



## **AGENDA - CITY COUNCIL**

Tuesday, November 28, 2023

6:30 PM

**1. CALL TO ORDER.**

**2. PLEDGE OF ALLEGIANCE.**

- A. Invocation will be given by Fourth Ward Councilmember Laura Dwyer Schlecte.

**3. ROLL CALL.**

**4. ADOPTION OF AGENDA.**

**5. PRESENTATIONS/PROCLAMATIONS.**

- A. A Proclamation thanking 4th Ward Councilmember Laura Dwyer Schlecte for her eight years of dedicated service to the City of Jackson.
- B. Drive Staffing/Altering Outcomes

**6. PUBLIC HEARINGS.**

**7. CITIZEN COMMENTS.**

(3-Minute Limit)

**8. PETITIONS & COMMUNICATIONS FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES.**

- A. Rooming House Fee Update

## 9. CONSENT CALENDAR.

### Consent Action

- A. Minutes of the November 14, 2023 City Council Meeting
- B. Approve the Mayor's recommendation to move Racial Equity Commissioner David Hammontree from ex-officio to full member.  
*Approve the Mayor's recommendation to move Racial Equity Commissioner David Hammontree from ex-officio to full member, for a term of 3 years, beginning immediately and ending on December 31, 2026*
- C. Approve the Mayor's recommendation to re-appoint Daveda Quinn as an ex-officio member of the Racial Equity Commission.  
*Approve the Mayor's recommendation to reappoint Daveda Quinn as an ex-officio member of the Racial Equity Commission for a term of three years, beginning on December 30, 2023 and ending on December 31, 2026.*
- D. Changes to the Standard Lighting Contract with Consumers Energy for Installation of a Streetlight at 840 Lincoln Street  
*Approve the Resolution for Changes to the Standard Lighting Contract with Consumers Energy for the installation of a streetlight at 840 Lincoln Street and authorize the Mayor and City Clerk to execute the appropriate documents.*
- E. Special Event Application: Our Lady of Guadalupe Procession  
*Approve a request from the Sacred Heart Chapel to host the Our Lady of Guadalupe Walk on Sunday, December 10, 2023 on the streets and sidewalks of downtown Jackson.*
- F. Special Event Application: Christmas in the City shopping event  
*Approve a request from the Jackson Downtown Development Authority to host the Christmas in the City shopping event on Saturday, December 9, 2023, in downtown Jackson.*
- G. Special Event Application: Kiwanis Newspaper Sale  
*Approve a request from the Kiwanis Club of Jackson, Michigan to host the Kiwanis Newspaper Sale on December 15, 2023 from 8 am to 4 pm on the streets and sidewalks of downtown Jackson.*
- H. Special Event Application: JDRF One Walk (2024)  
*Approve a request from the Juvenile Diabetes Research Foundation to host their "One Walk" on June 15, 2024 in Ella Sharp Park.*

## 10. OTHER BUSINESS.

## 11. NEW BUSINESS.

- A. Change Order 1 to the Perrine Street Reconstruction Contract with Concord Excavating & Grading, Inc.

*Approve Change Order 1 to the Perrine Street Reconstruction contract with Concord Excavating & Grading, Inc. in the increased amount of \$4,493.62 to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.*

- B. Balancing Change Order 5 to the 2021 Morrell and Steward Water Main Replacement Contract.

*Approve Balancing Change Order 5 to the 2021 Morrell & Steward Water Main Replacement contract with Dunigan Brothers, Inc. in the decreased amount of \$55,184.46 to balance contract quantities to match quantities placed in the file and authorize the City Manager and City Engineer to execute the appropriate document.*

- C. Change Order 2 to the Drinking Water State Revolving Fund (DWSRF) Phase 1, East Division contract with Bailey Excavating, Inc.

*Approve Change Order 2 to the Drinking Water State Revolving Fund (DWSRF) Phase 1 Water Main Replacement, East Division contract with Bailey Excavating, Inc. in the decreased amount of \$1,310,119.03 to adjust the contract for those street segments that have not been funded for street reconstruction by approved assessment rolls, and authorize the City Manager and City Engineer to execute the appropriate document.*

- D. Change Order 2 to the Drinking Water State Revolving Fund (DWSRF) Phase 1, West Division contract with Bailey Excavating, Inc.

*Approve Change Order 2 to the Drinking Water State Revolving Fund (DWSRF) Phase 1 Water Main Replacement, West Division contract with Bailey Excavating, Inc. in the decreased amount of \$1,032,019.92 to adjust the contract for those street segments that have not been funded for street reconstruction by approved assessment rolls, and authorize the City Manager and City Engineer to execute the appropriate document.*

- E. Altering Outcomes

- F. Letter of Agreement – Police Officers Labor Council – Non Supervisory

**12. CITY COUNCILMEMBER'S COMMENTS.**

**13. ADJOURNMENT.**





Opus  
PACKAGING



# **IDIRiVE**

## **STAFFING SOLUTIONS**





# **IDRIVE**

## STAFFING SOLUTIONS

### **Vision Statement**

Eliminate barriers that make one's transition from dependance to independence unsuccessful.

### **Mission Statement**

Our mission is to help community members achieve personal and financial independence by building a stable structure of faith, employment, sobriety, shelter, and community.

~~Customer Centered Focus~~

Employee Centered Focus





## Breaking Down Barriers

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- 
- Food
  - Shelter
  - Clothing
  - Communication
  - Transportation
  - Cash
  - Work Equipment



2022 - \$25,891

2023 (Q1) - \$19,410

2023 YTD

> \$65,372

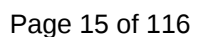


- ✓ 932 Community members entered the program
- ✓ 147 Community members active
- ✓ 100 EEs from shelter, release, or refugee
- ✓ 74 Employees utilizing transportation
  - 🚌 28 Jackson
  - 🚌 32 Ann Arbor
  - 🚌 14 Adrian
- ✓ 118 Employees hired full time by MRE

# 12.77% Retention Rate

# Staffing Industry







# DRIVE

## SOLUTIONS

**DRIVE**  
STAFFING SOLUTIONS



**DRIVE**  
HOUSING SOLUTIONS



**DRIVE**  
TRANSPORTATION SOLUTIONS



# **DRIVE**

## **HOUSING SOLUTIONS**



- ~~• Seek shelter~~
- ~~• Find a job~~
- ~~• Purchase a car~~
- Hire in full time
- Secure housing
- Promote to TL



# Meeting the Needs

- Desire
- Faith
- Security
- Accountability
- Privacy
- Food Preparation
- Hygiene
- Childcare



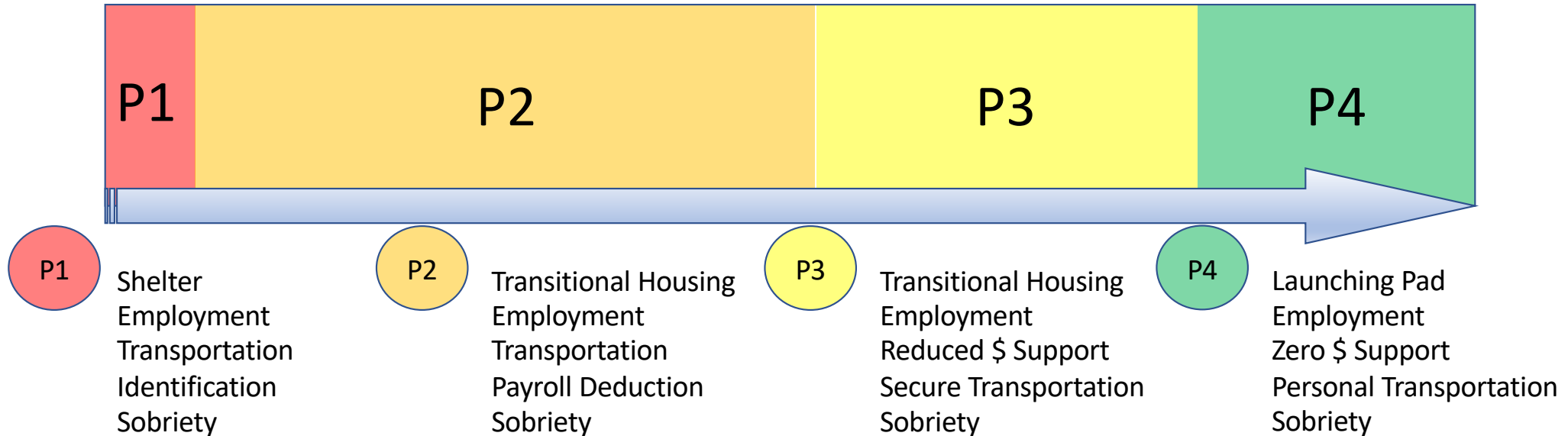


ALTERING OUTCOMES

# TRANSITIONAL EMPLOYMENT PROGRAM

Day 1

24 Months



P1

# Phase 1



**DRIVE**  
STAFFING SOLUTIONS



Onboarding at  
Interfaith



Accountability  
Metrics



Good Behavior



Sobriety



Performance



Attendance



Good Behavior



Sobriety



Approval  
Certificate



Approval  
Certificate

P2

## Phase 2

- Guests are not permitted
- Daily room inspection
- Weekly house chores
- Weekly accountability review
- Maintain < 5 attendance points
- Zero non-verbal performance write-ups
- Random drug / alcohol testing
- 100% Payroll Deduction

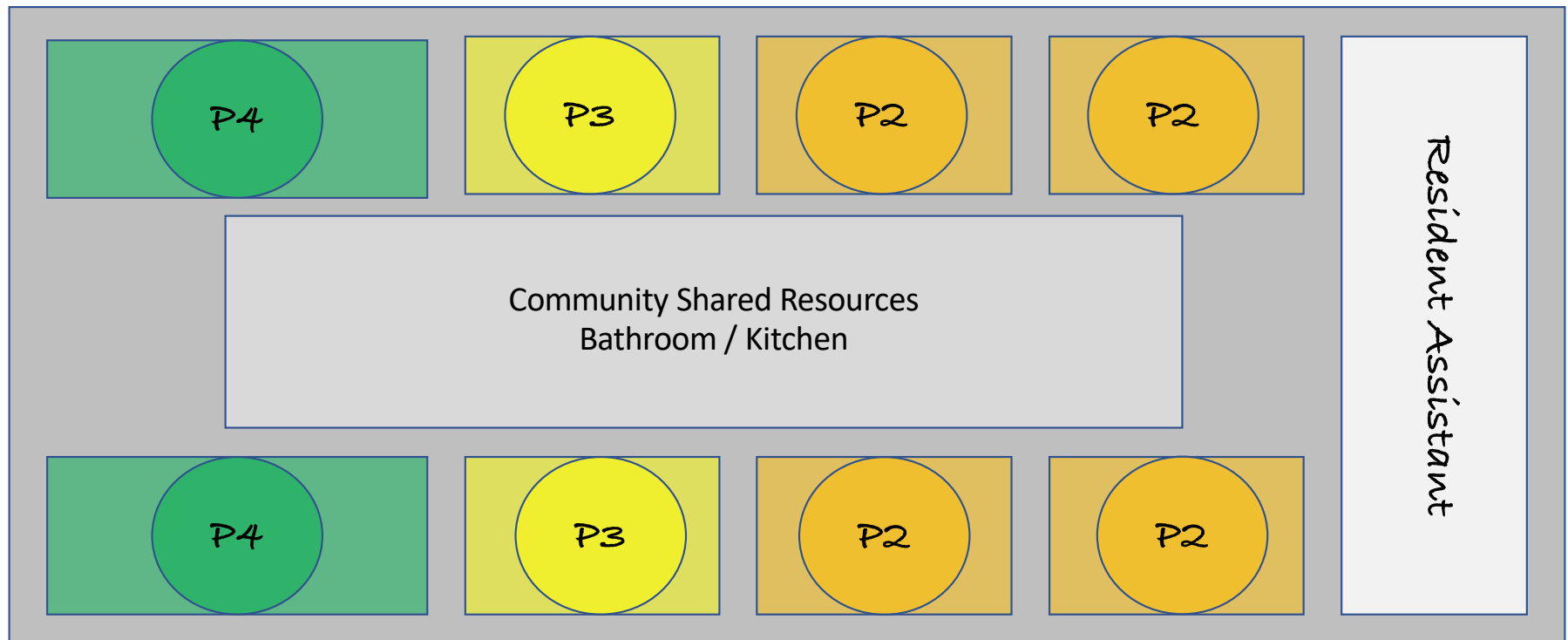
# P3 Phase 3

- Guests permitted with limited hours
- Weekly room inspection
- Weekly house chores
- Bi-weekly accountability review
- Maintain < 5 attendance points
- Zero non-verbal performance write-ups
- Random drug / alcohol testing
- 25-50% Payroll Deduction

# P4 Phase 4

- Guests permitted within curfew
- Monthly room inspection
- Weekly house chores
- Monthly accountability review
- Maintain < 5 attendance points
- Drug / Alcohol testing as needed
- 0% Payroll Deduction

# Room Strategy



**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** November 27, 2023

**SUBJECT:** Rooming House Inspection Fee

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The City of Jackson has had a property maintenance ordinance that dates back to at least 1977. Over the years different fees have been implemented with intent to defray a portion of the cost for operating the department responsible for conducting housing inspections. The majority cost for first 35 years of property maintenance/rental housing inspection were borne by the City's general fund. In 2012 the City Council passed a fee resolution that established a "user fee" that was meant to shift the cost of the service for inspections to the Investors engaged in providing a dwelling for others to reside. This same Resolution established a registration fee. The flat rate user fee and registration fee were meant to more realistically defray the cost associated with funding the City's housing inspections program.

Rooming houses are currently an exceedingly small number of inspections in the housing inspection program. When the housing inspection fees were amended in 2012, 2016, and again in 2021, rooming house fees were not contemplated. Currently, staff works with rooming house operators to adjust their fees after their inspection. This is not the most ideal situation for either party. Rooming house inspections are more similar to typical housing inspections than they are different. While they may lack a dedicated kitchen or bathroom/shower, those facilities have been found to be present at rooming houses and will need to be inspected. Additionally, they still have roofs, basements, windows, means of ingress/egress, etc that typical inspections cover.

The City of Jackson is currently engaged in a few lawsuits related to the housing inspection program. These lawsuits aim to discredit the validity of the program which promotes the health, safety, and welfare of renters in Jackson. Staff has studied the issue and have determined a rate for City Council to consider; however, we do not think it is in the best interest to make any changes while there are lawsuits pending. Changing or amending the current status quo could undermine our legal position and case.

Staff recommends no changes to the housing inspection fee structure at this time. We will continue to work with the limited number of rooming house operators now for a case-by-case fee reduction until the legal cases are settled.



## **CITY COUNCIL MEETING MINUTES**

Tuesday, November 14, 2023

### **1. CALL TO ORDER.**

The Jackson City Council met in regular session in Council Chambers and was called to order at 6:34 PM by Mayor Daniel Mahoney.

### **2. PLEDGE OF ALLEGIANCE.**

Council joined in the Pledge of Allegiance. Invocation was given by Third Ward Councilmember Angelita Gunn.

### **3. ROLL CALL.**

Present: Mayor Daniel Mahoney, Vice Mayor/First Ward Councilmember Arlene Robinson, Second Ward Councilmember Freddie Dancy, Third Ward Councilmember Angelita Gunn, Fourth Ward Councilmember Laura Dwyer Schlecte, and Sixth Ward Councilmember Will Forgrave.

Absent: none.

Also present: City Manager Jonathan Greene, City Attorney Matthew Hagerty, City Clerk Andrea Muray, City Assessor Jason Yoakam, Director of Police and Fire Services Elmer Hitt, Chief Equity Officer John Willis, and City Engineer Jon Dowling.

### **4. ADOPTION OF AGENDA.**

Motion was made by Laura Schlecte to adopt the agenda with additions of 10F- Special Assessment Policy and 10G Rooming House Fees and 11B subcategory 1 Voting Locations. Motion was made by Councilmember Dancy to remove Item 11B from the agenda. Councilmember Schlecte restated her motion to add 10E Special Assessments and 10F Rooming House Fees. Councilmember Forgrave seconded the motion. Vote - Yeas: Mayor Daniel Mahoney, Vice Mayor Arlene Robinson, City Councilmember Freddie Dancy, City Councilmember Angelita Gunn, City Councilmember Laura Schlecte, City Councilmember Will Forgrave (6). Nays: None. Motion Passed.

### **5. PRESENTATIONS/PROCLAMATIONS.**

None.

## **6. PUBLIC HEARINGS.**

### **A. Meterless Parking Public Hearing of Confirmation**

#### **1. Recess as a City Council and convene as a Board of Review**

Motion was made by Laura Schlecte, seconded by Arlene Robinson to suspend the regular meeting and open up the Board of Review. Vote was done by voice with all in favor. Motion passed.

#### **2. Conduct a Public Hearing of Confirmation for SA Roll No 4306.**

Robert Abel of 135 W. Pearl Street submitted a written protest against Special Assessment Roll No. 4306 and it was read into the record.

Patrick Collingan of 216 S. MLK Jr. Drive spoke during the hearing in protest of the special assessment roll.

#### **3 Adjourn as a Board of Review and reconvene as the City Council.**

Motion was made by Councilmember Schlecte, seconded by Councilmember Gunn to close the public hearing and reconvene as City Council. Vote was done by voice with all in favor. Motion passed.

#### **4. Approve a resolution confirming Special Assessment Roll No. 4306 for Meterless Parking for FY 2023-2024**

Motion was made by Councilmember Forgrave, seconded by Councilmember Schlecte to approve Special Assessment Roll No. 4306 for Meterless Parking for Fiscal Year 2023/2024. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

## **7. CITIZEN COMMENTS.**

Citizen comments were heard and the meeting continued.

## **8. PETITIONS & COMMUNICATIONS FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES.**

### **A. CDBG, HOME, & CV Financial Summaries for September 2023**

### **B. City of Jackson, Michigan Financial Statements as of and for the Three**

Months Ended September 30, 2023

C. Racial Equity Commission Submission of 2022 Annual Report and Minutes

Motion was made by Will Forgrave, seconded by Laura Schlecte to accept and place on file Items 8A, 8B, and 8C. Vote - Yeas: Mayor Daniel Mahoney , Vice Mayor Arlene Robinson, City Councilmember Freddie Dancy, City Councilmember Angelita Gunn, City Councilmember Laura Schlecte, and City Councilmember Will Forgrave (6). Nays: None. Motion Passed.

**9. CONSENT CALENDAR.**

A. Minutes of the regular Council Meeting on October 24, 2023

B. Engineer's Report for Pavement Replacement - High Street – Executive Drive to South Street

*Receive the Engineer's Report for pavement replacement on High Street from Executive Drive to South Street and establish December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.*

C. Engineer's Report for Pavement Replacement - Elm Avenue - North Street to Floral Avenue

*Receive the Engineer's Report for pavement replacement on Elm Avenue from North Street to Floral Avenue and establish December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.*

D. Engineer's Report for Street Reconstruction and Water Main Replacement - East Avenue - Plymouth Street to Michigan Avenue

*Receive the Engineer's Report for street reconstruction with water main replacement on East Avenue from Plymouth Street to Michigan Avenue and establish December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.*

E. Special Event Application: Downtown Jackson Christmas Parade

*Approve a request from the Christmas parade committee to host the Downtown Jackson Christmas Parade on November 17, 2023 in downtown Jackson.*

- F. Re-appointment to the Racial Equity Commission  
*Approve the Mayor's recommendation to re-appoint Kesha Hamilton as Chair of Racial Equity Commission for a term beginning January 1, 2024 and ending on December 31, 2026.*
- G. Special Event Application: Jackson Turkey Trot  
*Approve a request from Tina & Jeff Beagle to host the Jackson Turkey Trot on November 23, 2023 in Ella Sharp Park.*
- H. Delinquent Invoices  
*Approve a resolution to place delinquent invoices on the 2023 winter tax bills.*
- I. Changes to the Standard Lighting Contract with Consumers Energy for upgrades to a streetlight 1987 Merriman Street  
*Approve the Resolution for Changes to the Standard Lighting Contract with Consumers Energy for the upgrade of a streetlight at 1987 Merriman and authorize the Mayor and City Clerk to execute the appropriate documents.*

Motion was made by Laura Schlecte, seconded by Will Forgrave to approve the Consent Calender with B, C, D and F removed for separate consideration. Vote - Yeas: Mayor Daniel Mahoney , Vice Mayor Arlene Robinson, City Councilmember Freddie Dancy, City Councilmember Angelita Gunn, City Councilmember Laura Schlecte, City Councilmember Will Forgrave (6). Nays: None. Motion Passed.

Motion was made by Councilmember Schlecte, seconded by Councilmember Forgrave to approve Items B, C, and D. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

Motion was made by Councilmember Schlecte, seconded by Councilmember Dancy to reappoint Kesha Hamilton to the Racial Equity Commission for a term beginning January 1, 2024 through December 31, 2026. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

## 10. OTHER BUSINESS.

- A. Ordinance No. 516

**Recommendation:** *Approve the second reading/final adoption of Ordinance No. 516.*

Motion was made by Will Forgrave, seconded by Freddie Dancy to approve the second reading and final adoption of Ordinance No. 516. Vote - Yeas: Mayor Daniel Mahoney , Vice Mayor Arlene Robinson, City Councilmember Freddie Dancy, City Councilmember Angelita Gunn, City Councilmember Will Forgrave (5). Nays: City Councilmember Laura

Schlecte (1). Motion Passed.

B. City Attorney Review of Ad Hoc Appointed Official Review Committee's Policy Recommendations

Motion was made by Laura Schlecte, seconded by Angelita Gunn to reestablish the rules and personnel committee. Vote - Yeas: Mayor Daniel Mahoney , Vice Mayor Arlene Robinson, City Councilmember Freddie Dancy, City Councilmember Angelita Gunn, City Councilmember Laura Schlecte, City Councilmember Will Forgrave (6). Nays: None. Motion Passed.

Motion was made by Councilmember Schlecte to have the committee consist of Councilmember Forgrave, Councilmember Gunn, and the Fifth Ward appointee. Motion dies from a lack of support.

Motion was made by Councilmember Schlecte, seconded by Councilmember Gunn to have the committee added to the first meeting in December for appointment of the members of the committee. A friendly amendment was made by Mayor Mahoney to add it to the first business meeting in December. Vote was taken on the motion as amended. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

Motion was made by Councilmember Forgrave, seconded by Councilmember Schlecte to designate the City's HR Director as the staff liaison for the committee. Vote - Yeas: Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave (6). Nays: none. Motion carried.

C. Winter Sheltering/TA Wilson Task Force

*Recommend approval of the RFP*

Motion was made by Freddie Dancy, seconded by Arlene Robinson to approve the contract as presented. Vote - Yeas: Mayor Daniel Mahoney , Vice Mayor Arlene Robinson, City Councilmember Freddie Dancy, City Councilmember Angelita Gunn, City Councilmember Will Forgrave (5). Nays: City Councilmember Laura Schlecte (1). Motion Passed.

D. 5th Ward Appointment Process

Motion was made by Daniel Mahoney , seconded by Will Forgrave to schedule interviews to be held at a Special Meeting on November 27, 2023 beginning at 6:00 PM. Vote - Yeas: Mayor Daniel Mahoney , Vice Mayor Arlene Robinson, City Councilmember Freddie Dancy, City Councilmember Angelita Gunn, City Councilmember Will Forgrave (5). Nays: City Councilmember Laura Schlecte (1). Motion Passed.

*Councilmember Schlecte asked that the names of the applicants be added to the public agenda*

E. Special Assessment Policy

No action was taken.

F. Rooming House Fees

No action was taken.

*A motion was made by Councilmember Dancy, seconded by Councilmember Forgrave to take a 10 minute recess. Vote was done by voice with all in favor.*

*A motion was made by Councilmember Gunn, seconded by Vice Mayor Robinson to return to session. Vote was done by voice with all in favor.*

## **11. NEW BUSINESS.**

A. Professional Services Contract with Tetra Tech to perform the WTP SCADA Remote Station PLC Upgrades Design, Bidding, Construction Administration, Programming and Startup for 117,000.00.

**Recommendation:** *Approval of the Professional Services Contract with Tetra Tech to perform the WTP SCADA Remote Station PLC Upgrades Design, Bidding, Construction Administration, Programming and Startup for 117,000.00.*

Motion was made by Laura Schlecte, seconded by Will Forgrave to approve the professional services contract with Tetra Tech to perform the WTP SCADA Remote Station PLC Upgrades Design, Bidding, Construction Administration, Programming and Start-Up for \$117,000.00. Vote - Yeas: Mayor Daniel Mahoney , Vice Mayor Arlene Robinson, City Councilmember Freddie Dancy, City Councilmember Angelita Gunn, City Councilmember Laura Schlecte, City Councilmember Will Forgrave (6). Nays: None. Motion Passed.

B. Reduction in the number of voting precincts

**Recommendation:** *Approve the first reading and advance to a second reading/final adoption an ordinance reducing the number of voting precincts in the City of Jackson from fourteen (14) to ten (10) in accordance with the recent legislative changes.*

Item was removed from the agenda.

C. Resolution for approval of a contract with the Michigan Department of Transportation for flagpole installation work in the I-94/M-106 roundabout.

**Recommendation:** *Approve a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for flagpole installation work in the I-94/M-106*

*roundabout, and authorize the Mayor and City Clerk to execute the appropriate documents.*

Motion was made by Laura Schlecte, seconded by Arlene Robinson to approve a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for flagpole installation work in the I-94/M-106 roundabout, and authorize the Mayor and City Clerk to execute the appropriate documents. Vote - Yeas: Mayor

Daniel Mahoney , Vice Mayor Arlene Robinson, City Councilmember Freddie Dancy, City Councilmember Angelita Gunn, City Councilmember Laura Schlecte, City Councilmember Will Forgrave (6). Nays: None. Motion Passed.

- D. Award a Demolition Contract to Handy Excavation in the Total Amount of \$100,568.00 to Demolish Three (3) Residential Structures

**Recommendation:** *Requested action is for City Council to award a demolition contract to Handy Excavating in the total amount of \$100,568 to demolish three (3) residential structures.*

Motion was made by Will Forgrave, seconded by Laura Schlecte to award a contract to Handy Excavating in the total amount of \$100,568 to demolish three (3) residential structures . Vote - Yeas: Mayor Daniel Mahoney , Vice Mayor Arlene Robinson, City Councilmember Freddie Dancy, City Councilmember Angelita Gunn, City Councilmember Laura Schlecte, City Councilmember Will Forgrave (6). Nays: None. Motion Passed.

- E. Contract for the repainting and miscellaneous repairs of water clarifier repair project for the Water Treatment Plant to JK of Michigan in the amount of \$209,540.78

**Recommendation:** *Approval of an award for the contract for the repainting and miscellaneous repairs of water clarifier project for the Water Treatment Plant to JK of Michigan in the amount of \$209,540.78*

Motion was made by Laura Schlecte, seconded by Angelita Gunn to approve an award for the contract for the repainting and miscellaneous repairs of water clarifier project for the Water Treatment Plant to JK of Michigan in the amount of \$209,540.78. Vote - Yeas: Mayor Daniel Mahoney , Vice Mayor Arlene Robinson, City Councilmember Freddie Dancy, City Councilmember Angelita Gunn, City Councilmember Laura Schlecte, City Councilmember Will Forgrave (6). Nays: None. Motion Passed.

- F. Professional Engineering Services Contract with Fishbeck, for the Design Phase of the Drinking Water State Revolving Fund Project at the Water Treatment Plant.

**Recommendation:** *Approval of the Professional Engineering Services Contract with Fishbeck for the Design Phase of the Fiscal Year 2024 Drinking Water State Revolving Fund (DWSRF) project at the Water Treatment Plant in the amount of \$974,000.*

Motion was made by Laura Schlecte, seconded by Angelita Gunn to approve the Professional Engineering Services Contract with Fishbeck for the design phase of the

FY 2024 Drinking Water State Revolving Fund (DWSRF) project at the Water Treatment Plant in the amount of \$974,000. Vote - Yeas: Mayor Daniel Mahoney , Vice Mayor Arlene Robinson, City Councilmember Freddie Dancy, City Councilmember Angelita Gunn, City Councilmember Laura Schlecte, City Councilmember Will Forgrave (6). Nays: None. Motion Passed.

G. Purchase Four Dodge Durango SUVs for Use as Police Patrol Vehicles

**Recommendation:** *Approval of the purchase of four Dodge Durangos from the John Jones Auto Group for a total of \$176,600, to be paid from the Police Department's general fund budget to be used as police patrol vehicles.*

Motion was made by Laura Schlecte, seconded by Angelita Gunn to approve the purchase of four Dodge Durangos from the John Jones Auto Group for a total of \$176,600, to be paid from the Police Department's general fund budget to be used as police patrol vehicles. Vote - Yeas: Mayor Daniel Mahoney , Vice Mayor Arlene Robinson, City Councilmember Freddie Dancy, City Councilmember Angelita Gunn, City Councilmember Laura Schlecte (5). Nays: City Councilmember Will Forgrave (1). Motion Passed.

H. Emergency Ordinance - Temporary Emergency Warming Shelters

**Recommendation:** *Consider adoption of emergency ordinance amending Chapter 9 – Emergency Preparedness, by adding Article III, Emergency Temporary Warming Shelters, Sections 9-34 through 9-40, to provide authorization for the installation of emergency temporary warming shelters that meet certain location, design, and safety standards.*

Motion was made by Angelita Gunn, seconded by Freddie Dancy to adopt an emergency ordinance amending Chapter 9- Emergency Preparedness, by adding Article III, Emergency Temporary Warming Shelters, Sections 9-34 through 9-40, to provide authorization for the installation of emergency temporary warming shelters that meet certain location, design, and safety standards . Vote - Yeas: Mayor Daniel Mahoney , Vice Mayor Arlene Robinson, City Councilmember Freddie Dancy, City Councilmember Angelita Gunn, City Councilmember Laura Schlecte, City Councilmember Will Forgrave (6). Nays: None. Motion Passed.

**12. CITY COUNCILMEMBER'S COMMENTS.**

Mayor Mahoney, Vice Mayor Robinson, Councilmembers Dancy, Gunn, Schlecte, and Forgrave offered comments.

**13. CITY MANAGER'S COMMENTS**

City Manager Jonathan Greene declined to offer comments.

**14. ADJOURNMENT.**

No further business being offered, a motion to adjourn was made by Councilmember Dancy, seconded by Councilmember Schlecte. Vote was done by voice with all in favor. Mayor Mahoney adjourned the meeting at 9:44 p.m.

**MEMO TO:** City Councilmembers  
**FROM:** Daniel Mahoney, Mayor  
**DATE:** October 19th, 2023  
**SUBJECT:** Recommendation of Commissioner Position on the Racial Equity Commission

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**RECOMMENDATION:**

**Approve the Mayor's recommendation to move David Hammontree from the position of ex-officio to commissioner for the Racial Equity Commission:**

| No | Name             | Term Ends  | Term   |
|----|------------------|------------|--------|
| 1  | David Hammontree | 12/31/2026 | 3 yrs. |

DM/lar

**MEMO TO:** City Councilmembers  
**FROM:** Daniel Mahoney, Mayor  
**DATE:** November 3, 2023  
**SUBJECT:** Recommendation of re-appointment of Daveda Quinn to Racial Equity Commission

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**RECOMMENDATION:**

**Approve the Mayor's recommendation to re-appoint Daveda Quinn as an ex-officio member for the Racial Equity Commission.**

| No | Name         | Term Ends  | Term   |
|----|--------------|------------|--------|
| 1  | Daveda Quinn | 12/31/2026 | 3 yrs. |

Attachments (3)  
DM/lar

## Lisa Moutinho

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, October 18, 2023 3:26 PM  
**To:** Aaron Dimick; Lisa Moutinho  
**Subject:** Online Form Submittal: City of Jackson Board/Commission Application

### City of Jackson Board/Commission Application

#### City of Jackson Board/Commission Application

|                                                                                                                                                                                        |                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Name                                                                                                                                                                             | Daveda                                                                                                                                                  |
| Last Name                                                                                                                                                                              | Quinn                                                                                                                                                   |
| Address                                                                                                                                                                                | 4415 Leeds Ct                                                                                                                                           |
| City                                                                                                                                                                                   | JACKSON                                                                                                                                                 |
| State                                                                                                                                                                                  | MI                                                                                                                                                      |
| Zip                                                                                                                                                                                    | 49201                                                                                                                                                   |
| Phone Number                                                                                                                                                                           | 9894932470                                                                                                                                              |
| Email                                                                                                                                                                                  | daveda20@gmail.com                                                                                                                                      |
| Last four digits of Social Security Number                                                                                                                                             |                                                                                                                                                         |
| Occupation                                                                                                                                                                             | Trusted Advisor                                                                                                                                         |
| Describe your community involvement.                                                                                                                                                   | Boots on the ground, community leader that advocates and helps residents. As a leader I am able to support and connect residents with needed resources. |
| Are you a City of Jackson resident? Being a non-resident does not prevent you from serving on a board or commission. However, some boards and commissions have residency requirements. | No                                                                                                                                                      |
| If you answered "No" where do you reside?                                                                                                                                              | Blackman Twp                                                                                                                                            |

If you answered "Yes"  
how long have you been a  
City resident?

JACKSON

Which board or  
commission are you  
interested in? You may  
choose more than one.

Racial Equity Commission

If you selected the Civil  
Service Board, are you a  
registered voter? Only  
registered voters can  
serve on this commission.

Yes

Why do you want to serve  
on your selected board or  
commission?

I have enjoyed the last several years on this commission and  
want to continue the work.

Upload additional  
documents

Field not completed.

(Section Break)

#### Appointment Process

*Following the submission of your completed application, it will be reviewed by the City Manager's Office and the City Treasurer's Office. The Treasurer will review your application to ensure you do not owe the City unpaid taxes or fines. After that clearance, the Mayor will review your application and make a recommendation for an appointment to a board or commission by the City Council. If the recommendation is confirmed by the City Council, you may officially start the process of becoming a member of a board or commission.*

(Section Break)

#### City Charter Section 2.15. - Person in Default to the City.

*The city shall not contract with, or give an appointive position to, one who is in default to the city. No person who is in default to the city may accept or hold an elective or appointive position unless the default is resolved. Written notice describing the default shall be filed with the clerk and verified by the treasurer and served upon the candidate before the oath of office is given, or upon the officeholder. The term "default" shall not apply if the candidate or officeholder shall, within 30 days after receiving the notice, resolve the default, or if the person shall contest it by any recognized means of legal procedure before a court or tribunal of competent jurisdiction. In the event the indebtedness is upheld, the person shall have 30 days after final determination of the obligation is made to pay it in full.*

(Section Break)

#### Final Submission

*Completed applications are kept on file for up to one year after submission. You will be contacted using the information you provided if you are selected for final*

*consideration by the City Council. A board or commission appointment is a non-paid volunteer position.*

---

|                   |                |
|-------------------|----------------|
| Digital Signature | Daveda A Quinn |
|-------------------|----------------|

---

|                    |            |
|--------------------|------------|
| Date of Submission | 10/18/2023 |
|--------------------|------------|

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**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** November 28, 2023

**SUBJECT:** Changes to the Standard Lighting Contract with Consumers Energy for Installation of a Streetlight at 840 Lincoln Street

---

**Recommendation:**

Approve the Resolution for Changes to the Standard Lighting Contract with Consumers Energy for the installation of a streetlight at 840 Lincoln Street and authorize the Mayor and City Clerk to execute the appropriate documents.

Attached is a report from Jon Dowling, City Engineer accompanied by a resolution, contract change authorization form, invoice, and plan sheet from Consumers Energy regarding the installation of a streetlight.

I recommend adoption of the resolution for the changes to the Standard Lighting Contract for streetlights with Consumers Energy, authorization for associated form execution, and invoice payment. Your consideration and concurrence is appreciated.



## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** Jon Dowling, Engineer

**DATE:** November 28, 2023

**RECOMMENDATION:** Approve the Resolution for Changes to the Standard Lighting Contract with Consumers Energy for the installation of a streetlight at 840 Lincoln Street and authorize the Mayor and City Clerk to execute the appropriate documents.

---

### SUMMARY

The City has requested that Consumers Energy install a streetlight at 840 Lincoln Street. Attached are an Authorization for Change in Standard Lighting Contract form, Resolution for City Council Adoption, an invoice and additional information from Consumers.

### BUDGETARY CONSIDERATIONS

The charge for the installation of the streetlight is \$100.00.

### HISTORY, BACKGROUND AND DISCUSSION

The City of Jackson is responsible for the streetlight system within the City, and contracts with Consumers Energy to provide streetlights on their wood utility poles within the City's neighborhoods.

The request for this streetlight was based on a resident's concern about the darkness of the area. A new pole with light will be installed.

### POSITIONS

I request approval of the attached Resolution for Changes to the Standard Lighting Contract with Consumers Energy for the streetlight installation at 840 Lincoln Street and authorization for the City Manager and City Clerk to execute the appropriate documents.

---

### ATTACHMENTS

1. Engineering Consumers Streetlight Contr Change att

**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of JACKSON, dated 10/1/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated \_\_\_\_\_,

heretofore submitted to and considered by this ☐ commission ☐ council ☐ board; and

RESOLVED, further, that the \_\_\_\_\_ Clerk be and are authorized to execute such authorization for change on the behalf of the City.

STATE OF MICHIGAN  
COUNTY OF JACKSON

I, \_\_\_\_\_, clerk of the City of JACKSON do hereby certify that the foregoing resolution was duly adopted by the

☐ commission ☐ council ☐ board of said municipality, at the meeting held on \_\_\_\_\_.

Dated:

\_\_\_\_\_

\_\_\_\_\_  
Municipal Customer Type: City



**AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING  
CONTRACT(COMPANY-OWNED) FORM 547**

Contract Number: 103033105687

Consumers Energy Company is authorized as of \_\_\_\_\_ by the City of JACKSON, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of JACKSON, dated 10/1/2018.

Lighting Type: General Unmetered Light Emitting Diode Lighting Rate GU-LED

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/1/2018 shall remain in full force and effect.

Notification Number(s): 1068587620

Comments:

City of JACKSON

By: \_\_\_\_\_

(Signature)

\_\_\_\_\_

(Printed)

Its: \_\_\_\_\_

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.



CITY OF JACKSON  
161 W MICHIGAN AVE  
JACKSON MI 49201-1315

Amount Due: \$100.00

Please pay by: November 23, 2023

|                |            |
|----------------|------------|
| Invoice Number | 9325810774 |
| PO Number      |            |
| PO Date        |            |
| Bill Date      | 11/09/23   |

Account: 3000 2166 0737

840 LINCOLN ST JACKSON - - NOTIFICATION NUMBER (s): - - - - - 1068587620 -

NONENERGY INVOICE

| DESCRIPTION                                                                                | QUANTITY | UNIT PRICE | AMOUNT   |
|--------------------------------------------------------------------------------------------|----------|------------|----------|
| Electric Streetlights-CIAC                                                                 | 1.0 EA   | \$100.00   | \$100.00 |
| TOTAL DUE:                                                                                 |          |            | \$100.00 |
| See Page 2 for Payment Options.                                                            |          |            |          |
| Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan |          |            |          |

INVOICE QUESTIONS - Contact: Tanya Gilroy -616-251-0574 -

Fold, detach and mail this stub with your check made payable to Consumers Energy. Please write your account number on your check.



CONSUMERS ENERGY  
CEM Support Ctr - Lansing RM 122  
530 W Willow St  
Lansing, MI 48906-4754

PREPAYMENT REQUEST

Account: 3000 2166 0737

Amount Due: \$100.00

Please pay by: November 23, 2023

Enclosed:

6 330034947227 000000100008 0000 2056 7 300021660737 H



A CMS Energy Company

**CEM Support Center**

Consumers Energy, Lansing Service Center, Rm. 122, 530 W. Willow St., Lansing, MI 48906-4754

November 9, 2023

NOTIFICATION #:  
1068587620

CITY OF JACKSON  
161 W MICHIGAN AVE  
JACKSON, MI 49201-1315

REFERENCE: 840 LINCOLN ST, JACKSON

Dear Valued Customer,

Thank you for contacting Consumers Energy for your energy needs. Please note the Notification Number above and include it on any correspondence you send. Please note the Account Number, located above the Account Name on your invoice, when submitting payment.

Enclosed for approval and signature is the original Authorization for Change and Resolution covering the replacement and/or installation of streetlight(s). You are responsible for the final restoration.

The estimated cost for your energy request is as follows:

Non Refundable Agreement for Installation of Electric Facilities:

Winter Construction Costs:

\$ -

Installation Charge:

\$ 100.00

Additional Costs

**Total Estimated Cost:**

**\$ 100.00**

Less Prepayment Received:

\$ -

**Total Estimated Cost Due:**

**\$ 100.00**

Please sign and return the original Authorization for Change and Resolution in the enclosed self-addressed envelope or email to: [POBoxCEServiceRequest@cmsenergy.com](mailto:POBoxCEServiceRequest@cmsenergy.com). Payment in full is required before the installation can be scheduled for construction.

Please review all attached materials carefully and direct inquiries for your request to:

Tanya Gilroy at 616-251-0574 .

GENERAL UNMETERED LIGHT EMITTING DIODE LIGHTING RATE GU-LED

- (1) 80 watt LED Cobrahead Cutoff to Install at location 1;



**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** November 28, 2023

**SUBJECT:** Special Event Application: Our Lady of Guadalupe Procession

---

**Recommendation:**

Approve a request from the Sacred Heart Chapel to host the Our Lady of Guadalupe Walk on Sunday, December 10, 2023 on the streets and sidewalks of downtown Jackson.

Approve a request from the Sacred Heart Chapel to host the Our Lady of Guadalupe Walk on Sunday, December 10, 2023 on the streets and sidewalks of Jackson.

Attached is a memo from Beth Kuiper regarding the Special Event Application for the Our Lady of Guadalupe Walk.

I recommend approval of the Special Event Application for the Our Lady of Guadalupe Walk. Your consideration and concurrence is appreciated.



## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director , DDA Director

**DATE:** November 28, 2023

**RECOMMENDATION:** Approve a request from the Sacred Heart Chapel to host the Our Lady of Guadalupe Procession on December 10, 2023 on the streets & sidewalks of Jackson.

### SUMMARY

Annual religious procession honoring Our Lady of Guadalupe.

### BUDGETARY CONSIDERATIONS

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          |
| Community Development | X        |        | \$0.00          |
| Parks & Recreation    | X        |        | \$0.00          |
| Police                | X        |        | \$100.00        |
| Public Works          | X        |        | \$0.00          |
| TOTAL                 |          |        | \$100.00        |

### HISTORY, BACKGROUND AND DISCUSSION

Conditions and Considerations: Police assistance  
Insurance Status: Current and on file with the DDA and City Attorney

**POSITIONS**

---

**ATTACHMENTS**

- 1. SEA-- Our Lady of Guadalupe

## SPECIAL EVENT APPLICATION

*Application must be submitted 60 days PRIOR to event*

### Application Attachments

- |                                                                                          |                                                                                      |
|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> \$50 Application Fee                                 | <input type="checkbox"/> Liquor License & Liquor Liability Insurance (if applicable) |
| <input type="checkbox"/> \$25 Late/Rush Fee                                              | <input type="checkbox"/> Carnival Ride Permit (if applicable)                        |
| <input checked="" type="checkbox"/> Insurance documentation for sponsoring organization  | <input type="checkbox"/> Insurance documentation for all vendors (if applicable)     |
| <input checked="" type="checkbox"/> Event Map –Please indicate the location of all items |                                                                                      |

**Make checks payable to “Downtown Development Authority”**

### Special Event Application Policy

*Additional charges may occur 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. 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.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft<sup>2</sup> and does not block any intersections, driveways, or right-of-ways.

### Applicant Information

|                                                                |                                                                |
|----------------------------------------------------------------|----------------------------------------------------------------|
| Sponsoring Organization Legal Name: <b>SACRED HEART CHAPEL</b> |                                                                |
| Address: <b>608 S. ELM AVE. JACKSON, MI 49203</b>              | Phone: <b>(517) 783-2772</b>                                   |
| Tax ID#: <b>38-3253671</b>                                     | Website:                                                       |
| Contact Name: <b>REV. TIM NELSON</b>                           | Phone: <b>517-817-9351</b> Email: <b>frtimnelson@gmail.com</b> |
| Contact Name: <b>IRENE ALBARRAN</b>                            | Phone: <b>517-962-3265</b> Email: <b>irene.albarran@com</b>    |
| Contact Name During Event: <b>REV. TIM NELSON</b>              | Phone: <b>(517) 817-9351</b>                                   |

### Event Information

|                                  |                 |                 |                 |                 |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|
| Event Name: <b>cmsenergy.com</b> |                 |                 |                 |                 |
| Event Date(s):                   | Set up Time:    | Start Time:     | End Time:       | Tear Down Time: |
| <b>Sunday, DEC. 10, 2023</b>     | <b>10:00 AM</b> | <b>10:30 AM</b> | <b>11:30 AM</b> | <b>11:30 AM</b> |

Has this event occurred before? ☒ Yes, (if yes, how many previous years? 8) ☐ No

Do you expect this event to occur again next year? YES What is the expected attendance for this event? 200

Type of Event (please check all that apply)

☐ Walk/Run ☐ Festival ☒ March/Parade ☐ Other: \_\_\_\_\_

Event Location – Choose any of the following that apply. For parks, include a map of the area being used.

☐ Horace Blackman Park

☐ Bucky Harris Park

☐ Ella Sharp Park (requires Ella Sharp Board approval)

☐ Other Location: \_\_\_\_\_

☒ Streets: S. MECHANIC → E. WASHINGTON → S. EAST AVE. → PLYMOUTH ST → PAGE AVE → PRINGLE AV.  
→ S. ELM AVE.

☐ Other Park: \_\_\_\_\_

☐ GrandRiver Farmers Market  
Pavilion

☐ TRUE City Square (Stage)

☐ MLK Equality Trail

Brief description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

OUR LADY of GUADALUPE PROCESSION will march from St. Mary Star  
of the SEA Church to St. STANISLAUS CHAPEL.

Street Closure– Please indicate all street closures on your map.

Street Name: E. WESLEY ST. Cross Streets MLK and S. MECHANIC ST.

Closure Start Date: 12-10-23 Time: 10:00 AM Closure End Date: 12-10-23 Time: 10:45 AM

Street Name: S. MECHANIC ST. Cross Streets ~~FOR~~ E. WESLEY and WASHINGTON

Closure Start Date: 12-10-23 Time: 10:30 AM Closure End Date: 12-10-23 Time: 10:45 AM

Street Name: WASHINGTON AVE. Cross Streets S. MECHANIC ST. and S. EAST AVE.  
and S. COOPER ST.

Closure Start Date: 12-10-23 Time: 10:45 AM Closure End Date: 12-10-23 Time: 11:00 AM

Street Name: S. EAST AVE Cross Streets WASHINGTON AVE and PLYMOUTH AV.

Closure Start Date: 12-10-23 Time: 11:00 AM Closure End Date: 12-10-23 Time: 11:05 AM

Street Name: PLYMOUTH AV. Cross Streets S. EAST AV. and PAGE AV.

Closure Start Date: 12-10-23 Time: 11:05 AM Closure End Date: 12-10-23 Time: 11:10 AM

Street Name: PAGE AVE. Cross Streets PLYMOUTH AV. and PRINGLE ST

Closure Start Date: 12-10-23 Time: 11:10 AM Closure End Date: 12-10-23 Time: 11:20 AM

PRINGLE ST.  
12-10-23

11:20 AM

PAGE AVE. and S. ELM AV.  
12-10-23

## City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

- ☐ **Electrical Power:** Indicate electrical requirements: \_\_\_\_\_  
 Amount of electrical wattage needed: \_\_\_\_\_ Amount of plug ins: \_\_\_\_\_  
 Locations of where plugs are needed: \_\_\_\_\_  
**\*\*All electrical lines MUST be covered to limit tripping hazards. \*\***
- ☐ **Water Needs:** Indicate water requirements: \_\_\_\_\_  
 Amount of water needed: \_\_\_\_\_ Locations of where water is needed: \_\_\_\_\_
- ☐ **Food/Vendors:** Indicate vendors requirements: \_\_\_\_\_  
 Amount of electrical wattage needed: \_\_\_\_\_ Amount of plug ins: \_\_\_\_\_  
 Locations of where plugs are needed: \_\_\_\_\_ Number of vendors: \_\_\_\_\_
- ☐ **Alcohol Sales:** (If yes attach liquor license and liquor liability insurance)  
 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_
- ☐ **Amusement or Carnival Rides:** If yes indicate electrical requirements: \_\_\_\_\_  
 Amount of electrical wattage needed: \_\_\_\_\_ Amount of plug ins: \_\_\_\_\_  
 Locations of where plugs are needed: \_\_\_\_\_
- ☐ **Fireworks:** If yes indicate electrical requirements: \_\_\_\_\_  
 Amount of electrical wattage needed: \_\_\_\_\_ Amount of plug ins: \_\_\_\_\_  
 Locations of where plugs are needed: \_\_\_\_\_
- ☐ Traffic Cones ☐ Mobile Stage (please circle **15-foot** or **25-foot** version)
- ☒ Other: POLICE ESCORT

## Insurance

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

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

- ☐ 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 Details of all event activities MUST be included.

- |                                                        |                                                    |                                                     |
|--------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------|
| <input checked="" type="checkbox"/> Route Plan         | <input type="checkbox"/> Emergency Vehicle Access  | <input type="checkbox"/> Restroom Locations         |
| <input type="checkbox"/> Vendor Locations              | <input type="checkbox"/> Dispersal Locations       | <input type="checkbox"/> Tables                     |
| <input type="checkbox"/> Tent Locations                | <input type="checkbox"/> Trash Receptacles         | <input type="checkbox"/> Requested Reserved Parking |
| <input checked="" type="checkbox"/> Assembly Locations | <input type="checkbox"/> Requested Street Closures | <input type="checkbox"/> Electrical Wires & Outlets |

*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.*

# Special Event Application

## Certification & Signature

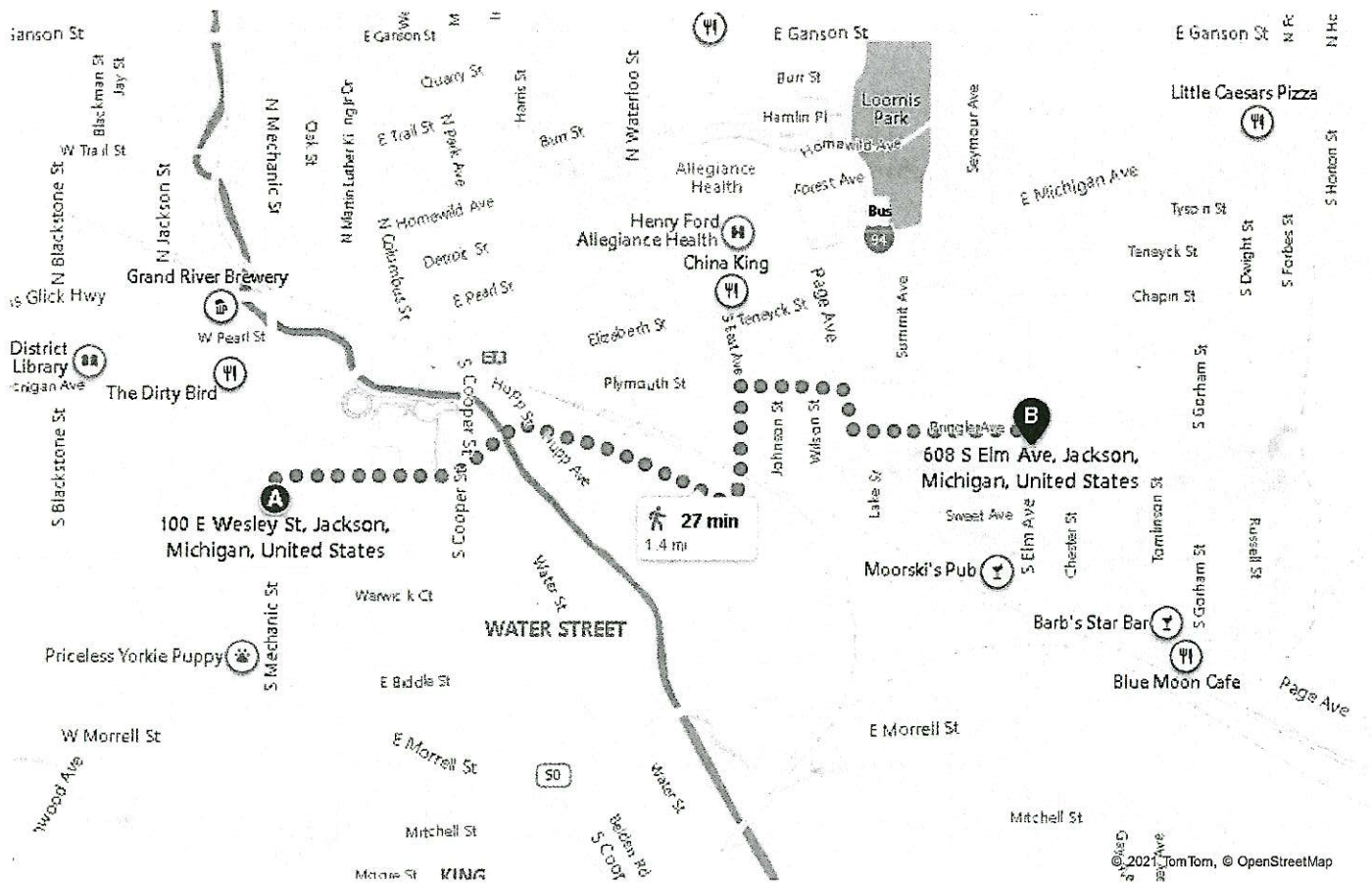
1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will 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: Rev. Timothy A. McElroy

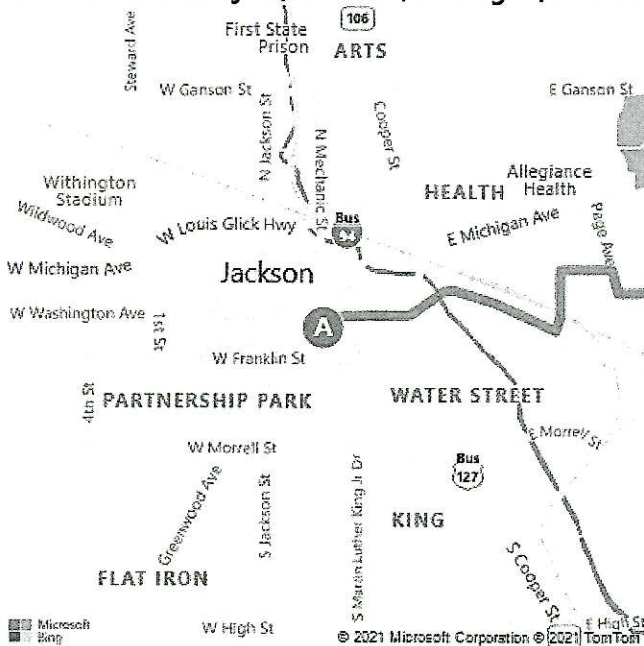
Date: 10-26-23

| Office Use ONLY           |
|---------------------------|
| Application Received:     |
| Date:                     |
| Time:                     |
| By:                       |
| Application Fee Received: |

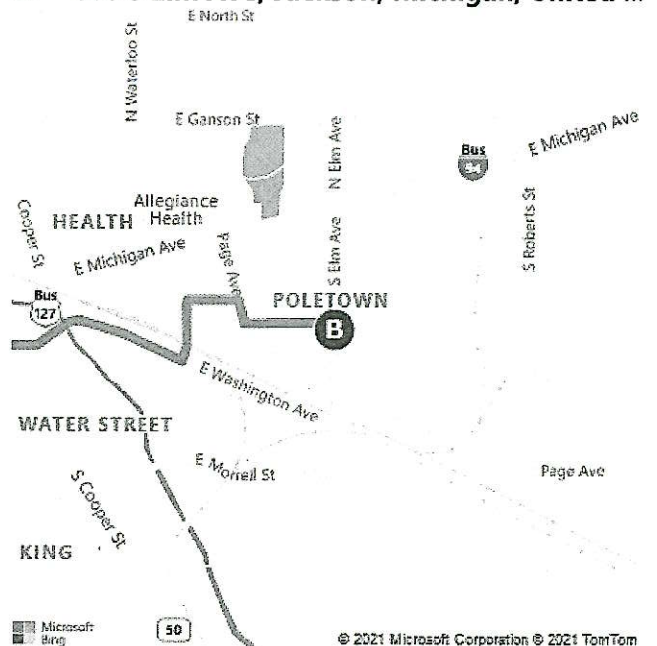
| Application Requirements                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application <b>MUST</b> be submitted 60 days <b>PRIOR</b> to event<br><b>***NO EXCEPTIONS***</b>                                                                                                                                                                                                              |
| Application <b>MUST</b> be submitted along with all required attachments to:<br>City of Jackson<br>Downtown Development Authority Office<br>161 W Michigan Ave, 5 <sup>th</sup> Floor<br>Jackson Michigan, MI 49201 or <a href="mailto:aecon@cityofjackson.org">aecon@cityofjackson.org</a><br>(517) 768-6411 |
| <b>Prohibited Items</b><br><i>Additional fees may apply if policies are not followed</i>                                                                                                                                                                                                                      |
| No ground stakes<br>No confetti or glitter<br>No use of outlets without prior approval                                                                                                                                                                                                                        |



### A 100 E Wesley St, Jackson, Michigan, United States



### B 608 S Elm Ave, Jackson, Michigan, United States



These directions are subject to the Microsoft® Service Agreement and are for informational purposes only. No guarantee is made regarding their completeness or accuracy. Construction projects, traffic, or other events may cause actual conditions to differ from these results. Map and traffic data © 2021 TomTom.

**A** 100 E Wesley St, Jackson, Michigan, United States

27 min , 1.4 miles

**B** 608 S Elm Ave, Jackson, Michigan, United States

Via E Washington Ave, Pringle Ave

Our Lady of Guadalupe Procession  
Sponsored by: Sacred Heart Chapel  
Date: Dec. 12, 2021 from 10:30am - 11:30am  
Start at St. Mary Church ... End at St. Stan's Church

**A** 100 E Wesley St, Jackson, Michigan, United States

|   |    |                                                                                                           |        |
|---|----|-----------------------------------------------------------------------------------------------------------|--------|
| ↑ | 1. | Head <b>north</b> on <b>S Mechanic St</b> toward E Washington Ave                                         | 167 ft |
| ↗ | 2. | Turn <b>right</b> onto <b>E Washington Ave</b>                                                            | 0.7 mi |
| ↖ | 3. | Turn <b>left</b> onto <b>S East Ave</b>                                                                   | 0.2 mi |
| ↗ | 4. | Turn <b>right</b> onto <b>Plymouth St</b>                                                                 | 0.1 mi |
| ↗ | 5. | Turn <b>right</b> onto <b>Page Ave</b>                                                                    | 341 ft |
| ↖ | 6. | Turn <b>left</b> onto <b>Pringle Ave</b>                                                                  | 0.3 mi |
| ↗ | 7. | Turn <b>right</b> onto <b>S Elm Ave</b>                                                                   | 102 ft |
|   |    | Arrive at <b>S Elm Ave</b> on the right                                                                   |        |
|   | 8. | The last intersection before your destination is Pringle Ave<br>If you reach Joy Ave, you've gone too far |        |

**B** 608 S Elm Ave, Jackson, Michigan, United States



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/19/2023

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).

| <b>PRODUCER</b><br>Arthur J. Gallagher Risk Management Services, LLC<br>300 Ottawa NW<br>Suite 301<br>Grand Rapids MI 49503 | <b>CONTACT NAME:</b><br><b>PHONE</b> (A/C, No, Ext): 616-233-0910<br><b>FAX</b> (A/C, No): 616-233-0923<br><b>E-MAIL ADDRESS:</b>                                                                                                                                                                                                                                                                                                                                      |                               |  |        |            |                                         |       |            |                                      |       |            |  |  |            |  |  |            |  |  |            |  |  |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--|--------|------------|-----------------------------------------|-------|------------|--------------------------------------|-------|------------|--|--|------------|--|--|------------|--|--|------------|--|--|
| <b>INSURED</b><br>Michigan Catholic Conference<br>ST MARY STAR OF THE SEA, 5148<br>510 S. Capitol Ave.<br>Lansing MI 48933  | <table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Princeton Excess &amp; Surplus Lines Ins Co</td><td>10786</td></tr><tr><td>INSURER B:</td><td>Safety National Casualty Corporation</td><td>15105</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table> | INSURER(S) AFFORDING COVERAGE |  | NAIC # | INSURER A: | Princeton Excess & Surplus Lines Ins Co | 10786 | INSURER B: | Safety National Casualty Corporation | 15105 | INSURER C: |  |  | INSURER D: |  |  | INSURER E: |  |  | INSURER F: |  |  |
| INSURER(S) AFFORDING COVERAGE                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | NAIC #                        |  |        |            |                                         |       |            |                                      |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER A:                                                                                                                  | Princeton Excess & Surplus Lines Ins Co                                                                                                                                                                                                                                                                                                                                                                                                                                | 10786                         |  |        |            |                                         |       |            |                                      |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER B:                                                                                                                  | Safety National Casualty Corporation                                                                                                                                                                                                                                                                                                                                                                                                                                   | 15105                         |  |        |            |                                         |       |            |                                      |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER C:                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               |  |        |            |                                         |       |            |                                      |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER D:                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               |  |        |            |                                         |       |            |                                      |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER E:                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               |  |        |            |                                         |       |            |                                      |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER F:                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               |  |        |            |                                         |       |            |                                      |       |            |  |  |            |  |  |            |  |  |            |  |  |

**COVERAGES**

CERTIFICATE NUMBER: 541008494

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<br>A   | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>Add'l Ins Form#<br><input checked="" type="checkbox"/> PESFG1161G<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | Y         |          | N2-A3-EX-0000006-10<br>R2-A3-FF-0000009-20 | 7/1/2023<br>7/1/2023    | 7/1/2024<br>7/1/2024    | EACH OCCURRENCE \$ 10,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$ Included<br>GENERAL AGGREGATE \$ 10,000,000<br>PRODUCTS - COMP/OP AGG \$ 10,000,000<br>\$ |
| A<br>A   | <input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                                                                                       |           |          | N2-A3-EX-0000006-10<br>R2-A3-FF-0000009-20 | 7/1/2023<br>7/1/2023    | 7/1/2024<br>7/1/2024    | COMBINED SINGLE LIMIT (Ea accident) \$ 10,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                   |
|          | <input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$                                                                                                                                                                                                        |           |          |                                            |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                                                                                                                                                                           |
| B        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                                                                               | Y/N<br>N  | N/A      | SP4066507                                  | 7/1/2023                | 7/1/2024                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                          |
| A<br>A   | Misc Professional Liability<br>Dir & Off/Counselors E&O<br>Claims Made Retro Date                                                                                                                                                                                                                                                                                                           |           |          | N2-A3-EX-0000006-10<br>R2-A3-FF-0000009-20 | 7/1/2023<br>7/1/2023    | 7/1/2024<br>7/1/2024    | Occ/Claims Made Aggregate 7/1/1985<br>\$10,000,000<br>\$10,000,000                                                                                                                                                                 |

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

\*\*LIMITS ARE INCLUSIVE OF DEFENSE &amp; INSURED RETENTION\*\*

CERTIFICATE HOLDER NAMED ADDITIONAL INSURED REGARDING GENERAL LIABILITY PER FORM FG1161H FOR

GENERAL OPERATIONS PERTAINING TO OUR LADY OF GUADALUPE PROCESSION ON DECEMBER 10TH 2023

**CERTIFICATE HOLDER****CANCELLATION**

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

**FROM:** Jonathan Greene, City Manager

**DATE:** November 28, 2023

**SUBJECT:** Special Event Application: Christmas in the City shopping event

---

**Recommendation:**

Approve a request from the Jackson Downtown Development Authority to host the Christmas in the City shopping event on Saturday, December 9, 2023, in downtown Jackson.

Approve a request from the Jackson Downtown Development Authority to host the Christmas in the City shopping event on Saturday, December 9, 2023, in downtown Jackson.

Attached is a memo from Beth Kuiper regarding the Special Event Application for the Christmas in the City shopping event.

I recommend approval of the Special Event Application for the Christmas in the City shopping event. Your consideration and concurrence is appreciated.

JG



## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director , DDA Director

**DATE:** November 28, 2023

**RECOMMENDATION:** Approve a request from the Jackson Downtown Development Authority to host the Christmas in the City shopping event on Saturday, December 9, 2023 in downtown Jackson.

### SUMMARY

A family-friendly shopping event featuring various outdoor activities and special retail offers

### BUDGETARY CONSIDERATIONS

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          |
| Community Development |          | X      | \$0.00          |
| Parks & Recreation    |          | X      | \$0.00          |
| Police                |          | X      | \$0.00          |
| Public Works          |          | X      | \$0.00          |
| TOTAL                 |          |        | \$0.00          |

### HISTORY, BACKGROUND AND DISCUSSION

Conditions & Considerations: Electricity usage, no parking tripods  
Insurance Status: Included as part of the DDA/City of Jackson liability insurance policy

**POSITIONS**

---

**ATTACHMENTS**

- 1. SEA- Christmas in the City

## SPECIAL EVENT APPLICATION

*Application must be submitted 60 days PRIOR to event*

### Application Attachments

- |                                                                               |                                                                                      |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> \$50 Application Fee                                 | <input type="checkbox"/> Liquor License & Liquor Liability Insurance (if applicable) |
| <input type="checkbox"/> \$25 Late/Rush Fee                                   | <input type="checkbox"/> Carnival Ride Permit (if applicable)                        |
| <input type="checkbox"/> Insurance documentation for sponsoring organization  | <input type="checkbox"/> Insurance documentation for all vendors (if applicable)     |
| <input type="checkbox"/> Event Map —Please indicate the location of all items |                                                                                      |

***Make checks payable to "Downtown Development Authority"***

### Special Event Application Policy

*Additional charges may occur 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. 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.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft<sup>2</sup> and does not block any intersections, driveways, or right-of-ways.

### Applicant Information

|                                                        |                                                                       |
|--------------------------------------------------------|-----------------------------------------------------------------------|
| Sponsoring Organization Legal Name: <b>Jackson DDA</b> |                                                                       |
| Address: <b>161 W. Michigan Ave</b>                    | Phone: <b>(517) 768-6410</b>                                          |
| Tax ID#:                                               | Website:                                                              |
| Contact Name: <b>Beth Kuiper</b>                       | Phone: <b>517-768-6410</b> Email: <b>Jacksondda@cityofjackson.org</b> |
| Contact Name: <b>Andrea Eacon</b>                      | Phone: Email:                                                         |
| Contact Name During Event: <b>Andrea</b>               | Phone: <b>(517) 342-7912</b>                                          |

### Event Information

|                                          |              |                |            |                 |
|------------------------------------------|--------------|----------------|------------|-----------------|
| Event Name: <b>Christmas In The City</b> |              |                |            |                 |
| Event Date(s):                           | Set up Time: | Start Time:    | End Time:  | Tear Down Time: |
| <b>Dec. 9th</b>                          | <b>9am</b>   | <b>12:00pm</b> | <b>6pm</b> | <b>6:15pm</b>   |

Has this event occurred before? ☒ Yes, (if yes, how many previous years? 2 years) ☐ No

Do you expect this event to occur again next year? yes What is the expected attendance for this event? 500

### Type of Event (please check all that apply)

☐ Walk/Run ☒ Festival ish ☐ March/Parade ☐ Other: \_\_\_\_\_

### Event Location – Choose any of the following that apply. For parks, include a map of the area being used.

☒ Horace Blackman Park

☒ Bucky Harris Park

☐ Ella Sharp Park (requires Ella Sharp Board approval)

☐ Other Location: side walks & street "parking" for horse & carriage  
some angled parking spaces

☐ Streets: \_\_\_\_\_

☒ Other Park: 8 - No parking (DDA will supply) Firepit in Bucky if it works!

### Brief description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

Downtown Christmas event w/ Santa, crafts,  
shopping & all the cheer. Shopping event

### Street Closure– Please indicate all street closures on your map.

Street Name: \_\_\_\_\_ Cross Streets \_\_\_\_\_

Closure Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Closure End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street Name: \_\_\_\_\_ Cross Streets \_\_\_\_\_

Closure Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Closure End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street Name: \_\_\_\_\_ Cross Streets \_\_\_\_\_

Closure Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Closure End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street Name: \_\_\_\_\_ Cross Streets \_\_\_\_\_

Closure Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Closure End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street Name: \_\_\_\_\_ Cross Streets \_\_\_\_\_

Closure Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Closure End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street Name: \_\_\_\_\_ Cross Streets \_\_\_\_\_

Closure Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Closure End Date: \_\_\_\_\_ Time: \_\_\_\_\_

## City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

☒ **Electrical Power:** Indicate electrical requirements: 1eun Rocket box, box by city hall, Box by Cahome  
 Amount of electrical wattage needed: \_\_\_\_\_ Amount of plug ins: 3-6  
 Locations of where plugs are needed: Bucky Harris  
**\*\*All electrical lines MUST be covered to limit tripping hazards. \*\***

☐ **Water Needs:** Indicate water requirements: \_\_\_\_\_  
 Amount of water needed: \_\_\_\_\_ Locations of where water is needed: \_\_\_\_\_

☒ **Food/Vendors:** Indicate vendors requirements: 1-2 food trucks maybe  
 Amount of electrical wattage needed: \_\_\_\_\_ Amount of plug ins: \_\_\_\_\_  
 Locations of where plugs are needed: \_\_\_\_\_ Number of vendors: \_\_\_\_\_

☐ **Alcohol Sales:** (If yes attach liquor license and liquor liability insurance)  
 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

☐ **Amusement or Carnival Rides:** If yes indicate electrical requirements: \_\_\_\_\_  
 Amount of electrical wattage needed: \_\_\_\_\_ Amount of plug ins: \_\_\_\_\_  
 Locations of where plugs are needed: \_\_\_\_\_

☐ **Fireworks:** If yes indicate electrical requirements: \_\_\_\_\_  
 Amount of electrical wattage needed: \_\_\_\_\_ Amount of plug ins: \_\_\_\_\_  
 Locations of where plugs are needed: \_\_\_\_\_

☐ Traffic Cones ☐ Mobile Stage (please circle 15-foot or 25-foot version)

☐ Other: \_\_\_\_\_

## Insurance

Please request the following documentation from your insurance carrier.

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

☐ 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 Details of all event activities MUST be included.

|                                             |                                                    |                                                     |
|---------------------------------------------|----------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Route Plan         | <input type="checkbox"/> Emergency Vehicle Access  | <input type="checkbox"/> Restroom Locations         |
| <input type="checkbox"/> Vendor Locations   | <input type="checkbox"/> Dispersal Locations       | <input type="checkbox"/> Tables                     |
| <input type="checkbox"/> Tent Locations     | <input type="checkbox"/> Trash Receptacles         | <input type="checkbox"/> Requested Reserved Parking |
| <input type="checkbox"/> Assembly Locations | <input type="checkbox"/> Requested Street Closures | <input type="checkbox"/> Electrical Wires & Outlets |

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.

# Special Event Application

## Certification & 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: \_\_\_\_\_

### Office Use ONLY

Application Received:

Date: 11/21/23

Time:

By: Andrew

Application Fee Received: M/A

### Application Requirements

Application **MUST** be submitted 60 days **PRIOR** to event  
**\*\*\*NO EXCEPTIONS\*\*\***

Application **MUST** be submitted along with all required attachments to:  
City of Jackson  
Downtown Development Authority Office  
161 W Michigan Ave, 5<sup>th</sup> Floor  
Jackson Michigan, MI 49201 or [aecon@cityofjackson.org](mailto:aecon@cityofjackson.org)  
(517) 768-6411

### Prohibited Items

*Additional fees may apply if policies are not followed*

No ground stakes  
No confetti or glitter  
No use of outlets without prior approval



**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** November 28, 2023  
**SUBJECT:** Special Event Application: Kiwanis Newspaper Sale

---

**Recommendation:**

Approve a request from the Kiwanis Club of Jackson, Michigan to host the Kiwanis Newspaper Sale on December 15, 2023 from 8 am to 4 pm on the streets and sidewalks of downtown Jackson.

Approve a request from the Kiwanis Club of Jackson, Michigan to host the Kiwanis Newspaper Sale on December 15, 2023 from 8 am to 4 pm on the streets and sidewalks of downtown Jackson.

Attached is a memo from Beth Kuiper regarding the Special Event Application for the Kiwanis Newspaper Sale.

I recommend approval of the special event application for the Kiwanis Newspaper Sale. Your consideration and concurrence is appreciated.

JG



## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director , DDA Director

**DATE:** November 28, 2023

**RECOMMENDATION:** Approve a request from the Kiwanis Club of Jackson, Michigan to host the Kiwanis Newspaper Sale on December 15, 2023 from 8 am to 4 pm on the streets and sidewalks of downtown Jackson.

### SUMMARY

This yearly event started in 1918, as a way to raise funds to purchase shoes and boots for kindergarten – sixth grade students in the Jackson Public Schools.

### BUDGETARY CONSIDERATIONS

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

| <b>DEPARTMENT</b>     | <b>APPROVAL</b> | <b>DENIAL</b> | <b>ECONOMIC IMPACT</b> |
|-----------------------|-----------------|---------------|------------------------|
| DDA                   |                 | X             | \$0.00                 |
| Engineering           |                 | X             | \$0.00                 |
| Fire                  |                 | X             | \$0.00                 |
| Community Development |                 | X             | \$0.00                 |
| Parks & Recreation    |                 | X             | \$0.00                 |
| Police                |                 | X             | \$0.00                 |
| Public Works          |                 | X             | \$0.00                 |
| <b>TOTAL</b>          |                 |               | <b>\$0.00</b>          |

### HISTORY, BACKGROUND AND DISCUSSION

Conditions and Considerations: None

Insurance: Approved and current ( approved by the City Attorney)

## POSITIONS

---

## ATTACHMENTS

1. SEA-- Kawanis Newspaper Sale



City of Jackson Downtown Development Authority  
161 W Michigan Ave, Jackson Michigan, MI 49201  
Contact for questions at 517-768-6411 or [aecon@cityofjackson.org](mailto:aecon@cityofjackson.org)

## SPECIAL EVENT APPLICATION

*Application must be submitted 60 days PRIOR to event*

### Application Attachments

- |                                                                               |                                                                                      |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> \$50 Application Fee                      | <input type="checkbox"/> Liquor License & Liquor Liability Insurance (if applicable) |
| <input type="checkbox"/> \$25 Late/Rush Fee                                   | <input type="checkbox"/> Carnival Ride Permit (if applicable)                        |
| <input type="checkbox"/> Insurance documentation for sponsoring organization  | <input type="checkbox"/> Insurance documentation for all vendors (if applicable)     |
| <input type="checkbox"/> Event Map —Please indicate the location of all items |                                                                                      |

***Make checks payable to "Downtown Development Authority"***

### Special Event Application Policy

*Additional charges may occur 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. 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.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft<sup>2</sup> and does not block any intersections, driveways, or right-of-ways.

### Applicant Information

|                                                                              |                                                                 |
|------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Sponsoring Organization Legal Name: <b>KIWANIS CLUB OF JACKSON, MICHIGAN</b> |                                                                 |
| Address: <b>P.O. Box 1426 JACKSON, MI 49204-1426</b>                         | Phone: <b>(517) 740-3008</b>                                    |
| Tax ID#: <b>38-6070174</b>                                                   | Website: <b>WWW.KIWANISJACKSON.ORG</b>                          |
| Contact Name: <b>JOE WOLFE</b>                                               | Phone: <b>517-740-3008</b> Email: <b>JDEWOLFE1948@GMAIL.COM</b> |
| Contact Name:                                                                | Phone: Email:                                                   |
| Contact Name During Event: <b>JOE WOLFE</b>                                  | Phone: <b>(517) 740-3008</b>                                    |

### Event Information

|                                  |              |               |               |                 |
|----------------------------------|--------------|---------------|---------------|-----------------|
| Event Name:                      |              |               |               |                 |
| Event Date(s):                   | Set up Time: | Start Time:   | End Time:     | Tear Down Time: |
| <b>FRIDAY, DECEMBER 15, 2023</b> | <b>N/A</b>   | <b>8:00AM</b> | <b>4:00PM</b> | <b>N/A</b>      |

Has this event occurred before? ☒ Yes, (if yes, how many previous years? 105 YRS.) ☐ No

Do you expect this event to occur again next year? YES What is the expected attendance for this event? N/A

**Type of Event (please check all that apply)**

☐ Walk/Run ☐ Festival ☐ March/Parade ☒ Other: ANNUAL NEWSPAPER SALE

**Event Location – Choose any of the following that apply. For parks, include a map of the area being used.**

- ☐ Horace Blackman Park ☐ GrandRiver Farmers Market Pavilion  
☐ Bucky Harris Park ☐ TRUE City Square (Stage)  
☐ Ella Sharp Park (requires Ella Sharp Board approval) ☐ MLK Equality Trail

☒ Other Location: CITY SIDEWALKS - POST OFFICE - RESTAURANTS - BANKS

☒ Streets: MICHIGAN AVE, CORTLAND, MECHANIC, JACKSON ST.

☐ Other Park: \_\_\_\_\_

**Brief description of Event**

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

EVERY DECEMBER SINCE 1918, THE KIWANIS CLUB HAS SOLD THEIR SPECIAL EDITION NEWSPAPER TO RAISE FUNDS FOR SHOES & BOOTS FOR NEEDY JACKSON PUBLIC SCHOOL K-6 GRADERS. LAST YEAR OVER 300 CHILDREN RECEIVED SHOES AND/OR BOOTS.

**Street Closure– Please indicate all street closures on your map.**

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| Street Name: <u>N/A</u>               | Cross Streets _____                 |
| Closure Start Date: _____ Time: _____ | Closure End Date: _____ Time: _____ |
| Street Name: _____                    | Cross Streets _____                 |
| Closure Start Date: _____ Time: _____ | Closure End Date: _____ Time: _____ |
| Street Name: _____                    | Cross Streets _____                 |
| Closure Start Date: _____ Time: _____ | Closure End Date: _____ Time: _____ |
| Street Name: _____                    | Cross Streets _____                 |
| Closure Start Date: _____ Time: _____ | Closure End Date: _____ Time: _____ |
| Street Name: _____                    | Cross Streets _____                 |
| Closure Start Date: _____ Time: _____ | Closure End Date: _____ Time: _____ |
| Street Name: _____                    | Cross Streets _____                 |
| Closure Start Date: _____ Time: _____ | Closure End Date: _____ Time: _____ |

## City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

- ☐ **Electrical Power:** Indicate electrical requirements: N/A  
 Amount of electrical wattage needed: \_\_\_\_\_ Amount of plug ins: \_\_\_\_\_  
 Locations of where plugs are needed: \_\_\_\_\_  
**\*\*All electrical lines MUST be covered to limit tripping hazards. \*\***
- ☐ **Water Needs:** Indicate water requirements: \_\_\_\_\_  
 Amount of water needed: \_\_\_\_\_ Locations of where water is needed: \_\_\_\_\_
- ☐ **Food/Vendors:** Indicate vendors requirements: \_\_\_\_\_  
 Amount of electrical wattage needed: \_\_\_\_\_ Amount of plug ins: \_\_\_\_\_  
 Locations of where plugs are needed: \_\_\_\_\_ Number of vendors: \_\_\_\_\_
- ☐ **Alcohol Sales:** (If yes attach liquor license and liquor liability insurance)  
 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_
- ☐ **Amusement or Carnival Rides:** If yes indicate electrical requirements: \_\_\_\_\_  
 Amount of electrical wattage needed: \_\_\_\_\_ Amount of plug ins: \_\_\_\_\_  
 Locations of where plugs are needed: \_\_\_\_\_
- ☐ **Fireworks:** If yes indicate electrical requirements: \_\_\_\_\_  
 Amount of electrical wattage needed: \_\_\_\_\_ Amount of plug ins: \_\_\_\_\_  
 Locations of where plugs are needed: \_\_\_\_\_
- ☐ Traffic Cones ☐ Mobile Stage (please circle **15-foot** or **25-foot** version)
- ☐ Other: \_\_\_\_\_

## Insurance

Please request the following documentation from your insurance carrier.

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

- ☐ I am a Level I 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 Details of all event activities MUST be included.

- |                                             |                                                    |                                                     |
|---------------------------------------------|----------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Route Plan         | <input type="checkbox"/> Emergency Vehicle Access  | <input type="checkbox"/> Restroom Locations         |
| <input type="checkbox"/> Vendor Locations   | <input type="checkbox"/> Dispersal Locations       | <input type="checkbox"/> Tables                     |
| <input type="checkbox"/> Tent Locations     | <input type="checkbox"/> Trash Receptacles         | <input type="checkbox"/> Requested Reserved Parking |
| <input type="checkbox"/> Assembly Locations | <input type="checkbox"/> Requested Street Closures | <input type="checkbox"/> Electrical Wires & Outlets |

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.

# Special Event Application

## Certification & 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: 10/13/2023

| Office Use ONLY           |  |
|---------------------------|--|
| Application Received:     |  |
| Date:                     |  |
| Time:                     |  |
| By:                       |  |
| Application Fee Received: |  |

| Application Requirements                                                                                                                                                                                                                                                                               |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Application MUST be submitted 60 days PRIOR to event<br><b>***NO EXCEPTIONS***</b>                                                                                                                                                                                                                     |  |
| Application MUST be submitted along with all required attachments to:<br>City of Jackson<br>Downtown Development Authority Office<br>161 W Michigan Ave, 5 <sup>th</sup> Floor<br>Jackson Michigan, MI 49201 or <a href="mailto:aecon@cityofjackson.org">aecon@cityofjackson.org</a><br>(517) 768-6411 |  |
| Prohibited Items                                                                                                                                                                                                                                                                                       |  |
| Additional fees may apply if policies are not followed                                                                                                                                                                                                                                                 |  |
| No ground stakes<br>No confetti or glitter<br>No use of outlets without prior approval                                                                                                                                                                                                                 |  |



161 W. Michigan Avenue Jackson, MI 49201 – (517) 768-6411 – [aecon@cityofjackson.org](mailto:aecon@cityofjackson.org)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/30/2023

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).

|                                                                                                                                |  |                                                                                                                                                                           |  |               |
|--------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------|
| <b>PRODUCER</b><br>Hylant - Indianapolis<br>10401 North Meridian St, Ste 200<br>Indianapolis IN 46290                          |  | <b>CONTACT NAME:</b> Lisa Christenson<br><b>PHONE (A/C, No, Ext):</b> 317-817-5172<br><b>E-MAIL ADDRESS:</b> kiwaniscert@hylant.com<br><b>FAX (A/C, No):</b> 317-817-5151 |  |               |
| <b>INSURED</b><br>Kiwani International, All Clubs and Their Members<br>3636 Woodview Trace<br>Indianapolis IN 46268<br>KIWAN03 |  | <b>INSURER(S) AFFORDING COVERAGE</b>                                                                                                                                      |  | <b>NAIC #</b> |
|                                                                                                                                |  | INSURER A: Lexington Insurance Company                                                                                                                                    |  | 19437         |
|                                                                                                                                |  | INSURER B:                                                                                                                                                                |  |               |
|                                                                                                                                |  | INSURER C:                                                                                                                                                                |  |               |
|                                                                                                                                |  | INSURER D:                                                                                                                                                                |  |               |
|                                                                                                                                |  | INSURER E:                                                                                                                                                                |  |               |
| INSURER F:                                                                                                                     |  |                                                                                                                                                                           |  |               |

**COVERAGES****CERTIFICATE NUMBER:** 394730642**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"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> Liquor Liability<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | Y         |          | 013136005     | 11/1/2023               | 11/1/2024               | EACH OCCURRENCE                           | \$ 2,000,000 |
|          |                                                                                                                                                                                                                                                                                                                                                                     |           |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 500,000   |
|          |                                                                                                                                                                                                                                                                                                                                                                     |           |          |               |                         |                         | MED EXP (Any one person)                  | \$ 5,000     |
|          |                                                                                                                                                                                                                                                                                                                                                                     |           |          |               |                         |                         | PERSONAL & ADV INJURY                     | \$ 2,000,000 |
|          |                                                                                                                                                                                                                                                                                                                                                                     |           |          |               |                         |                         | GENERAL AGGREGATE                         | \$ 2,000,000 |
|          |                                                                                                                                                                                                                                                                                                                                                                     |           |          |               |                         |                         | PRODUCTS - COMP/OP AGG                    | \$ 2,000,000 |
|          |                                                                                                                                                                                                                                                                                                                                                                     |           |          |               |                         |                         | Liquor Liability                          | \$ 1,000,000 |
| A        | <input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                                                                    |           |          | 013136005     | 11/1/2023               | 11/1/2024               | COMBINED SINGLE LIMIT (Ea accident)       | \$ 1,000,000 |
|          |                                                                                                                                                                                                                                                                                                                                                                     |           |          |               |                         |                         | BODILY INJURY (Per person)                | \$           |
|          |                                                                                                                                                                                                                                                                                                                                                                     |           |          |               |                         |                         | BODILY INJURY (Per accident)              | \$           |
|          |                                                                                                                                                                                                                                                                                                                                                                     |           |          |               |                         |                         | PROPERTY DAMAGE (Per accident)            | \$           |
|          |                                                                                                                                                                                                                                                                                                                                                                     |           |          |               |                         |                         |                                           | \$           |
|          | <input type="checkbox"/> <b>UMBRELLA LIAB</b><br><input type="checkbox"/> EXCESS LIAB<br>DED RETENTION \$                                                                                                                                                                                                                                                           |           |          |               |                         |                         | EACH OCCURRENCE                           | \$           |
|          |                                                                                                                                                                                                                                                                                                                                                                     |           |          |               |                         |                         | AGGREGATE                                 | \$           |
|          |                                                                                                                                                                                                                                                                                                                                                                     |           |          |               |                         |                         |                                           | \$           |
|          | <input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                              | Y/N       | N/A      |               |                         |                         | PER STATUTE                               | OTH-ER       |
|          |                                                                                                                                                                                                                                                                                                                                                                     |           |          |               |                         |                         | E.L. EACH ACCIDENT                        | \$           |
|          |                                                                                                                                                                                                                                                                                                                                                                     |           |          |               |                         |                         | E.L. DISEASE - EA EMPLOYEE                | \$           |
|          |                                                                                                                                                                                                                                                                                                                                                                     |           |          |               |                         |                         | E.L. DISEASE - POLICY LIMIT               | \$           |
| A        | Self-Insured Retention                                                                                                                                                                                                                                                                                                                                              |           |          | 013136005     | 11/1/2023               | 11/1/2024               | All Claims                                | \$150,000    |

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

The Certificate Holder and others as defined in the written agreement are additional insured subject to the terms, conditions, and exclusions on the policy with respect to the General Liability only regarding the following Kiwanis event (setup, take down & rain date(s) during the policy term are included).

December 15th, 2023 or any future date(s) during the policy term.

105th Annual Newspaper Sale

Located @ City Sidewalks

Kiwanis Club of Jackson, Michigan

**CERTIFICATE HOLDER****CANCELLATION**

City of Jackson MI  
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

Judy K. Wilson

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## ENDORSEMENT

This endorsement, effective 12:01 AM 11/01/2023

Forms a part of policy no.: 013136005

Issued to: KIWANIS INTERNATIONAL, INC.

By: LEXINGTON INSURANCE COMPANY

### ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

(Based on CG 2026 04/13)

This endorsement modifies insurance provided by the following:

#### COMMERCIAL GENERAL LIABILITY POLICY

#### SCHEDULE

##### Name of Additional Insured Person(s) or Organization(s)

City of Jackson MI  
161 W Michigan Ave  
Jackson, MI 49201

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

A. **Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;  
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations

All other terms and conditions of the policy remain the same.



Authorized Representative



**MEMO TO:** Mayor and City Councilmembers  
**FROM:** Jonathan Greene, City Manager  
**DATE:** November 28, 2023  
**SUBJECT:** Special Event Application: JDRF One Walk (2024)

---

**Recommendation:**

Approve a request from the Juvenile Diabetes Research Foundation to host their “One Walk” on June 15, 2024 in Ella Sharp Park.

Approve a request from the Juvenile Diabetes Research Foundation to host their “One Walk” on June 15, 2024 in Ella Sharp Park.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the JDRF One Walk.

I recommend approval of the special event application for the JDRF One Walk. Your consideration and concurrence is appreciated.

JG

# JACKSON

Founded 1829

## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** DDA Director , DDA Director

**DATE:** November 28, 2023

**RECOMMENDATION:** Approve a request from the Juvenile Diabetes Research Foundation to host their “One Walk” on June 15, 2024 in Ella Sharp Park.

### SUMMARY

A community-based fundraiser bringing together members of the Type-I diabetes community to celebrate, educate, and fundraise for T1D research.

### BUDGETARY CONSIDERATIONS

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.

| <u>DEPARTMENT</u>     | <u>APPROVAL</u> | <u>DENIAL</u> | <u>ECONOMIC IMPACT</u> |
|-----------------------|-----------------|---------------|------------------------|
| DDA                   | X               |               | \$0.00                 |
| Engineering           | X               |               | \$0.00                 |
| Fire                  | X               |               | \$0.00                 |
| Community Development | X               |               | \$0.00                 |
| Parks & Recreation    | X               |               | \$0.00                 |
| Police                | X               |               | \$175.00               |
| Public Works          | X               |               | \$800.00               |
|                       | <b>TOTAL</b>    |               | <b>\$975.00</b>        |

### HISTORY, BACKGROUND AND DISCUSSION

Conditions and Considerations: Road closures, barricades, electrical usage, stage on wheels, trash cans, traffic cones, police assistance  
Insurance Status: Approval pending receipt of insurance before event

POSITIONS

ATTACHMENTS

- 1. SEA--JDRF One Walk

## SPECIAL EVENT APPLICATION

*Application must be submitted 60 days PRIOR to event*

### Application Attachments

- |                                                                                          |                                                                                      |
|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> \$50 Application Fee                                 | <input type="checkbox"/> Liquor License & Liquor Liability Insurance (if applicable) |
| <input type="checkbox"/> \$25 Late/Rush Fee                                              | <input type="checkbox"/> Carnival Ride Permit (if applicable)                        |
| <input type="checkbox"/> Insurance documentation for sponsoring organization             | <input type="checkbox"/> Insurance documentation for all vendors (if applicable)     |
| <input checked="" type="checkbox"/> Event Map —Please indicate the location of all items |                                                                                      |

***Make checks payable to “Downtown Development Authority”***

### Special Event Application Policy

*Additional charges may occur 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. 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.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft<sup>2</sup> and does not block any intersections, driveways, or right-of-ways.

### Applicant Information

|                                                                                      |                                                                  |
|--------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Sponsoring Organization Legal Name: <b>JDRF - Michigan and Northern Ohio Chapter</b> |                                                                  |
| Address: <b>24359 Northwestern Hwy., #125</b>                                        | Phone: ( <b>248</b> ) <b>936-1291</b>                            |
| Tax ID#: <b>23-1907729</b>                                                           | Website: <b>walk.jdrf.org</b>                                    |
| Contact Name: <b>Lia Benn</b>                                                        | Phone: <b>248-491-3221</b> Email: <b>lbenn@jdrf.org</b>          |
| Contact Name: <b>Mike Wilson</b>                                                     | Phone: <b>517-474-4495</b> Email: <b>mwilson22@sbcglobal.net</b> |
| Contact Name During Event: <b>Lia Benn</b>                                           | Phone: ( <b>248</b> ) <b>491-3221</b>                            |

### Event Information

|                                  |                        |                        |                        |                        |
|----------------------------------|------------------------|------------------------|------------------------|------------------------|
| Event Name: <b>JDRF One Walk</b> |                        |                        |                        |                        |
| Event Date(s):                   | Set up Time:           | Start Time:            | End Time:              | Tear Down Time:        |
| <b>6/14/24 - 6/15/24</b>         | <b>9 am on 6/14/24</b> | <b>9 am on 6/15/24</b> | <b>noon at 6/15/24</b> | <b>2 pm on 6/15/24</b> |

Has this event occurred before? ☒ Yes, (if yes, how many previous years? 25 years) ☐ No

Do you expect this event to occur again next year? yes What is the expected attendance for this event? 300

### Type of Event (please check all that apply)

☒ Walk/Run ☐ Festival ☐ March/Parade ☐ Other: \_\_\_\_\_

### Event Location – Choose any of the following that apply. For parks, include a map of the area being used.

- ☐ Horace Blackman Park ☐ GrandRiver Farmers Market Pavilion
- ☐ Bucky Harris Park ☐ TRUE City Square (Stage)
- ☒ Ella Sharp Park (requires Ella Sharp Board approval) ☐ MLK Equality Trail
- ☐ Other Location: \_\_\_\_\_
- ☒ Streets: S. Oakwood Dr., Birchwood Dr., & Maplewood Dr.
- ☐ Other Park: \_\_\_\_\_

### Brief description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

JDRF is pleased to host their 26th anniversary JDRF One Walk. This community-based fundraiser brings together members of the Type 1 diabetes community to celebrate, educate, and fundraise for type 1 diabetes research.

Anyone who is affected by type 1 diabetes, as well as friends and family that support them, can attend this event. Sign-up is free by visiting [walk.jdrf.org](http://walk.jdrf.org).

### Street Closure– Please indicate all street closures on your map.

|                                                         |                                                         |
|---------------------------------------------------------|---------------------------------------------------------|
| Street Name: <u>S. Oakwood Dr.</u>                      | Cross Streets <u>Maplewood Dr. &amp; Birchwood Dr.</u>  |
| Closure Start Date: <u>6/15/24</u> Time: <u>9:30 am</u> | Closure End Date: <u>6/15/24</u> Time: <u>11:30 am</u>  |
| Street Name: <u>Birchwood Dr.</u>                       | Cross Streets <u>S. Oakwood Dr. &amp; Maplewood Dr.</u> |
| Closure Start Date: <u>6/15/24</u> Time: <u>10 am</u>   | Closure End Date: <u>6/15/24</u> Time: <u>11:30 am</u>  |
| Street Name: <u>Maplewood Dr.</u>                       | Cross Streets <u>S. Oakwood Dr. &amp; Birchwood Dr.</u> |
| Closure Start Date: <u>6/15/24</u> Time: <u>10 am</u>   | Closure End Date: <u>6/15/24</u> Time: <u>11:30 am</u>  |
| Street Name: _____                                      | Cross Streets _____                                     |
| Closure Start Date: _____ Time: _____                   | Closure End Date: _____ Time: _____                     |
| Street Name: _____                                      | Cross Streets _____                                     |
| Closure Start Date: _____ Time: _____                   | Closure End Date: _____ Time: _____                     |
| Street Name: _____                                      | Cross Streets _____                                     |
| Closure Start Date: _____ Time: _____                   | Closure End Date: _____ Time: _____                     |

## City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

☒ **Electrical Power:** Indicate electrical requirements: Outlets for DJ on stage  
 Amount of electrical wattage needed: \_\_\_\_\_ Amount of plug ins: 4  
 Locations of where plugs are needed: We use the power outlet in the pavilion to power these items  
**\*\*All electrical lines MUST be covered to limit tripping hazards. \*\***

☐ **Water Needs:** Indicate water requirements: \_\_\_\_\_  
 Amount of water needed: \_\_\_\_\_ Locations of where water is needed: \_\_\_\_\_

☒ **Food/Vendors:** Indicate vendors requirements: 1 food vendor and 2-3 industrial exhibitors  
 Amount of electrical wattage needed: N/A Amount of plug ins: \_\_\_\_\_  
 Locations of where plugs are needed: \_\_\_\_\_ Number of vendors: \_\_\_\_\_

☐ **Alcohol Sales:** (If yes attach liquor license and liquor liability insurance)  
 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

☐ **Amusement or Carnival Rides:** If yes indicate electrical requirements: \_\_\_\_\_  
 Amount of electrical wattage needed: \_\_\_\_\_ Amount of plug ins: \_\_\_\_\_  
 Locations of where plugs are needed: \_\_\_\_\_

☐ **Fireworks:** If yes indicate electrical requirements: \_\_\_\_\_  
 Amount of electrical wattage needed: \_\_\_\_\_ Amount of plug ins: \_\_\_\_\_  
 Locations of where plugs are needed: \_\_\_\_\_

☒ Traffic Cones ☒ Mobile Stage (please circle **15-foot** or **25-foot** version)

☒ Other: Barricades for road closure. Police support for directing traffic & ensuring roads are closed for walkers,  
Extra trash containers. Rocks moves to park cars on s/c of Oakwood & Birchwood. Chain to access park unlocked.

## Insurance

Please request the following documentation from your insurance carrier.

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

☐ I am a Level I 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 Details of all event activities MUST be included.

|                                             |                                                    |                                                     |
|---------------------------------------------|----------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Route Plan         | <input type="checkbox"/> Emergency Vehicle Access  | <input type="checkbox"/> Restroom Locations         |
| <input type="checkbox"/> Vendor Locations   | <input type="checkbox"/> Dispersal Locations       | <input type="checkbox"/> Tables                     |
| <input type="checkbox"/> Tent Locations     | <input type="checkbox"/> Trash Receptacles         | <input type="checkbox"/> Requested Reserved Parking |
| <input type="checkbox"/> Assembly Locations | <input type="checkbox"/> Requested Street Closures | <input type="checkbox"/> Electrical Wires & Outlets |

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.

# Special Event Application

## Certification & 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: 8/22/23

| Office Use ONLY           |                    |
|---------------------------|--------------------|
| Application Received:     |                    |
| Date:                     | 9/6/2023 (updated) |
| Time:                     | A. E               |
| By:                       |                    |
| Application Fee Received: | N                  |

### Application Requirements

Application **MUST** be submitted 60 days PRIOR to event  
\*\*\***NO EXCEPTIONS**\*\*\*

Application **MUST** be submitted along with all required attachments to:

City of Jackson  
Downtown Development Authority Office  
161 W Michigan Ave, 5<sup>th</sup> Floor  
Jackson Michigan, MI 49201 or [aecon@cityofjackson.org](mailto:aecon@cityofjackson.org)  
(517) 768-6411

### Prohibited Items

*Additional fees may apply if policies are not followed*

No ground stakes  
No confetti or glitter  
No use of outlets without prior approval

2024 map will be created closer to the event date  
If you would like to look at the 2023 map let the DDA know and we  
can send it over.



**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** November 28, 2023

**SUBJECT:** Change Order 1 to the Perrine Street Reconstruction Contract with Concord Excavating & Grading, Inc.

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**Recommendation:**

Approve Change Order 1 to the Perrine Street Reconstruction contract with Concord Excavating & Grading, Inc. in the increased amount of \$4,493.62 to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.

Attached is a report and documentation from Jon Dowling, City Engineer, regarding approval of Change Order 1 to the Perrine Street Reconstruction contract.

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



## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** Jon Dowling, Engineer

**DATE:** November 28, 2023

**RECOMMENDATION:** Approve Change Order 1 to the Perrine Street Reconstruction contract with Concord Excavating & Grading, Inc. in the increased amount of \$4,493.62 to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.

### SUMMARY

The attached Change Order 1 will balance contract quantities for authorized items to match quantities placed in the field and to add extra items that were necessary to complete work in the field.

### BUDGETARY CONSIDERATIONS

This change order represents an increase of \$4,493.62, bringing the current contract amount to \$1,265,481.27.

### HISTORY, BACKGROUND AND DISCUSSION

On October 11, 2022, City Council approved the award of the contract to Concord Excavating & Grading, Inc. of Concord, Michigan in the amount of \$1,260,987.65. The original contract was for street reconstruction and water main, lead service line and sanitary sewer replacements on Perrine Street from Michigan Avenue to Burr Street.

Work for this contract is now substantially complete. As such, the attached balancing Change Order has been prepared to align contract quantities with quantities placed in the field and to add items that were necessary to complete the work in the field. As demonstrated on the attached table, the final field quantities for some items are less than current contract quantities while others are more. The quantities included in the original contract were estimates.

### POSITIONS

I request approval of Change Order 1 and authorization for the City Manager and the City Engineer to sign the document.

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## ATTACHMENTS

1. Engineering Change Order 1 Perrine St Reconstruction att

**CHANGE ORDER NO. 1**  
**To Contract for**  
**ENG22-09 Perrine Street Reconstruction**  
**City of Jackson, Michigan**

Notice is hereby given that the following additional information and changes shall become a part of the Contract Documents, Plans and Specifications of the above-named contract.

|                                                         |                        |
|---------------------------------------------------------|------------------------|
| <b>ORIGINAL CONTRACT AMOUNT</b>                         | <b>\$ 1,260,987.65</b> |
| <b>CHANGE ORDER NO. 1</b>                               | <b>\$ 4,493.62</b>     |
| <b>NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1</b> | <b>\$ 1,265,481.27</b> |

**REASON FOR CHANGE:**

To balance contract quantities for authorized items to match quantities placed in the field and to add extra items that were necessary to complete work in the field.

**CONTRACT COMPLETION:**

The contract completion date remains unchanged.

\_\_\_\_\_  
Prepared by Troy R. White, P.E.  
Assistant City Engineer

ACCEPTED BY:

\_\_\_\_\_  
Concord Excavating & Grading, Inc.

\_\_\_\_\_  
Date:

ACCEPTED BY:

\_\_\_\_\_  
Jon H. Dowling, P.E., City Engineer

\_\_\_\_\_  
Date:

ACCEPTED BY:

\_\_\_\_\_  
Jonathan Greene, City Manager

\_\_\_\_\_  
Date:

# ENG22-09 PERRINE STREET RECONSTRUCTION

## BALANCING CHANGE ORDER NUMBER 1

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line | Item Code | Item Description                             | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price   | Amount       |               |
|-----------|-----------|----------------------------------------------|---------------------------|-----------------|----------------|-------|--------------|--------------|---------------|
|           |           |                                              |                           |                 |                |       |              | ADD          | DEDUCT        |
| 0001      | 1100001   | Mobilization, Max 10%                        | 1.00                      | 0.00            | 1.00           | LS    | \$ 75,000.00 | \$ -         | \$ -          |
| 0002      | 2020004   | Tree, Rem, 6 inch to 18 inch                 | 4.00                      | 0.00            | 4.00           | Ea    | \$ 800.00    | \$ -         | \$ -          |
| 0003      | 2030011   | Dr Structure, Rem                            | 11.00                     | -1.00           | 10.00          | Ea    | \$ 650.00    | \$ -         | \$ (650.00)   |
| 0004      | 2030015   | Sewer, Rem, Less than 24 inch                | 20.00                     | -15.00          | 5.00           | Ft    | \$ 50.00     | \$ -         | \$ (750.00)   |
| 0005      | 2037001   | _ Gas Main, Rem                              | 20.00                     | 515.00          | 535.00         | Ft    | \$ 20.00     | \$ 10,300.00 | \$ -          |
| 0006      | 2040020   | Curb and Gutter, Rem                         | 312.00                    | 67.00           | 379.00         | Ft    | \$ 10.00     | \$ 670.00    | \$ -          |
| 0007      | 2040045   | Masonry and Conc Structure, Rem              | 20.00                     | -20.00          | 0.00           | Cyd   | \$ 50.00     | \$ -         | \$ (1,000.00) |
| 0008      | 2040055   | Sidewalk, Rem                                | 501.00                    | 418.00          | 919.00         | Syd   | \$ 10.00     | \$ 4,180.00  | \$ -          |
| 0009      | 2040080   | Exploratory Investigation, Vertical          | 20.00                     | -11.00          | 9.00           | Ft    | \$ 10.00     | \$ -         | \$ (110.00)   |
| 0010      | 2047001   | _ Pavt Sawcut                                | 489.00                    | 578.00          | 1,067.00       | Ft    | \$ 3.00      | \$ 1,734.00  | \$ -          |
| 0011      | 2047011   | _ Driveway, Rem                              | 301.00                    | -262.00         | 39.00          | Syd   | \$ 10.00     | \$ -         | \$ (2,620.00) |
| 0012      | 2047011   | _ HMA Surface, Rem, Modified                 | 3,901.00                  | -61.50          | 3,839.50       | Syd   | \$ 6.50      | \$ -         | \$ (399.75)   |
| 0013      | 2047011   | _ Pavt, Rem, Modified                        | 2,202.00                  | -22.50          | 2,179.50       | Syd   | \$ 12.50     | \$ -         | \$ (281.25)   |
| 0014      | 2047021   | _ Track Base, Rem                            | 25.00                     | 57.00           | 82.00          | Cyd   | \$ 50.00     | \$ 2,850.00  | \$ -          |
| 0015      | 2050018   | Excavation, Rock                             | 20.00                     | 693.50          | 713.50         | Cyd   | \$ 100.00    | \$ 69,350.00 | \$ -          |
| 0016      | 2050031   | Non Haz Contam Matl HandlingandDisp, LI      | 20.00                     | -20.00          | 0.00           | Cyd   | \$ 50.00     | \$ -         | \$ (1,000.00) |
| 0017      | 2057001   | _ Flowable Fill, Non-Structural              | 10.00                     | -2.00           | 8.00           | Ft    | \$ 200.00    | \$ -         | \$ (400.00)   |
| 0018      | 2057002   | _ Roadway Grading, Special                   | 14.00                     | 0.00            | 14.00          | Sta   | \$ 800.00    | \$ -         | \$ -          |
| 0019      | 2057011   | _ Subgrade Undercutting, 1 x 3               | 100.00                    | -100.00         | 0.00           | Syd   | \$ 35.00     | \$ -         | \$ (3,500.00) |
| 0020      | 2057021   | _ Geogrid                                    | 150.00                    | -150.00         | 0.00           | Cyd   | \$ 3.00      | \$ -         | \$ (450.00)   |
| 0021      | 2080016   | Erosion Control, Gravel Access Approach      | 8.00                      | -8.00           | 0.00           | Ea    | \$ 500.00    | \$ -         | \$ (4,000.00) |
| 0022      | 2080020   | Ero Con, Inlet Protection, Fabric Drop       | 19.00                     | -19.00          | 0.00           | Ea    | \$ 165.00    | \$ -         | \$ (3,135.00) |
| 0023      | 2080036   | Erosion Control, Silt Fence                  | 100.00                    | -100.00         | 0.00           | Ft    | \$ 2.50      | \$ -         | \$ (250.00)   |
| 0024      | 2087050   | _ Erosion Control, Inlet Protection, Grate F | 15.00                     | 5.00            | 20.00          | Ea    | \$ 165.00    | \$ 825.00    | \$ -          |
| 0025      | 2090001   | Project Cleanup                              | 1.00                      | 0.00            | 1.00           | LS    | \$ 5,000.00  | \$ -         | \$ -          |
| 0026      | 3027011   | _ Aggregate Base, 8 inch, 21AA, Modified     | 6,103.00                  | -677.50         | 5,425.50       | Syd   | \$ 10.40     | \$ -         | \$ (7,046.00) |
| 0027      | 3060020   | Maintenance Gravel                           | 50.00                     | 0.00            | 50.00          | Ton   | \$ 40.00     | \$ -         | \$ -          |
| 0028      | 4021204   | Sewer Tap, 12 inch                           | 2.00                      | 1.00            | 3.00           | Ea    | \$ 500.00    | \$ 500.00    | \$ -          |
| 0029      | 4021260   | Trench Undercut and Backfill                 | 20.00                     | -7.00           | 13.00          | Cyd   | \$ 50.00     | \$ -         | \$ (350.00)   |
| 0030      | 4027001   | _ Sanitary Manhole, Add Depth of 48 inch c   | 8.00                      | 0.00            | 8.00           | Ft    | \$ 400.00    | \$ -         | \$ -          |
| 0031      | 4027001   | _ Sanitary Sewer Backfill, Class II          | 1,324.00                  | -17.00          | 1,307.00       | Ft    | \$ 30.00     | \$ -         | \$ (510.00)   |
| 0032      | 4027001   | _ Sanitary Sewer, SDR 26 PVC, 12 inch        | 1,324.00                  | -17.00          | 1,307.00       | Ft    | \$ 75.00     | \$ -         | \$ (1,275.00) |
| 0033      | 4027001   | _ Sanitary Sewer, Service Connection beyo    | 131.00                    | -29.00          | 102.00         | Ft    | \$ 40.00     | \$ -         | \$ (1,160.00) |
| 0034      | 4027001   | _ Sewer Backfill, Class II                   | 378.00                    | 62.00           | 440.00         | Ft    | \$ 15.00     | \$ 930.00    | \$ -          |
| 0035      | 4027001   | _ Sewer, CI E, 12 inch                       | 378.00                    | 27.50           | 405.50         | Ft    | \$ 45.00     | \$ 1,237.50  | \$ -          |
| 0036      | 4027001   | _ Sewer, DI, 8 inch                          | 20.00                     | -20.00          | 0.00           | Ft    | \$ 100.00    | \$ -         | \$ (2,000.00) |
| 0037      | 4027050   | _ Catch Basin Coating                        | 3.00                      | -3.00           | 0.00           | Ea    | \$ 300.00    | \$ -         | \$ (900.00)   |
| 0038      | 4027050   | _ Sanitary Manhole, 48 inch dia              | 8.00                      | -2.00           | 6.00           | Ea    | \$ 4,500.00  | \$ -         | \$ (9,000.00) |
| 0039      | 4027050   | _ Sanitary Sewer, Service Connection with    | 12.00                     | 0.00            | 12.00          | Ea    | \$ 775.00    | \$ -         | \$ -          |
| 0040      | 4027050   | _ Sewer Bulkhead, 12 inch                    | 3.00                      | 15.00           | 18.00          | Ea    | \$ 500.00    | \$ 7,500.00  | \$ -          |

# ENG22-09 PERRINE STREET RECONSTRUCTION

## BALANCING CHANGE ORDER NUMBER 1

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line | Item Code | Item Description                              | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price  | Amount       |                |
|-----------|-----------|-----------------------------------------------|---------------------------|-----------------|----------------|-------|-------------|--------------|----------------|
|           |           |                                               |                           |                 |                |       |             | ADD          | DEDUCT         |
| 0041      | 4030280   | Dr Structure, Adj, Add Depth                  | 2.00                      | 0.00            | 2.00           | Ft    | \$ 300.00   | \$ -         | \$ -           |
| 0042      | 4030312   | Dr Structure, Tap, 12 inch                    | 2.00                      | -1.00           | 1.00           | Ea    | \$ 500.00   | \$ -         | \$ (500.00)    |
| 0043      | 4037050   | _ Catch Basin Cover, Curb                     | 3.00                      | 3.00            | 6.00           | Ea    | \$ 1,000.00 | \$ 3,000.00  | \$ -           |
| 0044      | 4037050   | _ Catch Basin, 24 inch dia                    | 1.00                      | 3.00            | 4.00           | Ea    | \$ 6,500.00 | \$ 19,500.00 | \$ -           |
| 0045      | 4037050   | _ Catch Basin, 48 inch dia                    | 3.00                      | -1.00           | 2.00           | Ea    | \$ 6,500.00 | \$ -         | \$ (6,500.00)  |
| 0046      | 4037050   | _ Mh Cover, Std                               | 33.00                     | -18.00          | 15.00          | Ea    | \$ 600.00   | \$ -         | \$ (10,800.00) |
| 0047      | 4037050   | _ Storm Manhole, 48 inch dia                  | 6.00                      | -3.00           | 3.00           | Ea    | \$ 6,000.00 | \$ -         | \$ (18,000.00) |
| 0048      | 4037050   | _ Utility Structure Cover, Adj, Case 1, Modif | 33.00                     | -16.00          | 17.00          | Ea    | \$ 800.00   | \$ -         | \$ (12,800.00) |
| 0049      | 4037050   | _ Utility Structure, Temp Lowering, Modified  | 33.00                     | -27.00          | 6.00           | Ea    | \$ 250.00   | \$ -         | \$ (6,750.00)  |
| 0050      | 5010025   | Hand Patching                                 | 25.00                     | -25.00          | 0.00           | Ton   | \$ 150.00   | \$ -         | \$ (3,750.00)  |
| 0051      | 5010033   | HMA, 13A                                      | 1,410.00                  | -133.39         | 1,276.61       | Ton   | \$ 113.85   | \$ -         | \$ (15,186.45) |
| 0052      | 6030005   | Cement                                        | 2.00                      | 0.00            | 2.00           | Ton   | \$ 313.50   | \$ -         | \$ -           |
| 0053      | 8010005   | Driveway, Nonreinf Conc, 6 inch               | 84.00                     | 26.00           | 110.00         | Syd   | \$ 61.87    | \$ 1,608.62  | \$ -           |
| 0054      | 8010007   | Driveway, Nonreinf Conc, 8 inch               | 10.00                     | 115.00          | 125.00         | Syd   | \$ 73.75    | \$ 8,481.25  | \$ -           |
| 0055      | 8020038   | Curb and Gutter, Conc, Det F4                 | 710.00                    | 101.00          | 811.00         | Ft    | \$ 28.60    | \$ 2,888.60  | \$ -           |
| 0056      | 8030010   | Detectable Warning Surface                    | 203.00                    | -94.00          | 109.00         | Ft    | \$ 93.50    | \$ -         | \$ (8,789.00)  |
| 0057      | 8030030   | Curb Ramp Opening, Conc                       | 207.00                    | -135.50         | 71.50          | Ft    | \$ 28.60    | \$ -         | \$ (3,875.30)  |
| 0058      | 8030044   | Sidewalk, Conc, 4 inch                        | 4,202.00                  | 2,989.20        | 7,191.20       | Sft   | \$ 5.50     | \$ 16,440.60 | \$ -           |
| 0059      | 8030046   | Sidewalk, Conc, 6 inch                        | 370.00                    | -30.00          | 340.00         | Sft   | \$ 6.87     | \$ -         | \$ (206.10)    |
| 0060      | 8032002   | Curb Ramp, Conc, 6 inch                       | 2,905.00                  | -1,737.50       | 1,167.50       | Sft   | \$ 8.63     | \$ -         | \$ (14,994.63) |
| 0061      | 8100371   | Post, Steel, 3 lb                             | 45.00                     | -45.00          | 0.00           | Ft    | \$ 11.82    | \$ -         | \$ (531.90)    |
| 0062      | 8100402   | Sign, Type III, Erect, Salv                   | 3.00                      | -3.00           | 0.00           | Ea    | \$ 44.00    | \$ -         | \$ (132.00)    |
| 0063      | 8100403   | Sign, Type III, Rem                           | 3.00                      | 3.00            | 6.00           | Ea    | \$ 33.00    | \$ 99.00     | \$ -           |
| 0064      | 8100405   | Sign, Type IIIB                               | 30.00                     | -30.00          | 0.00           | Sft   | \$ 22.82    | \$ -         | \$ (684.60)    |
| 0065      | 8110024   | Pavt Mrkg, Ovly Cold Plastic,6in, X-Walk      | 34.00                     | 53.00           | 87.00          | Ft    | \$ 10.00    | \$ 530.00    | \$ -           |
| 0066      | 8110045   | Pavt Mrkg,Ovly ColdPlastic,24in,Stop Bar      | 12.00                     | 0.00            | 12.00          | Ft    | \$ 20.00    | \$ -         | \$ -           |
| 0067      | 8120012   | Barr,TypeIII,HighInten,DBISided,Ltd,Furn      | 27.00                     | 7.00            | 34.00          | Ea    | \$ 100.65   | \$ 704.55    | \$ -           |
| 0068      | 8120013   | Barr,TypeIII,HighInten,DBISided,Ltd,Oper      | 27.00                     | 7.00            | 34.00          | Ea    | \$ 6.71     | \$ 46.97     | \$ -           |
| 0069      | 8120026   | Pedestrian Type II Barricade, Temp            | 18.00                     | -18.00          | 0.00           | Ea    | \$ 73.81    | \$ -         | \$ (1,328.58)  |
| 0070      | 8120035   | Channelizing Device, 42 in, Fluor, Furn       | 114.00                    | -59.00          | 55.00          | Ea    | \$ 24.15    | \$ -         | \$ (1,424.85)  |
| 0071      | 8120036   | Channelizing Device, 42 in, Fluor, Oper       | 114.00                    | -59.00          | 55.00          | Ea    | \$ 1.34     | \$ -         | \$ (79.06)     |
| 0072      | 8120140   | Lighted Arrow, Type C, Furn                   | 2.00                      | 0.00            | 2.00           | Ea    | \$ 671.00   | \$ -         | \$ -           |
| 0073      | 8120141   | Lighted Arrow, Type C, Oper                   | 2.00                      | 0.00            | 2.00           | Ea    | \$ 33.55    | \$ -         | \$ -           |
| 0074      | 8120170   | Minor Traf Devices                            | 1.00                      | 0.00            | 1.00           | LS    | \$ 5,000.00 | \$ -         | \$ -           |
| 0075      | 8120252   | Plastic Drum, Fluorescent, Furn               | 56.00                     | -1.00           | 55.00          | Ea    | \$ 34.89    | \$ -         | \$ (34.89)     |
| 0076      | 8120253   | Plastic Drum, Fluorescent, Oper               | 56.00                     | -1.00           | 55.00          | Ea    | \$ 1.34     | \$ -         | \$ (1.34)      |
| 0077      | 8120310   | Sign Cover                                    | 6.00                      | -6.00           | 0.00           | Ea    | \$ 33.00    | \$ -         | \$ (198.00)    |
| 0078      | 8120350   | Sign, Type B, Temp, Prismatic, Furn           | 888.00                    | -421.50         | 466.50         | Sft   | \$ 4.95     | \$ -         | \$ (2,086.43)  |
| 0079      | 8120351   | Sign, Type B, Temp, Prismatic, Oper           | 888.00                    | -421.50         | 466.50         | Sft   | \$ 0.06     | \$ -         | \$ (25.29)     |
| 0080      | 8120352   | Sign, Type B,Temp,Prismatic,Spec, Furn        | 60.00                     | -30.00          | 30.00          | Sft   | \$ 5.06     | \$ -         | \$ (151.80)    |

# ENG22-09 PERRINE STREET RECONSTRUCTION

## BALANCING CHANGE ORDER NUMBER 1

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line | Item Code | Item Description                               | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price  | Amount      |               |
|-----------|-----------|------------------------------------------------|---------------------------|-----------------|----------------|-------|-------------|-------------|---------------|
|           |           |                                                |                           |                 |                |       |             | ADD         | DEDUCT        |
| 0081      | 8120353   | Sign, Type B,Temp,Prismatic,Spec, Oper         | 60.00                     | -30.00          | 30.00          | Sft   | \$ 0.05     | \$ -        | \$ (1.50)     |
| 0082      | 8120370   | Traf Regulator Control                         | 1.00                      | 0.00            | 1.00           | LS    | \$ 5,000.00 | \$ -        | \$ -          |
| 0083      | 8150001   | Site Preparation, Max \$2,500.00               | 1.00                      | 0.00            | 1.00           | LS    | \$ 2,500.00 | \$ -        | \$ -          |
| 0084      | 8150002   | WateringandCultivating,1st Seasn,Min \$1,2     | 1.00                      | 0.00            | 1.00           | LS    | \$ 2,500.00 | \$ -        | \$ -          |
| 0085      | 8150003   | WateringandCultivating,2nd Seasn,Min \$1,      | 1.00                      | 0.00            | 1.00           | LS    | \$ 2,500.00 | \$ -        | \$ -          |
| 0086      | 8157011   | _ Shredded Mulch                               | 84.00                     | 0.00            | 84.00          | Syd   | \$ 8.50     | \$ -        | \$ -          |
| 0087      | 8157050   | _ Acer rubrum 'Bowhall', 2-1/2 inch            | 3.00                      | 0.00            | 3.00           | Ea    | \$ 650.00   | \$ -        | \$ -          |
| 0088      | 8157050   | _ Gledistia triacanthos inermis 'Skyline', 2-1 | 3.00                      | 0.00            | 3.00           | Ea    | \$ 650.00   | \$ -        | \$ -          |
| 0089      | 8157050   | _ Platanus x ocerifolia, 2-1/2 inch            | 3.00                      | 0.00            | 3.00           | Ea    | \$ 650.00   | \$ -        | \$ -          |
| 0090      | 8167011   | _ Turf Establishment, Performance              | 519.00                    | 551.50          | 1,070.50       | Syd   | \$ 8.00     | \$ 4,412.00 | \$ -          |
| 0091      | 8237001   | _ Hydrant Extension                            | 4.00                      | 0.00            | 4.00           | Ft    | \$ 800.00   | \$ -        | \$ -          |
| 0092      | 8237001   | _ Water Main Backfill, Class II                | 1,778.00                  | 12.50           | 1,790.50       | Ft    | \$ 15.00    | \$ 187.50   | \$ -          |
| 0093      | 8237001   | _ Water Main, 6 inch                           | 36.00                     | 67.50           | 103.50         | Ft    | \$ 100.00   | \$ 6,750.00 | \$ -          |
| 0094      | 8237001   | _ Water Main, 8 inch                           | 1,742.00                  | -84.00          | 1,658.00       | Ft    | \$ 85.00    | \$ -        | \$ (7,140.00) |
| 0095      | 8237001   | _ Water Service Pipe, Cu, 1 inch               | 380.00                    | -101.00         | 279.00         | Ft    | \$ 35.00    | \$ -        | \$ (3,535.00) |
| 0096      | 8237050   | _ Bond Restoration                             | 12.00                     | -5.00           | 7.00           | Ea    | \$ 300.00   | \$ -        | \$ (1,500.00) |
| 0097      | 8237050   | _ Electrical Permit Acquisition and Complia    | 12.00                     | -12.00          | 0.00           | Ea    | \$ 300.00   | \$ -        | \$ (3,600.00) |
| 0098      | 8237050   | _ Gate Box, Adj, Case 1, Modified              | 12.00                     | -3.00           | 9.00           | Ea    | \$ 400.00   | \$ -        | \$ (1,200.00) |
| 0099      | 8237050   | _ Gate Valve, 6 inch, Modified                 | 1.00                      | 0.00            | 1.00           | Ea    | \$ 1,500.00 | \$ -        | \$ -          |
| 0100      | 8237050   | _ Gate Valve, 8 inch, Modified                 | 14.00                     | 0.00            | 14.00          | Ea    | \$ 2,600.00 | \$ -        | \$ -          |
| 0101      | 8237050   | _ Hydrant Assembly                             | 4.00                      | 0.00            | 4.00           | Ea    | \$ 7,100.00 | \$ -        | \$ -          |
| 0102      | 8237050   | _ Hydrant, Rem, Modified                       | 4.00                      | 0.00            | 4.00           | Ea    | \$ 400.00   | \$ -        | \$ -          |
| 0103      | 8237050   | _ Plumbing Permit Acquisition and Complia      | 12.00                     | -5.00           | 7.00           | Ea    | \$ 300.00   | \$ -        | \$ (1,500.00) |
| 0104      | 8237050   | _ Sewer Lateral Repair                         | 3.00                      | -2.00           | 1.00           | Ea    | \$ 500.00   | \$ -        | \$ (1,000.00) |
| 0105      | 8237050   | _ Tapping Sleeve, 10 inch x 8 inch             | 1.00                      | 0.00            | 1.00           | Ea    | \$ 4,500.00 | \$ -        | \$ -          |
| 0106      | 8237050   | _ Tapping Valve and Box, 8 inch                | 1.00                      | 0.00            | 1.00           | Ea    | \$ 3,000.00 | \$ -        | \$ -          |
| 0107      | 8237050   | _ Wall Penetration Sleeve, Sch 40 PVC, 1-      | 12.00                     | -5.00           | 7.00           | Ea    | \$ 300.00   | \$ -        | \$ (1,500.00) |
| 0108      | 8237050   | _ Water Main, 4 inch, Cut and Plug, Modifie    | 4.00                      | -1.00           | 3.00           | Ea    | \$ 900.00   | \$ -        | \$ (900.00)   |
| 0109      | 8237050   | _ Water Main, 6 inch, Cut and Plug, Modifie    | 2.00                      | 4.00            | 6.00           | Ea    | \$ 900.00   | \$ 3,600.00 | \$ -          |
| 0110      | 8237050   | _ Water Main, Connect New 8 inch to Exist      | 3.00                      | -1.00           | 2.00           | Ea    | \$ 3,000.00 | \$ -        | \$ (3,000.00) |
| 0111      | 8237050   | _ Water Main, Connect New 8 inch to Exist      | 4.00                      | 0.00            | 4.00           | Ea    | \$ 3,000.00 | \$ -        | \$ -          |
| 0112      | 8237050   | _ Water Main, Connect New 8 inch to Exist      | 1.00                      | 0.00            | 1.00           | Ea    | \$ 3,000.00 | \$ -        | \$ -          |
| 0113      | 8237050   | _ Water Meter                                  | 12.00                     | -5.00           | 7.00           | Ea    | \$ 150.00   | \$ -        | \$ (750.00)   |
| 0114      | 8237050   | _ Water Meter Acquisition and Radio Read       | 12.00                     | -5.00           | 7.00           | Ea    | \$ 300.00   | \$ -        | \$ (1,500.00) |
| 0115      | 8237050   | _ Water Serv, 1 inch                           | 6.00                      | -2.00           | 4.00           | Ea    | \$ 1,500.00 | \$ -        | \$ (3,000.00) |
| 0116      | 8237050   | _ Water Serv, Long, 1 inch                     | 5.00                      | 0.00            | 5.00           | Ea    | \$ 1,750.00 | \$ -        | \$ -          |
| 0117      | 8237050   | _ Water Serv, Long, 2 inch                     | 1.00                      | 0.00            | 1.00           | Ea    | \$ 2,000.00 | \$ -        | \$ -          |
| 0118      | 8237050   | _ Water Service Pipe, Abandon, Two-inch f      | 12.00                     | -4.00           | 8.00           | Ea    | \$ 200.00   | \$ -        | \$ (800.00)   |
| 0119      | 8267030   | _ Water Main Fittings, DI                      | 500.00                    | 100.00          | 600.00         | Lb    | \$ 5.00     | \$ 500.00   | \$ -          |
| 0120      | 8260070   | Tracer Wire                                    | 0.00                      | -251.00         | -251.00        | Ft    | \$ 0.38     | \$ -        | \$ (95.38)    |

# ENG22-09 PERRINE STREET RECONSTRUCTION

## BALANCING CHANGE ORDER NUMBER 1

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line | Item Code | Item Description                       | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price   | Amount      |               |
|-----------|-----------|----------------------------------------|---------------------------|-----------------|----------------|-------|--------------|-------------|---------------|
|           |           |                                        |                           |                 |                |       |              | ADD         | DEDUCT        |
| 0121      | 8237001   | _ Water Main, Directional Bore, 8 inch | 0.00                      | -7.00           | -7.00          | Ft    | \$ 177.00    | \$ -        | \$ (1,239.00) |
| 0122      | 2027050   | _ Tree, Rem, 22 inch to 43 inch        | 0.00                      | 0.00            | 0.00           | Ea    | \$ 2,500.00  | \$ -        | \$ -          |
| 0123      | 8237050   | _ Line Stop, 6 inch                    | 0.00                      | 0.00            | 0.00           | Ea    | \$ 10,000.00 | \$ -        | \$ -          |
| 0124      | 4027001   | _ Sewer, CI E, 18 inch                 | 0.00                      | -28.00          | -28.00         | Ft    | \$ 56.92     | \$ -        | \$ (1,593.76) |
| 0125      | 4027050   | _ Dr Structure, Tap, 18 inch, Modified | 0.00                      | 0.00            | 0.00           | Ea    | \$ 500.00    | \$ -        | \$ -          |
| 0126      | 4027051   | _ Sewer, CI E, 12 inch, Restocking     | 0.00                      | 0.00            | 0.00           | LS    | \$ 2,254.86  | \$ -        | \$ -          |
| 0127      | 4037050   | _ Storm Manhole, Block                 | 0.00                      | 0.00            | 0.00           | Ea    | \$ 7,800.00  | \$ -        | \$ -          |
| 0128      | 8507040   | _ Excavator, HIT 50                    | 0.00                      | 8.00            | 8.00           | Hr    | \$ 190.00    | \$ 1,520.00 | \$ -          |
| 0129      | 8507040   | _ Dump Truck, 8 cyd                    | 0.00                      | 8.00            | 8.00           | Hr    | \$ 130.00    | \$ 1,040.00 | \$ -          |
| 0130      | 8507040   | _ Labor                                | 0.00                      | 16.00           | 16.00          | Hr    | \$ 110.00    | \$ 1,760.00 | \$ -          |
| 0131      | 8507040   | _ Supervisor                           | 0.00                      | 2.00            | 2.00           | Hr    | \$ 130.00    | \$ 260.00   | \$ -          |
| 0132      | 8507040   | _ Service Truck with Tools             | 0.00                      | 8.00            | 8.00           | Hr    | \$ 105.00    | \$ 840.00   | \$ -          |
| 0133      | 4047001   | _ Pipe, SDR 21, 6 inch                 | 0.00                      | 10.00           | 10.00          | Ft    | \$ 3.70      | \$ 37.00    | \$ -          |
| 0134      | 4037050   | _ Bend, 22.5 degree, 6 inch            | 0.00                      | 1.00            | 1.00           | Ea    | \$ 22.00     | \$ 22.00    | \$ -          |
| 0135      | 4037050   | _ Fernco, 6 inch                       | 0.00                      | 1.00            | 1.00           | Ea    | \$ 41.00     | \$ 41.00    | \$ -          |
| 0136      | 6037021   | _ Concrete, Bag                        | 0.00                      | 3.00            | 3.00           | Cyd   | \$ 196.13    | \$ 588.39   | \$ -          |
| 0137      | 3027031   | _ Aggregate, 21AA                      | 0.00                      | 7.00            | 7.00           | Ton   | \$ 14.50     | \$ 101.50   | \$ -          |
| 0138      | 8027001   | _ Curb, Det E                          | 0.00                      | 164.00          | 164.00         | Ft    | \$ 40.00     | \$ 6,560.00 | \$ -          |
| 0139      | 8507040   | _ HIT Excavator                        | 0.00                      | 9.00            | 9.00           | Hr    | \$ 180.00    | \$ 1,620.00 | \$ -          |
| 0140      | 8507040   | _ 8 Cy Dump truck                      | 0.00                      | 10.00           | 10.00          | Hr    | \$ 120.00    | \$ 1,200.00 | \$ -          |
| 0141      | 8507040   | _ Laborer                              | 0.00                      | 18.00           | 18.00          | Hr    | \$ 111.11    | \$ 1,999.98 | \$ -          |
| 0142      | 8507040   | _ Service Truck and Tools              | 0.00                      | 9.00            | 9.00           | Hr    | \$ 95.00     | \$ 855.00   | \$ -          |
| 0143      | 8507051   | _ Sewer Parts and Materials            | 0.00                      | 1.00            | 1.00           | LS    | \$ 695.02    | \$ 695.02   | \$ -          |

Total: \$ 187,965.48 \$ (183,471.86)

Net Change: \$ 4,493.62

Current Contract Amount: \$ 1,260,987.65

Revised Contract Amount: \$ 1,265,481.27



**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** November 28, 2023

**SUBJECT:** Balancing Change Order 5 to the 2021 Morrell and Steward Water Main Replacement Contract.

---

**Recommendation:**

Approve Balancing Change Order 5 to the 2021 Morrell & Steward Water Main Replacement contract with Dunigan Brothers, Inc. in the decreased amount of \$55,184.46 to balance contract quantities to match quantities placed in the file and authorize the City Manager and City Engineer to execute the appropriate document.

Attached is a report from Jon Dowling, City Engineer regarding a change order for the above referenced contract.

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



## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** Jon Dowling, Engineer

**DATE:** November 28, 2023

**RECOMMENDATION:** Approve Balancing Change Order 5 to the 2021 Morrell & Steward Water Main Replacement contract with Dunigan Brothers, Inc. in the decreased amount of \$55,184.46 to balance contract quantities to match quantities placed in the file and authorize the City Manager and City Engineer to execute the appropriate document.

### SUMMARY

The attached Balancing Change Order 5 will balance contract quantities for authorized items to match quantities placed in the field and to add extra items that were necessary to complete work in the field.

### BUDGETARY CONSIDERATIONS

This change order represents a decrease of \$55,184.46, bringing the current contract amount to \$1,518,063.88.

### HISTORY, BACKGROUND AND DISCUSSION

On March 9, 2021, City Council approved the award of the contract to Dunigan Brothers, Inc. of Jackson, MI in the amount of \$903,634.00 for water main replacement on Morrell St. from Greenwood to Martin Luther King, Jr. Dr. and on Steward Ave. from Ganson St. to the south side of the railroad. Subsequent Change Orders have been approved as follows:

| C.O. | Approval Date | Amount       | Description                                                                                                                                                                                                                                        |
|------|---------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | 7/13/21       | \$312,360.30 | Add partial pavement restoration on the Steward Avenue water main replacement project, add new sewer construction in the first alley east of Jackson Street between Pearl Street and Glick Highway and add a water main repair on Williams Street. |

|   |         |              |                                                                                                                                             |
|---|---------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | 7/13/21 | \$ 78,301.00 | Add the separation of a sanitary sewer from the storm sewer system at the intersection of Biddle Street and the Milwaukee Street (vacated). |
| 3 | 2/8/22  | \$ 31,258.15 | Add work to restore the midblock pedestrian crossing on Cortland Avenue at the second alley west of Jackson Street.                         |
| 1 | 6/13/23 | \$247,694.89 | Add items to bore water main casing pipe through rock at Steward Avenue railroad crossing.                                                  |

The contract amount after approved Change Order 4 is \$1,573,248.34.

Work for this contract is now substantially complete. As such, the attached balancing Change Order has been prepared to align contract quantities with quantities placed in the field and to add items that were necessary to complete the work in the field. As demonstrated on the attached table, the final field quantities for some items are less than current contract quantities while others are more. The quantities included in the original contract were estimates.

## POSITIONS

I request approval of Balancing Change Order 5 and authorization for the City Manager and the City Engineer to sign the document.

---

## ATTACHMENTS

1. Engineering Balancing Change Order 5 2021 Morrell-Steward WM att

**BALANCING CHANGE ORDER NO. 5**  
**To Contract for**  
**ENG21-08 CDBG Morrell Street and Steward Avenue Water Main Replacement**  
**City of Jackson, Michigan**

Notice is hereby given that the following additional information and changes shall become a part of the Contract Documents, Plans and Specifications of the above-named contract.

|                                                             |                        |
|-------------------------------------------------------------|------------------------|
| <b>ORIGINAL CONTRACT AMOUNT</b>                             | <b>\$ 903,634.00</b>   |
| <b>APPROVED CHANGE ORDER NO. 1</b>                          | <b>\$ 312,360.30</b>   |
| <b>APPROVED CHANGE ORDER NO. 2</b>                          | <b>\$ 78,301.00</b>    |
| <b>APPROVED CHANGE ORDER NO. 3</b>                          | <b>\$ 31,258.15</b>    |
| <b>APPROVED CHANGE ORDER NO. 4</b>                          | <b>\$ 247,694.89</b>   |
| <b>NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 4</b>     | <b>\$ 1,573,248.34</b> |
| <b>BALANCING CHANGE ORDER NO. 5</b>                         | <b>\$ (55,184.46)</b>  |
| <b>CURRENT CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 5</b> | <b>\$ 1,518,063.88</b> |

**REASON FOR CHANGE:**

To balance contract quantities for authorized items to match quantities placed in the field and to add extra items that were necessary to complete work in the field.

**CONTRACT COMPLETION:**

The contract completion date remains unchanged.

\_\_\_\_\_  
Prepared by Troy R White, P.E.  
Assistant City Engineer

ACCEPTED BY:

\_\_\_\_\_  
Patrick Dunigan, Dunigan Brothers, Inc.

\_\_\_\_\_  
Date:

ACCEPTED BY:

\_\_\_\_\_  
Jon H. Dowling, P.E., City Engineer

\_\_\_\_\_  
Date:

ACCEPTED BY:

\_\_\_\_\_  
Jonathan Greene, City Manager

\_\_\_\_\_  
Date:

# ENG21-08 MORRELL AND STEWARD WATER MAIN REPLACEMENTS

## BALANCING CHANGE ORDER NUMBER 5

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line | Item Code | Item Description                             | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price   | Amount      |               |
|-----------|-----------|----------------------------------------------|---------------------------|-----------------|----------------|-------|--------------|-------------|---------------|
|           |           |                                              |                           |                 |                |       |              | ADD         | DEDUCT        |
| 0001      | 1500001   | Mobilization, Max 10%                        | 1.00                      | 0.00            | 1.00           | LS    | \$ 44,970.00 | \$ -        | \$ -          |
| 0002      | 2030011   | Dr Structure, Rem                            | 11.00                     | 0.00            | 11.00          | Ea    | \$ 250.10    | \$ -        | \$ -          |
| 0003      | 2030015   | Sewer, Rem, Less than 24 inch                | 612.00                    | -604.00         | 8.00           | Ft    | \$ 11.40     | \$ -        | \$ (6,885.60) |
| 0004      | 2037001   | _ Gas Main, Rem                              | 40.00                     | -18.00          | 22.00          | Ft    | \$ 5.70      | \$ -        | \$ (102.60)   |
| 0005      | 2040020   | Curb and Gutter, Rem                         | 2,090.00                  | -1,230.50       | 859.50         | Ft    | \$ 3.30      | \$ -        | \$ (4,060.65) |
| 0006      | 2040021   | Curb, Rem                                    | 0.00                      | 0.00            | 0.00           | Ft    | \$ 3.30      | \$ -        | \$ -          |
| 0007      | 2040025   | Fence, Rem                                   | 50.00                     | -50.00          | 0.00           | Ft    | \$ 5.70      | \$ -        | \$ (285.00)   |
| 0008      | 2040045   | Masonry and Conc Structure, Rem              | 20.00                     | -20.00          | 0.00           | Cyd   | \$ 16.70     | \$ -        | \$ (334.00)   |
| 0009      | 2040055   | Sidewalk, Rem                                | 0.00                      | 0.00            | 0.00           | Syd   | \$ 3.30      | \$ -        | \$ -          |
| 0010      | 2040080   | Exploratory Investigation, Vertical          | 60.00                     | -60.00          | 0.00           | Ft    | \$ 22.80     | \$ -        | \$ (1,368.00) |
| 0011      | 2047001   | _ Pavt Sawcut                                | 0.00                      | 0.00            | 0.00           | Ft    | \$ 0.01      | \$ -        | \$ -          |
| 0012      | 2047011   | _ Driveway, Rem                              | 0.00                      | 15.00           | 15.00          | Syd   | \$ 3.30      | \$ 49.50    | \$ -          |
| 0013      | 2047011   | _ HMA Surface, Rem, Modified                 | 0.00                      | 0.00            | 0.00           | Syd   | \$ 3.70      | \$ -        | \$ -          |
| 0014      | 2050031   | Non Haz Contam Matl Handling & Disp, LT      | 20.00                     | -20.00          | 0.00           | Cyd   | \$ 31.10     | \$ -        | \$ (622.00)   |
| 0015      | 2057001   | _ Earth Sawcut                               | 100.00                    | -100.00         | 0.00           | Ft    | \$ 0.01      | \$ -        | \$ (1.00)     |
| 0016      | 2057021   | _ Flowable Fill, Non-Structural              | 16.00                     | -2.00           | 14.00          | Cyd   | \$ 140.10    | \$ -        | \$ (280.20)   |
| 0017      | 2057051   | _ Tree Preservation                          | 1.00                      | -1.00           | 0.00           | LS    | \$ 60.80     | \$ -        | \$ (60.80)    |
| 0018      | 2080016   | Erosion Control, Gravel Access Approach      | 3.00                      | -3.00           | 0.00           | Ea    | \$ 0.01      | \$ -        | \$ (0.03)     |
| 0019      | 2080036   | Erosion Control, Silt Fence                  | 400.00                    | -400.00         | 0.00           | Ft    | \$ 1.70      | \$ -        | \$ (680.00)   |
| 0020      | 2087021   | _ Track Base, Rem                            | 419.00                    | -419.00         | 0.00           | Cyd   | \$ 9.90      | \$ -        | \$ (4,148.10) |
| 0021      | 2087050   | _ Erosion Control, Inlet Protection, Grate F | 21.00                     | 32.00           | 53.00          | Ea    | \$ 56.90     | \$ 1,820.80 | \$ -          |
| 0022      | 2087050   | _ Erosion Control, Inlet Protection, Sedime  | 0.00                      | 0.00            | 0.00           | Ea    | \$ 56.90     | \$ -        | \$ -          |
| 0023      | 2090001   | Project Cleanup                              | 1.00                      | 0.00            | 1.00           | LS    | \$ 3,980.00  | \$ -        | \$ -          |
| 0024      | 3027011   | _ Aggregate Base, 12 inch, 21AA, Modifie     | 0.00                      | 0.00            | 0.00           | Syd   | \$ 17.40     | \$ -        | \$ -          |
| 0025      | 3060020   | Maintenance Gravel                           | 4,555.00                  | -4,555.00       | 0.00           | Ton   | \$ 0.01      | \$ -        | \$ (45.55)    |
| 0026      | 4017001   | _ Steel Casing Pipe, 24 inch, Jack and Bo    | 111.00                    | 27.00           | 138.00         | Ft    | \$ 264.10    | \$ 7,130.70 | \$ -          |
| 0027      | 4017050   | _ Vent Pipe for Steel Casing Pipe            | 0.00                      | 0.00            | 0.00           | Ea    | \$ -         | \$ -        | \$ -          |
| 0028      | 4021232   | Sewer Bulkhead, 18 inch                      | 1.00                      | -1.00           | 0.00           | Ea    | \$ 193.20    | \$ -        | \$ (193.20)   |
| 0029      | 4021260   | Trench Undercut and Backfill                 | 40.00                     | -40.00          | 0.00           | Cyd   | \$ 33.70     | \$ -        | \$ (1,348.00) |
| 0030      | 4027001   | _ Sanitary Sewer Backfill, Class II          | 286.00                    | -2.00           | 284.00         | Ft    | \$ 0.01      | \$ -        | \$ (0.02)     |
| 0031      | 4027001   | _ Sanitary Sewer, SDR26 PVC, 8 inch          | 286.00                    | -2.00           | 284.00         | Ft    | \$ 80.60     | \$ -        | \$ (161.20)   |
| 0032      | 4027001   | _ Sewer Backfill, Class II                   | 444.00                    | -110.00         | 334.00         | Ft    | \$ 0.01      | \$ -        | \$ (1.10)     |
| 0033      | 4027001   | _ Sewer, CI E, 12 inch                       | 364.00                    | -30.00          | 334.00         | Ft    | \$ 85.10     | \$ -        | \$ (2,553.00) |
| 0034      | 4027001   | _ Sewer, DI, 8 inch                          | 80.00                     | -80.00          | 0.00           | Ft    | \$ 108.20    | \$ -        | \$ (8,656.00) |
| 0035      | 4027050   | _ Sanitary Manhole, 48 inch dia              | 4.00                      | 0.00            | 4.00           | Ea    | \$ 3,420.00  | \$ -        | \$ -          |
| 0036      | 4027050   | _ Sewer Lateral Repair                       | 37.00                     | -28.00          | 9.00           | Ea    | \$ 223.60    | \$ -        | \$ (6,260.80) |
| 0037      | 4030005   | Dr Structure Cover, Adj, Case 1              | 4.00                      | 8.00            | 12.00          | Ea    | \$ 538.20    | \$ 4,305.60 | \$ -          |
| 0038      | 4030280   | Dr Structure, Adj, Add Depth                 | 2.00                      | -2.00           | 0.00           | Ft    | \$ 109.90    | \$ -        | \$ (219.80)   |
| 0039      | 4030308   | Dr Structure, Tap, 8 inch                    | 4.00                      | -1.00           | 3.00           | Ea    | \$ 514.90    | \$ -        | \$ (514.90)   |
| 0040      | 4030312   | Dr Structure, Tap, 12 inch                   | 3.00                      | -1.00           | 2.00           | Ea    | \$ 514.90    | \$ -        | \$ (514.90)   |
| 0041      | 4037050   | _ Catch Basin Cover, Curb                    | 3.00                      | -1.00           | 2.00           | Ea    | \$ 735.50    | \$ -        | \$ (735.50)   |

# ENG21-08 MORRELL AND STEWARD WATER MAIN REPLACEMENTS

## BALANCING CHANGE ORDER NUMBER 5

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line | Item Code | Item Description                                 | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price  | Amount       |                |
|-----------|-----------|--------------------------------------------------|---------------------------|-----------------|----------------|-------|-------------|--------------|----------------|
|           |           |                                                  |                           |                 |                |       |             | ADD          | DEDUCT         |
| 0042      | 4037050   | _ Catch Basin, 48 inch dia                       | 3.00                      | 0.00            | 3.00           | Ea    | \$ 2,010.00 | \$ -         | \$ -           |
| 0043      | 4037050   | _ Dr Structure, Temp Lowering, Modified          | 28.00                     | -28.00          | 0.00           | Ea    | \$ 182.00   | \$ -         | \$ (5,096.00)  |
| 0044      | 4037050   | _ Mh Cover, Std                                  | 4.00                      | 6.00            | 10.00          | Ea    | \$ 322.20   | \$ 1,933.20  | \$ -           |
| 0045      | 4037050   | _ Storm Manhole, 48 inch dia                     | 1.00                      | 1.00            | 2.00           | Ea    | \$ 2,660.00 | \$ 2,660.00  | \$ -           |
| 0046      | 5010025   | Hand Patching                                    | 0.00                      | 0.00            | 0.00           | Ton   | \$ 136.30   | \$ -         | \$ -           |
| 0047      | 8010005   | Driveway, Nonreinf Conc, 6 inch                  | 0.00                      | 0.00            | 0.00           | Syd   | \$ 37.00    | \$ -         | \$ -           |
| 0048      | 8027001   | _ Curb and Gutter, Conc, Det F4, Modified        | 1,426.00                  | -1,048.00       | 378.00         | Ft    | \$ 23.70    | \$ -         | \$ (24,837.60) |
| 0049      | 8030044   | Sidewalk, Conc, 4 inch                           | 0.00                      | 0.00            | 0.00           | Sft   | \$ 3.75     | \$ -         | \$ -           |
| 0050      | 8030046   | Sidewalk, Conc, 6 inch                           | 0.00                      | 0.00            | 0.00           | Sft   | \$ 4.20     | \$ -         | \$ -           |
| 0051      | 8080011   | Fence, Chain Link, 48 inch                       | 50.00                     | -50.00          | 0.00           | Ft    | \$ 42.40    | \$ -         | \$ (2,120.00)  |
| 0052      | 8100406   | Sign, Type IIIC                                  | 18.00                     | -18.00          | 0.00           | Sft   | \$ 17.00    | \$ -         | \$ (306.00)    |
| 0053      | 8120012   | Barr, Type III, High Inten, Dbl Sided, Ltd, Furn | 46.00                     | 35.00           | 81.00          | Ea    | \$ 31.80    | \$ 1,113.00  | \$ -           |
| 0054      | 8120013   | Barr, Type III, High Inten, Dbl Sided, Ltd, Oper | 46.00                     | 35.00           | 81.00          | Ea    | \$ 5.30     | \$ 185.50    | \$ -           |
| 0055      | 8120026   | Pedestrian Type II Barricade, Temp               | 28.00                     | 41.00           | 69.00          | Ea    | \$ 53.00    | \$ 2,173.00  | \$ -           |
| 0056      | 8120170   | Minor Traf Devices                               | 1.00                      | 0.00            | 1.00           | LS    | \$ 4,540.00 | \$ -         | \$ -           |
| 0057      | 8120252   | Plastic Drum, Fluorescent, Furn                  | 260.00                    | -135.00         | 125.00         | Ea    | \$ 14.80    | \$ -         | \$ (1,998.00)  |
| 0058      | 8120253   | Plastic Drum, Fluorescent, Oper                  | 260.00                    | -135.00         | 125.00         | Ea    | \$ 1.10     | \$ -         | \$ (148.50)    |
| 0059      | 8120310   | Sign Cover                                       | 52.00                     | -52.00          | 0.00           | Ea    | \$ 1.10     | \$ -         | \$ (57.20)     |
| 0060      | 8120350   | Sign, Type B, Temp, Prismatic, Furn              | 1,775.00                  | 271.00          | 2,046.00       | Sft   | \$ 2.10     | \$ 569.10    | \$ -           |
| 0061      | 8120351   | Sign, Type B, Temp, Prismatic, Oper              | 1,775.00                  | 271.00          | 2,046.00       | Sft   | \$ 1.10     | \$ 298.10    | \$ -           |
| 0062      | 8120352   | Sign, Type B, Temp, Prismatic, Spec, Furn        | 503.00                    | 234.00          | 737.00         | Sft   | \$ 5.30     | \$ 1,240.20  | \$ -           |
| 0063      | 8120353   | Sign, Type B, Temp, Prismatic, Spec, Oper        | 503.00                    | 234.00          | 737.00         | Sft   | \$ 1.10     | \$ 257.40    | \$ -           |
| 0064      | 8120370   | Traf Regulator Control                           | 1.00                      | 0.00            | 1.00           | LS    | \$ 608.40   | \$ -         | \$ -           |
| 0065      | 8127060   | _ Railroad Inspection and Flagging               | 15,000.00                 | 26,081.00       | 41,081.00      | Dir   | \$ 1.00     | \$ 26,081.00 | \$ -           |
| 0066      | 8167011   | _ Hydromulch                                     | 0.00                      | 0.00            | 0.00           | Syd   | \$ 0.50     | \$ -         | \$ -           |
| 0067      | 8167011   | _ Topsoil Surface, 4 inch                        | 0.00                      | 0.00            | 0.00           | Syd   | \$ 5.50     | \$ -         | \$ -           |
| 0068      | 8167030   | _ Fertilizer, Chemical Nutrient, Cl A, Modified  | 0.00                      | 0.00            | 0.00           | Lb    | \$ 5.30     | \$ -         | \$ -           |
| 0069      | 8167030   | _ Seeding, Mixture THM, Modified                 | 0.00                      | 0.00            | 0.00           | Lb    | \$ 5.30     | \$ -         | \$ -           |
| 0070      | 8230391   | Gate Box, Adj, Temp, Case 1                      | 5.00                      | -5.00           | 0.00           | Ea    | \$ 170.70   | \$ -         | \$ (853.50)    |
| 0071      | 8230431   | Gate Box, Adj, Case 1                            | 2.00                      | 0.00            | 2.00           | Ea    | \$ 223.60   | \$ -         | \$ -           |
| 0072      | 8237001   | _ Hydrant Extension                              | 4.00                      | -2.00           | 2.00           | Ft    | \$ 503.10   | \$ -         | \$ (1,006.20)  |
| 0073      | 8237001   | _ Water Main Backfill, Class II                  | 3,182.00                  | 24.50           | 3,206.50       | Ft    | \$ 0.01     | \$ 0.25      | \$ -           |
| 0074      | 8237001   | _ Water Main, 12 inch                            | 1,712.00                  | -2.50           | 1,709.50       | Ft    | \$ 86.30    | \$ -         | \$ (215.75)    |
| 0075      | 8237001   | _ Water Main, 8 inch                             | 1,470.00                  | 55.50           | 1,525.50       | Ft    | \$ 67.40    | \$ 3,740.70  | \$ -           |
| 0076      | 8237001   | _ Water Main Dir Bore, 8 inch                    | 401.00                    | -115.00         | 286.00         | Ft    | \$ 73.50    | \$ -         | \$ (8,452.50)  |
| 0077      | 8237001   | _ Water Main, Rem                                | 385.00                    | -385.00         | 0.00           | Ft    | \$ 9.10     | \$ -         | \$ (3,503.50)  |
| 0078      | 8237001   | _ Water Service Pipe, Cu, 1 inch                 | 1,186.00                  | -312.00         | 874.00         | Ft    | \$ 25.10    | \$ -         | \$ (7,831.20)  |
| 0079      | 8237001   | _ Water Service Pipe, Cu, 2 inch                 | 95.00                     | -95.00          | 0.00           | Ft    | \$ 48.90    | \$ -         | \$ (4,645.50)  |
| 0080      | 8237050   | _ Bond Restoration                               | 36.00                     | -6.00           | 30.00          | Ea    | \$ 392.00   | \$ -         | \$ (2,352.00)  |
| 0081      | 8237050   | _ Electrical Permit Aquisition and Compliance    | 36.00                     | -7.00           | 29.00          | Ea    | \$ 179.20   | \$ -         | \$ (1,254.40)  |
| 0082      | 8237050   | _ Gate Valve and Box, 12 inch, Modified          | 5.00                      | 0.00            | 5.00           | Ea    | \$ 2,310.00 | \$ -         | \$ -           |

# ENG21-08 MORRELL AND STEWARD WATER MAIN REPLACEMENTS

## BALANCING CHANGE ORDER NUMBER 5

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line | Item Code | Item Description                            | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price  | Amount       |                |
|-----------|-----------|---------------------------------------------|---------------------------|-----------------|----------------|-------|-------------|--------------|----------------|
|           |           |                                             |                           |                 |                |       |             | ADD          | DEDUCT         |
| 0083      | 8237050   | _ Gate Valve and Box, 8 inch, Modified      | 15.00                     | 0.00            | 15.00          | Ea    | \$ 1,300.00 | \$ -         | \$ -           |
| 0084      | 8237050   | _ Hydrant Assembly                          | 4.00                      | -1.00           | 3.00           | Ea    | \$ 4,500.00 | \$ -         | \$ (4,500.00)  |
| 0085      | 8237050   | _ Hydrant Assembly, 6-foot bury             | 5.00                      | -1.00           | 4.00           | Ea    | \$ 4,760.00 | \$ -         | \$ (4,760.00)  |
| 0086      | 8237050   | _ Hydrant, Rem, Modified                    | 4.00                      | 2.00            | 6.00           | Ea    | \$ 170.70   | \$ 341.40    | \$ -           |
| 0087      | 8237050   | _ Plumbing Permit Acquisition and Compli    | 36.00                     | -8.00           | 28.00          | Ea    | \$ 126.90   | \$ -         | \$ (1,015.20)  |
| 0088      | 8237050   | _ Wall Penetration Sleeve, Sch 40 PVC, 1    | 34.00                     | -4.00           | 30.00          | Ea    | \$ 48.90    | \$ -         | \$ (195.60)    |
| 0089      | 8237050   | _ Wall Penetration Sleeve, Sch 40 PVC, 2    | 2.00                      | -2.00           | 0.00           | Ea    | \$ 54.30    | \$ -         | \$ (108.60)    |
| 0090      | 8237050   | _ Water Main, Connect New 12 inch to Ex     | 2.00                      | 0.00            | 2.00           | Ea    | \$ 3,960.00 | \$ -         | \$ -           |
| 0091      | 8237050   | _ Water Main, Connect New 8 inch to Exis    | 1.00                      | -1.00           | 0.00           | Ea    | \$ 4,170.00 | \$ -         | \$ (4,170.00)  |
| 0092      | 8237050   | _ Water Main, Connect New 8 inch to Exis    | 2.00                      | 0.00            | 2.00           | Ea    | \$ 3,130.00 | \$ -         | \$ -           |
| 0093      | 8237050   | _ Water Main, Connect New 8 inch to Exis    | 7.00                      | -1.00           | 6.00           | Ea    | \$ 3,490.00 | \$ -         | \$ (3,490.00)  |
| 0094      | 8237050   | _ Water Main, Connect New 8 inch to Exis    | 3.00                      | 3.00            | 6.00           | Ea    | \$ 3,540.00 | \$ 10,620.00 | \$ -           |
| 0095      | 8237050   | _ Water Meter                               | 36.00                     | -6.00           | 30.00          | Ea    | \$ 477.40   | \$ -         | \$ (2,864.40)  |
| 0096      | 8237050   | _ Water Meter Acquisition and Radio Read    | 36.00                     | -6.00           | 30.00          | Ea    | \$ 38.00    | \$ -         | \$ (228.00)    |
| 0097      | 8237050   | _ Water Serv, 1 inch                        | 21.00                     | -2.00           | 19.00          | Ea    | \$ 1,270.00 | \$ -         | \$ (2,540.00)  |
| 0098      | 8237050   | _ Water Serv, 1-1/2 inch                    | 1.00                      | -1.00           | 0.00           | Ea    | \$ 1,920.00 | \$ -         | \$ (1,920.00)  |
| 0099      | 8237050   | _ Water Serv, Long, 1 inch                  | 19.00                     | -2.00           | 17.00          | Ea    | \$ 1,720.00 | \$ -         | \$ (3,440.00)  |
| 0100      | 8237050   | _ Water Serv, Long, 2 inch                  | 2.00                      | 0.00            | 2.00           | Ea    | \$ 3,830.00 | \$ -         | \$ -           |
| 0101      | 8237050   | _ Water Service, Abandon, Two-inch Diam     | 60.00                     | -27.00          | 33.00          | Ea    | \$ 27.20    | \$ -         | \$ (734.40)    |
| 0102      | 8267030   | _ Water Main Fittings, DI                   | 1,000.00                  | 368.00          | 1,368.00       | Lb    | \$ 0.01     | \$ 3.68      | \$ -           |
| 0104      | 4037050   | _ MH, Louis Glick Alley, Invoice 05/06/21   | 1.00                      | 0.00            | 1.00           | Ea    | \$ 9,818.52 | \$ -         | \$ -           |
| 0106      | 2040021   | Curb, Rem                                   | 75.00                     | -75.00          | 0.00           | Ft    | \$ 3.30     | \$ -         | \$ (247.50)    |
| 0108      | 2040055   | Sidewalk, Rem                               | 724.00                    | -348.00         | 376.00         | Syd   | \$ 3.30     | \$ -         | \$ (1,148.40)  |
| 0110      | 2047001   | _ Pavt Sawcut                               | 4,224.00                  | -4,178.00       | 46.00          | Ft    | \$ 0.01     | \$ -         | \$ (41.78)     |
| 0112      | 2047011   | _ Driveway Rem                              | 276.00                    | -124.00         | 152.00         | Syd   | \$ 3.30     | \$ -         | \$ (409.20)    |
| 0114      | 2047011   | _ HMA Surface, Rem, Modified                | 7,596.00                  | -2,619.05       | 4,976.95       | Syd   | \$ 3.70     | \$ -         | \$ (9,690.49)  |
| 0116      | 2057002   | _ Roadway Grading, Special                  | 9.00                      | 0.00            | 9.00           | Sta   | \$ 2,911.00 | \$ -         | \$ -           |
| 0118      | 2087050   | _ Erosion Control, Inlet Protection, Sedim  | 17.00                     | -17.00          | 0.00           | Ea    | \$ 56.90    | \$ -         | \$ (967.30)    |
| 0120      | 3027011   | _ Aggregate Base, 12 inch, 21AA, Modifie    | 2,422.00                  | -963.00         | 1,459.00       | Syd   | \$ 17.40    | \$ -         | \$ (16,756.20) |
| 0128      | 4037050   | _ Utility Structure, Temp Lowering, Modifie | 11.00                     | -11.00          | 0.00           | Ea    | \$ 182.00   | \$ -         | \$ (2,002.00)  |
| 0130      | 5010025   | Hand Patching                               | 52.00                     | -30.00          | 22.00          | Ton   | \$ 136.30   | \$ -         | \$ (4,089.00)  |
| 0132      | 5010033   | HMA, 13A                                    | 500.00                    | -90.00          | 410.00         | Ton   | \$ 120.75   | \$ -         | \$ (10,867.50) |
| 0134      | 8010005   | Driveway, Nonreinf Conc, 6 inch             | 439.00                    | -278.50         | 160.50         | Syd   | \$ 37.00    | \$ -         | \$ (10,304.50) |
| 0136      | 8020002   | Curb, Conc, Det E2                          | 44.00                     | 36.00           | 80.00          | Ft    | \$ 36.80    | \$ 1,324.80  | \$ -           |
| 0138      | 8020050   | Driveway Opening, Conc, Det M               | 32.00                     | -32.00          | 0.00           | Ft    | \$ 23.70    | \$ -         | \$ (758.40)    |
| 0140      | 8030010   | Detectable Warning Surface                  | 97.00                     | -32.00          | 65.00          | Ft    | \$ 40.25    | \$ -         | \$ (1,288.00)  |
| 0142      | 8030030   | Curb Ramp Opening, Conc                     | 150.00                    | -81.00          | 69.00          | Ft    | \$ 27.60    | \$ -         | \$ (2,235.60)  |
| 0144      | 8030036   | Sidewalk Ramp, Conc, 6 inch                 | 617.00                    | -132.00         | 485.00         | Sft   | \$ 7.48     | \$ -         | \$ (987.36)    |
| 0146      | 8030044   | Sidewalk, Conc, 4 inch                      | 6,164.00                  | -3,186.00       | 2,978.00       | Sft   | \$ 3.75     | \$ -         | \$ (11,947.50) |
| 0148      | 8030046   | Sidewalk, Conc, 6 inch                      | 2,083.00                  | -1,854.00       | 229.00         | Sft   | \$ 4.20     | \$ -         | \$ (7,786.80)  |
| 0150      | 8167011   | _ Hydromulch                                | 1,753.00                  | -673.00         | 1,080.00       | Syd   | \$ 0.50     | \$ -         | \$ (336.50)    |

# ENG21-08 MORRELL AND STEWARD WATER MAIN REPLACEMENTS

## BALANCING CHANGE ORDER NUMBER 5

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line | Item Code | Item Description                                                 | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price   | Amount      |               |
|-----------|-----------|------------------------------------------------------------------|---------------------------|-----------------|----------------|-------|--------------|-------------|---------------|
|           |           |                                                                  |                           |                 |                |       |              | ADD         | DEDUCT        |
| 0152      | 8167011   | _ Topsoil Surface, 4 inch                                        | 1,753.00                  | -84.00          | 1,669.00       | Syd   | \$ 5.50      | \$ -        | \$ (462.00)   |
| 0154      | 8167030   | _ Fertilizer Chemical Nutrient, CI A, Modified                   | 86.00                     | -6.00           | 80.00          | Lb    | \$ 5.30      | \$ -        | \$ (31.80)    |
| 0156      | 8167030   | _ Seeding, Mixture THM, Modified                                 | 164.00                    | -10.00          | 154.00         | Lb    | \$ 5.30      | \$ -        | \$ (53.00)    |
| 0158      | 2030011   | Dr Structure, Rem , Pearl St Alley                               | 2.00                      | 0.00            | 2.00           | Ea    | \$ 545.00    | \$ -        | \$ -          |
| 0160      | 4037050   | _ Catch Basin, 48 inch dia , Pearl St Alley                      | 1.00                      | 0.00            | 1.00           | Ea    | \$ 5,640.00  | \$ -        | \$ -          |
| 0162      | 4037050   | _ Catch Basin Cover, Pearl St Alley                              | 1.00                      | 0.00            | 1.00           | Ea    | \$ 1,070.00  | \$ -        | \$ -          |
| 0164      | 4027050   | _ Sanitary Manhole, 48 inch dia, Pearl St Alley                  | 1.00                      | 0.00            | 1.00           | Ea    | \$ 5,460.00  | \$ -        | \$ -          |
| 0166      | 4037050   | _ Mh Cover, Std, Pearl St Alley                                  | 2.00                      | -1.00           | 1.00           | Ea    | \$ 1,010.00  | \$ -        | \$ (1,010.00) |
| 0168      | 4027001   | _ Sanitary Sewer SDR 26 PVC, 6 inch Pearl St Alley               | 20.00                     | 0.00            | 20.00          | Ft    | \$ 110.00    | \$ -        | \$ -          |
| 0170      | 4027001   | _ Sanitary Sewer, SDR 26 PVC, 10 inch, Pearl St Alley            | 270.00                    | 10.50           | 280.50         | Ft    | \$ 110.00    | \$ 1,155.00 | \$ -          |
| 0172      | 4027001   | _ Sanitary Sewer Backfill, Class II, Pearl St Alley              | 270.00                    | 10.50           | 280.50         | Ft    | \$ 70.20     | \$ 737.10   | \$ -          |
| 0174      | 4027050   | _ Sanitary Sewer, Service Connection with 6 inch, Pearl St Alley | 8.00                      | -3.00           | 5.00           | Ea    | \$ 990.00    | \$ -        | \$ (2,970.00) |
| 0176      | 4027050   | _ Sanitary Sewer, Clean Out, 6 inch, Pearl St Alley              | 4.00                      | 1.00            | 5.00           | Ea    | \$ 280.00    | \$ 280.00   | \$ -          |
| 0178      | 2040050   | Pavt, Rem , Pearl St Alley                                       | 505.00                    | 47.50           | 552.50         | Syd   | \$ 7.30      | \$ 346.75   | \$ -          |
| 0180      | 2047001   | _ Pavt, Sawcut, Pearl St Alley                                   | 267.00                    | -267.00         | 0.00           | Ft    | \$ 3.70      | \$ -        | \$ (987.90)   |
| 0182      | 3067011   | _ Maintenance Gravel, Pearl St Alley                             | 505.00                    | -132.00         | 373.00         | Syd   | \$ 16.10     | \$ -        | \$ (2,125.20) |
| 0184      | 8127051   | _ Traffic Control, Pearl St Alley                                | 1.00                      | 0.00            | 1.00           | LS    | \$ 1,240.00  | \$ -        | \$ -          |
| 0188      | 8237050   | _ Additional Water Main work per Invoice 06/24/21                | 1.00                      | 0.00            | 1.00           | Ea    | \$ 8,479.17  | \$ -        | \$ -          |
| 0190      | 4037051   | _ MH2, Louis Glick Alley, Invoice 06/24/21                       | 1.00                      | 0.00            | 1.00           | LS    | \$ 14,306.36 | \$ -        | \$ -          |
| 0192      | 2030011   | Dr Structure, Rem , Biddle MH                                    | 1.00                      | 0.00            | 1.00           | Ea    | \$ 550.00    | \$ -        | \$ -          |
| 0194      | 4030005   | Dr Structure Cover, Adj, Case 1 , Biddle MH                      | 1.00                      | 2.00            | 3.00           | Ea    | \$ 790.00    | \$ 1,580.00 | \$ -          |
| 0196      | 4027001   | _ Sanitary Serew, C76, Class IV, 21 inch, Biddle MH              | 51.00                     | 10.00           | 61.00          | Ft    | \$ 336.00    | \$ 3,360.00 | \$ -          |
| 0198      | 4027001   | _ Sanitary Sewer Backfill, Class II, Biddle MH                   | 51.00                     | 10.00           | 61.00          | Ft    | \$ 57.00     | \$ 570.00   | \$ -          |
| 0200      | 4027050   | _ Sanitary Manhole, 48 inch dia, Biddle MH                       | 2.00                      | 0.00            | 2.00           | Ea    | \$ 8,005.00  | \$ -        | \$ -          |
| 0202      | 4027050   | _ Sanitary Manhole, 60 inch dia, Biddle MH                       | 1.00                      | 0.00            | 1.00           | Ea    | \$ 9,425.00  | \$ -        | \$ -          |
| 0204      | 4037050   | _ Mh Cover, Std, Biddle MH                                       | 3.00                      | 0.00            | 3.00           | Ea    | \$ 970.00    | \$ -        | \$ -          |
| 0206      | 2047001   | _ Pavt, Sawcut, Biddle MH                                        | 107.00                    | 47.50           | 154.50         | Ft    | \$ 2.50      | \$ 118.75   | \$ -          |
| 0208      | 2047011   | _ HMA Surface, Rem, Modified, Biddle MH                          | 138.00                    | 12.00           | 150.00         | Syd   | \$ 11.00     | \$ 132.00   | \$ -          |
| 0210      | 3027011   | _ Aggregate Base, 8 inch, 21AA, Modified, Biddle MH              | 47.00                     | 103.00          | 150.00         | Syd   | \$ 26.00     | \$ 2,678.00 | \$ -          |
| 0212      | 5010033   | HMA, 13A HMA, 13A, Biddle MH                                     | 31.00                     | 26.25           | 57.25          | Ton   | \$ 233.00    | \$ 6,116.25 | \$ -          |
| 0214      | 2040055   | Sidewalk, Rem Sidewalk, Rem, Biddle MH                           | 18.00                     | 0.00            | 18.00          | Syd   | \$ 9.25      | \$ -        | \$ -          |
| 0216      | 8030044   | Sidewalk, Conc, 4 inch Sidewalk, Conc, 4 inch, Biddle MH         | 178.00                    | -15.50          | 162.50         | Sft   | \$ 16.75     | \$ -        | \$ (259.63)   |
| 0218      | 2040020   | Curb and Gutter, Rem Curb and Gutter, Rem, Biddle MH             | 20.00                     | 7.00            | 27.00          | Ft    | \$ 7.50      | \$ 52.50    | \$ -          |
| 0220      | 8027001   | _ Curb and Gutter, Conc, Det F4, Modified, Biddle MH             | 20.00                     | 7.00            | 27.00          | Ft    | \$ 76.50     | \$ 535.50   | \$ -          |
| 0222      | 8167011   | _ Turf Establishment, Biddle MH                                  | 15.00                     | -15.00          | 0.00           | Syd   | \$ 13.00     | \$ -        | \$ (195.00)   |
| 0224      | 8120350   | Sign, Type B, Temp, Prismatic, Furn , Biddle MH                  | 68.00                     | -11.00          | 57.00          | Sft   | \$ 9.50      | \$ -        | \$ (104.50)   |
| 0226      | 8120351   | Sign, Type B, Temp, Prismatic, Oper , Biddle MH                  | 68.00                     | -11.00          | 57.00          | Sft   | \$ 1.20      | \$ -        | \$ (13.20)    |
| 0228      | 8120352   | Sign, Type B,Temp,Prismatic,Spec, Furn , Biddle MH               | 11.00                     | -11.00          | 0.00           | Sft   | \$ 17.50     | \$ -        | \$ (192.50)   |
| 0230      | 8120353   | Sign, Type B,Temp,Prismatic,Spec, Oper , Biddle MH               | 11.00                     | -11.00          | 0.00           | Sft   | \$ 1.20      | \$ -        | \$ (13.20)    |
| 0232      | 8120252   | Plastic Drum, Fluorescent, Furn , Biddle MH                      | 25.00                     | -13.00          | 12.00          | Ea    | \$ 31.00     | \$ -        | \$ (403.00)   |
| 0234      | 8120253   | Plastic Drum, Fluorescent, Oper , Biddle MH                      | 25.00                     | -13.00          | 12.00          | Ea    | \$ 1.20      | \$ -        | \$ (15.60)    |

# ENG21-08 MORRELL AND STEWARD WATER MAIN REPLACEMENTS

## BALANCING CHANGE ORDER NUMBER 5

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line | Item Code | Item Description                           | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price  | Amount       |                |
|-----------|-----------|--------------------------------------------|---------------------------|-----------------|----------------|-------|-------------|--------------|----------------|
|           |           |                                            |                           |                 |                |       |             | ADD          | DEDUCT         |
| 0236      | 8120012   | Barr,TypeIII,HighInten,DBISided,Ltd,Furn , | 6.00                      | -2.00           | 4.00           | Ea    | \$ 54.00    | \$ -         | \$ (108.00)    |
| 0238      | 8120013   | Barr,TypeIII,HighInten,DBISided,Ltd,Oper   | 6.00                      | -2.00           | 4.00           | Ea    | \$ 1.20     | \$ -         | \$ (2.40)      |
| 0240      | 2050018   | Excavation, Rock , Biddle MH               | 90.00                     | -90.00          | 0.00           | Cyd   | \$ 125.00   | \$ -         | \$ (11,250.00) |
| 0244      | 8507040   | _ Labor, Foreman, Cortland                 | 40.00                     | 0.00            | 40.00          | Hr    | \$ 60.49    | \$ -         | \$ -           |
| 0246      | 8507040   | _ Labor, Laborer, Cortland                 | 40.00                     | 0.00            | 40.00          | Hr    | \$ 41.65    | \$ -         | \$ -           |
| 0248      | 8507040   | _ Labor, Operator, Cortland                | 80.00                     | 0.00            | 80.00          | Hr    | \$ 54.39    | \$ -         | \$ -           |
| 0250      | 8507040   | _ Equipment, Deere 544 Loader, Cortland    | 40.00                     | 0.00            | 40.00          | Hr    | \$ 59.38    | \$ -         | \$ -           |
| 0252      | 8507040   | _ Equipment, Mini Excavator, Cortland      | 40.00                     | 0.00            | 40.00          | Hr    | \$ 36.15    | \$ -         | \$ -           |
| 0254      | 8507040   | _ Equipment, Dump Truck, Cortland          | 40.00                     | 0.00            | 40.00          | Hr    | \$ 100.00   | \$ -         | \$ -           |
| 0256      | 8507021   | _ Sand, Cortland,                          | 25.00                     | 0.00            | 25.00          | Cyd   | \$ 8.00     | \$ -         | \$ -           |
| 0258      | 8507050   | _ Bollard Bases, Conc./Anchors, Cortland   | 2.00                      | 0.00            | 2.00           | Ea    | \$ 200.00   | \$ -         | \$ -           |
| 0260      | 8020038   | Curb and Gutter, Conc, Det F4 , Cortland   | 69.00                     | 0.00            | 69.00          | Ft    | \$ 30.00    | \$ -         | \$ -           |
| 0262      | 8030030   | Curb Ramp Opening, Conc , Cortland         | 7.00                      | 0.00            | 7.00           | Ft    | \$ 30.00    | \$ -         | \$ -           |
| 0264      | 6020015   | Conc Base Cse, Nonreinf, 6 inch , Cortland | 21.00                     | 0.00            | 21.00          | Syd   | \$ 40.00    | \$ -         | \$ -           |
| 0266      | 8030046   | Sidewalk, Conc, 6 inch , Cortland          | 829.00                    | 0.00            | 829.00         | Sft   | \$ 5.00     | \$ -         | \$ -           |
| 0268      | 8030036   | Sidewalk Ramp, Conc, 6 inch , Cortland     | 58.00                     | 0.00            | 58.00          | Sft   | \$ 6.00     | \$ -         | \$ -           |
| 0270      | 8030010   | Detectable Warning Surface , Cortland      | 5.00                      | 0.00            | 5.00           | Ft    | \$ 42.00    | \$ -         | \$ -           |
| 0272      | 8507051   | _ HMA Patching, Cortland                   | 1.00                      | 0.00            | 1.00           | LS    | \$ 1,500.00 | \$ -         | \$ -           |
| 0274      | 8507040   | _ Equipment, Pickup Truck, Cortland        | 40.00                     | 0.00            | 40.00          | Hr    | \$ 25.00    | \$ -         | \$ -           |
| 0276      | 1500001   | Mobilization, Max , Cortland               | 1.00                      | 0.00            | 1.00           | LS    | \$ 4,077.15 | \$ -         | \$ -           |
| 0278      | 8237060   | _ Rock Jack and Bore per 5/30/23 Invoice   | 247,694.89                | 0.00            | 247,694.89     | Dlr   | \$ 1.00     | \$ -         | \$ -           |
| 0280      | 8027001   | _ Curb and Gutter, Conc, Det F4, Modified  | 0.00                      | 408.00          | 408.00         | Ft    | \$ 37.95    | \$ 15,483.60 | \$ -           |
| 0282      | 8037010   | _ Sidewalk, Conc, 4 inch, 2023             | 0.00                      | 1,127.50        | 1,127.50       | Sft   | \$ 7.71     | \$ 8,693.03  | \$ -           |
| 0286      | 8037011   | _ Sidewalk and Drives, Conc, 6 inch, 2023  | 0.00                      | 4.00            | 4.00           | Syd   | \$ 43.70    | \$ 174.80    | \$ -           |
| 0288      | 3027011   | _ Aggregate Base, 12 inch, 21AA, Modified  | 0.00                      | 536.00          | 536.00         | Syd   | \$ 24.15    | \$ 12,944.40 | \$ -           |
| 0290      | 2057002   | _ Roadway Grading, Special, 2023           | 0.00                      | 0.00            | 0.00           | Sta   | \$ 6,325.00 | \$ -         | \$ -           |
| 0294      | 5017031   | _ HMA, 13A, 2023                           | 0.00                      | 230.53          | 230.53         | Ton   | \$ 247.25   | \$ 56,998.54 | \$ -           |
| 0296      | 8127051   | _ Traffic Control Remobilization           | 0.00                      | 1.00            | 1.00           | LS    | \$ 3,748.35 | \$ 3,748.35  | \$ -           |

Total: \$ 181,552.50 \$ (236,736.96)

Net Change: \$ (55,184.46)

Current Contract Amount: \$ 1,573,248.34

Revised Contract Amount: \$ 1,518,063.88



**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** November 28, 2023

**SUBJECT:** Change Order 2 to the Drinking Water State Revolving Fund (DWSRF) Phase 1, East Division contract with Bailey Excavating, Inc.

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**Recommendation:**

Approve Change Order 2 to the Drinking Water State Revolving Fund (DWSRF) Phase 1 Water Main Replacement, East Division contract with Bailey Excavating, Inc. in the decreased amount of \$1,310,119.03 to adjust the contract for those street segments that have not been funded for street reconstruction by approved assessment rolls, and authorize the City Manager and City Engineer to execute the appropriate document.

Attached is a report and documentation from Jon Dowling, City Engineer, regarding approval of Change Order 2 to the Drinking Water State Revolving Fund (DWSRF) Phase 1, East Division contract.

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



## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** Jon Dowling, Engineer

**DATE:** November 28, 2023

**RECOMMENDATION:** Approve Change Order 2 to the Drinking Water State Revolving Fund (DWSRF) Phase 1 Water Main Replacement, East Division contract with Bailey Excavating, Inc. in the decreased amount of \$1,310,119.03 to adjust the contract for those street segments that have not been funded for street reconstruction by approved assessment rolls, and authorize the City Manager and City Engineer to execute the appropriate document.

### SUMMARY

The attached Change Order 2 will adjust contract items, quantities and unit prices for the removal of street reconstruction on Arnold Street (from Cooper to east end), Burr Street (from Cooper to State) and Deyo Street (from Elm to Gorham) from the contract as such work has not been funded by approved assessment rolls.

### BUDGETARY CONSIDERATIONS

This change order represents a net decrease of \$1,310,119.03, bringing the current contract amount to \$3,958,409.23. This change order will modify the funding for this contract as follows:

Street funds: \$ 1,500,101.84, decrease

Sewer funds: \$ 530,038.94, decrease

Water funds: \$ 720,021.75, increase

Net: \$ 1,310,119.03, decrease

### HISTORY, BACKGROUND AND DISCUSSION

The water main and lead service line replacement work included in the subject contract is being funded by an American Rescue Plan grant through the State of Michigan Drinking Water State Revolving Fund (DWSRF). The work included in the contract for street reconstruction was scheduled to be funded in part by special assessments to adjacent property owners. The following is a brief summary of project milestones:

11-09-21 - Public Council Hearings of Necessity held and resolutions ordering street construction on Arnold, Burr, Deyo and Dwight approved by City Council.

05-25-22 - Project Plan to pursue DWSRF funding presented to City Council. The water main and lead service line replacements on Arnold, Burr, Deyo and Dwight were included in the project plan.

06-4-22 - Public hearing held and resolution to adopt Project Plan and DWSRF application approved by City Council.

05-23-23 - Tentative award of the subject construction contract to Bailey Excavating and Changer Order 1 to modify federal boilerplate contract language approved by City Council.

07-11-23 - Public Hearing to confirm assessment rolls to fund street construction held for Arnold Street. The resolution to approve assessments and confirm the roll for Arnold Street not approved by City Council.

08-15-23 - Public Hearings to confirm assessment rolls to fund street construction held for Dwight, Deyo and Burr Streets. Resolutions to approve assessments and confirm rolls for Burr Street from State to Waterloo and for Dwight Street approved. Resolutions to approve assessments and confirm rolls for Deyo Street and Burr Street from Cooper to State not approved by City Council.

At this time, the process to secure federal grant funding for water main and lead service line replacements has been finalized and construction on water items is required by approved agreements and must proceed. However, street reconstruction on Arnold, Burr (from Cooper to State) and Deyo is not funded because assessment rolls for these segments were not approved by City Council. Therefore, the contract must be adjusted to remove street reconstruction from these street segments. The subject change order will adjust contract items, quantities and unit prices to do that.

Street reconstruction on Burr (from State to Waterloo) and Dwight will proceed as street reconstruction on these segments is fully funded by approved assessment rolls.

## POSITIONS

I request approval of Change Order 2 and authorization for the City Manager and the City Engineer to sign the document.

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## ATTACHMENTS

1. Engineering Change Order 2 DWSRF Ph 1 East att

**CHANGE ORDER NO. 2**  
**To Contract for**  
**ENG22-02 DWSRF PHASE 1 WATER MAIN REPLACEMENTS, EAST DIVISION**  
**City of Jackson, Michigan**

Notice is hereby given that the following additional information and changes shall become a part of the Contract Documents, Plans and Specifications of the above-named contract.

|                                                         |                          |
|---------------------------------------------------------|--------------------------|
| <b>ORIGINAL CONTRACT AMOUNT</b>                         | <b>\$ 5,268,528.26</b>   |
| <b>APPROVED CHANGE ORDER NO. 1</b>                      | <b>\$ 0.00</b>           |
| <b>CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1</b>     | <b>\$ 5,268,528.26</b>   |
| <b>CHANGE ORDER NO. 2</b>                               | <b>\$ (1,310,119.03)</b> |
| <b>NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 2</b> | <b>\$ 3,958,409.23</b>   |

**REASON FOR CHANGE:**

To adjust items, quantities and unit prices for the removal of street reconstruction on Arnold Street (from Cooper to the east end), Burr Street (from Cooper to State), and Deyo Street (from Elm to Gorham) from the contract.

**CONTRACT COMPLETION:**

The contract completion date remains unchanged.

\_\_\_\_\_  
Prepared by Troy R. White, P.E.  
Assistant City Engineer

ACCEPTED BY:

\_\_\_\_\_  
Bailey Excavating, Inc.

\_\_\_\_\_  
Date:

ACCEPTED BY:

\_\_\_\_\_  
Jon H. Dowling, P.E., City Engineer

\_\_\_\_\_  
Date:

ACCEPTED BY:

\_\_\_\_\_  
Jonathan Greene, City Manager

\_\_\_\_\_  
Date:

## ENG22-02 DWSRF PHASE 1, EAST DIVISION CHANGE ORDER NUMBER 2

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line | Item Code | Item Description                                | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price    | Amount       |                 |
|-----------|-----------|-------------------------------------------------|---------------------------|-----------------|----------------|-------|---------------|--------------|-----------------|
|           |           |                                                 |                           |                 |                |       |               | ADD          | DEDUCT          |
| 0001      | 1500001   | Mobilization, Max (10%)                         | 1.00                      | 0.00            | 1.00           | LSUM  | \$ 400,000.00 | \$ -         | \$ -            |
| 0002      | 2020002   | Tree, Rem, 19 inch to 36 inch                   | 2.00                      | 6.00            | 8.00           | Ea    | \$ 1,750.00   | \$ 10,500.00 | \$ -            |
| 0003      | 2020003   | Tree, Rem, 37 inch or Larger                    | 1.00                      | -1.00           | 0.00           | Ea    | \$ 4,500.00   | \$ -         | \$ (4,500.00)   |
| 0004      | 2020004   | Tree, Rem, 6 inch to 18 inch                    | 2.00                      | 4.00            | 6.00           | Ea    | \$ 1,250.00   | \$ 5,000.00  | \$ -            |
| 0005      | 2020006   | Stump, Rem, 19 inch to 36 inch                  | 1.00                      | 0.00            | 1.00           | Ea    | \$ 550.00     | \$ -         | \$ -            |
| 0006      | 2030011   | Dr Structure, Rem                               | 13.00                     | -7.00           | 6.00           | Ea    | \$ 575.00     | \$ -         | \$ (4,025.00)   |
| 0007      | 2030015   | Sewer, Rem, Less than 24 inch                   | 67.00                     | 1,016.00        | 1,083.00       | Ft    | \$ 40.00      | \$ 40,640.00 | \$ -            |
| 0008      | 2037001   | Gas Main, Rem                                   | 3,000.00                  | -2,400.00       | 600.00         | Ft    | \$ 17.62      | \$ -         | \$ (42,288.00)  |
| 0009      | 2040020   | Curb and Gutter, Rem                            | 4,418.00                  | -2,116.00       | 2,302.00       | Ft    | \$ 8.41       | \$ -         | \$ (17,795.56)  |
| 0010      | 2040021   | Curb, Rem                                       | 176.00                    | 0.00            | 176.00         | Ft    | \$ 7.24       | \$ -         | \$ -            |
| 0011      | 2040045   | Masonry and Conc Structure, Rem                 | 25.00                     | 0.00            | 25.00          | Cyd   | \$ 20.00      | \$ -         | \$ -            |
| 0012      | 2047050   | Pavt, Rem, Modified                             | 2,147.00                  | -1,832.00       | 315.00         | Syd   | \$ 10.30      | \$ -         | \$ (18,869.60)  |
| 0013      | 2040055   | Sidewalk, Rem                                   | 3,583.00                  | -1,004.00       | 2,579.00       | Syd   | \$ 7.66       | \$ -         | \$ (7,690.64)   |
| 0014      | 2047001   | Pavt Sawcut                                     | 1,141.00                  | 3,153.00        | 4,294.00       | Ft    | \$ 4.95       | \$ 15,607.35 | \$ -            |
| 0015      | 2047011   | Driveway, Rem                                   | 563.00                    | -156.00         | 407.00         | Syd   | \$ 13.00      | \$ -         | \$ (2,028.00)   |
| 0016      | 2047011   | HMA Surface, Rem, Modified                      | 13,126.00                 | -6,420.00       | 6,706.00       | Syd   | \$ 5.64       | \$ -         | \$ (36,208.80)  |
| 0017      | 2050018   | Excavation, Rock                                | 20.00                     | 0.00            | 20.00          | Cyd   | \$ 50.00      | \$ -         | \$ -            |
| 0018      | 2050031   | Non Haz Contaminated Material Handling          | 20.00                     | 0.00            | 20.00          | Cyd   | \$ 50.00      | \$ -         | \$ -            |
| 0019      | 2050148   | Flowable Fill, Non-Structural                   | 115.00                    | 0.00            | 115.00         | Cyd   | \$ 125.00     | \$ -         | \$ -            |
| 0020      | 2057002   | Roadway Grading, Special                        | 46.00                     | -34.00          | 12.00          | Sta   | \$ 3,750.00   | \$ -         | \$ (127,500.00) |
| 0021      | 2020008   | Stump, Rem, 6 inch to 18 inch                   | 3.00                      | 2.00            | 5.00           | Ea    | \$ 375.00     | \$ 750.00    | \$ -            |
| 0022      | 2040080   | Exploratory Investigation, Vertical             | 12.00                     | 0.00            | 12.00          | Ft    | \$ 75.00      | \$ -         | \$ -            |
| 0023      | 4021231   | Sewer Bulkhead, 15 inch                         | 2.00                      | 0.00            | 2.00           | Ea    | \$ 575.00     | \$ -         | \$ -            |
| 0024      | 2057011   | Subgrade Undercutting, 1 x 3                    | 255.00                    | 0.00            | 255.00         | Cyd   | \$ 50.00      | \$ -         | \$ -            |
| 0025      | 2057021   | Geogrid                                         | 740.00                    | 0.00            | 740.00         | Syd   | \$ 5.75       | \$ -         | \$ -            |
| 0026      | 2080016   | Erosion Control, Gravel Access Approach         | 6.00                      | 0.00            | 6.00           | Ea    | \$ 1,500.00   | \$ -         | \$ -            |
| 0027      | 2087050   | Erosion Control, Inlet Protection, Grate Filter | 61.00                     | 0.00            | 61.00          | Ea    | \$ 150.00     | \$ -         | \$ -            |
| 0028      | 2090001   | Project Cleanup                                 | 1.00                      | 0.00            | 1.00           | LSUM  | \$ 25,000.00  | \$ -         | \$ -            |
| 0029      | 3027011   | Aggregate Base, 6 inch, 21AA, Modified          | 166.00                    | -92.00          | 74.00          | Syd   | \$ 10.85      | \$ -         | \$ (998.20)     |
| 0030      | 3027011   | Aggregate Base, 8 inch, 21AA, Modified          | 15,325.00                 | -9,961.00       | 5,364.00       | Syd   | \$ 14.15      | \$ -         | \$ (140,948.15) |
| 0031      | 3060020   | Maintenance Gravel                              | 80.00                     | 0.00            | 80.00          | Ton   | \$ 45.00      | \$ -         | \$ -            |
| 0032      | 4021204   | Sewer Tap, 12 inch                              | 40.00                     | 0.00            | 40.00          | Ea    | \$ 775.00     | \$ -         | \$ -            |
| 0033      | 4021260   | Trench Undercut and Backfill                    | 500.00                    | 0.00            | 500.00         | Cyd   | \$ 45.00      | \$ -         | \$ -            |
| 0034      | 4027001   | Sanitary Sewer Backfill, Class II               | 2,448.00                  | -1,422.00       | 1,026.00       | Ft    | \$ 74.70      | \$ -         | \$ (106,223.40) |
| 0035      | 4027001   | Sanitary Sewer, SDR 26 PVC, 12 inch             | 1,848.00                  | -822.00         | 1,026.00       | Ft    | \$ 220.14     | \$ -         | \$ (180,955.08) |
| 0036      | 4027001   | Sanitary Sewer, SDR 26 PVC, 8 inch              | 600.00                    | -600.00         | 0.00           | Ft    | \$ 190.24     | \$ -         | \$ (114,144.00) |
| 0037      | 4027001   | Sanitary Sewer, Service Connection beyond       | 320.00                    | -198.00         | 122.00         | Ft    | \$ 125.00     | \$ -         | \$ (24,750.00)  |
| 0038      | 4027001   | Sewer Backfill, Class II                        | 133.00                    | -107.00         | 26.00          | Ft    | \$ 43.20      | \$ -         | \$ (4,622.40)   |
| 0039      | 4027001   | Sewer, CI E, 12 inch                            | 67.00                     | -41.00          | 26.00          | Ft    | \$ 110.63     | \$ -         | \$ (4,535.83)   |
| 0040      | 4027001   | Sewer, CI E, 18 inch                            | 40.00                     | -40.00          | 0.00           | Ft    | \$ 137.80     | \$ -         | \$ (5,512.00)   |
| 0041      | 4027001   | Sewer, CI E, 24 inch                            | 26.00                     | -26.00          | 0.00           | Ft    | \$ 169.60     | \$ -         | \$ (4,409.60)   |
| 0042      | 4027050   | Sanitary Manhole, 48 inch dia                   | 12.00                     | -7.00           | 5.00           | Ea    | \$ 5,090.00   | \$ -         | \$ (35,630.00)  |
| 0043      | 4027050   | Sanitary Manhole, 60 inch dia                   | 0.00                      | 0.00            | 0.00           | Ea    | \$ 9,470.00   | \$ -         | \$ -            |
| 0044      | 4027050   | Sanitary Sewer, Service Connection with 12      | 21.00                     | -7.00           | 14.00          | Ea    | \$ 2,250.00   | \$ -         | \$ (15,750.00)  |
| 0045      | 4027050   | Sanitary Sewer, Service Connection with 8       | 17.00                     | -17.00          | 0.00           | Ea    | \$ 2,150.00   | \$ -         | \$ (36,550.00)  |
| 0046      | 4027050   | Sewer Lateral Repair                            | 26.00                     | 0.00            | 26.00          | Ea    | \$ 250.00     | \$ -         | \$ -            |
| 0047      | 4030280   | Dr Structure, Adj, Add Depth                    | 4.00                      | 0.00            | 4.00           | Ft    | \$ 450.00     | \$ -         | \$ -            |
| 0048      | 4030312   | Dr Structure, Tap, 12 inch                      | 5.00                      | -1.00           | 4.00           | Ea    | \$ 875.00     | \$ -         | \$ (875.00)     |
| 0049      | 4030318   | Dr Structure, Tap, 18 inch                      | 1.00                      | -1.00           | 0.00           | Ea    | \$ 1,050.00   | \$ -         | \$ (1,050.00)   |
| 0050      | 4037001   | Storm Manhole, Add Depth of 60 inch Dia,        | 2.00                      | -2.00           | 0.00           | Ft    | \$ 775.00     | \$ -         | \$ (1,550.00)   |
| 0051      | 4037050   | Catch Basin Cover, Curb                         | 22.00                     | -7.00           | 15.00          | Ea    | \$ 1,050.00   | \$ -         | \$ (7,350.00)   |
| 0052      | 4037050   | Catch Basin, 48 inch dia                        | 5.00                      | 0.00            | 5.00           | Ea    | \$ 4,126.34   | \$ -         | \$ -            |
| 0053      | 4037050   | Mh Cover, Std                                   | 47.00                     | -23.00          | 24.00          | Ea    | \$ 730.00     | \$ -         | \$ (16,790.00)  |
| 0054      | 4037050   | Storm Manhole, 60 inch Dia                      | 1.00                      | -1.00           | 0.00           | Ea    | \$ 6,329.72   | \$ -         | \$ (6,329.72)   |
| 0055      | 4037050   | Utility Structure Cover, Adj, Case 1, Modified  | 74.00                     | -42.00          | 32.00          | Ea    | \$ 925.00     | \$ -         | \$ (38,850.00)  |

## ENG22-02 DWSRF PHASE 1, EAST DIVISION CHANGE ORDER NUMBER 2

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line | Item Code | Item Description                               | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price   | Amount      |                 |
|-----------|-----------|------------------------------------------------|---------------------------|-----------------|----------------|-------|--------------|-------------|-----------------|
|           |           |                                                |                           |                 |                |       |              | ADD         | DEDUCT          |
| 0056      | 4037050   | Utility Structure, Temp Lowering, Modified     | 63.00                     | -38.00          | 25.00          | Ea    | \$ 675.00    | \$ -        | \$ (25,650.00)  |
| 0057      | 5010025   | Hand Patching                                  | 25.00                     | 0.00            | 25.00          | Ton   | \$ 330.00    | \$ -        | \$ -            |
| 0058      | 5010033   | HMA, 13A                                       | 3,827.00                  | -2,508.00       | 1,319.00       | Ton   | \$ 139.57    | \$ -        | \$ (350,041.56) |
| 0059      | 6020015   | Conc Base Cse, Nonreinf, 6 inch                | 16.00                     | 0.00            | 16.00          | Syd   | \$ 36.30     | \$ -        | \$ -            |
| 0060      | 6020023   | Conc Base Cse, Nonreinf, 10 inch               | 166.00                    | -92.00          | 74.00          | Syd   | \$ 55.00     | \$ -        | \$ (5,060.00)   |
| 0061      | 8010005   | Driveway, Nonreinf Conc, 6 inch                | 890.00                    | -120.00         | 770.00         | Syd   | \$ 44.00     | \$ -        | \$ (5,280.00)   |
| 0062      | 8020002   | Curb, Conc, Det E2                             | 175.00                    | -29.00          | 146.00         | Ft    | \$ 38.50     | \$ -        | \$ (1,116.50)   |
| 0063      | 8020038   | Curb and Gutter, Conc, Det F4                  | 3,252.00                  | -926.00         | 2,326.00       | Ft    | \$ 24.20     | \$ -        | \$ (22,409.20)  |
| 0064      | 8030010   | Detectable Warning Surface                     | 426.00                    | -140.00         | 286.00         | Ft    | \$ 44.00     | \$ -        | \$ (6,160.00)   |
| 0065      | 8030030   | Curb Ramp Opening, Conc                        | 1,027.00                  | -483.00         | 544.00         | Ft    | \$ 25.30     | \$ -        | \$ (12,219.90)  |
| 0066      | 8030044   | Sidewalk, Conc, 4 inch                         | 22,099.00                 | -2,821.00       | 19,278.00      | Sft   | \$ 4.40      | \$ -        | \$ (12,412.40)  |
| 0067      | 8030046   | Sidewalk, Conc, 6 inch                         | 3,808.00                  | -1,450.00       | 2,358.00       | Sft   | \$ 4.61      | \$ -        | \$ (6,684.50)   |
| 0068      | 8032002   | Curb Ramp, Conc, 6 inch                        | 4,662.00                  | -2,828.00       | 1,834.00       | Sft   | \$ 6.60      | \$ -        | \$ (18,664.80)  |
| 0069      | 8100371   | Post, Steel, 3 lb                              | 331.00                    | -246.00         | 85.00          | Ft    | \$ 11.28     | \$ -        | \$ (2,774.88)   |
| 0070      | 8100402   | Sign, Type III, Erect, Salv                    | 1.00                      | -1.00           | 0.00           | Ea    | \$ 71.50     | \$ -        | \$ (71.50)      |
| 0071      | 8100403   | Sign, Type III, Rem                            | 54.00                     | -34.00          | 20.00          | Ea    | \$ 49.50     | \$ -        | \$ (1,683.00)   |
| 0072      | 8100404   | Sign, Type IIIA                                | 219.00                    | -161.00         | 58.00          | Sft   | \$ 22.28     | \$ -        | \$ (3,587.08)   |
| 0073      | 8100405   | Sign, Type IIIB                                | 5.00                      | -5.00           | 0.00           | Sft   | \$ 22.28     | \$ -        | \$ (111.40)     |
| 0074      | 8120012   | Barricade, Type III, High Intensity, Double S  | 63.00                     | 0.00            | 63.00          | Ea    | \$ 86.63     | \$ -        | \$ -            |
| 0075      | 8120013   | Barricade, Type III, High Intensity, Double S  | 63.00                     | 0.00            | 63.00          | Ea    | \$ 8.25      | \$ -        | \$ -            |
| 0076      | 8120026   | Pedestrian Type II Barricade, Temp             | 54.00                     | 0.00            | 54.00          | Ea    | \$ 78.38     | \$ -        | \$ -            |
| 0077      | 8120330   | Sign, Portable, Changeable Message, Furr       | 2.00                      | 0.00            | 2.00           | Ea    | \$ 1,815.00  | \$ -        | \$ -            |
| 0078      | 8120331   | Sign, Portable, Changeable Message, Ope        | 2.00                      | 0.00            | 2.00           | Ea    | \$ 165.00    | \$ -        | \$ -            |
| 0079      | 8120035   | Channelizing Device, 42 inch, Fluorescent,     | 100.00                    | 0.00            | 100.00         | Ea    | \$ 24.75     | \$ -        | \$ -            |
| 0080      | 8120036   | Channelizing Device, 42 inch, Fluorescent,     | 100.00                    | 0.00            | 100.00         | Ea    | \$ 1.65      | \$ -        | \$ -            |
| 0081      | 8120140   | Lighted Arrow, Type C, Furn                    | 1.00                      | 0.00            | 1.00           | Ea    | \$ 495.00    | \$ -        | \$ -            |
| 0082      | 8120141   | Lighted Arrow, Type C, Oper                    | 1.00                      | 0.00            | 1.00           | Ea    | \$ 82.50     | \$ -        | \$ -            |
| 0083      | 8120170   | Minor Traf Devices                             | 1.00                      | 0.00            | 1.00           | LSUM  | \$ 25,000.00 | \$ -        | \$ -            |
| 0084      | 8120252   | Plastic Drum, Fluorescent, Furn                | 135.00                    | 0.00            | 135.00         | Ea    | \$ 33.83     | \$ -        | \$ -            |
| 0085      | 8120253   | Plastic Drum, Fluorescent, Oper                | 135.00                    | 0.00            | 135.00         | Ea    | \$ 1.65      | \$ -        | \$ -            |
| 0086      | 8120350   | Sign, Type B, Temp, Prismatic, Furn            | 1,226.00                  | 0.00            | 1,226.00       | Sft   | \$ 4.53      | \$ -        | \$ -            |
| 0087      | 8120351   | Sign, Type B, Temp, Prismatic, Oper            | 1,226.00                  | 0.00            | 1,226.00       | Sft   | \$ 0.41      | \$ -        | \$ -            |
| 0088      | 8120352   | Sign, Type B, Temp, Prismatic, Special, Fu     | 41.00                     | 0.00            | 41.00          | Sft   | \$ 4.64      | \$ -        | \$ -            |
| 0089      | 8120353   | Sign, Type B, Temp, Prismatic, Special, Op     | 41.00                     | 0.00            | 41.00          | Sft   | \$ 0.41      | \$ -        | \$ -            |
| 0090      | 8120370   | Traf Regulator Control                         | 1.00                      | 0.00            | 1.00           | LSUM  | \$ 2,500.00  | \$ -        | \$ -            |
| 0091      | 8150001   | Site Preparation, Max \$11,100.00              | 1.00                      | 0.00            | 1.00           | LSUM  | \$ 11,100.00 | \$ -        | \$ -            |
| 0092      | 8150002   | Watering and Cultivating, First Season, Min    | 1.00                      | 0.00            | 1.00           | LSUM  | \$ 7,500.00  | \$ -        | \$ -            |
| 0093      | 8150003   | Watering and Cultivating, 2nd Season, Min      | 1.00                      | 0.00            | 1.00           | LSUM  | \$ 7,500.00  | \$ -        | \$ -            |
| 0094      | 8157011   | Shredded Mulch                                 | 48.00                     | 10.00           | 58.00          | Syd   | \$ 95.00     | \$ 950.00   | \$ -            |
| 0095      | 8157050   | Acer Rubrum 'Bowhall', 2 1/2 inch              | 8.00                      | 5.00            | 13.00          | Ea    | \$ 1,450.00  | \$ 7,250.00 | \$ -            |
| 0096      | 8157050   | Gledistia Triacanthos Inermis 'Skyline', 2 1/2 | 11.00                     | -9.00           | 2.00           | Ea    | \$ 1,450.00  | \$ -        | \$ (13,050.00)  |
| 0097      | 8157050   | Pyrus Calleryana, 2 1/2 inch                   | 6.00                      | -3.00           | 3.00           | Ea    | \$ 1,450.00  | \$ -        | \$ (4,350.00)   |
| 0098      | 8157050   | Syringa Reticulata, 2 1/2 inch                 | 9.00                      | 1.00            | 10.00          | Ea    | \$ 1,450.00  | \$ 1,450.00 | \$ -            |
| 0099      | 8167011   | Turf Establishment, Performance                | 6,175.00                  | 899.00          | 7,074.00       | Syd   | \$ 8.04      | \$ 7,227.96 | \$ -            |
| 0100      | 8237001   | Hydrant Extension                              | 4.00                      | 0.00            | 4.00           | Ft    | \$ 600.00    | \$ -        | \$ -            |
| 0101      | 8237001   | Tracer Wire, Modified                          | 10,182.00                 | -98.00          | 10,084.00      | Ft    | \$ 3.31      | \$ -        | \$ (324.38)     |
| 0102      | 8237001   | Water Main Backfill, Class II                  | 5,091.00                  | -1,371.00       | 3,720.00       | Ft    | \$ 38.95     | \$ -        | \$ (53,400.45)  |
| 0103      | 8237001   | Water Main, 12 inch                            | 40.00                     | 0.00            | 40.00          | Ft    | \$ 396.54    | \$ -        | \$ -            |
| 0104      | 8237001   | Water Main, 6 inch                             | 90.00                     | 10.00           | 100.00         | Ft    | \$ 181.20    | \$ 1,812.00 | \$ -            |
| 0105      | 8237001   | Water Main, 8 inch                             | 5,001.00                  | -1,371.00       | 3,630.00       | Ft    | \$ 129.56    | \$ -        | \$ (177,626.76) |
| 0106      | 8237001   | Water Service Pipe, Cu, 1 inch                 | 2,222.00                  | 213.00          | 2,435.00       | Ft    | \$ 25.20     | \$ 5,367.60 | \$ -            |
| 0107      | 8237050   | Bond Restoration                               | 88.00                     | 0.00            | 88.00          | Ea    | \$ 425.00    | \$ -        | \$ -            |
| 0108      | 8237050   | Electrical Permit Acquisition and Compliance   | 88.00                     | 0.00            | 88.00          | Ea    | \$ 395.00    | \$ -        | \$ -            |
| 0109      | 8237050   | Gate Box, Adj, Case 1, Modified                | 33.00                     | -8.00           | 25.00          | Ea    | \$ 775.00    | \$ -        | \$ (6,200.00)   |
| 0110      | 8237050   | Gate Valve and Box, 6 inch, Modified           | 1.00                      | 0.00            | 1.00           | Ea    | \$ 2,986.82  | \$ -        | \$ -            |

## ENG22-02 DWSRF PHASE 1, EAST DIVISION CHANGE ORDER NUMBER 2

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line                | Item Code | Item Description                                | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price  | Amount            |                   |
|--------------------------|-----------|-------------------------------------------------|---------------------------|-----------------|----------------|-------|-------------|-------------------|-------------------|
|                          |           |                                                 |                           |                 |                |       |             | ADD               | DEDUCT            |
| 0111                     | 8237050   | Gate Valve and Box, 8 inch, Modified            | 24.00                     | -3.00           | 21.00          | Ea    | \$ 3,533.60 | \$ -              | \$ (10,600.80)    |
| 0112                     | 8237050   | Hydrant Assembly                                | 11.00                     | -2.00           | 9.00           | Ea    | \$ 6,584.00 | \$ -              | \$ (13,168.00)    |
| 0113                     | 8237050   | Hydrant, Rem, Modified                          | 7.00                      | -1.00           | 6.00           | Ea    | \$ 575.00   | \$ -              | \$ (575.00)       |
| 0114                     | 8237050   | Plumbing Permit Acquisition and Compliance      | 88.00                     | 0.00            | 88.00          | Ea    | \$ 450.00   | \$ -              | \$ -              |
| 0115                     | 8237050   | Tracer Wire, Grounding Rod                      | 28.00                     | -2.00           | 26.00          | Ea    | \$ 120.00   | \$ -              | \$ (240.00)       |
| 0116                     | 8237050   | Wall Penetration Sleeve, Sch 40 PVC, 1-1/2 inch | 88.00                     | 0.00            | 88.00          | Ea    | \$ 225.00   | \$ -              | \$ -              |
| 0117                     | 8237050   | Water Main, Connect New 6 inch to Existing      | 4.00                      | 2.00            | 6.00           | Ea    | \$ 7,150.00 | \$ 14,300.00      | \$ -              |
| 0118                     | 8237050   | Water Main, Connect New 8 inch to Existing      | 11.00                     | 1.00            | 12.00          | Ea    | \$ 7,500.00 | \$ 7,500.00       | \$ -              |
| 0119                     | 8237050   | Water Main, Connect New 8 inch to Existing      | 3.00                      | 5.00            | 8.00           | Ea    | \$ 8,450.00 | \$ 42,250.00      | \$ -              |
| 0120                     | 8237050   | Water Main, Cut and Plug, 6 inch                | 9.00                      | 7.00            | 16.00          | Ea    | \$ 475.00   | \$ 3,325.00       | \$ -              |
| 0121                     | 8237050   | Water Main, Cut and Plug, 8 inch                | 7.00                      | -4.00           | 3.00           | Ea    | \$ 575.00   | \$ -              | \$ (2,300.00)     |
| 0122                     | 8237050   | Water Meter                                     | 88.00                     | 0.00            | 88.00          | Ea    | \$ 275.00   | \$ -              | \$ -              |
| 0123                     | 8237050   | Water Meter Acquisition and Radio Reading       | 88.00                     | 0.00            | 88.00          | Ea    | \$ 275.00   | \$ -              | \$ -              |
| 0124                     | 8237050   | Water Serv, 1 inch                              | 39.00                     | -2.00           | 37.00          | Ea    | \$ 3,285.00 | \$ -              | \$ (6,570.00)     |
| 0125                     | 8237050   | Water Serv, Long, 1 inch                        | 51.00                     | 1.00            | 52.00          | Ea    | \$ 3,850.00 | \$ 3,850.00       | \$ -              |
| 0126                     | 8237050   | Water Serv, Long, 2 inch                        | 1.00                      | -1.00           | 0.00           | Ea    | \$ 5,400.00 | \$ -              | \$ (5,400.00)     |
| 0127                     | 8237050   | Water Service, Abandon, Two-inch Diameter       | 88.00                     | 0.00            | 88.00          | Ea    | \$ 250.00   | \$ -              | \$ -              |
| 0128                     | 8267030   | Water Main Fittings, DI                         | 5,500.00                  | 0.00            | 5,500.00       | Lb    | \$ 5.50     | \$ -              | \$ -              |
| 0129                     | 4027001   | Sewer, DI, 8 inch                               | 40.00                     | 0.00            | 40.00          | Ft    | \$ 125.00   | \$ -              | \$ -              |
| 0130                     | 4037050   | Catch Basin, 24 inch dia                        | 2.00                      | 0.00            | 2.00           | Ea    | \$ 2,750.00 | \$ -              | \$ -              |
| 0131                     | 6030005   | Cement                                          | 2.00                      | 0.00            | 2.00           | Ton   | \$ 150.00   | \$ -              | \$ -              |
| 0132                     | 8010007   | Driveway, Nonreinf Conc, 8 inch                 | 14.00                     | 0.00            | 14.00          | Syd   | \$ 75.00    | \$ -              | \$ -              |
| 0133                     | 8230391   | Gate Box, Adj, Temp, Case 1                     | 33.00                     | 0.00            | 33.00          | Ea    | \$ 675.00   | \$ -              | \$ -              |
| 0134                     | 8237050   | Water Main, Connect New 12 inch to Existing     | 0.00                      | 0.00            | 0.00           | Ea    | \$ -        | \$ -              | \$ -              |
| 0135                     | 8237050   | Gate Valve and Box, 12 inch, Modified           | 0.00                      | 0.00            | 0.00           | Ea    | \$ -        | \$ -              | \$ -              |
| 0136                     | 8237050   | Water Main, Cut and Plug, 12 inch               | 0.00                      | 0.00            | 0.00           | Ea    | \$ -        | \$ -              | \$ -              |
| 0201                     | 3027011   | Aggregate Base, 8 inch, 21AA, Modified, P       | 0.00                      | 1,657.00        | 1,657.00       | Syd   | \$ 15.75    | \$ 26,097.75      | \$ -              |
| 0202                     | 5017031   | HMA, 13A, Pavt Patch                            | 0.00                      | 415.00          | 415.00         | Ton   | \$ 194.00   | \$ 80,510.00      | \$ -              |
| 0203                     | 8237001   | Water Main, Dir Bore, 8 inch                    | 0.00                      | 1,322.00        | 1,322.00       | Ft    | \$ 145.20   | \$ 191,954.40     | \$ -              |
| Total:                   |           |                                                 |                           |                 |                |       |             | \$ 466,342.06     | \$ (1,776,461.09) |
| Net Change:              |           |                                                 |                           |                 |                |       |             | \$ (1,310,119.03) |                   |
| Current Contract Amount: |           |                                                 |                           |                 |                |       |             | \$ 5,268,528.26   |                   |
| Revised Contract Amount: |           |                                                 |                           |                 |                |       |             | \$ 3,958,409.23   |                   |



**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** November 28, 2023

**SUBJECT:** Change Order 2 to the Drinking Water State Revolving Fund (DWSRF) Phase 1, West Division contract with Bailey Excavating, Inc.

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**Recommendation:**

Approve Change Order 2 to the Drinking Water State Revolving Fund (DWSRF) Phase 1 Water Main Replacement, West Division contract with Bailey Excavating, Inc. in the decreased amount of \$1,032,019.92 to adjust the contract for those street segments that have not been funded for street reconstruction by approved assessment rolls, and authorize the City Manager and City Engineer to execute the appropriate document.

Attached is a report and documentation from Jon Dowling, City Engineer, regarding approval of Change Order 2 to the Drinking Water State Revolving Fund (DWSRF) Phase 1, West Division contract.

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



## DEPARTMENTAL REPORT

**MEMO TO:** Jonathan Greene, City Manager

**FROM:** Jon Dowling, Engineer

**DATE:** November 28, 2023

**RECOMMENDATION:** Approve Change Order 2 to the Drinking Water State Revolving Fund (DWSRF) Phase 1 Water Main Replacement, West Division contract with Bailey Excavating, Inc. in the decreased amount of \$1,032,019.92 to adjust the contract for those street segments that have not been funded for street reconstruction by approved assessment rolls, and authorize the City Manager and City Engineer to execute the appropriate document.

### SUMMARY

The attached Change Order 2 will adjust contract items, quantities and unit prices for the removal of street reconstruction on Grinnell Street (from Norfolk to Wildwood), McBride Street (from Fourth to First), and Williams Street (from Biddle to Wilkins) from the contract as such work has not been funded by approved assessment rolls.

### BUDGETARY CONSIDERATIONS

This change order represents a net decrease of \$1,032,019.92, bringing the current contract amount to \$2,833,809.58.

This change order will modify the funding for this contract as follows:

Street funds: \$ 956,601.93, decrease  
Sewer funds: \$ 701,379.49, decrease  
Water funds: \$ 631,961.50, increase  
Net: \$ 1,032,019.92, decrease

### HISTORY, BACKGROUND AND DISCUSSION

The water main and lead service line replacement work included in the subject contract is being funded by an American Rescue Plan grant through the State of Michigan Drinking Water State Revolving Fund (DWSRF). The work included in the contract for street reconstruction was scheduled to be funded in part by special assessments to adjacent property owners. The following is a brief summary of project milestones:

11-09-21 - Public Council Hearings of Necessity held and resolutions ordering street construction on Biddle, Grinnell, McBride and Williams approved by City Council.

05-25-22 - Project Plan to pursue DWSRF funding presented to City Council. The water main and lead service line replacements on Biddle, Grinnell, McBride and Williams were included in the project plan.

06-4-22 - Public hearing held and resolution to adopt Project Plan and DWSRF application approved by City Council.

05-23-23 - Tentative award of the subject construction contract to Bailey Excavating and Changer Order 1 to modify federal boilerplate contract language approved by City Council.

08-15-23 - Public Hearings to confirm assessment rolls to fund street construction held for Biddle, Grinnell, McBride and Williams Streets. Resolution to approve assessments and confirm the roll for Biddle Street approved. Resolutions to approve assessments and confirm rolls for Grinnell, McBride and Williams not approved by City Council.

At this time, the process to secure federal grant funding for water main and lead service line replacements has been finalized and construction on water items is required by approved agreements and must proceed. However, street reconstruction on Grinnell, McBride and Williams is not funded because assessment rolls for these segments were not approved by City Council. Therefore, the contract must be adjusted to remove street reconstruction from these street segments. The subject change order will adjust contract items, quantities and unit prices to do that.

Street reconstruction on Biddle will proceed as street reconstruction on this segment is fully funded by an approved assessment roll.

## POSITIONS

I request approval of Change Order 2 and authorization for the City Manager and the City Engineer to sign the document.

## ATTACHMENTS

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## ATTACHMENTS

1. Engineering Change Order 2 DWSRF Ph 1 West att

**CHANGE ORDER NO. 2**  
**To Contract for**  
**ENG22-02 DWSRF PHASE 1 WATER MAIN REPLACEMENTS, WEST DIVISION**  
**City of Jackson, Michigan**

Notice is hereby given that the following additional information and changes shall become a part of the Contract Documents, Plans and Specifications of the above-named contract.

|                                                         |                          |
|---------------------------------------------------------|--------------------------|
| <b>ORIGINAL CONTRACT AMOUNT</b>                         | <b>\$ 3,865,829.50</b>   |
| <b>APPROVED CHANGE ORDER NO. 1</b>                      | <b>\$ 0.00</b>           |
| <b>CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1</b>     | <b>\$ 3,865,829.50</b>   |
| <b>CHANGE ORDER NO. 2</b>                               | <b>\$ (1,032,019.92)</b> |
| <b>NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 2</b> | <b>\$ 2,833,809.58</b>   |

**REASON FOR CHANGE:**

To adjust items, quantities and unit prices for the removal of street reconstruction on Grinnell Street (from Norfolk to Wildwood), McBride Street (from Fourth to First), and Williams Street (from Biddle to Wilkins) from the contract.

**CONTRACT COMPLETION:**

The contract completion date remains unchanged.

\_\_\_\_\_  
Prepared by Troy R. White, P.E.  
Assistant City Engineer

ACCEPTED BY:

\_\_\_\_\_  
Bailey Excavating, Inc.

\_\_\_\_\_  
Date:

ACCEPTED BY:

\_\_\_\_\_  
Jon H. Dowling, P.E., City Engineer

\_\_\_\_\_  
Date:

ACCEPTED BY:

\_\_\_\_\_  
Jonathan Greene, City Manager

\_\_\_\_\_  
Date:

## ENG22-02 DWSRF PHASE 1, WEST DIVISION CHANGE ORDER NUMBER 2

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line | Item Code | Item Description                                | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price    | Amount       |                 |
|-----------|-----------|-------------------------------------------------|---------------------------|-----------------|----------------|-------|---------------|--------------|-----------------|
|           |           |                                                 |                           |                 |                |       |               | ADD          | DEDUCT          |
| 0001      | 1500001   | Mobilization, Max (10%)                         | 1.00                      | 0.00            | 1.00           | LSUM  | \$ 300,000.00 | \$ -         | \$ -            |
| 0002      | 2020002   | Tree, Rem, 19 inch to 36 inch                   | 1.00                      | 6.00            | 7.00           | Ea    | \$ 1,750.00   | \$ 10,500.00 | \$ -            |
| 0003      | 2020003   | Tree, Rem, 37 inch or Larger                    | 0.00                      | 0.00            | 0.00           | Ea    | \$ -          | \$ -         | \$ -            |
| 0004      | 2020004   | Tree, Rem, 6 inch to 18 inch                    | 0.00                      | 0.00            | 0.00           | Ea    | \$ -          | \$ -         | \$ -            |
| 0005      | 2020006   | Stump, Rem, 19 inch to 36 inch                  | 2.00                      | 0.00            | 2.00           | Ea    | \$ 550.00     | \$ -         | \$ -            |
| 0006      | 2030011   | Dr Structure, Rem                               | 17.00                     | -7.00           | 10.00          | Ea    | \$ 525.00     | \$ -         | \$ (3,675.00)   |
| 0007      | 2030015   | Sewer, Rem, Less than 24 inch                   | 20.00                     | 0.00            | 20.00          | Ft    | \$ 40.00      | \$ -         | \$ -            |
| 0008      | 2037001   | Gas Main, Rem                                   | 700.00                    | 0.00            | 700.00         | Ft    | \$ 17.31      | \$ -         | \$ -            |
| 0009      | 2040020   | Curb and Gutter, Rem                            | 4,435.00                  | -3,200.00       | 1,235.00       | Ft    | \$ 8.20       | \$ -         | \$ (26,240.00)  |
| 0010      | 2040021   | Curb, Rem                                       | 0.00                      | 0.00            | 0.00           | Ft    | \$ -          | \$ -         | \$ -            |
| 0011      | 2040045   | Masonry and Conc Structure, Rem                 | 20.00                     | 0.00            | 20.00          | Cyd   | \$ 20.00      | \$ -         | \$ -            |
| 0012      | 2047050   | Pavt, Rem, Modified                             | 5,740.00                  | -4,062.00       | 1,678.00       | Syd   | \$ 8.64       | \$ -         | \$ (35,095.68)  |
| 0013      | 2040055   | Sidewalk, Rem                                   | 1,599.00                  | -812.00         | 787.00         | Syd   | \$ 8.21       | \$ -         | \$ (6,666.52)   |
| 0014      | 2047001   | Pavt Sawcut                                     | 788.00                    | 3,888.00        | 4,676.00       | Ft    | \$ 4.95       | \$ 19,245.60 | \$ -            |
| 0015      | 2047011   | Driveway, Rem                                   | 334.00                    | -251.00         | 83.00          | Syd   | \$ 13.10      | \$ -         | \$ (3,288.10)   |
| 0016      | 2047011   | HMA Surface, Rem, Modified                      | 3,645.00                  | -474.00         | 3,171.00       | Syd   | \$ 6.90       | \$ -         | \$ (3,270.60)   |
| 0017      | 2050018   | Excavation, Rock                                | 20.00                     | 0.00            | 20.00          | Cyd   | \$ 50.00      | \$ -         | \$ -            |
| 0018      | 2050031   | Non Haz Contaminated Material Handling          | 20.00                     | 0.00            | 20.00          | Cyd   | \$ 50.00      | \$ -         | \$ -            |
| 0019      | 2050148   | Flowable Fill, Non-Structural                   | 20.00                     | 0.00            | 20.00          | Cyd   | \$ 125.00     | \$ -         | \$ -            |
| 0020      | 2057002   | Roadway Grading, Special                        | 28.00                     | -21.00          | 7.00           | Sta   | \$ 3,750.00   | \$ -         | \$ (78,750.00)  |
| 0021      | 2020008   | Stump, Rem, 6 inch to 18 inch                   | 2.00                      | 0.00            | 2.00           | Ea    | \$ 375.00     | \$ -         | \$ -            |
| 0022      | 2040080   | Exploratory Investigation, Vertical             | 12.00                     | 0.00            | 12.00          | Ft    | \$ 75.00      | \$ -         | \$ -            |
| 0023      | 4021231   | Sewer Bulkhead, 15 inch                         | 2.00                      | 0.00            | 2.00           | Ea    | \$ 575.00     | \$ -         | \$ -            |
| 0024      | 2057011   | Subgrade Undercutting, 1 x 3                    | 155.00                    | 0.00            | 155.00         | Cyd   | \$ 50.00      | \$ -         | \$ -            |
| 0025      | 2057021   | Geogrid                                         | 440.00                    | 0.00            | 440.00         | Syd   | \$ 5.75       | \$ -         | \$ -            |
| 0026      | 2080016   | Erosion Control, Gravel Access Approach         | 9.00                      | 0.00            | 9.00           | Ea    | \$ 1,500.00   | \$ -         | \$ -            |
| 0027      | 2087050   | Erosion Control, Inlet Protection, Grate Filter | 37.00                     | 0.00            | 37.00          | Ea    | \$ 150.00     | \$ -         | \$ -            |
| 0028      | 2090001   | Project Cleanup                                 | 1.00                      | 0.00            | 1.00           | LSUM  | \$ 25,000.00  | \$ -         | \$ -            |
| 0029      | 3027011   | Aggregate Base, 6 inch, 21AA, Modified          | 0.00                      | 0.00            | 0.00           | Syd   | \$ -          | \$ -         | \$ -            |
| 0030      | 3027011   | Aggregate Base, 8 inch, 21AA, Modified          | 8,815.00                  | -6,089.00       | 2,726.00       | Syd   | \$ 14.45      | \$ -         | \$ (87,986.05)  |
| 0031      | 3060020   | Maintenance Gravel                              | 80.00                     | 0.00            | 80.00          | Ton   | \$ 45.00      | \$ -         | \$ -            |
| 0032      | 4021204   | Sewer Tap, 12 inch                              | 0.00                      | 0.00            | 0.00           | Ea    | \$ -          | \$ -         | \$ -            |
| 0033      | 4021260   | Trench Undercut and Backfill                    | 130.00                    | 0.00            | 130.00         | Cyd   | \$ 45.00      | \$ -         | \$ -            |
| 0034      | 4027001   | Sanitary Sewer Backfill, Class II               | 2,701.00                  | -1,609.00       | 1,092.00       | Ft    | \$ 83.99      | \$ -         | \$ (135,139.91) |
| 0035      | 4027001   | Sanitary Sewer, SDR 26 PVC, 12 inch             | 1,992.00                  | -900.00         | 1,092.00       | Ft    | \$ 205.28     | \$ -         | \$ (184,752.00) |
| 0036      | 4027001   | Sanitary Sewer, SDR 26 PVC, 8 inch              | 709.00                    | -709.00         | 0.00           | Ft    | \$ 174.15     | \$ -         | \$ (123,472.35) |
| 0037      | 4027001   | Sanitary Sewer, Service Connection beyond       | 490.00                    | -320.00         | 170.00         | Ft    | \$ 126.32     | \$ -         | \$ (40,422.40)  |
| 0038      | 4027001   | Sewer Backfill, Class II                        | 40.00                     | 0.00            | 40.00          | Ft    | \$ 41.40      | \$ -         | \$ -            |
| 0039      | 4027001   | Sewer, CI E, 12 inch                            | 40.00                     | 0.00            | 40.00          | Ft    | \$ 108.64     | \$ -         | \$ -            |
| 0040      | 4027001   | Sewer, CI E, 18 inch                            | 0.00                      | 0.00            | 0.00           | Ft    | \$ -          | \$ -         | \$ -            |
| 0041      | 4027001   | Sewer, CI E, 24 inch                            | 0.00                      | 0.00            | 0.00           | Ft    | \$ -          | \$ -         | \$ -            |
| 0042      | 4027050   | Sanitary Manhole, 48 inch dia                   | 14.00                     | -8.00           | 6.00           | Ea    | \$ 5,192.00   | \$ -         | \$ (41,536.00)  |
| 0043      | 4027050   | Sanitary Manhole, 60 inch dia                   | 0.00                      | 0.00            | 0.00           | Ea    | \$ -          | \$ -         | \$ -            |
| 0044      | 4027050   | Sanitary Sewer, Service Connection with 1       | 56.00                     | -28.00          | 28.00          | Ea    | \$ 2,250.00   | \$ -         | \$ (63,000.00)  |
| 0045      | 4027050   | Sanitary Sewer, Service Connection with 8       | 15.00                     | -15.00          | 0.00           | Ea    | \$ 2,150.00   | \$ -         | \$ (32,250.00)  |
| 0046      | 4027050   | Sewer Lateral Repair                            | 0.00                      | 0.00            | 0.00           | Ea    | \$ -          | \$ -         | \$ -            |
| 0047      | 4030280   | Dr Structure, Adj, Add Depth                    | 4.00                      | 0.00            | 4.00           | Ft    | \$ 450.00     | \$ -         | \$ -            |
| 0048      | 4030312   | Dr Structure, Tap, 12 inch                      | 4.00                      | 0.00            | 4.00           | Ea    | \$ 875.00     | \$ -         | \$ -            |
| 0049      | 4030318   | Dr Structure, Tap, 18 inch                      | 0.00                      | 0.00            | 0.00           | Ea    | \$ -          | \$ -         | \$ -            |
| 0050      | 4037001   | Storm Manhole, Add Depth of 60 inch Dia,        | 0.00                      | 0.00            | 0.00           | Ft    | \$ -          | \$ -         | \$ -            |
| 0051      | 4037050   | Catch Basin Cover, Curb                         | 5.00                      | -5.00           | 0.00           | Ea    | \$ 1,050.00   | \$ -         | \$ (5,250.00)   |
| 0052      | 4037050   | Catch Basin, 48 inch dia                        | 4.00                      | 0.00            | 4.00           | Ea    | \$ 3,974.96   | \$ -         | \$ -            |
| 0053      | 4037050   | Mh Cover, Std                                   | 24.00                     | -18.00          | 6.00           | Ea    | \$ 730.00     | \$ -         | \$ (13,140.00)  |
| 0054      | 4037050   | Storm Manhole, 60 inch Dia                      | 0.00                      | 0.00            | 0.00           | Ea    | \$ -          | \$ -         | \$ -            |
| 0055      | 4037050   | Utility Structure Cover, Adj, Case 1, Modified  | 60.00                     | -44.00          | 16.00          | Ea    | \$ 925.00     | \$ -         | \$ (40,700.00)  |

## ENG22-02 DWSRF PHASE 1, WEST DIVISION CHANGE ORDER NUMBER 2

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line | Item Code | Item Description                             | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price   | Amount      |                 |
|-----------|-----------|----------------------------------------------|---------------------------|-----------------|----------------|-------|--------------|-------------|-----------------|
|           |           |                                              |                           |                 |                |       |              | ADD         | DEDUCT          |
| 0056      | 4037050   | Utility Structure, Temp Lowering, Modified   | 10.00                     | -10.00          | 0.00           | Ea    | \$ 675.00    | \$ -        | \$ (6,750.00)   |
| 0057      | 5010025   | Hand Patching                                | 20.00                     | 0.00            | 20.00          | Ton   | \$ 330.00    | \$ -        | \$ -            |
| 0058      | 5010033   | HMA, 13A                                     | 2,072.00                  | -1,472.00       | 600.00         | Ton   | \$ 145.36    | \$ -        | \$ (213,969.92) |
| 0059      | 6020015   | Conc Base Cse, Nonreinf, 6 inch              | 0.00                      | 0.00            | 0.00           | Syd   | \$ -         | \$ -        | \$ -            |
| 0060      | 6020023   | Conc Base Cse, Nonreinf, 10 inch             | 0.00                      | 0.00            | 0.00           | Syd   | \$ -         | \$ -        | \$ -            |
| 0061      | 8010005   | Driveway, Nonreinf Conc, 6 inch              | 665.00                    | 85.00           | 750.00         | Syd   | \$ 41.80     | \$ 3,553.00 | \$ -            |
| 0062      | 8020002   | Curb, Conc, Det E2                           | 20.00                     | 0.00            | 20.00          | Ft    | \$ 39.50     | \$ -        | \$ -            |
| 0063      | 8020038   | Curb and Gutter, Conc, Det F4                | 3,635.00                  | -2,635.00       | 1,000.00       | Ft    | \$ 29.60     | \$ -        | \$ (77,996.00)  |
| 0064      | 8030010   | Detectable Warning Surface                   | 127.00                    | -52.00          | 75.00          | Ft    | \$ 44.00     | \$ -        | \$ (2,288.00)   |
| 0065      | 8030030   | Curb Ramp Opening, Conc                      | 902.00                    | -667.00         | 235.00         | Ft    | \$ 29.60     | \$ -        | \$ (19,743.20)  |
| 0066      | 8030044   | Sidewalk, Conc, 4 inch                       | 6,090.00                  | -180.00         | 5,910.00       | Sft   | \$ 4.95      | \$ -        | \$ (891.00)     |
| 0067      | 8030046   | Sidewalk, Conc, 6 inch                       | 2,394.00                  | -1,869.00       | 525.00         | Sft   | \$ 5.11      | \$ -        | \$ (9,550.59)   |
| 0068      | 8032002   | Curb Ramp, Conc, 6 inch                      | 2,604.00                  | -1,489.00       | 1,115.00       | Sft   | \$ 7.10      | \$ -        | \$ (10,571.90)  |
| 0069      | 8100371   | Post, Steel, 3 lb                            | 221.00                    | 0.00            | 221.00         | Ft    | \$ 11.28     | \$ -        | \$ -            |
| 0070      | 8100402   | Sign, Type III, Erect, Salv                  | 1.00                      | 0.00            | 1.00           | Ea    | \$ 71.50     | \$ -        | \$ -            |
| 0071      | 8100403   | Sign, Type III, Rem                          | 32.00                     | 0.00            | 32.00          | Ea    | \$ 49.50     | \$ -        | \$ -            |
| 0072      | 8100404   | Sign, Type IIIA                              | 178.00                    | 0.00            | 178.00         | Sft   | \$ 22.28     | \$ -        | \$ -            |
| 0073      | 8100405   | Sign, Type IIIB                              | 5.00                      | 0.00            | 5.00           | Sft   | \$ 22.28     | \$ -        | \$ -            |
| 0074      | 8120012   | Barricade, Type III, High Intensity, Double  | 32.00                     | 0.00            | 32.00          | Ea    | \$ 73.37     | \$ -        | \$ -            |
| 0075      | 8120013   | Barricade, Type III, High Intensity, Double  | 32.00                     | 0.00            | 32.00          | Ea    | \$ 6.38      | \$ -        | \$ -            |
| 0076      | 8120026   | Pedestrian Type II Barricade, Temp           | 30.00                     | 0.00            | 30.00          | Ea    | \$ 63.80     | \$ -        | \$ -            |
| 0077      | 8120330   | Sign, Portable, Changeable Message, Furn     | 0.00                      | 0.00            | 0.00           | Ea    | \$ -         | \$ -        | \$ -            |
| 0078      | 8120331   | Sign, Portable, Changeable Message, Ope      | 0.00                      | 0.00            | 0.00           | Ea    | \$ -         | \$ -        | \$ -            |
| 0079      | 8120035   | Channelizing Device, 42 inch, Fluorescent,   | 0.00                      | 0.00            | 0.00           | Ea    | \$ -         | \$ -        | \$ -            |
| 0080      | 8120036   | Channelizing Device, 42 inch, Fluorescent,   | 0.00                      | 0.00            | 0.00           | Ea    | \$ -         | \$ -        | \$ -            |
| 0081      | 8120140   | Lighted Arrow, Type C, Furn                  | 0.00                      | 0.00            | 0.00           | Ea    | \$ -         | \$ -        | \$ -            |
| 0082      | 8120141   | Lighted Arrow, Type C, Oper                  | 0.00                      | 0.00            | 0.00           | Ea    | \$ -         | \$ -        | \$ -            |
| 0083      | 8120170   | Minor Traf Devices                           | 1.00                      | 0.00            | 1.00           | LSUM  | \$ 25,000.00 | \$ -        | \$ -            |
| 0084      | 8120252   | Plastic Drum, Fluorescent, Furn              | 75.00                     | 0.00            | 75.00          | Ea    | \$ 33.18     | \$ -        | \$ -            |
| 0085      | 8120253   | Plastic Drum, Fluorescent, Oper              | 75.00                     | 0.00            | 75.00          | Ea    | \$ 1.28      | \$ -        | \$ -            |
| 0086      | 8120350   | Sign, Type B, Temp, Prismatic, Furn          | 511.00                    | 0.00            | 511.00         | Sft   | \$ 4.42      | \$ -        | \$ -            |
| 0087      | 8120351   | Sign, Type B, Temp, Prismatic, Oper          | 512.00                    | 0.00            | 512.00         | Sft   | \$ 0.30      | \$ -        | \$ -            |
| 0088      | 8120352   | Sign, Type B, Temp, Prismatic, Special, Fu   | 0.00                      | 0.00            | 0.00           | Sft   | \$ -         | \$ -        | \$ -            |
| 0089      | 8120353   | Sign, Type B, Temp, Prismatic, Special, Op   | 0.00                      | 0.00            | 0.00           | Sft   | \$ -         | \$ -        | \$ -            |
| 0090      | 8120370   | Traf Regulator Control                       | 1.00                      | 0.00            | 1.00           | LSUM  | \$ 2,500.00  | \$ -        | \$ -            |
| 0091      | 8150001   | Site Preparation, Max \$11,100.00            | 1.00                      | 0.00            | 1.00           | LSUM  | \$ 11,100.00 | \$ -        | \$ -            |
| 0092      | 8150002   | Watering and Cultivating, First Season, Min  | 1.00                      | 0.00            | 1.00           | LSUM  | \$ 8,500.00  | \$ -        | \$ -            |
| 0093      | 8150003   | Watering and Cultivating, 2nd Season, Min    | 1.00                      | 0.00            | 1.00           | LSUM  | \$ 8,500.00  | \$ -        | \$ -            |
| 0094      | 8157011   | Shredded Mulch                               | 60.00                     | -10.00          | 50.00          | Syd   | \$ 95.00     | \$ -        | \$ (950.00)     |
| 0095      | 8157050   | Acer Rubrum 'Bowhall', 2 1/2 inch            | 6.00                      | 0.00            | 6.00           | Ea    | \$ 1,450.00  | \$ -        | \$ -            |
| 0096      | 8157050   | Gledistia Triacanthos Inermis 'Skyline', 2 1 | 10.00                     | 0.00            | 10.00          | Ea    | \$ 1,450.00  | \$ -        | \$ -            |
| 0097      | 8157050   | Pyrus Calleryana, 2 1/2 inch                 | 9.00                      | -1.00           | 8.00           | Ea    | \$ 1,450.00  | \$ -        | \$ (1,450.00)   |
| 0098      | 8157050   | Syringa Reticulata, 2 1/2 inch               | 10.00                     | -2.00           | 8.00           | Ea    | \$ 1,450.00  | \$ -        | \$ (2,900.00)   |
| 0099      | 8167011   | Turf Establishment, Performance              | 4,609.00                  | 515.00          | 5,124.00       | Syd   | \$ 8.61      | \$ 4,434.15 | \$ -            |
| 0100      | 8237001   | Hydrant Extension                            | 4.00                      | 0.00            | 4.00           | Ft    | \$ 600.00    | \$ -        | \$ -            |
| 0101      | 8237001   | Tracer Wire, Modified                        | 6,002.00                  | 218.00          | 6,220.00       | Ft    | \$ 3.31      | \$ 721.58   | \$ -            |
| 0102      | 8237001   | Water Main Backfill, Class II                | 3,001.00                  | -471.00         | 2,530.00       | Ft    | \$ 41.48     | \$ -        | \$ (19,537.08)  |
| 0103      | 8237001   | Water Main, 12 inch                          | 100.00                    | 0.00            | 100.00         | Ft    | \$ 292.16    | \$ -        | \$ -            |
| 0104      | 8237001   | Water Main, 6 inch                           | 40.00                     | 0.00            | 40.00          | Ft    | \$ 196.30    | \$ -        | \$ -            |
| 0105      | 8237001   | Water Main, 8 inch                           | 2,901.00                  | -471.00         | 2,430.00       | Ft    | \$ 121.20    | \$ -        | \$ (57,085.20)  |
| 0106      | 8237001   | Water Service Pipe, Cu, 1 inch               | 1,800.00                  | 0.00            | 1,800.00       | Ft    | \$ 27.30     | \$ -        | \$ -            |
| 0107      | 8237050   | Bond Restoration                             | 64.00                     | 0.00            | 64.00          | Ea    | \$ 425.00    | \$ -        | \$ -            |
| 0108      | 8237050   | Electrical Permit Acquisition and Complian   | 64.00                     | 0.00            | 64.00          | Ea    | \$ 395.00    | \$ -        | \$ -            |
| 0109      | 8237050   | Gate Box, Adj, Case 1, Modified              | 13.00                     | -6.00           | 7.00           | Ea    | \$ 775.00    | \$ -        | \$ (4,650.00)   |
| 0110      | 8237050   | Gate Valve and Box, 6 inch, Modified         | 0.00                      | 0.00            | 0.00           | Ea    | \$ -         | \$ -        | \$ -            |

## ENG22-02 DWSRF PHASE 1, WEST DIVISION CHANGE ORDER NUMBER 2

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

| Prop Line                | Item Code | Item Description                                | Current Contract Quantity | Quantity Change | Final Quantity | Units | Unit Price  | Amount            |                   |
|--------------------------|-----------|-------------------------------------------------|---------------------------|-----------------|----------------|-------|-------------|-------------------|-------------------|
|                          |           |                                                 |                           |                 |                |       |             | ADD               | DEDUCT            |
| 0111                     | 8237050   | Gate Valve and Box, 8 inch, Modified            | 13.00                     | 0.00            | 13.00          | Ea    | \$ 3,573.31 | \$ -              | \$ -              |
| 0112                     | 8237050   | Hydrant Assembly                                | 5.00                      | 0.00            | 5.00           | Ea    | \$ 6,820.00 | \$ -              | \$ -              |
| 0113                     | 8237050   | Hydrant, Rem, Modified                          | 5.00                      | 0.00            | 5.00           | Ea    | \$ 575.00   | \$ -              | \$ -              |
| 0114                     | 8237050   | Plumbing Permit Acquisition and Compliance      | 64.00                     | 0.00            | 64.00          | Ea    | \$ 450.00   | \$ -              | \$ -              |
| 0115                     | 8237050   | Tracer Wire, Grounding Rod                      | 17.00                     | 0.00            | 17.00          | Ea    | \$ 120.00   | \$ -              | \$ -              |
| 0116                     | 8237050   | Wall Penetration Sleeve, Sch 40 PVC, 1-1/2 inch | 64.00                     | 0.00            | 64.00          | Ea    | \$ 225.00   | \$ -              | \$ -              |
| 0117                     | 8237050   | Water Main, Connect New 6 inch to Existing      | 0.00                      | 0.00            | 0.00           | Ea    | \$ -        | \$ -              | \$ -              |
| 0118                     | 8237050   | Water Main, Connect New 8 inch to Existing      | 12.00                     | 0.00            | 12.00          | Ea    | \$ 7,500.00 | \$ -              | \$ -              |
| 0119                     | 8237050   | Water Main, Connect New 8 inch to Existing      | 1.00                      | 0.00            | 1.00           | Ea    | \$ 8,450.00 | \$ -              | \$ -              |
| 0120                     | 8237050   | Water Main, Cut and Plug, 6 inch                | 8.00                      | 0.00            | 8.00           | Ea    | \$ 475.00   | \$ -              | \$ -              |
| 0121                     | 8237050   | Water Main, Cut and Plug, 8 inch                | 2.00                      | 0.00            | 2.00           | Ea    | \$ 575.00   | \$ -              | \$ -              |
| 0122                     | 8237050   | Water Meter                                     | 64.00                     | 0.00            | 64.00          | Ea    | \$ 275.00   | \$ -              | \$ -              |
| 0123                     | 8237050   | Water Meter Acquisition and Radio Reading       | 64.00                     | 0.00            | 64.00          | Ea    | \$ 275.00   | \$ -              | \$ -              |
| 0124                     | 8237050   | Water Serv, 1 inch                              | 33.00                     | 0.00            | 33.00          | Ea    | \$ 3,285.00 | \$ -              | \$ -              |
| 0125                     | 8237050   | Water Serv, Long, 1 inch                        | 31.00                     | 0.00            | 31.00          | Ea    | \$ 3,830.00 | \$ -              | \$ -              |
| 0126                     | 8237050   | Water Serv, Long, 2 inch                        | 1.00                      | 0.00            | 1.00           | Ea    | \$ 5,390.40 | \$ -              | \$ -              |
| 0127                     | 8237050   | Water Service, Abandon, Two-inch Diameter       | 51.00                     | 0.00            | 51.00          | Ea    | \$ 250.00   | \$ -              | \$ -              |
| 0128                     | 8267030   | Water Main Fittings, DI                         | 4,000.00                  | 0.00            | 4,000.00       | Lb    | \$ 5.50     | \$ -              | \$ -              |
| 0129                     | 4027001   | Sewer, DI, 8 inch                               | 40.00                     | 0.00            | 40.00          | Ft    | \$ 125.00   | \$ -              | \$ -              |
| 0130                     | 4037050   | Catch Basin, 24 inch dia                        | 2.00                      | 0.00            | 2.00           | Ea    | \$ 2,720.00 | \$ -              | \$ -              |
| 0131                     | 6030005   | Cement                                          | 2.00                      | 0.00            | 2.00           | Ton   | \$ 150.00   | \$ -              | \$ -              |
| 0132                     | 8010007   | Driveway, Nonreinf Conc, 8 inch                 | 11.00                     | 0.00            | 11.00          | Syd   | \$ 75.00    | \$ -              | \$ -              |
| 0133                     | 8230391   | Gate Box, Adj, Temp, Case 1                     | 13.00                     | 0.00            | 13.00          | Ea    | \$ 675.00   | \$ -              | \$ -              |
| 0134                     | 8237050   | Water Main, Connect New 12 inch to Existing     | 2.00                      | 0.00            | 2.00           | Ea    | \$ 9,540.00 | \$ -              | \$ -              |
| 0135                     | 8237050   | Gate Valve and Box, 12 inch, Modified           | 2.00                      | 0.00            | 2.00           | Ea    | \$ 5,170.80 | \$ -              | \$ -              |
| 0136                     | 8237050   | Water Main, Cut and Plug, 12 inch               | 2.00                      | 0.00            | 2.00           | Ea    | \$ 1,250.00 | \$ -              | \$ -              |
| 0201                     | 3027011   | Aggregate Base, 8 inch, 21AA, Modified, P       | 0.00                      | 2,123.00        | 2,123.00       | Syd   | \$ 15.75    | \$ 33,437.25      | \$ -              |
| 0202                     | 5017031   | HMA, 13A, Pavt Patch                            | 0.00                      | 700.00          | 700.00         | Ton   | \$ 194.00   | \$ 135,800.00     | \$ -              |
| 0203                     | 8237001   | Water Main, Dir Bore, 8 inch                    | 0.00                      | 780.00          | 780.00         | Ft    | \$ 145.20   | \$ 113,256.00     | \$ -              |
| Total:                   |           |                                                 |                           |                 |                |       |             | \$ 320,947.58     | \$ (1,352,967.50) |
| Net Change:              |           |                                                 |                           |                 |                |       |             | \$ (1,032,019.92) |                   |
| Current Contract Amount: |           |                                                 |                           |                 |                |       |             | \$ 3,865,829.50   |                   |
| Revised Contract Amount: |           |                                                 |                           |                 |                |       |             | \$ 2,833,809.58   |                   |



ALTERING OUTCOMES  
3123 RIDGEMONT STREET  
COMMERCE TOWNSHIP, MI 48382

October 3, 2023

Jonathan Greene  
City Manager  
Jackson City Hall  
161 W. Michigan Ave.  
Jackson, MI 49201

Letter of Intent:

Altering Outcomes, a 501(c)3 organization, is pleased to present the City of Jackson with a letter of intent regarding the acquisition of T.A. Wilson Elementary School located at 310 West Morrell Street, Jackson, MI 49203.

Our mission is to help community members achieve personal and financial independence by building a stable structure of faith, employment, sobriety, shelter, and community.

Our intent is to develop the first “Altering Outcomes” campus. The campus would be designed to eliminate barriers that prevent community members from successfully maintaining employment while providing the stability of transitional housing. Eligibility of the program will be maintained through sobriety, employment, and scheduled accountability metrics.

Services shall include:

- Transitional housing
- Employment
- Transportation
- Childcare
- Resource center
- Onsite counseling / group services
- Warming center / pallet housing

The program will be launched in the Annex. As occupancy increases the program will flow into the school. Pallet housing will be utilized to support accommodations.

Altering Outcomes will partner with community organizations to provide the best services available to our community members.

- Interfaith Shelter – Steve Castle
- Jackson Housing Commission – Anthony Gittens
- Community Action Agency
- Community – Mama Tu Tu
- Jackson Police, Fire, and Transportation departments
- Segway, Lifeways, Home of New Visions, Residence in Action



ALTERING OUTCOMES  
3123 RIDGEMONT STREET  
COMMERCE TOWNSHIP, MI 48382

We appreciate your consideration in our organization to launch such an incredible program. We look forward to serving the community.

Thank you,

Eric Rice  
Altering Outcomes

**MEMO TO:** Mayor and City Councilmembers

**FROM:** Jonathan Greene, City Manager

**DATE:** November 27, 2023

**SUBJECT:** Letter of Agreement – Police Officers Labor Council – Non Supervisory

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Recommendation: Approve the Letter of Agreement between the City of Jackson and Jackson Police Officers Labor Council – Non Supervisory.

The City of Jackson Police Officers Labor Council – Non Supervisory bargaining unit had a wage opening provision in their current contract. Their current contract was extended during the pandemic and 1.5% wage increases were negotiated for the first 3 years of the contract. The wage reopener was to settle wages for the 7/1/24 and 7/1/25 fiscal years. I am happy to say that we have reached a tentative agreement with the union. The Tentative Agreement calls for a \$3,000 retention bonus for employees who have reached 5 years of service (those with less than 5 years of services will earn their bonus on their 5 year anniversary) and a 4% wage increase on each of the next 2 years. That means during the 5 year contract the average annual wage increase is 2.5% (12.5% increase / 5 years). This is both fair to the city and the union.

Tentative Agreement  
between the  
City of Jackson  
and the  
Police Officers Labor Council

The parties have tentatively agreed to the following terms.

All current bargaining unit members with five (5) or more years of service as of November 16, 2023, shall receive a \$3,000.00 retention incentive upon both parties ratifying this agreement.

All current bargaining unit members with less than five (5) years of service as of November 16, 2023, shall receive a \$3,000.00 retention incentive in the first pay period after completion of their fifth year of service.

The parties have agreed to a four percent (4%) wage increase, effective July 1, 2024.

The parties have agreed to a four percent (4%) wage increase, effective July 1, 2025.

All other terms and conditions of the current collective bargaining agreement remain in full force and effect.

POLICE OFFICER LABOR COUNCIL

THE CITY OF JACKSON

By \_\_\_\_\_  
Michael Galbreath President

By \_\_\_\_\_  
Jonathan Greene, City Manager

Date \_\_\_\_\_

Date \_\_\_\_\_

By  \_\_\_\_\_  
Scott Blackwell, Labor Representative

Date November 21, 2023