departments, and the Downtown Development Authority. Proper insurance coverage has been received.

Please place this request on the Council's April 7th consent calendar for their consideration.

Attachment



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: 3/27/09 **Time:** 10:45 **By:** A Arnold

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: Family Service & Children's Aid

Organization Address: 330 W. Michigan Avenue, P.O. Box 6128, Jackson, MI 49204-6128

Organization Agent: Bruce A. Inosencio, Jr. Title: Race Director

Phone: Work (517) 796-1444 Home 750-1992 During event 745-1405

Agent's Address: 4935 Stonewood Creek Drive, Jackson 49201

Agent's E-Mail Address: bruce@inosencio.com

Event Name: Run for Fun 5k

Please give a brief description of the proposed special event: 5k run and walk to benefit a local non-profit agency, Family Service & Children's Aid; this is the 7th annual FSCA Run for Fun 5k

Event Day(s) & Date(s): 4-25-2009 Event Time(s): 8:30 A.M.

Set-Up Date & Time: 4-25-2009, 6:30 A.M. Tear-Down Date & Time: 4-25-2009, 11:00 A.M.

Event Location: 330 W. Michigan, Downtown Jackson, Historic District; see attached map

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 6

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: 4-25-09 7:00 A.M. through Date/ Time: 4-25-09 11:30 A.M.

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



BRUCE A. INOSENCIO, JR.*

bruce@inosencio.com

*also admitted in Florida

KRISTINA M. FISK

kfisk@inosencio.com

March 20, 2009

City of Jackson
161 West Michigan Avenue
Jackson, Michigan 49201

Attention: Ms. Angela Arnold
Deputy Clerk

Re: Family Service & Children's Aid
Run for Fun on April 25, 2009

Dear Ms. Arnold:

As you know, I am the Race Director for the 7th Annual Family Service & Children's Aid Run for Fun 5k. This year's Run For Fun 5k (3.1 miles) will again consist of a run and a walk, both of which will be held on Saturday, April 25, 2009, on the same course that has been used since the event's inception in 2003. With the permission of the City Council, the event will begin at 8:30 a.m. and should prove to be helpful to our organization in several facets. Not only do we hope to raise much-needed funds for FSCA, but we want to raise the community's awareness of our organization and the various programs we provide. We are excited about this event, as it should bring many runners and walkers to the downtown Jackson area. I have enclosed a fully completed *Special Event Application*, this year's entry form, and a map of the course, for your review and file.

As you are aware, the course travels throughout the City of Jackson, and I have attached a map to provide you with an overview of the course. Specifically, the course is as follows:

Starting line is at 330 West Michigan Avenue
The course heads east down Michigan Avenue to Francis Street
Turn right on Francis (south) for one block
Turn right on Cortland (west) and take Cortland all the way to First Street
Turn left on First Street (south) to Franklin Street
Turn right on Franklin Street (west) and stay on Franklin until you reach Durand
Turn right on Durand (north) for one block
Turn right on Washington (east) and take Washington all the way back to First Street

Turn left on First Street (north) to Michigan Avenue
Turn right on Michigan Avenue (east) and the finish line is at 330 West Michigan

With respect to street closures, I believe we would need to close Michigan Avenue, between First Street and Blackstone, from 7:00 a.m. until 11:30 a.m. The 5k run and walk will both begin at 8:30 a.m. There will also be a Kids Fun Run that will be run on Michigan Avenue at approximately 9:15 a.m. (after the last walker completes the course). This race will finish in front of the FSCA building (330 West Michigan) and will start approximately 300 yards west of the finish line.

As for police assistance, we will need a police vehicle were able to "lead the pack" once the race begins. This has proven to be helpful in years past. I would expect that the winner of the 5k run would complete the course by 8:50 a.m. at the latest. Additionally, I would recommend that we have police on hand to control traffic at the following intersections and approximate times (the intersections in bold are essential):

Michigan Avenue and Blackstone	8:15 a.m. - 8:35 a.m. (JPD) ¹
Michigan Avenue and Jackson	8:15 a.m. - 8:45 a.m. (JPD)
Michigan Avenue and Mechanic	8:15 a.m. - 8:45 a.m. (JPD)
Michigan Avenue and Francis	FSCA volunteer will be present
Francis and Cortland	FSCA volunteer will be present
Cortland and Mechanic	8:25 a.m. - 8:55 a.m. (JPD)
Cortland and South Jackson	8:25 a.m. - 8:55 a.m. (JPD)
Cortland and Blackstone	8:35 a.m. - 8:45 a.m. (JPD) ¹
Cortland and First	FSCA volunteer will be present
First and perimeter route	8:30 a.m. - 9:30 a.m. (JPD)²
First and Washington	FSCA volunteer will be present
First and Franklin	FSCA volunteer will be present

¹The officer at the intersection of Michigan and Blackstone will only be needed for a few moments after the race starts. After the last walker passes through the intersection, this officer can then be moved one block south to the intersection of Cortland and Blackstone.

²The officer at the intersection of First Street and the perimeter route will probably have the busiest intersection and will need to be in place no later than 8:30 a.m. and will probably need to stay until 9:30 a.m. FSCA will have a trail vehicle to let the officers and volunteers at each intersection know that the last walker has passed through the intersection so we do not have officers and volunteers remaining on the course unnecessarily.

Ms. Angela Arnold

Page 3

March 20, 2009

Franklin and 2 nd , 3 rd , and 4 th Franklin and West Avenue	FSCA volunteer will be present 8:30 a.m. - 9:15 a.m. (JPD) ³
Franklin and Grinnell, Webster, Bowen	FSCA volunteer will be present
Franklin and Wisner, Thompson, Durand	FSCA volunteer will be present
Durand and Washington	FSCA volunteer will be present
Washington and Thompson, Wisner	FSCA volunteer will be present
Washington and Bowen, Webster, Grinnell	FSCA volunteer will be present
Washington and West Avenue	8:35 a.m. - 9:30 a.m. (JPD) ³
Washington and 7 th , 4 th , 3 rd , 2 nd	FSCA volunteer will be present
Washington and First	FSCA volunteer will be present
First and perimeter route	8:35 a.m. - 9:45 a.m. (JPD) ²
First and Cortland, Michigan Avenue	FSCA volunteer will be present

Also, we will have portable "Runners On The Road" signs placed at various locations throughout the course so that we are doing our best to ensure that motorists are aware of the race. With the 16 FSCA volunteers on the course, and the FSCA volunteers at the one mile mark (on Cortland, between Blackstone and First) and two mile mark (on Franklin, between Wisner and Thompson), we shouldn't have any problems.

The insurance policy is already in place for this event and, as we discussed, you have already received a copy of same. Also, in our waiver on the attached entry form, I have included the City of Jackson as an entity that cannot be held responsible for any injury sustained by a participant in the event.

Also, we will arrange for two (2) portable toilets to be present at the event. If we will need a permit relative to this issue, please advise.

Please have this matter placed on the agenda for the March 24, 2009, City Council meeting. I will plan to attend the meeting to address City Council briefly regarding my request.

³It is absolutely essential that we have JPD officers, at the intersection of Washington and West Avenue and the itnersection of Franklin and West Avenue. Patrol cars did not make it to those very business intersections last year and it created a dangerous situation for the participants.

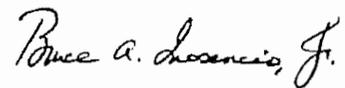
Ms. Angela Arnold

Page 4

March 20, 2009

Please do not hesitate to contact me if you have any questions or require additional information. Thank you.

Very truly yours,

A handwritten signature in black ink that reads "Bruce A. Inosencio, Jr." The signature is written in a cursive style with a prominent initial 'B'.

Bruce A. Inosencio, Jr.

BAI/cd

Enclosures

About Family Service & Children's Aid



Since 1944 Family Service & Children's Aid has touched the lives of thousands of Michigan families in Jackson and Lenawee Counties through adoption, foster care, counseling, community and school based programs, substance abuse treatment, and other services for children and families.

Services are available to all residents of Jackson and Lenawee Counties and are provided without regard to race, color, religion, national origin, age, sex, sexual preference or disability.

Visit us on the world wide web at:
www.strong-families.org

Thanks to our Sponsors:

AMERICAN TITLE
COMPANY of JACKSON



Argyle Plastic &
Reconstructive Surgery

LAW OFFICE OF
BRUCE A. INOENCIO, JR.
A PROFESSIONAL CORPORATION

Best, Heyns & Schroeder, PC

Eye Services, LLC

Sheriff Dan Heyns

South Central Credit Union

Non Profit Org.
U.S. Postage
PAID
Permit No. 172
Jackson, MI

Family Service & Children's Aid
P.O. Box 6128
Jackson, MI 49204



- **5K Run and Walk**
- **Kids Fun Run**

Saturday, April 25, 2009
8:30 a.m.

330 W. Michigan Ave.
Jackson, Michigan

www.strong-families.org



When

- Saturday, April 25, 2009
- 5K Run & 5K Walk start at 8:30 a.m.
- Kids Fun Run after walkers finish

Where

Family Service & Children's Aid
330 W. Michigan Ave.
Jackson, MI 49201

* Course runs through downtown Jackson.



Family Service & Children's Aid is located on the north side of W. Michigan Ave., one-half block east of First St. A single-story, beige-colored brick building with a blue & white sign and flag pole out front. Next to Wetherby Funeral Home.

Awards for Run & Walk

(Awards given to the overall male and female winners, plus the top 3 male and female finishers in each age group.)

Age groups for males & females:

14 & under	30 - 34	50 - 54
15 - 17	35 - 39	55 - 59
18 - 24	40 - 44	60 - 66
25 - 29	45 - 49	67 & up

BONUS! FAMILY DIVISION AWARDS

To encourage family participation, awards will be given to the top three families in both events. Two or more family members must compete in same event (Run or Walk) to qualify. The two fastest times of all family members participating will be averaged to determine winner. Each family member must fill out a separate registration form and submit them together at the same time. Please check the Family Division box on registration form to enter.

ENTRY FEES (All fees non-refundable)

- \$15.00 if POSTMARKED by April 17th.
- \$12.50 per family member if POSTMARKED by April 16th. (Must be mailed in same envelope!)
- \$20.00 Late Registration (April 18th - 24th).
- \$20.00 Race Day Registration
- \$3.00 Kids Fun Run (ages 10 and under) if POST-MARKED by April 16th. (\$5.00 after April 17th)

PACKET PICK-UP & LATE REGISTRATION

Packet pick-up will be held on Friday, April 24th from 8:30am - 4:00pm at Family Service & Children's Aid, and on race day beginning at 7:30 a.m.

Race registration will be available on race day from 7:30 a.m. until 8:15 a.m.

We cannot guarantee a T-shirt to late or race-day registrants.

FSCA RUN FOR FUN ENTRY FORM

One Entry Form Per Participant - Entry Form May Be Copied

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: () _____

E-mail: _____

Age on Race Day: _____ D.O.B. _____

(Check one): Male Female

(Check one): 5K Run 5K Walk

Kids Fun Run

FAMILY DIVISION (See inside brochure for details)
Each family member must participate in same event (i.e. Run or Walk). Each family member must fill out a separate registration form and submit them at the same time.

Name(s) of other family member(s) participating: _____

T-shirt (Adult): M L XL

T-shirt (Child): M L

ENTRY FEES:

- \$15.00 POSTMARKED by April 17th.
- \$12.50 per family member (Submitted together and POST-MARKED by April 17th.)
- \$20.00 LATE REGISTRATION (POST-MARKED April 18th - 24th)
- \$20.00 RACE DAY REGISTRATION
- \$3.00 KIDS FUN RUN (by April 17th; \$5 after.)

Waiver: In consideration of accepting my entry, I, the undersigned, in intending to be legally bound, do hereby for myself, my heirs, and executors waive and release forever any and all claims for damages that I may have against the sponsors, race officials, Family Service & Children's Aid, the City of Jackson, and any person or entity associated with this event for any and all injuries suffered by me in this race/walk. I attest that I am physically fit and have prepared for this race/walk accordingly.

signature _____ date _____

As a parent or guardian of the above named minor, I hereby certify that I have read all of the above document, that I give my permission for my child to participate in this event, and that I agree on behalf of myself and my child/ward to the terms of the document.

signature _____ date _____

Mail or deliver completed entry form(s) with checks payable to Family Service & Children's Aid to:

Family Service & Children's Aid, c/o Kelly Adams

P.O. Box 6128

Jackson, MI 49204

(517) 787-7920

Where did you hear about our run? _____



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

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

ATTENDANCE: What is the expected (estimated) attendance for this event? 250

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? 2
 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.)
① ^{small} Large bandstand (same as last year) to be delivered to 330 w. Michigan on 4-24-09; and ② please see attached letter

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.

2-16-09
 Date

Bruce A. Chosencio, Jr. Race director
 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

CITY OF JACKSON
SPECIAL EVENT APPLICATION – Page 3
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: **Family Service & Children's Aid Run for Fun: Saturday, April 25, 2009**

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.

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

Police Dept: C. Simpson Recommend Approval: YES NO Est. Economic Impact: \$ 300.00.

Fire Dept.: L. Bosell Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Traffic Eng.: R. Dietz Recommend Approval: YES NO Est. Economic Impact: \$ 292.78

Public Services: S. Porter Recommend Approval: YES NO Est. Economic Impact: \$ 200.00

Parks/Forestry: _____ Recommend Approval: YES NO Est. Economic Impact: \$ _____

DDA: J. Greene Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Route markings on sidewalk or roadway surface must be done with chalk.

Insurance/Indemnification Received: 03/27/2009 Insurance Approved: 04/01/2009

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

April 1, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela Arnold*
RE: Hanover Horton School Horse Carriage Rides

The Hanover Horton School is scheduled to have their school prom on Saturday, May 2, 2009 at Daryl's Downtown Restaurant. The students have selected a theme of "An Enchanted Evening" and are requesting of the City to be able to offer the attendants of the prom a carriage ride around the block. The carriage company guarantees the animal is up to date on shots and wears a convenience diaper so the horse will not soil city streets. In addition, they are requesting a maximum of three parking spots directly in front of Daryl's Restaurant for loading and unloading.

Recommended approvals have been received from the Police, Fire, and Traffic Engineering Departments and the Downtown Development Authority. Proper insurance coverage has been received from Ann Arbor Carriage Company.

Please place this request on the Council's April 7th consent calendar for their consideration, with the contingency that we receive proper insurance coverage from Hanover Horton School. The Engineering Department has requested the carriage company display "slow moving vehicle" on the rear of the carriage.

Attachment

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: 3/9/09 Time: 8 AM By: A. Anderson

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: Hanover Horton High School

Organization Address: 10000 Moscow Road

Organization Agent: Denise Geisman Title: Class of 2010 Advisor

Phone: Work 517 262 5355 Home 517 688-3164 During event 517 262 5355

Agent's Address: 12825 Leisure Lane

Agent's E-Mail Address: dsgeisman@yahoo.com

Event Name: Prom (junior/senior)

Please give a brief description of the proposed special event: please see attachments

Event Day(s) & Date(s): May 2, 2009^{6:00pm} Event Time(s): 7pm - midnight

Set-Up Date & Time: May 2, 2009^{5pm} Tear-Down Date & Time: same Day

Event Location: Daryls Downtown MI

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

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

STREET CLOSURES: Start Date/ Time: _____ 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:
2-3 spaces directly in front of Daryls

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

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO
If yes, are liquor license and liquor liability insurance attached? YES NO
If yes, what time? _____ until _____

Denise S Geisman
10000 Moscow Road
Horton, MI. 49246
517-688-3164

3-2-2009

To Whom It May Concern:

I am one of the advisors for the Class of 2010 at Hanover Horton High School. We are organizing a prom at Daryl's for May 2. The students have a theme of "An Enchanted Evening" and want to offer the attendants a carriage ride around the block. We are putting in a request to block two parking areas for loading and unloading students into the carriage between 7:30 pm and 10:30 pm. We have contacted Denise Kubin at Ann Arbor Carriage and have informed her that we would like her service; however it is pending approval from the City. She has supplied a copy of her liability insurance for our application and will get an additional rider naming the City on the policy if we are approved. We would prefer not to attain this until we have received approval as we will incur an additional fee for this rider.

Our route would include a pick up at the curb on W. Michigan, a right turn on S. Mechanic, and right turn on E. Cortland and a Right Turn S. ^{Jackson at} Blackstone, finishing with a right turn to W. Michigan for the return. We would transport six students at a time. with parent chaperones available to escort them to the carriage and back into the restaurant. Ann Arbor Carriage also guarantees their animal is up to date on shots and wears a convenience diaper so it will not soil the city streets.

In addition to this service, we would also like to provide valet parking for the students that evening. Our school has a standard form that we use for parent drivers that include verification that they are insured and licensed that has been approved by our school lawyer. We would have fathers parking the cars and returning them to the students. We would utilize the same parking spaces for the valet service from 6:30 to 7:30 pm then again from 10:30-11:30 pm. We plan to have all of the students out of Daryl's and the downtown area by midnight. I would be happy to supply any additional information you may need. A prompt reply would be appreciated.

Thank you in advance for your assistance.



Denise Geisman
HH Class Advisor

Hanover Horton High School
10000 Moscow Road
Horton, MI. 49246
517-563-0101
Principal Rod Hardy

Prom May 2, 2009
Approximately 300 participants
7pm-midnight

Daryl's Downtown
151 W. Michigan
Jackson, MI 49201
517-782-1895
Daryl Hoskins Sr-Owner

Denise Geisman-Main contact for event
Class of 2010 Advisor
12825 Leisure Lane
Horton, MI. 49246-9777
517-688-3164
517-262-5355 cell

City of Jackson
City Clerks Office
Angela Arnold, Deputy Clerk (517) 788-4025
161 W. Michigan Ave
Jackson, MI. 49201

\$500,000 liability insurance with the City of Jackson named as an insured party on the policy.

Route
Load Michigan Ave
Right on Mechanic
Right on Cortland
Right on ~~Blackstone~~ S. Jackson
Right on Michigan Ave
2-3 parking spaces needed for loading and unloading



Sample of the Carriage.

Daryl's Downtown, Jackson, MI : Reviews and maps - Yahoo! Local

Page 1 of 2

Yahoo! My Yahoo! Mail More

Get Yahoo! Toolbar

Hi, denise Sign Out Help

YAHOO! LOCAL

Search

WEB SEARCH

(15 ratings)

Daryl's Downtown

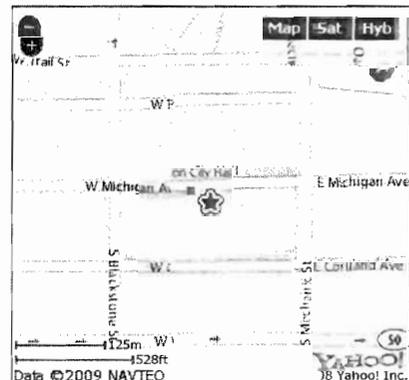
(517) 782-1895

151 W Michigan Ave, Jackson, MI 49201 |

Cross Streets: Between N Jackson St/S Jackson St and N Mechanic St/S Mechanic St

Share your photos of
Daryl's Downtown.
Upload now.

Route





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

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

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

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

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

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

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson 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.

2/25/09
 Date

Denise S. Geisma
 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

CITY OF JACKSON

SPECIAL EVENT APPLICATION – Page 3

City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: Hanover Horton High School Prom/Horse Carriage Rides, Saturday, May 2, 2009

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.

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

Police Dept: C. Simpson Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Fire Dept.: L. Bosell Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Traffic Eng.: R. Dietz Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Public Services: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Parks/Forestry: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-

DDA: J. Greene Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Carriage must display slow moving vehicle panel on rear of carriage.

Contingent upon receipt of proper insurance from Hanover High School.

Insurance/Indemnification Received from Horse Carriage Co. 03/27/2009 Insurance Approved:
04/01/2009

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

April 1, 2009

TO: William R. Ross, City Manager

FROM: Angela Arnold, Deputy City Clerk

RE: Police Memorial Service

The City Police Department is requesting to hold their annual Police Memorial Service at Bucky Harris Park on Wednesday, May 13, 2009 at 12:00 p.m. to honor Jackson County police officers that have lost their lives in the line of duty.

Recommended approvals have been received from the Police, Fire, Traffic Engineering, Parks/Forestry, and Public Works Departments and the Downtown Development Authority. This event is covered under the City's insurance policy.

Please place this request on the Council's April 7th consent calendar for their consideration.

Attachment

C: Lt. Chris Simpson



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: 3/12/09 Time: 2PM By: A. Arnold

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 POLICE DEPT

Organization Address: 216 E. WASHINGTON

Organization Agent: CHRISTOPHER SIMPSON Title: LIEUTENANT

Phone: Work 768-8733 Home 750-3858 During event 206-3993

Agent's Address: 216 E. WASHINGTON

Agent's E-Mail Address: CSIMPSON@CITYOFJACKSON.ORG

Event Name: POLICE MEMORIAL

Please give a brief description of the proposed special event: RESPECTS & HONORS TO
FALLEN POLICE OFFICERS IN JACKSON COUNTY

Event Day(s) & Date(s): MAY 13, 2009 Event Time(s): 12:00 - 1:00

Set-Up Date & Time: 0900 MAY 13, 2009 Tear-Down Date & Time: MAY 13, 2009 1:00 + 2:00 PM

Event Location: BUCKY HARRIS PARK

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 10

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: N/A through Date/ Time: N/A

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:
10 PLACES SURROUNDING PARK MICHIGAN + JACKSON ST.

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

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO
If yes, are liquor license and liquor liability insurance attached? YES NO
If yes, what time? _____ until _____



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

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

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

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

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

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:
DOMINATED BY SPEECH + CAPTIVE AUDIENCES

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.

3/10/09
 Date

[Signature]
 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

CITY OF JACKSON
SPECIAL EVENT APPLICATION – Page 3
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: Jackson Police Department, Police Memorial, Wednesday, May 13, 2009

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.

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

Police Dept: C. Simpson Recommend Approval: YES NO Est. Economic Impact: \$ -0-
Fire Dept.: L. Bosell Recommend Approval: YES NO Est. Economic Impact: \$ -0-
Traffic Eng.: R. Dietz Recommend Approval: YES NO Est. Economic Impact: \$ -0-
Public Services: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-
Parks/Forestry: T. Steiger Recommend Approval: YES NO Est. Economic Impact: \$ -0-
DDA: J. Greene Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: City Insured Insurance Approved: _____

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

April 1, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk 
RE: Discover Downtown Again "DDA" Day

The Downtown Development Authority is requesting to hold their "DDA" Day on Saturday, May 9, 2009. This is a free, family-oriented event, featuring a scavenger-type hunt throughout downtown with people visiting businesses and restaurants that will be opening their stores to the public. Participating businesses will be required to donate an item, which will be used for a prize drawing.

Recommended approvals have been received from the Police, Fire, Traffic Engineering and Public Works Departments, and the Downtown Development Authority. This event is covered under the City's insurance policy.

Please place this request on the Council's April 7th consent calendar for their consideration.

Attachment



**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: 3/19/09 **Time:** 11 AM **By:** A. Arnold

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: Downtown Development Authority

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

Organization Agent: Jonathan Greene Title: Downtown Projects Manager

Phone: Work 768-6410 Home _____ During event _____

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

Agent's E-Mail Address: jgreene@cityofjackson.org

Event Name: Discover Downtown Again "DDA" Day

Please give a brief description of the proposed special event: Discover Downtown Again "DDA" Day is a free, family-oriented event featuring a scavenger-type hunt through the Downtown visiting businesses and restaurants opening up their stores to the public.

Participating businesses will be required to donate an item which will be used for a prize drawing.

Event Day(s) & Date(s): May 9th Event Time(s): 10:00am - 2:00pm

Set-Up Date & Time: May 9th at 9:00am Tear-Down Date & Time: May 9th at 3:00pm

Event Location: Downtown Jackson; Bucky Harris Park and Blackman Park

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

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: N/A 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, 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**
 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? 600

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.)
Engineering to provide 25 no parking signs as used for event signage - not placed in parking spots.

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:
Covered under City's Insurance Plan

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.

3/19/07
 Date

[Signature]
 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

CITY OF JACKSON
SPECIAL EVENT APPLICATION – Page 3
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: Discover Downtown Again "DDA" Day: Saturday, May 9, 2009

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.

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

Police Dept: C. Simpson Recommend Approval: YES NO Est. Economic Impact: \$ -0-
Fire Dept.: L. Bosell Recommend Approval: YES NO Est. Economic Impact: \$ -0-
Traffic Eng.: R. Dietz Recommend Approval: YES NO Est. Economic Impact: \$ -0-
Public Services: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-
Parks/Forestry: T. Steiger Recommend Approval: YES NO Est. Economic Impact: \$ -0-
DDA: J. Greene Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: City Insured Insurance Approved: _____

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

April 1, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Downtown Development Authority – Summer Planting Day

The Downtown Development Authority is requesting to hold their annual Summer Planting Day on Saturday, May 16, 2009. This is an event where hundreds of volunteers gather to beautify downtown by filling downtown's planters and green spaces with flowers and plants. Adoption is free, while the City's Forestry Department handles flower care and watering throughout the season.

Recommended approvals have been received from the Police, Fire, Traffic Engineering, Forestry and Public Works Departments, and the Downtown Development Authority. This event is covered under the City's insurance policy.

Please place this request on the Council's April 7th consent calendar for their consideration.

Attachment



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: 3/19/09 Time: 11 AM By: A. Arnold

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: Downtown Development Authority

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

Organization Agent: Jonathan Greene Title: Executive Director

Phone: Work 768-6408 Home _____ During event _____

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

Agent's E-Mail Address: jgreene@cityofjackson.org

Event Name: Summer Planting Day

Please give a brief description of the proposed special event: Summer Planting Day is an event where hundreds of volunteers gather to beautify downtown by filling downtown's planters and green spaces with flowers and plants. Adoption is free, while the City's Forestry Department handles flower care and watering throughout the season.

Event Day(s) & Date(s): May 16th Event Time(s): 9:00-11:00am

Set-Up Date & Time: May 16th at 8:00 am Tear-Down Date & Time: May 16th at 12:00pm

Event Location: Downtown Jackson; Bucky Harris Park

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

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

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

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

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

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

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson 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:

Covered under City's Insurance Plan

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.

3/19/09
 Date

[Signature]
 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

CITY OF JACKSON
SPECIAL EVENT APPLICATION – Page 3
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: DDA – Summer Planting Day: Saturday, May 16, 2009

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.

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

Police Dept: <u>C. Simpson</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Fire Dept.: <u>L. Bosell</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Traffic Eng.: <u>R. Dietz</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Public Services: <u>S. Porter</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Parks/Forestry: <u>T. Steiger</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
DDA: <u>J. Greene</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: City Insured Insurance Approved: _____

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

April 1, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Advance Packaging 5000 5K Run/Walk

Advance Packaging Corporation is requesting use of the City bandstand trailer, police assistance and use of traffic cones to conduct their annual Advance Packaging 5000 5K Run/Walk on Friday, May 15, 2009, beginning at 7:00 p.m. They are also requesting closure of one westbound lane of E. High Street from Executive Drive to Elm Street.

Recommended approvals have been received from the Police, Fire, Traffic Engineering and Public Works Departments. Proper insurance coverage has been received.

Please place this request on the Council's April 7th consent calendar for their consideration.

Attachment



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: 3/12/09 Time: 8 AM By: A Arnold

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: ADVANCE PACKAGING 5000

Organization Address: 2400 E. HIGH ST JACKSON MI 49203

Organization Agent: DAVE KNICKERBOCKER Title: RACE DIRECTOR

Phone: Work 517 788-9800 Home 517 782-4542 During event 517 581-1663

Agent's Address: 2400 E. HIGH ST. JACKSON MI 49203

Agent's E-Mail Address: dknick@advancepkg.com

Event Name: ADVANCE PACKAGING (AP) 5000 5K RUN / WALK

Please give a brief description of the proposed special event: 5K ROAD RACE (RUN & WALK) TO BENEFIT CHARITY (INTERFAITH SHELTER) - PART OF CIT PAT RACE SERIES * 16TH ANNUAL

Event Day(s) & Date(s): FRIDAY MAY 15 2009 Event Time(s): 7:00 PM - 8:30 PM

Set-Up Date & Time: FRI 5/15/09 5:00 PM Tear-Down Date & Time: FRI 5/15/09 9:00 PM

Event Location: ADVANCE PACKAGING CORP 2400 E. HIGH ST. JACKSON MI 49203

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 16

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. WEST BOUND HIGH ST.

STREET CLOSURES: Start Date/ Time: 5/15/09 6:55pm through Date/ Time: 5/15/09 7:05pm

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



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

K 105.3 DJ

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

ATTENDANCE: What is the expected (estimated) attendance for this event? 300 PARTICIPANTS, 100 SPECTATORS

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? 3
 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 ASSISTANCE AT 2 INTERSECTIONS: HIGH & EXECUTIVE AND HIGH & ELM
PORTABLE BAND STAND (WAGON), APPROX 75 "LARGE" TRAFFIC CONES

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:

PLEASE SEE ATTACHED

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.

3-4-09
 Date


 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

16th ANNUAL

APC 5000

FRIDAY 5/15/09

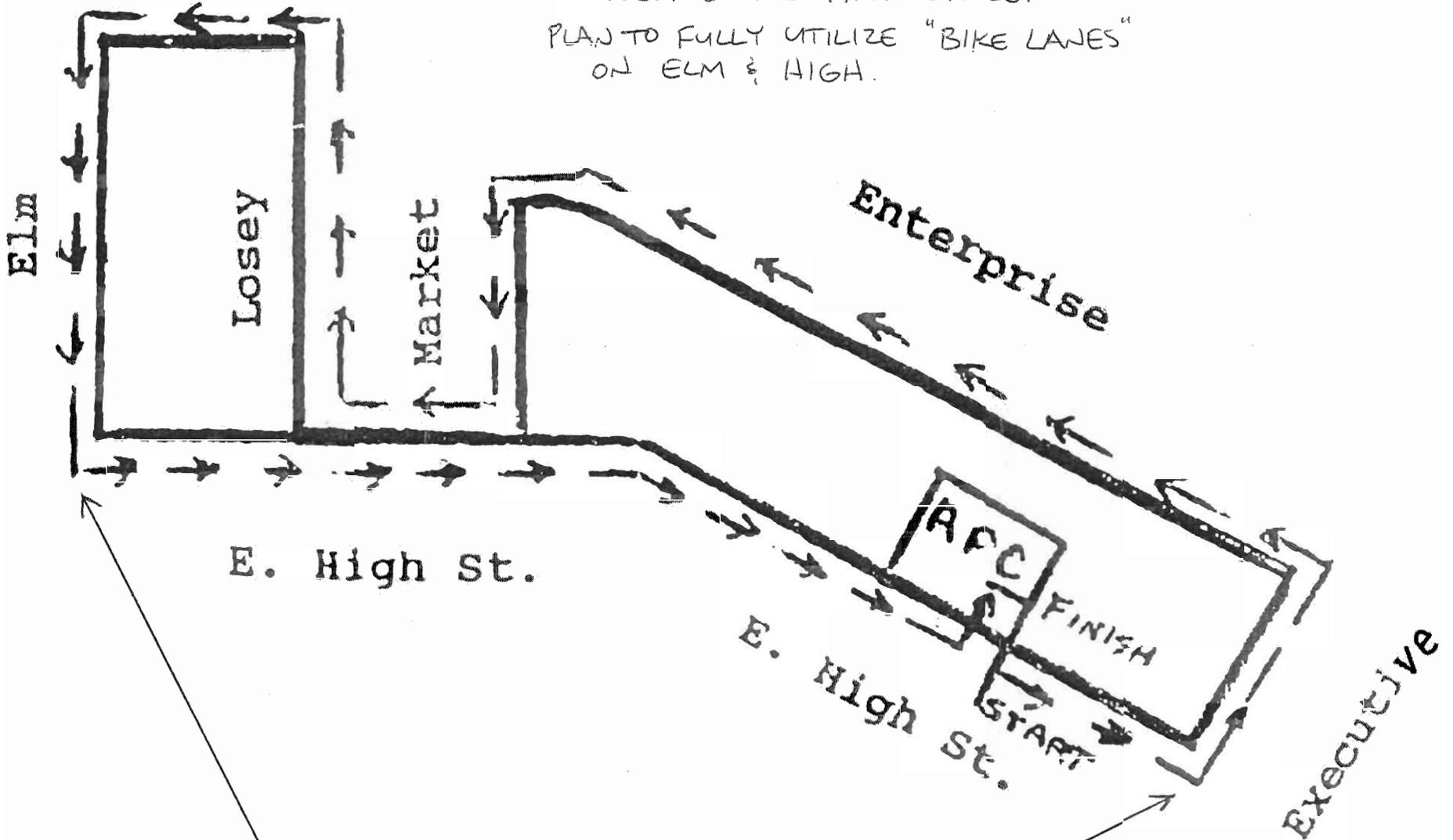
RUN 7:00 pm

WALK 7:05 pm

Mitchell

SEEKING "PARTIAL" LANE CLOSURE
WEST BOUND HIGH STREET

PLAN TO FULLY UTILIZE "BIKE LANES"
ON ELM & HIGH.



SEEKING POLICE ASSISTANCE WITH TRAFFIC

CITY OF JACKSON

SPECIAL EVENT APPLICATION – Page 3

City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: Advance Packaging 5000 5K Run/Walk: Friday, May 15, 2009

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.

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

Police Dept: C. Simpson Recommend Approval: YES NO Est. Economic Impact: \$ 200.00

Fire Dept.: L. Bosell Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Traffic Eng.: R. Dietz Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Public Services: S. Porter Recommend Approval: YES NO Est. Economic Impact: \$ 200.00

Parks/Forestry: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-

DDA: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 03/12/2009 Insurance Approved: 03/19/2009

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

April 1, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk 
RE: Daryl's Downtown, LLC Series of Events

Daryl Hoskins, doing business as Daryl's Downtown, LLC restaurant is requesting authorization for temporary outdoor service on May 22, June 12, June 26, July 3, July 10, July 17, July 24, July 31, August 14, August 21, August 28 and September 25, 2009 for a series of events

Recommended approvals have been received from the Police, Fire, Traffic Engineering and Public Works Departments, and the Downtown Development Authority. Proper insurance coverage has been received.

If Council approves this request, the City Clerk must sign the application indicating approval of the request by the City because the proposed outdoor service area is located on city property. The application will then be forwarded to the Michigan Liquor Control Commission for final approval.

Please place this request on the Council's April 7th consent calendar for their consideration, with the contingency that all fencing, tents and other items are removed on non-event dates and that restaurant employees shall clean the area thoroughly after each event (including flower beds, sidewalk areas, etc.).

Attachment

C: Daryl Hoskins

CITY OF JACKSON

SPECIAL EVENT APPLICATION – Page 3

City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: Daryl's Downtown, LLC 2009 Summer Events

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.

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

Police Dept: C. Simpson Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Fire Dept.: L. Bosell Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Traffic Eng.: R. Dietz Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Public Services: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Parks/Forestry: T. Steiger Recommend Approval: YES NO Est. Economic Impact: \$ -0-

DDA: J. Greene Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Remove all fencing, tents and other items on non-event dates.

Restaurant employees shall clean the area thoroughly after each event, including flower beds, sidewalks areas, etc.

Insurance/Indemnification Received: 3/16/2009 Insurance Approved: 3/19/2009

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____

2009



Michigan Department of Labor & Economic Growth
MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)
7150 Harris Drive, P.O. Box 30005
Lansing, Michigan 48909-7505

APPLICATION FOR TEMPORARY AUTHORIZATION
[Authorized by R 436.1023 (2) (3), R 436.1403 (2), R 436.1407 and R 436.1419 of the M A C]

PART 1. APPLICANT INFORMATION

1. Name of License (Corporation, Individual, Limited Liability Company, Limited Partnership):

DANYL ANTONIO HOSKINS D.B.A DANYL'S DOWNTOWN LLC

2. Street Address, City or Village, Township (if applicable), County, and Zip Code:

151 WEST MICHIGAN AVE JACKSON MI 49201

3. Type of License and Number:

GLRES 105098-200353 S.P.M 105098-2003 License

4. Business Telephone Number:

517-782-1895

Fax Number:

517-789-7210

5. Email Address:

DANYL@DANYLSDOWNTOWN.COM

PART 2. TYPE OF EVENT Describe the Type of Event(s) Being Held:

OLD CAR SHOWS, MIS RACE WEEKENDS, DOWNTOWN JACKSON EVENTS

PART 3. TYPE OF AUTHORIZATION REQUESTED

Check only the types of authorization needed and answer the questions required for the authorization requested.

TEMPORARY OUTDOOR SERVICE OR TEMPORARY ADDED SPACE

Please enclose a diagram showing proposed outdoor service or added space area, existing licensed premises, any streets and all dimensions requested below

1. Dates requested:

5/22 6/12 6/26 7/3 7/10 7/14 7/31 8/4 8/11 8/18 9/25

2. What is the size of the proposed outdoor service area or added space area?

100 feet x 40

3. Describe the barrier that will be used to enclose the outdoor service or added space area.

[Include the type of barrier such as fence, rope, etc and the height of the barrier]

8 FOOT STOCKADE FENCE AT BOTH ENDS

4. Will there only be table service of alcoholic beverages? Yes No If NO, Temporary Additional Bar will be needed unless existing Additional Bar Permit will be used.

5. Describe the type of security that will be used for the event.

WE'LL HAVE SECURITY AT BOTH ENDS OF PARK AND FRONT DOOR

6. Is the proposed outdoor service area or added space area directly next to the licensed premises? Yes No If NO, indicate how many feet there is between the proposed outdoor service or added space and the licensed premises?

7. Are there any dedicated streets within the proposed outdoor service or added space area or is there any intervening property between the licensed premises and outdoor service or added space area? Yes No If YES, explain and include on the diagram.

8. Is the proposed outdoor service area, added space and/or any intervening property owned, rented, or leased by the licensee? Yes No If NO, a lease for the outdoor service, added space and/or any intervening property must be provided with this application.

9. Is the proposed outdoor service area or added space located on city, village, or township property? Yes No If YES, the city, village or township clerk must sign the application indicating approval of the request by the city, village, or township.

10. Is all of the proposed outdoor service or added space area in the same governmental unit as the licensed premises?
 Yes No If NO, please explain.

TEMPORARY OFFICIAL PERMIT FOR DIFFERENCE IN HOURS OF OPERATION (Check each specific type of activity requested in #2)

1. Dates requested: 5/22 6/12 6/16 7/3 7/10 7/17 7/24 7/31 8/14 8/21 8/28 9/25

2. Type of Activity:

Bowling Do you operate the bowling center? Yes No If NO, please explain.

Dance Do you have a Dance Permit? Yes No If NO, Temporary Dance will be needed

Entertainment Do you have an Entertainment Permit? Yes No If NO, Temporary Entertainment will be needed

Food Do you operate a full service kitchen? Yes No If NO, please explain.

Golf Do you operate the golf course? Yes No If NO, please explain.

Other Special Event Activity Please describe and explain the type of event.

3. The licensed premises may not be occupied by anyone except the licensee and bona fide employees who are working between the hours of 2:30 A.M. and 12:00 Noon on any Sunday or from 2:30 A.M. until 7:00 A.M. on any other day. Please indicate the extended hours you are applying for to conduct the activities indicated above.

Weekdays 11:00 A.M. to 2:30 A.M. Sundays A.M. to A.M./P.M.

TEMPORARY ADDITIONAL BAR Fee is \$350.00

Dates requested:

Weekdays A.M. to A.M. Sundays A.M. to A.M./P.M.

TEMPORARY DANCE

It is required that the Dance Floor be at least 100 square feet, clearly marked, and shall not have tables, chairs and other obstacles on the dance floor while customers are dancing.

Dates requested:

Weekdays A.M. to A.M. Sundays A.M. to A.M./P.M.

TEMPORARY ENTERTAINMENT OR **TEMPORARY TOPLESS ACTIVITY**

1. Dates requested:

Weekdays A.M. to A.M. Sundays A.M. to A.M./P.M.

2. Describe the type of entertainment to be provided.

Live R+B, Blues, Proport, Classic Rock

3. If the entertainment includes a contest with prizes totaling over \$250 in value, please complete the following questions:

a. Explain in detail rules of the contest. Attach another page, if needed.

N/A

b. Describe and state the retail value of each prize to be awarded.

N/A

c. Specify who will be paying for and supplying the prizes.

N/A

d. Will there be any alcoholic beverage items with a brand name logo used as prizes for part of the contest? Yes No

IMPORTANT: No alcoholic beverages may be used as part of any contest or as a prize for a contest. No licensee may receive anything of value from another licensee without prior MLCC approval.

e. Is there a cover charge or entrance fee for the contest or tournament? Yes No If YES, please explain.

PART 4.

WARNING: Section 1003 of the Liquor Control Code of 1998, being MCL 436.2003, provides in part as follows: "A person who makes a false or fraudulent statement to the commission, orally or in writing, for the purpose of inducing the commission to act or refrain from taking action, or for the purpose of enabling or assisting a person to evade the provisions of this act is guilty of a violation of this act and is punishable in the manner provided for in section 909. . ."

I hereby swear that I have read all of the above answers and that they are true and further that I have read and understand the warning.

THE LICENSEE, AN AUTHORIZED CORPORATE OFFICER, OR MEMBER OF A LIMITED LIABILITY COMPANY MUST SIGN THIS APPLICATION.

[Handwritten Signature]
Licensee Signature Title Date of Application

DAVID A. HOSKINS
Contact Name (please print)

Area Code and Telephone Number

THE POLICE CHIEF OR SHERIFF WHO HAS JURISDICTION RECOMMENDS THIS REQUEST.

Date of Application Police Chief or Sheriff Signature

Street Address

City and Zip Code

Area Code and Telephone Number

IF REQUESTING TEMPORARY TOPLESS ACTIVITY, OFFICIAL PERMIT FOR DANCE, OFFICIAL PERMIT FOR ENTERTAINMENT, OR THE TEMPORARY OUTDOOR SERVICE AREA IS LOCATED ON CITY, VILLAGE, OR TOWNSHIP PROPERTY, THIS APPLICATION MUST BE SIGNED BY THE CLERK.

This request was approved by the On
City, Village Council or Township Board Date

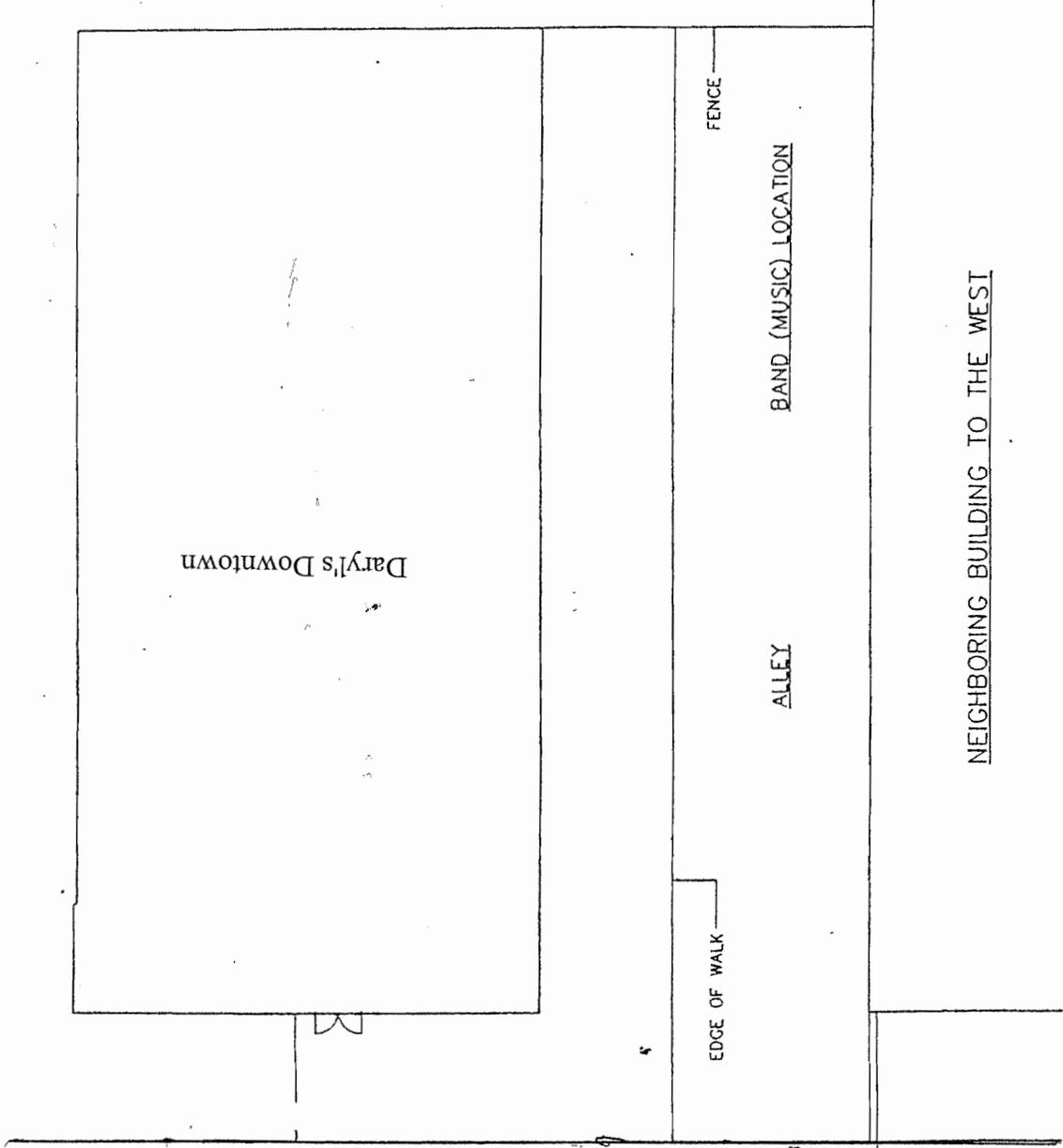
City, Village, Township Clerk Signature

Street Address

City and Zip Code

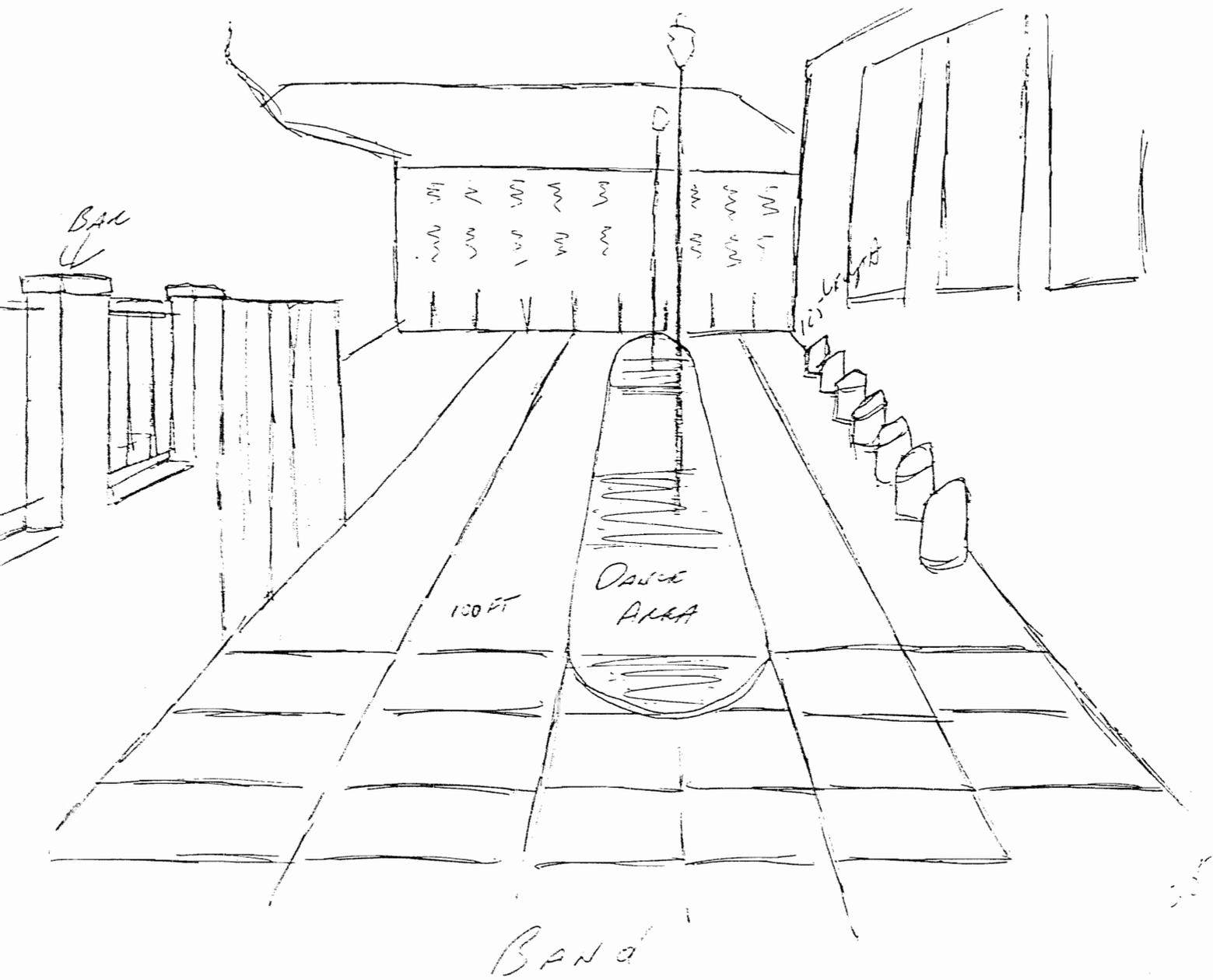
Area Code and Telephone Number

CENTERLINE of MICHIGAN AVE.



SITE LAYOUT PLAN

1/8" = 1'-0"





City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

April 1, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Jackson County Parks – Civil War Muster

Jackson County Parks is requesting police assistance for traffic and crowd control during their annual Civil War Muster at the Cascade Falls Park and closure of Brown Street between Randolph Street and Denton Road, with class 3 barricades with lights beginning 12:00 p.m., Friday, August 28, 2009 through 7:00 p.m., Sunday, August 30, 2009.

Recommended approvals have been received from the Police, Fire, and Traffic Engineering Departments. Proper insurance coverage has been received.

Please place this request on the Council's April 7th consent calendar for their consideration.

Attachment



**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: 3/11/09 **Time:** 11:30 **By:** A. ARNOLD

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: Cascades Inc.

Organization Address: 1992 Warren Ave. - Jackson, MI 49203

Organization Agent: Kim Conant Title: President

Phone: Work 262-6391 Home _____ During event 262-6391

Agent's Address: 1992 Warren Ave. - Jackson, MI 49203

Agent's E-Mail Address: KimC62@Gmail.com

Event Name: Cascades Civil War Muster

Please give a brief description of the proposed special event: Battle Re-enactment, Craft Shows, Dutch Oven, Historical Exhibitions, Food Vendors.

Event Day(s) & Date(s): Fri. Aug 28 - Sun. Aug 30²⁰⁰⁹ Event Time(s): _____

Set-Up Date & Time: Aug 28, 2009 10:00 AM Tear-Down Date & Time: Sun. Aug 30, 2009 4:00 PM

Event Location: Cascade, Jaled Park

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

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: Aug 28, 2009 10:00 AM through Date/ Time: Aug 30, 2009 7:00 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 ^{on country Prop} Other Vendors? YES NO

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO
If yes, are liquor license and liquor liability insurance attached? YES NO
If yes, what time? _____ until _____



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

on County Rep

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? 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? 32
 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.)
Class 3 barricades with lights on Brown St. between
Denton + Randolph - Police Dept. Assistance @ Brown +
+ 3 times 1-3 Aug 29 & 30. Randolph

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.

Feb 9, 2009
 Date

Kim Conant
 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

CITY OF JACKSON
SPECIAL EVENT APPLICATION – Page 3
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: Civil War Muster at Cascade Falls Park: August 28-30, 2009

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.

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

Police Dept: <u>C. Simpson</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>100.00</u>
Fire Dept.: <u>L. Bosell</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Traffic Eng.: <u>R. Dietz</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>393.13</u>
Public Services: <u>N/A</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Parks/Forestry: <u>N/A</u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>-0-</u>
DDA: <u>N/A</u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>-0-</u>

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 03/10/2009 Insurance Approved: 03/19/2009

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____

OFFICE OF THE

Julius A. Giglio
City Attorney

Susan G. Murphy
Deputy City Attorney
Gilbert W. Carlson
Assistant City Attorney



161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4050; (517) 788-4023
Fax: (517) 788-4059

CITY ATTORNEY

MEMORANDUM
March 10, 2009

TO: Honorable Mayor and City Council

FROM: Julius A. Giglio, City Attorney 

RE: John Earl Easley –vs- Chief Matthew Heins, et al.

Attached please find Summons and Complaint filed by John Earl Easley against the Chief of Police and others. The requisite action is receipt, and referral to the City Attorney's office for appropriate response. If you have any questions, please feel free to call.

JG/cr
Enc.

Approved, SCAO

Original - Court
1st copy - Defendant

2nd copy - Plaintiff
3rd copy - Return

STATE OF MICHIGAN 30th JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	SUMMONS AND COMPLAINT	CASE NO. 09-35-MM ROSEMARIE E. AQUILINA
--	-----------------------	---

Court address: 313 W. Kalam Zoo Lansing MI 48933
 Court telephone no.: 517 483-6500

Plaintiff name(s), address(es), and telephone no(s).
 John Earl Eastley Shepard St.
 517-819-7912 Lansing MI
 48912.

v

Defendant name(s), address(es), and telephone no(s).
 Matthew Heins
 Gary Grant 046
 216 E. Washington Ave.
 Jackson Michigan 49206
 517-788-4100

Plaintiff attorney, bar no., address, and telephone no.
 Pro-se (517) 574-5342

SUMMONS NOTICE TO THE DEFENDANT: In the name of the people of the State of Michigan you are notified:
 1. You are being sued.
 2. YOU HAVE 21 DAYS after receiving this summons to file a written answer with the court and serve a copy on the other party or take other lawful action with the court (28 days if you were served by mail or you were served outside this state). MCR 2.111(C)
 3. If you do not answer or take other action within the time allowed, judgment may be entered against you for the relief demanded in the complaint.

Issued MAR 05 2009	This summons expires JUN 05 2009	Court clerk MIKE BRYANTON
--------------------	----------------------------------	---------------------------

*This summons is invalid unless served on or before its expiration date.
 This document must be sealed by the seal of the court.

COMPLAINT Instruction: The following is information that is required to be in the caption of every complaint and is to be completed by the plaintiff. Actual allegations and the claim for relief must be stated on additional complaint pages and attached to this form.

Family Division Cases
 There is no other pending or resolved action within the jurisdiction of the family division of circuit court involving the family or family members of the parties.
 An action within the jurisdiction of the family division of the circuit court involving the family or family members of the parties has been previously filed in _____ Court.
 The action remains is no longer pending. The docket number and the judge assigned to the action are:
 Docket no. _____ Judge _____ Bar no. _____

General Civil Cases
 There is no other pending or resolved civil action arising out of the same transaction or occurrence as alleged in the complaint.
 A civil action between these parties or other parties arising out of the transaction or occurrence alleged in the complaint has been previously filed in _____ Court.
 The action remains is no longer pending. The docket number and the judge assigned to the action are:
 Docket no. _____ Judge _____ Bar no. _____

VENUE
 Plaintiff(s) residence (include city, township, or village) _____
 Defendant(s) residence (include city, township, or village) _____
 Place where action arose or business conducted _____

Date: 3-6-09
 Signature of attorney/plaintiff: John Earl Eastley

If you require special accommodations to use the court because of a disability or if you require a foreign language interpreter to help understand proceedings, please contact the court immediately to make arrangements.

IN THE INGHAM COUNTY
THIRTIETH CIRCUIT COURT
LANSING, MICHIGAN

09-35-MM

JOHN EARL EASLEY
PLAINTIFF, PRO. SE

ROSEMARIE E. AQUILINA

VERSUS

CHIEF MATTHEW HEINS
AND POLICE OFFICER 046
GARY GRANT. ET AL.
DEFENDANT.
ATTORNEY ?

THIS IS A CIVIL COMPLAINT

42 U.S.C.A.1983, 85, 86

----- /

Defendant[s] Address
216 E. Washington AVE.
Jackson Michigan 49201
[517] 788-4100

Plaintiff Address
208 E. Shepard St.
Lansing Michigan 48912.
[517] 819-7912
----- /

This is a law suit for a violation of the 4th amendment, cause by officer Gary Grant badge number 046 while on call to 324 Union street march -8-2007 under the color of law Officer Gary Grant 046 illegally search and seized John Earl Easley

plaintiff will be subpoena Diane Gary as a witness, showing document for Exhibit # 1. police report number 07- 4747 march - 8th - 2007

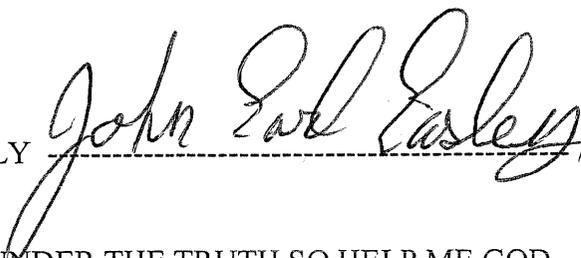
Exhibit # 2. Transcript preliminary examination august 31st 2006 Judge Darryl Mazur bound over false misdemeanor domestic violence august 31- 2006 Grant 046 wrote false charges personal protection order 8-22-2006 so that he could come back And illegal arrest ,John Easley march 8- 2007 chief covering up corruption.

Exhibit # 3. police report 38JCP06022456 Another false report ,case number 06-4281-FY WILL SHOW ARREST WITHOUT WARRANT OR PROBLE CAUSE

AFFIDAVIT

I will be showing the court that on august 22- 2006 officer[s] grant 046 posma 069
Came with malice intention[s] due to fact the prosecutor office retaliated with false
charge request of Jessica sutherland [P61467] case number state of Michigan
In the Jackson county district court [no. 08-1067-SC] Exhibit # 4. WILL PROVE WITH
THERE TRANSCRIPT, POLICE REPORTS , LETTERS OTHER NECESSARY
DOCUMENT[S]
conspiracy under 42 U.S.C. 1983 85, 86,CIVIL RIGHT[S] OUT HATE
been going on since 1994 when the father of grant046 put me in state prison without due
process of law charge disarming police officer march 6-1993
124 mason street Jackson Michigan the charge was close by judge Justin for no
jurisdiction may 1993 Ypsilanti police and city of Jackson police conspired found judge
falhee jr. charles reopen case august 28th 1993 without jurisdiction bound over case to
Edward J. Grant would change name of the offense to disarming police at sentencing
January. 20th-1994 State of Michigan allow me to be imprison illegally to take my house
and children from me please help

SINCERELY



JOHN EARL EASLEY

IM SIGN UNDER THE TRUTH SO HELP ME GOD
AND UNDER PENALTY OF LAW.

Case of authority MONROE V. PAGE 272 F.2D 365 [7TH CIR. 1959]

AND THE 4TH AMENDMENT CONSTITUTION OF U.S.A. AND MICHIGAN



Police Department

216 E. Washington Avenue - Jackson, MI 49201
Telephone: (517) 788-4100 — Facsimile: (517) 788-4129

March 30, 2009

TO: William Ross
City Manager

FROM: Matthew R. Heins
Chief of Police

SUBJECT: FY 09 Recovery Act – JAG Grant

The Jackson Police Department and the Jackson County Sheriff Department were notified we are eligible to receive FY 09 JAG Recovery Act funding in the amount of \$188,800. One of the JAG requirements is that a hearing be held allowing for citizen comment on the proposed use of the grant funds. Another requirement is the City and County sign a Memorandum of Understanding identifying the grant fiscal agent and the allocation of the funds. It was agreed the City will continue to be the fiscal agent for the grant.

The Jackson Police Department proposes to use our portion of the JAG grant \$136,104 to fund two officer positions. The Jackson County Sheriff Department will use their \$52,696 for needed equipment.

We are requesting this public hearing be held at the City Council meeting on April 7, 2009. I or a representative will be present to answer any questions.

**City of Jackson Police Department
216 East Washington Avenue
Jackson, Michigan 49201
(517) 788-4127**



MEMORANDUM

DATE: March 19, 2009

TO: William R. Ross
City Manager

FROM: Elmer J. Hitt
Staff Sergeant

SUBJECT: Memorandum of Understanding (JAG)

Attached is the drafted Memorandum of Understanding (MOU) between the City of Jackson and County of Jackson for the 2009 Justice Assistance Grant (JAG) Program. This MOU is a requirement as part of the grant application.

Chief Heins has reviewed the MOU and authorized me to forward it on for your review and signature. Please contact me if you have any questions.

**The State of Michigan
County of Jackson**

Known By All These Present

**MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF JACKSON,
MICHIGAN AND THE COUNTY OF JACKSON, MICHIGAN**

RECOVERY ACT: 2009 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

This agreement is made and entered into this _____ day of _____, 2009 by and between the COUNTY of Jackson, acting by and through its Administrator, Randall W. Treacher, hereinafter referred to as COUNTY and the CITY of Jackson, acting by and through its City Manager, William R. Ross, hereinafter referred to as CITY, both of Jackson County, State of Michigan, witnesseth:

WHEREAS, the City of Jackson and Jackson County have been notified of their joint eligibility to receive \$188,800 in Justice Assistance Grant funds through the 2009 Edward Byrne Memorial Justice Assistance Grant Program.

WHEREAS, JAG guidelines require that jurisdictions identify a fiscal agent that will submit a joint application for the total eligible allocation. Both jurisdictions agree that the CITY will apply for and serve as the fiscal agent for the 2009 Edward Byrne Justice Assistance Grant award of \$188,800.

NOW, THEREFORE, the CITY and COUNTY agree as follows: The City will utilize their portion, \$136,104 to fund the positions of two patrol officers. The County will use their portion, \$52,696, for technology upgrades and equipment needs.

CITY of Jackson, Michigan

COUNTY of Jackson, Michigan

William R. Ross, City Manager

Randall W. Treacher, County Administrator

Date

Date



161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4160 — Facsimile: (517) 788-4639

DATE: April 1, 2009
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Resolution for ArtsWalk Exchange Agreement with the County of Jackson

The Department of Engineering is planning on expanding the Grand River ArtsWalk path this fall. A portion of the path will cross over property currently owned by the County of Jackson. An Exchange Agreement has been drafted by the City Attorney to swap a city parcel for a county parcel for the ArtsWalk path. Attached is a Resolution authorizing the Mayor and City Clerk to sign the Exchange Agreement on behalf of the City.

With your concurrence, I am requesting the attached resolution for the Exchange Agreement with the County of Jackson be submitted to City Council for their approval, and the Mayor and the City Clerk be authorized to sign the appropriate contract documents.

JD:tjs

c: Lynn Fessel, City Clerk
Randy McMunn, P.E., Assistant City Engineer

RESOLUTION

By the City Council:

WHEREAS, the Department of Engineering is designing the Grand River ArtsWalk path; and

WHEREAS, the path will cross a portion of property currently owned by the County of Jackson; and

WHEREAS, the City of Jackson has agreed to swap a parcel of land in exchange for the parcel the ArtsWalk path will cross; and

WHEREAS, the City Attorney has drafted an Exchange Agreement and both parties have agreed to the language.

NOW THEREFORE BE IT RESOLVED, that the City Council accepts the Exchange Agreement between the County of Jackson and the City; and

BE IT FURTHER RESOLVED, that the City Council does authorize the Mayor and City Clerk to sign the Exchange Agreement for land swap with the County of Jackson on behalf of the City.

* * * *

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

I, Lynn Fessel, City Clerk, in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 7th day of April, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 8th day of April, 2009.

Lynn Fessel, City Clerk

AGREEMENT TO EXCHANGE PROPERTY

Exchange Agreement, made effective as of _____, 2009, by City of Jackson, a Michigan municipal corporation, of 161 West Michigan Avenue, Jackson, Michigan 49201 (“City”), and the County of Jackson, a Michigan municipal corporation, of 120 West Michigan Avenue, Jackson, Michigan 49201 (“County”). The City and County each intend the exchange of property for development by the City of a public walking path.

The parties agree as follows:

Section 1

Agreement of City

City, in consideration of the covenants and agreements of County set forth in this Exchange Agreement, agrees to convey to County by quit claim deed, the real estate located in the City of Jackson, County of Jackson, State of Michigan, and as depicted as “Parcel 1” on the attached Exhibit 1, Certificate of Survey. The value of Parcel 1 shall be considered to be under \$100.00. The property is described as follows:

Parcel 1:

A parcel of land in the Northeast 1/4 of Section 34, Town 2 South, Range 1 West, City of Jackson, Jackson County, Michigan, being a part of Block 9, Walker’s Addition to the City of Jackson, per the recorded plat thereof, as recorded in Liber 3 of Plats, Page 19, Jackson County Records, and more particularly described as:

Commencing at the Northeast Corner of said Section 34, thence N89°49’39”W along the North Line of said section, 1212.86 feet to the West Line of the former Grand Trunk Railroad Right-of-Way and the **Point of Beginning** of this description; thence continuing N89°49’39”W along said North Line, 70.78 feet; thence along a curve to left, 47.59 feet, said curve having: a radius of 2597.85 feet, delta angle of 1°02’58” and a chord of 47.59 feet bearing S04°16’57”E; thence S04°25’41”E 576.18 feet; thence N84°27’25”E 30.92 feet to said West Right-of-Way Line; thence along a curve to the right, along said West Right-of-Way Line, 354.63 feet said curve having: a radius of 3844.64 feet, delta angle of 5°17’04” and a chord of 354.50 feet bearing N02°09’21”W; thence along a curve to the right, continuing along said West Right-of-Way Line, 264.52 feet, said curve having: a radius of 11459.16 feet, delta angle of 1°19’21” and a chord of 264.52 feet bearing N01°08’52”E to the **Point of Beginning**. Containing 0.61 acre, more or less.

Subject to all easements and restrictions, if any.

Section 2

Agreement of County

County, in consideration of the covenants and agreements of the City set forth in this Exchange Agreement, agrees to convey to the City by quit claim deed, the real estate located in the City of Jackson, County of Jackson, State of Michigan, and depicted as "Parcel 2" on the attached Exhibit 1, Certificate of Survey. The value of Parcel 2 shall be considered to be under \$100.00. The property is described as follows:

Parcel 2:

A parcel of land in the Northeast 1/4 of Section 34, Town 2 South, Range 1 West, City of Jackson, Jackson County, Michigan, being a part of Block 9, Walker's Addition to the City of Jackson, per the recorded plat thereof, as recorded in Liber 3 of Plats, Page 19, Jackson County Records, and more particularly described as:

Commencing at the Northeast Corner of said Section 34, thence S00°07'03"W along the East Line of said section, 1075.41 feet to the North Line of North Street (66 feet wide); thence N89°38'21"W along said North Line, 1123.31 feet to the **Point of Beginning** of this description; thence continuing N89°38'21"W along said North Line, 39.23 feet to the West Line of the Grand Trunk Railroad Right-of-Way, said point being on an intermediate traverse line of the Grand River, said point being S89°38'21"E 34 feet, more or less, from the centerline of the Grand River; thence N17°07'25"W along said intermediate traverse line, 209.69 feet to a point 200.00 feet North of and perpendicular to the North Line of North Street (66 feet wide), said point being S89°38'21"E 41 feet, more or less, from the centerline of the Grand River; thence S89°38'21"E parallel to said North Street Line, 85.48 feet; thence S04°25'41"E 200.70 feet to the **Point of Beginning**. Containing 0.46 acre, more or less, including 7490 square feet, more or less, lying between said intermediate traverse line and the centerline of the Grand River.

Subject to all easements and restrictions, if any.

Section 3

Survey

The City agrees to retain a licensed surveyor to survey the parcels of property referred to in Sections 1 and 2 above. The parties shall share equally the costs incurred to retain a surveyor. The parties agree to use the legal descriptions obtained from the survey of the parcels.

Section 4

As Is Condition

It is understood by the parties that the properties being exchanged pursuant to this Exchange Agreement are being accepted in their respective "AS IS" condition.

Section 5

Environmental Investigation

The parties agree to retain the environmental consulting firm of ASTI to conduct an environmental investigation of the properties. The costs for environmental investigation shall be paid by the City; provided, however, if a closing does not occur, County shall reimburse the City one-half of the cost or expense incurred for the environmental investigation.

Section 6

Site Investigation

Each party shall have the right to conduct a site investigation of the property they are to acquire hereunder, for a period of thirty (30) days after the effective date hereof. The right to conduct a site investigation shall include the right of each party's employees, agents and contractors to enter upon any portion of the property from time to time to take measurements, make inspections, make boundary and topographical survey maps, and to conduct geotechnical, environmental, wetland, woodland and other tests and studies of the property. No such site investigation shall constitute a waiver or relinquishment on the part of such party of its rights under any covenant, condition, representation or warranty in this Exchange Agreement. Except as otherwise provided herein in reference to environmental investigation cost or expense, each party shall pay the cost of performing any measurements, inspections or tests performed on such property by or on its behalf.

If the site investigation referenced above discloses any condition which a party is unwilling to accept, said party shall notify the other party, in writing, of the unacceptable condition within thirty (30) days of the effective date of this Exchange Agreement. Thereafter, if the parties are unable to agree upon a remedy for said problem, either party may terminate this Exchange Agreement, and this Exchange Agreement shall end.

Within ten (10) days of the effective date of this Agreement, each party shall deliver to their Grantee, at no cost to said Grantee, such of the following as are in the possession of or available to each party: existing soil tests, surveys, environmental reports, underground storage tank test results, waste disposal records, State of Michigan Department of Environmental Quality and other permit records, traffic studies and other engineering tests and studies pertaining to their property. However, if this exchange is not consummated, all documents provided by each party to their respective Grantee shall be promptly returned.

Each party shall repair any damage to the property they are to acquire hereunder arising from, or in any way related to, their inspections, testing, evaluations, etc. and shall indemnify, defend, and hold their respective Grantor harmless from all claims, expenses, costs and attorney fees in any way related to their inspections, testing, evaluations, etc.

Section 7

Title

The parties each agree to furnish the other, no later than 30 days prior to the closing date, a commitment for title insurance, showing good and sufficient title at the effective date of this Exchange Agreement in the respective parties to the property to be conveyed by them pursuant to this Exchange Agreement. The parties shall share equally in the costs of the title insurance.

Section 8

Defects in Title

In case material defects are found in the title to either property, and so reported by appropriate notice, then if the defects are not cured within fifteen (15) days after the notice, this Exchange Agreement, at the option of the party delivering the notice of the objections, shall become absolutely null and void. Notice of such title objections shall be delivered to the other party. The party so delivering objections may elect to take title as is, and in that case the other party shall convey, as agreed above, provided, however, that the party delivering title objections shall have first given written notice of the election within thirty (30) days of receipt of title commitment referred to in Section 7 above, and shall have tendered performance on its part. If in default of the notice of election to receive title as is and render performance within the time so limited, the party delivering objections, without further action by either party, shall be deemed to have abandoned its claim on the premises. In that case, this Exchange Agreement shall cease to have any force or effect as against the premises, or the title to it or any right or interest in it.

Section 9

Closing and Costs

The deeds for the respective properties shall be delivered and exchanged pursuant to this Exchange Agreement at a closing to be held at the office of American Title Company of Jackson, 280 West Cortland Street, Jackson, Michigan 49201 on or before April 22, 2009, unless extended by written agreement of the parties. At closing, the parties shall cause to be furnished and delivered to the other an owner's title insurance policy (or a marked-up title commitment dated as of the date of closing and insuring the time gap, if any, between the date of closing and the date of recording of a deed) issued by the Title Insurance Company, insuring good and marketable title to the properties to be exchanged (as described in the survey or title insurance policy). All costs incurred to survey the properties to be exchanged, and all standard closing costs, will be shared equally between the parties and paid at closing.

Section 10

Prorations

Unless otherwise specified, all taxes concerning the respective properties of the parties shall be prorated to the date of closing on a calendar year basis.

Section 11

Risk of Loss

The risk of loss or damage to the premises by fire or other natural cause until the delivery of the deed is assumed by each of the parties in possession, respectively.

Section 12

Default

If either party fails to comply with any covenant, clause, provision, or agreement contained in this Exchange Agreement or its respective Attachments, said party shall be deemed to be in default of this Exchange Agreement, and the non-defaulting party may seek any legal or equitable remedy available under the law, which shall include, but not necessarily be limited to, money damages, specific performance, rescission or revocation. Provided, however, the non-defaulting party shall first serve notice of the default and allow thirty (30) days to cure the default.

Section 13

Notices

The notices required or permitted to be given by the terms of this Exchange Agreement shall, in all cases, be construed to mean notices in writing, signed by or on behalf of the party giving notice. Notices are to be served on each party at the respective addresses provided above, by first-class mail and facsimile transmittal.

Section 14

Time of the Essence

The parties specifically declare and agree that time is of the essence of this Exchange Agreement.

Section 15

Governing Law

The parties agree that this Exchange Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Michigan.

Section 16

Entire Agreement

This Exchange Agreement, together with all Exhibits and Attachments hereto, shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Exchange Agreement shall not bind either party except to the extent not expressly set forth in this Exchange Agreement. The invalidity of any covenant, clause or provision in the Exchange Agreement shall not affect the validity of any other part of this Exchange Agreement which may be given effect without reliance upon any such invalid covenant, clause or provision.

Section 17

Modification of Agreement

Any modification of this Exchange Agreement or additional obligations assumed by either party in connection with this Exchange Agreement shall be binding only if evidenced in a writing signed by each party or an authorized representative of each party.

Section 18

Binding Effect

This Exchange Agreement and all of its covenants, obligations, timelines and agreements shall survive the closing, and shall bind and inure to the benefit of the respective heirs, personal representatives, successors and assigns of the parties.

Section 19

Counterparts

This Exchange Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one instrument.

Section 20

Section Headings

The titles to the sections of this Exchange Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify or aid in the interpretation of the provisions of this Exchange Agreement.

Section 21

Negotiation

It is agreed by the parties hereto that this Exchange Agreement is a result of negotiation between the parties, and accordingly, it will not be construed against either party in the event of a dispute or litigation arising out of this Exchange Agreement.

Section 22

Right to Terminate

The parties may terminate this Exchange Agreement if the environmental condition of the property they are to acquire is unacceptable. In the event of such termination, this Exchange Agreement shall be deemed null and void. Provided, however, one-half of all costs incurred by the City for environmental investigation shall be reimbursed to the City by County.

Section 23

Easement

The City shall reserve a sewer easement on Parcel 1. The easement shall be described in the Quit Claim Deed used to convey the property.

Section 24

Additional Requirements

The parties mutually agree each in good faith shall take all steps reasonably necessary to facilitate the exchange contemplated in this Agreement and to execute such documents reasonably necessary to carry out and otherwise put into effect the terms and provisions of this Agreement.

Section 25

Representations and Warranties

Each Grantor represents and warrants to their respective Grantee, as of the date of its execution of this Agreement and as of the date of Closing, that:

- (a) The Grantor has the capacity and authority to enter into this Agreement and to consummate the transaction contemplated herein.
- (b) The Grantor's property is free of all construction or mechanic's liens, and said Grantor has not commenced any construction or taken any other action which could result in such a lien, without making provision for timely payment thereof.
- (c) The Grantor has not received any notice and has no knowledge that any governmental agency, body or subdivision thereof, or any employee or official considers the Grantor's property to have violated or be violating any applicable zoning ordinance or regulation, building code or other law, ordinance, rule, regulation or order, or that any investigation has been commenced respecting any possible violation thereof.
- (d) The Grantor has not entered into any agreements, oral or written, and is not subject to any judgment or decree of a court of competent jurisdiction or governmental agency that would limit or restrict the Grantor's right to enter into and carry out this Agreement.
- (e) The Grantor is not in material default with respect to any obligations or liabilities pertaining to their property, or any part thereof, and there will not be on the date of Closing any state of facts or circumstances or conditions or events which, after notice or lapse of time or both, would constitute or result in any such default.
- (f) Neither the execution of this Agreement nor the consummation of the transactions contemplated herein will constitute a breach under any contract or agreement to which Grantor is a party or by which Grantor is bound or affected or which affects their property, or any part thereof.
- (g) There are no actions, suits or proceedings pending, or to the knowledge of Grantor threatened, before any judicial body or any governmental authority or any order, writ, injunction, decree or demand of any court or any governmental authority relating to their property, or any part thereof.
- (h) To the best of Grantor's knowledge and belief, there are no underground storage tank(s) of any kind located on their property, and neither Grantor nor any employee, agent or contractor of Grantor has removed an underground storage tank(s) from their property without complying with all applicable federal, state, and local laws, regulations, and requirements.

Section 26

Approval

This Exchange Agreement is subject to approval by the Jackson City Council and the Jackson County Commission. It will be presented to each governmental body on or before March 25, 2009.

Each party to this Exchange Agreement has executed it at Jackson, Michigan, made effective on the date indicated above.

In the presence of:

THE CITY OF JACKSON

By _____
Jerry F. Ludwig, Mayor

By _____
Lynn Fessel, City Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF JACKSON)

The foregoing instrument was acknowledged before me this _____ day of _____, 2009, by Jerry F. Ludwig and Lynn Fessel, the Mayor and Clerk of the City of Jackson, for and on behalf of the City.

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

In the presence of:

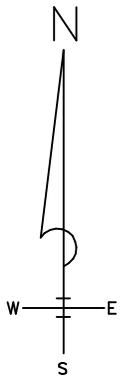
THE COUNTY OF JACKSON

By _____

By _____

Certificate of Survey

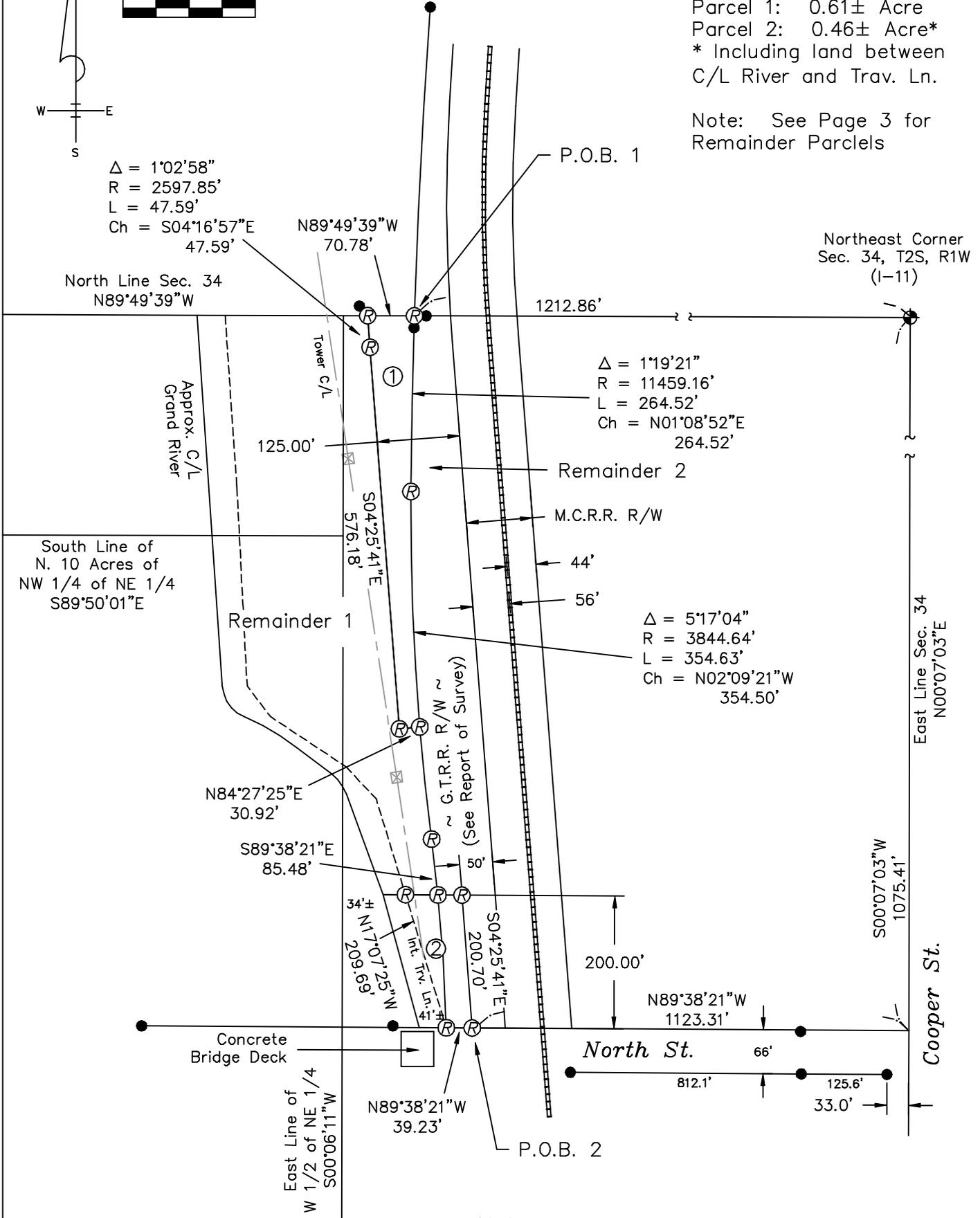
~ Parcel 1 & 2 Details ~



Scale
1" = 200'

Acreage
Parcel 1: 0.61± Acre
Parcel 2: 0.46± Acre*
* Including land between
C/L River and Trav. Ln.

Note: See Page 3 for
Remainder Parcels



$\Delta = 1^{\circ}02'58''$
 $R = 2597.85'$
 $L = 47.59'$
Ch = S04°16'57"E
47.59'

N89°49'39"W
70.78'

1212.86'

Northeast Corner
Sec. 34, T2S, R1W
(I-11)

$\Delta = 1^{\circ}19'21''$
 $R = 11459.16'$
 $L = 264.52'$
Ch = N01°08'52"E
264.52'

$\Delta = 5^{\circ}17'04''$
 $R = 3844.64'$
 $L = 354.63'$
Ch = N02°09'21"W
354.50'

- Legend**
- ⊕ --- Section Corner
 - --- Found Iron
 - Ⓡ --- Set Rebar W/ Cap
"DEE 29245"

Note
All Dimensions are Measured
Unless Otherwise Noted

Basis of Bearings
State Plane Coordinate System
Michigan South Zone 2113

FILE NAME: 2989132.DWG

JOB # : 2009.2989		PROFESSIONAL SURVEYOR #29245
DRAWN : RST		
DATE : 3-17-09	I HEREBY CERTIFY TO THE PARTY NAMED HEREON, THAT I HAVE SURVEYED THE PARCEL OF LAND AS ABOVE SHOWN OR DESCRIBED ON 3-11-09 AND THAT THE RATIO OF CLOSURE ON THE UNADJUSTED FIELD OBSERVATIONS WAS 1:5,000 OR BETTER AND THAT THIS SURVEY COMPLIES WITH ALL THE REQUIREMENTS OF P.A. 132 OF 1970, AS AMENDED.	
SCALE : 1" = 200'		
PAGE : 2 OF 5		



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

April 1, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Resolutions for Special Assessment Roll Nos. 4175 through 4180

Attached please find resolutions to establish a May 12, 2009 public hearing date on the following special assessment rolls:

Roll No. 4175 – Delinquent Miscellaneous General Fund Accounts Receivable (alarms, weed mowing, and concrete/sidewalks)

Roll No. 4176 – Delinquent Miscellaneous Building Department Fund Accounts Receivable (dangerous structure and code enforcement inspection fees)

Roll No. 4177 - Delinquent Miscellaneous Community Development Block Grant Fund Accounts Receivable (code enforcement inspection fees)

Roll No. 4178 – Delinquent Miscellaneous Wastewater Fund Accounts Receivable (industrial pre-treatment program monitoring and composite samples)

Roll No. 4179 – Delinquent Miscellaneous Water Fund Accounts Receivable (water meter replacements and overtime service calls).

Roll No. 4180 – Delinquent Miscellaneous Public Works Fund Accounts Receivable (property clean-up, and board up, miscellaneous and snow removal)

If Council adopts the resolutions, a letter announcing the public hearing will be sent to each property owner included on the rolls and a notice will be placed in the Jackson Citizen Patriot.

Thank you.

Attachments

RESOLUTION

BY THE CITY COUNCIL:

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

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous General Fund accounts receivable totaling, \$10,624.74; and

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

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4175 covering delinquent miscellaneous General Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 12th day of May, 2009, at the hour of 7:00 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 7th day of April, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 8th day of April, 2009.

Lynn Fessel, City Clerk

RESOLUTION

BY THE CITY COUNCIL:

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

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous Building Department Fund accounts receivable totaling, \$747.04; and

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

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4176 covering delinquent miscellaneous Building Department Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 12th day of May, 2009, at the hour of 7:00 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 7th day of April, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 8th day of April, 2009.

Lynn Fessel, City Clerk

RESOLUTION

BY THE CITY COUNCIL:

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

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous Community Development Block Grant Fund accounts receivable totaling, \$7,110.64; and

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

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4177 covering delinquent miscellaneous Community Development Block Grant Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 12th day of May, 2009, at the hour of 7:00 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 7th day of April, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 8th day of April, 2009.

Lynn Fessel, City Clerk

RESOLUTION

BY THE CITY COUNCIL:

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

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous Wastewater Fund accounts receivable totaling, \$3,067.74; and

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

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4178 covering delinquent miscellaneous Wastewater Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 12th day of May, 2009, at the hour of 7:00 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 7th day of April, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 8th day of April, 2009.

Lynn Fessel, City Clerk

RESOLUTION

BY THE CITY COUNCIL:

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

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous Water Fund accounts receivable totaling, \$3,071.73; and

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

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4179 covering delinquent miscellaneous Water Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 12th day of May, 2009, at the hour of 7:00 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 7th day of April, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 8th day of April, 2009.

Lynn Fessel, City Clerk

RESOLUTION

BY THE CITY COUNCIL:

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

WHEREAS, the City Clerk has determined that there are delinquent miscellaneous Public Works Fund accounts receivable totaling, \$41,501.19; and

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

NOW, THEREFORE, BE IT RESOLVED that the City Council concurs with the recommendation of the City Clerk and hereby directs the City Assessor to prepare for review by the City Council Assessment Roll No. 4180 covering delinquent miscellaneous Public Works Fund accounts receivable.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice that the City Council and the City Assessor will sit as a Board of Review on Tuesday, the 12th day of May, 2009, at the hour of 7:00 p.m. in the Council Chambers, City Hall, 161 West Michigan Avenue, Jackson, and will hear any and all objections and suggestions by interested parties that may be made regarding assessments as contained in said roll.

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 7th day of April, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 8th day of April, 2009.

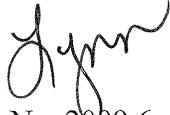
Lynn Fessel, City Clerk

MEMORANDUM

City Clerk's Office

March 31, 2009

TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk 

SUBJECT: Final Adoption of Ordinance No. 2009.6

Following is Ordinance No. 2009.6, which is being placed on this agenda for final adoption. Council approved this ordinance allowing 'automobile, truck and trailer display and sales' as a permitted use in I-1 districts on March 24.

C: City Manager

ORDINANCE NO. 2009- 6

AN ORDINANCE AMENDING SECTION 28-71, OF CHAPTER 28 OF THE CODE OF ORDINANCES, CITY OF JACKSON, MICHIGAN, TO ALLOW 'AUTOMOBILE, TRUCK AND TRAILER DISPLAY AND SALES' AS A PERMITTED USE IN LIGHT INDUSTRIAL (I-1) DISTRICTS.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1.

That Section 29-71 of the Code of Ordinances, City of Jackson, Michigan, be, and the same hereby is, amended by changing the text of the ordinance as follows:

		Zoning Districts											
		R-1	R-2	R-3	R-4	R-5	R-6	C-1	C-2	C-3	C-4	I-1	I-2
...													
(13)	Automobile, truck and trailer display and sales. Sales lots shall not be within fifty (50) feet of any R district								C	C	P	P	
...													

Section 2.

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

Adopted:



Department of Public Services
Department of Public Works

521 Water Street - Jackson, MI 49203
Telephone: (517) 788-4170 — Facsimile: (517) 788-4639

March 31, 2009

TO: William Ross, City Manager
FROM: 
Glenn M. Chinavare, Director of Public Services
RE: **APPROVAL OF AWARD OF BID**
PRIVATE LOT MOWING CONTRACT

The Purchasing Agent opened Sealed bids for the Private Lot Mowing Contract on Thursday, March 26, 2009, where eight (8) bids were received. The bids received were based upon unit cost/s per lot size and an hourly rate for noxious weed removal. Estimated quantities were bid based on past experience, and a grass height of 8 inches versus the previous 12 inches by ordinance. The Private Lot Mowing Contract is required to enforce Ordinance 99-10, sections 26-66 and 26-68, which regulates the cutting of grass and noxious weeds that exceed eight (8) inches in height. Attached is the bid tabulation prepared by the Purchasing Department.

The actual amount paid to the contractor for these services in 2008 was \$14,632.05. The amount paid in 2007 was \$6,065.00, and the amount paid in 2006 was \$22,598.05. The costs billed for these enforcement services vary from year to year, and are primarily affected by number of complaints, weather patterns, contractor work ethic, and change of contractor. It is anticipated that complaints will continue to rise due to increasing vacant properties within the city.

Having reviewed the qualifications of all bidders, as well as their compliance for the specifications as provided, it was determined that the lowest responsible bidder is B & K Lawncare of Jackson, Michigan.

In conjunction with the Purchasing Agent, I recommend award of this services contract to B & K Lawn Care of Jackson, Michigan at the estimated contract amount of \$16,240.00, and that the Mayor and City Clerk be authorized to sign the appropriate contract documents. The funds necessary to cover these expenses are budgeted in the General Fund, Weed Control Activity.

Cc: Margaret Cunningham, Purchasing Agent
Lucinda Schultz, Accounting Manager



BID TABULATION FOR PRIVATE LOT MOWING MARCH 26, 2009

ITEM NO	DESCRIPTION	UNITS	ESTIMATED QUANTITY	Nocturnal Lawn & Landscape 1021 S. Milwaukee Jackson, MI 49203		JCC Lawn Care 11611 Donegal Jerome, MI 49249		B & K Lawncare 7505 Napoleon Rd. Jackson, MI 49201		On Target Maintenance PO Box 181 Munith, MI 49259	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	1-5,000 Square Feet	LOT	200	17.00	3,400.00	25.00	5,000.00	18.00	3,600.00	23.00	4,600.00
2	5,001-10,000 Square Feet	LOT	275	22.00	6,050.00	28.00	7,700.00	20.00	5,500.00	27.00	7,425.00
3	10,001-20,000 Square Feet	LOT	30	25.00	750.00	30.00	900.00	25.00	750.00	35.00	1,050.00
4	20,001-43,560 Square Feet (up to 1 acre)	LOT	10	30.00	300.00	30.00	300.00	27.00	270.00	50.00	500.00
5	Over 43,561 Square Feet (over 1 acre)	LOT	4	30.00	120.00	35.00	140.00	30.00	120.00	60.00	240.00
6	Noxious Weeds/Extra Work	HR/RATE	200	15.00	3,000.00	10.00	2,000.00	30.00	6,000.00	20.00	4,000.00
					13,620.00		16,040.00		16,240.00		17,815.00

ITEM NO	DESCRIPTION	UNITS	ESTIMATED QUANTITY	Greener Solutions 5276 Sharon Dr. Jackson, MI 49203		Tates Lawn Care 3418 Sunnyheart Jackson, MI 49202		MS & T Lawn Service 136 Diversy Dr. Brooklyn, MI 49230		Greengiant Lawn & Landscape 7208 N. Homer Rd. Jonesville, MI 49250	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	1-5,000 Square Feet	LOT	200	25.00	5,000.00	20.00	4,000.00	35.00	7,000.00	35.00	7,000.00
2	5,001-10,000 Square Feet	LOT	275	25.00	6,875.00	35.00	9,625.00	50.00	13,750.00	55.00	15,125.00
3	10,001-20,000 Square Feet	LOT	30	30.00	900.00	30.00	900.00	70.00	2,100.00	75.00	2,250.00
4	20,001-43,560 Square Feet (up to 1 acre)	LOT	10	30.00	300.00	75.00	750.00	110.00	1,100.00	95.00	950.00
5	Over 43,561 Square Feet (over 1 acre)	LOT	4	30.00	120.00	125.00	500.00	135.00	540.00	100.00	400.00
6	Noxious Weeds/Extra Work	HR/RATE	200	30.00	6,000.00	40.00	8,000.00	40.00	8,000.00	50.00	10,000.00
					19,195.00		23,775.00		32,490.00		35,725.00

OFFICE OF THE



Julius A. Giglio
City Attorney

Susan G. Murphy
Deputy City Attorney

Gilbert W. Carlson
Assistant City Attorney

161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4050; (517) 788-4023
Fax: (517) 788-4059

CITY ATTORNEY

MEMORANDUM

March 27, 2009

TO: Honorable Mayor and City Council

FROM: Julius A. Giglio, City Attorney

RE: Correction of Legal Description - Oil and Gas Lease – Big Wolf Lake

Attached please find proposed Correction of Description in Oil and Gas Lease (“Correction”) that was provided by Gary Gottschalk of West Bay Exploration Company (West Bay). Mr. Gottschalk contacted me shortly after execution of the previous Oil and Gas Lease. He discovered that the legal description in the original lease was incorrect. It referenced “Township of Napoleon” as the location of the property, when, in fact, Big Wolf Lake is actually located in three townships. Accordingly, West Bay prepared the proposed Correction. I have confirmed with the City Assessor that the revised legal description is correct.

The requisite action is for Council to approve the Correction, authorize the Mayor and Clerk to sign same, and authorize staff to make any minor modifications, if needed. If Council has any questions, please contact me.

JG/cr

cc: William Ross, City Manager, w/enc.
C. Jan Markowski, City Assessor, w/enc.

CORRECTION OF DESCRIPTION IN OIL AND GAS LEASE

WHEREAS, we the undersigned, as lessors, did under date of March 10, 2009, make and execute unto West Bay Exploration Company as lessee, our certain oil and gas lease recorded in the Jackson County Register of Deeds office in Liber 1916, Page 986, covering certain lands owned by us, situated in Jackson County, State of Michigan (hereinafter referred to as "said lease"), and described in said lease as follows, to wit:

Said land is in the Township of Napoleon, County of Jackson, State of Michigan and is described as follows:

Township 3 South, Ranges 1 & 2 East

All lands lying in Section 19-T3S-R2E, Section 24-T3S-R1E, and the Southeast ¼ of Section 23-T3S-R1E, which flowed previous to April 22, 1910, or which will be flowed by raising eight feet head of water at the Mill Dam at Michigan Center, and all land which would be flowed by maintaining aforesaid head of water at said Mill Dam and all rights of flowage whether acquired by deed or prescription. The aforesaid description is intended to cover any and all interest in the bottomlands of Big Wolf and Olcott Lakes in the area described above as acquired by the City of Jackson in a Quit-Claim Deed dated July 2, 1915, and recorded in Liber 225, Page 25 of the Jackson County Records

AND WHEREAS, the reference solely to Napoleon Township is incorrect, and should be deleted from the last sentence of paragraph one, page one, of the lease as the lands covered by the lease are not solely in Napoleon Township, rather correctly described as being in Township 3 South, Ranges 1 & 2 East, as follows, to wit:

Said land is in the County of Jackson, State of Michigan and is described as follows:

Township 3 South, Ranges 1 & 2 East

All lands lying in Section 19-T3S-R2E, Section 24-T3S-R1E, and the Southeast ¼ of Section 23-T3S-R1E, which flowed previous to April 22, 1910, or which will be flowed by raising eight feet head of water at the Mill Dam at Michigan Center, and all land which would be flowed by maintaining aforesaid head of water at said Mill Dam and all rights of flowage whether acquired by deed or prescription. The aforesaid description is intended to cover any and all interest in the bottomlands of Big Wolf and Olcott Lakes in the area described above as acquired by the City of Jackson in a Quit-Claim Deed dated July 2, 1915, and recorded in Liber 225, Page 25 of the Jackson County Records

in said County and State.

NOW, THEREFORE, in consideration of the premises, and for the purpose of making the said lease correct in respect to the townships covered by the referenced oil and gas lease, we do hereby declare that it was and is our intention to lease for oil and gas purposes the identical tract of land last above described; and we hereby amend said lease to delete the reference to Napoleon Township, as aforesaid, and ratify and adopt the same as so amended.



Water Department

515 Water Street - Jackson, MI 49203
Telephone: (517) 788-4090 — Facsimile: (517) 788-4691

April 1, 2009

TO: William R. Ross, City Manager
FROM: Glenn Chinavare, Director of Public Services
RE: Utility Billing, Identity Theft Prevention Program

The Federal Trade Commission's "Red Flags Rule" applies to the City of Jackson, Water Billing, which requires the Water Billing to adopt a program for Identity Theft. Under the Red Flag Rule, every financial institution and creditor is required to establish an "Identity Theft Prevention Program". Each program must contain reasonable policies and procedures to identify Red Flags.

According to the rules, a municipal utility is a creditor subject to the Rule requirements. The Rules defines creditors "to include finance companies, automobile dealers, mortgage brokers, Utility companies and telecommunications companies. Where non-profit and government entities defer payment for goods or services, they, too are to be considered creditors."

I have attached a proposed Identity Prevention Program for your review and acceptance. Also attached is a copy of the Federal Register dated November 9, 2007, which provides the authority and rules required to develop and implement this mandated Identity Prevention Program. The Identity Theft Program must be approved and in place for implementation, on or before May 1, 2009.

With your concurrence, please submit the attached to City Council for their approval. If you have any questions, please do not hesitate to contact me.

Attachments

Cc: Lucinda Schultz, Accounting Manager

City of Jackson, Water Billing
Identity Theft Prevention Program

Effective beginning May 1, 2009

I. PROGRAM ADOPTION

The City of Jackson, Water Billing ("Utility") developed this Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's Red Flags Rule ("Rule"), which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. 16 C. F. R. § 681.2. This Program was developed for approval by the City Manager and City Council, with daily oversight provided by the Program Administrator (Accounting Manager-Water Billing) and the Director of Public Services. After consideration of the size and complexity of the Utility's operations and account systems, and the nature and scope of the Utility's activities, the Accounting Manager (Program Administrator), Director of Public Services, City Manager and City Council determined that this Program was appropriate for the City of Jackson, Water Billing and therefore approved this Program on _____, 2009.

II. PROGRAM PURPOSE AND DEFINITIONS

A. Fulfilling requirements of the Red Flags Rule

Under the Red Flag Rule, every financial institution and creditor is required to establish an "Identity Theft Prevention Program" tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically, to reflect changes in risks to customers or to the safety and soundness of the creditor from Identity Theft.

B. Red Flags Rule definitions used in this Program

The Red Flags Rule defines "Identity Theft" as "fraud committed using the identifying information of another person" and a "Red Flag" as a pattern, practice, or specific activity that indicates the possible existence of Identity Theft.

According to the Rule, a municipal utility is a creditor subject to the Rule requirements. The Rule defines creditors "to include finance companies, automobile dealers, mortgage brokers, utility companies, and telecommunications companies. Where non-profit and government entities defer payment for goods or services, they, too, are to be considered creditors."

All the Utility's accounts that are individual utility service accounts held by customers of the utility whether residential, commercial or industrial are covered by the Rule. Under the Rule, a "covered account" is:

1. Any account the Utility offers or maintains primarily for personal, family or household purposes, that involves multiple payments or transactions; and
2. Any other account the Utility offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the Utility from Identity Theft.

“Identifying information” is defined under the Rule as “any name or number that may be used, alone or in conjunction with any other information, to identify a specific person,” including: name, address, telephone number, social security number, date of birth, government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer’s Internet Protocol address, or routing code.

III. IDENTIFICATION OF RED FLAGS.

In order to identify relevant Red Flags, the Utility considers the types of accounts that it offers and maintains, the methods it provides to open its accounts, the methods it provides to access its accounts, and its previous experiences with Identity Theft. The Utility identifies the following red flags, in each of the listed categories:

A. Notifications and Warnings From Credit Reporting Agencies

Red Flags

- 1) Report of fraud accompanying a credit report;
- 2) Notice or report from a credit agency of a credit freeze on a customer or applicant;
- 3) Notice or report from a credit agency of an active duty alert for an applicant; and
- 4) Indication from a credit report of activity that is inconsistent with a customer’s usual pattern or activity.

B. Suspicious Documents

Red Flags

1. Identification document or card that appears to be forged, altered or inauthentic;
2. Identification document or card on which a person’s photograph or physical description is not consistent with the person presenting the document;
3. Other document with information that is not consistent with existing customer information (such as if a person’s signature on a check appears forged); and
4. Application for service that appears to have been altered or forged.

C. Suspicious Personal Identifying Information

Red Flags

1. Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
2. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a credit report);
3. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
4. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
5. Social security number presented that is the same as one given by another customer;
6. An address or phone number presented that is the same as that of another person;
7. A person fails to provide complete personal identifying information on an application when reminded to do so (however, by law social security numbers must not be required); and
8. A person's identifying information is not consistent with the information that is on file for the customer.

D. Suspicious Account Activity or Unusual Use of Account

Red Flags

1. Change of address for an account followed by a request to change the account holder's name;
2. Payments stop on an otherwise consistently up-to-date account;
3. Account used in a way that is not consistent with prior use (example: very high activity);
4. Mail sent to the account holder is repeatedly returned as undeliverable;
5. Notice to the Utility that a customer is not receiving mail sent by the Utility;
6. Notice to the Utility that an account has unauthorized activity;
7. Breach in the Utility's computer system security; and
8. Unauthorized access to or use of customer account information.

E. Alerts from Others

Red Flag

1. Notice to the Utility from a customer, identity theft victim, law enforcement or other person that it has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

IV. DETECTING RED FLAGS.

A. New Accounts

In order to detect any of the Red Flags identified above associated with the opening of a **new account**, Utility personnel will take the following steps to obtain and verify the identity of the person opening the account:

Detect

1. Require certain identifying information such as name, date of birth, residential or business address, principal place of business for an entity, driver's license or other identification;
2. Verify the customer's identity (for instance, review a driver's license or other identification card);
3. Review documentation showing the existence of a business entity; and
4. Independently contact the customer.

B. Existing Accounts

In order to detect any of the Red Flags identified above for an **existing account**, Utility personnel will take the following steps to monitor transactions with an account:

Detect

1. Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
2. Verify the validity of requests to change billing addresses; and
3. Verify changes in banking information given for billing and payment purposes.

V. PREVENTING AND MITIGATING IDENTITY THEFT

In the event Utility personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

Prevent and Mitigate

1. Continue to monitor an account for evidence of Identity Theft;
2. Contact the customer;
3. Change any passwords or other security devices that permit access to accounts;
4. Not open a new account;
5. Close an existing account;
6. Reopen an account with a new number;
7. Notify the Program Administrator for determination of the appropriate step(s) to take;

8. Notify law enforcement; or
9. Determine that no response is warranted under the particular circumstances.

Protect customer-identifying information

In order to further prevent the likelihood of identity theft occurring with respect to Utility accounts, the Utility will take the following steps with respect to its internal operating procedures to protect customer-identifying information:

1. Ensure that its website is secure or provide clear notice that the website is not secure;
2. Ensure complete and secure destruction of paper documents and computer files containing customer information;
3. Ensure that office computers are password protected and that computer screens lock after a set period of time;
4. Keep offices clear of papers containing customer information;
5. Request only the last 4 digits of social security numbers (if any);
6. Ensure computer virus protection is up to date; and
7. Require and keep only the kinds of customer information that are necessary for utility purposes.

VI. PROGRAM UPDATES

This Program will be periodically reviewed and updated to reflect changes in risks to customers and the soundness of the Utility from Identity Theft. At least once a year, the Program Administrator will consider the Utility's experiences with Identity Theft situation, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, changes in types of accounts the Utility maintains and changes in the Utility's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Program Administrator will update the Program and provide information to the Director of Public Services, City Manager and City Council with his or her recommended changes and the City Council will make a determination of whether to accept, modify or reject those changes to the Program.

VII. PROGRAM ADMINISTRATION.

A. Oversight

Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee for the Utility. The Program Administrator heads the Committee and two or more other individuals appointed by the Program Administrator comprise the remainder of the committee membership. The Program Administrator will be responsible for the Program

administration, for ensuring appropriate training of Utility staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

B. Staff Training and Reports

Utility staff responsible for implementing the Program shall be trained by the Program Administrator in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected. *(Training should be updated on an annual basis. Staff will provide reports to the Program Administrator on incidents of Identity Theft, the Utility's compliance with the Program and the effectiveness of the Program.)*

C. Service Provider Arrangements

In the event the Utility engages a service provider to perform an activity in connection with one or more accounts, the Utility will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of Identity Theft.

1. Require, by contract, that service providers have such policies and procedures in place; and
2. Require, by contract, that service providers review the Utility's Program and report any Red Flags to the Program Administrator.

D. Specific Program Elements and Confidentiality

For the effectiveness of Identity Theft prevention Programs, the Red Flag Rule envisions a degree of confidentiality regarding the Utility's specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Program, knowledge of such specific practices are to be limited to the Identity Theft Committee and those employees who need to know them for purposes of preventing Identity Theft. Because this Program is to be adopted by a public body and thus publicly available, it would be counterproductive to list these specific practices here. Therefore, only the Program's general red flag detection, implementation and prevention practices are listed in this document.

12. Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the federal credit union. For example:

a. The address on an application is the same as the address provided on a fraudulent application; or

b. The phone number on an application is the same as the number provided on a fraudulent application.

13. Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the federal credit union. For example:

a. The address on an application is fictitious, a mail drop, or prison; or

b. The phone number is invalid, or is associated with a pager or answering service.

14. The SSN provided is the same as that submitted by other persons opening an account or other members.

15. The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of other persons opening accounts or other members.

16. The person opening the covered account or the member fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.

17. Personal identifying information provided is not consistent with personal identifying information that is on file with the federal credit union.

18. For federal credit unions that use challenge questions, the person opening the covered account or the member cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

Unusual Use of, or Suspicious Activity Related to, the Covered Account

19. Shortly following the notice of a change of address for a covered account, the institution or creditor receives a request for a new, additional, or replacement card or a cell phone, or for the addition of authorized users on the account.

20. A new revolving credit account is used in a manner commonly associated with known patterns of fraud patterns. For example:

a. The majority of available credit is used for cash advances or merchandise that is easily convertible to cash (e.g., electronics equipment or jewelry); or

b. The member fails to make the first payment or makes an initial payment but no subsequent payments.

21. A covered account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example:

a. Nonpayment when there is no history of late or missed payments;

b. A material increase in the use of available credit;

c. A material change in purchasing or spending patterns;

d. A material change in electronic fund transfer patterns in connection with a deposit account; or

e. A material change in telephone call patterns in connection with a cellular phone account.

22. A covered account that has been inactive for a reasonably lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage and other relevant factors).

23. Mail sent to the member is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the member's covered account.

24. The federal credit union is notified that the member is not receiving paper account statements.

25. The federal credit union is notified of unauthorized charges or transactions in connection with a member's covered account.

Notice From Members, Victims of Identity Theft, Law Enforcement Authorities, or Other Persons Regarding Possible Identity Theft in Connection With Covered Accounts Held by the Federal Credit Union

26. The federal credit union is notified by a member, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

FEDERAL TRADE COMMISSION

16 CFR Part 681

Authority and Issuance

■ For the reasons discussed in the joint preamble, the Commission is adding part 681 of title 16 of the Code of Federal Regulations as follows:

PART 681—IDENTITY THEFT RULES

Sec.

681.1 Duties of users of consumer reports regarding address discrepancies.

681.2 Duties regarding the detection, prevention, and mitigation of identity theft.

681.3 Duties of card issuers regarding changes of address.

Appendix A to Part 681—Interagency Guidelines on Identity Theft Detection, Prevention, and Mitigation

Authority: Pub. L. 108-159, sec. 114 and sec. 315; 15 U.S.C. 1681m(e) and 15 U.S.C. 1681c(h).

§ 681.1 Duties of users regarding address discrepancies.

(a) *Scope.* This section applies to users of consumer reports that are subject to administrative enforcement of the FCRA by the Federal Trade Commission pursuant to 15 U.S.C. 1681s(a)(1) (users).

(b) *Definition.* For purposes of this section, a *notice of address discrepancy* means a notice sent to a user by a consumer reporting agency pursuant to 15 U.S.C. 1681c(h)(1), that informs the user of a substantial difference between the address for the consumer that the user provided to request the consumer

report and the address(es) in the agency's file for the consumer.

(c) *Reasonable belief.* (1) *Requirement to form a reasonable belief.* A user must develop and implement reasonable policies and procedures designed to enable the user to form a reasonable belief that a consumer report relates to the consumer about whom it has requested the report, when the user receives a notice of address discrepancy.

(2) *Examples of reasonable policies and procedures.* (i) Comparing the information in the consumer report provided by the consumer reporting agency with information the user:

(A) Obtains and uses to verify the consumer's identity in accordance with the requirements of the Customer Information Program (CIP) rules implementing 31 U.S.C. 5318(l) (31 CFR 103.121);

(B) Maintains in its own records, such as applications, change of address notifications, other customer account records, or retained CIP documentation; or

(C) Obtains from third-party sources; or

(ii) Verifying the information in the consumer report provided by the consumer reporting agency with the consumer.

(d) *Consumer's address.* (1) *Requirement to furnish consumer's address to a consumer reporting agency.* A user must develop and implement

reasonable policies and procedures for furnishing an address for the consumer that the user has reasonably confirmed is accurate to the consumer reporting agency from whom it received the notice of address discrepancy when the user:

(i) Can form a reasonable belief that the consumer report relates to the consumer about whom the user requested the report;

(ii) Establishes a continuing relationship with the consumer; and

(iii) Regularly and in the ordinary course of business furnishes information to the consumer reporting agency from which the notice of address discrepancy relating to the consumer was obtained.

(2) *Examples of confirmation methods.* The user may reasonably confirm an address is accurate by:

(i) Verifying the address with the consumer about whom it has requested the report;

(ii) Reviewing its own records to verify the address of the consumer;

(iii) Verifying the address through third-party sources; or

(iv) Using other reasonable means.

(3) *Timing.* The policies and procedures developed in accordance

with paragraph (d)(1) of this section must provide that the user will furnish the consumer's address that the user has reasonably confirmed is accurate to the consumer reporting agency as part of the information it regularly furnishes for the reporting period in which it establishes a relationship with the consumer.

§ 681.2 Duties regarding the detection, prevention, and mitigation of identity theft.

(a) *Scope.* This section applies to financial institutions and creditors that are subject to administrative enforcement of the FCRA by the Federal Trade Commission pursuant to 15 U.S.C. 1681s(a)(1).

(b) *Definitions.* For purposes of this section, and Appendix A, the following definitions apply:

(1) *Account* means a continuing relationship established by a person with a financial institution or creditor to obtain a product or service for personal, family, household or business purposes. Account includes:

(i) An extension of credit, such as the purchase of property or services involving a deferred payment; and
(ii) A deposit account.

(2) The term *board of directors* includes:

(i) In the case of a branch or agency of a foreign bank, the managing official in charge of the branch or agency; and
(ii) In the case of any other creditor that does not have a board of directors, a designated employee at the level of senior management.

(3) *Covered account* means:

(i) An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions, such as a credit card account, mortgage loan, automobile loan, margin account, cell phone account, utility account, checking account, or savings account; and

(ii) Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation, or litigation risks.

(4) *Credit* has the same meaning as in 15 U.S.C. 1681a(r)(5).

(5) *Creditor* has the same meaning as in 15 U.S.C. 1681a(r)(5), and includes lenders such as banks, finance companies, automobile dealers, mortgage brokers, utility companies, and telecommunications companies.

(6) *Customer* means a person that has a covered account with a financial institution or creditor.

(7) *Financial institution* has the same meaning as in 15 U.S.C. 1681a(t).

(8) *Identity theft* has the same meaning as in 16 CFR 603.2(a).

(9) *Red Flag* means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

(10) *Service provider* means a person that provides a service directly to the financial institution or creditor.

(c) *Periodic Identification of Covered Accounts.* Each financial institution or creditor must periodically determine whether it offers or maintains covered accounts. As a part of this determination, a financial institution or creditor must conduct a risk assessment to determine whether it offers or maintains covered accounts described in paragraph (b)(3)(ii) of this section, taking into consideration:

(1) The methods it provides to open its accounts;

(2) The methods it provides to access its accounts; and

(3) Its previous experiences with identity theft.

(d) *Establishment of an Identity Theft Prevention Program.* (1) *Program requirement.* Each financial institution or creditor that offers or maintains one or more covered accounts must develop and implement a written Identity Theft Prevention Program (Program) that is designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or any existing covered account. The Program must be appropriate to the size and complexity of the financial institution or creditor and the nature and scope of its activities.

(2) *Elements of the Program.* The Program must include reasonable policies and procedures to:

(i) Identify relevant Red Flags for the covered accounts that the financial institution or creditor offers or maintains, and incorporate those Red Flags into its Program;

(ii) Detect Red Flags that have been incorporated into the Program of the financial institution or creditor;

(iii) Respond appropriately to any Red Flags that are detected pursuant to paragraph (d)(2)(ii) of this section to prevent and mitigate identity theft; and

(iv) Ensure the Program (including the Red Flags determined to be relevant) is updated periodically, to reflect changes in risks to customers and to the safety and soundness of the financial institution or creditor from identity theft.

(e) *Administration of the Program.* Each financial institution or creditor

that is required to implement a Program must provide for the continued administration of the Program and must:

(1) Obtain approval of the initial written Program from either its board of directors or an appropriate committee of the board of directors;

(2) Involve the board of directors, an appropriate committee thereof, or a designated employee at the level of senior management in the oversight, development, implementation and administration of the Program;

(3) Train staff, as necessary, to effectively implement the Program; and

(4) Exercise appropriate and effective oversight of service provider arrangements.

(f) *Guidelines.* Each financial institution or creditor that is required to implement a Program must consider the guidelines in Appendix A of this part and include in its Program those guidelines that are appropriate.

§ 681.3 Duties of card issuers regarding changes of address.

(a) *Scope.* This section applies to a person described in § 681.2(a) that issues a debit or credit card (card issuer).

(b) *Definitions.* For purposes of this section:

(1) *Cardholder* means a consumer who has been issued a credit or debit card.

(2) *Clear and conspicuous* means reasonably understandable and designed to call attention to the nature and significance of the information presented.

(c) *Address validation requirements.* A card issuer must establish and implement reasonable policies and procedures to assess the validity of a change of address if it receives notification of a change of address for a consumer's debit or credit card account and, within a short period of time afterwards (during at least the first 30 days after it receives such notification), the card issuer receives a request for an additional or replacement card for the same account. Under these circumstances, the card issuer may not issue an additional or replacement card, until, in accordance with its reasonable policies and procedures and for the purpose of assessing the validity of the change of address, the card issuer:

(1)(i) Notifies the cardholder of the request:

(A) At the cardholder's former address; or

(B) By any other means of communication that the card issuer and the cardholder have previously agreed to use; and

(ii) Provides to the cardholder a reasonable means of promptly reporting incorrect address changes; or

(2) Otherwise assesses the validity of the change of address in accordance with the policies and procedures the card issuer has established pursuant to § 681.2 of this part.

(d) *Alternative timing of address validation.* A card issuer may satisfy the requirements of paragraph (c) of this section if it validates an address pursuant to the methods in paragraph (c)(1) or (c)(2) of this section when it receives an address change notification, before it receives a request for an additional or replacement card.

(e) *Form of notice.* Any written or electronic notice that the card issuer provides under this paragraph must be clear and conspicuous and provided separately from its regular correspondence with the cardholder.

Appendix A to Part 681—Interagency Guidelines on Identity Theft Detection, Prevention, and Mitigation

Section 681.2 of this part requires each financial institution and creditor that offers or maintains one or more covered accounts, as defined in § 681.2(b)(3) of this part, to develop and provide for the continued administration of a written Program to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or any existing covered account. These guidelines are intended to assist financial institutions and creditors in the formulation and maintenance of a Program that satisfies the requirements of § 681.2 of this part.

I. The Program

In designing its Program, a financial institution or creditor may incorporate, as appropriate, its existing policies, procedures, and other arrangements that control reasonably foreseeable risks to customers or to the safety and soundness of the financial institution or creditor from identity theft.

II. Identifying Relevant Red Flags

(a) *Risk Factors.* A financial institution or creditor should consider the following factors in identifying relevant Red Flags for covered accounts, as appropriate:

(1) The types of covered accounts it offers or maintains;

(2) The methods it provides to open its covered accounts;

(3) The methods it provides to access its covered accounts; and

(4) Its previous experiences with identity theft.

(b) *Sources of Red Flags.* Financial institutions and creditors should incorporate relevant Red Flags from sources such as:

(1) Incidents of identity theft that the financial institution or creditor has experienced;

(2) Methods of identity theft that the financial institution or creditor has identified that reflect changes in identity theft risks; and

(3) Applicable supervisory guidance.

(c) *Categories of Red Flags.* The Program should include relevant Red Flags from the following categories, as appropriate. Examples of Red Flags from each of these categories are appended as Supplement A to this Appendix A.

(1) Alerts, notifications, or other warnings received from consumer reporting agencies or service providers, such as fraud detection services;

(2) The presentation of suspicious documents;

(3) The presentation of suspicious personal identifying information, such as a suspicious address change;

(4) The unusual use of, or other suspicious activity related to, a covered account; and

(5) Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts held by the financial institution or creditor.

III. Detecting Red Flags

The Program's policies and procedures should address the detection of Red Flags in connection with the opening of covered accounts and existing covered accounts, such as by:

(a) Obtaining identifying information about, and verifying the identity of, a person opening a covered account, for example, using the policies and procedures regarding identification and verification set forth in the Customer Identification Program rules implementing 31 U.S.C. 5318(l) (91 CFR 103.121); and

(b) Authenticating customers, monitoring transactions, and verifying the validity of change of address requests, in the case of existing covered accounts.

IV. Preventing and Mitigating Identity Theft

The Program's policies and procedures should provide for appropriate responses to the Red Flags the financial institution or creditor has detected that are commensurate with the degree of risk posed. In determining an appropriate response, a financial institution or creditor should consider aggravating factors that may heighten the risk of identity theft, such as a data security incident that results in unauthorized access to a customer's account records held by the financial institution, creditor, or third party, or notice that a customer has provided information related to a covered account held by the financial institution or creditor to someone fraudulently claiming to represent the financial institution or creditor or to a fraudulent website. Appropriate responses may include the following:

(a) Monitoring a covered account for evidence of identity theft;

(b) Contacting the customer;

(c) Changing any passwords, security codes, or other security devices that permit access to a covered account;

(d) Reopening a covered account with a new account number;

(e) Not opening a new covered account;

(f) Closing an existing covered account;

(g) Not attempting to collect on a covered account or not selling a covered account to a debt collector;

(h) Notifying law enforcement; or

(i) Determining that no response is warranted under the particular circumstances.

V. Updating the Program

Financial institutions and creditors should update the Program (including the Red Flags determined to be relevant) periodically, to reflect changes in risks to customers or to the safety and soundness of the financial institution or creditor from identity theft, based on factors such as:

(a) The experiences of the financial institution or creditor with identity theft;

(b) Changes in methods of identity theft;

(c) Changes in methods to detect, prevent, and mitigate identity theft;

(d) Changes in the types of accounts that the financial institution or creditor offers or maintains; and

(e) Changes in the business arrangements of the financial institution or creditor, including mergers, acquisitions, alliances, joint ventures, and service provider arrangements.

VI. Methods for Administering the Program

(a) *Oversight of Program.* Oversight by the board of directors, an appropriate committee of the board, or a designated employee at the level of senior management should include:

(1) Assigning specific responsibility for the Program's implementation;

(2) Reviewing reports prepared by staff regarding compliance by the financial institution or creditor with § 681.2 of this part; and

(3) Approving material changes to the Program as necessary to address changing identity theft risks.

(b) *Reports.* (1) *In general.* Staff of the financial institution or creditor responsible for development, implementation, and administration of its Program should report to the board of directors, an appropriate committee of the board, or a designated employee at the level of senior management, at least annually, on compliance by the financial institution or creditor with § 681.2 of this part.

(2) *Contents of report.* The report should address material matters related to the Program and evaluate issues such as: The effectiveness of the policies and procedures of the financial institution or creditor in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered accounts; service provider arrangements; significant incidents involving identity theft and management's response; and recommendations for material changes to the Program.

(c) *Oversight of service provider arrangements.* Whenever a financial institution or creditor engages a service provider to perform an activity in connection with one or more covered accounts the financial institution or creditor should take steps to ensure that the activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. For example, a financial institution or creditor could require the service provider by contract to have policies and procedures to detect relevant Red Flags

that may arise in the performance of the service provider's activities, and either report the Red Flags to the financial institution or creditor, or to take appropriate steps to prevent or mitigate identity theft.

VII. Other Applicable Legal Requirements

Financial institutions and creditors should be mindful of other related legal requirements that may be applicable, such as:

(a) For financial institutions and creditors that are subject to 31 U.S.C. 5318(g), filing a Suspicious Activity Report in accordance with applicable law and regulation;

(b) Implementing any requirements under 15 U.S.C. 1681c-1(b) regarding the circumstances under which credit may be extended when the financial institution or creditor detects a fraud or active duty alert;

(c) Implementing any requirements for furnishers of information to consumer reporting agencies under 15 U.S.C. 1681s-2, for example, to correct or update inaccurate or incomplete information, and to not report information that the furnisher has reasonable cause to believe is inaccurate; and

(d) Complying with the prohibitions in 15 U.S.C. 1681m on the sale, transfer, and placement for collection of certain debts resulting from identity theft.

Supplement A to Appendix A

In addition to incorporating Red Flags from the sources recommended in section II.b. of the Guidelines in Appendix A of this part, each financial institution or creditor may consider incorporating into its Program, whether singly or in combination, Red Flags from the following illustrative examples in connection with covered accounts:

Alerts, Notifications or Warnings from a Consumer Reporting Agency

1. A fraud or active duty alert is included with a consumer report.
2. A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
3. A consumer reporting agency provides a notice of address discrepancy, as defined in § 601.1(b) of this part.
4. A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as:
 - a. A recent and significant increase in the volume of inquiries;
 - b. An unusual number of recently established credit relationships;
 - c. A material change in the use of credit, especially with respect to recently established credit relationships; or
 - d. An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

Suspicious Documents

5. Documents provided for identification appear to have been altered or forged.
6. The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
7. Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.

8. Other information on the identification is not consistent with readily accessible information that is on file with the financial institution or creditor, such as a signature card or a recent check.

9. An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

Suspicious Personal Identifying Information

10. Personal identifying information provided is inconsistent when compared against external information sources used by the financial institution or creditor. For example:

a. The address does not match any address in the consumer report; or

b. The Social Security Number (SSN) has not been issued, or is listed on the Social Security Administration's Death Master File.

11. Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer. For example, there is a lack of correlation between the SSN range and date of birth.

12. Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the financial institution or creditor. For example:

a. The address on an application is the same as the address provided on a fraudulent application; or

b. The phone number on an application is the same as the number provided on a fraudulent application.

13. Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the financial institution or creditor. For example:

a. The address on an application is fictitious, a mail drop, or a prison; or

b. The phone number is invalid, or is associated with a pager or answering service.

14. The SSN provided is the same as that submitted by other persons opening an account or other customers.

15. The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of other persons opening accounts or other customers.

16. The person opening the covered account or the customer fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.

17. Personal identifying information provided is not consistent with personal identifying information that is on file with the financial institution or creditor.

18. For financial institutions and creditors that use challenge questions, the person opening the covered account or the customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

Unusual Use of, or Suspicious Activity Related to, the Covered Account

19. Shortly following the notice of a change of address for a covered account, the institution or creditor receives a request for

a new, additional, or replacement card or a cell phone, or for the addition of authorized users on the account.

20. A new revolving credit account is used in a manner commonly associated with known patterns of fraud patterns. For example:

a. The majority of available credit is used for cash advances or merchandise that is easily convertible to cash (e.g., electronics equipment or jewelry); or

b. The customer fails to make the first payment or makes an initial payment but no subsequent payments.

21. A covered account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example:

a. Nonpayment when there is no history of late or missed payments;

b. A material increase in the use of available credit;

c. A material change in purchasing or spending patterns;

d. A material change in electronic fund transfer patterns in connection with a deposit account; or

e. A material change in telephone call patterns in connection with a cellular phone account.

22. A covered account that has been inactive for a reasonably lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage and other relevant factors).

23. Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's covered account.

24. The financial institution or creditor is notified that the customer is not receiving paper account statements.

25. The financial institution or creditor is notified of unauthorized charges or transactions in connection with a customer's covered account.

Notice from Customers, Victims of Identity Theft, Law Enforcement Authorities, or Other Persons Regarding Possible Identity Theft in Connection With Covered Accounts Held by the Financial Institution or Creditor

26. The financial institution or creditor is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

Dated: October 5, 2007.

John C. Dugan,
Comptroller of the Currency.

By order of the Board of Governors of the Federal Reserve System, October 29, 2007.

Jennifer J. Johnson,
Secretary of the Board.

Dated at Washington, DC, this 15th day of October, 2007.

By order of the Board of Directors,
Federal Deposit Insurance Corporation.

Robert E. Feldman,
Executive Secretary.

Dated: October 24, 2007.

By the Office of Thrift Supervision.

John M. Reich,

Director.

By order of the National Credit Union
Administration Board, October 15, 2007.

Mary Rupp,

Secretary of the Board.

By direction of the Commission.

Donald S. Clark,

Secretary.

[FR Doc. 07-5453 Filed 11-8-07; 8:45 am]

BILLING CODE 4810-33-P; 6210-01-P; 6714-01-P;
6720-01-P; 7535-01-P; 6758-01-P



Parks & Recreation/Grounds

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4040 — Facsimile: (517) 768-5860

January 1, 2008

TO: Mr. William Ross, City Manager
FROM: James Parrott, Director of Parks Recreation and Grounds
RE: City/County Metro-Park System

At their meeting of Wednesday, March 25, 2009 the Jackson Parks and Recreation Commission discussed the idea of a metro-park system. A motion was passed to contract with Region 2 for a joint 5-year Parks and Recreation Plan with the City of Jackson's Parks and Recreation Department and the Jackson County Parks Department. The 5-year plan will include one section on a City/County Parks merger.

If the City and County decide to move forward with this potential merger, Region 2 would need to complete a detailed study at an estimated cost of \$12,000 which would be split between the two agencies.

Recreation . . . the benefits are endless!



MINUTES

*Jackson Parks and Recreation Commission
Meeting of Wednesday, March 25, 2009 at 4:00 p.m.
at the Ella Sharp Park Golf Course Hall of Fame Room*

• PRESENT •

COMMISSIONERS	GUESTS	STAFF
<ul style="list-style-type: none">• Jerry Rand, Chairman• Sheila Patterson• Councilmember John Polaczyk• Arthur Benedetto• Elwyn Rider• Vic Cuiss	None	<ul style="list-style-type: none">• James Parrott• Kelli Hoover• Eric Terrian

NEW BUSINESS:

1. Discussion of Metro-Park System:
 - a. Motion was made to allow Region 2 to do a combined 5 year Parks and Recreation Plan with the City of Jackson's Parks and Recreation Department and the Jackson County Parks Department. Motion made by John Polaczyk and seconded by Elwyn Rider. *Vote passed unanimously.*
 - b. The board was not opposed to exploring a Metro-Park System. The board felt that both organizations must benefit and not weaken either system through this type of merger. We also believe there would need to be a county-wide millage passed to help support this new system.
 - c. The following are questions that arose from the Metro-Park discussion:
 - What would happen to Ella Sharp Park?
 - What would happen to the Cemetery and Forestry Divisions?
2. Jim Parrott also discussed the 13 pieces of temporary art that will be displayed throughout the park system. More pictures and information will be passed out during the next meeting
3. Kelli Hoover went over the upcoming recreation programs and the Spring and Summer Brochure.
4. OLD BUSINESS: None
5. ADJOURNED: 4:30 p.m.

Recreation . . . the benefits are endless!

City of Jackson Police Department
216 East Washington Avenue
Jackson, Michigan 49201
(517) 788-4127



MEMORANDUM

DATE: April 1, 2009

TO: William R. Ross
City Manager

FROM: Matthew R. Heins
Chief of Police

SUBJECT: February Manager's Report

Chief Matthew Heins

- Attended:
 - Budget Meetings (2)
 - Meeting with Leoni Township regarding Evidence Management
 - MAPE Grievance Meeting
 - MPELRA Conference
 - Area Chiefs Meeting
 - Internal Budget Meetings (2)
 - Meeting with City Attorney and Audrey Forbush regarding Easley lawsuit
 - JNET Board Meeting
 - JAG Grant Meeting with Sheriff's Department
 - Jackson County Mental Health Court Meeting
 - Citizen of the Year Dinner
 - Promotion Ceremony for Detective Ed Smith
 - Retirement Ceremony for K9 Beggy
 - Goodbye Celebration for Cathy Brechtelsbauer
- Participated in Conference Call with New World
- Held End of Probation Meetings:
 - Deputy Chief John Holda
 - Evidence Management Coordinator Kelly Fletcher
- Spoke at Lions Club Meeting
- Read to Elementary Students:
 - Bennett School
 - Frost School
 - St. Mary's School
 - McCulloch Academy

Deputy Chief John Holda

- Attended:
 - Training Consortium Executive Board
 - Pension Board Meeting
 - Department Head Meeting
 - Complaint Tracking Software Meeting
 - Budget Meetings (2)
 - Salvation Army Advisory Board Meeting
 - Meeting with Leoni Township regarding Evidence Management
 - JTV – Behind the Badge
 - Community Corrections Advisory Board
 - Policy & Procedure Meeting
 - JAG Grant Meeting with Sheriff's Department
 - Area Chief's Meeting
 - MPELRA Conference
- Review & Recommendation of several internal investigations
- Opened Internal Investigation regarding harassment complaint filed by employee
- Second draft of Retention Schedule policy
- Update to procedure for BS & A Complaint tracking
- Revisions on 09/10 Budget

Lt. Aaron Kantor

- Attended:
 - Staff and Command training
 - John George Home board meeting
 - Zoning meeting
 - Human Relations Commission meeting
 - Department Head meeting
 - Local Planning Team meeting
 - Continued to work on county wide preparedness drill, scheduled for May. It looks to involve a chlorine spill and incorporate the county public information officer process.
 - Meeting with staff from Jackson High School and Wilson Academy about gang issue.
 - Coordinators meeting at Jackson Police Department
 - Mental Health Court meeting
- Completed a ride-along with Officer Costley
- Police and parole teams worked on seven different occasions over the month visiting our most violent parolees
- Mortgage fraud investigation continues with two other subjects

Lt. Christopher Simpson

- Attended:
 - Evaluation Committee meeting
 - Sexual Assault Task Force Meeting

- Allegiance Hospital meeting with John Ramsey
- Advisory Council meeting (OEM)
- Policy Review Committee
- Meeting with Winslow Willis meeting about frequent police contacts
- Ed Smith Promotion Ceremony to Detective
- VIP day at Bennett School
- Mental Health presentation
- Internal Budget Meetings (2)
- Honor Guard Practice and planning for Police Memorial
- Child Advocacy Center subcommittee meeting at Lifeways
- HSCA meeting Health Department
- Gangs in Jackson meeting with community leaders at Lily Baptist Church
- K9 Beggy retirement
- Worked three days on the road in uniform and marked patrol vehicle. Commanded scene at barricaded gunman call.
- Worked as undercover officer posing as a hitman in a murder for hire scheme
- Conversation with Captain Jackson about graffiti downtown