



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

AGENDA – CITY COUNCIL MEETING

March 27, 2012

7:00 p.m.

1. **Call to Order.**
2. **Pledge of Allegiance** – Invocation by Daniel P. Greer, 3rd Ward City Councilmember.
3. **Roll Call.**
4. **Adoption of Agenda.**
5. **Citizen Comments. (3-Minute Limit)**
6. **Presentations/Proclamations.**
7. **Consent Calendar.**
 - A. Approval of the minutes of the regular City Council meeting of February 21, 2012.
 - *A1. Approval of the minutes of the regular City Council meeting of March 13, 2012.
 - B. Approval of the request from Orthopaedic Rehab Specialists to conduct their Annual Orthopaedic Rehab Run on City streets on Saturday, April 21, 2012, from 8:00 a.m. to 10:00 a.m. (Recommended approval has been received from Police, Fire, Parks & Recreation, Public Works and Engineering Departments, and the Downtown Development Authority. Insurance coverage has been approved.)
 - C. Approval of the request from the March of Dimes to conduct the March for Babies event at Ella Sharp Park on Sunday, April 29, 2012, from 1:00 p.m. to 4:00 p.m. (Recommended approval has been received from the Police, Fire, Parks & Recreation, Public Works, and Engineering Departments, and the Downtown Development Authority. Insurance coverage has been approved.)
 - D. Approval of the request from the National Day of Prayer Task Force of the New Covenant Living Church to conduct their annual Jackson National Day of Prayer event at Bucky Harris Park on Thursday, May 3, 2012, from 12:00 p.m., to 1:30 p.m. (Recommended approval has been received from Police, Fire, Parks & Recreation, Public Works and Engineering Departments, and the Downtown Development Authority. Insurance coverage has been approved.)
 - E. Approval of the request from the City Police Department to conduct their annual Police Memorial at Bucky Harris Park on Wednesday, May 9, 2012, from 12:00 p.m. to 1:00 p.m. (Recommended approval has been received from Police, Fire, Parks & Recreation, Public Works and Engineering Departments, and the Downtown Development Authority.)
 - F. Approval of the request from Cascades Humane Society to conduct Paws in the Park at Sparks Park “Cascades” on Saturday, May 12, 2012, from 10:00 a.m. to 1:00 p.m. (Recommended approval has been received from Police, Fire, Parks & Recreation, Public Works and Engineering Departments, and the Downtown Development Authority. Insurance coverage has been approved.)

- G. Approval of the request from Advance Packaging Corporation to conduct their Annual Advance Packaging AP5000 5K Run/Walk on City streets and bike lanes on Friday, May 18, 2012, from 7:00 p.m. to 8:30 p.m. (Recommended approval has been received from Police, Fire, Parks & Recreation, Public Works and Engineering Departments, and the Downtown Development Authority. Insurance coverage has been approved.)
- H. Approval of the request from Together We Can Make A Difference to conduct the annual Jackson County Prayer Walk on Sunday, May 20, 2012, from 11:00 a.m. through 5:00 p.m. on City streets. (Recommended approval has been received from Police, Fire, Parks & Recreation, Public Works and Engineering Departments, and the Downtown Development Authority. Insurance coverage has been approved.)
- I. Approval of the request from the Fitness Council of Jackson to conduct their Boy/Girl Quest Run on City streets and bike lanes on Saturday, June 2, 2012, from 8:00 a.m. to 11:00 a.m. (Recommended approval has been received from Police, Fire, Parks & Recreation, Public Works and Engineering Departments, and the Downtown Development Authority. Insurance coverage has been approved.)
- J. Approval of the request from the Jackson County Rose Festival, Inc., to conduct their 2012 Jackson County Rose Parade and Party in the Park at Ella Sharp Park and City streets on Sunday, June 3, 2012, from 1:00 p.m. to 6:00 p.m. (Recommended approval has been received from Police, Fire, Parks & Recreation, Public Works and Engineering Departments, and the Downtown Development Authority. Contingent upon receipt of proper insurance coverage.)
- *K. Item deleted.**
- *L. Item deleted.**
- M. Approval of the request from the American Cancer Society to conduct their 21st annual Relay for Life at Cascade Falls Park on Friday, August 3, 2012, at 6:00 p.m. through Saturday, August 4, 2012, at 6:00 p.m. (Recommended approval has been received from Police, Fire, Parks & Recreation, Public Works and Engineering Departments, and the Downtown Development Authority. Insurance coverage has been approved.)
- *N. Item deleted.**
- O. Approval of the request from the Grand River Environmental Action Team (GREAT) to conduct their Annual Grand River Cleanup at the Consumers Energy Amphitheater on Saturday, September 8, 2012, from 9:00 a.m. to 2:00 p.m. (Recommended approval has been received from Police, Fire, Parks & Recreation, Public Works and Engineering Departments, and the Downtown Development Authority. Contingent upon receipt of proper insurance coverage.)
- P. Approval of Traffic Control Order (TCO) No. 2106, to install a “Deaf Child Area” sign on Orange Street between Maguire and Blakely Streets, per citizen request.
- Q. Approval of Traffic Control Order (TCO) Nos. 2107, 2108, 2109, and 2110, establishing marked crosswalks on West Michigan Avenue and West Cortland Street.
- R. Receipt of the CDBG and HOME Financial Summaries through February 29, 2012.
- S. Receipt of the 2011 City of Jackson Annual Report.
- T. Establishment of April 10, 2012, at the City Council meeting as the time and place to hold a public hearing on the application for an Industrial Facilities Exemption Certificate files by Die-Namic Tool & Design, LLC, 147 Hobart Street, and referral to the Finance/Tax Policy Committee for recommendation.
- U. Establishment of April 10, 2012, at the City Council meeting as the time and place to hold a public hearing on the application for an Industrial Facilities Exemption Certificate filed by Alro Riverside, LLC, 2425 E. High Street, and referral to the Finance/Tax Policy Committee for recommendation.

8. **Committee Reports.**

- A. Receipt of the City Affairs/Rules & Personnel Committee report.

9. **Appointments.**

10. **Public Hearings.**
Recess as a City Council and convene as a Board of Review.
- A. Public hearing on Special Assessment Roll No. 4205, Delinquent Miscellaneous General Fund Accounts Receivable.
 - 1. Resolution confirming Roll No. 4205.
 - B. Public hearing on Special Assessment Roll No. 4206, Delinquent Miscellaneous Building Fund Accounts Receivable.
 - 1. Resolution confirming Roll No. 4206.
 - C. Public hearing on Special Assessment Roll No. 4207, Delinquent Miscellaneous CDBG Fund Accounts Receivable.
 - 1. Resolution confirming Roll No. 4207.
 - D. Public hearing on Special Assessment Roll No. 4208, Delinquent Miscellaneous Waste Water Fund Accounts Receivable.
 - 1. Resolution confirming Roll No. 4208.
 - E. Public hearing on Special Assessment Roll No. 4209, Delinquent Miscellaneous Water Fund Accounts Receivable.
 - 1. Resolution confirming Roll No. 4209.
 - F. Public hearing on Special Assessment Roll No. 4210, Delinquent Miscellaneous Public Works Fund Accounts Receivable.
 - 1. Resolution confirming Roll No. 4210.
- Adjourn as a Board of Review and Reconvene as City Council.**
- G. Public hearing to receive comment on the proposed amendments to Chapter 28 (Zoning), City Code, which consolidates and replaces Sec. 28-121 thru -129, nonconforming lots, structures, and uses of structures and land, with a new Sec. 28-121, and proposed amendments to Sec. 28-5, Sec. 28-71, and Sec. 28-79 to accommodate the new provisions.
 - 1. Consideration of an ordinance amending Chapter 28, City Code, to consolidate and replace Sec. 28-121 thru -125, and Sec. 28-127 thru -129 – nonconforming lots, structures and uses of structures and land – with a new Sec. 28-121, and proposed amendments to Sec. 28-5, Sec. 28-71 in order to accommodate the new provisions. (City Planning Commission and staff recommend approval.)
11. **Resolutions.**
- A. Consideration of a resolution ordering the construction and preparation of the special assessment roll for the Durand Street Construction Project. (Postponed at the March 13, 2012, City Council meeting.)
 - *B. Item moved to 12.B.1.**
12. **Ordinances.**
- A. Consideration of an ordinance amending Chapter 17, Article IX, City Code, defining graffiti offenses, providing for the removal of graffiti, and providing penalties for graffiti. (City Affairs/Rules & Personnel Committee recommends approval and final adoption.)
 - B. Final adoption of Ordinance No. 2012.4, adding Article VI – Foreclosed, Vacant and Abandoned Residential Property Registry to Chapter 14, City Code, to provide a registry of foreclosed, vacant, and abandoned residential properties in order to protect the health, safety and welfare of the citizens of the City of Jackson by preventing blight, protecting property values and neighborhood integrity, and ensuring maintenance of foreclosed, vacant, and abandoned residential properties.
 - *1.** Consideration of a resolution establishing fees for provisions of Foreclosed, Vacant, or Abandoned Residential Property Registry.
13. **Other Business.**
- A. Consideration of the request to approve a contract between the City and Harvest Energy Solutions, Jackson, to design and construct a 150 kW photovoltaic field at the Wastewater Treatment Plant at a cost of \$440,663.00, and authorization for the Mayor

and City Clerk to execute all appropriate contract document(s). (Postponed at the March 13, 2012, City Council meeting.)

- *B. Consideration of the request to approve Change Order No. 3 to the contract with Dore & Associates Contracting, Inc., in the increased amount of \$280,000.00 for the Former Consumers Energy Building Asbestos Abatement project, 212 W. Michigan Avenue, and authorization for the Mayor to execute the appropriate document(s), and for the City Attorney to make minor modifications as necessary.

14. **New Business.**

- A. Consideration of the request to purchase three (3) 2012 Chevrolet Equinox from Shaheen Chevrolet, Lansing, through the State of Michigan MiDEAL contract in the amount of \$56,625.00, total purchase price including the title fee, for use by Community Development Block Grant (CDBG) Code Enforcement Inspectors.
- B. Consideration of a request to approve the User Agreement between the City and the Jackson Downtown Development Authority for operation of the Farmer's Market, and authorization for the Mayor and City Clerk to sign same, and for the City Attorney to make minor modifications to the Agreement.
- C. Consideration of the request to authorize the Mayor, and City Clerk if necessary, to execute the renewal of the Request for Annual Delegation of School Inspection Authority to a Local Unit of Government Enforcing Agency for Jackson Public Schools.
- D. Consideration of a Semi-Annual Report on Performance – The Enterprise Group from July 1, 2011 to December 31, 2011, as required in the contract between the City and The Enterprise Group, Inc.

15. **City Councilmembers' Comments.**

16. **Manager's Comments.**

17. **Adjournment.**

***Items added, deleted or moved.**

JACKSON CITY COUNCIL MEETING

MINUTES

FEBRUARY 21, 2012

CALL TO ORDER.

The Jackson City Council met in regular session in City Hall and was called to order at 7:02 p.m. by Mayor Martin J. Griffin.

PLEDGE OF ALLEGIANCE – INVOCATION.

The Council joined in the pledge of allegiance. The invocation was given by Councilmember Dobies.

ROLL CALL.

Present: Mayor Martin J. Griffin and Councilmembers Carl L. Breeding, Kimberly Jaquish, Daniel P. Greer, Laura Dwyer Schlecte, Andrew R. Frounfelker and Derek J. Dobies—7. Absent: 0.

Also present: City Manager Larry Shaffer, City Attorney Julius A. Giglio, City Clerk Lynn Fessel, Police Chief Matt Heins, Deputy Fire Chief Dave Wooden, City Assessor David Taylor, City Engineer Jon Dowling, Deputy City Manager/Community Development Director Patrick Burtch and Carmen Ryan from the City Clerk's office.

AGENDA.

Motion was made by Councilmember Greer and seconded by Councilmember Jaquish to adopt the agenda. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

CITIZEN COMMENTS.

The following spoke about the final adoption of Ordinance No. 2012.3 – Non-Owner Occupied Residential Property Registry and Revisions to Chapter 14.

In opposition: Will Stoner, Dorothy Cramton, Karl Schelling, Dr. David Globig, Tom Hillard, Robert Sutherby, David Root, John Brennan, James Tylutki, Melissa Miller, John Chrisman and Tom Mijal.

Asking Council to postpone: Michael Wisniewski, Chris Rapert, Jim Tylutki, Herman Hill, James Cannon, Ben Latocki, David Warnsly and Mary Watson.

In support: Jon Hart, Rick Paschall, Lane Montgomery, Gerald Montgomery and Jay Cummings.

Robert Tulloch would like the Section regarding Abatement of Rent removed from the Ordinance. He also discussed the proposed fees and their disposition. Jay Horsfall asked the Council not to go to an extreme. Marilyn Guidinger asked for inclusions to the Ordinance for historic buildings.

Hakim Crampton spoke in support of Councilmember Breeding's request to name a City street after Dr. Martin Luther King, Jr. He also discussed the Jackson Youth Coalition, which was formed in December, and supports efforts to end violence in the City.

Crystal Stormes discussed safety issues she has had with landlords. She spoke in support of the Jackson Youth Coalition and naming a City street after Dr. Martin Luther King.

PRESENTATIONS/PROCLAMATIONS.

None.

CONSENT CALENDAR.

Councilmember Schlecte requested Items E, F, G and L be removed for separate consideration. Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to approve the following Consent Calendar, with Items E, F, G and L removed for separate consideration. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

Consent Calendar

- A. Approval of the minutes of the regular City Council meeting of February 7, 2012.
- B. Approval of the request to conduct the 25th annual Jackson Storyfest at 15-16 downtown Jackson sites to include churches, Jackson Symphony Orchestra, City Hall, and the County Building on Friday, May 4, and Saturday, May 5, 2012, from 9:00 a.m. to 1:00 p.m., and 7:30 p.m. to 10:00 p.m. (Recommended approval has been received from the Police, Fire, Parks, Engineering, and Public Works Departments, and the Downtown Development Authority. Proper insurance coverage has been received.)
- C. Approval of the request from the Grand River Environmental Action Team (GREAT) to conduct a Public Paddle on Sunday, June 17, 2012, from 11:00 a.m. through 5:00 p.m. at Lion's Park. (Recommended approval has been received from the Police, Fire, Parks, Engineering, and Public Works Departments, and the Downtown Development Authority. Contingent upon receipt of proper insurance coverage.)
- D. Approval of the purchase of well parts from Northern Pump and Well Company, Lansing, in the amount of \$37,086.32, and authorization for the City Engineer/Director of Public Works to execute the appropriate document(s), in concurrence with the Purchasing Agent.
- E. *Removed for separate consideration.*
- F. *Removed for separate consideration.*
- G. *Removed for separate consideration.*
- H. Approval of the award of the owner-occupied rehabilitation contract for 1415 Woodsum to Harrison Builders in the amount of \$24,305.00.

- I. Receipt of the City of Jackson's summary of revenue and expenditures for seven (7) months ended, January 31, 2012.
- J. Receipt of a Summons and Complaint filed in the Ingham County Circuit Court by Abelardo Morales vs. City of Jackson Community Development Department, and referral to the City Attorney for appropriate action.
- K. Receipt of the CDBG and HOME Financial Summaries through January 31, 2012.
- L. *Removed for separate consideration.*
- M. Receipt of the City Engineer's Report for street construction on Durand Street from the south end to Morrell Street, and establishment of March 13, 2012, at the City Council meeting as the time and place to hold a public hearing of necessity.

CONSENT CALENDAR ITEM E.

Approval of the bid award for the purchase of a truck hoist for the Department of Public Works from Allied, Inc., Ann Arbor, in the amount of \$61,665.00, and authorization for the Mayor and City Clerk to execute the appropriate document in concurrence with the recommendation of the Purchasing Agent and the City Engineer/Director of Public Works.

Motion was made by Councilmember Schlecte and seconded by Councilmember Jaquish to approve the bid award to Allied, Inc. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

CONSENT CALENDAR ITEM F.

Approval of the renewal of the Material Testing Contract with CTI & Associates in the amount of \$208,000.00, and authorization for the Mayor and City Clerk to execute the appropriate contract renewal documents.

Motion was made by Councilmember Schlecte and seconded by Councilmember Greer to approve the renewal of the Material Testing Contract with CTI & Associates. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

CONSENT CALENDAR ITEM G.

Approval of Final Change Order No. 1, to the contract with Concord Excavating and Grading, Inc., Concord, in the increased amount of \$50,562.45, for additional work not included in the original contract for the 2011 CDBG Local Street Repaving and Water Main Project – Loomis Street, and authorization for the City Manager and City Engineer/Director of Public Works to execute the appropriate document(s), in accordance with the recommendation of the City Engineer/Director of Public Works.

Motion was made by Councilmember Schlecte and seconded by Councilmember Greer to approve Final Change Order No. 1 to the contract with Concord Excavating and Grading, Inc. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding--1. Absent: 0.

CONSENT CALENDAR ITEM L.

Receipt of the Dangerous Building Report through January 31, 2012.

Motion was made by Councilmember Jaquish and seconded by Councilmember Dobies to receive the Dangerous Building Report through January 31, 2012. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

COMMITTEE REPORTS

None.

APPOINTMENTS.

- A. CONSIDERATION OF THE MAYOR'S RECOMMENDATION TO APPOINT M. TERESA GIBSON TO THE HUMAN RELATIONS COMMISSION FILLING A CURRENT VACANCY BEGINNING IMMEDIATELY, AND ENDING DECEMBER 31, 2012.**

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to confirm the appointment. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

PUBLIC HEARINGS.**RECESS AS A CITY COUNCIL AND CONVENE AS A BOARD OF REVIEW.**

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to recess as a City Council and convene as a Board of Review. The motion was adopted by unanimous voice vote.

- A. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4211 FOR METERLESS PARKING 2011-2012.**

Mayor Griffin opened the public hearing. Lynn Vermeulen, Vermeulen Furniture, asked if a decision has been made to go forward with the meterless parking system and asked how the assessments are determined. He explained the use of his parking spaces, asked why there is an increase in the assessments and asked that his assessment be re-examined. The Mayor closed the public hearing.

- 1. RESOLUTION CONFIRMING ROLL NO. 4211.**

Motion was made by Councilmember Schlecte and seconded by Councilmember Jaquish to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers, Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding--1. Absent: 0.

ADJOURN AS A BOARD OF REVIEW AND RECONVENE AS A CITY COUNCIL.

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adjourn as a Board of Review and reconvene as a City Council. The motion was adopted by unanimous voice vote.

RESOLUTIONS.

- A. CONSIDERATION OF A RESOLUTION AMENDING THE 2011-2012 BUDGET TO REFLECT THE RECEIPT OF THE MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS (MCOLES) GRANT, IN THE AMOUNT OF \$33,283.00.**

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

- B. CONSIDERATION OF A RESOLUTION APPROVING A REQUEST FROM WOOL E. BULLY'S INC., TRANSFERRING ALL STOCK IN 2010 CLASS C LICENSED BUSINESS WITH DANCE-ENTERTAINMENT PERMIT, LOCATED AT 300 W. NORTH, JACKSON, MI 49202, JACKSON COUNTY, WHEREIN RICKY L. LEMASTER TRANSFERS 60,000 SHARES OF STOCK TO NEW JOINT STOCKHOLDERS, TOMAS N. COBB AND TRACINA COBB.**

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

- C. CONSIDERATION OF A RESOLUTION AMENDING THE COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET FOR FISCAL YEAR 2009-2010 TO REALLOCATE FUNDS WITHIN PREVIOUSLY APPROVED STREET PROJECTS.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Dobies to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

- D. CONSIDERATION OF RESOLUTIONS ESTABLISHING MARCH 27, 2012, AT THE CITY COUNCIL MEETING AS THE TIME AND PLACE TO HOLD PUBLIC HEARINGS ON THE FOLLOWING SPECIAL ASSESSMENT ROLLS, AND DIRECTING THE CITY ASSESSOR TO PREPARE THE ROLLS, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY CLERK:**

- 1. SPECIAL ASSESSMENT ROLL NO. 4205 – DELINQUENT GENERAL FUND ACCOUNTS RECEIVABLE.**
- 2. SPECIAL ASSESSMENT ROLL NO. 4206 – DELINQUENT MISCELLANEOUS BUILDING DEPARTMENT FUND ACCOUNTS RECEIVABLE.**
- 3. SPECIAL ASSESSMENT ROLL NO. 4207 – DELINQUENT MISCELLANEOUS CDBG FUND ACCOUNTS RECEIVABLE.**
- 4. SPECIAL ASSESSMENT ROLL NO. 4208 – DELINQUENT MISCELLANEOUS WASTEWATER FUND ACCOUNTS RECEIVABLE.**
- 5. SPECIAL ASSESSMENT ROLL NO. 4209 – DELINQUENT MISCELLANEOUS WATER FUND ACCOUNTS RECEIVABLE.**
- 6. SPECIAL ASSESSMENT ROLL NO. 4210 – DELINQUENT MISCELLANEOUS PUBLIC WORKS FUND ACCOUNTS RECEIVABLE.**

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to adopt the resolutions. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

ORDINANCES.

- A. CONSIDERATION OF AN ORDINANCE AMENDING SECTION 2-509.2, CHAPTER 2, ARTICLE VI, CITY CODE, TO EXTEND FOR AN ADDITIONAL FOUR (4) YEARS THE TIME FOR AN ELIGIBLE CITY EMPLOYEE TO ELECT TO PARTICIPATE IN THE DEFERRED RETIREMENT OPTION PROGRAM (DROP).**

Motion was made by Mayor Griffin and seconded by Councilmember Greer to amend the ordinance to allow participants in the DROP to continue in the program for a maximum of four (4) years instead of three (3) years and to approve the ordinance and place it on the next regular Council meeting agenda for final adoption. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

- B. FINAL ADOPTION OF ORDINANCE NO. 2012.2, AMENDING CHAPTER 25, SECTION 25-30, ARTICLE II, CITY CODE, TO INCREASE THE PENALTIES FOR PARKING VIOLATIONS.**

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt Ordinance No. 2012.2. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding--1. Absent: 0.

- C. FINAL ADOPTION OF ORDINANCE NO. 2012.3, ADDING ARTICLE I – NON-OWNER OCCUPIED RESIDENTIAL PROPERTY REGISTRY TO CHAPTER 14 AND TO ELIMINATE OBSOLETE SECTIONS AND UPDATE SECTIONS OF CHAPTER 14 SO THAT THEY ARE IN HARMONY WITH CURRENT PLUMBING, BUILDING, MECHANICAL AND ELECTRICAL CODES.**
1. ITEM REVISED.

Motion was made by Councilmember Jaquish and seconded by Councilmember Schlecte to postpone final adoption until at least the March 13, 2012, City Council meeting.

Prior to Council voting, Deputy City Manager/Community Development Director Patrick Burtch discussed changes that were made to the ordinance after its approval on January 24, the Housing Code changes that were made so the City will be in compliance with State law, his meetings with landlords and real estate agents, and the proposed fees, which are based on the actual cost of providing inspections within a two-year cycle.

Motion was made by Councilmember Breeding to amend the motion to postpone any action until the first City Council meeting after 90 days. The motion died for lack of a second.

Motion was made by Mayor Griffin and seconded by Councilmember Frounfelker to call for the question. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

Councilmember Jaquish's motion FAILED adoption by the following vote. Yeas: Councilmembers Breeding, Jaquish and Schlecte—3. Nays: Mayor Griffin and Councilmembers Greer, Frounfelker and Dobies—4. Absent: 0.

Motion was made by Councilmember Frounfelker and seconded by Mayor Griffin to adopt Ordinance No. 2012.3.

Motion was made by Councilmember Schlecte and seconded by Councilmember Breeding to amend the motion to adopt the Ordinance with the following changes: Delete from Section 14.4 the wording that gives the City the ability to evict a tenant if the property is not registered. Place a maximum on late fees and penalties. Remove Section 14-18 in its entirety. Extend the cycle in Section 14-42.1 to a 3-year certificate of compliance, with no violations, extend it to 6 years. The motion FAILED adoption by the following vote. Yeas: Councilmembers Jaquish and Schlecte—2. Nays: Mayor Griffin and Councilmembers Breeding, Greer, Frounfelker and Dobies—5. Absent: 0.

The main motion was voted on and adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding—1. Absent: 0.

2. CONSIDERATION OF A RESOLUTION ESTABLISHING FEES ASSOCIATED WITH THE HOUSING CODE IN CHAPTER 14 OF THE CITY CODE OF ORDINANCES.

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the resolution.

Motion was made by Councilmember Schlecte to amend the motion by changing the fee in A-2 to have a cap of not-to-exceed \$200.00 and to match late fees charged by the State. The motion died for lack of a second.

The main motion was voted on and adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Breeding—1. Absent: 0.

OTHER BUSINESS.

A. CONSIDERATION OF THE FOLLOWING REQUEST REGARDING THE PRELIMINARY FUNDING ALLOCATIONS FOR THE 2012-2013 FISCAL YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT PARTNERSHIPS PROGRAM FUNDS AS DETERMINED BY CITY COUNCIL:

1. RECEIPT OF REPORT AND PRELIMINARY FUNDING RECOMMENDATION FROM COUNCILMEMBER FROUNFELKER ON BEHALF OF THE CITY COUNCIL, AND

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to receive the report. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

2. APPROVAL OF THE PRELIMINARY FUNDING RECOMMENDATION.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Dobies to approve the following 2012-2013 CDBG preliminary allocations:

PUBLIC SERVICES	
King Center – Summer Youth Program	\$ 40,000
ADMINISTRATION AND PLANNING	
Administration and Planning	\$ 215,000
OTHER PROJECTS	
Community Development – Code Enforcement	\$ 535,000
Community Development – Demolition	\$ 225,952
Community Development – Residential Rehab	\$ 145,000
City Attorney – Code Enforcement Legal Services	\$ 52,000
Dept. of Public Works – Handicap Curb Ramps	\$ 10,000
TOTAL CDBG 2012-2013 ALLOCATION	\$1,222,952

The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobies—6. Nays: Councilmember Jaquish—1. Absent: 0.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to approve the following 2012-2013 HOME preliminary allocations:

GENERAL PROJECTS	
Community Development Rehab Assistance	\$184,391
ADMINISTRATION	
Community Development Administration	\$ 25,500
CHDO RESERVE	
CAA Acquisition/Rehab/Resale	\$ 40,000
CHDO OPERATING EXPENSES	
Community Action Agency CHDO Operating	\$ 12,500
TOTAL HOME 2012-2013 ALLOCATION	\$262,391

The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Greer, Schlecte, Frounfelker and Dobies—5. Nays: Councilmembers Breeding and Jaquish—2. Absent: 0.

B. CONSIDERATION OF A REQUEST FROM FIRST WARD CITY COUNCILMEMBER CARL L. BREEDING TO NAME A CITY STREET AFTER DR. MARTIN LUTHER KING, JR., AND OF A MOTION TO REFER THE REQUEST TO THE CITY AFFAIRS/RULES & PERSONNEL COMMITTEE, THE HUMAN RELATIONS COMMISSION, AND OTHERS WITH DIRECTIONS TO

Motion was made by Councilmember Breeding and seconded by Councilmember Dobies to refer the request to the City Affairs/Rules & Personnel Committee, the Human Relations Commission, and others with directions to conduct hearings, to study, and to make recommendations to the City Council during a June 2012 City Council meeting. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies—7. Nays: 0. Absent: 0.

NEW BUSINESS.

Motion was made by Councilmember Greer and seconded by Councilmember Jaquish to receive the written notification from Councilmember Schlecte stating that she is a partner and broker for the company Thinking Real Estate, which has a listing contract and purchase agreement on properties owned and offered for sale by the City of Jackson. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Frounfelker and Dobies—6. Nays: 0. Abstain: Councilmember Schlecte—1. Absent: 0.

- A. CONSIDERATION OF THE REQUEST TO ACCEPT THE PURCHASE AGREEMENT TO SELL THE PROPERTY AT 1707 E. GANSON STREET FOR \$28,000.00, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE DEED; FOR THE DEPUTY CITY MANAGER, OR HIS DESIGNEE, TO SIGN ANY REQUIRED DOCUMENTS AT CLOSING, AND FOR THE CITY ATTORNEY TO MAKE MINOR MODIFICATIONS TO THE CLOSING DOCUMENTS AND TO TAKE ALL OTHER ACTION NECESSARY TO EFFECTUATE THE CLOSING.**
- B. CONSIDERATION OF THE REQUEST TO ACCEPT THE PURCHASE AGREEMENT TO SELL THE PROPERTY AT 509 W. FRANKLIN STREET FOR \$25,000.00, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE DEED; FOR THE DEPUTY CITY MANAGER, OR HIS DESIGNEE, TO SIGN ANY REQUIRED DOCUMENTS AT CLOSING, AND FOR THE CITY ATTORNEY TO MAKE MINOR MODIFICATIONS TO THE CLOSING DOCUMENTS AND TO TAKE ALL OTHER ACTION NECESSARY TO EFFECTUATE THE CLOSING.**

Motion was made by Councilmember Dobies and seconded by Councilmember Greer to postpone consideration of Items A and B above until the March 13, 2012, City Council meeting. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Frounfelker and Dobies—6. Nays: 0. Abstain: Councilmember Schlecte—1. Absent: 0.

CITY COUNCILMEMBERS' COMMENTS.

Councilmember Schlecte requested data on the Dangerous Building Report that will show foreclosures and out-of-the-area owners. She thanked City Engineer Dowling for allowing property owners to have their sidewalks and drive approaches repaired (at their cost) when their streets were reconstructed and hopes this can become a policy. She would like the City Affairs Committee to look at a policy on local preference and would like an update on the storm water fee litigation. She will be on JTV tomorrow to talk about tonight's meeting.

Mayor Griffin discussed placing a resolution on the next Council meeting agenda asking The Michigan Flyer to reconsider pulling out of Jackson.

Councilmember Greer announced the Michigan Municipal League Capital Conference on March 20 and 21 and encouraged the Mayor and Councilmembers to attend, especially the Regional Round Tables on March 20.

Councilmember Jaquish asked the City Manager to send a copy of the procedure the City will try to incorporate for people who have been evicted due to a condemnation to Councilmember Schlecte. City Manager Shaffer explained that he has developed a draft policy, which is ready to be executed. He will share this information, which will help to connect people who have been evicted with alternative housing, with the entire Council. She also inquired about the rezoning matter for First Street that was postponed.

Councilmember Dobies attended the Daddy/Daughter Dance and thanked Kelli Hoover for the invitation. He would like to see the City spread the word about this event and other positive things the City is doing.

Mayor Griffin praised Kelli Hoover and Suzanne Whitehead for a job well done and announced the March 10 and 11 Mother/Son Rock and Bowl event.

MANAGER'S COMMENTS.

None.

ADJOURNMENT.

No further business being presented, Mayor Griffin adjourned the meeting at 9:47 p.m.

Lynn Fessel
City Clerk

JACKSON CITY COUNCIL MEETING

MINUTES

MARCH 13, 2012

CALL TO ORDER.

The Jackson City Council met in regular session in City Hall and was called to order at 7:03 p.m. by Mayor Martin J. Griffin.

PLEDGE OF ALLEGIANCE – INVOCATION.

The Council joined in the pledge of allegiance. The invocation was given by Councilmember Jaquish.

ROLL CALL.

Present: Mayor Martin J. Griffin and Councilmembers Carl L. Breeding, Kimberly Jaquish, Daniel P. Greer, Laura Dwyer Schlecte, and Derek J. Dobies—6. Absent: Councilmember Andrew R. Frounfelker—1.

Also Present: City Manager Larry Shaffer, City Attorney Julius A. Giglio, City Engineer Jon Dowling, Assistant Fire Chief Dave Wooden, Police Chief Matt Heins, Deputy City Manager/Community Development Director Patrick Burtch, Carmen Ryan from the City Clerk's office, and Jason Yoakam from the City Assessor's office.

AGENDA.

Motion was made by Councilmember Greer and seconded by Councilmember Jaquish to adopt the agenda. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, and Dobies—6. Nays: 0. Absent: Councilmember Frounfelker—1.

CITIZEN COMMENTS.

Jerry Bougher asked the Council to put the money for the solar project into the sewer system or streets. He also suggested setting the money aside to redo the Wastewater Treatment Plant.

John Wilson stated that property owners of the city now pay a millage for Jackson Transportation Authority. He said property owners would be subsidizing bus service owned and operated by a private entity. He stated that supply and demand should be allowed to determine the future of the Michigan Flyer.

Jeff Mazur wants to be able to modify the Rental Registry. He stated good landlords would be charged the same rate as the poor landlords that take more time to be inspected. He stated he would be willing to sit on a panel to look at the costs that are being charged, and suggested that the inspections to be conducted be charged hourly.

Anthony Kiszka spoke in support of the Solar Project at the Wastewater Treatment Plant.

Cindy Eby owns an organic fruit farm. She spoke in opposition of the change of an ordinance that allowed her to have egg chickens needed to produce manure for her fruit farm. She stated she has to spend much more to get her manure now that the ordinance was changed. She said that enforcement of the old ordinance would have been more effective than changing it.

PRESENTATIONS/PROCLAMATIONS.

None.

CONSENT CALENDAR.

Councilmember Schlecte requested Items A and D be removed for separate consideration. Councilmember Breeding requested items E and F be removed for separate consideration. Motion was made by Councilmember Dobies and seconded by Councilmember Greer to approve the following Consent Calendar, with Items A, D, E, and F removed for separate consideration. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte and Dobies—6. Nays: 0. Absent: Councilmember Frounfelker—1.

Consent Calendar

- A. *Removed for separate consideration.*
- B. Approval of the request from the Council for Prevention of Child Abuse and Neglect (CPCAN) to conduct the Child Abuse Prevention Month Kick-Off at Governor Austin Blair Memorial Park on Monday, April 2, 2012, from 12:00 – 1:00 p.m. (Recommended approval received from the Police, Fire, Parks, Engineering, and Public Works Departments, and the Downtown Development Authority. A Hold Harmless Agreement has been reviewed and approved by the City Attorney.)
- C. Approval of the award of the 2012 Wastewater Treatment Plant Lawn Care Contract to Greener Solutions Lawn, Jackson, in the amount of \$12,250.00, and authorization for the Mayor and City Clerk to execute the contract on behalf of the City, in concurrence with the Purchasing Agent.
- D. *Removed for separate consideration.*
- E. *Removed for separate consideration.*
- F. *Removed for separate consideration.*
- G. Receipt of the Dangerous Building Report through February 29, 2012.
- H. Receipt of the 2012-2013 Community Development Block Grant (CDBG) and HOME Draft Action Plan and authorization of dissemination for the 30-day public comment period between March 20, and April 20, 2012.

CONSENT CALENDAR ITEM A.

Approval of the minutes of the regular City Council meeting of February 21, 2012.

Motion was made by Councilmember Breeding and seconded by Councilmember Dobies to approve the minutes of the February 21, 2012 regular City Council meeting at the March 27, 2012 regular City Council meeting. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte and Dobies—6. Nays: 0. Absent: Councilmember Frounfelker—1.

CONSENT CALENDAR ITEM D.

Approval of the award of the 2012 City Private Lots Mowing Contract (entire season) to Noel Lawn Services, Monroe, in the amount of \$30,125.00, and Greener Solutions, Jackson, (for half of properties in May and June) in the amount of \$31, 875.00, and authorization for the Mayor and City Clerk to execute the appropriate document(s), in accordance with the recommendation of the Purchasing Agent.

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to proceed with the contract as recommended. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte and Dobies—6. Nays: 0. Absent: Councilmember Frounfelker—1.

CONSENT CALENDAR ITEM E.

Approval of the award of the 2012 As Needed Surveying Consulting Services contract to Wade Trim, Taylor, Michigan in the amount of 62,880.00 and authorization for the Mayor and City Clerk to execute the appropriate document(s), in accordance with the recommendation of the Purchasing Agent.

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to award the 2012 As Needed Surveying Consulting Services to Wade Trim. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte and Dobies—6. Nays: 0. Absent: Councilmember Frounfelker—1.

CONSENT CALENDAR ITEM F.

Approval of the purchase of replacement radios from Tait North America, Inc., in the amount of \$38, 684.50, in compliance with Federal Communication Commission mandate, and authorization for City Engineer/Director of Public Works to sign the purchase order.

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to approve the purchase of replacement radios from Tait North America, Inc. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte and Dobies—6. Nays: 0. Absent: Councilmember Frounfelker—1.

COMMITTEE REPORTS.

A. RECEIPT OF THE FINANCE/TAX POLICY COMMITTEE REPORT OF FEBRUARY 21, 2012.

Motion was made by Councilmember Breeding and seconded by Councilmember Dobies to receive the Finance/Tax Policy Committee report. The motion was adopted by the

following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte and Dobies—6. Nays: 0. Absent: Councilmember Frounfelker—1.

APPOINTMENTS.

- A. APPROVAL OF THE MAYOR'S RECOMMENDATION TO REAPPOINT WENDY CLIFTON AND RICHARD SNEARY TO THE DOWNTOWN DEVELOPMENT AUTHORITY FOR A FOUR-YEAR TERM EACH, BEGINNING MARCH 30, 2012, AND ENDING MARCH 29, 2016.**

Motion was made by Councilmember Dobies and seconded by Councilmember Schlecte to approve the recommendation. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte and Dobies—6. Nays: 0. Absent: Councilmember Frounfelker—1.

- B. APPROVAL OF THE MAYOR'S RECOMMENDATION TO APPOINT CHARLES C. REISDORF TO THE ZONING BOARD OF APPEALS/SIGN BOARD OF APPEALS FILLING A CURRENT VACANCY BEGINNING IMMEDIATELY AND ENDING DECEMBER 31, 2014.**

Motion was made by Councilmember Dobies and seconded by Councilmember Greer to approve the recommendation. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte and Dobies—6. Nays: 0. Absent: Councilmember Frounfelker—1.

PUBLIC HEARINGS.

- A. PUBLIC HEARING OF NECESSITY FOR STREET CONSTRUCTION ON DURAND STREET FROM THE SOUTH END TO MORRELL STREET.**

Mayor Griffin opened the public hearing.

There were correspondences received from Virgil J. Hertzner, 1048 S. Durand Street, and Connie Mancini, 1051 S. Durand Street, to show their support for the project. There were also correspondences received from Veronica Desnoyer, 1030 S. Durand Street, and Rita A. McLaughlin, 1005 S. Durand Street, to speak in opposition of the project because of the damage incurred to the street by school buses.

John Downing, 1042 S. Durand Street, spoke in support of the project and thanked the Council and City Engineer. Jim Keersmaekers, 1116 S. Durand Street, spoke in opposition of the removal of all the curbs and narrowing the street. He opposed narrowing the street particularly because of the school bus traffic. John Wilson, 1045 S. Durand Street, spoke in support of the project and thanked Jon Dowling, Randy McMunn and Sandee Porter for presenting the proposal. Megan Keersmaekers, 1116 S. Durand Street, was concerned about narrowing the street and moving the curbs. She stated during the fireworks it would increase the congestion in that area. She wanted to know if we looked into grants to pay for the project. She felt parking should only be allowed on one side of the street if it is narrowed. The Mayor closed the public hearing.

1. RESOLUTION ORDERING THE CONSTRUCTION AND PREPARATION OF THE SPECIAL ASSESSMENT ROLL.

Motion was made by Councilmember Schlecte and seconded by Councilmember Greer to adopt the resolution by leaving the width of the street and also the curbs in place and go forward with the construction.

A new motion was made by Councilmember Breeding and seconded by Councilmember Jaquish to postpone the adoption of the resolution until the next regular City Council meeting. The motion was adopted by the following vote. Yeas: Mayor Griffin, Councilmembers Breeding, Jaquish, Greer, Schlecte and Dobies—6. Nays: 0. Absent: Councilmember Frounfelker—1.

B. PUBLIC HEARING ON THE REQUEST TO REZONE PROPERTY LOCATED AT 2005 FIRST STREET (PARCEL ID#3-32080000) FROM R-1 (ONE-FAMILY RESIDENTIAL) TO I-1 (LIGHT INDUSTRIAL).

Mayor Griffin opened the public hearing. No one spoke. Mayor Griffin closed the public hearing.

1. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 28, SECTION 28-32, CITY CODE, TO REZONE PROPERTY LOCATED AT 2005 FIRST STREET (PARCEL ID#3-32080000), FROM R-1 TO I-1. (CITY PLANNING COMMISSION RECOMMENDS DENIAL)

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to concur with the recommendation of the Planning Commission to deny the applicant's request to rezone the property. The motion was adopted by the following vote. Yeas: Mayor Griffin, Councilmembers Breeding, Jaquish, Greer, Schlecte and Dobies—6. Nays: 0. Absent: Councilmember Frounfelker—1.

RESOLUTIONS.

A. CONSIDERATION OF A RESOLUTION RECOGNIZING THE JACKSON COMMUNITY FOUNDATION AS A NONPROFIT ORGANIZATION OPERATING IN THE COMMUNITY.

Motion was made by Councilmember Breeding and seconded by Councilmember Dobies to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte and Dobies—6. Nays: 0. Absent: Councilmember Frounfelker—1.

B. CONSIDERATION OF A RESOLUTION GRANTING AMY CANTU PERMISSION TO OPERATE A MOBILE FOOD CART IN THE CITY'S CENTRAL BUSINESS DISTRICT.

Motion was made by Councilmember Breeding and seconded by Councilmember Jaquish to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte and Dobies—6. Nays: 0. Absent: Councilmember Frounfelker—1.

C. CONSIDERATION OF A RESOLUTION APPROVING FUNDS IN THE AMOUNT OF \$225,000.00 FOR THE PURPOSE OF DEMOLITION AND RELATED EXPENDITURES UNDER THE NEIGHBORHOOD ECONOMIC STABILIZATION INITIATIVE.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Greer, Schlecte and Dobies—4. Nays: Councilmembers Breeding and Jaquish—2. Absent: Councilmember Frounfelker—1.

D. CONSIDERATION OF A RESOLUTION ENDORSING AN APPLICATION BY THE JACKSON TRANSPORTATION AUTHORITY FOR FUNDING FROM THE FEDERAL TRANSIT ADMINISTRATION FOR REHABILITATION OF THE ADMINISTRATION/MAINTENANCE FACILITY.

Motion was made by Councilmember Greer and seconded by Councilmember Jaquish to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte and Dobies—5. Nays: Councilmember Breeding—1. Absent: Councilmember Frounfelker—1.

E. CONSIDERATION OF A RESOLUTION ENCOURAGING THE MICHIGAN FLYER TO REINSTATE FULL BUS SERVICE TO AND FROM THE CITY OF JACKSON, AND INSTRUCT THE CITY MANAGER, AND ENCOURAGES THE JACKSON TRANSPORTATION AUTHORITY TO COOPERATE AND NEGOTIATE THE CONDITIONS NEEDED TO ALLOW FOR FULL REINSTATEMENT OF THE MICHIGAN FLYER SERVICE IN JACKSON.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to adopt the resolution. Councilmember Greer withdrew his first motion and made a new motion to direct the City Manager to have discussion with the Michigan Flyer without the need for the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte and Dobies—6. Nays: 0. Absent: Councilmember Frounfelker—1.

ORDINANCES.

A. CONSIDERATION OF AN ORDINANCE ADDING SECTION 2-509.3, CHAPTER 2, ARTICLE VI, CITY CODE, TO CREATE A NEW DEFERRED RETIREMENT OPTION PROGRAM (DROP) COMMENCING JULY 1, 2012, AND EXPIRING JUNE 30, 2016.

Motion was made by Councilmember Greer to adopt the ordinance after further discussion he withdrew his motion. The motion was made by Councilmember Schlecte and seconded by Councilmember Jaquish to not approve the ordinance. The ordinance was not

adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Schlecte and Dobies—6. Nays: 0. Absent: Councilmember Frounfelker—1.

- B. CONSIDERATION OF AN ORDINANCE ADDING ARTICLE VI- FORECLOSED, VACANT AND ABANDONED RESIDENTIAL PROPERTY REGISTRY TO CHAPTER 14, CITY CODE, TO PROVIDE A REGISTRY OF FORECLOSED, VACANT, AND ABANDONED RESIDENTIAL PROPERTIES IN ORDER TO PROTECT THE HEALTH, SAFETY AND WELFARE OF THE CITIZENS OF THE CITY OF JACKSON BY PREVENTING BLIGHT, PROTECTING PROPERTY VALUES AND NEIGHBORHOOD INTEGRITY, AND ENSURING MAINTENANCE OF FORECLOSED, VACANT, AND ABANDONED RESIDENTIAL PROPERTIES.**

Motion was made by Councilmember Dobies and seconded by Councilmember Greer to approve the ordinance contingent upon Deputy City Manager/Community Development Director Patrick Burtch meeting with realtors specializing in foreclosures, and also by making himself available for fine-tuning the ordinance. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte and Dobies—5. Nays: Councilmember Breeding—1. Absent: Councilmember Frounfelker—1.

OTHER BUSINESS.

- A. CONSIDERATION OF THE REQUEST TO ACCEPT THE PURCHASE AGREEMENT TO SELL THE PROPERTY AT 1707 E. GANSON STREET FOR \$28,000.00, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE DEED; FOR THE DEPUTY CITY MANAGER, OR HIS DESIGNEE, TO SIGN ANY REQUIRED DOCUMENTS AT CLOSING, AND FOR THE CITY ATTORNEY TO MAKE MINOR MODIFICATIONS TO THE CLOSING DOCUMENTS AND TO TAKE ALL OTHER NECESSARY TO EFFECTUATE THE CLOSING. (POSTPONED AT THE FEBRUARY 21, 2012, CITY COUNCIL MEETING.)**

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to accept the purchase agreement. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer and Dobies—5. Nays: 0. Abstain: Councilmember Schlecte—1. Absent: Councilmember Frounfelker—1.

- B. CONSIDERATION OF THE REQUEST TO ACCEPT THE PURCHASE AGREEMENT TO SELL THE PROPERTY AT 509 W. FRANKLIN STREET FOR \$25,000.00, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE DEED; FOR THE DEPUTY CITY MANAGER, OR HIS DESIGNEE, TO SIGN ANY REQUIRED DOCUMENTS AT CLOSING, AND FOR THE CITY ATTORNEY TO MAKE MINOR MODIFICATIONS TO THE CLOSING DOCUMENTS AND TO TAKE ALL OTHER NECESSARY TO EFFECTUATE THE CLOSING. (POSTPONED AT THE FEBRUARY 21, 2012, CITY COUNCIL MEETING.)**

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to accept the purchase agreement. The motion was adopted by the following vote.

Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer and Dobies—5.
Nays: 0 Abstain: Councilmember Schlecte—1. Absent: Councilmember Frounfelker—1.

NEW BUSINESS.

- A. CONSIDERATION OF THE REQUEST TO AUTHORIZE THE MAYOR, AND CITY CLERK IF NECESSARY, TO EXECUTE ANY AND ALL DOCUMENTS RELATED TO ACCEPTING INSPECTION AUTHORITY FOR THE DIOCESE OF LANSING, QUEEN OF THE MIRACULOUS MEDAL SCHOOL.**

Motion was made by Councilmember Jaquish and seconded by Councilmember Greer to approve the request. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte and Dobies—6. Nays: 0. Absent: Councilmember Frounfelker—1.

- B. CONSIDERATION OF THE REQUEST TO APPROVE AUTHORIZATION OF A CONTRACT BETWEEN THE CITY AND HARVEST ENERGY SOLUTIONS, JACKSON, TO DESIGN AND CONSTRUCT A 150 kW PHOTOVOLTAIC FIELD AT THE WASTEWATER TREATMENT PLANT AT A COST OF \$500, 663.00, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE ALL APPROPRIATE CONTRACT DOCUMENT(S).**

Motion was made by Councilmember Dobies and seconded by Councilmember Jaquish to postpone the request until the next regular City Council meeting. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte and Dobies—6. Nays: 0. Absent: Councilmember Frounfelker—1.

CITY COUNCILMEMBERS' COMMENTS.

Councilmember Jaquish wanted to thank Frank Weathers for all the work he has done getting the people who were evicted because of housing code violations a place to stay.

Councilmember Breeding wanted someone to look into the organic farm (chicken manure). He also said inspecting by the hour peaked his curiosity.

Councilmember Schlecte would like to see some surveys go out to property owners that have had work done by either city employees, or contracted workers of the city in order to determine if they need to improve or if they are doing a good job. She also stated that she would be proposing some amendments to the Housing ordinance.

Councilmember Dobies wanted to congratulate Wendy Clifton, a resident of the Sixth Ward, for her appointment to the Downtown Development Authority. He also wanted to congratulate Charles Reisdorf, also a Sixth Ward resident, for his appointment to the Zoning Board of Appeals/Sign Board of Appeals. He also wanted to thank Jeff and Lori Grantham of Douglas Street, for purchasing three digital cameras to be used by the Jackson Fire Department to document fire scenes and other disasters, as well as for public education.

MANAGER'S COMMENTS.

City Manager Shaffer wanted to thank the City Council for postponing action on the Harvest Energy Project. He stated that it would give him another opportunity to gather information so that he could present it in such a way that the Council could approve it.

ADJOURNMENT.

No further business being presented, a motion was made by Councilmember Greer to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 8:25 p.m.

Carmen Ryan
City Clerk's Office

CITY COUNCIL MEETING
MARCH 27, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: Orthopaedic Rehab Run

MOTION Approval of the request from Orthopaedic Rehab Specialists to conduct their Annual Orthopaedic Rehab Run on City streets on Saturday, April 21st, 2012 from 8:00 a.m. to 10:00 a.m. Recommended approval has been received from the Police, Fire, Parks and Recreation, Public Works, and Engineering Departments, and the Downtown Development Authority. Insurance approval has been granted by the City Attorney. The event is expected to have an economic impact of \$600.00 on the mentioned City departments.

Department	Economic Impact
Downtown Development Authority	\$0.00
Police	\$200.00
Fire	\$0.00
Engineering	\$0.00
Parks and Recreation	\$0.00
Public Works	\$400.00

Total: \$600.00

att: Special Event Application: Orthopaedic Rehab Run
Route Maps
Departmental Approvals

JG/jt



CITY OF JACKSON
SPECIAL EVENT APPLICATION

City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Date Received By Clerk's Office: 3/8/12 Time: 9:45 am By: [Signature]

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

Sponsoring Organization's Legal Name: Orthopaedic Rehab Specialists

Organization Address: P.O. Box 791

Organization Agent: Ted Hilleary Title: Event coordinator

Phone: Work _____ Home 517.416.8989 During event 517.416.8989

Agent's Address: 4738 Pin Oak Trail, Jackson, 49201

Agent's E-Mail Address: theohilleary9@hotmail.com

Event Name: Orthopaedic Rehab Run

Please give a brief description of the proposed special event: Two downtown running/walking events. maps attached

Event Day(s) & Date(s): April 21, 2012 Event Time(s): 8⁰⁰ Am - 10⁰⁰ Am

Set-Up Date & Time: April 21, 2012, 8⁰⁰ Am Tear-Down Date & Time: April 21, 2012, 10⁰⁰ Am

Event Location: Downtown & residential Jackson & P & T Fitness

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 20

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

STREET CLOSURES: Start Date/ Time: April 21 7³⁰ Am through Date/ Time: April 21 9³⁰ Am

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

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

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

If yes, are liquor license and liquor liability insurance attached? YES NO
If yes, what time? _____ until _____



ENTERTAINMENT: Are there any entertainment features related to this event? YES **NO**
 If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

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

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? **YES** **NO** If yes, how many? 3
 As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
Police Dept assistance, rescue, street closures

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:
A Hatched

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
 A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy or I am requesting that City Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.
 All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.
 The approval of this special event may include additional requirements or limitations, based on the City's review of this application.
 Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.
 As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

3/6/2012
 Date

Sheod Hillary
 Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
 CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201

Jennifer Tucker

From: Jonathan Greene
Sent: Thursday, March 08, 2012 1:56 PM
To: Jennifer Tucker
Subject: RE: SEA - Orthopaedic Rehab Run

Approved , \$0

From: Jennifer Tucker
Sent: Thursday, March 08, 2012 1:54 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: SEA - Orthopaedic Rehab Run

Good afternoon,

Please see the attached SEA for the annual Orthopaedic Rehab Run event, scheduled for April 21st, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Orthopaedic Rehab Run

Department:

Recommended Approval:

Est. Economic Impact: \$

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: Kelli Hoover
Sent: Thursday, March 08, 2012 4:15 PM
To: Jennifer Tucker
Subject: RE: SEA - Orthopaedic Rehab Run

Great! Thank you! Brandon is now back working at the County if you want to take him off your mailing list? Thank you for the info. Kelli

-----Original Message-----

From: Jennifer Tucker
Sent: Thursday, March 08, 2012 1:54 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: SEA - Orthopaedic Rehab Run

Good afternoon,

Please see the attached SEA for the annual Orthopaedic Rehab Run event, scheduled for April 21st, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Orthopaedic Rehab Run

Department:

Recommended Approval:

Est. Economic Impact: \$

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: Bob Dietz
Sent: Friday, March 09, 2012 11:35 AM
To: Jennifer Tucker
Cc: SanDee Porter
Subject: RE: SEA - Orthopaedic Rehab Run

From: Jennifer Tucker
Sent: Friday, March 09, 2012 10:59 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: RE: SEA - Orthopaedic Rehab Run

Please see the updated map for this event attached here. I think this one will be easier to read, and darker. Please reply with your economic impact, concerns, and approval decision.

Thank you and have a great day!

Jen

From: Jennifer Tucker
Sent: Thursday, March 08, 2012 1:54 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: SEA - Orthopaedic Rehab Run

Good afternoon,

Please see the attached SEA for the annual Orthopaedic Rehab Run event, scheduled for April 21st, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Orthopaedic Rehab Run

Department: DPW - Engineering

Recommended Approval: yes

Est. Economic Impact: \$ n/a

Reason for Disapproval (if applicable):

Specific Requirements/Conditions: any markings on pavement showing route etc. shall be in temporary material, ie chalk.

Jen Tucker

Jackson Downtown Development Authority

Jennifer Tucker

From: David Wooden
Sent: Friday, March 09, 2012 1:47 PM
To: Jennifer Tucker
Subject: RE: SEA - Orthopaedic Rehab Run

Orthopaedic Rehab Run

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

David D. Wooden
Deputy Fire Chief
Jackson Fire Department
518 N Jackson St.
Jackson, MI. 49201
517-788-4150

From: Jennifer Tucker
Sent: Friday, March 09, 2012 10:59 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: RE: SEA - Orthopaedic Rehab Run

Please see the updated map for this event attached here. I think this one will be easier to read, and darker. Please reply with your economic impact, concerns, and approval decision.

Thank you and have a great day!
Jen

From: Jennifer Tucker
Sent: Thursday, March 08, 2012 1:54 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: SEA - Orthopaedic Rehab Run

Good afternoon,
Please see the attached SEA for the annual Orthopaedic Rehab Run event, scheduled for April 21st, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.
Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Orthopaedic Rehab Run

Jennifer Tucker

From: Elmer Hitt
Sent: Friday, March 09, 2012 2:52 PM
To: Jennifer Tucker
Subject: RE: SEA - Orthopaedic Rehab Run

See below.

*Lieutenant Elmer Hitt
Jackson Police Department
216 E. Washington Ave.
Jackson, MI 49201
517-768-8733
ehitt@cityofjackson.org*

From: Jennifer Tucker
Sent: Friday, March 09, 2012 10:59 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: RE: SEA - Orthopaedic Rehab Run

Please see the updated map for this event attached here. I think this one will be easier to read, and darker. Please reply with your economic impact, concerns, and approval decision.

Thank you and have a great day!

Jen

From: Jennifer Tucker
Sent: Thursday, March 08, 2012 1:54 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: SEA - Orthopaedic Rehab Run

Good afternoon,

Please see the attached SEA for the annual Orthopaedic Rehab Run event, scheduled for April 21st, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Orthopaedic Rehab Run
Department: Police
Recommended Approval: yes
Est. Economic Impact: \$ 200
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

Jen Tucker

Jennifer Tucker

From: SanDee Porter
Sent: Friday, March 16, 2012 12:44 PM
To: Jennifer Tucker
Subject: RE: SEA - Orthopaedic Rehab Run

From: Jennifer Tucker
Sent: Friday, March 09, 2012 10:59 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: RE: SEA - Orthopaedic Rehab Run

Please see the updated map for this event attached here. I think this one will be easier to read, and darker. Please reply with your economic impact, concerns, and approval decision.

Thank you and have a great day!

Jen

From: Jennifer Tucker
Sent: Thursday, March 08, 2012 1:54 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: SEA - Orthopaedic Rehab Run

Good afternoon,

Please see the attached SEA for the annual Orthopaedic Rehab Run event, scheduled for April 21st, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Orthopaedic Rehab Run

Department: Public Works – SanDee Porter

Recommended Approval: yes

Est. Economic Impact: \$ 400 ±

Reason for Disapproval (if applicable):

Specific Requirements/Conditions: one person to come in on overtime to handle street closures.

Jen Tucker

Jackson Downtown Development Authority



CITY COUNCIL MEETING
MARCH 27, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: March for Babies

MOTION Approval of the request from the March of Dimes to conduct the March for Babies event at Ella Sharp Park on Sunday, April 29th, 2012 from 1:00 p.m. to 4:00 p.m. Recommended approval has been received from the Police, Fire, Parks and Recreation, Public Works, and Engineering Departments, and the Downtown Development Authority. Insurance approval has been granted by the City Attorney. The event is expected to have an economic impact of \$300.00 on the mentioned City departments.

Department	Economic Impact
Downtown Development Authority	\$0.00
Police	\$300.00
Fire	\$0.00
Engineering	\$0.00
Parks and Recreation	\$0.00
Public Works	\$0.00

Total: \$300.00

att: Special Event Application: March for Babies
Route Map
Departmental Approvals

JG/jt

CITY OF JACKSON
SPECIAL EVENT APPLICATION

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

Date Received By DDA Office: 2/28/12 Time: 9am By: JT

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 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: March of Dimes Walk
Organization Address: 2450 Delhi Commerce Drive, Suite 11, Holt, MI 48842
Organization Agent Sharon March Title: _____
Phone: (work) (517) 699-4863⁴¹³ Phone: (home) _____ Phone: (during the event) (517) 743-0514
Agent's Address 2450 Delhi Commerce Drive, Suite 11, Holt, MI
Agent's E-Mail Address Smarch@marchofdimes.com
Event Name March of Dimes Walk

Please give a brief description of the proposed special event: Approximate (4) mile walk beginning and ending at Sharp Park Pool.

Event Day(s) & Date(s) Sunday, April 29, 2012
Event Time(s) 1:00pm Registration, Walk 2:00pm
Set-Up Date & Time 10:00am Tear-Down Date & Time 4-29-2012 4:30pm
Event Location Elle Sharp Park

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 10-14

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

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

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

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

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

CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
Downtown Development Authority
161 W. Michigan ~ Jackson, MI 49201 ~ (517) 768-6410

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? Local DJ Security as me only. 300-400

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO
If yes, how many? 3-4

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

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
See Attached Letter & map

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.
A \$25 Special Event Application fee must be submitted along with this Special event Application.
All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.
The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.
Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.
As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

2/27/2012
Date

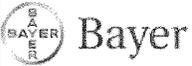
[Signature]
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201**

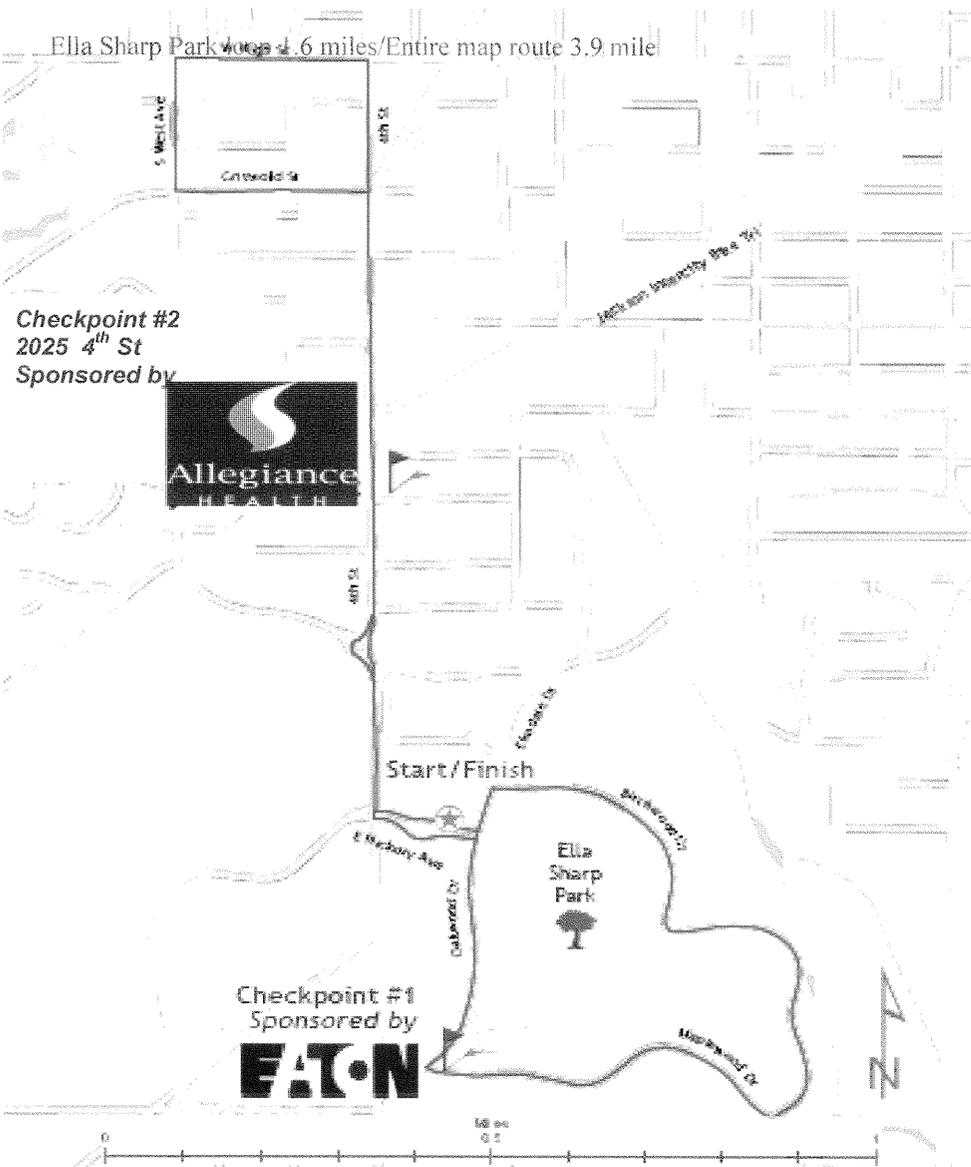
march of dimes[®]
march for babies[™]

Jackson
Sunday, April 29, 2012

our national sponsors



Ella Sharp Park loop 1.6 miles/Entire map route 3.9 mile



State Start Line Sponsor



Route Sponsor



Site Sponsor



Finish Line Sponsor



Check Point Sponsors



We couldn't make the Jackson March for Babies successful without the generous support of our national and local sponsors! We also couldn't make this happen without *you!* Thank you for helping us, help babies!

Jennifer Tucker

From: Bob Dietz
Sent: Friday, March 02, 2012 3:47 PM
To: Jennifer Tucker
Cc: SanDee Porter
Subject: RE: SEA - Walk for Babies

From: Jennifer Tucker
Sent: Friday, March 02, 2012 3:17 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - Walk for Babies

Good afternoon,

Please see the attached SEA for the March of Dimes' Walk for Babies event, scheduled for Sunday, April 29th, 2012. Please review the application, map, and letter of requests and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below. Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Walk for Babies

Department: DPW- Engineering

Recommended Approval: yes

Est. Economic Impact: \$ n/a

Reason for Disapproval (if applicable):

Specific Requirements/Conditions: any markings on pavement/sidewalk to indicate route shall be of temporary (ie chalk) material

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: Kelli Hoover
Sent: Monday, March 05, 2012 9:21 AM
To: Jennifer Tucker
Subject: RE: SEA - Walk for Babies

Follow Up Flag: Follow up
Flag Status: Flagged

Looks good

-----Original Message-----

From: Jennifer Tucker
Sent: Friday, March 02, 2012 3:17 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - Walk for Babies

Good afternoon,

Please see the attached SEA for the March of Dimes' Walk for Babies event, scheduled for Sunday, April 29th, 2012. Please review the application, map, and letter of requests and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Walk for Babies

Department:

Recommended Approval:

Est. Economic Impact: \$

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: Eric Terrian
Sent: Monday, March 05, 2012 12:47 PM
To: Kelli Hoover
Cc: Jennifer Tucker
Subject: RE: SEA - Walk for Babies

Follow Up Flag: Follow up
Flag Status: Flagged

We are all set at Ella Sharp Park. The Ella Sharp Park Board of Trustees has already approved this event and their is minimal cost to us.

Thank you,

Eric

From: Kelli Hoover
Sent: Mon 3/5/2012 9:20 AM
To: Eric Terrian
Subject: FW: SEA - Walk for Babies

fyi

-----Original Message-----

From: Jennifer Tucker
Sent: Friday, March 02, 2012 3:17 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - Walk for Babies

Good afternoon,

Please see the attached SEA for the March of Dimes' Walk for Babies event, scheduled for Sunday, April 29th, 2012. Please review the application, map, and letter of requests and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Walk for Babies

Department:

Recommended Approval:

Est. Economic Impact: \$

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority

Jennifer Tucker

From: Elmer Hitt
Sent: Monday, March 12, 2012 2:12 PM
To: Jennifer Tucker
Subject: RE: SEA - Walk for Babies

Categories: SEA

See below.

*Lieutenant Elmer Hitt
Jackson Police Department
216 E. Washington Ave.
Jackson, MI 49201
517-768-8733
ehitt@cityofjackson.org*

From: Jennifer Tucker
Sent: Friday, March 02, 2012 3:17 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - Walk for Babies

Good afternoon,

Please see the attached SEA for the March of Dimes' Walk for Babies event, scheduled for Sunday, April 29th, 2012. Please review the application, map, and letter of requests and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Walk for Babies

Department: Police Department

Recommended Approval: yes

Est. Economic Impact: \$ 300.00

Reason for Disapproval (if applicable): ✓

Specific Requirements/Conditions: ✓

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

Jennifer Tucker

From: Jonathan Greene
Sent: Tuesday, March 13, 2012 10:09 AM
To: Jennifer Tucker
Subject: RE: SEA - Walk for Babies

Approved \$0

From: Jennifer Tucker
Sent: Friday, March 02, 2012 3:17 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - Walk for Babies

Good afternoon,

Please see the attached SEA for the March of Dimes' Walk for Babies event, scheduled for Sunday, April 29th, 2012. Please review the application, map, and letter of requests and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Walk for Babies

Department:

Recommended Approval:

Est. Economic Impact: \$

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: SanDee Porter
Sent: Friday, March 16, 2012 12:28 PM
To: Jennifer Tucker
Subject: RE: SEA - Walk for Babies

From: Jennifer Tucker
Sent: Friday, March 02, 2012 3:17 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - Walk for Babies

Good afternoon,
Please see the attached SEA for the March of Dimes' Walk for Babies event, scheduled for Sunday, April 29th, 2012. Please review the application, map, and letter of requests and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.
Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Walk for Babies

Department: Public Works – SanDee Porter

Recommended Approval: yes

Est. Economic Impact: \$ 300±

Reason for Disapproval (if applicable):

Specific Requirements/Conditions: asking for large bandstand/trash cans – no street closures

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: David Wooden
Sent: Wednesday, March 21, 2012 8:24 AM
To: Jennifer Tucker
Subject: RE: SEA - Walk for Babies

Walk for Babies

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

David D. Wooden
Deputy Fire Chief
Jackson Fire Department
518 N Jackson St.
Jackson, MI. 49201
517-788-4150

From: Jennifer Tucker
Sent: Tuesday, March 20, 2012 3:49 PM
To: David Wooden
Cc: Ella Fitzpatrick
Subject: FW: SEA - Walk for Babies

From: Jennifer Tucker
Sent: Friday, March 02, 2012 3:17 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - Walk for Babies

Good afternoon,
Please see the attached SEA for the March of Dimes' Walk for Babies event, scheduled for Sunday, April 29th, 2012. Please review the application, map, and letter of requests and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.
Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Walk for Babies
Department:
Recommended Approval:
Est. Economic Impact: \$
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

CITY COUNCIL MEETING
MARCH 27, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: National Day of Prayer

MOTION Approval of the request from the National Day of Prayer Task Force of the New Covenant Living Church to conduct their annual Jackson National Day of Prayer event at Bucky Harris Park on Thursday, May 3, 2012 from 12:00 p.m. to 1:30 p.m. Recommended approval has been received from the Police, Fire, Parks and Recreation, Public Works, and Engineering Departments, and the Downtown Development Authority. Insurance approval has been granted by the City Attorney. The event is not expected to have an economic impact on the mentioned City departments.

Department	Economic Impact
Downtown Development Authority	\$0.00
Police	\$0.00
Fire	\$0.00
Engineering	\$0.00
Parks and Recreation	\$0.00
Public Works	\$0.00

Total: \$ 00.00

att: Special Event Application: National Day of Prayer
Departmental Approvals

JG/jt

PAID

**CITY OF JACKSON
SPECIAL EVENT APPLICATION**

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

Date Received By DDA Office: 2/29/12 Time: 10:30am By: JH

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 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: National Day of Prayer Task Force / New Covenant Living Church

Organization Address: P.O. Box 474 ; Jackson, MI 49204

Organization Agent David Phelps Title: Task Force Chair

Phone: (work) 517-414-1007 (cell) Phone: (home) 517-414-1007 Phone: (during the event) 517-414-1007

Agent's Address 8325 Lansing Avenue ; Jackson, MI 49201

Agent's E-Mail Address ~~XXXXXXXXXXXX@XXXXXX~~ dphelps@flc.org

Event Name Jackson National Day of Prayer observance

Please give a brief description of the proposed special event: An observance of the National Day of Prayer on May 3, 2012 at Noon. The service will include music, prayers and speakers; as well as a Military color guard. The service will last for 60-90 minutes. A canopy, chairs and PA system will be set up.

Event Day(s) & Date(s) Thursday, May 3, 2012

Event Time(s) Noon to 1:30 PM - ~~1:00~~

Set-Up Date & Time 9 AM on 5/3/12 Tear-Down Date & Time 3 PM on 5/3/12

Event Location Bucky Harris Park ; NW corner of Michigan Avenue and Jackson St.

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

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

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

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

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

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

If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

**CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
Downtown Development Authority
161 W. Michigan ~ Jackson, MI 49201 ~ (517) 768-6410**

ENTERTAINMENT: Are there any entertainment features related to this event? **YES** NO
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 100 to 200 attendees.

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

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

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

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.
A \$25 Special Event Application fee must be submitted along with this Special event Application.
All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.
The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.
Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.
As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

2/28/2012
Date


Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201**

Jennifer Tucker

From: Elmer Hitt
Sent: Friday, March 02, 2012 3:41 PM
To: Jennifer Tucker
Subject: RE: SEA - National Day of Prayer

See below.

*Lieutenant Elmer Hitt
Jackson Police Department
216 E. Washington Ave.
Jackson, MI 49201
517-768-8733
ehitt@cityofjackson.org*

From: Jennifer Tucker
Sent: Friday, March 02, 2012 3:14 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - National Day of Prayer

Good afternoon,

Please see the attached SEA for the National Day of Prayer event, scheduled for Thursday, May 7th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

National Day of Prayer

Department: Police

Recommended Approval: yes

Est. Economic Impact: \$ 0.00

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org
161 W. Michigan Avenue
Jackson, MI 49201
517.768.6410
jtucker@cityofjackson.org

Jennifer Tucker

From: Bob Dietz
Sent: Friday, March 02, 2012 3:44 PM
To: Jennifer Tucker
Cc: SanDee Porter
Subject: RE: SEA - National Day of Prayer

From: Jennifer Tucker
Sent: Friday, March 02, 2012 3:14 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - National Day of Prayer

Good afternoon,

Please see the attached SEA for the National Day of Prayer event, scheduled for Thursday, May 7th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

National Day of Prayer

Department: DPW- Engineering

Recommended Approval: yes

Est. Economic Impact: \$ n/a

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: Kelli Hoover
Sent: Monday, March 05, 2012 9:21 AM
To: Jennifer Tucker
Subject: RE: SEA - National Day of Prayer

Follow Up Flag: Follow up
Flag Status: Flagged

Great!

-----Original Message-----

From: Jennifer Tucker
Sent: Friday, March 02, 2012 3:14 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - National Day of Prayer

Good afternoon,

Please see the attached SEA for the National Day of Prayer event, scheduled for Thursday, May 7th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

National Day of Prayer
Department:
Recommended Approval:
Est. Economic Impact: \$
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: SanDee Porter
Sent: Friday, March 02, 2012 4:21 PM
To: Jennifer Tucker
Subject: RE: SEA - National Day of Prayer

Follow Up Flag: Follow up
Flag Status: Flagged

From: Jennifer Tucker
Sent: Friday, March 02, 2012 3:14 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - National Day of Prayer

Good afternoon,

Please see the attached SEA for the National Day of Prayer event, scheduled for Thursday, May 7th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

National Day of Prayer

Department: Public Works - SanDee Porter

Recommended Approval: yes

Est. Economic Impact: \$ 0

Reason for Disapproval (if applicable):

Specific Requirements/Conditions: Nothing requested from DPW – event sponsor expected to monitor and re responsible for removal and clean up of trash, garbage and debris.

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: Jonathan Greene
Sent: Tuesday, March 13, 2012 10:09 AM
To: Jennifer Tucker
Subject: RE: SEA - National Day of Prayer

Approved \$0

From: Jennifer Tucker
Sent: Friday, March 02, 2012 3:14 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - National Day of Prayer

Good afternoon,

Please see the attached SEA for the National Day of Prayer event, scheduled for Thursday, May 7th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

National Day of Prayer

Department:

Recommended Approval:

Est. Economic Impact: \$

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: David Wooden
Sent: Tuesday, March 13, 2012 12:23 PM
To: Jennifer Tucker
Subject: ALL Events!!

National Day of Prayer

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

Police Memorial

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

Paws in the Park

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

Jackson County Prayer Walk

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

David D. Wooden
Deputy Fire Chief
Jackson Fire Department
518 N Jackson St.
Jackson, MI. 49201
517-788-4150

From: Jennifer Tucker
Sent: Tuesday, March 13, 2012 11:33 AM
To: David Wooden
Subject: FW: SEA - National Day of Prayer

From: Jennifer Tucker
Sent: Friday, March 02, 2012 3:14 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli

CITY COUNCIL MEETING
MARCH 27, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: Police Memorial

MOTION Approval of the request from the City of Jackson Police Department to conduct their annual Police Memorial at Bucky Harris Park on Wednesday, May 9th, 2012 from 12:00 p.m. to 1:00 p.m. Recommended approval has been received from the Police, Fire, Parks and Recreation, Public Works, and Engineering Departments, and the Downtown Development Authority. The event is expected to have an economic impact of \$100.00 on the mentioned City departments.

Department	Economic Impact
Downtown Development Authority	\$0.00
Police	\$0.00
Fire	\$0.00
Engineering	\$0.00
Parks and Recreation	\$0.00
Public Works	\$100.00

Total: \$100.00

att: Special Event Application: Police Memorial
Departmental Approvals

JG/jt

CITY OF JACKSON
SPECIAL EVENT APPLICATION

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

Date Received By DDA Office: 2/21/12 Time: 10 am By: A

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 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: JACKSON POLICE DEPT

Organization Address: 216 E. WASHINGTON

Organization Agent CHRISTOPHER SIMPSON Title: LIEUTENANT

Phone: (work) 788-4100 Phone: (home) N/A Phone: (during the event) 206-39923

Agent's Address 216 E. WASHINGTON AVE

Agent's E-Mail Address CSIMPSON@CITYOFGACKSON.ORG

Event Name POLICE MEMORIAL

Please give a brief description of the proposed special event: RESPECTING FALLEN POLICE OFFICERS IN JACKSON COUNTY.

Event Day(s) & Date(s) WED MAY 9, 2012

Event Time(s) 12:00 - 1:00 PM

Set-Up Date & Time 8:00 AM Tear-Down Date & Time 2:00 PM

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? 15

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

STREET CLOSURES: Start Date/Time N/A through Date/Time: N/A

RESERVED PARKING: Are you requesting reserved parking? YES NO
If yes, list the number of street spaces, City lots or locations where parking is requested:
AROUND PARK - MICHIGAN AVE + N JACKSON

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

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 _____

**CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
Downtown Development Authority
161 W. Michigan ~ Jackson, MI 49201 ~ (517) 768-6410**

ENTERTAINMENT: Are there any entertainment features related to this event? **YES** **NO**
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? _____ 100

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

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

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

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)

_____ n/a _____

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

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

A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.

A \$25 Special Event Application fee must be submitted along with this Special event Application.

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

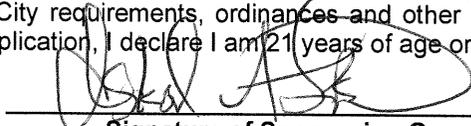
The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.

Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

2.17.12

Date



Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201**

Event Title: POLICE MEMORIAL

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the DDA, as soon as possible.

Approvals noted below by departments, indicate they have been made aware of the request and the responsibilities of their department have been met.

Police Dept. <u>AS/DS</u>	Recommend Approval: <input checked="" type="radio"/> YES <input type="radio"/> NO	Est. Economic Impact: \$ <u>0</u>
Fire Dept. _____	Recommend Approval: YES <input type="radio"/> NO <input type="radio"/>	Est. Economic Impact: \$ _____
Traffic Eng. _____	Recommend Approval: YES <input type="radio"/> NO <input type="radio"/>	Est. Economic Impact: \$ _____
Dept. Pub. Serv. _____	Recommend Approval: YES <input type="radio"/> NO <input type="radio"/>	Est. Economic Impact: \$ _____
DDA _____	Recommend Approval: YES <input type="radio"/> NO <input type="radio"/>	Est. Economic Impact: \$ _____

Have businesses been notified for street closures?: YES NO

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

Reason for disapproval: _____

Any special requirements/conditions: _____

Insurance/Indemnification Received: _____ Insurance Approved: _____ SEA Application Fee: _____

City Council Approved: _____ Denied: _____ Confirmed with Applicant: _____

Jennifer Tucker

From: Jonathan Greene
Sent: Wednesday, February 22, 2012 2:01 PM
To: Jennifer Tucker
Subject: RE: SEA - Police Memorial

Approved \$0

From: Jennifer Tucker
Sent: Wednesday, February 22, 2012 1:53 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - Police Memorial

Good afternoon,

Please see the attached SEA for the JPD's Police Memorial event, scheduled for May 9th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Police Memorial

Department:

Recommended Approval:

Est. Economic Impact: \$

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

No virus found in this message.

Checked by AVG - www.avg.com

Version: 10.0.1424 / Virus Database: 2113/4825 - Release Date: 02/22/12

Jennifer Tucker

From: Bob Dietz
Sent: Wednesday, February 22, 2012 2:05 PM
To: Jennifer Tucker
Cc: SanDee Porter
Subject: RE: SEA - Police Memorial

From: Jennifer Tucker
Sent: Wednesday, February 22, 2012 1:53 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - Police Memorial

Good afternoon,

Please see the attached SEA for the JPD's Police Memorial event, scheduled for May 9th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Police Memorial

Department: PDW-Engineering

Recommended Approval: yes

Est. Economic Impact: \$ n/a

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: Brandon Ransom <BRansom@co.jackson.mi.us>
Sent: Wednesday, February 22, 2012 4:32 PM
To: Jennifer Tucker
Cc: Kelli Hoover
Subject: RE: SEA - Police Memorial

Follow Up Flag: Follow up
Flag Status: Flagged

Brandon Ransom
Parks and Recreation

From: Jennifer Tucker [jtucker@cityofjackson.org]
Sent: Wednesday, February 22, 2012 1:52 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Jonathan Greene; Elmer Hitt; khoover; Ella Fitzpatrick
Subject: SEA - Police Memorial

Good afternoon,

Please see the attached SEA for the JPD's Police Memorial event, scheduled for May 9th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Police Memorial

Department: Parks and Recreation
Recommended Approval: Yes
Est. Economic Impact: \$0
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: SanDee Porter
Sent: Wednesday, February 29, 2012 11:16 AM
To: Jennifer Tucker
Subject: RE: SEA - Police Memorial

Follow Up Flag: Follow up
Flag Status: Flagged

Tripods and fliers preventing parking morning of event

From: Jennifer Tucker
Sent: Wednesday, February 22, 2012 1:53 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - Police Memorial

Good afternoon,

Please see the attached SEA for the JPD's Police Memorial event, scheduled for May 9th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Police Memorial

Department: Public Works – SanDee Porter

Recommended Approval: yes

Est. Economic Impact: \$ 100 +/-

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: David Wooden
Sent: Tuesday, March 13, 2012 12:23 PM
To: Jennifer Tucker
Subject: ALL Events!!

National Day of Prayer

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

Police Memorial

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

Paws in the Park

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

Jackson County Prayer Walk

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

David D. Wooden
Deputy Fire Chief
Jackson Fire Department
518 N Jackson St.
Jackson, MI. 49201
517-788-4150

From: Jennifer Tucker
Sent: Tuesday, March 13, 2012 11:33 AM
To: David Wooden
Subject: FW: SEA - National Day of Prayer

From: Jennifer Tucker
Sent: Friday, March 02, 2012 3:14 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli

CITY COUNCIL MEETING
MARCH 27, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: Paws in the Park

MOTION Approval of the request from Cascades Humane Society to conduct Paws in the Park at Sparks Park 'Cascades' on Saturday, May 12th, 2012 from 10:00 a.m. to 1:00 p.m. Recommended approval has been received from the Police, Fire, Parks and Recreation, Public Works, and Engineering Departments, and the Downtown Development Authority. Insurance approval has been granted by the City Attorney. The event is expected to have an economic impact of \$450.00 on the mentioned City departments.

Department	Economic Impact
Downtown Development Authority	\$0.00
Police	\$0.00
Fire	\$0.00
Engineering	\$0.00
Parks and Recreation	\$0.00
Public Works	\$450.00

Total: \$450.00

att: Special Event Application: Paws in the Park
Departmental Approvals

JG/jt

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

Date Received By DDA Office: 2/16/12 Time: 11 AM By: J

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 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Cascades Humane Society
Organization Address: 1515 Carmen Drive Jackson, MI 49202
Organization Agent Melissa Woodhurst Title: Director of Development
Phone: (work) 767-7387^{x29} Phone: (home) _____ Phone: (during the event) 262-2087
Agent's Address _____

Agent's E-Mail Address mwoodhurst@chspets.org

Event Name Paws in the Park

Please give a brief description of the proposed special event: Walk for the animals to raise money for CHS. Dog contests, games, family activities, FREE EVENT
Food vendors + Performances by Classic K-9 + State Police

Event Day(s) & Date(s) May 12, 2012

Event Time(s) 10am - 1pm

Set-Up Date & Time May 12th - 8AM Tear-Down Date & Time 1pm - May 12th

Event Location Sparks Park

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 2000-2006 + 2011

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

STREET CLOSURES: Start Date/Time 5/12 @ 8 AM through Date/Time: 5/12 @ 2 pm

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

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

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

If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
Downtown Development Authority
161 W. Michigan ~ Jackson, MI 49201 ~ (517) 768-6410

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 500+

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

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

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

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)

Close Randolph St. Day of event

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.

A \$25 Special Event Application fee must be submitted along with this Special event Application.

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

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

Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

February 16, 2012
Date

Melissa Woodhust
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201**

From: [Brandon Ransom](#)
To: [Jennifer Tucker](#)
Cc: [Kelli Hoover](#)
Subject: RE: SEA - Paws in the Park
Date: Thursday, February 16, 2012 3:01:35 PM
Attachments: [image001.png](#)

Brandon Ransom
Director

City of Jackson
Parks, Recreation and Grounds
161 W. Michigan Ave.
Jackson, MI 49201
517.788.4040

Jackson County Parks Department
1992 Warren Ave.
Jackson, MI 49203
517.788.4320

From: Jennifer Tucker [jtucker@cityofjackson.org]
Sent: Thursday, February 16, 2012 2:48 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden; khoover
Subject: SEA - Paws in the Park

Good afternoon,

Please see the attached SEA for the Cascades Humane Society Paws in the Park event, scheduled for May 12, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, that would be greatly appreciated.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Paws in the Park

Department:Parks

Recommended Approval:Yes

Est. Economic Impact: \$0

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



Jennifer Tucker

From: Jonathan Greene
Sent: Wednesday, February 22, 2012 1:34 PM
To: Jennifer Tucker
Subject: RE: SEA - Paws in the Park

Approved \$0

From: Jennifer Tucker
Sent: Thursday, February 16, 2012 2:48 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden; Kelli Hoover
Subject: SEA - Paws in the Park

Good afternoon,
Please see the attached SEA for the Cascades Humane Society Paws in the Park event, scheduled for May 12, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, that would be greatly appreciated.
Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Paws in the Park
Department:
Recommended Approval:
Est. Economic Impact: \$
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: Bob Dietz
Sent: Wednesday, February 22, 2012 1:16 PM
To: Jennifer Tucker
Cc: SanDee Porter
Subject: RE: SEA - Paws in the Park

From: Jennifer Tucker
Sent: Thursday, February 16, 2012 2:48 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden; Kelli Hoover
Subject: SEA - Paws in the Park

Good afternoon,

Please see the attached SEA for the Cascades Humane Society Paws in the Park event, scheduled for May 12, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, that would be greatly appreciated.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Paws in the Park

Department:DPW - Engineering

Recommended Approval: yes

Est. Economic Impact: \$ n/a

Reason for Disapproval (if applicable):

Specific Requirements/Conditions: Any markings on pavement shall be done in non-permanent marker i.e. chalk.

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: Elmer Hitt
Sent: Friday, February 17, 2012 10:15 AM
To: Jennifer Tucker
Subject: RE: SEA - Paws in the Park

Follow Up Flag: Follow up
Flag Status: Flagged

See below.

*Lieutenant Elmer Hitt
Jackson Police Department
216 E. Washington Ave.
Jackson, MI 49201
517-768-8733
ehitt@cityofjackson.org*

From: Jennifer Tucker
Sent: Thursday, February 16, 2012 2:48 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden; Kelli Hoover
Subject: SEA - Paws in the Park

Good afternoon,

Please see the attached SEA for the Cascades Humane Society Paws in the Park event, scheduled for May 12, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, that would be greatly appreciated.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Paws in the Park
Department: Police
Recommended Approval: yes
Est. Economic Impact: \$ 0.00
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jennifer Tucker

From: SanDee Porter
Sent: Wednesday, February 29, 2012 11:11 AM
To: Jennifer Tucker
Subject: RE: SEA - Paws in the Park

Follow Up Flag: Follow up
Flag Status: Flagged

Street closure requested – 8am shut down/1pm open

From: Jennifer Tucker
Sent: Thursday, February 16, 2012 2:48 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden; Kelli Hoover
Subject: SEA - Paws in the Park

Good afternoon,
Please see the attached SEA for the Cascades Humane Society Paws in the Park event, scheduled for May 12, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, that would be greatly appreciated.
Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Paws in the Park
Department: Public Works SanDee Porter
Recommended Approval: yes
Est. Economic Impact: \$ 450 +/-
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org
161 W. Michigan Avenue
Jackson, MI 49201
517.768.6410
jtucker@cityofjackson.org

Jennifer Tucker

From: David Wooden
Sent: Tuesday, March 13, 2012 12:23 PM
To: Jennifer Tucker
Subject: ALL Events!!

National Day of Prayer

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

Police Memorial

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

Paws in the Park

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

Jackson County Prayer Walk

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

David D. Wooden
Deputy Fire Chief
Jackson Fire Department
518 N Jackson St.
Jackson, MI. 49201
517-788-4150

From: Jennifer Tucker
Sent: Tuesday, March 13, 2012 11:33 AM
To: David Wooden
Subject: FW: SEA - National Day of Prayer

From: Jennifer Tucker
Sent: Friday, March 02, 2012 3:14 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli

CITY COUNCIL MEETING
MARCH 27, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: Advance Packaging AP5000 5K Run/Walk

MOTION Approval of the request from Advance Packaging Corporation to conduct their Annual Advance Packaging AP5000 5K Run/Walk on City streets and bike lanes on Friday, May 18th, 2012 from 7:00 p.m. to 8:30 p.m. Recommended approval has been received from the Police, Fire, Parks and Recreation, Public Works, and Engineering Departments, and the Downtown Development Authority. Insurance approval has been granted by the City Attorney. The event is expected to have an economic impact of \$530.00 on the mentioned City departments.

Department	Economic Impact
Downtown Development Authority	\$0.00
Police	\$280.00
Fire	\$0.00
Engineering	\$0.00
Parks and Recreation	\$0.00
Public Works	\$250.00

Total: \$ 530.00

att: Special Event Application: Advance Packaging AP5000 5K Run/Walk
Route Map
Departmental Approvals

JG/jt

**CITY OF JACKSON
SPECIAL EVENT APPLICATION**

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

Date Received By DDA Office: 3/12/12 Time: 9:40am By: JH

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 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: ADVANCE PACKAGING CORPORATION

Organization Address: 2400 E. HIGH ST. JACKSON MI 49203

Organization Agent DAVE KNICKERBOCKER Title: RACE DIRECTOR

Phone: (work) 517 788-9800 Phone: (home) 517 581-1663 Phone: (during the event) 517 581-1663

Agent's Address 2400 E. HIGH ST. JACKSON MI 49203

Agent's E-Mail Address dknick@advancepkg.com

Event Name ADVANCE PACKAGING AP 5000 5K RUN/WALK

Please give a brief description of the proposed special event: 19TH ANNUAL 5K RUN/WALK WITH PROCEEDS BENEFITTING JACKSON INTERFAITH SHELTER. EVENT IS PART OF CIT PAT RACE SERIES.

Event Day(s) & Date(s) FRIDAY MAY 18TH 2012

Event Time(s) RUN @ 7:00 PM WALK @ 7:03 PM

Set-Up Date & Time 5:00 PM 5/18/12 Tear-Down Date & Time 8:30 PM 5/18/12

Event Location 2400 E. HIGH ST. JACKSON MI 49203 MICOR INDUSTRIAL PARK

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 18 YRS

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

STREET CLOSURES: Start Date/Time 7:00 PM 5/18/12 through Date/Time: 8:00 PM 5/18/12

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

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

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

If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

**CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
Downtown Development Authority
161 W. Michigan ~ Jackson, MI 49201 ~ (517) 768-6410**

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 300 RUNNERS & WALKERS

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

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

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

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
1. POLICE ASSISTANCE WITH TRAFFIC CONTROL AT HIGH ST. & EXECUTIVE DR AND AT HIGH ST. & ELM ST.
2. TRAFFIC CONES FROM CITY ENGINEERING APPROX 75-90
3. PORTABLE BAND STAND

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.
A \$25 Special Event Application fee must be submitted along with this Special event Application.
All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.
The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.
Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.
As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

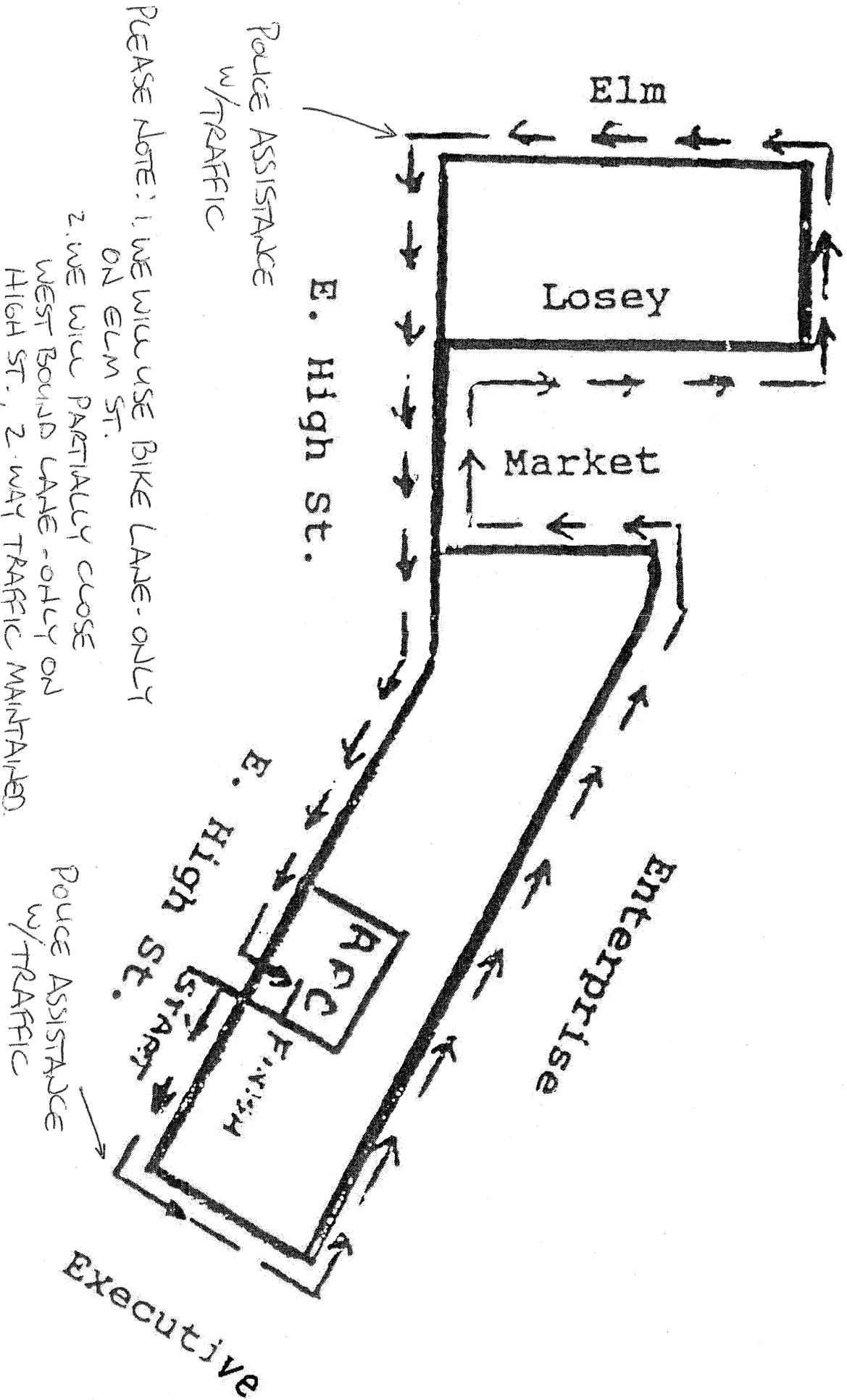
Date

[Signature]
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201**

APC 5000

Mitchell



Police ASSISTANCE
w/ TRAFFIC

E. High St.

Elm

Losey

Market

Enterprise

APC
FINISH

START

Executive

PLEASE NOTE: 1. WE WILL USE BIKE LANE - ONLY ON ELM ST.
2. WE WILL PARTIALLY CLOSE WEST BOUND LANE - ONLY ON HIGH ST., 2-WAY TRAFFIC MAINTAINED

Police ASSISTANCE
w/ TRAFFIC

Jennifer Tucker

From: Jonathan Greene
Sent: Monday, March 12, 2012 11:57 AM
To: Jennifer Tucker
Subject: RE: SEA - AP5000 Run and Walk

Categories: SEA

Approved \$0

From: Jennifer Tucker
Sent: Monday, March 12, 2012 11:46 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: SEA - AP5000 Run and Walk
Importance: High

Good morning,

Please see the attached SEA for the 19th annual Advance Packaging AP5000 5K Run/Walk, scheduled for Friday, May 18th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below. A map of the proposed route and street blocks is included.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

AP5000

Department:

Recommended Approval:

Est. Economic Impact: \$

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: Bob Dietz
Sent: Monday, March 12, 2012 1:06 PM
To: Jennifer Tucker
Subject: RE: SEA - AP5000 Run and Walk

Categories: SEA

From: Jennifer Tucker
Sent: Monday, March 12, 2012 11:46 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: SEA - AP5000 Run and Walk
Importance: High

Good morning,

Please see the attached SEA for the 19th annual Advance Packaging AP5000 5K Run/Walk, scheduled for Friday, May 18th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below. A map of the proposed route and street blocks is included.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

AP5000

Department: DPW - Engineering

Recommended Approval: yes

Est. Economic Impact: \$ n/a

Reason for Disapproval (if applicable):

Specific Requirements/Conditions: any markings on pavement showing route etc must be in temporary, ie chalk, material.

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: Elmer Hitt
Sent: Monday, March 12, 2012 2:07 PM
To: Jennifer Tucker
Subject: RE: SEA - AP5000 Run and Walk

Categories: SEA

See below.

*Lieutenant Elmer Hitt
Jackson Police Department
216 E. Washington Ave.
Jackson, MI 49201
517-768-8733
ehitt@cityofjackson.org*

From: Jennifer Tucker
Sent: Monday, March 12, 2012 11:46 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: SEA - AP5000 Run and Walk
Importance: High

Good morning,

Please see the attached SEA for the 19th annual Advance Packaging AP5000 5K Run/Walk, scheduled for Friday, May 18th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below. A map of the proposed route and street blocks is included.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

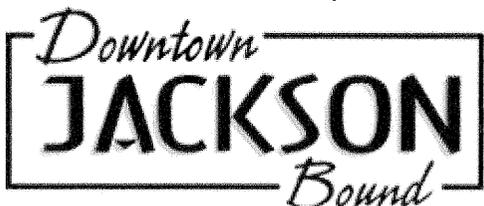
Please complete and reply to this email:

AP5000

Department: Police Department
Recommended Approval: yes
Est. Economic Impact: \$ 280
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jennifer Tucker

From: David Wooden
Sent: Monday, March 12, 2012 2:13 PM
To: Jennifer Tucker
Subject: RE: SEA - AP5000 Run and Walk

Categories: SEA

AP5000

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): none
Specific Requirements/Conditions: none

David D. Wooden
Deputy Fire Chief
Jackson Fire Department
518 N Jackson St.
Jackson, MI. 49201
517-788-4150

From: Jennifer Tucker
Sent: Monday, March 12, 2012 11:46 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: SEA - AP5000 Run and Walk
Importance: High

Good morning,

Please see the attached SEA for the 19th annual Advance Packaging AP5000 5K Run/Walk, scheduled for Friday, May 18th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below. A map of the proposed route and street blocks is included.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

Jennifer Tucker

From: Kelli Hoover
Sent: Monday, March 12, 2012 4:37 PM
To: Jennifer Tucker
Subject: Re: SEA - AP5000 Run and Walk

Categories: SEA

Looks good

Sent from my iPhone

On Mar 12, 2012, at 11:46 AM, "Jennifer Tucker" <jtucker@cityofjackson.org> wrote:

Good morning,

Please see the attached SEA for the 19th annual Advance Packaging AP5000 5K Run/Walk, scheduled for Friday, May 18th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below. A map of the proposed route and street blocks is included.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

AP5000

Department:

Recommended Approval:

Est. Economic Impact: \$

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority

<[image001.png](#)>

www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

<SEA - AP5000.pdf>

Jennifer Tucker

From: SanDee Porter
Sent: Friday, March 16, 2012 12:24 PM
To: Jennifer Tucker
Subject: RE: SEA - AP5000 Run and Walk

From: Jennifer Tucker
Sent: Monday, March 12, 2012 11:46 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: SEA - AP5000 Run and Walk
Importance: High

Good morning,

Please see the attached SEA for the 19th annual Advance Packaging AP5000 5K Run/Walk, scheduled for Friday, May 18th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below. A map of the proposed route and street blocks is included.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

AP5000

Department: Public Works – SanDee Porter

Recommended Approval: yes

Est. Economic Impact: \$ 250 ±

Reason for Disapproval (if applicable):

Specific Requirements/Conditions: asking for Bandstand and cones – will deliver and pickup on regular time

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

CITY COUNCIL MEETING
MARCH 27, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: Jackson County Prayer Walk

MOTION Approval of the request from Together We Can Make a Difference to conduct the annual Jackson County Prayer Walk on Sunday, May 20th 2012 from 11:00 am through 5:00 pm on City streets. Recommended approval has been received from Police, Fire, Parks, Department of Public Works and Engineering, and the Downtown Development Authority. Proper insurance coverage has been received and approved by the City Attorney. The event is not expected to have an economic impact on the mentioned City departments.

Department	Economic Impact
Downtown Development Authority	\$0.00
Jackson Police Department	\$0.00
Fire	\$0.00
Engineering	\$0.00
Parks / Forestry	\$0.00
Department of Public Works	\$0.00

Total: \$ 0.00

att: Special Event Application: Jackson County Prayer Walk
Departmental Approvals

JG/jt

CITY OF JACKSON
SPECIAL EVENT APPLICATION

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

Date Received By DDA Office: 2/6/12 Time: 8:10am By: JT

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 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Together We Can Make a Difference

Organization Address: 224 W. Wilkms St.

Organization Agent Wendy Wight Title: Director

Phone: (work) 517-740-8444 Phone: (home) 517 740-8444 Phone: (during the event) 517 740-8444

Agent's Address 3911 Kirby Rd, Jackson, MI 49201

Agent's E-Mail Address nope@togetherdifference.org

Event Name 2nd Annual Jackson County Prayer Walk

Please give a brief description of the proposed special event: We are dividing up the city map + assigning churches to walk each section - street by street + pray.

Event Day(s) & Date(s) 5-20-12

Event Time(s) 11-5pm

Set-Up Date & Time N-A Tear-Down Date & Time N-A

Event Location every street in our city

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO

How many years has this event occurred? 1 - last year was the 1st

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

STREET CLOSURES: Start Date/Time N-A through Date/Time: N-A

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

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

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

If yes, please attach liquor license and liquor liability insurance.

If yes, what time? N-A until N-A

**CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
Downtown Development Authority
161 W. Michigan ~ Jackson, MI 49201 ~ (517) 768-6410**

ENTERTAINMENT: Are there any entertainment features related to this event? YES **NO**
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 1,000 ?

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES **NO**
If yes, how many? 2-4

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

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
-None-

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.
A \$25 Special Event Application fee must be submitted along with this Special event Application.
All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.
The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.
Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.
As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

2-5-12
Date

Wendy Wright
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201**

From: [SanDee Porter](#)
To: [Jennifer Tucker](#)
Subject: RE: SEA - Jackson County Prayer Walk
Date: Tuesday, February 07, 2012 11:43:06 AM
Attachments: [image001.png](#)

Nothing requested for Public Works to address
SanDee Porter

From: Jennifer Tucker
Sent: Tuesday, February 07, 2012 11:38 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden
Subject: SEA - Jackson County Prayer Walk

Good morning,

Please see the attached SEA for the 2nd annual Jackson County Prayer Walk, scheduled for May 20th, 2012, from Together We Can Make a Difference. If you could please review the application and note any potential concerns as well as the economic impact to your department, that would be greatly appreciated. Please note their request to utilize City streets from 11-5 pm on the noted Saturday.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Jackson County Prayer Walk
Department: Public Works
Recommended Approval: yes
Est. Economic Impact: \$ 0
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

From: [Elmer Hitt](#)
To: [Jennifer Tucker](#)
Subject: RE: SEA - Jackson County Prayer Walk
Date: Tuesday, February 07, 2012 11:53:24 AM
Attachments: [image001.png](#)

No concerns. No economic impact.

*Lieutenant Elmer Hitt
Jackson Police Department
216 E. Washington Ave.
Jackson, MI 49201
517-768-8733
ehitt@cityofjackson.org*

From: Jennifer Tucker
Sent: Tuesday, February 07, 2012 11:38 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden
Subject: SEA - Jackson County Prayer Walk

Good morning,

Please see the attached SEA for the 2nd annual Jackson County Prayer Walk, scheduled for May 20th, 2012, from Together We Can Make a Difference. If you could please review the application and note any potential concerns as well as the economic impact to your department, that would be greatly appreciated. Please note their request to utilize City streets from 11-5 pm on the noted Saturday.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Jackson County Prayer Walk
Department:
Recommended Approval:
Est. Economic Impact: \$
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

Jen Tucker
Jackson Downtown Development Authority



From: [Brandon Ransom](#)
To: [Jennifer Tucker](#)
Cc: [Kelli Hoover](#)
Subject: RE: SEA - Jackson County Prayer Walk
Date: Wednesday, February 08, 2012 10:09:34 PM
Attachments: [image001.png](#)

Brandon Ransom
Director

City of Jackson
Parks, Recreation and Grounds
161 W. Michigan Ave.
Jackson, MI 49201
517.788.4040

Jackson County Parks Department
1992 Warren Ave.
Jackson, MI 49203
517.788.4320

From: Jennifer Tucker [jtucker@cityofjackson.org]
Sent: Tuesday, February 07, 2012 11:37 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden
Subject: SEA - Jackson County Prayer Walk

Good morning,

Please see the attached SEA for the 2nd annual Jackson County Prayer Walk, scheduled for May 20th, 2012, from Together We Can Make a Difference. If you could please review the application and note any potential concerns as well as the economic impact to your department, that would be greatly appreciated. Please note their request to utilize City streets from 11-5 pm on the noted Saturday.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Jackson County Prayer Walk

Department:Parks

Recommended Approval:Yes

Est. Economic Impact: \$0

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority

Jennifer Tucker

From: Bob Dietz
Sent: Friday, February 10, 2012 11:20 AM
To: Jennifer Tucker
Cc: SanDee Porter
Subject: FW: SEA - Jackson County Prayer Walk

Follow Up Flag: Follow up
Flag Status: Flagged

Hey Jen,
Something I just thought about. Depending on construction phasing some sidewalks may be out of service. I know that for sure the bridge on West Ave between Ganson and Wildwood will be demolished for reconstruction. I would think it best to advise organizers to do a last minute check of their assigned sections to be sure of safe passage.
Bob

From: Bob Dietz
Sent: Friday, February 10, 2012 11:05 AM
To: Jennifer Tucker
Cc: SanDee Porter
Subject: RE: SEA - Jackson County Prayer Walk

From: Jennifer Tucker
Sent: Tuesday, February 07, 2012 11:38 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden
Subject: SEA - Jackson County Prayer Walk

Good morning,
Please see the attached SEA for the 2nd annual Jackson County Prayer Walk, scheduled for May 20th, 2012, from Together We Can Make a Difference. If you could please review the application and note any potential concerns as well as the economic impact to your department, that would be greatly appreciated. Please note their request to utilize City streets from 11-5 pm on the noted Saturday.
Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Jackson County Prayer Walk

Department:DPW-Engineering

Recommended Approval:yes

Est. Economic Impact: \$n/a

Reason for Disapproval (if applicable):

Specific Requirements/Conditions: Any markings on sidewalk/street must be in material that is not permanent, ie chalk.

Jennifer Tucker

From: Jonathan Greene
Sent: Tuesday, February 14, 2012 4:44 PM
To: Jennifer Tucker
Subject: RE: SEA - Jackson County Prayer Walk

Approved \$0

From: Jennifer Tucker
Sent: Tuesday, February 07, 2012 11:38 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden
Subject: SEA - Jackson County Prayer Walk

Good morning,

Please see the attached SEA for the 2nd annual Jackson County Prayer Walk, scheduled for May 20th, 2012, from Together We Can Make a Difference. If you could please review the application and note any potential concerns as well as the economic impact to your department, that would be greatly appreciated. Please note their request to utilize City streets from 11-5 pm on the noted Saturday.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Jackson County Prayer Walk

Department:

Recommended Approval:

Est. Economic Impact: \$

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: David Wooden
Sent: Tuesday, March 13, 2012 12:23 PM
To: Jennifer Tucker
Subject: ALL Events!!

National Day of Prayer

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

Police Memorial

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

Paws in the Park

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

Jackson County Prayer Walk

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

David D. Wooden
Deputy Fire Chief
Jackson Fire Department
518 N Jackson St.
Jackson, MI. 49201
517-788-4150

From: Jennifer Tucker
Sent: Tuesday, March 13, 2012 11:33 AM
To: David Wooden
Subject: FW: SEA - National Day of Prayer

From: Jennifer Tucker
Sent: Friday, March 02, 2012 3:14 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli

CITY COUNCIL MEETING
MARCH 27, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: Boy/Girl Quest Run

MOTION Approval of the request from the Fitness Council of Jackson to conduct their Boy/Girl Quest Run on City streets and bike lanes on Saturday, June 2nd, 2012 from 8:00 a.m. to 11:00 a.m. Recommended approval has been received from the Police, Fire, Parks and Recreation, Public Works, and Engineering Departments, and the Downtown Development Authority. Insurance approval has been granted by the City Attorney. The event is expected to have an economic impact of \$200.00 on the mentioned City departments.

Department	Economic Impact
Downtown Development Authority	\$0.00
Police	\$200.00
Fire	\$0.00
Engineering	\$0.00
Parks and Recreation	\$0.00
Public Works	\$0.00

Total: \$200.00

att: Special Event Application: Boy/Girl Quest Run
Route Map
Departmental Approvals

JG/jt

**CITY OF JACKSON
SPECIAL EVENT APPLICATION**

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

Date Received By DDA Office: 3/12/12 Time: 3:30 By: JX

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 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Fitness Council of Jackson
Organization Address: 225 N. Jackson St.
Organization Agent: Keila Kilgore Title: Program Coordinator
Phone: (work) 517.990.9798 Phone: (home): 517-315-1367
Phone: (during the event) 517-315-1367

Agent's Address: 225 N. Jackson St.
Agent's E-Mail Address: keila@fitnesscouncil.org

Event Name: Boy/Girl Quest Run

Please give a brief description of the proposed special event:
This is the culminating run for the Boy Quest and Girl Quest spring program. An estimated 150 participating youth and their families will attend the event. The 5k course is described in the attached map. We will provide volunteers to marshal the course and direct participants. Parking and facilities will be provided at Parkside Middle School. We are particularly seeking assistance managing traffic on West Ave.

Event Day(s) & Date(s): Saturday, June 2
Event Time(s): 8:00am - 11am
Set-Up Date & Time: 6/2/12 at 7am Tear-Down Date & Time: 6/2/12 at 11am

Event Location:

Run starts and ends at Parkside Middle School. The run uses routes including West Avenue and nearby streets (see attached map for full description)

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

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

STREET CLOSURES: Start Date/Time: 6/2/12 8:15am through Date/Time: 6/2/12 10am

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

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

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

If yes, 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.

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

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? **YES** **NO**
If yes, how many? **Restrooms provides at the school**
As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.) **Police assistance with closing/managing traffic along the run/walk route.**
INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

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

A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.

A \$25 Special Event Application fee must be submitted along with this Special event Application.

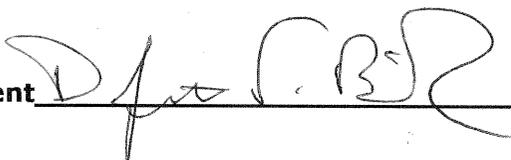
All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.

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

Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

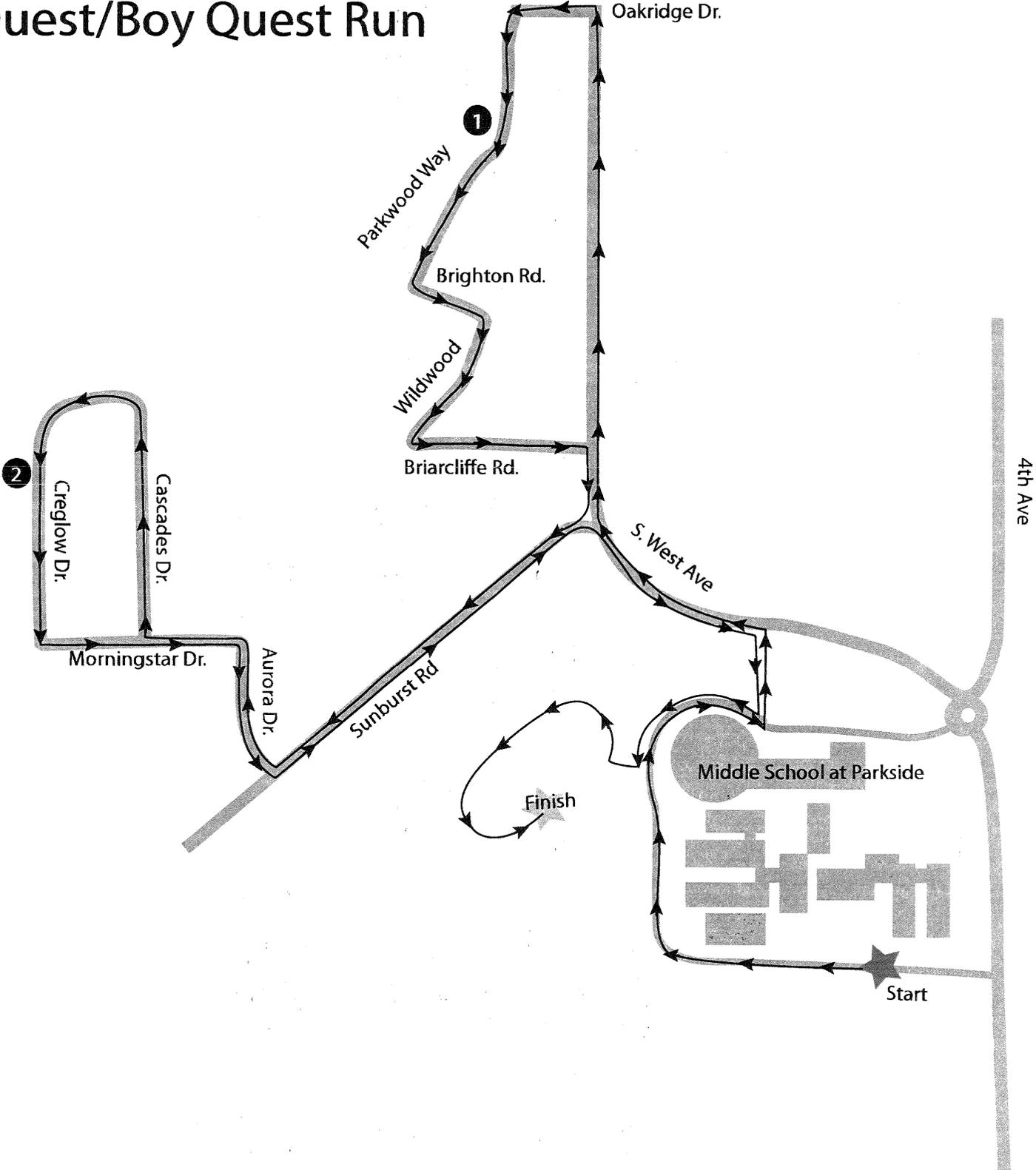
As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

Date 3/12/12

Signature of Sponsoring Organization's Agent 

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201

Girl Quest/Boy Quest Run



Jennifer Tucker

From: Kelli Hoover
Sent: Monday, March 12, 2012 4:32 PM
To: Jennifer Tucker
Subject: Re: SEA- Boy/Girl Quest Run

Categories: SEA

Looks good

Sent from my iPhone

On Mar 12, 2012, at 4:30 PM, "Jennifer Tucker" <jtucker@cityofjackson.org> wrote:

> Good afternoon,
>
> Please see the attached SEA for annual Boy/Girl Quest Run, scheduled for Saturday, June 2nd, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below. A map of the proposed route and street blocks is included.
>
> Thank you in advance for your consideration and review, and please feel free to contact me with any questions.
>
>
>
> Please complete and reply to this email:
>
>
>
> Boy/Girl Quest Run
>
> Department:
>
> Recommended Approval:
>
> Est. Economic Impact: \$
>
> Reason for Disapproval (if applicable):
>
> Specific Requirements/Conditions:
>
>
>
>
> Jen Tucker
>
> Jackson Downtown Development Authority
>
>

Jennifer Tucker

From: Jonathan Greene
Sent: Monday, March 12, 2012 6:15 PM
To: Jennifer Tucker
Subject: RE: SEA- Boy/Girl Quest Run

Categories: SEA

approved \$0

-----Original Message-----

From: Jennifer Tucker
Sent: Mon 3/12/2012 4:30 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: SEA- Boy/Girl Quest Run

Good afternoon,

Please see the attached SEA for annual Boy/Girl Quest Run, scheduled for Saturday, June 2nd, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below. A map of the proposed route and street blocks is included.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Boy/Girl Quest Run

Department:

Recommended Approval:

Est. Economic Impact: \$

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jennifer Tucker

From: Bob Dietz
Sent: Tuesday, March 13, 2012 8:55 AM
To: Jennifer Tucker
Cc: SanDee Porter
Subject: RE: SEA- Boy/Girl Quest Run

Categories: SEA

From: Jennifer Tucker
Sent: Monday, March 12, 2012 4:30 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: SEA- Boy/Girl Quest Run

Good afternoon,

Please see the attached SEA for annual Boy/Girl Quest Run, scheduled for Saturday, June 2nd, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below. A map of the proposed route and street blocks is included.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Boy/Girl Quest Run

Department: DPW - Engineering

Recommended Approval: yes

Est. Economic Impact: \$ n/a

Reason for Disapproval (if applicable):

Specific Requirements/Conditions: any markings showing run route on pavement are to be in temporary, ie chalk, material.

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: Elmer Hitt
Sent: Wednesday, March 14, 2012 11:45 AM
To: Jennifer Tucker
Subject: RE: SEA- Boy/Girl Quest Run

See below.

*Lieutenant Elmer Hitt
Jackson Police Department
216 E. Washington Ave.
Jackson, MI 49201
517-768-8733
ehitt@cityofjackson.org*

From: Jennifer Tucker
Sent: Monday, March 12, 2012 4:30 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: SEA- Boy/Girl Quest Run

Good afternoon,

Please see the attached SEA for annual Boy/Girl Quest Run, scheduled for Saturday, June 2nd, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below. A map of the proposed route and street blocks is included.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Boy/Girl Quest Run
Department: Police
Recommended Approval: yes
Est. Economic Impact: \$ 200
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org
161 W. Michigan Avenue
Jackson, MI 49201
517.768.6410
jtucker@cityofjackson.org

Jennifer Tucker

From: SanDee Porter
Sent: Friday, March 16, 2012 1:04 PM
To: Jennifer Tucker
Subject: RE: SEA- Boy/Girl Quest Run

From: Jennifer Tucker
Sent: Monday, March 12, 2012 4:30 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: SEA- Boy/Girl Quest Run

Good afternoon,

Please see the attached SEA for annual Boy/Girl Quest Run, scheduled for Saturday, June 2nd, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below. A map of the proposed route and street blocks is included.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Boy/Girl Quest Run

Department: Public Works – SanDee Porter

Recommended Approval: yes

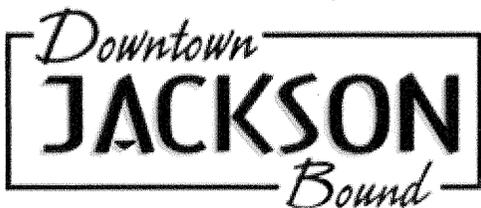
Est. Economic Impact: \$ 0

Reason for Disapproval (if applicable):

Specific Requirements/Conditions: nothing has been requested that would require any services by DPW. No street closures are requested – only police assistance.

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: David Wooden
Sent: Wednesday, March 21, 2012 8:23 AM
To: Jennifer Tucker
Subject: RE: SEA- Boy/Girl Quest Run

Boy/Girl Quest Run

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

David D. Wooden
Deputy Fire Chief
Jackson Fire Department
518 N Jackson St.
Jackson, MI. 49201
517-788-4150

From: Jennifer Tucker
Sent: Tuesday, March 20, 2012 3:50 PM
To: David Wooden
Cc: Ella Fitzpatrick
Subject: FW: SEA- Boy/Girl Quest Run

And this one too...

From: Jennifer Tucker
Sent: Monday, March 12, 2012 4:30 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick; David Wooden
Subject: SEA- Boy/Girl Quest Run

Good afternoon,
Please see the attached SEA for annual Boy/Girl Quest Run, scheduled for Saturday, June 2nd, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below. A map of the proposed route and street blocks is included.
Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Boy/Girl Quest Run

Department:
Recommended Approval:
Est. Economic Impact: \$
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

CITY COUNCIL MEETING
MARCH 27, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: Jackson County Rose Parade and Party in the Park

MOTION Approval of the request from the Jackson County Rose Festival, Inc. to conduct their 2012 Jackson County Rose Parade and Party in the Park at Ella Sharp Park and City streets on Sunday, June 3rd, 2012 from 1:00 p.m. to 6:00 p.m. Recommended approval has been received from the Police, Fire, Parks and Recreation, Public Works, and Engineering Departments, and the Downtown Development Authority. This event is contingent upon receipt of proper insurance coverage, as insurance company requires purchase of non-refundable special event insurance. The event is expected to have an economic impact of \$960.00 on the mentioned City departments.

Department	Economic Impact
Downtown Development Authority	\$0.00
Police	\$460.00
Fire	\$0.00
Engineering	\$0.00
Parks and Recreation	\$0.00
Public Works	\$500.00

Total: \$ 960.00

att: Special Event Application: Jackson County Rose Parade and Party in the Park
Parade Route
Party in the Park Map Detail
Departmental Approvals

JG/jt

**CITY OF JACKSON
SPECIAL EVENT APPLICATION**

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

Date Received By DDA Office: 2/10/12 Time: 11am By: A

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 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Jackson County Rose Festival, Inc.

Organization Address: PO Box 1865 Jackson 49204

Organization Agent Liz Niles/Paul Buss Liz Paul Title: Rose Parade/Party in the Park Director

Phone: (work) 780-4139 Liz Phone: (home) 522-4732/531-5314 Phone: (during the event) 392-3106/748-1414

Agent's Address 718 E Michigan Ave, Jackson MI 49201

Liz Paul

Agent's E-Mail Address lniles@a1cu.org

Event Name 2012 Jackson County Rose Parade & Party in the Park (PITP)

Please give a brief description of the proposed special event: Free community, family focused event that begins with the parade and ends with a picnic at Ella Sharp Park with entertainment.

Event Day(s) & Date(s): Sunday, June 3, 2012

Event Time(s): Parade - 1 PM, PITP - immediately following the parade

Set-Up Date & Time: Parade - Sunday AM, PITP - Saturday PM Tear-Down Date & Time: Same day

Event Location Parade - Streets of Jackson leading to Parkside, PITP - Ella Sharp Park

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 54 years in 2012

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

STREET CLOSURES: Start Date/Time On separate attachment through Date/Time: Same

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

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

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

If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

**CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
Downtown Development Authority
161 W. Michigan ~ Jackson, MI 49201 ~ (517) 768-6410**

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.
Parade Entries – floats, bands, community organizations, non-profits, political entries, etc. Party in the Park – chicken BBQ, Planetarium programs, classic car showing of those in the parade, Fire truck pull (possible), and other activities not yet determined.

ATTENDANCE: What is the expected (estimated) attendance for this event? 5,000

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

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO

If yes, how many? Parade – 7 Reg, 2 HCP, PITP - 8 Reg, 2 HCP

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

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
Support at main cross streets (Morrell, High, Griswold, West Ave., Traffic Circle on Fourth) on parade route from city police. Would like to have the Forestry Dept. check parade route for low lying limbs prior to parade (maximum height of parade entries is 14') and ask the City Police & Fire Department be represented in the parade.

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.

A \$25 Special Event Application fee must be submitted along with this Special event Application.

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

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

Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.



01/27/2012

Date

Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201**

Jackson County Rose Festival Parade - June 3, 2012

Street Closure Timeline

Closing schedule request for Sunday, June 3, 2012:

Close at 10:00 a.m. to 2:00 p.m. – Blocked at all cross roads and alleys

W. Wesley from First Street to South Jackson Street

W. Franklin from First Street to South Jackson Street

Mason Street from First to South Jackson Street

Close at 12:30 p.m. to 3:00 p.m. – Blocked at all cross roads and alleys

South Jackson Street from W. Wesley St. to Wilkins

Greenwood Avenue from South Jackson Street to Fourth Street

Fourth Street from Griswold to Alpine Lake Rd.

Set Up Dates/Times & Tear Down Dates/Times

Parade Set Up – Sunday, June 3, 2012:

Parade Support set up starts at 8:00 a.m.

Parade participants start arriving at 11:00 a.m.

Parade starts at 1:00 p.m.

Parade Tear Down – Sunday, June 3, 2012:

Parade approximate end time 2:30 p.m. – Streets open

Jackson County Rose Festival Party in the Park (PITP) – June 3, 2012 - immediately following Rose Parade

Street Closure Timeline

Closing schedule request for Sunday, June 3, 2012:

Close at 10:00 a.m.

Oakwood Drive from East Hickory to Walnut Lane (In Sharp Park)

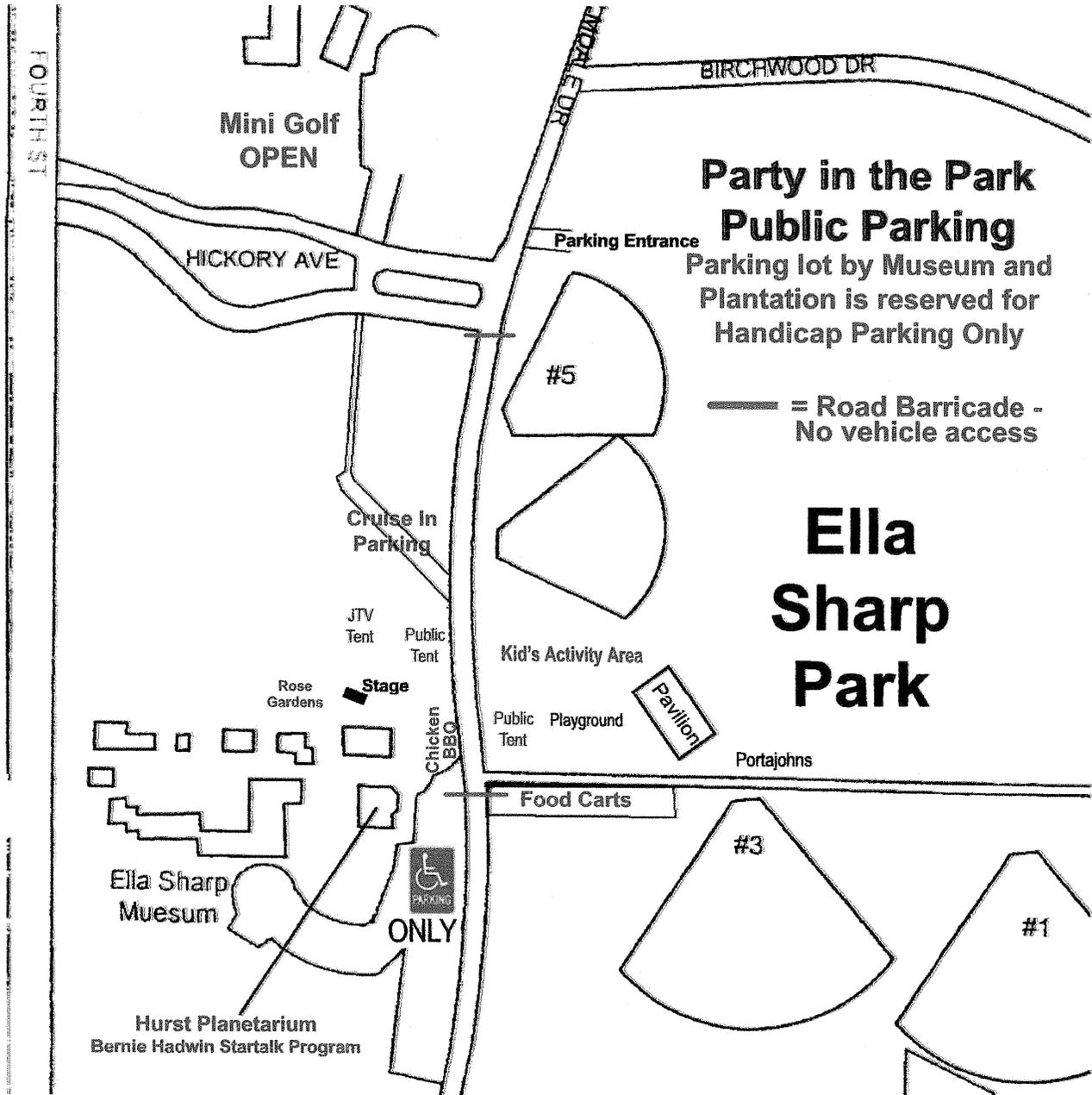
Set Up Dates/Times & Tear Down Dates/Times

PITP Set Up at Ella Sharp Park – Saturday, June 2, 2012 & Sunday, June 3, 2012

PITP Activities in the park start 2:00 p.m. (tentative) on Sunday, June 3, 2012

Tentative list of events:

- Kids Activities
- Chicken BBQ
- Rosequeen & Court appearance
- & More (TBA)



Mini Golf
OPEN

HICKORY AVE

BIRCHWOOD DR

FOURTH ST

MAIN E DR

Parking Entrance

Party in the Park
Public Parking
Parking lot by Museum and
Plantation is reserved for
Handicap Parking Only

== Road Barricade -
No vehicle access

#5

Cruise In
Parking

JTV
Tent

Public
Tent

Stage

Rose
Gardens

Chickens
BBQ

Kid's Activity Area

Public
Tent

Playground

Pavilion

Portajohns

Food Carts

#3

Ella Sharp
Museum

ONLY

Hurst Planetarium
Bernie Hadwin Startalk Program

#1

Jennifer Tucker

From: Bob Dietz
Sent: Monday, February 13, 2012 9:38 AM
To: Jennifer Tucker
Cc: SanDee Porter
Subject: RE: SEAs - Child Abuse Prevention Month Kick-Off and Rose Parade and Party in the Park

JT,
FYI.

From: Jennifer Tucker
Sent: Monday, February 13, 2012 9:07 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden
Subject: SEAs - Child Abuse Prevention Month Kick-Off and Rose Parade and Party in the Park
Importance: High

Good afternoon,

Please see the attached SEAs for Child Abuse Prevention Month Kick-Off scheduled for April 2nd at Austin Blair Memorial Park **and** the Rose Parade and Party in the Park, scheduled for June 3rd through City streets and at Ella Sharp Park. If you could please review the applications and note any potential concerns as well as the economic impact to your department, that would be greatly appreciated. Also note the letter from the Rose Parade administrators attached here.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Child Abuse and Prevention Month Kick-Off
Department: DPW-Engineering
Recommended Approval: yes
Est. Economic Impact: \$n/a
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

2012 Jackson County Rose Parade and Party in the Park
Department: DPW-Engineering
Recommended Approval: yes
Est. Economic Impact: \$n/a
Reason for Disapproval (if applicable):
Specific Requirements/Conditions: Any markings on pavement must be done with non-permanent material, ie

chalk.

Jen Tucker
Jackson Downtown Development Authority

Jennifer Tucker

From: Brandon Ransom <BRansom@co.jackson.mi.us>
Sent: Monday, February 13, 2012 9:44 AM
To: Jennifer Tucker
Cc: Kelli Hoover
Subject: RE: SEAs - Child Abuse Prevention Month Kick-Off and Rose Parade and Party in the Park

Call with any questions/concerns.

thanks
Brandon Ransom

From: Jennifer Tucker [jtucker@cityofjackson.org]
Sent: Monday, February 13, 2012 9:06 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden
Subject: SEAs - Child Abuse Prevention Month Kick-Off and Rose Parade and Party in the Park

Good afternoon,

Please see the attached SEAs for Child Abuse Prevention Month Kick-Off scheduled for April 2nd at Austin Blair Memorial Park and the Rose Parade and Party in the Park, scheduled for June 3rd through City streets and at Ella Sharp Park. If you could please review the applications and note any potential concerns as well as the economic impact to your department, that would be greatly appreciated. Also note the letter from the Rose Parade administrators attached here.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Child Abuse and Prevention Month Kick-Off

Department:Parks

Recommended Approval: Yes

Est. Economic Impact: \$0

Reason for Disapproval (if applicable):

Specific Requirements/Conditions: Pin wheels to be located in same location as last year, in non-mowed area near center of park.

2012 Jackson County Rose Parade and Party in the Park

Department:Parks

Recommended Approval:yes

Est. Economic Impact: \$500

Reason for Disapproval (if applicable):

Specific Requirements/Conditions: Fyi, the Ella Sharp Park Board approved this event at their Feb. 2, 2012 meeting as well.

Jen Tucker

Jackson Downtown Development Authority

Jennifer Tucker

From: Jonathan Greene
Sent: Tuesday, February 14, 2012 4:44 PM
To: Jennifer Tucker
Subject: RE: SEAs - Child Abuse Prevention Month Kick-Off and Rose Parade and Party in the Park

Approved \$0

From: Jennifer Tucker
Sent: Monday, February 13, 2012 9:07 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden
Subject: SEAs - Child Abuse Prevention Month Kick-Off and Rose Parade and Party in the Park
Importance: High

Good afternoon,

Please see the attached SEAs for Child Abuse Prevention Month Kick-Off scheduled for April 2nd at Austin Blair Memorial Park and the Rose Parade and Party in the Park, scheduled for June 3rd through City streets and at Ella Sharp Park. If you could please review the applications and note any potential concerns as well as the economic impact to your department, that would be greatly appreciated. Also note the letter from the Rose Parade administrators attached here.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Child Abuse and Prevention Month Kick-Off

Department:
Recommended Approval:
Est. Economic Impact: \$
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

2012 Jackson County Rose Parade and Party in the Park

Department:
Recommended Approval:
Est. Economic Impact: \$
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

Jennifer Tucker

From: David Wooden
Sent: Thursday, March 08, 2012 11:48 AM
To: Jennifer Tucker
Subject: RE: SEAs - Child Abuse Prevention Month Kick-Off and Rose Parade and Party in the Park

Child Abuse and Prevention Month Kick-Off

Department: Fire
Recommended Approval: yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

2012 Jackson County Rose Parade and Party in the Park

Department: Fire
Recommended Approval: yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

David D. Wooden
Deputy Fire Chief
Jackson Fire Department
518 N Jackson St.
Jackson, MI. 49201
517-788-4150

From: Jennifer Tucker
Sent: Thursday, March 08, 2012 11:01 AM
To: David Wooden; Ella Fitzpatrick
Subject: FW: SEAs - Child Abuse Prevention Month Kick-Off and Rose Parade and Party in the Park
Importance: High

Hello,

I don't seem to have a response on record for the Fire Department for these events. Would you be able to help? I was anticipating the Child Abuse event scheduled for the 2nd would be going to Council next week.

Thanks,

Jen

Jen Tucker

Jackson Downtown Development Authority

Jennifer Tucker

From: Elmer Hitt
Sent: Tuesday, March 13, 2012 4:06 PM
To: Jennifer Tucker
Subject: RE: SEAs - Child Abuse Prevention Month Kick-Off and Rose Parade and Party in the Park

See below. Sorry about that!

*Lieutenant Elmer Hitt
Jackson Police Department
216 E. Washington Ave.
Jackson, MI 49201
517-768-8733
ehitt@cityofjackson.org*

From: Jennifer Tucker
Sent: Tuesday, March 13, 2012 10:25 AM
To: Elmer Hitt
Subject: FW: SEAs - Child Abuse Prevention Month Kick-Off and Rose Parade and Party in the Park
Importance: High

Any word on the Rose Parade?

Jen

From: Jennifer Tucker
Sent: Monday, February 13, 2012 9:07 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden
Subject: SEAs - Child Abuse Prevention Month Kick-Off and Rose Parade and Party in the Park
Importance: High

Good afternoon,

Please see the attached SEAs for Child Abuse Prevention Month Kick-Off scheduled for April 2nd at Austin Blair Memorial Park and the Rose Parade and Party in the Park, scheduled for June 3rd through City streets and at Ella Sharp Park. If you could please review the applications and note any potential concerns as well as the economic impact to your department, that would be greatly appreciated. Also note the letter from the Rose Parade administrators attached here.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Child Abuse and Prevention Month Kick-Off
Department:
Recommended Approval:
Est. Economic Impact: \$
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

2012 Jackson County Rose Parade and Party in the Park

Department: Police Department

Recommended Approval: yes

Est. Economic Impact: \$ 460.00

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

CITY COUNCIL MEETING
MARCH 27, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: American Cancer Society Relay for Life

MOTION Approval of the request from the American Cancer Society to conduct their 21st annual Relay for Life at Cascade Falls Park on Friday, August 3rd at 6:00 pm through Saturday, August 4th at 6:00 pm. Recommended approval has been received from Police, Fire, Parks and Recreation, Public Works and Engineering Departments, and the Downtown Development Authority. Insurance approval has been granted by the City Attorney. The event is expected to have an economic impact of \$700 on the mentioned City departments.

Department	Economic Impact
Downtown Development Authority	\$0.00
Jackson Police Department	\$0.00
Fire	\$0.00
Engineering	\$0.00
Parks / Forestry	\$0.00
Department of Public Works	\$700.00

Total: \$700.00

att: Special Event Application: American Cancer Society Relay for Life
Street Closure Requests and Map
Departmental Approvals

JG/jt

CITY OF JACKSON
SPECIAL EVENT APPLICATION

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

Date Received By DDA Office: 1/26/2012 Time: 8am By: JG

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 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: American Cancer Society
Organization Address: 1755 Abbey Road, East Lansing, MI 48823
Organization Agent Catina Lowe Title: Community Representative
Phone: (work) 517-403-7093 Phone: (home) 517-403-7093 Phone: (during the event) 517-403-7093
Agent's Address 1755 Abbey Road, East Lansing, MI 48823
Agent's E-Mail Address catina.lowe@cancer.org
Event Name Relay For Life For Jackson County

Please give a brief description of the proposed special event: 24 hours teams/individuals walk to raise dollars and awareness for the mission of the American Cancer Society. Individuals, teams camp, honor survivors and remember those lost.

Event Day(s) & Date(s) August 3+4, 2012
Event Time(s) Friday 6pm - Sat 6pm
Set-Up Date & Time 8am, Friday, August 3 Tear-Down Date & Time 6pm, Saturday August 4
Event Location Cascade Falls Park - Randolph and Brown Streets

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 20 years

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

STREET CLOSURES: Start Date/Time 8am 8/3/2012 through Date/Time: 6:30pm 8/4/2012

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

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

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

If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
Downtown Development Authority
161 W. Michigan ~ Jackson, MI 49201 ~ (517) 768-6410

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO DJ only
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 3500

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO
If yes, how many? approx 10

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

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
* Please see attachment. *

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy. Insurance has been requested. Will mail

A \$25 Special Event Application fee must be submitted along with this Special event Application.
All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.

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

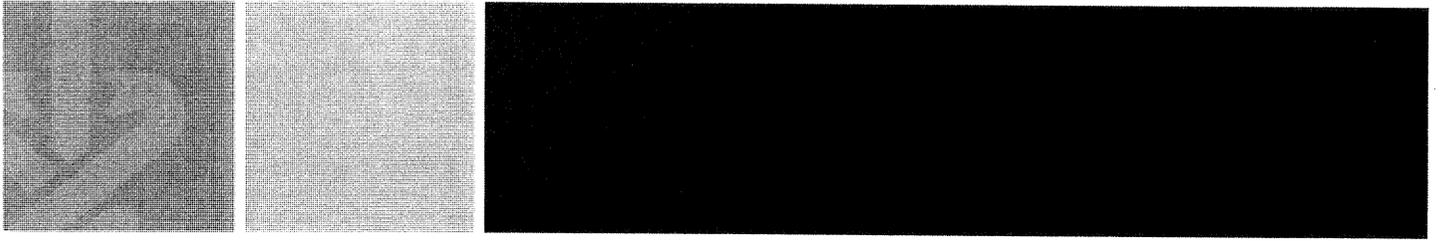
Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

1/24/12
Date

Catrina Lowe
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201**

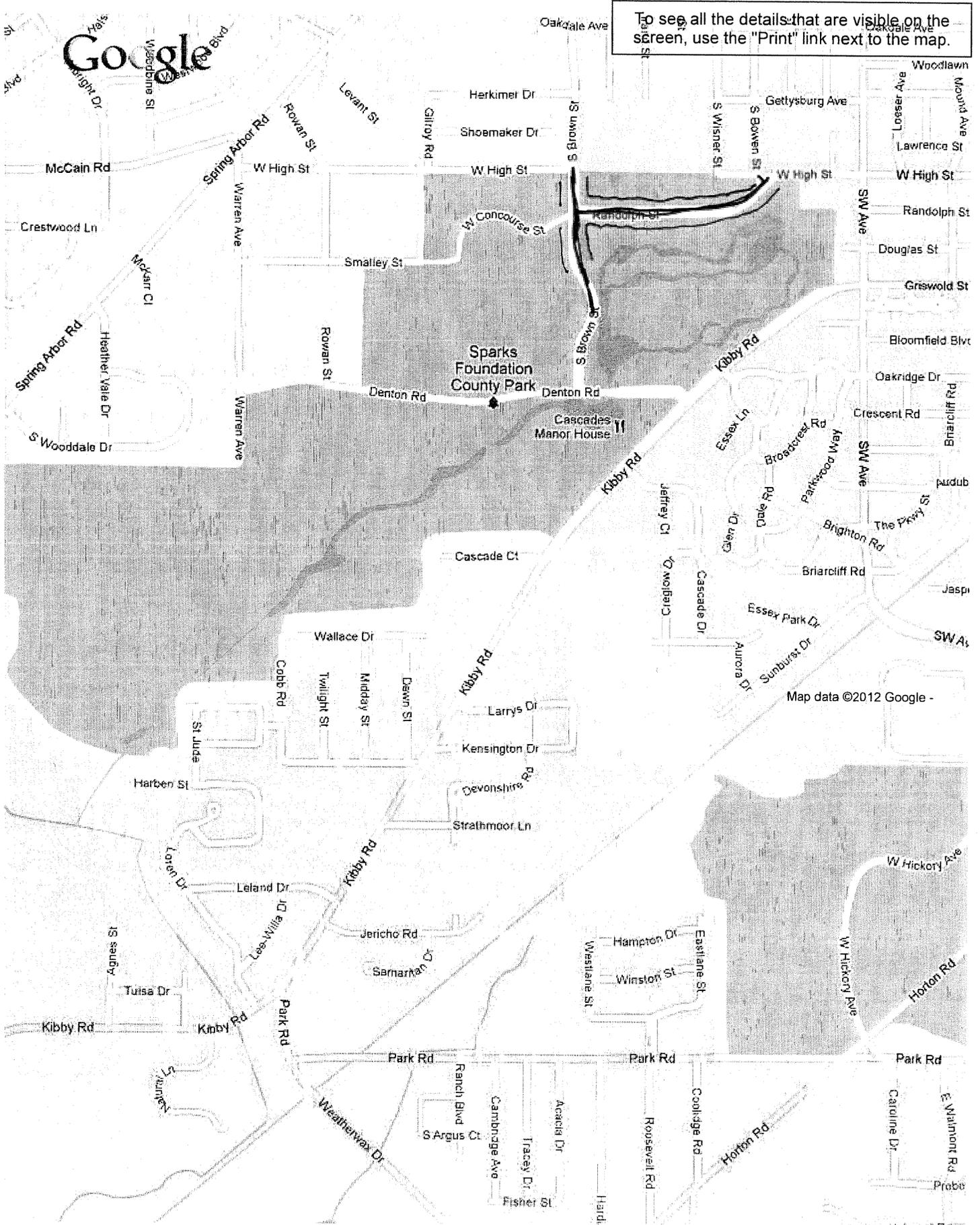


Other requests Street Closures:

We would like to close Randolph BLVD, between Brown St and High St and Brown St. Northbound from Randolph St. to Denton Rd. with class 3 barricades.

Request use of both City Stages for the entire Relay, beginning Friday, August 3, at 10 am thru Saturday, August 4 at 6:30 pm. The stages are used for DJ, ceremonies, and announcements.

Entertainment is scheduled for the entire 24 hours with DJ and music no live bands.



Jennifer Tucker

From: Bob Dietz
Sent: Friday, February 03, 2012 3:56 PM
To: Jennifer Tucker
Subject: RE: SEA- ACS Relay for Life 8/3-4/2012

Follow Up Flag: Follow up
Flag Status: Flagged

From: Jennifer Tucker
Sent: Friday, February 03, 2012 10:50 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden
Subject: SEA- ACS Relay for Life 8/3-4/2012

Good morning,

Please see the attached SEA for the American Cancer Society's 21st annual Relay for Life for Jackson County. Please review their application, route map, and additional requests attached here, and note any potential concerns as well as the economic impact to your department.

Thank you for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

RELAY FOR LIFE FOR JACKSON COUNTY

Department: Engineering

Recommended Approval: Yes

Est. Economic Impact: \$ n/a

Reason for Disapproval (if applicable):

Specific Requirements/Conditions: Any markings on pavement for walkers or other must be in a temporary material, ie Chalk.

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

From: [Brandon Ransom](#)
To: [Jennifer Tucker](#)
Cc: [Kelli Hoover](#)
Subject: RE: SEA- ACS Relay for Life 8/3-4/2012
Date: Friday, February 03, 2012 12:53:19 PM
Attachments: [image001.png](#)

Brandon Ransom
Director

City of Jackson Parks and Recreation
161 W. Michigan Ave
Jackson, MI 49201
Office 517.788.4040
Direct 517.990.6287
Fax 517.768.5860
www.cityofjackson.org

From: Jennifer Tucker [mailto:jtucker@cityofjackson.org]
Sent: Friday, February 03, 2012 10:50 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden
Subject: SEA- ACS Relay for Life 8/3-4/2012

Good morning,

Please see the attached SEA for the American Cancer Society's 21st annual Relay for Life for Jackson County. Please review their application, route map, and additional requests attached here, and note any potential concerns as well as the economic impact to your department. Thank you for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

RELAY FOR LIFE FOR JACKSON COUNTY

Department: Parks

Recommended Approval: Yes

Est. Economic Impact: \$0

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

From: [Jonathan Greene](#)
To: [Jennifer Tucker](#)
Subject: RE: SEA- ACS Relay for Life 8/3-4/2012
Date: Tuesday, February 07, 2012 10:11:28 AM
Attachments: [image001.png](#)

Yes \$0

From: Jennifer Tucker
Sent: Friday, February 03, 2012 10:50 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden
Subject: SEA- ACS Relay for Life 8/3-4/2012

Good morning,

Please see the attached SEA for the American Cancer Society's 21st annual Relay for Life for Jackson County. Please review their application, route map, and additional requests attached here, and note any potential concerns as well as the economic impact to your department.

Thank you for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

RELAY FOR LIFE FOR JACKSON COUNTY

Department:

Recommended Approval:

Est. Economic Impact: \$

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

From: [Elmer Hitt](#)
To: [Jennifer Tucker](#)
Subject: RE: SEA- ACS Relay for Life 8/3-4/2012
Date: Tuesday, February 07, 2012 11:54:12 AM
Attachments: [image001.png](#)

No concerns. No economic impact.

*Lieutenant Elmer Hitt
Jackson Police Department
216 E. Washington Ave.
Jackson, MI 49201
517-768-8733
ehitt@cityofjackson.org*

From: Jennifer Tucker
Sent: Friday, February 03, 2012 10:50 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden
Subject: SEA- ACS Relay for Life 8/3-4/2012

Good morning,

Please see the attached SEA for the American Cancer Society's 21st annual Relay for Life for Jackson County. Please review their application, route map, and additional requests attached here, and note any potential concerns as well as the economic impact to your department. Thank you for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

RELAY FOR LIFE FOR JACKSON COUNTY

Department:

Recommended Approval:

Est. Economic Impact: \$

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

From: [David Wooden](#)
To: [Jennifer Tucker](#)
Subject: RE: SEA- ACS Relay for Life 8/3-4/2012
Date: Friday, February 03, 2012 11:26:06 AM
Attachments: [image001.png](#)

RELAY FOR LIFE FOR JACKSON COUNTY

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

David D. Wooden
Deputy Fire Chief
Jackson Fire Department
518 N Jackson St.
Jackson, MI. 49201
517-788-4150

From: Jennifer Tucker
Sent: Friday, February 03, 2012 10:50 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden
Subject: SEA- ACS Relay for Life 8/3-4/2012

Good morning,

Please see the attached SEA for the American Cancer Society's 21st annual Relay for Life for Jackson County. Please review their application, route map, and additional requests attached here, and note any potential concerns as well as the economic impact to your department. Thank you for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

RELAY FOR LIFE FOR JACKSON COUNTY

Department:
Recommended Approval:
Est. Economic Impact: \$
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

Jen Tucker

Jennifer Tucker

From: SanDee Porter
Sent: Wednesday, February 29, 2012 12:22 PM
To: Jennifer Tucker
Subject: RE: SEA- ACS Relay for Life 8/3-4/2012

Follow Up Flag: Follow up
Flag Status: Flagged

From: Jennifer Tucker
Sent: Friday, February 03, 2012 10:50 AM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; David Wooden
Subject: SEA- ACS Relay for Life 8/3-4/2012

Good morning,

Please see the attached SEA for the American Cancer Society's 21st annual Relay for Life for Jackson County. Please review their application, route map, and additional requests attached here, and note any potential concerns as well as the economic impact to your department.

Thank you for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

RELAY FOR LIFE FOR JACKSON COUNTY

Department: Public Works SanDee Porter

Recommended Approval: yes

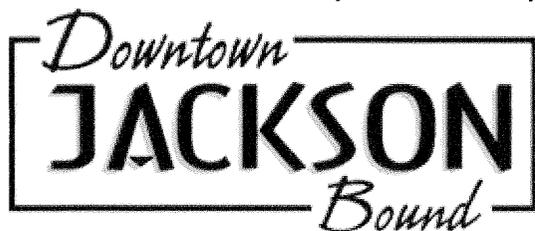
Est. Economic Impact: \$ 700 +/-

Reason for Disapproval (if applicable):

Specific Requirements/Conditions: Both bandstands and road closures/staging on straight time hours – open on Sat is 1.5 times rate of pay

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

CITY COUNCIL MEETING
MARCH 27, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: GREAT Annual Grand River Cleanup

MOTION Approval of the request from the Grand River Environmental Action Team (GREAT) to conduct their Annual Grand River Cleanup at the Consumers Energy Amphitheater on Saturday, September 8th, 2012 from 9:00 a.m. to 2:00 p.m. Recommended approval has been received from the Police, Fire, Parks and Recreation, Public Works, and Engineering Departments, and the Downtown Development Authority. This event is contingent upon receipt of proper insurance coverage, as insurance company requires purchase of non-refundable special event insurance. The event is expected to have an economic impact of \$500.00 on the mentioned City departments.

Department	Economic Impact
Downtown Development Authority	\$0.00
Police	\$0.00
Fire	\$0.00
Engineering	\$0.00
Parks and Recreation	\$0.00
Public Works	\$500.00

Total: \$500.00

att: Special Event Application: GREAT Annual Grand River Cleanup
Departmental Approvals

JG/jt

CITY OF JACKSON
SPECIAL EVENT APPLICATION

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

Date Received By DDA Office: 2/16/12 Time: 3:45 By: JT

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 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Grand River Environmental Action Team

Organization Address: PO Box 223, Jackson, MI 49204 (GREAT)

Organization Agent Jim Seitz Title: Secretary

Phone: (work) 517 795-9215 Phone: (home) 517-7492 Phone: (during the event) 517 416 4234

Agent's Address 3705 W. Primitia LN, Jackson, MI 49201

Agent's E-Mail Address seitz.jim@gmail.com

Event Name Annual Grand River Clean-up

Please give a brief description of the proposed special event: CMS Bandshell will be the staging area for volunteers to register/sign waivers and grouped to be sent out to different locations in the Grand River to do cleanup work. After a lunch will be served to volunteers at this location.

Event Day(s) & Date(s) Sat, September 8th; weather make-up Sat 9/15/12

Event Time(s) 9 AM - 2 PM

Set-Up Date & Time 7 AM Tear-Down Date & Time 4 PM

Event Location CMS Energy Bandshell + parking Garage

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

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

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

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

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

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

If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
Downtown Development Authority
161 W. Michigan ~ Jackson, MI 49201 ~ (517) 768-6410

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 100 plus

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO
If yes, how many? 1

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

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)

If possible city Dept of works remove any fallen tree obstructions in city limits on Grand River - as done in the past

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.

A \$25 Special Event Application fee must be submitted along with this Special event Application.

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

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

Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

2/16/2022
Date

James R. Seely
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE JACKSON, MI 49201**

Jennifer Tucker

From: Jonathan Greene
Sent: Wednesday, February 22, 2012 1:28 PM
To: Jennifer Tucker
Subject: RE: SEA - Grand River Cleanup

Approved \$0

From: Jennifer Tucker
Sent: Thursday, February 16, 2012 4:27 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - Grand River Cleanup

Good afternoon,

Please see the attached SEA for the Grand River Environmental Action Team (GREAT) Annual Grand River Cleanup event, scheduled for September 8th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Grand River Cleanup
Department:
Recommended Approval:
Est. Economic Impact: \$
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: Elmer Hitt
Sent: Friday, February 17, 2012 9:59 AM
To: Jennifer Tucker
Subject: RE: SEA - Grand River Cleanup

Follow Up Flag: Follow up
Flag Status: Flagged

See below.

*Lieutenant Elmer Hitt
Jackson Police Department
216 E. Washington Ave.
Jackson, MI 49201
517-768-8733
ehitt@cityofjackson.org*

From: Jennifer Tucker
Sent: Thursday, February 16, 2012 4:27 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - Grand River Cleanup

Good afternoon,

Please see the attached SEA for the Grand River Environmental Action Team (GREAT) Annual Grand River Cleanup event, scheduled for September 8th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

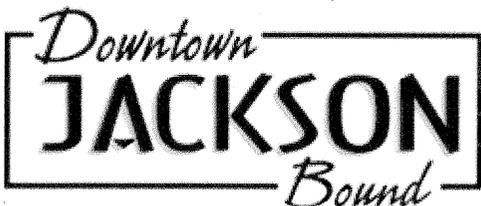
Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Grand River Cleanup
Department: Police
Recommended Approval: yes
Est. Economic Impact: \$ 0.00
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jennifer Tucker

From: Brandon Ransom <BRansom@co.jackson.mi.us>
Sent: Friday, February 17, 2012 10:23 AM
To: Jennifer Tucker
Cc: Kelli Hoover
Subject: RE: SEA - Grand River Cleanup

Follow Up Flag: Follow up
Flag Status: Flagged

Brandon Ransom
Director

City of Jackson Parks and Recreation
161 W. Michigan Ave
Jackson, MI 49201
Office 517.788.4040
Direct 517.990.6287
Fax 517.768.5860
www.cityofjackson.org

From: Jennifer Tucker [<mailto:jtucker@cityofjackson.org>]
Sent: Thursday, February 16, 2012 4:27 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; khoover; Ella Fitzpatrick
Subject: SEA - Grand River Cleanup

Good afternoon,

Please see the attached SEA for the Grand River Environmental Action Team (GREAT) Annual Grand River Cleanup event, scheduled for September 8th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Grand River Cleanup

Department: Parks
Recommended Approval: Yes
Est. Economic Impact: \$0
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

Jen Tucker
Jackson Downtown Development Authority

Jennifer Tucker

From: SanDee Porter
Sent: Wednesday, February 29, 2012 11:50 AM
To: Jennifer Tucker
Subject: RE: SEA - Grand River Cleanup

Follow Up Flag: Follow up
Flag Status: Flagged

From: Jennifer Tucker
Sent: Thursday, February 16, 2012 4:27 PM
To: SanDee Porter; Sandy Sykes; Bob Dietz; Brandon Ransom; Christopher Simpson; Jonathan Greene; Elmer Hitt; Kelli Hoover; Ella Fitzpatrick
Subject: SEA - Grand River Cleanup

Good afternoon,

Please see the attached SEA for the Grand River Environmental Action Team (GREAT) Annual Grand River Cleanup event, scheduled for September 8th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Grand River Cleanup

Department: Public Works – SanDee Porter

Recommended Approval: yes

Est. Economic Impact: \$ 500 +/-

Reason for Disapproval (if applicable):

Specific Requirements/Conditions: DPW personnel will do a river run prior to this date and we will pick up trash on the Monday after the event/straight time hours – as we have in the past.

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: Bob Dietz
Sent: Tuesday, March 13, 2012 11:17 AM
To: Jennifer Tucker
Cc: SanDee Porter
Subject: RE: SEA - Grand River Cleanup

From: Jennifer Tucker
Sent: Tuesday, March 13, 2012 10:18 AM
To: Bob Dietz; David Wooden
Subject: FW: SEA - Grand River Cleanup

Good afternoon,

Please see the attached SEA for the Grand River Environmental Action Team (GREAT) Annual Grand River Cleanup event, scheduled for September 8th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.

Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Grand River Cleanup

Department: DPW - Engineering

Recommended Approval: yes

Est. Economic Impact: \$ n/a

Reason for Disapproval (if applicable):

Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



www.jacksondda.org

161 W. Michigan Avenue

Jackson, MI 49201

517.768.6410

jtucker@cityofjackson.org

Jennifer Tucker

From: David Wooden
Sent: Tuesday, March 13, 2012 12:18 PM
To: Jennifer Tucker
Subject: RE: SEA - Grand River Cleanup

Grand River Cleanup

Department: Fire
Recommended Approval: Yes
Est. Economic Impact: \$ 00
Reason for Disapproval (if applicable): None
Specific Requirements/Conditions: None

David D. Wooden
Deputy Fire Chief
Jackson Fire Department
518 N Jackson St.
Jackson, MI. 49201
517-788-4150

From: Jennifer Tucker
Sent: Tuesday, March 13, 2012 10:18 AM
To: Bob Dietz; David Wooden
Subject: FW: SEA - Grand River Cleanup

Good afternoon,
Please see the attached SEA for the Grand River Environmental Action Team (GREAT) Annual Grand River Cleanup event, scheduled for September 8th, 2012. Please review the application and note any potential concerns as well as the economic impact to your department, and reply with the completed information requested below.
Thank you in advance for your consideration and review, and please feel free to contact me with any questions.

Please complete and reply to this email:

Grand River Cleanup

Department:
Recommended Approval:
Est. Economic Impact: \$
Reason for Disapproval (if applicable):
Specific Requirements/Conditions:

Jen Tucker

Jackson Downtown Development Authority



Department of Public Works - Engineering

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4160 — Facsimile: (517) 768-6435

CITY COUNCIL MEETING
MARCH 27, 2012

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Jon H. Dowling, P.E., City Engineer/Director of Public Works
SUBJECT: Request to Approve Traffic Control Order 2106
Citizen Request for Installation of “Deaf Child Area” Sign

MOTION: APPROVAL OF TRAFFIC CONTROL ORDER (TCO) 2106, TO INSTALL A “DEAF CHILD AREA” SIGN ON ORANGE STREET BETWEEN MAGUIRE AND BLAKELY STREETS, PER CITIZEN REQUEST.

Department of Public Works - Engineering has been contacted by a citizen at 536 Orange Street requesting the installation of a “Deaf Child Area” sign on Orange Street between Maguire and Blakely Streets.

It is the Department of Public Works-Engineering’s recommendation that Traffic Control Order 2106 be approved. If you have any questions, please do not hesitate to contact me.

JHD:sms

c: Laurence R. Shaffer, City Manager
Bob Dietz, Parking Manager/Engineering Assistant
Matt Heins, Chief of Police

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2106

LOCATION: 500 block of Orange Street

DATE: March 9, 2012

ASSIGNED TO:

TCO DESCRIPTION

Per a citizen request, consider installation of Deaf Child Area signs for the 500 block of Orange Street.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Install Deaf Child Area signs on Orange Street between Maquire and Blakely Streets. Department of Public Works staff to verify continued need on an annual basis.

APPROVED **REJECTED**

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

<input type="checkbox"/>								
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Posts Stop Time Limit No Parking Loading Zone One Way Yield Paint Other

ASSIGNMENT COMPLETED

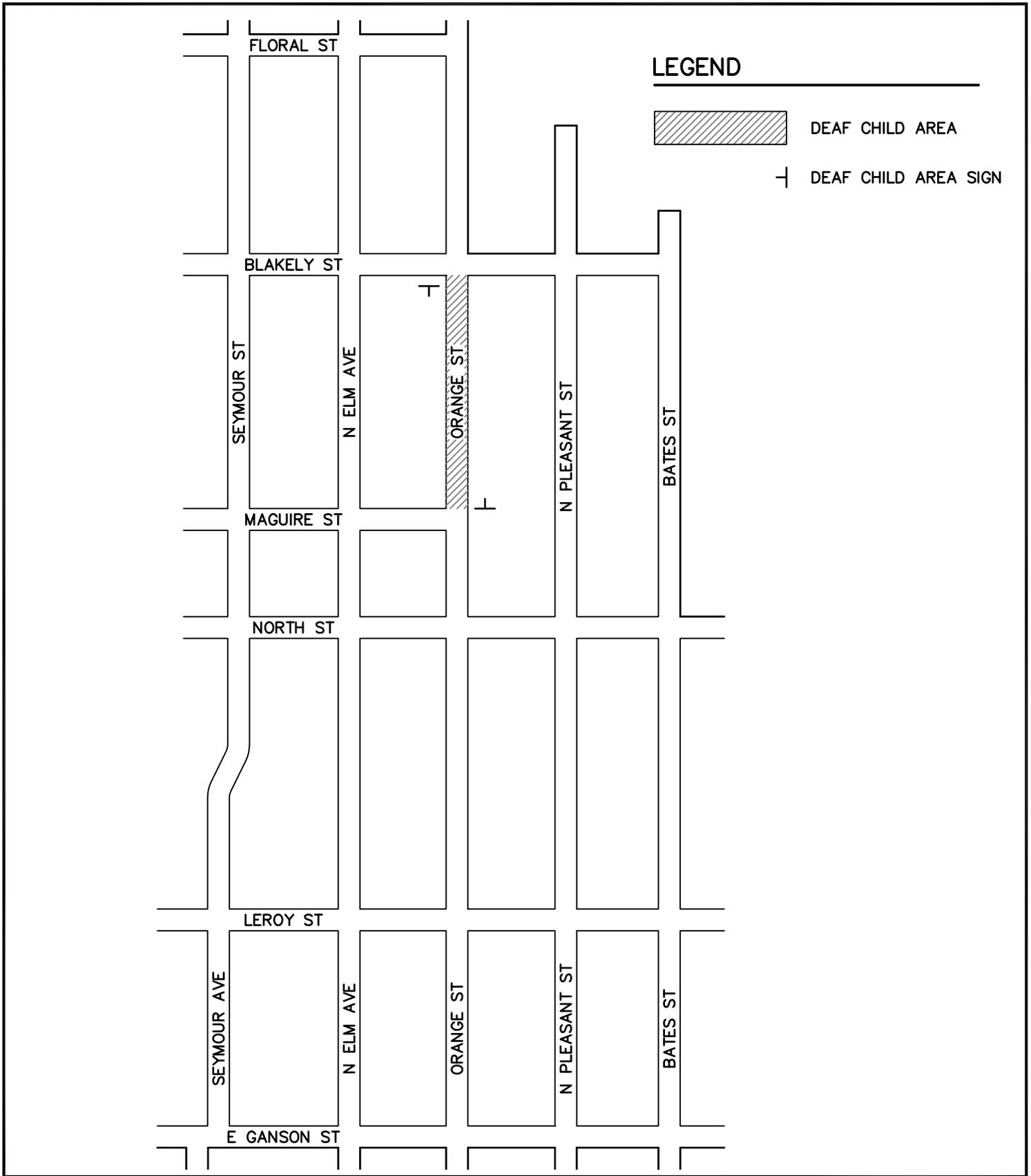
DATE: **BY: Sign Shop**

WORK INSPECTED

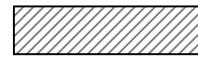
REMARKS:

DATE: **BY: Jon H. Dowling, P.E., City Engineer/Director of Public Works**

Copies: 1. Intersection File 2. TCO File 3. Work Order Copy 4. Police Dept. 5. Fire Dept 6. City Clerk



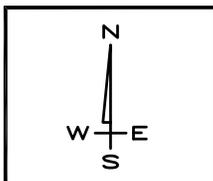
LEGEND



DEAF CHILD AREA



DEAF CHILD AREA SIGN



SCALE:	1" = 400'
DATE:	03/21/2012
DRAWN BY:	TRW

**DEAF CHILD AREA VICINITY MAP
FOR ORANGE STREET
BETWEEN MAGUIRE AND BLAKELY**



Department of Public Works - Engineering

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4160 — Facsimile: (517) 768-6435

CITY COUNCIL MEETING MARCH 27, 2012

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Jon H. Dowling, P.E., City Engineer/Director of Public Works
SUBJECT: Request to Approve Traffic Control Orders 2107-2110
Establishment of Marked Crosswalks on Michigan Avenue and Cortland Street

MOTION: APPROVAL OF TRAFFIC CONTROL ORDERS (TCOs) 2107, 2108, 2109 AND 2110, TO ESTABLISH MARKED CROSSWALKS ON WEST MICHIGAN AVENUE AND WEST CORTLAND STREET.

At the request of the Walkable Communities Task Force, the Department of Public Works-Engineering investigated establishing marked crosswalks at four downtown locations, one on West Michigan Avenue and three on West Cortland Street (see map). The crosswalks are to improve pedestrian safety by providing central points of midblock crossings and to discourage jaywalking. These will be signed and marked the same as the existing crosswalk in the 100 block of West Michigan Avenue. The Department prepared the following Traffic Control Orders (TCO) Nos. 2107 through 2110 recommending the establishment of such crosswalks, as listed below:

West Michigan Avenue

TCO 2107: Vehicles traveling east- and westbound in the 200 block of West Michigan Avenue shall be required to yield for pedestrians within the crosswalk located just east of Hayes Court.

West Cortland Street

TCO 2108: Vehicles traveling east-and westbound in the 100 block of West Cortland Street shall be required to yield for pedestrians within the crosswalk located next to 132 West Cortland Street.

TCO 2109: Vehicles traveling east-and westbound in the 200 block of West Cortland Street shall be required to yield for pedestrians within the crosswalk located at the rear of the Anesthesia Business Consultants office building with a street address of 255 West Michigan Avenue.

TCO 2110: Vehicles traveling east-and westbound in the 200 block of West Cortland Street shall be required to yield for pedestrians within the crosswalk located in front of 270 West Cortland Street.

I request that Traffic Control Orders 2107-2110 be approved by the City Council. If you have any questions, please do not hesitate to contact me.

JHD:sms

c: Laurence R. Shaffer, City Manager
Bob Dietz, Parking Manager/Engineering Assistant
Matt Heins, Chief of Police



W Pearl St

N Blackstone St

Hayes Ct

N Jackson St



Crosswalk

W Michigan Ave



255 W Michigan Ave

270 W Cortland St

S Jackson St

S Blackstone St

Crosswalk

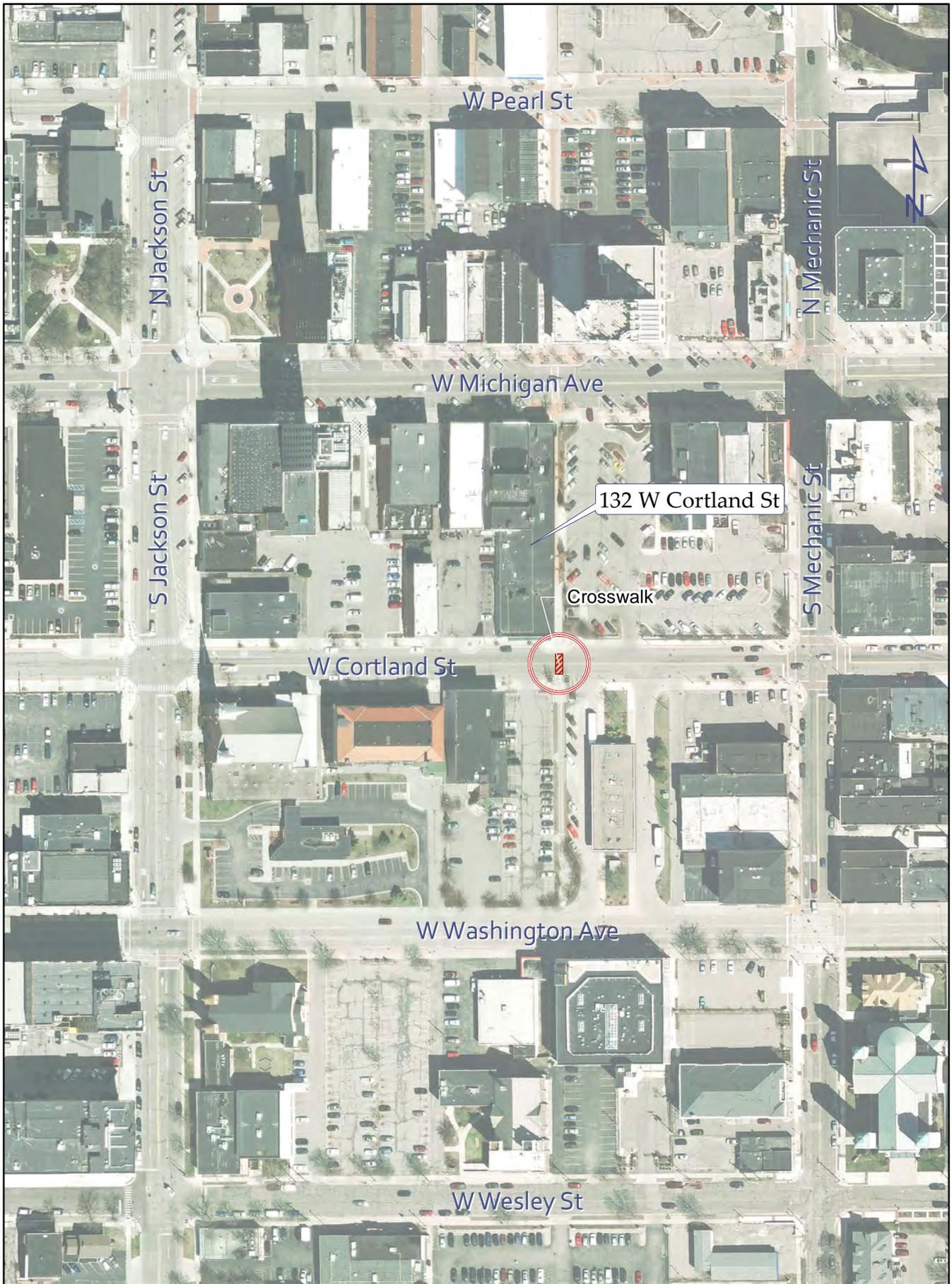
Crosswalk



W Cortland St

W Washington Ave

W Wesley Ave



W Pearl St

N Jackson St

N Mechanic St

W Michigan Ave

S Jackson St

S Mechanic St

132 W Cortland St

Crosswalk

W Cortland St

W Washington Ave

W Wesley St

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2107

LOCATION: Michigan Avenue, 200 block West

DATE: March 16, 2012

ASSIGNED TO:

TCO DESCRIPTION

To improve pedestrian safety by providing central points of midblock crossings and to discourage jaywalking, review the possibility of establishing a marked crosswalk in the midblock area. This crosswalk will be near the intersection of Hayes Court and Michigan Avenue.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Vehicles traveling east and westbound in the 200 block of West Michigan Avenue shall be required to yield for pedestrians within the crosswalk located just east of Hayes Court.

APPROVED **REJECTED**

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

<input type="checkbox"/>									
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Posts Stop Time Limit No Parking Loading Zone One Way Yield Paint Other

ASSIGNMENT COMPLETED

DATE: **BY: Sign Shop**

WORK INSPECTED

REMARKS:

DATE: **BY: Jon H. Dowling, P.E., City Engineer/Director of Public Works**

Copies: 1. Intersection File 2. TCO File 3. Work Order Copy 4. Police Dept. 5. Fire Dept 6. City Clerk

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2108

LOCATION: Cortland Street, 100 block West

DATE: March 16, 2012

ASSIGNED TO:

TCO DESCRIPTION

To improve pedestrian safety by providing central points of midblock crossings and to discourage jaywalking, review the possibility of establishing a marked crosswalk in the midblock area. This crosswalk will be an extension of the pedestrian alley adjacent to City Parking Lot #8.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Vehicles traveling east and westbound in the 100 block of West Cortland Street shall be required to yield for pedestrians within the crosswalk located next to 132 W. Cortland Street.

APPROVED **REJECTED**

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

<input type="checkbox"/>									
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Posts Stop Time Limit No Parking Loading Zone One Way Yield Paint Other

ASSIGNMENT COMPLETED

DATE: **BY: Sign Shop**

WORK INSPECTED

REMARKS:

DATE: **BY: Jon H. Dowling, P.E., City Engineer/Director of Public Works**

Copies: 1. Intersection File 2. TCO File 3. Work Order Copy 4. Police Dept. 5. Fire Dept 6. City Clerk

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2109

LOCATION: Cortland Street, 200 block West

DATE: March 16, 2012

ASSIGNED TO:

TCO DESCRIPTION

To improve pedestrian safety by providing central points of midblock crossings and to discourage jaywalking, review the possibility of establishing a marked crosswalk in the midblock area of 200 West Cortland Street.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Vehicles traveling east and westbound in the 200 block of West Cortland Street shall be required to yield for pedestrians within the crosswalk located at the rear of Anesthesia Business Consultants office building with a street address of 255 W. Michigan Avenue.

APPROVED **REJECTED**

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

<input type="checkbox"/>									
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Posts Stop Time Limit No Parking Loading Zone One Way Yield Paint Other

ASSIGNMENT COMPLETED

DATE: **BY: Sign Shop**

WORK INSPECTED

REMARKS:

DATE: **BY: Jon H. Dowling, P.E., City Engineer/Director of Public Works**

Copies: 1. Intersection File 2. TCO File 3. Work Order Copy 4. Police Dept. 5. Fire Dept 6. City Clerk

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order 2110

LOCATION: Cortland Street, 200 block West

DATE: March 16, 2012

ASSIGNED TO:

TCO DESCRIPTION

To improve pedestrian safety by providing central points of midblock crossings and to discourage jaywalking, review the possibility of establishing a marked crosswalk in the midblock area of 200 West Cortland Street.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Vehicles traveling east and westbound in the 200 block of West Cortland Street shall be required to yield for pedestrians within the crosswalk located in front of 270 West Cortland Street.

APPROVED **REJECTED** **DATE:** _____ **BY CITY COUNCIL**

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

<input type="checkbox"/>								
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Posts Stop Time Limit No Parking Loading Zone One Way Yield Paint Other

ASSIGNMENT COMPLETED

DATE: _____ **BY: Sign Shop**

WORK INSPECTED

REMARKS:

DATE: _____ **BY: Jon H. Dowling, P.E., City Engineer/Director of Public Works**

Copies: 1. Intersection File 2. TCO File 3. Work Order Copy 4. Police Dept. 5. Fire Dept 6. City Clerk



Department of Community Development

Building a Stronger Community

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

Facsimile (517) 780-4781

Administrative Services
(517) 788-4060

Building Inspection
(517) 788-4012

Rehabilitation Services & Information
(517) 788-4070

CITY COUNCIL MEETING

March 27, 2012

NEW BUSINESS

TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, Deputy City Manager/Community Development Director

RE: CDBG and HOME Financial Summaries through February 2012

MOTION: **Receipt of the CDBG and HOME Financial Summaries through February 2012**

Attached please find Financial Summaries for CDBG and HOME funds for the seven months ended February 29, 2012.

Cc: Heather Soat, Accounting Manager
Michelle Pultz, Records Management Coordinator

**City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Eight Months Ended February 29, 2012**

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
<u>Public Services</u>							
1 AWARE							
FY 2010/2011	15,000	12,500	-	2,500	15,000	-	100.0%
FY 2011/2012	5,500	-	-	-	-	5,500	0.0%
2 JAHC - Homeownership Training (FY 2010/2011)	8,000	7,737	-	128	7,865	135	98.3%
3 MLK Summer Program	40,000	-	-	40,000	40,000	-	100.0%
4 Center for Family Health	10,000	-	-	10,000	10,000	-	100.0%
5 Partnership Park-After School Programs (FY 2010/2011)	5,000	2,690	-	2,310	5,000	-	100.0%
6 United Way - 211 Services	7,500	-	2,984	7,500	7,500	-	100.0%
7 Salvation Army - Heating Assistance	55,954	-	4,905	4,905	4,905	51,049	8.8%
<u>Administration</u>							
8 Administration & Planning							
FY 2010/2011	249,700	145,174	-	104,526	249,700	-	100.0%
FY 2011/2012	205,000	-	13,048	31,564	31,564	173,436	15.4%
<u>Code Enforcement</u>							
9 City Code Enforcement Division							
FY 2010/2011	503,345	386,244	-	117,101	503,345	-	100.0%
FY 2011/2012	485,000	-	36,311	179,307	179,307	305,693	37.0%
10 City Attorney Office							
FY 2010/2011	63,000	33,722	7,403	29,278	63,000	-	100.0%
FY 2011/2012	29,000	-	1,572	1,572	1,572	27,428	5.4%
<u>Housing Rehabilitation Projects</u>							
11 Owner Occupied Housing Rehabilitation							
FY 2008/2009	58,980	33,345	-	2,539	35,884	23,096	60.8%
FY 2009/2010	88,000	-	-	-	-	88,000	0.0%
FY 2010/2011	60,000	-	-	-	-	60,000	0.0%
FY 2011/2012	50,027	-	-	-	-	50,027	0.0%
12 City Emergency Hazard Repair Program							

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
FY 2010/2011	125,000	37,067	1,527	33,235	70,302	54,698	56.2%
FY 2011/2012	54,900	-	-	-	-	54,900	0.0%
13 New Neighbor Program (FY 2005/2006)	80,000	69,329	-	6,943	76,272	3,728 *	95.3%
14 World Changers							
FY 2010/2011	45,585	12,454	-	20,929	33,383	12,202	73.2%
FY 2011/2012	40,000	-	-	-	-	40,000	0.0%
15 Cleanup (FY 2010/2011)	10,000	-	-	-	-	10,000 *	0.0%
16 City Rehab Administration (Denied Loans)							
FY 2008/2009	3,000	1,491	-	1,509	3,000	-	100.0%
FY 2009/2010	1,000	-	(127)	697	697	303	69.7%
FY 2010/2011	1,000	-	-	-	-	1,000 *	0.0%
FY 2011/2012	1,000	-	-	-	-	1,000 *	0.0%
17 John George Home - building repairs							
FY 2010/2011	10,000	9,660	-	-	9,660	340	96.6%
FY 2011/2012	12,500	-	-	-	-	12,500	0.0%
18 DDA - Façade Loans (FY 2008/2009)	18,000	5,026	-	-	5,026	12,974 *	27.9%
<u>Street Projects</u>							
19 Mason - Jackson to Francis (FY 2009/2010)	141,910	73,118	-	59,552	132,670	9,240	93.5%
20 Loomis - Leroy to North (FY 2009/2010)	116,041	18,715	-	71,285	90,000	26,041	77.6%
21 Loomis - North to Argyle (FY 2009/2010)	47,000	-	-	47,000	47,000	-	100.0%
22 Monroe Street Sidewalk (FY 2009/2010)	25,049	25,049	-	-	25,049	-	100.0%
23 Special Assessments (FY 2009/2010)	22,718	820	-	-	820	21,898	3.6%
24 Wilkins - Jackson to Williams (FY 2010/2011)	103,000	897	-	68,257	69,154	33,846	67.1%
25 Wilkins - Williams to Mechanic (FY 2010/2011)	106,000	-	-	-	-	106,000	0.0%
26 Wilkins - Mechanic to Francis (FY 2010/2011)	136,000	-	-	136,000	136,000	-	100.0%
27 Special Assessments (FY 2010/2011)	10,000	-	-	-	-	10,000	0.0%
28 Biddle - Jackson to Williams	53,000	-	-	4,500	4,500	48,500	8.5%
29 Forest - Bend to Edgewood	106,000	-	-	95	95	105,905	0.1%
30 Homewild - Ellery to Edgewood	119,000	-	-	95	95	118,905	0.1%
31 Special Assessments	25,000	-	-	-	-	25,000	0.0%
<u>Other Projects</u>							
32 Public Works - curb ramps							

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
FY 2009/2010	67,523	57,655	-	9,868	67,523	-	100.0%
FY 2010/2011	20,000	-	-	20,000	20,000	-	100.0%
FY 2011/2012	10,000	-	-	1,714	1,714	8,286	17.1%
33 Tree Removal/Replacement							
FY 2009/2010	25,000	18,751	-	6,249	25,000	-	100.0%
FY 2010/2011	14,000	-	224	14,000	14,000	-	100.0%
FY 2011/2012	15,000	-	5,575	5,575	5,575	9,425	37.2%
<u>Economic Development</u>							
34 Job Creation Loans							
FY 2010/2011	50,000	-	-	-	-	50,000	0.0%
FY 2011/2012	20,000	-	-	-	-	20,000 *	0.0%
<u>Public Improvements</u>							
35 JPD Equipment (FY 2010/2011)	7,752	7,606	-	-	7,606	146 *	98.1%
36 Demolition (FY 2010/2011)	38,000	-	-	-	-	38,000	0.0%

NOTE: All funds are FY 2011/2012 allocations unless otherwise indicated

Balances denoted with an asterisk have been identified as possible demolition funding for the Neighborhood Economic Stabilization program.

City of Jackson
HOME
Monthly Financial Summary
For the Eight Months Ended February 29, 2012

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
1 Rehabilitation Assistance Program							
FY 2009/2010	547,129	460,727	24,097	41,938	502,665	44,464	91.9%
FY 2010/2011	216,617	-	-	-	-	216,617	0.0%
FY 2011/2012	185,453	-	-	-	-	185,453	0.0%
2 HOME Administration							
FY 2010/2011	30,400	-	-	30,400	30,400	-	100.0%
FY 2011/2012	32,189	-	-	-	-	32,189	0.0%
3 JAHC - Downpayment Assistance							
FY 2010/2011	40,000	-	-	14,456	14,456	25,544	36.1%
4 JAHC - CHDO Operating Expenses							
FY 2009/2010	15,000	5,856	-	1,045	6,901	8,099	46.0%
FY 2010/2011	18,000	-	-	-	-	18,000	0.0%
5 CAA - CHDO Operating Expenses (FY 2011/2012)	16,000	-	-	-	-	16,000	0.0%
6 JAHC - CHDO Acquisition/Rehab/Resale							
FY 2009/2010	73,072	55,477	-	17,595	73,072	-	100.0%
FY 2010/2011	90,000	89,670	-	(16,764)	72,906	17,094	81.0%
7 CAA - CHDO Acq/Rehab/Resale (FY 2011/2012)	53,250	-	-	-	-	53,250	0.0%
8 JAHC - Administration (FY 2010/2011)	6,000	4,600	-	394	4,994	1,006	83.2%
9 Habitat for Humanity (FY 2011/2012)	35,000	-	-	13,706	13,706	21,294	39.2%



2011 ANNUAL REPORT



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Cover photos by Ashley Smith



Message from the Mayor and City Manager

It has been our great honor and privilege to be selected Mayor and City Manager of Jackson. Our community is a great place to live, work, and raise a family. Our history is deep and meaningful, and our people are of great character. We have every confidence that our future is bright because of the strength of our people, both citizens and employees.

In 2011, the City of Jackson has identified and articulated a program that establishes as its goal nothing less than the transformation of the community's neighborhoods. Hundreds of vacant residential structures have been identified for removal with the goal of stabilizing the economic and social status of the City. Citizen input has been sought and received to provide direction and definition to the difficult task of positioning the city for future success. We have been overwhelmed by the tremendous support and encouragement received

from the people of Jackson excited about positive change.

We would very much like to acknowledge the great contributions of all our city employees. Daily, we are reminded of their great expertise and dedication. Without their effort and determination, nothing we do as a city is possible.



LAURENCE SHAFFER

MARTIN GRIFFIN

Martin J. Griffin, Mayor

Laurence Shaffer, City Manager



COMMUNITY DEVELOPMENT



The Department of Community Development encompasses several programs for the City of Jackson including building and trades permits, dangerous building enforcement, building and housing inspections, planning and zoning administration, home owner rehabilitation, rental housing code enforce-

ment, Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) administration, economic development, brownfield redevelopment, and blight ordinance enforcement. The department also provides staffing for various boards and commissions, including the Historic

District Commission, the Jackson Brownfield Redevelopment Authority, the Administrative Hearings Bureau, the Planning Commission, Zoning and Sign Board of Appeals, and the Building Board Code of Examiners and Appeals.

The Building Inspection division is responsible for reviewing building and site plans, issuing construction and trade permits, and conducting in-

spections throughout the City. During fiscal year 2010-2011, the Department issued 502 building permits, 346 electrical permits, 241 plumbing, and 488 mechanical permits. Inspectors also investigate and prosecute instances of work being done without permits or improperly licensed persons performing work.

The Jackson Brownfield Redevelopment Authority has successfully utilized \$338,366 of U.S. Environmental Protection Agency (EPA) Assessment Grant funds on twenty-three (23) Brownfield sites within the City, resulting in private investment for environmental work and redevelopment projects. This investment not only encourages new local business enterprise in the city, but also redevelopment of vacant and underused buildings. The City also has allocated \$500,000 of its \$1 million US EPA Revolving Loan funds to assist with environmental response activities at the former Consumers Energy Headquarters. \$500,000 is still available to developers for the clean-up of environmentally contaminated properties.

In May, 2011, Patrick Burtch was hired as the City's Deputy City Manager/Community Development Director. Mr. Burtch along with City Manager Larry Shaffer, has taken the lead in developing a model for an overall Economic Strategy to stabilize Jackson's economy. This phased program will begin with actions to stabilize neighborhoods through demolition of vacant, abandoned and dilapidated housing, increased code and zoning enforcement, enhanced waste disposal, supporting homeownership opportunities, and managing public infrastructure assets.

PURCHASING

The Purchasing Department works closely with other departments and businesses to procure quality products and services efficiently, effectively and in a timely manner. This office processed sealed bids for services, requests for proposals, agreement extensions, professional services agreements and quotations during 2011. Other functions and responsibilities include administering the procurement card program, mail room operations and the maintenance of City Hall and Grounds. You will find current bid invitations, quotes, plan holders, bid tabulations, vendor and commodity code classification registrations, pre-qualification information and sale of surplus equipment on the City's website. Bidders are encouraged to sign up for bid notification by entering their e-mail address on the Purchasing page of the website. All businesses are welcome to register on the City's website or visit the Purchasing Department on the 10th floor of City Hall.



TREASURER & INCOME TAX

The Treasurer/Income Tax office is on the first floor of City Hall. Business hours are Monday through Friday between 8:00 and 5:00. You may pay property taxes, income taxes, water bills and special assessments in our office, through the mail or on our website.

Mr. Andrew (Randy) Wrozek is and has been our elected trea-

surer and income tax administrator for the past 29 years. He and his staff are dedicated to customer service and are cross-trained to accommodate citizens with all transactions and questions they may have about City government.

Our office sends out over 16,000 real and personal property tax bills twice a year in the

summer and the winter. Summer taxes may be paid in-full before the 31st of July or in equal installments by the 20th of each month, July through November. Winter taxes are payable in-full from December 1st through February 14th.

Since 1970 the City of Jackson has had an Income Tax! All residents making over \$600.00

must file and pay a 1% tax to the City. All non-residents working in the City must pay .005% tax on income earned. Businesses must pay a 1% tax.

Income tax forms are sent in the mail to people who have filed the previous year. You may download a form from our website or obtain a form from our office or the library.

PARKS & RECREATION

The Parks & Recreation Department improves the city's 27 parks. We also strive to work with volunteers and organizations to add value to our community. We are actively involved in working with service groups on a variety of beautification efforts.

The Jackson Recreation Department and Jackson Public Schools provide activities for

youth, adults and senior citizens in the Community. We provide a variety of athletic, enrichment and special event programs throughout the year. This past year we received over \$50,000 in grants and donations from generous community supporters to help open Ella Sharp Park Pool.

Many of our participant numbers increased and we are look-

ing forward to adding new programs.

We believe in providing quality programs and facilities to the Community. Many of our programs are free and within walking distance of your home. For more information please check out our web page or find us on Facebook.



PROJECTS:

Under the Oaks:

Renovation is slated for Summer 2012.

Bloomfield Park:

Renovation is slated for Summer 2012

CITY CLERK'S OFFICE

The City Clerk's office maintains the records of over 22,000 registered voters and, with the help of over 100 election inspectors, conducted 3 elections in 2011. This office issued annual business licenses and received payments for Administrative Hearings Bureau cases and invoices issued by all City departments. Monthly and daily permits for City parking lots and parking decks were sold and payments received for parking violations. All official city records are maintained in this office, which is also responsible for accepting claims, certifying resolutions and codifying ordinances.

PERSONNEL & LABOR RELATIONS

The Personnel Department, under new leadership and staff, resolved seven (7) union grievances; successfully defended the City in resolving and securing the dismissal of two cases before the Equal Employment Opportunity Commission and the Michigan Department of Civil Rights; began collective bargaining negotiations with two City unions; implemented a new more cost-effective health insurance plan for non-union staff for 2012; researched and communicated numerous key new state laws to City management, Union leaders and staff. The Personnel Department created and executed processes to provide quality day-to-day services to the City's workforce.



POLICE DEPARTMENT

2011 presented unprecedented challenges to the Police Department that required ingenuity, commitment, and some difficult decision making on behalf of the employees. Organizational restructuring, driven by budget reductions, resulted in changes to the delivery of service. Even with these changes, a high level of professional service continued to be delivered by the dedicated members of the Department.



In 2011 we responded to 34,221 calls for service, handled 1,186 vehicle crashes, arrested 1,695 individuals and issued 6,022 tickets. In addition to these numbers, officers tended to numerous other calls ranging from barking dogs to civil complaints to assisting other agencies. Often, a majority of an officer's time is spent on non-criminal issues and on situations in which they must act as a mediator or peacekeeper.

The Police Department derives its authority from the community. It's imperative that we strive to build and maintain relationships with the community, including businesses and other governmental and non-profit organizations, so we are informed about their concerns. We can then prioritize and focus our limited resources on areas the public deems important. Only through collaboration can we address these issues, making Jackson a great place to live.

FIRE DEPARTMENT



2011 was a year with significant economic challenges across the State of Michigan. Jackson was not immune from those challenges and the Fire Department felt that impact very deeply. In February, two fire stations were closed and one engine company was eliminated. These changes challenged us with continuing to provide the best service possible with reduced staffing, as well as responding to all calls from one station.

In 2011 we responded to 4336 calls for service. Of those calls, 3317 were medical related, 165 were fire calls with 121 being inside a structure. In an effort to help reduce some of the workload on our equipment and staff, we revised our response protocols to medical calls and arcing power lines. The Jackson Fire Department responded to fires where property loss totaled \$1.42 million; which is an increase from 2010 of \$105,970, or 7.4%.

The fire department staff is a proud, professional group of men and women. We strive to provide the citizens and visitors to our fine community the best possible service we can through, fire, emergency medical, hazard material, public education, and fire prevention.

CITY ATTORNEY

The City Attorney's Office is a full service law office, delivering a complete range of legal services to the City's elected and appointed officials and departments.

The City's legal department consists of the City Attorney, Deputy City Attorney, Assistant City Attorney, and two legal support professionals.



The Department's duties include:

- Handling approximately 2,000 District Court criminal prosecutions annually;
- Prosecuting zoning, housing, and other blight-related ordinance violations in the City's Administrative Hearings Bureau;
- Defending the City, its officials, and employees against lawsuits;
- Administering the insurance programs of the City;
- Addressing citizen complaints;
- Collecting accounts receivable; and
- Handling the defense of real and personal property tax cases in the Michigan Tax Tribunal.

In addition, all resolutions, ordinances, and contracts involving the City are written or reviewed by the City Attorney's Office.

CITY ASSESSOR'S OFFICE

The Assessor's Office is responsible for appraising and assessing all real and personal property in the City of Jackson. We answer inquiries from residents, property owners, mortgage companies, prospective buyers, businessmen, appraisers and government agencies. We provide information on assessment procedures, amount of taxes, lot sizes, lot splits, legal descriptions, owners of land and qualifications for filling of state exemptions. Additionally the Assessor's office tracks and verifies principle residential exemptions, updates property ownership information, creates special assessment rolls, maintains property tax maps, collects and analyzes sale data, defends assessments before the Michigan Tax Tribunal and maintains a computerized appraisal system.



DEPARTMENT OF PUBLIC WORKS

During the fiscal year of 2010-2011, the departments of Engineering, Public Works, Water and Wastewater were all combined into the Department of Public Works. Also this year, the City Forester left for another job and the Cemetery and Forestry Divisions were moved from the Parks & Recreation Department to the Department of Public Works. The following is a list of the Department's Divisions with their major subdivisions and activities this year.

Administration: *Accounting, Utility Billing, and Water Meter Service & Reading*

The utility billing staff sent out 75,155 bills this year for water, sewer and storm water for a total amount of \$9.26 million. This year the City Council created a storm water utility which required the utility billing staff to add the storm water user fee and credits into the billing system.

Engineering: *Construction, Traffic Signals and Downtown Parking System*

This fiscal year Engineering bid out 12 projects totaling over \$3.19 million. The main construction project completed was the Grand River Arts Walk (see photo). Other projects are for street construction – Argyle, Mason, State, Wesley, North Street Phase 1; for water main construction – Foote, Hallett; and for sewer construction – Euclid, Hibbard, Blackstone.

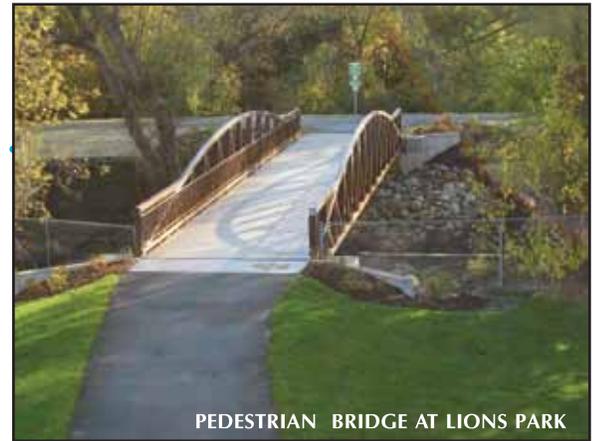
Utility Plants: *Water Plant and Wastewater Plant*

The City hired a Utility Director

this year to oversee both utility plants to replace the directors of both departments which had retired. Both utility treatment plants are operated 24 hours per day, 7 days per week by licensed operators and maintenance staff.

The water treatment plant treats and softens the drinking water that is supplied to the residents and businesses of the City of Jackson and Blackman Township. In 2010-2011, the water treatment plant produced and delivered 2.59 billion gallons of safe drinking water to our customers. The water is tested daily in the City's certified testing laboratory according to Environmental Protection Agency and State of Michigan regulations.

The Jackson Wastewater Treatment Plant provides service to the City of Jackson, parts of Blackman, Napoleon, Spring Arbor/Sandstone, Rives, and Summit Townships, as well as the State Prison of Southern Michigan. The wastewater coming to the plant in fiscal year 2010-2011 averaged approximately 11.9 million gallons per day. Pollutants are removed from the wastewater throughout the treatment process. In fiscal year 2010-2011 we entered into a contract with Davis Construction for replacement and upgrades of aeration piping, mixed liquor piping to the west aeration tanks, installation of new electrical motor control centers, and replacement of preliminary treatment equipment at the headwork's of the plant.



PEDESTRIAN BRIDGE AT LIONS PARK

Tetra Tech of Ann Arbor designed the project and is overseeing the construction. This project is expected to be completed by February 2012.

Public Works: *Streets, Sewers, Water Distribution, Cemetery and Motor Pool*

The Street crews are responsible for maintaining including plowing and salting 100.85 miles of local streets, 54.27 miles of major streets and 8.07 miles of state highways in the city. As part of the storm water activities the street sweeping completed about five rounds and removed 1617 cubic yards of debris from the streets which averages about 2.1 cyd/mile and during the fall leaf pick up the crews moved an estimated 10,950 cubic yards of leaves and sticks to our leaf dump. The water distribution crews are responsible for maintenance of 244 miles of water main, 1670 hydrants and 2412 valves. During this year the crew repaired 35 water main breaks, exercised 949 valves, replaced 12 valves, repaired 271 hydrants, and replaced 21 hydrants. The public works crews also performed 92 property board-ups and 303 property clean-ups.

2011 ANNUAL REPORT



REVENUES & EXPENDITURES

FISCAL YEAR ENDED JUNE 30, 2011

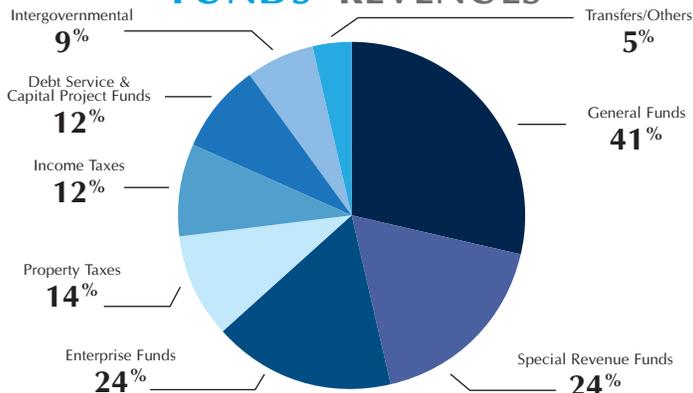
	Revenues	Expenditures
General Fund	\$21,432,868	\$21,074,450
Special Revenue Funds:		
Major Street	5,399,724	5,035,884
Local Street Fund	1,474,605	1,375,136
Ella W. Sharp Park Operating Fund	678,215	674,607
Land Acquisition Fund	40,000	39,933
Housing Initiative Fund	11,960	3,372
Public Improvement Fund	1,118,988	883,852
Building Department Fund	461,708	445,111
Budget Stabilization Fund	9,015	9,015
Drug Law Enforcement Fund	91,113	84,993
Police Grant Funds-Variou	468,944	468,942
Community Development Block Grant Funds	2,422,432	2,438,099
Neighborhood Stabilization Grant Fund	333,779	333,779
Brownfield Assessment Grant/RLF Funds	114,392	114,392
Recreation Activity Fund	230,742	209,330
Recreation Millage Program Fund	243,030	236,088
	13,098,648	12,352,533
Debt Service Funds:		
Michigan Urban Land Assembly Loan Debt Service Fund	52,000	52,000
2003 Michigan Transportation Fund Debt Service Fund	280,925	280,925
2003 City Hall Debt Service Fund	637,670	636,497
Building Authority Debt Service Fund	128,783	128,783
2001 DDA TIF Debt Service Fund	1,244,100	1,244,100
2002 BRA TIF Debt Service Fund	620,128	620,128
2007 BRA TIF Refunding Debt Service Fund	447,769	447,769
Section 108 Loan	65,000	65,000
	3,476,373	3,475,201

	Revenues	Expenditures
Capital Project Funds:		
Capital Projects Fund	116,772	116,483
Brownfield Redevelopment Authority Fund	1,327,589	1,348,219
Downtown Development Authority Project Fund	1,010,656	1,389,927
Special Assessment Capital Project Fund	254,958	306,226
	2,709,974	3,160,856
Enterprise Funds:		
Ella W. Sharp Park Golf Practice Center Fund	58,633	59,016
Automobile Parking System Fund	62,691	34,158
Parking Assessment Fund	56,272	153,709
Stormwater Utility	353,140	88,862
Parking Deck Fund	260,451	438,479
Sewage Fund	5,362,426	5,165,228
Water Fund	7,010,430	5,718,144
	13,164,043	11,657,596
Total Operating Funds	\$53,881,907	\$51,720,636

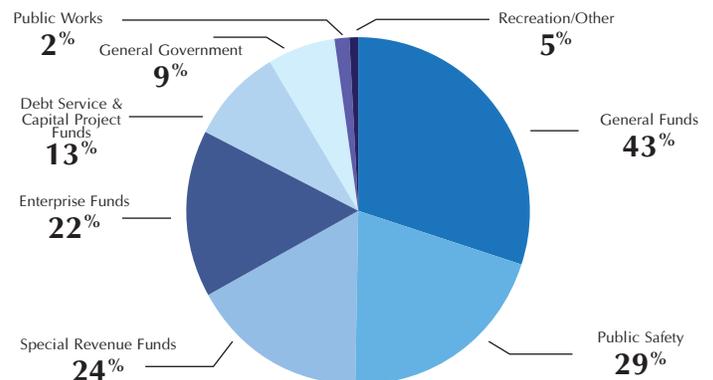
NOTE:

- Operating Funds do not include Internal Service or Trust & Agency Funds.
- Above amounts include transfers to and from other funds.

FISCAL YEAR 2011 OPERATING FUNDS' REVENUES



FISCAL YEAR 2011 OPERATING FUNDS' EXPENDITURES





Martin J. Griffin Mayor

1st Ward Councilmember

Carl L. Breeding

2nd Ward Councilmember

Kimberly Jaquish

3rd Ward Councilmember

Daniel P. Greer

4th Ward Councilmember

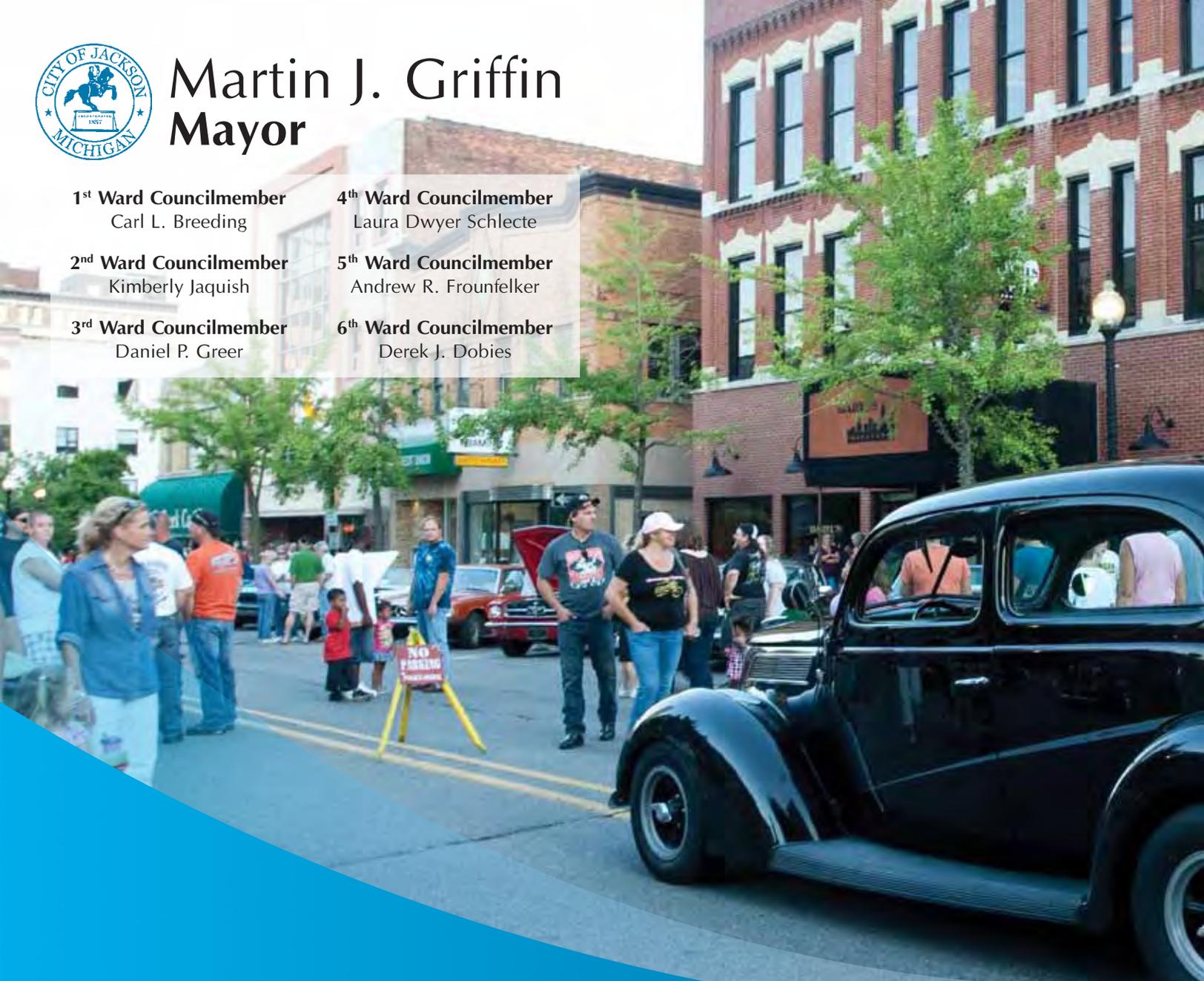
Laura Dwyer Schlecte

5th Ward Councilmember

Andrew R. Frounfelker

6th Ward Councilmember

Derek J. Dobies



Department	Department Head	Floor
City Assessor's Office	David Taylor	9
City Attorney's Office	Julius A. Giglio	12
City Clerk's Office	Lynn Fessel	1
City Council Chambers		2
City Engineer's Office	Jon H. Dowling	4
City Manager's Office	Laurence Shaffer	14
Community Relations/HRC Liaison	Frank Weathers	14
City Treasurer/Income Tax/ Water Collection Office	Andrew J. Wrozek	1
Community Development	Patrick Burtch	3
Building and Rental Inspection		3

Department	Department Head	Floor
Downtown Development Authority	Jonathan Greene	6
Finance Department	Philip J. Hones	8
Jackson Affordable Housing Corporation		6
Mayor's Office	Martin J. Griffin	14
Parks & Recreation	Kelli Hoover	5
Purchasing Department		10
Personnel & Labor Relations	Crystal Dixon	7th Flr. County Tower Building



CITY CLERK'S OFFICE

**CITY COUNCIL MEETING
March 27, 2012**

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk 

SUBJECT: Consent Calendar Item to Establish a Public Hearing for Die-Namic Tool & Design LLC Industrial Facilities Exemption Certificate

MOTION: ESTABLISHMENT OF APRIL 10, 2012, AT THE CITY COUNCIL MEETING AS THE TIME AND PLACE TO HOLD A PUBLIC HEARING ON THE APPLICATION FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE FILED BY DIE-NAMIC TOOL & DESIGN LLC, 147 HOBART STREET, AND REFERRAL TO THE FINANCE/TAX POLICY COMMITTEE FOR RECOMMENDATION

Attached please find a copy of the application for an Industrial Facilities Exemption Certificate for personal property filed by Die-Namic Tool & Design LLC, located at 147 Hobart Street.

Requested action is for the Council to establish an April 10, 2012, public hearing on this application and to refer the matter to the City Affairs Committee for a recommendation. Notification letters will be sent to the applicant and the legislative body of taxing units, which levy ad valorem taxes within the City informing them of the public hearing.

Thank you.

C: City Manager
Deputy City Manager
City Assessor
City Attorney

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form or would like to request an informational packet, call (517) 373-3272.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>Lynn Jessel, City Clerk</i>	Date received by Local Unit <i>February 22, 2012</i>
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) DIE-NAMIC TOOL & DESIGN LLC	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 332900 MANUFACTURING	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 147 HOBART STREET, JACKSON, MI 49202	1d. City/Township/Village (indicate which) CITY OF JACKSON	1e. County JACKSON
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))	3a. School District where facility is located JACKSON	3b. School Code 38170
4. Amount of years requested for exemption (1-12 Years) 12 YEARS		

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

ADDITIONAL MACHINERY AND COMPUTER EQUIPMENT NEEDED FOR NEW WORK OBTAINED AND EXPECTED FUTURE GROWTH.

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ \$0.00 Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	▶ \$325,000.00 Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	▶ \$325,000.00 Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	<u>Begin Date (M/D/Y)</u>	<u>End Date (M/D/Y)</u>		
Real Property Improvements ▶	_____	_____	▶	<input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements ▶	9/1/11	8/31/13	▶	<input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. Yes No

9. No. of existing jobs at this facility that will be retained as a result of this project. **14**

10. No. of new jobs at this facility expected to create within 2 years of completion. **5-6**

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) _____

b. TV of Personal Property (excluding inventory) _____

c. Total TV _____

12a. Check the type of District the facility is located in:

Industrial Development District Plant Rehabilitation District

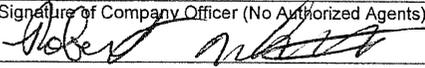
12b. Date district was established by local government unit (contact local unit)
9/26/06 # 93

12c. Is this application for a speculative building (Sec. 3(8))?
 Yes No

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name JOSEPH BOSWELL, CPA	13b. Telephone Number (517) 796-8880	13c. Fax Number (517) 796-8777	13d. E-mail Address joseph.dovehickey@tds.net
14a. Name of Contact Person ROBERT WHITING	14b. Telephone Number (517) 787-4900	14c. Fax Number (517) 787-4950	14d. E-mail Address
▶ 15a. Name of Company Officer (No Authorized Agents) ROBERT WHITING			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number (517) 787-4950	15d. Date 2-20-12
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 147 HOBART ST, JACKSON, MI 49202		15f. Telephone Number (517) 787-4900	15g. E-mail Address

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)	
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.		16c. LUCI Code	
17. Name of Local Government Body		16d. School Code	
		▶ 18. Date of Resolution Approving/Denying this Application	

Attached hereto is an original and one copy of the application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

**State Tax Commission
Michigan Department of Treasury
P.O. Box 30471
Lansing, MI 48909-7971**

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

**DIE-NAMIC TOOL & DESIGN LLC
ATTACHMENT TO FORM 1012
TOTAL PROJECT COSTS - LINE 6 (c)**

	<u>ACQUISITION DATES</u>	<u>COSTS</u>
<u>PURCHASED PERSONAL PROPERTY:</u>		
CNC MACHINE AND AIR COOLED DRYER	9/13/2011	\$ 145,000
 <u>PERSONAL PROPERTY TO BE PURCHASED:</u>		
COMPUTER EQUIPMENT	6/1/2012	15,000
MACHINERY & EQUIPMENT	7/1/2012	<u>165,000</u>
 TOTAL PROJECT COSTS		 <u><u>\$ 325,000</u></u>

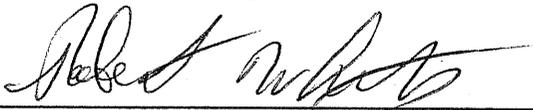
**DIE-NAMIC TOOL & DESIGN, LLC
INDUSTRIAL FACILITIES EXEMPTION AFFIDAVIT
COMMENCEMENT OF PROJECT**

The undersigned states the following:

1. I am a representative of Die-Namic Tool & Design, LLC, applicant for an Industrial Facilities Exemption Certificate and make this Affidavit based on my own knowledge.
2. I submit this Affidavit in support of the application for Industrial Facilities Exemption Certificate dated February 7, 2012.
3. I hereby certify that installation of the personal property, which is included in the application for Industrial Facilities Exemption began on September 13, 2011.

Die-Namic Tool & Design, LLC; Applicant

By: _____



February 7, 2012

Robert Whiting, Member



CITY CLERK'S OFFICE

**CITY COUNCIL MEETING
March 27, 2012**

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk 

SUBJECT: Consent Calendar Item to Establish a Public Hearing for Alro Riverside, LLC Industrial Facilities Exemption Certificate

MOTION: **ESTABLISHMENT OF APRIL 10, 2012, AT THE CITY COUNCIL MEETING AS THE TIME AND PLACE TO HOLD A PUBLIC HEARING ON THE APPLICATION FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE FILED BY ALRO RIVERSIDE, LLC, 2425 E. HIGH STREET, AND REFERRAL TO THE FINANCE/TAX POLICY COMMITTEE FOR RECOMMENDATION**

Attached please find a copy of the application for an Industrial Facilities Exemption Certificate for real and personal property filed by Alro Riverside, LLC, located at 2425 E. High Street.

Requested action is for the Council to establish an April 10, 2012, public hearing on this application and to refer the matter to the City Affairs Committee for a recommendation. Notification letters will be sent to the applicant and the legislative body of taxing units, which levy ad valorem taxes within the City informing them of the public hearing.

Thank you.

C: City Manager
Deputy City Manager
City Assessor
City Attorney

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form or would like to request an informational packet, call (517) 373-3272.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>John Tessel, City Clerk</i>	Date received by Local Unit <i>February 17, 2012</i>
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) Alro Riverside, LLC	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 3329	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 2425 E. High Street	1d. City/Township/Village (indicate which) Jackson	1e. County Jackson
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))	3a. School District where facility is located Jackson	3b. School Code 38170
4. Amount of years requested for exemption (1-12 Years) 12		

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

The project for which the exemption is sought is the construction of a 9,050 square foot addition to our existing facility. The estimated expenditures for the proposed addition, including building, machinery, equipment, furniture and fixtures, will be approximately \$1,325,000 (detail list attached).

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ \$750,000.00 Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	▶ \$575,000.00 Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	▶ \$1,325,000.00 Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements ▶	3/1/12	3/1/13	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements ▶	3/1/12	3/1/13	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. Yes No

9. No. of existing jobs at this facility that will be retained as a result of this project. 7	10. No. of new jobs at this facility expected to create within 2 years of completion. 5
--	--

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)	
b. TV of Personal Property (excluding inventory)	
c. Total TV	

12a. Check the type of District the facility is located in:
 Industrial Development District Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit) 4/11/577 #82 6/18/96	12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Chris Leavitt	13b. Telephone Number (517) 788-3232	13c. Fax Number (517) 787-6393	13d. E-mail Address cleavitt@alro.com
14a. Name of Contact Person same as above	14b. Telephone Number	14c. Fax Number	14d. E-mail Address
▶ 15a. Name of Company Officer (No Authorized Agents) Steven L. Laten (Officer of Partner #2-Alro Steel Corporation)			
15b. Signature of Company Officer (No Authorized Agents) <i>Steven L. Laten</i>		15c. Fax Number (517) 787-6398	15d. Date 2/8/12
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 3100 E. High Street, Jackson MI 49203		15f. Telephone Number (517) 787-5500	15g. E-mail Address

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. LUCI Code	16d. School Code
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original and one copy of the application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

State Tax Commission
Michigan Department of Treasury
P.O. Box 30471
Lansing, MI 48909-7971

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

Alro Riverside, LLC

Jackson, Michigan

Application for

Industrial Facilities Tax Exemption Certificate

<u>Items 5 & 6 - Total Project Cost and Description</u>	<u>Estimated Costs</u>	<u>Installation Date Begin</u>
Building	\$ 750,000	3/1/2012
Machinery, equipment, furniture and fixtures		3/1/2012
48 x 96 Blanchard	\$ 270,000	
32.60 Blanchard	\$ 90,000	
Drag out system	\$ 30,000	
7.5 ton crane	\$ 52,000	
5.0 ton crane	\$ 50,000	
Miscellaneous cost **	\$ 83,000	
Total machinery, equipment, furniture and fixtures	\$ 575,000	
Totals	<u>\$ 1,325,000</u>	

** Miscellaneous costs includes machine installation, debugging, lights, fans, ducts, etc.)

March 21, 2012:

To: City Council

Report from the City Affairs/Rules and Personnel Committee:

During the March 13, 2012 meeting of the City Affairs/Rules & Personnel Committee all members were present and voting.

The City Attorney and the Deputy City Attorney provided background information on a proposed Graffiti Ordinance.

After debate ended, the full Committee unanimously voted to recommend to the full City Council approval and final adoption of the proposed Graffiti Ordinance as printed below as an attachment to Agenda item # 12 A.

City Affairs/Rules and Personnel Committee members:

Laura D. Schlecte

Mayor Martin Griffin

Carl L. Breeding



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
March 27, 2012

MEMO TO: Honorable Mayor and City Council Members
FROM: Lynn Fessel, City Clerk
SUBJECT: Public Hearings and Resolutions for Special Assessment Roll Nos. 4205 through 4210

MOTION: **RECESS AS CITY COUNCIL AND CONVENE AS A BOARD OF REVIEW.**

**A. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4205
DELINQUENT MISCELLANEOUS GENERAL FUND ACCOUNTS
RECEIVABLE**

1. RESOLUTION CONFIRMING ROLL NO. 4205

**B. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4206
DELINQUENT MISCELLANEOUS BUILDING FUND ACCOUNTS
RECEIVABLE**

1. RESOLUTION CONFIRMING ROLL NO. 4206

**C. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4207
DELINQUENT MISCELLANEOUS CDBG FUND ACCOUNTS RECEIVABLE**

1. RESOLUTION CONFIRMING ROLL NO. 4207

**D. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4208
DELINQUENT MISCELLANEOUS WASTE WATER FUND ACCOUNTS
RECEIVABLE**

1. RESOLUTION CONFIRMING ROLL NO. 4208

**E. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4209
DELINQUENT MISCELLANEOUS WATER FUND ACCOUNTS RECEIVABLE**

1. RESOLUTION CONFIRMING ROLL NO. 4209

**F. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4210
DELINQUENT MISCELLANEOUS PUBLIC WORKS FUND ACCOUNTS
RECEIVABLE**

1. RESOLUTION CONFIRMING ROLL NO. 4210

ADJOURN AS A BOARD OF REVIEW AND RECONVENE AS CITY COUNCIL

Public hearings were established at the City Council's February 21st meeting for March 27, 2012. The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner included on the rolls.

C: City Manager

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous General Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4205 in the amount of \$7,809.33 and were reported to the City Council at its regular meeting held on the 21st day of February, 2012; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 27th day of March, 2012, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

NOW, THEREFORE, BE IT RESOLVED, that each and all of the assessments as contained in said roll are hereby confirmed and made valid liens against the property and valid claims against the owners thereof, and the City Clerk is hereby directed to make certificates of this determination and attach the same to said roll and to present said roll to the City Treasurer for collection; and

BE IT FURTHER RESOLVED, that payment of each individual assessment shall be due and payable sixty (60) days after approval of this resolution.

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 27th day of March, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 28th day of March, 2012.

Lynn Fessel, City Clerk

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Building Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4206 in the amount of \$32,912.48 and were reported to the City Council at its regular meeting held on the 21st day of February, 2012; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 27th day of March, 2012, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

NOW, THEREFORE, BE IT RESOLVED, that each and all of the assessments as contained in said roll are hereby confirmed and made valid liens against the property and valid claims against the owners thereof, and the City Clerk is hereby directed to make certificates of this determination and attach the same to said roll and to present said roll to the City Treasurer for collection; and

BE IT FURTHER RESOLVED, that payment of each individual assessment shall be due and payable sixty (60) days after approval of this resolution.

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 27th day of March, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 28th day of March, 2012.

Lynn Fessel, City Clerk

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Community Development Block Grant Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4207 in the amount of \$2,301.11 and were reported to the City Council at its regular meeting held on the 21st day of February, 2012; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 27th day of March, 2012, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

NOW, THEREFORE, BE IT RESOLVED, that each and all of the assessments as contained in said roll are hereby confirmed and made valid liens against the property and valid claims against the owners thereof, and the City Clerk is hereby directed to make certificates of this determination and attach the same to said roll and to present said roll to the City Treasurer for collection; and

BE IT FURTHER RESOLVED, that payment of each individual assessment shall be due and payable sixty (60) days after approval of this resolution.

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 27th day of March, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 28th day of March, 2012.

Lynn Fessel, City Clerk

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous WasteWater Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4208 in the amount of \$204.64 and were reported to the City Council at its regular meeting held on the 21st day of February, 2012; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 27th day of March, 2012, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

NOW, THEREFORE, BE IT RESOLVED, that each and all of the assessments as contained in said roll are hereby confirmed and made valid liens against the property and valid claims against the owners thereof, and the City Clerk is hereby directed to make certificates of this determination and attach the same to said roll and to present said roll to the City Treasurer for collection; and

BE IT FURTHER RESOLVED, that payment of each individual assessment shall be due and payable sixty (60) days after approval of this resolution.

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 27th day of March, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 28th day of March, 2012.

Lynn Fessel, City Clerk

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Water Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4209 in the amount of \$2,497.10 and were reported to the City Council at its regular meeting held on the 21st day of February, 2012; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 27th day of March, 2012, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

NOW, THEREFORE, BE IT RESOLVED, that each and all of the assessments as contained in said roll are hereby confirmed and made valid liens against the property and valid claims against the owners thereof, and the City Clerk is hereby directed to make certificates of this determination and attach the same to said roll and to present said roll to the City Treasurer for collection; and

BE IT FURTHER RESOLVED, that payment of each individual assessment shall be due and payable sixty (60) days after approval of this resolution.

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 27th day of March, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 28th day of March, 2012.

Lynn Fessel, City Clerk

RESOLUTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Public Works Fund accounts receivable which assessments were by him placed on Assessment Roll No. 4210 in the amount of \$52,816.49 and were reported to the City Council at its regular meeting held on the 21st day of February, 2012; and

WHEREAS, notice has been duly given that the City Council and Assessor will sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 27th day of March, 2012, at 7:00 p.m. and hear any and all objections and suggestions by interested parties to said special assessments as contained in said Assessment Roll, and the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all objections and suggestions made thereto and having fully considered same;

NOW, THEREFORE, BE IT RESOLVED, that each and all of the assessments as contained in said roll are hereby confirmed and made valid liens against the property and valid claims against the owners thereof, and the City Clerk is hereby directed to make certificates of this determination and attach the same to said roll and to present said roll to the City Treasurer for collection; and

BE IT FURTHER RESOLVED, that payment of each individual assessment shall be due and payable sixty (60) days after approval of this resolution.

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 27th day of March, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 28th day of March, 2012.

Lynn Fessel, City Clerk



Department of Community Development Building a Stronger Community

161 W. Michigan Avenue • Jackson, MI 49201-1303
Phone (517) 788-4060 • Facsimile (517) 780-4781

CITY COUNCIL MEETING MARCH 27, 2012

- MEMO TO:** Honorable Mayor and City Councilmembers
- FROM:** City of Jackson Planning Commission
Patrick Burtch, Deputy City Manager *PBS*
Barry Hicks, Planning Director *BH*
- DATE:** March 21, 2012
- SUBJECT:** **Proposed Ordinance Amendments to Chapter 28 (Zoning) Regarding Nonconforming Lots, Buildings, Structures, and Uses.**
- MOTION 1:** Open a Public Hearing to receive comment on the proposed Amendments to Chapter 28 (Zoning) of the City of Jackson Code of Ordinances which consolidates and replaces Sec. 28-121 thru -129, nonconforming lots, structures, and uses of structures and land, with anew Sec.28-121; and proposed amendments to Sec. 28-5, Sec. 28-71, and Sec. 28-79 to accommodate the new provisions.
- MOTION 2:** Approve the Ordinance amending Chapter 28 of the Code of Ordinances, City of Jackson, Michigan to consolidate and replace Sec. 28-121 thru -125 and Sec. 28-127 thru -129 — nonconforming lots, structures, and uses of structures and land — with a new Sec. 28-121; and proposed amendments to Sec. 28-5, Sec. 28-71 in order to accommodate the new provisions; and place the item on the next regularly scheduled City Council Agenda for consideration (*City Planning Commission and Staff recommend approval.*).

At a March 7, 2012 meeting, the Planning Commission considered amendments to Chapter 28 –Zoning, of the City of Jackson Code of Ordinances regarding Nonconforming Lots, Buildings, Structures, and Uses. The Planning Commission recommends that these amendments be adopted by City Council.

City staff, with the aid of Region II Planning Commission, reviewed Chapter 28 (Zoning) of the City Code and recommended language to the Planning Commission to address the amount of forethought and adherence to the City's strategy for economic stabilization. The Ordinance will consolidate and replace those Sections of Article IV of Chapter 28 which regulate with nonconforming lots, buildings, structures, and uses of structures and land. Sections 28-5, 28-71, and 28-79 must also be amended to accommodate the proposed revisions to Section 28-121. The purpose of the proposed Ordinance is to simplify and clarify the regulation of nonconformities (e.g., a use not allowed in a zoning district, a substandard backyard setback, etc.), making it easier to administer the Zoning Ordinance and reduce variance requests to the Zoning Board of Appeals while protecting the health, safety, and general welfare of City residents.

Language from Zoning Ordinances from around the State of Michigan was used as a template for the proposed Ordinance. The first draft of the Ordinance was created by formatting it to fit into the existing structure of the City Code. The proposed changes were reviewed and revised during a meeting with City and R2PC planning and legal staffs on February 17, 2012. Those changes were incorporated into the proposed Ordinance and second meeting was held on February 24, 2012. The revisions made during that meeting were then incorporated into the text of the proposed Ordinance and prepared for consideration by the Planning Commission and City Council.



The remainder of this memo contains a summary of salient points regarding the proposed Ordinance:

- Supporting the mixed residential character of the City is key because of Jackson's many older neighborhoods and districts.
- The separate nonconforming parking process contained in Sec. 28-106 (g) is retained. Any proposed changes regarding that process will result from a complete review of the City's off-street parking and loading requirements.
- Requiring the combination of properties that are utilized as a single site whenever a zoning request is approved will eliminate many nonconforming lots over time.
- Allowing for the expansion of residential buildings under certain circumstances should eliminate many variance requests that are sensible but would be difficult for the ZBA to grant. This includes the exception for front and rear yard setback currently contained in Chapter 28.
- The ability to alter a nonconforming use is accommodated through the Conditional Use Permit process rather than the current Class A Nonconforming Use Designation process.
- Sec. 28-124 (3) currently allows any single-family dwelling to be reconstructed if destroyed.
- Inclusion of height addresses those situations in which buildings are located close to each other.
- Such a delay in construction is grounds for the exception to expire.
- References to Sec. 28-106 provide a linkage to the parking nonconformity Subsection.
- The Ordinance provides criteria for verifying when nonconformities are abandoned which the Zoning Administrator can use to back up his/her determination.
- The amendment requires the submittal of site plans as part of a CUP application which meets minimum standards. This is important for legal nonconformities and all other types of conditional uses.

BH

Att': Proposed Nonconforming Use Ordinance
Public Notice

ORDINANCE 2012.____

An Ordinance amending Chapter 28 of the Code of Ordinances, City of Jackson, Michigan to consolidate and replace Sec. 28-121 thru -125 and Sec. 28-127 thru -129 — which deal with nonconforming lots, structures, and uses of structures and land — with a new Sec. 28-121 and to amend the following Sections of the zoning ordinance in order to accommodate the new provisions: Sec. 28-5, Sec. 28-71, and Sec. 28-79.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

To simplify and clarify the regulation of nonconformities (e.g., a use not allowed in the zoning district, a substandard backyard setback, etc.), making it easier to administer the zoning ordinance and reduce variance requests to the Zoning Board of Appeals while protecting the health, safety, and general welfare of the residents of the community.

Section 2. That Article IV of Chapter 28 of the Code of Ordinances, City of Jackson, Michigan be amended to read as follows:

ARTICLE IV. SUPPLEMENTAL PROVISIONS

...

Sec. 28-121. Nonconforming lots, buildings, structures, and uses of buildings, structures and land.

(a) *Statement of purpose.* Within the districts established by this Chapter, or amendments that may be adopted, there exist lots, buildings, structures, and uses of lots, buildings, and structures which were lawful before this Chapter was passed or amended which would be prohibited, regulated, or restricted under the terms of this Chapter or future amendments. The intent of this Section is to permit such legal nonconformities to remain until they are discontinued or removed, but not to encourage their survival or, where discontinuance or removal is not feasible, to gradually upgrade such nonconformities to conforming status. Nonconformities cannot be enlarged, expanded, or extended, except as provided here, and may not be used as grounds for adding other structures and uses of lots and structures that are prohibited. Such nonconformities are declared by this Section to be incompatible with permitted uses in the districts involved and prevent the full realization of the goals and objectives of this Chapter. The standards of this Section are intended to accomplish the following:

-
- 1 (1) Terminate and remove any use, building, accessory structure or any combination
2 thereof established after this Chapter was passed, or amended, that is in violation of
3 this Chapter. Such uses, buildings, and accessory structures are classified as a nuisance and will not receive any of the rights, privileges, or protection granted by this
4 Section for legal nonconformities.
5
- 6 (2) Eliminate nonconforming uses that are considered to be incompatible with permitted
7 uses, or encourage redevelopment into a more conforming use.
- 8 (3) Permit legal nonconforming buildings, structures or uses to remain until they are discontinued or removed.
9
- 10 (4) Support the mixed residential character of the City's neighborhoods through special
11 provisions relating to nonconforming residential structures.
- 12 (5) Encourage gradual upgrading to a more conforming status of site landscaping, parking,
13 paving, signage or other features of a site which were developed in compliance
14 with the standards at the time of their construction, but which do not meet the current
15 site plan or other standards of this Code and its amendments.
- 16 (6) Encourage the combination of contiguous nonconforming lots of record to create lots
17 that conform to current standards; are compatible with other lots in the zoning districts;
18 promote the public health, safety, and welfare; and eliminate problems associated with the overcrowding of land.
19
- 20 (b) *Nonconforming lots.*
- 21 (1) *Use of a nonconforming lot.* In any district, notwithstanding limitations imposed by
22 other provisions of this Code, where an existing lot of record fails to meet the requirements for area, width, or both, that are generally applicable in the district, such
23 lot may be used for the permitted uses of the zoning district, including permitted accessory uses. However, all yard dimensions and other requirements, not involving
24 area or width of the lot, must conform to the regulations for the district in which such
25 lot is located.
26
27
- 28 (2) *Use of nonconforming lots under single ownership.* If two (2) or more lots or combinations of lots of record with continuous frontage and in single ownership and use at
29 the time of passage or amendment of this Chapter, irrespective of whether all or part
30 of the lots meets the Chapter requirements, the lands involved will be considered to
31 be an undivided parcel. No portion of said parcel or lot can be used or sold that does
32 not meet lot, width, and area requirements, nor can any division of the parcel or lot
33 be made which leaves remaining any parcel or lot with a width or area below the requirements stated in this Chapter. All zoning and building requests require the formal
34 combination of those parcels into a single lot of record (see the definition for
35 "lot, formal combination of" in Sec. 28-5).
36
37
- 38 (c) *Nonconforming structures.* Where a lawful structure exists at the effective date of adoption or amendment of this Chapter, but could not be built under the terms of this Chapter
39

1 by reason of restrictions on area, lot coverage, height, yards, or other characteristics of the
2 structure or its location on the lot, such structure may be continued so long as it remains
3 otherwise lawful, subject to the following limitations.

4 (1) *Increasing nonconformity*: No such structure may be enlarged or altered in a way
5 that increases its nonconformity without the granting of a variance from the Zoning
6 Board of Appeals (see Sec. 28-238). Such structures may be enlarged or altered in a
7 way that does not increase its nonconformity.

8 (2) *Alteration or modification*: Should such structure be altered or modified so as to
9 eliminate, remove or lessen any or all of its nonconforming characteristics, then such
10 nonconforming characteristics cannot be later reestablished or increased.

11 (3) *Moving a nonconforming structure*: Should such structure be moved for any reason
12 for any distance, it must thereafter conform to the regulations for the district in which
13 it is located after it is moved. This does not affect the right to replace, restore, or re-
14 construct an accessory structure provided it meets all of the other requirements of
15 this Code (see Sec. 28-132(2)b).

16 (4) *Expansion of a nonconforming residential building*: A nonconforming residential
17 building may be expanded into a required side or rear yard in a manner that does not
18 comply with the setback standards with approval from the Zoning Administrator.
19 The Zoning Administrator must utilize the following standards:

- 20 a. The expansion does not extend closer to the lot line than any existing, noncon-
21 forming part of the structure;
- 22 b. The expansion does not create a new nonconformity on the lot or an adjacent
23 lot.
- 24 c. The addition may be constructed up to the front or rear block building line (see
25 Sec. 28-5 for the definition of “block building line, front or rear”) when more
26 than fifty (50) percent of the principal structures on one (1) side of the street in
27 any one (1) block in a residential or commercial district do not meet the re-
28 quired front or rear yard setbacks.
- 29 d. The addition retains compliance with all other setback, lot coverage, and height
30 requirements;
- 31 e. The addition will meet all minimum building code requirements;
- 32 f. The resultant addition, in terms of dimensions and design, would be compati-
33 ble with the established character of the neighborhood;
- 34 g. The design of the addition must be compatible with the existing structure and
35 not detract from the appearance of the site;

- 1 h. The expansion of a residential building with a nonconforming yard, not meet-
2 ing the requirements above, is prohibited unless a variance is granted by the
3 Zoning Board of Appeals (see Sec. 28-238).
- 4 (d) *Nonconforming uses of buildings and structures.* The use of any structure existing and
5 lawful on the effective date of the adoption or amendment of this Chapter may be contin-
6 ued, even though such use does not conform to the provisions of this Chapter, subject to
7 the following provisions:
- 8 (1) *Structural expansion:* No existing structure devoted to a use not permitted by this
9 Chapter in the district in which it is located may be enlarged, extended, constructed,
10 reconstructed, moved or structurally altered except as follows:
- 11 a. Changing the use of the structure to a use permitted in the district in which it is
12 located.
- 13 b. Granting of a conditional use permit by the Planning Commission (see Sec. 28-
14 146 thru -151) with the goal of bringing the site into greater conformity with
15 this Chapter.
- 16 (2) *Expansion of the use:* Any nonconforming use may be extended throughout any parts
17 of a building which were manifestly arranged or designed for such use, and which
18 existed at the time of adoption or amendment of this Chapter, but no such use can be
19 extended to occupy any land outside such building.
- 20 (3) *Replacement with a conforming use:* If a nonconforming use of a structure is termi-
21 nated and replaced with a new use, such use must be a permitted use and must there-
22 after conform to the regulations for the district in which such structure is located, and
23 the nonconforming use may not thereafter be resumed.
- 24 (4) *Discontinuance or termination of nonconforming use of structure:* When a noncon-
25 forming use of a structure is discontinued or ceases to exist for six (6) consecutive
26 months, the use may not thereafter be used except in conformance with the regula-
27 tions of the district in which it is located. Structures occupied by seasonal uses are
28 exempted from this provision.
- 29 (5) *Moving a nonconforming use:* No such nonconforming use can be moved in whole or
30 in part to any other portion of the lot or parcel occupied by such use at the effective
31 date of adoption, or amendment, of this Chapter.
- 32 (6) *Repair or replacement of nonconforming one-family uses:* Given the historical de-
33 velopment pattern in the City, one-family residential uses may exist in structures
34 zoned for nonresidential use. It is the intent of this Section to allow such uses to con-
35 tinue and be considered conforming uses, provided the standards and procedures out-
36 lined herein apply. A nonconforming one-family detached dwelling and its accessory
37 structures within commercial districts may be continued, replaced, or repaired if
38 damaged by fire, vandalism, flood or other force of nature, if approved by the Zoning
39 Administrator. Such approval requires a finding that the resulting building footprint

1 and height will be the same size or smaller than that of the building before such
2 change. Replacement of a nonconforming one-family building must commence
3 within one (1) year of the date of damage and work must be diligently pursued to-
4 ward completion. Failure to complete replacement or diligently work toward comple-
5 tion, or use of the building for a conforming non-residential use for any period of
6 time, will result in the loss of legal nonconforming status unless good cause for the
7 delay or temporary change in use is accepted by the Planning Commission and a
8 conditional use permit (CUP) is granted (see Sec. 28-146 thru -151).

9 (7) *Change of use.* If no structural alterations are made, any nonconforming use of a
10 structure, or structure and premises, may be changed to another nonconforming use
11 of the same or a more restrictive classification provided that the Planning Commis-
12 sion finds that the proposed use is equally appropriate or more appropriate to the dis-
13 trict than the existing nonconforming use as part of the conditional use permit pro-
14 cess (see Sec. 28-146 thru -151). In permitting such change, the Planning Commis-
15 sion will require conformance with the off-street parking and loading standards of
16 this Chapter (see Sec. 28-106 thru -108) and may require other appropriate condi-
17 tions and safeguards in accordance with the purpose and intent of this Chapter.
18 Where a nonconforming use of a structure, land, or structure and land in combination
19 is hereafter changed to a more restrictive classification, it cannot thereafter be
20 changed to a less restrictive classification.

21 (e) *Nonconforming uses of land.* The lawful use of any land not involving a building or struc-
22 ture, existing and lawful on the effective date of this Chapter or amendment thereto, may
23 be continued even though such use does not conform to the provisions of this Chapter or
24 amendments, subject to the following provisions:

25 (1) *Expansions:* No such nonconforming use can be enlarged or increased, nor extended
26 to occupy a greater area of land than was occupied on the effective date of this Chap-
27 ter, or amendment thereto.

28 (2) *Relocations:* No such nonconforming use can be moved to any other portion of the
29 lot occupied by such use on the effective date of this Chapter, or amendments there-
30 to.

31 (3) *Discontinuance or abandonment:* If any such nonconforming use of land, not involv-
32 ing a building or structure, is discontinued or ceases to exist for any reason for a pe-
33 riod of more than six (6) consecutive months, any subsequent use of such land must
34 conform to the requirements of this Chapter.

35 (f) *Repairs and maintenance.* The following regulations apply to all non-conforming struc-
36 tures (see the definition in Sec. 28-5) and structures devoted to nonconforming uses as reg-
37 ulated by this Section.

38 (1) *Damage and repairs less than seventy percent (70%) of the value:* On any building
39 or structure that is determined to be devoted to a nonconforming use or is itself a

1 nonconforming structure, work may be done in any period of twelve (12) consecu-
2 tive months on ordinary repairs, or on repair or replacement of non-bearing walls,
3 fixtures, wiring, or plumbing to an extent not exceeding seventy percent (70%) of the
4 taxable value of the building with the approval of the Zoning Administrator, provid-
5 ed that the cubic content of the building as it existed at the time of passage or
6 amendment of this Chapter is not increased. This does not allow for the separation
7 or expansion of utility systems for nonconforming residential uses.

8 (2) *Damage and repairs greater than seventy percent (70%) of the value:* In the event
9 that any nonconforming structure or structure devoted to a nonconforming use re-
10 quire repairs or maintenance for any reason, and in any manner that exceeds seventy
11 percent (70%) of the taxable value of the structure, such reconstruction or restoration
12 will be permitted only in conformity with the provisions of the Chapter. However,
13 when deemed unfeasible and/or impractical, a property owner may seek a condition-
14 al use permit from the Planning Commission (see Sec. 28-146 thru -151), assuming it
15 can also be demonstrated that the original structure was consistent with the estab-
16 lished character of the area.

17 (3) *Nonconforming landscaping and screening:* Landscaping and screening must be
18 brought into conformance with the requirements of Sec. 28-117, to the satisfaction of
19 the Zoning Administrator, whenever:

- 20 a. The estimated expense of construction exceeds seventy percent (70%) of the
21 taxable value of the building.
- 22 b. There is a change in use or occupancy of the building
- 23 c. The building has been vacant for more than 6 months.

24 The continuation of substandard landscaping and screening must be approved by the
25 Planning Commission through the conditional use permit process (see Sec. 28-146
26 thru -151).

27 (4) *Taxable value:* For the purposes of enforcing the regulations contained in this Sec-
28 tion, the taxable value (see the definition in Sec. 28-5) of the structure will be deter-
29 mined by the most recent valuation of the structure for the purposes of taxation.

30 (5) *Ongoing maintenance:* Nothing in this Section prevents the strengthening or restor-
31 ing to a safe condition of any structure or part thereof deemed to be unsafe by an of-
32 ficial charged with protecting the public safety, upon order of such official.

33 (6) A nonconforming structure, or portion of a structure, or a structure containing a non-
34 conforming use that is physically unsafe or unlawful due to lack of repairs and
35 maintenance, as determined by the Chief Building Official and Zoning Administra-
36 tor, may be restored to a safe condition. Where enlargement or structural alteration
37 is necessary to allow compliance with health and safety laws or Chapters, the cost of
38 such work will not exceed twenty-five percent (25%) of the structures fair market
39 value.

- 1 (g) *Determination of abandonment:* Nonconforming buildings and structures, nonconforming
- 2 uses of buildings and structures, and nonconforming uses of land will be considered aban-
- 3 doned if one or more of the following conditions exists, and will be deemed to constitute
- 4 intent on the part of the property owner to abandon the nonconforming use:
- 5 (1) Utilities, such as water, gas or electricity to the property, have been disconnected;
- 6 (2) The property, buildings, or grounds, have fallen into disrepair;
- 7 (3) Signs or other indications of the existence of the nonconforming use have been re-
- 8 moved;
- 9 (4) Removal of equipment or fixtures that are necessary for the operation of the noncon-
- 10 forming use; or
- 11 (5) Other actions, which in the opinion of the Zoning Administrator constitute an inten-
- 12 tion on the part of the property owner or lessee to abandon the nonconforming use.
- 13 (h) *Conditional uses are not nonconforming uses.* Any use for which a conditional use permit
- 14 is granted as provided in this Chapter will not be deemed a nonconforming use, but will,
- 15 without further action, be deemed a conforming use in such district.
- 16 (i) *Change of tenancy or ownership.* There may be a change of tenancy, ownership, or man-
- 17 agement of any existing nonconforming structures or use of structures and land in combi-
- 18 nation.

19 **Sec. 28-122. Reserved.**

20 **Sec. 28-123. Reserved.**

21 **Sec. 28-124. Reserved.**

22 **Sec. 28-125. Reserved.**

23 ...

24 **Sec. 28-127. Reserved.**

25 **Sec. 28-128. Reserved.**

26 **Sec. 28-129. Reserved.**

27 ...

28 **Sec. 28-147. Conditional uses authorized by the Planning Commission.**

29 ...

- 30 (1) *Procedures.* An application for a conditional use shall be submitted to the Planning Com-
- 31 mission for consideration and public hearing. The application must include a site plan
- 32 which meets the requirements of Sec. 28-152. Notice of such public hearing shall be given
- 33 as provided for in Sec. 28-8.

34 ...

1 **Sec. 28-148. Standards on which decisions will be made.**

2 ...

3 (6) **[For legal nonconformities only].** When reviewing a conditional use permit application
4 for a nonconforming building, structure, or use, the Planning Commission must also con-
5 sider the following standards together with such relevant facts and circumstances identified
6 during the public hearing:

7 a. Whether restoration, reconstruction, substitution, and/or expansion would serve a
8 useful purpose, or whether a useful purpose would be served by pursuing strict en-
9 forcement and application of the provisions and requirements of this article.

10 b. Whether the development and/or use of property in the surrounding area has materi-
11 ally changed in relation to the condition which existed when the use or structure was
12 established, with the result that a continuation of the use or structure would be offen-
13 sive to the area.

14 c. In considering the establishment of a condition for the approval of the substitution of
15 a nonconforming use of lots, structures, or any combination of lots, structures, or us-
16 es of lots and structures, the Planning Commission must ensure that the nonconform-
17 ing use of lots and structures is not expanded, and that the substituted use of lots and
18 structures is not of greater nonconformity in terms of its impact upon the area and
19 surrounding properties.

20 ...

21 **Sec. 28-152. Site plan review and approval.**

22 ...

23 (1) *Buildings, structures, and uses requiring review by Planning Commission*

24 (f) Any automobile wash, service or repair facility.

25 If any of the uses listed above also require a conditional use permit (CUP), a separate site
26 plan review process is not required.

27
28 Section 3. That Article I of Chapter 28 of the Code of Ordinances, City of Jackson, Michigan
29 be amended to read as follows:

30 **ARTICLE I. IN GENERAL**

31 ...

32 **Sec. 28-5. Definitions.**

33 ...

34 *Block building line, front or rear,* means the average setback of the principal structures on one
35 (1) side of the street in any one (1) block.

1 ...

2 *Lot, formal combination of*, means the official combination of lots by the City Assessor, includ-
 3 ing the generation of a legal description for the new lot of record.

4 ...

5 *Structure* means anything constructed or erected, the use of which requires permanent location
 6 on the ground, or attachment to something having a permanent location on the ground, to in-
 7 clude, but not be limited to driveways, parking lots, in-ground and above-ground swimming
 8 pools, and similar recreational facilities.

9 ...

10 *Taxable value* means the value of the property listed on the City’s assessment role for the pur-
 11 pose of taxation, as confirmed by the last Board of Review

12 ...

13 Section 4. That Article III of Chapter 28 of the Code of Ordinances, City of Jackson, Michigan
 14 be amended to read as follows:

15

16 **ARTICLE III. ZONING DISTRICT REGULATIONS**

17 **Sec. 28-71. Permitted and conditional uses.**

18 ...

		Zoning Districts											
		R-1	R-2	R-3	R-4	R-5	R-6	C-1	C-2	C-3	C-4	I-1	I-2
...													
(164)	Legal nonconformities	C	C	C	C	C	C	C	C	C	C	C	C

19 ...

20 **Sec. 28-79. - Front and rear yard exceptions.**

21 A primary structure may be constructed up to the front or rear block building line (see Sec. 28-5
 22 for the definition) when more than fifty (50) percent of the principal structures on one (1) side of
 23 the street in any one (1) block in a residential or commercial district do not meet the required
 24 front or rear yard setbacks, respectively.



Department of Community Development Building a Stronger Community

161 W. Michigan Avenue • Jackson, MI 49201-1303
Phone (517) 788-4060 • Facsimile (517) 780-4781

Published in the Jackson Citizen Patriot on February 21, 2012

Notice of Public Hearing

The Jackson City Planning Commission and Jackson City Council will hold public hearings to consider text amendments to the City's planning and zoning ordinances. This notice was prepared and distributed in accordance with Sec. 103 of the Michigan Zoning Enabling Act (MCL 125.3103).

The request was made by:

The City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201

The proposed text amendments:

The proposed amendments to the zoning ordinance (Chapter 28) include changes to: the deletion of the following sections: Sec. 28-121. - Nonconformities; intent and definitions.; Sec. 28-122. - Classification of nonconforming uses and structures.; Sec. 28-123. - Class A nonconformities.; Sec. 28-125. - Abandonment.; Sec. 28-126. - Reserved.; Sec. 28-127. - Repair and maintenance. Sec. 28-128. - Conditional uses are not nonconforming uses.; Sec. 28-129. - Churches, synagogues, temples, schools, libraries and museums.; The Addition of a new Section: Sec. 28-121. – Nonconforming lots, structures, and uses of structures.

The reason for the text amendments:

The proposed amendments to the zoning ordinance will change the standards for the continuation of nonconforming uses, the determination and intent to abandon, and will reduce the length of time that nonconformities may continue to exist after abandonment from eighteen months (18) to six (6) months.

The effect of adopting the text amendments:

The proposed changes will establish requirements to determine when a uses, land, or structures which are nonconforming are intended to be abandoned and will shorten the time period in which nonconforming uses may be continued after abandonment.

You are invited to attend the public hearings to be held on:

City Planning Commission — Wednesday, March 7, 2012 at 6:30 pm

City Council — Tuesday, March 27, 2012 at 7:00 pm

The meetings will be held in the
City Hall Council Chambers, 2nd floor
161 W. Michigan Avenue

Please contact Barry Hicks at (517) 768-6433 to view, ask questions about, or comment upon the proposed text amendments.

By: Barry Hicks
Planning Director

RESOLUTION
STREET CONSTRUCTION

BY THE CITY COUNCIL:

WHEREAS, under the authority granted by Ordinance No. 98-6 and 98-20, the City Council has reviewed the report regarding the necessity of street reconstruction on Durand Street from the South End to Morrell Street the following estimated costs, to wit:

Local Street Funds	\$ 461,561.52
Street Construction (Assessments)	\$ 128,438.48
Water Funds	<u>\$ 294,000.00</u>
Total Project Cost	\$ 884,000.00

WHEREAS, notice has been duly given that the City Council would hold a public hearing in the City of Jackson on Tuesday, the 13th day of March, 2012 at 7:00 p.m. to hear any and all objections and suggestions by interested parties to said public improvement; and

WHEREAS, City Council held a public hearing on March 13, 2012 and after hearing public comment on said public improvement, adjourned this matter until the March 27, 2012 City Council meeting; and

WHEREAS, the City Council and Assessor having heard all suggestions and objections made thereto and having fully considered the same;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby determines that the street construction is a necessary public improvement and directs staff to proceed with the street construction, in accordance with plans, maps, and specifications in the City Engineer's office; and

BE IT FURTHER RESOLVED that the City Assessor is ordered to assess the cost of said improvement to the property owners who benefit therefrom on a front footage basis and prepare an assessment roll covering this assessment district as soon as possible after the public improvement has been completed.

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 27th day of March, 2012.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 28th day of March, 2012.

Lynn Fessel, City Clerk



Department of Public Works - Engineering

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4160 — Facsimile: (517) 768-6435

CITY COUNCIL MEETING
MARCH 27, 2012

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Jon H. Dowling, P.E., City Engineer/Director of Public Works

SUBJECT: Supplemental Engineer's Report for Durand Street Construction
From the South End to Morrell

**MOTION: REQUEST APPROVAL OF DURAND STREET CONSTRUCTION PROJECT AS
DESIGNED WITH FULL CURB REPLACEMENT AND THE ROAD REBUILT
WITH A WIDTH OF 28 FEET.**

On March 13, 2012 the City Council held a public hearing to consider the necessity of street construction on Durand Street from the south end to Morrell Street. During the hearing, questions were raised about the cause of pavement failure, the need to replace curb and gutter, and whether the road should be narrowed. Council deferred the decision regarding how construction should proceed. Additional information is being provided in this memo to assist the Council in evaluation of options.

On March 7, the Department of Engineering met with interested residents to describe proposed construction and to answer questions. Fourteen (14) of the 39 households on Durand Street were represented at the meeting. Construction alternatives were discussed in detail. Some residents questioned the need for curb replacement and the need to make the road narrower. During the meeting we offered to mail out a questionnaire to all Durand Street residents to poll their opinions regarding curb replacement. One resident stated that she would not have been able to make an informed decision without the benefit of hearing the group discussion and felt that those attending the information meeting should make the decision. After reasons for the recommended construction were presented, there was a general consensus of agreement with the Engineering Department recommendation to replace all curb and gutter and build the road 28 feet wide.

At the public hearing, seven households were represented. Two households were represented by letters from individuals who did not attend the public meeting and were against the project. Two households were represented by letters from individuals who attended the public meeting and were in favor of the project as designed. Two households were represented by individuals speaking at the public hearing in favor of the project, and one household was represented by individuals speaking against replacement of the curb and gutter.

Pavement Condition:

Department of Engineering records show that Durand Street was constructed in 1953. The current pavement is rated as having failed, meaning that there is loss of surface integrity and there is extensive surface distress. Pavement replacement is the only option available for fixing this road. The pavement condition depicted in Figure 1 is typical of the entire street:



Figure 1 – Typical Pavement Condition on Durand St

The design of a road pavement is typically 20 years with the expectation that major pavement rehabilitation or replacement be done at the end of the design life. As is the case with Durand Street and other streets in the vicinity, local street pavements often remain in service for much longer. Local streets typically have only a small amount of heavy vehicle traffic (trucks, buses, garbage trucks) and their pavements usually deteriorate due to age rather than because of structural loading. Because there are two schools located at the end of Durand Street, the road has been subjected to more bus traffic than normally occurs on local streets and there is some question as to whether that bus traffic has contributed to a premature failure of the pavement.

The pavement condition on Durand has been compared to that of other similar pavements on nearby streets. Conditions vary a little but most pavements in the area are considered to be in very poor or failed condition and in need of reconstruction. Exhibit 1 shows 2008 pavement condition for roads in the 6th Ward area near Durand Street. It is doubtful that the current pavement condition can be blamed entirely on the bus traffic that has occurred over the years. The major causes of the pavement failure are age and poor subgrade conditions which are not typical of all streets in the area.

School Buses

The Jackson Public Schools Transportation Director reports that 14 buses drop off and pick up students at Cascades and Frost School each day (28 trips per day). A couple of the buses are believed to use Durand Street to access Frost School. Most buses approach the school from Wisner Street and use school drives for student drop off and turn around. The current traffic pattern for most of the school bus drop off and pick up is shown in Exhibit 2. Prior to 1999 and construction of the Cascades School drive, buses used Durand Street to access the Frost School drop off area.

Curb Condition:

The existing curb and gutter on Durand Street is almost 60 years old and is considered to be in "Fair" to "Poor" condition. A Fair condition rating indicates that the curb is essentially sound but has significant deterioration. Typically there are occasional severe cracks, broken curb or settlements that can be repaired and a satisfactory pavement can be constructed. A Poor condition rating indicates serious deterioration and the need for curb replacement.

A detailed survey of existing curb conditions has been done to identify that curb that needs to be replaced to correct the more serious deficiencies and must be fixed when the street is repaved. At least 850 feet of curb (20 percent of the total) will need to be replaced to rebuild the cul-de-sac at the end of the road, rebuild the intersection at Elmwood Ave. so that ADA compliant sidewalk ramps can be constructed and miscellaneous curb repairs of settled and badly broken curb. The following pictures provide examples of these conditions:

CURB THAT WOULD BE FIXED WITH PARTIAL CURB REPLACEMENT



Figure 2 – Broken curb at Frost drive



Figure 3 – Broken and settled curb



Figure 4 – Broken curb at Elmwood Ave.



Figure 5 – Curb Settlement

The inspection and design process has identified other conditions that prompted the Department of Engineering to recommend full curb and gutter replacement. Examples of other deteriorated and cracked curb, and drive approaches that would not be replaced unless all curb is replaced are shown below:

CURB THAT WOULD NOT BE FIXED WITH PARTIAL CURB REPLACEMENT



Figure 6 – Broken curb head



Figure 7 – Cracked curb head



Figure 8 – Cracked curb head and gutter pan approach



Figure 9 – Narrow and deteriorated drive

In addition to the curb condition itself, other reasons for replacing all of the curb and gutter include:

- The longitudinal grade of the road is very flat. This results in poor drainage and water sitting along the edge of the road, which in turn leads to more curb and pavement deterioration. This condition can only be rectified by redesign of street grades and reconstructing the curb. Improved curb grades and reshaping the parkway between the sidewalk and the curb will also improve drainage of the sidewalk.
- Twenty (20) out of thirty-six (36) drive approaches on Durand Street do not meet current width standards. Narrow drive approaches force drivers to swing into opposing traffic when turning into the driveway and make it difficult for drivers to back out of the drive (especially older drivers). A couple of drive approaches are steeper than current design criteria allows, which can result in some vehicles “bottoming” when using the drive. Curb cuts and drive approaches are rebuilt to current standard when curbs are reconstructed.
- Design standards require that new water main must be installed with at least ten (10) feet clearance from sewers. Since the existing sanitary sewer is in the middle of the road it will be necessary to install the new water main within 3.5 feet of the existing curb and gutter. It is likely that the curb will be undermined in places during water main installation, which could result in future settlement of the curb or require replacement during construction.

- Historical records show that much of the Durand Street area leveled and filled prior to development. Recent soil investigations discovered ground water within 5 feet of the road surface. The high ground water level results in a wet road base that has probably contributed to the excessive pavement deterioration. During road reconstruction we propose to install a 12 inch thick sand subbase and base drains under the new pavement to help remove the moisture from the road base. Because this will require excavation to a depth of 2 feet, it will be difficult to properly install the subbase and drains without replacing the curb and gutter.

Traffic Calming:

Residents of newly paved streets frequently express concern about an increase in traffic speed. Parents and citizens expect that speeds and cut-through traffic be controlled, particularly on residential streets like Durand Street that are near schools and playgrounds. When practical, "Traffic Calming" measures are incorporated into the design of streets that compel drivers to slow down. These physical self-enforcing measures tend to be more effective at controlling traffic speed than regulatory measures. Several common traffic calming measures that could be implemented on Durand Street include:

- Street narrowing is a simple form of speed control which relies on a psycho-perceptive sense of enclosure to discourage speeding. Narrowing the road is the most cost effective approach since some cost savings is realized through a reduced pavement width. Durand Street is currently 30 feet wide. The proposed 28 feet wide street would provide enough space for two vehicles to pass a parked car comfortably. Observations of parking habits on Durand Street show only occasional on-street parking by residents and short term parking for student pickup near the schools. As is typical for all streets near Sparks Foundation Park, occasional congestion occurs on Durand Street for major events in the park. Other streets in the area vary from 26 to 32 feet wide and handle local traffic without major problems. Exhibit 3 shows streets in the area around Durand Street that are less than 30 feet wide.
- Planting trees along the road. Trees provide a barrier between traffic and pedestrians, make the road feel narrower to drivers and develop a tree canopy that creates a sense of enclosure. Construction plans for Durand Street include planting 21 trees. The proposed tree planting will have some immediate calming effect but will take many years to become fully effective.
- On street parking also makes the road feel narrower. Currently parking is allowed on both sides of Durand Street.
- Curb extensions at intersections are a common type of street narrowing and are primarily used to make intersections more pedestrian friendly. Curb extensions benefit pedestrians by creating shorter crossing distances, increased pedestrian visibility, and tighter curb radii that reduce the speeds of turning vehicles. Midblock curb extensions that narrow the street by expanding the sidewalk or adding a planting strip can be installed at midblock crossings. On Durand Street, curb extensions could be installed at the Oakdale Ave. right-of-way (midblock crosswalk) and the Elmwood Ave. intersection.
- Speed humps are raised sections of pavement that are placed across the street to force motorists to travel at reduced speeds. Speed humps have a more gradual slope than traditional speed bumps, which are often found in parking lots. They are more effective at slowing traffic than speed bumps because the driver actually benefits from traveling at slower speeds.

The traffic calming measures recommended for Durand Street include narrowing the street to 28 feet and planting trees. The decision to narrow Durand Street is not a critical component of the street design. The existing width can be maintained and other measures implemented if desired. Curb extensions at the locations described above would be a reasonable alternative to narrowing the entire street.

Cost Comparison:

The amount of curb replacement and width of the road will have an effect on street construction cost and the amount of that cost assessed to property owners. Costs for the options being considered are as follows:

<u>Construction Option</u>	<u>Total Street Construction Cost</u>	<u>Total Assessment Amount</u>
Repave with spot curb repairs	\$397,000	\$ 87,848
Reconstruct with 100% curb replacement, 30 feet wide	\$600,000	\$128,438 *
Reconstruct with 100% curb replacement, 28 feet wide	\$590,000 *	\$124,560

* amounts previously presented to City Council in the Engineer's Report for Durand St

If all curb is not replaced, property owners could elect to have their drive approach replaced during construction and have the cost of the drive approach and associated curb replacement added to their assessment for street construction. The approximate cost of \$1,000 would be about the same as their cost if all curb and gutter was replaced.

It is my recommendation that the City Council approve the project as designed with full curb replacement and that the road be rebuilt with a width of 28 feet. If you have any questions, please do not hesitate to contact me.

JHD/RTM

c: Laurence R. Shaffer, City Manager
Randy McMunn, P.E., Assistant City Manager
Dave Taylor, City Assessor
Lynn Fessel, City Clerk/Purchasing Agent
Shelly Allard, Purchasing Coordinator
Lucinda Schultz, Accounting Manager

EXHIBIT 1 - 6TH WARD 2008 PAVEMENT CONDITION

CITY OF JACKSON
MICHIGAN

MARCH 10, 2008

X/YYYY
X = PASER RATING SEPT 2007
YYYY = YEAR BUILT OR LAST OVERLAID (O/L)
— = 1-4 RECONSTRUCTION
— = 5-7 MAINTAINANCE

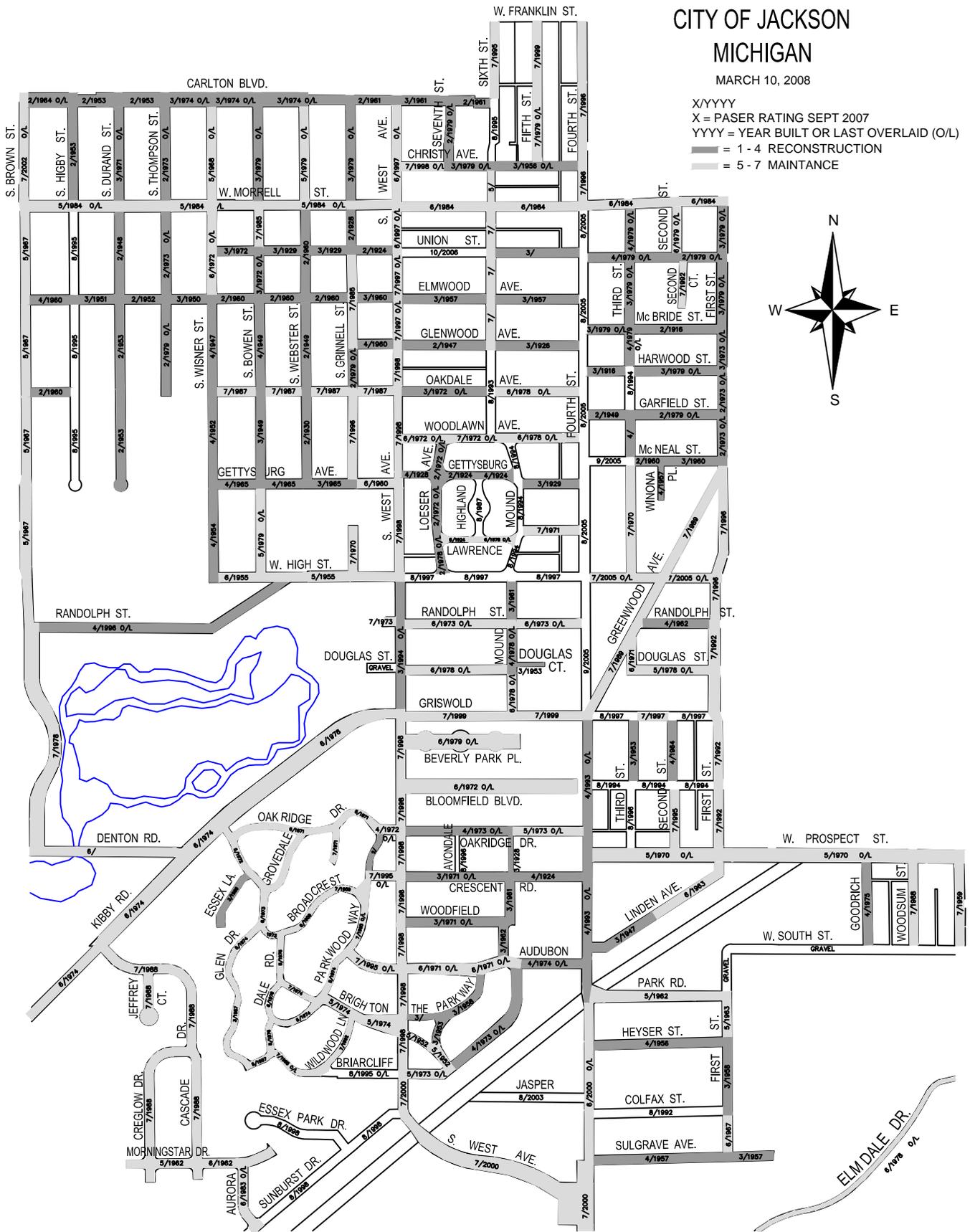


Exhibit 2: Bus Routing to Cascades & Frost Schools

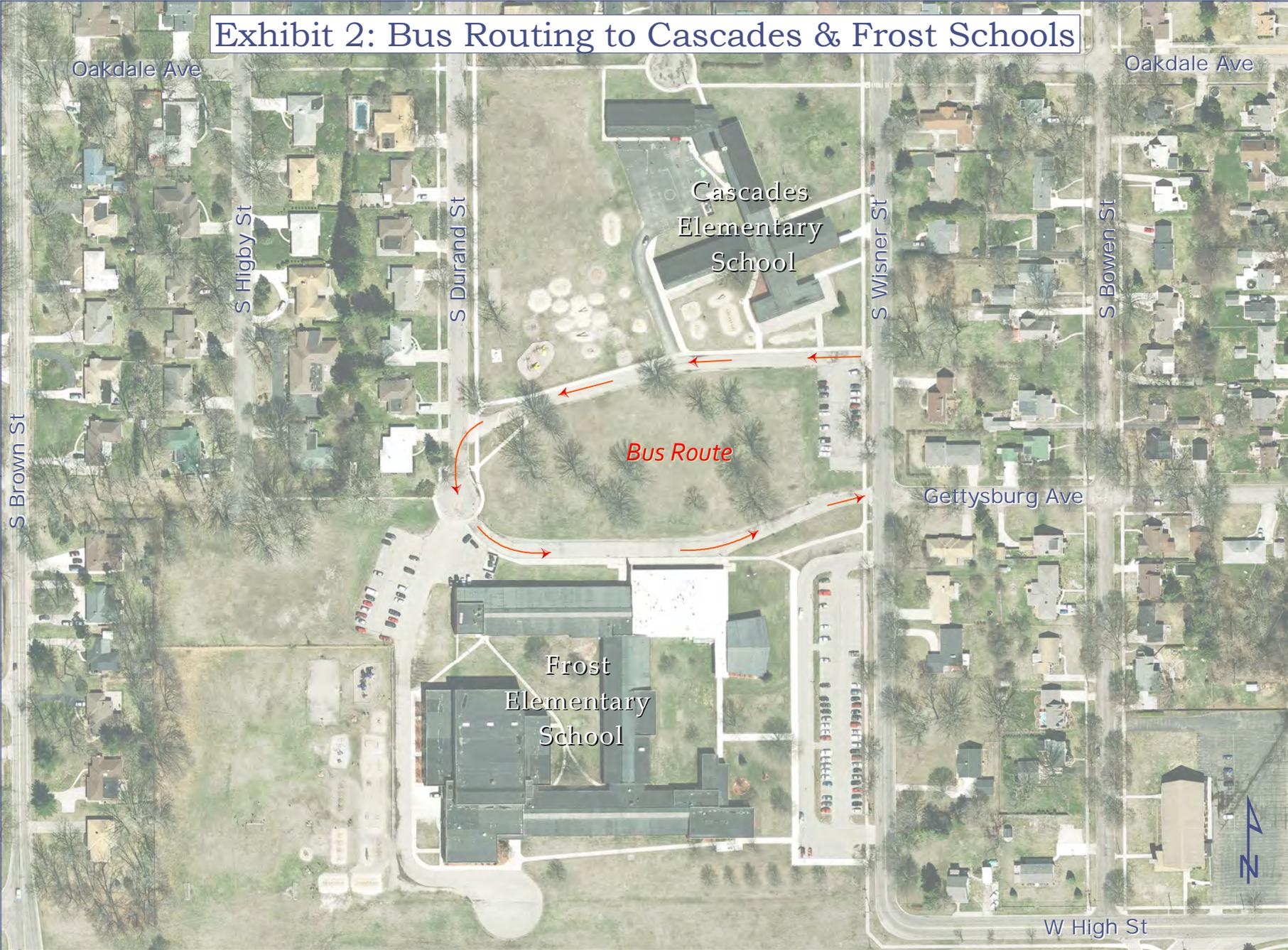
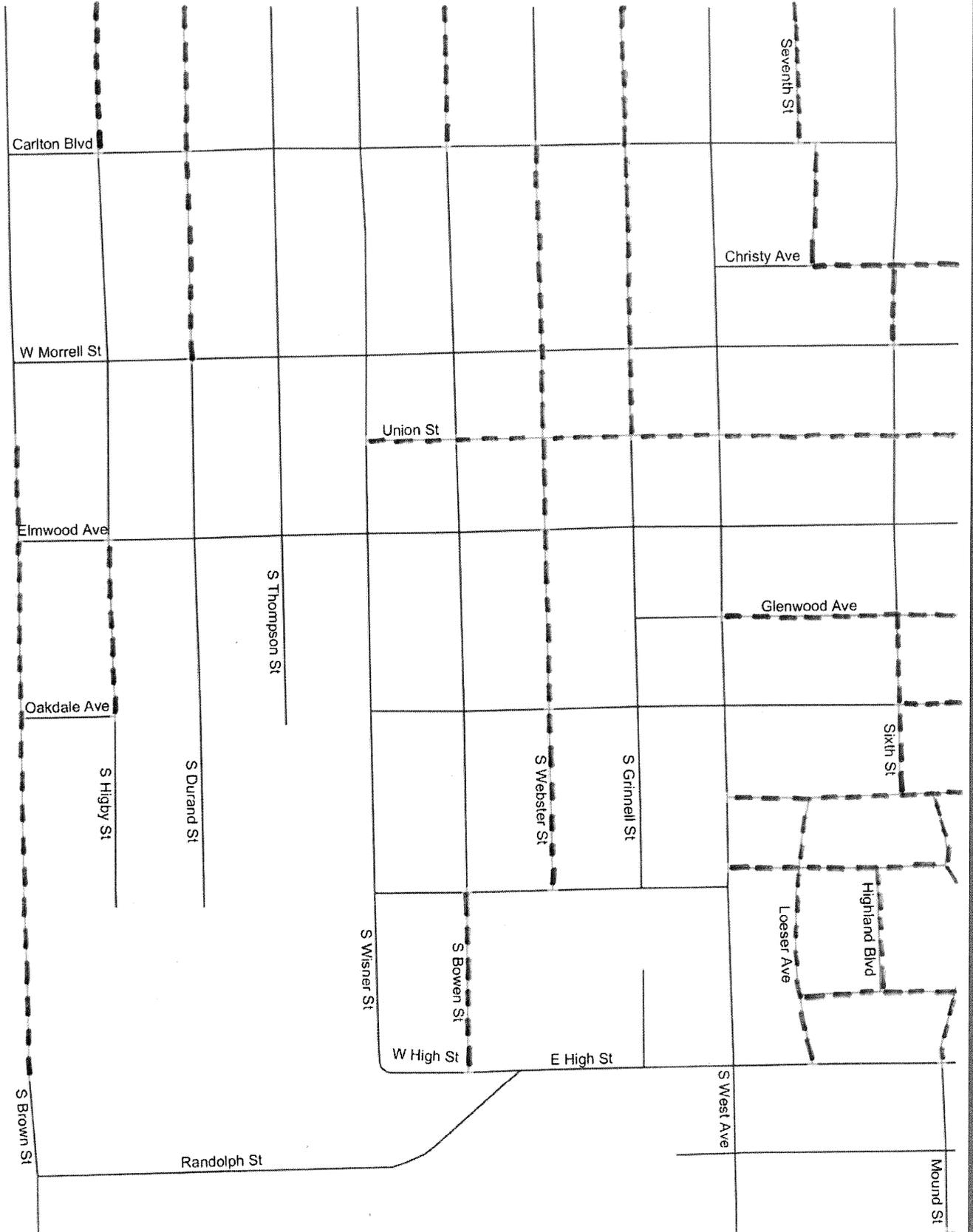


Exhibit 3 - Streets Less Than 30 Feet Wide



Julius A. Giglio

City Attorney

Bethany M. Smith

Deputy City Attorney

Gilbert W. Carlson

Assistant City Attorney

OFFICE OF THE



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Jackson, MI 49201

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Fax: (517) 788-4059

CITY ATTORNEY

CITY COUNCIL MEETING

March 27, 2012

NEW BUSINESS

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Bethany M. Smith, Deputy City Attorney *BS*

SUBJECT: Revisions to the Graffiti Ordinance

MOTION: **Approve the amendment to the Graffiti Ordinance and place it on the next regular City Council meeting agenda for adoption.**

Attached please find a black-lined version of a proposed ordinance that revises Sections 17-200 through 17-215 of the City Code of Ordinances regarding graffiti. The City of Jackson Graffiti Task Force requested that the City Attorney's Office draft revisions to these sections in order to establish notice requirements to property owners for the removal of graffiti, and to provide penalties for failure to remove graffiti in a timely manner to reduce blight within the City. The new ordinance provides that notice will be sent to property owners allowing them 30 days to remove graffiti on their property. The timeline is reduced to 14 days for obscene graffiti. If the property owner fails to timely remove the graffiti, then the City can remove the graffiti and assess the costs to the property owners. The ordinance also increases the penalties for perpetrators of graffiti by adding a community service requirement to any penalty imposed.

The City Affairs Committee has reviewed the proposed ordinance and has recommended the ordinance for adoption. In addition, the Jackson Downtown Development Authority has reviewed the proposed ordinance and is in favor of the changes.

The requisite action is to approve the ordinance and place it on the next regular council meeting agenda for adoption.

If council has any questions, please feel free to contact me.

Att.

cc w/att: Larry Shaffer, City Manager
Jonathan Greene, Director, Downtown Development Authority
Matt Heins, Chief of Police

ORDINANCE 2012 - _____

An Ordinance amending Article IX of Chapter 17 of the City of Jackson Code of Ordinances to define graffiti offenses, to provide for the removal of graffiti, and to provide penalties for graffiti.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

The City Council adopts this ordinance to specifically define the types of graffiti offenses covered by the graffiti ordinance, formulate a policy for providing notice to perpetrators and property owners for the removal of graffiti, and provide penalties for the failure to remove graffiti.

Section 2. That Article IX of Chapter 17 of the City of Jackson, Michigan Code of Ordinances, be amended to read as follows:

ARTICLE IX. GRAFFITI

Sec. 17-200. Purpose.

The purpose of this article is to prevent the spread of graffiti as defined herein, to limit possession by minors of spray paint and other implements used for graffiti, and to provide for removal of graffiti. The city council hereby determines graffiti to be a public nuisance due to its detrimental effect on buildings, other real or personal property and the surrounding neighborhood.

(Ord. No. 96-9, § 1, 7-16-96)

Sec. 17-201. Definitions.

For purposes of this article, the following definitions shall apply:

Aerosol paint container means any aerosol container which is adapted or made for the purpose of applying paint or other similar substance capable of marking or defacing property.

Grffiti means any unauthorized inscription, word, figure, painting or other defacement that is written, marked, etched, sprayed, drawn, painted or engraved on any city owned or private real or personal property within the city by or using any graffiti implement.

Grffiti implement means an aerosol paint container, felt tip marker, paint stick, etching tool or any other device capable of scarring or leaving a visible mark on glass, metal, concrete, wood or any other surface.

Owner shall mean any individual, firm, association, society, corporation, partnership or group, including their officers and employees, who, alone or with any others, possess:

(1) A freehold or lessor estate in, or a land contract vendee's interest in, any real property, with or without accompanying actual possession thereof, or

(2) Charge, care or control of any real or personal property, either as agent, employee, representative, executor, administrator, trustee or guardian.

Parent shall mean the natural or adoptive parent or legal guardian of an unemancipated minor.

Removal means the act or process of removing graffiti.

(Ord. No. 96-9, § 1, 7-16-96)

Sec. 17-202. Prohibition.

No person shall apply graffiti to any structure, ~~or~~ trees, or private property including but not limited to, buildings, walls, fences, pools, vehicles, or signs on any public or private property within the city.

(Ord. No. 96-9, § 1, 7-16-96)

Sec. 17-203. Possession of graffiti implements by a person under the age of eighteen (18) years of age.

No person under the age of eighteen (18) shall have in his or her possession any graffiti implement while on any public or private property including any public or private school. This section shall not apply to the possession of graffiti implements by minors attending or traveling to or from a school at which the minor is enrolled, if the minor is participating in a class at said school which requires the possession of said implements or to any minor who is required to possess graffiti implements in the course of lawful employment or other lawful uses with written proof from an employer, or parent and provided said graffiti implements are not used or intended to be used for purposes of applying graffiti contrary to the provisions of this article.

(Ord. No. 96-9, § 1, 7-16-96)

Sec. 17-204. Parental responsibility.

A parent having custody of a minor who violates any provision of this article shall be liable for all costs or expenses incurred by the city, any citizen, business or organization incurred in connection with the removal of graffiti placed by said minor.

Sec. 17-205. Removal by perpetrator.

Any person applying graffiti shall remove said graffiti. A parent having custody of a minor shall also be responsible for such removal. Failure to remove, provide for removal, or pay for removal shall also constitute a violation of this article. Any removal of graffiti

by a perpetrator shall be done only with the express consent of the owner of the property to which graffiti has been applied.

(Ord. No. 96-9, § 1, 7-16-96)

Sec. 17-206. ~~Removal by property owner.~~ Notice of removal to property owner.

~~If the perpetrator of graffiti is not apprehended or fails to remove the graffiti, the owner of the property which has been the recipient of graffiti shall be held responsible to remove said graffiti after the City of Jackson Police Department has first served a notice to remove said graffiti upon the property owner via first class mail. The notice shall give the owner of the property fourteen (14) days from the date of mailing to effect removal of the graffiti. Failure of the owner to remove graffiti within the above time period shall subject the property owner to a civil infraction violation carrying a maximum fine of one hundred dollars (\$100.00).~~

Whenever the City of Jackson determines that graffiti on any structure is visible from the street or other public or private property, the City of Jackson may serve notice to remove said graffiti upon the property owner via first class mail. The notice shall give the owner of the property thirty (30) days from the date of mailing of the notice of abatement to remove the graffiti. The notice shall be addressed to the owner of the property as shown on the latest tax assessment roll at the owner's last address. In the case of obscene graffiti, the notice shall give the owner of the property fourteen (14) days from the date of the mailing of the notice of abatement to remove the graffiti.

Sec. 17-207. ~~Penalty.~~ Removal by property owner.

~~Except as otherwise provided in section 17-206, violation of this article is a blight violation and upon adjudication is punishable as provided in Chapter 2.5 of this Code.~~

If the perpetrator of graffiti is not apprehended or fails to remove the graffiti, the owner of the property which has been the recipient of graffiti shall be held responsible to remove said graffiti after the City of Jackson has served a notice pursuant to Section 17-206. Any owner removing graffiti pursuant to this article shall be entitled to restitution from the perpetrator in an amount to be determined by the court for the cost of removing the graffiti. Restitution is to be paid by the person found responsible for such graffiti.

Sec. 17-208. ~~Reserved.~~ Failure of property owner to remove graffiti.

Upon the failure, neglect or refusal of any owner of property to remove the graffiti within thirty (30) days (or fourteen (14) days in the case of obscene graffiti) of receipt of the notice provided in Section 17-206, the City of Jackson or its authorized representatives (including contractors) are hereby authorized to enter upon such property for the purposes of abating the nuisance by removal or elimination of such graffiti by the City of Jackson.

Sec. 17-209 Costs of removal of graffiti.

(1). Whenever the City of Jackson or its authorized representatives enter upon property in order to abate a graffiti nuisance, the City of Jackson is authorized and directed to keep an accurate account of all expenses incurred and issue a certificate certifying the reasonable cost involved for the work to remove the graffiti. Within ten (10) days after the receipt of the certificate, the City Treasurer shall forward a statement of the total charges and the charges shall be payable within thirty (30) days from the date the statement is mailed.

(2). If the owner fails to pay the charges within thirty (30) days, the statement shall be filed with the City Assessor and shall thereupon be assessed against the property and become a lien on the property. The amount charged may be discharged at any time by the payment of the amount on the statement. Such amount shall be a debt of the owner to whom assessed until paid and, in case of delinquency, may be enforced as delinquent city property taxes or by a suit against such person.

Sec. 17-210. Penalty.

(1). Except as otherwise provided, violation of this article is a blight violation and is punishable as provided in Chapter 2.5 of this Code.

(2). Any person who has violated any provision of the graffiti ordinance for the first time, in addition to being required to remove or pay for the removal of graffiti, shall be found responsible of a civil infraction and shall be punished by a fine of One Hundred (\$100.00) Dollars.

(3). Any person who has violated any provision of the graffiti ordinance for the second time, in addition to being required to remove or pay for the removal of graffiti, shall be found responsible of a civil infraction and shall be punished by a fine of Two Hundred Fifty (\$250.00) Dollars.

(4). Any person who has violated any provision of the graffiti ordinance for the third time, in addition to being required to remove or pay for the removal of graffiti, shall be deemed guilty of a misdemeanor and upon conviction thereof, shall be punished as provided in Section 1-18 of this Code.

Sec. 17-211. Community service.

In lieu of, or as part of, the penalties specified in this article, a minor or adult may be required by the court to perform community service as described by the court based on the following minimum requirements:

(1). The minor or adult shall perform at least thirty (30) hours of community service.

(2). At least one parent or guardian of the minor shall be in attendance a minimum of fifty (50%) percent of the period of assigned community service. The failure of a parent

or guardian to attend the minor's community service for the amount of time assigned by the court shall be punished according to the penalties provided in Section 17-210.

(3). Reasonable effort shall be made to assign the minor or adult to a type of community service that is reasonably expected to have the most rehabilitative effect on the minor or adult, including community service that involves graffiti removal.

Sec. 17-212. Severability.

If any section, subsection, sentence, clause, or phrase of this article is for any reason held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this article.

Sec. 17-213. Inconsistent provisions repealed.

Ordinances or parts of ordinances in conflict with the provisions of this article are hereby repealed.

Sec. 17.214. Savings clause.

All rights and duties which have matured, penalties which have incurred, proceedings which have begun and prosecution for violations of law occurring before the effective date of this ordinance are not affected or abated by this ordinance.

Sec. 17.215. Reserved.

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



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
March 27, 2012

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk

SUBJECT: Final Adoption of Ordinance No. 2012.4

**MOTION: FINAL ADOPTION OF ORDINANCE NO. 2012.4 AN
ORDINANCE ADDING ARTICLE VI – FORECLOSED,
VACANT AND ABANDONED RESIDENTIAL PROPERTY
TO CHAPTER 14 OF THE CODE OF ORDINANCES, CITY
OF JACKSON, MICHIGAN TO PROVIDE A REGISTRY
OF FORECLOSED, VACANT, AND ABANDONED
RESIDENTIAL PROPERTIES IN ORDER TO PROTECT
THE HEALTH, SAFETY AND WELFARE OF THE
CITIZENS OF THE CITY OF JACKSON BY PREVENTING
BLIGHT, PROTECTING PROPERTY VALUES AND
NEIGHBORHOOD INTEGRITY, AND ENSURING
MAINTENANCE OF FORECLOSED, VACANT, AND
ABANDONED RESIDENTIAL PROPERTIES**

Attached please find Ordinance No. 2012.4. Requested action is adoption of the Ordinance.

C: City Manager

ORDINANCE NO. 2012- 4

An ordinance adding Article VI – Foreclosed, Vacant and Abandoned Residential Property Registry to Chapter 14 of the Code of Ordinances, City of Jackson, Michigan to provide a registry of foreclosed, vacant, and abandoned residential properties in order to protect the health, safety and welfare of the citizens of the City of Jackson by preventing blight, protecting property values and neighborhood integrity, and ensuring maintenance of foreclosed, vacant, and abandoned residential properties.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. That Article VI, Sections 14-400 through 14-500 of Chapter 14 of the Code of the City of Jackson be, and the same hereby are, amended to read as follows:

ARTICLE VI – FORECLOSED, VACANT AND ABANDONED RESIDENTIAL
PROPERTY REGISTRY

Section 14-400. Title.

This Article shall be known as the “Foreclosed, Vacant and Abandoned Residential Property Registry Ordinance.”

Section 14-401. Findings and purpose.

The City Council finds that there are foreclosed, vacant, or abandoned residential properties in the City that are a public nuisance and that foreclosed, vacant, and abandoned residential properties that are not maintained and secured constitute a hazard to the public health, safety and welfare for the following reasons:

- (1) These properties often become dilapidated because they are not maintained by the owners of the properties;
- (2) These properties attract children, harbor vermin, and provide shelter for vagrants and criminals;
- (3) These properties are more likely to be vandalized or be the target of arsonists;
- (4) These properties provide a dumping ground for garbage, trash and other debris; and
- (5) These properties require an increased amount of City resources and staff time to maintain, secure, demolish or otherwise respond to problems associated with them.

The City Council finds that owners of foreclosed, vacant, and abandoned residential properties should be held accountable for the physical condition of their properties. At a minimum, the owners should prevent the properties from creating a blight upon the surrounding neighborhood and decreasing property values. The City Council also finds that a responsible local agent should be required for all properties not owned by persons or entities within a reasonable distance of the City in order to safeguard the properties

and structures, assist City personnel with access for inspections, and accept notices concerning the properties.

Section 14-402 Definitions.

Unless the context indicates otherwise, the following words used in this Article shall have these meanings:

Abandoned property means a parcel of real property that is unoccupied in any manner for a period of more than six (6) months. Property will be presumed abandoned when mortgage or tax foreclosure proceedings have been initiated for that property, no mortgage or tax payments have been made by the property owner for at least ninety (90) days, and the property has been vacant for at least ninety (90) days. A dwelling may not be considered abandoned if all appropriate permits are issued, in force, and construction is ongoing.

Chief Building Official means the official designated by the City to enforce building, zoning, or similar laws and this Article, or his or her duly authorized representatives.

Foreclosure means the process by which a lien, mortgage, or security interest is enforced against a parcel of real property through sale or offering for sale of the real property to satisfy the debt or claim. For the purposes of this Article, a parcel of real property for which there is any of the following shall constitute a foreclosed property:

- (1) A notice of foreclosure;
- (2) A notice of trustee's sale;
- (3) A foreclosure sale of the real property where the title to the real property was retained by the beneficiary of a mortgage;
- (4) A pending tax sale; or
- (5) A transfer of title under a deed in lieu of foreclosure or deed in lieu of sale.

Owner means any person or entity with any legal or equitable ownership or possessory interest in any real property, with or without accompanying actual possession thereof. The owner shall include, but not be limited to, a bank, a credit union, a trustee or financial institution which is in possession (in whole or in part) of the real property, or that is foreclosing a lien or mortgage interest in the property but may or may not have legal or equitable title. Owner also means any person or entity having charge, care or control of any real property as agent of the owner, as executor, administrator, trustee or guardian of the estate of the owner.

Responsible Local Agent means an authorized representative of a person, corporation, partnership, firm, joint venture, trust, association, organization, or other entity having a legal or equitable interest in property, and/or who is compensated by the property owner to manage a property and who is properly licensed according to state law. The

Abandoned/Foreclosed Properties Ordinance
Draft 6.0
3.16.12

Responsible Local Agent must have, and will be deemed to have if designated by the owner of the property as the Responsible Local Agent, the authority to do the following:

- (1) Receive all official notices concerning housing, zoning or dangerous buildings on behalf of the owner of a property, and any notice received by the responsible local agent shall be deemed to have been received by the property owner; and
- (2) Be responsible for providing access to the property for any inspection necessary to ensure compliance with the terms of this Chapter.

Securing means taking such measures as may be directed by the Department of Community Development that render the property inaccessible to unauthorized persons, including, but not limited to, the repairing of fences and walls, chaining or padlocking of gates, and repair of doors, windows and other openings.

Vacant property means a parcel of real property that has been unoccupied continuously for a period of thirty (30) days or more, and is either:

- (1) Subject to foreclosure as defined in this Article;
- (2) Has been abandoned by the owner;
- (3) Is under a condemnation notice or order to vacate;
- (4) Is not in compliance with the housing, electrical, mechanical, plumbing, or building codes;
- (5) Has one (1) or more broken or boarded windows;
- (6) Is open to casual entry or trespass;
- (7) Is deteriorating due to a lack of maintenance or neglect;
- (8) Has a building or structure for which a building permit has expired that is partially completed and is not fit for human occupancy;
- (9) Contains a structure that is structurally unsound;
- (10) Has utilities disconnected or not in use;
- (11) Has taxes in arrears for more than one (1) year; or
- (12) Is a potential hazard or danger to the safety of persons.

Section 14-403 Property registration required.

- (1) An owner of a foreclosed, vacant or abandoned residential property within the City shall register the structure with the Department of Community Development within fifteen (15) days of the earlier of:
 - a. The property becoming subject to foreclosure;
 - b. The property becoming a vacant property;
 - c. The property becoming an abandoned property; or
 - d. Notice being sent to the owner of the structure by the Department of Community Development that the structure has been declared a foreclosed, vacant or abandoned residential property.
- (2) An owner of a foreclosed, vacant or abandoned residential property may apply for a registration on forms provided by the Department of

Community Development. The owner must pay the required registration fees. No registration is valid unless filled out accurately and completely, signed by the owner, and the proper fees have been paid. A registration fee once tendered may not be refunded or transferred. It is a violation of this Article for an owner to provide inaccurate information on an application for a registration.

- (3) The registration must contain the following information:
 - a. The address of the foreclosed, vacant or abandoned residential property;
 - b. The date on which the property became foreclosed, vacant or abandoned;
 - c. The legal name, address, telephone number and date of birth of the owner;
 - d. The names, addresses and telephone numbers of the members of any owner that is a limited liability company, and the dates of birth of the members if individuals;
 - e. The names, addresses and telephone numbers of the majority shareholders of any owner that is a corporation, and the dates of birth of the majority shareholders if individuals;
 - f. An Acknowledgment of Local Responsible Agent form signed by the Local Responsible Agent, if required;
 - g. Any additional information required by the Department of Community Development; and
 - h. A statement allowing authorized staff of the City to enter the premises for purposes of inspection.
- (4) Payment in full of all of the following fines, fees and debts relating to the property being registered that are owed to the City and are currently due or past due must be paid prior to obtaining a foreclosed, vacant or abandoned residential property registration:
 - a. Outstanding water or sewer bills;
 - b. All charges for mowing, cleanup, weed or debris removal; and
 - c. Any fines, penalties or debts of any sort arising from provisions of the housing code, including any blight violations.

Section 14-404 Amendment of registration information.

If any information submitted upon the application for issuance of a foreclosed, vacant or abandoned residential property registration changes, including a majority change of new members of an owner that is a limited liability company or a change of the majority shareholders in an owner that is a corporation, the owner must notify the Department of Community Development within ten (10) days and submit an amended application. There shall be no fee to update information if done within ten (10) days, however failure to update information within ten (10) days shall result in a late charge and is a violation of this Article.

Section 14-405 Property registration valid for two (2) years.

A foreclosed, vacant or abandoned residential property registration is valid for a period of two (2) years from the date of issuance. A renewal foreclosed, vacant or abandoned residential property registration must be applied for at least sixty (60) days prior to the expiration date. Failure to timely renew a property registration is a violation of this Article and shall subject the property owner to late fees.

Section 14-406 Transfer of ownership.

The seller of a foreclosed, vacant or abandoned residential property must notify the Department of Community Development within forty-five (45) days of the sale or transfer and provide the name and address of the purchaser or transferee. The purchaser or transferee must apply for a property registration within forty-five (45) days of the sale or transfer, unless it is intended to be occupied as a single-family owner occupied structure and has filed a Principal Residence Exemption. No refunds or credits of fees will be given when there is a transfer of ownership. If a foreclosed, vacant or abandoned residential structure will be occupied after a sale or transfer of the ownership, a certificate of compliance must first be obtained and all required fees must be paid unless there is a valid, unexpired building permit issued for the property.

Section 14-407 Responsible Local Agent.

For a foreclosed, vacant or abandoned residential property owned by a person or entity that resides more than seventy-five (75) miles outside of Jackson County, the property owner must designate a Responsible Local Agent who resides within seventy-five (75) miles of Jackson County. If the Responsible Local Agent is a corporation, limited liability company, partnership or other non-profit or for-profit entity, the address of the registered office of the entity must be within seventy-five (75) miles of Jackson County.

Section 14-408 Duty to maintain and secure.

An owner of a foreclosed, vacant or abandoned residential property shall comply with all of the following maintenance and security requirements:

- (1) The property and structure shall be maintained in a secure manner so as not to be accessible to unauthorized persons, including, but not limited to, the closure and locking of windows, doors, gates, and any other openings of such a size that could allow a child or other person to access the interior of the property and/or structures;
- (2) The property on which the structure is located shall be in compliance with Jackson City Code Chapter 26 for grass and vegetation maintenance;

- (3) The property shall be kept free of trash, junk, and debris as required by Jackson City Code Chapter 12;
- (4) The structure shall be maintained in accordance with applicable sections of Jackson City Code Chapter 14;
- (5) The property shall be kept free of any accumulation of newspapers, circulars, flyers and notices except for those required by federal, state or local law;
- (6) The property and structure shall be maintained free of graffiti as required by Jackson City Code Chapter 17, Article IX;
- (7) The property shall be in compliance with the Jackson City Code Chapter 17, Article VI as to unregistered, dismantled or inoperable vehicles;
- (8) All structures on the property shall be properly winterized so to prevent bursting of pipes; and
- (9) Pools, spas and other water features shall be covered by a safety cover approved by the state construction code and shall comply with the minimum security fencing and barrier requirements.

Section 14-409 Monitoring.

Periodic monitoring, not less than once every thirty (30) days, shall be conducted by the Chief Building Official or his or her authorized representatives to assure continuing compliance with the duties set forth in this Article. A fee determined by resolution of the City Council shall be established to offset the cost of monitoring the foreclosed, vacant, or abandoned residential property. The monitoring fee will be billed quarterly in advance. No refunds or credits of the monitoring fee will be given.

Section 14-410 Abatement.

If the owner fails to secure or maintain the property as required under this section, such failure shall constitute a hazardous and nuisance condition. Within three (3) business days after a notice to abate has been provided, the Chief Building Official or his or her authorized representative may abate the nuisance without giving further notice. The Chief Building Official or his or her authorized representative may abate the offending condition by arranging for City employees or private contractors to secure and board the structure, remove rubbish and debris from the premises, or make repairs to maintain the buildings and premises to conform to this section. The cost of abating the nuisance condition(s) may be charged to the owner and against the premises. The Chief Building Official or his or her authorized representative may abate a public nuisance without giving notice if the public health or safety requires immediate abatement.

Section 14-411 Appeal of abatement costs.

An owner assessed for abatement costs may appeal the assessment to the Building Code Board of Examiners and Appeals. On appeal, the Building Code Board of Examiners and Appeals shall determine whether the property was in violation of this Article, whether the

owner was provided with notice as required by this Article prior to abatement of the nuisance (except for in the case of emergency abatement), and whether the costs charged to the owner and assessed against the property were properly calculated. An appeal shall be filed within twenty (20) days after the City serves notice on the owner of the property that the costs will be charged to the owner and assessed against the property.

Section 14-412 Display of property contact information.

Residential properties that are foreclosed, vacant or abandoned shall be posted with a contact number that individuals can call to report problems or concerns to the Department of Community Development. The posting shall be no less than 18' x 24," shall be in a font legible from a distance of forty-five (45) feet, and shall contain, along with the contact number of the Department of Community Development, the words "TO REPORT PROBLEMS OR CONCERNS CALL." The posting shall also contain the name and contact information of the owner of the property or the Responsible Local Agent, if any, along with the words "IS RESPONSIBLE FOR THE MAINTENANCE OF THIS PROPERTY." The posting shall be placed on the interior of a window facing the street to the front of the property so it is visible from the street, or secured to the exterior of the building or structure facing the street to the front of the property. Exterior postings must be constructed of and printed with weather resistant materials.

Section 14-413 Fees and charges.

All fees applicable to this Article shall be set from time to time by resolution of the City Council and shall include at a minimum:

- (1) An annual registration fee charged to the owner at the time of registration of the foreclosed, vacant or abandoned residential property;
- (2) A failure to register fee charged to the owner for failing to register the foreclosed, vacant or abandoned residential property as required by this Article;
- (3) A monthly monitoring fee charged to the owner for periodic inspections by the Department of Community Development to assure continuing compliance with this Article. A non-refundable payment of the first three (3) months of monitoring fees shall be prepaid by the owner at the time of registration;
- (4) An inspection fee charged to the owner for any inspection caused by the owner's failure to comply with the maintenance and security duties set forth in this Article; and
- (5) Administrative charges may also be charged to the owner for search warrants, title searches, boarding and securing, removal of rubbish and debris and preparation for prosecution.

All fees collected from the Foreclosed, Vacant or Abandoned Residential Property Registry shall be placed in a Housing Code Enforcement Fund. No part of the funds held in the Housing Code Enforcement Fund may be transferred into the general operating fund for any reason.

Section 14-414 Exception to requirement to pay registration fee.

Any property that has a current, valid foreclosed, vacant or abandoned residential property registration shall not be required to pay the registration fee required by the Non-owner Occupied Residential Structure or Unit Registry Ordinance.

Section 14-415 Failure to pay fees and charges.

If an owner fails to pay fees or charges due under the terms of this Article, an invoice for the fees or charges will be submitted to the owner. If the owner fails to pay the invoiced charges within thirty (30) days of mailing of the invoice, the City may cause the cost reflected in the invoice to be assessed against the premises as a special assessment, and the City may institute an action against the owner for the collection of the costs in any court of competent jurisdiction. However, the City's attempt to collect such costs shall not invalidate or waive any lien filed against the property.

Section 14-416 Notice.

All notices required by Chapters 2.5, 4, 5, 12, 13, 14, 17, 26 or 28, including notice of any violations of this Article or demand for abatement concerning a foreclosed, vacant or abandoned residential property may be served upon the registered owner of record or upon the Responsible Local Agent by either first class mail, certified mail, or personal service and by posting a copy thereof in a conspicuous place on or about the structure affected by the notice.

Section 14-417 Disclaimer of liability.

The City shall not be liable to any person or entity by reason of this Article or the issuance of a foreclosed, vacant or abandoned residential property registration. A property registration is not a warranty or guarantee that there are no defects in or on any foreclosed, vacant or abandoned property.

Section 14-418 Nuisance per se.

A vacant structure or unit in violation of this Article is considered to be a nuisance per se and is subject to abatement in any manner prescribed by law.

Section 14-419 Penalties.

A violation of any provision of this Article is a blight violation and is subject to enforcement by the procedures and penalties as provided in Chapter 2.5 of this Code. Each day that a provision of this Article continues to exist is a separate offense.

Abandoned/Foreclosed Properties Ordinance
Draft 6.0
3.16.12

Section 14-420 Severability.

If any provision of this Article is determined to be unenforceable by a court, the remainder of this Article shall be deemed severable and is to remain in full force and effect.

Sections 14-421 – 14-500. Reserved.

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City of Jackson has established a Foreclosed, Vacant and Abandoned Residential Property Registry and must establish the amount of fees pertaining to the Registry; and

WHEREAS, the City of Jackson wishes to give guidance in the establishment of fees necessary to implement the Foreclosed, Vacant and Abandoned Residential Property Registry, to provide for the costs associated with creating a registration database, with processing residential property registrations, and with conducting monthly monitoring inspections; and

WHEREAS, the City of Jackson wishes to have the aforementioned fees retained by the Department of Community Development to further the Overall Economic Stabilization Program that was adopted by the City of Jackson;

NOW, THEREFORE, BE IT RESOLVED that the City of Jackson establishes the following fees:

- A. Fees for provisions of the Foreclosed, Vacant or Abandoned Residential Property Registry.
 1. The Registration Fee to register a foreclosed, vacant or abandoned residential property shall be \$300.00 and shall be valid for a two-year period.
 2. There shall be a late fee equal to 50% of the Registration fee if the fee is paid within the first 30 calendar days after the due date.
 3. There shall be a late charge equal to 50% of the Registration fee plus an additional charge of \$25.00 per day if paid more than 30 calendar days after the due date.
 4. There shall be a fee of \$25.00 per unit per day for failing to amend within 10 days any information required on the Registration application.
 5. There shall be a monthly fee that shall be billed quarterly in advance. The first three months of monthly monitoring fees shall be paid in advance at the time of registration. The monthly fees shall be the following amounts:

- a. \$75.00 for a single-family structure;
- b. \$100.00 for a two-family structure;
- c. \$125.00 for three and four-unit structures; and
- d. For structures with more than 4 units in the same structure, there will be an additional \$5.00 per unit fee

B. All of the above fees that are collected shall be retained by the Department of Community Development to be used for the furtherance of the Economic Stabilization Program as adopted by the City of Jackson and no part of the funds derived from the above fees may be transferred to the general operating fund for any purpose.

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State of Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Jackson City Council on the ___ day of _____, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the seal of the City of Jackson, Michigan, on this ___ day of _____, 2012.

City Clerk



City Council Meeting
March 27, 2012

Postponed Item

**Authorize Mayor to Execute Contract with Harvest Energy Solutions
Solar Photovoltaic Cells**

MEMO TO: Martin J. Griffin, Mayor
Members of the Jackson City Council

FROM: Laurence Shaffer, City Manager 

DATE: March 20, 2012

SUBJECT: Contract to Install Solar Photovoltaic Cells – City of Jackson Wastewater Treatment Plant

I would respectfully recommend that the City Council adopt the following motion:

The Jackson City Council hereby authorizes a contract between the City of Jackson and Harvest Energy Solutions of 2218 East High Street, Jackson, to design and construct a 150 kW photovoltaic field at the City of Jackson Wastewater Treatment Plant at a cost of \$440,663.00, and to authorize the Mayor and the City Council to execute all appropriate contract documents.

Since the City Council meeting of March 13, 2012, Harvest Energy Solutions has reduced its price to the City of Jackson by \$60,000 from an original cost of \$500,663 to \$440,663. This represents a 12 percent reduction in cost. As a result, the financial performance of the project has dramatically improved. The entire investment of \$440,663 shall be returned to the City of Jackson from the proceeds of the fifteen (15) year Experimental Advanced Renewable Program (EARP) contract with Consumers Energy along with a surplus of \$78,188 as conservatively estimated. The solar photovoltaic cells will have at least an additional ten years of productivity generating another \$112,624 in electricity back to the city. The total return to the city of \$190,812 over twenty five years plus the city original investment makes the decision to authorize financially sound.

Aside from the financial considerations, the following conditions strongly support my recommendation.

1. Harvest Energy is a Jackson company and the project is an economic development game changer for this local business.
2. The City of Jackson utilizes \$500,000 worth of electricity at the Wastewater Treatment Plant annually. The solar photovoltaic cell project begins the process of providing an environmentally sound and sustainable source of electricity to the facility.

3. The solar photovoltaic project assists in changing the image of Jackson to a City that is concerned about environmental issues and is prepared to take action to deploy sustainable sources of energy.
4. The solar photovoltaic field will become an educational asset for the community to learn and understand the impact that this project will have on the environment and the need to provide electricity to the Wastewater Treatment Plant. A web based monitoring system will be created to allow the community to see the performance of the cells at the plant.

I look forward to answering any questions that you might have. Thank you for your consideration.

LS:skh

Attachment

City Council Meeting
PRO FORMA

Experimental Advanced Renewable Program / Consumers Energy
 Harvest Energy Solutions
 2218 East High Street
 Jackson, MI 49203

Cost – **\$440,663.00**

150 kW – 168,000 megawatt hours per year @ .23 = \$38,640.00 per year

640 Solar Panels

Over 80% Efficient After 25 years

Percentage Loss in Output Per Year .7%

Assumes 1% Interest Loss For Fifteen (15) Years

Year	Rate	Income	Investment Recovery	Loss of Interest	Total +	Rolling
1	100%	\$38,640	\$29,378	\$4,406	\$4,855	\$4,855
2	100%	\$38,640	\$29,378	\$4,113	\$5,149	\$10,004
3	100%	\$38,640	\$29,378	\$3,819	\$5,443	\$15,447
4	100%	\$38,640	\$29,378	\$3,525	\$5,737	\$21,184
5	99%	\$38,253	\$29,378	\$3,231	\$5,644	\$26,828
6	98%	\$37,867	\$29,378	\$2,938	\$5,551	\$32,379
7	97%	\$37,480	\$29,378	\$2,646	\$5,456	\$37,835
8	96%	\$37,049	\$29,378	\$2,350	\$5,321	\$43,156
9	95%	\$36,708	\$29,378	\$2,006	\$5,324	\$48,480
10	94%	\$36,321	\$29,378	\$1,763	\$5,180	\$53,660
11	93%	\$35,935	\$29,378	\$1,469	\$5,088	\$58,748
12	92%	\$35,549	\$29,378	\$1,170	\$5,001	\$63,749
13	91%	\$35,162	\$29,378	\$881	\$4,903	\$68,652
14	90%	\$34,776	\$29,378	\$587	\$4,811	\$73,463
15	89%	\$34,390	\$29,371	\$294	\$4,725	\$78,188
Total		\$554,050	\$440,663	\$35,198	\$78,188	

Assumes .08 per megawatt hour per year in Electricity Savings

Assumes No Less Than 81% Efficiency of Solar PV Output at 25 Years

16	88%	\$11,827	0	0	\$11,827	\$90,015
17	87%	\$11,692	0	0	\$11,692	\$101,707
18	86%	\$11,550	0	0	\$11,558	\$113,265
19	85%	\$11,424	0	0	\$11,424	\$124,689
20	84%	\$11,289	0	0	\$11,289	\$135,978
21	83%	\$11,155	0	0	\$11,155	\$147,133
22	82%	\$11,021	0	0	\$11,021	\$158,154
23	81%	\$10,886	0	0	\$10,886	\$169,040
24	81%	\$10,886	0	0	\$10,886	\$179,926
25	81%	\$10,886	0	0	\$10,886	\$190,812
Total		\$112,624	0	0	\$112,624	\$190,812



Department of Community Development Building a Stronger Community

161 W. Michigan Avenue • Jackson, MI 49201-1303
Telephone (517) 788-4060 • Facsimile (517) 780-4781

CITY COUNCIL MEETING March 27, 2012

TO: Honorable Mayor and City Councilmembers

FROM: Patrick H. Burtch, Deputy City Manager/Community Development Director

SUBJECT: Request to approve Change Order No. 3 to Dore and Associates Contracting, Inc. for the Asbestos Abatement project at 212 W. Michigan Avenue

MOTION

Approval of Change Order No. 3 to the contract with Dore and Associates Contracting, Inc., in the increased amount of \$280,000.00 for the former Consumers Energy Building Asbestos Abatement project, 212 W. Michigan Avenue, and authorization for the Mayor to execute the appropriate document(s), and for the City Attorney to make minor modifications as necessary.

Attached is Change Order No. 3 to the contract with Dore & Associates Contracting, Inc. for the Asbestos Abatement project at 212 W. Michigan Avenue, the former Consumers Energy building.

This change order is the culmination of negotiations between Dore & Associates Contracting, Inc., the City Manager, the City Attorney and the Deputy City Manager. Acceptance of this change order will result in the continuation and completion of the contract dated April 1, 2011.

This change order increases the contract \$280,000.00 to address asbestos containing materials not previously identified or inaccurate quantities of asbestos in the original asbestos survey.

The 2008 Brownfield Revolving Loan Fund has been identified as having sufficient funds available to pay for the change order, pending approval from the Environmental Protection Agency (EPA). The City has also applied for a separate grant from the EPA which, if received, will be a viable funding source for the change order as well. If both requests stated above are denied by the EPA, an appropriation from the General Fund will be necessary.

Cc: Julius Giglio, City Attorney

CHANGE ORDER**Owner:** City of Jackson ("City")**Contractor:** Dore & Associates Contracting, Inc. ("Dore")

Project: Former Consumers Energy Building
212 W. Michigan Avenue
Jackson, MI 49201**Change Order No.:** 3**Contractor:** Dore & Associates Contracting, Inc.
900 Truman Parkway
Bay City, MI 48706**Contract Date:** April 1, 2011**Contract for:** Asbestos Abatement**Purpose of Change Order:**

This Change Order is being entered into to address asbestos containing materials (ACM) that were either not previously identified or quantities that were inaccurate in the original asbestos survey for the former Consumers Energy Building located at 212 W. Michigan Avenue, Jackson, Michigan (the "project"). The revised contract amount shall be deemed a "Not to Exceed" lump sum contract amount for removal of all ACM at the project. This Change Order shall be part of the contract documents for the project. If there is a conflict between this Change Order and any other contract document, this Change Order shall govern.

The Contract is changed as follows:

1. Dore will perform removal of all existing known and/or unknown ACM at the project regardless of whether same has been previously identified in the project asbestos survey. Provided, however, it is understood between the parties that Dore shall not be responsible for abatement of exterior roof tile and/or exterior window caulking that may contain ACM.
2. Dore shall remove all ACM from existing debris piles located in the project. City shall provide test results for said debris piles.
3. Dore will include any necessary interior demolition to access floor tiles (non-ACM demolition material shall remain on site).
4. Dore shall replace the previous project manager, Mark Kollin, with a new project manager, who must be an experienced asbestos project manager familiar with the project. A copy of the new project manager's resume or qualifications and experience must be provided to the City prior to the execution of this Change Order.
5. The City reserves the right to conduct a background check on all Dore employees and to reject any employees who are not acceptable to the City.
6. Dore shall forego any claims as to loss of use of its equipment that has been inaccessible at the project, due in part to the criminal investigation pertaining to copper theft by Dore's previous project manager, Mark Kollin.
7. Dore shall begin working on site at the project no later than May 1, 2012, contingent upon execution of this Change Order by all parties. It is understood by the parties that the U.S. Environmental Protection Agency (EPA) must approve the Change Order prior to execution.

- 8. All work on the project must be completed no later than September 30, 2012
- 9. The contract retainage shall be as follows: 10% retainage for the first \$300,000 of invoices previously submitted by Dore; and 20% retainage for all invoices submitted thereafter.
- 10. The City shall process payment for the \$300,000 invoice referenced in Paragraph 8 above (minus 10% retainage), ten (10) days after Dore has commenced work at the project pursuant to this Change Order.
- 11. Anything contained in either the contract documents or this Change Order to the contrary, notwithstanding, it is understood between the parties that final payment, including all retainages, shall not be made to Dore until the EPA, or its contractor, has conducted a post ACM abatement survey to confirm that all ACMs have been properly removed from the project. Any ACMs identified by the EPA must be removed by Dore within ten (10) days of receipt of notice from City. Any failure to remove ACMs identified in such notification shall result in forfeiture of all retainage, which shall be in addition to any other remedies available to the City.

Not valid unless signed by Owner and Contractor

The original (Contract Sum, Maximum Price) was\$846,600.00

Net change by previously authorized Change Orders.....\$0.00

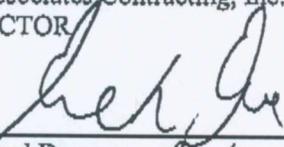
The (Contract Sum, Maximum Price) prior to Change Order was\$846,600.00

The (Contract Sum, Maximum Price) will be increased by this Change Order
in the amount of\$295,000.00

Minus Credit for stolen copper\$15,000.00

The new (Contract Lump Sum, Not to Exceed Maximum Price) including this Change
Order will be\$1,126,600.00

The revised date of completion of this contract is September 30, 2012.

Dore & Associates Contracting, Inc. CONTRACTOR	City of Jackson OWNER
By:  Edward Dore → Arthur Dore Pres.	By: _____
Date: 3-22-12	Date: _____



Department of Community Development

Building a Stronger Community

161 W. Michigan Avenue • Jackson, MI 49201-1303
Telephone (517) 788-4060 • Facsimile (517) 780-4781

CITY COUNCIL MEETING March 27, 2012

TO: Honorable Mayor and City Councilmembers
FROM: Patrick H. Burtch, Deputy City Manager/Community Development Director
SUBJECT: Request to approve the purchase of three (3) vehicles for Code Enforcement Inspectors

MOTION

Consideration of the request to purchase three (3) 2012 Chevrolet Equinox from Shaheen Chevrolet, Lansing, through the State of Michigan MiDEAL contract in the amount of \$56,625.00, total purchase price, including the title fee, for use by Community Development Block Grant Code Enforcement Inspectors.

The Community Development Department has received specifications to purchase three (3) 2012 Chevrolet Equinox (attached) through the State of Michigan MiDEAL contract for \$18,860 each plus \$15 for a title fee. The total purchase price with the title fee is \$56,625. The purchase of these vehicles will be for use by Community Development Block Grant (CDBG) Code Enforcement Inspectors.

The Equinox is a small crossover vehicle and will provide the inspectors additional room to carry the necessary equipment to perform their duties while in the field as well as provide improved gas mileage. The current vehicles were purchased in early-2006 and do not have ample space for the inspectors' equipment. The vehicles have also been incurring more maintenance expenses each year. Please see the summary below for projected annual savings.

<u>Description</u>	<u>Current Vehicles</u>	<u>2012 Equinox</u>	<u>Estimated Annual Savings</u>	<u>Estimated 5-Year Savings</u>
Miles per gallon (city)	18	22	\$600	\$3,000
Annual maintenance	\$2,000	\$750	<u>\$1,250</u>	<u>\$6,250</u>
Total estimated savings			\$1,850	\$9,250

Staff has determined there is sufficient CDBG Code Enforcement funding available for the purchase of the vehicles and they will be expended in the current fiscal year. The vehicles to be replaced will be sold at auction or to another department within the City. The total estimated value of these vehicles is \$15,000. The proceeds will be returned to the CDBG fund as program income and allocated at a future date for a CDBG-eligible activity.

Cc: Heather Soat, Accounting Manager

632 American Road
Lansing, MI. 48911
PH. 517-272-6500
FAX. 517-272-6563
jtamburino@shaheenchevrolet.com

**SHAHEEN
CHEVROLET
FLEET COMMERCIAL**

Fax

To: Heather- City of Jackson **From:** Joe Tamburino

Fax: 517-780-4781 **Pages:** 2 including cover

Phone: 517) 768-6406 **Date:** 3-19-12

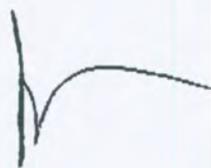
Re: 2012 Equinox **cc:**

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

◆ **Comments:**

 \$18,860.00 Contract price as per enclosed specs. 

\$15.00 Title fee



Prepared By:
 Joe Tamburino
 Shaheen Chevrolet
 632 American
 Lansing, MI 48911
 Phone: (517) 272-6500
 Fax: (517) 272-6563
 Email:
 jtamburino@shaheenchevrolet.com

2012 Fleet/Non-Retail Chevrolet Equinox FWD 4dr LS 1LF26

WINDOW STICKER

2012 Chevrolet Equinox FWD 4dr LS 2.4/147 CID Gas/Ethanol I4 * 6-Speed Automatic	Interior: - Jet Black Exterior 1: - Silver Ice Metallic Exterior 2: - No color has been selected.																																																
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CODE</th> <th style="text-align: left;">MODEL</th> <th style="text-align: right;">MSRP</th> </tr> </thead> <tbody> <tr> <td>1LF26</td> <td>2012 Chevrolet Equinox FWD 4dr LS</td> <td style="text-align: right;">\$23,315.00</td> </tr> <tr> <td colspan="3">OPTIONS</td> </tr> <tr> <td>FE9</td> <td>EMISSIONS, FEDERAL REQUIREMENTS</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>LEA</td> <td>ENGINE, 2.4L DOHC 4-CYLINDER SIDI (SPARK IGNITION DIRECT INJECTION)</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>MX0</td> <td>TRANSMISSION, 6-SPEED AUTOMATIC WITH OVERDRIVE</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>1LS</td> <td>LS PREFERRED EQUIPMENT GROUP</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>QMU</td> <td>TIRES, P235/60R17 ALL-SEASON, BLACKWALL</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>GAN</td> <td>SILVER ICE METALLIC</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>—</td> <td>STANDARD PAINT</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>AR9</td> <td>SEATS, DELUXE FRONT BUCKET</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>AFH</td> <td>JET BLACK, CLOTH SEAT TRIM</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>UYE</td> <td>AUDIO SYSTEM, AM/FM/SIRIUSXM STEREO WITH CD PLAYER AND MP3/W/M</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>U2J</td> <td>XM RADIO, DELETE</td> <td style="text-align: right;">-\$100.00</td> </tr> <tr> <td>UE0</td> <td>ONSTAR, DELETE</td> <td style="text-align: right;">-\$85.00</td> </tr> <tr> <td colspan="2">SUBTOTAL</td> <td style="text-align: right;">\$23,230.00</td> </tr> </tbody> </table>	CODE	MODEL	MSRP	1LF26	2012 Chevrolet Equinox FWD 4dr LS	\$23,315.00	OPTIONS			FE9	EMISSIONS, FEDERAL REQUIREMENTS	\$0.00	LEA	ENGINE, 2.4L DOHC 4-CYLINDER SIDI (SPARK IGNITION DIRECT INJECTION)	\$0.00	MX0	TRANSMISSION, 6-SPEED AUTOMATIC WITH OVERDRIVE	\$0.00	1LS	LS PREFERRED EQUIPMENT GROUP	\$0.00	QMU	TIRES, P235/60R17 ALL-SEASON, BLACKWALL	\$0.00	GAN	SILVER ICE METALLIC	\$0.00	—	STANDARD PAINT	\$0.00	AR9	SEATS, DELUXE FRONT BUCKET	\$0.00	AFH	JET BLACK, CLOTH SEAT TRIM	\$0.00	UYE	AUDIO SYSTEM, AM/FM/SIRIUSXM STEREO WITH CD PLAYER AND MP3/W/M	\$0.00	U2J	XM RADIO, DELETE	-\$100.00	UE0	ONSTAR, DELETE	-\$85.00	SUBTOTAL		\$23,230.00	
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Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 216.0, Data updated 3/13/2012 1:13:00 PM
 ©Copyright 1986-2005 Chrome Systems Corporation. All rights reserved.

Customer File:

Julius A. Giglio

City Attorney

Bethany M. Smith

Deputy City Attorney

Gilbert W. Carlson

Assistant City Attorney

OFFICE OF THE



161 West Michigan Avenue

Jackson, MI 49201

(517) 788-4050

(517) 788-4023

Fax: (517) 788-4059

CITY ATTORNEY

MEMORANDUM

March 27, 2012

TO: Honorable Mayor and City Council

FROM: Julius A. Giglio, City Attorney

RE: Farmer's Market User Agreement

MOTION: The requisite action is to approve the User Agreement between the City and Jackson Downtown Development Authority, authorize the Mayor and Clerk to sign same, and authorize the City Attorney to make minor modifications to the Agreement.

Attached is a proposed User Agreement between the City and Jackson Downtown Development Authority (DDA) for operation of the Farmer's Market. As Council is aware, the previous operator of the Farmer's Market, Kuhl Investment Company, LLC, terminated its lease when it ceased operations of Kuhl's Bell Tower and Market. The DDA has agreed to operate the Farmer's Market under the terms and conditions contained in the Agreement. The Agreement is a month to month agreement that may be terminated by either side upon sixty (60) days' notice.

If Council has any questions, please feel free to contact me.

JAG/dn

Enc.

cc w/copy of enc.: Laurence Shaffer, City Manager

Jonathan Greene, Director, Downtown Development Authority

USER AGREEMENT

This Agreement, made this _____ day of _____, 2012, by and between the City of Jackson, a Michigan municipal corporation, whose address is 161 West Michigan Avenue, Jackson, Michigan 49201 ("City"), and Jackson Downtown Development Authority, a Michigan municipal corporation, whose address is 161 West Michigan Avenue, Jackson, Michigan 49201 ("DDA"):

Witnesseth:

Whereas, farmers markets bring economic vitality and a positive atmosphere to a downtown, and

Whereas, farmers markets are thriving venues for the sale and experience of locally farmed and processed goods, and

Whereas, the Jackson Downtown Development Authority believes that farmers markets are critical social and cultural components of downtown, and

Whereas, the Jackson Downtown Development Authority has the capacity and wishes to operate a farmers market on behalf of the City of Jackson, and

Whereas, the parties wish to enter into a User Agreement regarding property located at 119 W. Louis Glick Highway, Jackson, Michigan, 49204 ("Property"), more particularly described in Exhibit A.

Now, Therefore, in accordance with the terms of this Agreement and upon the mutual Agreements and covenants herein contained, the parties agree as follows:

1. Premises

The DDA is allowed to use the premises consisting of the Property and structure erected thereon commonly known as the Grand River Market Pavilion ("Pavilion").

2. Term and Termination

The effective date of this Agreement is April 1, 2012 and shall continue on a month to month basis until terminated by either party. Either party may terminate this Agreement at any time by serving on the other party a 60 day Notice of Termination. All notices shall be served by first class mail with postage prepaid and mailed to the address appearing above.

3. Operation

The DDA shall operate the Pavilion as a Farmer's Market on Tuesday, Friday and Saturday of each week from April 1 through November 30 from 5:00 a.m. until 5:00 p.m. ("Farmer's Market Days"). The DDA shall be responsible for cleanup of the Pavilion from the activities of Farmer's

Market Days. The use of the Pavilion for Farmer's Market Days shall be limited to the sale of produce, plants, flowers, jelly, jam, typical farmer's market products, and similar items.

4. Use Charge

The DDA shall pay the City a use charge of One and no/100 Dollar (\$1.00) per year for use of the premises.

5. Parking Lot

The City owns the parking lot, commonly known as Lot No.5, which is immediately adjacent to the Pavilion. Lot No. 5 shall be maintained as a public parking lot during the term of this Agreement. The City, at its option, may lease parking space to the public on a daily, monthly, or annual basis.

6. Insurance

The parties agree that the City shall carry comprehensive liability insurance covering the Pavilion.

7. Rules and Regulations

Farmer's Market Days shall commence on April 1 and run through November 30 of each year ("Season"). The farmers/tenants leasing space in the Pavilion shall be subject to the rules and regulations as established by the DDA.

8. Non-Farmer's Market Activities

The City shall have exclusive control of the Pavilion on non-Farmer's Market Days and may allow the Pavilion to be used for any purposes it deems appropriate. The City shall be responsible for cleanup of the facility for all events sponsored or allowed by it.

10. Maintenance

The maintenance of the Pavilion shall be the responsibility of the DDA. The Pavilion shall be maintained during the Farmer's Market Days in the same condition as when received, ordinary wear and tear accepted. The DDA shall be responsible to repair to the City's satisfaction, any damage to the Pavilion resulting from the DDA's operation of the Farmer's Market Days.

11. Utilities

As its contribution to a successful market and partner of the DDA, the city shall pay the full cost of utilities for the Pavilion.

12. Remodeling and Alterations

The DDA shall not make repairs, alterations, remodeling, additions or improvements to the Pavilion; unless repairs, alterations, remodeling, additions or improvements have the prior written approval of the City; and PROVIDED FURTHER, that all such repairs, alterations, remodeling, additions or improvements shall be completed and maintained in good workmanlike condition and shall be free and clear of all liens and encumbrances arising out of such work. All improvements to the Pavilion shall become the property of the City at the expiration of the term of this Agreement.

13. Compliance With Statutes, Ordinances, and Regulations

The DDA agrees that it will comply with all rules, regulations, ordinances and statutes relating to or affecting the use of the Pavilion and agree to indemnify and save harmless the City for any costs, damages or penalties incurred by the City due to DDA non-compliance with such rules, regulations, instructions, ordinances or statutes.

14. Hazardous Substances

The DDA shall not cause or permit any Hazardous Substance to be used, stored, generated, disposed of on or in the Pavilion by them, their agents, employees, contractors, or invitees without first obtaining the City's written consent. If Hazardous Substances are used, stored, generated, or disposed of on or in the Pavilion except as permitted above, or if the Pavilion becomes contaminated in any manner for which the DDA is legally liable, then the DDA shall indemnify and hold harmless the City from any and all claims, damages, fines, judgments, penalties, costs, liabilities, or losses (including, without limitation, a decrease in value of the Pavilion, damage caused by loss or restriction of rentable or useable space, or any damages caused by adverse impact on marketing of the space, and any and all sums paid for settlement of claims, attorneys' fees, consultant, and expert fees) arising during or after the Agreement term and arising as a result of that contamination by the DDA. This indemnification includes, without limitation, any and all costs incurred because of any investigation of the site or any cleanup, removal, or restoration mandated by a federal, state, or local agency or political subdivision. Without limitation of the foregoing, if the DDA cause or permit the presence of any Hazardous Substance on the Pavilion which results in contamination, then the DDA shall promptly, at their sole expense, take any and all necessary actions to return the Pavilion to the condition existing prior to the presence of any such Hazardous Substance on the Pavilion. The DDA shall first obtain the City's approval for any such remedial action.

16. Successor and Assigns

The provisions of this Agreement shall be binding upon and inure to the benefit of the respective parties only. This Agreement may not be assigned by the DDA without the written permission of the City.

17. DDA Indemnification

The DDA agrees to defend, indemnify and hold harmless the City and its officials, agents, representatives or employees from claims, demands, suits, actions, payments, judgments, including expenses, legal or otherwise, and any liability which arises out of or pertains to the use and operation of the Pavilion on Farmer's Market Days, resulting from the negligent actions or omissions by the DDA, its officers, agents, representatives and/or employees.

18. Construction

This Agreement shall be interpreted and construed in accordance with the laws of the State of Michigan. It is agreed that the Agreement is a result of negotiations between the parties and, therefore, shall not be construed for or against either party.

IN WITNESS WHEREOF, the parties have hereunto set their respective hands and seals the day and year first above written.

The City of Jackson

By: _____
Martin J. Griffin, Mayor

By: _____
Lynn Fessel, City Clerk

Downtown Development Authority

By: _____
Jonathan Greene, Director

EXHIBIT A

Property Description

Parcel #1-006900000

commonly known as: 119 W. Louis Glick Highway, Jackson, Michigan 49201

more particularly described as:

LOTS 9, 10, 11 & 12 EX PART OF LOTS 9 & 10 DESC AS
COM AT NW COR OF LOT 9 TH E ALG N LN OF SD LOT 9
52.2 FT TO POB OF THIS DESC TH W ALG N LN OF SD LOT
52.2 FT TO NW COR OF SD LOT TH S TO SW COR OF LOT
10 TH E ALG S LN OF LOT 10 30 FT TH N PARA TO W LN
OF LOTS 9 & 10 TO A PT 30 FT E & 57.27 FT S OF NW COR
OF LOT 9 TH NELY TO A PT 22.98 FT S & 52.2 FT E OF NW
COR OF LOT 9 TH N TO BEG ALSO EX THAT PART OF LOT
12 USED FOR STREET PURPOSES B2N R1E OF THE
ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

Except that portion lying north of the grand river.



Department of Community Development Building a Stronger Community

161 W. Michigan Avenue • Jackson, MI 49201-1303
Telephone (517) 788-4060 • Facsimile (517) 780-4781

CITY COUNCIL MEETING March 27, 2012

TO: Honorable Mayor and City Councilmembers
FROM: Patrick H. Burtch, Deputy City Manager/Community Development Director
SUBJECT: Renewal of Request for Annual Delegation of School Inspection Authority for JPS

MOTION

Action requested by City Council is to authorize the Mayor, and Clerk if necessary, to execute the Request for Annual Delegation of School Inspection authority to a Local Unit of Government Enforcing Agency.

For the last two years the City of Jackson has provided construction inspection services for the Jackson Public School System. This relationship has been beneficial for both the City of Jackson and Jackson Public Schools. It has kept inspection services local, streamlined the plan review process, improved the inspection services for JPS, and has increased the number of plan reviews conducted, permits issued, and inspections conducted by the City.

Authority to inspect school projects must be agreed upon by the school district and the local jurisdiction, and authorized by the State of Michigan annually to remain in effect. Authority granted by the State last year will expire April 3, 2012. Attached is the form for the Delegation of School Inspection Authority signed by Sheila Patterson on behalf of Jackson Public Schools.

**Request for Annual Delegation of School Inspection Authority
to a Local Unit of Government Enforcing Agency**
Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
P.O. Box 30254, Lansing, MI 48909
517-241-9302
www.michigan.gov/bcc

Section 1b(5) of 1937 PA 306 provides:

"The department shall delegate the responsibility for the administration and enforcement of this act to the applicable agency if both the school board and the governing body of the governmental subdivision have annually certified to the department, in a manner prescribed by the department, that full-time code officials, inspectors and plan reviewers registered under the building officials and inspectors registration act, 1986 PA 54, MCL 338.2301 to 338.2313, will conduct plan reviews and inspections of school buildings."

NOTE: Local governments not authorized to enforce the state construction codes do not qualify for delegation of school plan review and inspection authority.

BOTH THE SCHOOL BOARD PRESIDENT OF THE DISTRICT IN WHICH THE APPLICABLE FACILITY IS LOCATED AND THE GOVERNING BODY OF THE GOVERNMENTAL SUBDIVISION MUST CERTIFY, VIA ORIGINAL SIGNATURES, THAT THE INFORMATION CONTAINED ON THIS FORM IS TRUE AND ACCURATE. If the school district is served by more than one local government enforcing agency, a separate form must be submitted for each enforcing agency and you must indicate which agency serves which facility.

Failure to complete all required information will result in this form being returned without action.

SCHOOL DISTRICT INFORMATION

A school official representing the school district/school board must provide the school contact information and the list of school facilities by completing the sections below. (It should be noted that non-public schools should not provide public school district information but should provide contact information regarding the superintending authority, if applicable, for the non-public school instructional and non-instructional school buildings located within each local government enforcing agency.)

SCHOOL DISTRICT					
NAME OF SCHOOL DISTRICT Jackson Public School					COUNTY Jackson
ADDRESS 522 Wildwood Ave					
CITY jackson	STATE MI	ZIP CODE 49201	TELEPHONE NUMBER (Include Area Code) (517) 841-2202	FAX NUMBER (Include Area Code) (517) 768-5925	
PRIMARY CONTACT PERSON Rodney V. Walz			TITLE Director of District Operations		
LISTING OF SCHOOL FACILITIES (List only those school facilities within the district for which plan review and inspection authority is requested.) Attach additional pages as necessary.					
FACILITY NAME			FACILITY NAME		
1. Bennett Elementary			10. Tomlinson		
2. Cascades Elementary			11. Middle School at Parkside		
3. Frost Elementary			12. Jackson High School		
4. Hunt Elementary			13. Hurst Planetarium		
5. McCullough Elementary			14.		
6. Northeast Elementary			15.		
7. Sharp Park Elementary			16.		
8. Wilson Elementary			17.		
9. Firth Elementary			18.		

Local Government Enforcing Agency Information

Each local government enforcing agency in which facilities of the school district are located must complete this application attesting to the agreement with the information contained in this application. Only those governmental jurisdictions which document full-time inspectors and plan reviewers to enforce the complete range of construction codes including building, electrical, mechanical and plumbing codes may qualify for delegation of school construction authority.

LOCAL UNIT OF GOVERNMENT / CODE ENFORCING AGENCY				
NAME OF LOCAL UNIT OF GOVERNMENT City of Jackson				COUNTY Jackson
ADDRESS 161 W Michigan Ave				
CITY Jackson	STATE MI	ZIP CODE 49201	TELEPHONE NUMBER (Include Area Code) (517) 788-4012	FAX NUMBER (Include Area Code) (517) 780-4781
PRIMARY CONTACT PERSON William F. Donovan			TITLE Chief Building Official	
BUILDING OFFICIAL / INSPECTOR / PLAN REVIEWER INFORMATION				
List the name, discipline and registration number of all Building Officials, Inspectors, and Plan Reviewers in the local unit of government enforcing agency performing inspections on school buildings and facilities. (A delegation approval requires a local unit of government to designate full-time personnel to conduct plan reviews and inspections.)				
NAME OF REGISTRANT		DISCIPLINE	REGISTRATION NUMBER	
William F. Donovan		Electrical Inspector	003650	
		Plan Reviewer & CBO		
Brian A. Taylor		Building Inspector	004626	
		Plan Rvr & Bldg Official		
Timothy C. Basore		Mechanical & Plumbing Ins	004491	
		Plan Rvr & Bldg Official		

Certification by School District and Local Government Enforcing Agency - In the sections below, provide the ORIGINAL signature of the school board president and the chief elected official of the local government authorized to enforce construction codes in which school facilities are located. **Note:** A local government not authorized to enforce the state construction codes does not qualify for delegation of school plan review and inspection authority.

WE HEREBY CERTIFY:
Full-time code officials, inspectors and plan reviewers, registered under the Building Official and Inspectors Registration Act, 1986 PA 54, will conduct plan review and inspections of school buildings. Please list your office hours and inspection staff hours below (Example: 8:00am - 5:00pm).

Office Hours: M 8:00am - 5:00pm T 8:00am - 5:00pm W 8:00am - 5:00pm Th 8:00am - 5:00pm F 8:00am - 5:00pm = 40 total hours
 Inspection Staff Hours: M 8:00am - 5:00pm T 8:00am - 5:00pm W 8:00am - 5:00pm Th 8:00am - 5:00pm F 8:00am - 5:00pm = 40 total hours

- Plan reviews will be completed within 60 days of receipt of the application.
- Permits will be issued and inspections conducted (within 5 business days) in accordance with the requirements of the Stille-DeRossett-Hale Single State Construction Code Act of 1972, 1972 PA 230.
- Permits will not be issued until a delegation of authority is granted by the Bureau of Construction Codes, Department of Licensing and Regulatory Affairs.
- Violation notices shall be issued as provided by the Act and applicable Code(s).
- Certificates of Occupancy will be issued only after receiving all required inspection and plan review approvals.

SIGNATURE AND CERTIFICATION OF SCHOOL BOARD PRESIDENT	
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.	
NAME OF SCHOOL BOARD PRESIDENT (Please Print) Sheila Patterson	NAME OF LOCAL SCHOOL DISTRICT Jackson Public Schools
ORIGINAL SIGNATURE OF SCHOOL BOARD PRESIDENT <i>Sheila A. Patterson</i>	DATE 3/20/12
SIGNATURE AND CERTIFICATION OF LOCAL UNIT OF GOVERNMENT	
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.	
NAME AND TITLE OF CHIEF ELECTED OFFICIAL* (Please Print) Martin Griffin	NAME OF LOCAL UNIT OF GOVERNMENT (enforcing agency) City of Jackson
ORIGINAL SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE

*The State Construction Code Act defines the chief elected official as listed below:
 County: Chair of the Board of Commissioners City: Mayor Village: President Township: Supervisor



City Manager's Office

**161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4035 — Facsimile: (517) 768-5820**

**City Council Meeting
Agenda Item
New Business
Report on Performance – The Enterprise Group
March 27, 2012**

MEMO TO: Martin J. Griffin, Mayor
Members of the City Council

FROM: Laurence Shaffer, City Manager

DATE: March 12, 2012

SUBJECT: The Enterprise Group Of Jackson, Inc. – Contract Requirement for Performance

Consistent with the requirement identified in the contract between the City of Jackson and The Enterprise Group of Jackson, Inc., said contract dated September 27, 2011, a copy of which is attached, please find the Semi- Annual Report for activities of the Enterprise Group from July 1, 2011 to December 31, 2011. Representatives of The Enterprise Group will attend the City Council meeting to answer any questions that the City Council may have.

I would like to report on the extraordinary efforts of The Enterprise Group over the last six months to support and advocate for securing an impressive potential employer to the City. Although we are not at liberty to fully disclose the particulars, I am hopeful that we will be able to soon announce that a new firm will relocate to the City of Jackson and create a significant number of new jobs over the next five years. The Enterprise Group did an excellent job as a full partner with the City and the State of Michigan to achieve this tremendous accomplishment. The Enterprise Group is also presently working with another firm in very early stages that is considering locating a portion of their operation to Jackson and could potentially add substantial new and important jobs to the City. The Enterprise Group is also working presently with two local manufacturers to expand their operations in the City. Jobs are the engine of a vibrant economy and must be the overwhelming focus of our efforts. The Enterprise Group has worked hard at representing the City of Jackson and the results will soon be evident.

LS:skh

Attachments

RECEIVED OCT 08 2011

Julius A. Giglio
City Attorney

Bethany M. Smith
Deputy City Attorney

Gilbert W. Carlson
Assistant City Attorney

OFFICE OF THE



CITY ATTORNEY

161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4050
(517) 788-4023
Fax: (517) 788-4059

September 30, 2011

Scott Fleming, President
Enterprise Group of Jackson, Inc.
One Jackson Square, Suite 1100
Jackson, MI 49201

Re: Agreement for Economic Development Services

Dear Scott:

Enclosed please find a fully executed copy of the Agreement for Economic Development Services between the City of Jackson and Enterprise Group of Jackson, Inc. The original Agreement will be filed with the Jackson City Clerk.

If you have any questions, please contact me.

Very truly yours,

Julius A. Giglio
City Attorney

JAG/dn
Enc.

cc: Lynn Fessel, City Clerk, with original

Cover memo

RECEIVED OCT 08 2011

AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES

This Agreement, entered into on the 27th day of September, 2011 between the City of Jackson, a Michigan municipal corporation, whose principal office is at 161 West Michigan Avenue, Jackson Michigan 49201 (hereinafter "City"), and Enterprise Group of Jackson, Inc., a Michigan nonprofit corporation with offices at One Jackson Square, Jackson MI 49201 (hereinafter "EG").

WHEREAS, the Jackson City Council (City Council) has determined that the EG's activities of providing economic development services for the City are deemed necessary and serve a public purpose; and

WHEREAS, the City Council has determined that the providing of economic development services by the EG for the City are services deemed to be in the public interest; and

WHEREAS, the City Council has determined that economic development will expand the user base for both its water and sewer utilities; and

WHEREAS, the City Council has determined that use of water and sewer funds to pay for the economic development expenses of the EG are appropriate since the EG activities may result in additions, improvements, enlargements, and/or extensions of the City's water and sewer systems; and

WHEREAS, the parties wish to enter into this Agreement to provide control over the manner in which the water and sewer funds are spent and provide assurances that such funds will be used in accordance with the wishes of the City Council.

NOW, THEREFORE, it is agreed by the parties, in consideration of the following mutual covenants and promises:

Section 1. **Description of Services.** The EG shall provide the services as more fully outlined in the attached *Exhibit A* (the "Services"). In the event a conflict exists between this Agreement and any term in *Exhibit A*, the terms in this Agreement shall supercede *Exhibit A*.

Section 2. **Performance of Services.** The manner in which the Services are to be performed and the specific hours to be worked by the EG shall be determined by the EG.

Section 3. **Payment to EG.** In exchange for the Services performed hereunder, the City shall pay the EG \$100,000 per year, payable as follows: \$33,334.00 on November 1, 2011; \$33,333.00 on January 1, 2012; and \$33,333.00 on March 31, 2012.

Section 4. **Term/Termination.** The term of this Agreement shall begin upon execution of this Agreement by the parties, and shall end as of June 30, 2012. This Agreement may be terminated by either party upon 30 days written notice to the other party. Upon termination, the City shall pay the EG, on a prorated basis, for all services that have been performed by the EG, to the City's satisfaction, up until the effective date of the termination.

Section 5. **Reporting Activities**. In support of payments to the EG as identified in Section 3, the EG will provide to the City a full report on all of its activities, projects, and the Services provided on a semi-annual basis [January, 2012 (for activities through December 31, 2011) and July, 2012 (for activities through June 30, 2012)]; along with provision of The EG Monthly Scorecard for distribution/information only. The reports shall identify the number of new jobs created and/or retained through the EG's and City's economic development activities (community accomplishments); location and number of RV's scheduled and conducted; referrals for assistance; number of inquiries for sites, financing or incentives for City businesses/properties; and number of City meetings attended by The EG staff in support of City-related economic development efforts. Upon receipt of said reports, City staff shall review and forward same to City Council.

Section 6. **Insurance**. The EG shall, during the continuance of all work under this Agreement, provide the following:

1. Workers' Compensation insurance, such as meets the statutory requirements of the State of Michigan, and Employer's Liability insurance of at least \$100,000.00 per incident to protect the EG from any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or subEGs, including any and all liability or damage which may arise by virtue of any law in force within the State of Michigan or which may be hereinafter enacted.
2. Commercial General Liability insurance (including contractual liability insurance) of at least \$1,000,000.00 per incident to protect the EG, and its EGs, agents, successors, assigns, officers or employees, and the City against any and all losses, costs, claims, damages, liabilities, judgments, awards and expenses, including, but not limited to, reasonable attorney's fees, wherever located, resulting from any negligent or willful action or operation by the EG, or its EGs, agents, successors, assigns, officers or employees, pursuant to or in connection with this Agreement.
3. Prior to execution of this Agreement, the EG shall provide to the City Attorney an original, signed Certificate of Insurance evidencing that the EG has in place the insurance described above and that, with regard to Commercial General Liability and Employer's Liability insurance, such insurance is primary to any other coverage available to the City, and also with regard to the Commercial General Liability and Employer's Liability Insurance policies, the City shall be named as an additional insured.

Section 7. **Assignment**. This Agreement shall not be assigned by either party without the written consent of the other party.

Section 8. **Notices.** Any notice required or permitted by this Agreement shall be in writing and shall be deemed to have been sufficiently given for all purposes if sent by certified mail or registered mail, postage and fees prepaid, addressed to the party to whom such notice is to be given at the address set forth on the first page of this Agreement, or at such other address as has been previously furnished in writing to the other party or parties. Such notice shall be deemed given when deposited in the United States mail.

Section 9. **Exhibits.** All exhibits referred to in this Agreement are, by reference, incorporated herein for all purposes.

Section 10. **Delays.** Any delays in or failure of performance by any party of his or its obligations under this Agreement shall be excused if such delays or failure are a result of acts of God, fires, floods, strikes, labor disputes, accidents, regulations or orders of civil or military authorities, shortages of labor or materials, or other causes, similar or dissimilar, which are beyond the control of such party.

Section 11. **Entire Agreement.** This Agreement represents the entire agreement between the parties and there are no oral or collateral agreements or understandings. This Agreement may be amended only by an instrument in writing signed by the parties. If any other provision of this Agreement is held invalid or unenforceable, no other provision shall be affected by such holding, and all of the remaining provisions of this Agreement shall continue in full force and effect.

Section 12. **Time of the Essence.** Time is of the essence. If any payment or any other condition, obligation, or duty is not timely made, tendered or performed by either party, then this Agreement, at the option of the party who is not in default, may be terminated by the non-defaulting party upon the giving of written notice to the other party of the default, followed by a ten-day period of time in which the party may cure the default. If the default is not timely cured, then this Agreement may be terminated by the non-defaulting party, in which case, the non-defaulting party may recover such damages as may be proper.

Section 13. **Waiver.** A waiver by any party to this Agreement of the breach of any term or provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either party.

Section 14. **Governing Law.** This Agreement shall be governed by the laws of the State of Michigan.

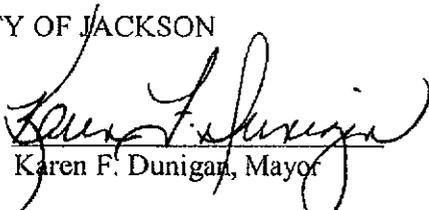
Section 15. **Binding Effect.** This Agreement shall inure to the benefit of, and be binding upon, the parties, their respective legal representatives, successors, and assigns; provided, however, that nothing in this paragraph shall be construed to permit the assignment of this Agreement except as otherwise expressly authorized herein.

Section 16. **Indemnification.** The EG shall defend, indemnify, and hold harmless the City from and against all losses, costs, claims, damages, and expense, including but not limited to reasonable attorney's fees, which the City may incur, arising out of the intentional or negligent act, error, or omission of the EG or any person or organization for whom the EG is responsible, in connection with providing services under this Agreement. The EG shall be solely responsible for all Services provided under this Agreement and for the completeness and accuracy of all documents and supporting data prepared by the EG, regardless of the City's approval of same. The EG shall be responsible for any damage to property or injury to persons occurring by reason of the EG's activities under this Agreement. Upon completion of all services, obligations and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this section shall survive.

Section 17. **No Third Party Beneficiaries.** It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the City and the EG, and nothing contained in this Agreement shall give or allow any claim or right of action by any third party under this Agreement. It is the express intention of the parties that any person other than the City or the EG receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

ATTEST:

CITY OF JACKSON

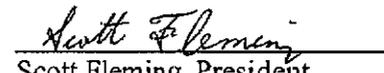
By: 

Karen F. Dunigan, Mayor

By: 

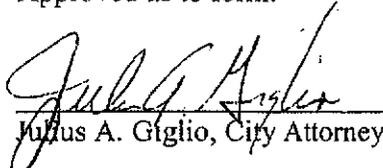
Lynn Fessel, City Clerk

ENTERPRISE GROUP OF JACKSON, INC.

By: 

Scott Fleming, President

Approved as to form:


Julius A. Giglio, City Attorney

Approved as to content:

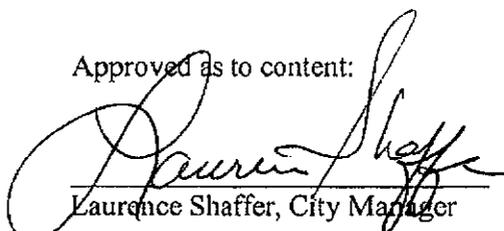

Laurence Shaffer, City Manager

EXHIBIT A

SERVICES TO BE PROVIDED BY THE ENTERPRISE GROUP

1. The EG agrees to use its best efforts to aid economic development opportunities within the City.
2. The EG will recruit and screen potential developers for economic development within the City.
3. The EG will concentrate on potential developers both within and outside of the City limits of the City of Jackson that will have the greatest impact on expanding the City's water and sewer utility services.
4. The EG will assist City staff with incentives that are available to potential developers.
5. The EG will coordinate meetings between the City, the Michigan Economic Development Corporation (MEDC) and potential developers.
6. The EG will promote City properties to potential developers.
7. The EG will inform the Community Development (CD) staff of all inquiries by prospects/owners/developers regarding projects located within the City and coordinate meetings with CD staff when contacted by City businesses at the initial time of contact. Further, the EG shall insure that the CD staff is included in all pertinent meetings and conversations regarding City property with potential developers. CD or other City staff attending meetings shall sign confidentiality agreements, if requested by owner/prospect/developer. CD staff shall be contacted immediately upon any City business considering relocating outside City limits.
8. The EG will coordinate with CD staff in drafting press releases on economic development projects, and will promote City projects and events on The EG website, through mass emails, etc., in coordination with CD and other City staff.
9. The EG will continue to maintain The EG website, used to promote City properties, incentives, financing assistance, Brownfield referrals, quality of life promotion; and will coordinate with the CD staff to provide links to pertinent City website applications, information, etc.
10. The EG shall insure promotional materials which include site and property information are inclusive of City potential development sites, if they meet the site specifications of the prospect; and will coordinate with CD staff to participate in the creation of these documents, subject to availability of CD staff in meeting deadlines for distribution of documents to prospects.

11. The EG will make best efforts to assist the City of Jackson, in assembling parcels to increase the City's inventory of available, easily-developable parcels to attract new construction development.

12. The EG will continue to schedule Retention Visits for existing businesses within the City as part of the County-wide Business Success Retention/Expansion Program. For all City business retention visits, the EG will coordinate the scheduled visits on the regular Retention Visit dates, being the fourth Thursday of the month (with the MEDC Business Development Manager) and the first Thursday of the month for local visits not on the MEDC Targeted List, or such dates mutually agreed upon by the EG, the City of Jackson, and the MEDC Business Development Manager; and will confirm any City visits with CD staff and the City Manager as early as possible after confirmation. The EG will make best efforts to establish retention visits mutually agreeable to all parties, and will communicate any schedule changes requested by The MEDC to the CD staff at the time they are received. The EG will include in the calendar event scheduled, all Retention Visits notes from the previous visit for the benefit of City staff, and will copy CD personnel on all follow up email communications.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/21/2011

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

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

PRODUCER Walton Agency, Inc. 2929 Spring Arbor Rd. P.O. Box 3029 Jackson MI 49204	CONTACT NAME: Kathleen DeLaney PHONE (A/C No, Ext): (517) 787-2600 E-MAIL ADDRESS: kdelaney@waltonagency.com PRODUCER CUSTOMER ID# 00010198	FAX (A/C No): (517) 787-3857
INSURED Enterprise Group of Jackson, Inc. P.O. Box 80 Jackson MI 49204	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Frankenmuth Insurance Co.	NAIC # 13986
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1162104069 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			CPP3002665	3/12/2011	3/12/2012	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GENERAL AGGREGATE \$ 2,000,000						
GEN'L AGGREGATE LIMIT APPLIES PER:							PRODUCTS - COMPIOP AGG \$
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO.JECT <input type="checkbox"/> LOC							\$
A	AUTOMOBILE LIABILITY			BA3002665	3/12/2011	3/12/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
<input checked="" type="checkbox"/> HIRED AUTOS	\$						
<input checked="" type="checkbox"/> NON-OWNED AUTOS	\$						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			CPP3002665	3/12/2011	3/12/2012	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 2,000,000
	<input type="checkbox"/> DEDUCTIBLE						\$
	<input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC3002665	3/12/2011
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI)	Y/N	N/A	E.L. EACH ACCIDENT \$ 500,000			
	If yes, describe under DESCRIPTION OF OPERATIONS below			E.L. DISEASE - EA EMPLOYEE \$ 500,000			
				E.L. DISEASE - POLICY LIMIT \$ 500,000			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 City of Jackson is named as additional insured. The insurance is primary to any other coverage.

CERTIFICATE HOLDER**CANCELLATION**

City of Jackson 161 W. Michigan Avenue Jackson, MI 49201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Pamela Bacon/KDELA <i>Pamela Bacon</i>
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The Enterprise Group
Of Jackson, Inc.

**City of Jackson Agreement for Economic Development Services
December 2011 Semi-Annual Report**

This report includes end-of-month EG Scorecard data through 12/31/11; pursuant to the Agreement for Economic Development Services between the City of Jackson and The Enterprise Group of Jackson, Inc.:

1. The EG Monthly Scorecard and Executive Summary through 12/31/11 are attached. The table on Page 2 of the Executive Summary reports "new jobs created and/or retained through The EG's and City's economic development activities (community accomplishments)" per the Agreement. The list of companies and projects which produced those figures is listed on Page 1. For Jackson County, the 162 new jobs in the table reflects 62 new jobs (in addition to retention of the existing 18) for the new Chemetall plant, which is located within the Jackson Technology Park SmartZoneSM; with the remaining resulting from approved Brownfield projects through the Jackson County Brownfield Redevelopment Authority. To date, City Brownfield projects are not tallied on The EG Scorecard, since it is administered solely by the City, however, with the City Manager's recent approval, Barry Hicks and Amy Torres will begin reporting City Brownfield projects on the "EG and Community Accomplishments/Successes" section of the monthly scorecard to more accurately reflect all community projects. (Note: This information is reported pursuant to Section 5. Reporting Activities of the Agreement).
2. Retention Visits (See attached 2011 Economic Development Division Retention Visits: Geographic Distribution) – **Of the 90 Economic Development Division retention visits conducted by The EG in Jackson County through 12/31/11; 34 visits (38%) were conducted with City businesses.** (Note: This information is reported pursuant to Section 5. Reporting Activities and Exhibit A #12 of the Agreement).
3. **Fifty-one (51) meetings and events were attended between 7/1/11 and 12/31/11 by EG Economic Development Division (EDD) staff (Scott Fleming and Amy Torres) to facilitate/support City-impacted projects.** (Note: This information is reported pursuant to Section 5. Reporting Activities of the Agreement).
4. Additional detail, as confidentiality allows, is reported below:
 - a. **The Armory Arts Village (AAV) Apartments has been at full capacity during 2011,** with resident artists exhibiting their art on-premises, conducting classes, painting murals in the entranceway via a grant from the Michigan Humanities Council; and securing contracts for their work throughout the community and beyond. The Grand Gallery events booked for The Enterprise Group by Fancy Schmancy Events kept the facility busy throughout the year, bringing in association meetings, weddings, proms, fundraisers and other activities - all resulting in community members and visitors appreciating the unique features of the AAV campus. The AAV Prison Tours, which were expanded this year to Seven Block on Cooper Street, were a hit in 2011 with nearly 3,000 visitors, resulting in



The Enterprise Group
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**City of Jackson Agreement for Economic Development Services
December 2011 Semi-Annual Report**

many tourists to the area seeking meals, lodging, events and return visits. We have been advised that over 60 bookings are logged for 2012, so far.

- b. In collaboration with Baker College, The Enterprise Group launched the Baker College Business Technology Center Incubator within the Jackson Technology Park SmartZone(SM), on behalf of the Blackman Charter Township LDFA. The year ended with one tenant, who had already increased employment since move-in; **and has indicated an interest in leasing space in downtown Jackson upon graduation.**
- c. The Enterprise Group signed an agreement with the MEDC for the Business Accelerator Fund (BAF), which will provide funding opportunities for consultants to assist high-tech emerging businesses. EG Staff is currently organizing program details.
- d. **The Enterprise Group became an economic development partner with Michigan's statewide Commercial Property Information Exchange (CPIX),** with generous support of Consumers Energy. CPIX is the most highly used commercial real estate resource in Michigan for site selection, which allows a **much faster search capability for available properties within Jackson County, and enhances our ability to respond to requests from developers and site selectors.** We have recently had realtors comment that they are uploading properties to our web site because they have become aware that those realtors whose listings are posted are getting greater activity on the Multiple Listing sites than those whose aren't featured on our site.
- e. As of 12/31/11, the Jackson County Economic Development Corporation (EDC) had made 40 revolving loans (administered by The EG) in the amount of \$3.7 Million in the community, leveraging \$39.5 Million, which created 797 jobs retained or saved, with 481 new jobs having been created. **Eighteen (45%) of the 40 loans have been to City businesses.**
- f. The EG is involved with meetings and negotiations to represent the community as the local economic development organization (EDO) to implement Governor Snyder's and the MEDC's plan for a ten region state for economic growth. Region 9 contains Jackson, Lenawee, Hillsdale, Livingston, Monroe and Washtenaw Counties. **Staff attends meetings to transition to this more regional approach to economic development, while protecting and broadening the interests of the Jackson community.**
- g. Ms. Torres worked with the City since October, 2011 on a confidential project, coded as Project DT. Two downtown City sites and one Blackman Township site were presented to the prospect. **Incentive negotiations are underway.** Note: this activity is identified in the City's contract as Exhibit A #1,2,3,4,5,&6.



The Enterprise Group
Of Jackson, Inc.

**City of Jackson Agreement for Economic Development Services
December 2011 Semi-Annual Report**

- h. **Accubilt began its 15,000 square foot expansion of almost \$500,000 at its current site within the City.** They had considered multiple sites within the County to accommodate their expansion requirements when faced with challenges due to the potential of wetlands issues. Advocacy by EG and City staff, in participation with the MDEQ, resulted in the expansion at their site. Exhibit A - #'s 4, 5, 6, 7, & 8.
- i. On behalf of the County Brownfield Redevelopment Authority, and in collaboration with City Brownfield staff and the EPA, **The EG continues to work toward the implementation of the Stipulated Funding Agreement to provide EPA Revolving Loan Funds to the City of Jackson for asbestos removal at 212 W. Michigan.**
- j. Ms. Torres attended the Site Selector Forum and Competiveness Conference in Chicago in early December, to better represent City and out-County sites as developer-ready.
- k. The Small Business & Technology Development Center (SBTDC) Director, Roni Weaver provided services to four new businesses within the City of Jackson. Five new business startups occurred in 2011 as a result of over 129 individuals enrolled for small business training in 2011, and 89 one-on-one business counseling and follow-up sessions. **The new businesses launched include Harold's Handyman Service, LLC; Cuppa at Art 634; Grace School of Dance; Medical 24 Seven, Inc.** and Codian Robotics, NA, LLC. Only one of these companies resides outside of the City of Jackson, and happens to be a tenant in the Jackson Technology Park SmartZone(SM). In January 2012, Roni Weaver retired from The EG and all SBTDC referrals will now be referred to the Regional Office of the SBTDC.
- l. JAMA and the Academy for Manufacturing Careers (AMC) continue to serve a number of City-based businesses and apprenticeship students. JAMA maintains close engagement with the manufacturing community, and increased membership by 11% to a total of 236 in 2011. The Academy for Manufacturing Careers (AMC) provides customized training for businesses, and provides a certified U.S. Department of Labor Registered Apprenticeship Program, through which 23 apprentices were registered during 2011. **Eight of the 34 companies with apprentices are in the City of Jackson.** To meet market sector training needs, two customized welding training programs were conducted in 2011 in partnership with SCMW!, with 100% placement for students in the first round. JAMA and the AMC completed their final step in creating the foundation for a K-12 STEM (Science, Technology, Engineering and Mathematics) Youth Educational Pipeline with the additions of Engineering is Elementary (EiE) for K-5th graders, and the launch of Hot Rod U for 9th-12th graders.



The Enterprise Group
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**City of Jackson Agreement for Economic Development Services
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- m. The Procurement Technical Assistance Center (PTAC) provided forty-nine Jackson County clients with 205 counseling sessions which assisted them with bidding, reading specifications, interpreting state and federal documents, etc. through PTAC in 2011; resulting in **\$ 4.3 Million in State and Federal contract awards in 2011. Fifteen (31%) of those clients were City businesses.**

- n. Promotion & Marketing materials –
 - i. Work is continuing on development of a City brochure, which will be an insert brochure that will complement other EG-developed Jackson County marketing materials. It will highlight City economic development services and incentives to attract potential prospects to the City and accommodate their needs. A final draft is anticipated in spring 2012. The EG has invested over \$2,500 for the design and printing of 100 copies of the brochure. Additional changes and/or copies will be available to the City for an additional cost. Exhibit A #'s 8,9 & 10
 - ii. **The EG website received 706,512 hits from July 1, 2011 through December 31, 2011; averaging 3,925 per day. Exhibit A #'s 1, 6, 8**

The Enterprise Group of Jackson, Inc.
 Jackson County Economic Development Scorecard
 Report Period: December 1, 2011 through December 31, 2011

Shows, Conferences, Site Consultant Events & Investment Seminars	Month	Calls	Leads	Prospects	Type
EG Events & ED Division					
Chamber Annual Dinner (all Staff)	Jan-11				Event
MLK Breakfast (EG CEO and EDD)	Jan-11				Event
MEGA Board Meeting (EG CEO and EDD)	Jan-11				Meeting
Economic Club Luncheon (EDD)	Feb-11				Event
Foreign Trade Zone Seminar (all Staff)	Mar-11				Seminar
SCMW! Legislative Breakfast	Mar-11				Event
Business Solutions Professional Certification Training (EDD)	Mar-11				Training
2011 National Brownfields Conference (EDD)	Apr-11				Conference
Coronet Global in Chicago (EG CEO)	May-11		5	1	Conference
ICSC Conference in Nevada (EG CEO)	May-11		12	1	Conference
Chemetall Ground Breaking (all Staff)	May-11				Event
JCEG Annual Membership Meeting (EDD)	May-11				Meeting
MEDA Economic Toolbox (EDD)	May-11				Training
Shifting Gears Statewide Program Launch (EDD)	May-11				Webinar
Intellectual Property Law Seminar (EDD)	Jun-11				Seminar
2011 Iraq Export Opportunity for MI Forum (EDD)	Jun-11				Seminar
Workshop for Part 201 Environmental Amendments (EDD)	Jul-11				Training
County Commission 2nd Floor Ribbon Cutting (EDD)	Jul-11				Event
Michigan Urban Strategic Workshop (EG CEO)	Jul-11				Training
Pure Michigan 400 Race Breakfast & Site Selection Tour (EG CEO)	Aug-11		3		Event
MEDA Annual Meeting and Conference (EG CEO)	Aug-11		1		Conference
IEDC Annual Conference in Charlotte, NC (EG CEO)	Sep-11				Conference
SE MI Econ. Gardening Workshop (EDD)	Sep-11				Workshop
JAXPO - (EDD and SBTDC Staff)	Oct-11				Event
Farewell Reception for Scott Fleming (All Staff)	Oct-11				Event
Innovative Supply Chain Meeting (EDD)	Oct-11				Meeting
Ribbon Cutting for I've Been Framed-an EDC client (EDD)	Oct-11				Event
Bondsteel Drive Dedication (EDD)	Nov-11				Event
MDOT Traffic Summit	Nov-11				Meeting
Region 9 Meeting (EDD)	Nov-11				Meeting
Pure Michigan STEP Export Program November Forum	Nov-11				Meeting
MEADC Competiveness Conference & Site Selector Forum in Chicago (EDD)	Dec-11				Conference
Business Accelerator Fund	Dec-11				Meeting
Jackson 2020	Dec-11				Meeting
SmartZone - Quarterly Meeting	Dec-11				Meeting
Region 9 Meeting (EDD)	Dec-11				Meeting
JAMA / Academy Division:					
JAMA Annual Dinner (all staff)	Jan-11				Event
MMA Regional Manufacturing Roundtable	Feb-11				Event
Farm2Factory with SCMW (all staff) (March and September)	Mar-11				Event
MMA Annual Awards Review Committee	Apr-11				Committee
Center for Michigan's Common Sense Conversations Event	Apr-11				Event
MSU Public Policy Forum Workshop	Apr-11				Training
MMA CEO & Executive Forum with JAMA/MMA/MMTC	May-11				Training
National Fund for Workforce Solutions Webinar	May-11				Training
MEATA Statewide Apprenticeship Conference	May-11				Conference
Transit Advocacy Day	May-11				Event
Star Power Rally	May-11				Event
Michigan Summit	May-11				Training
Square One Synergy Education Summit	Aug-11				Training
GE Auto, Energy & Medical Supplier Workshop	Aug-11				Training

The Enterprise Group of Jackson, Inc.
 Jackson County Economic Development Scorecard
 Report Period: December 1 , 2011 through December 31, 2011

JAMA Annual Golf Outing (All Staff)	Aug-11			Event
GM/NAM Legislators & Stakeholders Meeting	Aug-11			Meeting
Mid-MI Bio Mfg Alliance Breakfast	Sep-11			Meeting
MMA Quarterly Mfg Support Group Mtg	Sep-11			Meeting
Great Lakes Bay Region Bio-Energy Summit	Sep-11			Conference
American Tooling Center-General Dynamics Walberg Townhall	Sep-11			Meeting
MSSC Green Production Standards/Curriculum National Roll-Out in Dayton, OH	Oct-11			Conference
Michigan STEM Partnership Initiative	Nov-11			Conference
Jackson 2020 Part II	Nov-11			Meeting
Michigan Workforce Coalition	Dec-11			Meeting
PTAC Division:				
Small Business Day - Marinette Marine Corp.	Jan-11			Conference
NAVAIR Small Business Industry Day	Feb-11			Conference
Bidding & Shipping to the Military	Feb-11			Webinar
Doing Business with Primes and TACOM	Mar-11			Conference
MPPOA Reverse Trade Fair	Mar-11			Event
State of Michigan Design & Construction	Apr-11			Training
Accounting Requirements for Federal Contractors	Apr-11			Training
NDIA Michigan Defense Industrial Base Expo	May-11			Conference
4th Annual Veterans Entrepreneurial Training Conference	May-11			Training/Conference
Elements of a Quality Proposal	Jun-11			Training/Conference
Hillsdale County Business Event	Jun-11			Training/Conference
2011 NDIA DLA Enterprise Supplier Conference	Jun-11			Training/Conference
GSA Training in Jackson	Aug-11			Training
National Veteran Entrepreneurial Conference	Aug-11			Training/Conference
SBA Get Connected Tour-Procurement 101	Sep-11			Training/Conference
DIBBS Training	Sep-11			Training
LAPPG Tenth Annual Lansing Business Networking Event - Meet the Buyers	Oct-11			Event
Understanding the Federal Solicitation - Lansing	Nov-11			Training
Veteran Entrepreneurial Training Conference	Nov-11			Training/Conference
Meet the Buyers	Nov-11			Training/Conference
MacDill 2011 Small Business Conference	Dec-11			Training/Conference
SBTDC Division:				
Fundamentals of Starting a Business	Jan-11			Training
Jackson Retail Success Academy (eight-week program)	Feb-11			Training
Grass Lake Business Expo (EG display booth)	Mar-11			Event
MI-SBTDC Regional Staff Meeting	Mar-11			Meeting
Small Town & Rural Development Annual Conference	Apr-11			Conference
Michigan Food Processors' Summit	Apr-11			Conference
Start It Up! Entrepreneurial EXPO	Apr-11			Event
Michigan Celebrates Small Business - 50 Companies to watch (ALL STAFF)	Apr-11			Event
Michigan Business Incubator Association Annual Conference	May-11			Conference
Michigan Bio-Economy Alliance Luncheon (EDD and SBTDC)	May-11			Conference
US Senate Agriculture Committee Field Hearing	May-11			Conference
MI-SBTDC Regional Staff Meeting	Jul and Oct			Meeting
SAU Partners Luncheon	Jul-11			Meeting
Business Solutions Meeting	Jul-11			Meeting
SBA Get Acquainted Tour @WCC (EG Booth)	Aug-11			Event
EG Presentation to Region 2 Planning Commission Transportation Group	Sep-11			Event
Appearance on JTV promoting EG, SBTDC and the Fundamentals of Marketing Workshop	Sep-11			Event
Homeland Security Presentation on Cyber-Safety	Oct-11			Training
Making It In Michigan Conference	Oct-11			Conference
Business Decision Training for Library Statt and SBTDC Partners	Oct-11			Training
Reference USA database training	Nov-11			Training

The Enterprise Group of Jackson, Inc.
Jackson County Economic Development Scorecard
Report Period: December 1, 2011 through December 31, 2011

Michigan House Agriculture Committee	Nov-11				Conference
Regional SBTDC Meeting	Dec-11				Meeting
House Ag Committee	Dec-11				Meeting
Jackson County Ag Council	Dec-11				Meeting
	Total	0	21	0	
	Annualized	0	18	0	
	Annual Target	200	TBD	TBD	
EG Business Activity					
	Month	#	CY 2011 TOTALS	CY 2010 TOTALS	CY 2009 TOTALS
Academy for Manufacturing Careers (AMC)					
Classes	December	3	161	41	66
Number of Students in classes	December	78	687	468	731
Number of Students - sponsored by SCMWI	December	15	163	96	210
Number of Students - sponsored by MRAP	December	0	41	22	n/a
Number of Companies represented	December	26	244	148	153
I Can Make It Camp!	July	52	52	50	56
Machining U Camp	August	22	22	16	19
Hot Rod U	August	12	12	n/a	n/a
Hot Rod U - Round 2	October	12	12	n/a	n/a
Armory Arts Village (AAV)					
Tenant Report	December	61	61	62	60
Economic Development Division (EDD)					
EDD-Inquiries: Financing/Site/Property Inquiries/Expansion/Relocation	December	2	29	50	27
EDD-LEADS received (inquires of interest)	December	0	18	11	n/a
EDD Job Opening Referrals	December	7	349	269	n/a
EDD-Retention Visits-scheduled/phone/email/Operational Campaign Calls	December	5	90	87	105
BLDFA - Inquiries	December	0	4	9	13
PLDFA - Inquiries	December	0	4	7	13
Commercialization/Inventions	December	0	1	1	4
Business Success Referrals - includes JAMA/Chinese/Medical Callouts/Referrals	December	2	30	106	85
BRA-Brownfield Plans Approved	December	0	4	0	1
EDC-Loans Closed	December	0	0	4	1
EDC-Recovery Zone Bond Inquiries	December	0	7	6	12
Event Promotion - includes AAV promos and community events	December	0	4	8	n/a
Jackson Area Manufacturers Association (JAMA)					
Members	Total	1	236	221	217
Membership	December	2 new, 1 drop	24 new, 9 drop	16 new, 12 drop	17 new, 12 drop
Classes conducted/# Trained	December	0/0	2/030	4/116	1/019
Procurement Technical Assistance Center (PTAC)					
Initial Counseling Sessions - Jackson County	December	1	27	27	45
Follow-up Sessions for Jackson County companies	December	2	175	433	356
Initial Counseling Sessions - Other Counties	December	3	114	115	77
Follow-up Sessions for other counties served	December	35	1,051	1,184	777
Value of PTAC Contract Awards through Sept. 2011 (\$2,919,944 for Jackson County)		\$8,332,046	\$22,894,619	\$28,267,039	\$43,681,691
Small Business & Technology Development Center (SBTDC)					
Individuals/businesses enrolled for training/classes	December	9	129	63	379
Counseling Sessions-Initial Session	December	0	52	65	94
Counseling Sessions-Follow-up Session	December	1	37	54	46
Documented business start-ups	December	0	5	5	2

The Enterprise Group of Jackson, Inc.
 Jackson County Economic Development Scorecard
 Report Period: December 1, 2011 through December 31, 2011

<i>Attraction Activity</i>	Month	Facility Size	Jobs	Investment	Status
Committed Projects and Development Prospects					
Sports Mall I-94 Corridor	Feb-09	TBD	150	\$7,500,000	Developer
Project MiraMid	Jul-09	TBD	75	\$1,200,000	On-hold
Project SS	Aug-10	TBD	60	TBD	Closed
Project Farewell	Jan-11	unk	20	\$1,750,000	In service
Project Solar Farm	Jan-11	unk	200	\$5,000,000	Letter of Intent
Project Railmark	Jan-11	unk	40	\$2,000,000	Waiting on Client
Project Logic Media	Feb-11	unk	10	TBD	In service-Incubator
Project ANXIN USA	Feb-11	unk	20	\$2,000,000	Needs follow-up
Project HeavyMetal	Apr-11	unk	unk	unk	On hold
Project Fun	Apr-11	unk	unk	unk	Developer
Project Plant	Apr-11	unk	unk	unk	Closed-located elsewhere
Project TLC	Apr-11	unk	unk	unk	In service-Bisbee Bld.
Project Maintenance Center	Apr-11	unk	unk	unk	Closed
Project Newmark	Jul-11	100,000	unk	unk	Reviewing Sites
Project Flix	Jul-11	unk	unk	unk	Stadium seating-Follow up
Project Jackson Northpointe	Nov-11	unk	unk	unk	Potent. Devel. Contacted
Project T	Sep-11	100,000	unk	unk	Expansion of 100,000 sq. ft.
Project K	Sep-11	100,000	40	\$10,000,000	Looking for site
Project DT	Sep-11	unk	70	unk	Reviewing Sites
Project Power Supply	Sep-11	unk	unk	unk	Start up Business
Project MJ	Nov-11	unk	unk	unk	Waiting for Co. info for MEDC
Project CC	Nov-11	unk	120-200	unk	MEDC Referral-reviewing site
Project TS	Nov-11	unk	unk	unk	Potential SZ Virtual Tenant
Project Gear	Dec-11	7,200	4	\$1,297,600	Possible sources of funding
Project AR	Dec-11	unk	unk	unk	Awaiting IFT Application
TOTAL		--	689	\$30,747,600	
Annualized		--	591	\$26,355,086	
Annual Target		--	1,000	TBD	
Business Retention Calls:	Number	Total-YTD	FY 2009 TOTALS		
EDD-All Retention Visits	5	90	87	105	
PTAC - Initial counseling sessions (Jackson County)	1	27	27	45	
SBTDC - Initial sessions	0	52	65	94	
JAMA - Business Retention Visits	0	0	0	3	
TOTAL	6	169	179	247	
Annualized	5	145	153	212	
Annual Target	25	100	100	100	
Community Accomplishments/Business Successes:	Retained Jobs	New Jobs	Investment	CY 2010 Total	CY 2009 Total
JANUARY: Chemetall (Blackman Charter Township) <i>JTP SmartZone Attraction</i>	18	62	\$25,000,000		
JUNE: Jackson Precision Industries (Blackman Charter Township) <i>IFT</i>	4	4	\$2,365,000	1,865 Retained Jobs	63 Retained Jobs
AUG: TruForm (Blackman Charter Township) <i>IFT</i>	31	16	\$1,200,000	566 New Jobs	120 New Jobs
AUG: Technique (City of Jackson) <i>IFT</i>	0	5	\$406,881	1,302 Indirect Jobs	276 Indirect Jobs
SEPT: AccuBilt (City of Jackson) <i>IFT</i>	20	5	\$496,339	\$194.8 Million	\$13.7 Million
SEPT: JSP (Blackman Charter Township) <i>New Company-purchased former Maverick Ind.</i>	20	7	\$0		
OCT: Gerdau MacSteel (Napoleon Township) <i>IFT</i>	unk	unk	\$4,000,000		
NOV: TAC Manufacturing (Blackman Charter Township) <i>IFT</i>	0	24	\$10,000,000		
Indirect Jobs Created (using 2.3 multiplier)		526			
TOTAL	93	99	\$43,468,220		

The Enterprise Group of Jackson, Inc.
 Jackson County Economic Development Scorecard
 Report Period: December 1, 2011 through December 31, 2011

Jackson County Brownfield Redevelopment Authority (JCBRA) Successes:	Retained Jobs	New Jobs	Investment		
JANUARY: 1111 Boardman Rd. Project	16	70	\$4,100,000		
JANUARY: 3535 Francis St. Project	0	20	\$750,000		
MAY: Edwards Machining Project	14	10	\$1,500,000		
JUNE: Cook Foundation & Flatwork Project	10	6	\$300,000		
JCBRA TOTAL	40	106	\$6,650,000		
CY 2011 - GRAND TOTAL-all successes	133	229	\$50,118,220		
Business Attraction Successes:					
JAN: Chemetall US, Inc. - New development into JTP SmartZone					
Business Retention - Proactive calls	Number	Total-YTD	CY 2010 TOTALS	CY 2009 TOTALS	
IFT Monitoring Visits on behalf of Blackman Charter Township-December 2011	0	2	6	6	
Business Retention - Threat to leave	Number	Total-YTD	CY 2010 TOTALS	CY 2009 TOTALS	
	0	0	1	0	
Businesses Closed/Leaving	Lost Jobs	Total-YTD	CY 2010 TOTALS	CY 2009 TOTALS	
Jackson Citizen Patriot (layoffs)	71	0	0	549	
TOTAL	71				
City of Jackson Project Involvement-Agreement for ED Services	Month				
Report Semi-Annually to City Council - 2nd report for June 2011 was submitted	Dec-11	In Progress			
Bi-monthly Meetings with City Staff	Nov-11	On-Going			
EG Marketing Efforts					
EG Web site Total Hits 1/1/11 through 12/31/11	Dec-11	1,472,509			
Average hits per day	Dec-11	4,395			
EG Monthly Newsletter (Goal: send out first Wednesday of each month)	Jan-12	In Progress			

The Enterprise Group of Jackson, Inc.
Summary of Jackson County Economic Development Scorecard
December 2011

EG Business Activity:

Academy for Manufacturing Careers (AMC)

- During December 2011, three classes were conducted, which include: Welding III; and two classes for MIOSHA Job Safety Analysis Made Easy. There were 78 students enrolled representing 26 companies. 15 of those students were sponsored by SCMW!

Armory Arts Village (AAV)

- There is one vacant apartment. There are 51 artists (84%) and 10 non-artists as of December 31, 2011.

Jackson Area Manufacturers Association (JAMA)

- Membership had two new members and one drop, for a total of 236 members as of December 31, 2011.

Procurement Technical Assistance Center (PTAC)

- PTAC conducted two follow-up sessions and one initial counseling session for Jackson County companies in December 2011. Third quarter awards totaled \$8,332,046 for all seven counties. Year-to-date, Jackson County reported \$2,919,944 in awarded contracts. All seven counties have a reported total of \$22,894,619 for 2011. Fourth Quarter numbers are expected to be reported by the end of January 2012.

Small Business & Technology Development Center (SBTDC)

- During December 2011, the SBTDC conducted one follow-up session and had nine enrolled in training.
- There were no documented business start-ups for December 2011. The 2011 year-to-date total includes five documented start-ups.

Economic Development Division (EDD)

- **RETENTION:** In December 2011, five retention visits were conducted. Year-to-date total is 90 visits. Five businesses are considering plant expansions, which will be announced when the IFT's are approved.
- **REFERRALS/INQUIRIES:** There were seven job opening referrals sent and two inquiries for economic development services were received.
- **BROWNFIELD REDEVELOPMENT:** Two to three possible demolitions of blighted buildings are possible, as a result of the retention visits conducted in November.

Business Success Program/Retention Visits:

- Six visits were conducted in December 2011, which includes JAMA, PTAC, SBTDC, and the EDD. Year-to-date, 169 visits have been conducted.

EG and Community Accomplishments/Successes:

- **Chemetail US, Inc.:** 80 jobs, including 18 retained; remaining 62 jobs will include some consolidated and some new. \$25 Million in new investment. Ground breaking was held on May 4, 2011.
- **Jackson Precision Industries:** Four new jobs and four retained jobs with an investment of \$2,365,000.
- **TruForm:** 16 new jobs and 31 retained jobs with an investment of \$1.2 Million.
- **Technique:** Five new jobs with an investment of \$406,881.
- **Accubilt:** Five new jobs and 20 retained jobs with an investment of \$496,339
- **JSP:** New company to Jackson County. Formerly known as Maverick Industries. Seven new jobs and 20 retained jobs.
- **Gerdau MacSteel:** Investment of \$4 Million. Jobs are unknown at this time.
- **TAC Manufacturing:** 24 new jobs with an investment of \$10 Million.

Community Development Projects:

- Project Welcome Mat – Clock Tower on Cooper Street (**Discussion December 2011**)
- Business Leaders for MI Community Plan - Brooking Institute Study Statewide (**Doug Rothwell**)
- I-94 Corridor Improvements (**Meeting held September 2011**)
- Riverwalk Hotel Demo Project with the County of Jackson (**Meeting held December 2011**)
- Chinese Executives/23 University Presidents (contracts with SAU and U of M) (**Complete**)
- Blackman DDA “Jackson Northpointe Center” Development Plan (**Updated Marketing Packet in December 2011**)
- Regional Collaboration – Region 9 (**Attended meeting in December 2011**)
- Baker College Business Technology Center (**Meeting held December 2011**)
- Vandercook Lake Rehab Housing Project (**Pending MSHDA Tax Credit Approval-awaiting update**)
- Community Systems Map (**Attended meeting in December 2011**)

Attraction/Expansion Activity:

Committed Projects and Development Prospects:

Leads: 18 through November 30, 2011

Project Name	New jobs projected	Capital Investment	Lead/Prospect	Status
AAV Phase II	*100/5	\$7.5 Million	Prospect	Ground Breaking 2012/Working on alternatives
Project Solar Farm	**200/3	\$5 Million	Prospect	Letter of Intent Signed, waiting on DTE RFP
Project Railmark	40	\$2 Million	Prospect	Reviewing Sites
Project Logic Media	10	\$100,000	Prospect	In Service – Incubator Tenant-Complete
Project ANXIN USA	20	\$2 Million	Prospect	Reviewing Sites
Project HeavyMetal	57	\$7.6 Million	Prospect	On hold
Project Fun	200	\$10 Million	Prospect	Looking for site – Existing Business
Project NewMark	40	TBD	Prospect	CA Company/looking for 100,000 sq. ft. - 2012
Project Flix	Unk	\$2 Million	Prospect	Stadium Seating Theater
Project Jackson Northpointe	TBD	TBD	Development	Shopping Center
Project T	TBD	TBD	Prospect	Expansion (100,000 square feet)
Project K	40-60	\$10 Million	Prospect	Looking for site (100,000 square feet)
Project DT	70	TBD	Prospect	Reviewing Sites – MEDC Incentives Pending
Project Power Supply	Unk	TBD	Prospect	Start-up Business
Project MJ	Unk	TBD	Lead	Waiting for co. information for MEDC
Project CC	120-200	TBD	Prospect	MEDC Referral – reviewing three sites
Project TS	Unk	TBD	Lead	Potential SZ Virtual Tenant
Project Gear	Unk	TBD	Prospect	Brownfield Project

*100 construction jobs and 5 permanent jobs

**200 construction jobs and 3 permanent jobs

Note: Leads are inquires of interest; Prospects are confirmed interest in a Jackson site.

Economic Impact-EG and Community Accomplishments/Successes:

2011 Results – thru 12/31/11		2010 Results		2009 Results	
Jobs Created	229	Jobs Created	566	Jobs Created	120
Indirect Jobs Projected	526	Indirect Jobs	1,302	Indirect Jobs	276
Jobs Retained	133	Jobs-Ret	1,865	Jobs Ret.	63
Jobs Lost*	71	Jobs Lost*	0	Jobs Lost*	549
Net Jobs	684	Net Jobs	1,868	Net Jobs	-153
Investment	\$50.1 Million	Investment	\$194.8 Million	Investment	\$13.7 Million

Lay-offs/Jobs Lost*:

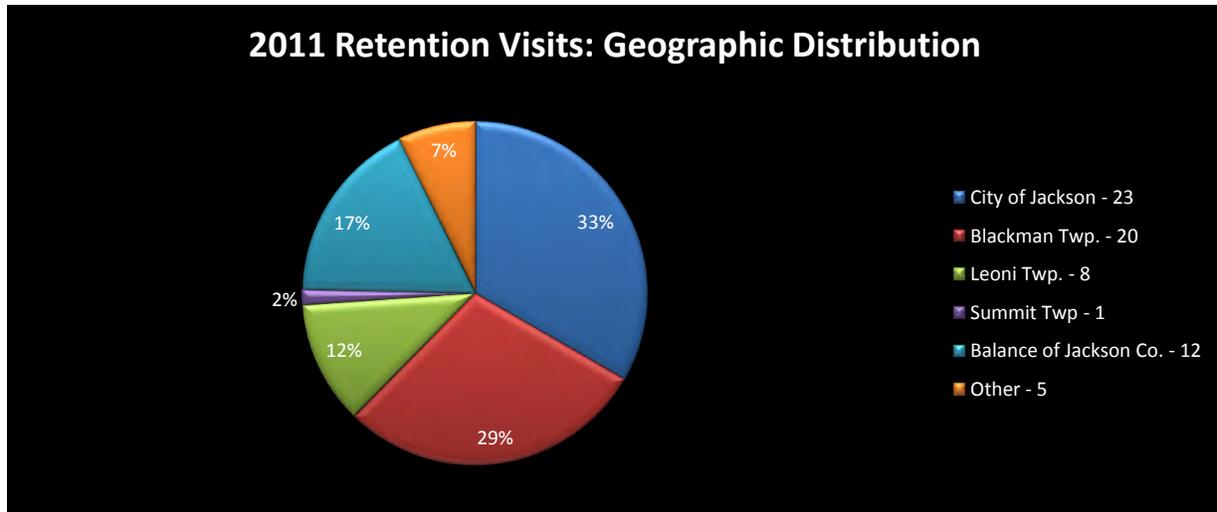
The Jackson County unemployment rate for the month of November 2011 (*most current information*) was 7.8%. Michigan unemployment rate for November 2011 was 9.8%. There was one Jackson company on WARN notice list for December 2011 - Booth Newspapers/Jackson Citizen Patriot - mass lay-off of 71 jobs (*Source: Michigan Department of Labor website, December 2011 WARN Notices*).

November 2011

Category	Jackson	Jackson-Oct.	St. Clair	Hillsdale	Lenawee
Labor Force	71,329	70,956	76,804	19,310	43,543
Unemployed	5,597	5,976	8,115	1,687	3,717
Unemployment Rate	7.8%	8.4%	10.6%	8.7%	8.5%

*The EG reports jobs lost based upon WARN notices filed by individual companies regarding the closing. Lay-offs/business buy-outs are not reported due to the temporary nature of the financial disposition of each individual company, and the assumption that many will return to work.

2011 Economic Development Division Retention Visits: Geographic Distribution



Title	Account/Contact	Start Date	Region/County
RV CC Dickinson Wright 051211	Dickinson Wright PLLC	5/12/2011	
RV CEO or CC Ann Arbor State Bank 080111	EG Capital Campaign	8/1/2011	
RV CEO or CC ASTI Environmental 080111	ASTI Environmental	8/1/2011	
RV CEO or CC Envirollogic 080111	Envirollogic Technologies Inc.	8/1/2011	
RV Chelsea Milling CC June 2011#8	EG Capital Campaign	6/1/2011	
RV CC Walton Agency 111411	Walton Agency	11/14/2011	Jackson County - Balance of county
RV CEO or CC Brooklyn Products	Brooklyn Products	8/1/2011	Jackson County - Balance of county
RV CEO or CC Production Saw	Production Saw & Machine	8/1/2011	Jackson County - Balance of county
RV Elco 120111	ELCo Enterprises Inc.	12/1/2011	Jackson County - Balance of county
RV Gerdau MACSTEEL 011111 Tour of Plant & Lunch	Gerdau Special Steel North America	1/11/2011	Jackson County - Balance of county
RV JanX 062311	JanX Corporation	6/23/2011	Jackson County - Balance of county
RV Lomar 091211 Oper Camp	Lomar Machine & Tool	9/12/2011	Jackson County - Balance of county
RV Mid-America Machining 110311	Mid-America Machining, Inc.	11/3/2011	Jackson County - Balance of county
RV Rives Manufacturing 012711	Rives Manufacturing Inc.	1/27/2011	Jackson County - Balance of county
RV The Craft AGENCY June 2011#5	EG Capital Campaign	6/1/2011	Jackson County - Balance of county
RV TransPharm 020311	TransPharm Preclinical Solutions	2/3/2011	Jackson County - Balance of county
RV TransPharm 6 15 11	TransPharm Preclinical Solutions	6/15/2011	Jackson County - Balance of county
RV Advance Turning 11 03 11	Advance Turning & Manufacturing	11/3/2011	Jackson County - Blackman Township
RV All Play No Work 05 20 11	All Play and No Work	5/20/2011	Jackson County - Blackman Township
RV American Tooling 020311	American Tooling Center, Inc.	2/3/2011	Jackson County - Blackman Township
RV and IFT Review Lematic 102711	Lematic Inc.	10/27/2011	Jackson County - Blackman Township
RV Boyer Tool CC June 2011 #12	Boyers Tool & Die Inc.	6/1/2011	Jackson County - Blackman Township
RV CC Commonwealth Associates June 2011 #1	Commonwealth Associates, Inc.	6/1/2011	Jackson County - Blackman Township
RV CEO or CC Advance Turning	Advance Turning & Manufacturing	8/1/2011	Jackson County - Blackman Township
RV Chemetall Groundbreaking & Reception 050411	Chemetall	5/1/2011	Jackson County - Blackman Township
RV Commonwealth 010611	Commonwealth Associates, Inc.	1/6/2011	Jackson County - Blackman Township
RV Commonwealth Oper Camp 060711	Commonwealth Associates, Inc.	6/7/2011	Jackson County - Blackman Township
RV Great Lakes Industry 091211 IFEC Mtg at Blackman	Great Lakes Industry, Inc.	9/12/2011	Jackson County - Blackman Township
RV Holiday Inn CC June 2011 #4	Holiday Inn	6/1/2011	Jackson County - Blackman Township
RV Jackson Precision Industries 060611 attended Blackman Twp.	Jackson Precision Industries	6/6/2011	Jackson County - Blackman Township
RV Great Lakes Industry 121211	Great Lakes Industry, Inc.	12/12/2011	Jackson County - Blackman Township
RV Melling Tool 121211	Melling Tool Company	12/12/2012	Jackson County - Blackman Township
RV Mid-American Products 110311	Mid-American Products	11/3/2011	Jackson County - Blackman Township
RV Northwest Tool 060211	Northwest Tool & Machine	6/2/2011	Jackson County - Blackman Township
RV NW Refuse 060211	Northwest Refuse	6/2/2011	Jackson County - Blackman Township
RV Petty Machine 120111	Petty Machine & Tool Inc.	12/1/2011	Jackson County - Blackman Township

RV RLF Hugos 061411	Hugo's Bar & Grill	6/14/2011	Jackson County - Blackman Township
RV RLF Jackson Oven Supply 06 13 11	Jackson Oven Supply	6/13/2011	Jackson County - Blackman Township
RV RLF Pro-Care Automotive 06 13 11	Pro-Care Automotive	6/13/2011	Jackson County - Blackman Township
RV Schutte USA 012711	Schutte USA	1/27/2011	Jackson County - Blackman Township
RV SeaLandAire 9 01 11	SeaLandAire Technologies	9/1/2011	Jackson County - Blackman Township
RV TAC IFT Approval 111411	TAC Manufacturing, Inc.	11/15/2011	Jackson County - Blackman Township
RV TAC Manufacturing 011711	TAC Manufacturing, Inc.	1/17/2011	Jackson County - Blackman Township
RV Truform 081511	Truform Machine	8/15/2011	Jackson County - Blackman Township
RV Walmart CC June 2011 #7	Walmart	6/1/2011	Jackson County - Blackman Township
RV Zimmer Marble 020311	Zimmer Marble	2/3/2011	Jackson County - Blackman Township
RV Zimmer Marble 080911	Zimmer Marble	8/9/2011	Jackson County - Blackman Township
RV 061711 Iraq Opportunity - email to Certainteed	Certainteed Corp.	6/17/2011	Jackson County - City of Jackson
RV Accubilt 062711	Accubilt	6/27/2011	Jackson County - City of Jackson
RV Accubilt 083011	Accubilt	8/30/2011	Jackson County - City of Jackson
RV Accubilt 091311 CC Action - PA 198 & T&D Ren Zone	Accubilt	9/13/2011	Jackson County - City of Jackson
RV Alro Riverside 102711	Alro Riverside	10/27/2011	Jackson County - City of Jackson
RV American 1 FCU June 2011 #6	American 1 Federal Credit Union (AI	6/1/2011	Jackson County - City of Jackson
RV Boone Welding 060211	Boone Welding & Fabricating	6/2/2011	Jackson County - City of Jackson
RV CC Accubilt 111711	Accubilt	11/17/2011	Jackson County - City of Jackson
RV CC Cunningham Construction 050511	Cunningham Construction	5/5/2011	Jackson County - City of Jackson
RV Melling 051011	Melling Tool Company	5/10/2011	Jackson County - City of Jackson
RV CC Elm Plating 070711	Elm Plating	7/7/2011	Jackson County - City of Jackson
RV CC F. P. Miller 072711	F.P. Miller Company	7/27/2011	Jackson County - City of Jackson
RV CC Jackson Citizen Patriot 110711	Jackson Citizen Patriot	11/7/2011	Jackson County - City of Jackson
RV CC RTD 051311	RTD Manufacturing	5/13/2011	Jackson County - City of Jackson
RV CEO or CC Butterfield Investments 080111	Butterfield Development LLC	8/1/2011	Jackson County - City of Jackson
RV CEO or CC Commercial Exchange 080111	Commercial Exchange	8/1/2011	Jackson County - City of Jackson
RV Consumers Energy 050511	Consumers Energy Headquarters	5/5/2011	Jackson County - City of Jackson
RV Crankshaft Machine CC June 2011 #11	Crankshaft Machine Company	6/1/2011	Jackson County - City of Jackson
RV Full Spectrum Solutions 061411	Full Spectrum Solutions	6/14/2011	Jackson County - City of Jackson
RV Good Earth Real Estate Phone Call (Scott)	Good Earth Real Estate, LLC	1/24/2011	Jackson County - City of Jackson
RV Hydraulic Systems 062311	Hydraulic Systems Inc.	6/23/2011	Jackson County - City of Jackson
RV Independent Engineering Laboratory 082911	Independent Engineering Lab	9/2/2011	Jackson County - City of Jackson
RV I've Been Framed 061511	I've Been Framed	6/15/2011	Jackson County - City of Jackson
RV Jackson Community Foundation CC June 2011 #2	Jackson Community Foundation	6/1/2011	Jackson County - City of Jackson
RV Mag Tech CC June 2011 #10	Mag-tec Casting Corporation	6/1/2011	Jackson County - City of Jackson
RV Molded Mag 100611	Molded Magnesium Products, LLC	10/6/2011	Jackson County - City of Jackson
RV Orbitform 071411	Orbitform, Inc.	7/14/2011	Jackson County - City of Jackson
RV Production Engineering 060911 Phone	Production Engineering	6/9/2011	Jackson County - City of Jackson
RV Production Engineering 10611	Production Engineering	1/6/2011	Jackson County - City of Jackson
RV RLF Production Engineering 061411	Production Engineering	6/14/2011	Jackson County - City of Jackson
RV RLF RTD 06 21 11	RTD Manufacturing	6/21/2011	Jackson County - City of Jackson
RV RTD 030311	RTD Manufacturing	3/3/2011	Jackson County - City of Jackson
RV Technique 072811	Technique Inc.	7/28/2011	Jackson County - City of Jackson
RV Willis & Machnik CC June 2011 #9	Willis & Machnik Financial Services	6/1/2011	Jackson County - City of Jackson
RV 061711 Iraq Opportunity - Email to Adco	ADCO Products, Inc.	6/17/2011	Jackson County - Leoni Township
RV ADCO 083011	ADCO Products, Inc.	8/30/2011	Jackson County - Leoni Township
RV Airmaster FAN CC June 2011 #3	Airmaster Fan	6/1/2011	Jackson County - Leoni Township
RV Classic Turning 091511	Classic Turning, Inc.	9/15/2011	Jackson County - Leoni Township
RV Classic Turning CDBG Meeting 111011	Classic Turning, Inc.	11/10/2011	Jackson County - Leoni Township
RV Classic Turning Conf Call 112311	Classic Turning, Inc.	11/23/2011	Jackson County - Leoni Township
RV Dawn Foods 030311	Dawn Food Products	3/3/2011	Jackson County - Leoni Township
RV Service Electric 051611 Phone call	Service Electric, Inc.	5/16/2011	Jackson County - Leoni Township
RV CC County National Bank 050411	County National Bank	5/4/2011	Jackson County - Summit Township