



AGENDA - CITY COUNCIL

Tuesday, April 7, 2026

6:30 PM

1. CALL TO ORDER.

2. PLEDGE OF ALLEGIANCE.

A. Invocation to be given by Mayor Daniel Mahoney.

3. ROLL CALL.

4. ADOPTION OF AGENDA.

5. PRESENTATIONS/PROCLAMATIONS.

6. PUBLIC HEARINGS.

A. Public Hearing to Receive Citizen Comments for the City's proposed Substantial Amendment #1 to the 2025-2026 Annual Action Plan

Conduct a Public Hearing to Receive Citizen Comments for the City's proposed Substantial Amendment #1 to the 2025-2026 Annual Action Plan, for the reallocation of Home Investment Partnership Program (HOME) funds.

7. CITIZEN COMMENTS.

(3-Minute Limit)

8. CONSENT CALENDAR.

Consent Action

A. Minutes of the regular meeting of the Jackson City Council on March 24, 2026

Approve the proposed minutes from the March 24, 2026 Regular Meeting of

the Jackson City Council

- B. City of Jackson, Michigan Financial Statements for the Eight Months Ended February, 28, 2026

- C. Special Event Application: Hot Air Jubilee
Approve a request from the Hot Air Jubilee to host the Hot Air Jubilee July 17-19, at Ella Sharp Park.

- D. Special Event Application: Ride of Silence
Approve a request from the Cascades Cycling Club of Jackson to host the Ride of Silence on May 20, 2026, in downtown Jackson.

- E. Special Event Application: National Night Out
Approve a request from the City of Jackson Police Department to host the National Night Out on August 4, 2026, at Jackson Boos Recreation Center in Jackson.

- F. Special Event Application: City of Jackson Police Department 2026 Summer Series
Approve a request from the City of Jackson Police Department to host the City of Jackson Police Department 2026 Summer Series, in Jackson.

- G. Special Event Application: Jackson Catholic Corpus Christi Procession
Approve a request from the Queen of the Miraculous Medal Catholic Church to host the Jackson Catholic Corpus Christi Procession on June 7, 2026, in downtown Jackson.

- H. Special Event Application: Crafts & Market at the Cascades
Approve a request from Jackson County Parks to host the Crafts & Market at the Cascades on June 27, 2026, at Sparks Foundation County Park.

- I. Special Event Application: Men's Health Fair-Community Fair
Approve a request from Quest South East Jackson Lions Club to host the Men's Health Fair-Community Fair on May 17, 2026, in Jackson.

9. OTHER BUSINESS.

10. NEW BUSINESS.

- A. Designate Michigan Paving & Materials as the prime supplier of hot mix asphalt for the 2026 construction season.

Approve for the Department of Public Works to designate Michigan Paving & Materials of Monroe, Michigan, as the prime supplier of hot mix asphalt for the 2026 construction season and purchase an estimated 2,000 tons at a cost of \$142,000.

- B. Approve Substantial Amendment #1 to the 2025-2026 Annual Action Plan

Approve Substantial Amendment #1 to the 2025-2026 Annual Action Plan for the reallocation of HOME funds, adopt the resolution to amend the appropriate budget, and approve submission of the Substantial Amendment to the Department of Housing and Urban Development (HUD).

- C. Contract Renewal - City Owned Lot Mowing Parts A & B and Grounds Maintenance Contracts

Approve the renewal of the City Owned Lot Mowing Parts A & B and Grounds Maintenance Contracts with Elysian Landscape & Flatwork LLC. Elysian Landscape & Flatwork LLC successfully performed the services for these contracts in 2025.

11. CITY COUNCILMEMBER'S COMMENTS.

12. CITY MANAGER'S COMMENTS.

13. ADJOURNMENT.

JACKSON

Founded 1829

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: April 7, 2026
SUBJECT: Public Hearing to Receive Citizen Comments for the City's proposed Substantial Amendment #1 to the 2025-2026 Annual Action Plan

Recommendation:

Conduct a Public Hearing to Receive Citizen Comments for the City's proposed Substantial Amendment #1 to the 2025-2026 Annual Action Plan, for the reallocation of Home Investment Partnership Program (HOME) funds.

Conduct a Public Hearing to Receive Citizen Comments for the City's proposed Substantial Amendment #1 to the 2025-2026 Annual Action Plan, for the reallocation of Home Investment Partnership Program (HOME) funds.

Attached is a memorandum from Shane LaPorte, Director of Community Development, requesting City Council to conduct a Public Hearing to Receive Citizen Comments for the City's proposed Substantial Amendment #1 to the 2025-2026 Annual Action Plan, for the reallocation of Home Investment Partnership Program (HOME) funds.

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

JG



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Shane LaPorte, Director of Community Development
DATE: April 7, 2026

RECOMMENDATION: Conduct a Public Hearing to Receive Citizen Comments for the City's proposed Substantial Amendment #1 to the 2025-2026 Annual Action Plan, for the reallocation of Home Investment Partnership Program (HOME) funds.

ISSUE STATEMENT

Conduct a Public Hearing to Receive Citizen Comments for the City's proposed Substantial Amendment #1 to the 2025-2026 Annual Action Plan, for the reallocation of Home Investment Partnership Program (HOME) funds.

DESCRIBE THE CONSEQUENCES

Federal and City regulations require a hearing allowing the public to provide feedback on Substantial Amendments to Annual Action Plans. Comments received during the Public Hearing must be incorporated into the Substantial Amendment before submission to the Department of Housing and Urban Development (HUD). Failure to conduct a Public Hearing could result in a denial of the Substantial Amendment by HUD.

OWNERSHIP

Notice of the Public Hearing was published in the *Jackson Citizen Patriot / Mlive* on February 26th, 2026. The City of Jackson Community Development Department manages CDBG and HOME funds received from HUD. Staff administer funds through various City Council-approved programs, assisting community members and supporting various activities to benefit both low-moderate income individuals and all citizens of Jackson. Reporting, funding suggestions, and Substantial Amendment submission is handled by the Community Development Department.

SOLUTION

City Council should conduct a Public Hearing to receive Citizen Comments for the City's proposed Substantial Amendment #1 to the 2025-2026 Annual Action Plan. No other action is required at this time, and there are no budgetary considerations associated with the Public Hearing.

FACILITATE IMPLEMENTATION

Conduct a Public Hearing to Receive Citizen Comments for the City's proposed Substantial Amendment #1 to the 2025-2026 Annual Action Plan, for the reallocation of Home Investment Partnership Program (HOME) funds.

ATTACHMENTS

None



CITY COUNCIL MEETING MINUTES

March 24, 2026

CALL TO ORDER:

The Jackson City Council met in regular session in Council Chambers and was called to order at 6:30 p.m. by Mayor Daniel J. Mahoney.

PLEDGE OF ALLEGIANCE AND INVOCATION:

Council joined in the Pledge of Allegiance. Invocation was given by Fifth Ward Councilmember Shalanda Hunt.

ROLL CALL:

Present: Mayor Daniel Mahoney, First Ward Councilmember Arlene Robinson, Vice Mayor/Second Ward Councilmember Freddie Dancy, Third Ward Councilmember Angelita Gunn, Fourth Ward Councilmember Conner Wood, Fifth Ward Councilmember Shalanda Hunt, and Sixth Ward Councilmember Will Forgrave.

Absent: none.

Also present: City Manager Jonathan Greene, City Attorney Matthew Hagerty, City Clerk Andrea Muray, Director of Parks and Recreation Kelli Hoover, Chief Equity Officer John Willis, Police Chief Chris Simpson, Director of Community Development Shane LaPorte, Director of Finance Heather Ehnis, and City Engineer Troy White.

ADOPTION OF AGENDA:

Motion was made by Councilmember Wood, seconded by Councilmember Gunn to adopt the agenda. Vote - Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

PRESENTATIONS/PROCLAMATIONS: none.

PUBLIC HEARINGS: none.

CITIZEN COMMENTS:

Citizen comments were heard and the meeting continued.

CONSENT CALENDAR:

- A. Minutes – Regular Meeting of the Jackson City Council on March 10, 2026**
Approve the proposed meeting minutes from the Regular Meeting of the Jackson City Council on March 10, 2026.

- B. Resolution Honoring Pastor James L. Hines 38th Pastoral Anniversary – Lily Missionary Baptist Church**
Approve the resolution honoring Pastor James L. Hines' 38 years at Lily Missionary Baptist Church and, for the next year, honorably name Plymouth Street between East Avenue and Page Avenue to Pastor James L. Hines Drive and erect signs to display this honor for all to see.

- C. Appointment to the Human Relations Commission**
Approve the Mayor's recommendation to appoint Anne deIrala to the Human Relations Commission for a three-year term, beginning immediately and ending on December 31, 2028.

- D. Board and Commission Resignations**
Place on file the resignation(s) of David Hammontree (Election Commission), Anna Hand (Historic District Commission), and Derek Dobies (Board of Review).

- E. 2025 Community Police Oversight Commission Annual Report**
Receive and place on file.

- F. Special Event Application: Free Comic Book Day**
Approve a request from the GamePlace LLC to host the Free Comic Book Day on May 2, 2026, in downtown Jackson.

- G. Special Event Application: 12th Annual Heart of a Lion 5k**
Approve a request from the Jackson Area 19 Special Olympics to host the 12 Annual Heart of a Lion 5k on August 23, 2026, at Ella Sharp Park.

- H. Special Event Application: Bark for Life**
Approve a request from the American Cancer Society to host the Bark for Life on May 3, 2026, in downtown Jackson.

- I. **Special Event Application: Jackson High School Commencement Ceremony**
Approve a request from the McKibbin Media Group to host the Jackson High School Commencement Ceremony on May 22, 2026, in downtown Jackson.

- J. **Special Event Application: Bike Night**
Approve a request from Bella Notte Ristorante to host the Bike Night on Tuesdays, April - October 2026 in downtown Jackson.

- K. **Special Event Application: No Kings Rally**
Approve a request from the Jackson County Democratic Committee to host the No Kings Rally on March 28, 2026, in downtown Jackson.

- L. **Special Event Application: Memorial Day Cascades Fireworks Show**
Approve a request from Jackson County Parks to host the Memorial Day Cascades Fireworks Show on May 23, 2026 (Rain Date: May 24), in Jackson.

- M. **Special Event Application: Independence Day Cascades Fireworks Show**
Approve a request from Jackson County Parks to host the Independence Day Cascades Fireworks Show on July 3, 2026 (Rain date: July 5), in Jackson.

- N. **Special Event Application: Labor Day Cascades Fireworks Show**
Approve a request from Jackson County Parks to host the Labor Day Cascades Fireworks Show on September 5, 2026 (Rain Date: September 6), in Jackson.

- O. **Special Event Application: Jackson Annual Juneteenth Celebration**
Approve a request from the Jackson Juneteenth Committee to host the Jackson Annual Juneteenth Celebration on June 20, 2026, in downtown Jackson.

- P. **Special Event Application: Grand River Farmers Market by Grow Jackson**
Approve a request from Grow Jackson to host the Grand River Farmers Market on Fridays, May 1 - October 30, 2026, in downtown Jackson.

- Q. **Special Event Application: Recovery Out Loud Walk 2026**
Approve a request from Home of New Vision to host the Recovery Out Loud Walk on September 12, 2026, in downtown Jackson.

- R. **Special Event Application: Downtown Jackson Artwalks**
Approve a request from the Jackson Downtown Development Authority/Art 634 to host the Downtown Jackson Artwalks on April 11, June 13, September 5, and November 28, 2026, in downtown Jackson.

- S. Special Event Application: Gus Macker 3-on-3 Basketball Tournament
Approve a request from the Michigan Sports Facility to host the Gus Macker 3-on-3 Basketball Tournament on May 29-31, 2026, in downtown Jackson.
- T. City of Jackson, Michigan Financial Statements for the Seven Months Ended January 31, 2026
- U. Amendment to the Bylaws of the Downtown Development Authority
Approval of the request from the Jackson Downtown Development Authority (DDA) to amend their bylaws to change its meeting schedule to bi-monthly.
- V. Establish a public hearing date regarding East Washington Avenue, Page Avenue and Elm Avenue (The East Side Commerce Corridor project).
Establish April 21, 2026 at the City Council meeting as the time and place for a presentation and public hearing regarding the East Side Commerce Corridor project for street construction on Page Avenue, E. Washington Avenue and Elm Avenue.

Motion was made by Councilmember Wood, seconded by Councilmember Gunn to approve the consent calendar removing Item L for separate consideration. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

Motion was made by Councilmember Forgrave, seconded by Councilmember Hunt to approve a request from Jackson County Parks to host the Memorial Day Cascades Fireworks Show on May 23, 2026 (Rain Date: May 24), in Jackson. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Hunt, and Forgrave (6). Nays: Councilmember Wood (1). Motion carried.

OTHER BUSINESS:

A. Resolution – Special Assessment Roll No. 3454.

Motion was made by Councilmember Wood, seconded by Councilmember Gunn to recess as City Council and convene as a Board of Review. Vote was done by voice with all in favor.

Motion was made by Councilmember Forgrave, seconded by Councilmember Gunn to approve the resolution confirming Special Assessment Roll No. 3454. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

Motion was made by Councilmember Wood, seconded by Councilmember Robinson to adjourn as a Board of Review and reconvene as City Council. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

B. East Side Economic Development Update

City Manager Jonathan Greene provided Council with an update on the efforts being made to encourage economic development on the City's East Side.

C. Receipt of the Draft 2026-2027 Annual Action Plan for CDBG/HOME Funds

Recommendation: *Receive and place on file the 2026-2027 Annual Action Plan Draft for CDBG/HOME funds.*

Motion was made by Councilmember Wood, seconded by Councilmember Forgrave to receive and place on file the 2026-2027 Annual Action Plan Draft for CDBG/HOME funds. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

NEW BUSINESS:

A. Ordinance – Water System Revenue Bond

Recommendation: *Adopt the proposed Water System Junior Revenue Bonds, Series 2026 (LTGO) Ordinance taking advantage of the State program allowing the City to make mandated water system improvements and benefit from principal loan forgiveness and lower interest rates.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to adopt the proposed Water System Junior Revenue Bonds, Series 2026 (LTGO) Ordinance taking advantage of the State program allowing the City to make mandated water system improvements and benefit from principal loan forgiveness and lower interest rates. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

B. Resolution - Issuance of Capital Improvement Bonds, Series 2026 (Limited Tax General Obligation)

Recommendation: *Approve the Resolution authorizing the issuance of 2026 Capital Improvement Bonds (Limited Tax General Obligation)*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to approve the Resolution authorizing the issuance of 2026 Capital Improvement Bonds (Limited Tax General Obligation). Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

C. Resolution – Local Bridge Program Funding Application (MDOT)

Recommendation: *Approve a resolution for application to the Michigan Department of Transportation (MDOT) for Local Bridge Program Funding, authorization for the City Clerk to execute the resolution, and authorization for the City Engineer to file an application for the Martin Luther King, Jr. Drive bridge over the Grand River.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Robinson to approve a resolution for application to the Michigan Department of Transportation for Local Bridge Program Funding, authorization for the City Clerk to execute the resolution, and authorization for the City Engineer to file an application for the Martin Luther King, Jr. Drive bridge over the Grand River. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

D. Resolution – MDOT Street Decertification

Recommendation: Adopt a resolution to decertify street segments that are ineligible for Act 51 local street funding (portions of Birchwood Drive, Columbus Street, Joy Street, Maplewood Drive and Oakhill Avenue), remove them from the City of Jackson local street network and authorize the City Clerk to sign the attached resolution.

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to adopt a resolution to decertify street segments that are ineligible for Act 51 local street funding (portions of Birchwood Drive, Columbus Street, Joy Street, Maplewood Drive and Oakhill Avenue), remove them from the City of Jackson local street network and authorize the City Clerk to sign the attached resolution. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

E. Resolution – MDOT Street Segments Certification

Recommendation: Adopt a resolution to add segments of Orchard Place and Second Street to the City of Jackson Act 51 local street network map that are open for all-day all-year public use and authorize the City Clerk to sign the resolution.

Motion was made by Councilmember Wood, seconded by Councilmember Gunn to adopt a resolution to add segments of Orchard Place and Second Street to the City of Jackson Act 51 local street network map that are open for all-day all-year public use and authorize the City Clerk to sign the resolution. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

F. Contract Award - Street resurfacing on Bloomfield Boulevard from West Avenue to Fourth Street

Recommendation: Approve the award for street resurfacing on Bloomfield Boulevard from West Avenue to Fourth Street to Michigan Paving and Materials, Co., of Grand Rapids, Michigan at a cost of \$195,696.00 and authorize the Mayor and City Clerk to execute the appropriate documents.

Motion was made by Councilmember Forgrave, seconded by Councilmember Hunt to approve the award for street resurfacing on Bloomfield Boulevard from West Avenue to Fourth Street to Michigan Paving and Materials, Co., of Grand Rapids, Michigan at a cost of \$195,696.00 and authorize the Mayor and City Clerk to execute the appropriate documents. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

G. Contract Award – Monkey Run Interceptor Rehabilitation

Recommendation: Approve the award of the Monkey Run Interceptor Rehabilitation contract to LGC Global, Inc. of Detroit, Michigan at a cost of \$1,773,002.00 and authorize the Mayor and City Clerk to execute the appropriate documents.

Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to approve the award of the Monkey Run Interceptor Rehabilitation contract to LGC Global, Inc. of Detroit, Michigan at a cost of \$1,773,002.00 and authorize the Mayor and City Clerk to execute the appropriate documents. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

H. Contract Change Order – MLK Playground Project

Recommendation: Approve the change order for the MLK Playground Project in the increased amount of \$152,501 to cover additional project costs and necessary modifications to the current contracted playground supplier, Sinclair Recreation of Holland, Michigan.

Motion was made by Councilmember Robinson, seconded by Councilmember Gunn to approve the change order for the MLK Playground Project in the increased amount of \$152,501 to cover additional project costs and necessary modifications to the current contracted playground supplier, Sinclair Recreation of Holland, Michigan. Vote - Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

I. Contract Amendment – Interceptor Sewer Rehabilitation Engineering Contract

Recommendation: Approve Amendment 2 to the Interceptor Sewer Rehabilitation Engineering contract with NTH Consultants, Ltd. of Northville, Michigan in the amount of \$225,800.00, and authorize the City Manager and City Engineer to sign the appropriate document.

Motion was made by Vice Mayor Dancy, seconded by Councilmember Gunn to approve Amendment 2 to the Interceptor Sewer Rehabilitation Engineering contract with NTH Consultants, Ltd. of Northville, Michigan in the amount of \$225,800.00, and authorize the City Manager and City Engineer to sign the appropriate document. Vote - Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

J. Purchase – Lead Service Line Replacement Program Inventory Materials

Recommendation: Approve the purchase of \$200,000.00 in inventory materials by the Public Works Department for the Lead Service Line Replacement program.

Motion was made by Vice Mayor Dancy, seconded by Councilmember Robinson to approve the purchase of \$200,000.00 in inventory materials by the Public Works Department for the Lead Service Line Replacement program. Vote - Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt, and Forgrave (7). Nays: none. Motion carried.

K. 100 Homes Program – Realtor Commission

Recommendation: Approve a flat-fee commission rate of \$1,500 for any licensed realtor who brings an approved 100 Homes Program buyer to the City, provided said buyer meets all program rules, utilizes approved City supports, and takes ownership of the new home within the prescribed timeline; authorize City staff to make any necessary program guideline adjustments and create any necessary contractual/other paperwork; and authorize the City Manager to execute any related agreements.

Motion was made by Vice Mayor Dancy, seconded by Councilmember Gunn to approve a flat-fee commission rate of \$1,500 for any licensed realtor who brings an approved 100 Homes Program buyer to the City, provided said buyer meets all program rules, utilizes approved City supports, and takes ownership of the new home within the prescribed timeline; authorize City staff to make any necessary program guideline adjustments and create any necessary contractual/other paperwork; and authorize the City Manager to execute any related agreements.

Councilmember Wood made a motion to amend by replacing the language “realtor” with the phrase “real estate agent”. No objection was made and the amendment was accepted by unanimous consent.

Councilmember Forgrave made a motion to amend by striking the language “commission rate” from the main motion. No objection was made and the amendment was accepted by unanimous consent.

Vote was taken on the motion as amended, approve a flat-fee of \$1500 for any licensed real estate agent who brings an approved 100 Homes Program buyer to the City, provided said buyer meets all program rules, utilizes approved City supports, and takes ownership of the new home within the prescribed timeline; authorize City staff to make any necessary program guideline adjustments and create any necessary contractual/other paperwork; and authorize the City Manager to execute any related agreements. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, and Forgrave (6). Nays: Councilmember Hunt (1). Motion carried.

CITY COUNCILMEMBER’S COMMENTS:

Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Hunt all offered comments.

Councilmember Forgrave declined to offer comments.

Members of Youth Council who were present for the meeting offered comments.

MANAGER’S COMMENTS:

City Manager Jonathan Greene offered comments.

ADJOURNMENT:

No further business being offered, a motion to adjourn was made by Vice Mayor Dancy, seconded by Councilmember Wood. Vote was made by voice with all in favor. Mayor Mahoney adjourned the meeting at 8:05 p.m.



City of Jackson, Michigan Financial Statements

As of and For the Eight Months Ended February 28, 2026

Preliminary/Unaudited

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EXPENDITURE SUMMARY

FUND TYPE/FUND NAME	25-26	25-26	Activity For 2/28/2026	YTD Balance 2/28/2026	% Bdgt Used	Variance -
	Original Budget	Amended Budget				Favorable/ (Unfavorable)
GENERAL FUND						
101 GENERAL FUND						
101-000 CITY COUNCIL	116,763	116,763	7,707	73,637	63.07	43,126
103-000 CHARTER REVIEW COMMITTEE	2,500	2,500	-	-	-	2,500
172-000 CITY MANAGER	557,670	557,670	59,497	334,311	59.95	223,359
191-000 FINANCE	718,276	718,276	51,283	505,955	70.44	212,321
215-000 CITY CLERK	393,599	393,599	28,456	250,827	63.73	142,772
228-000 MANAGEMENT INFORMATION SYSTEMS	724,624	724,624	48,484	311,775	43.03	412,849
233-000 PURCHASING	142,769	142,769	10,796	141,513	99.12	1,256
253-000 CITY TREASURER	364,513	364,513	39,731	256,880	70.47	107,633
254-000 INCOME TAX ADMINISTRATION	254,014	254,014	1,389	152,537	60.05	101,477
257-000 CITY ASSESSOR	577,894	577,894	53,248	372,287	64.42	205,607
262-000 CITY CLERK-ELECTIONS	262,094	262,094	6,490	81,590	31.13	180,504
265-000 CITY HALL AND GROUNDS	882,990	882,990	37,516	354,806	40.18	528,184
266-000 CITY ATTORNEY	916,369	916,369	69,106	569,862	62.19	346,507
270-000 PERSONNEL	671,362	671,362	42,260	267,958	39.91	403,404
278-000 UNALLOCATED	889,433	889,433	50,403	570,738	64.17	318,695
299-000 ADMINISTRATIVE HEARINGS BUREAU	246,453	246,453	10,421	92,144	37.39	154,309
301-000 POLICE	12,847,458	12,847,458	841,106	7,496,072	58.35	5,351,386
311-225 OSHP GRANT	6,692	6,692	-	17,759	265.38	(11,067) <i>Note 2</i>
320-000 CONSORTIUM TRAINING	75,000	75,000	-	28,721	38.29	46,279
321-000 MCOLES TRAINING PA302	20,000	20,000	-	6,625	33.13	13,375
322-000 MCOLES TRAINING CPE	45,000	45,000	5,549	61,142	135.87	(16,142) <i>Note 2</i>
325-000 MCOLES TRAINING ACTIVE SHOOTER	-	-	22	12,807	-	(12,807) <i>Note 2</i>
340-000 FIRE SUPPRESSION	7,186,364	7,186,364	519,316	4,469,866	62.20	2,716,498
350-000 PUBLIC SAFETY-UNALLOCATED	1,929,262	1,929,262	165,882	1,337,675	69.34	591,587
442-000 FORESTRY	922,074	922,074	54,696	366,474	39.74	555,600
444-000 SIDEWALK CONSTRUCTION	160,334	160,334	-	34,270	21.37	126,064
445-000 DRAINS AT LARGE	120,117	120,117	31,520	39,539	32.92	80,578
450-000 STREET LIGHTING	710,185	710,185	53,017	354,623	49.93	355,562
455-000 WEED CONTROL	115,052	115,052	-	37,205	32.34	77,847
465-000 GROUNDS MAINTENANCE	479,196	479,196	27,314	288,802	60.27	190,394
567-000 CEMETERIES	565,819	565,819	18,562	262,835	46.45	302,984
571-000 TAX PROPERTY MAINTENANCE	193,110	193,110	450	146,404	75.81	46,706
572-000 CIVIC AFFAIRS	164,667	164,667	1,307	73,021	44.34	91,646
701-000 PLANNING	414,369	414,369	18,701	151,273	36.51	263,096
728-000 ECONOMIC DEVELOPMENT	175,000	175,000	4,668	475,861	271.92	(300,861) <i>Note 2</i>
752-000 PARKS, RECREATION & GROUNDS ADMIN.	381,864	381,864	26,318	276,476	72.40	105,388
758-000 LT. NIXON MEMORIAL POOL	304,200	304,200	19,567	144,971	47.66	159,229
771-000 PARKS & FACILITIES MAINTENANCE	1,190,799	1,190,799	70,347	723,814	60.78	466,985
776-000 CITY CENTER (FKA MASONIC TEMPLE)	160,020	160,020	35,275	131,058	81.90	28,962
803-000 HISTORICAL DISTRICT	13,711	13,711	1,100	9,406	68.60	4,305
806-000 DIVERSITY, EQUITY & INCLUSION	467,190	467,190	34,684	267,953	57.35	199,237
965-000 CONTRIBUTIONS TO OTHER FUNDS	1,114,222	1,824,222	-	-	-	1,824,222
101 GENERAL FUND TOTAL	37,483,028	38,193,028	2,446,188	21,551,472	56.43	16,641,556
102 BUDGET STABILIZATION FUND	50,000	50,000	-	-	-	50,000
GENERAL FUND TOTAL	37,533,028	38,243,028	2,446,188	21,551,472	56.35	16,691,556
PERMANENT FUNDS						
151 CEMETERY PERPETUAL MAINTENANCE FUND	25,000	25,000	-	-	-	25,000
155 ELLA W. SHARP PARK ENDOWMENT FUND	32,500	32,500	-	-	-	32,500
160 LLOYD E. MOUNT ENDOWMENT FUND	5,100	5,100	-	-	-	5,100
PERMANENT FUNDS TOTAL	62,600	62,600	-	-	-	62,600
SPECIAL REVENUE FUNDS						
202 MAJOR STREET FUND	22,399,852	22,399,852	360,553	12,568,257	56.11	9,831,595

	25-26 Original Budget	25-26 Amended Budget	Activity For 2/28/2026	YTD Balance 2/28/2026	% Bdgt Used	Variance - Favorable/ (Unfavorable)
203 LOCAL STREET FUND	1,813,306	1,813,306	88,517	896,271	49.43	917,035
208 ELLA W. SHARP PARK OPERATING FUND	1,206,031	1,206,031	53,673	782,068	64.85	423,963
213 OPIOID SETTLEMENT FUND	50,000	50,000	0	150	0.30	49,850
218 AFFORDABLE HOUSING FUND	1,840,146	1,840,146	760	389,353	21.16	1,450,793
234 HCDF MICH GRANT FUND	859,000	859,000	406,332	417,049	48.55	441,951
245 PUBLIC IMPROVEMENT FUND	2,011,884	2,011,884	0	157,487	7.83	1,854,397
246 CORTLAND ST REDEVELOPMENT PROJECTS FUND	293,503	293,503	13,134	31,744	10.82	261,759
249 BUILDING DEPARTMENT FUND	670,257	670,257	49,500	425,954	63.55	244,303
251 HOUSING CODE ENFORCEMENT FUND	1,571,885	1,571,885	68,989	563,202	35.83	1,008,683
252 BUILDING DEMOLITIONS FUND	3,170,210	3,470,210	107,470	613,504	17.68	2,856,706
265 DRUG LAW ENFORCEMENT FUND	36,494	36,494	1,445	12,336	33.80	24,158
273 PROJECT SAFE NEIGHBORHOOD FUND	126,680	126,680	5,589	54,693	43.17	71,987
275 BYRNE/JAG PROGRAMS FUND	-	-	0	30,404	-	(30,404) <i>Note 2</i>
279 AMERICAN RESCUE PLAN ACT FUND	5,000	5,000	0	0	-	5,000
280 HOUSING STABILITY FUND	595,000	595,000	0	(20,255)	(3.40)	615,255
285 BROWNFIELD ASSESSMENT GRANT FUND	30,000	30,000	25,518	49,974	166.58	(19,974) <i>Note 2</i>
296 RECREATION ACTIVITY FUND	528,763	528,763	104,500	393,666	74.45	135,097
297 RECREATION MILLAGE FUND	1,111,131	1,111,131	45,073	442,586	39.83	668,545
SPECIAL REVENUE FUNDS TOTAL	38,319,142	38,619,142	1,331,053	17,808,443	46.11	20,810,699
DEBT SERVICE FUNDS						
308 2020 CAPITAL IMP. BONDS DEBT SERV. FUND	223,713	223,713	0	10,856	4.85	212,857
352 2017 MTF BONDS DEBT SERVICE FUND	761,341	761,341	0	50,670	6.66	710,671
353 2024 MTF BONDS DEBT SERVICE FUND	473,000	473,000	0	84,250	17.81	388,750
367 2021 CITY HALL REFUNDING DEBT SERVICE FUND	786,355	786,355	0	7,677	0.98	778,678
385 2016 CAPITAL IMP BOND DEBT SERVICE FUND	146,632	146,632	0	146,631	100.00	1
386 2018 CAPITAL IMP BOND DEBT SERVICE FUND	1,405,250	1,405,250	0	227,250	16.17	1,178,000
389 2017 BRA TIF REFUNDING DEBT SERVICE FUND	1,823,416	1,823,416	0	81,708	4.48	1,741,708
391 2021 BRA TIF REFUNDING DEBT SERVICE FUND	38,593	38,593	0	19,296	50.00	19,297
394 2001 DDA TIF DEBT SERVICE FUND	3,190,825	3,190,825	0	0	-	3,190,825
395 2019 DDA TIF REFUNDING DEBT SERVICE FUND	205,949	205,949	0	82,975	40.29	122,974
DEBT SERVICE FUNDS TOTAL	9,055,074	9,055,074	-	711,313	7.86	8,343,761
CAPITAL PROJECTS FUNDS						
401 CAPITAL PROJECTS FUND	1,700,000	1,700,000	37,782	597,336	35.14	1,102,664
402 WATER EQUIPMENT & REPLACEMENT FUND	19,641,466	20,788,326	194,729	11,890,695	57.20	8,897,631
403 LEAD SERVICE LINE REPLACEMENT FUND	1,372,110	1,372,110	150,613	393,249	28.66	978,861
404 DPS SANITARY SEWER MAINTENANCE FUND	462,407	462,407	25,193	244,779	52.94	217,628
405 SANITARY SEWER REPLACEMENT FUND	5,909,958	5,909,958	40,406	1,301,004	22.01	4,608,954
406 WASTEWATER EQUIPMENT REPLACEMENT FUND	687,653	687,653	16,304	341,797	49.70	345,856
407 2022 SEWER SYSTEM PROJECT CONSTRUCTION FUND	-	-	0	833,162	-	(833,162) <i>Note 2</i>
409 2023 WATER SYSTEM PROJECT CONSTRUCTION FUND	7,071,428	7,071,428	978,004	3,530,144	49.92	3,541,284
410 2024 WATER SYSTEM PROJECT CONSTRUCTION FUND	2,545,763	2,545,763	15,400	1,677,182	65.88	868,581
426 2024 MICHIGAN TRANSPORTATION BONDS CONST FUND	1,179,518	1,179,518	0	0	-	1,179,518
488 MLK CORRIDOR IMP. AUTHORITY FUND	1,735,250	1,735,250	150,450	534,492	30.80	1,200,758
489 BROWNFIELD REDEVELOPMENT FUND	2,339,154	2,339,154	1,963	499,440	21.35	1,839,714
494 DDA PROJECT FUND	3,396,774	3,396,774	0	82,975	2.44	3,313,799
CAPITAL PROJECTS FUNDS TOTAL	48,041,481	49,188,341	1,610,844	21,926,255	44.58	27,262,086
ENTERPRISE FUNDS						
514 AUTO PARKING SYSTEM FUND	280,491	280,491	852	3,408	1.22	277,083
518 PARKING ASSESSMENT FUND	452,046	452,046	40,740	174,135	38.52	277,911
519 COOPER/FRANCIS PARKING DECKS FUND	294,502	294,502	175	30,423	10.33	264,079
590 SEWER FUND	12,240,694	12,240,694	737,427	6,780,713	55.39	5,459,981
591 WATER FUND	38,993,869	39,393,869	2,608,376	19,529,523	49.58	19,864,346
ENTERPRISE FUNDS TOTAL	52,261,602	52,661,602	3,387,570	26,518,202	50.36	26,143,400
INTERNAL SERVICE FUNDS						
641 PUBLIC ADMINISTRATION FUND	902,686	902,686	64,010	522,120	57.84	380,566
642 ENGINEERING ADMINISTRATION FUND	328,348	328,348	20,750	167,545	51.03	160,803
643 LOCAL SITE REMEDIATION REVOLVING FUND	20,000	20,000	0	3,419	17.10	16,581

	25-26 Original Budget	25-26 Amended Budget	Activity For 2/28/2026	YTD Balance 2/28/2026	% Bdgt Used	Variance - Favorable/ (Unfavorable)
661 MOTOR POOL & GARAGE FND	1,867,706	1,867,706	165,317	890,605	47.68	977,101
676 WORKERS COMPENSATION FUND	254,889	254,889	6,568	183,158	71.86	71,731
677 SELF-INSURED HEALTHCARE FUND	6,449,450	6,449,450	417,582	3,293,893	51.07	3,155,557
INTERNAL SERVICE FUNDS TOTAL	9,823,079	9,823,079	674,227	5,060,740	51.52	4,762,339
CUSTODIAL FUND						
703 COUNTY & SCHOOL TAX FUND	34,150,000	34,150,000	-	-	-	34,150,000
PENSION TRUST FUNDS						
731 EMPLOYEES RETIREMENT FUND	4,300,000	4,300,000	463,054	3,340,382	77.68	959,618
732 POLICE & FIRE PENSION FUND	421,000	421,000	34,605	264,045	62.72	156,955
734 POLICE & FIRE ACT 345 PENSION FUND	6,210,000	6,210,000	498,123	4,105,586	66.11	2,104,414
736 PUBLIC EMPLOYEE HEALTHCARE FUND	33,000	33,000	0	18,787	56.93	14,213
PENSION TRUST FUNDS TOTAL	10,964,000	10,964,000	995,782	7,728,800	70.49	3,235,200
SPECIAL ASSESSMENTS FUNDS						
852 2020 SPEC. ASSESSMENT BONDS DEBT SERVICE FUND	161,788	161,788	-	155,953	96.39	5,835
895 SPECIAL ASSESSMENT FUND	270,588	270,588	-	155,953	57.63	114,635
SPECIAL ASSESSMENTS FUNDS TOTAL	432,376.00	432,376.00	-	311,906.00	72.14	120,470.00
ALL FUNDS TOTAL EXPENDITURES	240,642,382	243,199,242	10,445,664	101,617,131	41.78	141,582,111

REVENUE SUMMARY

FUND TYPE/FUND NAME	25-26	25-26	Activity For 2/28/2026	YTD Balance 2/28/2026	% Bdg Used
	Original Budget	Amended Budget			
FUND TYPE/FUND NAME					
101 GENERAL FUND					
PROPERTY TAXES	11,853,075	11,853,075	212,741	11,982,879	101.10
INCOME TAXES	11,100,000	11,100,000	1,641,158	8,765,181	78.97
STATE REVENUE SHARING	5,953,956	5,953,956	1,209,165	3,999,584	67.18
FEDERAL GRANTS	207,860	207,860	748	51,285	24.67
STATE GRANTS	191,000	191,000	(5,010)	517,075	270.72
CHARGES FOR GOODS AND SERVICES	1,447,377	1,447,377	13,191	362,970	25.08
FINES AND FORFEITS	384,920	384,920	31,474	96,999	25.20
INVESTMENT INCOME	660,000	660,000	(38,793)	259,976	39.39
MISCELLANEOUS	283,192	283,192	15,714	247,881	87.53
CONTRIBUTIONS FROM OTHER FUNDS	533,327	533,327	5,204	15,004	2.81
LICENSES AND PERMITS	342,015	342,015	53,373	157,540	46.06
CONTRIBUTIONS FROM LOCAL UNITS	12,500	12,500	0	6,246	49.97
PROCEEDS FROM SALE OF CAPITAL ASSETS	30,000	30,000	1,553	29,871	99.57
GENERAL FUND TOTAL	32,999,222	32,999,222	3,140,518	26,492,491	80.28
CONSOLIDATED WITH GENERAL FUND					
102 BUDGET STABILIZATION	50,000	50,000	(5,537)	18,164	36.33
ALL OTHER FUNDS					
PERMANENT FUNDS					
151 CEMETERY PERPETUAL MAINTENANCE	45,000	45,000	3,102	16,365	36.37
155 ELLA W. SHARP ENDOWMENT FUND	32,500	32,500	0	0	-
160 LLOYD E. MOUNT ENDOWMENT	5,100	5,100	0	0	-
PERMANENT FUNDS TOTAL	82,600	82,600	3,102	16,365	19.81
SPECIAL REVENUE FUNDS					
202 MAJOR STREET	21,413,990	21,413,990	367,915	10,797,299	50.42
203 LOCAL STREET	1,224,732	1,224,732	73,649	677,149	55.29
208 ELLA W. SHARP PARK OPERATING	1,205,450	1,205,450	0	490,967	40.73
213 OPIOID SETTLEMENT FUND	-	-	0	68,750	-
218 AFFORDABLE HOUSING FUND	1,840,146	1,840,146	0	186,220	10.12
234 HCDF MICH GRANT	859,000	859,000	400,000	392,454	45.69
245 PUBLIC IMPROVEMENT	1,548,167	1,548,167	11,133	1,510,665	97.58
246 CORTLAND ST REDEVELOPMENT PROJECTS FUND	2,500	2,500	0	5,322	212.88
249 BUILDING DEPARTMENT	538,500	538,500	63,777	456,308	84.74
251 HOUSING CODE ENFORCEMENT	1,231,000	1,231,000	106,184	650,290	52.83
252 BUILDING DEMOLITIONS	3,172,500	3,472,500	(848)	621	0.02
265 DRUG LAW ENFORCEMENT	50,000	50,000	(155)	14,882	29.76
273 PROJECT SAFE NEIGHBORHOOD	126,680	126,680	0	39,234	30.97
275 BYRNE/JAG PROGRAMS	-	-	0	25,404	-
279 AMERICAN RESCUE PLAN ACT	5,000	5,000	0	0	-
280 HOUSING STABILITY	595,000	595,000	0	(49,856)	(8.38)
285 BROWNFIELD ASSESSMENT GRANT	30,000	30,000	0	35,514	118.38
296 RECREATION ACTIVITY	521,500	521,500	61,378	226,501	43.43
297 RECREATION MILLAGE	1,220,000	1,220,000	(1,750)	402,864	33.02
SPECIAL REVENUE FUNDS TOTAL	35,584,165	35,884,165	1,081,283	15,930,588	44.39
DEBT SERVICE FUNDS					
308 2020 CAPITAL IMP. BONDS DEBT SERV. FUND	223,713	223,713	0	10,856	4.85
352 2017 MTF BONDS D/S FUND	761,341	761,341	0	50,670	6.66
353 2024 MTF BONDS D/S FUND	473,000	473,000	0	84,250	17.81
367 2021 CITY HALL REFUNDING DEBT SERV FUND	588,000	588,000	4,141	551,988	93.88
385 2016 CAPITAL IMP BOND DEBT SERVICE FUND	146,632	146,632	0	146,631	100.00
386 2018 CAPITAL IMP BOND DEBT SERVICE FUND	1,405,250	1,405,250	0	0	-
389 2017 BRA TIF REFUNDING DEBT SERVICE FUND	1,823,416	1,823,416	0	81,708	4.48
391 2021 BRA TIF REFUNDING DEBT SERVICE FUND	38,593	38,593	0	19,296	50.00
394 2001 DDA TIF DEBT SERVICE	3,190,825	3,190,825	0	0	-
395 2019 DDA TIF REFUNDING DEBT SERVICE	205,949	205,949	0	82,975	40.29
DEBT SERVICE FUNDS TOTAL	8,856,719	8,856,719	4,141	1,028,374	11.61
CAPITAL PROJECT FUNDS					
401 CAPITAL PROJECTS	1,679,020	1,679,020	0	20,551	1.22

	25-26 Original Budget	25-26 Amended Budget	Activity For 2/28/2026	YTD Balance 2/28/2026	% Bdgt Used
402 WATER EQUIPMENT & REPLACEMENT	15,162,458	15,972,458	1,197,127	10,515,413	65.83
403 LEAD SERVICE LINE REPLACEMENT	2,603,111	2,603,111	138,695	1,276,872	49.05
404 DPS SANITARY SEWER MAINTENANCE	462,407	462,407	25,179	244,770	52.93
405 SANITARY SEWER REPLACEMENT	3,844,715	3,844,715	293,217	2,536,137	65.96
406 WASTEWATER EQUIPMENT REPLACEMENT	473,392	473,392	19,843	258,297	54.56
407 2022 SEWER SYSTEM PROJECT CONSTRUCTION	-	-	0	833,162	-
409 2023 WATER SYSTEM PROJECT CONSTRUCTION	7,071,428	7,071,428	433,686	2,591,874	36.65
410 2024 WATER SYSTEM PROJECT CONSTRUCTION	2,545,763	2,545,763	326,816	1,643,795	64.57
426 2024 MICHIGAN TRANSPORT BONDS CONST FUND	25,000	25,000	(7,068)	23,291	93.16
488 MLK CORRIDOR IMP. AUTHORITY FUND	1,735,250	1,735,250	0	112,395	6.48
489 BROWNFIELD REDEVELOPMENT	1,783,770	1,783,770	(4,080)	60,800	3.41
494 DDA PROJECT	2,225,100	2,225,100	(21,778)	201,668	9.06
CAPITAL PROJECT FUNDS TOTAL	39,611,414	40,421,414	2,401,637	20,319,025	50.27
ENTERPRISE FUNDS					
514 AUTO PARKING SYSTEM	134,800	134,800	(236)	3,060	2.27
518 PARKING ASSESSMENT	515,825	515,825	10,359	469,964	91.11
519 COOPER/FRANCIS PARKING DECKS	15,000	15,000	(1,524)	11,339	75.59
590 SEWER	9,219,873	9,219,873	695,162	4,950,596	53.69
591 WATER	30,812,898	30,812,898	1,926,354	15,711,669	50.99
ENTERPRISE FUNDS TOTAL	40,698,396	40,698,396	2,630,115	21,146,628	51.96
INTERNAL SERVICE FUNDS					
641 PUBLIC WORKS ADMINISTRATION	819,086	819,086	81,472	646,084	78.88
642 ENGINEERING ADMINISTRATION	449,943	449,943	21,984	196,898	43.76
643 LOCAL SITE REMEDIATION REVOLVING	82,700	82,700	(905)	2,980	3.60
661 MOTOR POOL & GARAGE	1,632,771	1,632,771	207,191	1,586,959	97.19
676 WORKERS COMPENSATION	180,000	180,000	10,093	129,507	71.95
677 SELF-INSURED HEALTHCARE	7,120,000	7,120,000	569,403	4,672,874	65.63
INTERNAL SERVICE FUNDS TOTAL	10,284,500	10,284,500	889,238	7,235,302	70.35
CUSTODIAL FUNDS					
703 COUNTY & SCHOOL TAX	34,150,000	34,150,000	0	4,430	0.01
PENSION TRUST FUNDS					
731 EMPLOYEES RETIREMENT SYSTEM	6,848,411	6,848,411	1,546,226	6,177,328	90.20
732 POLICE & FIRE PENSION	139,437	139,437	56,853	359,006	257.47
734 POLICE & FIRE ACT 345	11,024,140	11,024,140	1,782,898	13,086,631	118.71
736 PUBLIC EMPLOYEE HEALTH CARE	222,500	222,500	0	564,492	253.70
PENSION TRUST FUNDS TOTAL	18,234,488	18,234,488	3,385,977	20,187,457	110.71
SPECIAL ASSESSMENT FUNDS					
852 2020 SPEC. ASSESSMENT BONDS DEBT SERVICE	161,788	161,788	0	155,953	96.39
895 SPECIAL ASSESSMENT	851,136	851,136	(4,312)	7,871	0.92
SPECIAL ASSESSMENT FUNDS TOTAL	1,012,924	1,012,924	(4,312)	163,824	16.17
ALL FUNDS TOTAL REVENUE	221,564,428	222,674,428	13,526,162	112,542,648	50.54

NOTES TO REVENUE AND EXPENDITURE SUMMARIES

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

Note 2: Unfavorable budget variances related to expenditures will be addressed through a formal budget amendment.



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: April 7, 2026
SUBJECT: Special Event Application: Hot Air Jubilee

Recommendation:

Approve a request from the Hot Air Jubilee to host the Hot Air Jubilee July 17-19, at Ella Sharp Park.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Hot Air Jubilee.

I recommend approval of the Special Event Application for the Hot Air Jubilee. Your consideration and concurrence is appreciated.

JACKSON

Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: April 7, 2026

RECOMMENDATION: Approve a request from the Hot Air Jubilee to host the Hot Air Jubilee July 17-19, at Ella Sharp Park.

ISSUE STATEMENT

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$1975.00
Public Works	X		\$2300.00
		TOTAL	\$4275.00

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Road closures, use of Ella Sharp Park, assistance from Jackson Police Department

OWNERSHIP

Insurance Status: Approval is dependent on the receipt of proper insurance documents.

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the Hot Air Jubilee to host the Hot Air Jubilee July 17-19, at Ella Sharp Park.

ATTACHMENTS

1. SEA-Hot Air Jubilee

By: _____	Date: _____
Fee Rec: _____	Date: _____
Cash: _____	Check #: _____
Approved through City Council	
Yes/No: _____	Date: _____

2026 SPECIAL EVENT APPLICATION

Submit your application to mevans@cityofjackson.org or drop it off at
City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

Application must be submitted 60 days prior to event date

Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.

- Level 1: \$75 (0-1 city resources)
- Level 2: \$150 (No road closure, needs 2 city resources) **Does not include closing Hayes Court*
- Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)
- LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.

- Insurance documentation for sponsoring organization
- Event Map –Please indicate the location of all items (see page 4 for detailed information needed)
- Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District
- Cannabis Consumption Area License and Liability insurance (if applicable)
- Carnival Ride Permit (if applicable)
- Insurance documentation for all vendors (if applicable)
- Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

Applicant Information

EVENT NAME: _____

Sponsoring Organization Legal Name : _____

Street Address : _____

Tax ID# : _____ Website : _____

Contact Name 1 : _____ Email: _____ Phone: _____

Contact Name 2 : _____ Email: _____ Phone: _____

Contact Name/Phone# During Event: _____

Event Details

Event Date(s): _____ Set up Time: _____ Start Time: _____ End Time: _____ Tear Down Time: _____

Has this event occurred before? Yes No If yes, how many previous years? _____

What is the expected attendance? _____ Do you expect to do this event next year? Yes No

Type of Event Please check all that apply

Festival March/Parade Walk/Run* Other _____

***Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

■ **Description of Event** This description will be posted on the Special Events Calendar

[Empty text box for event description]

■ **Event Location** Please include the location on the map

Horace Blackman Park
 Bucky Harris Park
 MLK Equality Trail
 TRUE City Square Stage
 Grand River Farmers Market Pavilion
 Ella Sharp Park
**requires Ella Sharp Board approval*
 Other Location

■ **Requested Street Closure(s)** Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name: Cross Street 1: Cross Street 2:
 Closure Start Date: Time: Closure End Date: Time:

Street Name: Cross Street 1: Cross Street 2:
 Closure Start Date: Time: Closure End Date: Time:

Street Name: Cross Street 1: Cross Street 2:
 Closure Start Date: Time: Closure End Date: Time:

Street Name: Cross Street 1: Cross Street 2:
 Closure Start Date: Time: Closure End Date: Time:

Street Name: Cross Street 1: Cross Street 2:
 Closure Start Date: Time: Closure End Date: Time:

Street Name: Cross Street 1: Cross Street 2:
 Closure Start Date: Time: Closure End Date: Time:

■ **Bathroom Plan** Please include bathroom locations on the map

Facilities: How many restrooms/portable toilets will be provided, including ADA options?
Service Provider: Who will supply and service the restrooms (name/contact)?
Placement: Where will restrooms be located? **Please include locations on the map*
Additional Notes:

Bucky Harris Park Bathrooms Use: Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.

Waste Management Plan Please include garbage locations on the map

*If the area of your event is not cleaned up, you will be invoiced the cost of services.

Collection: How will garbage be managed during and after the event?

Service Provider: Who is responsible for waste removal (name/contact)?

Reciprocals: How many bins will be provided? **Please include locations on the map*
For large events, how many roll-offs?

Cleanup: Who will handle post-event cleanup?

Additional notes:

Other City Resource Requests *Include all extra resources on map

Electrical Power: Do you need electrical power? Yes No ****All electrical lines MUST be properly covered to minimize tripping hazards****

If yes, what?

Will you have food trucks? Yes No If yes, how many food trucks do you anticipate?
Please add food truck names and locations on the map.

Using generators? Yes No Do you need to rent power boxes for the food trucks? Yes No If yes, how many?
\$25 per box rental cost (adapters included)

Will you have Vendors/ Other food on site? Yes No If yes, how many?

Using generators? Yes No Do you need to rent power boxes? Yes No If yes, how many?
\$25 per box rental cost (adapters included)

Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)? Yes No If yes, what?

Using generators? Yes No Do you need to rent power boxes? Yes No If yes, how many?
\$25 per box rental cost (adapters included)

Other electrical power needed? Yes No If yes, what?

Wattage needed: Number of plug-ins needed:

Water: Do you need water? Yes No If yes, please indicate the needed requirement:

Location of where the water is needed:

Fireworks: Do you plan to do fireworks? Yes No **If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

Police Department: Do you require police assistance? Yes No If yes, please explain:

Alcohol Sales: Yes No **If yes, attach liquor license and liquor liability insurance*

Cannabis Consumption Area: Yes No **If yes, attach Cannabis Consumption License and liability insurance*

Other Requests:

Traffic Cones How many? 15 foot Mobile Stage 25 foot Mobile Stage

Other

Other

Required Attachments for Application Processing

■ Insurance *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> Showing a liability coverage of at least \$1,000,000 Identifying "City of Jackson" & " Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

■ I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.

■ Event Map *Please include **all event details** and activities on the map for review and processing.*

Route plan	Emergency vehicle access	Requested street closures	Food Truck Locations
Vendor locations	Dispersal locations	Requested reserved parking	
Tent locations	Trash Receptacle locations	Requested electrical location	
Assembly locations	Bathroom locations	Alcohol/Cannabis sales locations	

**If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

Additional Comments:

***Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.**

Special Event Application Policy

Additional charges may incur if policies are broken.


1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
 - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
 - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
 - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

Special Event Application

Certification and Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature:



Date:



Special Event Application

2026 Additional Requests

Letter for Use of City Property: As part of the application for the liquor license, the state will require a letter from the City of Jackson stating that Disciples MC is permitted to use the city property to facilitate the HAJ Beer Tent. A letter was issued in previous years and we request this letter be issued for this year concurrent with the approval of the Special Event Application. All liquor sales will be handled by Disciples MC (a Michigan non-profit) with a Special Non-Profit Liquor License.

Golf Carts: We would like to request the use of 2 golf carts from Ella Sharp Golf. These will be used by police during the event. To be picked up by police officers on Friday 07/18 and Saturday 07/19.

Road Closed Barriers: We would request **TWO** "Road Closed" Barriers (Level 3 are preferred but Level 1 will work) at each of the closed roads indicated on the map. This will allow our parking attendants to close the roads as needed. 2-3 cones at each of these locations would also be helpful. 10 additional cones could be used at the north end of the event parking.

Picnic Tables: We request the use of 15 picnic additional tables and for them to be delivered to Ella Sharp Museum Parking Lot on Thursday, July 17 (see location marked on map).

Back Park Roadblocks: We ask that the road blocks on Birchwood Dr. & Maplewood Dr. be temporarily opened for each evening to allow participants to exit the park.

Police Presence: We will work with the police department directly to determine the appropriate amount of police presence for the event. We also need a police office to be present during our master briefing at 5:00p. on Friday, July 18 inside Ella Sharp Museum in the Granary.

Insurance: We will provide insurance policies as we get closer to the event as we have in previous years.

Note about Ella Sharp Museum: We are working directly with Ella Sharp Museum staff for access to their parking lots, building and other collaborations.

Additional Use of the Launch Field: The Hot Air Jubilee has been selected to host the Balloon Federation of America's Women's National Championship Competition. We will need access to the Launch Field at Ella Sharp Park July 13-July 19 for potential launch, target or landing location. No infrastructure will be needed or setup prior to the setup for the festival, just need access the launch field during these competition dates.



EVENT MAP

 **Road Closures**
Request 2 road closure signs and cones at each location

 **Water Access**

 **Generator / Power**

 **Picnic Tables**

 **Trash Recepticals**

 **Food Truck Area**
We will be providing generators for electrical needs.

 **Portable Toilets**

 **Tents**





MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: April 7, 2026
SUBJECT: Special Event Application: Ride of Silence

Recommendation:

Approve a request from the Cascades Cycling Club of Jackson to host the Ride of Silence on May 20, 2026, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Ride of Silence.

I recommend approval of the Special Event Application for the Ride of Silence. Your consideration and concurrence is appreciated.

JACKSON

Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: April 7, 2026

RECOMMENDATION: Approve a request from the Cascades Cycling Club of Jackson to host the Ride of Silence on May 20, 2026, in downtown Jackson.

ISSUE STATEMENT

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$330.00
Public Works	X		\$0.00
		TOTAL	\$330.00

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: use of Horace Blackman Park, Jackson Police Department assistance

OWNERSHIP

Insurance Status: The insurance is on file with the City Attorney and the Downtown Development Authority.

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the Cascades Cycling Club of Jackson to host the Ride of Silence on May 20, 2026, in downtown Jackson.

ATTACHMENTS

- 1. SEA-Ride of Silence

By: M. Evans Date: 3/12/26
 Fee Rec: \$75 Date: 3/12/26
 Cash: Check #: 1249
 Approved through City Council
 Yes/No: Date:

2026 SPECIAL EVENT APPLICATION

Submit your application to mevans@cityofjackson.org or drop it off at
 City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

Application must be submitted 60 days prior to event date

Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

Level 1: \$75 (0-1 city resources)

Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.

Level 2: \$150 (No road closure, needs 2 city resources) *Does not include closing Hayes Court

Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)

LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.

Insurance documentation for sponsoring organization

Event Map –Please indicate the location of all items (see page 4 for detailed information needed)

Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District

Cannabis Consumption Area License and Liability insurance (if applicable)

Carnival Ride Permit (if applicable)

Insurance documentation for all vendors (if applicable)

Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

Applicant Information

EVENT NAME: Ride Of Silence

Sponsoring Organization Legal Name : Cascades Cycling Club of Jackson

Street Address :

Tax ID# : 81-4893536

Website : cascadescyclingclub.com

Contact Name 1 : Dan McClure

Email: runnerm1@comcast.net

Phone: (517)740-5950

Contact Name 2 : Michael Woizeschke

Email: michlwoiz@icould.com

Phone: (517)795-6350

Contact Name/Phone# During Event: Dan McClure (517)740-5950

Event Details

Event Date(s): Set up Time: Start Time: End Time: Tear Down Time:

May 20, 2026 Rain Date May 23, 2026

6:45 p.m. rain 9:45 a.m.

7:00 p.m. rain 10:00 a.m.

8:30 p.m. rain 11:30 a.m.

8:40 p.m. rain 11:40 a.m.

Has this event occurred before? Yes No If yes, how many previous years? 6

What is the expected attendance? 45 Do you expect to do this event next year? Yes No

Type of Event Please check all that apply

Festival March/Parade Walk/Run* Other Bicycle Ride

***Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

Description of Event This description will be posted on the Special Events Calendar

The Ride of Silence is an international bicycling event to honor the lives of cyclists killed or injured while bicycling. The ride also serves to remind motorists that bicyclists have a legal right to ride on city streets and country roads. Riders will assemble prior to the event in Horace Blackman Park and depart from there at 7:00 p.m. Cyclists will refrain from speaking during the ride. In the past the Jackson City Police and Jackson county Sheriff's personnel have provided a police escort for our riders and we would like them to do the same this year.

Event Location Please include the location on the map

- Horace Blackman Park
- Bucky Harris Park
- MLK Equality Trail
- TRUE City Square Stage
- Grand River Farmers Market Pavilion
- Ella Sharp Park
**requires Ella Sharp Board approval*
- Other Location

Requested Street Closure(s) Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name:	Cross Street 1:	Cross Street 2:
Closure Start Date:	Time:	Closure End Date: Time:
<hr/>		
Street Name:	Cross Street 1:	Cross Street 2:
Closure Start Date:	Time:	Closure End Date: Time:
<hr/>		
Street Name:	Cross Street 1:	Cross Street 2:
Closure Start Date:	Time:	Closure End Date: Time:
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Street Name:	Cross Street 1:	Cross Street 2:
Closure Start Date:	Time:	Closure End Date: Time:
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Closure Start Date:	Time:	Closure End Date: Time:
<hr/>		
Street Name:	Cross Street 1:	Cross Street 2:
Closure Start Date:	Time:	Closure End Date: Time:

Bathroom Plan Please include bathroom locations on the map

Facilities: How many restrooms/portable toilets will be provided, including ADA options?

Service Provider: Who will supply and service the restrooms (name/contact)?

Placement: Where will restrooms be located? **Please include locations on the map*

Additional Notes: none needed

Bucky Harris Park Bathrooms Use: Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.



Waste Management Plan Please include garbage locations on the map

*If the area of your event is not cleaned up, you will be invoiced the cost of services.

Collection: How will garbage be managed during and after the event?

Service Provider: Who is responsible for waste removal (name/contact)?

Reciprocals: How many bins will be provided? **Please include locations on the map
For large events, how many roll-offs?*

Cleanup: Who will handle post-event cleanup?

Additional notes: No trash will be generated - no need for any clean up



Other City Resource Requests *Include all extra resources on map

Electrical Power: Do you need electrical power? Yes No ****All electrical lines MUST be properly covered to minimize tripping hazards****

If yes, what?

Will you have food trucks?

Please add food truck names and locations on the map.

Yes No If yes, how many food trucks do you anticipate?

Using generators? Yes No

Do you need to rent power boxes for the food trucks?
\$25 per box rental cost (adapters included)

Yes No If yes, how many?

Will you have Vendors/ Other food on site?

Yes No If yes, how many?

Using generators? Yes No

Do you need to rent power boxes?
\$25 per box rental cost (adapters included)

Yes No If yes, how many?

Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?

Yes No If yes, what?

Using generators? Yes No

Do you need to rent power boxes?
\$25 per box rental cost (adapters included)

Yes No If yes, how many?

Other electrical power needed?

Yes No If yes, what?

Wattage needed:

Number of plug-ins needed:

Water: Do you need water? Yes No If yes, please indicate the needed requirement:

Location of where the water is needed:

Fireworks: Do you plan to do fireworks? Yes No **If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

Police Department: Do you require police assistance? Yes No If yes, please explain: Police escort beginning at 7:00 p.m. & during the ride

Alcohol Sales: Yes No **If yes, attach liquor license and liquor liability insurance*

Cannabis Consumption Area: Yes No **If yes, attach Cannabis Consumption License and liability insurance*

Other Requests:

Traffic Cones How many?

15 foot Mobile Stage

25 foot Mobile Stage

Other

Other

Required Attachments for Application Processing

Insurance *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
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Route plan	Emergency vehicle access	Requested street closures	Food Truck Locations
Vendor locations	Dispersal locations	Requested reserved parking	
Tent locations	Trash Receptacle locations	Requested electrical location	
Assembly locations	Bathroom locations	Alcohol/Cannabis sales locations	

**If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

Additional Comments:

The Cascades Cycling Club is a Domestic Nonprofit Corporation in the State of Michigan. Our mission is to promote bicycling for health, recreation and fitness for bicyclists of all abilities.

****Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.***

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Special Event Application

Certification and Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
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3. A Special Event Application Fee is submitted along with this application.
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10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature:

Dany Michel

Date:

3/11/2020



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/02/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hacker-King-Sherry Insurance Agency 2205 Abbot Rd Ste A East Lansing MI 48823	CONTACT NAME: Chad Fisher PHONE (A/C, No, Ext): (517) 337-6000 E-MAIL ADDRESS: CFisher@hksagency.com	FAX (A/C, No): (517) 337-0982
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: West Bend Mutual Ins	NAIC # 15350
INSURED Cascade's Cycling Club of Jackson PO Box 515 Jackson MI 49201-0515	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 01

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			A235195	03/01/2026	03/01/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ per quote PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			A235195	03/01/2026	03/01/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional insured liability is afforded to the City of Jackson and Jackson Downtown Development Authority, for use of city parks as bicycle ride assembly areas and bicycle ride starting locations. Additional insured liability is also afforded to Jackson County, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.

CERTIFICATE HOLDER**CANCELLATION**

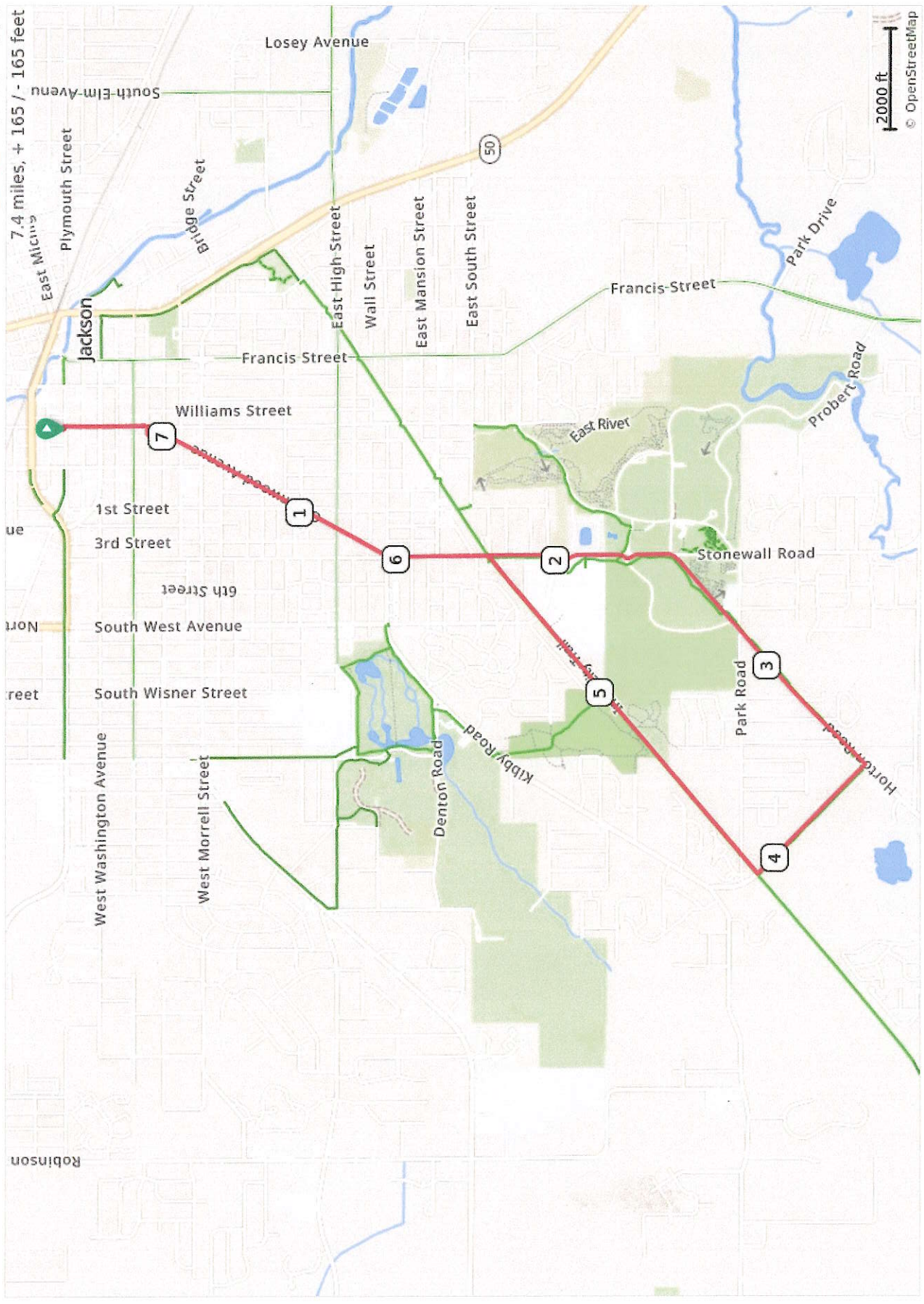
City of Jackson 161 W Michigan Ave Jackson MI 49201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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7.4 miles, + 165 / - 165 feet

Ride of Silence 2026 Jackson Michigan



Ride of Silence 2026 Jackson Michigan

Dist	Type	Note	Next
0.0	📍	Start of route	0.0
0.0	➔	R onto North Jackson Street	0.3
0.3	➔	R onto West Mason Street	0.0
0.4	➡	L onto Greenwood Place	0.1
0.4	↗	Slight R onto Greenwood Avenue	1.0
1.4	↖	Slight L onto 4th Street	0.6
2.0	↑	At roundabout, take exit 3 onto 4th Street	0.3
2.3	↗	Keep R onto 4th Street	0.2
2.4	↗	Keep R onto Horton Road	1.1
3.5	➔	R onto Weatherwax Drive	0.6

3.5 miles. +107/-106 feet

Dist	Type	Note	Next
4.1	➔	R onto Inter-City Trail	0.1
4.2	↑	Continue onto Inter-City Trail	1.5
5.7	➡	L onto 4th Street	0.4
6.0	↗	Keep R onto Greenwood Avenue	1.0
7.0	➔	R onto West Wilkins Street	0.0
7.0	➡	L onto South Jackson Street	0.4
7.4	➡	L	0.0

3.9 miles. +49/-55 feet



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: April 7, 2026
SUBJECT: Special Event Application: National Night Out

Recommendation:

Approve a request from the City of Jackson Police Department to host the National Night Out on August 4, 2026, at Jackson Boos Recreation Center in Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Jackson Police Department National Night Out.

I recommend approval of the Special Event Application for the Jackson Police Department National Night Out. Your consideration and concurrence is appreciated.

JACKSON

Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: April 7, 2026

RECOMMENDATION: Approve a request from the City of Jackson Police Department to host the National Night Out on August 4, 2026, at Jackson Boos Recreation Center in Jackson.

ISSUE STATEMENT

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$300.00
Police	X		\$0.00
Public Works	X		\$0.00
		TOTAL	\$300.00

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Use of Boos Recreation Center/Loomis Park, tables, chairs, power, porta potties, trash

OWNERSHIP

Insurance Status: This event is covered under the City of Jackson’s insurance policy.

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the City of Jackson Police Department to host the National Night Out on August 4, 2026, at Jackson Boos Recreation Center in Jackson.

ATTACHMENTS

- 1. SEA_JPD National Night Out

By: M.Evans	Date: 3/12/26
Fee Rec:	Date:
Cash:	Check #:
Approved through City Council	
Yes/No:	Date:

2026 SPECIAL EVENT APPLICATION

Submit your application to mevans@cityofjackson.org or drop it off at
City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

Application must be submitted 60 days prior to event date

Application attachments

The application will not be submitted for approval until all attachments are attained.

- Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**
Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.
 - Level 1: \$75 (0-1 city resources)
 - Level 2: \$150 (No road closure, needs 2 city resources) *Does not include closing Hayes Court
 - Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)
- LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.
- Insurance documentation for sponsoring organization
- Event Map –Please indicate the location of all items (see page 4 for detailed information needed)
- Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District
- Cannabis Consumption Area License and Liability insurance (if applicable)
- Carnival Ride Permit (if applicable)
- Insurance documentation for all vendors (if applicable)
- Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

Applicant Information

EVENT NAME: National Night Out

Sponsoring Organization Legal Name : City of Jackson Police Department

Street Address : 216 East Washington Avenue

Tax ID# : NA

Website : City of Jackson Website

Contact Name 1 : Cheryl Ragland

Email: cragland@cityofjackson.org

Phone: D 517.768.8728

Contact Name 2 : NA

Email: NA

Phone: C 517.817.6512

Contact Name/Phone# During Event: 517.817.6512

Event Details

Event Date(s): August 4, 2026 Set up Time: 4:00pm Start Time: 6:00pm End Time: 8:00pm Tear Down Time: 8:30pm

August 4, 2026

4:00pm

6:00pm

8:00pm

8:30pm

Has this event occurred before? Yes No If yes, how many previous years?

What is the expected attendance? 150 - 175

Do you expect to do this event next year?

Yes No

Type of Event Please check all that apply

Festival March/Parade Walk/Run* Other Community Event

***Downtown 5K/10K's**: Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

Description of Event This description will be posted on the Special Events Calendar

National Night Out enhances the relationship between neighbors and law enforcement. National Night Out is an annual nationwide community building event that promotes that partnership.

Event Location Please include the location on the map

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park

**requires Ella Sharp Board approval*

Other Location **Loomis Park - Jackson Boos Recreation Center**

Requested Street Closure(s) Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name:	Cross Street 1:	Cross Street 2:
Closure Start Date:	Time:	Closure End Date:
		Time:

Street Name:	Cross Street 1:	Cross Street 2:
Closure Start Date:	Time:	Closure End Date:
		Time:

Street Name:	Cross Street 1:	Cross Street 2:
Closure Start Date:	Time:	Closure End Date:
		Time:

Street Name:	Cross Street 1:	Cross Street 2:
Closure Start Date:	Time:	Closure End Date:
		Time:

Street Name:	Cross Street 1:	Cross Street 2:
Closure Start Date:	Time:	Closure End Date:
		Time:

Street Name:	Cross Street 1:	Cross Street 2:
Closure Start Date:	Time:	Closure End Date:
		Time:

Bathroom Plan Please include bathroom locations on the map

Facilities: How many restrooms/portable toilets will be provided, including ADA options?

Service Provider: Who will supply and service the restrooms (name/contact)?

Placement: Where will restrooms be located? **Please include locations on the map*

Additional Notes: Porta potties are already in place and provided by the City of Jackson Parks and Recreation Department.

Bucky Harris Park Bathrooms Use: Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.



Waste Management Plan Please include garbage locations on the map

*If the area of your event is not cleaned up, you will be invoiced the cost of services.

Collection: How will garbage be managed during and after the event? **By the City of Jackson Parks and Recreation Dept.**

Service Provider: Who is responsible for waste removal (name/contact)? **The City of Jackson Parks and Recreation Dept.**

Reciprocals: How many bins will be provided? *Please include locations on the map **Reciprocals are already on-site**
For large events, how many roll-offs?

Cleanup: Who will handle post-event cleanup? **The City of Jackson Parks and Recreation Department**

Additional notes: **The City of Jackson Parks and Recreation Department will provide all collection and cleanup for this event.**



Other City Resource Requests *Include all extra resources on map

Electrical Power: Do you need electrical power? Yes No ****All electrical lines MUST be properly covered to minimize tripping hazards****
If yes, what? **Powercord for the DJ - Parks and Rec. will provide it.**

Will you have food trucks?

Please add food truck names and locations on the map.

Yes No If yes, how many food trucks do you anticipate?

Using generators?

Yes

No

Do you need to rent power boxes for the food trucks?
\$25 per box rental cost (adapters included)

Yes

No

If yes, how many?

Will you have Vendors/ Other food on site?



Yes

No

If yes, how many? **6 to 8**

Using generators?

Yes



No

Do you need to rent power boxes?
\$25 per box rental cost (adapters included)

Yes

No

If yes, how many?

Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?

Yes



No

If yes, what?

Using generators?

Yes



No

Do you need to rent power boxes?
\$25 per box rental cost (adapters included)

Yes

No

If yes, how many?

Other electrical power needed?

Yes



No

If yes, what?

Wattage needed:

Number of plug-ins needed:

Water: Do you need water?

Yes



No

If yes, please indicate the needed requirement:

Location of where the water is needed:

Fireworks: Do you plan to do fireworks?

Yes



No

**If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

Police Department: Do you require police assistance?

Yes



No

If yes, please explain:

Alcohol Sales:

Yes



No

**If yes, attach liquor license and liquor liability insurance*

Cannabis Consumption Area:

Yes



No

**If yes, attach Cannabis Consumption License and liability insurance*

Other Requests:



Traffic Cones How many? **5**

15 foot Mobile Stage

25 foot Mobile Stage



Other **Tables, chairs, electrical outlets, and porta potties will be provided by the Parks and Recreation Department.**



Other **Bottled water for this event is donated by American 1 Credit Union and Culligan Ladwig's Water of Jackson.**

Required Attachments for Application Processing

Insurance Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> Showing a liability coverage of at least \$1,000,000 Identifying "City of Jackson" & " Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.

Event Map Please include **all event details** and activities on the map for review and processing.

- | | | | |
|--|--|----------------------------------|----------------------|
| Route plan | <input checked="" type="checkbox"/> Emergency vehicle access | Requested street closures | Food Truck Locations |
| <input checked="" type="checkbox"/> Vendor locations | Dispersal locations | Requested reserved parking | |
| Tent locations | <input checked="" type="checkbox"/> Trash Receptacle locations | Requested electrical location | |
| Assembly locations | <input checked="" type="checkbox"/> Bathroom locations | Alcohol/Cannabis sales locations | |

**If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

Additional Comments:

National Night Out is a community City event to be held at Loomis Park - Boos Recreation Center. The Park and Center are under the City of Jackson Parks and Recreation Department. Children's game area, vendors, emergency vehicle locations are outlined on the Event Map. All law enforcement, Fire and EMS vehicles will be available for tours for both children and adults.

***Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.**

Special Event Application Policy

Additional charges may incur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
 - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
 - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
 - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

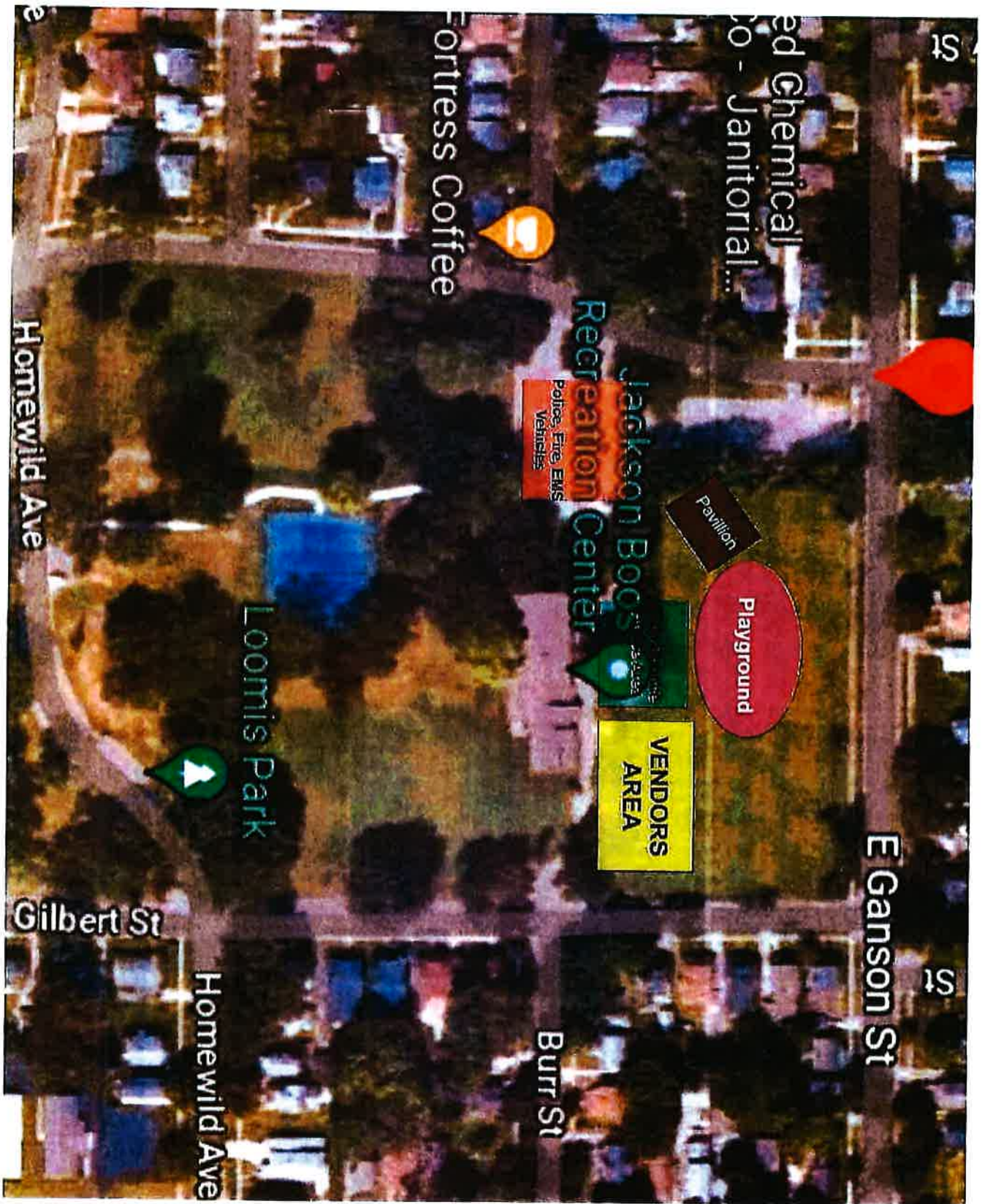
Special Event Application

Certification and Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature: 

Date: 3.12.26



MEMORANDUM

DATE: March 12, 2026
TO: The Downtown Development Authority (DDA)
FROM: Cheryl L. Ragland on behalf of the City of Jackson Police Department
CC: Chief Christopher Simpson
Deputy Chief Sergio Garcia
SUBJECT: Special Event Application for the National Night Community Event

This is a request for the Downtown Development Authority to approve the Application for the City of Jackson Police Department National Night Out Event. This Community Event will be held on Tuesday August 4, 2026 at the Jackson Boos Recreation Center from 6:00pm – 8:00pm.

Your consideration is appreciated in reviewing and approving this Application. Thank you.



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: April 7, 2026
SUBJECT: Special Event Application: City of Jackson Police Department 2026 Summer Series

Recommendation:

Approve a request from the City of Jackson Police Department to host the City of Jackson Police Department 2026 Summer Series, in Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the City of Jackson Department 2026 Summer Series.

I recommend approval of the Special Event Application for the City of Jackson Department 2026 Summer Series. Your consideration and concurrence is appreciated.

JACKSON

Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: April 7, 2026

RECOMMENDATION: Approve a request from the City of Jackson Police Department to host the City of Jackson Police Department 2026 Summer Series, in Jackson.

ISSUE STATEMENT

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$900.00
Police	X		\$0.00
Public Works	X		\$0.00
		TOTAL	\$900.00

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: bathrooms, trash

OWNERSHIP

Insurance Status: This event is covered under the City of Jackson’s insurance policy.

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the City of Jackson Police Department to host the City of Jackson Police Department 2026 Summer Series, in Jackson.

ATTACHMENTS

- 1. SEA-JPD Summer Series Event



By: M. Evans	Date: 3/12/26
Fee Rec:	Date:
Cash:	Check #:
Approved through City Council	
Yes/No:	Date:

2026 SPECIAL EVENT APPLICATION

Submit your application to mevans@cityofjackson.org or drop it off at
City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

Application must be submitted 60 days prior to event date

Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

Level 1: \$75 (0-1 city resources)

Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.

Level 2: \$150 (No road closure, needs 2 city resources) *Does not include closing Hayes Court

Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)

LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.

Insurance documentation for sponsoring organization

Event Map –Please indicate the location of all items (see page 4 for detailed information needed)

Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District

Cannabis Consumption Area License and Liability insurance (if applicable)

Carnival Ride Permit (if applicable)

Insurance documentation for all vendors (if applicable)

Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

Applicant Information

EVENT NAME: City of Jackson Police Department 2026 Summer Series

Sponsoring Organization Legal Name : City of Jackson Police Department

Street Address : 216 East Washington Avenue

Tax ID# : NA

Website : City of Jackson Webpage

Contact Name 1 : Cheryl Ragland

Email: cragland@cityofjackson.org

Phone: D 517.768.8728

Contact Name 2 :

Email:

Phone: C 517.817.6512

Contact Name/Phone# During Event:

Event Details

Event Date(s): Set up Time: Start Time: End Time: Tear Down Time:

All three as shown on the memo 11:30am 12:00pm 1:30pm 1:30pm

Has this event occurred before? Yes No If yes, how many previous years?

What is the expected attendance? 50 - 75

Do you expect to do this event next year?

Yes No

Type of Event Please check all that apply

Festival March/Parade Walk/Run* Other **Community Event**

***Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.



Description of Event

This description will be posted on the Special Events Calendar

The City of Jackson Police Department host three Summer Series Event annually for parents and children. We have been doing this since 2023. One event is held per month in the summer beginning in June and ending in August. Hot dogs, chips, and pop are served and JPD gives away bikes to three children via a raffle. The Center for Community Health partners with JPD to give away bike helmets for each child and does a short presentation on the importance of bicycle safety.

All of the events are held under the pavilions at each park. I was asked to summarize this for the DDA for approval this year.



Event Location

Please include the location on the map

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park

**requires Ella Sharp Board approval*

Other Location [Please see the memorandum for the 2026 scheduled locations.](#)



Requested Street Closure(s)

Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name:	Cross Street 1:	Cross Street 2:
Closure Start Date:	Time:	Closure End Date:
		Time:
<hr/>		
Street Name:	Cross Street 1:	Cross Street 2:
Closure Start Date:	Time:	Closure End Date:
		Time:
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Street Name:	Cross Street 1:	Cross Street 2:
Closure Start Date:	Time:	Closure End Date:
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		Time:
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Street Name:	Cross Street 1:	Cross Street 2:
Closure Start Date:	Time:	Closure End Date:
		Time:
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Street Name:	Cross Street 1:	Cross Street 2:
Closure Start Date:	Time:	Closure End Date:
		Time:



Bathroom Plan

Please include bathroom locations on the map

Facilities: How many restrooms/portable toilets will be provided, including ADA options?

Service Provider: Who will supply and service the restrooms (name/contact)?

Placement: Where will restrooms be located? **Please include locations on the map*

Additional Notes: Porta potties are already in place at each park location.

Bucky Harris Park Bathrooms Use: Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.



Waste Management Plan Please include garbage locations on the map

*If the area of your event is not cleaned up, you will be invoiced the cost of services.

Collection: How will garbage be managed during and after the event? **By the Parks and Recreation Department**

Service Provider: Who is responsible for waste removal (name/contact)? **The Parks and Recreation Department**

Reciprocals: How many bins will be provided? **Please include locations on the map
For large events, how many roll-offs?*

Cleanup: Who will handle post-event cleanup? **The Parks and Recreation Department**

Additional notes: **The Parks and Recreation Department will provide collection and cleanup for each event.**



Other City Resource Requests *Include all extra resources on map

Electrical Power: Do you need electrical power? Yes No ****All electrical lines MUST be properly covered to minimize tripping hazards****

If yes, what?

Will you have food trucks?

Please add food truck names and locations on the map.

Yes No If yes, how many food trucks do you anticipate?

Using generators? Yes No Do you need to rent power boxes for the food trucks? Yes No If yes, how many?

\$25 per box rental cost (adapters included)

Will you have Vendors/ Other food on site?

Yes No If yes, how many?

Using generators? Yes No Do you need to rent power boxes? Yes No If yes, how many?

\$25 per box rental cost (adapters included)

Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?

Yes No If yes, what?

Using generators? Yes No Do you need to rent power boxes? Yes No If yes, how many?

\$25 per box rental cost (adapters included)

Other electrical power needed?

Yes No If yes, what?

Wattage needed:

Number of plug-ins needed:

Water: Do you need water? Yes No If yes, please indicate the needed requirement:

Location of where the water is needed:

JPD purchases all the water for each summer series event.

Fireworks: Do you plan to do fireworks?

Yes No **If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

Police Department: Do you require police assistance?

Yes No If yes, please explain:

Alcohol Sales:

Yes No **If yes, attach liquor license and liquor liability insurance*

Cannabis Consumption Area:

Yes No **If yes, attach Cannabis Consumption License and liability insurance*

Other Requests:

Traffic Cones How many? 15 foot Mobile Stage 25 foot Mobile Stage

Other

Other

Required Attachments for Application Processing

Insurance *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> Showing a liability coverage of at least \$1,000,000 Identifying "City of Jackson" & " Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

✗ I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.

Event Map *Please include **all event details** and activities on the map for review and processing.*

Route plan	Emergency vehicle access	Requested street closures	Food Truck Locations
Vendor locations	Dispersal locations	Requested reserved parking	
Tent locations	Trash Receptacle locations	Requested electrical location	
Assembly locations	Bathroom locations	Alcohol/Cannabis sales locations	

**If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

✗ Additional Comments:

All three summer series are held only under the pavillion at each park. JPD does not utilize any other portion of the park. I found pictures of the MLK and Kiwanis pavilions but not one for Loomis Park to include on the event map. To obtain a copy, please ask the Parks and Recreatoin Department.

****Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.***

Special Event Application Policy


Additional charges may incur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
 - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
 - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
 - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

Special Event Application

Certification and Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature: 

Date: 3.12.26

KIWANIS PARK PAVILION



**KIWANIS PARK
PICNIC SHELTER
RENTAL**



CITY OF JACKSON
PARKS AND RECREATION
DEPARTMENT

MARTIN LUTHER KING CENTER - PAVILION



MEMORANDUM

DATE: March 12, 2026
TO: The Downtown Development Authority (DDA)
FROM: Cheryl L. Ragland on behalf of the City of Jackson Police Department (JPD)
CC: Chief Christopher Simpson
Deputy Chief Sergio Garcia
SUBJECT: Special Event Application for the JPD 2026 Summer Series Events

This is a request for the Downtown Development Authority to approve the Application for the City of Jackson Police Department's 2026 Summer Series Events. These Community Events will be held from Noon – 1:30pm on the following dates:

Wednesday June 10th – Kiwanis Park

Wednesday July 8th – Martin Luther King Center

Wednesday August 19th – Jackson Boos Recreation Center – Loomis Park

Your consideration is appreciated in reviewing and approving this Application. Thank you.



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: April 7, 2026

SUBJECT: Special Event Application: Jackson Catholic Corpus Christi Procession

Recommendation:

Approve a request from the Queen of the Miraculous Medal Catholic Church to host the Jackson Catholic Corpus Christi Procession on June 7, 2026, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Jackson Catholic Corpus Christi Procession.

I recommend approval of the Special Event Application for the Jackson Catholic Corpus Christi. Your consideration and concurrence is appreciated.

JACKSON

Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: April 7, 2026

RECOMMENDATION: Approve a request from the Queen of the Miraculous Medal Catholic Church to host the Jackson Catholic Corpus Christi Procession on June 7, 2026, in downtown Jackson.

ISSUE STATEMENT

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$150.00
Public Works	X		\$0.00
		TOTAL	\$150.00

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Jackson Police Department assistance

OWNERSHIP

Insurance Status: The insurance is on file with the City Attorney and the Downtown Development Authority.

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the Queen of the Miraculous Medal Catholic Church to host the Jackson Catholic Corpus Christi Procession on June 7, 2026, in downtown Jackson.

ATTACHMENTS

- 1. SEA-Jackson Catholic Corpus Christi Processional

By: M. Evans Date: 3/12/26
 Fee Rec: \$225 Date: 3/12/26
 Cash: Check #: 2922
 Approved through City Council
 Yes/No: Date:

2026 SPECIAL EVENT APPLICATION

Submit your application to mevans@cityofjackson.org or drop it off at
 City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

Application must be submitted 60 days prior to event date

Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

- Level 1: \$75 (0-1 city resources) Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.
- Level 2: \$150 (No road closure, needs 2 city resources) *Does not include closing Hayes Court
- Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)

LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.

- Insurance documentation for sponsoring organization
- Event Map –Please indicate the location of all items (see page 4 for detailed information needed)
- Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District
- Cannabis Consumption Area License and Liability insurance (if applicable)
- Carnival Ride Permit (if applicable)
- Insurance documentation for all vendors (if applicable)
- Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

Applicant Information

EVENT NAME: JACKSON CATHOLIC CORPUS CHRISTI PROCESSION

Sponsoring Organization Legal Name : Queen of the Miraculous Medal Catholic Church

Street Address : 606 S. Wisner St.

Tax ID# : 38-1358402

Website : www.queenschurch.com

Contact Name 1 : Father Tim MacDonald

Email: ftim@queenschurch.com

Phone: 517.888.3502

Contact Name 2 :

Email:

Phone:

Contact Name/Phone# During Event: Father Tim MacDonald / 517.888.3502

Event Details

Event Date(s): Set up Time: Start Time: End Time: Tear Down Time:

Sunday June 7, 2026

2pm

2:30pm

4:00pm

4:30pm

Has this event occurred before? Yes No If yes, how many previous years? 1

What is the expected attendance? 250

Do you expect to do this event next year?

Yes

No

Type of Event Please check all that apply

Festival March/Parade Walk/Run* Other

***Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.



Description of Event

This description will be posted on the Special Events Calendar

Catholics from the city parishes will come together to have a religious procession walking from St. John Church (711 N. MLK), south on Martin Luther King to St. Mary Church at Wesley and Mechanic St.



Event Location

Please include the location on the map

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park

**requires Ella Sharp Board approval*

Other Location **St. John Church (N. MLK) to St. Mary on Wesley and Mechanic, using sidewalks, not the street, except for crossings.**



Requested Street Closure(s)

Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Bathroom Plan

Please include bathroom locations on the map

Facilities: How many restrooms/portable toilets will be provided, including ADA options?

Service Provider: Who will supply and service the restrooms (name/contact)?

Placement: Where will restrooms be located? **Please include locations on the map*

Additional Notes:

Bucky Harris Park Bathrooms Use: Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.



Waste Management Plan Please include garbage locations on the map

*If the area of your event is not cleaned up, you will be invoiced the cost of services.

Collection: How will garbage be managed during and after the event? _____

Service Provider: Who is responsible for waste removal (name/contact)? _____

Reciprocals: How many bins will be provided? **Please include locations on the map*
For large events, how many roll-offs? _____

Cleanup: Who will handle post-event cleanup? _____

Additional notes: _____



Other City Resource Requests *Include all extra resources on map

Electrical Power: Do you need electrical power? Yes No ****All electrical lines MUST be properly covered to minimize tripping hazards****
If yes, what? _____

Will you have food trucks?

Please add food truck names and locations on the map.

Yes No If yes, how many food trucks do you anticipate? _____

Using generators? Yes No Do you need to rent power boxes for the food trucks? Yes No If yes, how many? _____
\$25 per box rental cost (adapters included)

Will you have Vendors/ Other food on site?

Yes No If yes, how many? _____

Using generators? Yes No Do you need to rent power boxes? Yes No If yes, how many? _____
\$25 per box rental cost (adapters included)

Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?

Yes No If yes, what? _____

Using generators? Yes No Do you need to rent power boxes? Yes No If yes, how many? _____
\$25 per box rental cost (adapters included)

Other electrical power needed?

Yes No If yes, what? _____

Wattage needed: _____ Number of plug-ins needed: _____

Water: Do you need water? Yes No If yes, please indicate the needed requirement: _____

Location of where the water is needed: _____

Fireworks: Do you plan to do fireworks? Yes No **If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

Police Department: Do you require police assistance? Yes No If yes, please explain: to help direct traffic at intersections

Alcohol Sales: Yes No **If yes, attach liquor license and liquor liability insurance*

Cannabis Consumption Area: Yes No **If yes, attach Cannabis Consumption License and liability insurance*

Other Requests:

Traffic Cones How many? _____ 15 foot Mobile Stage _____ 25 foot Mobile Stage _____

Other _____

Other _____

Required Attachments for Application Processing

Insurance *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> Showing a liability coverage of at least \$1,000,000 Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.

Event Map *Please include **all event details** and activities on the map for review and processing.*

Route plan	Emergency vehicle access	Requested street closures	Food Truck Locations
Vendor locations	Dispersal locations	Requested reserved parking	
Tent locations	Trash Receptacle locations	Requested electrical location	
Assembly locations	Bathroom locations	Alcohol/Cannabis sales locations	

**If these details change, a revised map must be provided seven days prior to event.*

Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

Additional Comments:

***Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.**

Special Event Application Policy

Additional charges may incur if policies are broken.

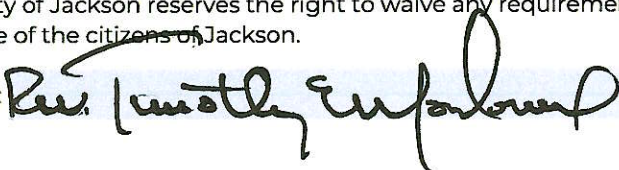
1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
 - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
 - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
 - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

Special Event Application

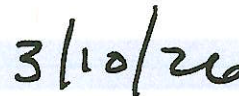
Certification and Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

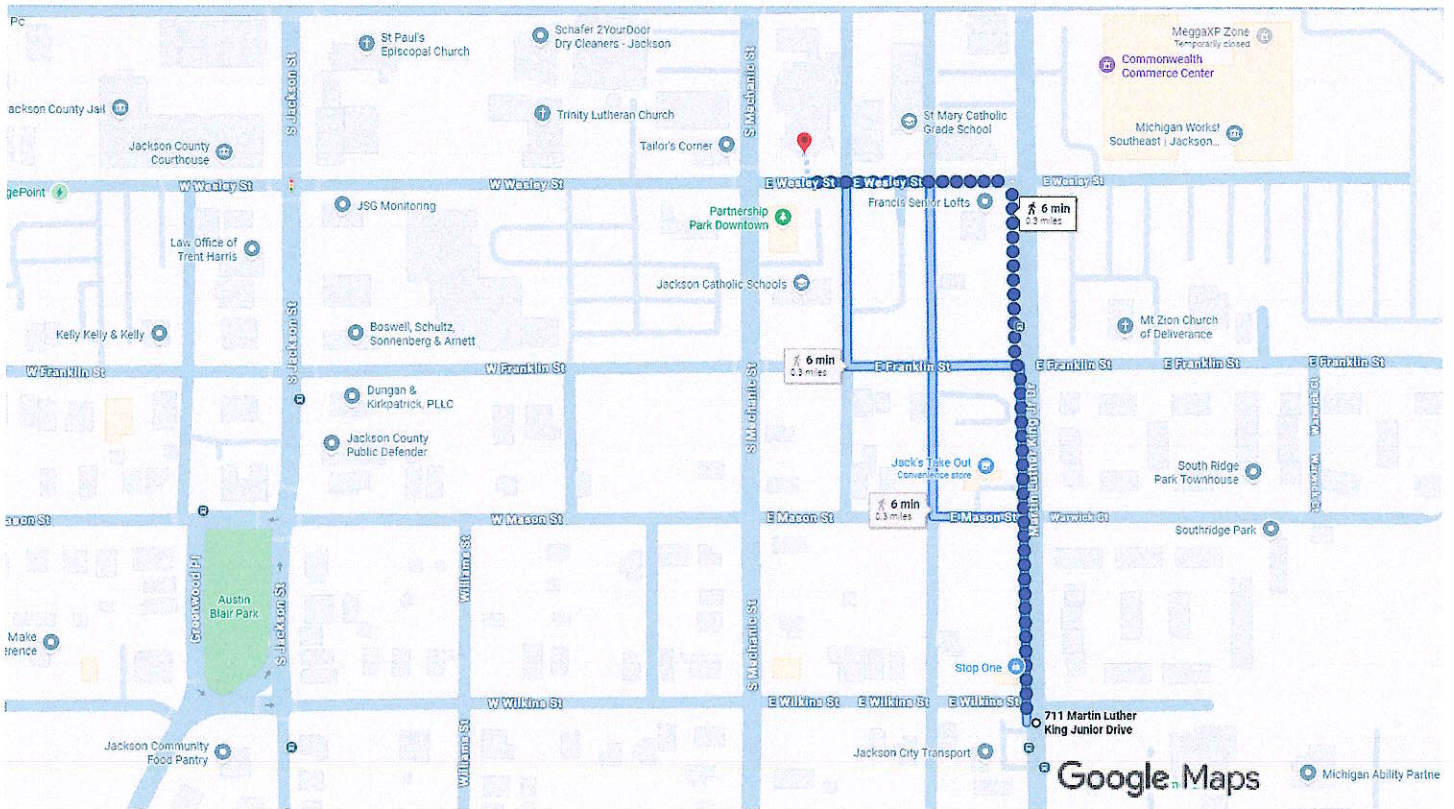
Signature:



Date:



711 Martin Luther King Jr Dr, Jackson, MI 49203 Walk 0.3 mile, 6 min to St Mary Star of the Sea, 120 E Wesley St, Jackson, MI 49201



Imagery ©2026, Map data ©2026 Google 100 ft

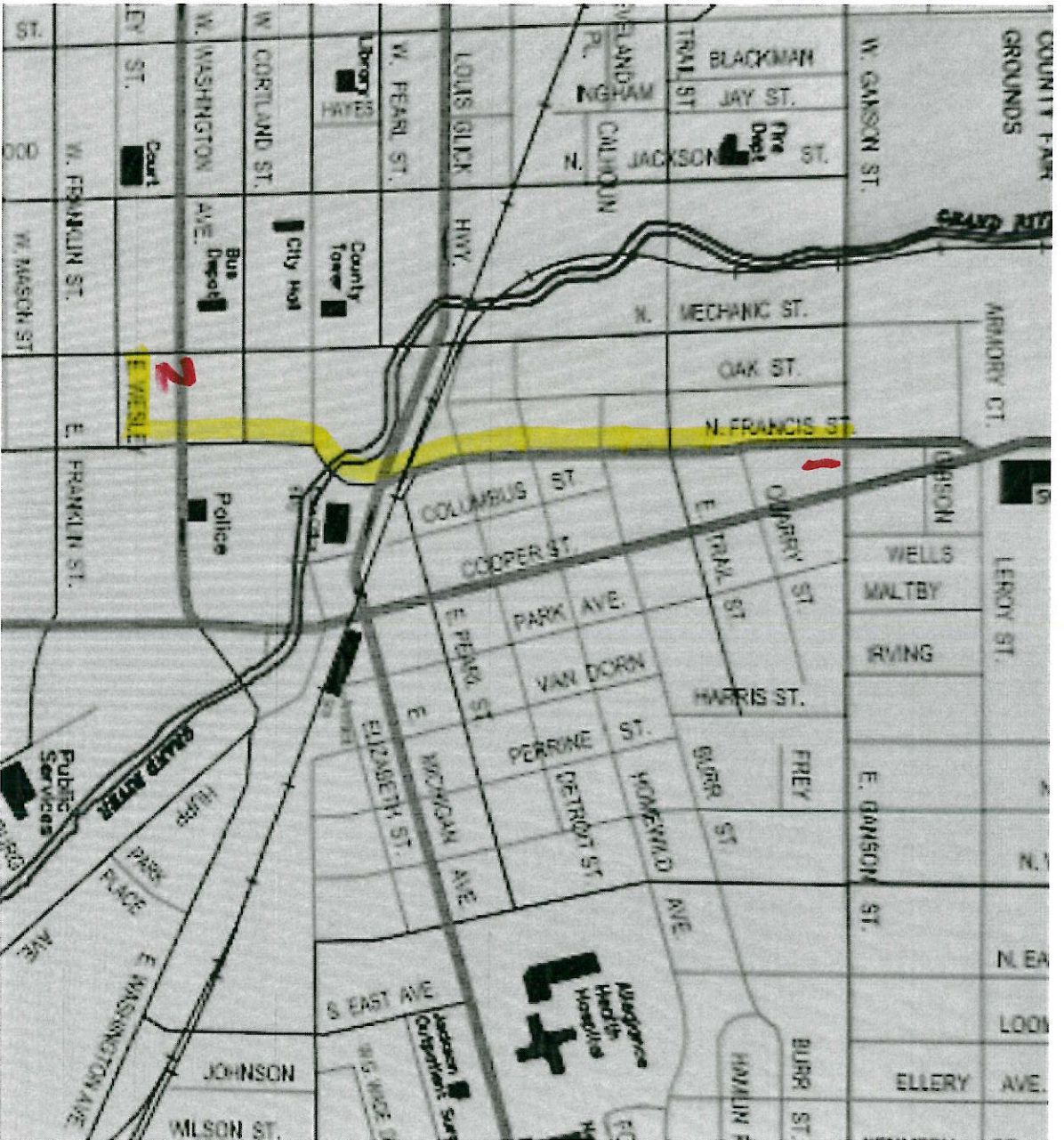
 via Martin Luther King Jr Dr and E Wesley St 6 min 0.3 mile

 via Martin Luther King Jr Dr 6 min 0.3 mile

 via Martin Luther King Jr Dr, E Mason St and E Wesley St 6 min 0.3 mile

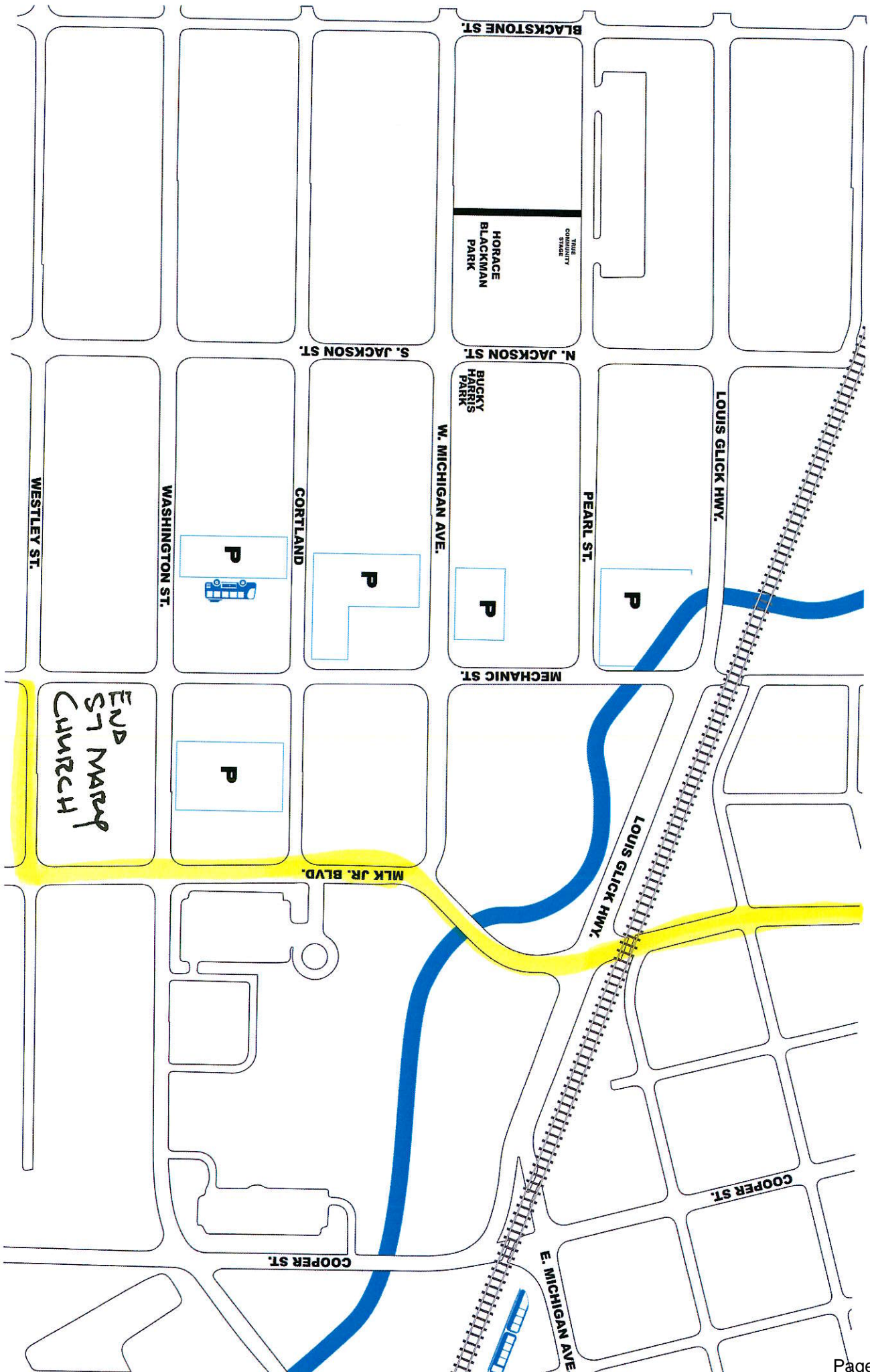
All routes are mostly flat





1 START: ST JOHN CHURCH 711 N. MLK
2 END: ST MARY CHURCH 120 E. WESLEY

Start: St John Church
211 N. Martin Luther King





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/10/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 300 Ottawa NW Suite 301 Grand Rapids MI 49503	CONTACT NAME: PHONE (A/C, No, Ext): 616-233-0910	FAX (A/C, No): 616-233-0923	
	E-MAIL ADDRESS:		
INSURED Michigan Catholic Conference QUEEN OF MIRACULOUS MEDAL, JACKSON 5054 510 S. Capitol Ave. Lansing MI 48933	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Safety National Casualty Corporation		15105
	INSURER B : National Catholic RRG , Inc		10083
	INSURER C :		
	INSURER D :		
	INSURER E :		

COVERAGES

CERTIFICATE NUMBER: 749863870

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B B	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Add'l Ins Form GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			RRG-076-2025-1 XS-076-2025-1	7/1/2025 7/1/2025	7/1/2026 7/1/2026	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 10,000,000 MED EXP (Any one person) \$ See Description PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 10,000,000 \$
B B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			RRG-076-2025-1 XS-076-2025-1	7/1/2025 7/1/2025	7/1/2026 7/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 10,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	SP4066507	7/1/2025	7/1/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B B	Misc Professional Liability Dir & Off/Counselors E&O Claims Made Retro Date			RRG-076-2025-1 XS-076-2025-1	7/1/2025 7/1/2025	7/1/2026 7/1/2026	Occ/Claims Made \$10,000,000 Aggregate \$10,000,000 7/1/1985

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

LIMITS ARE INCLUSIVE OF DEFENSE & INSURED RETENTION

The following are additional insureds regarding General Liability per the Additional Insured Endorsement.
 Med Pay is included in Retention

CERTIFICATE HOLDER NAMED ADDITIONAL INSURED REGARDING GENERAL LIABILITY FOR CORPUS CHRISTI MARCH ON JUNE 7TH 2026

CERTIFICATE HOLDER**CANCELLATION**

City Of Jackson, Jackson Downtown Development
 Authority
 161 W Michigan Ave.
 Jackson MI 49201
 USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Queen of the
Miraculous Medal
Catholic Church

606 S. Wisner St, Jackson, MI 49203 • 517.783.2748 • www.queenschurch.com

Melissa Evans
Downtown Development Authority
City of Jackson
City Hall
161 W. Michigan Ave.
Jackson, MI 49201

12 March 2026

Dear Ms Evans

You were very helpful last year in helping us plan and obtain authorization for our Catholic Community Procession from St. John Church on N. Martin Luther King to St. Joseph Church on N. Waterloo St. on June 22. This year, that feast day falls on June 7, and we are filing a new application.

I have submitted two applications with two different options, #1 being our preference – to walk from St. John to St. Mary Church on Wesley and Mechanic using the sidewalks of N. Martin Luther King to take us there. The most obvious need for police assistance at a pedestrian crossing would be when the procession crosses the train tracks and Michigan Avenue.

We desired to do something similar last year, but the road closures on S. Cooper St. seemed to steer us away from pursuing it. If it is not practical or possible, our second application is much the same as last year, taking the exact same route from St. John to St. Joseph.

Please advise accordingly and thank you for helping once again to facilitate our request.

Sincerely,

Very Rev. Fr. Timothy E. MacDonald, S.T.L.
Vicar General – Diocese of Lansing
Pastor



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: April 7, 2026

SUBJECT: Special Event Application: Crafts & Market at the Cascades

Recommendation:

Approve a request from Jackson County Parks to host the Crafts & Market at the Cascades on June 27, 2026, at Sparks Foundation County Park.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Crafts & Market at the Cascades.

I recommend approval of the Special Event Application for the Crafts & Market at the Cascades. Your consideration and concurrence is appreciated.

JACKSON

Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: April 7, 2026

RECOMMENDATION: Approve a request from Jackson County Parks to host the Crafts & Market at the Cascades on June 27, 2026, at Sparks Foundation County Park.

ISSUE STATEMENT

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$0.00
Public Works	X		\$500.00
		TOTAL	\$500.00

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Road closure

OWNERSHIP

Insurance Status: The insurance is on file with the City Attorney and the Downtown Development Authority.

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from Jackson County Parks to host the Crafts & Market at the Cascades on June 27, 2026, at Sparks Foundation County Park.

ATTACHMENTS

- 1. SEA-Crafts & Market at the Cascades Jackson County Parks

By: _____	Date: _____
Fee Rec: _____	Date: _____
Cash: _____	Check #: _____
Approved through City Council	
Yes/No: _____	Date: _____

2026 SPECIAL EVENT APPLICATION

Submit your application to mevans@cityofjackson.org or drop it off at
City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

Application must be submitted 60 days prior to event date

Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.

- Level 1: \$75 (0-1 city resources)
- Level 2: \$150 (No road closure, needs 2 city resources) *Does not include closing Hayes Court
- Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)
- LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.

- Insurance documentation for sponsoring organization
- Event Map –Please indicate the location of all items (see page 4 for detailed information needed)
- Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District
- Cannabis Consumption Area License and Liability insurance (if applicable)
- Carnival Ride Permit (if applicable)
- Insurance documentation for all vendors (if applicable)
- Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

Applicant Information

EVENT NAME: _____

Sponsoring Organization Legal Name : _____

Street Address : _____

Tax ID# : _____ Website : _____

Contact Name 1 : _____ Email: _____ Phone: _____

Contact Name 2 : _____ Email: _____ Phone: _____

Contact Name/Phone# During Event: _____

Event Details

Event Date(s): _____ Set up Time: _____ Start Time: _____ End Time: _____ Tear Down Time: _____

Has this event occurred before? Yes No If yes, how many previous years? _____

What is the expected attendance? _____ Do you expect to do this event next year? Yes No

Type of Event Please check all that apply

Festival March/Parade Walk/Run* Other _____

***Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

■ **Description of Event** This description will be posted on the Special Events Calendar

[Empty text box for event description]

■ **Event Location** Please include the location on the map

Horace Blackman Park
 Bucky Harris Park
 MLK Equality Trail
 TRUE City Square Stage
 Grand River Farmers Market Pavilion
 Ella Sharp Park
**requires Ella Sharp Board approval*
 Other Location

■ **Requested Street Closure(s)** Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name: Cross Street 1: Cross Street 2:
 Closure Start Date: Time: Closure End Date: Time:

Street Name: Cross Street 1: Cross Street 2:
 Closure Start Date: Time: Closure End Date: Time:

Street Name: Cross Street 1: Cross Street 2:
 Closure Start Date: Time: Closure End Date: Time:

Street Name: Cross Street 1: Cross Street 2:
 Closure Start Date: Time: Closure End Date: Time:

Street Name: Cross Street 1: Cross Street 2:
 Closure Start Date: Time: Closure End Date: Time:

Street Name: Cross Street 1: Cross Street 2:
 Closure Start Date: Time: Closure End Date: Time:

■ **Bathroom Plan** Please include bathroom locations on the map

Facilities: How many restrooms/portable toilets will be provided, including ADA options?

Service Provider: Who will supply and service the restrooms (name/contact)?

Placement: Where will restrooms be located? **Please include locations on the map*

Additional Notes:

Bucky Harris Park Bathrooms Use: Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.

Waste Management Plan Please include garbage locations on the map

*If the area of your event is not cleaned up, you will be invoiced the cost of services.

Collection: How will garbage be managed during and after the event?

Service Provider: Who is responsible for waste removal (name/contact)?

Reciprocals: How many bins will be provided? **Please include locations on the map*
For large events, how many roll-offs?

Cleanup: Who will handle post-event cleanup?

Additional notes:

Other City Resource Requests *Include all extra resources on map

Electrical Power: Do you need electrical power? Yes No ****All electrical lines MUST be properly covered to minimize tripping hazards****

If yes, what?

Will you have food trucks?

Please add food truck names and locations on the map.

Yes No If yes, how many food trucks do you anticipate?

Using generators? Yes No Do you need to rent power boxes for the food trucks? Yes No
\$25 per box rental cost (adapters included)

If yes, how many?

Will you have Vendors/ Other food on site?

Yes No If yes, how many?

Using generators? Yes No Do you need to rent power boxes? Yes No
\$25 per box rental cost (adapters included)

If yes, how many?

Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)? Yes No If yes, what?

Using generators? Yes No Do you need to rent power boxes? Yes No
\$25 per box rental cost (adapters included)

If yes, how many?

Other electrical power needed? Yes No If yes, what?

Wattage needed: Number of plug-ins needed:

Water: Do you need water? Yes No If yes, please indicate the needed requirement:

Location of where the water is needed:

Fireworks: Do you plan to do fireworks? Yes No **If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

Police Department: Do you require police assistance? Yes No If yes, please explain:

Alcohol Sales: Yes No **If yes, attach liquor license and liquor liability insurance*

Cannabis Consumption Area: Yes No **If yes, attach Cannabis Consumption License and liability insurance*

Other Requests:

Traffic Cones How many? 15 foot Mobile Stage 25 foot Mobile Stage

Other

Other

Required Attachments for Application Processing

■ Insurance *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> Showing a liability coverage of at least \$1,000,000 Identifying "City of Jackson" & " Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

■ I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.

■ Event Map *Please include **all event details** and activities on the map for review and processing.*

Route plan	Emergency vehicle access	Requested street closures	Food Truck Locations
Vendor locations	Dispersal locations	Requested reserved parking	
Tent locations	Trash Receptacle locations	Requested electrical location	
Assembly locations	Bathroom locations	Alcohol/Cannabis sales locations	

**If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

Additional Comments:

***Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.**

Special Event Application Policy

Additional charges may incur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
 - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
 - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
 - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

Special Event Application

Certification and Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature:

Date:

RISK

**MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y**

CERTIFICATE OF COVERAGE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder except to the extent shown below. This certificate does not amend, extend, or alter the coverage contained in the Authority's Joint Powers Agreement and coverage attachments thereto. This is to certify that a Self-Insured Program has been undertaken by the Member listed below through the Authority pursuant to Act 138 P.A. 1982.

The coverage provided by the Authority is as follows:

1. Liability coverage for general liability, automobile (including Michigan No-Fault), law enforcement, and public officials liability; in the sum of \$15,000,000 per occurrence inclusive of loss adjustment and defense costs.
2. Property Coverage including loss to real & personal property, to amounts stipulated in the Coverage Documents and Coverage Overview for this Member.
3. Motor Vehicle Physical Damage Coverage for vehicles as stipulated in the Coverage Documents and Coverage Overview.
4. Data Breach and Privacy Liability to amounts stipulated in the Coverage Documents and Coverage Overview for this Member.
5. Information only.
6. The entity named below is included in the scope of protection as respects claims arising from a COVERED CONTRACT as defined in the MMRMA Liability and Motor Vehicle Physical Damage Coverage Document.
CITY OF JACKSON AND JACKSON DOWNTOWN DEVELOPMENT AUTHORITY CRAFTS AND MARKET AT THE CASCADES ON SATURDAY, JUNE 27, 2026.
7. Other (as described here):

This certificate is issued in accordance with, and is subject to, all provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulation and administrative procedures. Should the Member identified below withdraw from the Authority, or its Authority Membership be otherwise terminated, the Authority shall endeavor to notify the certificate holder in writing thirty (30) days in advance thereof, but failure to furnish such notice shall impose no obligation or liability of any kind upon the Authority, or its representatives.

Certificate Holder:
**JACKSON DOWNTOWN DEVELOPMENT
AUTHORITY
161 W. MICHIGAN AVE, 5TH FLOOR
JACKSON, MI 49201**

Member:
**COUNTY OF JACKSON
120 W. MICHIGAN AVENUE
JACKSON, MI 49201**

**Certificate Expiration Date: January 1, 2027
Date Issued: March 17, 2026**

**Member Number: M0001173
Policy Period: 1/1/2026 - 1/1/2027**

Distribution:
**Michael R. Overton, County of Jackson
MMRMA Underwriting**



Authorized Representative

SECTION 4 DEFINITIONS

A. The following meanings shall apply to all coverages in this Coverage Document.

1. **ACTUAL CASH VALUE**

means cost of replacing damaged or destroyed covered property with comparable new property minus depreciation and obsolescence.

2. **ALLOCATED LOSS ADJUSTMENT EXPENSES**

means all costs to adjust, defend, or settle a specific claim or **lawsuit**, including, by way of illustration but not limitation, attorney fees and related costs, expert witness fees, and any other expense related to the claim or **lawsuit**.

3. **BODILY INJURY**

means **bodily injury**, harm, sickness, or disease sustained by a natural person, including death resulting therefrom.

4. **COVERED CONTRACT**

means any agreement or contract, permissible by law, under which the Member assumes the tort liability only of another to pay **damages** to a third party.

The contract or agreement must precede the **occurrence** and is subject to all of the terms and conditions of this Coverage Document, the Joint Powers Agreement, MMRMA rules and MMRMA administrative procedures.

A **covered contract** shall not:

- a) indemnify any consultant, advisor, or other individual or entity providing professional services, including but not limited to, services of any architect, attorney, engineer, surveyor or other consultant or advisor;
- b) indemnify any independent contractor or employee of any independent contractor;
- c) indemnify any person for damage by fire to premises leased, rented, or loaned to the Member; or
- d) guarantee promise or performance.

The limits of coverage for a **covered contract** shall be the lesser of the coverage limits stated in the Member's Coverage Overview or the minimum amount of coverage required, permitted, or stated in the **covered contract**.

5. **DAMAGES**

means any or all of the following:

- a. All money **damages** within the Subjects of Coverage stated in Section 1 the Member becomes legally obligated to pay for any claim or **lawsuit** covered and defended by MMRMA. **Damages** also includes all interest on any judgment resulting from a **lawsuit** covered and defended by MMRMA;



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: April 7, 2026

SUBJECT: Special Event Application: Men's Health Fair-Community Fair

Recommendation:

Approve a request from Quest South East Jackson Lions Club to host the Men's Health Fair-Community Fair on May 17, 2026, in Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Men's Health Fair-Community Fair.

I recommend approval of the Special Event Application for the Men's Health Fair-Community Fair. Your consideration and concurrence is appreciated.

JACKSON

Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: April 7, 2026

RECOMMENDATION: Approve a request from Quest South East Jackson Lions Club to host the Men's Health Fair-Community Fair on May 17, 2026, in Jackson.

ISSUE STATEMENT

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$0.00
Public Works	X		\$0.00
		TOTAL	\$0.00

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Use of Exchange Playground

OWNERSHIP

Insurance Status: Approval is dependent on the receipt of proper insurance documents.

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from Quest South East Jackson Lions Club to host the Men's Health Fair-Community Fair on May 17, 2026, in Jackson.

ATTACHMENTS

- 1. SEA-Men's Health Fair-Community Fair

By: B. KUPA Date: 3-20-2020
 Fee Rec: _____ Date: _____
 Cash: \$75 Check #: _____
 Approved through City Council
 Yes/No: _____ Date: _____

2026 SPECIAL EVENT APPLICATION

Submit your application to mevans@cityofjackson.org or drop it off at
 City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

Application must be submitted 60 days prior to event date

Application attachments
 The application will not be submitted for approval until all attachments are attained.

- Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**
- Level 1: \$75 (0-1 city resources) Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.
- Level 2: \$150 (No road closure, needs 2 city resources) *Does not include closing Hayes Court
- Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)
- LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.
- Insurance documentation for sponsoring organization
- Event Map - Please indicate the location of all items (see page 4 for detailed information needed)
- Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District
- Cannabis Consumption Area License and Liability insurance (if applicable)
- Carnival Ride Permit (if applicable)
- Insurance documentation for all vendors (if applicable)
- Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

Applicant Information

EVENT NAME: Men's Health Fair - Community Fair

Sponsoring Organization Legal Name : Quest South East Jackson Lions Club

Street Address : _____

Tax ID# : _____ Website : _____

Contact Name 1 : Teri Taylor (V.P) Email: teri.taylor@yahoo.com Phone: 517.250.2157

Contact Name 2 : Louvenia Shack-Seeds (Trees) Email: lionlouvenia@gmail.com Phone: 517.914.9600

Contact Name/Phone# During Event: #1 Above

Event Details

Event Date(s): May 17, 2026 Set up Time: _____ Start Time: 1:00 p End Time: 4:00 p Tear Down Time: 4:00 p

Has this event occurred before? Yes No If yes, how many previous years? First Time at Playground

What is the expected attendance? 100 Do you expect to do this event next year? Yes No

Type of Event Please check all that apply

Festival March/Parade Walk/Run* Other Men's Health Fair / Community Fair

***Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

Description of Event This description will be posted on the Special Events Calendar

U of Mich / Jackson College Students giving Free Health Checkups. We will also have free chair massages, mental health information. Students from JPS will read and give out books. Other organizations will represent. Free clothing and item giveaways. Sight and Hearing Trailer, Diabetes Screening

Event Location Please include the location on the map

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park

*requires Ella Sharp Board approval

Other Location

Exchange Playground

Requested Street Closure(s) Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name: N/A
Cross Street 1: _____ Cross Street 2: _____
Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Street 1: _____ Cross Street 2: _____
Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Street 1: _____ Cross Street 2: _____
Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Street 1: _____ Cross Street 2: _____
Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

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Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Street 1: _____ Cross Street 2: _____
Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Bathroom Plan Please include bathroom locations on the map

Facilities: How many restrooms/portable toilets will be provided, including ADA options? 2

Service Provider: Who will supply and service the restrooms (name/contact)?

Placement: Where will restrooms be located? *Please include locations on the map

Additional Notes:

Bucky Harris Park Bathrooms Use: Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.

Waste Management Plan Please include garbage locations on the map

*If the area of your event is not cleaned up, you will be invoiced the cost of services.

Collection: How will garbage be managed during and after the event?

in cans

Service Provider: Who is responsible for waste removal (name/contact)?

Buckner Garbage Service

Reciprocals: How many bins will be provided? **Please include locations on the map*
For large events, how many roll-offs?

Cleanup: Who will handle post-event cleanup?

Guest members

Additional notes:

Other City Resource Requests *Include all extra resources on map

Electrical Power: Do you need electrical power?

Yes

No

****All electrical lines MUST be properly covered to minimize tripping hazards****

If yes, what?

Will you have food trucks?

Please add food truck names and locations on the map.

Yes

No

If yes, how many food trucks do you anticipate?

Using generators?

Yes

No

Do you need to rent power boxes for the food trucks?
\$25 per box rental cost (adapters included)

Yes

No

If yes, how many?

Will you have Vendors/ Other food on site?

Yes

No

If yes, how many?

Using generators?

Yes

No

Do you need to rent power boxes?
\$25 per box rental cost (adapters included)

Yes

No

If yes, how many?

Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?

Yes

No

If yes, what?

Bounce House ??

Using generators?

Yes

No

Do you need to rent power boxes?
\$25 per box rental cost (adapters included)

Yes

No

If yes, how many?

Other electrical power needed?

Yes

No

If yes, what?

Wattage needed:

Number of plug-ins needed:

Water: Do you need water?

Yes

No

If yes, please indicate the needed requirement:

Location of where the water is needed:

Fireworks: Do you plan to do fireworks?

Yes

No

**If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

Police Department: Do you require police assistance?

Yes

No

If yes, please explain:

Alcohol Sales:

Yes

No

**If yes, attach liquor license and liquor liability insurance*

Cannabis Consumption Area:

Yes

No

**If yes, attach Cannabis Consumption License and liability insurance*

Other Requests:

Traffic Cones How many?

15 foot Mobile Stage

25 foot Mobile Stage

Other

Other

Required Attachments for Application Processing

Insurance Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> Showing a liability coverage of at least \$1,000,000 Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.

Event Map Please include **all event details** and activities on the map for review and processing.

- | | | | |
|--------------------|----------------------------|----------------------------------|----------------------|
| Route plan | Emergency vehicle access | Requested street closures | Food Truck Locations |
| Vendor locations | Dispersal locations | Requested reserved parking | |
| Tent locations | Trash Receptacle locations | Requested electrical location | |
| Assembly locations | Bathroom locations | Alcohol/Cannabis sales locations | |

**If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

Additional Comments:

***Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.**

Special Event Application Policy

Additional charges may incur if policies are broken.

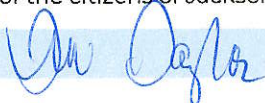
1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
 - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
 - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
 - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/fag/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

Special Event Application

Certification and Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature:



Date:

3/20/24



VENDOR & PARTICIPANT GUIDELINES

CITY OF JACKSON

INCLUDES ANY CITY PROPERTY
PARKS - STREETS - SIDEWALKS - PARKING LOTS - PAVILIONS

PLEASE READ AND BE FAMILIAR WITH YOUR RESPONSIBILITIES, BEST PRACTICES, AND GUIDELINES, FOR EVENTS DOWNTOWN JACKSON AND THE CITY OF JACKSON, MICHIGAN.

EVENT ORGANIZER RESPONSIBILITIES

01 Send out vendor guidelines. It is your responsibility to communicate these guidelines and adhere to them.

02 Keep fire hydrants and emergency lanes clear.

03 Inform downtown businesses of any street closures and times of closures.

04 If you need additional resources you will have to go through the application process again. The city can no longer accommodate changes to the application after approval. If you are adding to your event, please fill out another application within the timeline.

05 The event organizer is responsible for ensuring that adequate trash management (not city trash cans) and restroom facilities are provided, appropriate to the anticipated number of attendees.

01 No stakes, yard signs, or anything that punctures the ground.

We have sprinkler systems in the parks and wood chipped gardens.

02 Need electricity?

Ask your event coordinator in plenty of time before the event. We have some power throughout the city, but you will need to coordinate ahead of time to be able to use it. **Plugs at the base of the trees CANNOT be used. Usage will blow a fuse.

Tents and inflatables must be weighed down. No stakes, please!

Downtown is often windy! Stakes are not allowed due to the sprinkler system.

Please clean up after yourself.

We take pride in our downtown but it takes the work of everyone to keep it looking nice. Please dispose of any trash and take what you brought.

05 If you need to drive in the park, stay on the sidewalks.

Cars on the grass will damage our sprinkler system!

06 Please set up and tear down within the parameters your event organizer has given you.

07 Glitter and confetti are prohibited at all events.

ADDITIONAL SAFETY NOTES
AS APPLICABLE:

- Keep fire hydrants and emergency lanes clear
- Ear Muffs
- Safety Glasses
- Masker
- Respirator
- Face Shield
- Safety Harness
- Safety Belt
- Gloves
- Boots



Questions?
Contact Melissa at mevans@cityofjackson.org
jacksondda@cityofjackson.org



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: April 7, 2026

SUBJECT: Designate Michigan Paving & Materials as the prime supplier of hot mix asphalt for the 2026 construction season.

Recommendation:

Approve for the Department of Public Works to designate Michigan Paving & Materials of Monroe, Michigan, as the prime supplier of hot mix asphalt for the 2026 construction season and purchase an estimated 2,000 tons at a cost of \$142,000.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Mike Osborn, Director of Public Works
DATE: April 7, 2026

RECOMMENDATION: Approve for the Department of Public Works to designate Michigan Paving & Materials of Monroe, Michigan, as the prime supplier of hot mix asphalt for the 2026 construction season and purchase an estimated 2,000 tons at a cost of \$142,000.

ISSUE STATEMENT

The Department of Public Works is requesting City Council approval to designate Michigan Paving & Materials, located in Monroe, Michigan, as the prime supplier of hot mix asphalt for the 2026 construction season. The Department anticipates purchasing approximately 2,000 tons of asphalt at an estimated total cost of \$142,000.

DESCRIBE THE CONSEQUENCES

Failure to approve a prime supplier for hot mix asphalt will negatively impact the City's ability to perform timely and effective street maintenance and utility restoration. The Public Works Department's daily operations, including patching of major and local streets, repairs to water main breaks, sewer maintenance, and lead service line replacements, require immediate access to hot-mix asphalt to reopen streets to through traffic.

Michigan Paving & Materials maintains and operates an asphalt plant located at 1600 N Elm Ave, just north of the city limits. If asphalt must be sourced from more distant providers, material quality will deteriorate due to heat loss during transport. This would result in an unusable product, operational inefficiencies, increased costs, and delays in critical infrastructure repairs. Additionally, the City's current equipment, specifically 4-ton asphalt hot-box trailers are not designed for extended or highway travel, further limiting the feasibility of distant suppliers.

OWNERSHIP

The Department of Public Works is responsible for maintaining the City's roadways and supporting infrastructure systems. This includes procuring materials necessary to carry out daily maintenance operations and capital improvement activities. Ensuring access to reliable, high-quality asphalt is essential to fulfilling this responsibility efficiently and in the city's best interest.

SOLUTION

The Department of Public Works is responsible for maintaining the City's roadways and supporting infrastructure systems. This includes procuring materials necessary to carry out daily maintenance operations and capital improvement activities. Ensuring access to reliable, high-quality asphalt is essential to fulfilling this responsibility efficiently and in the city's best interest. What solutions will you implement to solve the problem or issue both tactically and strategically? In other words, what's is the fix now, and what are you thinking about long term?

FACILITATE IMPLEMENTATION

Approve for the Department of Public Works to designate Michigan Paving & Materials of Monroe, Michigan, as the prime supplier of hot mix asphalt for the 2026 construction season and purchase an estimated 2,000 tons at a cost of \$142,000.

ATTACHMENTS

1. 2026 Hot Mix Asphalt Quote Summary
2. Michigan Paving Quote (1)
3. Michigan Paving & Materials Entity Information_3-24-26
4. Reith Riley Asphalt Quote
5. Ajax Paving Quote

ITEM DESCRIPTION	PERTON QUANTITY	MICHIGAN PAVING & MATERIALS 15203 S TELEGRAPH RD MONROE, MI 48161		REITH RILEY 4150 S CREYTS RD LANSING, MI 48917		AJAX PAVING 1957 CROOKS RD SUITE A TROY, MI 48084	
		PRICE/ITEM	TOTAL	PRICE/ITEM	TOTAL	PRICE/ITEM	TOTAL
5EL COMMERCIAL HOT MIX ASPHALT	2000.00	\$ 71.00	\$ 142,000.00	\$ 85.00	\$ 170,000.00	\$ 101.00	\$ 202,000.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ 142,000.00		\$ 170,000.00		\$ 202,000.00

PURCHASE JUSTIFICATION:

Michigan Paving & Materials is the lowest-cost local supplier, and due to equipment limitations, current operations do not support transporting asphalt from out-of-area vendors without compromising material quality.		
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Material Quotation

Main Office
 15203 S. Telegraph Road , Monroe , MI 48161
 Phone: 7344218966

Customer Number:	12965	Quote Number:	Q-362555
Customer Name:	City Of Jackson	Quote Date:	3/17/2026
Customer Address:	161 W. Michigan Ave Jackson ,MI, 49201	Price Valid Through:	12/31/2026
Contact Name:	Jeremiah Spencer	Project Name:	P26 2026 Hot Mix Asphalt Patching Material Pricing
Contact Phone:	517-768-6068	Project Address:	Jackson MI, 49201
Contact Email:	jspencer@cityofjackson.org	Customer PO #:	

Quoted By: Mike Jackson (517)-740-4960 mjackson@mipmc.com

Product Code	Product Description	Location	QTY	Material Price	Total Unit Price
50041.5822	5EL C	Jackson Asphalt	2,000.00 TON	\$71.00	\$71.00
TOTAL:					\$142,000.00

Additional Notes:



MICHIGAN PAVING AND MATERIALS CO

Unique Entity ID PJB5AFN51723	CAGE / NCAGE 7VCP5	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Jun 20, 2026	
Physical Address 2575 S Haggery RD STE 100 Canton, Michigan 48188 United States	Mailing Address 2575 S Haggerty RD STE 100 Canton, Michigan 48188-2674 United States	

Business Information

Doing Business as (blank)	Division Name Michigan Paving And Materials Company	Division Number (blank)
Congressional District Michigan 06	State / Country of Incorporation Michigan / United States	URL MichiganPaving.com

Registration Dates

Activation Date Jun 24, 2025	Submission Date Jun 20, 2025	Initial Registration Date Apr 10, 2017
--	--	--

Entity Dates

Entity Start Date May 27, 1963	Fiscal Year End Close Date Dec 31
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Immediate Owner

CAGE 6PWR1	Legal Business Name OLDCASTLE MATERIALS, INC.
----------------------	---

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
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Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?
N

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:
Yes

Entity Types

Business Types		
Entity Structure Corporate Entity (Not Tax Exempt)	Entity Type Business or Organization	Organization Factors Manufacturer of Goods
Profit Structure For Profit Organization		

Socio-Economic Types

Check the registrant's Repts & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments No	Debt Subject To Offset No
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EFT Indicator 0000	CAGE Code 7VCP5
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Points of Contact

Electronic Business

✉ Bill Brownell, CFO/Secretary	2575 S. Haggerty RD. Suite 100 Canton, Michigan 48188 United States
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Government Business

✉ Bill Brownell, CFO/Secretary	2575 S. Haggerty RD. Suite 100 Canton, Michigan 48188 United States
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Service Classifications

NAICS Codes

Primary Yes	NAICS Codes 324121	NAICS Title Asphalt Paving Mixture And Block Manufacturing
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Disaster Response

This entity does not appear in the disaster response registry.

Jeremiah Spencer

From: Dan Larson <dlarson@rieth-riley.com>
Sent: Thursday, March 19, 2026 11:34 AM
To: Jeremiah Spencer
Cc: Mike Osborn; Tim J. Pickett
Subject: RE: Hot mix quote

Jeremiah,

The price for picked up 36A or 5EL from Rieth-Riley, Mason is \$85.00/ton.

Please let me know if you have any questions.

-Dan

Daniel Larson, P.E.
Area Manager
Rieth-Riley, Lansing
P. 517-721-0103
C. 616-262-0071
DLarson@Rieth-Riley.com

From: Jeremiah Spencer <JSpencer@cityofjackson.org>
Sent: Thursday, March 19, 2026 10:23 AM
To: Dan Larson <dlarson@rieth-riley.com>
Cc: Mike Osborn <mosborn@cityofjackson.org>; Tim J. Pickett <tjpickett@cityofjackson.org>
Subject: Hot mix quote

You don't often get email from jspencer@cityofjackson.org. [Learn why this is important](#)

**CAUTION: This email originated from outside Rieth-Riley Construction.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Hotdesk

Good morning,

Just touching base on the quote for the hot mix
HMA 36A/5ELC per ton

Thank you,

Jeremiah Spencer
jspencer@cityofjackson.org
Desk (517)768-6068
Cell (517)914-4021

This e-mail and any attachments thereto, are intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this e-mail, and any attachment thereto, is strictly prohibited. If you have received this e-mail in error, please respond to the individual sending the message, and permanently delete the original and any copy of any e-mail and printout thereof.

Jeremiah Spencer

From: Brian Borich <bborich@ajaxpaving.com>
Sent: Thursday, March 19, 2026 1:00 PM
To: Jeremiah Spencer
Cc: Mike Osborn; Tim J. Pickett; Devin Swift
Subject: RE: Quote for hot mix
Attachments: Brian Borich.vcf

Jeremiah,

Pricing for these two hot mix products would be the following:

36A \$92.25 per ton

5EL \$101.00 per ton

The mix that we have available for everyday pick up is 5E Commercial. That price for that product is \$93.50 per ton.

We do not have an HMA Production facility close to Jackson, MI.

Our closest plants to Jackson would be our Brighton plant located at 7392 Kensington Road, Brighton, MI 48116.

Any questions, please give me a call or send me an email....

Thanks,

Brian Borich
Sales Manager

Ajax Materials Corporation
w: (248) 244-3337
m: (248) 388-1687
f: (248) 244-3484
www.ajaxpaving.com



The Future is Riding on Ajax

From: Jeremiah Spencer <JSpencer@cityofjackson.org>
Sent: Thursday, March 19, 2026 12:09 PM
To: Brian Borich <bborich@ajaxpaving.com>
Cc: Mike Osborn <mosborn@cityofjackson.org>; Tim J. Pickett <tjpickett@cityofjackson.org>; Devin Swift <dswift@cityofjackson.org>
Subject: Quote for hot mix

Good afternoon,

Per the conversation we had I would need a quote for:
36A or 5EL

Thank you,

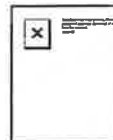
Jeremiah Spencer

jspencer@cityofjackson.org

Desk (517)768-6068

Cell (517)914-4021

****CAUTION**** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe..





MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: April 7, 2026
SUBJECT: Approve Substantial Amendment #1 to the 2025-2026 Annual Action Plan

Recommendation:

Approve Substantial Amendment #1 to the 2025-2026 Annual Action Plan for the reallocation of HOME funds, adopt the resolution to amend the appropriate budget, and approve submission of the Substantial Amendment to the Department of Housing and Urban Development (HUD).

Approve Substantial Amendment #1 for the reallocation of HOME funds, adopt the resolution to amend the appropriate budget, and approve submission of the Substantial Amendment to the Department of Housing and Urban Development (HUD).

Attached is a memorandum from Shane LaPorte, Director of Community Development, requesting City Council to approve Substantial Amendment #1 to the 2025-2026 Annual Action Plan for the reallocation of HOME funds, adopt the resolution to amend the appropriate budget, and approve submission of the Substantial Amendment to the Department of Housing and Urban Development (HUD).

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

JG



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Shane LaPorte, Director of Community Development
DATE: April 7, 2026

RECOMMENDATION: Approve Substantial Amendment #1 for the reallocation of HOME funds, adopt the resolution to amend the appropriate budget, and approve submission of the Substantial Amendment to the Department of Housing and Urban Development (HUD).

ISSUE STATEMENT

The submission of a “substantial amendment” to an Annual Action Plan is required when it proposes to change the original purpose, location, or class of beneficiaries of a previously-approved activity whose cost exceeds twenty (20%) percent of the entitlement amount for the current program year. This requires the creation of a substantial amendment report, followed by a 30-day period for citizen comment, and finally submission to HUD.

Substantial Amendment #1 provides detail regarding the reallocation process, the proposed project to receive funding, and availability of the report for the public to review and comment. The proposed reallocation of HOME funds for a Habitat for Humanity construction project meets the HOME requirement to set aside a minimum of 15% of the City’s annual awarded funds for a CHDO-recognized activity. The proposed project also aligns with the City’s Five-Year Consolidated Plan and its 2025-2026 Annual Action plan goals and objectives, reallocating surplus funds from a previous Habitat for Humanity project to a new single-family affordable construction project.

DESCRIBE THE CONSEQUENCES

Failure to approve this substantial amendment will jeopardize the City’s ability to meet its required 15% CHDO funding set-aside, and will jeopardize the City’s requirement to spend the remainder of HOME funds from previous fiscal years before prescribed HUD deadlines.

OWNERSHIP

The City of Jackson Community Development Department manages CDBG and HOME funds received from HUD. Staff administer funds through various City Council-approved programs, assisting community members and supporting various activities to benefit both low-moderate

income individuals and all citizens of Jackson. Reporting, funding suggestions, and substantial amendment submission is handled by the Community Development Department.

SOLUTION

This substantial amendment is attached for consideration. To meet the City’s public comment requirement specified by regulation, copies of the draft Substantial Amendment have been available for public review since March 4, 2026 in the Community Development Department, City Clerk’s office, the Carnegie Branch of the Jackson District Library, Community Action Agency, and lobbies of the public housing facilities at Shahan-Blackstone North Apartments, Reed Manor and Chalet Terrace, as well as the City’s website.

As of the date of this memo, staff has not received comments from the public regarding this Substantial Amendment. Comments received during the public hearing or by the Grant Coordinator during the open comment period will be included in the final Substantial Amendment before submission to HUD. Each Council member may request modifications if deemed necessary before submission.

FACILITATE IMPLEMENTATION

Approve Substantial Amendment #1 to the 2025-2026 Annual Action Plan for the reallocation of HOME funds, adopt the resolution to amend the appropriate budget, and approve submission of the Substantial Amendment to the Department of Housing and Urban Development (HUD).

ATTACHMENTS

- 1. 2025-2206 Substantial Amendment 1 (DRAFT)
- 2. 4.7.26 Resolution--HOME Budget Reallocation, SA

JACKSON

Founded 1829

Substantial Amendment 1 to the 2025-2026 Annual Action Plan Home Investment Partnership Program (HOME)



The attached document is a draft report. Please display until

Tuesday, April 7, 2026

Citizens are encouraged to provide comments regarding this report in writing to:

Community Development Department
ATTN: Cory Mays
161 W Michigan Ave, Jackson, MI 49201

Prepared by:

City of Jackson
Community Development Department
161 W Michigan Ave
Jackson MI 49201
517-768-6461



Substantial Amendment 1
to the
2025 – 2026 Annual Action Plan,
Year One of the
2025 – 2029 Five Year Consolidated Plan

Executive Summary

The U.S. Department of Housing and Urban Development (HUD) published its annual formula allocations to entitlement communities and participating jurisdictions on May 14, 2025. The City of Jackson received an annual allocation of \$275,362.21 through the Home Investment Partnerships Program (HOME). The Jackson City Council approved the submission of the 2025-2026 Annual Action Plan and funding allocations for the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) funds at their May 13th, 2025 meeting. During the preparation of the 2025-2026 Annual Action Plan, no specific plans were in place for the utilization of funds, although potential activities were being explored. When combined with anticipated program income in the amount of \$5,000, the City expects to have \$280,362.21 available to allocate toward affordable housing activities as a Participating Jurisdiction (PJ).

The Annual Action Plan specifically identified “homebuyer housing” as a goal for the use of HOME funds. The Five-Year Consolidated Plan indicated a need for new housing unit production to increase the availability of affordable housing to the City’s low-income residents pursuing the American Dream of homeownership. The Five-Year Plan further named Habitat for Humanity as a specific Community Housing Development Organization (CHDO) partner for this work. The City of Jackson Housing Strategy and Policy Framework (March 2023) is a comprehensive, data-informed needs assessment of current and future housing needs. It identified the need for the rehabilitation of 3,000 existing units and the construction of 1,500 new units over a ten-year period.

During numerous Public Hearings over the past five years (and most specifically during the public hearing held prior to the development of the 2025-26 Annual Action Plan), the need for affordable housing was a recurring theme. The City of Jackson’s current requirements for the use of HOME funds are as follows:

- **Administration** – no *more* than 10% of the annual budget may be set aside for administrative and planning activities (\$29,035.70 maximum in FY 2025-26)
- **CHDO Reserve** – no *less* than 15% of the annual budget **must** be set aside for eligible CHDO activities (\$43,553.55 minimum in FY 2025-26)
- **CHDO Operating** – (optional) cannot exceed 5% of the annual budget (\$14,517.85 maximum in FY 2025-26)

In response to the popular citizen comments regarding the need for more affordable housing options, the City of Jackson proposes to allocate a portion of unused HOME funds from previous grant years to the Greater Jackson Habitat for Humanity for the construction of an affordable, accessible home for purchase by an income-qualifying family.

General Information

Grantee Name:	City of Jackson, Michigan
Department Administering Funds:	Community Development
Contact:	Cory Mays, Grant Coordinator 161 W Michigan Ave Jackson, MI 49201 (517) 768-6461 cmays@cityofjackson.org
Authorized Official	Daniel Mahoney, Mayor 161 W Michigan Ave Jackson, MI 49201 (517) 788-4028 dmahoney@cityofjackson.org
Website:	www.cityofjackson.org
Amount of HOME Allocation:	\$200,000

Action Plan Amendments

The proposed changes to the 2025 – 2026 Annual Action Plan reallocates remaining HOME CHDO Reserve funds from previous fiscal/program years (program years 44 and 45), unspent at the conclusion of various successful HOME activities (DeLand Point program and operating expenses). The reallocation will leave no fund balance for these activities, and will allow the City to meet its required 15% CHDO set-aside. HOME expenditure rules prescribe timelines activity funding, and this substantial amendment allows the City of Jackson to remain in compliance with program year 44 and 45 deadlines.

Fiscal Year	Program Year	Activity	Budgeted Amount	Amount to Reallocate
2018-2019	44	CHDO Reserve	\$175,584.00	\$123,445.05
2019-2020	45	CHDO Reserve	\$258,299.00	\$76,554.95
Total to Reallocate:				<u>\$200,000.00</u>

5	Goal Name	New Construction - CHDO
	Goal Description	HOME funds set aside for future CHDO-eligible projects yet to be identified The approved CHDO activity involves the construction of a new housing unit, which will be sold to an income-qualified person or family upon completion

8	Project Name	CHDO Reserve Activity
	Target Area	West of Henry Ford Allegiance Health; East of S Martin Luther King Jr Dr, West of S Martin Luther King Jr Dr., all other eligible areas as needed
	Goals Supported	CHDO Reserve New Construction
	Needs Addressed	Affordable Housing; the creation of one (1) affordable housing unit
	Funding	HOME: \$44,000.00 HOME: \$123,445.05 (FY 2018-2019) <u>\$76,554.95 (FY 2019-2020)</u> \$200,000.00 (total from various fiscal years)
	Description	Funds held in reserve for use by a certified CHDO on future eligible activities Set-aside no less than 15% of the City's annual HOME allocation to a CHDO-eligible activity.
	Target Date	6/30/2029 9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Specific activities will be determined in the future One (1) low to moderate-income family
	Location Description	Specific activities will be determined in the future 322 Clinton Street, located in Census Tract 6
	Planned Activities	To be determined Construct one (1) new homebuyer housing unit for a low income person or family

Proposed Project

Habitat for Humanity has a strong track record of success in the City of Jackson, including the recent completion of four (4) new homes in the Deland Project (Franklin Street, immediately South of the YMCA), and various new construction projects utilizing private and state grant funds. Habitat for Humanity also serves as a Community Housing Development Organization (CHDO) for the City of Jackson. The recommended reallocation of HOME funds as part of this substantial amendment would be used to support the construction of an affordable, accessible home at 322 Clinton Street. This home will be sold to a qualifying family with a combined household income below 80% of the area median income (AMI).

This partnership represents another strong collaborative effort in Jackson between two organizations dedicated to providing quality housing for all Jackson residents. These new home construction projects are part of a larger City-wide effort to rehabilitate existing structures and construct new homes throughout the City, significant needs identified through a recent City-wide comprehensive housing needs assessment.



Citizen Participation

Notice of the Substantial Amendment and April 7, 2026 public hearing was published in the *Jackson Citizen Patriot*. Hard copies of the Substantial Amendment were distributed to the following locations for review:

City of Jackson
Community Development Department
161 West Michigan Avenue, 3rd floor
Jackson, MI 49201
(517) 788-4060

Jackson District Library
Carnegie Branch
224 West Michigan Avenue
Jackson, MI 49201
(517) 788-4087

City of Jackson
City Clerk’s Office
161 West Michigan Avenue, 1st floor
Jackson, MI 49201
(517) 788-4025

Community Action Agency
1214 Greenwood Avenue
Jackson, MI 49203
(517) 784-4800

Shahan-Blackstone North Apartments
109 Shahan Drive
Jackson, MI 49202
(517) 787-0218

Reed Manor
301 Steward Avenue
Jackson, MI 49201
(517) 787-1188

Chalet Terrace
316 Barberry Drive
Jackson, MI 49203
(517) 787-1850

An electronic copy of this Substantial Amendment was also available on the City’s website at www.cityofjackson.org/332/Grant-Reports. The public comment period began on March 4, 2026 and ends on April 7, 2026. The public was afforded an opportunity to provide comments directly to the Grant Coordinator and/or through the public hearing before the Jackson City Council at its regular meeting on April 7, 2026

At the April 7, 2026 public hearing, comments were received from _____ individuals and included:

_____ comments were received during the 30-day public review and comment period.

City of Jackson, Michigan
Resolution to Amend the Fiscal Years
2018-2019 and 2019-2020 (Years 44 & 45) HOME Budgets

WHEREAS, the U.S. Department of Housing and Urban Development approved the Home Investment Partnership Program (HOME) activities for fiscal years 2018-2019 (Year 44) and 2019-2020 (Year 45); and

WHEREAS, the City Council previously allocated funds for DeLand Point Programming, Deland Point Operating, and CHDO Reserve activities in Years 44 & 45; and

WHEREAS, the City Council desires to appropriate the unutilized funding from Years 44 & 45 to be made available for use in Year 50 for Habitat for Humanity New Construction.

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

Fiscal Year	Program Year	Activity	Budgeted Amount	Amount to Reallocate
2018-2019	44	CHDO Reserve	\$175,584	\$123,445.05
2019-2020	45	CHDO Reserve	\$258,299	\$76,554.95
Total to Reallocate:				<u>\$200,000.00</u>

* * * * *

STATE OF MICHIGAN }
} ss.
County of Jackson }

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 7th day of April, 2026.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 7th day of April, 2026.

By: _____
Andrea Muray City Clerk



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: April 7, 2026
SUBJECT: Contract Renewal - City Owned Lot Mowing Parts A & B and Grounds Maintenance Contracts

Recommendation:

Approve the renewal of the City Owned Lot Mowing Parts A & B and Grounds Maintenance Contracts with Elysian Landscape & Flatwork LLC. Elysian Landscape & Flatwork LLC successfully performed the services for these contracts in 2025.

Renew the City Owned Lot Mowing Parts A & B and Grounds Maintenance contracts with Elysian Landscape & Flatwork LLC. This would be their second year of renewal, (3rd year of current contracts). Elysian Landscape & Flatwork LLC successfully performed the services for these contracts in 2025. Your consideration is appreciated in this matter.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Mike Osborn, Director of Public Works
DATE: April 7, 2026

RECOMMENDATION: Renew the City Owned Lot Mowing Parts A & B and Grounds Maintenance Contracts with Elysian Landscape & Flatwork LLC

ISSUE STATEMENT

Schedule and implement the ongoing maintenance of City Owned property throughout the city for the duration of the 2026 mowing season. The City of Jackson issued requests for bids in 2024 for the mowing maintenance of City Owned Lots, Part A & Part B along with Grounds Maintenance (trunk lines, islands, parkways, dead ends & right of ways, etc.). Elysian Landscape & Flatwork LLC was awarded the contract in 2024.

DESCRIBE THE CONSEQUENCES

The maintenance of City Owned property throughout the City of Jackson is critical in maintaining the appearance, controlling blight and attributing to the safety of the community. For the City of Jackson to enforce the private property mowing ordinance, it is imperative that the City maintain the City Owned Property on a regularly scheduled basis.

OWNERSHIP

Public Works has had the responsibility for the contracted maintenance of City Owned Lots and Grounds Maintenance Property since 2013. A contractor has been utilized for City Owned Lots since 2013 and for the Grounds Maintenance since 2017. Public Works employees maintained the Grounds Maintenance Properties up until 2017.

SOLUTION

The objective is to work directly with the lowest bidding, qualified contractor to facilitate the scheduled maintenance for the duration of the growing season of the City Owned Properties Part A, Part B and Grounds Maintenance. This contract does have the potential if all parties are satisfied for three 1-year renewals, which could result in a 4-year contract. An extended contract provides a continued relationship with a contractor familiar with the scope of work and the deadlines involved, which results in efficiency and customer satisfaction. This mowing work is included in the annual budget. \$150,756.56 was paid to Elysian Landscape & Flatwork LLC for

the entire 2025 mowing season for the 3 contracts.

FACILITATE IMPLEMENTATION

Renew the City Owned Lot Mowing Parts A & B and Grounds Maintenance Contracts with Elysian Landscape & Flatwork LLC as they were awarded the contract in 2024.

ATTACHMENTS

None