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

AGENDA – CITY COUNCIL MEETING

April 12, 2016
6:30 p.m.

1. **CALL TO ORDER.**

2. **PLEDGE OF ALLEGIANCE –** Invocation by Pastor Frank Hampton, Jr., Church of God, 140 W. South Street.

3. **ROLL CALL**.

4. **ADOPTION OF AGENDA**.

5. **CITIZEN COMMENTS** (3-Minute Limit).

6. **PRESENTATIONS/PROCLAMATIONS**.

7. **PETITIONS & COMMUNICATION (Accept & Place on File)**.

   A. **Board of Review Meeting Minutes for March 8, 2016.**
   Recommendation: Accept and place on file the Board of Review meeting minutes for March 8, 2016.

8. **CONSENT CALENDAR**.

   A. **Minutes of the Regular Meeting on March 29, 2016:**
   Approve the minutes of the regular City Council meeting of March 29, 2016.

   B. **Orthopaedic Rehab Specialists, PC 5k/10k:**
   Approve the request from Orthopaedic Rehab Specialists to conduct their 25th annual event Orthopaedic Rehab Specialists, PC 5k/10k on April 23, 2016, from 6:00 a.m. to 12:00 p.m. at the corner of McCain and Robinson Road. (Contingent upon receipt of proper insurance coverage.)

C. Memorial Day Parade and Ceremony:
Approve the request from Jackson County Veterans Council to conduct their annual Memorial Day Parade and Ceremony event on May 30, 2016, from 9:00 a.m. to 12:00 p.m. in downtown Jackson. (Proper insurance coverage is in place.)

D. Jackson Downtown Development Authority Picnic in the Park:
Approve the request from the Jackson Downtown Development Authority to conduct their annual Picnic in the Park events on July 5, July 12, July 19, July 26, August 2, August 9, August 16, and August 23, 2016, from 12:00 p.m. to 1:00 p.m. in Bucky Harris Park. (Proper insurance coverage is in place.)

9. PUBLIC HEARINGS.

10. OTHER BUSINESS.

A. Ordinance - Dangerous Structure Posting Duration Requirement (Second/Final Reading).
Recommendation: Final adoption of Ordinance No. 2016-08, amending Chapter 17, Article 2, Section 17-27, City Code, to remove the unnecessary requirement that the City shall ensure that the posting on dangerous structures under Ordinance Section 17-27(d)(1) shall remain until the required repairs, rehabilitation, or demolition is completed.

B. Corrective Resolutions for Special Assessment Rolls.
Recommendation: Approve Corrective Resolutions for Special Assessment Rolls No. 4247, 4249, 4253 and 4261 for various Delinquent Miscellaneous Account Receivables.

C. Corrective Resolution for 2016 City Council Meeting Dates.
Recommendation: Approve a Corrective Resolution that serves as the calendar for the regularly scheduled City Council meeting dates for 2016.

D. Ordinance – Donation Boxes (Second/Final Reading):
Recommendation: Final adoption of Ordinance No. 2016-09, amending Section 16-403, Article IX, Chapter 16, City Code, to add provisions regarding the location, appearance, and licensing of donation boxes.

11. NEW BUSINESS.

A. Repeal of former City of Jackson Sign Ordinance, Chapter 21.5, City Code (First Reading).
Recommendation: Consider an Ordinance repealing the provisions of City Code, Chapter 21.5, known as the "City of Jackson Sign Ordinance."

B. Revocable License for an Awning at 140 W. Michigan Avenue – LeMaster, LLC.

Recommendation: Approve a Revocable License for LeMaster, LLC, for construction of an awning over the sidewalk adjacent to The Dirty Bird at 140 W. Michigan Avenue, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

C. Revocable License for an Awning and Sign at 128 W. Michigan Avenue – LeMaster, LLC.

Recommendation: Approve a Revocable License for LeMaster, LLC, for construction of an awning and sign over the sidewalk adjacent to Junkyard Dog at 128 W. Michigan Avenue, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

D. Private Lot Mowing Contracts.

Recommendation: Award a contract for as-needed private lot mowing for the 2016 season to the three lowest responsible bidders: 1) Mohawk Refuse, 2) ABC Lawn and Snowplowing, 3) Greener Solutions Lawn and Landscape.

E. City-Owned and H4HH Lot Mowing Contracts.

Recommendation: Award a contract for City-owned and H4HH lot mowing for the 2016 season to the lowest responsible bidder, Alpha & Omega Construction.

F. Approve & Accept a Grant from the Weatherwax Foundation.

Recommendation: Accept a grant for $250,000.00 from the Weatherwax Foundation for the new Multi-use Trail from Horton Road to New Leaf Park, and name said trail, "PAKA" Trail, after the Weatherwax Foundation founders.

12. EXECUTIVE SESSION to discuss pending litigation.

13. RETURN TO OPEN SESSION.

14. CITY COUNCILMEMBERS' COMMENTS.

15. MANAGER'S COMMENTS.

16. ADJOURNMENT.

CITY OF JACKSON
BOARD OF REVIEW
MINUTES OF THE ORGANIZATIONAL MEETING
MARCH 8, 2016

Notice of the Organizational Meeting having been properly posted, the meeting of the 2016 March Board of Review was held as follows:

Meeting called to order at 9:25 a.m. on March 8, 2016.

David Taylor, Secretary of the Board of Review, called the roll:
Present: Russell P. Decker, Jr., Ken Stapleton & Barbara Dwyer
Also Present: David Taylor and Jason Yoakam

Election of Officers:

Motion by Barbara Dwyer, supported by Russell P. Decker, Jr., to nominate Ken Stapleton as Chairman. Motion carried.

Motion by Russell P. Decker, Jr., supported by Ken Stapleton, to nominate Barbara Dwyer as Vice-Chairman. Motion carried.

Public Comments: NONE

Mr. Taylor distributed a report of Residential Sales for 2015 to the members, and advised them of the inflation rate for 2016.

Upon motion by Russell P. Decker, Jr., supported by Ken Stapleton, the meeting was adjourned at 9:45 a.m.

3/9/16
(Date)

David Taylor
Secretary of the Board of Review

CITY OF JACKSON

MINUTES OF THE MARCH 2016 BOARD OF REVIEW

All members having previously received the oath of office, the Board of Review Organizational Meeting was held March 8, 2016 and was called to Order at 9:25 a.m. Copies of the Minutes of the Organizational Meeting are attached hereto and made a part hereof by reference.

Pursuant to the provision of Article 14, Section 14.5 of the City Charter, the Board convened in Annual Session on March 14, 2016 at 8:55 a.m. Motion by Russel P. Decker, supported by Ken Stapleton, to commence the 2016 March Board of Review. Motion carried.

Roll Call: Present: Russel P. Decker, Jr., Ken Stapleton and Barbara Dwyer.
Also present: City Assessor David Taylor and Appraiser Jason Yoakam.

Public Comments: None

March 14, 2016, Motion by Barbara Dwyer, supported by Ken Stapleton, the Board recessed at 12:01 p.m. Motion carried.

March 14, 2016, Motion by Ken Stapleton, supported by Barbara Dwyer, the Board reconvened at 1:01 p.m. Motion carried.
All present.

March 14, 2016, Motion by Ken Stapleton, supported by Barbara Dwyer, meeting adjourned at 4:00 p.m. Motion carried.

March 15, 2016, Motion by Ken Stapleton, supported by Barbara Dwyer, to reconvene the meeting at 2:23 p.m. Motion carried.

CITY OF JACKSON

MINUTES OF THE MARCH 2016 BOARD OF REVIEW

Present: Russel P. Decker, Jr., Ken Stapleton and Barbara Dwyer.
Also present: City Assessor David Taylor and Appraiser Jason Yoakam.

March 15, 2016, Motion by Russel P. Decker, supported by Ken Stapleton, meeting adjourned at 9:00 p.m. Motion carried.

March 22, 2016, Motion by Russel P. Decker, supported by Barbara Dwyer, to reconvene the meeting at 9:00 a.m. Motion carried.

Present: Russel P. Decker, Jr., Ken Stapleton and Barbara Dwyer.
Also present: City Assessor David Taylor and Appraiser Jason Yoakam.

March 22, 2016, Motion by Ken Stapleton, supported by Barbara Dwyer, to approve all the decisions as indicated for each appeal attached hereto. Motion carried.

March 22, 2016, 9:41 a.m. there being no further business, motion to adjourn the March 2016 Board of Review was made by Barbara Dwyer, supported by Ken Stapleton. Motion carried.

Ken Stapleton
Chairman, Board of Review

David Taylor
Secretary, Board of Review

2016 MARCH BOARD OF REVIEW

MINUTES - APPEAL INFORMATION

APPEAL NUMBER	STENCIL #	Property Class	PROPERTY ADDRESS	APPELLANT NAME	2016 ASSESSED	REVISED ASSESSED	2016 TAXABLE	REVISED TAXABLE
001	3-011900000	401	414 SECOND ST	BLOSSOM PAUL	28,350	20,000	28,350	20,000
ASSESSED VALUE REDUCED TO REPRESENT 50% OF MARKET VALUE. TAXABLE VALUE REDUCED TO EQUAL ASSESSED VALUE.								
002	3-012000000	401	506 W FRANKLIN ST	BLOSSOM PAUL	22,200	15,000	22,200	15,000
ASSESSED VALUE REDUCED TO REPRESENT 50% OF MARKET VALUE. TAXABLE VALUE REDUCED TO EQUAL ASSESSED VALUE.								
003	3-012100000	401	416 SECOND ST	BLOSSOM PAUL	21,600	15,000	21,600	15,000
ASSESSED VALUE REDUCED TO REPRESENT 50% OF MARKET VALUE. TAXABLE VALUE REDUCED TO EQUAL ASSESSED VALUE.								
004	3-169600000	401	764 UNION ST	FEAHR JEFFREY	36,850	32,500	33,099	32,500
ASSESSED VALUE REDUCED TO REPRESENT 50% OF MARKET VALUE. TAXABLE VALUE REDUCED TO EQUAL ASSESSED VALUE.								
005	2-026600000	401	234 N BOWEN ST	WHITEHEAD MARK & DAYNA	37,650	0	32,965	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
006	2-106200000	401	651 OAKHILL AVE	SLUDER STEVE G & LYNN C	28,500	0	18,190	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
007	2-157800000	401	610 CENTER ST	CYPHERS BYRON D & MARY ANN	19,300	0	18,129	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
008	2-201500000	401	1020 CLINTON RD	CROTEAU JEREMY P & MARJORIE R	43,050	0	37,246	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
009	2-208700000	401	629 MADISON ST	MARSH DONNA LE	26,650	0	22,419	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
010	2-238900000	401	500 COMMONWEALTH AVE	PACK JAMES	38,350	0	36,107	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
011	2-239900000	401	544 COMMONWEALTH AVE	CUREY CHARLES E	37,450	0	34,352	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
012	3-122300000	401	910 S WEST AVE	KUEHN JAY D & MARY C	33,550	0	29,939	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								

2016 MARCH BOARD OF REVIEW

MINUTES - APPEAL INFORMATION

APPEAL NUMBER	STENCIL #	Property Class	PROPERTY ADDRESS	APPELLANT NAME	2016 ASSESSED	REVISED ASSESSED	2016 TAXABLE	REVISED TAXABLE
013	3-178700000	401	1107 S WEST AVE	BABCOCK DOUGLAS W & RUBY J	24,250	0	21,664	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
014	3-230000000	401	1409 FOURTH ST	HUMPHREY JOEL A	23,250	0	20,862	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
015	3-3226.1000	401	511 COLFAX ST	EDSTROM STEPHEN M & SUSAN C	46,950	0	40,015	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
016	4-0326.1000	401	307 W FRANKLIN ST	JONES EDDIE JR & NANCY	14,000	0	13,196	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
017	4-081500000	401	1048 CHITTOCK AVE	BLANCHARD DAROLD M & CONSTANCE L	12,650	0	9,879	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
018	4-084500000	401	905 MAPLE AVE	KEYES WALTER B SR	11,650	0	10,029	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
019	4-158800000	401	162 W EUCLID AVE	WILBER LAWRENCE TRUST	18,750	0	17,351	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
020	4-167600000	401	183 W MANSION ST	BACON ROBERT L & LAVERNE C FAM TRST	15,200	0	14,192	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
021	5-138000000	401	206 WALL ST	BROWN WINNETTA & WALTER	22,150	0	20,661	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
022	5-215600000	401	417 E MANSION ST	KNIGHT CURTIS & MONA	19,550	0	18,856	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
023	6-089500000	401	213 S GORHAM ST	ZAHN RAYMOND D JR	23,250	0	20,023	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
024	7-092200000	401	1101 HAMLIN PL	HOWE ROBERT & SUSAN	32,400	0	28,730	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								

2016 MARCH BOARD OF REVIEW

MINUTES - APPEAL INFORMATION

APPEAL NUMBER	STENCIL #	Property Class	PROPERTY ADDRESS	APPELLANT NAME	2016 ASSESSED	REVISED ASSESSED	2016 TAXABLE	REVISED TAXABLE
025	7-124300000	401	102 N DWIGHT ST	FETTERS THOMAS R	14,450	0	14,450	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
026	8-005000000	401	2112 E GANSON ST	WALICKI HAROLD T	20,300	0	18,324	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
027	8-050900000	401	561 ORANGE ST	BROWN STEPHEN M	43,850	0	32,558	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
028	8-0798.1000	401	725 EDGEWOOD ST	LAPORTE FRANCIS & LINDA	43,100	0	41,258	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
029	8-092200000	401	929 EDGEWOOD ST	WORTHEY ELAINE	51,450	0	49,247	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
030	8-165800000	401	515 E NORTH ST	COLLINS LARRY J & HAYES CAROLYN M	18,100	0	15,218	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
031	8-2025.5000	401	308 E MONROE ST	FELDE BRIAN W & BONNIE L LE	29,850	0	29,850	0
ASSESSED & TAXABLE VALUE ADJUSTED PURSUANT TO PA 161 OF 2013. PARCEL QUALIFIES FOR DISABLED VETERANS EXEMPTION.								
032	4-004600000	201	145 W CORTLAND ST	VERMEULEN FURNITURE INC	88,050	88,050	72,043	72,043
ASSESSED VALUE REPRESENTS 50% OF MARKET VALUE. TAXABLE VALUE WAS PROPERLY CALCULATED.								
033	4-004800000	201	131 W CORTLAND ST	VERMEULEN FURNITURE CO	127,500	127,500	127,500	127,500
ASSESSED VALUE REPRESENTS 50% OF MARKET VALUE. TAXABLE VALUE WAS PROPERLY CALCULATED.								
034	3-240400000	401	1617 SECOND ST	EQUITY TRUST COMPANY	29,700	14,250	26,296	14,250
ASSESSED VALUE REDUCED TO REPRESENT 50% OF MARKET VALUE. TAXABLE VALUE REDUCED TO EQUAL ASSESSED VALUE.								
035	2-240800000	401	608 COMMONWEALTH AVE	HALSEY DARCI L	40,050	0	36,408	0
COMBINED TO NEW PARCEL PER REQUEST.								
036	2-240900000	401	612 COMMONWEALTH AVE	HALSEY DARCI L	800	0	800	0
COMBINED TO NEW PARCEL PER REQUEST.								

2016 MARCH BOARD OF REVIEW

MINUTES - APPEAL INFORMATION

APPEAL NUMBER	STENCIL #	Property Class	PROPERTY ADDRESS	APPELLANT NAME	2016 ASSESSED	REVISED ASSESSED	2016 TAXABLE	REVISED TAXABLE
037	2-2408.1000	401	608 COMMONWEALTH AVE	HALSEY DARCI L	0	40,850	0	37,361
	COMBINED FROM NEW PARCEL PER REQUEST 2-240800000 & 240900000.							
038	3-289700000	401	1916 PARKWOOD WAY	HINES SHAWN M & SUE A ETAL	80,100	0	74,422	0
	ASSESSED VALUE REDUCED TO REPRESENT 50% OF MARKET VALUE. TAXABLE VALUE REDUCED TO EQUAL ASSESSED VALUE.							
039	8-2492.0600	201	NORTH ST	EXCEL-NEW URBAN LTD DIV HOUSING	53,100	37,300	53,100	37,300
	ASSESSED VALUE REDUCED TO REPRESENT 50% OF MARKET VALUE. TAXABLE VALUE REDUCED TO EQUAL ASSESSED VALUE.							
040	3-042500000	401	701 FIFTH ST	SPENCER LAMARIO	30,950	30,950	27,532	5,506
	80% PARTIAL POVERTY EXEMPTION APPROVED. 2016 TAXABLE VALUE REDUCED FROM $27,532 TO $5,506.							
041	3-1202.1000	401	1020 S DURAND ST	DESNOYER VERONICA ETAL	39,450	39,450	37,195	0
	POVERTY EXEMPTION APPROVED.							
042	2-221800000	401	610 DEWEY AVE	JAMES MARCUS & PATREESE	18,700	14,000	18,700	14,000
	ASSESSED VALUE REDUCED TO REPRESENT 50% OF MARKET VALUE. TAXABLE VALUE REDUCED TO EQUAL ASSESSED VALUE.							
043	4-089000000	401	1035 MAPLE AVE	FURNAS MARY L	12,400	12,400	11,333	5,666
	PARTIAL POVERTY EXEMPTION APPROVED. 2016 TAXABLE VALUE REDUCED FROM $11,333 TO $5,666.							
044	5-155800000	401	116 W MANSION ST	BERNARD JAQUENETTE L ETAL	21,350	21,350	20,060	8,024
	PARTIAL POVERTY EXEMPTION APPROVED. 2016 TAXABLE VALUE REDUCED FROM $20,060 TO $8,024.							
045	8-013200000	401	320 N FORBES ST	HERSHA CLAYTON	18,450	18,450	15,788	9,473
	PARTIAL POVERTY EXEMPTION APPROVED. 2016 TAXABLE VALUE REDUCED FROM $15,788 TO $9,473.							
046	8-128000000	401	1040 ELLERY AVE	PORTER ROBIN L	29,200	29,200	28,626	14,313
	PARTIAL POVERTY EXEMPTION APPROVED. 2016 TAXABLE VALUE REDUCED FROM $28,626 TO $14,313.							
047	1-0517.1000	401	341 HILL ST	MONTGOMERY GERALD & PATRICIA	26,150	26,150	23,921	23,921
	ASSESSED VALUE REPRESENTS 50% OF MARKET VALUE. TAXABLE VALUE WAS PROPERLY CALCULATED.							
048	3-205600000	401	512 UNION ST	BOROUGHF JOHN & SARAH	18,000	12,500	18,000	12,500
	ASSESSED VALUE REDUCED TO REPRESENT 50% OF MARKET VALUE. TAXABLE VALUE REDUCED TO EQUAL ASSESSED VALUE.							

2016 MARCH BOARD OF REVIEW

MINUTES - APPEAL INFORMATION

APPEAL NUMBER	STENCIL #	Property Class	PROPERTY ADDRESS	APPELLANT NAME	2016 ASSESSED	REVISED ASSESSED	2016 TAXABLE	REVISED TAXABLE
049	2-1788.2000	201	1000 N WISNER ST	WEDGE INVESTMENTS INC	550,300	475,000	318,955	318,955
	ASSESSED VALUE ADJUSTED TO REPRESENT 50% OF MARKET VALUE.							
050	3-225500000	401	603 GARFIELD ST	FEINBERG JOSEPH F CHARITABLE TRUST	28,000	33,500	25,275	25,275
	ASSESSED VALUE ADJUSTED TO REPRESENT 50% OF MARKET VALUE.							
051	2-2432.1000	201	1401 N WEST AVE	INO LLC	262,850	262,850	242,125	242,125
	ASSESSED VALUE REPRESENTS 50% OF MARKET VALUE. TAXABLE VALUE WAS PROPERLY CALCULATED.							
052	7-058400000	401	411 E GANSON ST	PRACTICAL PROPERTIES SOLUTIONS LLC	16,400	16,400	16,400	15,285
	RECAPPING TAXABLE VALUE BASED ON DOCUMENTATION PROVIDED.							
053	6-073300000	401	1101 PRINGLE AVE	PRACTICAL PROPERTY SOLUTIONS LLC	17,050	17,050	17,050	15,546
	RECAPPING TAXABLE VALUE BASED ON DOCUMENTATION PROVIDED.							
054	8-120800000	401	1407 GRACEL ST	PRACTICAL PROPERTIES SOLUTIONS LLC	950	950	950	878
	RECAPPING TAXABLE VALUE BASED ON DOCUMENTATION PROVIDED.							
055	1-041700000	401	417 W NORTH ST	PRACTICAL PROPERTIES SOLUTIONS LLC	13,450	13,450	13,450	12,437
	RECAPPING TAXABLE VALUE BASED ON DOCUMENTATION PROVIDED.							
056	1-044600000	401	939 GEORGE ST	PARKER JANET ETAL	6,400	6,400	5,858	5,858
	ASSESSED VALUE REPRESENTS 50% OF MARKET VALUE. TAXABLE VALUE WAS PROPERLY CALCULATED.							
057	8-101300000	401	1506 BLAKELY AVE	ZWICK MELANIE A	38,600	36,500	38,600	36,500
	ASSESSED VALUE REDUCED TO REPRESENT 50% OF MARKET VALUE. TAXABLE VALUE REDUCED TO EQUAL ASSESSED VALUE.							
058	P-253431000	251	Personal Property	GE CAPITAL INFO TECH SOL INC	19,200	18,000	19,200	18,000
	ASSESSED AND TAXABLE VALUES ADJUSTED TO CORRECT CLERICAL ERROR.							
059	P-253431A00	251	Personal Property	GE CAPITAL INFO TECH SOL INC	43,500	41,500	43,500	41,500
	ASSESSED AND TAXABLE VALUES ADJUSTED TO CORRECT CLERICAL ERROR.							
060	P-261320000	351	Personal Property	INDUSTRIAL STEEL TREATING	950,000	897,200	950,000	897,200
	ASSESSED AND TAXABLE VALUES ADJUSTED DUE TO LATE FILING OF PERSONAL PROPERTY STATEMENT.							

2016 MARCH BOARD OF REVIEW

MINUTES - APPEAL INFORMATION

APPEAL NUMBER	STENCIL #	Property Class	PROPERTY ADDRESS	APPELLANT NAME	2016 ASSESSED	REVISED ASSESSED	2016 TAXABLE	REVISED TAXABLE
061	P-2621800000	351	Personal Property	J & J INDUSTRIES INC	95,000	94,100	95,000	94,100
	ASSESSED AND TAXABLE VALUES ADJUSTED DUE TO LATE FILING OF PERSONAL PROPERTY STATEMENT.							
062	P-262870000	351	Personal Property	AMCOR RIGID PLASTICS	0	233,300	0	233,300
	ASSESSED AND TAXABLE VALUES ADJUSTED DUE TO LATE FILING OF PERSONAL PROPERTY STATEMENT.							
063	P-2821000000	351	Personal Property	SMILOWSKI WIRE & TOOL	175,000	157,200	175,000	157,200
	ASSESSED AND TAXABLE VALUES ADJUSTED DUE TO LATE FILING OF PERSONAL PROPERTY STATEMENT.							
064	P-290530000	251	Personal Property	UTC FIRE & SECURITY	25,000	0	25,000	0
	5076 EXEMPTION TIMELY FILED.							
065	P-292800000	251	Personal Property	ANCHOR INITIATIVE	0	1,100	0	1,100
	ASSESSED AND TAXABLE VALUES ADJUSTED DUE TO LATE FILING OF PERSONAL PROPERTY STATEMENT.							
066	3-0852.1000	401	512 S GRINNELL ST	HEINS KRISTEN L	46,250	40,000	40,533	40,000
	ASSESSED VALUE REDUCED TO REPRESENT 50% OF MARKET VALUE. TAXABLE VALUE REDUCED TO EQUAL ASSESSED VALUE.							
067	7-0938.1000	401	306 ELLERY AVE	JRP2014D2 LLC	21,950	17,000	21,950	17,000
	ASSESSED VALUE REDUCED TO REPRESENT 50% OF MARKET VALUE. TAXABLE VALUE REDUCED TO EQUAL ASSESSED VALUE.							
068	1-075500000	401	418 MADISON ST	418 MADISON LLC	17,250	0	17,250	0
	PROPERTY IS EXEMPTION UNDER 211.7O.							
069	1-075600000	401	MADISON ST	418 MADISON LLC	350	350	350	350
	PROPERTY DOES NOT QUALIFY FOR EXEMPTION PER 211.70.							
070	1-075700000	401	MADISON ST	418 MADISON LLC	350	350	350	350
	PROPERTY DOES NOT QUALIFY FOR EXEMPTION PER 211.70.							
071	2-205200000	401	606 ADAMS ST	CHRIST CENTERED HOMES INC	22,300	22,300	19,361	19,361
	PROPERTY DOES NOT QUALIFY FOR EXEMPTION PER 211.70.							
072	3-012600000	201	501 W FRANKLIN ST	CHRIST CENTERED HOMES INC	41,950	41,950	41,950	41,950
	PROPERTY DOES NOT QUALIFY FOR EXEMPTION PER 211.70.							

2016 MARCH BOARD OF REVIEW

MINUTES - APPEAL INFORMATION

APPEAL NUMBER	STENCIL #	Property Class	PROPERTY ADDRESS	APPELLANT NAME	2016 ASSESSED	REVISED ASSESSED	2016 TAXABLE	REVISED TAXABLE
073	6-101000000	401	309 S ELM AVE	CHRIST CENTERED HOMES INC	19,450	19,450	19,450	19,450
	PROPERTY DOES NOT QUALIFY FOR EXEMPTION PER 211.70.							
074	3-3175.4400	401	2132 CASCADE DR	SWANSON LOREN K-CHRISTIE	81,800	69,000	78,585	69,000
	ASSESSED VALUE REDUCED TO REPRESENT 50% OF MARKET VALUE. TAXABLE VALUE REDUCED TO EQUAL ASSESSED VALUE.							
075	P-259660000	251	Personal Property	FERGUSON ENTERPRISES MIDWEST #939	20,400	20,600	20,400	20,600
	ASSESSED AND TAXABLE VALUES ADJUSTED DUE TO LATE FILING OF PERSONAL PROPERTY STATEMENT.							
076	3-001300000	401	601 SECOND ST	GANSMILLER MICHAEL A	19,850	13,500	14,693	13,500
	ASSESSED VALUE REDUCED TO REPRESENT 50% OF MARKET VALUE. TAXABLE VALUE REDUCED TO EQUAL ASSESSED VALUE.							
077	3-007400000	401	213 SECOND ST	GANSMILLER MICHAEL A	17,700	10,000	16,048	10,000
	ASSESSED VALUE REDUCED TO REPRESENT 50% OF MARKET VALUE. TAXABLE VALUE REDUCED TO EQUAL ASSESSED VALUE.							
078	4-038700000	201	333 W FRANKLIN ST	GANSMILLER MICHAEL A	21,350	20,000	16,304	16,304
	ASSESSED VALUE REDUCED TO REPRESENT 50% OF MARKET VALUE.							
079	7-1118.1000	401	127 N ELM AVE	GANSMILLER MICHAEL & THEADORA	16,800	19,000	14,131	14,131
	ASSESSED VALUE ADJUSTED TO REPRESENT 50% OF MARKET VALUE.							
080	2-022200000	401	235 N BOWEN ST	YANG LIN	36,750	30,000	31,742	30,000
	ASSESSED VALUE REDUCED TO REPRESENT 50% OF MARKET VALUE. TAXABLE VALUE REDUCED TO EQUAL ASSESSED VALUE.							
081	2-243900000	201	1100 W ARGYLE ST	WOOD JACKSON CENTER LLC	3,110,850	2,442,700	3,110,850	2,442,700
	CORRECTED ASSESSED AND TAXABLE VALUES.							
082	8-042200000	401	1804 LEROY ST	STILES STACEY	34,750	34,750	15,037	0
	POVERTY EXEMPTION APPROVED.							
083	3-041500000	401	711 W FRANKLIN ST	ZIMMERMAN ADAM	19,250	19,250	14,162	17,702
	TAXABLE VALUE CORRECTED BECAUSE OF POVERTY EXEMPTION FROM 2015.							
084	1-075300000	401	426 MADISON ST	YOUNG ANDREW J	21,150	21,150	11,524	19,207
	TAXABLE VALUE CORRECTED DUE TO POVERTY EXEMPTION FROM 2015.							

2016 MARCH BOARD OF REVIEW

MINUTES - APPEAL INFORMATION

APPEAL NUMBER	STENCIL #	Property Class	PROPERTY ADDRESS	APPELLANT NAME	2016 ASSESSED	REVISED ASSESSED	2016 TAXABLE	REVISED TAXABLE
085	7-012500000	301	543 N MECHANIC ST	D A S PROPERTIES LLC	161,350	161,350	161,350	148,358
	RECAPPING TAXABLE VALUE, NO TRANSFER OF OWNERSHIP IN 2015.							
086	7-012700000	301	531 N MECHANIC ST	CUSTOM FINISHING LLC	17,400	17,400	17,400	16,848
	RECAPPING TAXABLE VALUE, NO TRANSFER OF OWNERSHIP IN 2015.							
	1							
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	1							

CITY COUNCIL MEETING MINUTES

March 29, 2016

CALL TO ORDER:

The Jackson City Council met in regular session in the City Hall and was called to order at 6:30 p.m. by Mayor Bill Jors.

PLEDGE OF ALLEGIANCE – INVOCATION:

The Council joined in the Pledge of Allegiance. Invocation was given by Daniel P. Greer, 3rd Ward City Councilmember.

ROLL CALL:

Present: Mayor Bill Jors, Councilmembers Arlene Robinson, Freddie Dancy, Daniel P. Greer, Craig Pappin, and Derek J. Dobies. Absent and excused: Councilmember Andrew R. Frounfelker.

Also present: City Manager Patrick Burtch, City Attorney Bethany Smith, City Treasurer/Clerk Andrew J. Wrozek, Jr., Director of Police and Fire Matthew Heins, City Assessor David Taylor, City Engineer Jon Dowling, and Director of Neighborhood and Economic Operations Jennifer Morris.

ADOPTION OF AGENDA:

Motion was made by Councilmember Dobies, seconded by Councilmember Robinson to adopt the Agenda. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Dobies (6). Nays: none. Absent: Councilmember Frounfelker (1).

CITIZEN COMMENTS:

Public comment time was opened. Comments were heard and the meeting resumed.

PRESENTATIONS/PROCLAMATIONS: none.

PETITIONS & COMMUNICATION: none.

CONSENT CALENDAR:

A. Minutes of the Regular Meeting on March 15, 2016:
Approve the minutes of the regular City Council meeting of March 15, 2016.

B. Junior Achievement Micro Marathon Event:
Approve the request from Junior Achievement to conduct their 1st Annual Micro Marathon on April 28, 2016, from 5:00 p.m. to 7:00 p.m. in Horace Blackman Park. (Contingent upon receipt of proper insurance coverage.)

C. Junior Achievement "Race for Education":
Approve the request from Junior Achievement to conduct their 20th Annual "Race for Education" Grand Prix on June 4, 2016, from 12:00 p.m. to 5:00 p.m. in Cascades Falls Park. (Contingent upon receipt of proper insurance coverage.)

D. Jackson County Rose Festival 5k Fun Run/Walk:
Approve the request from Jackson County Rose Festival to conduct their 2nd Annual 5k Fun Run/Walk on June 5, 2016, at 10:00 a.m. in Governor Blair Park. (Contingent upon receipt of proper insurance coverage.)

E. Jackson Symphony Orchestra Summer Pops – Beer, Brats, and Beethoven IV:
Approve the request from Jackson Symphony Orchestra to conduct their 4th Annual Summer Pops – Beer, Brats, and Beethoven on July 9, 2016, from 5:00 p.m. to 10:00 p.m. in the Riverwalk Amphitheatre in downtown Jackson. (Contingent upon receipt of proper insurance coverage.)

Motion was made by Councilmember Dobies, seconded by Councilmember Greer with notation the Minutes were amended (bold type) and distributed prior to the meeting. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Dobies (6). Nays: none. Absent: Councilmember Frounfelker (1).

PUBLIC HEARINGS:

Recess as a City Council and convene as a Board of Review:

A. Public Hearing on Special Assessment Roll No. 3381:
Public hearing on Special Assessment Roll No. 3381 for street reconstruction on Van Buren Street from Steward Avenue to Blackstone Street.

1. Resolution confirming Roll No. 3381.

No public comments were heard. A letter was read from the Hope House II, Non Profit Housing Corporation, owner of 400 Van Buren Street. Motion was made by Councilmember Greer, seconded by Councilmember Dobies to approve the resolution. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Greer, Pappin, and Dobies (5). Nays: Councilmember Dancy (1). Absent: Councilmember Frounfelker (1).

B. Public Hearing on Special Assessment Roll No. 3382:
Public hearing on Special Assessment Roll No. 3382 for street reconstruction on West Avenue from Bloomfield Boulevard to High Street.

1. Resolution confirming Roll No. 3382.

Comments were heard from Charles McKeown, 764 Beverly Park Place. Letters were read from Debbie Crownover, owner of 763-765 Douglas, and Elaine Wolf-Baker, owner of 803 Douglas Street. Motion was made by Councilmember Greer, seconded by Councilmember Dancy to approve the resolution. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Dobies (6). Nays: none. Absent: Councilmember Frounfelker (1).

C. Public Hearing on Special Assessment Roll No. 3383:
Public hearing on Special Assessment Roll No. 3383 for street reconstruction on Hamilton Street from Argyle Street to the north end.

1. Resolution confirming Roll No. 3383.

Comments were heard by Terry Sanders, owner of 1112 Hamilton Street, Barbara Soulliere, owner of 1111 Hamilton Street, and Eric Marsh, representing 1107 Hamilton Street. A letter was read from Dale W. Sawyer on behalf of Edith M. Sawyer Trust, 1114 Hamilton Street. Motion was made by Councilmember Dobies, seconded by Councilmember Dancy to approve the resolution. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Dobies (6). Nays: none. Absent: Councilmember Frounfelker (1).

Adjourn as a Board of Review and reconvene as City Council by motion of Councilmember Dobies, seconded by Councilmember Greer. Motion carried by unanimous vote.

<u>OTHER BUSINESS:</u>

A. Ordinance Amendment – Zoning Ordinance (Second/Final Reading):
Recommendation: Final adoption of Ordinance No. 2016-06, amending Chapter 28, Section 28-32, City Code, to rezone 1808 Lewis Street from R-1 (One Family Residential) to I-2 (General Industrial), as per the

recommendation from the City Planning Commission dated March 14, 2016.

Motion was made by Councilmember Greer, seconded by Councilmember Dobies for final adoption of the Ordinance. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Dobies (6). Nays: none. Absent: Councilmember Frounfelker (1).

B. Ordinance Amendment – Sign Regulations (Second/Final Reading):
Recommendation: Final adoption of Ordinance No. 2016-07, amending Chapter 21.5 and Chapter 28, Sec. 28-5 (definitions), Sec. 28-71 (permitted and conditional uses), Sec. 28-130 (nonconforming lots, building, signs, structures and uses of buildings, structures and land), Sec. 28-135 (site plan review procedures and requirements), Sec. 28-145 (conditional uses), Sec. 28-166 (revocable license for signs and/or awnings in the right-of-way), Secs. 28-250 – 28-262 (sign regulations) of the City Code, as per the recommendation from the City Planning Commission dated March 14, 2016.

Motion was made by Councilmember Pappin, seconded by Councilmember Dobies for final adoption of the Ordinance. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Dobies (6). Nays: none. Absent: Councilmember Frounfelker (1).

C. Corrective Resolution for Special Assessment Roll No. 4260.
Recommendation: Approve Corrective Resolution for Special Assessment Roll No. 4260 for Delinquent Miscellaneous Housing Code Enforcement Account Receivables, confirmed November 17, 2015.

Motion was made by Councilmember Greer, seconded by Councilmember Dobies to approve the resolution. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Dobies (6). Nays: none. Absent: Councilmember Frounfelker (1).

D. Corrective Resolution for Special Assessment Roll No. 4260 for Removal of Invoice #30890.
Recommendation: Approve a Corrective Resolution for Special Assessment Roll No. 4260, Delinquent Miscellaneous Housing Code Enforcement Account Receivables, removing Invoice #30890, confirmed November 17, 2015.

Motion was made by Councilmember Greer, seconded by Councilmember Dobies to approve the resolution. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Dobies (6). Nays: none. Absent: Councilmember Frounfelker (1).

NEW BUSINESS:

A. Ordinance - Dangerous Structure Posting Duration Requirement (First Reading).

Recommendation: Consider an ordinance amending Chapter 17, Article 2, Section 17-27, City Code, to remove the unnecessary requirement that the City shall ensure that the posting on dangerous structures under Ordinance Section 17-27(d)(1) shall remain until the required repairs, rehabilitation, or demolition is completed.

Motion was made by Councilmember Greer, seconded by Councilmember Dancy to approve the first reading and advance to the second reading and final adoption. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Dobies (6). Nays: none. Absent: Councilmember Frounfelker (1).

B. Deleted – no action.

C. Deleted – no action.

D. Deleted – no action.

E. Resolution – Opposition of Senate Bill 630 and House Bill 5150.

Recommendation: Approve the resolution opposing Senate Bill 630 and House Bill 5150.

Motion was made by Councilmember Greer, seconded by Councilmember Dobies to approve the resolution. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Dobies (6). Nays: none. Absent: Councilmember Frounfelker (1).

F. Certification of Permission of Abutting Property Owner Granting Bishop Land Service Permission to Conduct Seismic Testing Adjacent to City Owned Property.

Recommendation: Authorize the Mayor to execute a Certification of Permission of Abutting Property Owner granting Bishop Land Service permission to conduct seismic testing adjacent to City owned property.

Motion was made by Councilmember Greer, seconded by Councilmember Dobies to authorize permission to conduct testing. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Dobies (6). Nays: none. Absent: Councilmember Frounfelker (1).

G. Jackson Housing Commission Pay Compensation.

Recommendation: Approve a two (2) percent pay increase for all Jackson Housing Commission staff retroactive to April 1, 2015, in accordance with

the recommendation of the Mayor and the Jackson Housing Commission Board of Commissioners.

Motion was made by Councilmember Dobies, seconded by Councilmember Robinson for approval. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Dobies (6). Nays: none. Absent: Councilmember Frounfelker (1).

H. Receipt of the 2016-2017 Draft Action Plan for Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) Funds.

Recommendation: Receive the 2016-2017 Draft Action Plan for Community Development Block Grant (CDBG) and HOME funds, and authorize distribution for the 30-day public comment period.

Motion was made by Councilmember Greer, seconded by Councilmember Dobies to receive the plan. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Dobies (6). Nays: none. Absent: Councilmember Frounfelker (1).

I. Ordinance – Environmental Commission (First Reading).

Recommendation: Consider an Ordinance amending Division 10, Sections 2-366 through 2-380, Article II, Chapter 2, City Code, to establish the Jackson Environmental Commission and set the powers and duties thereof.

Motion was made by Councilmember Dobies, seconded by Councilmember Greer to approve first reading, advance to second reading, and final adoption. Votes – Yeas: Mayor Jors, Councilmembers Dancy, Greer, and Dobies (4). Nays: Councilmembers Robinson and Pappin (2). Absent: Councilmember Frounfelker (1).

CITY COUNCILMEMBERS' COMMENTS.

MANAGER'S COMMENTS.

<u>ADJOURNMENT:</u>

No further business being presented, motion was made to adjourn by Councilmember Greer, seconded by Councilmember Dobies. Motion carried. Mayor Jors closed the meeting at 7:55 p.m.

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Patrick H. Burtch, City Manager

DATE: April 12, 2016

SUBJECT: Special Event Application for the Orthopaedic Rehab Specialists, PC 5k/10k.

Recommendation:

Approval of the request from Orthopaedic Rehab Specialists to conduct their 25th annual event Orthopaedic Rehab Specialists, PC 5k/10k on April 23, 2016 from 6 a.m. to 12 p.m. at the corner of McCain and Robinson Rd.

Attached are memos from Nathan Mack, regarding the Special Event Application for the event Orthopaedic Rehab Specialists, PC 5k/10k.

I recommend approval of the special event application for the event Orthopaedic Rehab Specialists, PC 5k/10k. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: **April 12, 2016**

RECOMMENDATION: Approval of the request from Orthopaedic Rehab Specialist to conduct their 25th annual Orthopaedic Rehab Specialist 5k/10k event on April 23, 2016 from 6 a.m. to 12 p.m.at the corner of McCain and Robinson Rd.

SUMMARY: Orthopaedic Rehab Specialist 5k/10k run/walk to benefit the American Cancer Society – Relay for Life team volunteers.

DEPARTMENTAL APPROVAL SUMMARY

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
Police	x		$100
Fire	x		$0
Engineering	x		$0
Public Works	x		$500
Recreation	x		$0
DDA	x		$0
			$600

CONDITIONS & CONSIDERATIONS

- Public Works will assist with the Orthopaedic Rehab Specialist event for the portion of the route that is in the city only providing cones and barricades.

INSURANCE STATUS

Contingent upon receipt of proper insurance coverage.

ATTACHMENTS: Special Event Application: Orthopaedic Rehab Specialist 5k/10k.

CC: email: RLYBARGER@cityofjackson.org.

email @ DDA: NMack@cityofjackson.org

Downtown JACKSON Bound

CITY OF JACKSON SPECIAL EVENT APPLICATION

Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 768-6410

Date Received By DDA Office: _____ Time: _____ By: _____

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: Orthopaedic Rehab Specialists, PC 5k/10k

Sponsoring Organization's Legal Name: Orthopaedic Rehab Specialists

Organization Address: 206 Page Ave.

Tax I.D. Number: 38-2737469

Event Organizer: Karyn Clow / ORS Title: Director of Marketing

Phone (work): 517-783-6670

Phone (during event): 517-740-0968

Agent's Address: _____

Agent's E-Mail

Address: _____

Organization Address: _____

Please give a brief description of the proposed special event: 25th Annual ORS 5k/10k Run/walk to benefit the American Cancer Society - Relay for Life team volunteers.

Event Day(s) and Date(s): 1 day - April 23, 2016 (Saturday)

Set-Up Date & Time: 4-23-16 6A. Tear-Down Date & Time: 4-23-16 Noon

Event Location: Corner of McCain & Robinson Rd.

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

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

(a) The assembly and dispersal locations and the route plan;
(b) Any streets or parking lots that you are requesting to be blocked off;
(c) The location of vendors, if any;
(d) An emergency vehicle access lane; and
(e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time: 7AM - One side of Rohrer & McCain.

Through Date/Time: 4-23-16

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

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

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? ***YES*** ***NO***
If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

ENTERTAINMENT: Are there any entertainment features related to this event? ***YES*** ***NO***
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance. .

ATTENDANCE: What is the expected (estimated) attendance for this event? 400-600

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

RESTROOMS: Are you planning to provide portable rest rooms at the event? ***YES*** ***NO***

If yes, how many? 4

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power? *YES* *NO*
If yes, please explain the electrical requirements.

using power from our office & mobile units.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.

Police @ main intersections / lead vehicle - run
Road closure @ Denton Rd + McCain + Rotevior

Neer Cascade

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

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 Events application, including insurance documents where applicable.

3. A $25 Special Event Application fee must be submitted along with this Special event 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 requirements made.

5. All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional named insured parties on the policy.

6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.

7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.

8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe 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, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event.

10. By signing this Special Event Application, I declare I am 21 years of age or older.

11. If required to provide liability insurance, I will add the City of Jackson and the Downtown Development Authority as additional insureds on the sponsoring organization's liability policy.

12. On behalf of the sponsoring organization, I agree that the sponsorimg 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 officer, employees and agents, 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 the special event.

4/23-16
Date

Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201

N
W E
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JACKSON
Founded 1829

ORTHOPAEDIC REHAB SPECIALIST 5K RUN

0 100 200 300 400
Meters

Date Prepared: April 5th, 2016

N
W E
S

JACKSON
Founded 1829

ORTHOPAEDIC REHAB SPECIALIST 10K RUN

0 0.25 0.5 0.75 1
Kilometers

Date Prepared: April 5th, 2016

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Patrick H. Burtch, City Manager

DATE: April 12, 2016

SUBJECT: Special Event Application for the Memorial Day Parade and Ceremony.

Recommendation:

Approval of the request from Jackson County Veterans Council to conduct their annual Memorial Day Parade and Ceremony event on May 30th, 2016 from 9 a.m. to 12:00 p.m. in Downtown Jackson.

Attached are memos from Nathan Mack, regarding the Special Event Application for the event Memorial Day Parade and Ceremony.

I recommend approval of the special event application for the event Memorial Day Parade and Ceremony. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: **April 12, 2016**

RECOMMENDATION: Approval of the request from Jackson Veterans Council to conduct their annual Memorial Day Parade and Ceremony event on May 30th, 2016 from 9:00 a.m. to 12:00 p.m. in Downtown Jackson.

DEPARTMENTAL APPROVAL SUMMARY

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
Police	x		$300
Fire	x		$0
Engineering	x		$0
Public Works	x		$700
Recreation	x		$0
DDA	x		$0
			$1,000

CONDITIONS & CONSIDERATIONS

- Stage, barricades and support with manpower.

INSURANCE STATUS

Covered under the City of Jackson insurance policy.

ATTACHMENTS: Special Event Application: Memorial Day Parade and Ceremony.

Downtown JACKSON Bound

CITY OF JACKSON SPECIAL EVENT APPLICATION
Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 768-6410

Date Received By DDA Office: 3/18/16 Time: 1:30 By: Kem

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: MEMORIAL DAY PARADE AND CERIMONY

Sponsoring Organization's Legal Name: JACKSON COUNTY VETERANS COUNCIL

Organization Address: 3200 LANSING AVE, JACKSON, MI 49202

Tax I.D. Number:

Event Organizer: RAYMOND ROWLEY Title: COMMANDER

Phone (work): 517 917-3441 (CELL)

Phone (during event): 517 787-5192

Agent's Address: 481 ROXBURY CIR., JACKSON, MI 49203

Agent's E-Mail Address: JARHEAD@COPPER.NET

Organization Address:

Please give a brief description of the proposed special event: A PARADE FROM MICHIGAN AVE DOWN JACKSON ST TO MORELL ST to GREENWOOD to WOODBRIDGE STREET. WITH A CERIMONY AT THE SOUTH ENTRANCE OF MT EMERGREEN CEMETARY NEAR WAR MEMORIAL. CERIMONY WILL BE FROM 11:00 AM TO 12:30 PM

Event Day(s) and Date(s): MONDAY, MAY 30, 2016

Set-Up Date & Time: MAY 30, 2016 9:30 AM FOR PARADE

Tear-Down Date & Time: MAY 30, 2016 10:30 AM

Event Location: MICHIGAN AVE BETWEEN JACKSON AND MECHANIC

ANNUAL EVENT: Is this event expected to occur next year? (circle one) ***YES*** ***NO***
How many years has this event occurred? 65 +

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

(a) The assembly and dispersal locations and the route plan;
(b) Any streets or parking lots that you are requesting to be blocked off;
(c) The location of vendors, if any;
(d) An emergency vehicle access lane; and
(e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time:

Through Date/Time: MONDAY, MAY 30, 2016 9:15 AM - 10:45 AM

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

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

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? ***YES*** ***NO***
If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

ENTERTAINMENT: Are there any entertainment features related to this event? ***YES*** ***NO***
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance. .

ATTENDANCE: What is the expected (estimated) attendance for this event? 150 +

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

RESTROOMS: Are you planning to provide portable rest rooms at the event? ***YES*** ***NO***

If yes, how many? _____

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power? *YES* *NO*
If yes, please explain the electrical requirements.

_____

_____

_____

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) *Please note that additional requests may incur additional charges.*

WE WILL NEED A STAGE TRAILER AT THE SOUTH ENTRANCE OF MT EVERGREEN CEMITARY NEAR WAR MEMORIAL. WE WILL NEED SUPPORT FROM THE CITY POLICE/RESERVES FOR TEMPORARY ROAD CLOSURES

INSURANCE: *All sponsors of special events must carry liability insurance as set forth in the Special* Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

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 Events application, *including insurance documents where applicable.*

3. A $25 Special Event Application fee must be submitted along with this Special event 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 requirements made.

5. All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional named insured parties on the policy.

6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.

7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.

8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe 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, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event.

10. *By signing this Special Event Application, I declare I am 21 years of age or older.*

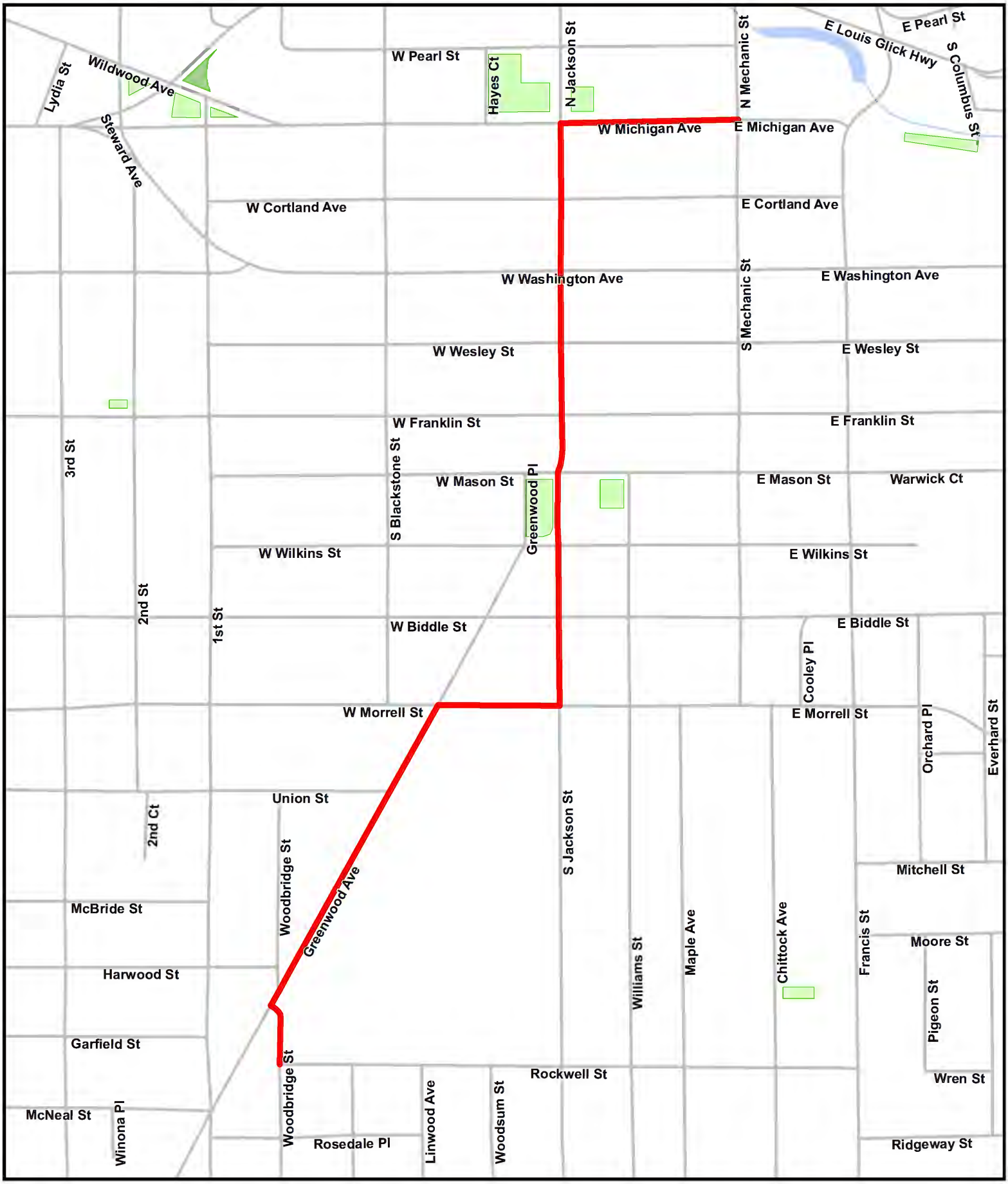
11. If required to provide liability insurance, I will add the City of Jackson and the Downtown Development Authority as additional insureds on the sponsoring organization's liability policy.

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 officer, employees and agents, 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 the special event.

17 MARCH 2016
Date

Raymond L Bailey
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201



N
W E
S

JACKSON
Founded 1829

MEMORIAL DAY PARADE ROUTE

0 250 500 750 1,000
Feet

Date Prepared: April 5th, 2016

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Patrick H. Burtch, City Manager

DATE: April 12, 2016

SUBJECT: Special Event Application for the Jackson Downtown Development Authority Picnic in the Park.

Recommendation:

Approve a request from the Jackson Downtown Development Authority to conduct their annual Picnic in the Park events on Tuesdays, July 5, July 12, July 19, July 26, August 2, August 9, August 16, and August 23, 2016 from 12 p.m. to 1 p.m. in Bucky Harris Park.

Attached are memos from Nathan Mack, regarding the Special Event Application for the Downtown Development Authority Picnic in the Park events.

I recommend approval of the special event application for the Jackson Downtown Development Authority Picnic in the Park events. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: **April 12, 2016**

RECOMMENDATION: Approve a request from the Jackson Downtown Development Authority to conduct their annual Picnic in the Park events on Tuesdays July 5, July 12, July 19, July 26, August 2, August 9, August 16, and August 23, 2016 from 12 p.m. to 1 p.m. in Bucky Harris Park.

SUMMARY: One hour of live music to provide lunchtime entertainment on the stage at Bucky Harris Park.

DEPARTMENTAL APPROVAL SUMMARY

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
Police	x		$0
Fire	x		$0
Engineering	x		$0
Public Works	x		$0
Recreation	x		$0
DDA	x		$0
			$0

CONDITIONS & CONSIDERATIONS

- None

INSURANCE STATUS

Covered under City of Jackson insurance policy.

ATTACHMENTS: Special Event Application: Downtown Development Authority Picnic in the Park.

Downtown JACKSON Bound

CITY OF JACKSON SPECIAL EVENT APPLICATION
Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 768-6410

Date Received By DDA Office: 3/30/16 Time: 11:00 By: Ken

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: Picnic in the Park

Sponsoring Organization's Legal Name: Jackson Downtown Development Authority

Organization Address: 161 W. Michigan Ave.

Tax I.D. Number:

Event Organizer: Kaiti McDonough Title: DDA Assistant

Phone (work): 768-6410

Phone (during event): (605) 881-1320

Agent's Address:

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

Organization Address: Same as above

Please give a brief description of the proposed special event: one hour of live music to provide lunchtime entertainment on the stage @ Bucky Harris Park. Event will take place each

Event Day(s) and Date(s): ~~8~~ 7/5, 7/12, 7/19, 7/26, 8/2, 8/9, 8/16, 8/23

Set-Up Date & Time: 11am each day Tear-Down Date & Time: 1:30pm each event day

Event Location: Bucky Harris Park

ANNUAL EVENT: Is this event expected to occur next year? (circle one) ***YES*** ***NO***
How many years has this event occurred? _____

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

(a) The assembly and dispersal locations and the route plan;
(b) Any streets or parking lots that you are requesting to be blocked off;
(c) The location of vendors, if any;
(d) An emergency vehicle access lane; and
(e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time:

Through Date/Time: none

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

_____

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

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

_____

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? ***YES*** ***NO***
If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

ENTERTAINMENT: Are there any entertainment features related to this event? ***YES*** ***NO***
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance. .

ATTENDANCE: What is the expected (estimated) attendance for this event? 50-100 per event

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

RESTROOMS: Are you planning to provide portable rest rooms at the event? ***YES*** ***NO***

If yes, how many? _____

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power? *YES* *NO*

If yes, please explain the electrical requirements.

Bucky Harris Park.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.

None.

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

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 Events application, including insurance documents where applicable.

3. A $25 Special Event Application fee must be submitted along with this Special event 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 requirements made.

5. All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional named insured parties on the policy.

6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.

7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.

8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe 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, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event.

10. By signing this Special Event Application, I declare I am 21 years of age or older.

11. If required to provide liability insurance, I will add the City of Jackson and the Downtown Development Authority as additional insureds 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 officer, employees and agents, 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 the special event.

3/30/16
Date

Kathi McDonough
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201

BUCKY HARRIS PARK
OFFICE SPACE

CITY OF JACKSON
Founded 1829

City Treasurer/City Clerk

161 W. Michigan Ave. - Jackson, MI 49201
Treasurer: (517) 788-4043 • Clerk: (517) 788-4025

MEMO TO: Mayor and City Councilmembers

FROM: Andrew J. Wrozek, Jr., City Treasurer/Clerk

DATE: April 12, 2016

SUBJECT: Second Reading and Adoption of Ordinance 2016-08

Recommendation:

Adopt Ordinance 2016-08 amending Chapter 17, Article 2, Section 17-27, City Code, to remove the unnecessary requirement that the City shall ensure that the posting on dangerous structures under Ordinance Section 17-27(d) shall remain until the required repairs, rehabilitation, or demolition is completed.

Attached is Ordinance 2016-08, approved by the Council as approved at the March 29, 2016 meeting.

I recommend approval of Ordinance 2016-08. Your consideration and concurrence is appreciated.

ORDINANCE 2016 - 08

An Ordinance amending Chapter 17, Article 2, Section 17-27 of the City of Jackson Code of Ordinances to remove the unnecessary requirement that the City shall ensure that the posting on dangerous structures under Ordinance Section 17-27(d)(1) shall remain until the required repairs, rehabilitation, or demolition is completed, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to remove the unnecessary requirement that the City shall ensure that the posting on dangerous structures under Ordinance Section 17-27(d)(1) shall remain until the required repairs, rehabilitation, or demolition is completed, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

Section 2.

That Chapter 17, Article 2, Section 17-27 of the City of Jackson Code of Ordinances shall read as follows:

Sec. 17-27. - Abatement of nuisances; procedure.

(a) Dangerous buildings as public nuisances. All dangerous buildings are hereby determined to be public nuisances and shall be abated by repair, rehabilitation, or demolition in accordance with the procedures specified in this article.

(b) Departmental examination. The building inspection division of the department of neighborhood and economic operations shall examine or cause to be examined any building or structure it believes to be abandoned, unsafe, or damaged, and if same is found to be a dangerous building, the division shall commence proceedings to cause its repair, rehabilitation or demolition. Whenever a building or structure designed or zoned for use as a residence has remained vacant and boarded up for a period in excess of six (6) continuous months, it shall be subject to periodic inspection by the building inspection division of the department of neighborhood and economic operations under the provisions of chapter 14 of this Code.

(c) Commencement of proceedings; notice and order.

(1) The building inspection division of the department of neighborhood and economic operations shall commence proceedings under this section by issuing a notice and order directed to the owner or owners of record of a building or structure alleged to be dangerous. This notice and order shall require the owner of the building or structure

alleged to be dangerous to commence, within the period of time established by the inspection division, the required repairs, rehabilitation or demolition of the building or structure. All required work shall be completed within the period of time set forth in the notice and order by the inspection division. If a building is occupied, the notice and order shall require the affected building, structure, or portion thereof to be vacated and not reoccupied until all required work has been completed and approved by the inspection division.

(2) Service of the notice and order shall be made upon the owner or owners of record by:

a. Personally delivering a copy to the owner; or

b. Mailing a copy by certified mail, postage prepaid, return receipt requested, to the owner as indicated by the records of the city assessor and posting a copy thereof upon a conspicuous part of the building or structure.

(d) Posting of signs on buildings deemed to be dangerous; recording documents.

(1) The building inspection division shall cause to be posted in a conspicuous place on any dangerous building or structure a notice to read:

"Do Not Enter—Unsafe to Occupy"

Such notice shall not be removed without written permission of the building inspection division, and no person shall enter this building except for the purposes of repairing, rehabilitating, or demolishing same.

(2) The building inspection division shall record with the county register of deeds all dangerous structure condemnation notices and orders and building code board of examiners and appeals decisions upholding notices and orders within twenty (20) days of such notice, decision or order.

(e) Abatement procedures. If at the expiration of the time limit in the notice and order the owner has not complied with the requirements thereof, the building inspection division may institute proceedings hereunder to abate the nuisance.

(f) Hearing; testimony; order; findings; noncompliance; costs.

(1) Upon the request of the building inspection division in cases where a respondent has not complied with a notice and order issued under this article, the building code board of examiners and appeals shall conduct a hearing in order to determine whether the notice and order of the inspection division should be upheld.

(2) At least ten (10) days prior to the hearing referred to above, the building inspection division shall notify by first class mail the owner as shown by the city assessor's records. This notice shall consist of a copy of a complaint alleging noncompliance with the notice and order and a notice of hearing specifying the time and place of the hearing.

(3) At least ten (10) days prior to the hearing referred to above, the building inspection division shall cause the notice of hearing to be posted in a conspicuous place on any dangerous building or structure.

(4) The building code board of examiners and appeals shall take testimony and consider evidence presented by the building inspection division. In addition, the owner of the property and any interested party may present testimony and evidence if they so desire. Any board member may inspect any structure involved in the hearing prior to its commencement. The building code board of examiners and appeals shall render written findings of fact and a decision at the conclusion of the hearing either upholding the notice and order; upholding the notice and order with modifications; or dismissing the notice and order.

a. If the building code board of examiners and appeals determines, based upon the evidence presented at the hearing, that the structure referred to in the inspection division's notice and order is a dangerous building or structure, it shall uphold such order; or

b. If the building code board of examiners and appeals determines, based upon the evidence presented at the hearing, that the structure referred to in the inspection division's notice and order is a dangerous building or structure, but that the notice and order requires more than is reasonably necessary to abate the nuisance, it shall uphold such order with modifications thereto consistent with any action it deems necessary to abate such nuisance; or

c. If the building code board of examiners and appeals determines, based upon the evidence presented at the hearing, that the structure referred to in the inspection division's notice and order is not a dangerous building, the notice and order shall be dismissed.

(5) If the owner fails to comply with the decision of the board, the building inspection division shall take any and all action needed to bring the building or structure into compliance. The owner in whose name the property appears upon the last local assessment records shall be billed, if possible, for all costs of such action at the address shown on such records. If such owner fails to pay the same within thirty (30) days after mailing of the bill, the city council may cause such costs to be levied and assessed as a special assessment upon the property and against the owner, and the city may bring suit against the owner of record to recover such costs.

(g) Judicial review. An owner aggrieved by any final decision or order of the building code board of examiners and appeals may appeal the decision or order to the circuit court by filing a petition for an order of superintending control within twenty (20) days from the date of the decision or order.

(h) Consent provision. The owner of any building or structure may at any time admit in writing that such building is a dangerous building within the meaning of this section and consent that such building may be demolished.

(i) Emergency order of the city manager. Where it reasonably appears that there is immediate danger to the life or safety of any person unless a dangerous building is immediately altered, repaired or demolished, and notwithstanding the procedures set forth in this article, the city manager may cause the immediate repair, alteration, or demolition of such structure, and the cost thereof to be charged against the premises and the owner as provided in this section.

(j) Owner defined. For purposes of this section, the term "owner" means the person shown as owner by the records of the city assessor.

(k) Building inspector not considered as ex officio member of board of appeals. The building inspector shall not serve as an ex officio member of the building code board of examiners and appeals in any proceeding instituted under this section.

(l) Transfer of ownership. It shall be unlawful for the owner of any building or structure alleged to be dangerous who has received a notice and order, or upon whom a notice and order bas been served pursuant to subsection (c)(2) of this section, to sell, transfer, or otherwise dispose of to another until the provisions of the notice and order have been complied with, or until such owner shall first furnish the grantee or transferee a true copy of said notice and order issued by the building official, and shall furnish to the building official a signed and notarized statement from the grantee or transferee acknowledging the receipt of such notice and order, and fully accepting the responsibility, without condition, for making the required repairs, rehabilitation, or demolition to the alleged dangerous building or structure as required by such notice and order.

(m) Penalties. Any person who willfully refuses to vacate a building ordered vacated under this section, who reoccupies or causes or allows such a building to be reoccupied without satisfying all requirements of a notice and order issued under subsection (c)(1) of this section, who, without permission, removes a notice posted on a building pursuant to subsection (d) of this section, or who transfers property in violation of subsection (l), shall be guilty of a misdemeanor and punished upon conviction thereof as provided in section 1-18 of this Code.

(n) Fees. The city council shall establish by resolution, fees for charges in relation to costs or expenses incurred by the city in initiating or commencing proceedings before the building code board of examiners and appeals (board). Such fees shall include, but not necessarily be limited to, costs or expenses incurred for inspections conducted by city staff prior to board hearings, for actual proceedings before the board, and other costs or expenses relating to prosecution of a case before the board. All fees established pursuant to this subsection shall include the costs associated with reasonable overhead and administrative costs.

If an owner fails to pay an invoice for fees directed to him or her under this subsection, within thirty (30) days of mailing of said invoice, the city may cause the cost reflected in said invoice to be assessed against the premises as a special assessment, pursuant to Serial Section 273 of the City Charter, and the city may institute an action against the owner for the collection of said costs in any court of competent jurisdiction. However, the city's attempt to collect such costs by any process shall not invalidate or waive any lien tiled against the property.

Section 3. This Ordinance takes effect thirty (30) days after the date of adoption.

JACKSON
Founded 1829

City Assessor

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4033 • Facsimile (866) 902-7891

MEMO TO: Mayor and City Councilmembers

FROM: David Taylor, City Assessor

DATE: April 12, 2016

SUBJECT: Corrective Resolutions for Special Assessment Rolls

Recommendation: Approve Corrective Resolutions for Special Assessment Rolls No. 4247, 4249, 4253 & 4261 for various Delinquent Miscellaneous Account Receivables.

Attached please find a corrective resolution for Special Assessment Roll No. 4261 for Delinquent Miscellaneous Housing Code Enforcement Account Receivables, confirmed November 17, 2015.

The Neighborhood and Economic Operations department who issued the invoices determined that the parcels listed was incorrectly billed for invoice #30890 for the amount of $51.89 and have requested that the assessment be reduced to exclude this invoice.

For the following three special assessments rolls, the City Attorney's office believes that the assessments were in error and has requested the assessments be removed.

Attached please find a corrective resolution for Special Assessment Roll No. 4247 for Delinquent Miscellaneous Housing Code Enforcement Account Receivables, confirmed November 18, 2014. The invoice #1400013439 was for parcel 2-11410000 in the amount of $215.00

A corrective resolution for Special Assessment Roll No. 4249 for Delinquent Miscellaneous Community Development Block Grant (CDBG) Fund Account Receivables, confirmed November 18, 2014. The invoice #1300012414 was for parcel 2-114100000 in the amount of $778.75.

A corrective resolution for Special Assessment Roll No. 4253 for Delinquent Miscellaneous Housing Code Enforcement Account Receivables, confirmed April 14, 2015. The invoices #1400015082 & 1400015649 are both for parcel 8-025200000 with a total amount of $1014.67.

I recommend approval of the above mentioned resolutions. Your consideration and concurrence is appreciated.

Attachments

Neighborhood & Economic Operations

Building a Stronger Jackson

161 W. Michigan Avenue • Jackson, MI 49201-1303• Fax (866) 971-2151

Building Inspection (517) 788-4012 | Code Enforcement (517) 788-4060 | Engineering (517) 788-4160 | Planning & Economic Development (517) 768-6433

TO: **Dave Taylor, City Assessor's Office**

DATE: March 29, 2016

FROM: Sheila M. Prater, Neighborhood and Economic Operations Department SMP

SUBJECT: **Removal of Invoice #00030861 from Special Assessment Roll #4261**

The above referenced invoice was issued by our office in January 2015, for the inspection of a single family dwelling located at 304 W Mason St.

The property sold and became owner occupied prior to the inspection, therefore, the inspection never occurred, the file was closed and the invoice should have been voided.

We now ask that the special assessment be removed from the property.

03/28/2016 CITY OF JACKSON 2015

PROPERTY #: 4-032900000
CLASS: 401
TAXABLE VAL: 7,721

SCHOOL: 38170
PRE/MBT %: 100.0000
SEV: 7,950

TAXPAYER: MILLER DUSTIN J ETAL
304 MASON ST
JACKSON MI 49203

MORTGAGE CODE:

PROP ADDRESS: 304 W MASON ST

SUMMER TAX INFO		WINTER TAX INFO	
AD VALOREM TA	281.18	AD VALOREM TAX:	57.99
SP. ASSMENTS:	179.38	SP. ASSMENTS:	0.00
ADMIN FEE:	1.57	ADMIN FEE:	0.57
INTEREST:	0.00	INTEREST:	0.00
TOTAL:	462.13	TOTAL:	58.56
TOTAL PAID	282.75	TOTAL PAID	58.56
DATE PAID	02/11/2016	DATE PAID	02/11/2016
BALANCE DUE	179.38	**BALANCE DUE**	0.00

TOTAL BALANCE DUE 179.38

LEGAL DESCRIPTION

W 2 RDS OF E 1/2 OF S 1/2 OF LOT 1 B5S R2W THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

ARCHIVE

No corrective resolution to Remove. Inspection never accured file closed as owner occupied

Invoice # 30861 Housing Insp

CORRECTIVE RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous CDBG accounts receivable, which assessments were by him placed on Assessment Roll No. 4261 and were reported to the City Council at its regular meeting held on the October 27, 2015; and

WHEREAS, on 17th of November, 2015, the City Council held a public hearing and confirmed said special assessment roll; and

WHEREAS, parcel 4-032900000, has Special Assessments totaling $179.38 from Invoice 00030861; and

WHEREAS, on March 29, 2016, the NEO department determined that the parcel 4-032900000 was incorrectly billed as for the inspection and have requested that the assessment be waived. (See memo)

NOW, THEREFORE, BE IT RESOLVED, that the special assessment upon parcel 4-032900000 in the amount of $179.38 (Invoice 00030861) is hereby deleted.

* * * * * * *

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

I, Andrew J. Wrozek, Jr., City Clerk in an 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 this 12th day of April, 2016.

IN WITNESS WHEREOF, I have hereto affixed
My signature and the Seal of the City of Jackson,
Michigan, on this 13th day of April, 2016.

_____ Andrew J. Wrozek, Jr., City Clerk

_____ William C. Jors, Mayor

CITY OF JACKSON
Founded 1829

City Attorney's Office

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4050, (517) 788-4023 • Facsimile: (866) 971-2117

MEMORANDUM
March 31, 2016

TO: Dave Taylor, City Assessor

FROM: Bethany M. Smith, City Attorney (B)

RE: 616 Lansing and 1610 E. Ganson– Special Assessments

Dear City Assessor:

Robert Tulloch has been specially assessed for unpaid housing inspection fees for 616 Lansing Avenue and 1610 E. Ganson Street. I believe that these assessments were done in error and I would request that you draft a corrective resolution to remove the special assessment from the property. I have spoken with the City Manager regarding this and he concurs.

The following special assessments should be removed:

Roll 4247 for Invoice# 1400013439	$ 215.00	616 Lansing Ave	Parcel 2-114100000
Roll 4249 for Invoice# 1300012414	$ 778.75	616 Lansing Ave	Parcel 2-114100000
Roll 4253 for Invoice# 1400015082	$ 770.00	1610 E Ganson St	Parcel 8-025200000
Roll 4253 for Invoice# 1400015649	$ 244.67	1610 E Ganson St	Parcel 8-025200000
TOTAL	$2008.42		

The County would also need to be contacted to remove these special assessments. Please let me know if you will be contacting the County.

If you have any questions, please feel free to contact me.

cc Patrick H. Burtch, City Manager

EDLC 4297

City of Jackson, Michigan
Municipal Billing Invoice

COON HILLS FARM LTD
7629 COON HILL RD
MUNITH, MI 49259

2-114100000

Invoice Number 1300012414 **Customer Number** 015611

Invoice Date 10/11/2013

Invoice Description 4 unit Bldg.

CODE ENFORCEMENT	Initial and 90 day Reinspection	700.00
PENALTY	↓ 10/15/13 ↓ 5/8/14	8.75
PENALTY		8.75
PENALTY		8.75
PENALTY		8.75
PENALTY		8.75
PENALTY		8.75
PENALTY		8.75
PENALTY		8.75
PENALTY		8.75
PENALTY		8.75
PENALTY		8.75

CODE ENFORCEMENT INSPECTION FEES FOR THE PROPERTY LOCATED AT 616 LANSING AVE., JACKSON, MICHIGAN

INVOICE QUESTIONS? CALL THE DEPT OF NEIGHBORHOOD & ECONOMIC OPERATIONS AT (517) 788-4060

Total Invoice: 0.00

PLEASE SEND REMITTANCE TO: CITY CLERK, 161 W. MICHIGAN AVENUE, JACKSON, MI 49201
OR
PAY ONLINE AT WWW.CITYOFJACKSON.ORG
(Please note that online payments will be assessed a 3% convenience fee with a minimum $1 charge)

DUE AND PAYABLE IMMEDIATELY-DELINQUENT AFTER 30 DAYS. A FEE OF 1.25% PER MONTH (15% ANNUAL RATE) WILL BE CHARGED ON BALANCE OF INVOICE REMAINING UNPAID AFTER 60 DAYS FROM DATE OF INVOICE.

IMPORTANT BANKRUPTCY INFORMATION: IF YOU OR YOUR ACCOUNT ARE SUBJECT TO PENDING BANKRUPTCY PROCEEDINGS, OR IF YOU RECEIVED A BANKRUPTCY DISCHARGE, THIS INVOICE IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT AN ATTEMPT TO COLLECT A DEBT.

ROLL 1124

City of Jackson, Michigan
Municipal Billing Invoice

COON HILLS FARM LTD
7629 COON HILL RD
MUNITH, MI 49259

2-114100000

Invoice Number	1400013439	Customer Number	015611
Invoice Date	01/29/2014		

Invoice Description 4 unit Bldg

INSPECTION FEE	2nd attempt initial fee	200.00
PENALTY	↓	2.50
PENALTY	2/10/14	2.50
PENALTY		2.50
PENALTY		2.50
PENALTY		2.50
PENALTY		2.50
PENALTY		2.50
PENALTY		2.50

CODE ENFORCEMENT INSPECTION FEES FOR THE PROPERTY LOCATED AT 616 LANSING AVE., JACKSON, MICHIGAN

INVOICE QUESTIONS? CALL THE DEPT OF NEIGHBORHOOD & ECONOMIC OPERATIONS AT (517) 788-4012

Total Invoice: 0.00

PLEASE SEND REMITTANCE TO: CITY CLERK, 161 W. MICHIGAN AVENUE, JACKSON, MI 49201
OR
PAY ONLINE AT WWW.CITYOFJACKSON.ORG
(Please note that online payments will be assessed a 3% convenience fee with a minimum $1 charge)

DUE AND PAYABLE IMMEDIATELY-DELINQUENT AFTER 30 DAYS. A FEE OF 1.25% PER MONTH (15% ANNUAL RATE) WILL BE CHARGED ON BALANCE OF INVOICE REMAINING UNPAID AFTER 60 DAYS FROM DATE OF INVOICE.

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BC 1253

City of Jackson, Michigan
Municipal Billing Invoice

COON HILL FARMS LTD
7628 COON HILL RD
MUNITH, MI 49259

8-052500000

Invoice Number 1400015082 **Customer Number** 011845

Invoice Date 05/14/2014

Invoice Description 4 Unit Bldg

INSPECTION FEE	initial and 90 day Reinspection	700.00
PENALTY	↓ ↓	8.75
PENALTY	6/19/14 10/16/14	8.75
PENALTY		8.75
PENALTY		8.75
PENALTY		8.75
PENALTY		8.75
PENALTY		8.75
PENALTY		8.75
PENALTY		8.75

CODE ENFORCEMENT INSPECTION FEES FOR THE PROPERTY LOCATED
AT 1610 E. GANSON ST., JACKSON, MICHIGAN
INITIAL

INVOICE QUESTIONS? CALL THE DEPT OF NEIGHBORHOOD & ECONOMIC OPERATIONS AT (517) 788-4012

Total Invoice: 0.00

PLEASE SEND REMITTANCE TO: CITY CLERK, 161 W. MICHIGAN AVENUE, JACKSON, MI 49201
OR
PAY ONLINE AT WWW.CITYOFJACKSON.ORG
(Please note that online payments will be assessed a 3% convenience fee with a minimum $1 charge)

DUE AND PAYABLE IMMEDIATELY-DELINQUENT AFTER 30 DAYS. A FEE OF 1.25% PER MONTH (15% ANNUAL RATE) WILL BE CHARGED ON BALANCE OF INVOICE REMAINING UNPAID AFTER 60 DAYS FROM DATE OF INVOICE.

IMPORTANT BANKRUPTCY INFORMATION: IF YOU OR YOUR ACCOUNT ARE SUBJECT TO PENDING BANKRUPTCY PROCEEDINGS, OR IF YOU RECEIVED A BANKRUPTCY DISCHARGE, THIS INVOICE IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT AN ATTEMPT TO COLLECT A DEBT.

Roll 4953

City of Jackson, Michigan
Municipal Billing Invoice

COON HILL FARMS LTD
7629 COON HILL RD
MUNITH, MI 49259

8-052500000

Invoice Number 1400015649 **Customer Number** 011645

Invoice Date 06/23/2014

Invoice Description 4 unit Bldg

INSPECTION FEE	Search warrant fee	225.00
PENALTY	↓	2.81
PENALTY	7/16/14	2.81
PENALTY		2.81
PENALTY		2.81
PENALTY		2.81
PENALTY		2.81
PENALTY		2.81
PENALTY		2.81

CODE ENFORCEMENT INSPECTION FEES FOR THE PROPERTY LOCATED
AT 1610 E. GANSON ST., JACKSON, MICHIGAN
SEARCH WARRANT

INVOICE QUESTIONS? CALL THE DEPT OF NEIGHBORHOOD & ECONOMIC OPERATIONS AT (517) 788-4012

Total Invoice: 0.00

PLEASE SEND REMITTANCE TO: CITY CLERK, 161 W. MICHIGAN AVENUE, JACKSON, MI 49201
OR
PAY ONLINE AT WWW.CITYOFJACKSON.ORG
(Please note that online payments will be assessed a 3% convenience fee with a minimum $1 charge)

DUE AND PAYABLE IMMEDIATELY-DELINQUENT AFTER 30 DAYS. A FEE OF 1.25% PER MONTH (15% ANNUAL RATE) WILL BE CHARGED ON BALANCE OF INVOICE REMAINING UNPAID AFTER 60 DAYS FROM DATE OF INVOICE.

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CORRECTIVE RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Code Enforcement accounts receivable, which assessments were by him placed on Assessment Roll No. 4247 and were reported to the City Council at its regular meeting held on the 28th of October, 2014; and

WHEREAS, on November 18th, 2014, the City Council held a public hearing and confirmed said special assessment roll; and

WHEREAS, parcel 2-114100000, has a Special Assessment of $215.00 from Invoice 1400013439; and

WHEREAS, on March 29, 2016, the City Attorney's Office determined that the assessments were in error for parcel 2-114100000 and has requested that the assessment be removed. (See memo).

NOW, THEREFORE, BE IT RESOLVED, that the special assessments upon parcel 2-114100000 in the amount of $215.00 (Invoice 1400013439) is hereby deleted.

* * * * * * *

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

I, Andrew J. Wrozek, Jr., City Clerk in an 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 this 12th day of April, 2016.

IN WITNESS WHEREOF, I have hereto affixed
My signature and the Seal of the City of Jackson,
Michigan, on this 13th day of April, 2016.

_____ Andrew J. Wrozek, Jr., City Clerk

_____ William C. Jors, Mayor

CORRECTIVE RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Community Development Block Grant (CDBG) fund accounts receivable, which assessments were by him placed on Assessment Roll No. 4249 and were reported to the City Council at its regular meeting held on the October 28, 2014; and

WHEREAS, on 18th of November, 2014, the City Council held a public hearing and confirmed said special assessment roll; and

WHEREAS, parcel 2-114100000, has a Special Assessment of $778.75 from Invoice 1300012414; and

WHEREAS, on March 29, 2016, the City Attorney's Office determined that the assessments were in error for parcel 2-114100000 and has requested that the assessment be removed. (See memo).

NOW, THEREFORE, BE IT RESOLVED, that the special assessments upon parcel 2-114100000 in the amount of $778.75 (Invoice 1300012414) is hereby deleted.

* * * * * * *

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

I, Andrew J. Wrozek, Jr., City Clerk in an 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 this 12th day of April, 2016.

IN WITNESS WHEREOF, I have hereto affixed
My signature and the Seal of the City of Jackson,
Michigan, on this 13th day of April, 2016.

_____ Andrew J. Wrozek, Jr., City Clerk

_____ William C. Jans, Mayor

CORRECTIVE RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Code Enforcement accounts receivable, which assessments were by him placed on Assessment Roll No. 4253 and were reported to the City Council at its regular meeting held on the March 24, 2015; and

WHEREAS, on 14th of April, 2015, the City Council held a public hearing and confirmed said special assessment roll; and

WHEREAS, parcel 8-052500000, has a Special Assessment totaling $1,014.67 from Invoices 1400015082 in the amount of $770.00 and 1400015649 in the amount of $244.67; and

WHEREAS, on March 29, 2016, the City Attorney's Office determined that the assessments were in error for parcel 8-052500000 and has requested that the assessment be removed. (See memo).

NOW, THEREFORE, BE IT RESOLVED, that the special assessments upon parcel 8-052500000 in the amount of $1,014.67 (Invoices 1400015082 and 1400015649) is hereby deleted.

* * * * * * *

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

I, Andrew J. Wrozek, Jr., City Clerk in an 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 this 12th day of April, 2016.

IN WITNESS WHEREOF, I have hereto affixed
My signature and the Seal of the City of Jackson,
Michigan, on this 13th day of April, 2016.

_____ Andrew J. Wrozek, Jr., City Clerk

_____ William C. Jors, Mayor

CITY OF JACKSON
Founded 1829

City Treasurer/City Clerk

161 W. Michigan Ave. - Jackson, MI 49201
Treasurer: (517) 788-4043 • Clerk: (517) 788-4025

MEMO TO: Mayor and City Councilmembers

FROM: Andrew J. Wrozek, Jr., City Treasurer/Clerk

DATE: April 12, 2016

SUBJECT: Corrective Resolution for 2016 City Council Meeting Dates

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Recommendation:

Consideration of a Corrective Resolution that serves as the calendar for the regularly scheduled city Council meeting dates for 2016.

Attached is the Corrective Resolution for the City Council meeting schedule with the date changed.

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

CORRECTIVE RESOLUTION
CITY COUNCIL MEETING DATES 2016

BY THE CITY COUNCIL:

WHEREAS, Act 267 of 1976 as last amended (the Open Meetings Act) requires all public bodies to establish a schedule of regular meetings to be held each year.

WHEREAS, on December 15, 2015 the City Council of the City of Jackson, Michigan declared the schedule that would meet in the Council Chambers on the second floor of City Hall, 161 West Michigan Avenue, Jackson, Michigan during 2016.

WHEREAS, on April 12, 2016 the Jackson City Council adopted a change to the August meeting schedule to accommodate scheduling conflicts.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Jackson, Michigan hereby declares that it will meet in the Council Chambers on the second floor of City Hall, 161 West Michigan Avenue, Jackson, Michigan during 2016 on the following dates:

January 12	July 12
January 26	
February 9	August 23
February 23	
March 15	September 13
March 29	September 27
April 12	October 11
April 26	October 25
May 10	November 15
May 24	
June 14	December 6
June 28	December 20

* * * * *

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

I, Andrew J. Wrozek, Jr., 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 December 15, 2015.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on the 13th day of April, 2016.

_____ Mayor

_____ City Clerk

CITY OF JACKSON
Founded 1829

City Treasurer/City Clerk

161 W. Michigan Ave. - Jackson, MI 49201
Treasurer: (517) 788-4043 • Clerk: (517) 788-4025

MEMO TO: Mayor and City Councilmembers

FROM: Andrew J. Wrozek, Jr., City Treasurer/Clerk

DATE: April 26, 2016

SUBJECT: Second Reading and Adoption of Ordinance 2016-09

Recommendation:

Adopt Ordinance 2016-09 amending Section 16-403 of the City Code regulating donation boxes.

Attached is Ordinance 2016-09, approved by the Council at the February 9, 2016 meeting as recommended by the City Attorney's Office.

I recommend approval of Ordinance 2016-09. Your consideration and concurrence is appreciated.

ORDINANCE 2016 -09

An Ordinance amending Section 16-403 of Article IX, Chapter 16 of the City of Jackson Code of Ordinances to add provisions regarding the location, appearance, and licensing of donation boxes for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

The City Council adopts this ordinance to add provisions regarding the location, appearance, and licensing of donation boxes for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

Section 2. That Section 16-403 of Article IX, Chapter 16 of the City of Jackson, Michigan Code of Ordinances be amended to read as follows:

Sec. 16-403. Donation boxes.

Donation boxes are permitted only on nonresidential property, with the exception of the central commercial district, in accordance with the following:

(1) Premises are permitted to have up to two (2) donation boxes.

(2) The donation box or boxes are not permitted in the front yard and must be appropriately located so as not to interfere with sight triangles, on-site circulation, required setbacks, landscaping, parking, and any other standards contained in this chapter.

(3) The donation box or boxes must be made of steel or aluminum, be a neutral or earth tone color and must be located against the building which is the primary use on the property, and the appearance of the box must be maintained, including fresh paint, readable signage, and general upkeep.

(4) The donation box or boxes must be of the type that are enclosed by use of a receiving door and locked so that the contents of the donation box or boxes cannot be accessed by anyone other than those responsible for the retrieval of the contents.

(5) Each donation box cannot cover a ground surface area in excess of five (5) feet by five (5) feet, nor be more than six (6) feet six (6) inches in height. Groupings of up to two (2) donation boxes cannot cover a ground surface area in excess of five (5) feet by ten (10) feet.

(6) Each donation box must be regularly emptied of its contents so that it does not overflow, resulting in used articles being strewn about the surrounding area. Violators will be fined in accordance with chapter 12 of this Code.

(7) The donation box must be repaired, replaced, or removed within twenty-four (24) hours after the donation box operator receives notification from the City of Jackson that the donation box has been damaged.

(8) A license for a donation box or boxes, and the associated fee set by resolution of city council, is required. The permit shall be issued by the city clerk, but can only be granted when it is determined by the zoning administrator (or designee) that:

(a) The donation box or boxes are for use by a duly registered nonprofit organization, or a professional fundraiser licensed by the State of Michigan under the Charitable Organizations and Solicitors Act, PA 169 of 1975 (MCL 400.287 (hereinafter "professional fundraiser";

(b) The proper types of donation box or boxes are being used as described by this section;

(c) The donation box or boxes are being placed in a proper location as described by this section, as indicated on the plot site plan (PSP) required by chapter 28 of this Code;

(d) A letter of authority/permission from the owner of the property upon which the donation boxes are to be and/or are already located has been submitted to the zoning administrator (or designee) stating that the owner of the property consents to placement of the donation box and that the owner of the property has been given a key to unlock the donation box in emergencies;

(e) The name, address and phone number of the nonprofit organization or professional fundraiser licensed displayed on each donation box; and

(f) A toll free number is prominently displayed on the front of the donation box, and the number is answered twenty-four (24) hours per day by a live person who can assist in emergency situations.

(8) The permit issued by the city must be displayed on the front of each donation box.

(9) If any donation box or boxes are placed without a permit or an inspection reveals that such donation box or boxes are not in compliance with this section, enforcement action will be taken in accordance with chapter 12 of this Code.

Section 3. This Ordinance takes effect thirty (30) days from the date of adoption.

CITY OF JACKSON
Founded 1829

City Attorney's Office

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4050, (517) 788-4023 • Facsimile: (866) 971-2117

MEMO TO: Mayor and City Councilmembers

FROM: Bethany M. Smith, City Attorney (B)
Robert C. Rottach, Assistant City Attorney (RR)

DATE: April 12, 2016

SUBJECT: Repeal the former City of Jackson Sign Ordinance, which is located in Chapter 21.5.

Recommendation: Please APPROVE the attached proposed Ordinance repealing the former City of Jackson Sign Ordinance, which is located in Chapter 21.5.

Attached is the Department Report and proposed Ordinance.

DEPARTMENTAL REPORT

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Bethany M. Smith, City Attorney
Robert C. Rottach, Assistant City Attorney

DATE: Council Meeting – April 12, 2016

RECOMMENDATION: Please APPROVE the attached Ordinance

SUMMARY

The City Council passed a new comprehensive sign regulation ordinance that will be located in City of Jackson, Code of Ordinances, Chapter 28, also known as the Zoning Chapter. The former City of Jackson Sign Ordinance, which is located in Chapter 21.5, must be repealed now that the City has replaced it. The attached ordinance repeals the former City of Jackson Sign Ordinance, which is located in Chapter 21.5.

POSITION

Please APPROVE the attached proposed Ordinance.

ATTACHMENTS

ORDINANCE 2016 - ____

An Ordinance repealing the provisions of City of Jackson, Code of Ordinances, Chapter 21.5, known as the "City of Jackson Sign Ordinance."

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

City staff has drafted and passed a new comprehensive sign regulation ordinance that will be located in City of Jackson, Code of Ordinances, Chapter 28, also known as the Zoning Chapter. The former City of Jackson Sign Ordinance, which is located in Chapter 21.5, must be repealed now that the City has replaced it.

Section 2. That City of Jackson, Code of Ordinances, Chapter 21.5, known as the "City of Jackson Sign Ordinance," be repealed.

Section 3. This Ordinance takes effect thirty (30) days from the date of adoption.

Adopted:

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager

DATE: April 12, 2016

SUBJECT: **Approve a Revocable License for an Awning for The Dirty Bird at 140 W. Michigan Avenue - LeMaster, LLC**

Recommendation:

Approve a Revocable License for LeMaster, LLC, for construction of an awning over the sidewalk adjacent to The Dirty Bird at 140 W. Michigan Avenue, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

Attached is a report Jon Dowling, City Engineer requesting approval of a Revocable License for an awning extending into the City's right-of-way.

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

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Jon H. Dowling, P.E., City Engineer

DATE: April 12, 2016

RECOMMENDATION: Approve a Revocable License for LeMaster, LLC, for construction of an awning over the sidewalk adjacent to The Dirty Bird at 140 W. Michigan Avenue, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

SUMMARY

The City has received a Revocable License request from LeMaster LLC (Licensee) for construction of an awning with a backlit Dirty Bird logo on the awing which projects 2½ feet over the sidewalk adjacent to The Dirty Bird at 140 W. Michigan Avenue.

BUDGETARY CONSIDERATIONS

The Licensee is responsible for all costs and insurance involving the awning.

HISTORY, BACKGROUND and DISCUSSION

The Licensee has acquired the property at 140 W. Michigan Avenue and is renovating the building to become a restaurant/bar named The Dirty Bird. As part of the aesthetics for the restaurant, the Licensee is requesting to have an awning advertising the business which will extend out into the City's right-of-way.

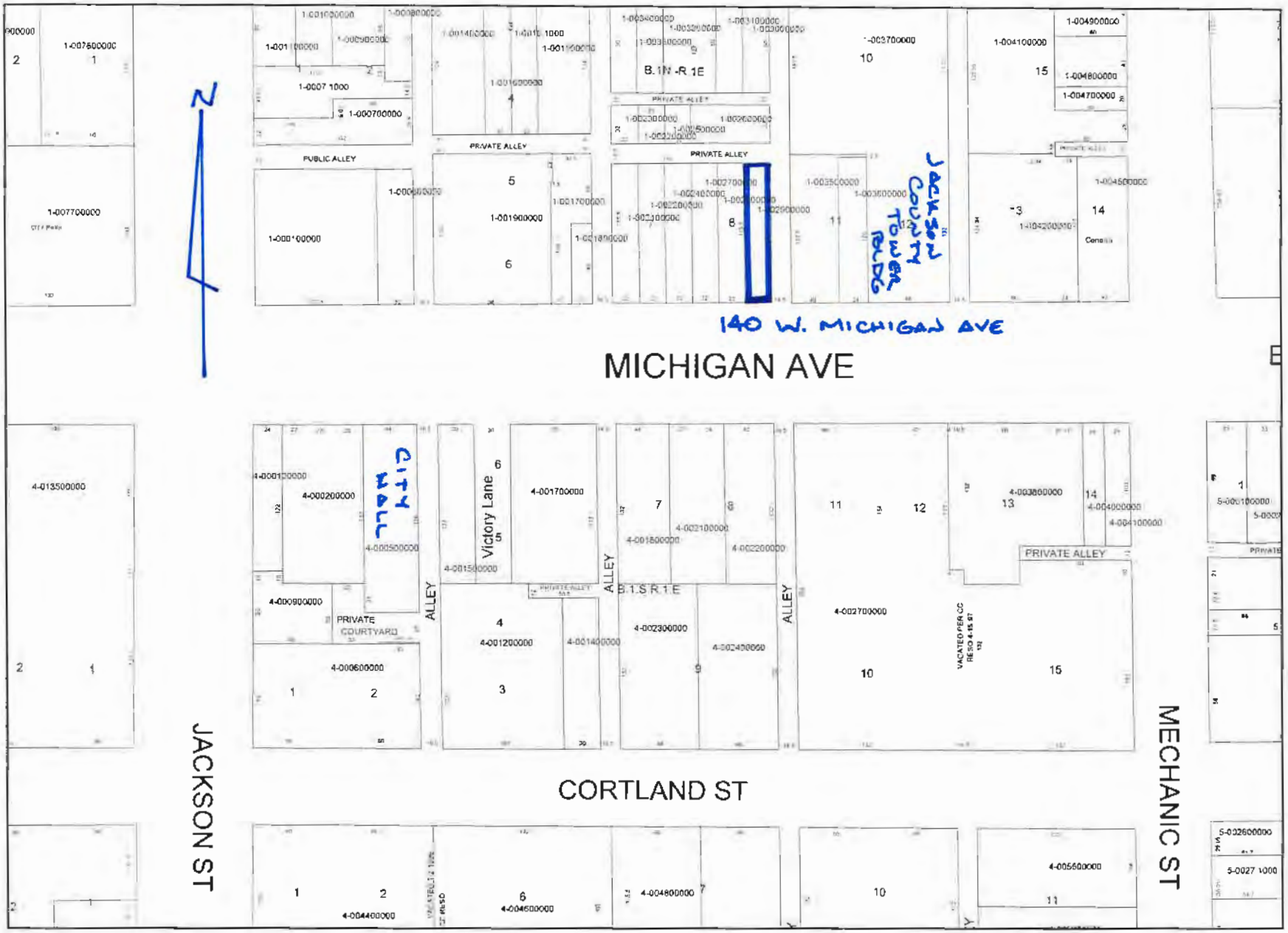
DISCUSSION OF THE ISSUE

Construction would include an awning with printing as shown on the attached documents. This license may be revoked with a 30-day notice to the property owner.

POSITIONS

Engineering requests that the attached Revocable License be approved, and that the Mayor and City Treasurer Clerk be authorized to execute the Revocable License on behalf of the City. If you have any questions, please contact me.

ATTACHMENTS


MICHIGAN AVE
140 W. MICHIGAN AVE
JACKSON COUNTY TOWER BLDG
CITY HALL
Victory Lane
PRIVATE COURTYARD
PRIVATE ALLEY
PUBLIC ALLEY
ALLEY
B.1N.R.1E
B.1S.R.1E
CORTLAND ST
JACKSON ST
MECHANIC ST
N

REVOCABLE LICENSE

THE CITY OF JACKSON, a Michigan municipal corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201, hereinafter called "Licensor", in consideration of the terms, conditions and covenants hereinafter set forth, does hereby grant to CPMaster L.L.C, a Michigan sole proprietorship/ partnership/corporation/limited liability company, with offices at P.O. Box 849 Mi Center, Mi hereinafter called "Licensee", this REVOCABLE LICENSE, RIGHT and PRIVILEGE to construct and maintain upon the City's MICHIGAN AVE Street right-of-way adjacent to Licensee's property described on Attachment 1, commonly known as 140 W. MICHIGAN AVE, Jackson, Michigan, an overhanging sign/awning/canopy (hereinafter "sign"). The design, configuration and location of said sign is more precisely described upon EXHIBIT A, attached hereto and incorporated by reference, to be occupied and used by Licensee on the Licensor's Street right-of-way described above, on the terms, conditions, and covenants hereinafter mentioned.

As consideration for this License, Licensee agrees to the following terms, conditions and covenants:

1. Licensee shall pay Licensor the sum of Twenty Five Dollars ($25.00).

2. Licensee agrees that in the design, construction, installation and maintenance of the sign, and throughout the term of this License, it will comply with the restrictions set forth herein and with all statutes, rules, ordinances and regulations pertaining to said sign.

3. The design, configuration, location and specifications for installation of the sign shall be approved by the City of Jackson Chief Building Inspector in advance of installation of the sign, and, upon installation of the sign, it shall not be altered without the express written consent of the Chief Building Inspector.

4. Licensee agrees to keep the sign in good repair and condition at all times.

5. Licensee shall assume all liability for and protect, indemnify, and save Licensor, its officers, employees, agents and contractors, harmless from and against all actions, claims, demands, judgments, losses, expenses of suits or actions, and attorney fees for injury to or death of any person or persons and loss or damage to the property of any person or persons whomsoever, including the parties hereto, arising in connection with or as a direct or indirect result of Licensee's use of its sign or its exercise of this License, except Licensee shall not be required to indemnify Licensor for injury to persons or damage to property caused by the sole negligence of Licensor.

6. This License is granted subject to any lease, easement, license, or other interest in land heretofore granted or reserved, or which may be granted in the future by Licensor with respect to said Licensor's street right-of-way.

7. Licensee shall secure and maintain in force during the term of this License a policy of Comprehensive Commercial Liability Insurance, acceptable to Licensor, with a minimum general liability limit of $500,000.00 per occurrence. The policy shall be in the name of Licensee, and shall name the Licensor as additional insured, and shall describe the insured's premises, including the sign as herein above described. The insurer will not cancel this insurance, or change, restrict, or reduce the insurance provided, or change the name of the insureds, without first giving at least ten (10) days written notice to the City of Jackson, City Attorney, 161 West Michigan Avenue, Jackson, Michigan 49201, as evidenced by receipt of certified mail. Licensee shall provide evidence of the existence of such insurance to Licensor's City Attorney prior to Licensor's execution of this License.

8. Upon the sale, conveyance, lease or transfer of Licensee's property referenced above, this License shall become null and void and Licensee shall, at its sole cost and expense, fully remove the sign and all materials, improvements, structures, or appurtenances pertaining thereto.

9. This License may be revoked at any time, with or without cause, by Licensor, upon thirty (30) days written notice to the Licensee.

10. Licensee, upon revocation of this License, shall, at its sole cost and expense, fully remove the sign and all materials, improvements, structures, or appurtenances pertaining thereto within thirty (30) days of the date of mailing of a Notice of Revocation.

11. If Licensee fails to comply with a Notice of Revocation, Licensor shall take any and all action necessary to remove the sign, which shall be deemed to constitute a nuisance. Licensee shall be invoiced for all removal costs incurred by Licensor. If Licensee fails to satisfy the invoice within the time prescribed on the invoice, the Jackson City Council may cause such removal costs to be levied and assessed as a special assessment upon Licensee's property as provided by City Charter and the Jackson City Code of Ordinances, and/or Licensor may bring suit against Licensee to recover such costs.

12. All notices given pursuant to this License shall be considered mailed when placed in the United States mail, certified mail, return receipt requested, properly addressed to the parties at the addresses herein set forth, with postage thereon fully paid.

13. This Revocable License is a personal license, and shall not be assigned by Licensee.

The parties hereby have executed or caused this instrument to be executed by their duly authorized representatives, as of the _____ day of _____, 20 16.

LICENSOR:
CITY OF JACKSON, a
Michigan municipal corporation

By_____
William C. Jors, Mayor

By_____
Andrew J. Wrozek Jr., City Clerk

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

Subscribed and sworn to before me, this _____ day of _____, 20____, by William C. Jors and Andrew J. Wrozek Jr., the Mayor and City Clerk of the City of Jackson, a Michigan municipal corporation, on behalf of the corporation.

_____
Notary Public
Jackson County, Michigan
My Comm. Exp.:_____

Acknowledged and Agreed

LICENSEE:

By_____
Rick L. LeMaster
Print or Type Name
Its:_____

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

Subscribed and sworn to before me this 23 day of March, 2016, by Rick L LeMaster, the Member of LeMaster LLC, on behalf of the sole proprietorship/ partnership/corporation/limited liability company.

_____
Notary Public
Jackson County, Michigan
My Comm. Exp.: 11/5/21

Drafted by:
Bethany Smith (P57913)
City Attorney
161 West Michigan Avenue
Jackson, Michigan 49201
(517) 788-4050
C:\REV.LIC - SIGN

When recorded return to:
City Attorney's Office
161 West Michigan Avenue
Jackson, Michigan 49201

JEFFREY KINNEY
Notary Public - Michigan
Jackson County
My Commission Expires Nov 5, 2021
Acting in the County of Jackson

ATTACHMENT 1

Land situated in the City of Jackson, Jackson County and State of Michigan more particularly described as:

The east 22 feet of Lot 8, Block 1 North, Range 1 East of the Original Plat of the Village of Jacksonburg.

ADDISON AWNING & SIGN
Since 1895
3990 Francis Street ~ Jackson, Michigan 49203
(517) 782-8473 ~ FAX (517) 782-6170 ~ E-MAIL info@addisonawning.com

Dirty Bird
Rick LeMaster

March 1, 2016
Quote

Awning complete with all materials, framework, labor, installation and tax.

Frame – 1" square welded awning tube

Material – Sunbrella, Black

Graphic – Per artwork – White backlit background
Size – Width 6', Height 24"

Shape – Triangle

Size – Width 20', corner 85"
Height 59" total
Projection 30"
Valance or Face 10"

Completion – 4 to 8 weeks

Terms – 1/3 Down, net complete

Permits and electrical are not included in price.

Price - $4, 200.00

Thank you,
Tony Krupa
Mark Snyder

Reynolds
AGENCY
WARNER
BUILDING
THE DIRTY BIRD

Sign Permit Application

All applicable information **must** be provided.

City of Jackson Ordinance Chapter 21.5

RECEIVED MAR 14 2016

City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201
(517) 788-4012
www.cityofjackson.org

Authority: 1972 PA 230

I. Project Information

Job Location Address 140 W. Mich	Name of Business THE DIRTY BIRD
Cross Streets Mechanic and W. Mich	
Dept Use Only: Zoning? Approved ☐ Yes ☐ No; Letter Attached ☐ Yes ☐ No; ☐ Yes ☐ No Initials ___	**Dept Use Only: Variance** Approved ☐ Yes ☐ No; Letter Attached ☐ Yes ☐ No; ☐ Yes ☐ No Initials ___
Dept Use Only: HDC? Approved ☐ Yes ☐ No; Letter Attached ☐ Yes ☐ No; ☐ Yes ☐ No Initials ___	**Dept Use Only: Rev License** (See Section III.C. below) ☐ Yes ☐ No Initials ___

II. Person or Contractor Erecting The Sign

Name ADDISON AWNING	Address 3990 FRANCIS St		
City JACKSON	State MI	ZIP Code 49203	Telephone Number (include area code) 517-782-8473
E-mail Address			Cell Phone Number (include area code) N/A

III. Sign Information

A. Type of Sign - Permits required - check all that apply

1. ☑ Awning/Canopy/Marquee	7. ☐ Banner–Annual Fee	13. ☐ Business Group Sign (attach sign site plan)	19. ☐ Non-exempt Business Related Temporary Sales
2. ☐ Business Flag	8. ☐ Construction	14. ☐ Double-Faced	20. ☐ Electronic Message Center
3. ☐ Façade	9. ☐ Flashing	15. ☐ Freestanding	21. ☐ Grand Opening
4. ☐ Home Occupation	10. ☐ Illuminated	16. ☐ Mural	22. ☐ Non-Profit Event
5. ☐ Off-premises (attach replacement permit)	11. ☐ Projecting	17. ☐ Rolling Marquee	23. ☐ Sidewalk – Annual Fee
6. ☐ Special Event Signage	12. ☐ Subdivision Sign	18. ☐ Wall	24. ☐ Temporary Sign – Annual Fee

25. ☐ Other _____
Please specify

If sign is **Electronic Message Center**, provide detail of the timing rotation of text: _____

B. Exempt Signs – Exempt from permits - requires zoning approval

1. ☐ Bus Shelter	2. ☐ Business Related Temporary Sales	3. ☐ Directional/Information	4. ☐ For Sale/Garage Sale
5. ☐ Government	6. ☐ Identifying	7. ☐ Incidental	8. ☐ Nameplates
9. ☐ Non-profit Signage	10. ☐ Political	11. ☐ Real Estate	

C. Location(s)/Size(s) – if multiple signs, please attach the following information for every sign

Location of Sign on Building or Property (Provide detailed drawing and photos of sign(s) and location on attached graph paper)

Is sign in or over Public Right-of-Way? ☐ Yes ☐ No
If yes, submit an application for a Revocable License with this application.

Zoning District: C-3

Zoning Setbacks: Front: _____ Side: _____ Back: _____

Size: Height: _____ Width: _____ Depth: _____

D. Building and/or Electrical Permits may be required. These permits will not be issued until this sign permit is approved.

PS 160011

IV. Description/Scope of Project

Please provide further detail. (A Sign Site Plan Review Application must be submitted if this sign is part of a business group.)

V. Fee Chart -- enter the applicable number of items, multiply by the unit price for total fee for each item.

Cost of Sign: $4,200

Item	Total
$15.00 Application Fee **(non-refundable)**	$15.00
$10.00 for the first $1,000 of the cost of the sign	$10.00
$5.00 for each additional $1,000 of the cost of the sign	15.00
$ 110.00 Investigation Fee (beginning work without permit)	
TOTAL	40.00

Please make checks payable to "City of Jackson"

VI. A. Applicant ☐ Owner ☐ Agent ☐ Contractor

Applicant is responsible for the payment of all fees and charges associated with this application.

Name of Company LeMaster L.L.C	Address 849 P.O. Box		
Applicant Name Rick L LeMaster	City Mich Center	State Mi	Zip Code 49254
Telephone Number (include area code) 517-812-6808	E-mail Address LeMasterLLC@yahoo.com		

B. Applicant Certification

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable ordinances and laws of the City of Jackson and the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Signature of Applicant _____ ***Date*** 3-10-16

Provide a copy of general liability insurance. If Applicant is not the owner, provide written authorization from owner to submit this application.

* * * * * * * * * *

Staff Approval _____ **Date** 3-18-16

The City of Jackson will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities act, you may make your needs known to this agency.

Addison Awning

From: Kim <kim@addisonawning,com>
Sent: Thursday, April 07, 2016 1:14 PM
To: Addison Awining
Subject: Side view

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager

DATE: April 12, 2016

SUBJECT: **Approve a Revocable License for Awning and Sign for Junkyard Dog at 128 W. Michigan Avenue - LeMaster, LLC**

Recommendation:

Approve a Revocable License for LeMaster, LLC, for construction of an awning and sign over the sidewalk adjacent to Junkyard Dog at 128 W. Michigan Avenue, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

Attached is a report Jon Dowling, City Engineer requesting approval of a Revocable License for an awning and sign extending into the City's right-of-way.

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

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Jon H. Dowling, P.E., City Engineer

DATE: April 12, 2016

RECOMMENDATION: Approve a Revocable License for LeMaster, LLC, for construction of an awning and sign over the sidewalk adjacent to Junkyard Dog at 128 W. Michigan Avenue, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

SUMMARY

The City has received a Revocable License request from LeMaster LLC (Licensee) for construction of an awning which projects 2 feet over the sidewalk, and a sign that projects 4 feet over the sidewalk adjacent to Junkyard Dog at 128 W. Michigan Avenue.

BUDGETARY CONSIDERATIONS

The Licensee is responsible for all costs and insurance involving the awning and sign.

HISTORY, BACKGROUND and DISCUSSION

The Licensee has acquired the property at 128 W. Michigan Avenue and is renovating the building to become a restaurant named Junkyard Dog. As part of the aesthetics for the restaurant, the Licensee is requesting to have an awning and sign advertising the business which will extend out into the City's right-of-way.

DISCUSSION OF THE ISSUE

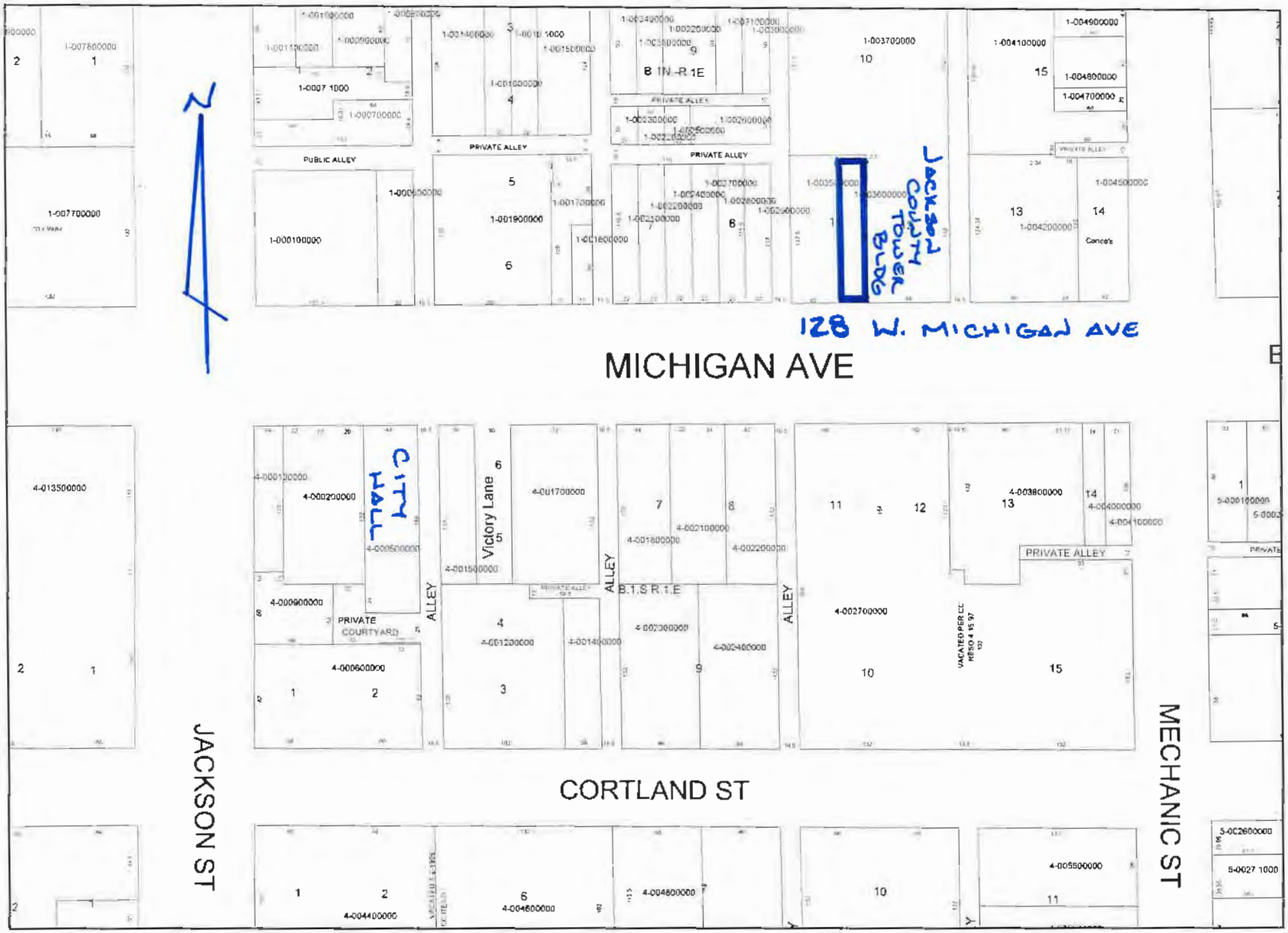
Construction would include an awning and sign as shown on the attached documents. This license may be revoked with a 30-day notice to the property owner.

POSITIONS

Engineering requests that the attached Revocable License be approved, and that the Mayor and City Treasurer Clerk be authorized to execute the Revocable License on behalf of the City. If you have any questions, please contact me.

ATTACHMENTS

t:\revocablelicenses\2016 revocable licenses\128 w. michigan ave lemasters\revocable lic to city council report.docx


MICHIGAN AVE
CORTLAND ST
JACKSON ST
MECHANIC ST
PUBLIC ALLEY
PRIVATE ALLEY
ALLEY
Victory Lane
PRIVATE COURTYARD
B.1.S R.1.E
B.1N.-R.1E
JACKSON COUNTY TOWER BLDG
128 W. MICHIGAN AVE
CITY HALL
Conco's
VACATED PER CC RESO 4 15 97

REVOCABLE LICENSE

THE CITY OF JACKSON, a Michigan municipal corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201, hereinafter called "Licensor", in consideration of the terms, conditions and covenants hereinafter set forth, does hereby grant to LeMaster L.L.C, a Michigan sole proprietorship/ partnership/corporation/limited liability company, with offices at P.O. Box 849 Mt Carter Mi, hereinafter called "Licensee", this REVOCABLE LICENSE, RIGHT and PRIVILEGE to construct and maintain upon the City's MICHIGAN AVE Street right-of-way adjacent to Licensee's property described on Attachment 1, commonly known as 128 W. MICHIGAN AVE, Jackson, Michigan, an overhanging sign/awning/canopy (hereinafter "sign"). The design, configuration and location of said sign is more precisely described upon EXHIBIT A, attached hereto and incorporated by reference, to be occupied and used by Licensee on the Licensor's Street right-of-way described above, on the terms, conditions, and covenants hereinafter mentioned.

As consideration for this License, Licensee agrees to the following terms, conditions and covenants:

1. Licensee shall pay Licensor the sum of Twenty Five Dollars ($25.00).

2. Licensee agrees that in the design, construction, installation and maintenance of the sign, and throughout the term of this License, it will comply with the restrictions set forth herein and with all statutes, rules, ordinances and regulations pertaining to said sign.

3. The design, configuration, location and specifications for installation of the sign shall be approved by the City of Jackson Chief Building Inspector in advance of installation of the sign, and, upon installation of the sign, it shall not be altered without the express written consent of the Chief Building Inspector.

4. Licensee agrees to keep the sign in good repair and condition at all times.

5. Licensee shall assume all liability for and protect, indemnify, and save Licensor, its officers, employees, agents and contractors, harmless from and against all actions, claims, demands, judgments, losses, expenses of suits or actions, and attorney fees for injury to or death of any person or persons and loss or damage to the property of any person or persons whomsoever, including the parties hereto, arising in connection with or as a direct or indirect result of Licensee's use of its sign or its exercise of this License, except Licensee shall not be required to indemnify Licensor for injury to persons or damage to property caused by the sole negligence of Licensor.

6. This License is granted subject to any lease, easement, license, or other interest in land heretofore granted or reserved, or which may be granted in the future by Licensor with respect to said Licensor's street right-of-way.

7. Licensee shall secure and maintain in force during the term of this License a policy of Comprehensive Commercial Liability Insurance, acceptable to Licensor, with a minimum general liability limit of $500,000.00 per occurrence. The policy shall be in the name of Licensee, and shall name the Licensor as additional insured, and shall describe the insured's premises, including the sign as herein above described. The insurer will not cancel this insurance, or change, restrict, or reduce the insurance provided, or change the name of the insureds, without first giving at least ten (10) days written notice to the City of Jackson, City Attorney, 161 West Michigan Avenue, Jackson, Michigan 49201, as evidenced by receipt of certified mail. Licensee shall provide evidence of the existence of such insurance to Licensor's City Attorney prior to Licensor's execution of this License.

8. Upon the sale, conveyance, lease or transfer of Licensee's property referenced above, this License shall become null and void and Licensee shall, at its sole cost and expense, fully remove the sign and all materials, improvements, structures, or appurtenances pertaining thereto.

9. This License may be revoked at any time, with or without cause, by Licensor, upon thirty (30) days written notice to the Licensee.

10. Licensee, upon revocation of this License, shall, at its sole cost and expense, fully remove the sign and all materials, improvements, structures, or appurtenances pertaining thereto within thirty (30) days of the date of mailing of a Notice of Revocation.

11. If Licensee fails to comply with a Notice of Revocation, Licensor shall take any and all action necessary to remove the sign, which shall be deemed to constitute a nuisance. Licensee shall be invoiced for all removal costs incurred by Licensor. If Licensee fails to satisfy the invoice within the time prescribed on the invoice, the Jackson City Council may cause such removal costs to be levied and assessed as a special assessment upon Licensee's property as provided by City Charter and the Jackson City Code of Ordinances, and/or Licensor may bring suit against Licensee to recover such costs.

12. All notices given pursuant to this License shall be considered mailed when placed in the United States mail, certified mail, return receipt requested, properly addressed to the parties at the addresses herein set forth, with postage thereon fully paid.

13. This Revocable License is a personal license, and shall not be assigned by Licensee.

The parties hereby have executed or caused this instrument to be executed by their duly authorized representatives, as of the _____ day of _____, 20___.

LICENSOR:
CITY OF JACKSON, a
Michigan municipal corporation

By_____
William C. Jors, Mayor

By_____
Andrew J. Wrozek Jr., City Clerk

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

Subscribed and sworn to before me, this _____ day of _____, 20____, by William C. Jors and Andrew J. Wrozek Jr., the Mayor and City Clerk of the City of Jackson, a Michigan municipal corporation, on behalf of the corporation.

_____
Notary Public
Jackson County, Michigan
My Comm. Exp.:_____

Acknowledged and Agreed

LICENSEE:

By_____
Rick L. LeMaster
Print or Type Name
Its:_____

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

Subscribed and sworn to before me this 23 day of March, 2016, by Rick L Lemaster, the Member of Lemaster LLC, on behalf of the sole proprietorship/ partnership/corporation/limited liability company.

_____
Notary Public
Jackson County, Michigan
My Comm. Exp.: 11/5/21

Drafted by:
Bethany Smith (P57913)
City Attorney
161 West Michigan Avenue
Jackson, Michigan 49201
(517) 788-4050
C:\REV.LIC - SIGN

When recorded return to:
City Attorney's Office
161 West Michigan Avenue
Jackson, Michigan 49201

JEFFREY KINNEY
Notary Public - Michigan
Jackson County
My Commission Expires Nov 5, 2021
Acting in the County of Jackson

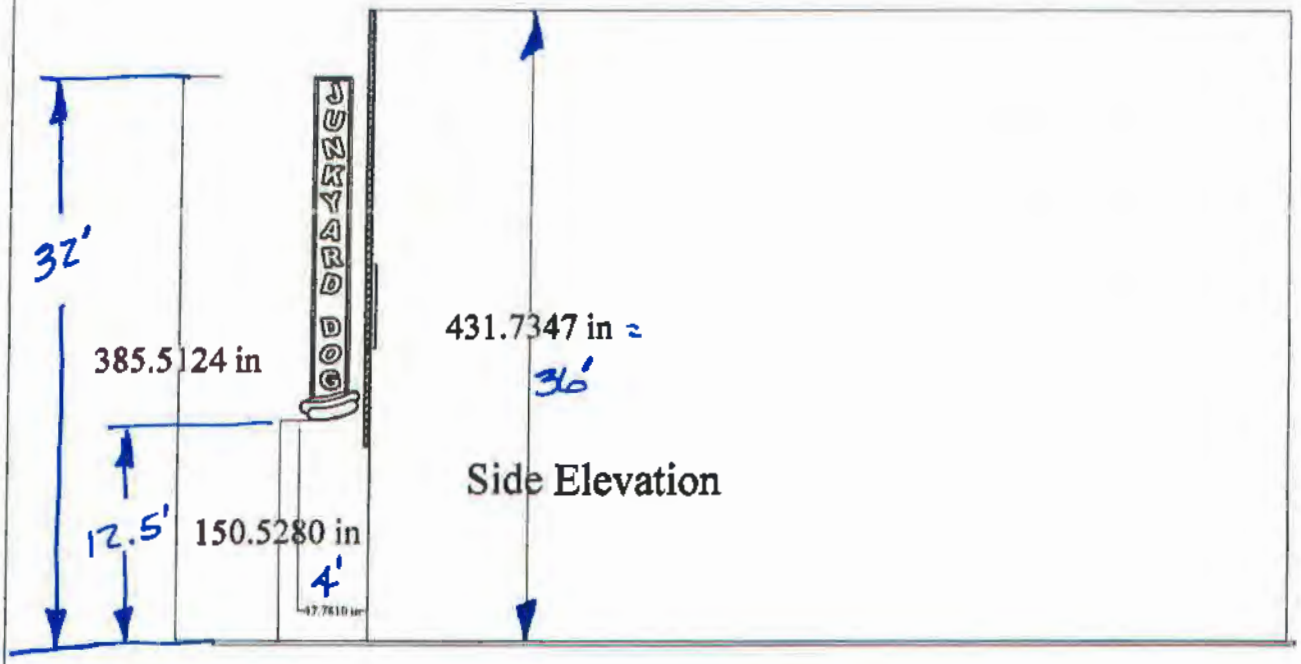
ATTACHMENT 1

Land situated in the City of Jackson, Jackson County and State of Michigan more particularly described as:

The west 24 feet of the east 26 feet of the south 120 feet of Lot 11, Block 1 North, Range 1 East of the Original Plat of the Village of Jacksonburg.

ADDISON AWNING & SIGN
Since 1895
3990 Francis Street ~ Jackson, Michigan 49203
(517) 782-8473 ~ FAX (517) 782-6170 ~ E-MAIL info@addisonawning.com

^^^



Aluminum construction with steel mounts

Customer: Junkyard Dog / Carrigan

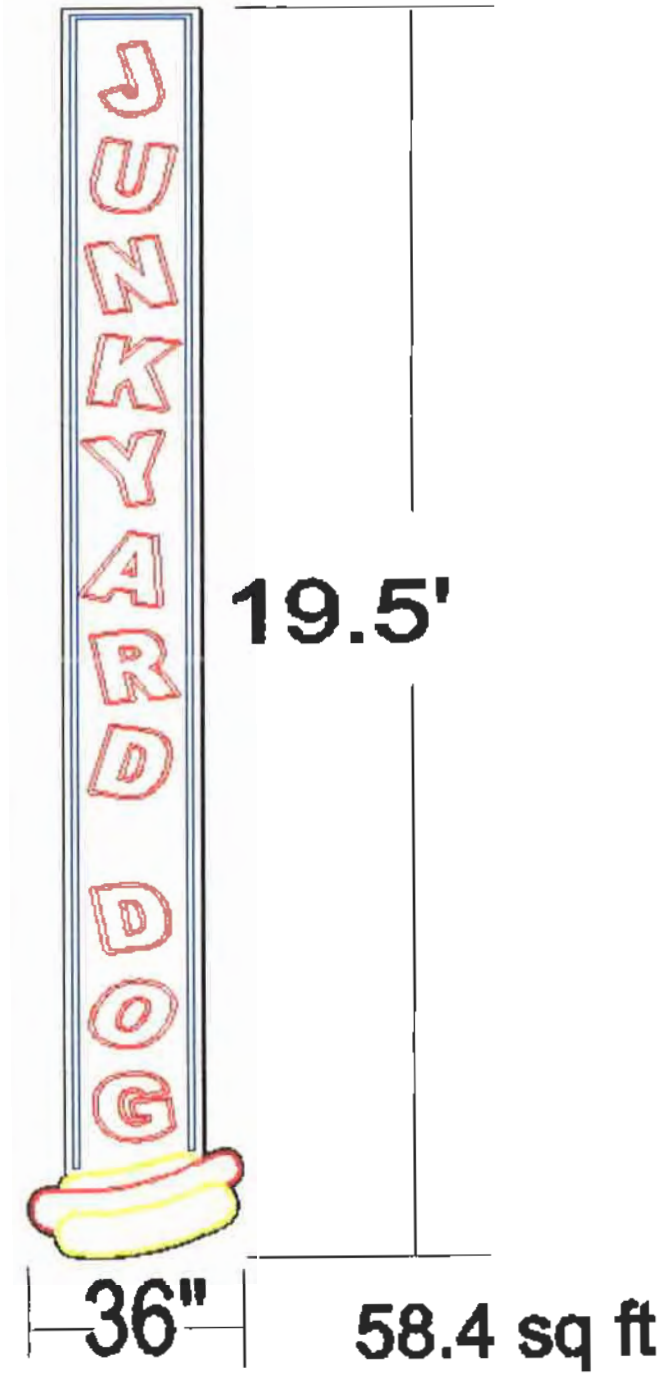
Model No.
Mount Type:
Scale: 1:125
Date:

ORIGINAL DESIGN DO NOT DUPLICATE

DUE TO THE PHYSICAL LIMITATIONS OF THE PAPER AND INK-BASED PRINTING PROCESS THIS CUSTOM ARTWORK IS NOT INTENDED TO PROVIDE AN EXCACT MATCH BETWEEN INK, VINYL, PAINT OR LED COLOR, ARTIST'S RENDITION OF BRICKWORK, MASONRY AND LANDSCAPING IS NOT INCLUDED IN THE PROPOSAL. ANY MEASUREMENTS SHOWN ARE APPROXIMATION

APPROVED AS SHOWN.
X_____ DATE_____

APPROVED WITH LISTED CHANGES
X_____ DATE_____


JUNKYARD DOG
19.5'
36"
58.4 sq ft

RECEIVED
FEB 23 2016

Sign Permit Application

All applicable information **must** be provided.

City of Jackson Ordinance Chapter 21.5

RECEIVED DEC 16 2015

City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201
(517) 788-4012
www.cityofjackson.org

Authority: 1972 PA 230

I. Project Information

Job Location Address: 128 W Michigan 130	Name of Business: The Junk Yard Dog
Cross Streets: Michigan and North Jackson	
Dept Use Only: Zoning? Approved ☐ Yes ☐ No — ☐ Yes ☐ No Initials ___ Letter Attached ☐ Yes ☐ No	**Dept Use Only: Variance** Approved ☐ Yes ☐ No — ☐ Yes ☐ No Initials ___ Letter Attached ☐ Yes ☐ No
Dept Use Only: HDC? Approved ☐ Yes ☐ No — ☐ Yes ☐ No Initials ___ Letter Attached ☐ Yes ☐ No	**Dept Use Only: Rev License** (See Section III.C. below) — ☐ Yes ☐ No Initials ___

II. Person or Contractor Erecting The Sign

Name: Michael Carrigan	Address: 10247 Churchill Rd		
City: River Jct	State: MI	ZIP Code: 49277	Telephone Number (include area code): [illegible]
E-mail Address:			Cell Phone Number (include area code): 517-795-3535

III. Sign Information

A. Type of Sign - Permits required - check all that apply

1. ☒ Awning/Canopy/Marquee	7. ☐ Banner–Annual Fee	13. ☐ Business Group Sign (attach sign site plan)	19. ☐ Non-exempt Business Related Temporary Sales
2. ☐ Business Flag	8. ☐ Construction	14. ☒ Double-Faced	20. ☐ Electronic Message Center
3. ☐ Façade	9. ☐ Flashing	15. ☐ Freestanding	21. ☐ Grand Opening
4. ☐ Home Occupation	10. ☒ Illuminated	16. ☐ Mural	22. ☐ Non-Profit Event
5. ☐ Off-premises (attach replacement permit)	11. ☐ Projecting	17. ☐ Rolling Marquee	23. ☐ Sidewalk – Annual Fee
6. ☐ Special Event Signage	12. ☐ Subdivision Sign	18. ☐ Wall	24. ☐ Temporary Sign – Annual Fee

25. ☐ Other _____ (Please specify)

If sign is **Electronic Message Center**, provide detail of the timing rotation of text: _____

B. Exempt Signs – Exempt from permits - requires zoning approval

1. ☐ Bus Shelter	2. ☐ Business Related Temporary Sales	3. ☐ Directional/Information	4. ☐ For Sale/Garage Sale
5. ☐ Government	6. ☐ Identifying	7. ☐ Incidental	8. ☐ Nameplates
9. ☐ Non-profit Signage	10. ☐ Political	11. ☐ Real Estate	

C. Location(s)/Size(s) – if multiple signs, please attach the following information for every sign

Location of Sign on Building or Property (Provide detailed drawing and photos of sign(s) and location on attached graph paper)

Front of Building

Is sign in or over Public Right-of-Way? ☒ Yes ☐ No

If yes, submit an application for a Revocable License with this application.

Zoning District: C-3

Zoning Setbacks: Front: _____ Side: _____ Back: _____

Size: Height: _____ Width: _____ Depth: _____

D. Building and/or Electrical Permits may be required. These permits will not be issued until this sign permit is approved.

IV. Description/Scope of Project

Please provide further detail. (A Sign Site Plan Review Application must be submitted if this sign is part of a business group.)

Install ~~49.1~~ 58.4 sq. ft. Neon Sign on the front of the bldg. for Junkyard Dog -

V. Fee Chart – enter the applicable number of items, multiply by the unit price for total fee for each item.

Cost of Sign: $10,000

Item	Total
$15.00 Application Fee **(non-refundable)**	$15.00
$10.00 for the first $1,000 of the cost of the sign	$10.00
$5.00 for each additional $1,000 of the cost of the sign	45.00
$ 110.00 Investigation Fee (beginning work without permit)	
TOTAL	70.00

Please make checks payable to "City of Jackson"

VI. A. Applicant ☐ Owner ☐ Agent ☐ Contractor

Applicant is responsible for the payment of all fees and charges associated with this application.

Name of Company	Address 128		
Applicant Name Michael Carrigan	City Jackson	State MI	Zip Code
Telephone Number (include area code)	E-mail Address		

B. Applicant Certification

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable ordinances and laws of the City of Jackson and the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Signature of Applicant Michael Carrigan ***Date*** 12/16/15

Provide a copy of general liability insurance. If Applicant is not the owner, provide written authorization from owner to submit this application.

* * * * * * * * * *

Staff Approval Jennifer L Marrs **Date** 3-23-16

The City of Jackson will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities act, you may make your needs known to this agency.

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager PHB

DATE: April 12, 2016

SUBJECT: Private Lot Mowing Contracts

Recommendation:

Award a contract for as-needed private lot mowing for the 2016 season to the three lowest responsible bidders: 1) Mohawk Refuse, 2) ABC Lawn and Snowplowing, 3) Greener Solutions Lawn and Landscape.

We recommend the establishment of three contracts so we can be prepared to address mowing and cleanup of private lots as necessary throughout the 2016 growing season.

Your consideration and concurrence is appreciated.

PHB/tsk

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Todd Knepper, Director of Public Works

DATE: April 12, 2016

RECOMMENDATION: Award a 2016 private lot mowing contracts to Mohawk Refuse, ABC Lawn and Snowplowing and Greener Solutions Lawn and Landscape.

SUMMARY

The City of Jackson issued requests for bids for the as-needed mowing of private lots throughout the City, in accordance with Noxious Weed Ordinance Section 26-75 and Section 26-77 and received six bids. It has been beneficial to award multiple contracts in an effort to keep up with the number of calls and complaints that come to us throughout the mowing season.

BUDGETARY CONSIDERATIONS

The three lowest bids out of the six total received for this mowing work are listed here, with the bid amounts based on historical and projected number of private lots encountered annually:

Mohawk Refuse, Jackson, Michigan = $36,805.00
ABC Lawn and Snowplowing, Jackson, Michigan = $37,370.00
Greener Solutions Lawn and Landscape, Jackson, Michigan = $37,531.00

This project is included in the annual budget, and all work performed is charged back to the property owner.

HISTORY, BACKGROUND and DISCUSSION

The City of Jackson has used multiple contractors for the last several years which assisted with maintaining the numerous calls and complaints regarding unkept private lots. It is recommended we continue to contract with multiple contractors so as not to fall behind in the upkeep around the City.

DISCUSSION OF THE ISSUE

This work is vital to maintaining the appearance of our neighborhoods by enforcing the noxious weed ordinance when necessary.

POSITIONS

I recommend the award of three private lot mowing contracts as described above.

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager PHB

DATE: April 12, 2016

SUBJECT: City-Owned and H4HH Lot Mowing Contracts

Recommendation:

Award the contract for City-owned and H4HH lot mowing for the 2016 season to the lowest responsible bidder, Alpha & Omega Construction.

Alpha & Omega Construction has performed mowing services for the City over the last three seasons, and has proven their ability to conduct the work in acceptable fashion.

Your consideration and concurrence is appreciated.

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Todd Knepper, Director of Public Works

DATE: April 12, 2016

RECOMMENDATION: Award the 2016 City-owned and H4HH lot mowing contracts to Alpha & Omega Construction, Jackson, Michigan.

SUMMARY

The City of Jackson issued requests for bids for the mowing of 178 City-owned lots and 205 H4HH lots throughout the City, and received six bids for each. Alpha & Omega Construction submitted the lowest responsible bid on both the city-owned and H4HH mowing projects, and has assured us they have the manpower and equipment to adequately perform the work on both sets of lots.

BUDGETARY CONSIDERATIONS

This mowing work is included in the annual budget, with the city-owned lots being charged to 101-455, Public Works Weed Control and H4HH maintenance funding.

HISTORY, BACKGROUND and DISCUSSION

For 2016, the City of Jackson has separated the city-owned and H4HH lots into separate mowing contracts, when they used to be mowed on an as needed basis, these lots will now be maintained on a regular 2-3 week schedule, or sooner if necessary. The contractor will have the entire list of addresses and will be tasked with maintaining the mowing schedule. If the number of lots changes over the course of the mowing season, lots can be added or subtracted accordingly.

DISCUSSION OF THE ISSUE

This work is vital to maintaining the appearance of our neighborhoods by enforcing the noxious weed ordinance on city-owned and H4HH lots.

POSITIONS

I recommend the award of the city-owned and H4HH lot mowing contracts to Alpha & Omega Construction.

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager PHB

DATE: April 12, 2016

SUBJECT: Acceptance of $250,000 Grant from the Weatherwax Foundation

---

Recommendation:

Accept a grant for $250,000 from the Weatherwax Foundation for the new Multi-Use Trail from Horton Road to New Leaf Park, and name said trail the "PAKA" Trail after the Weatherwax Foundation founders.

Attached is a memo from Kelli Hoover, Director of Parks, Recreation and Cemeteries, regarding the grant.

I recommend approval of the $250,000 grant for the new multi-use trail and naming the trail "PAKA" Trail after the Weatherwax Foundation founders. Your consideration and concurrence is appreciated.

PHB