



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 8, 2008

1. Call to Order.
2. Pledge of Allegiance – Invocation by Kenneth Gaiser, 4th Ward City Councilmember.
3. Roll Call.
4. Adoption of Agenda.
5. **Presentations/Proclamations.**
6. **Citizen Comments. (3-Minute Limit)**
7. **Consent Calendar.**
 - A. Approval of the minutes of the regular City Council meeting of March 25, 2008.
 - B. Approval of the request from the Jackson National Day of Prayer Task Force to conduct the National Day of Prayer service at 12:00 p.m. on Thursday, May 1, 2008, at Bucky Harris Park. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services, and Parks/Forestry Departments, and the Downtown Development Authority. Hold Harmless Agreement executed in lieu of insurance coverage.)
 - C. Approval of the request from the Downtown Development Authority to hold Cruise Nights on Friday, May 23, June 27, July 25, August 22, and September 26, 2008, from 6:00 p.m. until 9:00 p.m., and to close the following streets from 5:15 p.m. until 9:30 p.m.:
 - Michigan Avenue from Blackstone Street to Francis Street
 - Jackson Street from Cortland Street to Louis Glick Highway
 - Mechanic Street from Washington Avenue to Pearl Street(Recommended approval received from the Police, Fire, Traffic Engineering, and Public Services Departments. Insurance coverage is in place.)
 - D. 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 10, 2008, from 10:00 a.m. until 2:00 p.m. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services and Parks/Forestry Departments, and the Downtown Development Authority. Insurance coverage is in place.)
 - E. Approval of the request from the Downtown Development Authority to conduct their Summer Planting Day on Saturday, May 17, 2008, from 9:00 a.m. until 11:00 a.m. in downtown Jackson and Bucky Harris Park. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services and Parks/Forestry Departments, and the Downtown Development Authority. Insurance coverage is in place.)
 - F. Approval of the request from the Mid-Town Association to hold their Taste of Jackson event, in conjunction with the Downtown Development Authority’s Cruise Night on Friday, September 26, 2008, beginning at 5:00 p.m. (Recommended approval received

from the Police, Fire, Traffic Engineering, Public Services Departments, and the Downtown Development Authority. Proper insurance coverage received.)

- G. Approval of the request from Marriage Matters Jackson – United Way, to hold a community marriage policy signing event at Bucky Harris Park, Tuesday, May 6, 2008, at 12 noon. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services and Parks/Forestry Departments, and the Downtown Development Authority. Proper insurance coverage received.)
- H. Approval of the first renewal of the 2007 Mowing and Grounds Maintenance contract for the Water Treatment Plant and Water facilities, with Deer Hunter’s Construction, Jackson, at an estimated contract renewal amount of \$14,260.35, and authorization for the Mayor and City Clerk to execute the appropriate contract document(s), in accordance with the recommendation of the Purchasing Agent and the Director of Public Services.
- I. Receipt of Dangerous Building Report through March 31, 2008.
- J. Establishment of April 22, 2008, at the City Council meeting as the time and place to hold public a public hearing on the following Special Assessment roll for water main and street construction:
 - 1. Roll No. 3348 for Hibbard Street from Ganson Street to North Street.
- K. Establishment of May 13, 2008, at the City Council meeting as the time and place to hold public hearings for the following:
 - 1. To establish an Obsolete Property Rehabilitation District (OPRD) #6 at 159 West Pearl Street.
 - 2. Approval of an application for an OPRD Tax Exemption Certificate at 159 West Pearl Street.

8. **Committee Reports.**

9. **Appointments.**

10. **Public Hearings.**

- A. Public hearing to establish an Obsolete Property Rehabilitation District (OPRD) #5, encompassing property located at 212 and 228 W. Michigan Avenue.
 - 1. Resolution adopting the establishment of OPRD #5.

11. **Resolutions.**

- A. Consideration of a resolution urging the creation of a comprehensive transportation funding package by the State of Michigan. (Postponed at March 25, 2008, City Council meeting)
- B. Consideration of a resolution granting permission to Rebecca M. Oexler to operate a hot dog vending cart in the central business district.
- C. Consideration of a resolution amending the 2004/2005 (Year 30), 2005/2006 (Year 31), 2006/2007 (Year 32), and 2007/2008 (Year 33) HOME Grant budgets reallocating unspent funds to the 2007/2008 HOME Grant budget.

12. **Ordinances.**

13. **Other Business.**

14. **New Business.**

- A. Consideration of the request to approve the low bid award to Paul Bengel Mechanical, Jackson, in the amount of \$27,490.00, for a pool heater and installation at Ella Sharp Park Pool, in accordance with the recommendation of the Director of Parks, Recreation and Grounds and the Superintendent of Ella Sharp Park.
- B. Consideration of the request to approve the low bid award to TCI Inc. of Michigan, Eaton Rapids, in the amount of \$382,858.02, for water main replacement, and sanitary sewer and pavement replacement on Center Street from Ganson Street to North Street, and authorization for the Mayor and City Clerk to execute the appropriate contract document(s), in accordance

with the recommendation of the Purchasing Agent, the Public Services Director, and the City Engineer.

- C. Consideration of the request to approve the low bid award to Jule Swartz and Sons, Jackson, in the amount of \$57,744.67, for storm sewer construction on Hobart Street from Walker to the west dead end through an easement on private property to Monroe Street, and authorization for the Mayor and City Clerk to execute the appropriate contract document(s), in accordance with the recommendation of the Purchasing Agent and the City Engineer.
 - D. Consideration of the request to approve the bid award to At A Moment's Notice, in the amount of \$23,915.00, for the owner-occupied rehabilitation project at 506 Seymour, in accordance with the recommendation of the Community Development Director.
- 15. **City Councilmembers' Comments.**
 - 16. **Executive Session to discuss labor matters.**
 - 17. **Return to Open Session.**
 - 18. **Adjournment.**

JACKSON CITY COUNCIL MEETING

MINUTES

MARCH 25, 2008

CALL TO ORDER.

The Jackson City Council met in regular session in City Hall and was called to order at 7:00 p.m. by Mayor Jerry F. Ludwig.

PLEDGE OF ALLEGIANCE – INVOCATION.

The Council joined in the pledge of allegiance. Councilmember Greer 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: Acting City Manager Jim Parrott, City Attorney Julius A. Giglio and City Clerk Lynn Fessel.

AGENDA.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to add an action item under City Councilmembers' Comments regarding ordinances. 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.

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the agenda, as amended above. 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.

Police Chief Matt Heins introduced John Holda who was promoted this week to the position of Deputy Police Chief.

PRESENTATIONS/PROCLAMATIONS.

- A. PRESENTATION OF SPEECHES OF FOUR FIRST PLACE WINNERS OF THE HUMAN RELATIONS COMMISSION 18TH ANNUAL TERESSA DELPH ESSAY/ORATORICAL CONTEST.**

THIRD AND FOURTH GRADES – KARANA WICKENS, FROST ELEMENTARY SCHOOL
FIFTH AND SIXTH GRADES – WILLIAM WICKENS, FROST ELEMENTARY SCHOOL
SEVENTH AND EIGHTH GRADES – TYLER SILVESTRI, NAPOLEON MIDDLE SCHOOL
TWELFTH GRADE – CODY SHEPHERD, WESTERN HIGH SCHOOL

Personnel and Labor Relations Director Cathy Brechtelsbauer introduced HRC members Kathleen Conley (Chair), Dottie Miller and Teresa Delph and remarked that it was 18 years ago, under the leadership of Ms. Delph, that the HRC founded this contest. Ms. Delph then introduced Karana Wickens, William Wickens, Tyler Silvestri and Cody Shepherd who delivered their award-winning essays.

B. PRESENTATION BY LARRY BOSELL, FIRE CHIEF, AND CATHERINE BRECHTELSBAUER, PERSONNEL & LABOR RELATIONS DIRECTOR, REGARDING THE STATUS OF THE FIRE APPRENTICESHIP PROGRAM.

Fire Chief Larry Bosell and Personnel and Labor Relations Director Cathy Brechtelsbauer highlighted the Fire/EMT Apprenticeship Program, discussing future retirements in the Fire Department, minimum qualifications for eligibility, partnership with the Legacy Program, educational benefits, City cost and apprentice requirements.

CITIZEN COMMENTS.

Joe Collins, 1036 First Street, expressed his frustration with the design of First Street for 2008 construction, which reduces parking, and the high crime rate in his neighborhood.

Robert Tulloch, 7629 Coon Hill Road, stated his objections to an \$85.00 invoice he received for snow removal at 616 Lansing Avenue.

Ken Williams, Concord Excavating and Grading, discussed his bid for the Center Street project and the fact that he was the second lowest bidder. He asked the Council to consider awarding the bid to his company when it comes before them.

William Russell, 1204 Fourth Street, responded to an alleged violation of City Code, Section 28-135 concerning his spiraea bushes on Gettysburg Street running along a wall bordered by sidewalk.

CONSENT CALENDAR.

Councilmember Greer requested Item A be removed for separate consideration and Councilmember Breeding requested Item E be removed for separate consideration.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Polaczyk to approve the following Consent Calendar, with Items A and E removed for separate consideration. 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. *Removed for separate consideration.*
- B. Approval of the request from the Family Service & Children's Aid to hold their 6th annual Run for Fun on City streets on Saturday, April 26, 2008, 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.)
- C. Approval of the request from the Jackson Police Department to hold their annual Police Memorial Service at Bucky Harris Park on Wednesday, May 7, 2008, 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 Parks/Forestry Departments and the Downtown Development Authority. Insurance coverage is in place.)
- D. Approval of the request from the Ella Sharp Museum Association for authorization for a temporary outdoor service and add bar permit on Saturday, June 14, 2008, at 3225 Fourth Street, to conduct their Art & Wine Festival. (Recommended approval received from the Police, Fire, Traffic Engineering, and Parks and Recreation Departments. Proper insurance coverage received.)
- E. *Removed for separate consideration.*
- F. Approval of payment of the Region 2 Planning Commission invoice, in the amount of \$9,458.08, for planning services for February 2008, in accordance with the recommendation of the City Manager.
- G. Approval of Traffic Control Order (TCO) Nos. 1976 and 1977, for the installation of Autistic Child signs on Randolph Street between Woodbridge and First Streets, on Floral between Seymour Avenue and Elm Avenue, and on Elm Avenue between Phillips and Blakely Streets respectively, in accordance with the recommendation of the City Engineer.
- H. Approval of the low bid award to Automotive Service Co., Jackson, in the amount of \$18,250.00, for the installation of truck bodies, lighting and hydraulic accessories and valve turner equipment for two (2) super duty pickup body and valve turners, in accordance with the recommendation of the Director of Public Services and the Purchasing Agent.
- I. Receipt of the City of Jackson's summary of revenue and expenditures for the eight (8) months ended February 29, 2008.
- J. Receipt of the Community Development Department CDBG Financial Report through February 29, 2008.

CONSENT CALENDAR ITEM A.

Approval of the minutes of the regular City Council meeting of March 11, 2008.

Motion was made by Councilmember Greer and seconded by Councilmember Breeding to approve the minutes with a correction to Item B under Appointments to reflect Charter Review Committee and not Charter Review Commission. 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 ITEM E.

Approval of the request from Daryl Hoskins, Daryl's Downtown, for authorization for temporary outdoor service, and add bar permit on May 23, June 6, June 13, June 20, June 27, July 11, July 18, July 25, August 8, August 15, August 29, and September 26, 2008, for a series of events. (Approval recommended by the Police, Fire, Public Services, and Traffic Engineering Departments, and the Downtown Development Authority. Proper insurance coverage received.)

Motion was made by Councilmember Breeding and seconded by Councilmember Greer 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.

COMMITTEE REPORTS.

None.

APPOINTMENTS.

None.

PUBLIC HEARINGS.

None.

RESOLUTIONS.

A. CONSIDERATION OF A RESOLUTION URGING THE CREATION OF A COMPREHENSIVE TRANSPORTATION FUNDING PACKAGE BY THE STATE OF MICHIGAN.

Motion was made by Councilmember Greer and seconded by Councilmember Breeding to postpone consideration of this resolution until the next regular City Council meeting so that it might be amended to reflect more specific Jackson needs. The motion was adopted by the following vote. Yeas: Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: Mayor Ludwig--1. Absent: 0.

ORDINANCES.

None.

OTHER BUSINESS.

None.

NEW BUSINESS.

A. CONSIDERATION OF THE REQUEST TO NAME THE GROUNDS AT THE MARTIN LUTHER KING CENTER THE HOWARD WOODS SR., RECREATION COMPLEX, AND AUTHORIZATION FOR STAFF TO MAKE THE NECESSARY

ARRANGEMENTS, IN ACCORDANCE WITH THE RECOMMENDATION OF THE PARKS AND RECREATION COMMISSION AND THE DIRECTOR OF PARKS, RECREATION AND GROUNDS.

Motion was made by Councilmember Breeding and seconded by Councilmember Polaczyk to approve the request to name the grounds at Martin Luther King Center, the Howard Charles Woods Sr. Recreation Complex, and recommend that the official designation ceremony take place at high noon on August 9, 2008, during the southside reunion with all necessary proclamations. 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 THE REQUEST TO APPROVE THE PURCHASE AGREEMENT BETWEEN THE CITY AND MR. AND MRS. JERRY SIPES FOR PROPERTY LOCATED AT THE POINT OF GREENWOOD AVENUE AND FIRST STREET, (FOR A STREET CONSTRUCTION PROJECT), AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), AND FOR STAFF TO MAKE MINOR MODIFICATIONS TO THE PURCHASE AGREEMENT AND TAKE ALL OTHER ACTION NECESSARY TO EFFECTUATE A CLOSING ON THE PROPERTY, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY ATTORNEY.

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to approve the request. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: Councilmember Breeding--1. Absent: 0.

CITY COUNCILMEMBERS' COMMENTS.

Motion was made by **Councilmember Frounfelker** and seconded by Councilmember Greer to refer to staff the matter of placing the taxicab ordinance on the list of ordinances to review and bring recommended changes to Council. 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.

Councilmember Howe thanked Jim Parrott for sitting in for City Manager Ross. He also asked Council to be thinking about, during the next couple of years, a new Police Station or possibly a new station that would accommodate both Police and Fire Departments.

Councilmember Greer encouraged his fellow Councilmembers to attend the National Brownfield Conference in Detroit this May. He also commended Mr. Parrott on a job well done.

Councilmember Breeding remarked that Mr. Parrott does a great job in his own capacity.

Councilmember Gaiser thanked the HRC for bringing the young speakers before the Council; the presentation was wonderful. He also recognized Foote Hospital for their accomplishment of being named among the country's top 100 hospitals and he would like Council to recognize this achievement. He also inquired about the status of the Charter Review Committee. Mayor Ludwig announced that the City Manager will be sending a communication.

ADJOURNMENT.

No further business being presented, a motion was made by Councilmember Howe and seconded by Councilmember Greer to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 8:15 p.m.

Lynn Fessel
City Clerk



City Clerk

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

March 31, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk
RE: National Day of Prayer

The Jackson National Day of Prayer Task Force is requesting use of Bucky Harris Park to hold their annual National Day of Prayer on Thursday, May 1, 2008, beginning at 12:00 noon.

Recommended approvals have been received from the Police, Fire, Traffic Engineering, Public Service and Parks/Recreation Departments, and the Downtown Development Authority. A Hold Harmless Agreement has been executed in lieu of insurance coverage.

Please place this request on the Council's April 8th consent calendar for their consideration.

Thank you.

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: 3/17/08 Time: 8 AM By: A. Aenoed

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 National Day of Prayer Task Force

Organization Address: 400 Richard, Spring Arbor, MI 49283

Organization Agent Jolene Pearl Title: Co-ordinator

Phone: (work) vacation 863-859-3221 Phone: (home) 517-750-2983 Phone: (during the event) after 3/24/08

Agent's Address 400 Richard, Spring Arbor, MI 49283

Agent's E-Mail Address jolenep@arbor.edu

Event Name National Day of Prayer

Please give a brief description of the proposed special event:
Special prayer and music

Event Day(s) & Date(s) Thursday, May 1, 2008

Event Time(s) 12:00 - 1:30 (or a little later)

Set-Up Date & Time 10 a.m. Thurs. 5/1/08 Tear-Down Date & Time 5/1 2-3 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? 10-12 years

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 none 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 _____

CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
City Clerk's Office * 161 W. Michigan * 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? 50-100+

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.)
None

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:
As a Low Hazard event we ask the City of Jackson, to waive insurance requirement + execute Hold Harmless + Indemnification Agreement.

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.

Mar. 11, 2008
Date

Jolene Pearl
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: National Day of Prayer, Thursday, May 1, 2008

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 Serv. Dept.: G. Chinavare Recommend Approval: **YES** NO Est. Economic Impact: \$ -0-

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

DDA: K. Jansen 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: 3/17/2008 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

March 31, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk
RE: DDA Cruise Nights

The Downtown Development Authority is requesting closure of the following streets:

Michigan Avenue from Blackstone to Francis Street, Jackson Street from Cortland to Louis Glick Highway, and Mechanic Street from Washington Avenue to Pearl Street, to conduct Cruise Nights in the downtown on Friday, May 23, June 27, July 25, August 22, and September 26, 2008 beginning at 5:15 p.m. each event day.

Cruise Nights are free, family-oriented, featuring cars on display throughout downtown streets, as well as food vendors and DJ music on stage at Bucky Harris Park.

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

Please place this request on the Council's April 8th consent calendar for their consideration.

Thank you.

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: 3/10/08 **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: Downtown Development Authority

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

Organization Agent: Jill Yehl Title: Downtown Projects Manager

Phone: Work 768-6410 Home _____ During event (517) 404-8907

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

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

Event Name: Cruise Night

Please give a brief description of the proposed special event: Cruise Nights are free, family-oriented featuring cars on display

Throughout Downtown's streets, as well as food vendors and DJ music on stage at Bucky Harris Park.

Event Day(s) & Date(s): 5/23, 6/27, 7/25, 8/22, 9/26 Event Time(s): 6:00-9:00pm

Set-Up Date & Time: 5/23, 6/27, 7/25, 8/22, 9/26 - 3:00pm Tear-Down Date & Time: 5/23, 6/27, 7/25, 8/22, 9/26 - 9:30pm

Event Location: _____

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: 5:15pm each event day through Date/ Time: 9:30pm each event day

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? 4,000-5,000 people

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

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO If yes, how many? 4

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.)

Request closure of Michigan Ave. from Blackstone to Francis St. and Jackson St. from Cortland to Louis Glick Hwy. Mechanic St. from Washington Ave. to Pearl St. Engineering: 10 - No Parking Tripods for food vendors 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 Policy

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.

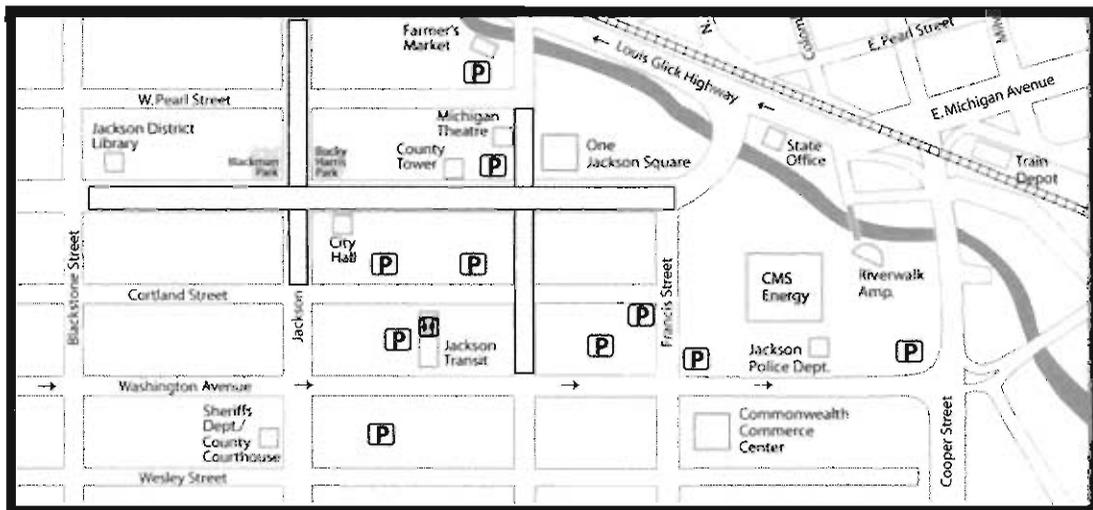
3/6/08
Date

Bill Yebo
Signature of Sponsoring Organization's Agent

Cruise Nights 2008

The Downtown Development Authority is coordinating 5 Cruise Nights throughout the Downtown streets once again this summer. They are scheduled for Friday, May 23, June 27, July 25, August 22, and September 26. Cruise Nights take place from 6:00 pm to 9:00 pm. Requested action is for the City Council to approve the following street closures on the before mentioned dates between the hours of 5:30 pm and 9:30 pm:

Michigan Ave. from Blackstone to Francis St.
Jackson St. from Cortland to Louis Glick Hwy.
Mechanic St. from Washington Ave. to Pearl St.



Cruise Night Entertainment will feature a local DJ playing music from the 50's, 60's & 70's at Bucky Harris Park.



Downtown Development Authority (DDA)
161 West Michigan Avenue
Jackson, MI 49201
Phone (517) 768-6410 Fax (517) 768-6367

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 Cruise Nights May 23, June 27, July 25, August 22, and September 26, 2008

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: \$ 180.00/event

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

Traffic Eng.: R. Dietz Recommend Approval: **YES** NO Est. Economic Impact: \$381.68/event

Public Serv. Dept.: G. Chinavare Recommend Approval: **YES** NO Est. Economic Impact: \$400.00/event

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

DDA: K. Jansen Recommend Approval: **YES** NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES **NO***

*Businesses will be notified via DDA's website after City Council approval.

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: City Coverage 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

March 31, 2008

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 sponsor “DDA Day on Saturday, May 10, 2008. This is a free, family-oriented event, featuring a scavenger-type hunt through the downtown with citizens visiting businesses and restaurants, which will open up 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, Public Services Departments and the Downtown Development Authority. This event is covered under the City’s insurance provider.

Please place this request on the Council’s April 8th consent calendar for their consideration.

Thank you.

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: 2/29/08 Time: 10:30 By: G. 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: Jill Yehl Title: Downtown Projects Manager

Phone: Work 768-6410 Home During event (517) 404-8907

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

Agent's E-Mail Address: jyehl@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 10th Event Time(s): 10:00am - 2:00pm

Set-Up Date & Time: May 10th at 9:00am Tear-Down Date & Time: May 10th 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.

2/29/08
Date

Jill Yutz
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 10, 2008

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 Serv. Dept.: G. Chinavare Recommend Approval: YES NO Est. Economic Impact: \$ -0-

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

DDA: J. Yehl 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 Coverage 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

March 31, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk
RE: Summer Planting Day

The Downtown Development Authority is requesting to sponsor Summer Planting Day on Saturday, May 17, 2008. This is an event where hundreds of volunteers gather to beautify downtown by filling the 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, Public Services Departments and the Downtown Development Authority. This event is covered under the City's insurance provider.

Please place this request on the Council's April 8th consent calendar for their consideration.

Thank you.

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: 2/29/08 **Time:** 10:30 **By:** Attended

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: Jill Yehl 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: jyehl@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 17th Event Time(s): 9:00-11:00am

Set-Up Date & Time: May 17th at 8:00 am Tear-Down Date & Time: May 17th 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.

2/29/08
Date

Jill Yeh
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: Summer Planting Day, Saturday, May 17, 2008

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 Serv. Dept.: G. Chinavare Recommend Approval: **YES** NO Est. Economic Impact: \$ -0-

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

DDA: J. Yehl 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 Coverage 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 2, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk
RE: Mid-Town Association – Taste of Jackson

The Mid-Town Association is requesting use of S. Jackson Street between Cortland and Michigan Avenue (street closure requested by the Downtown Development Authority), on Friday, September 26, 2008, beginning at 4:30 p.m., in conjunction with the DDA Cruise night. This is a fundraising event for the Mid-Town Association. They will have local restaurants provide samples of their menu items, and tickets will be sold for \$1.00.

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

Please place this request on the Council's April 8th consent calendar for their consideration.

Thank you.

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: _____ Time: _____ By: _____

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

Sponsoring Organization's Legal Name: MIDTOWN ASSOCIATION

Organization Address: PO Box 1668

Organization Agent: Kathryn Keersmackers Title: event chair

Phone: Work _____ Home 7843202 During event _____

Agent's Address: 901 Oakridge Dr JACKSON

Agent's E-Mail Address: kate.keers@hotmail.com

Event Name: Taste of Jackson

Please give a brief description of the proposed special event: Restaurants in Jackson will

provide samples of their menu, Tickets for the event will be \$1.00 each - this is a fund raiser for Midtown

Event Day(s) & Date(s): Friday Sept 26 Event Time(s): 5 PM -> 7: PM

Set-Up Date & Time: Fri, Sept 26 4:30 Tear-Down Date & Time: 7:30-8 PM

Event Location: On S. Jackson between Courtland & Mick Ave

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 1

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

STREET CLOSURES: Start Date/ Time: _____ through Date/ Time: _____

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

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

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

If yes, 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? 2000

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.)
This event is in conjunction with the DDA Cruise Night.

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:
Must own hold the insurance policy

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.

3/13/08
 Date

Kathryn Keersmakers
 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: Mid-Town Association – Taste of Jackson – September 26, 2008

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 Serv. Dept.: G. Chinavare Recommend Approval: **YES*** NO Est. Economic Impact: \$ -0-
Parks/Forestry: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-
DDA: K. Jansen Recommend Approval: **YES** NO Est. Economic Impact: \$ 200.00

Have businesses been notified for street closures?: YES NO

The Downtown Development Authority will not have any other vendors at this event.

Reason for disapproval: _____

Any special requirements/conditions:

*Event sponsor expected to monitor and be responsible for removal and cleanup up trash, garbage and debris.
No City Services requested per application.

Insurance/Indemnification Received: 3/31/2008 Insurance Approved: 4/02/2008

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



City Clerk

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

March 31, 2008

TO: William R. Ross, City Manager

FROM: Angela Arnold, Deputy City Clerk

RE: Marriage Matters Jackson – United Way

Marriage Matters Jackson – United Way is requesting use of Bucky Harris Park to hold a public signing event for a community marriage policy for Jackson County on Tuesday, May 6, 2008, beginning at 12:00 noon.

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

Please place this request on the Council's April 8th consent calendar for their consideration.

Thank you.

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: 3/27/08 Time: 5 PM 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: Marriage Matters Jackson - United Way

Organization Address: 536 N. Jackson St, Jackson MI 49201

Organization Agent: Shelby Raines Title: Marriage Matters Coordinator

Phone: Work (517) 798-5116 Home N/A During event (517) 745-8425 cell

Agent's Address: Same as above

Agent's E-Mail Address: sraines@uwjackson.org

Event Name: Community Marriage Policy signing

Please give a brief description of the proposed special event: A public signing event of a Community Marriage Policy for Jackson County

Event Day(s) & Date(s): Tuesday May 6, 2008 Event Time(s): 12 noon - 1 pm

Set-Up Date & Time: 10:45 - 11:45 Tear-Down Date & Time: 1 pm - 2 pm

Event Location: Backy Harris Park

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

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

STREET CLOSURES: Start Date/ Time: _____ through Date/ Time: _____

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

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

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

If yes, 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? 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.)

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.

3/28/08
 Date

Mark Raines
 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: Community Marriage Policy Signing, Tuesday, May 6, 2008

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 Serv. Dept.: G. Chinavare Recommend Approval: **YES** NO Est. Economic Impact: \$ -0-
Parks/Forestry: T. Steiger Recommend Approval: **YES** NO Est. Economic Impact: \$ -0-
DDA: K. Jansen 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: 3/27/2008 Insurance Approved: 4/02/2008

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



WATER DEPARTMENT
A Division of Public Services
515 Water Street
Jackson, Michigan 49203
517.788.4090 ♦ Fax 517.788.4691

April 2, 2008

Mr. William R. Ross
City Manager
City of Jackson, Michigan

SUBJECT: FIRST RENEWAL OF WATER TREATMENT PLANT & WATER FACILITIES MOWING CONTRACT

Dear Mr. Ross:

Deer Hunter's Construction of Jackson, Michigan has agreed to exercise the first of two renewals of the 2007 Mowing Contract, at the same unit prices as originally bid. These services are for lawn mowing and grounds maintenance at the Water Treatment Plant located on Mansion Street, and the Water Services Complex located on Water Street.

The estimated cost of the services for the 2007 contract year was \$13,845.00. This will be adjusted by 3%, in accordance with the terms and conditions of the original contract, to cover inflationary costs such as fuel and labor. This first renewal will reflect this 3% adjustment at an estimated cost of services of \$14,260.35 for the 2008/2009 season.

The funds to cover these services are budgeted for in the Water Fund account. In conjunction with the Purchasing Agent, I recommend that the Mayor and the City Clerk be authorized to sign the appropriate contract documents for the Mowing and Grounds Maintenance Contract at the estimated contract amount of *\$14,260.35*.

.Respectfully submitted,

Glenn M. Chinavare
Director of Public Services

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



Community Development

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4060 — Facsimile: (517) 780-4781

April 2, 2008

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: Dangerous Building Report

Attached is the monthly Dangerous Building Report. Please add this item to the April 8, 2008 agenda as receipt of report.

CITY OF JACKSON
DANGEROUS BUILDINGS – UNDER EXTENSION FROM BCBA

Property Address/Type/Designation Deed Holder	Next BCBA Hearing Date	Current Status thru 3/31/08
=====		
==		
1209 Chittock Ave (5-0711) Samuel Terry (34 – CDBG) (JPD) – House (O)	5/16/08	9/7/07 Condemned; Gas leak in utility room; Chapter 14 Housing code violations. 1/17/08 owner awaiting estimates from contractors. 2/15/08 Home Depot will be hiring someone to make repairs.
107 E Ganson St (7-0134) Herbert Christopher (4 – CDBG) (Fire) – House (R)	4/18/08	10/4/07 Condemned; Fire, smoke and water damage throughout structure; Chapter 14 Housing Code violations. 2/15/08 owner awaiting Insurance settlement.
107 N Higby St (2-0482) Eagle Ventures (new owner 3/08) Pamela Adams (19 – CW) (Fire) – House (R)	6/20/08	8/21/07 Condemned; Extensive fire damage to living room and porch; Extensive smoke damage throughout house. 11/15/07 owner has settled with Insurance Company and is trying to decide if she wants to repair or demolish. 12/20/07 owner is closing on new house will be selling this one as is or demolishing. 2/15/08 property being sold, closing to take place soon. 3/28/08 new owner hoping to be finished by June. Permit Information – PB080085 3/26/08 (remodel), PE080068 3/24/08.
943 Maple Ave (4-0852) Susan Shanes (34 – CDBG) (JPD) – House (O)	4/18/08	10/31/05 Condemned; open and accessible; unfit for human habitation; Chapter 14 Housing Code violations. 5/18/06 owner has applied for rehab. 7/20/06 should be finished within 3 months. 8/17/06 owner still awaiting rehab loan through Community Development. 10/19/06 owner would like 2 months 2 complete. 11/30/06 per inspector Building permit has been issued, no inspections. 4/19/07 Plumbing almost complete should be finished with everything shortly after that. 5/17/07 per Building Inspector owner is making good progress. Exterior to be completed within the next week, once finished will focus on the interior again. 8/16/07 owner has received loan to finish repairs and should be finished in about 30 days. 9/20/07 new bay window installed, bathroom and kitchen sinks installed. Roof should be finished this week, will then move onto drywall. 10/18/07 owner is hoping to be done by Christmas. 12/20/07 owner has lots of material should be finished within 90 days. 1/17/08 owner hoping to finish downstairs in 1 month and will then start on the upstairs. 2/15/08 three rooms dry walled, will schedule inspection before next meeting.

CITY OF JACKSON
DANGEROUS BUILDINGS – UNDER EXTENSION FROM BCBA

Property Address/Type/Designation Deed Holder	Next BCBA Hearing Date	Current Status thru 3/31/08
=====		
		Permit Information – PB060961 11/14/06 (remodel) 1/2/08, PP060437 11/13/06.
118-20 E Mason St (5-0136) Andrew Harris (3 – CDBG) (Fire) – Commercial	5/16/08	10/23/07 Condemned; Fire, smoke and water damage throughout structure. 1/17/08 owners awaiting Insurance money to rebuild. 2/15/08 owner still working with Insurance Complaint on settlement amount. 3/28/08 settled with Insurance company and hoping to be finished within 60-90 days.
416 W North St (1-0504) Don Wood (new owner 3/08) Peggy Winters (1 – CDBG) (Staff) – House (R)	5/16/08	12/15/06 Condemned; Structure open and accessible; unfit for human habitation; Chapter 14 Housing Code violations. 6/14/07 bank will request bids for repairing and demolition. Redemption to expire 12/6/07. 10/18/07 new listing agent trying to sell as a package with another property. 1/17/08 property now listed for sale. 2/15/08 closing will take place within next month. 3/28/08 hoping to be finished with all repairs by end of summer.
1615 Plymouth St (6-1233) Bettie Talbert (6 – CDBG) (Fire) – House (O)	4/18/08	12/20/07 Condemned; Smoke, fire and water damage throughout.
110 N Thompson St (2-0366) Ed Yoakam (new owner 2/08) Ken Rhines/Patty Lannabary (19 – CW) (Fire) – House (O)	5/16/08	10/12/07 Condemned; Fire, smoke and water damage throughout structure; Chapter 14 Housing Code violations. 2/15/08 once foreclosure is completed and Mr. Yoakam has ownership repairs will start and should be finished within 6 months. Permit Information – PE070435 issued and finalized. PB080041 2/13/08 (repair fire damage).

CITY OF JACKSON
DANGEROUS BUILDINGS – AWAITING BCBA ACTION

Property Address/Type/Designation Deed Holder	Next BCBA Hearing Date	Current Status thru 3/31/08
704 First St (3-0023) Lamar Jackson (33 – CDBG) (Staff) – House (R)	4/18/08	1/31/08 Condemned; Lower unit open and accessible; Fire damage in upper unit; Chapter 14 Housing Code violations.
1005 E Ganson St 7-0763 Kimberly Powell (4 – CDBG) (Fire) – House (R)	5/16/08	12/12/07 Condemned; Fire damage to living room floor; smoke damage throughout; Chapter 14 Housing Code violations.
606 S Mechanic St (4-0588) Rose City Investments (3 – CDBG) (JPD) – House (R)	5/16/06	2/6/08 Condemned; Structure open and accessible; Chapter 14 Housing Code violations.
611 W Morrell St (3-2064) John/Patricia Grzesikowski (28 – CDBG) (Fire) – House (O)	4/18/08	11/26/07 Condemned; Fire, smoke and water damage to interior of house.
1514 Plymouth St (6-0515) Entrust Great Lakes US FBO (6 – CDBG) (JPD) – House (R)	5/16/08	1/30/08 Condemned; Structure open and accessible; unfit for human habitation; Chapter 14 Housing Code violations.
1818 Pringle Ave (6-1274) Kelly/Ragena Cecil (11 – CDBG) (Fire) – House (O)	4/18/08	1/31/08 Condemned; Smoke, fire and water damage throughout; Chapter 14 Housing Code violations. Permit Information – PB080057 2/27/08 (remodel), PE080046 2/27/08, PP080066 3/14/08.

(# is CDBG Area also shows CW or CDBG)
for office use only

(Who requested condemnation)

(Designation; (R) = Rental and (O) = Owner Occupied)

CITY OF JACKSON
DANGEROUS BUILDINGS – NOTICE AND ORDER UPHELD

Property Address/Type/Designation Upheld Deed Holder	Upheld Date	Bids Requested	Bids Received	Bids Awarded	Scheduled Demolition	Current Status thru 3/31/08
939 Chittock Ave (5-0649) Trainor Financial LLC (new owner 10/07) Jackson County Treasurer (new owner 6/07) Destiny Ventures LLC (34 – CDBG) (Staff) – House (R)	3/15/07					11/8/06 Condemned; Structure open and accessible at rear door; all cooper has been striped out of house; Chapter 14 Housing Code violations. 5/4/07 – Roger Iveson to inspect for updated status. 6/29/07 – Property now owned by County of Jackson, per Roger can not take action on County owned properties.
220 S Dwight St (6-0904) William/Kristy Denman (11 – CDBG) (NA) – House (R)	2/15/08					10/19/07 Condemned; Open and accessible; Unfit for human habitation; Chapter 14 Housing Code violations.
508 N Francis St (7-0070) Jeffrey/Ryan Anderson (new owner 8/07) Tracie Vierk (4 – CDBG) (JPD) – House (R)	12/14/06	1/9/07				7/10/06 Condemned; Structure open and accessible; trash and debris throughout; gas and electric shut off; Chapter 14 Housing Code violations. 11/16/06 ownership issues on this property. 5/4/07 Owner has been trying to contact Roger Iveson to discuss repairs.
815 Francis St (5-0589) Christopher Robinson (new owner 3/07) Hasche LLC Etal (3 – CDBG) (Fire) – House (R)	9/20/07					3/7/07 Condemned; Smoke, fire and water damage to upper unit; water damage to lower unit; Chapter 14 Housing Code violations. No contact from owner.
204 E Prospect St (5-1894.1) Golden Gibson (new owner 6/07) Federal National Mortgage Assn (new owner 7/06) Flagstar Bank (18 – CDBG) (Fire) – House (R)	1/18/07					7/5/06 Condemned; Exterior siding burned; windows broken out; door damaged; walls, ceilings and floor joists damaged; smoke and water damage throughout; gas and electric shut off; trash and debris throughout. 10/19/06 owner (Maurice Harrell) is working on redeeming house, once he does he will start repairs. 5/4/07 New owner given time by court to pull permits and repair. Permit Information – PB070167 (repair) 5/11/07, PE070258 7/25/07.

(# is CDBG Area also shows CW or CDBG)
for office use only

(Who requested condemnation)

(Designation; (R) = Rental and (O) = Owner Occupied)

CITY OF JACKSON
DANGEROUS BUILDINGS – NOTICE AND ORDER UPHELD

Property Address/Type/Designation Upheld Deed Holder	Upheld Date	Bids Requested	Bids Received	Bids Awarded	Scheduled Demolition	Current Status thru 3/31/08
918-20 Williams St (4-0698) Countywide Bank (34 – CDBG) (DPW) – House (R)	12/14/06					9/22/06 Condemned; Fire, smoke and water damage throughout both units; Chapter 14 Housing Code violations.

(# is CDBG Area also shows CW or CDBG)
for office use only

(Who requested condemnation)

(Designation; (R) = Rental and (O) = Owner Occupied)

CITY OF JACKSON
DANGEROUS BUILDINGS – NOTICE AND ORDER UPHELD – OPEN COURT ACTION OR ON HOLD BY INSPECTOR

Property Address/Type/Designation Upheld Deed Holder	Upheld Date	Bids Requested	Bids Received	Bids Awarded	Scheduled Demolition	Current Status thru 3/31/08
800 S Mechanic St (4-0600) Gregory Cole (3 – CDBG) (JPD) – House (R)	6/14/07					11/6/06 Condemned; Open and accessible at back door; Chapter 14 Housing Code violations. 3/15/07 Should be done in about 60 days. 4/19/07 property cleaned out, will be getting bids for repairs. Permit Information – PB060464 4/20/06 (remodel) has since expired, permit re-issued using permit number PB070122 10/16/07. Court date scheduled for 8/24/07 @ 9:30 a.m.
605 Williams St (4-0777) Starting Point Financial (3 – CDBG) (Fire) – House (R)	4/22/04	04/23/04	05/19/04			6/5/03 Condemned; fire damage throughout structure. 9/18/03 Notice and Order UPHELD. Demolition never done. 4/22/04 Notice and Order UPHELD – Demolition never done due to restraining order. We do have ACT 495 insurance money. 5/12/04 Restraining order filed by owner’s attorney. 6/28/04 owner pulled remodel permit. 12/13/04 Permit #13420 abandoned by owner. 1/26/05 – Injunction issued with court date of 2/18/05. Court granted extension until 4/29/05. 5/5/05 work started, good progress being made on exterior, roof finished, siding started and new electrical service. Property still in court.

(# is CDBG Area also shows CW or CDBG)
for office use only

(Who requested condemnation)

(Designation; (R) = Rental and (O) = Owner Occupied)

CITY OF JACKSON
DANGEROUS BUILDINGS – AWAITING RECONSIDERATION FROM BCBA

Property Address/Type/Designation Deed Holder	Next BCBA Hearing Date	Current Status thru 3/31/08
1042 Walker St (8-2448) Craig Stringham (12/07) Wells Fargo Bank (new owner 8/07) Richard/Robin Wood (8 – CDBG) (JPD) – House (O)	6/20/08	1/22/07 Condemned; Structure open and accessible; unfit for human habitation; Chapter 14 Housing Code violations. Permit Information PB070570 (remodel) 12/5/07 . Sheriffs sale 1/07, redemption expires 7/10/07 (Wells Fargo Bank). 5/17/07 Mr. and Mrs. Wood no longer want the property and are letting it go back to the bank. 7/26/07 Real Estate agent asked to get 2 bids for making repairs. 10/24/07 Mr. Stringham is planning on purchasing the property and requested reconsideration. 11/15/07 new owner should be completed within 6 months. 12/20/07 new owner striped interior down to studs and should be finished within 5-6 months. 3/28/08 permits will be pulled and work to be finished within 60 days. Permit Information – PB070570 12/5/07 (remodel).

(# is CDBG Area also shows CW or CDBG)
for office use only

(Who requested condemnation)

(Designation; (R) = Rental and (O) = Owner Occupied)

CITY OF JACKSON
DANGEROUS CONDITION ELIMINATED

Property Address/Type/Designation Deed Holder	Release Date	Current Status thru 3/31/08
137 N Gorham St (7-1223) John Colvin (new owner 8/07) Evergreen Land Enterprises 2 LLC (7 – CDBG) (Staff) – House (R)	3/28/08	Property released into open permit status.
325 W Wesley St (4-0317) Robert Haney (new owner 10/07) First Franklin Financial Corp (new owner 5/07) Christopher Stiles (28 – CDBG) (Fire) – House (R)	3/28/08	Property released into open permit status.
227 W Wilkins St (4-0463) Thomas Hunt (new owner 9/07) Jeff Hunt (new owner 6/07) Linda Davis/Jerry Smith (3 – CDBG) (JPD) – House (R)	3/28/08	Property repaired by owner.

See DB Summary on next page

(# is CDBG Area also shows CW or CDBG)
for office use only

(Who requested condemnation)

(Designation; (R) = Rental and (O) = Owner Occupied)

CITY OF JACKSON
DANGEROUS BUILDING SUMMARY SHEET

	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08
PROPERTIES CONDEMNED THIS MONTH	4	1	0			
<i>YEAR TO DATE</i>	4	5	5			
PROPERTIES DEMOLISHED THIS MONTH	5(O)1(City)	1 (Owner)	0			
<i>YEAR TO DATE</i>	6	7	7			
PROPERTIES UNDER EXTENSION FROM BCBA	7	9	8			
<i>YEAR TO DATE</i>	7	16	24			
AWAITING RECONSIDERATION FROM BCBA	2	2	1			
<i>YEAR TO DATE</i>	2	4	5			
BUILDINGS AWAITING BCBA ACTION	10	7	6			
<i>YEAR TO DATE</i>	10	17	23			
BCBA ACTION UPHELD	7	6	6			
<i>YEAR TO DATE</i>	7	13	19			
BCBA ACTION UPHELD ON HOLD BY COURT	2	2	2			
<i>YEAR TO DATE</i>	2	4	6			
PROPERTIES REPAIRED	0	1	3			
<i>YEAR TO DATE</i>	0	1	4			



City Clerk

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

March 24, 2008

TO: William R. Ross, City Manager

FROM: Angela Arnold, Deputy City Clerk

**RE: Establishment of April 22, 2008 for a Public Hearing on the Following
Special Assessment Roll for Water Main and Street Construction**

Roll No. 3348 – Hibbard Street from Ganson Street to North Street

The above public improvement has been completed and the City Assessor has prepared the Assessment Roll. If action is taken to establish the public hearings, notification letters will be sent to the property owners included on this roll and a notice will be placed in the Jackson Citizen Patriot.

Please place this request to establish a April 22nd public hearing on the April 8th City Council agenda.

Thank you.

/aa



Community Development

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4060 — Facsimile: (517) 780-4781

April 2, 2008

TO: William R. Ross, City Manager

FROM: Carol L. Konieczki, Community Development Director

RE: Request to Establish Public Hearings on May 13, 2008 to:

- 1) **Create an Obsolete Property Rehabilitation District (OPRD) #6 at 159 West Pearl Street**
- 2) **Approve an Application for an OPRD Tax Exemption Certificate at 159 West Pearl Street**

John Collis, representing NC Development Group, has requested that the City establish an Obsolete Property Rehabilitation District (OPRD) for the property they own located at 159 West Pearl Street to assist with their development plans. The request and a map with the location of the project are attached for your reference.

Under an OPRD, the City freezes existing Ad Valorem property taxes collected under the General Property Tax Act of 1893, P.A. 206, on a designated building (not land) for up to 12 years. The OPRD provides an incentive for developers to invest in obsolete property by exempting any increase in the taxable value of the property. The OPRD must consist of one or more parcels of land containing obsolete commercial or commercial housing property. The City Assessor has determined that the building is obsolete and can move forward with the process.

The establishment of an OPRD requires two public hearings before the district can be established and implemented. The first public hearing will be to consider establishing the district. The second public hearing will be regarding the application for an obsolete property rehabilitation exemption certificate. Requested action is as follows:

- 1) Establish May 13, 2008 at the City Council meeting as the time and place to hold a public hearing to consider the establishment of Obsolete Property Rehabilitation District #6 at 159 West Pearl Street, and
- 2) Establish May 13, 2008 at the City Council meeting as the time and place to hold a public hearing to consider the application of NC Development Group for an Obsolete Property Rehabilitation Exemption Certificate for property located at 159 West Pearl Street.

At the May 13, 2008 meeting, additional information will be provided including the eligibility based on the City's policy and the impact on the tax base to assist you in your consideration of this request. Please place this request on the April 8, 2008 agenda for City Council's consideration.

CLK:dss

cc: John Collis, NC Development Group
Lynn Fessel, City Clerk
Jan Markowski, City Assessor
Deborah Stuart, Economic Development Project Manager

GOLD LAND REALITY LLC.
NC DEVELOPMENT GROUP LLC.
159 W. PEARL ST. Suite 101
JACKSON, MI 49201

March 18, 2008

Lynn Fessel, City Clerk

C/o Debbie Stuart

161 W. Michigan Ave
Jackson, MI. 49201

Re: Request for Establishing an Obsolete Property Rehabilitation District 159 W. Pearl Street,
Jackson, MI.

Dear Mayor Ludwig:

As you are aware, Gold Land Reality has recently purchased the property located at 159 W. Pearl St, currently being managed by NC Development Group LLC. We appreciate the municipalities anticipated support as we move forward in our rehabilitation efforts for this property. We realize this is a vital asset to our downtown community.

On behalf of Gold Land Reality, NC Development respectfully requests that the building be designated an "Obsolete Property" under the definitions outlined in PA 146 of the State of Michigan public acts. Specifically we request the abatement of property tax, capped at the properties acquisition cost.

NC Development is a local company, planning on investing in our Jackson community. We are creating new employment and living opportunities for the community of Jackson County. We expect to work closely with your staff as well as the city council to ensure such a success at this site. I believe that this project will be successful only through such a partnership.

Sincerely,

John Collis

NC Development Group LLC.



Community Development

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4060 — Facsimile: (517) 780-4781

April 3, 2008

TO: William R. Ross, City Manager

FROM: Carol L. Konieczki, Community Development Director

RE: **Public Hearings and Adoption of a Resolution to Establish an Obsolete Property Rehabilitation District (OPRD) #5 to encompass 212 and 228 West Michigan Avenue**

The April 8, 2008 City Council meeting has been established to hold a public hearing regarding the City's designation of OPRD #5 to encompass 212 and 228 West Michigan Avenue.

Under an OPRD, the City freezes existing Ad Valorem property taxes collected under the General Property Tax Act of 1893, PA 206, on a designated building (not land) for up to 12 years. The establishment of an OPRD provides an incentive for developers to invest in obsolete property by exempting any increase in the taxable value of the property. The OPRD must consist of one or more parcels of land containing obsolete commercial or commercial housing property. At a later date, a developer owning property within the district may request an OPRD Tax Exemption Certificate that would make them eligible for this incentive. At that time, the City Assessor will make the determination regarding obsolete status based on the proposed use and a public hearing will be held regarding the certificate request that would be considered by City Council.

Staff has met all the public notice requirements in preparation of this public hearing and is requesting that the City Council hold a public hearing to establish Obsolete Property Rehabilitation District #5 and to adopt the attached resolution establishing OPRD #5 that will encompass 212 and 228 West Michigan Avenue. Please place this request on the April 8, 2008 agenda for City Council's consideration.

CLK/dss

cc: Bruce Inosencio, Hotel Hayes Redevelopment, LLC
Kyle Jansen, DDA Executive Director
Jan Markowski, City Assessor
Deborah Stuart, Economic Development Project Manager

RESOLUTION

WHEREAS, pursuant to Act No. 146 of 2000, the City of Jackson has the authority to establish "Obsolete Property Rehabilitation Districts" within the City of Jackson; and

WHEREAS, the City of Jackson is the owner and would like to establish the Obsolete Property Rehabilitation Act District on its property in the City of Jackson hereinafter described; and

WHEREAS, the City Council of the City of Jackson sets forth a finding and determination that the district meets the requirement set forth in section 3(1) of Public Act 146 of 2000; and

WHEREAS, written notice has been given by mail to all owners of real property located within the proposed district, and to the public by newspaper advertisement in the Jackson Citizen Patriot; and

WHEREAS, on April 8, 2008 a public hearing was held and all residents and taxpayers of the City of Jackson were afforded an opportunity to be heard thereon; and

WHEREAS, the City Council deems it to be in the public interest of the City of Jackson to establish an Obsolete Property Rehabilitation District as proposed;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Jackson that the following described parcels of land situated in the City of Jackson, County of Jackson, and State of Michigan, to wit:

Lots 7, 8, 9, except the East 22.5 Feet of Lots 7 & 9, also all of vacated alley adjoining Lots 8 & 9 to the West, Block 1 North, Range 1 West, Blackman's Addition to the Village of Jacksonburg (now City of Jackson) according to the recorded plat thereof (Assessor's Parcel Number #1-0081 and commonly known as 228 West Michigan Avenue, Jackson, Michigan); and

Lots 3, 4, 5, and 6, Block 1 North, Range 1 West, Blackman's Addition to the Village of Jacksonburg (now City of Jackson) according to the recorded plat thereof, said lots being bounded on the North by Pearl Street, on the South by Michigan Avenue, on the West by Hayes Alley and on the East by the first alley West of Jackson Street, including the West 22 inches of the entire length of the first public alley West of Jackson Street running between Michigan Avenue and Pearl Street, also including the North 22 inches of that part of Michigan Avenue lying immediately South of said Lot 6 as platted, also including the North 22 inches of Michigan Avenue lying immediately South of the West 22 inches of the first public alley West of Jackson Street (Assessor's Parcel Number #1-0080 and commonly known as 212 West Michigan Avenue, Jackson, Michigan).

Be and here is established as an Obsolete Property Rehabilitation District pursuant to the provision of Act No. 146 of the Public Acts of 2000 to be known as District #5.

* * * * *

RESOLUTION

WHEREAS, Michigan's transportation infrastructure is dependent upon long-term planning and ongoing maintenance, both of which are dependent upon adequately funded revenue sources; and

WHEREAS, Although the Michigan Department of Transportation (MDOT) has met its goal of having 90 percent of the state maintained roads in good condition by 2007, the most recent MDOT Five-Year Transportation Plan anticipates that future revenue will not be sufficient to maintain the progress made; and

WHEREAS, Transportation analysts estimate that Michigan has an annual shortfall of \$700 million for the state transportation system and at least \$2 billion for local roads; and

WHEREAS, Increased vehicle traffic on Michigan roads results in growing urban traffic congestion and longer commutes; and

WHEREAS, Michigan drivers will pay \$7 billion annually in costs related to traffic accidents, lost time and wasted fuel as a result of traffic congestion and inadequate roads; and

WHEREAS, The Road Information Program (TRIP) estimates that the average cost of inadequate roadways, annually, is \$785 per driver in Jackson and elsewhere in the state; and even more in the larger metropolitan areas such as Detroit, Grand Rapids and Lansing; and

WHEREAS, The quality of a region's transportation system is an important factor in where many businesses and industries may decide to locate, expand, or downsize; and

WHEREAS, A modern transportation system is critically important if Michigan is to take advantage of economic development opportunities; and

WHEREAS, Current funding for Michigan's transportation system is inadequate.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Jackson, Michigan, that:

1. The Alternative Funding Task Force created by 2007 PA 221 should develop a comprehensive transportation funding package, permanently increasing dedicated funding for transportation.
2. The Michigan Legislature enact and Governor Jennifer M. Granholm sign legislation providing a comprehensive transportation funding package.

3. Additional options the Michigan Legislature and the Governor should explore, including:
- Elimination of any interdepartmental grants in excess of the cost of collection from transportation funds;
 - Encouragement of Pavement-for-Life concept – which would require contractors to build and maintain roads for a long-life span;
 - Restructuring of the Transportation Allocations Collection Fund (TACF);
 - New local funding tools, such as optional sales tax authority;
 - Grant of authority to local units of government to establish regional transportation authorities and to support specific transportation and transit projects;
 - Grant more local control and flexibility over PA 51 Gas Tax funds, allowing portions of these dollars to be spent on local streets when necessary,
 - **AND AS A LAST RESORT** An increase in vehicle registration fees and/or an increase in fuel taxes;

* * * *

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 true and complete copy of a resolution adopted by the Jackson City Council on the 8th day of April, 2008.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 8th day of April, 2008.

Lynn Fessel, City Clerk

MEMORANDUM

City Clerk's Office

TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk

RE: Resolution Granting Permission to Rebecca M. Oexler to Operate a Mobile Hot Dog Vending Cart in the Central Business District (Concessionaire's License)

Ms. Rebecca M. Oexler has submitted an application to the City Clerk's office for a concessionaire's license to operate a mobile hot dog vending cart in the City's central business district. All required approvals and fees have been received, with the exception of a mobile food vending license from the Jackson County Health Department.

Ms. Oexler is working with the County Health Department and expects to have this license prior to the April 8 Council meeting. I have included wording in the attached resolution that your approval is subject to her submitting this license to my office.

Requested action is for City Council to adopt the resolution.

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City's Peddlers, Transient Merchants, Concessionaires, and Sidewalk Cafes Ordinance, Chapter 16, Article XIV, Section 16-386, et seq. of the Jackson City Code, requires that before any person is authorized to peddle or otherwise operate as a concessionaire within the central business district, they must first obtain permission from the City Council; and

WHEREAS, Rebecca M. Oexler has submitted an application and other required documents to the Jackson City Clerk requesting that she be allowed to operate a hot dog vending cart in the City's central business district; and

WHEREAS, Ms. Oexler will provide a food vending license from the Jackson County Health Department.

NOW, THEREFORE, BE IT RESOLVED that Rebecca M. Oexler is hereby granted permission to operate a mobile hot dog vending cart in the City's central business district subject to submitting the appropriate license from the Jackson County Health Department.

BE IT FURTHER RESOLVED that, pursuant to Section 16-393 of the Jackson City Code, Ms. Oexler shall not engage in selling at a fixed location on any street corner or public right of way for longer than two (2) continuous hours.

BE IT FURTHER RESOLVED that the City Council reserves the right to modify, amend or rescind this resolution as deemed appropriate.

* * * * *

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 8th day April, 2008.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on the 9th day April, 2008.

Lynn Fessel, City Clerk



Community Development

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4060 — Facsimile: (517) 780-4781

April 2, 2008

TO: William R. Ross, City Manager

FROM: **Carol L. Konieczki, Community Development Director**

RE: Resolution to Amend the 2004/2005, 2005/2006, 2006/2007 and 2007/2008 HOME Grant Budgets

HOME Grant funds previously budgeted in prior years remain outstanding due to limitations in the HUD reporting system, IDIS. IDIS requires a minimum amount of \$1,000 be setup for a project. The balances remaining in these accounts are minimal and Community Development staff, therefore, is currently unable to utilize and draw down these funds.

The balances remaining in prior years are as follows: \$387 for Rehabilitation Assistance in fiscal year 2004/2005; \$501 for Downpayment Assistance in fiscal year 2005/2006; and \$240 for Downpayment Assistance in fiscal year 2006/2007. Community Development staff recommends transferring these funds to the current fiscal year, maintaining the same activity originally budgeted.

Attached is a resolution to amend the 2004/2005 (Year 30), 2005/2006 (Year 31), 2006/2007 (Year 32) and 2007/2008 (Year 33) HOME Grant budgets to transfer the above stated funds from these fiscal years to 2007/2008.

Please place this item for consideration on the April 8, 2008 City Council agenda.

CLK:hls

City of Jackson, Michigan
Resolution to Amend the 2004/2005 (Year 30), 2005/2006 (Year 31),
2006/2007 (Year 32) and 2007/2008 (Year 33) HOME Budgets

Whereas, the U.S. Department of Housing and Urban Development approved HOME Programs for fiscal years 2004/2005 (Year 30), 2005/2006 (Year 31), 2006/2007 (Year 32) and 2007/2008 (Year 33); and

Whereas, the City Council previously allocated funds for Rehabilitation Assistance and Downpayment Assistance HOME eligible activities; and

Whereas, the City Council desires to reallocate these funds for use in the following activities and programs; and

NOW, THEREFORE, **BE IT RESOLVED**, that the City Council of the City of Jackson hereby amends the subject budget as follows:

	<u>Current Budget</u>	<u>New Budget</u>	<u>Change</u>
Entitlement Year 30 (2004/2005)			
<u>Expense Account #</u>	<u>Account Description</u>		
287.286.030.814.000	Rehabilitation Assistance	\$ 185,054	\$ 184,667
287.286.030.969.033	Contribution to Year 33	0	387
			(387)
			387
Entitlement Year 31 (2005/2006)			
<u>Expense Account #</u>	<u>Account Description</u>		
287.286.031.814.003	Downpayment Assistance	30,000	29,499
287.286.031.969.033	Contribution to Year 33	0	501
			(501)
			501
Entitlement Year 32 (2006/2007)			
<u>Expense Account #</u>	<u>Account Description</u>		
287.286.032.814.003	Downpayment Assistance	40,000	39,760
287.286.032.969.033	Contribution to Year 33	0	240
			(240)
			240
Entitlement Year 33 (2007/2008)			
<u>Expense Account #</u>	<u>Account Description</u>		
287.286.033.814.000	Rehabilitation Assistance	119,409	119,796
287.286.033.814.003	Downpayment Assistance	40,000	40,741
			387
			741
<u>Revenue Account #</u>	<u>Account Description</u>		
287.000.033.695.030	Contribution from Year 30	0	387
287.000.033.695.031	Contribution from Year 31	0	501
287.000.033.695.032	Contribution from Year 32	0	240
			387
			501
			240

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 8th day of April 2008.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 9th day of April, 2008.

Lynn Fessel

City Clerk



Parks & Recreation/Grounds

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4040 — Facsimile: (517) 768-5860

March 27, 2008

TO: William Ross, City Manager

FROM: James Parrott, Director of Parks, Recreation and Grounds
Eric Terrian, Superintendent of Ella Sharp Park

RE: Bid Award for New Pool Heater at Ella Sharp Park Pool

On Thursday, March 27, 2008 sealed bids were opened in the Purchasing Department for a new pool heater for the Ella Sharp Park Swimming Pool. The pool heater replaces the original heater, which was installed in 1975 and quit working last August.

Four bids were received with Paul Bengel Mechanical of Jackson, Michigan being the low bidder at \$27,490. This bid includes cost of pool heater and installation.

Paul Bengel	\$27,490
Grindall & White	\$27,677
William North Company	\$32,575
John E. Green Co.	\$36,400

The Parks and Recreation Staff recommend awarding the contract to the low bidder, Paul Bengel Mechanical.

The budget line item for this expenditure can be found under Line Item 401-901-976.008 and falls within the \$35,000 we allocated for this project.

JP:sw



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

DATE: April 1, 2008
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Contract Award Request, Center Street, Ganson to North

On March 25, 2008, bids were opened in the Purchasing Department for the Center Street Contract for Water Main Replacement, Sanitary Sewer and Pavement Replacement from Ganson Street to North Street. The Engineer's estimate for this work is \$411,257.20 Bids were received as follows:

TCI Inc. of Michigan, Eaton Rapids	\$382,858.02
Concord Excavating and Grading, Inc., Concord	\$383,602.19
Rothenberger Company, Inc., Concord	\$385,784.22
Bailey Excavating, Inc., Jackson	\$394,580.22
RJT Construction Company, Jackson	\$411,310.25
Robert L. Johnson Construction Inc., Jackson	\$411,761.63
Jule Swartz and Sons Excavating, Jackson	\$428,425.78
C&D Hughes, Inc., Charlotte	\$554,098.44

In concurrence with the Purchasing Agent and the Director of Public Services, it is the recommendation of the Department of Engineering that the contract be awarded to TCI Inc. of Michigan at their low bid of \$382,858.02. This will be paid from Water, Sewer and Local Street Funds. With your concurrence, I request that this award be submitted to City Council for their approval and that the Mayor and City Clerk to be authorized to sign the contract documents.

If you have questions, please contact me.

JD:tjs

c: Randall T. McMunn, P.E., Assistant City Engineer
Margaret Cunningham, Purchasing Agent
Glenn M. Chinavare, Director of Public Services
Troy R. White, P.E., Civil Engineer II
Lucy Schultz, Accounting Manager



April 1, 2008

City of Jackson
ATTN: CITY COUNCIL AND MAYOR
161 West Michigan Ave
Jackson, MI 49201

RE: CENTER ST WATERMAIN, SANITARY SEWER & PAVEMENT REPLACEMENT

Dear City Council Members and Mayor,

I am writing to request that Concord Excavating and Grading, Inc. be considered when awarding the above named project. I realize that we were not read as low bid, but we are a local contractor who also does major business in the City of Jackson; which would generate a lot of business for our City.

If we were awarded the Center Street contract, it would also be beneficial for two other local contractors. We used Michigan Paving and Materials, P.O. Box 1134, Jackson, MI 49204, and Mata Brothers, 3009 Lansing Ave, Jackson, MI 49202 as subcontractors on this project. We also use Michigan Pipe and Valve, P.O. Box 4370, Jackson, MI 49204 as a material supplier, we bank at Comerica, 245 W. Michigan Ave, Jackson, MI 49201 and use several local business for all of your equipment and truck parts and repairs. As you can see, by awarding this project to us, a local contractor, it would benefit several local Jackson businesses.

Thank you in advance for your time and consideration. If you have any questions, please do not hesitate to call me.

Sincerely,

Charles Williams
President

ar



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

DATE: April 1, 2008
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Contract Award Request, Hobart Street Storm Sewer Construction

On April 1, 2008, bids were opened in the Purchasing Department for the Hobart Street Storm Sewer Construction contract. This contract is for 430 feet of storm sewer construction on Hobart Street from Walker to the west dead end through an easement on private property to Monroe Street. The engineer's estimate for the work was \$60,687.02. Bids were received as follows:

Jule Swartz and Sons, Jackson	\$57,744.67
Concord Excavating and Grading, Inc., Concord	\$58,647.43
TCI Inc. of Michigan, Eaton Rapids	\$59,669.51
RJT Construction Company, Jackson	\$67,832.44
Rothenberger Company, Inc., Concord	\$71,934.78
Robert L Johnson Construction, Jackson	\$72,436.21
C & D Hughes, Inc., Charlotte	\$100,082.01

In concurrence with the Purchasing Agent, it is the recommendation of the Department of Engineering that the contract be awarded to Jule Swartz and Sons of Jackson at their low bid of \$57,744.67. This will be paid from the Storm Drain funds. With your concurrence, I request that this award be submitted to City Council for their approval and that the Mayor and the City Clerk to be authorized to sign the contract documents.

If you have questions, please contact me.

JD:tjs

cc: Randall T. McMunn, P.E., Assistant City Engineer
Margaret Cunningham, Purchasing Agent
Troy R. White, P.E., Civil Engineer II
Lucy Schultz, Accounting Manager



Department of Community Development

161 W. Michigan Ave. • Jackson, MI 49201-1303

Facsimile (517) 768-5832

Administrative Services
(517) 788-4060

Building Inspection
(517) 788-4012

Rehabilitation Services & Information
(517) 788-4070

TO: William R. Ross, City Manager
DATE: April 1, 2008
FROM: Carol L. Konieczki, Community Development Director *CLK*
SUBJECT: Award of Bid for Rehab Project at 506 Seymour

Rehab Specialist Cliff Winslow requested bids through the Purchasing Department for an owner-occupied Community Development rehab project at 506 Seymour. The Bid Review Committee, comprised of the Rehab Coordinator (Diffenderfer), Rehab Specialist (Winslow), and Purchasing Agent (Cunningham), has analyzed the bids submitted and arrived at a recommendation on bid award.

Six contractors submitted completed bids. The results of which are attached for your review. At this time, in concurrence with the Review Committee, we are requesting authorization to present to City Council the following recommendation of bid award:

Project	Awardable Contractor	Amount
506 Seymour	At A Moment's Notice	\$23,915.00

The homeowner has been pre-qualified to receive funding through a CDBG or HOME rehab loan (\$19,740.00) and a Lead Hazard Control grant (\$4,175.00). The contractor awarded this project is required to obtain a current installation floater on its general liability policy. Community Development paid \$115.00 prior to case to repair the homeowner's electricity that was not working. This amount will be added on to the repayable rehab loan funds.

Requested action is for City Council to approve the owner-occupied rehab bid award as outlined above. Please place this item on the April 8, 2008, agenda for consideration.

CLK/kve

pc: Margaret Cunningham, Purchasing Agent
Kim VanEvery, Loan Assistant

Bid Tabulation
for
Housing Rehabilitation
at
506 Seymour

Item #	Description	Location	Code	Rehab Inspector Estimate	At-A-Moments-Notice	Concept Construction	EF Potter	Bar Home Improvements	Hartman Construction LLC	Scott Fredrickson Construction Co.
					6937 Draper Road Jackson, MI 49201	1619 Cascade Ct. Jackson, MI 49203	2600 N. Hendershot Rd. Parma, MI 49269	7515 Napoleon Rd. Jackson, MI 49201	111Lincoln St. Hudson, MI 49247	13339 Nelson Bath, MI 48808
					Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
1	Strip & Reroof	House - All	C	5,000.00	3,500.00	4,340.00	4,200.00	3,750.00	4,500.00	6,120.00
2	Gutterwork	House - All	C	850.00	400.00	450.00	800.00	600.00	900.00	635.00
3	Vinyl Siding	House - All	C	5,400.00	3,800.00	3,150.00	2,925.00	5,060.00	6,500.00	5,655.00
4	Lead		L	600.00	700.00	1,170.00	2,925.00	500.00	400.00	240.00
5	Soffit System	House - All	C	1,200.00	800.00	810.00	350.00	1,488.00	1,000.00	2,185.00
6	Lead		L	200.00	200.00	260.00	350.00	200.00	300.00	240.00
7	Lead Work - paint railing and trim foundation, encapsulate	Foundation	L	300.00	500.00	650.00	600.00	350.00	500.00	705.00
8	Replace Porch Floor	E. Porch	C	400.00	350.00	485.00	230.00	340.00	500.00	460.00
9	Lead		L	100.00	75.00	200.00	300.00	50.00	50.00	35.00
10	House Numbers 506	E. Porch	C	25.00	15.00	25.00	35.00	25.00	0.00	25.00
11	New Steps - Remove existing	E. Porch	C	650.00	550.00	685.00	475.00	850.00	725.00	490.00
12	Combination Door (1) E (1) W		C	420.00	400.00	210.00	380.00	350.00	470.00	255.00
13	Trim Trees	North	C	150.00	50.00	210.00	260.00	100.00	250.00	250.00
14	Cellar Windows (1) N (2) S		C	450.00	600.00	600.00	300.00	615.00	330.00	635.00
15	Lead		L	150.00	200.00	125.00	75.00	150.00	60.00	50.00
16	Prehung Steel Door w/D bolt	Living Room	C	450.00	400.00	385.00	300.00	495.00	350.00	465.00
17	Lead		L	100.00	100.00	95.00	75.00	75.00	90.00	20.00
18	Vinyl Win (1) N (1) E	Living Room	C	600.00	550.00	500.00	400.00	550.00	500.00	585.00
19	Lead		L	300.00	200.00	150.00	150.00	110.00	100.00	25.00
20	Passage Set Door to Lower N Bedroom	Lower N. Bedroom	C	85.00	50.00	75.00	85.00	60.00	75.00	60.00
21	Vinyl Win (3) N	N. Bedroom	C	900.00	825.00	750.00	425.00	825.00	750.00	900.00
22	Lead		L	450.00	300.00	225.00	425.00	75.00	200.00	35.00

Bids are broken down to utilize/identify funding sources

L = Lead based paint hazard elimination work

C = Code requirement repair

Bid Tabulation
for
Housing Rehabilitation
at
506 Seymour

Item #	Description	Location	Code	Rehab Inspector Estimate	At-A-Moments-Notice	Concept Construction	EF Potter	Bar Home Improvements	Hartman Construction LLC	Scott Fredrickson Construction Co.
					6937 Draper Road Jackson, MI 49201	1619 Cascade Ct. Jackson, MI 49203	2600 N. Hendershot Rd. Parma, MI 49269	7515 Napoleon Rd. Jackson, MI 49201	111Lincoln St. Hudson, MI 49247	13339 Nelson Bath, MI 48808
					Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
23	Patch Walls	N. Bedroom	C	50.00	200.00	35.00	190.00	100.00	60.00	85.00
24	Smoke Detectors N. Bedroom - Stairway	Upstairs	C	30.00	50.00	70.00	80.00	40.00	40.00	25.00
25	Vinyl Win (2) S	Kitchen	C	600.00	550.00	500.00	270.00	550.00	500.00	585.00
26	Lead		L	300.00	200.00	150.00	270.00	110.00	100.00	25.00
27	Lead Work - Door Jams to	Utility Room	L	75.00	100.00	95.00	65.00	90.00	35.00	60.00
28	Railing - At Landing in	Utility Room	C	125.00	125.00	145.00	160.00	100.00	50.00	210.00
29	Ceiling Repair	Utility Room	C	140.00	75.00	65.00	95.00	100.00	100.00	90.00
30	Pre-Hung Steel Door	Utility Room	C	450.00	400.00	385.00	200.00	495.00	350.00	465.00
31	Lead		L	100.00	100.00	95.00	200.00	75.00	50.00	20.00
32	Vinyl Win (2) S Upstairs	Stairway	C	600.00	550.00	500.00	270.00	550.00	700.00	585.00
33	Lead		L	300.00	200.00	150.00	270.00	110.00	25.00	25.00
34	Pre-Hung Door - Rehang Closet Door - Add Pass Set Upstairs	E. Bedroom	C	200.00	200.00	185.00	83.00	225.00	250.00	225.00
35	Lead		L	75.00	50.00	75.00	83.00	75.00	25.00	25.00
36	Vinyl Win (1) E Upstairs	E. Bedroom	C	300.00	275.00	250.00	138.00	275.00	260.00	295.00
37	Lead		L	150.00	100.00	75.00	138.00	55.00	45.00	15.00
38	Lead Work - Paint Plaster Walls	E. Bedroom	L	250.00	100.00	285.00	300.00	200.00	300.00	360.00
39	Bath Lock-set w/bty Kit	Bath	C	85.00	100.00	180.00	60.00	150.00	60.00	75.00
40	Lead		L	15.00	50.00	25.00	60.00	25.00	50.00	20.00
41	Vinyl Win (1) W	W. Bedroom	C	300.00	275.00	250.00	138.00	275.00	300.00	295.00
42	Lead		L	150.00	100.00	75.00	138.00	55.00	50.00	15.00
43	Pre-Hung Door	W. Bedroom	L	200.00	200.00	150.00	80.00	140.00	210.00	225.00
44	Lead		L	75.00	50.00	25.00	81.00	75.00	50.00	15.00

Bids are broken down to utilize/identify funding sources

L = Lead based paint hazard elimination work

C = Code requirement repair

Bid Tabulation
for
Housing Rehabilitation
at
506 Seymour

					At-A-Moments- Notice 6937 Draper Road Jackson, MI 49201	Concept Construction 1619 Cascade Ct. Jackson, MI 49203	EF Potter 2600 N. Hendershot Rd. Parma, MI 49269	Bar Home Improvements 7515 Napoleon Rd. Jackson, MI 49201	Hartman Construction LLC 111Lincoln St. Hudson, MI 49247	Scott Fredrickson Construction Co. 13339 Nelson Bath, MI 48808
Item #	Description	Location	Code	Rehab Inspector Estimate	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
45	Pre-Hung Door	Basement	C	200.00	200.00	150.00	85.00	140.00	175.00	225.00
46	Lead		L	75.00	50.00	25.00	80.00	75.00	100.00	15.00
47	Cellar Stairs	Basement	C	450.00	400.00	475.00	230.00	400.00	400.00	480.00
48	Ceiling Repair	Basement	C	100.00	50.00	35.00	65.00	80.00	40.00	30.00
49	Lead Clearance Test		L	650.00	600.00	650.00	695.00	600.00	495.00	1,080.00
50	Plumb to Code		C	2,200.00	1,500.00	1,040.00	2,420.00	2,420.00	2,420.00	2,680.00
51	Electrical to Code		C	3,000.00	2,500.00	2,328.00	2,360.00	2,328.00	2,500.00	2,575.00
	Total			30,025.00	23,915.00	24,018.00	25,369.00	26,531.00	28,290.00	30,895.00
			C	25,410.00	19,740.00	19,268.00	18,009.00	23,336.00	25,055.00	27,645.00
			L	4,615.00	4,175.00	4,750.00	7,360.00	3,195.00	3,235.00	3,250.00

Bids are broken down to utilize/identify funding sources

L = Lead based paint hazard elimination work

C = Code requirement repair