



AGENDA - CITY COUNCIL

Tuesday, August 19, 2025

6:30 PM

1. CALL TO ORDER.

2. PLEDGE OF ALLEGIANCE.

A. Invocation will be given by Mayor Daniel Mahoney

3. ROLL CALL.

4. ADOPTION OF AGENDA.

5. PRESENTATIONS/PROCLAMATIONS.

6. PUBLIC HEARINGS.

7. CITIZEN COMMENTS.

(3-Minute Limit)

8. CONSENT CALENDAR.

Consent Action

A. Minutes of the July 22, 2025, Regular Meeting of the Jackson City Council

B. Alley Vacation Receipt - Wesley to Franklin

Receipt of alley vacation petition and refer to staff for recommendation.

C. City of Jackson, Michigan Preliminary Financial Statements for the Twelve Months Ended June 30, 2025

D. Special Event Application: Commonwealth's International Dog Day

Approve a request from Commonwealth Associates, Inc. to host the Commonwealth's International Dog Day on August 21, 2025, at Horace Blackman Park in downtown Jackson.

- E. Special Event Application: Ruck to Remember Veteran Suicide

Approve a request from the Jackson County Military Coalition to host the Ruck to Remember Veteran Suicide on September 6, 2025, in downtown Jackson.

- F. Special Event Application: Grand River Annual Cleanup

Approve a request from the Grand River Environmental Action Team to host the Grand River Annual Cleanup on September 13, 2025, in downtown Jackson.

- G. Special Event Application: K105.3 Fall Fest & Chili Classic

Approve a request from the McKibbin Media Group to host the K105.3 Fall Fest & Chili Classic on September 27, 2025, in downtown Jackson.

- H. Special Event Application: ORS Oktoberfest 10L5K Kids Superhero Run

Approve a request from the Orthopaedic Rehab Specialists to host the ORS Oktoberfest 10K/5K Kids Superhero Run on October 4, 2025, in downtown Jackson.

- I. Special Event Application: Grand River Farmers Market

Approve a request from the Jackson DDA to host the Grand River Farmers Market Tuesdays through October 2025, in downtown Jackson.

- J. Special Event Application: Jackson High Homecoming Parade

Approve a request from Jackson Public School to host the Jackson High Homecoming Parade on September 26, 2025, in downtown Jackson.

- K. Special Event Application: Jackson Civil War Muster 2025

Approve a request from the Jackson Civil War Society to host the Jackson Civil War Muster on August 22-24, 2025, at Cascades in Jackson.

- L. Special Event Application: Public Rosary

Approve a request from the Queen of the Miraculous Medal Church to host the Public Rosary on October 12, 2025, in downtown Jackson.

- M. Special Event Application: Fire in the City

Approve a request from Found Church to host Fire in the City on September 26, 2025, in downtown Jackson.

- N. Special Event Application: Workers Rights Celebration and Rally

Approve a request from the Local Community Advocates & Jackson County Democratic Committee to host the Workers Rights Celebration and Rally on September 1, 2025, in downtown Jackson.

9. OTHER BUSINESS.

10. NEW BUSINESS.

- A. City Treasurer Position

A. Consideration of a motion to set August 26, 2025 @ 6pm as the time and date for City Treasurer Interviews.

B. Consideration of a motion directing the City Attorney to prepare a Resolution proposing a Charter amendment to change the City Treasurer position from an elected position to a City Council appointed position after December 1, 2028.

- B. Opioid Settlement Funds

Authorize the issuance of a Request for Proposals (RFP) for the Grant for Substance Use Disorder (SUD) Treatment and Transitional Housing, funded by opioid settlement proceeds.

- C. Accelerate Jackson Professional Services Contract

Approve a \$50,000 annual fee-for-service agreement with Accelerate Jackson County (AJC) to provide targeted economic development services to the City of Jackson, including business retention, property marketing, redevelopment facilitation, and strategic planning support.

- D. Resolution : LOCC Recommendation - Mayor

Consider the recommendation made by the Local Officers Compensation Commission and adopt the resolution either accepting the recommendation (Option A) or rejecting the recommendation (Option B)

- E. Resolution: LOCC Recommendation - City Treasurer

Consider the recommendation of the Local Officers Compensation Commission and adopt a resolution to either accept the recommendation (Option A Resolution) or to reject the recommendation (Option B Resolution).

- F. Resolution: LOCC Recommendation - City Council

Consider the recommendation made by the Local Officers Compensation Commission as it pertains to the salary for members of City Council and adopt either the resolution to accept the recommendation (Option A) or to reject the recommendation (Option B).

- G. Change Order 1 to the Water Treatment Plant Sanitary Sewer Replacement contract with Bailey Excavating, Inc.

Approve Change Order 1 to the Water Treatment Plant Sanitary Sewer Replacement contract with Bailey Excavating, Inc. in the decreased amount of \$174,928.33 to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.

- H. Professional Services Contract with Spalding DeDecker to perform the Engineering for the Water Treatment Plant Source Water Study

Approval for the Professional Services Contract with Spalding DeDecker to perform the Engineering for the Water Treatment Source Water Study for \$499,998.00

- I. Region 2 Planning Commission Invoice – Local Share Cost of JACTS Unified Work Program FY 2025

Approve a Local Funding Resolution and payment in the amount of \$28,540.00 to Region 2 Planning Commission for the City of Jackson's share of the cost of the Jackson Area Comprehensive Transportation Study (JACTS) Unified Work Program for FY 2025 and authorize the City Engineer to sign the Local Funding Resolution.

- J. Approve a Budget Amendment to Reallocate \$300,000 from the General Fund to the Building Demolition Fund

Approve a budget amendment to reallocate \$300,000 from the General Fund to the Building Demolition Fund.

- K. Amendment 1 to the 2025 Major Street Engineering Contract

Approve Amendment 1 to the 25-001 Major Street Engineering contract with Hubbell, Roth & Clark, Inc. (HRC) of Jackson, MI, at a not-to-exceed cost of \$66,660.00, and authorize the City Manager and City Engineer to sign the appropriate document.

11. CITY COUNCILMEMBER'S COMMENTS.

12. CITY MANAGER'S COMMENTS.

13. ADJOURNMENT.



CITY COUNCIL MEETING MINUTES

July 22, 2025

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE AND INVOCATION:

Council joined in the Pledge of Allegiance. Invocation was given by Sixth Ward Councilmember Will Forgrave.

ROLL CALL:

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

Absent: none.

Also present: City Manager Jonathan Greene, City Clerk Andrea Muray, Chief Equity Officer John Willis, Police Chief Chris Simpson, and City Engineer Troy White.

ADOPTION OF AGENDA:

Motion was made by Councilmember Wood, seconded by Councilmember Gunn to adopt the agenda.

Motion was made by Mayor Mahoney, seconded by Councilmember Forgrave to amend the agenda by moving Item 9A to 5A, and Item 5A to 5B. Vote was done by voice with all in favor.

Motion was made by Mayor Mahoney, seconded Councilmember Wood to amend the agenda by adding Item 9A – Appointment of David Hammontree to the Board of Review. Vote was done by voice with all in favor. Motion carried.

Vote was taken on the main motion as amended. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

PRESENTATIONS/PROCLAMATIONS:

A. Resolution honoring the life and service of Martin John Griffin

Recommendation: *Adopt a resolution paying homage to the contributions of Martin J. Griffin to the City of Jackson.*

Motion was made by Mayor Mahoney, seconded by Councilmember Wood, to adopt the resolution. Vote was done by voice with all in favor. Motion carried.

B. Jackson Racial Equity Audit Results

Tom Christoff and John Willis provided Council with the Audit Results.

PUBLIC HEARINGS: none.

CITIZEN COMMENTS:

Citizen comments were heard and the meeting continued.

Motion was made Councilmember Davis, seconded by Councilmember Wood to take a 10 minute recess. Vote was done by voice with all in favor.

Recess was taken from 7:41 p.m. until 7:52 p.m.

Motion was made by Councilmember Wood, seconded by Councilmember Gunn to return from recess. Vote was done by voice with all in favor.

CONSENT CALENDAR:

A. Minutes of the June 10, 2025, Regular Meeting of the Jackson City Council

B. Water Relief Fund

Direct the Treasurer's Office to remove the option of donating a tax return to the Parks and Recreation Department and replace it with the option to donate to a newly created Water Relief Fund

C. Lansing Avenue Alley Vacation

Authorize the signing of petition for property located 1111 Lansing Avenue, receive the petition, and refer to staff.

D. City of Jackson, Michigan Financial Statements for the Eleven Months Ended May 31, 2025

E. Traffic Control Orders 2408-2412

Approve Traffic Control Orders 2408 through 2412 to restore on-street parking on the north side of Washington Avenue from West Avenue to First Street.

F. Traffic Control Order 2414

Approve Traffic Control Order 2414 to install "Autistic Child Area" signs on Burr Street between Columbus Street and Cooper Street.

G. Special Event Application: July Cruise-In and Concert

Approve a request from the Jackson Downtown Development Authority to host the July Cruise-In and Concert on July 25, 2025, in downtown Jackson.

H. Special Event Application: Mitchell Tenpenny Concert

Approve a request from the Michigan Theatre of Jackson to host the Mitchell Tenpenny Concert on August 10, 2025, in downtown Jackson.

I. Special Event Application: Jack-O-Lantern Paws Parade Fest 2nd Annual

Approve a request from the Jack-Son Signature, LLC to host the Jack-O-Lantern Paws Parade Fest 2nd Annual on October 4, 2025, at Horace Blackman Park in downtown Jackson.

J. Special Event Application: Alzheimer's Association Walk to End Alzheimer's Jackson

Approve a request from the Alzheimer's Disease & Related Disorders Association to host the Alzheimer's Association Walk to End Alzheimer's Jackson on October 11, 2025, in downtown Jackson.

K. Special Event Application: Central Michigan Team Hope Walk

Approve a request from the Huntington's Disease Society of America Upper Great Lakes Region to host the Central Michigan Team Hope Walk on October 11, 2025 in downtown Jackson.

L. Special Event Application: Big Miles for Little Smiles

Approve a request from the Big Brothers Big Sisters of Jackson County to host the Big Miles for Little Smiles on September 14, 2025, at Ella Sharp Park in Jackson.

M. Special Event Application: 2nd Annual Flat Iron District Block Party

Approve a request from The Welcome Home Organization to host the 2nd Annual Flat Iron District Block Party on August 9, 2025, in downtown Jackson.

Motion was made by Councilmember Gunn, seconded by Councilmember Wood to approve the consent calendar. Councilmember Forgrave requested Item 8B be removed for separate consideration. Councilmember Davis requested Item 8C be removed for separate consideration. Vote was taken on approval of the consent calendar (without Items B and C). Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

(Item 8B) Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to replace the option of donating to the Parks and Recreation Department with the option to donate to the Water Relief Fund.

Motion was made by Councilmember Forgrave, seconded by Councilmember Wood to add the option to donate to the Water Relief Fund to the option to donate to the Parks and Recreation Department. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

(Item 8C) Motion was made by Vice Mayor Dancy, seconded by Councilmember Wood to authorize the signing of the petition for property located at 1111 Lansing Avenue, receive the petition, and refer to staff. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

OTHER BUSINESS: none.

NEW BUSINESS:

A. Appointment of David Hammontree to the Board of Review

Recommendation: *Appoint David Hammontree to the Board of Review as recommended by Mayor Daniel Mahoney.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Robinson to appoint David Hammontree to the Board of Review. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

B. First Amendment to the Health Care Savings Program Withdrawal and Asset Transfer Agreement

Recommendation: *Adoption of the resolution for the First Amendment to the Health Care Savings Program Withdrawal and Asset Transfer Agreement between City of Jackson, Michigan and Municipal Employees' Retirement System of Michigan (Division #301289 – IAFF)*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Forgrave, to adopt the resolution for the First Amendment to the Health Care Savings Program Withdrawal and Asset Transfer Agreement between City of Jackson, Michigan and Municipal Employees' Retirement System of Michigan (Division #301289 – IAFF). Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

C. Contract award for the MLK Equality Trail Extension

Recommendation: *Approve the award of the contract for the MLK Equality Trail Extension on Mechanic Street from Detroit Street to Trail Street to Merlo Construction Company, Inc. of Milford, Michigan at a cost of \$298,052.00 and authorize the Mayor and City Clerk to execute the appropriate documents.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Gunn to approve the award of the contract for the MLK Equality Trail Extension on Mechanic Street from Detroit Street to Trail Street to Merlo Construction Company, Inc. of Milford, Michigan at a cost of \$298,052.00 and authorize the Mayor and City Clerk to execute the appropriate documents. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, and Forgrave (6). Nays: Councilmember Davis (1). Motion carried.

D. Change Order 3 to the Drinking Water State Revolving Fund (DWSRF) Phase 1 Water Main Replacement, West Division

Recommendation: *Approve Change Order 3 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 \$327,341.74 to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.*

Motion was made by Councilmember Wood, seconded by Councilmember Gunn to approve Change Order 3 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 \$327,341.74 to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document. Vote

– Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

E. Change Order 3 to the Drinking Water State Revolving Fund (DWSRF) Phase 1, East Division

Recommendation: *Approve Change Order 3 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 \$498,149.56 to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document*

Motion was made by Councilmember Gunn, seconded by Councilmember Robinson to approve Change Order 3 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 \$498,149.56. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

F. 2023 HMA Patching Contract – Second and Final Renewal

Recommendation: *Approve the second and final renewal of the 2023 HMA Patching contract with Bailey Excavating, Inc. of Jackson, Michigan in the estimated amount of \$254,528.68 and authorize the Mayor and City Clerk to execute the appropriate documents in accordance with the Purchasing Agent.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Gunn to approve the second and final renewal of the 2023 HMA Patching contract with Bailey Excavating, Inc. of Jackson, Michigan in the estimated amount of \$254,528.68 and authorize the Mayor and City Clerk to execute the appropriate documents. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

G. As-needed tree trimming, tree removals, and stump grinding bid award

Recommendation: *Award the bid for as-needed tree trimming, tree removals, and stump grinding to Johnny's Tree Service Inc. for \$217,330.00 in fiscal year 25/26 and \$217,330.00 in fiscal year 26/27 resulting in a two-year contract.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Robinson to award the bid for as-needed tree trimming, tree removals, and stump grinding to Johnny's Tree Service Inc. for \$217,330.00 in fiscal year 25/26 and \$217,330.00 in fiscal year 26/27 resulting in a two-year contract. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

H. Personnel Policy Update Effective 6.1.2025

Recommendation: *Approval of the Personnel Policy Update Effective 6.1.2025*

Motion was made by Councilmember Gunn, seconded by Councilmember Wood to approve the Personnel Policy Update Effective 6.1.2025. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

I. Sensus SmartPoint MXU Radio Reading Device Purchase

Recommendation: *Approval of the purchase for 2,430 Sensus SmartPoint MXU Radio Reading Devices from ETNA Supply of Grand Rapids in the amount of \$398,520 and approval of the Resolution to amend the budget for Fiscal Year 2025/26 to fund the purchase.*

Motion was made by Councilmember Wood, seconded by Councilmember Forgrave to approve of the purchase for 2,430 Sensus SmartPoint MXU Radio Reading Devices from ETNA Supply of Grand Rapids in the amount of \$398,520 and approval of the resolution to amend the budget for Fiscal Year 2025/26 to fund the purchase. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

J. Sale of 110 W Michigan Ave

Recommendation: *Approve the sale of 110 W Michigan Ave to the Michigan Theatre of Jackson for a price of \$160,000 and authorize the City Manager and City Attorney to sign all sale documents associated with the Property Transfer and to make minor modifications.*

Motion was made by Councilmember Gunn, seconded by Councilmember Robinson to approve the sale of 110 W Michigan Ave to the Michigan Theatre of Jackson for a price of \$160,000 and authorize the City Manager and City Attorney to sign all sale documents associated with the Property Transfer and to make minor modifications. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

K. City of Jackson and Michigan Association of Public Employees (MAPE) CBA

Recommendation: *Approve the Collective Bargaining Agreement between the City of Jackson and Michigan Association of Public Employees (MAPE).*

Motion was made by Councilmember Wood, seconded by Councilmember Gunn to approve the Collective Bargaining Agreement between the City of Jackson and

Michigan Association of Public Employees (MAPE).
Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave (7). Nays: none. Motion carried.

CITY COUNCILMEMBER’S COMMENTS:

Mayor Mahoney, Vice Mayor Dancy, and Councilmembers Robinson, Gunn, Wood, Davis, and Forgrave all offered comments.

MANAGER’S COMMENTS:

City Manager Jonathan Greene offered comments.

ADJOURNMENT:

No further business being offered, a motion to adjourn was made by Vice Mayor Dancy and was seconded by Councilmember Forgrave. Vote was done by voice with all in favor. Mayor Mahoney adjourned the meeting at 8:33 p.m.



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: August 19, 2025
SUBJECT: Alley Vacation Receipt - Wesley to Franklin

Recommendation:

Receipt of alley vacation petition and refer to staff for recommendation.

PETITION FOR STREET/ALLEY CLOSING



To the Honorable Mayor
and Members of the City Council
City of Jackson, Michigan:

We the undersigned, being all of the persons owning property abutting on the street or alley, more particularly described as:

A 16.5 FOOT WIDE ALLEY RUNNING NORTH AND SOUTH 264 FEET FROM WESLEY ST TO FRANKLIN ST, LYING EAST OF LOTS 3 & 4 AND WEST OF LOTS 1 & 2 AND BEING THE FIRST ALLEY WEST OF BLACKSTONE ST IN B4S R2W, THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG, CITY OF JACKSON, COUNTY OF JACKSON, STATE OF MICHIGAN.

do hereby respectfully petition your honorable body to close and vacate said street or alley. The said street or alley has been dedicated as a public street or alley.

With respect to any taxes or special assessments levied or assessed against any property included in said street or alley, we and each of us do hereby waive any and all questions, claims or controversies relative to such taxes or special assessments which have or may hereafter be levied or assessed upon any part of the lands embraced in said street or alley, and we hereby assume and agree to pay all such taxes or special assessments thereon, and we further hereby consent to the vacating of the aforesaid street or alley.

NOTE: All persons interested either jointly or individually by deed or contract in relation to any property abutting on the street or alley proposed to be vacated are required to sign and date the above petition:

OWNER OF PROPERTY & SIGNATURE/DATE	DESCRIPTION OF PROPERTY	LINEAL FEET OF FRONTAGE*
JACKSON INTERFAITH SHELTER 414 S BLACKSTONE ST JACKSON MI 49201	LOT 1 EX W 3 RDS OF E 8 RDS, ALSO LOT 2 EX W 66 FT OF S 112 FT, B4S R2W THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG 0303, 0305, 0306, 0308, 0309 SPLIT/COMBINED ON 02/03/2022 FROM 4-030700000, 4-030200000, 4-030100000 NEW PARCEL # 4-0307.0100 414 S BLACKSTONE ST JACKSON MI 49201 PARCEL # 4-0307.0100	152 FEET
<i>[Signature]</i> 5/19/25		
JACKSON INTERFAITH SHELTER 414 S BLACKSTONE ST JACKSON MI 49201	S 112 FT OF W 66 FT OF LOT 2 B4S R2W THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG PARCEL # 4-031000000 308 W FRANKLIN ST JACKSON MI 49201	112 FEET
<i>[Signature]</i> 5/19/25		
JACKSON INTERFAITH SHELTER 414 S BLACKSTONE ST JACKSON MI 49201	E 1/2 OF LOT 3 B4S R2W THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG PARCEL # 4-031100000 312 W FRANKLIN ST JACKSON MI 49201	132 FEET
<i>[Signature]</i> 5/19/25		

*Needed for street vacations only.

Petition Circulated By:

Name: Stephen Castle Date: 5-19-25
Address: 1433 Larchwood Rd. Signature: *[Signature]*
City, State, Zip: Jackson, MI 49201 Phone: 616 438 6351

PETITION FOR STREET/ALLEY CLOSING



To the Honorable Mayor
and Members of the City Council
City of Jackson, Michigan:

We the undersigned, being all of the persons owning property abutting on the street or alley, more particularly described as:

A 16.5 FOOT WIDE ALLEY RUNNING NORTH AND SOUTH 264 FEET FROM WESLEY ST TO FRANKLIN ST, LYING EAST OF LOTS 3 & 4 AND WEST OF LOTS 1 & 2 AND BEING THE FIRST ALLEY WEST OF BLACKSTONE ST IN B4S R2W, THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG, CITY OF JACKSON, COUNTY OF JACKSON, STATE OF MICHIGAN.

do hereby respectfully petition your honorable body to close and vacate said street or alley. The said street or alley has been dedicated as a public street or alley.

With respect to any taxes or special assessments levied or assessed against any property included in said street or alley, we and each of us do hereby waive any and all questions, claims or controversies relative to such taxes or special assessments which have or may hereafter be levied or assessed upon any part of the lands embraced in said street or alley, and we hereby assume and agree to pay all such taxes or special assessments thereon, and we further hereby consent to the vacating of the aforesaid street or alley.

NOTE: All persons interested either jointly or individually by deed or contract in relation to any property abutting on the street or alley proposed to be vacated are required to sign and date the above petition:

OWNER OF PROPERTY & SIGNATURE/DATE	DESCRIPTION OF PROPERTY	LINEAL FEET OF FRONTAGE*
STEPANIE RADZISZEWSKI JOHN RADZISZEWSKI III KIMBERLY RADZISZEWSKI 317 W WESLEY ST JACKSON MI 49201	LOT 4 B4S R2W, THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG SPLIT/COMBINED ON 10/05/2018 FROM 4-031400000, 4-0314.1000, 4-031300000 NEW PARCEL # 4-0314.0100 317 W WESLEY ST JACKSON, MI 49201	132 FEET
<i>[Signature]</i> 5/19/25		
<i>[Signature]</i> 05/19/25		
<i>[Signature]</i> 05/19/25		

*Needed for street vacations only.

Petition Circulated By:

Name: Stephen Castle Date: 5-19-25
Address: 1433 Wickwire Rd. Signature: [Signature]
City, State, Zip: Jackson, MI 49201 Phone: 616 438 6351

QUIT CLAIM DEED

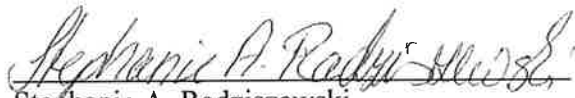
The Grantors, **Stephanie A. Radziszewski**, a woman, **John Thomas Radziszewski, III**, a single man, and **Kimberly Victoria Radziszewski**, a single woman, as joint tenants with full rights of survivorship, whose address is 317 W. Wesley Street, Jackson, MI 49201, quit claim to the Grantee, **Jackson Interfaith Shelter**, a Michigan non-profit corporation, whose registered address is 414 Blackstone, Jackson, MI 49201, all that land in the City of Jackson, County of Jackson, State of Michigan, described as:

SEE ATTACHED LEGAL DESCRIPTION (Exhibit A)

For the sum of less than One Hundred (\$100.00) Dollars. Exemption from transfer tax claimed under MCL 207.526 (a) and MCL 207.505 (a).

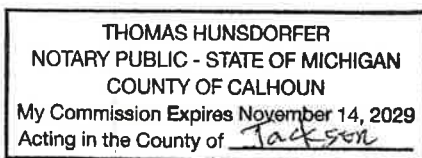
Dated this 16 day of July 2025

Signed by:


Stephanie A. Radziszewski


John Thomas Radziszewski, III


Kimberly Victoria Radziszewski

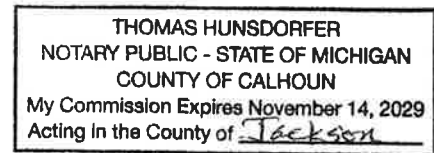


STATE OF MICHIGAN)
COUNTY OF Jackson)SS.

The foregoing instrument was acknowledged before me this 16 day of July 2025 by Stephanie A. Radziszewski.

Thomas Hunsdorfer

, Notary Public

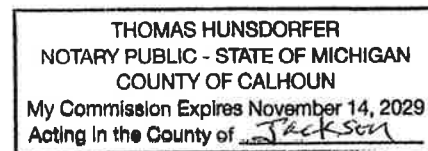


STATE OF MICHIGAN)
COUNTY OF Jackson)SS.

The foregoing instrument was acknowledged before me this 16 day of July 2025 by John Thomas Radziszewski, III.

Thomas Hunsdorfer

, Notary Public

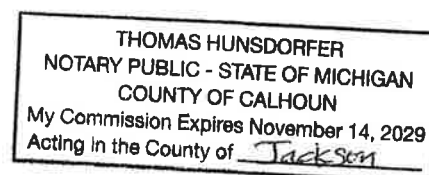


STATE OF MICHIGAN)
COUNTY OF Jackson)SS.

The foregoing instrument was acknowledged before me this 16 day of July 2025 by Kimberly Victoria Radziszewski.

Thomas Hunsdorfer

, Notary Public



DRAFTED BY:
Chadwick A. Perrine (P70948)
1015 Morningstar Drive
Jackson, MI 49203

When recorded return to: GRANTEE
Send subsequent tax bills to: GRANTEE

Preliminary Financial Statements

As of and for the Twelve Months Ended June 30, 2025
(Unaudited and Prepared on the Adopted Budget-Basis)

EXPENDITURE SUMMARY

6/30/2025

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH-TO-DATE	ACTUAL YEAR- TO-DATE		
	FY2025	FY2025	June 2025	FY2025	Percent Expended	Variance - Favorable (Unfavorable)
FUND TYPE/FUND NAME						
General Fund						
101 - GENERAL						
101-000 - CITY COUNCIL	121,212	123,772	\$9,079	\$113,594	91.78%	\$10,178
103-000 - CHARTER REVIEW COMMITTEE	2,500	2,500	–	–	0.00%	\$2,500
172-000 - CITY MANAGER	547,902	616,720	\$30,960	\$587,168	95.21%	\$29,552
191-000 - FINANCE	692,384	723,844	\$56,349	\$705,798	97.51%	\$18,046
215-000 - CITY CLERK	418,878	389,878	\$32,799	\$365,563	93.76%	\$24,315
228-000 - MANAGEMENT INFORMATION SERVICES	462,336	552,850	\$49,360	\$494,011	89.36%	\$58,839
233-000 - PURCHASING	126,943	285,459	\$9,424	\$153,024	53.61%	\$132,435
253-000 - CITY TREASURER	458,257	444,952	\$31,064	\$386,561	86.88%	\$58,391
254-000 - CITY INCOME TAX ADMINISTRATION	269,322	245,522	\$18,789	\$223,523	91.04%	\$21,999
257-000 - CITY ASSESSOR	536,951	562,560	\$46,942	\$545,216	96.92%	\$17,344
262-000 - CITY CLERK- ELECTIONS	204,033	189,033	\$7,378	\$164,584	87.07%	\$24,449
265-000 - CITY HALL AND GROUNDS	823,267	786,407	\$114,904	\$623,301	79.26%	\$163,106
266-000 - CITY ATTORNEY	870,007	887,566	\$77,578	\$860,707	96.97%	\$26,859
270-000 - PERSONNEL & LABOR RELATIONS	637,912	548,762	\$39,651	\$411,829	75.05%	\$136,933
278-000 - UNALLOCATED	835,290	870,978	\$65,285	\$794,109	91.17%	\$76,869
299-000 - ADMINISTRATIVE HEARINGS BUREAU	218,549	352,273	\$17,926	\$229,601	65.18%	\$122,672
301-000 - POLICE	12,347,317	12,113,639	\$885,848	\$11,220,303	92.63%	\$893,336
311-224 - OSHP GRANT	13,114	13,114	–	\$11,204	85.43%	\$1,910
311-225 - OSHP GRANT	–	20,076	–	\$10,815	53.87%	\$9,261
320-000 - CONSORTIUM TRAINING	36,000	53,935	\$10,677	\$49,638	92.03%	\$4,297
321-000 - IN SERVICE TRAINING	16,000	18,000	\$6,721	\$12,034	66.85%	\$5,966
322-000 - MCOLES TRAINING	–	22,500	\$845	\$4,790	21.29%	\$17,710
340-000 - FIRE SUPPRESSION	6,487,641	6,474,076	\$575,135	\$6,377,061	98.50%	\$97,015
350-000 - PUBLIC SAFETY- UNALLOCATED	1,937,698	1,962,305	\$162,945	\$1,955,731	99.66%	\$6,574
442-000 - FORESTRY	873,773	1,081,572	\$60,283	\$636,424	58.84%	\$445,148

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH-TO-DATE	ACTUAL YEAR- TO-DATE		
	FY2025	FY2025	June 2025	FY2025	Percent Expended	Variance - Favorable (Unfavorable)
444-000 - SIDEWALK CONSTRUCTION	152,254	152,254	\$14,277	\$48,086	31.58%	\$104,168
445-000 - DRAINS AT LARGE	109,921	116,845	–	\$37,340	31.96%	\$79,505
450-000 - STREET LIGHTING	630,230	735,973	\$89,535	\$723,937	98.36%	\$12,036
455-000 - WEED CONTROL	106,644	112,496	\$26,807	\$91,978	81.76%	\$20,518
465-000 - GROUNDS MAINTENANCE	505,346	462,229	\$44,569	\$412,556	89.25%	\$49,673
567-000 - CEMETERIES	533,853	595,312	\$64,513	\$367,513	61.73%	\$227,799
571-000 - TAX PROPERTY MAINTENANCE	229,478	169,251	\$29,406	\$110,841	65.49%	\$58,410
572-000 - CIVIC AFFAIRS	142,987	190,463	\$18,802	\$140,655	73.85%	\$49,808
701-000 - PLANNING	272,477	244,044	\$20,852	\$222,113	91.01%	\$21,931
728-000 - ECONOMIC DEVELOPMENT	140,500	385,000	\$79,824	\$365,319	94.89%	\$19,681
752-000 - PARKS, RECREATION & GROUNDS ADMIN.	347,158	360,441	\$44,678	\$365,372	101.37%	(\$4,931)
758-000 - LT. NIXON MEMORIAL POOL	116,975	272,774	(\$23,195)	\$159,035	58.30%	\$113,739
771-000 - PARKS & FACILITIES MAINTENANCE	1,169,290	1,370,637	\$86,069	\$1,066,667	77.82%	\$303,970
776-000 - CITY CENTER	–	65,835	\$1,230	\$11,264	17.11%	\$54,571
803-000 - HISTORICAL DISTRICT	14,574	8,591	\$1,238	\$8,193	95.37%	\$398
806-000 - DIVERSITY, EQUITY & INCLUSION	409,181	635,019	\$115,560	\$515,319	81.15%	\$119,700
965-000 - CONTRIBUTIONS TO OTHER FUNDS	590,199	1,173,454	–	\$107,679	9.18%	\$1,065,775
101 - GENERAL TOTAL	34,408,353	36,392,911	\$2,924,106	\$31,690,458	87.08%	\$4,702,453
102 - BUDGET STABILIZATION	30,000	72,000	–	–	0.00%	\$72,000
GENERAL FUND TOTAL	34,438,353	36,464,911	\$2,924,106	\$31,690,458	86.91%	\$4,774,453
Permanent Fund						
151 - CEMETERY PERPETUAL MAINTENANCE	25,000	25,000	–	–	0.00%	\$25,000
155 - ELLA W. SHARP ENDOWMENT FUND	20,550	33,500	–	–	0.00%	\$33,500
160 - LLOYD E. MOUNT ENDOWMENT	5,100	5,100	–	–	0.00%	\$5,100
PERMANENT FUND TOTAL	50,650	63,600	–	–	0.00%	\$63,600
Special Revenue Fund						
202 - MAJOR STREET	14,911,260	12,280,455	\$637,674	\$5,893,590	47.99%	\$6,386,866
203 - LOCAL STREET	2,056,470	1,992,112	\$134,979	\$1,805,550	90.63%	\$186,562
208 - ELLA W. SHARP PARK OPERATING	1,051,718	1,226,336	\$188,239	\$1,182,857	96.45%	\$43,479
213 - OPIOID SETTLEMENT FUND	62,739	–	–	–	–	\$0
218 - AFFORDABLE HOUSING FUND	1,658,800	1,266,196	\$151,600	\$830,917	65.62%	\$435,279
234 - HCDF MICH GRANT	0	21,000	\$1,205	\$7,546	35.93%	\$13,454
245 - PUBLIC IMPROVEMENT	1,335,840	1,530,960	\$599,913	\$1,035,959	67.67%	\$495,001
246 - CORTLAND ST REDEVELOPMENT PROJECTS FUND	1,621,212	2,395,240	\$464,569	\$2,379,992	99.36%	\$15,248
249 - BUILDING DEPARTMENT	623,988	620,370	\$45,894	\$586,355	94.52%	\$34,015
251 - HOUSING CODE ENFORCEMENT	1,500,661	1,394,854	\$74,676	\$988,633	70.88%	\$406,221
252 - BUILDING DEMOLITIONS	393,000	513,085	\$104,445	\$216,079	42.11%	\$297,006
265 - DRUG LAW ENFORCEMENT	35,432	35,051	\$2,997	\$23,696	67.60%	\$11,355
272 - SAFER GRANT	301,801	351,748	–	\$351,748	100.00%	\$0

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH-TO-DATE	ACTUAL YEAR- TO-DATE		
	FY2025	FY2025	June 2025	FY2025	Percent Expended	Variance - Favorable (Unfavorable)
273 - PROJECT SAFE NEIGHBORHOOD	143,028	100,199	\$12,919	\$75,050	74.90%	\$25,149
275 - BYRNE/JAG PROGRAMS	0	70,794	\$5,620	\$40,371	57.03%	\$30,423
279 - AMERICAN RESCUE PLAN ACT	75,000	5,000	–	–	0.00%	\$5,000
280 - HOUSING STABILITY	0	655,000	\$24,165	\$274,848	41.96%	\$380,152
285 - EPA BROWNFIELD ASSESSMENT GRANT	100,000	223,218	–	\$152,090	68.14%	\$71,128
296 - RECREATION ACTIVITY	268,824	602,064	\$111,664	\$559,972	93.01%	\$42,092
297 - RECREATION MILLAGE	911,550	836,785	\$48,279	\$708,022	84.61%	\$128,763
SPECIAL REVENUE FUND TOTAL	27,051,323	26,120,467	\$2,608,838	\$17,113,275	65.52%	\$9,007,192
Debt Service Fund						
308 - 2020 CAPITAL IMP. BONDS DEBT SERV. FUND	223,792	223,792	–	\$223,791	100.00%	\$1
352 - 2017 MTF BONDS D/S FUND	761,885	761,885	–	\$761,885	100.00%	\$0
353 - 2024 MTF BONDS D/S FUND	0	470,834	–	\$470,833	100.00%	\$1
367 - 2021 CITY HALL REFUNDING DEBT SERV FUND	763,691	763,691	–	\$763,691	100.00%	\$0
385 - 2016 CAPITAL IMP BOND DEBT SERVICE FUND	145,743	145,743	–	\$145,743	100.00%	\$0
386 - 2018 CAPITAL IMP BOND DEBT SERVICE FUND	1,400,250	1,400,250	–	\$1,400,250	100.00%	\$0
389 - 2017 BRA TIF REFUNDING DEBT SERVICE FUND	1,764,600	1,764,600	–	\$1,764,600	100.00%	\$0
391 - 2021 BRA TIF REFUNDING DEBT SERVICE FUND	38,593	38,593	–	\$38,592	100.00%	\$1
394 - 2001 DDA TIF DEBT SERVICE	3,032,403	3,032,403	\$825	\$3,032,402	100.00%	\$1
395 - 2019 DDA TIF REFUNDING DEBT SERVICE	207,157	207,157	–	\$207,157	100.00%	\$0
DEBT SERVICE FUND TOTAL	8,338,114	8,808,948	\$825	\$8,808,945	100.00%	\$3
Capital Projects Fund						
401 - CAPITAL PROJECTS	330,000	700,000	\$114,430	\$224,039	32.01%	\$475,961
402 - WATER EQUIPMENT & REPLACEMENT	28,677,405	9,758,267	\$3,333,703	\$7,321,825	75.03%	\$2,436,442
403 - LEAD SERVICE LINE REPLACEMENT	1,696,998	1,556,570	\$18,047	\$666,762	42.84%	\$889,808
404 - DPS SANITARY SEWER MAINTENANCE	673,281	608,528	\$29,756	\$497,430	81.74%	\$111,098
405 - SANITARY SEWER REPLACEMENT	6,214,142	4,313,268	\$1,337,543	\$3,429,737	79.52%	\$883,531
406 - WASTEWATER EQUIPMENT REPLACEMENT	13,304,666	3,832,083	\$49,661	\$3,140,249	81.95%	\$691,834
407 - 2022 SEWER SYSTEM PROJECT CONSTRUCTION	2,492,187	4,788,856	\$155,004	\$3,760,751	78.53%	\$1,028,105
409 - 2022 WATER SYSTEM PROJECT CONSTRUCTION	9,710,899	5,708,094	\$296,715	\$4,476,781	78.43%	\$1,231,313
410 - 2024 WATER SYSTEM PROJECT CONSTRUCTION	–	3,076,009	\$734,673	\$2,236,428	72.71%	\$839,581
426 - 2024 MICHIGAN TRANSPORT BONDS CONST FUND	1,541,772	1,108,368	–	–	0.00%	\$1,108,368
488 - MLK CORRIDOR IMP. AUTHORITY FUND	3,832,100	2,374,928	\$47,415	\$775,906	32.67%	\$1,599,022
489 - BROWNFIELD REDEVELOPMENT	2,312,552	2,865,154	\$8,801	\$2,465,867	86.06%	\$399,287
494 - DDA PROJECT	3,239,560	3,239,560	\$825	\$3,239,559	100.00%	\$1
CAPITAL PROJECTS FUND TOTAL	74,025,562	43,929,685	\$6,126,574	\$32,235,335	73.38%	\$11,694,350
Special Assessment Funds						

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH-TO-DATE	ACTUAL YEAR- TO-DATE		
	FY2025	FY2025	June 2025	FY2025	Percent Expended	Variance - Favorable (Unfavorable)
852 - 2020 SPEC. ASSESSMENT BONDS DEBT SERVICE	162,008	162,008	–	\$162,008	100.00%	\$1
895 - SPECIAL ASSESSMENT	2,309,081	490,783	–	\$346,590	70.62%	\$144,193
SPECIAL ASSESSMENT FUNDS TOTAL	2,471,089	652,791	–	\$508,597	77.91%	\$144,194
Enterprise Fund						
514 - AUTO PARKING SYSTEM	282,147	277,911	–	\$106,384	38.28%	\$171,527
518 - PARKING ASSESSMENT	387,051	398,509	\$115,886	\$360,713	90.52%	\$37,796
519 - COOPER/FRANCIS PARKING DECKS	282,906	293,377	\$213	\$56,918	19.40%	\$236,459
590 - SEWER	26,884,143	15,625,919	(\$284,631)	\$11,765,923	75.30%	\$3,859,996
591 - WATER	47,408,410	28,485,640	(\$621,678)	\$21,325,941	74.87%	\$7,159,699
ENTERPRISE FUND TOTAL	75,244,657	45,081,356	(\$790,211)	\$33,615,879	74.57%	\$11,465,477
Internal Service Fund						
641 - PUBLIC WORKS ADMINISTRATION	522,909	746,968	\$63,043	\$524,686	70.24%	\$222,282
642 - ENGINEERING ADMINISTRATION	412,933	399,691	\$24,769	\$346,018	86.57%	\$53,673
643 - LOCAL SITE REMEDATION REVOLVING	200,000	200,000	–	\$200,000	100.00%	\$0
661 - MOTOR POOL & GARAGE	1,808,820	2,600,998	\$96,388	\$1,985,423	76.33%	\$615,575
676 - WORKERS COMPENSATION	255,075	229,832	\$21,647	\$219,104	95.33%	\$10,728
677 - SELF-INSURED HEALTHCARE	6,481,950	6,538,641	\$616,320	\$6,673,978	102.07%	(\$135,337)
INTERNAL SERVICE FUND TOTAL	9,681,687	10,716,130	\$822,168	\$9,949,209	92.84%	\$766,921
Custodial Fund						
703 - COUNTY & SCHOOL TAX	28,860,000	32,150,000	–	–	0.00%	\$32,150,000
CUSTODIAL FUND TOTAL	28,860,000	32,150,000	–	–	0.00%	\$32,150,000
Pension Trust Fund						
731 - EMPLOYEES RETIREMENT SYSTEM	4,225,000	4,400,000	–	\$4,229,452	96.12%	\$170,548
732 - POLICE & FIRE PENSION	415,000	420,000	\$33,002	\$418,733	99.70%	\$1,267
734 - POLICE & FIRE ACT 345	6,240,000	5,710,000	\$482,594	\$6,136,379	107.47%	(\$426,379)
736 - PUBLIC EMPLOYEE HEALTH CARE	30,000	32,000	\$3,117	\$11,999	37.50%	\$20,001
PENSION TRUST FUND TOTAL	10,910,000	10,562,000	\$518,714	\$10,796,563	102.22%	(\$234,563)
FUND TYPE/FUND NAME TOTAL	271,071,435	214,549,888	\$12,211,014	\$144,718,263	67.45%	\$69,831,625

REVENUE SUMMARY

6/30/2025

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH-TO- DATE	ACTUAL YEAR-TO- DATE	
	FY2025	FY2025	June 2025	FY2025	Percent Collected
FUND TYPE/FUND NAME					
General Fund					
PROPERTY TAXES	11,585,297	11,479,501	\$113,421	\$11,774,678	102.57%
INCOME TAXES	10,900,000	11,000,000	\$622,937	\$10,558,818	95.99%
STATE REVENUE SHARING	5,787,831	5,787,073	\$917,069	\$4,890,466	84.51%
LICENSES AND PERMITS	352,015	298,510	\$2,311	\$244,084	81.77%
FEDERAL GRANTS	293,407	1,926,868	\$41,679	\$1,902,253	98.72%
STATE GRANTS	136,000	209,000	—	\$297,531	142.36%
CONTRIBUTIONS FROM LOCAL UNITS	12,500	12,000	\$6,002	\$12,324	102.70%
CHARGES FOR GOODS AND SERVICES	1,423,349	1,570,536	\$130,106	\$1,250,287	79.61%
FINES AND FORFEITS	355,640	375,375	\$35,642	\$503,299	134.08%
PROCEEDS FROM SALE OF CAPITAL ASSETS	30,100	1,487,180	\$3,950	\$1,657,631	111.46%
INVESTMENT INCOME	390,000	735,000	\$36,681	\$601,298	81.81%
MISCELLANEOUS	336,136	841,832	\$25,533	\$491,987	58.44%
CONTRIBUTIONS FROM OTHER FUNDS	190,000	267,000	\$7,009	\$23,117	8.66%
GENERAL FUND TOTAL	31,792,275	35,989,875	\$1,942,340	\$34,207,772	95.05%
FUND TYPE/FUND NAME TOTAL	31,792,275	35,989,875	\$1,942,340	\$34,207,772	95.05%
CONSOLIDATED WITH GENERAL FUND					
102 - BUDGET STABILIZATION	30,000	72,000	\$4,239	\$67,872	94.27%
CONSOLIDATED WITH GENERAL FUND TOTAL	30,000	72,000	\$4,239	\$67,872	94.27%
ALL OTHER FUNDS					
Permanent Fund					
151 - CEMETERY PERPETUAL MAINTENANCE	45,000	45,000	\$113,328	\$139,585	310.19%
155 - ELLA W. SHARP ENDOWMENT FUND	30,550	33,500	—	—	0.00%
160 - LLOYD E. MOUNT ENDOWMENT	5,100	5,100	—	—	0.00%
PERMANENT FUND TOTAL	80,650	83,600	\$113,328	\$139,585	166.97%
Special Revenue Fund					
202 - MAJOR STREET	14,517,772	12,132,904	\$1,553,987	\$5,852,749	48.24%
203 - LOCAL STREET	1,491,453	936,497	\$195,576	\$1,265,258	135.11%
208 - ELLA W. SHARP PARK OPERATING	1,098,750	1,235,529	\$202,093	\$784,012	63.46%
213 - OPIOID SETTLEMENT FUND	—	66,645	—	\$72,009	108.05%
218 - AFFORDABLE HOUSING FUND	1,658,800	1,266,196	\$197,937	\$822,561	64.96%
234 - HCDF MICH GRANT	—	21,000	—	—	0.00%
245 - PUBLIC IMPROVEMENT	1,461,000	1,496,167	\$71,979	\$1,504,721	100.57%
246 - CORTLAND ST REDEVELOPMENT PROJECTS FUND	1,597,500	2,366,365	\$234,523	\$2,011,248	84.99%
249 - BUILDING DEPARTMENT	520,900	577,497	\$50,110	\$689,813	119.45%
251 - HOUSING CODE ENFORCEMENT	1,021,400	711,661	\$62,304	\$571,545	80.31%
252 - BUILDING DEMOLITIONS	196,000	350,625	\$607	\$215,104	61.35%
265 - DRUG LAW ENFORCEMENT	20,000	20,000	\$122	\$2,758	13.79%
272 - SAFER GRANT	301,801	351,748	—	\$351,748	100.00%
273 - PROJECT SAFE NEIGHBORHOOD	143,028	100,199	\$8,604	\$65,906	65.78%
275 - BYRNE/JAG PROGRAMS	—	70,794	\$10,371	\$40,371	57.03%

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH-TO- DATE	ACTUAL YEAR-TO- DATE	
	FY2025	FY2025	June 2025	FY2025	Percent Collected
279 - AMERICAN RESCUE PLAN ACT	75,000	5,000	—	—	0.00%
280 - HOUSING STABILITY	—	655,000	—	—	0.00%
285 - EPA BROWNFIELD ASSESSMENT GRANT	100,000	223,218	—	\$152,090	68.14%
296 - RECREATION ACTIVITY	353,000	593,501	\$101,360	\$652,750	109.98%
297 - RECREATION MILLAGE	1,020,000	1,020,000	\$364,608	\$774,381	75.92%
SPECIAL REVENUE FUND TOTAL	25,576,404	24,200,546	\$3,054,181	\$15,829,023	65.41%
Debt Service Fund					
308 - 2020 CAPITAL IMP. BONDS DEBT SERV. FUND	223,792	223,792	—	\$223,791	100.00%
352 - 2017 MTF BONDS D/S FUND	761,885	761,885	—	\$761,885	100.00%
353 - 2024 MTF BONDS D/S FUND	—	470,834	—	\$470,833	100.00%
367 - 2021 CITY HALL REFUNDING DEBT SERV FUND	722,000	770,081	\$53,930	\$822,010	106.74%
385 - 2016 CAPITAL IMP BOND DEBT SERVICE FUND	145,743	145,743	—	\$145,743	100.00%
386 - 2018 CAPITAL IMP BOND DEBT SERVICE FUND	1,400,250	1,400,250	—	\$1,400,250	100.00%
389 - 2017 BRA TIF REFUNDING DEBT SERVICE FUND	1,764,600	1,764,600	—	\$1,764,600	100.00%
391 - 2021 BRA TIF REFUNDING DEBT SERVICE FUND	38,593	38,593	—	\$38,592	100.00%
394 - 2001 DDA TIF DEBT SERVICE	3,032,403	3,032,403	\$825	\$3,032,402	100.00%
395 - 2019 DDA TIF REFUNDING DEBT SERVICE	207,157	207,157	—	\$207,157	100.00%
DEBT SERVICE FUND TOTAL	8,296,423	8,815,338	\$54,755	\$8,867,264	100.59%
Capital Projects Fund					
401 - CAPITAL PROJECTS	309,020	552,500	\$212	\$7,195	1.30%
402 - WATER EQUIPMENT & REPLACEMENT	24,750,198	8,169,744	(\$2,019,763)	\$7,211,770	88.27%
403 - LEAD SERVICE LINE REPLACEMENT	2,826,515	2,799,864	\$149,555	\$1,915,995	68.43%
404 - DPS SANITARY SEWER MAINTENANCE	673,281	608,528	\$29,367	\$497,015	81.67%
405 - SANITARY SEWER REPLACEMENT	3,244,005	2,349,663	(\$202,056)	\$2,369,626	100.85%
406 - WASTEWATER EQUIPMENT REPLACEMENT	13,394,032	1,374,419	(\$840,221)	\$1,299,815	94.57%
407 - 2022 SEWER SYSTEM PROJECT CONSTRUCTION	2,492,187	4,788,855	\$202,055	\$3,605,747	75.29%
409 - 2022 WATER SYSTEM PROJECT CONSTRUCTION	9,710,899	5,708,095	\$66,891	\$4,180,065	73.23%
410 - 2024 WATER SYSTEM PROJECT CONSTRUCTION	—	3,076,009	\$541,426	\$1,500,363	48.78%
426 - 2024 MICHIGAN TRANSPORT BONDS CONST FUND	—	100,310	\$7,922	\$121,389	121.01%
488 - MLK CORRIDOR IMP. AUTHORITY FUND	3,833,300	2,400,663	\$8,914	\$644,288	26.84%
489 - BROWNFIELD REDEVELOPMENT	1,721,830	2,347,895	\$2,556	\$1,783,909	75.98%
494 - DDA PROJECT	3,559,000	3,735,344	\$15,936	\$3,767,837	100.87%
CAPITAL PROJECTS FUND TOTAL	66,514,267	38,011,889	(\$2,037,205)	\$28,905,013	76.04%
Special Assessment Funds					
852 - 2020 SPEC. ASSESSMENT BONDS DEBT SERVICE	162,008	162,008	—	\$162,008	100.00%
895 - SPECIAL ASSESSMENT	2,387,073	660,526	\$2,303	\$59,743	9.04%
SPECIAL ASSESSMENT FUNDS TOTAL	2,549,081	822,534	\$2,303	\$221,751	26.96%
Enterprise Fund					
514 - AUTO PARKING SYSTEM	95,443	97,943	\$92,363	\$98,721	100.79%
518 - PARKING ASSESSMENT	352,297	361,027	\$37,188	\$430,325	119.19%
519 - COOPER/FRANCIS PARKING DECKS	15,550	27,275	\$3,265	\$34,489	126.45%
590 - SEWER	22,154,210	12,768,151	\$858,510	\$7,162,157	56.09%
591 - WATER	39,510,527	24,583,613	\$2,851,891	\$20,285,202	82.52%
ENTERPRISE FUND TOTAL	62,128,027	37,838,009	\$3,843,217	\$28,010,894	74.03%

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL MONTH-TO- DATE	ACTUAL YEAR-TO- DATE	
	FY2025	FY2025	June 2025	FY2025	Percent Collected
Internal Service Fund					
641 - PUBLIC WORKS ADMINISTRATION	378,106	556,535	\$71,129	\$676,650	121.58%
642 - ENGINEERING ADMINISTRATION	323,476	390,835	\$20,694	\$282,501	72.28%
643 - LOCAL SITE REMEDIATION REVOLVING	70,555	71,590	\$661	\$70,351	98.27%
661 - MOTOR POOL & GARAGE	1,458,576	1,810,116	\$113,723	\$1,652,748	91.31%
676 - WORKERS COMPENSATION	210,000	232,700	\$16,064	\$214,685	92.26%
677 - SELF-INSURED HEALTHCARE	6,505,000	6,331,700	\$509,453	\$6,369,707	100.60%
INTERNAL SERVICE FUND TOTAL	8,945,713	9,393,476	\$731,724	\$9,266,643	98.65%
Custodial Fund					
703 - COUNTY & SCHOOL TAX	28,860,000	32,150,000	\$23,673	\$189,460	0.59%
CUSTODIAL FUND TOTAL	28,860,000	32,150,000	\$23,673	\$189,460	0.59%
Pension Trust Fund					
731 - EMPLOYEES RETIREMENT SYSTEM	6,507,820	6,625,000	—	\$4,318,669	65.19%
732 - POLICE & FIRE PENSION	259,455	359,455	\$91,857	\$395,142	109.93%
734 - POLICE & FIRE ACT 345	10,829,381	11,654,381	\$2,545,480	\$13,490,004	115.75%
736 - PUBLIC EMPLOYEE HEALTH CARE	230,000	229,000	\$367,474	\$722,170	315.36%
PENSION TRUST FUND TOTAL	17,826,656	18,867,836	\$3,004,811	\$18,925,984	100.31%
ALL OTHER FUNDS TOTAL	220,777,221	170,183,228	\$8,790,786	\$110,355,616	64.85%

NOTES TO REVENUE AND EXPENDITURE SUMMARIES

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

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



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: August 19, 2025

SUBJECT: Special Event Application: Commonwealth's International Dog Day

Recommendation:

Approve a request from Commonwealth Associates, Inc. to host the Commonwealth's International Dog Day on August 21, 2025, at Horace Blackman Park in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Fall Fest & Chili Classic. I recommend approval of the Special Event Application for the Fall Fest & Chili Classic. Your consideration and concurrence is appreciated.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: August 19, 2025

RECOMMENDATION: *Approve a request from Commonwealth Associates, Inc. to host the Commonwealth's International Dog Day on August 21, 2025, at Horace Blackman Park in downtown Jackson.*

ISSUE STATEMENT

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

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

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Horace Blackman Park, picnic tables

OWNERSHIP

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

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from Commonwealth Associates, Inc. to host the Commonwealth's International Dog Day on August 21, 2025, at Horace Blackman Park in downtown Jackson.

ATTACHMENTS

1. SEA-Commonwealths International Dog Day



By: **M.Evans** Date: **7/16/25**

Fee Rec: Date:

Cash: Check #:

Approved through City Council

Yes/No: Date:

SPECIAL EVENT APPLICATION 2025

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

Application must be submitted 60 days prior to event date

Application attachments

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

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

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

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

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

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

If you would like to apply for a non-profit/low resource fee waiver, see page 4.

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

☐ **Insurance documentation for sponsoring organization**

☐ **Event Map** –Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)

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

☐ **Cannabis Consumption Area License and Liability insurance (if applicable)**

☐ **Carnival Ride Permit (if applicable)**

☐ **Insurance documentation for all vendors (if applicable)**

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

☒ Applicant Information

EVENT NAME: **Commonwealth's International Dog Day**

Sponsoring Organization Legal Name : **Commonwealth Associates, Inc.**

Street Address : **245 W Michigan Ave, Jackson, MI 49201**

Tax ID# :

Website : **cai-engr.com**

Contact Name 1 : **Emily Tiffany**

Email: **emily.tiffany@cai-engr.com**

Phone: **517-788-3000**

Contact Name 2 :

Email:

Phone:

Contact Name/Phone# During Event: **Emily Tiffany, 517-581-6601**

☒ Event Details

Event Date(s):

8/21/2025

Set up Time:

11:00 AM

Start Time:

12:00 PM

End Time:

2:00 PM

Tear Down Time:

3:00 PM

Has this event occurred before?

☐ Yes

☒ No

If yes, how many previous years?

What is the expected attendance?

50

Do you expect to do this event next year?

☐ Yes

☒ No

☒ Type of Event Please check all that apply

☐ Festival

☐ March/Parade

☐ Walk/Run*

☒ Other

Internal Company Event

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

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

Please do not post to the special events calendar as this is an internal company event only

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

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

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

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

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

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

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

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

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

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

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

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

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

Additional Notes: N/A, internal event and will use Commonwealth's restrooms.

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



Waste Management Plan Please include garbage locations on the map

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

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

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

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

Cleanup: Who will handle post-event cleanup?

Additional notes: Commonwealth employees will be responsible for all clean up after event



Other City Resource Requests *Include all extra resources on map

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

Will you have food trucks?

Please add food truck names and locations on the map.

Yes



No

If yes, how many food trucks do you anticipate?

Using generators?

Yes



No

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

Yes



No

If yes, how many?

Will you have Vendors/ Other food on site?

Yes



No

If yes, how many?

Using generators?

Yes



No

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

Yes



No

If yes, how many?

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

Yes



No

If yes, what?

Using generators?

Yes



No

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

Yes



No

If yes, how many?

Other electrical power needed?

Yes



No

If yes, what?

Wattage needed:

Number of plug-ins needed:

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

Location of where the water is needed:

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

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

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

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

Other Requests:

Traffic Cones How many?

15 foot Mobile Stage

25 foot Mobile Stage

☒ Other 4 - 5 picnic tables for our employees to use

Other

Required Attachments for Application Processing

Insurance Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	- Showing a liability coverage of at least \$1,000,000 - Identifying "City of Jackson" & " Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Cannabis Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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

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

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

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

Additional Comments:

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

Special Event Application Policy

Additional charges may incur if policies are broken.

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

Special Event Application

Certification and Signature

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

Signature: **Emily Tiffany**

Date: **7/16/2025**



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: August 19, 2025

SUBJECT: Special Event Application: Ruck to Remember Veteran Suicide

Recommendation:

Approve a request from the Jackson County Military Coalition to host the Ruck to Remember Veteran Suicide on September 6, 2025, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Ruck to Remember Veteran Suicide.

I recommend approval of the Special Event Application for the Ruck to Remember Veteran Suicide. Your consideration and concurrence is appreciated.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: August 19, 2025

RECOMMENDATION: Approve a request from the Jackson County Military Coalition to host the Ruck to Remember Veteran Suicide on September 6, 2025, in downtown Jackson.

ISSUE STATEMENT

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$204.00
Public Works	X		\$0.00
		TOTAL	\$204.00

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: JPD

OWNERSHIP

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

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the Jackson County Military Coalition to host the Ruck to Remember Veteran Suicide on September 6, 2025, in downtown Jackson.

ATTACHMENTS

- 1. SEA-Ruck to Remember Veteran Suicide



By: **M.Evans** Date: **7/825**

Fee Rec: Date:

Cash: Check #:

Approved through City Council

Yes/No: Date:

SPECIAL EVENT APPLICATION 2025

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

Application must be submitted 60 days prior to event date

Application attachments

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

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

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

☒ Level 1: \$75 (0-1 city resources)

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

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

If you would like to apply for a non-profit/low resource fee waiver, see page 4.

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

☒ Insurance documentation for sponsoring organization

☒ Event Map –Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)

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

☐ Cannabis Consumption Area License and Liability insurance (if applicable)

☐ Carnival Ride Permit (if applicable)

☒ Insurance documentation for all vendors (if applicable)

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

☒ Applicant Information

EVENT NAME: **Ruck to Remember Veteran Suicide**

Sponsoring Organization Legal Name : **Jackson County Military Coalition**

Street Address : **PO Box 1702 Jackson Michigan 49204**

Tax ID# :

Website :

Contact Name 1 : **Doug Brinker**

Email: **jacksoncomilitarycoalition@gmail.cc**

Phone: **517-499-0926**

Contact Name 2 : **Frank Drechnowicz**

Email: **goldentouchembroidery.com**

Phone: **517-937-8773**

Contact Name/Phone# During Event: **Doug Brinker 517-499-0926**

☒ Event Details

Event Date(s):

Sept 6th 2025

Set up Time:

0730

Start Time:

0900

End Time:

1300

Tear Down Time:

1300

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

What is the expected attendance? **50-150**

Do you expect to do this event next year?

☒ Yes

☐ No

☒ Type of Event Please check all that apply

☐ Festival

☒ March/Parade

☐ Walk/Run*

☐ Other

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



Description of Event

This description will be posted on the Special Events Calendar

A 5k Walk throughout downtown Jackson on sidewalks indicated on the Map Route like the past 2 years with exception a reverse order from last stop as the beginning point. This walk/Ruck to remember all Veterans Active Duty who have taken their life by Suicide. Encouraging all participants capable of carrying up to 70 # to understand the weight of problems Veterans and Active Duty carry daily that leads to Suicide.



Event Location

Please include the location on the map

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park
**requires Ella Sharp Board approval*



Other Location

Fraternal Order or Eagles Aerie 612 301 Detroit Street cross Street N Cooper



Requested Street Closure(s)

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

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:



Bathroom Plan

Please include bathroom locations on the map

Facilities: How many restrooms/portable toilets will be provided, including ADA options? 4

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

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

Additional Notes:

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



Waste Management Plan

Please include garbage locations on the map

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

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

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

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

Cleanup: Who will handle post-event cleanup?

Additional notes:



Other City Resource Requests

*Include all extra resources on map

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

Will you have food trucks?

Please add food truck names and locations on the map.

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

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

\$25 per box rental cost (adapters included)

Will you have Vendors/ Other food on site?

☒ Yes ☐ No If yes, how many?

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

\$25 per box rental cost (adapters included)

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

Yes ☒ No No If yes, what?

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

\$25 per box rental cost (adapters included)

Other electrical power needed?

Yes No If yes, what?

Wattage needed: Number of plug-ins needed:

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

Location of where the water is needed:

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

Police Department: Do you require police assistance? ☒ Yes No If yes, please explain:
*See OTHER below

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

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

Other Requests:

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

☒ Other

Other

Required Attachments for Application Processing



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

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	- Showing a liability coverage of at least \$1,000,000 - Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Cannabis Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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



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

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

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

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



I am a representative of a non-profit organization and respectfully request that the application fee be waived or considered for reduction. **Justification for Fee Waiver** (Please briefly explain financial limitations and community benefits of this event):

Extremely low budget event based on a handful of small supporters for this event to occur. We provide a number of vital Veteran and Family resources to help them deter from suicide struggles. We also provide non veteran community needed supports to help with their overall mental health wellness and hopefully educate them on Suicide Prevention measures.

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

Special Event Application Policy

Additional charges may incur if policies are broken.

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

Special Event Application

Certification and Signature

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

Signature: **Douglas L Brinker JCMC Chair**

Date: **June 11, 2025**

Ruck to Remember Veteran Suicide
September 6, 2025

We are utilizing the Jackson 612 Eagles at 301 Detroit St. The route will proceed backwards from the Eagles South first Stop is Vietnam Veterans Chapter 109 , 2nd Stop Veterans Memorial Park and finally back at the Eagles. We will need 2 City Reserve Units at Louis Glick/Cooper and Louis Glick/West Michigan for heavy traffic areas. We plan to have Volunteer Road Safety Captains stationed throughout the Route.





MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: August 19, 2025
SUBJECT: Special Event Application: Grand River Annual Cleanup

Recommendation:

Approve a request from the Grand River Environmental Action Team to host the Grand River Annual Cleanup on September 13, 2025, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Grand River Annual Cleanup.

I recommend approval of the Special Event Application for the Grand River Annual Cleanup. Your consideration and concurrence is appreciated.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: August 19, 2025

RECOMMENDATION: Approve a request from the Grand River Environmental Action Team to host the Grand River Annual Cleanup on September 13, 2025, in downtown Jackson.

ISSUE STATEMENT

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

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

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: None

OWNERSHIP

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

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the Grand River Environmental Action Team to host the Grand River Annual Cleanup on September 13, 2025, in downtown Jackson.

ATTACHMENTS

- 1. SEA-Grand River Annual Cleanup

By: M. Evans Date: 7/10/25

Fee Rec: \$75 X Date: 7/10/25

Cash: Check #: 1955

Approved through City Council

Yes/No: Date:

SPECIAL EVENT APPLICATION 2025

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

Application must be submitted 60 days prior to event date

Application attachments

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

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

Authority

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

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

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

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

If you would like to apply for a non-profit/low resource fee waiver, see page 4.

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

☒ **Insurance documentation for sponsoring organization**

☒ **Event Map** -Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)

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

☐ **Cannabis Consumption Area License and Liability insurance (if applicable)**

☐ **Carnival Ride Permit (if applicable)**

☐ **Insurance documentation for all vendors (if applicable)**

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

☒ Applicant Information

EVENT NAME: Grand River Annual Cleanup

Sponsoring Organization Legal Name : Grand River Environmental Action Team

Street Address : P.O. Box 244, Rives Junction, MI 49277

Tax ID# : 38-2986485

Website : www.great-mi.org

Contact Name 1 : Jack L. Ripstra

Email: jlripstra@aol.com

Phone: 517-740-5680

Contact Name 2 : Kenny Price

Email: kpricephotos@comcast.net

Phone: 517-795-6847

Contact Name/Phone# During Event: Jack L. Ripstra 517-740-5680

☒ Event Details

Event Date(s):

Set up Time:

Start Time:

End Time:

Tear Down Time:

September 13, 2025

10:00 a.m.

12:00 p.m.

4:00 p.m.

5:00 p.m.

Has this event occurred before? ☒ Yes

No If yes, how many previous years? 34

What is the expected attendance? 50

Do you expect to do this event next year?

☒ Yes

No

☒ Type of Event Please check all that apply

Festival

March/Parade

Walk/Run*

Other

Cleanup of the Grand River

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



Description of Event

This description will be posted on the Special Events Calendar

Cleanup of the Grand River and banks from downtown Jackson downstream to Stonegate Farms Subdivision.



Event Location

Please include the location on the map

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park

**requires Ella Sharp Board approval*

Other Location R.A. Greene Park



Requested Street Closure(s)

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

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:



Bathroom Plan

Please include bathroom locations on the map

Facilities: How many restrooms/portable toilets will be provided, including ADA options? 1

Service Provider: Who will supply and service the restrooms (name/contact)? All American Portable Toilets Cody Lester

Placement: Where will restrooms be located? **Please include locations on the map* At the Southeast corner of the Bride over the

Additional Notes:

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



Waste Management Plan

Please include garbage locations on the map

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

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

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

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

Cleanup: Who will handle post-event cleanup?

Additional notes:



Other City Resource Requests

*Include all extra resources on map

Electrical Power: Do you need electrical power?

Yes



No

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

Will you have food trucks?

Please add food truck names and locations on the map.

Yes



No

If yes, how many food trucks do you anticipate?

Using generators?

Yes



No

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

Yes

No

If yes, how many?

Will you have Vendors/ Other food on site?

Yes



No

If yes, how many?

Using generators?

Yes



No

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

Yes

No

If yes, how many?

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

Yes



No

If yes, what?

Using generators?

Yes



No

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

Yes

No

If yes, how many?

Other electrical power needed?

Yes



No

If yes, what?

Wattage needed:

Number of plug-ins needed:

Water: Do you need water?

Yes



No

If yes, please indicate the needed requirement:

Location of where the water is needed:

Fireworks: Do you plan to do fireworks?

Yes



No

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

Police Department: Do you require police assistance?

Yes



No

If yes, please explain:

Alcohol Sales:

Yes



No

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

Cannabis Consumption Area:

Yes



No

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

Other Requests:

Traffic Cones How many?

15 foot Mobile Stage

25 foot Mobile Stage

Other

Other

Required Attachments for Application Processing



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

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	- Showing a liability coverage of at least \$1,000,000 - Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Cannabis Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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



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

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

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

*I am a representative of a non-profit organization and respectfully request that the application fee be waived or considered for reduction. **Justification for Fee Waiver** (Please briefly explain financial limitations and community benefits of this event):*

We are cleaning up the Grand River and the adjacent banks from downtown Jackson to R.A. Greene Park. Past items removed include automobile parts, bikes, bottles, cans, cardboard, clothes, safes, shopping carts, tires and traffic cones. We are a volunteer organization whose source of income is the yearly membership fees.

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

Special Event Application Policy

Additional charges may incur if policies are broken.

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

Special Event Application

Certification and Signature

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

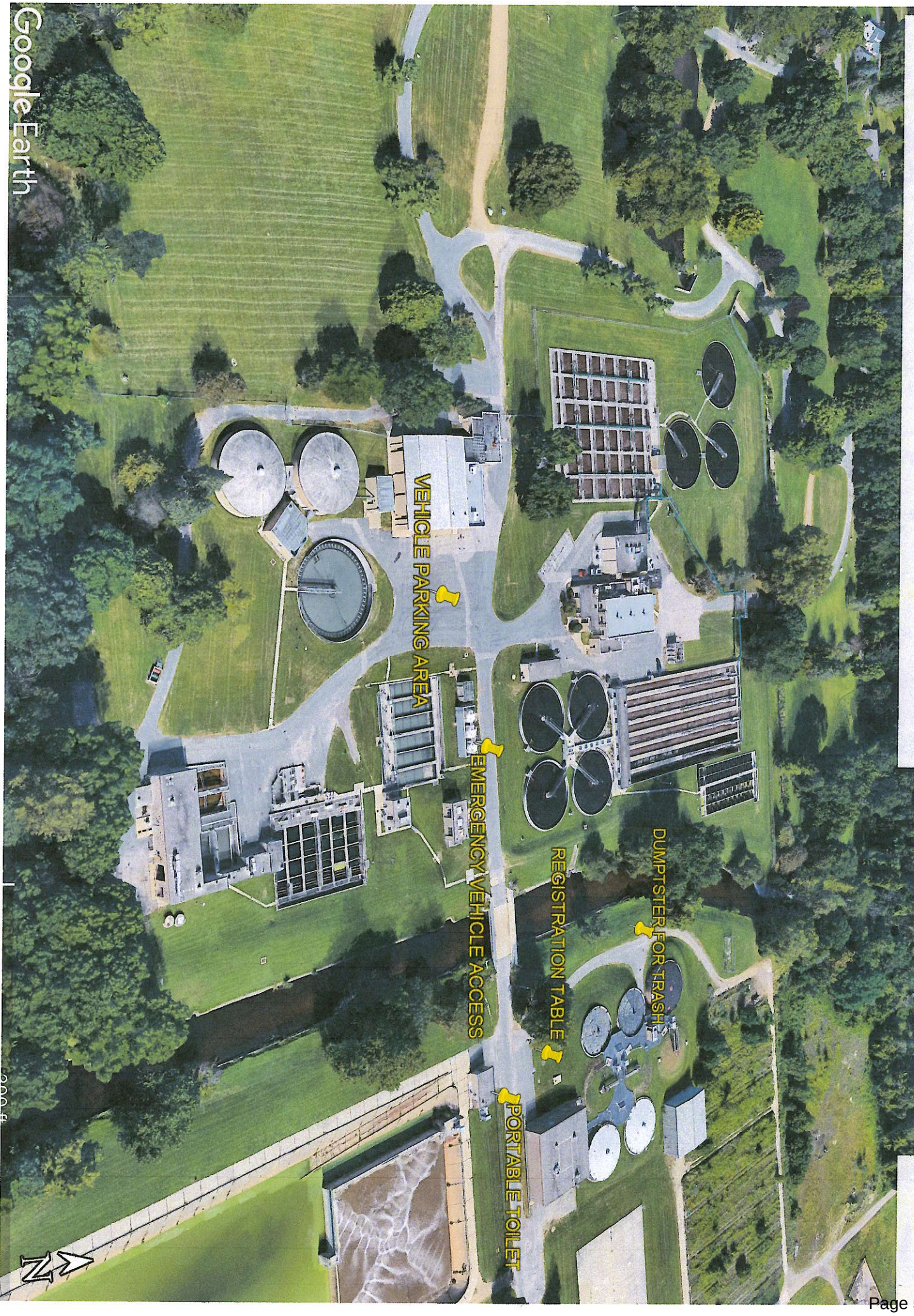
Signature:



Date: July 8, 2025

RA GREENE PARK FOR GRAND RIVER CLEANUP

Legend
Feature 1





michigan municipal league

Liability & Property Pool

CERTIFICATE OF COVERAGE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED AS LISTED BELOW.

Name and Address of Participant:

City of Jackson

161 W. Michigan Ave.
Jackson, MI 49201

Coverage Afforded

Michigan Municipal League Liability and Property Pool
1675 Green Road
Ann Arbor, MI 48105-2530

Name and Address of Service Provider

Meadowbrook, Inc.
P.O. Box 2054
Southfield, MI 48037-2054

This is to certify that the coverage listed below has been issued to the participant named above and is in-force at this time. 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 coverage afforded herein is subject to all the terms, exclusions and conditions of the Pool contract.

Coverage	Contract Number	Expiration Date	Limits of Liability
<u>General Liability</u>	MML001244940	7/1/2026	\$5,000,000
<u>Automobile Liability</u>			
<u>Other</u>			
			Bodily Injury and Property Damage Combined Single Limit

Description of Operations / Locations/ Vehicles:

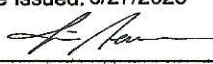
Certificate Holder Additional Insured solely with respect to: Paddle the Grand, River Clean Up.

CANCELLATION: Should any of the above described coverages be canceled before the expiration date thereof, the administrator will endeavor to mail 60 days' written notice to the certificate holder named below, but failure to mail such notice shall impose no obligation or liability of any kind upon the Pool.

Name and Address of Certificate Holder:

Grand River Environmental Action Team
PO Box 244
Rives Junction, MI 49277-0244

Date Issued: 6/27/2025

By: 
Authorized Representative



Liability & Property Pool

LIABILITY ADDITIONAL INTEREST ENDORSEMENT

Contract Number: MML001244940

Effective Date: 7/1/2025
12:01 A.M. Standard Time

Pool Member: City of Jackson

This endorsement modifies coverage provided under the following:

Section I - Municipal Liability Coverage - MML200

Coverage as provided under the above is extended to the following person or organization solely as respects the interest shown. The inclusion of such additional interest shall not operate to increase the limit of the Pool's liability.

Name & Address	Interest
Grand River Environmental Action Team P.O. Box 244 Rives Junction, MI 49277-0244	Additional Insured solely with respect to: Paddle the Grand, River Clean Up

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL
Additional Interests Endorsement Schedule for the City of Jackson
Endorsement Effective as of 7/1/2025

City Of Jackson
161 W. Michigan Ave.
Jackson, MI 49201

Policy #: MML001244940
Effective From: 7/1/2025 to 7/1/2026

Michigan Municipal League Liability
and Property Pool
PO Box 2054
Southfield, MI 48037-2054

Status	Additional Interest's Name
--------	----------------------------

Change	Grand River Environmental Action Team
--------	---------------------------------------

Coverage

General Liability

This is a Non-Premium-Bearing Endorsement.

All other Terms and Conditions remain the same.



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: August 19, 2025

SUBJECT: Special Event Application: K105.3 Fall Fest & Chili Classic

Recommendation:

Approve a request from the McKibbin Media Group to host the K105.3 Fall Fest & Chili Classic on September 27, 2025, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the K105.3 Fall Fest & Chili Classic.

I recommend approval of the Special Event Application for the K105.3 Fall Fest & Chili Classic. Your consideration and concurrence is appreciated.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: August 19, 2025

RECOMMENDATION: Approve a request from the McKibbin Media Group to host the K105.3 Fall Fest & Chili Classic on September 27, 2025, in downtown Jackson.

ISSUE STATEMENT

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$0.00
Public Works	X		\$1400.00
		TOTAL	\$1400.00

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Road closures, power, Horrace Blackman Park, Bucky Harris Park, liqueur license

OWNERSHIP

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

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the McKibbin Media Group to host the K105.3 Fall Fest & Chili Classic on September 27, 2025, in downtown Jackson.

ATTACHMENTS

- 1. SEA-K105.3 Fall Fest & Chili Classic



By: M.Evans	Date: 7/14/25
Fee Rec:	Date:
Cash:	Check #:
Approved through City Council	
Yes/No:	Date:

SPECIAL EVENT APPLICATION 2025

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

Application must be submitted 60 days prior to event date

Application attachments

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

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

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

☐ Level 1: \$75 (0-1 city resources)

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

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

If you would like to apply for a non-profit/low resource fee waiver, see page 4.

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

☐ Insurance documentation for sponsoring organization

☐ Event Map –Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)

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

☐ Cannabis Consumption Area License and Liability insurance (if applicable)

☐ Carnival Ride Permit (if applicable)

☐ Insurance documentation for all vendors (if applicable)

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

Applicant Information

EVENT NAME: K105.3 Fall Fest & Chili Classic

Sponsoring Organization Legal Name : McKibbin Media Group

Street Address : 1700 Glenshire Dr., Jackson, MI 49201

Tax ID# : 84-3217873

Website : www.McKibbinMediaGroup.com

Contact Name 1 : Ashley Smith

Email: asmith@k1053.com

Phone: 517-414-1629

Contact Name 2 : Dennis Worden

Email: dworden@k1053.com

Phone: 843-260-3074

Contact Name/Phone# During Event: Either person above

Event Details

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

Saturday, September 27, 2025

5:00 a.m.

12:00 Noon

7:00 p.m.

7 - 10 p.m.

Has this event occurred before? ☒ Yes

No

If yes, how many previous years? 4

What is the expected attendance? 5,000

Do you expect to do this event next year?

☒ Yes

No

Type of Event Please check all that apply



Festival

March/Parade

Walk/Run*

Other

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

Description of Event

This description will be posted on the Special Events Calendar

K105.3's 5th Annual Fall Fest & Chili Classic kicks off the fall season with a chili cook-off where YOU can taste and decide the winners (\$5 per tasting wristband), a FREE kids' kingdom, FREE live entertainment on 2 stages, and vendor booths to shop.

Event Location

Please include the location on the map

☒ Horace Blackman Park

☒ Bucky Harris Park

☐ MLK Equality Trail

☐ TRUE City Square Stage

☐ Grand River Farmers Market Pavilion

☐ Ella Sharp Park
*requires Ella Sharp Board approval

☒ Other Location Michigan Ave. from Hayes Ct. to Mechanic, and S. Jackson St. from Cortland to Casler's Hardware.

Requested Street Closure(s)

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

Street Name: Michigan Avenue

Cross Street 1: Hayes Ct

Cross Street 2: Mechanic St.

Closure Start Date: 9/27/25

Time: 5am

Closure Start Date:

Time:

Street Name: S. Jackson St.

Cross Street 1: Cortland

Cross Street 2: Michigan Ave.

Closure Start Date: 9/27/25

Time: 5am

Closure Start Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure Start Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure Start Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure Start Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure Start Date:

Time:

Bathroom Plan

Please include bathroom locations on the map

Facilities: How many restrooms/portable toilets will be provided, including ADA options? 15 porta johns (3 banks of 5)

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

Placement: Where will restrooms be located? *Please include locations on the map by Lean Rocket, Bucky Harris, & Tower Bldg

Additional Notes:

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

Waste Management Plan Please include garbage locations on the map

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

Collection: How will garbage be managed during and after the event? Carts and dumpster provided. MMG staff will maintain

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

Reciprocals: How many bins will be provided? *Please include locations on the map 30 rolling carts and 1 10'dumpster
For large events, how many roll-offs?

Cleanup: Who will handle post-event cleanup? MMG event staff + volunteers

Additional notes:

Other City Resource Requests *Include all extra resources on map

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

Will you have food trucks?

Please add food truck names and locations on the map.

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

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

Will you have Vendors/ Other food on site?

☒ Yes ☐ No If yes, how many? Unsure

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

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

☒ Yes ☐ No If yes, what? Bounce house, carnival games

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

Other electrical power needed? ☒ Yes ☐ No If yes, what? All electrical boxes available within the street closure area

Wattage needed: Number of plug-ins needed:

Water: Do you need water? ☒ Yes ☐ No If yes, please indicate the needed requirement: For animals in petting zoo

Location of where the water is needed: Bucky Harris Park

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

Police Department: Do you require police assistance? ☒ Yes ☐ No If yes, please explain: Additional patrols if available

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

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

Other Requests:

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

Other

Other

Required Attachments for Application Processing



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

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	- Showing a liability coverage of at least \$1,000,000 - Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Cannabis Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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



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

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

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

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

*I am a representative of a non-profit organization and respectfully request that the application fee be waived or considered for reduction. **Justification for Fee Waiver** (Please briefly explain financial limitations and community benefits of this event):*

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

Special Event Application Policy

Additional charges may incur if policies are broken.

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

Special Event Application

Certification and Signature

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

Signature: 

Date: 7/7/25



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/7/2025

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 be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Walton Insurance Group 2929 Spring Arbor Rd. P.O. Box 3029 Jackson MI 49204	CONTACT NAME: Kathleen DeLaney PHONE (A/C, No, Ext): (517) 796-6226 FAX (A/C, No): (517) 796-6226 E-MAIL ADDRESS: kdelaney@waltoninsurancegroup.com														
INSURED McKibbin Media Group Inc 1700 Glenshire Dr Jackson MI 49201	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Auto Owners Insurance Company</td><td>18988</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Auto Owners Insurance Company	18988	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES**CERTIFICATE NUMBER:** CL257731116**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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		06264565	12/12/2024	12/12/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS			5263819000	12/12/2024	12/12/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB DED ☒ RETENTION \$ 0			5262854901	12/12/2024	12/12/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A	06295821	12/12/2024	12/12/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

City of Jackson and Downtown Development Authority are named additional insured for the 105.3 Fall Fest & Chili Classic event taking place Septembert 27, 2025.

CERTIFICATE HOLDER

(866) 971-2151 sfoster@cityofjackson.org

City of Jackson
Downtown Development Authority
161 W Michigan Ave
Jackson, MI 49201

CANCELLATION

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

K DeLaney/KDELA

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ACORD 25 (2014/01)

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INS025 (201401)

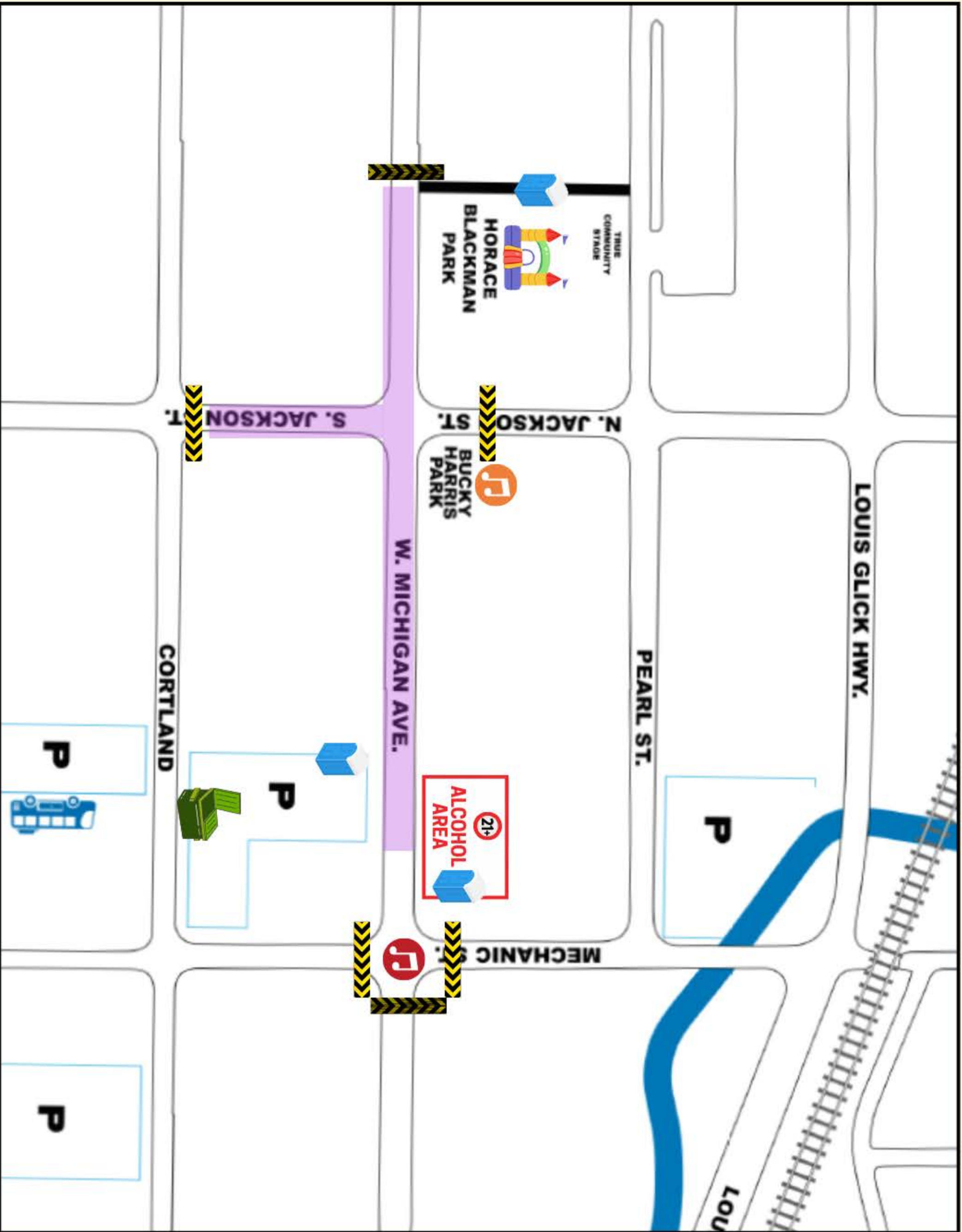


Fall Feat

& CHILI CLASSIC

Saturday,
September 27, 2025

-  = Road Closure
-  = Bank of 5 Porta Johns
-  = K105.3 Mobile Stage
-  = Power Cow Stage (Built-In)
-  = Kids' Kingdom
-  = Chili Cooks & Vendor Booths
-  = 10' Dumpster





MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: August 19, 2025

SUBJECT: Special Event Application: ORS Oktoberfest 10L5K Kids Superhero Run

Recommendation:

Approve a request from the Orthopaedic Rehab Specialists to host the ORS Oktoberfest 10K/5K Kids Superhero Run on October 4, 2025, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the ORS Oktoberfest 10K/5K Kids Superhero Run.

I recommend approval of the Special Event Application for the ORS Oktoberfest 10K/5K Kids Superhero Run. Your consideration and concurrence is appreciated.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: August 19, 2025

RECOMMENDATION: Approve a request from the Orthopaedic Rehab Specialists to host the ORS Oktoberfest 10K/5K Kids Superhero Run on October 4, 2025, in downtown Jackson.

ISSUE STATEMENT

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$939.84
Public Works	X		\$0.00
		TOTAL	\$939.84

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: JPD assistance

OWNERSHIP

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

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the Orthopaedic Rehab Specialists to host the ORS Oktoberfest 10K/5K Kids Superhero Run on October 4, 2025, in downtown Jackson.

ATTACHMENTS

- 1. SEA-ORS Oktoberfest 2025



By: M. Evans Date: 8/1/25

Fee Rec: Date:

Cash: Check #:

Approved through City Council

Yes/No: Date:

SPECIAL EVENT APPLICATION 2025

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

Application must be submitted 60 days prior to event date

Application attachments

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

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

☐ Level 1: \$75 (0-1 city resources)

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

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

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

If you would like to apply for a non-profit/low resource fee waiver, see page 4.

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

☒ Insurance documentation for sponsoring organization

☒ Event Map –Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)

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

☐ Cannabis Consumption Area License and Liability insurance (if applicable)

☐ Carnival Ride Permit (if applicable)

☐ Insurance documentation for all vendors (if applicable)

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

☒ Applicant Information

EVENT NAME: ORS Oktoberfest 10K / 5K Kids Superhero Run

Sponsoring Organization Legal Name : Orthopaedic Rehab Specialists

Street Address : 3073 Shirley Drive

Tax ID# : 38-2737469

Website : orsmi.com

Contact Name 1 : Melissa Burgett

Email: melissa@orsmi.com

Phone: 734-476-2564

Contact Name 2 : Bekah Nyssen

Email: bekah@orsmi.com

Phone: 517-392-6507

Contact Name/Phone# During Event: Melissa Burgett / 734-476-2564

☒ Event Details

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

Saturday October 4, 2025

6:00 am

8:00 am

10:00 am

11:00 am

Has this event occurred before? ☒ Yes

No If yes, how many previous years? 34

What is the expected attendance? 250

Do you expect to do this event next year?

☒ Yes

No

☒ Type of Event Please check all that apply

Festival

March/Parade

☒ Walk/Run*

Other

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



Description of Event

This description will be posted on the Special Events Calendar

ORS Oktoberfest 10K / 5K Run/Walk & Kids Superhero Run
Saturday, October 4th, 2025 | Downtown Jackson, MI

Join us for a festive and family-friendly celebration of health and community at the ORS Oktoberfest Run/Walk, featuring 10K, 5K, and Kids Superhero Run events! As the 9th race in the ORS Race Series—Jackson's largest community-based health and wellness initiative—this event welcomes participants of all ages, backgrounds, and fitness levels to come together in an inclusive and energetic atmosphere.



Event Location

Please include the location on the map

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park

**requires Ella Sharp Board approval*

Other Location [Consumer's Energy Plaza](#)



Requested Street Closure(s)

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

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



Bathroom Plan

Please include bathroom locations on the map

Facilities: How many restrooms/portable toilets will be provided, including ADA options? [3](#)

Service Provider: Who will supply and service the restrooms (name/contact)? [All American Portable Toilets](#)

Placement: Where will restrooms be located? **Please include locations on the map* [Just outside the south parking garage entrance](#)

Additional Notes:

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



Waste Management Plan Please include garbage locations on the map

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

Collection: How will garbage be managed during and after the event? [Trash Cans on site - Dumpsters on site at Consumers](#)

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

Reciprocals: How many bins will be provided? *Please include locations on the map [2-4 extra brought in on race day](#)
For large events, how many roll-offs?

Cleanup: Who will handle post-event cleanup? [ORS Race Committee](#)

Additional notes:



Other City Resource Requests *Include all extra resources on map

Electrical Power: Do you need electrical power?

Yes ☒ No

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

Will you have food trucks?

Please add food truck names and locations on the map.

Yes ☒ No

If yes, how many food trucks do you anticipate?

Using generators?

Yes

No

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

Yes

No

If yes, how many?

Will you have Vendors/ Other food on site?

Yes ☒ No

If yes, how many?

Using generators?

Yes

No

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

Yes

No

If yes, how many?

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

Yes ☒ No

If yes, what?

Using generators?

Yes

No

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

Yes

No

If yes, how many?

Other electrical power needed?

Yes ☒ No

If yes, what?

Wattage needed:

Number of plug-ins needed:

Water: Do you need water?

Yes ☒ No

If yes, please indicate the needed requirement:

Location of where the water is needed:

Fireworks: Do you plan to do fireworks?

Yes ☒ No

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

Police Department: Do you require police assistance?

☒ Yes

No

If yes, please explain: [Participant Guidance & Safety at traffic areas](#)

Alcohol Sales:

Yes ☒ No

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

Cannabis Consumption Area:

Yes ☒ No

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

Other Requests:

Traffic Cones How many?

15 foot Mobile Stage

25 foot Mobile Stage

Other

Other

Required Attachments for Application Processing



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

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	- Showing a liability coverage of at least \$1,000,000 - Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
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✗ I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.



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

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

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

*I am a representative of a non-profit organization and respectfully request that the application fee be waived or considered for reduction. **Justification for Fee Waiver** (Please briefly explain financial limitations and community benefits of this event):*

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

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

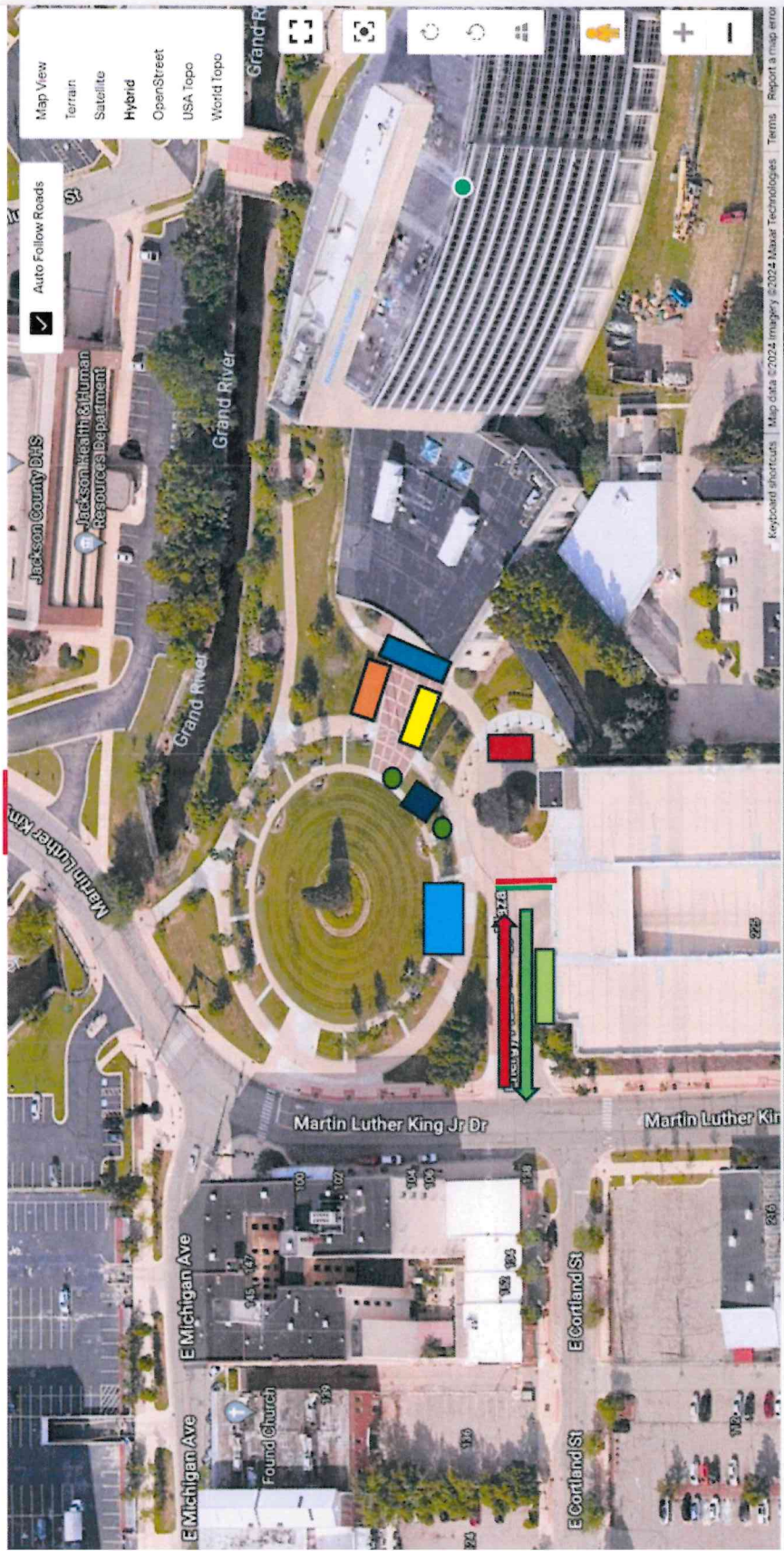
Special Event Application

Certification and Signature

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

Signature: **Melissa A Burgett**

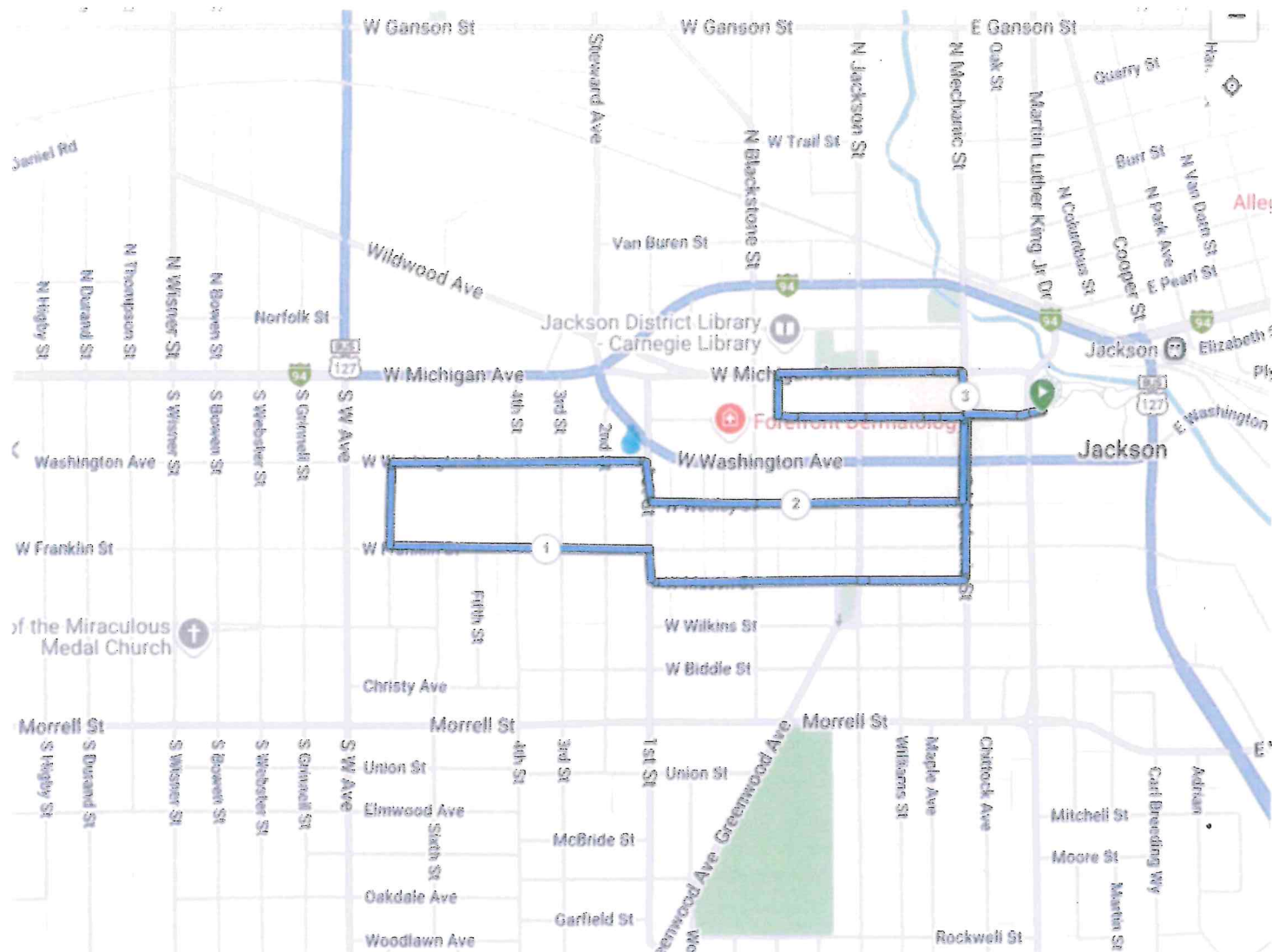
Date: 8/1/2025



- Registration Table
- Prizing Table
- Volunteer Check-in
- Start / Finish Line
- Pro DJ's
- Portable Toilets (3)
- M&K Vactor Truck
- Post Race H2O, Snacks
- Trash

ORS Oktoberfest Race Day Set-Up

ORS Oktoberfest 5K

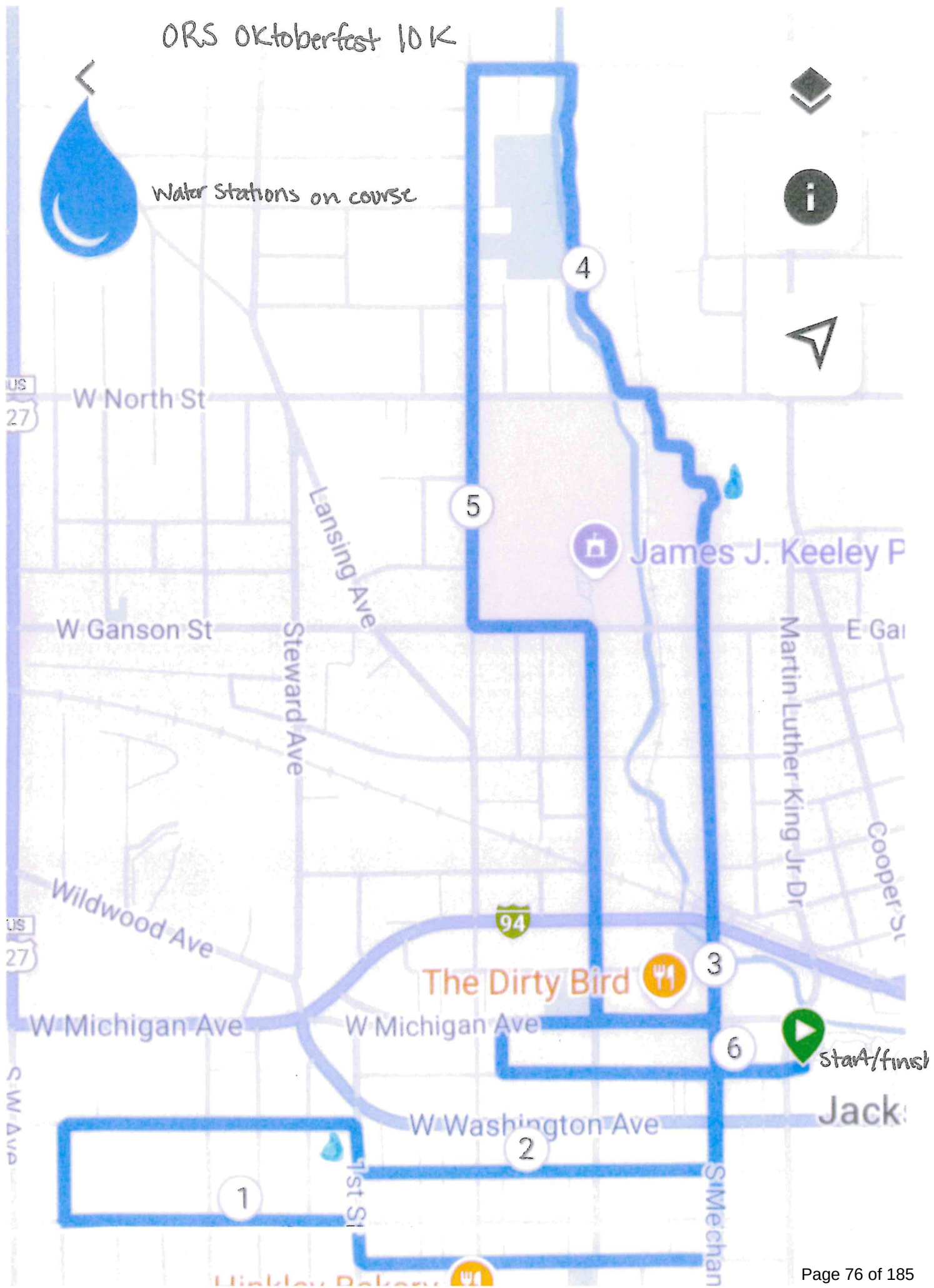


Water station on course



start/finish

ORS Oktoberfest 10K





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/29/2025

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

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

PRODUCER Walton Insurance Group 2929 Spring Arbor Rd. P.O. Box 3029 Jackson MI 49204	CONTACT NAME: Ashly Cutler PHONE (A/C, No, Ext): (517) 787-2600 FAX (A/C, No): (517) 796-6243 E-MAIL ADDRESS: acutler@waltoninsurancegroup.com														
INSURED Orthopaedic Rehab Specialists PC 3073 Shirley Drive Jackson MI 49201	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Home-Owners Insurance Company</td><td>26638</td></tr><tr><td>INSURER B: Auto Owners Insurance Company</td><td>18988</td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Home-Owners Insurance Company	26638	INSURER B: Auto Owners Insurance Company	18988	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER F:															

COVERAGES**CERTIFICATE NUMBER:** CL2572931252**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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		06261004	09/27/2025	09/27/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			06261004	09/27/2025	09/27/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☐ EXCESS LIAB DED ☒ RETENTION \$ 10,000 OCCUR CLAIMS-MADE			5253687200	09/27/2025	09/27/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☒ N	N / A		06261014	09/27/2025	09/27/2026	PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

City of Jackson and Downtown Development Authority are Additional Insures for the 2025 ORS Oktoberfest 10k/5k being held on Saturday, October 4, 2025.

CERTIFICATE HOLDER**CANCELLATION**

City of Jackson Downtown Development Authority 161 W Michigan Ave Jackson MI 49201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: August 19, 2025
SUBJECT: Special Event Application: Grand River Farmers Market

Recommendation:

Approve a request from the Jackson DDA to host the Grand River Farmers Market Tuesdays through October 2025, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Grand River Farmers Market.

I recommend approval of the Special Event Application for the Grand River Farmers Market. Your consideration and concurrence is appreciated.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: August 19, 2025

RECOMMENDATION: Approve a request from the Jackson DDA to host the Grand River Farmers Market Tuesdays through October 2025, in downtown Jackson.

ISSUE STATEMENT

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

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

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Power, use of pavilion

OWNERSHIP

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

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the Jackson DDA to host the Grand River Farmers Market Tuesdays through October 2025, in downtown Jackson.

ATTACHMENTS

- 1. SEA-Grand River Farmers Market Tuesdays

By: M Evans Date: 7/22/25
Fee Rec: N/A Date:
Cash: Check #:
Approved through City Council
Yes/No: Date:

SPECIAL EVENT APPLICATION 2025

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

Application must be submitted 60 days prior to event date

Application attachments

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

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

☐ Level 1: \$75 (0-1 city resources)

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

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

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

If you would like to apply for a non-profit/low resource fee waiver, see page 4.

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

☐ Insurance documentation for sponsoring organization

☐ Event Map -Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)

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

☐ Cannabis Consumption Area License and Liability insurance (if applicable)

☐ Carnival Ride Permit (if applicable)

☐ Insurance documentation for all vendors (if applicable)

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

☒ Applicant Information

EVENT NAME: Grand River Farmers Market

Sponsoring Organization Legal Name : DDA

Street Address : 114 W. Pearl St. Jackson, MI 49203

Tax ID# :

Website :

Contact Name 1 : Email: Phone:

Contact Name 2 : Email: Phone:

Contact Name/Phone# During Event:

☒ Event Details

Event Date(s): 7/22/25 - 10/28/25 Set up Time: Start Time: End Time: Tear Down Time:

Thursdays 1:00 3:00 7:00 8:00

Has this event occurred before? ☒ Yes ☐ No If yes, how many previous years? 3

What is the expected attendance? 500 + Do you expect to do this event next year? ☒ Yes ☐ No

☒ Type of Event Please check all that apply

☐ Festival

☐ March/Parade

☐ Walk/Run*

☒ Other

Farmers Market

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

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

Same farmers market as Fri/Sat May-October,
adding Tuesdays 3-7

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

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park

*requires Ella Sharp Board approval

Other Location

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

Street Name:

None

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:

Cross
Street 2:

Closure
Start Date:

Time:

Closure
End Date:

Time:

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

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

6

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

GRB- Reached out to

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

Greg to approved

Additional Notes:

+ continue a agreement
+ their participation in lieu of restrooms

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

Waste Management Plan Please include garbage locations on the map

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

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

same n/a

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

same

Reciprocals: How many bins will be provided? *Please include locations on the map

For large events, how many roll-offs?

same

Cleanup: Who will handle post-event cleanup?

same

Additional notes:

Other City Resource Requests *Include all extra resources on map

Electrical Power: Do you need electrical power?

Yes

No

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

Will you have food trucks?

Please add food truck names and locations on the map.

Yes

No

If yes, how many food trucks do you anticipate?

Coffee only

Using generators?

Yes

No

Do you need to rent power boxes for the food trucks?

Yes

No

If yes, how many?

\$25 per box rental cost (adapters included)

Will you have Vendors/ Other food on site?

Yes

No

If yes, how many?

1-3

Using generators?

Yes

No

Do you need to rent power boxes?

Yes

No

If yes, how many?

\$25 per box rental cost (adapters included)

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

Yes

No

If yes, what?

Using generators?

Yes

No

Do you need to rent power boxes?

Yes

No

If yes, how many?

\$25 per box rental cost (adapters included)

Other electrical power needed?

Yes

No

If yes, what?

Wattage needed:

Number of plug-ins needed:

Water: Do you need water?

Yes

No

If yes, please indicate the needed requirement:

Location of where the water is needed:

Fireworks: Do you plan to do fireworks?

Yes

No

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

Police Department: Do you require police assistance?

Yes

No

If yes, please explain:

Alcohol Sales:

Yes

No

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

Cannabis Consumption Area:

Yes

No

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

Other Requests:

Traffic Cones How many?

15 foot Mobile Stage

25 foot Mobile Stage

Other

Other

Required Attachments for Application Processing



Insurance Please request the following documentation from your insurance carrier.

— Provided by each vendor per operating guidelines

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	- Showing a liability coverage of at least \$1,000,000 - Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Cannabis Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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



Event Map

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

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

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

I am a representative of a non-profit organization and respectfully request that the application fee be waived or considered for reduction. **Justification for Fee Waiver** (Please briefly explain financial limitations and community benefits of this event):

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

Special Event Application Policy

Additional charges may incur if policies are broken.

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

Special Event Application

Certification and Signature

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

Signature:



Date:

7/22/25



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: August 19, 2025

SUBJECT: Special Event Application: Jackson High Homecoming Parade

Recommendation:

Approve a request from Jackson Public School to host the Jackson High Homecoming Parade on September 26, 2025, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Jackson High Homecoming Parade

I recommend approval of the Special Event Application for the Jackson High Homecoming Parade. Your consideration and concurrence is appreciated.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: August 19, 2025

RECOMMENDATION: Approve a request from Jackson Public School to host the Jackson High Homecoming Parade on September 26, 2025, in downtown Jackson.

ISSUE STATEMENT

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$383.00
Public Works	X		\$400.00
		TOTAL	\$783.00

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Road closure signs, JPD assistance

OWNERSHIP

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

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from Jackson Public School to host the Jackson High Homecoming Parade on September 26, 2025, in downtown Jackson.

ATTACHMENTS

- 1. SEA-Jackson High Homecoming Parade



By: M. Evans Date: 7/2/25
Fee Rec: \$225 Date: 7/2/25
Cash: Check #: 080984

Approved through City Council

Yes/No: Date:

SPECIAL EVENT APPLICATION 2025

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

Application must be submitted 60 days prior to event date

Application attachments

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

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

☐ Level 1: \$75 (0-1 city resources)

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

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

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

If you would like to apply for a non-profit/low resource fee waiver, see page 4.

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

☐ Insurance documentation for sponsoring organization

☐ Event Map -Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)

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

☐ Cannabis Consumption Area License and Liability insurance (if applicable)

☐ Carnival Ride Permit (if applicable)

☐ Insurance documentation for all vendors (if applicable)

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

☒ Applicant Information

EVENT NAME: Jackson High Homecoming Parade

Sponsoring Organization Legal Name : Jackson Public School

Street Address : 544 Wildwood Ave

Tax ID# :

Website :

Contact Name 1 : Machelles Shelton

Email: machelles.shelton@jpsk12.org

Phone: 517-841-3798

Contact Name 2 : Kevin Barkholz

Email: kevin.barkholz@jpsk12.org

Phone: 517-841-3747

Contact Name/Phone# During Event: Machelles Shelton 517-936-1703

☒ Event Details

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
September 26, 2025	5 PM	6 PM	7 PM	7 PM

Has this event occurred before? ☒ Yes ☐ No If yes, how many previous years? 50+

What is the expected attendance? 1000+

Do you expect to do this event next year?

☒ Yes ☐ No

☒ Type of Event Please check all that apply

Festival ☒ March/Parade ☐ Walk/Run* ☐ Other



Description of Event

This description will be posted on the Special Events Calendar

Jackson High School's 2025 Homecoming parade will take place on Friday, Septemeber 26, 2025. We will begin behind Walmart on their back parking lot and end at the Glick at Jackson High school.



Event Location

Please include the location on the map

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park

**requires Ella Sharp Board approval*



Other Location see map



Requested Street Closure(s)

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

Street Name: N. Brown St

Cross Street 1:

Cross Street 2:

Closure Start Date: 9/26/2025

Time: 5:50 PM

Closure Start Date:

Time:

Street Name: Daniel St

Cross Street 1:

Cross Street 2:

Closure Start Date: 9/26/2025

Time: 5:50 PM

Closure Start Date:

Time:

Street Name: Wilwood St

Cross Street 1:

Cross Street 2:

Closure Start Date: 9/26/2025

Time: 5:50 PM

Closure Start Date:

Time:

Street Name: Stewart St

Cross Street 1:

Cross Street 2:

Closure Start Date: 9/26/2025

Time: 5:50 PM

Closure Start Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure Start Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure Start Date:

Time:



Bathroom Plan

Please include bathroom locations on the map

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

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

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

Additional Notes: n/a

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

**Waste Management Plan** Please include garbage locations on the map

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

Collection: How will garbage be managed during and after the event? n/a**Service Provider:** Who is responsible for waste removal (name/contact)? n/a**Reciprocals:** How many bins will be provided? *Please include locations on the map n/a
For large events, how many roll-offs?**Cleanup:** Who will handle post-event cleanup? n/a**Additional notes:****Other City Resource Requests** *Include all extra resources on map**Electrical Power:** Do you need electrical power? Yes ☒ No ****All electrical lines MUST be properly covered to minimize tripping hazards ******Will you have food trucks?**

Please add food truck names and locations on the map.

Yes ☒ No If yes, how many food trucks do you anticipate?Using generators? Yes ☒ No Do you need to rent power boxes for the food trucks? Yes No If yes, how many?
\$25 per box rental cost (adapters included)**Will you have Vendors/ Other food on site?**Yes ☒ No If yes, how many?Using generators? Yes No Do you need to rent power boxes for the food trucks? Yes No If yes, how many?
\$25 per box rental cost (adapters included)**Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?**Yes ☒ No If yes, what?Using generators? Yes No Do you need to rent power boxes for the food trucks? Yes No If yes, how many?
\$25 per box rental cost (adapters included)**Other electrical power needed?** Yes ☒ No If yes, what?

Wattage needed:

Number of plug-ins needed:

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

Location of where the water is needed:

Fireworks: Do you plan to do fireworks? Yes ☒ No **If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.***Police Department:** Do you require police assistance? ☒ Yes No If yes, please explain: Police assistance needed to block streets and lead parade.**Alcohol Sales:** Yes ☒ No **If yes, attach liquor license and liquor liability insurance***Cannabis Consumption Area:** Yes ☒ No **If yes, attach Cannabis Consumption License and liability insurance***Other Requests:**

Traffic Cones How many?

15 foot Mobile Stage

25 foot Mobile Stage

Other

Other

Required Attachments for Application Processing



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



Certificate of Liability Insurance
(MUST also be provided by all vendors)

- Showing a liability coverage of at least \$1,000,000
- Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

Liquor Liability Insurance (if needed)

- Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

Cannabis Liability Insurance (if needed)

- Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

XCU Fireworks Liability Insurance
(if needed; required for all fireworks displays)

- Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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



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

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

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

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

*I am a representative of a non-profit organization and respectfully request that the application fee be waived or considered for reduction. **Justification for Fee Waiver** (Please briefly explain financial limitations and community benefits of this event):*

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

Special Event Application Policy

Additional charges may incur if policies are broken.

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

Special Event Application

Certification and Signature

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

Signature:



Date:

6/17/25

CERTIFICATE OF COVERAGE

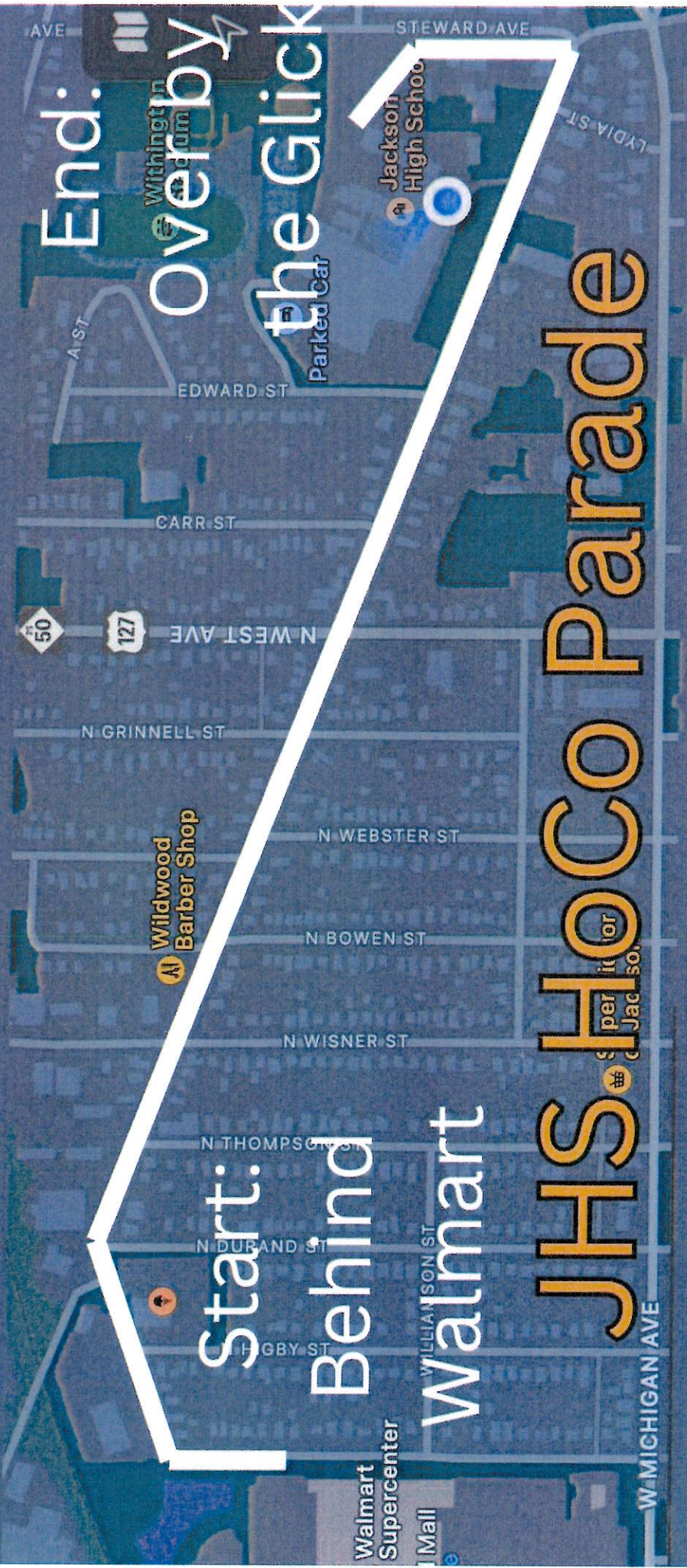
PRODUCER SET SEG 1520 Earl Avenue East Lansing, MI 48823		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE REFERENCE NUMBER BELOW.				
MEMBER Jackson Public Schools 522 Wildwood Ave Jackson, MI 49201		COMPANIES AFFORDING COVERAGE A MASB-SEG Property/Casualty Pool, Inc.				
THIS IS TO CERTIFY THAT THE COVERAGE REFERENCE NUMBER OF COVERAGE LISTED BELOW HAVE BEEN ISSUED TO THE MEMBER NAMED ABOVE FOR THE COVERAGE REFERENCE NUMBER 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 COVERAGE AFFORDED BY THE COVERAGE REFERENCE NUMBER DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH COVERAGE REFERENCE NUMBERS.						
CO LTR	TYPE OF COVERAGE	COVERAGE REFERENCE NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
A	GENERAL LIABILITY ☒ Comprehensive Form ☒ Premises/Operations ☒ Products/Completed Operations ☒ Broad Form Property Damage ☒ Personal Injury	PC-38170-2025-01	9/26/2025	9/26/2025	BI & PD COMBINED OCCURRENCE	\$1,000,000
					BI & PD COMBINED AGGREGATE	\$3,000,000
					PERSONAL INJURY OCCURRENCE	\$1,000,000
					PERSONAL INJURY AGGREGATE	\$3,000,000
A	EXCESS LIABILITY ☒ General Liability ☒ Automobile Liability ☒ Garage Liability	PC-38170-2025-01	9/26/2025	9/26/2025	OCCURRENCE	\$10,000,000
					ANNUAL AGGREGATE	\$10,000,000
DESCRIPTION City of Jackson and Downtown Development Authority are added as additional insured under Jackson Public Schools general liability coverage limited to the activities performed by or on behalf of Jackson Public Schools as it represents the districts use of facilities for the Jackson High School's Homecoming Parade on 09/26/2025.						
CERTIFICATE HOLDER City of Jackson and Downtown Development Authority 161 W. Michigan Ave. Jackson, MI 49201 Additional Insured			SHOULD ANY OF THE ABOVE DESCRIBED COVERAGE REFERENCE NUMBERS BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.			
AUTHORIZED REPRESENTATIVE Katie Lehman PROPERTY/CASUALTY DEPARTMENT 6/17/2025						

End:
Overby
the Glick

Start:
Behind
Walmart

JHS HoCo Parade

Route



JACKSON HIGH SCHOOL ALUMNI

HOMEcoming 2025



SAVE
The
DATE



SEPTMEBER 26, 2025



Once a Viking, Always a Viking!





MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: August 19, 2025

SUBJECT: Special Event Application: Jackson Civil War Muster 2025

Recommendation:

Approve a request from the Jackson Civil War Society to host the Jackson Civil War Muster on August 22-24, 2025, at Cascades in Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Jackson Civil War Muster.

I recommend approval of the Special Event Application for the Jackson Civil War Muster. Your consideration and concurrence is appreciated.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: August 19, 2025

RECOMMENDATION: Approve a request from the Jackson Civil War Society to host the Jackson Civil War Muster on August 22-24, 2025, at Cascades in Jackson.

ISSUE STATEMENT

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$0.00
Public Works	X		\$400.00
		TOTAL	\$400.00

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Road closure signs, traffic cones, 25-foot stage

OWNERSHIP

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

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the Jackson Civil War Society to host the Jackson Civil War Muster on August 22-24, 2025, at Cascades in Jackson.

ATTACHMENTS

- 1. SEA-2025 Civil War Muster



OFFICE USE ONLY

Application Received:

By: M. Evans	Date: 8/1/25
Fee Rec:	Date:
Cash:	Check #:
Approved through City Council	
Yes/No:	Date:

SPECIAL EVENT APPLICATION 2025

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

Application must be submitted 60 days prior to event date

Application attachments

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

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

Authority

☐ Level 1: \$75 (0-1 city resources)

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

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

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

If you would like to apply for a non-profit/low resource fee waiver, see page 4.

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

☒ Insurance documentation for sponsoring organization

☒ Event Map –Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)

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

☐ Cannabis Consumption Area License and Liability insurance (if applicable)

☐ Carnival Ride Permit (if applicable)

☐ Insurance documentation for all vendors (if applicable)

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

☒ Applicant Information

EVENT NAME: Jackson Civil War Muster

Sponsoring Organization Legal Name : Jackson Civil War Society

Street Address : 1401 S Brown St Jackson MI 49203

Tax ID# :

Website :

CivilWarMuster.org

Contact Name 1 : Maurice Imhoff

Email: jxnhistorical@gmail.com

Phone: 517 740 1168

Contact Name 2 :

Email:

Phone:

Contact Name/Phone# During Event:

Maurice Imhoff

517 740 1168

☒ Event Details

Event Date(s):

August 22-24, 2025

Set up Time:

9AM

Start Time:

End Time:

Tear Down Time:

4PM

Has this event occurred before?

☒ Yes

☐ No

If yes, how many previous years?

37

What is the expected attendance?

17,000

Do you expect to do this event next year?

☒ Yes

☐ No

☒ Type of Event Please check all that apply

☒

Festival

☐ March/Parade

☐ Walk/Run*

☐ Other

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

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

The Jackson Civil War Muster was established in 1986. We've grown into a full-scale Civil War living history event that draws audiences from all over the Midwest United States.

X Event Location Please include the location on the map

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park
**requires Ella Sharp Board approval*

Other Location

Cascades Park

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

Street Name: Closure Start Date: Aug 22 Time: 9am Cross Street 1: S Brown St (Cascades) Cross Street 2: Closure End Date: Aug 24 Time: 5:30pm

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

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

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

X Bathroom Plan Please include bathroom locations on the map

Facilities: How many restrooms/portable toilets will be provided, including ADA options? 6

Service Provider: Who will supply and service the restrooms (name/contact)? Jackson County & American Portable Toilets

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

Additional Notes:

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

X Waste Management Plan Please include garbage locations on the map

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

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

Volunteers

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

Emmons Service

Reciprocals: How many bins will be provided? *Please include locations on the map 40
For large events, how many roll-offs?

Cleanup: Who will handle post-event cleanup?

Volunteers & Jackson County

Additional notes:

X Other City Resource Requests *Include all extra resources on map

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

Will you have food trucks?

X

Yes

No

If yes, how many food trucks do you anticipate?

10

Please add food truck names and locations on the map.

Using generators?

Yes

No

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

Yes

No

If yes, how many?

Will you have Vendors/ Other food on site?

X

Yes

No

If yes, how many?

38

Using generators?

Yes

No

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

Yes

No

If yes, how many?

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

Yes

X

No

If yes, what?

Using generators?

Yes

No

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

Yes

No

If yes, how many?

Other electrical power needed?

Yes

No

If yes, what?

Wattage needed:

Number of plug-ins needed:

Water: Do you need water?

Yes

No

If yes, please indicate the needed requirement:

Location of where the water is needed:

Fireworks: Do you plan to do fireworks?

Yes

X

No

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

Police Department: Do you require police assistance?

X

Yes

No

If yes, please explain:

Placed vehicle or 2 for crime deterrent. Available reserve officers for event patrol.

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

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

Other Requests:

EITHER STAGE - 25FT PREFERRED

Traffic Cones How many?

20

X 15 foot Mobile Stage

X 25 foot Mobile Stage

X Other No parking blocking signs for Michigan National Guard Military display area in lot

Other

Required Attachments for Application Processing

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

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	- Showing a liability coverage of at least \$1,000,000 - Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Cannabis Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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

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

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

**If these details change, a revised map must be provided seven days prior to event.
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8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

Special Event Application

Certification and Signature

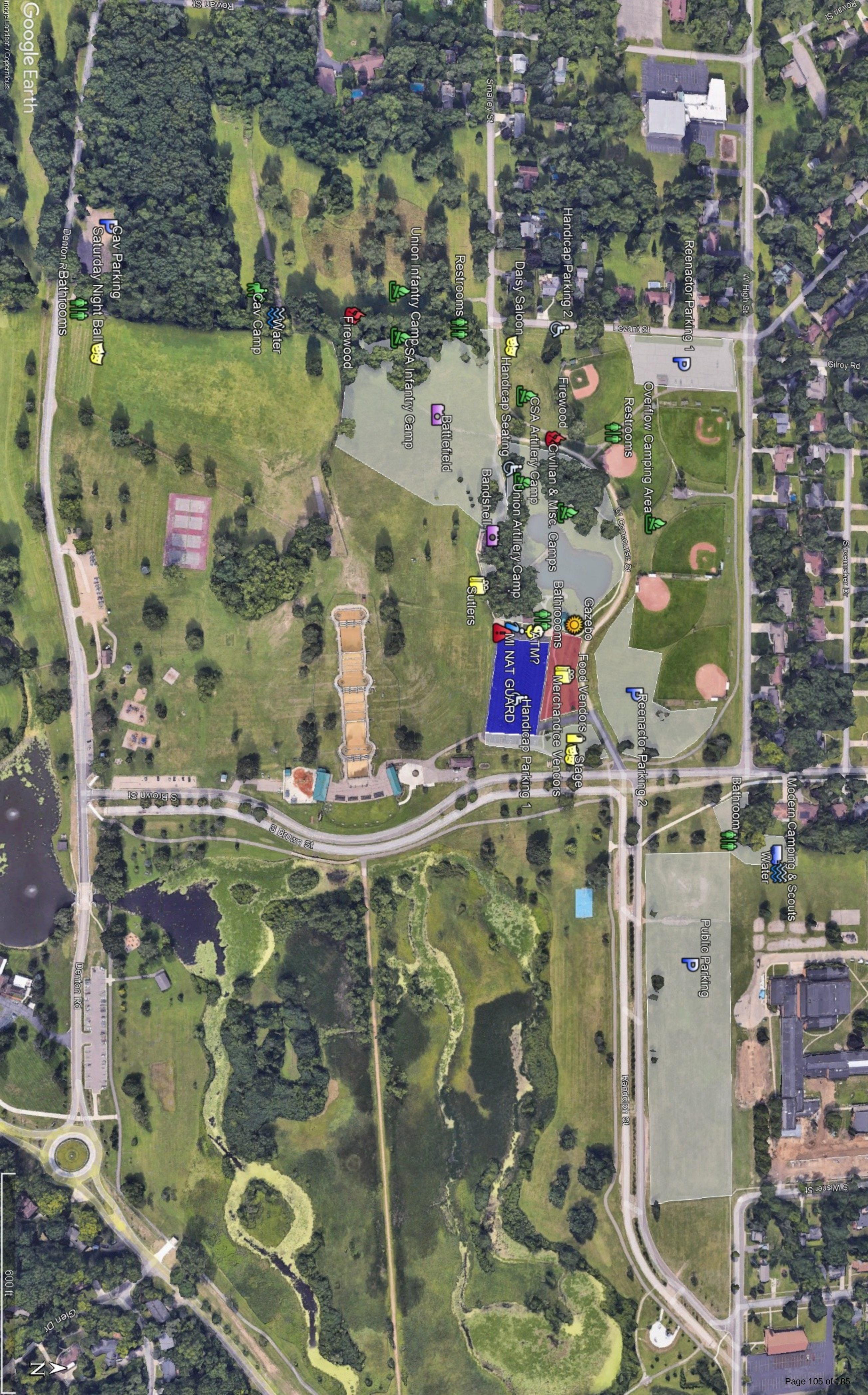
1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
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4. Only the activities listed on the application will be permitted at the event. 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.
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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:

August 1, 2025





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/1/2025

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 be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Walton Insurance Group 2929 Spring Arbor Rd. P.O. Box 3029 Jackson MI 49204	CONTACT NAME: Kathleen DeLaney PHONE (A/C, No, Ext): (517) 796-6226 FAX (A/C, No): (517) 796-6226 E-MAIL ADDRESS: kdelaney@waltoninsurancegroup.com														
INSURED Jackson Civil War Society 3771 Hitching Post Rd Jackson MI 49201	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: West Bend Mutual Ins. Co.</td><td>15350</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: West Bend Mutual Ins. Co.	15350	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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COVERAGES**CERTIFICATE NUMBER: CL2562631050****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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		C117231	8/22/2025	8/26/2025	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 100,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	MED EXP (Any one person)	\$	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000		\$
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	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Jackson and Downtown Development Authority are additional insured.

CERTIFICATE HOLDER

(866) 971-2151 sallard@cityofjackson.org

City of Jackson
Downtown Development Authority
161 W Michigan Ave
Jackson, MI 49201

CANCELLATION

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

K DeLaney/KDELA

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MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: August 19, 2025
SUBJECT: Special Event Application: Public Rosary

Recommendation:

Approve a request from the Queen of the Miraculous Medal Church to host the Public Rosary on October 12, 2025, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Public Rosary.

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



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: August 19, 2025

RECOMMENDATION: Approve a request from the Queen of the Miraculous Medal Church to host the Public Rosary on October 12, 2025, in downtown Jackson.

ISSUE STATEMENT

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

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

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Horace Blackman Park use, True Community stage power

OWNERSHIP

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

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the Queen of the Miraculous Medal Church to host the Public Rosary on October 12, 2025, in downtown Jackson.

ATTACHMENTS

- 1. SEA-Public Rosary



By: M. Evans Date: 7/16/25
 Fee Rec: yes Date: 7/16/25
 Cash: Check #: 2157 \$75
 Approved through City Council
 Yes/No: Date:

SPECIAL EVENT APPLICATION 2025

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

Application must be submitted 60 days prior to event date

Application attachments

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

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

☒ Level 1: \$75 (0-1 city resources)

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

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

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

If you would like to apply for a non-profit/low resource fee waiver, see page 4.

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

☐ Insurance documentation for sponsoring organization

☐ Event Map - Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)

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

☐ Cannabis Consumption Area License and Liability insurance (if applicable)

☐ Carnival Ride Permit (if applicable)

☐ Insurance documentation for all vendors (if applicable)

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

☒ Applicant Information

EVENT NAME: Public Rosary

Sponsoring Organization Legal Name : Queen of the Miraculous Medal Church

Street Address : 606 S. Wisner Street

Tax ID# : 38-1358402

Website : queenschurch.com

Contact Name 1 : Fr. Tim MacDonald

Email: ftim@queenschurch.com

Phone: 5177832748

Contact Name 2 : Suzanne Sinkovitz

Email: ssinkovitz@queenschurch.com

Phone: 5177957664

Contact Name/Phone# During Event: Suzanne Sinkovitz 517-795-7664

☐ Event Details

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
October 12, 2025	12:30pm	2:00pm	3:00pm	3:00pm

Has this event occurred before? ☒ Yes ☐ No If yes, how many previous years? 19

What is the expected attendance? 100-150

Do you expect to do this event next year?

☒ Yes ☐ No

☒ Type of Event Please check all that apply

Festival March/Parade Walk/Run* Other Public Rosary

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

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

Prayer service lasting approximatly 1 hour

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

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail



TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park

**requires Ella Sharp Board approval*

Other Location

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

Street Name:

Cross
Street 1:Cross
Street 2:Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:Cross
Street 2:Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:Cross
Street 2:Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:Cross
Street 2:Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:Cross
Street 2:Closure
Start Date:

Time:

Closure
End Date:

Time:

Street Name:

Cross
Street 1:Cross
Street 2:Closure
Start Date:

Time:

Closure
End Date:

Time:

**Bathroom Plan** Please include bathroom locations on the map**Facilities:** How many restrooms/portable toilets will be provided, including ADA options?**Service Provider:** Who will supply and service the restrooms (name/contact)?**Placement:** Where will restrooms be located? **Please include locations on the map***Additional Notes:****Bucky Harris Park Bathrooms Use:** Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.



Waste Management Plan

Please include garbage locations on the map

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

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

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

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

Cleanup: Who will handle post-event cleanup?

Additional notes:



Other City Resource Requests

*Include all extra resources on map

Electrical Power: Do you need electrical power?

Yes

No

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

True Community Stage

Will you have food trucks?

Yes

No

If yes, how many food trucks do you anticipate?

Please add food truck names and locations on the map.

Using generators?

Yes

No

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

Yes

No

If yes, how many?

Will you have Vendors/ Other food on site?

Yes

No

If yes, how many?

Using generators?

Yes

No

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

Yes

No

If yes, how many?

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

Yes

No

If yes, what?

Using generators?

Yes

No

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

Yes

No

If yes, how many?

Other electrical power needed?

Yes

No

If yes, what?

Wattage needed:

Number of plug-ins needed:

Water: Do you need water?

Yes

No

If yes, please indicate the needed requirement:

Location of where the water is needed:

Fireworks: Do you plan to have fireworks?

Yes

No

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

Police Department: Do you require police assistance?

Yes

No

If yes, please explain:

Alcohol Sales:

Yes

No

*If yes, attach liquor license and liquor liability insurance

Cannabis Consumption Area:

Yes

No

*If yes, attach Cannabis Consumption License and liability insurance

Other Requests:

Traffic Cones How many?

15 foot Mobile Stage

25 foot Mobile Stage

Other

Other

Required Attachments for Application Processing



Insurance Please request the following documentation from your insurance carrier.

Insurance Type

Requirements

Certificate of Liability Insurance
(MUST also be provided by all vendors)

- Showing a liability coverage of at least \$1,000,000
- Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

Liquor Liability Insurance (if needed)

- Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

Cannabis Liability Insurance (if needed)

- Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

XCU Fireworks Liability Insurance
(if needed; required for all fireworks displays)

- Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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



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

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

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

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



I am a representative of a non-profit organization and respectfully request that the application fee be waived or considered for reduction. **Justification for Fee Waiver** (Please briefly explain financial limitations and community benefits of this event):

Rev. Timothy G. Ford

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

Special Event Application Policy

Additional charges may incur if policies are broken.

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

Special Event Application

Certification and Signature

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/8/2025

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.

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PRODUCER Arthur J. Gallagher Risk Management Services, LLC 300 Ottawa NW Suite 301 Grand Rapids MI 49503	CONTACT NAME: PHONE (A/C, No, Ext): 616-233-0910 FAX (A/C, No): 616-233-0923 E-MAIL ADDRESS:														
INSURED Michigan Catholic Conference QUEEN OF MIRACULOUS MEDAL, JACKSON 5054 510 S. Capitol Ave. Lansing MI 48933	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Safety National Casualty Corporation</td><td>15105</td></tr><tr><td>INSURER B : National Catholic RRG , Inc</td><td>10083</td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Safety National Casualty Corporation	15105	INSURER B : National Catholic RRG , Inc	10083	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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COVERAGES**CERTIFICATE NUMBER:** 201139249**REVISION NUMBER:**

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

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

The following are additional insureds regarding General Liability per the Additional Insured Endorsement.

CERTIFICATE HOLDER NAMED ADDITIONAL INSURED REGARDING GENERAL LIABILITY FOR PUBLIC ROSARY ON OCTOBER 12TH, 2025

CERTIFICATE HOLDER**CANCELLATION**City Of Jackson , City Attorney
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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ENDORSEMENT attaching to and forming part of Policy No. RRG-076-2025-1

Endorsement No. 19

ADDITIONAL INSURED ENDORSEMENT

The Policy's definition of **Additional insured** is deleted, and the following definition applies:

Additional insureds are those persons or organizations for whom an **insured** has agreed to provide insurance protection in writing signed before an event for which coverage is sought.

For all **additional insureds**, the insurance provided by this policy shall not exceed the amount agreed between the **insured** and the **additional insured**, or the applicable **company limit** of this policy, whichever is less, and shall apply only after the **participant's retained limit** is exceeded by **loss** covered under this policy.

Such person or organization is an **additional insured** with respect to their tort liability assumed by the **insured**. Tort liability means a liability that would be imposed by law in the absence of any contract or agreement. Any person's or organization's status as an **additional insured** under this endorsement ends when this policy terminates or the contract or agreement terminates, whichever comes first. Coverage provided to the **additional insured** under this policy will not be broader than the coverage required by the written contract or agreement requiring that the person or organization be named as an **additional insured**.

Coverage provided to the **additional insured** is with respect to **loss** caused, in whole or in part, by the **insured's** acts or omissions or the acts or omissions of those acting on the **insured's** behalf:

1. In the performance of the ongoing operations of the **insured** or those acting on the **insured's** behalf; or
2. In connection with premises owned by the **insured** or rented to the **insured**.

All other terms and conditions remain unchanged.

By 
Authorized Representative



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: August 19, 2025
SUBJECT: Special Event Application: Fire in the City

Recommendation:

Approve a request from Found Church to host Fire in the City on September 26, 2025, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for Fire in the City.

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



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: August 19, 2025

RECOMMENDATION: Approve a request from Found Church to host Fire in the City on September 26, 2025, in downtown Jackson.

ISSUE STATEMENT

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

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

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Power at Bucky Harris Park

OWNERSHIP

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

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from Found Church to host Fire in the City on September 26, 2025, in downtown Jackson.

ATTACHMENTS

- 1. SEA-Fire in the City



By: **M. Evans** Date: **7/23/25**

Fee Rec: Date:

Cash: Check #:

Approved through City Council

Yes/No: Date:

SPECIAL EVENT APPLICATION 2025

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

Application must be submitted 60 days prior to event date

Application attachments

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

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

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

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

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

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

If you would like to apply for a non-profit/low resource fee waiver, see page 4.

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

☒ **Insurance documentation for sponsoring organization**

☐ **Event Map** –Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)

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

☐ **Cannabis Consumption Area License and Liability insurance (if applicable)**

☐ **Carnival Ride Permit (if applicable)**

☐ **Insurance documentation for all vendors (if applicable)**

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

☒ Applicant Information

EVENT NAME: **Fire in the City**

Sponsoring Organization Legal Name : **Found Church**

Street Address : **141 E. Michigan**

Tax ID# :

Website :

Contact Name 1 : **Corey D. Lewis**

Email: **corey@areyoufound.com**

Phone: **517-812-1558**

Contact Name 2 :

Email:

Phone:

Contact Name/Phone# During Event: **Corey Lewis 517-812-1558**

☐ Event Details

Event Date(s):

9/26/2026

Set up Time:

3pm

Start Time:

7pm

End Time:

9pm

Tear Down Time:

9:30pm

Has this event occurred before? ☒ Yes

No

If yes, how many previous years?

1

What is the expected attendance? **100-200**

Do you expect to do this event next year?

☒ Yes

No

☐ Type of Event Please check all that apply

☐ Festival

☐ March/Parade

☐ Walk/Run*

☒ Other

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

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

Church worship night in Bucky Harris park

Event Location Please include the location on the map

☐ Horace Blackman Park

☒ Bucky Harris Park

☐ MLK Equality Trail

☐ TRUE City Square Stage

☐ Grand River Farmers Market Pavilion

☐ Ella Sharp Park
**requires Ella Sharp Board approval*

☐ Other Location

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

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure End Date:

Time:

Bathroom Plan Please include bathroom locations on the map

Facilities: How many restrooms/portable toilets will be provided, including ADA options? [Cruise-In night - DDA and Bucky Harris](#)

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

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

Additional Notes:

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

Waste Management Plan Please include garbage locations on the map

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

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

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

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

Cleanup: Who will handle post-event cleanup?

Additional notes:

Other City Resource Requests *Include all extra resources on map

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

Will you have food trucks?

Please add food truck names and locations on the map.

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

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

Will you have Vendors/ Other food on site?

Yes ☒ No ☐ If yes, how many?

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

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

Yes ☒ No ☐ If yes, what?

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

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

Wattage needed: Number of plug-ins needed:

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

Location of where the water is needed:

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

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

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

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

Other Requests:

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

Other

Other

Required Attachments for Application Processing



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

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	- Showing a liability coverage of at least \$1,000,000 - Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Cannabis Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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



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

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

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

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

*I am a representative of a non-profit organization and respectfully request that the application fee be waived or considered for reduction. **Justification for Fee Waiver** (Please briefly explain financial limitations and community benefits of this event):*

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

Special Event Application Policy

Additional charges may incur if policies are broken.

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

Special Event Application

Certification and Signature

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

Signature: **Corey D. Lewis**

Date: **7/23/2026**



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: August 19, 2025

SUBJECT: Special Event Application: Workers Rights Celebration and Rally

Recommendation:

Approve a request from the Local Community Advocates & Jackson County Democratic Committee to host the Workers Rights Celebration and Rally on September 1, 2025, in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Workers Rights Celebration and Rally.

I recommend approval of the Special Event Application for the Workers Rights Celebration and Rally. Your consideration and concurrence is appreciated.



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director, DDA Director

DATE: August 19, 2025

RECOMMENDATION: Approve a request from the Local Community Advocates & Jackson County Democratic Committee to host the Workers Rights Celebration and Rally on September 1, 2025, in downtown Jackson.

ISSUE STATEMENT

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

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		\$0.00
Engineering	X		\$0.00
Fire	X		\$0.00
Neighborhood & Economic Operations	X		\$0.00
Parks & Recreation	X		\$0.00
Police	X		\$0.00
Public Works	X		\$800.00
		TOTAL	\$800.00

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Road closure signs, traffic cones, power

OWNERSHIP

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

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the Local Community Advocates & Jackson County Democratic Committee to host the Workers Rights Celebration and Rally on September 1, 2025, in downtown Jackson.

ATTACHMENTS

- 1. SEA-Workers Rights Celebration and Rally



By: M. Evans Date: 8/6/25
Fee Rec: _____ Date: _____
Cash: _____ Check #: _____
Approved through City Council
Yes/No: _____ Date: _____

SPECIAL EVENT APPLICATION 2025

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

Application must be submitted 60 days prior to event date

Application attachments

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

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

☒ Level 1: \$75 (0-1 city resources)

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

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

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

If you would like to apply for a non-profit/low resource fee waiver, see page 4.

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

☒ Insurance documentation for sponsoring organization

☒ Event Map -Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)

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

☐ Cannabis Consumption Area License and Liability insurance (if applicable)

☐ Carnival Ride Permit (if applicable)

☐ Insurance documentation for all vendors (if applicable)

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

☒ Applicant Information

EVENT NAME: WORKERS RIGHTS CELEBRATION AND RALLY

Sponsoring Organization Legal Name : LOCAL COMMUNITY ADVOCATES & JACKSON COUNTY DEMOCRATIC COMM

Street Address : 134 N. Mechanic Street, Jackson Michigan 49201

Tax ID# : 38-1914331

Website : JACKSONCOUNTYDEMS.ORG

Contact Name 1 : Amador Ybarra

Email: AVYBARRA@gmail.com

Phone: 517-812-6039

Contact Name 2 : Alexander Scott

Email: ALEXANDERDOESACTIVISM@J

Phone: 517-731-4806

Contact Name/Phone# During Event: Amador Ybarra (517) 812-6039 and Alexander Scott (517) 731-4806

☒ Event Details

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
<u>Monday, September 1, 2025</u>	<u>09:00am</u>	<u>12:00pm</u>	<u>04:00pm</u>	<u>04:00pm</u>

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

What is the expected attendance? 300+ Do you expect to do this event next year? ☒ Yes ☐ No

☒ Type of Event Please check all that apply

Festival ☐ March/Parade ☐ Walk/Run* ☒ Other LABOR DAY RALLY FOR WORKERS RIGHTS

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



Description of Event

This description will be posted on the Special Events Calendar

This is a rally to celebrate Jackson's workers-while raising awareness about some important issues along the way. Come listen to our insightful speakers, get some delicious food from the our food trucks, and have fun with the community this Labor Day!



Event Location

Please include the location on the map



Horace Blackman Park

Bucky Harris Park

MLK Equality Trail



TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park

**requires Ella Sharp Board approval*

Other Location



Requested Street Closure(s)

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

Street Name: Hayes Court

Cross Street 1: Michigan Ave.

Cross Street 2: Pearl Street

Closure Start Date: 09/01/2025

Time: 09:00am

Closure Start Date: 09/01/2025

Time: 06:00pm

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure Start Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure Start Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure Start Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure Start Date:

Time:

Street Name:

Cross Street 1:

Cross Street 2:

Closure Start Date:

Time:

Closure Start Date:

Time:



Bathroom Plan

Please include bathroom locations on the map

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

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

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

Additional Notes:

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

☒ Waste Management Plan Please include garbage locations on the map

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

Collection: How will garbage be managed during and after the event? We will bag up and remove all garbage

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

Reciprocals: How many bins will be provided? *Please include locations on the map Using existing bins at park (will empty)
For large events, how many roll-offs?

Cleanup: Who will handle post-event cleanup? Event organizers

Additional notes: WE WILL COLLECT, REMOVE AND RESTORE THE PARK BACK TO NORMAL FUNCTION.

☒ Other City Resource Requests *Include all extra resources on map

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

Will you have food trucks?
Please add food truck names and locations on the map.

☒ Yes ☐ No If yes, how many food trucks do you anticipate? 4-5

Using generators? ☒ Yes ☐ No

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

Yes

No

If yes, how many?

Will you have Vendors/ Other food on site?

Yes ☒ No If yes, how many?

Using generators? Yes ☒ No

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

Yes

No

If yes, how many?

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

Yes ☒ No If yes, what?

Using generators? Yes ☒ No

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

Yes

No

If yes, how many?

Other electrical power needed? ☒ Yes ☐ No

If yes, what? Electrical Power to run a PA sytem

Wattage needed: 100

Number of plug-ins needed: unknown at this time

Water: Do you need water?

Yes ☒ No

If yes, please indicate the needed requirement:

Location of where the water is needed:

Fireworks: Do you plan to do fireworks?

Yes ☒ No

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

Police Department: Do you require police assistance?

Yes ☒ No

If yes, please explain:

Alcohol Sales:

Yes ☒ No

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

Cannabis Consumption Area:

Yes ☒ No

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

Other Requests:

☒ Traffic Cones How many? 10-20

15 foot Mobile Stage

25 foot Mobile Stage

☒ Other NO PARKING SIGNS ALONG W. MICHIGAN AVE (AT H. BLACKMAN PARK AND THE TRUE COMMUNITY PARK

☒ Other TRASH CANS WITH LINERS PLACED AS MARKED ON THE MAP (IF ALLOWED TO PROVIDE ADDITIONAL)

Required Attachments for Application Processing

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

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	- Showing a liability coverage of at least \$1,000,000 - Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
Cannabis Liability Insurance (if needed)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

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

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

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

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

☒ I am a representative of a non-profit organization and respectfully request that the application fee be waived or considered for reduction. **Justification for Fee Waiver** (Please briefly explain financial limitations and community benefits of this event):

FOR OUR COMMUNITY WE WANTED TO SUPPORT JACKSONS WORKFORCE WHILE RAISING AWARENESS OF IMPORTANT ISSUES AND RESOURCES THAT CAN BENEFIT OUR ENTIRE CITY/COUNTY.

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

Special Event Application Policy

Additional charges may incur if policies are broken.

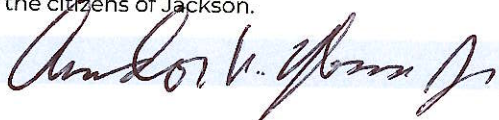
1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.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

Special Event Application

Certification and Signature

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

Signature:



Date:

8/11/25

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 be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Walton Insurance Group 2929 Spring Arbor Rd. P.O. Box 3029 Jackson MI 49204	CONTACT NAME: Kathleen DeLaney PHONE (A/C, No, Ext): (517) 796-6226 FAX (A/C, No): (517) 796-6226 E-MAIL ADDRESS: kdelaney@waltoninsurancegroup.com														
INSURED Jackson County Democratic Committee 135 N Mechanic St Jackson MI 49201	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Auto Owners Insurance Company</td><td>18988</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Auto Owners Insurance Company	18988	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER: CL24111529509** **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	☒ COMMERCIAL GENERAL LIABILITY	X		06343991	11/15/2024	11/15/2025	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ SCHEDULED AUTOS						
	☐ NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	☐ OCCUR						
	☐ CLAIMS-MADE						
	DED						
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N					E.L. EACH ACCIDENT \$
		N/A					E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

City of Jackson and Downtown Development Authority are additional insured for event taking place September 1, 2025.

CERTIFICATE HOLDER (866) 971-2151 City of Jackson Downtown Development Authority 161 W Michigan Ave Jackson, MI 49201	CANCELLATION 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 K DeLaney/KDELA
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ACORD 25 (2014/01)
INS025 (201401)

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/31/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager and Matt Hagerty, City Attorney

DATE: August 13, 2025

SUBJECT: City Treasurer Position

The City of Jackson finds itself at a critical inflection point with respect to the position of City Treasurer. In order to help council make the decision the following information should be taken into account.

Considerations Regarding the City Treasurer's Term

The current term of the City Treasurer naturally expires on December 1, 2028, at 10:00 a.m., due to the Council-approved transition to even-year elections and Treasurer Griffin's re-election in November 2023.

Under Charter Section 7.10, any interim treasurer appointment (which must occur on or before September 12 of a given year) would require the appointee to stand for election in 2026 to complete the remainder of the current term.

If a Charter amendment is approved in 2026 to change the Treasurer position from elected to appointed:

- The current elected Treasurer would still serve until December 1, 2028.
- Upon expiration of the current term, the position would thereafter be filled by appointment, subject to Council approval.

City Council Initiated Charter Amendment Process

Pursuant to state law and the City Charter, the following procedural steps must be taken for a Council-initiated Charter amendment:

- Council must adopt a Resolution proposing the Charter amendment, limited to 100 words and containing the exact wording of the proposed amendment(s).
- The Resolution must record the number of councilmembers voting for and against adoption.
- Passage requires a 3/5 supermajority vote (5 of 7 members).
- The Resolution must be adopted at least 60 days prior to the election.

Preliminary Review

- Proposed ballot language and the Resolution should first be vetted and preliminarily approved by the Michigan Office of Attorney General before formal consideration.

Final Approval

The Resolution and ballot language must be formally approved by both the Michigan Attorney General and the Governor of Michigan.

Ballot Submission Deadline

If approved, ballot language must be submitted and certified to the Jackson County Clerk no later than 4:00 p.m. on the 12th Tuesday before the November 2026 election in order to appear on that ballot.

Summary

To ensure compliance with statutory and Charter requirements, the Council should coordinate early with the Michigan Attorney General's Office regarding ballot language and procedural timelines. Deadlines, supermajority voting requirements, and the fixed term of the current Treasurer must be factored into any proposed change to the office's method of selection.

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager and Matt Hagerty, City Attorney

DATE: August 13, 2025

SUBJECT: Opioid Settlement Funds

This memorandum seeks discussion and formal approval from the Mayor and City Council to issue the attached Request for Proposals (RFP) for the Grant for Substance Use Disorder (SUD) Treatment and Transitional Housing. The proposed initiative is designed to address a pressing community need by funding a qualified organization to deliver integrated treatment services alongside safe, stable transitional housing for individuals in recovery.

Substance use disorder is a significant public health challenge facing the City of Jackson. While treatment options exist, long-term recovery is often hindered by the lack of stable housing and supportive services. Individuals exiting treatment programs without housing security face heightened risks of relapse, unemployment, and re-involvement with the criminal justice system. Our previous work in the homeless field has given council and staff direct evidence that SUD is a major component to housing people in the city.

The proposed RFP represents a targeted intervention—combining evidence-based treatment with up to 24 months of transitional housing—to break this cycle, promote stability, and support community reintegration.

1. Funding Amount and Structure

- One grant award of \$275,000.
- Eligible expenses include personnel costs, treatment services, housing expenses, program materials, and up to 15% for administrative costs.

2. Program Expectations

- Deliver behavioral therapy, medication-assisted treatment, peer support, and family counseling.
- Provide safe housing, life skills training, and assistance with permanent housing placement.
- Implement individualized care plans for each participant.
- Partner with local service providers, healthcare facilities, and workforce development organizations.

3. Measurable Outcomes

- Track treatment retention, housing stability, and participant satisfaction.
- Report on progress to ensure transparency and accountability for public funds.

4. Eligibility

- Nonprofit or community-based organizations with demonstrated experience in SUD treatment and transitional housing operations.

Approval of this RFP will:

- Expand access to integrated, wraparound services for individuals in recovery.
- Improve treatment retention rates and reduce relapse.
- Provide a stable foundation for employment, education, and long-term housing stability.
- Strengthen community partnerships across healthcare, housing, and social services sectors.

Given the urgency of addressing substance use disorder and the proven effectiveness of integrated treatment and housing models, it is recommended that the Mayor and City Council:

1. Approve the issuance of the attached RFP as presented.
2. Authorize staff to proceed with the solicitation and evaluation process in accordance with City procurement policies.
3. Direct the City Manager's Office to report back to Council with the recommended award recipient for final approval.

Upon Council approval, the RFP will be publicly issued by September 1, 2025 with proposals due by likely 30 days after. Staff will conduct a thorough review of all submissions and return with a funding recommendation. `

Attachment:

Draft Request for Proposals – Grant for Substance Use Disorder Treatment and Transitional Housing

Request for Proposals (RFP)

Title: Grant for Substance Use Disorder Treatment and Transitional Housing

Issued by: City of Jackson

Issue Date: [Insert Date]

Proposal Submission Deadline: [Insert Deadline]

Overview

City of Jackson is seeking proposals from qualified organizations to deliver comprehensive substance use disorder (SUD) treatment services and provide up to 24 months of transitional housing for individuals in recovery. This initiative aims to support long-term recovery, stability, and reintegration into the community.

Funding Opportunity Description

This grant opportunity is designed to address the critical need for integrated SUD treatment and stable housing. Selected organizations will be awarded funding to:

1. Deliver evidence-based SUD treatment services, including but not limited to:
 - Behavioral therapy
 - Medication-assisted treatment (MAT)
 - Peer support services
 - Family counseling
2. Provide transitional housing for up to 24 months, including:
 - Safe and stable housing accommodations
 - Life skills training (e.g., financial literacy, job readiness)
 - Coaching, case management and support for permanent housing placement

Eligibility Criteria

Eligible applicants include nonprofit organizations, and community-based organizations with demonstrated experience in:

- Delivering SUD treatment services
- Operating transitional housing programs
- Collaborating with community stakeholders

Scope of Work

Applicants are expected to:

1. **Program Implementation:** Develop and implement a comprehensive program that integrates SUD treatment and transitional housing.

2. **Participant Support:** Provide individualized care plans, ensuring holistic support for participants' recovery and housing stability.
3. **Outcomes Measurement:** Establish metrics to evaluate program success, including treatment retention rates, housing stability outcomes, and participant satisfaction.
4. **Community Collaboration:** Partner with local service providers, healthcare facilities, and workforce development organizations to enhance service delivery.

Available Funding

\$275,000 is available for grant making. It is expected 1 grant will be awarded. Funds may be used for:

- Personnel costs (e.g., clinicians, case managers including direct SUD treatment costs)
- Program materials and supplies
- Housing-related expenses
- Administrative costs (15%] of total budget)

Proposal Requirements

Applicants must submit a proposal including the following:

1. **Cover Letter:** Briefly introduce your organization and summarize your proposal.
2. **Organizational Background:** Describe your organization's mission, history, and relevant experience.
3. **Program Description:** Provide a detailed description of the proposed program, including:
 - Treatment modalities and housing model
 - Target population and geographic service area
 - Strategies for participant engagement and retention
4. **Implementation Plan:** Outline a timeline and key milestones for program implementation.
5. **Budget and Justification:** Present a detailed budget with a narrative explaining the allocation of funds.
6. **Evaluation Plan:** Describe how you will measure program effectiveness and report outcomes.
7. **Partnerships:** List any partner organizations and their roles in the program.
8. **Letters of Support:** Include letters from community partners or stakeholders endorsing your proposal.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Relevance and feasibility of the proposed program (30%)

2. Organizational capacity and experience (25%)
3. Strength of partnerships and community collaboration (15%)
4. Budget clarity and cost-effectiveness (15%)
5. Evaluation and outcomes measurement plan (15%)

Submission Instructions

Proposals must be submitted electronically to [insert email address] by [insert time and date]. Late submissions will not be considered. Please submit all materials as a single PDF document.

Timeline

- **RFP Issued:** [Insert Date]
- **Proposal Submission Deadline:** [Insert Date]
- **Award Notifications:** [Insert Date]
- **Program Start Date:** [Insert Date]

Contact Information

For questions or further information, please contact:

[Name]

[Title]

[Email Address]

[Phone Number]

City of Jackson reserves the right to amend this RFP at any time. Updates will be posted at [insert website or contact point].

We look forward to your proposals and to supporting innovative solutions that advance recovery and housing stability in our community.

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager and Matt Hagerty, City Attorney

DATE: August 13, 2025

SUBJECT: Accelerate Jackson Contract

Approve a \$50,000 annual fee-for-service agreement with Accelerate Jackson County (AJC) to provide targeted economic development services to the City of Jackson, including business retention, property marketing, redevelopment facilitation, and strategic planning support.

A robust and formalized business retention and attraction effort to strengthen and build ties between the City of Jackson and its employers is required for both to be successful. The City of Jackson has demonstrated success growing our housing base and in order to maintain the momentum of growth we must pay some attention to the business community as a way to enhance growth and leverage opportunities. A partnership with Accelerate Jackson County will:

- Market and promote available properties to targeted industries and site selectors, including custom marketing materials.
- Conduct business retention visits with City-based employers as directed by the City Manager.
- Facilitate redevelopment of vacant and underutilized properties.
- Assist in visioning and budgeting for future economic development projects.
- Maintain a dedicated City partner page on AJC's website and an updated sites & buildings database.
- Advise on Tax Increment Financing (TIF), development plans, and other economic tools.
- Support brownfield redevelopment efforts.
- Respond to RFPs from MEDC, regional agencies, utilities, and site selectors.
- Provide regular reports on activities and progress to the City.

Recommendation: Approve the professional services agreement with Accelerate Jackson County and authorize the City Manager to execute the contract.



City of Jackson, MI

Fee-for-Service Agreement for 2025/26

Accelerate Jackson County (AJC) proposes to enter into a fee-for-service agreement with the City of Jackson (City) to provide economic development support. The compensation for services to the City will be based on an annual fee in the amount of \$50,000, payable in equal semi-annual installments on **September 1** and **March 1**. The scope of services provided by ACJ shall include but not be limited to the following:

- Market and promote available properties for development to site selection consultants specifically targeting Jackson County's target industries, including the creation of marketing materials as necessary in conjunction with City staff.
- Conduct business retention visits with industry and other businesses in the City as directed by the City Manager.
- Facilitate the redevelopment of vacant property as it relates to economic development purposes within the City as directed by the City Manager.
- Assist the City Manager with visioning for future City economic development projects and developments.
- Assist the City Manager in creating an annual budget to support economic development needs as requested.
- Maintain a City Economic Development partner page on the AJC web site.
- Assist and advise the City Manager on needed TIF and Development plans or other appropriate economic development tools as necessary.
- Provide support to the City and County brownfield authorities as it relates to economic development
- Prepare all required reports as necessary.
- Maintain a sites & buildings database that lists all reasonably available industrial properties that are vacant or to be developed.
- Respond to RFP's to the MEDC, GAAR Region, Utilities, and site selection consultants on behalf of the City.
- Report to the City periodically as requested by the City Manager on activities AJC is undertaking as related to economic development efforts across Jackson County.
- Other routine activities, as warranted/directed by the City Manager

This agreement is effective as of September 1, 2025, through August 31, 2026, although either party with 90 days notice may cancel this agreement. This agreement will be considered for renewal annually unless cancelled by either party.

For the City of Jackson:

Jonathan Greene, City Manager

Date

For Accelerate Jackson County:

Keith Gillenwater, President and CEO

Date



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: August 19, 2025
SUBJECT: Resolution : LOCC Recommendation - Mayor

Recommendation:

Consider the recommendation made by the Local Officers Compensation Commission and adopt the resolution either accepting the recommendation (Option A) or rejecting the recommendation (Option B)

MEMORANDUM

July 10, 2025

TO: Andrea Muray, City Clerk

FROM: Local Officers Compensation Commission (LOCC)

RE: Elected Officials Salary Recommendation – Mayor and City Council

Dear Ms. Muray:

The Local Officers Compensation Commission (LOCC) met on July 10, 2025 to conduct the required biennial review of salaries for local elected officials. After consideration and discussion, the LOCC recommends the following salary increases:

Mayor:	FY 2024-2025:	No increase
	FY 2025-2026:	3% increase
City Councilmembers:	FY 2024-2025:	No increase
	FY 2025-2026:	3% increase

Unless it is rejected by a two-thirds vote of the City Council, this salary increase will become effective within thirty (30) days of filing with your office. Accordingly, please place this item on the next available City Council Agenda.

Respectfully submitted,



Daniel Greer
Chair, LOCC

cc: Mayor and City Council
Jonathan Greene, City Manager
Matthew Hagerty, City Attorney
Doria Laporte, HR Manager
LOCC Members

RESOLUTION

WHEREAS, the Local Officers Compensation Commission (LOCC) of the City of Jackson, at its meeting on July 10, 2025, reviewed to the compensation of the Mayor; and

WHEREAS, it is the recommendation of the LOCC that there be no increase for the fiscal year 2024/25 to the annual salary range for the Mayor; and

WHEREAS, the LOCC further recommended that the salary of the Mayor be increased by 3% for the fiscal year 2025/26; and

WHEREAS, the Home Rule City Act, MCL 117.5c, provides that the determination of the Local Officers Compensation Commission shall be the salary unless the legislative body, by resolution, adopted by 2/3 of the members elect to and serving on the legislative body rejects it; and

WHEREAS, the City Council, at the August 19, 2025 regular meeting, reviewed the recommendation of the LOCC and a 2/3 majority of the elected and serving members accept the recommendation.

NOW, THEREFORE, BE IT RESOLVED that the City of Jackson City Council does hereby accepts the recommendation made by the Local Officers Compensation Commission.

BE IT FURTHER RESOLVED that the salary of the Mayor of the City of Jackson will increase to the rate of \$15,192.50 beginning in the FY 25/26.

* * * * *

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by the City Council of Jackson at their regular meeting held on August 19, 2025 at 6:30 p.m. in Jackson, with a quorum present.

IN WITNESS WHEREOF, I have affixed
my signature and seal of the City of Jackson,
Michigan, on this 20th day of August 2025.

Andrea Muray, City Clerk

RESOLUTION

WHEREAS, the Local Officers Compensation Commission (LOCC) of the City of Jackson, at its meeting on July 10, 2025, reviewed to the compensation of the Mayor; and

WHEREAS, it is the recommendation of the LOCC that there be no increase for the fiscal year 2024/25 to the annual salary range for the Mayor; and

WHEREAS, the LOCC further recommended that the salary of the Mayor be increased by 3% for the fiscal year 2025/26; and

WHEREAS, the Home Rule City Act, MCL 117.5c, provides that the determination of the Local Officers Compensation Commission shall be the salary unless the legislative body, by resolution, adopted by 2/3 of the members elect to and serving on the legislative body rejects it; and

WHEREAS, the City Council, at the August 19, 2025 regular meeting, reviewed the recommendation of the LOCC and a 2/3 majority of the elected and serving members reject the recommendation.

NOW, THEREFORE, BE IT RESOLVED that the City of Jackson City Council does hereby reject the recommendation made by the Local Officers Compensation Commission.

BE IT FURTHER RESOLVED that the salary of the Mayor of the City of Jackson remain at its present rate of \$14,750

* * * * *

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by the City Council of Jackson at their regular meeting held on August 19, 2025 at 6:30 p.m. in Jackson, with a quorum present.

IN WITNESS WHEREOF, I have affixed
my signature and seal of the City of Jackson,
Michigan, on this 20th day of August 2025.

Andrea Muray, City Clerk



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: August 19, 2025
SUBJECT: Resolution: LOCC Recommendation - City Treasurer

Recommendation:

Consider the recommendation of the Local Officers Compensation Commission and adopt a resolution to either accept the recommendation (Option A Resolution) or to reject the recommendation (Option B Resolution).

MEMORANDUM

July 10, 2025

TO: Andrea Muray, City Clerk
FROM: Local Officers Compensation Commission
RE: Elected Officials Salary Recommendation – Treasurer

Dear Ms. Muray:

The Local Officers Compensation Commission (LOCC) met on July 10, 2025 to conduct the required biennial review of salaries for local elected officials. After consideration and discussion, the LOCC recommends the following salary increases for the City Treasurer:

Fiscal Year 2024-2025: 3% increase

Fiscal Year 2025-2026: 3% increase

Unless it is rejected by a two-thirds vote of the City Council, the Treasurer's salary increase will become effective within thirty (30) days of filing with your office. Accordingly, please place this item on the next available City Council Agenda.

Respectfully submitted,



Daniel Greer
Chair, LOCC

cc: Mayor and City Council
Jonathan Greene, City Manager
Matthew Hagerty, City Attorney
Doria Laporte, HR Manager
LOCC Members

RESOLUTION

WHEREAS, the Local Officers Compensation Commission (LOCC) of the City of Jackson, at its meeting on July 10, 2025, reviewed to the compensation of the City Treasurer; and

WHEREAS, it is the recommendation of the LOCC that there be a 3% increase for the fiscal year 2024/25 to the annual salary range for the Mayor; and

WHEREAS, the LOCC further recommended that the salary of the City Treasurer be increased by 3% for the fiscal year 2025/26; and

WHEREAS, the Home Rule City Act, MCL 117.5c, provides that the determination of the Local Officers Compensation Commission shall be the salary unless the legislative body, by resolution, adopted by 2/3 of the members elect to and serving on the legislative body rejects it; and

WHEREAS, the City Council, at the August 19, 2025 regular meeting, reviewed the recommendation of the LOCC and a 2/3 majority of the elected and serving members accept the recommendation.

NOW, THEREFORE, BE IT RESOLVED that the City of Jackson City Council does hereby accepts the recommendation made by the Local Officers Compensation Commission.

BE IT FURTHER RESOLVED that the salary of the City Treasurer of the City of Jackson will increase to the rate of \$98,020.98 beginning in the FY 24/25 and will increase to the rate of \$100,961.61 beginning in the FY 25/26.

* * * * *

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by the City Council of Jackson at their regular meeting held on August 19, 2025 at 6:30 p.m. in Jackson, with a quorum present.

IN WITNESS WHEREOF, I have affixed
my signature and seal of the City of Jackson,
Michigan, on this 20th day of August 2025.

Andrea Muray, City Clerk

RESOLUTION

WHEREAS, the Local Officers Compensation Commission (LOCC) of the City of Jackson, at its meeting on July 10, 2025, reviewed to the compensation of the City Treasurer; and

WHEREAS, it is the recommendation of the LOCC that there be an increase of 3% for the fiscal year 2024/25 to the annual salary range for the City Treasurer; and

WHEREAS, the LOCC further recommended that the salary of the City Treasurer be increased by 3% for the fiscal year 2025/26; and

WHEREAS, the Home Rule City Act, MCL 117.5c, provides that the determination of the Local Officers Compensation Commission shall be the salary unless the legislative body, by resolution, adopted by 2/3 of the members elect to and serving on the legislative body rejects it; and

WHEREAS, the City Council, at the August 19, 2025 regular meeting, reviewed the recommendation of the LOCC and a 2/3 majority of the elected and serving members reject the recommendation.

NOW, THEREFORE, BE IT RESOLVED that the City of Jackson City Council does hereby reject the recommendation made by the Local Officers Compensation Commission.

BE IT FURTHER RESOLVED that the salary of the City Treasurer of the City of Jackson remain at its present rate of \$95,166

* * * * *

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by the City Council of Jackson at their regular meeting held on August 19, 2025 at 6:30 p.m. in Jackson, with a quorum present.

IN WITNESS WHEREOF, I have affixed
my signature and seal of the City of Jackson,
Michigan, on this 20th day of August 2025.

Andrea Muray, City Clerk



MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: August 19, 2025
SUBJECT: Resolution: LOCC Recommendation - City Council

Recommendation:

Consider the recommendation made by the Local Officers Compensation Commission as it pertains to the salary for members of City Council and adopt either the resolution to accept the recommendation (Option A) or to reject the recommendation (Option B).

MEMORANDUM

July 10, 2025

TO: Andrea Muray, City Clerk

FROM: Local Officers Compensation Commission (LOCC)

RE: Elected Officials Salary Recommendation – Mayor and City Council

Dear Ms. Muray:

The Local Officers Compensation Commission (LOCC) met on July 10, 2025 to conduct the required biennial review of salaries for local elected officials. After consideration and discussion, the LOCC recommends the following salary increases:

Mayor:	FY 2024-2025:	No increase
	FY 2025-2026:	3% increase
City Councilmembers:	FY 2024-2025:	No increase
	FY 2025-2026:	3% increase

Unless it is rejected by a two-thirds vote of the City Council, this salary increase will become effective within thirty (30) days of filing with your office. Accordingly, please place this item on the next available City Council Agenda.

Respectfully submitted,



Daniel Greer
Chair, LOCC

cc: Mayor and City Council
Jonathan Greene, City Manager
Matthew Hagerty, City Attorney
Doria Laporte, HR Manager
LOCC Members

RESOLUTION

WHEREAS, the Local Officers Compensation Commission (LOCC) of the City of Jackson, at its meeting on July 10, 2025, reviewed to the compensation of the City Council; and

WHEREAS, it is the recommendation of the LOCC that there be no increase for the fiscal year 2024/25 to the annual salary range for City Council; and

WHEREAS, the LOCC further recommended that the salary of City Council be increased by 3% for the fiscal year 2025/26; and

WHEREAS, the Home Rule City Act, MCL 117.5c, provides that the determination of the Local Officers Compensation Commission shall be the salary unless the legislative body, by resolution, adopted by 2/3 of the members elect to and serving on the legislative body rejects it; and

WHEREAS, the City Council, at the August 19, 2025 regular meeting, reviewed the recommendation of the LOCC and a 2/3 majority of the elected and serving members accept the recommendation.

NOW, THEREFORE, BE IT RESOLVED that the City of Jackson City Council does hereby accepts the recommendation made by the Local Officers Compensation Commission.

BE IT FURTHER RESOLVED that the salary of the Councilmembers of the City of Jackson will increase to the rate of \$10,403.00 beginning in the FY 25/26.

* * * * *

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by the City Council of Jackson at their regular meeting held on August 19, 2025 at 6:30 p.m. in Jackson, with a quorum present.

IN WITNESS WHEREOF, I have affixed
my signature and seal of the City of Jackson,
Michigan, on this 20th day of August 2025.

Andrea Muray, City Clerk

RESOLUTION

WHEREAS, the Local Officers Compensation Commission (LOCC) of the City of Jackson, at its meeting on July 10, 2025, reviewed to the compensation of the City Council; and

WHEREAS, it is the recommendation of the LOCC that there be no increase for the fiscal year 2024/25 to the annual salary range for the Mayor; and

WHEREAS, the LOCC further recommended that the salary of the Council be increased by 3% for the fiscal year 2025/26; and

WHEREAS, the Home Rule City Act, MCL 117.5c, provides that the determination of the Local Officers Compensation Commission shall be the salary unless the legislative body, by resolution, adopted by 2/3 of the members elect to and serving on the legislative body rejects it; and

WHEREAS, the City Council, at the August 19, 2025 regular meeting, reviewed the recommendation of the LOCC and a 2/3 majority of the elected and serving members reject the recommendation.

NOW, THEREFORE, BE IT RESOLVED that the City of Jackson City Council does hereby reject the recommendation made by the Local Officers Compensation Commission.

BE IT FURTHER RESOLVED that the salary of the Council Members of the City of Jackson remain at its present rate of \$10,100

* * * * *

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by the City Council of Jackson at their regular meeting held on August 19, 2025 at 6:30 p.m. in Jackson, with a quorum present.

IN WITNESS WHEREOF, I have affixed
my signature and seal of the City of Jackson,
Michigan, on this 20th day of August 2025.

Andrea Muray, City Clerk

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: August 19, 2025
SUBJECT: **Change Order 1 to the Water Treatment Plant Sanitary Sewer Replacement contract with Bailey Excavating, Inc.**

Recommendation:

Approve Change Order 1 to the Water Treatment Plant Sanitary Sewer Replacement contract with Bailey Excavating, Inc. in the decreased amount of \$174,928.33 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 Troy White, City Engineer, regarding approval of Change Order 1 to the Water Treatment Plant Sanitary Sewer Replacement contract.

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

JG

Attachments

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Troy R. White, P.E., City Engineer
DATE: August 19, 2025

RECOMMENDATION: Approve Change Order 1 to the Water Treatment Plant Sanitary Sewer Replacement contract with Bailey Excavating, Inc. in the decreased amount of \$174,928.33 to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.

ISSUE STATEMENT

Work for the Water Treatment Plant Sanitary Sewer Replacement contract with Bailey Excavating, Inc. is now complete. As such, the attached balancing change order has been prepared to align contract quantities with actual 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.

Balancing change orders do not represent a significant change or expansion in the scope of contract. It is standard practice for balancing change orders to be prepared and approved by both the owner and the contractor at the conclusion of a construction project to ensure there is agreement by both parties regarding the work completed.

DESCRIPTION OF CONSEQUENCES

The agreement between the City and the contractor on balancing change orders is a part of the process for completing and closing out contracts. Once the balancing change order is approved, the process to close the contract can proceed. To protect the City's interests, this process requires the contractor to provide the following:

- an affidavit that all subcontractors, suppliers and laborers have been fully paid
- a maintenance bond
- the written consent from the contractor's bonding company for final payment to be made

Only after the above items have been provided by the contractor does the City release retainage and make final payment.

This change order represents a decrease of \$174,928.33, bringing the current contract amount to \$437,024.67.

OWNERSHIP

Engineering is assisting the Department of Public Works with the replacement of a failed sewer pipe at the Water Treatment Plant.

On January 14, 2025, City Council approved the award of the contract to Bailey Excavating, Inc. of Jackson, Michigan in the amount of \$611,953.00.

SOLUTION

Engineering has prepared this balancing Change Order 1 after final quantities were measured in the field and the costs for added items were obtained from the contractor, compared with industry wide average unit prices and determined to be fair and reasonable. The contractor is in agreement with the final quantities contained with this balancing change order.

FACILITATE IMPLEMENTATION

Approve Change Order 1 to the Water Treatment Plant Sanitary Sewer Replacement contract with Bailey Excavating, Inc. in the decreased amount of \$174,928.33 to balance contract quantities to match quantities placed in the field and authorize the City Manager and City Engineer to execute the appropriate document.

CHANGE ORDER NO. 1
To Contract for
ENG24-14 Water Treatment Plant Sanitary Sewer 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.

ORIGINAL CONTRACT AMOUNT **\$ 611,953.00**

CHANGE ORDER NO. 1 **\$ – 174,928.33**

NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1 **\$ 437,024.67**

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 Jeffrey D. Crow, P.E.
Assistant City Engineer

ACCEPTED BY:

Bailey Excavating, Inc.

Date:

ACCEPTED BY:

Troy R. White, P.E., City Engineer

Date:

ACCEPTED BY:

Jonathan Greene, City Manager

Date:

ENG24-14_WATER TREATMENT PLANT SANITARY SEWER REPLACEMENT 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	8037051	_ Preconstruction Video Documentation	1.00	0.00	1.00	LS	\$ 3,287.70	\$ -	\$ -
0002	1500001	Mobilization, Max \$44000.00	1.00	0.00	1.00	LS	\$ 44,000.00	\$ -	\$ -
0003	2020007	Stump, Rem, 37 inch or Larger	1.00	0.00	1.00	Ea	\$ 383.57	\$ -	\$ -
0004	2030016	Sewer, Rem, 24 inch to 48 inch	32.00	0.00	32.00	Ft	\$ 30.42	\$ -	\$ -
0005	2040020	Curb and Gutter, Rem	120.00	106.00	226.00	Ft	\$ 5.82	\$ 616.92	\$ -
0006	2040045	Masonry and Conc Structure, Rem	2.00	0.00	2.00	Cyd	\$ 44.79	\$ -	\$ -
0007	2040080	Exploratory Investigation, Vertical	10.00	-7.00	3.00	Ft	\$ 195.12	\$ -	\$ (1,365.84)
0008	8157001	_ Pavt Sawcut	380.00	-30.00	350.00	Ft	\$ 4.93	\$ -	\$ (147.90)
0009	5010005	HMA Surface, Rem Modified	460.00	240.00	700.00	Syd	\$ 5.90	\$ 1,416.00	\$ -
0010	2040050	Pavt, Rem Modified	31.00	-31.00	0.00	Syd	\$ 7.89	\$ -	\$ (244.59)
0011	8087051	_ Dewatering	1.00	0.00	1.00	LS	\$ 48,767.64	\$ -	\$ -
0012	1047060	_ Contaminated Groundwater, Storage, Handling and Disposal	20,000.00	-20,000.00	0.00	Dlr	\$ 1.00	\$ -	\$ (20,000.00)
0013	8067021	_ Non Haz Contaminated Material Handling and Disposal	2,900.00	-2,830.00	70.00	Cyd	\$ 39.58	\$ -	\$ (112,011.40)
0014	2077002	_ Roadway Grading	3.25	2.85	6.10	Sta	\$ 1,579.17	\$ 4,500.63	\$ -
0015	4057050	_ Erosion Control, Inlet Protection, Fabric Drop	3.00	-3.00	0.00	Ea	\$ 78.93	\$ -	\$ (236.79)
0016	2080036	Erosion Control, Silt Fence	770.00	-120.00	650.00	Ft	\$ 3.55	\$ -	\$ (426.00)
0017	3010002	Subbase, CIP	20.00	-20.00	0.00	Cyd	\$ 35.92	\$ -	\$ (718.40)
0018	3020020	Aggregate Base, 8 inch 21AA, Modified	970.00	101.26	1,071.26	Syd	\$ 14.89	\$ 1,507.76	\$ -
0019	4021234	Sewer Bulkhead, 24 inch	2.00	0.00	2.00	Ea	\$ 597.11	\$ -	\$ -
0020	4021275	Video Taping Sewer and Culv Pipe	410.00	-121.50	288.50	Ft	\$ 5.48	\$ -	\$ (665.82)
0021	2037001	_ Sewer Backfill, Class II	37.00	-12.00	25.00	Ft	\$ 69.70	\$ -	\$ (836.40)
0022	8087001	_ Sewer, CL E, 24 inch	37.00	-14.00	23.00	Ft	\$ 329.54	\$ -	\$ (4,613.56)
0023	4030006	Dr Structure Cover, Adj, Case 2	3.00	3.00	6.00	Ea	\$ 707.94	\$ 2,123.82	\$ -
0024	7177050	_ Mh Cover, Std	4.00	0.00	4.00	Ea	\$ 995.55	\$ -	\$ -
0025	4047050	_ Storm Manhole, 48 inch dia	1.00	0.00	1.00	Ea	\$ 4,356.24	\$ -	\$ -
0026	5010033	HMA, 13A	320.00	-131.97	188.03	Ton	\$ 137.38	\$ -	\$ (18,130.04)
0027	2067011	_ Driveway, Nonreinf Conc, 8 inch	730.00	-730.00	0.00	Syd	\$ 78.24	\$ -	\$ (57,115.20)
0028	8100390	Sign, Type I, Erect, Salv	2.00	0.00	2.00	Ea	\$ 71.24	\$ -	\$ -
0029	7067050	_ Barricade, Type III, High Intensity, Double Sided, Lighted Furn	4.00	-2.00	2.00	Ea	\$ 109.59	\$ -	\$ (219.18)
0030	4017050	_ Barricade, Type III, High Intesity, Double Sided, Lighted, Oper	4.00	-2.00	2.00	Ea	\$ 16.44	\$ -	\$ (32.88)
0031	8120350	Sign, Type B, Temp, Prismatic, Furn	20.00	0.00	20.00	Sft	\$ 6.03	\$ -	\$ -
0032	8120351	Sign, Type B, Temp, Prismatic, Oper	20.00	0.00	20.00	Sft	\$ 0.55	\$ -	\$ -
0033	8187011	_ Turf Establishment, Performance	1,180.00	3,394.97	4,574.97	Syd	\$ 8.25	\$ 28,008.50	\$ -
0034	8230431	Gate Box, Adj, Case 1	2.00	-2.00	0.00	Ea	\$ 1,510.47	\$ -	\$ (3,020.94)
0035	7187001	_ Sanitary Sewer Backfill, Class II	330.00	-33.00	297.00	Ft	\$ 174.25	\$ -	\$ (5,750.25)
0036	8117001	_ Sanitary Sewer, PS115 PVC, 18 inch	330.00	-28.00	302.00	Ft	\$ 282.86	\$ -	\$ (7,920.08)
0037	8107050	_ Manhold Drop Connection	1.00	0.00	1.00	Ea	\$ 7,206.70	\$ -	\$ -
0038	4067050	_ Sanitary manhole, 48 inch dia	3.00	0.00	3.00	Ea	\$ 7,361.31	\$ -	\$ -
0039	8157050	_ Sanitary Sewer, Air Test	4.00	-1.00	3.00	Ea	\$ 1,706.72	\$ -	\$ (1,706.72)
0040	7187050	_ Sanitary Sewer, Deflection Test	4.00	-1.00	3.00	Ea	\$ 2,560.07	\$ -	\$ (2,560.07)
0041	8260148	Flowable Fill, Non-Structural	20.00	-6.00	14.00	Cyd	\$ 421.65	\$ -	\$ (2,529.90)
0042	2090001	Project Cleanup	0.00	1.00	1.00	LS	\$ 27,150.00	\$ 27,150.00	\$ -

Total: \$ 65,323.63 \$ (240,251.96)

Net Change: \$(174,928.33)

Current Contract Amount: \$ 611,953.00

Revised Contract Amount: \$ 437,024.67



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: August 19, 2025

SUBJECT: Professional Services Contract with Spalding DeDecker to perform the Engineering for the Water Treatment Plant Source Water Study

Recommendation:

Approval for the Professional Services Contract with Spalding DeDecker to perform the Engineering for the Water Treatment Source Water Study for \$499,998.00



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Mike Osborn, Director of Public Works

DATE: August 19, 2025

RECOMMENDATION: Approval of the Professional Services Contract with Spalding DeDecker to perform the Engineering for the Water Treatment Plant Source Water Study in the amount of \$499,998.

ISSUE STATEMENT

Over the last five years, the City of Jackson's Water Treatment Plant (WTP) has withdrawn, on average, almost 1.4 billion gallons of water per year from its source water wells. This supplies fresh water to the City's WTP for treatment to supply its customers with clean and safe drinking water. The life expectancy of a freshwater well is usually 40-50 years; we have far surpassed this. The majority of the WTP Mansion Street wells are well over 100 years old, surpassing their expected life expectancy. Of our twelve freshwater wells, five are out of service due to PFAS contamination, and another has been recommended to be shut down due to its proximity to the Michner Plating Plant on Angling Road. Additionally, there is another well that has been recommended to be cut and capped, due to a casing leak allowing contaminated groundwater into the Marshall Aquifer, from which the majority of Michigan's lower peninsula pulls freshwater. These recommendations have come from our consultant, Tetra Tech, during our Well Head Protection and Source Water Protection project.

DESCRIBE THE CONSEQUENCES

There is an abundance of daunting information before us. If we do nothing with that information, we will not be able to provide safe, clean drinking water for the City of Jackson's residents or our customers at the standard they expect. Currently, we are providing safe and clean drinking water. With the loss of many wells due to contamination, our well capacity has been cut in half in our Mansion Street well field. Source water is the key to providing the safest and cleanest drinking water possible to our residents and customers. If we don't act soon, we could be looking at having to buy water from other communities to maintain the quality of water we are currently providing.

OWNERSHIP

We are committed to seeking grant opportunities that help save the city and its customers' money on their water bills. Through a grant opportunity with the State of Michigan Department of Environment, Great Lakes and Energy (EGLE), the city has been awarded an opportunity to utilize grant dollars to address freshwater well deficiencies. Therefore, we save money and keep quality water supplied to the residents of Jackson and our customers. At some point, we feel our well field will be unusable if we do not look for a good source of water to maintain our high-quality water supply. After talking with our district engineer from EGLE and other State departments, this opportunity for Jackson arose. This is a fantastic opportunity to save the community we serve money and find a better alternative source of water. We have worked hard to obtain this grant from EGLE and to reduce the cost to the residents of Jackson and its customers.

SOLUTION

Through the City Council's approval of this Professional Services Contract with Spalding DeDecker, we will be able to take advantage of this EGLE grant opportunity. This project is an excellent opportunity to secure new source water well fields and to provide the City of Jackson and its customers with safe, clean drinking water for years to come. The grant provided by EGLE in the amount of \$500,000 will allow us to cover the costs of this Professional Services Contract without negatively impacting the Water Fund and create a long-term solution to getting good source water for the WTP.

FACILITATE IMPLEMENTATION

Approve the Professional Services Contract with Spalding DeDecker to perform the Engineering for the Water Treatment Plant Source Water Study in the amount of \$499,998.

ATTACHMENTS

1. Evaluation Tabulation (8)
2. EntityInformation_20250728-022546_Spalding DeDecker
3. Summary of Costs - RFQP 2025 WTP Feasibility Study-Ground Water



EVALUATION TABULATION
RFQP No. 2025-WATER TREATMENT PLANT-040
RFQP-2025 WTP FEASIBILITY STUDY-GROUND WATER
RESPONSE DEADLINE: June 12, 2025 at 10:00 am
Report Generated: Thursday, July 31, 2025

CONSENSUS SCORECARD SUMMARY

Vendor	EXPERIENCE/QUALIFICATIONS 0-10 Points 35 Points (35%)	UNDERSTANDING OF THE PROBLEM 0-10 Points 30 Points (30%)	METHOD OF APPROACH 0-10 Points 25 Points (25%)	Cost/Value 0-10 Points 10 Points (10%)	Total Score (Max Score 100)
Fleis & VandenBrink Engineering Inc.	7	6.5	7	0	61.5
Neyer, Tiseo, and Hindo, Ltd.	6.5	7	6.5	0	60
Spalding DeDecker	8.5	8	7.5	10	82.5
Tetra Tech	8.5	9	8.5	4.5	82.5

PHASE 1

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
EXPERIENCE/QUALIFICATIONS	0-10 Points	35 (35% of Total)

Description:

Experience and qualifications will be measured by the firm's character, integrity, and competence in managing projects of similar size and scope; and experience of the principals and key staff assigned to the proposed operation. It will also be based on the experience and qualifications of the principals and key staff assigned to the individual tasks related to this project.

EVALUATION TABULATION
RFQP No. 2025-WATER TREATMENT PLANT-040
RFQP-2025 WTP FEASIBILITY STUDY-GROUND WATER

Criteria	Scoring Method	Weight (Points)
UNDERSTANDING OF THE PROBLEM	0-10 Points	30 (30% of Total)

Description:
Based upon the understanding exhibited by the statements of work presented in the proposal.

Criteria	Scoring Method	Weight (Points)
METHOD OF APPROACH	0-10 Points	25 (25% of Total)

Description:
Referring to the technical soundness of the Consultant's stated work plan for the project, the comprehensiveness of the proposed work tasks, the techniques to be used and the products to be delivered.

Criteria	Scoring Method	Weight (Points)
Cost/Value	0-10 Points	10 (10% of Total)

Description:

AGGREGATE SCORES SUMMARY

Vendor	Evaluator 1	Evaluator 2	Total Score (Max Score 100)
Spalding DeDecker	83	82	82.5
Tetra Tech	84	81	82.5

EVALUATION TABULATION
RFQP No. 2025-WATER TREATMENT PLANT-040
RFQP-2025 WTP FEASIBILITY STUDY-GROUND WATER

Vendor	Evaluator 1	Evaluator 2	Total Score (Max Score 100)
Fleis & VandenBrink Engineering Inc.	60.5	62.5	61.5
Neyer, Tiseo, and Hindo, Ltd.	62.5	57.5	60

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	EXPERIENCE/QUALIFICATIONS 0-10 Points 35 Points (35%)	UNDERSTANDING OF THE PROBLEM 0-10 Points 30 Points (30%)	METHOD OF APPROACH 0-10 Points 25 Points (25%)	Cost/Value 0-10 Points 10 Points (10%)	Total Score (Max Score 100)
Spalding DeDecker	8.5	8	7.5	10	82.5
Tetra Tech	8.5	9	8.5	4.5	82.5
Fleis & VandenBrink Engineering Inc.	7	6.5	7	0	61.5
Neyer, Tiseo, and Hindo, Ltd.	6.5	7	6.5	0	60



SPALDING DEDECKER ASSOCIATES INC

Unique Entity ID H4SQGC2GX749	CAGE / NCAGE 3EGP5	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Feb 17, 2026	
Physical Address 905 South BLVD E Rochester Hills, Michigan 48307-5358 United States	Mailing Address 905 South BLVD E Rochester Hills, Michigan 48307-5358 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Michigan 10	State / Country of Incorporation Michigan / United States	URL https://www.sda-eng.com

Registration Dates

Activation Date Feb 18, 2025	Submission Date Feb 17, 2025	Initial Registration Date Mar 27, 2003
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Entity Dates

Entity Start Date Sep 1, 1954	Fiscal Year End Close Date Dec 31
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

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

Proceedings Questions

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

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

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

Yes

Entity Types

Business Types

Entity Structure Corporate Entity (Not Tax Exempt)	Entity Type Business or Organization	Organization Factors Subchapter S Corporation
Profit Structure For Profit Organization		

Socio-Economic Types

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

Financial Information

Accepts Credit Card Payments
No

Debt Subject To Offset
No

EFT Indicator
0000

CAGE Code
3EGP5

Points of Contact

Electronic Business

 **Catherine DeDecker**
905 South BLVD E
Rochester Hills, Michigan 48307
United States

STEVE BENEDETTINI
905 South Boulevard East
Rochester Hills, Michigan 48307
United States

Government Business

 **Catherine DeDecker**
905 South BLVD E
Rochester Hills, Michigan 48307
United States

STEVE BENEDETTINI
905 South Boulevard East
Rochester Hills, Michigan 48307
United States

Past Performance

 **Catherine DeDecker**
905 South Boulevard East
Rochester Hills, Michigan 48307
United States

STEVE BENEDETTINI
905 South Boulevard East
Rochester Hills, Michigan 48307
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	541330	Engineering Services
	541320	Landscape Architectural Services
	541370	Surveying And Mapping (Except Geophysical) Services

Product and Service Codes

PSC	PSC Name
C211	Architect And Engineering- General: Landscaping, Interior Layout, And Designing
C212	Architect And Engineering- General: Engineering Drafting, Not Cad/Cam
C213	Architect And Engineering- General: Inspection (Non-Construction)
C214	Architect And Engineering- General: Management Engineering
C219	Architect And Engineering- General: Other
R404	Support- Professional: Land Surveys-Cadastral (Non-Construction)

Disaster Response

Yes, this entity appears in the disaster response registry.

No, this entity does not require bonding to bid on contracts.

Bonding Levels	Dollars
	(blank)

States Any	Counties (blank)	Metropolitan Statistical Areas (blank)
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Summary of Costs - RFQP 2025 WTP Feasibility Study-Ground Water				Spalding DeDecker		Tetra Tech	
Line Item	Description	Quantity	Unit of Measure	Total Cost C+D+E	Extended Price	Total Cost C+D+E	Extended Price
Ph I	Alternative & Cost Analysis	1	Each	\$42,372.00	\$42,372.00	\$62,370.00	\$62,370.00
Ph II	Evaluation of Mansion Street Well Field	1	Each	\$129,464.00	\$129,464.00	\$230,714.00	\$230,714.00
Ph III	Identification of New Well Fields	1	Each	\$253,292.00	\$253,292.00	\$160,156.00	\$160,156.00
Ph IV	Feasibility Report Development &	1	Each	\$39,144.00	\$39,144.00	\$35,178.00	\$35,178.00
Ph V	Public Outreach & Engagement	1	Each	\$14,582.00	\$14,582.00	\$10,445.00	\$10,445.00
	Investigate Well Fields, Test						
	Treatment/Municipal System Design (If						
Ph VI	funds are available after Phase I to Phase IV)	1	Each	\$21,144.00	\$21,144.00	\$131,170.00	\$131,170.00
	Total				\$499,998.00		\$630,033.00

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: August 19, 2025
SUBJECT: **Region 2 Planning Commission Invoice – Local Share Cost of JACTS Unified Work Program FY 2025**

Recommendation:

Approve payment of the invoice from Region 2 Planning Commission for local share cost of Jackson Area Comprehensive Transportation Study (JACTS) Unified Work Program for FY 2025, in the amount of \$28,540.00, in accordance with the recommendation of the City Engineer, and authorize the City Engineer to sign the Local Funding Resolution.

Attached is a report from Troy White, City Engineer, regarding approval of payment to JACTS for the City's local share cost of the JACTS Unified Work Program for FY 2025, and authorization to sign the resolution.

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

JG

Attachments

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Troy R. White, P.E., City Engineer
DATE: August 19, 2025

RECOMMENDATION: Approve a Local Funding Resolution and payment in the amount of \$28,540.00 to Region 2 Planning Commission for the City of Jackson's share of the cost of the Jackson Area Comprehensive Transportation Study (JACTS) Unified Work Program for FY 2025 and authorize the City Engineer to sign the Local Funding Resolution.

ISSUE STATEMENT

Region 2 Planning Commission is the State of Michigan designated Metropolitan Planning Organization (MPO) for the Jackson urbanized area. The MPO oversees the Unified Work Program and receives planning funds from the Federal Highway Administration. These planning funds are required to have a local match of 18.15%. This local match is split between the City and Jackson County.

DESCRIPTION OF CONSEQUENCES

Adoption of the resolution and approval of the cost sharing payment adheres to the Federal Highway Commission's policy requiring these costs to be shown as being funded by local agencies.

OWNERSHIP

Federal grant funds for improvements to the region transportation network are distributed to the City of Jackson, Jackson County and the Jackson Area Transportation Authority through a federally mandated Transportation Improvement Plan (TIP). The TIP is organized and administered by Region 2 Planning Commission. The City participates in this program as resulting grants fund major street construction projects annually. Therefore, it is appropriate and to the City's advantage to pay the attached invoice to fund the TIP work by Region 2 Planning Commission. These costs are budgeted for annually in the Street and Bridge Construction line of the 202-451 Major Street Fund.

SOLUTION

Region 2 Planning Commission prepares this resolution and invoice each year for the local agencies' matching requirement for the appropriate fiscal year's JACTS Unified Work Program. Engineering presents these to the City Council annually for adoption of the resolution and approval of payment.

FACILITATE IMPLEMENTATION

Approve the Local Funding Resolution and payment in the amount of \$28,540.00 to Region 2 Planning Commission for the City of Jackson's share of the cost of the Jackson Area Comprehensive Transportation Study (JACTS) Unified Work Program for FY 2025 and authorize the City Engineer to sign the Local Funding Resolution.

**REGION 2 PLANNING COMMISSION / JACKSON AREA COMPREHENSIVE
TRANSPORTATION STUDY FY 2025 UNIFIED WORK PROGRAM
LOCAL FUNDING RESOLUTION**

- WHEREAS, the urban transportation planning regulations implementing sections of the Fixing America's Surface Transportation (FAST) Act legislation requires that each urbanized area, as a condition of receipt of Federal capital or operating assistance, have a continuing, cooperative, and comprehensive urban transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized areas; and
- WHEREAS, the Region 2 Planning Commission (R2PC), as the state designated Metropolitan Planning Organization (MPO) for the Jackson urbanized area, conducts the continuing, cooperative, and comprehensive planning process through the Jackson Area Comprehensive Transportation Study (JACTS), a forum for cooperative transportation decision-making developed under federal guidelines for the purposes of urban transportation planning conduct; and
- WHEREAS, JACTS annually develops an urban transportation Unified Work Program (UWP) which identifies activities and costs necessary for the conduct of the urban transportation planning process; and
- WHEREAS, transportation planning funds provided by the U.S. Department of Transportation to the Michigan Department of Transportation and are passed through to the R2PC to carry out the activities defined in the UWP; and
- WHEREAS, these funds, available under the FAST Act as Federal Highway Administration (FHWA) PL require a local matching contribution of 18.15 percent; and
- WHEREAS, the Region 2 Planning Commission has recommended that the local match contribution required to assure the timely conduct of JACTS activities be divided and contributed equally by the City of Jackson Engineering Department and the Jackson County Department of Transportation; and
- WHEREAS, it has been determined that the total local share costs for the JACTS Unified Work Program for FY 2025 (October 1, 2024 – September 30, 2025) is \$57,080;

NOW, THEREFORE BE IT RESOLVED,

That the City of Jackson Engineering Department agrees to participate in 50 percent of the funding of the local share costs by providing \$28,540 to the Region 2 Planning Commission.

BE IT FURTHER RESOLVED,

That the Region 2 Planning Commission agrees to reimburse the City of Jackson Engineering Department for planning activities necessary for the completion of, and identified within, the JACTS FY 2025 Unified Work Program.

Dale Witt, Chair
Region 2 Planning Commission

Jacob Hurt, Executive Director
Region 2 Planning Commission

Date

Date

Troy R. White, P.E., City Engineer
City of Jackson Engineering Department

Date

M E M O R A N D U M

TO: Troy White, City of Jackson Engineering Department
Michael Brown, Jackson Area Transportation Authority
Angie Kline, Jackson County Department of Transportation

FROM: Jacob Hurt, Executive Director

RE: JACTS FY 2025 Unified Work Program Local Matching Funds

DATE: July 7, 2025

Attached, please find an invoice and funding resolution for the local Act 51 agencies' match requirement for the FY 2025 JACTS Unified Work Program. Please sign and date the resolution and return to me along with your payment. I will forward a copy of the resolution to you once I obtain our R2PC Chair's signature.

Let me know if you have any questions.

Thanks for your on-going assistance and cooperation with the JACTS process.



MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: August 19, 2025

SUBJECT: Approve a Budget Amendment to Reallocate \$300,000 from the General Fund to the Building Demolition Fund

Recommendation:

Approve a budget amendment to reallocate \$300,000 from the General Fund to the Building Demolition Fund.

Attached is a memo from Shane LaPorte, Director of the Community Development Department requesting a budget amendment to reallocate \$300,000 from the General Fund to the Building Demolition Fund.

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



DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager
FROM: Shane LaPorte, Director of Community Development
DATE: August 19, 2025

RECOMMENDATION: Approve a budget amendment to reallocate \$300,000 from the General Fund to the Building Demolition Fund.

ISSUE STATEMENT

Over 60 condemned properties exist within the City of Jackson, affecting the stabilization of neighborhoods in every ward. Approximately one-half of those condemnations are a result of severe fire damage, leaving behind extreme blight and dangerous conditions for the public. The 2025-2026 budget did not include an allocation to the Building Demolition Fund (BDF) which is earmarked for demolition expenditures not otherwise funded with Brownfield Redevelopment, Community Development Block Grant (CDBG), or other grant funds that may become available.

DESCRIBE THE CONSEQUENCES

Allowing dilapidated structures to remain standing, especially those severely damaged by fire, creates blighting effects in neighborhoods, posing significant health and safety risks to the public. Blight in a neighborhood sends signals that no one cares; as blight increases, so does criminal activity.

Our study finds that a vacant residential lot nearby is better than a distressed structure nearby. Each distressed structure within 500 feet lowers your home value by 2.07%, while a vacant lot lowers the value by only 0.58%. The difference between these percentages is a positive 1.49% impact, which is the percentage of home value preserved for every home within 500 feet of every demolition⁹. While this percentage seems small, the resulting overall impact is large, given that an average of 67 occupied homes are within 500 feet of each demolition.

In 2017, City leaders commissioned DynamoMetrics to study the neighborhood impacts of demolitions undertaken between 2012 and 2016. At that time, DynamoMetrics reported: During the study period, the City was only demolishing structures and was not yet ready to start infill construction. Since the inception of the 100 Homes Program in October 2023, which also provided a catalyst for other private developers to build in Jackson, 95 permits have been issued for new one- and two-family housing, representing an investment of approximately \$12.5 million.

OWNERSHIP

Demolition projects are a function of the Community Development Department under Chief Building Official, Brian Taylor’s, administration and supervision.

SOLUTION

Allowing condemned and/or fire damaged structures to continue to deteriorate will undermine the City’s overall efforts to improve neighborhoods and attract redevelopment in all wards. CDBG demolition funds are extremely limited and can only be used in targeted areas upon meeting all federal rules and regulations, including Historic Preservation. Reallocating a portion of the City’s General Fund to the Building Demolition Fund will allow for the unencumbered demolition of approximately seven to ten structures.

FACILITATE IMPLEMENTATION

Requested action is for City Council to approve a budget amendment reallocating \$300,000 from the City’s General Fund to the Building Demolition Fund.

ATTACHMENTS

- 1. 25-26 Demo Budget Admendment Resolution - 8.19.25

City of Jackson, Michigan
Resolution to Amend the Fiscal Year
2025/2026

WHEREAS, the City adopted the 2025/2026 Budget on May 27, 2025; and

WHEREAS, the Demolition Funds were not allocated to the 2025/2026 Building Demolition Fund; and

WHEREAS, the Community Development Department anticipates expenditures for the demolition of condemned structures within the City limits; and

WHEARAS, sufficient funds exist in the General Fund to offset the increased expenditures;

NOW, THEREFORE, BE IT RESOLVED, that the fiscal year 2025/2026 budget be amended as follows:

		<u>Increase</u>	<u>Decrease</u>
<u>General Fund</u>			
REVENUE:			
101-000-000-699.000	Appropriation from General Fund	\$ 300,000	\$ -
		<u>\$ 300,000</u>	<u>\$ -</u>
EXPENDITURES:			
101-965-000-995.252	Contibution to Building Demoliton Fund	\$ 300,000	\$ -
		<u>\$ 300,000</u>	<u>\$ -</u>
<u>Building Demolition Fund</u>			
REVENUE:			
252-000-000-699.101	Contibution from General Fund	\$ 300,000	\$ -
		<u>\$ 300,000</u>	<u>\$ -</u>
EXPENDITURES:			
252-371-000-818.000	Contractual Services	\$ 6,200	\$ -
252-371-000-818.004	Building Demolitions	293,800	-
		<u>\$ 300,000</u>	<u>\$ -</u>

* * * * *

STATE OF MICHIGAN }
 } ss.
 County of Jackson }

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 19th day of August 2025.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 20th day of August 2025.

By: _____
 Andrea Muray City Clerk

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, City Manager
DATE: August 19, 2025
SUBJECT: Amendment 1 to the 2025 Major Street Engineering Contract

RECOMMENDATION:

Approve Amendment 1 to the 25-001 Major Street Engineering contract with Hubbell, Roth & Clark, Inc. (HRC) of Jackson, MI, at a not-to-exceed cost of \$66,660.00, and authorize the City Manager and City Engineer to sign the appropriate document.

Attached is a report from Troy R. White, City Engineer regarding Amendment 1 for the above referenced project.

I recommend approval. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Troy R. White, P.E., City Engineer

DATE: August 19, 2025

RECOMMENDATION: Approve Amendment 1 to the 25-001 Major Street Engineering contract with Hubbell, Roth & Clark, Inc. (HRC) of Jackson, MI, at a not-to-exceed cost of \$66,660.00, and authorize the City Manager and City Engineer to sign the appropriate document.

ISSUE STATEMENT

The attached contract amendment will add engineering services for water main and lead service line replacements on Joy Avenue between Summit Avenue and Elm Avenue.

The current amount for the 25-001 Major Street Engineering contract with HRC is \$209,899.20. The amount of proposed Amendment 1 is \$66,660.00, bringing the revised contract amount to \$276,559.20. The work included in this amendment will be paid for with City Water Funds.

DESCRIPTION OF CONSEQUENCES

This single block of Joy Avenue is currently served by an undersized four-inch water main that was originally constructed in 1919. Additionally, housing in this block is moderately dense with 19 houses, the Polish Falcons Hall and St Stanislaus Kostka Church. The deterioration of the water main has progressed to the point that low pressures and poor water quality are impacting the properties served.

OWNERSHIP

City staff has determined that the replacement of this water main and the associated lead service lines needs to be made an immediate priority. The intent is to complete design engineering and permitting this year and to complete bidding, award and construction in 2026. The approval of the attached Amendment will allow survey and preliminary engineering to commence immediately to meet the 2026 construction goal.

SOLUTION

The attached amendment will add the Joy Avenue engineering services to the 25-001 Major Street Engineering contract that was awarded to HRC on September 24, 2024 for water main work, lead service replacement and repaving engineering on Ganson Street from Elm Avenue to the east City Limits. The Joy Avenue engineering services are detailed in the attached letter from HRC dated August 7, 2025.

FACILITATE IMPLEMENTATION

Approve Amendment 1 to the 25-001 Major Street Engineering contract with Hubbell, Roth & Clark, Inc. (HRC) of Jackson, MI, at a not-to-exceed cost of \$66,660.00, and authorize the City Manager and City Engineer to sign the appropriate document.

TRW/kmm

ATTACHMENT

**AMENDMENT NO. 1
To Contract for
25-001 Major Street Engineering Contract
City of Jackson, Michigan**

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

ORIGINAL CONTRACT AMOUNT **\$ 209,899.20**

AMENDMENT NO. 1 **\$ 66,660.00**

NEW CONTRACT AMOUNT AS SET BY AMENDMENT NO.1 **\$ 276,559.20**

REASON FOR AMENDMENT:

To provide for various grant applications and construction work as described in the letter from Hubbell, Roth & Clark, Inc. dated August 07, 2025.

Prepared by Troy R. White, P.E.
City Engineer

ACCEPTED BY:

Todd Sneathen, P.E.
Hubbell, Roth & Clark, Inc.

Date:

ACCEPTED BY:

Troy R. White, P.E., City Engineer

Date:

ACCEPTED BY:

Jonathan Greene, City Manager

Date:



August 7, 2025

Jackson Engineering
Jackson City Hall, 4th Floor
161 W. Michigan Ave.
Jackson, MI 49201

Attn: Troy R. White, P.E., City Engineer
Re: 25-001 Major Street Engineering Amendment 1
Joy Street Water Main Replacement – Summit Avenue to Elm Avenue

HRC Job No. 20240771

Dear Mr. White:

Hubbell, Roth & Clark, Inc. (HRC) is pleased to provide this amendment to provide design and construction engineering services for water main replacement along Joy Street between Summit Avenue and Elm Avenue, approximately 900 feet. It is our understanding that the existing water main and water services are to be replaced with minimal pavement disturbance. Our proposed scope of services will include:

- Collect topographic survey and draft ROW and property lines
- Obtain two, 15-foot deep soil borings
- Apply for an Act 399 permit from EGLE
- Prepare bid documents consisting of plans and special provisions
- Provide construction engineering services consisting of contract administration, full-time observation and construction layout and staking.
 - We have assumed an observer will be required to work 50 hours per week and that construction will last six weeks.

HRC can complete the work outline above for **\$66,660.00** and can begin immediately upon authorization to proceed. HRC can complete bid documents by October 20, 2025.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Todd J. Sneathen, P.E.
Principal/Vice President



Mike Romkema, P.E.
Associate

TJS/mar

pc: COJ; J. Crow
HRC; File

City of Jackson
25-001 Major Street Engineering Amendment 1
Joy Street Water Main Replacement – Summit Avenue to Elm Avenue



Hubbell, Roth & Clark, Inc.
August 8, 2025

Item 1 - Design Engineering											
	Principal	Project Manager	Project Engineer	Graduate Engineer I	Survey Manager	Surveyor Party Chief	Survey Technician	CE Supervisor	Construction Observer	Office Tech	TOTAL
	\$60.00	\$53.00	\$43.50	\$39.50	\$50.50	\$39.00	\$30.50	\$44.00	\$27.00	\$33.00	
	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Design Engineering Services											
Topographic Survey, Drops & Processing		2			8	30	8				48
Meetings	2	2	2								6
Design		8	16	70							94
QA/QC	1	1						1			3
Sub-Total Direct Labor Hours	3	13	18	70	8	30	8	1	0	0	151
Sub-Total Direct Labor Cost	\$180.00	\$689.00	\$783.00	\$2,765.00	\$404.00	\$1,170.00	\$244.00	\$44.00	\$0.00	\$0.00	\$6,279.00
Services By Others											
MTC-Geotechnical Investigation											\$5,300.00
Sub-Total											\$5,300.00
Construction Engineering Services											
Construction Management and Admin.	1	12	24							16	53
Water Service Inspections								4	28		32
Field Observation								30	240		270
Construction Layout					1	8	2				11
Project Closeout		1	2					2	1	2	8
Sub-Total Direct Labor Hours	1	13	26	0	1	8	2	36	269	18	374
Sub-Total Direct Labor Cost	\$60.00	\$689.00	\$1,131.00	\$0.00	\$50.50	\$312.00	\$61.00	\$1,584.00	\$7,263.00	\$594.00	\$11,744.50
Services By Others											
None											\$0.00
Sub-Total											\$0.00
Overtime for Construction Engineering											
Overtime Rate									\$40.50		
Overtime Hours									60		60
Sub-Total Direct Labor Cost (OT Rates)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,430.00		\$2,430.00
Total Direct Labor (Hours)	4	26	44	70	9	38	10	37	329	18	585
Total Labor Costs	\$240.00	\$1,378.00	\$1,914.00	\$2,765.00	\$454.50	\$1,482.00	\$305.00	\$1,628.00	\$9,693.00	\$594.00	\$20,453.50
Total Cost at 3.0 Multiplier											\$ 61,360.50
Services By Others											\$5,300.00
TOTAL											\$ 66,660.00